



POLICIES AND GUIDELINES

OF

EASTERN MARINE BRANCH 161

THE ROYAL CANADIAN LEGION

As amended November 2021



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SECTION 1 – INTRODUCTION

- 1.** There will be no policy changes to this manual without the approval of Eastern Marine Branch Executive.
- 2.** The Secretary of the Branch in conjunction with the Constitution and By-Laws Chairman shall be responsible for the Guidelines & Policy Manual and shall ensure that all new policies and amendments be entered. He/she shall issue all such new policies/amendments to all holders of this Manual.
- 3.** Dominion Command, Nova Scotia/Nunavut Command and Branch By-Laws supersede these Guidelines & Policies.
- 4.** Masculine words include the feminine.
- 5.** Feminine words include the masculine.
- 6.** | Amendments will have a vertical line alongside the amended/added paragraph

SECTION 11 – ADMINISTRATION

1. Branch Bylaws

Eastern Marine Branch No. 161 Branch By-Laws (Revised as approved September 2019)

Article I: Title

This Branch shall be known and designated as Eastern Marine Branch, Nova Scotia, Number 161, and Royal Canadian Legion, hereinafter referred to as the “Branch.”

Article II: Purposes and Objects

The purposes and objects of the Branch shall be those as laid down in the Act to Incorporate the Royal Canadian Legion.

Article III: Membership and Affiliation

Application for membership in the Branch shall be as defined in the General By-Laws of the Royal Canadian Legion (latest revision).

Disciplinary action against all members shall be as described in the General By-Laws of the Royal Canadian Legion (latest revision).

Article IV: Meetings

A. Regular:

- 1) The regular monthly meeting of the Branch shall be held on the third Tuesday of each month, with the exception of December where the meeting will be on the second Tuesday. A quorum for all such regular meetings shall be 15 members and must be maintained throughout the course of the meeting. The July and August meetings will be cancelled, and the executive will conduct the business of the Branch.
- 2) At the regular monthly meeting in September, the President shall upon the direction of the members, elect a Nominating Committee of three members (voting members in good standing) who will submit their report to the December monthly meeting.
- 3) The agenda for all meetings of the Branch shall be that as prescribed by the Royal Canadian Legion “Ritual and Procedure for Legion Meetings”.

B. Annual Meeting and Installation of Officers:

- 1) The annual meeting of the Branch shall be the third Tuesday in January, where all committee reports shall be read for the preceding year.
- 2) The Branch Secretary shall give notice regarding the meeting to each voting member in good standing at least four days before the date of the meeting. Such notice shall be given by news media or by a method deemed necessary by the President.
- 3) A quorum for such meetings shall be 15 members.

- 4) Election of officers to be held on the second Tuesday of December and the installation of officers to immediately follow the election.

C. Emergency:

- 1) Such meetings shall be called in addition to (not in lieu of) regular meetings, and may be called by the President when that office deems it necessary.
- 2) Notice of such meetings shall be given in writing by the Branch Secretary, or if time does not permit, then a manner declared by the President.
- 3) A quorum for such meetings shall be 15 members.

D. Executive:

Such meetings are to be held on the first Tuesday of the month, or may be called by the President as deemed necessary. A quorum for such meetings shall be a majority of the executive committee.

E. Agenda:

The agenda for all meetings of the Branch shall be that as prescribed by the Royal Canadian Legion "Ritual and Procedure for Legion Ceremonies" the current revision.

Article V: Officers

- 1) The officers of the Branch shall be the Immediate Past President, President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Sergeant-at-Arms, Service Officer and Chaplain.
- 2) The executive committee will not exceed 16 members including branch officers and executive-at-large members.
- 3) When other than by expiration of term of office, the office of the President becomes vacant, the 1st Vice President shall carry out the duties of the President for the unexpired term.
- 4) When other than by the expiration of term of office, any of the offices of the remaining branch officers becomes vacant, the Executive Committee shall appoint one of its members to carry out the duties of the office made vacant or may appoint a member at large to carry out the duties of the office for the unexpired term.

Article VI: Committees:

A. General:

- 1) The President shall assign his committee chairperson from the members of the Branch executive who will add members from the general membership at large so as to ensure an adequate work force on each committee. No member of the executive shall serve as chairman of more than one committee or serve as a member of more than two standing committees plus the Poppy Committee.
- 2) Duties of:
 - (a) The Executive is responsible to appoint contractors as may be required for the better working of the Branch, and determine, where necessary, contract wages or remuneration to be made, after the membership approves the budget for a project or expenditure.
 - (b) The executive shall prepare and approve the agenda for the regular meetings.
 - (c) The executive shall meet at the call of the President, or upon written request to the President signed by ten members or more, and in the latter case a three day notice of such meeting shall be required.
- 3) All committees shall present their recommendations to the executive committee for approval. When approval is given for any change, such decision shall be read at the next general meeting.
- 4) All committee chairpersons will submit a written financial report to the executive committee monthly.

B. Standing Committees:

- 1) These Committees may be Poppy, Membership, Nominating, House, Ways and Means, Bingo, Bar, Sports, Finance and By-Laws and other committees as may be deemed necessary.
- 2) The duties of such committees shall be laid down by the executive in office.
- 3) Other special committees may be elected at the discretion of the Branch, but such committees shall cease to exist immediately following the completion and report of a special duty.

C. Nominating Committee:

- 1) The election of this committee of three voting members who have been a member of the Branch in good standing for one year shall be elected by the Branch at the regular September meeting.

- 2) They are to prepare a list of nominees suitable for the offices of Sergeant-at-Arms, Executive-at-Large, President, Vice Presidents, Chaplain, Secretary, Treasurer, Service Officer, Assistant Treasurer, and Assistant Secretary. This committee is to determine whether such nominees are willing to stand for election to office, and to present such a list at the regular meeting of the Branch in December.
- 3) Tenure of office – This committee shall stand from the time of election until the General meeting in September, and shall be required to act at any time to fill office vacancies.
- 4) Members serving on the nominating committee will be eligible to run for office at the election of officers in December.

D. Past Presidents’ Committee:

The remaining past presidents and remaining founding members of the Branch shall form the Past Presidents’ Committee, whose duties will be Honours and Awards, and to meet at the call of the President or executive committee when required for consultation and recommendations on matters of by-laws and resolutions and finance.

E. Executive Committee:

Any Executive Committee member who is absent from three consecutive Executive Committee meetings without due cause satisfactory to the Executive Committee, shall cease to hold office.

Article VII: Voting

A. Election of Officers and Executive at Large:

- 1) All such elections shall be done by secret ballot.
- 2) Must have been a Branch member in good standing for 12 months immediately preceding the election to be eligible for election to the Branch Executive.
- 3) Members are required to serve a one-year term on the Branch Executive to be eligible to be elected Vice President or Chairman.
- 4) To be elected to the office of President, a member must have been a member in good standing for one year, must have attended a minimum of six general meetings during the current election year, and must have served a minimum of one year as a Branch officer as per Article V.

B. Regular Business:

Such decision making may be carried out by a show of hands, or by standing vote, or “aye” or “nay”, or by secret ballot as prescribed in the Rules and Procedures for Legion Meetings.

C. Speaking on Motions:

Speaking on motions and rules for debate will be as prescribed in the Rules and Procedures for Legion Meetings. Each member is entitled to speak once to a question, sometimes more if there is no objection. The proposer of the motion may open the debate and give the final summation after closing of the debate by the Chair.

D. Who May Vote:

All voting members in good standing.

Article VIII: Finances

- A. Dues:** The annual dues of the Branch shall be set at the September general meeting.
- B.** A notice of motion shall be made at the regular monthly meeting, and posted in the Branch, one month in advance of the regular monthly meeting where the debate and vote shall be held on matters of expenditures exceeding five thousand dollars except in emergency situations as determined by the Branch Officers.

Article IX: Social Amenities

All members in good standing will be allowed to sign in ten guests and will be responsible for same.

Article X: Amendments

- 1) The by-laws shall be reviewed once yearly by the Branch executive or an appointed By-laws committee to determine if all articles and sections are in the best interest of the Branch and of the Royal Canadian Legion.
- 2) Any voting member in good standing may submit an amendment in writing with reasons for such an amendment to the bylaws committee. Notice of Motion shall be posted in the branch for one month in advance of the debate and vote on such amendments.
- 3) To effect an amendment a two-third majority of members present shall be necessary, subject to the approval of the Nova Scotia Command By-Laws Committee.

* * *

2. House Rules

All members must show their membership card upon the request of the Bartender, or Duty Member.

The Bartender may refuse bar privileges to a member or their guest, including service of beverages.

Serving members of the CAF with valid ID are welcome in the branch at any time.

Except for the designated family events and as stated by #3, individuals under the age of 19 will not be allowed in any area of the branch where alcohol is being served using the branch " Class A " license.

The following occasions that are designated as family events are: Veterans visits, Honour Roll Sunday, and any other special occasion where the branch membership have voted to allow children to attend.

All members in good standing will be allowed to sign in ten (10) guests and will be responsible for same.

Members must ask their guests to leave when they do.

Headdress is not to be worn in the lower level of the branch except for the duty member(s) and those who require headdress for religious or medical reasons. Special occasion headdress to be approved by the Executive.

No alcohol is to be taken outside except on the patio. Drinks must be consumed no later than 30 Minutes after last call.

Clothing appropriate for an event or social function is to be worn.

The duty member and duty bartender have full authority to enforce rules and regulations, and are to be respected at all times. Members are expected to assist duty personnel when necessary.

When allowed in the branch, anyone under 19 years of age must be accompanied by a parent or adult guardian other than para #3.

Non-members (guests) must sign in.

Animals, except service animals, are not permitted in the branch.

3 Branch Hours of Operation

Monday to Saturday (excluding holidays)	1:00 PM to 11:00 PM
Sundays	1:00 PM to 6:00 PM

From time to time during the Summer (June to August inclusive) the branch has been operating under reduced hours due to the lack of business. There is no definitive policy in place but has been considered as the situation has arisen in the past. Typically, the reduction has been a total of about twelve hours per week.

4. Inclement Weather Policy

This policy is to guide staff and Branch officers in situations where the Branch should be closed due to adverse weather conditions. Any action taken is to be in the best interest of the employee and the Branch - SAFETY IS PRIMARY.

The principal reason for closing the Branch is that adverse weather is making traveling on roads hazardous thus creating a concern for the safety of the employee to travel to home or to work. Two situations are possible:

Closing during regular hours of operation:

- a) if the duty staff becomes aware that road conditions are deteriorating, then the staff member will telephone the Bar Chair or President and give an evaluation of the road conditions. Between them, they will decide whether to close the Branch or allow it to remain open.
- b) The staff member must feel comfortable driving at that time the decision is made to close the Branch. Otherwise, the staff member is to remain in the Branch until conditions improve.
- c) Note: in the event that the Branch closes, then a notice will be placed on the doors indicating that the Branch is closed due to inclement weather.

Not opening at the regularly scheduled hour:

- a) if weather or road conditions are a concern before the duty staff member arrives for work; or
- b) if adverse weather or road conditions, that caused a closure of the Branch the previous day, continue into the next scheduled opening of the Branch; then
- c) the duty staff is to telephone the Bar Chair or the President to confirm if the Branch will remain closed.

In all cases the Bar Chair or President is the approving authority with the concurrence of the duty staff member.

5. Deceased Notification

- a) It will be the responsibility of this Branch that the Secretary notify all Branch members when there is a death of a Member in Good Standing and that the flags be flown at half-mast in tribute to the deceased Comrade.

- b) In the event of the passing of any fully paid-up member, flags will be flown at half-mast until after the funeral/Celebration of Life service to a maximum duration of Seven days.

6. Distribution of Executive Meeting Minutes

- a) The minutes of all Executive Meeting meetings will be proofread for verification of content by members of the Executive, prior to being distributed to the membership for "Information Only".
- b) The minutes of all Executive Meetings Council shall be distributed to the Branch members within 10 days following meeting.

7. Holding of Committee Meetings

- a) The Chair shall ensure minutes of the proceedings are produced
- b) Minutes of all committee meetings to be sent to the members of the Executive, within 6 days following these meetings.

8. Correspondence

It is the duty of the Secretary to bring all correspondence to the immediate attention of the President, appropriate officers and the general membership.

9 Executive Meetings

Executive meetings shall be held monthly, usually on the first Tuesday of each month iaw Branch By-Laws

10. Elections

Branch Election of Officers shall take place on the second Tuesday of December each year. Elections shall be run by an outside Branch/Zone representative wherever possible

11. Nominating Oneself to Office

No one is entitled to nominate themselves to any office in this Branch.

12. Branch Assistance

It is the policy of Command to assist branches by every means available. In some instances, this may require extending financial assistance or expending Command funds for branch investigations, audits, emergency repairs, etc. If Command is required, or requested, to send an investigation team, or Command Officers, to a branch at their request, or due to the proven negligence of said branch, then financial restitution may be requested from that branch to cover costs incurred by Command. Financial restitution will be determined based upon the financial stability of the branch. This paragraph was taken from the Command Procedures Manual

13. Workplace Harassment

Policy – This Branch believes in the prevention of harassment and promotes a harassment-free environment in which all people respect one another and work together to achieve common goals.

The Branch does not tolerate or condone any degree of harassment by anyone associated with the Branch or from outside individuals. It is the responsibility of all Executive, Staff, and Membership to promote an harassment- free environment in the workplace.

Procedure – Branch 161 adopts the Treasury Board of Canada Secretariat definition of Workplace Harassment as:

"Improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the *Canadian Human Rights Act* (i.e., based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction)."

Harassment can include such things as verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, taunts, inappropriate telephone calls and voice messages, email, or comments on social media on any of the prohibited grounds.

