British Columbia/Yukon Command

Policy Number:	
Last Amended:	**April 2025**
Next Review Date:	**April 2026**
Approved by:	**PEC**
Admin Responsibility:	**Branch Advisory**

BC/Yukon Command
Branch Development Oversight Policy

BC/Yukon Command is committed to supporting Legion branches in redeveloping their properties to enhance long term sustainability and better serve veterans, members, and the community. While property redevelopment can offer valuable opportunities, it also requires thorough planning, financial management, and effective communication to ensure success.

To help branches navigate this process effectively, BC/Yukon has established a set of requirements and support measures to ensure capital expenditures and property redevelopment projects are well managed, financially transparent, and supported at each stage.

Projects Requiring Approval

The Branch Advisory & Development and Admin/Finance Committees are responsible to provide support and approval to branches undertaking any capital expenditures exceeding $10,000 or any property related projects. This includes:

- Branch Capital Expenditures Over $10,000
    - *Any major purchase or expense exceeding $10,000 for a single project or item.*
    - *Reference Guide: Branch Expenditure Over $10,000 Checklist*

- Branch Renovations Over $25,000
    - *Significant upgrades exceeding $25,000, that involve improvements to an existing branch facility (e.g. accessibility upgrades, major repairs, or structural changes).*
    - *Reference Guide: Branch Renovations Project Over $25,000 Checklist*

- Relocation or Building a New Legion Branch
    - *Moving to a new location or constructing a new Legion facility. Typically involves altering the existing facility or leasing or purchasing new land.*
    - *Reference Guide: Branch Relocation or Building a New Legion Branch Checklist* and *Real Property Development + New Construction Handbook*

- Real Property Development
    - *Large scale changes to the existing Legion facility, such as major building extensions or repurposing unused land.*
    - *Reference Guide: Branch Relocation or Building a New Legion Branch Checklist* and *Real Property Development + New Construction Handbook*

Proposal and Document Submission & Support

Branches are strongly recommended to contact their Branch Operations Advisor as early as possible to discuss preliminary plans of the capital expenditure or project. It is important that branches collaborate closely with their Branch Operations Advisor throughout the entire project.

Before proceeding with any capital expenditure or property related project, branches must review the relevant reference guides and checklists and submit a detailed proposal for review and approval to BC/Yukon Command. No formal agreements, contracts, or financial commitments should be made until the proposal has been reviewed and approved by BC/Yukon Command.

Branch Property Development Oversight

Once the project is approved, the branch will be placed under ***Branch Property Development Oversight***, which ensures adherence to established guidelines and meet ongoing reporting requirements. During this period, the branch will work closely with their Branch Operations Advisor and other relevant professional to ensure the project progresses according to plan and remains compliant with all regulations, by-laws and requirements.

Branch Property Development Oversight applies to branches undertaking the following projects:

- Renovations Over $25,000
- Relocation or Building a New Legion Branch
- Real Property Development

Note: Any renovations over $25,000, building a new Legion branch or real property development projects that are funded through external sources (e.g. grants, insurance claims, etc.), must still submit the detailed proposal to BC/Yukon Command for review and approval before the commencement of the project. Depending on the complexity of the project, ***Branch Property Development Oversight***, may still be required, to ensure consistency, thorough planning and risk management.

Once the renovation, relocation or real property development project is complete and all final reports and submission are made, the branch will be removed from ***Branch Property Development Oversight***.

Reporting Requirements

To ensure transparency and accountability, branches must provide regular progress reports to BC/Yukon Command. Reporting frequency will be established by BC/Yukon Command and will be based on the complexity of the project. The following will need to be submitted (use standardized template provided):

- Project progress reports
- Financial reports, budget update, and timelines revisions
- Identify any impacts on branch operations

Failure to meet reporting standards or project requirements may result in enhanced oversight under the *BC/Yukon Command Performance Standards Policy*.