The behaviour need not be intentional in order to be considered harassment but may be offensive and/or intimidating. Such action may also engender fear or mistrust, and thereby compromise an individual's dignity or sense of self-worth. Any act of harassment committed by or against any employee, volunteer, or any other individual is unacceptable conduct and will not be tolerated.

Branch 161 is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner taking necessary corrective action and providing appropriate support for victims. No individual shall be penalized in any way for making a complaint or giving evidence in a harassment investigation. The test to determine whether harassment has occurred is two-fold:

- Whether a person knew or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient
- The recipient found the behaviour offensive

If an individual(s) believes they are being harassed, they should:

1. Immediately make the individual(s) aware that the behaviour is unwelcome and ask him/her to stop.
2. Report the incident(s) in writing to the President. In the event of an incident(s) involving the President, a written report is to be made to the First Vice-President.
3. The recipient should keep a record of the incidents in question, which may include:
 - Name(s) of the individual(s) in question
 - The date, place, and time the incident(s) occurred
 - Name(s) of any witnesses
 - The event(s) that led up to the incident(s) in question
 - Any particular reason why the event(s) occurred
 - The actual incident that led to a complaint

Branch 161 will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting individuals' privacy as much as possible. The Branch will use mediation and/or disciplinary action dealing with incidents arising between employees and will adhere to the General Bylaws of the Royal Canadian Legion in any instances involving the membership.

This policy is not intended to limit or constrain the reasonable exercise of the employer functions in the workplace.

Nothing in this policy prevents or discourages an employee from filing an application with the Human Rights Tribunal on a matter related to Nova Scotia's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal venues that may be available.

SECTION 111 – STAFF

1. Staff Vacation

- a) Members of staff are paid 4% vacation pay each pay day and will therefore, not get extra pay for vacation time taken
- b) To facilitate work schedules, staff are asked to plan ahead whenever possible for vacation time. It should also be considered that the "normal" vacation period should not exceed 14 days at any one time unless previous arrangements have been made to exceed this time
- c) Compassionate leave for employees – immediate family will be with the approval of the Bar Chairman or the Branch President. Payment for such absences will be subject to review by the President and Bar Chairman.
- d) Bereavement Leave for immediate family – 3 days maximum. Payment for such absences will also be subject to review by the President and Bar Chairman.
- e) Immediate family: father, mother, step-father, step-mother, wife, husband or common law partner, son, daughter, brother, sister, mother-in-law, father-in-law, or others at the discretion of the Bar Chairman or the Branch President.
- f) A proper log book for employee's work records should be maintained by the Bar Chairman.
- g) It is not a mandatory requirement for staff to take vacation, however, it is encouraged to promote a sense of "health and wellness".

2. Sick Leave

- a) Employees are allowed a maximum of 3 days per year in accordance with the Labour Standards of Nova Scotia. Days may not be accumulated or carried forward from year to year. There will be no financial restitution for unused days.
- b) After 3 consecutive days, employees should, wherever possible, have a doctor's certificate.

3. Salary Increment

Salary increments for staff – it is now established that annual increases may be by the amount set by the "Provincial Government Minimum Wage Legislation", and/or based on staff performance evaluation. More detail is provided regarding specific pay rates in the "Bartenders Responsibilities" at Section V of this manual.

4. Confidentiality

That an agreement of confidentiality letter shall be signed by all employees of Branch 161. Failure to abide by this agreement would result in disciplinary action and/or dismissal (in accordance with the Nova Scotia Labour Laws).

5. Staff Meetings

The Branch President will meet with the Bar Chairman to discuss any staff problems and situations as they may arise. The Executive Committee must be kept apprised of these meetings.

6. Staff Non-Working Day(s)

- a) Staff may be requested to work on a non-working day.
- b) When staff is required to work non-working day(s), they will receive either:
 - i) time off in lieu, to be taken within twelve (12) months (calendar year) which cannot be carried over from year to year; or
 - ii) be paid regular wages for time worked.

7. Storm Days

The President will be responsible to make determinations regarding Branch openings and closings due to inclement weather, after consultation with members of the Executive Committee. Staff compensation for such periods will be reviewed by the President and Bar Chairman with input from the Executive.

8. Training and Development

- a) Branch 161 supports the ongoing learning and development of its employees. Training which benefits the job skills of employees is encouraged.
- b) All training must be approved by the Executive.
- c) If an employee attends training, paid for by the branch, and fails the course, or fails to attend the course, the employee will be liable to pay the associated fees.

9. Staff Grievance Procedures

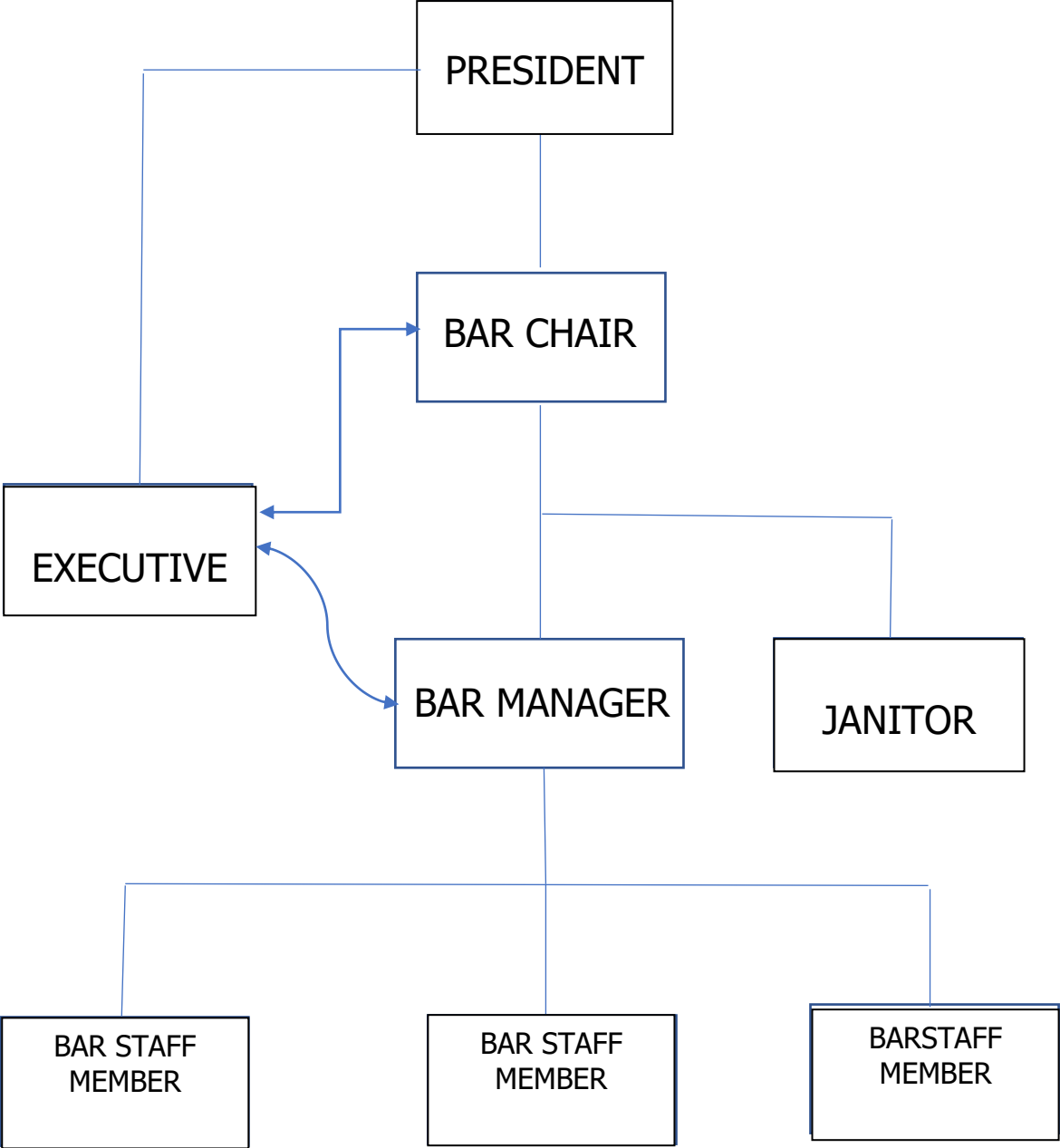
- a) Any Member having grievances with a member of staff is as follows:
 - i) First speak with the Bar Chairman, the employees Supervisor;
 - ii) If not resolved, write a letter to the President who will note the grievance and speak with the Bar Chairman and if necessary, the staff member; and
 - iii) If the situation is still not corrected, the Member is to write a letter to the President with a copy to the Secretary for consideration of further action.

Any letters received pertaining to Staff grievances are to be recorded and an answer/solution to the grievance shall be in the form of a letter to the member of staff.

- b) If a staff member has a grievance with a member of the Executive, the staff member is to speak to the Bar Chairman and if not corrected, will then meet jointly with the Branch President.
- c) The grievance procedures should be read in conjunction with Command Harassment Policy – Section II, Item 14.

NOTE: Letters of appreciation and acknowledgement of jobs well done are encouraged to be sent to the Secretary and Command President.

10. Staff Organization Chart



SECTION 1V
EXECUTIVE TERMS OF REFERENCE

1. BRANCH PRESIDENT

Elected as: an officer of the branch

Responsible to: membership

Reporting to: NA

References:

- A. The Royal Canadian Legion Branch Leadership Manual
- B. Rules of Procedure for Legion Meetings

Responsibilities:

- Acts as the Chief Executive Officer of the branch and portrays the Legion image in the local community
- Chairs all executive and general meetings to ensure
- Sets an example of fairness, courtesy and obedience to the membership
- Represents the branch at Zone, and District and at Provincial and National conventions
- Representative of the branch with NS Alcohol and Gaming Authority including allowing his name to be used on the liquor license
- Abstain from debate and voting on motions unless relinquishes the chair
- Provides guidance to the members of the executive
- Ex-officio of all committees
- Arranges committees or panels as needed to handle special issues such as grievances.

2. IMMEDIATE PAST PRESIDENT

Elected as: an officer of the branch

Responsible to: membership

References:

- A. The Royal Canadian Legion Branch Leadership Manual

Responsibilities:

- The position is not a voted position but exists as an automatic position being installed due to having been the previous President
- Oversees the Policy and Procedures of day-to-day branch business
- Is Chairman of "The Past President's Committee" and as such:
 - Reviews and suggests changes to the Branch bylaws and House Rules
- Is chair of "The Honours and Awards Committee" and arranges/oversees the Honours and Awards event
- Brings forward and makes suggestions to the President, those members worthy of recognition
- Is MENTOR to the President and other Executive members

3. FIRST VICE-PRESIDENT

Elected as: an officer of the branch

Responsible to: President

Reporting to: President

References:

C. The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

- Acts an assistant to the President, and in the absence of the President, is prepared to assume the duties of the President as the situation requires.
- Acts as the chair to at least one of the principal committees.
- Acts as a branch delegate to Zone and District meetings and at Provincial and National conventions.
- Arranges the annual review of branch financial reports and accounts.

4. SECOND VICE-PRESIDENT

Elected as: an officer of the branch

Responsible to: President

Reporting to: President

References:

D. The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

- Acts an assistant to the President and in the absence of the President and 1st Vice President, is prepared to assume the duties of the President as the situation requires.
- Acts as the chair to at least one of the principal committees.
- Acts as a branch delegate to Zone and District meetings and at Provincial and National conventions when required

5. THIRD VICE-PRESIDENT

Elected as: an officer of the branch

Responsible to: President

Reporting to: President

References:

E. The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

- Acts as an assistant to the President and in the absence of the President is prepared to assume the duties of the President should the 1st or 2nd Vice Presidents be unable to assume these duties.
- Acts as the chair to at least one of the principal committees.
- Acts as a branch delegate to Zone and District meetings and at Provincial and National conventions when required.

6. SECRETARY

Elected as: An Officer of the Branch

Responsible to: President

Reporting to: the membership through the Executive

References:

The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

- Attend Executive and Regular meeting and prepare minutes of these meetings
- Prepare and present the Correspondence report at Executive and Regular meetings
- Record and distribute correspondence received by mail and email
- Make copies of incoming correspondence and file
- File correspondence prepared and sent by other committee heads or branch officers
- Retain the postal box key and check the box for mail
- Assist the President with the preparation and submission of reports
- Work with the Membership Chairman to maintain accurate email addresses on the Branch email distribution list
- Monitor and redirect emails received on the Branch email account to the appropriate committee and make copies for file
- Maintain an instruction on how to perform the Secretary's duties
- Coordinate with the Chaplain to send or deliver:
 - Cards of condolence to the families of branch members who have died or to branch members when an immediate family member passes away.
 - Get well cards for branch members who are hospitalized or recovering from a serious injury or operation

7. TREASURER

Elected as: an officer of the branch

Responsible to: President

Reporting to: Membership through the Executive

References:

The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

You are accountable for **all** monies coming into and going out of the Branch. Therefore, it is your responsibility to ensure that all monies are recorded, and an accurate paper trail exists. Handle this money as if it was yours and remember the membership has entrusted you to administer the funds of the Branch on their behalf.

The Treasurer may review the cost and the selling prices of all commodities (bar, legion supplies, poppy, wreaths, etc.) on a continuing basis to ensure the Branch maintains a reasonable mark-up. When prices need to be adjusted you will make recommendations to the appropriate chair and the executive committee accordingly.

A gross profit of 50% should be your target. To obtain a 50% gross profit your products will need to have a mark-up value of 100% plus.

The Treasurer's job is to review the operating expenses of the Branch at all times. Expenses that should be monitored regularly are telephone, bank charges, advertising, miscellaneous, stationary and the largest expense for most Branches, wages and benefits.

- Work in cooperation with Bingo, Poppy and House representatives for:
 - Transfer of funds between accounts
 - Settlement of charges against the account and VISA
- Reports:
 - Annual
 - prepare letter to bank for signing authorities – President, 1st Vice, Treasurer, Bingo/Poppy fund rep
 - present Accountant's income and balance statement for the year at the January General Meeting
 - prepare letter to Command with Branch Income and Expense Statement for the year
 - Monthly
 - report to Executive and membership on balance for General account and major expenses from this account
 - send consolidated report to Command, by month end of overall financial status of the Branch
- Logs
 - Maintain log of when payments are due and confirm payments being made
 - Maintain log of supplier and vendors with contact details, accounts and access codes/passwords
- Budget
 - Prepare, whenever possible, an Annual Budget
- Cash Flow / Payments

- Scrutinize bills, invoices, receipts and reports for legitimacy and payment
- Ensure transfers between accounts are made as necessary
- Ensure use of the credit card is backed by receipts from committees / chairmen that have access to branch credit cards (President, Bingo/Poppy, Membership, House, Bar and Hall)
- Records
 - Prepare document packages for the bookkeeper
 - File documents processed by the bookkeeper
- Bank
 - Liaise with Bank business account manager
 - Reset online Bank account password when signing authorities change
- Work with President to have an annual internal "audit" completed
- Monitor the online donation email account treasurer@eastlink.ca and make e-transfers to the appropriate accounts

Your duties to your Zone and District

As Branch Treasurer you have few direct responsibilities to the Zone or District. However, when the Zone Commander schedules an official visit to every Branch and at that time you must open your books for review. You are responsible for providing the Branch bank statements, bookkeeping ledgers and cancelled cheques, for all accounts and the year-end financial reports for each bank account. The year-end reports must consist of a balance sheet and a profit and loss (income) statement.

Prior to the Zone Commanders' visit a letter may be received outlining all the items they want to review.

8. SERVICE OFFICER

The importance of having a Branch Service Officer in every Legion Branch cannot be overemphasized. He can be either elected or appointed to office.

It takes many years of experience to become a good service officer and this is why continuity should receive consideration when electing or appointing a person to this office. The duties of a Branch Service Officer are many and varied. You should attend all general meetings and to act as Advisor and counsel on "Service" Matters.

It is imperative that the Branch Service Officer be included as a member of the Poppy Trust Fund Committee as he/she can provide valuable guidance as to the way Poppy Trust Funds may be utilized. The Service Officer is responsible to investigate any personal claims that may call for assistance from the Poppy Trust Fund. The assistance that this person can provide will ensure that the Committee does not run afoul of the regulations.

Some of the aspects of Legion Service work are:

- Disability Pensions (Widows included)
- Treatment Regulations
- Benevolent Funds

The Service Officer should let it be known where and when he/she can be contacted.

The following publications are normally available from the Command Service Bureau and are recommended reading for a Branch Service Officer.

Legion Poppy Manual
General By-Laws—Article XI
War Veterans Allowance
Last Post Fund
Canada/Quebec Pension Plan
Old Age Security Pension
Old Age Security & Guaranteed income supplement guide
Spouses Allowance
Veterans Affairs Services & Benefit

Each Province has a number of informative pamphlets available on senior citizen benefits.

It is vital that the Branch Service Officer keeps discussions with persons seeking assistance confidential. If this is not done, the Branch Service Officer will not have any credibility and be unable to properly carry out the responsibilities of this position.

Training Opportunities

The NS/NU Command Service Bureau holds several Service Officer seminars across the Province. It is recommended that you attend a Service Officer Seminar. Expense for the Service Officer attending these seminars can come from the Poppy Fund.

Legion Poppy Funds
War Veterans Allowance
Social Assistance (Welfare)
Burials, including CPC, DVA and Last Post Fund
Old Age Security and Guaranteed Income Supplement
Housing
Canada Pension Plan or Quebec Pension Plan
Veterans Independence Program

Although the scope is large, the Branch Service Officer is not expected to know all the details of Veterans' legislation, etc. That is why the Legion employs both Provincial and Dominion Command Service Officers to assist in this regard.

9. SERGEANT-AT-ARMS

The Sergeant-At-Arms may be either appointed or elected by the Members and is responsible for the following:

For the presentation of the Colours at all Official Functions and is charged with the care of the Colours as well as the conduct and appearance of the Colour Party.

Ensures that only those qualified are permitted to attend Meetings and that decorum is maintained.

When on Duty, the position of Office is at the entrance door of the hall or meeting room.

Is in immediate attendance on the President or other Presiding Officer, and preserves Order at the direction of the Chair.

At the Welcoming Ceremony, conduct the newly-elected Officers and Committee Members to a place in front of the Installing Officer and similarly conducts newly enrolled Members at the Ceremony of Initiation.

The Sergeant-At-Arms is NOT a Member of the Executive Committee unless so elected, or is already a Member of the Executive Committee appointed to this Office; and

If the Sergeant-At-Arms wishes to take part in the debate, he/she must temporarily vacate the position, and may not resume duty until the subject under discussion is disposed of or resolved.

10. BAR AND HALL RENTAL CHAIR

The bar chair is appointed by the branch president. He acts as liaison between the bar staff and executive committee and is directly responsible for the implementation of the following criteria and procedures:

- 1) Appoint at least three members one of whom will be designated assistant chair, from the members at large (may include executive committee members) to serve on the bar committee. The terms of reference for the committee will be to meet at the call of the bar chair, executive committee or president, to ensure any position vacancies are filled, carry out price reviews when required, assist staff with inventory checks on a regular basis, make recommendations to the executive committee as required, and carrying out other duties that may be requested from time-to-time by the President or executive committee.
- 2) Must be knowledgeable of Liquor Licensing Regulations, Alcohol and Gaming Regulations, Nova Scotia Labour Standards Code, and Branch By-laws and House Rules.
- 3) Verify daily bar sales/lotto reports on a weekly basis.
- 4) Ensure all required paperwork and reports, including employee time sheets, are prepared and verified in a timely manner as prescribed by the branch treasurer.
- 5) Keep bar manager and staff up-to-date on all relevant branch business, i.e., upcoming functions, changes in policies, hall rentals, etc.
- 6) Is responsible for hall rentals including, approval of rental application, preparation of proper paperwork, receiving deposits and fees, ensuring renter complies with agreement. He may negotiate changes in hall rentals from time-to-time to accommodate special requests, i.e., price adjustments when required.
- 7) Authorize the purchase of new merchandise for sale at the bar and canteen.
- 8) Provide a written monthly report to the monthly executive meeting on bar, lotto and hall rental activities including the total sales and expenses for the previous month. A copy of the report is to be given to branch secretary and president.
- 9) Additionally, the bar chair is responsible for the following:

- a) ensure new employees comply with criminal record check;
- b) maintain employee records in accordance with current legislation and regulations;
- c) approve training schedule for new employees and ensure all employees are aware of primary duties and responsibilities;
- d) ensure employee participation in training and programs that may be requested by the Nova Scotia Alcohol and Gaming Authority from time-to-time;
- e) monitor employee's performance and report all issues of concern immediately to the president for resolution;
- f) immediately report to the president, any incidents that may arise with members and/or patrons;
- g) carry out other duties as may be directed by the president or executive committee from time-to-time (e.g., price reviews, etc.).

11. ENTERTAINMENT CHAIR

Elected as: An Officer of the Branch or Member at Large

Responsible to: President

Reporting to: the membership through the Executive

Responsibilities:

- Attend Executive and Regular meetings.
- Prepare, present and move the Entertainment report at Executive and Regular meetings
- Gather information and financial records on events hosted by the Branch for the Entertainment report
- Coordinate the provision of music and entertainment with other committees hosting branch events
- Recruit members to the Entertainment Committee or engage individuals to organize specific events
- Plan and conduct entertainment events as set out in the Branch calendar
- Maintain an instruction on how to perform the Entertainment Chairman's duties
- Maintain a list of contracts between the Branch and performers.
- Responsible for all 50/50 receipts

12. HOUSE CHAIR

Elected as: An Officer of the Branch

Responsible to: President

Reporting to: the membership through the Executive

References: The Royal Canadian Legion Branch Leadership Manual
Rules of Procedure for Legion Meetings

Responsibilities:

- The House Chair shall be responsible for the electrical and mechanical well-being of the branch together with the internal and external systems.
- The House Chair is responsible for coordinating all routine tests/examinations and routine maintenance of equipment that needs this attention. One example would be the taking of water samples and arranging for the testing of that sample. Another example would be to arrange for the certification/examination of the Chairlift. The chair is responsible for maintaining a maintenance log together with a book of certification documents.
- The chair will have a VISA card with a ceiling of \$500 and will ensure that all expenditures are reported accordingly, and the specific receipts are given to the Treasurer with an explanation of the expense.
- The House Chair is responsible for maintaining a good working file in the Executive office of all projects that have been completed or are in progress.
- The House Chair may be selected as the Project Manager for any major projects that are being undertaken in the branch.
- The House Chair must keep a maintenance book that will serve as a record of all defects and the necessary repairs that were carried out. This book will serve as a record for any future person assuming the duties of House Chair.
- The House Chair may, if so wished, keep a "copy" of all the transactions that are carried out on behalf of the branch; however, a full copy must be in the files at the branch.
- The chair will be responsible for the key register and the safe keeping of all keys. A key log should be maintained in order that the whereabouts of all keys are known and available. Key control is the responsibility of the House Chair.
- The chair must have a working knowledge of the branch security system (keypad) and is responsible for keeping an "Access Log" of who has access and what the specific "passwords" are. This information is to be kept "confidential" and only the individual and the chair will know the password for each person involved.
- The House Chair is responsible for attending monthly Executive and General meetings and to present a written report to the Secretary.
- The chair will, wherever possible, be a member of any committee where a review of any bids for work are submitted to the branch.

It is important to note that the House Chair does NOT need to be the actual person doing the needed repairs but IS the person responsible for ensuring timely action is taken (by someone) to rectify mechanical/electrical/structural problems in the branch.

13. WAYS AND MEANS CHAIR

Position: Appointed, and a member of the Executive Committee

Responsible to: The President

Reporting to: the Membership through the Executive

References: Branch By-Laws

Responsibilities:

- Co-ordinate the provision of TGIF suppers

- Arrange food services for Branch sponsored events such as dinners and canteens, and for special non-Branch activities
- Encourage members of the Ways and Means Committee to attain the Nova Scotia Food Handling Safety Course
- Implement recommendations made during Food Safety Inspections
- Ensure the cleanliness of kitchens and appliances
- Report monthly on the income and expenses for the Committee
- Prepare submissions for capital expenses in excess of \$100,00
- Convene a monthly "Ways and Means" committee meeting with minutes.
- Maintain financial records including the use of a cash float
- Coordinate with:
 - Public Relations, for advertising
 - the Secretary for publication of Ways and Means events on the Branch calendar and website
- Co-ordinate all gaming events except for the VLTs. This means arranging the licenses/permissions for 50/50 draws, gift basket draws, Loonie Draw, and any other fund-raising event. (this is now coordinated by the Bar and Hall Rental chairman)

14. MEMBERSHIP CHAIR

Position: Appointed and a member of the Executive Committee

Responsible to: The President

Reporting to: The membership through the Executive Committee

Reference: Branch Bylaws and RCL membership rules

Responsibilities:

- Keep accurate accounts of all members, ensure member documentation is current
- Promote new membership by sending out relevant information/ special programs
- Make monthly reports to the membership through the Executive on the status of membership
- Ensure membership fees are paid to Dominion using the electronic system
- Educate members on the "how to" of renewing membership electronically as well as by the "old" method. Send out "renewal reminders" at the appropriate time
- When new members join, arrange dates for their "Welcome" ceremony, prepare "New Member" package including certificates etc
- When new members have been "welcomed", ensure their information is entered into the branch email systems ("Info@" and Mailchimp)

15. SPORTS OFFICER

Position: Appointed

Responsible to the membership for sports events in the Branch

Reporting to: Executive

References:
Legion Sports Manual

General –

- Coordinate with Public Relations and the Secretary to notify members of sports events and competitions
- Submit entries and fees for Branch participation in Zone sports events
- Prepare and maintain a sports budget
- Prepare submissions for competition expenses outside the sports budget
- Control a cash Sports Float
- Prepare monthly report on sports activities and income and expenses
- Attend Zone Sports meetings to represent the Branch
- Act as the Branch representative for Zone sport competitions held at the Branch
- Arrange the repair and maintenance of Branch sport equipment
- Coordinate the Saturday evening dart (meat) shoots and other special events sponsored by the Branch
- Coordinate with Ways and Means for food service when required.

16. BINGO COMMITTEE CHAIR

Position: Appointed

Responsible to the membership for the conduct of Bingo in the Branch

Reporting to: Executive

Responsibilities:

- Recruit and arrange members to assist in the supervision of weekly bingo games
- Maintain and account for a cash Bingo Float
- Prepare a monthly report on the income and expenses for Branch bingo for the Executive and Regular meetings
- Prepare and submit accounting records to Nova Scotia Alcohol and Gaming including taxes
- Ensure that licences to operate bingo are current and renewed as necessary
- Co-sign invoices for payment for the Bingo account
- Co-ordinate disbursements of donations from the Bingo account to the Branch and local groups and individuals
- Prepare a budget for charitable disbursements to local groups and individuals to promote participation in sports, provide charitable support in the community
- Sit as a member of a Service Officer's committee to consider requests from financial distress

17. CHAPLAIN

Responsible: to the President for conduct of religious portions of ceremonies and for moral support to comrades and veterans

Duties:

- Arrange and/or conduct the religious aspects of:
 - Funerals and celebrations of Life
 - Legion tributes at interment

- Memorial ceremonies such as VJ Day, Honour Role Sunday, November 11th
- Legion dinners
- Assisting families of departed comrades with the planning of Celebrations of Life
- Moral support to comrades and veterans in long term care or extended recovery
- Prepare monthly and annual reports on activities and funds spent on hospital comforts
- Purchase and submit receipts for reimbursement of items bought to provide amenities of comfort to comrades and veterans in long term care or extended recovery

18. PUBLIC RELATIONS

Position: Appointed

Reporting to: Executive

References: Legion Public Relations documentation and Presentations

Responsibilities:

General.

Organise a committee, as necessary, to assist with public relations activities including training potential replacement(s)

Control the dissemination of information to the public and members at large. Direction to the Executive, distribution of minutes and communication with individuals are the responsibility of the appropriate members of the Executive.

Arrange, with other committees, for the production and publication or distribution of information in print media, social media, radio and TV, roadside sign board, PSA TV, bulletin/notice boards

With input from the Membership chairman, add or remove members from the branch email lists (info@ and Mail Chimp)

Coordinate the content of the Branch website

Coordinate, prepare and publish a monthly calendar of branch activities

Ensure photographs are taken and preserved of Legion events, awards and such

Submit suitable items to Command for publication in the Legion magazine

Educate branch members on public relations including the consequences on public opinion of positive and negative actions

Submit a monthly report for the Executive and General meeting on past and upcoming public relations activities

Maintain information on venues for publishing or disseminating information

Specifically, PR is responsible for the following:

- a) Production and mail out of the monthly Branch Calendar;
- b) Production and mail out of the monthly Branch Events Poster;
- c) Updating the Branch Website;

- d) Updating the Branch Facebook Page;
- e) Posting Branch advertisements in designated periodicals the deadlines are as follows;
 - i. Shop the Shore as per the publication (shorebusinessadv@gmail.com), and
 - ii. Dartmouth Tribune (communityevents@herald.ca),
 - iii. Ensure you get the correct information on upcoming events from the Executive or the Committee Chairs as early as possible
- f) Creating, publishing, and mail out special events posters;
 - i. When putting posters up in the community please make sure permission is granted from the business,
 - ii. If putting posters up in the Superstore-Porter's Lake you take it to the Customer Service desk and they will date it. Superstore removes posters every two weeks so you may need to replace it if you put it up too early,
 - iii. Check the boards periodically to see what's there.
- g) Updating both sides of the large sign in front of the Branch. Keeping the signs both inside and outside the Branch up to date is important. This gives info to not just those who drive by but to those who visit the Branch;
- h) Branch photographer;
- i) Updating the Branch Public Service Announcement television downstairs using thumb drives.

All photos, letters, posters and calendars should be saved to thumb drive (provided).
 PR has a mailbox in the executive office upstairs and should be checked often.

19. POPPY CHAIR

Position: Appointed

Responsible to: The President

Works with: Poppy Treasurer, Service Officer, Chaplain and other members/volunteers as needed

References: Royal Canadian Legion Poppy Manual, Branch Bylaws and other miscellaneous publications

Responsibilities:

General.

The Poppy Chair is responsible for "All things Poppy". Ensure the "Poppy Flag" is raised on the first day of the Campaign and lowered by sunset on Remembrance Day. The Chair must also ensure that the branch "Canada" flag is half-masted on Remembrance Day and raised at sunset. The Chair ensures the following issues are dealt with using members of the Poppy Committee:

- Ensuring that an up-to-date inventory of ALL Poppy Stock is carried out after the yearly Poppy Campaign and kept as a reference document,
- Ordering ALL Poppy-related stock and miscellaneous materials (including cans) from either RCL Poppy Supply and/or Veterans Affairs Canada in good time before the build up to the campaign,
- Forming a "Poppy Committee" at least Four months in advance of the Poppy Campaign,
- Ensuring that notices are distributed to the membership reminding them that it is their duty to support the Poppy Campaign,
- Prepare and post Schedules for Poppy Volunteers working the two main stores (Superstore and Tim Horton's),
- Ensure that "procedures" are written up for all staff and volunteers. These procedures must contain "how to" instructions for the Bar Staff which shall include Donation Sheets/Poppy Can register, Receipt procedures and the safe storage of Poppy Contributions,
- Coordinate the "Business" volunteers – they are the members/volunteers who visit businesses with requests, poppy trays and cans. Typically, our area is divided into three sectors – 107 to Myra Road, Myra Road to Ross Road, and Hwy 207 to Ross Road
- Ensure there is a dedicated volunteer solely responsible for ensuring that supplies to the Superstore and Tim Horton's are available on a daily basis – that is their sole responsibility
- Ensure that "Thank you" letters are prepared and distributed for previous campaigns (the previous year) These letters should be circulated in the first days of the Campaign
- Ensure that the "School Liaison Volunteer" meets with the schools in our area and develops a "VISIT SCHEDULE" suitable to both the branch and the schools,
- Ensure that ALL data is entered into the "Poppy Program" accurately on a regular basis throughout the campaign,
- Ensure that reports are prepared on the evening before Remembrance Day in order that Wreath laying/Donations are listed accurately and that the President is confident of the Accuracy of the documents. This will also entail the printing of the Programs, labels for the "Donation Wall", and several copies of "Wreaths to be laid" and "Wreaths to be taken to the Cenotaph" lists.
- Ensure that all label requirements are met and that there is a sufficient supply of labels at the beginning of the Campaign.

Specific:

The Poppy Chair should form a Committee by mid-July/beginning of August and call a meeting for all volunteers to attend the first meeting which should be by the beginning of September. The Chair should be aware of the need for someone to prepare "programs" for both "Honour Roll" and "Remembrance Day" and be part of that procedure. To be able to input "data", the Poppy Chair must be familiar with the "Access" Program and have the branch laptop available throughout the campaign. The poppy Chair must be included in the planning stages for both parades and also the Remembrance church service.

Data entry is probably the most important "tool" in the campaign. It ensures that EVERY piece of information is available at any one time. What is available?

- Who made donations and how much,

- Who purchased wreaths – what size, in memory of whom, was there a ribbon, who laid the wreath etc. Are we delivering the wreath to the Cenotaph
- Where were the cans placed,
- Label data for cans and donations,
- How much did each returned can contain?
- How much money was received from cans, wreath sales, business donations and other means?
- Are there any businesses/donors who have shut down/ deceased?

Funds Receivable:

It is of the utmost importance that monies are tracked accurately and details entered into the Poppy Program on the computer. It is often the case where organizations order wreaths and do not pay "up front" for the product. It is the Poppy Chair's responsibility to prepare invoices, send them out and to accurately monitor the returns. This is an area that requires absolute care and the need to have good communication with the Secretary and the Poppy Treasurer at all times. When an invoice has been issued, payment may come in by mail, by an individual or by one of the other members responsible for businesses. If the monies come in by mail, it is most important that the Secretary informs the Poppy Chair of receipt of the cheque in order that the amount may be put into the "system" and not "lost" in General Payments. At the end of the Campaign, all monies received, per the "Poppy Program", should equal all monies paid into the bank by the Poppy Treasurer.

After actions:

There is a need, at the end of the Poppy Campaign, usually during the third week in November to do a "self-audit" of the Campaign. This involves the following:

- Gather all paperwork from the Bar Poppy Book to ensure ALL records are complete and entered correctly into the "Program",
- Obtain and record that all cans were accurately accounted for. This means that ALL cans issued were returned and how much each can contained, and from where it came. Record details in the Program which will be used for future "can placement" decisions
- File ALL invoices and cross-check that the monies were received
- Ensure that business and personal entries are still pertinent. If they are not, ensure that the entry is marked "inactive". This will ensure that the "drop-down" list only contains good and relevant data.
- Ensure that all "Poppy Supplies" issued to schools has been returned (flags etc)
- Once these actions have been completed is the time to print the "Final Report" to ascertain, accurately how much was realized during the Campaign.

20. COMMITTEES

Committee Chairmen

Committee Chairmen are named in many ways. In some branches they are elected; in others they are appointed by the President or the Executive Committee. It is the duty of the Chairman to call the committee together, but if absent or through neglect fails to call a meeting, it is the duty of the committee to meet at the call of any two of its members.

During the deliberations of a committee, no one has a right to be present except members of the committee, but observers may be permitted to attend. However, the President of the Branch is an ex-officio member of each committee. The general formalities of meetings are unnecessary in

committee meetings. Instead of the Chairman abstaining from speaking on questions, he is usually the most active participant in discussion and work of the committee.

Branch Presidents must remember that unless they are the Chairman of a Committee, they must let the appointed/elected Chairman do their job as chair.

SECTION V – BAR AND HALL RENTAL OPERATIONS

1. Our License

Branch 161 has a "Club License" through the Nova Scotia Alcohol and Gaming Department which brings with it certain regulations regarding the General Public, the requirement to sign in guests and our operating hours. The "club license" issued to our branch permits us to sell alcohol from 10am daily through to 2am the next day. These hours also apply to the gaming machines (VLTs). We, as a branch, set hours of serving as we see fit. Presently our hours of operation are as mentioned earlier in this book, 1pm through to 11pm Monday to Saturday and 1pm through to 6pm on Sundays. If we choose to stay open beyond these hours, it is entirely our choice as long as we do not go outside the hours stated on our "club license". We have had situations where the branch has been busy, typically on a Friday night where the bar has remained open past 11pm (sometimes midnight or 1am). This "extension" has been authorized by the Bar Chair, in discussion with the Executive, through the Bar Manager as a "standing" agreement whereby if the Duty Bar Staff feels that the situation warrants an extension, and that individual is happy to work past 11pm then it is okay to proceed with the extension to a time designated by him (the bar staff). The calling of "last orders" 30 minutes before the bar is to be closed is still a requirement.

Similarly, the VLTs are "controlled" by Alcohol and gaming and are not "powered up" until 10am each day. Personnel are not permitted to use the VLTs at anytime the branch is not open, even though the machines are powered up. This rule applies to both patrons and staff alike. Staff members, while on shift, are NOT permitted at any time to use the VLTs. Should they be in the branch and not working, they may use the machines when the branch is open if they so choose.

2. Bar Operations

Bar Staff are the "front-line" interface between the Membership, Guests and any other person entering the branch. It is of utmost importance that the Bar Staff are well trained and have thorough knowledge of the requirements to meet the standards expected of a professional in such a position. There is a requirement that those filling the position are trustworthy, reliable and have had the necessary training recommended by both the Liquor licensing Authority and the Royal Canadian Legion. To this end a comprehensive Terms of Reference has been developed to outline the standards expected of our employees. Bar Staff are asked to sign the Terms of Reference as an acknowledgement of these requirements. Should a member of the Bar Staff choose not to sign, the Terms of Reference shall still be adhered to by members of staff and performance will still be measured against these terms. The Terms of reference (TOR) are included below.

3. Peripheral Responsibilities

The Bar Staff are responsible for more than just the sale of beverages. They are responsible for taking Hall rental bookings, renewing and accounting for Membership renewals and applications from those that may wish to join, the sale of Legion paraphernalia including items of clothing, the sale of "Chase the Ace" tickets and "Loonie Draw" entries. By extension, the Bar and Hall Rental Chair shall be responsible for keeping clothing and legion paraphernalia inventory at an acceptable level having been advised by the Bar Manager when levels need to be replenished. He is also responsible for Administrative supplies and should make arrangements with the President when items need to be purchased for the operations of the bar. He should also be the person responsible for ordering the "brass" plaques for such things as "honour roll", "legionnaire of the year" and other such items. Ideally, a member of the Building and Finance Committee could take on the task of ordering and purchasing "Legion Supplies".

4. Special Events

The Bar and Games Room shall be closed (including the VLTs) during official parades and commemoration ceremonies being held at the branch. The times for closure will be at the beginning of the event and will re-open when the event is dismissed. In the case of a "Celebration of Life" event where the Games Room is used as a gathering place for family, the Bar and Games Room will be closed 15 minutes before the scheduled start of the service.

5. Bar Staff terms of Reference (TOR)

References:

- A. Nova Scotia Labour Standards
- B. Eastern Marine Branch 161 Staff Policy and Procedures

Bartenders are employed for an indefinite period, unless otherwise stated in this contract.

Notice of termination of employment may be given by both parties and must / will be in writing and submitted to the Bar Chairman at least two weeks before departure. The two-week period may be waived with agreement by both parties.

A Bartender is subject to immediate dismissal for major infractions of agreed duties.

Bartenders are responsible to the Bar Chairman and ultimately, to the Branch President. However, their first point of contact should be through the Bar Manager.

Each bar employee shall sign the Terms of Reference indicating agreement and willingness to adhere to the regulations.

The Terms of Reference shall be reviewed with each employee on a yearly basis.

Training and Accreditation: bartenders must successfully complete training related to the serving of alcohol, supervising the use of VLTs, being able to use the AED and CPR and other job related accreditation. Should a bartender not be able to achieve these accreditations, then they may be no longer employable. The cost of such training will be reimbursed by the Branch upon successful completion.

- Criminal Records Check
- "Serve Right"
- Responsible Gaming, and
- First Aid, CPR and AED training

Responsibilities of Bartenders:

Knowledge

- The Bar Tender shall use discretionary judgement when asked to serve alcohol to a member or guest who appears to be intoxicated. Ensuring alcohol is NOT served to members or guests who show, in the bartender's opinion, signs of over-indulgence.

They shall also ensure that any other person is not permitted to buy alcohol for those "over-indulgers".

Accountability

- Maintaining control of stock during their shift. Any shortage of money during their shift is the bartender's liability and must be paid to the Branch Within twenty-four hours by the responsible Bartender ensuring all appropriate monies are accounted for prior to and after their shift (i.e. floats, VLTs, ATM etc.).
- Receiving and storing inventory and updating stock records as appropriate.
- For special events (bingo, etc.) - ensure canteen supplies are ready. Check inventory before and after event to determine sales and enter items sold into the bar program - return unsold items are returned to the stockroom with the exception of soft drinks and water. These items are to remain in the fridge.
- Maintain VLTs, this includes but is not limited to the collection of funds, change of paper rolls.
- Accept and record all funds accurately and clearly identify source. Issue receipts for all funds deposited through the Bar.

House Keeping

- Maintain cleanliness of bar area and follow cleaning schedule. General cleaning of bar area is done when there is free time which includes mopping the floor behind the bar. All glassware must be closely scrutinized for cleanliness.
- Keep all areas clean and free of dirty glasses, etc.
- Clean spills and wet areas that pose a safety / slipping risk! place signage out as required.
- As we are a business, the bartender is to ensure the lights in the bar area remain on during hours of operation. Low light exceptions would be evening entertainment such as (live music, karaoke, special events or themed parties).

Work Practices

- EXCEPT IN AN EMERGENCY, bartenders shall not obtain a substitute without notifying the Bar Chairperson.
- Any disputes regarding duties and responsibilities are to be brought to the attention of the Bar Manager for corrective action. If the dispute cannot be resolved at this level, a written memorandum should be addressed to the Bar Chairperson for resolution.
- The Bar Tender shall conduct himself in a professional and respectable manner at ALL times while on Legion premises.

Conduct

- Dress conservatively and wear approved uniform for the occasion;
 - Daily dress is black shirt with collar and dark dress pants or dark knee length skirt.

- For health and safety reasons, footwear will be closed toed shoes. No flip flops or sandals.
- Special occasion dress is white shirt with Legion tie and grey pants. This will be worn for Legion events such as Honours and Awards, Honour Roll, Remembrance Day and other occasions when required and with one week's notice.
- Personal use of telephones for calls, texting etc. while on duty is restricted to family matters or emergencies only.
- While on duty, do not engage in gossip or rumour. Set the example and remind patrons of the house rule "respect for others".
- Report incidents of misconduct in the Incident Report book and notify the Bar Chairman or Bar Manager that an incident has occurred.
- Any disputes regarding duties and responsibilities are to be brought to the attention of the Bar Manager for corrective action. If the dispute cannot be resolved at this level, a written memorandum should be addressed to the Bar Chairperson for resolution.

Security

- Ensuring good order is maintained as per Branch By-Laws and House Rules.
- Ensuring access doors are always locked unless attended.
- Ensuring that only authorized personnel are allowed behind the bar.
- Adhere to established closing procedures.
- Ensure that the key register is maintained whenever a key is used from the key press.
- Ensure that all hall rental enquiries information is accurately communicated.
- Ensure all hall rental booking contracts are accurately documented.
- Ensure that ALL non-members sign the guest book and that a member "sponsoring" the guest also signs the book. Whenever there is an "open" event there is to be a "sign-in" register adjacent to the entry doors and there is a requirement for ALL attendees to sign that register. This is a requirement "linked" to our club license and the number of guests/members ratio.

Special Duties

- Membership
 - Receiving and issuing receipts for membership dues.
 - Update member contact information as necessary. (COA. phone #)/
 - Recording change of status in the Bar copy of the Branch Membership List.

- o Ensuring the member's Loonie Draw 'chip' is added to the Draw bin.
- Loonie Draw
 - o Conduct the weekly Loonie Draw according to Loonie Draw Rules and issue monies to winner (less tax) when applicable.
 - o Ensure only members in good standing participate.
 - o Add or remove 'chips' from the Draw can according to changes in members' status - i.e. payment of dues or departure from the Branch.
- Secretarial
 - o Answer all telephone calls in professional manner expected of a Legion employee. Example, "Legion Branch 161, this is <Your name>.
 - o Receive parcels and messages and pass to the appropriate member.
- Poppy
 - o Receiving money and issuing receipts for Poppy donations and purchases.
 - o Updating the Walk-In records for donations and purchases.
 - o Providing information about the Poppy Campaign and Poppy related events.
- Events.
 - o Selling tickets on and maintaining a ticket register for special events and fund-raising activities.
 - o Safeguarding funds received from the sale and reporting the income to the event organiser.

Hours

- Will be required to work weekends and evenings. The work schedule will be compiled by the Bar Manager, who will, if required, get the Bar Chairman's authorization should there be any "staff dissatisfaction". Wherever possible, the work schedule will be worked out with staff input and be published one month in advance. **This is not a mandatory requirement** but a goal to afford staff plenty of notice.
- Monthly scheduling will try to accommodate personal schedule in so far as possible and without creating hardship on other bartenders.
- Anticipate 12 to 24 hours per week.

Pay:

- By direct deposit once every two weeks on the Thursday following the pay period.
- The rate of pay for Bartenders is Minimum Wage for the first twelve months and then increasing to an additional \$0.50 per hour. Cost of living increases are through

Minimum Wage increases.

- An allocation for Vacation pays equalling 4% of the hours worked for the pay period.
- The Bar Manager's compensation is an additional \$1/Hr over the rate of pay that they would have been earning in their Bartender's position. The Bar Manager is also authorized an extra three hours over and above the shifts worked for administrative procedures relevant to the position. These hours have typically been on a Sunday, however, that is not a mandatory requirement

Bartenders are entitled to 14 calendar days of unpaid vacation each year after the first year of employment or 21 unpaid calendar days after eight years of employment. Unpaid vacation days must be used yearly and will not be accumulated. Additional unpaid vacation may be approved subject to replacement staff availability.

- Staff are entitled to 3 days per year sick time in accordance with the Nova Scotia Labour Standards and cannot be carried forward from year to year. A doctor's note is required for absences of more than three days (wherever possible).
- Paid Holiday Days are in accordance with Nova Scotia Labour regulations.

Allowances:

- Bar staff are entitled to a taxable benefit of up to \$100 per year for uniform upkeep.

Claims not exceeding the total of \$100 for the year may be submitted no more than on two separate occasions.

These Terms of Reference have been read and agreed to.

Employee: _____	Bar Chairman: _____
Signature: _____	Signature: _____
Date: _____	

-

5 Operating Procedures Bar/VLT (Lotto)/Hall Rentals

Opening

- Open safe and get Bar and VLT floats.
- Count bar cash and put in bar till. Record amount and initial Float Log sheet.
- Print VLT worksheet. Count VLT money and record it on the worksheet. Put money in VLT cash drawer. Enter opening cash in the computer.
- Print VLT End of Day Report. Verify that it matches the previous day's report. If it doesn't match, circle the differences. Attach End of Day Report to previous day's report.
- Unlock cooler doors.
- Put hard liquor and chip racks out. Engage beer kegs. Fill ice bucket and water jug.

Shift Change

- Have fridges and chip/bar rack stocked as much as possible for oncoming bartender and ice bucket and water jug freshened.
- Bar - Ensure everything is rung in. Do an X reading and if correct, then do a Z reading. Calculate the cash that should be present and count it along with oncoming bartender. Note any discrepancies.
- VLT's – If day shift has not had to take money from the machines, print a cash flow today report, count money in drawer along with oncoming bartender, enter in split count and verify that cash is correct by entering it in the Lotto 2012 program. Note any discrepancies.
- Bar – Outgoing bartender will enter their sales in the Bar Management program. Steps are Daily Bar Sales, Add New Record. Enter your shift, name, any debit purchases and tax (second number TX1). Enter all sales, pay outs, waste and money received or refunded for hall rentals. Verify report is correct and print one copy of Shift Report. Leave on the desk along with X and Z tapes. Write your shift on the tapes.

Closing

- Posted closing time, except Sundays, is 11pm. You may, at your discretion, close up to 1 hour earlier if there are no customers nor likely to be any or stay open later if there is a crowd.
- About an hour before closing, put away any liquor bottles you are not using and stock fridges and chips and bars. Wipe out draft tray.
- Run dishwasher, unload and turn off.
- The calling of "last orders" 30 minutes before the bar is to be closed is a requirement.
- Once closed, lock outside door. Lock inside door using the Allen key if it is not already locked.
- Wipe tables and bars as necessary.
- Disengage draft beer.

- Put chip racks in safe room.
- Dump water jug and ice bucket.
- Lock fridges. Be sure you have put the stick in the track of the large fridge.
- Put loonie draw money in the safe.
- Ensure everything is rung in and take an X reading and if correct, then do a Z reading. Write shift on tapes.
- If there have been any debit charges that day, press admin twice on debit machine, then enter admin code 99, then ok. When asked to close batch, select no. Repeat for second copy, select yes to close batch.
- On Bar Management program enter your sales. Steps are Daily Bar Sales, Add New Record. Enter your shift, name, any debit purchases and tax (second number TX1). Enter all sales (including pay ins), pay outs, waste and money received or refunded for hall rentals. Verify report is correct and print one copy.
- Print two copies of Shift Day End Report. Count cash. Deposit should match total cash minus float. Enter float amount on log sheet & initial.
- Put deposit in envelope labelled bar. Write date, amount & initial or sign. Bar deposit goes in bag on top shelf of safe.
- To one Shift Day End Report staple work sheets, shift reports, bingo reports, X readings and unclosed batch report. To the other, staple Z readings, closed batch report, any receipts including bottle returns (RTU) and president's chit. Put both in the appropriate box in the safe room.
- Empty all VLT machines, ensuring that all screens are in playable state afterward, and put cash in drawer.
- Print Cash Flow Today ticket.
- If cash played exceeds validations, count out the difference as stated on the ticket. This will be the deposit. Put deposit in envelope labelled Lotto. Write date, amount & initial or sign. Lotto deposit goes in the black box on the bottom shelf of the safe.
- If cash played is less than validations, subtract the loss as stated on the ticket, from the starting float. This will be the new float amount and should match the cash in the drawer.
- Count the cash and enter under closing in the Lotto 2012 program. From Cash Flow Today Report enter Tickets, Cash In and Cash Out. Confirm numbers are correct and close sheet.
- Go to Daily Report and print one copy. Sign, attach Cash Flow Today report and put on clipboard. Close program and turn off monitor.
- Put both float boxes in safe and lock safe.
- Ensure bar keys are in the container with the VLT keys.
- Turn off light in safe room and lock door.
- Empty garbage and paper receptacle.
- Check that all outside doors are locked and fire doors closed upstairs and down. Kitchens and Storeroom should be locked. All lights turned off except the one by the alarm pad.
- Set alarm. Green light must be on to set.

Bar Till

- X reading – To do an X reading, turn till key to X and press enter. Turn key to reg after printout is complete. X reading does not clear the till
- Z reading – To do a Z reading, turn till key to Z and press enter. Turn key to reg after printout is complete. Turn key to off at the end of the night. Z reading clears the till.
- "PD" key – this is for payouts for bar products only. Type in total & hit PD key. Give out the equivalent cash & write on your worksheet the purchase type and amount. Make a photocopy of the receipt and put in receipt folder in the basket on the desk. Attach the original receipt to the Z copy of the paperwork at the end of the day.
- "Other" key – Use for items that do not have their own key such as Hall Rentals, Committee deposits, Chase the Ace. Record each item and the amount on your worksheet.
- "RTU" – Use for bottle return money. Type in total and hit RTU key. Record on your worksheet. Attach receipt to Z copy of the paperwork at the end of the day. The receipt does not need to be photocopied.

Saturday Closing

- After you have completed your normal paperwork, print one copy of the weekly report from the Bar Management program.
- On cash register turn the key to X2/Z2. The display should read Periodic 1X. Press enter to print.
- Compare to weekly report and confirm deposit and tax are correct. If they are not correct and you can't determine the error, contact bar manager.
- If correct or fixable, press "RC" key on the till until the display reads Periodic 1Z (twice). Press enter to print.
- Leave both tapes together with weekly report in the basket on the desk.

Draft Beer Management

- When changing a keg, do an X report on the till if you have sold any of that type on your shift and calculate the number of ounces sold (number of sales times 7).
- Record the change on the appropriate Draft Log Sheet.
- At convenient time, before the end of your shift, enter keg change in the Bar Management program. Steps are click on Audits, then Change Beer Keg. Enter your name and the number of full kegs remaining for the type of beer that was changed plus the number of ounces sold if applicable. Click on Import Entries, then Post Entries. Notes: Do not do this step if there are partial kegs. Do not enter any waste beer from empty keg.
- Advise Bar Chair or Bar Manager whenever you change the beer gas.
- The regulated pressure should be in the 12-14 lb range. Beer cooler temperature should be in the green range on the temperature gauge (approx. 38 degrees)

Membership Payments

- When members want to renew, ask for last year's card to verify they are current and to obtain membership number.
- If they don't have it with them, confirm they are current from the membership book. There is also a list of non-renewed on the wall opposite the bar till.
- If they are past due 3 years or less find out if they are paying past due as well. If not, they will lose their years of service and start over.
- If they are more than 3 years past due, refer them to Membership Chair. (Take their phone number for Chair to call)
- Ask if address has changed. If not, write "same" in receipt book. Ask for and record phone number even if they say that hasn't changed.
- Rates vary, charge the correct amount. Enter under membership key on till and under pay ins when doing your shift report.

Pay Outs

Pay outs are any purchases that are used by the bar, supplies for bingo or things that are sold by the bar. Enter amount on the till and press PD key.

President's Chit

Used for purchases from the bar authorized by the President. These should be signed by the President. Print a receipt from the till and attach.

Cleaning

During slow times, clean as outlined in the cleaning schedule. Record on monthly log.

Bingo

Before (usually Friday)

- Ensure all beverages are in the bar fridge upstairs in sufficient time for them to get cold.
- Bars, creamers and pepperoni go in the fridge. Chips go under the till.
- Ensure there is sugar, filters and straws.
- Coffee for bingo is kept in the bingo storeroom.
- Refer to bingo stock sheet for what to send upstairs. Record what you send.

Before (Saturday between 5:30 & 6)

- The person running the canteen will come down for the bar keys, tally sheet and \$60 float.

After (Saturday night)

- The person working the canteen will bring down anything not sold, cash from sales along with X and Z tapes, plus \$60 float that you have provided.
- Count the product they have brought down & verify tally sheet is correct.
- Count the money, confirm it is correct and put it in the till.
- Put away unsold canteen items.

- At the end of the night, after doing the bar X and Z, enter all items sold at the bingo canteen, total and do another X and Z. The bingo canteen is entered as a separate shift in the Bar Management program.

Time Sheets

Fax a copy of both time sheets to the Treasurer and Bar Chair on Sundays. The numbers are on the timesheet clipboard. File the originals.

In Case of Fire

Upon Discovery of FIRE

- Sound Alarm
- Leave Fire area immediately.
- Close all doors behind you.
- Call Halifax Regional Fire and Emergency 9 1 1

Upon Hearing FIRE

- Alarm Leave building by nearest EXIT.
- Close doors behind you.

Problem with patron

If you are having a problem with a patron but it is not a situation where you feel the need to call the police, ensure you write up the proceedings in the Incident Log. If the incident needs the attention of members of the Executive, use the following call list (in order of precedence):

Bar Chair

President

Any other Executive member

Hall Rental Guidance notes

Before a would-be renter signs the Rental Agreement, they should be given a copy of the "Guidance Notes for Renters" so that they have a clear understanding of both their and the branch's responsibility. When they sign the agreement, it is a contract that both parties must adhere to. It is also most important that the renter fills out the agreement completely and in legible writing. It is important that the full address and personal details are also complete. The "Guidance Notes" and Version 8 of the "Rental Agreement" can be found in the Forms section of this book.

SECTION V1 – FINANCES

1 Introduction

The Branch has two VISA cards for day-to-day operations. The Primary card is held by the President and is in his name. The second card is held by the House Chair and is in his name. The Branch deals with the Royal Bank and can carry out business at either the Porter's Lake or Musquodoboit Harbour branches. The branch has several accounts:

- A chequing Account,
- A Bingo Account,
- A Poppy Fund Account, and
- 2 VISA Accounts

2. Bill Payments

The Treasurer is responsible to the President to "oversee" all things financial that happen in the Branch. For the most part, bills are paid either by Credit Card or by "Pre-authorized" payment from the Chequing Account. There still remain a few situations where it is necessary to write a cheque. The Branch (and Bank Policy) is that a cheque requires two signatures. To ensure that we always have this capability, there are 4 signatories listed with the Bank. Typically, those 4 people will be:

- President,
- First Vice President,
- Bingo and Poppy Fund Chair, and
- The Treasurer.

3 Financial Procedures

There often arises situations where one or more of the signatories have their own departmental bills to pay. Experience over the period 2017 and 2018 has shown that this can be managed very efficiently as long as each person concerned takes action in a timely fashion. Each signatory also has access to "online banking" services which is necessary to make the following system work. It is necessary that the Treasurer is kept informed at all times.

- Each of the 4 signatories should be responsible for handling their own bills through online banking. After any transaction, a copy of the bill/transaction should be signed by the payor and a copy put in the Treasurer's box or sent to him. To prevent extra "charges" it is of the utmost importance that bills, fees and other miscellaneous charges are dealt with expeditiously.
- Each signatory should keep the credit card number for utilizing bill payments, where possible – the **Credit Card details are not to be known by any other person.**
- Whenever a bill is paid, and that bill is for an account other than the General account, the Payor must transfer the applicable amount to the General account using online banking. Account transfers, like bill payments, must be made known to the Treasurer.
- When a person needs a cheque written e.g. Membership Chair, the request should only be made to the Treasurer unless he is out of town or unavailable for some other reason.

- The President has, in the past, held some cheques with only one signature – these are only to be utilized when the Treasurer is not available or (The President) he has been asked by the Treasurer to write a cheque on his behalf.
- The Treasurer “controls” the access to “online” banking and is therefore responsible for the allocation and changing of the password. The only persons authorized to conduct online banking are the four Branch signatories – **no other person shall have access**. During the change of Executive, this may be difficult to achieve, however, every effort must be made to follow these procedures.
- Wherever possible, bills should be made utilizing the Branch Credit card. This will cut down our high number of bank fees associated with the writing of cheques etc.

4 Expenditure Allowances

An expenditure limit that can be approved at a General Meeting of the membership, without having a notice of Motion is \$5,000.00. During the months of July and August, as per the By-Laws re conducting business of the branch, this limit can be approved by the Executive. At all other times, the Executive limit is “capped” at \$2,000.00 (approved at General Meeting, January 16th, 2018).

5 Financial Accountability within the Branch

Several members of the Executive have specific responsibilities handling monies received by them on behalf of the branch. Others have, as part of their portfolios, money entrusted to them to allow them to carry out their business of whatever committee they chair and is known as a “Float”. Those Executive members sign for this money and they are fully responsible to account for this at any time it is considered necessary. This money is “virtually” theirs for the duration of their Term of Office and is repayable at the cessation of their term. These “Floats” can be removed from the branch as needed. Any other money received on behalf of the branch is the property of the branch and **must never be removed from the branch for any reason**. Any amount being held pending payment to the bar/treasurer **must be locked in the safe in a sealed envelope with the signature of the executive member across the seal**. This money should be paid in at the earliest possible opportunity and a receipt given by the receiver to ensure a “paper trail” is always available.

6 Inventory Control

The Executive will be responsible and shall ensure that a yearly physical inventory of Branch property is carried out. This responsibility can be divided up among different committees e.g. House, Service Officer and Bar Chairman

7 Travel – Branch Officers

- a. Any means of travel, other than personal vehicle, (i.e., Shuttle, Bus) the expenses will be reimbursed to the member. All air travel must be pre-approved and booked by the Branch.
- b. Officers travelling on related Branch duties for an unspecified time to submit their expense allowance claims upon return to the Branch for reimbursement.

- c. As per Command By-Law 814 A I b) Executive Council has set the hotel rate.
- d. The Service Officer shall be entitled to mileage allowance to a maximum of \$50/year when using his personal vehicle for Service officer-related duties outside branch 161 areas of operation.

Members of the Executive, members of standing committees and any employees of the Branch may be entitled to receive allowances for lodging, meals, and mileage when attending meetings, conventions and other official obligations conducting business of the Branch.

- Lodging allowance is only authorized when travelling more than 300 Kilometres (return) from their normal place of residence or have a combined travel and business totalling 9 hours or more. a) Lodging allowance will be reimbursed by receipt only.
- The Executive will set the maximum daily allowance rate for lodging reimbursement at the first Executive meeting of each year. Command guidelines should be followed.
- Meal allowance is only paid for meal period(s) missed during the course of those duties. Members must be away from the Branch and members of the Executive or standing committees must be away from place of residence for more than 4 hours.
- Meal allowance shall be adjusted quarterly at a rate within the tables as set by The National Joint Council Appendix C.
- Kilometric rate for mileage allowance shall be adjusted quarterly at a minimum of 10 cents lower than the rate within the tables as set by The National Joint Council Appendix B.
- Authority for members of all standing committees attending a convention at the branch expense must be obtained prior to attending said Convention.

On completion of the "duty trip", a claim form which can be found in the "Forms" section of this manual must be completed expeditiously and handed to the treasurer for calculation of reimbursements and must then be authorized by the President for payment. In the absence of the President, the First Vice-President has the authority to sign the authorization. The Treasurer will confirm the rates/mileage allowance to be paid.

8 Command Officers Attending Branch Functions

- a. When the Command President is invited to attend a branch function, all expenses allowances for the President, or if he is unable to attend, his assigned representative, are paid for by Command.
- b. All other Command Officer's expense allowances, when invited to a branch function, i.e., Honours & Awards, meetings, etc., are the responsibility of the Branch.
- c. Branches are reminded that when inviting a Command Officer, to ensure that the District/Zone Commander is made aware that the Command Officer will be in attendance.
- d. Command will not pay these costs under any circumstances other than the instance where the Officer is standing in for the President at his request.
- e. YTD financial statements.

9 Donations – R.C.E.L. Fund

Donations may be made at anytime throughout the year, but typically at a Convention. The amount donated from the Poppy Fund must be authorized by the membership at a General Meeting. To put this donation into perspective, NS/NU Command may donate up to \$1,000.00 to the R.C.E.L. Fund at Conventions.

10 Sponsorships – Cadet League of Canada

That Branch sponsors the Cadet League, in our case, the RCACC 2741 up to the amount laid down in the Poppy Manual. This amount is reviewed annually.

11 Branch Budget

The Finance and Building Committee shall meet in January of each year to formulate a budget for that year. The Branch will limit its expenditures not to exceed revenues and take whatever corrective action as required to achieve a balanced budget.

Branch Financial Reports

- a. The Branch Treasurer is to present a monthly financial statement at each General Meeting which shall include an opening balance, all revenue, and all expenditures and a closing balance on all accounts.
- b. Branches are required to submit financial statements (either electronic or hard copies) to Command headquarters as per Command By-Law 1010.

12 Branch Internal Financial "Audit"

The Branch is required to carry out an annual internal financial check/audit to assure the membership that monies are being managed in a satisfactory manner. Branch 161 has the services of a professional bookkeeper and a Certified Professional Accountant. Notwithstanding, the requirement remains. The members carrying out this task do not need to be bookkeepers or accountants – just available and willing to meet the task.. Below are some guidelines on what is required to carry out this annual task.

- Invoice/Bill Paying procedures
- Reports generated
- Professional liaison with bookkeeper and Accountant
- Banking Procedures/ Authorized signatories
- Credit card control
- Cheque control
- Bar operations:
 - How is income categorized
 - ATM procedures and records
 - VLT controls and Finances
 - Who and how are bank deposits made
 - Miscellaneous sales
 - Donations – how is all this kept separate?
 - Bar Records
 - Hall Rental procedures
- Major project control and expenditures including Grant processes
- Outside Group monies – control?
- Sale of clothing/Legion apparel – accounting

This list is not totally exhaustive – you may look at anything you so choose.

13 Requirements for approval of Branch requests for Loans or Mortgages

Reference: Article 1, Section 120 d – General By-Laws

SECTION V11 – PUBLIC RELATIONS

1. Speaking to the Media

Please refer to the Command By-Laws, Article V – Officers, Para 516 which states:

“All official information for publication to the press or otherwise shall be issued by the President or by the Public Relations Chairperson upon authorization of the President.”

This by-law shall be interpreted as, but not limited to, meaning all items which deal with the policies or By-Laws of Command or of The Royal Canadian Legion in general.

Public Relations Manual: For all matters dealing with internal Branch public relations, the Branch or Zone/District PRO is requested to refer to: The Royal Canadian Legion PUBLIC RELATIONS MANUAL AND SPEAKERS GUIDE – Catalogue No. 900989 Dominion Command.

2. Public Relations Toolkit

The public relations chair has a very important job within the branch. He is the person who, with the aid of his committee, is responsible for getting the “word” out to members, local media outlets and community-at-large about what is happening at the branch. He has multiple “tools” to assist him and his team and it is his responsibility that all “vehicles” are used to maximize the sharing of information. Those tools are, although the list is not exhaustive:

- Our webpage – www.legion161.ca
- PSA (Public Service Announcements) Television
- “Shop the Shore” magazine
- Other newsprint with “Community Bulletin” pages e.g. “The Tribune” and “Snap’d”
- Facebook
- Mailchimp “posters”
- Monthly Events Calendar
- Monthly Events Poster
- Local store Community Noticeboards
- Internal Noticeboards and “whiteboards”
- Parking lot Noticeboard

3. The Committee

The committee responsible to the PR chair can vary in numbers dependant upon the tasks at hand. Unless there is a “major” event happening, it is most likely that the committee would be no more than two people. The chair is able, at any time, to call for volunteers to fill committee positions

4. Other Information available

Dominion Command has some very good Public relations tools and available are some “PowerPoint” presentations on the subject. Nova Scotia/Nunavut Command also has a PR Officer who is available to help

SECTION V111 – MEMBERSHIP

1. Procedures

Membership is the root requirement to have a “successful” Royal Canadian Legion branch. The membership chair is central to having a good membership attraction plan in place. Over the past two years, it seems that everything to do with membership has changed. First, the membership card has changed and is now like a credit card which is kept as long as one remains a member. The only thing that changes each year is that a sticker with the relevant date is issued and affixed to the card.

2. Membership Applications

For those applying for membership, there are several options available:

- Written Application Form available at the branch
- Online directly through www.legion.ca**
- Free one-year membership for serving and retired Military personnel and members of the RCMP who have not previously been Legion members. This is achieved by either picking up a form at the branch, completing the form and giving it to the Membership Chair or by scanning it and sending it direct to Dominion Command.

3. “Welcoming” versus Initiation

Membership categories and requirements for membership remain basically unchanged although there have been some minor changes that will not be discussed in this manual. What has changed is the ceremony bringing new members to the branch. In the past it was found, as a result of surveys, that new members often felt intimidated by the process of initiation. It was fairly lengthy and required considerable active participation of those joining. Today, the process is shorter while still requiring the oath of allegiance to the Monarch and Country. From “Initiation”, we have moved to “Welcoming” which appears to be more friendly and less intimidating. Our branch “Welcoming Ceremony” procedure is at paragraph 4.

4. New “Welcoming” Ceremony

PRESIDING OFFICER:

Your application(s) for membership in Eastern Marine Branch 161 of The Royal Canadian Legion has/have been reviewed and approved.

In your application for membership, you agreed to observe the purposes and objects of the Royal Canadian Legion; these being that:

The Legion constitutes an association of those who have served or are serving in Her Majesty’s armed forces or any auxiliary force and others who support the purposes and objects of the Legion.

The Legion shall stand for strong and united comradeship among all members and those that have served or are serving, so that their rights nor their interests are forgotten, and that their

welfare and that of their dependants, especially the dependents of the disabled, the sick, the aged and the needy may always be safeguarded.

The Legion shall encourage, promote, and engage in or support all forms of national, provincial, municipal or community service, or any charitable purpose.

The Legion shall promote loyalty to our sovereign and country.

Having heard the purposes and objects of this great organization, are you prepared to subscribe to them and labour to advance the Legion's cause, including active participation in Poppy campaigns?

NEW MEMBER(S):

I am.

PRESIDING OFFICER:

Comrade _____ will now explain the emblems and symbols of the Royal Canadian Legion.

Comrade(s), it gives me immense pleasure in extending to you the right hand of comradeship and present you with your Legion badge. It is important that new Legion members become aware of the meaning and significance of our Legion Emblems.

I now declare you duly admitted to membership in The Royal Canadian Legion, subject to all obligations contained within the organization's By- Laws.

Would you please turn and face the membership and receive a welcome from their comrades

Comrade Sergeant-at-Arms, please conduct the member(s) to their seat(s).

SECTION 1X – SECURITY

1. INTRODUCTION

Security of the Branch is of the utmost importance. Responsibility for the security ultimately rests with the President. This responsibility is delegated to the House Chair who is responsible for:

- The issuing of keys to designated personnel who need them. The House Chair MUST ensure that an accurate log is maintained and that keyholders have signed for those keys that they actually hold,
- The safe keeping of the "Bar Keyboard" and the maintenance of a "Sign-out Log",
- The House Chair must also ensure that all locks on access doors are working correctly and that the doors are also in an acceptable condition,
- The security panel is the responsibility of the House Chair also. He will ensure that only people that need an "Access Code" have one and that as people no longer need a code they are removed from the system. He must also maintain a sealed envelope that is to be stored in the safe and containing the "how-to" instructions for adding and removing access rights. This is a **MANDATORY** requirement in case anything should happen to the House Chair. The security panel has zones that can be identified through the panel if there is an alarm. These zones are identified at the end of this section.
- The House Chair is also responsible for obtaining the Security System Permit from HRM – a no-fee permit,
- The Automatic Emergency Lighting (AEL) is to be kept in a working condition and the House Chair should liaise with the company that maintains this system.
- The security lighting on the outside of the building is to be kept in good working order – again by the House Chair
- The care, maintenance and management of the Security Camera system is the sole responsibility of the Bar and Hall Rental Chair. Access to the system in case anything should happen to the Bar Chair must be in a sealed envelope in the safe together with "How-to" instructions. This requirement is also a **MANDATORY** requirement.
- **ZONES:**
 - Zone 1 – Main Bar Hold-up button (cannot be by-passed)
 - Zone 2 – Front Door Motion Sensor (Hard-wired)
 - Zone 3 – Middle Landing Motion Sensor (Hard-wired)
 - Zone 4 – Main Bar Motion Sensor (Hard-wired)
 - Zone 5 - Fire and Trouble (Fed from Fire panel and cannot be by-passed)
 - Zone 6 - Patio door (wireless)
 - Zone 7 – Mid level double doors contact (wireless)
 - Zone 8 – Ramp door contact (wireless)
 - Zone 9 – Upper bar exit door contact (wireless)
 - Zone 10 – Bing Hall Motion Sensor (wireless)
 - Zone 11 – Upper stairs Motion Detector (Hard-wired)
 - Zone 12 – Front Inner Doors Contact (wireless)

The wireless contacts are powered by a "disc-type Lithium battery type 2032

2. Security and Privacy Policy

References:

- A. Office of the Privacy Commissioner for Canada – Guidelines for Overt Surveillance in the Private Sector
- B. Personal Information Protection and Electronic Documents Act (PIPEDA), 2001/2004
- C. RCL Bylaws Article III

Background

- The term 'images' refers to both video and still pictures
- This policy does not address privacy concerns related to images captured by individuals using privately owned devices such as cameras, tablets and cell phones as the Branch has no control over these devices and their use is not related to security.
- Branch security consists of four elements intended for the safety and welfare of patrons, guests, staff and the Branch as a corporate entity. It is achieved by:
 - Access control with locked doors that allow the staff to admit members and their guests
 - A monitored intrusion alarm system that operates when the branch is closed
 - Unmonitored security cameras that operate and record continuously, selected areas inside and outside the branch
 - A monitored fire detection and alarm system that operates continuously
- The purposes of security cameras are:
 - To act as a deterrent to inappropriate behaviour inside and outside of the Branch,
 - To allow bartenders to observe areas of the branch that cannot be seen from their workstation,
 - to identify individuals who commit criminal acts or cause damage to Legion or personal property,
 - to settle disputes that fall under the jurisdiction of RCL Article 3,
 - allow staff to check the outside of the building before exiting, and
 - to review activities around the Branch property when the Branch is not open for business should a need be identified.
- Cameras are located :
 - Outside the building, to cover the parking lot and the main entrance to the lower level,
 - Inside the building, to cover entrance and exits on the lower level, the ATM, and broad views of the MacRae Lounge and Games room
- A Complaint under Article III requires that the complaint be lodged within 15 days of the incident. Therefore, images on the DVR will be kept up to 15 days and then automatically will overwrite the previous portion of the memory. Any incident which requires a copy of images must be identified as soon as possible within this timeframe
- Physical security functions, such as key control, alarm code entry, and liaison with the monitoring service(s) are the responsibility of the House Chairman. Security aspects related to security cameras are the responsibility of the Bar Chairman, who is also responsible for supervising the Branch Incident Log.
- There will be no remote access to the security cameras. That is the ability to view the security footage via wireless/internet connection on an iPhone or tablet.

Policy

Warnings

There will be notices affixed to all entrances indicating that video surveillance cameras are in use. Should any member have questions, a copy of this policy will be held by the bar staff.

Access:

- a) Into the Branch:
 - Entrance doors are to remain locked except for special events where the public is allowed entry to the upstairs or downstairs areas
 - Will be monitored from the bar area by the bar staff
 - Keys to exterior door locks will be restricted and issued to Branch officers who need for access to the building when it is not open for business

- b) To the Digital Video Recorder (DVR):
 - The DVR will be kept under lock and key in the safe room
 - Can only be accessed by the President, and the Bar Officer, who is also responsible for supervising the Branch Incident Log.

Questions and Concerns

If the staff is unable to answer a question adequately or to the person's satisfaction, then the individual is to submit their question or concern in writing, place it in a sealed envelope and leave the envelope with the staff. The envelope will be given to the President who will address the concern.

Viewing and Release of Images

Viewing of stored images is permitted only when an alleged crime or incident has occurred. The exception is that the President may allow viewing of stored images for periods when the Branch is not open for business, as such images will not be of patrons or guests using the Branch for legitimate purposes.

Two Branch officers will be present in all instances where recorded images are to be viewed. Selection of the Branch officers will be made by the President; keeping in mind that the officers must be at "arm's length" to the alleged incident. The role of these officers is to ensure that only the applicable section of images is viewed by the police or an individual permitted to watch the images. The officers may make a copy for the applicable section of images to prevent accidental loss due to automatic overwriting of the images but the copy will not be released until directed by the President. The two Branch officers are responsible for safeguarding the copy and the content within.

In instances where the police are investigating, they may be allowed to view images related to the incident but they must produce a warrant to receive a copy of the images.

When a viewing is necessary due to an allegation under Article III, then the two Branch officers will make a copy of the images related to the incident and safeguard the copy until such time as it is requested by the Complaint Committee Chairman as evidence.

Personal requests for images under Reference A, must be made in writing and state the reason for the request, the time and date of the coverage and what is believed to be on the video. Such requests must be made within the time provided by the overwriting software. Furthermore, for a personal request, the identity of others in the video will be masked (this may not be possible) to protect their privacy. Any cost associated with masking identities, will be paid by the person asking for the images before the images are seen.

A written record will be kept of times when images are viewed. The Log (see Annex) will be kept in the container that secures the DVR.

Frequently Asked Questions (FAQ)

Q. When are cameras monitored and who is monitoring the cameras?

A. The cameras are monitored by the bar staff when the Branch is open. No viewing of recorded images is done unless there is a purpose.

Q. Who watches the videos?

A. Viewing of images is done only on the authority of the President and then only for a specific purpose. Police can view the images if a crime is alleged to have occurred but at all times, two Branch officers, who are designated by the President, will be present when images are viewed. These officers are ensuring that only images related to the intended purpose are accessed.

Q. Someone took a picture of me (on their phone/tablet) – who do I complain to?

A. You must complain to the individual who took the picture(s) as the images were not taken for the purpose of security and is not a Branch issue.

Annex A

Image Viewing Record (to be completed and signed every time images are viewed)

1. Date and time
2. People who viewed the images directly (Branch officers, police, etc.) and identity particulars such as address, telephone number, email, badge number)
3. Reason and authority to view the images
4. Who allowed access to the images (President, Bar Officer)?
5. Was a copy of the images made, by who, for what purpose and where is the copy held? Attach a copy of the warrant or approved access to information document if the copy is released to a third party
6. Signatures of those who viewed the image(s)

SECTION X – ENVIRONMENTAL

1 Branch Waste Management Policy

Branch 161 shall practice responsible waste management. Everyone must act responsibly when it comes to segregating garbage and recyclables. Waste management is the responsibility of the Branch Cleaner and discarded material must be separated in accordance with best practices for waste management. Garbage must never be allowed to "build up" inside the branch; The Garbage in the garbage box at the south entrance of the building and the "Green Bin" are to be placed out for collection on the designated days.

Every effort should be made to "sort" recyclables; cash back recyclables will be returned to the Recycling Depot when the bar recyclables are returned.

2 Organic Waste

Organic waste (food scraps) must never be left in the branch where it is an attraction for rodents i.e. on kitchen worktops etc. It should be placed in the organic's container with a locking lid until it is placed out for "Green Bin" collection. From time to time, especially on a TGIF evening there is also an opportunity to have the food waste taken away by a local farmer who attends the function and utilizes the food as "Pig Swill"

SECTION X1 – FORMS

1 Introduction

This section contains forms frequently used by Branches, but it is not an exhaustive list. Caution should be taken when copying and using these forms to ensure that the form being used is the latest version of the applicable form. In some cases, there is descriptive prose that can be used when forms are being used/sent with a covering letter.

Bursary Application

What is a Bursary?

Bursary awards are part of the Canadian and United Kingdom financial aid programs. Bursary awards are not repaid and are used to provide certain students with money to cover gaps between the amount of financial aid a student needs to attend the school and any available government assistance that he or she is eligible for.

Bursaries are available to students whose parent, grandparent or great-grandparent served or are serving in the Armed Forces of Canada or British Commonwealth Forces. They must have completed High School and are continuing their education at a Post Secondary Educational Institution. Applicants that have finished high school and “have taken a break” from formal education are still eligible to apply as long as the criteria are met. Applicants’ academic standing must be high enough that they are likely to succeed at that level. Students who receive bursaries from other sources are not eligible for this bursary.

APPLICATIONS:

1. Shall be forwarded to the Bursary Chairperson/Secretary of Eastern Marine Branch No. 161 of the Royal Canadian Legion, 6644, Highway #7, Gaetz Brook, Nova Scotia, BOJ 1N0, or may be dropped off at the Branch **no later than (to be inserted)**
2. Incomplete applications will not be considered – no follow-up action will be taken.
3. Must contain a letter, written by the student, outlining educational goals and participation in extra-curricular activities and also to show how the student plans to finance the undertaking.
4. Applicants must supply a reference from a Guidance Counselor or from at least one teacher as to (a) qualifications, (b) character and (c) records forwarded from your school. The student is responsible for obtaining all references required.
5. A letter of acceptance from the Post Secondary Institution must accompany this application.
6. The student is responsible for submitting their own application with appropriate records, statements and references as mentioned above.

Section 1: Student Information

- Print clearly or type all information requested, and
- You must reside within the boundaries of the Eastern Marine branch 161

Section 2: College/University Information

- Provide the name and address of the post-secondary education facility that you will be attending,
- Bursaries are awarded to students attending facilities on a full-time basis,
- Post graduate studies are not admissible for Branch bursaries, and
- Bursary amounts to be awarded are decided on by the Bursary Committee.

Section 3: Financial Information:

- This section must be completed by all applicants.

Section 4: Military Service Information:

- Proof of service must be supplied at the time of the application

BURSARY APPLICATION

Section 1: Student Information (Print clearly)

Full Name:	
Home Address:	
Telephone #:	
E-Mail:	
Cell #:	
	Your mailing address if not living at home while in school:
Date of Birth:	Day: Month Year
High School Attended:	
Date of graduation	

Section 2: College/University Information

Name of Institution:	
Campus:	
Address:	
Telephone #:	
Fax #:	
What year will you be in?	First: Second: Third: Fourth: Fifth:

Course of studies	

Section 3: Financial Information (**must be completed**)

If Dependent:	Father's Name: Occupation: Annual Gross income: Mother's Name: Occupation: Annual Gross Income:
Number of persons and ages supported by this income:	
If self-supporting:	Personal gross income (including spouse if applicable): ----- If living in a single-parent home, list income, alimony and support payments of supporting parent: ----- Did you apply for a student loan? Yes----- No ----- If yes, were you successful? If yes, what amount did you receive? -----
Have you applied for, or received any other bursaries:	Yes: ----- No -----
If Yes, please state details and amount(s)	

Section 4: Military Service Information

Full Name:	
Relationship:	Parent: ---- Grandparent: ----- Great Grandparent: -----
Service # (if available)	
Type of Service	
Supporting documentation:	

Signature of Applicant: _____

Date of application: _____

Signature of Parent or Guardian
(If applicant is under the age of 18 at time of application): _____

The Royal Canadian Legion, Nova Scotia/Nunavut Command
Eastern Marine Branch No. 161
6644 Highway 7, Gaetz Brook, NS BOJ 1N0
Telephone: (902) 827-3008 Fax: (902) 827-5173
www.legion161.ca: info@legion161.ca

GUIDANCE NOTES FOR HALL RENTAL CLIENTS

These notes are intended to explain all aspects of the Hall Rental Agreement and to ensure renters are fully informed of the various services available to them.

A ONE HUNDRED DOLLAR DAMAGE DEPOSIT IS REQUIRED AT THE TIME OF BOOKING.

This damages deposit, or a portion thereof, will be refunded after the following have been inspected:

- a) Cleanliness
- b) Damage
- c) All items circled are clean and returned to their original locations, including tables/ chairs
- d) All garbage including decorations is removed from the premises. Garbage is to be deposited in outside garbage bin immediately following the function.
- e) Inspection will be completed by the House Chair prior to 13:00 (1 pm) the following day.

WHEN **DECORATING**, use only **Green painters' tape** that does not leave a residue or marks that would require extra cleaning or paint repair, and do not leave pin holes on the walls or any other surface. **Failure to comply** will result in full or partial withholding of the damage deposit.

CANCELLATION POLICY: 14 days' notice must be given prior to booking to ensure a full refund of your damage deposit.

Basic Hall rental

This is for the client who wishes no other services other than to rent the space for such things as a meeting, presentation or other type of gathering. There are two rental rates available – the **members rate**, applicable only to paid-up members of this branch of the Royal Canadian Legion and the **non-members' rate** applicable to all others. The different rates are shown on the "Rental Agreement".

Use of kitchen

This is exactly what it states. A renter may request use of kitchen which will allow them the use of the refrigerator, stove, dishes and other kitchen facilities. The kitchen is not equipped with a dishwasher at this time. Those wishing to rent the kitchen facilities are responsible for the cleanliness of the kitchen on completion of the rental period. Some renters may request a "third party" kitchen staff – that is perfectly acceptable and such agreements will have to be between the "third party" and the renter; however, the cleanliness at the end of the rental period is still the responsibility of the renter.

Music

Branches of the Royal Canadian Legion are required to collect SOCAN fees. SOCAN is the Society of Composers, Authors and Music Publishers of Canada . The fees are

structured in three levels and are shown on the rental agreement:

1. Tariff #8 Live / Recorded music with dancing
2. Tariff #8 Live / Recorded music w/o dancing

Renters will need to select the applicable section on the agreement. The fees paid to the Legion are forwarded to SOCAN; there is no “mark-up”

Alcoholic Beverages

Alcohol may be served and renters are required, dependent on the type of function they are hosting, to purchase a license for the event. The predominant licenses are:

1. Class one license is required for a private function where liquor is served, but not sold
2. Class two license is required for a private event such as a Wedding/ Anniversary/ Birthday Party where the renter has “invited guests”
3. Class three license is required where the renter is opening his/her event to the public (When applying for this license, supplementary information is required – will there be charges for admission? Will there be minors present?)
4. Class four license is required when a business extends their license to a space that is not otherwise licensed such as:
 - parking lot
 - other outside space

The Nova Scotia Alcohol and Gaming Authority mandatory regulations state that **“NO ALCOHOLIC BEVERAGES ARE TO BE BROUGHT ONTO THE PREMISES OR TO BE TAKEN OUTSIDE THE BUILDING”**.

Bartenders

Bartenders are available and dependent on the number of guests using the facilities one or two bartenders will be available. The cost for the bartenders is shown on the Rental Agreement

If minors **UNDER THE AGE OF 19** are attending the function, there must be an adequate number of adults to supervise them

Hall Rental Agreement

Agreement # _____ Closed

The Royal Canadian Legion, Nova Scotia/Nunavut Command
Eastern Marine Branch No. 161
6644 Highway 7, Gaetz Brook, NS BOJ 1N0
Telephone: (902) 827-3008 Fax: (902) 827-5173
www.legion161.ca: info@legion161.ca

HALL RENTAL AGREEMENT

This Rental Agreement/Application between Eastern Marine Branch No. 161 and

Print Name

House/Apt # Street Town Postal Code Province

Member # _____ Contact # _____

is in effect as of:

_____/_____/_____/_____ to _____/_____/_____/_____
Day Month Year Time/am.pm Day Month Year Time/am.pm

Bar hrs. (if required): Time to open: _____am/pm - Time to close: _____ am/pm

FACILITIES COVERED BY THIS AGREEMENT INCLUDE: second floor hall, kitchen, dishes, cutlery, pots & pans, utensils. (*circle and initial appropriate items*).

IT IS FURTHER AGREED THAT THE EASTERN MARINE BRANCH NO. 161 WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS OR INJURIES INCURRED WHILE ON THE PREMISES.

ALL OF THE AFOREMENTIONED TERMS OF THIS AGREEMENT MUST BE STRICTLY ADHERED TO.

Fees for this Function:

- 1. Hall rental fee (member) \$40.00 _____ Circle & Initial
- 2. Hall rental fee (nonmember) \$90.00 _____ Circle & Initial
- 3. Associations, Businesses, etc. (w/o bar) \$40.00 _____ Circle & Initial
- 4. Kitchen use - dishes, cutlery, pots & pans, Utensils (circle items required)
 - a) Member \$60.00 _____ Circle & Initial
 - b) Nonmember \$75.00 _____ Circle & Initial
- 5. Socan fees:

- a) Recorded music with dancing (\$59.17 + HST) _____ Circle & Initial
- b) Recorded music w/o dancing (\$29.56 + HST) _____ Circle & Initial

6. First bartender @ \$15.00 per hr. x _____ hrs. \$ _____ _____ Initial

7. Second bartender @ \$15.00 per hr. x _____ hrs. \$ _____ _____ Initial

Total w/o tax:	\$
Total tax	\$
Class 1 Liquor License \$12.45	\$
Class 2 Liquor License (No Tax Required) \$24.95	\$
Class 3 Liquor license (No tax required) \$62.30	\$
Class 4 liquor license (No Tax required) \$62.30	\$
Damage deposit due at time of booking	\$100.00
Total	\$

Damage deposit due at time of booking	\$100.00
Additional costs after inspection (if any) + HST	\$
Deposit Refund	\$

Nova Scotia Liquor Licensing requirements

- 5. Class one license is required for a private function where liquor is served, but not sold
- 6. Class two license is required for a private event such as a Wedding/ Anniversary/ Birthday Party where the renter has "invited guests"
- 7. Class three license is required where the renter is opening his/her event to the public.
- 8. Class four license is required when a business extends their license to a space that is not otherwise licensed such as: parking lot or other outside spaces.

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT.

_____ : _____ Date: _____
 Renters signature Print name

_____ Date: _____
 RCL #161 Rep signature



NOVA SCOTIA/NUNAVUT COMMAND

Branch Request for a Visit by a Command Officer

PLEASE PRINT OR TYPE

This completed form is to be forwarded in triplicate to the Command Office at least 90 days before the event is to take place.

1. We of _____
Branch # Branch Name Zone

Wish to invite:

Command President _____

Representative of the Command President _____
Name

With spouse (guest) _____
Name

2. To attend the following function: _____

3. Will the invited Officer be the main guest? (Yes) _____ (No) _____

4. Other Legion Officers who may be in attendance: _____

5. Will the invited Officer be the main speaker? (Yes) _____ (No) _____

(a) How long do you expect the Officer to speak? _____

(b) Is there a preferred subject matter? (Yes) _____ (No) _____

(c) If yes, please indicate: _____

(d) List other duties you wish the Officer to perform during the visit:

6. Is there an alternative date on which your function may be held?

(Yes) _____ (No) _____ Alternate date: _____

7. If the above Officer is not available, list alternates in order of preference:

a) _____ b) _____

Signature: _____
Secretary/President Date

NOTE: Please make sure your District and Zone Commanders are aware of this invitation.

Please return completed form to:

The Command Secretary
Nova Scotia/Nunavut Command
61 Gloria McCluskey Avenue
Dartmouth, NS B3B 2Z3

(Fax: 902-429-7481)

Zone Commanders Report

Revised July/11

This report to be completed and remitted to District Commanders by Dec.31 of each year.

Name: _____ **Zone:** _____ **Date:** _____

1. Which Branches in your Zone have you visited in the last six months?

2. What type of meetings have you attended?

Executive _____ General _____ Special _____ Other _____

a) Was correspondence read & discussed at Executive and General Meetings? Yes _____ No _____

b) Were the Executive minutes read for information at the General Meetings? Yes _____ No _____

c) Were previous General Meeting Minutes read for approval at General Meetings? Yes _____ No _____

d) Were Branch Finance reports given at Executive and General Meetings? Yes _____ No _____

e) What were the dates of the last branch audit? _____

f. Have Branches been remitting Source deductions to proper authority? (i.e. CPP/EI/Workers Comp/HST)

g) Were the following Manuals available at the meetings?

*General By-Laws? Yes _____ No _____

*Ritual & Insignia? Yes _____ No _____

*Rules of Procedure for Legion Meetings? Yes _____ No _____

* Command By-Laws? Yes _____ No _____

*Branch By-Laws? Yes _____ No _____

*Latest version Command Policy Book Yes _____ No _____

3. What other Branch or Zone functions have you attended?

4. Have Branches been submitting the follow reports on time?

*Monthly financial reports? Yes_____ No_____

*Annual Poppy Trust Fund Report? Yes_____ No_____

*Branch Executive Information Form/ Yes_____ No_____

*Inquiries from Dominion & Command? Yes_____ No_____

*Branch By-Law changes/revisions and Honours/Awards submissions? Yes_____ No_____

5. Have you ensured Branch credentials for Dominion and Command Conventions are forwarded to Command on time? Yes_____ No_____

6. What is the last date of Branch By-Laws amendment(s) _____

7. Have you thoroughly reviewed By-Law revisions and Honours/Awards submissions prior to signing? Yes_____ No_____

8. How have membership numbers changed in the last six months?

Increased Decreased Unch'gd Unknown

--	--	--	--

9. Do all Branches attend District & Zone Meetings? Yes_____ No_____ If not, why not?

(it is the responsibility of the Branch Presidents to ensure representation at all meetings)

10. Date of last Zone Board Meeting? _____

11. Date of last Zone Rally? _____

12. What duties, if any have been assigned to your Deputy Zone Commander?

13. List Training that has been given in your Zone.

a) Zone Level: Subjects & Dates _____

b) Branch Level: Subjects & Dates

14. Do Branches send copies of deceased Members notices to Dominion and Command?

Yes_____ No_____

15. Are there Branches in need of assistance in order to operate properly?

Yes_____ No_____

If so, please explain.

16. Additional information/comments

**EASTERN MARINE BRANCH 161
Employee Performance Evaluation**



Employee: _____

Probation: _____ Month

Date: _____

Yearly: _____ Year

Job Position: _____

Performance Categories		Score
A.	Works Safely	
B.	Applies Knowledge	
C.	Quality of Work	
D.	Utilizes Time Productively	
E.	Takes Initiative	
F.	Team Work	
G.	Attendance & Punctuality	
H.	Attitude	
I.	Customer Focus	
J.	Leadership	

Overall Scores (from above)	
Calculate Average Score (divide by number of scores)	
Final Score (use below to indicate performance rating)	

Performance Rating	√
Final Score 1 – 1.9 – Critical Gap (performance improved plan required)	
Final Score 2 – 2.9 – Development Required	
Final Score 3 – 3.9 – Meets Expectations	
Final Score 4 - - Exceed Expectations	
A score of 1-1.9 for any performance category above requires a performance improvement plan.	

Comments: _____

A. Works Safely

- | | | | | | |
|----|--|---|---|---|---|
| 1. | Knows and applies all safety rules and safe work practices for the work being performed. | 1 | 2 | 3 | 4 |
| 2. | Keeps his/her workplace clean and orderly . | 1 | 2 | 3 | 4 |
| 3. | Will ask for help or assistance when performing heavy tasks | 1 | 2 | 3 | 4 |
| 4. | Asks for direction and clarification when not sure of what or how to do a task safely. | 1 | 2 | 3 | 4 |
| 5. | Reports all incidents (including near misses) immediately to supervisor. | 1 | 2 | 3 | 4 |
| 6. | Reports any hazardous condition found to supervisor. | 1 | 2 | 3 | 4 |
| 7. | Uses tools and equipment correctly. | 1 | 2 | 3 | 4 |
| 8. | Identifies potential safety improvements. | 1 | 2 | 3 | 4 |

Comments:	Total: _____
	Divide by 8
	Score: _____

B. Applies Knowledge

- | | | | | | |
|----|--|---|---|---|---|
| 1. | Is able to perform the duties/responsibilities of the job. | 1 | 2 | 3 | 4 |
| 2. | Communicates knowledge with others effectively and appropriately. | 1 | 2 | 3 | 4 |
| 3. | Seeks to expand job related knowledge. | 1 | 2 | 3 | 4 |
| 4. | Applies knowledge to produce good quality work in a reasonable time frame. | 1 | 2 | 3 | 4 |

Comments:	Total: _____
	Divide by 4
	Score: _____

C. Quality of Work

- | | | | | | |
|----|--|---|---|---|---|
| 1. | Completes tasks accurately and thoroughly, paying attention to detail. | 1 | 2 | 3 | 4 |
| 2. | Recognizes his/her potential for errors and makes efforts to correct mistakes. | 1 | 2 | 3 | 4 |
| 3. | Seeks and implements ways to improve quality. | 1 | 2 | 3 | 4 |
| 4. | Takes pride in his/her work. | 1 | 2 | 3 | 4 |
| 5. | Demonstrates interest in continuous improvement. | 1 | 2 | 3 | 4 |

6. Accepts accountability for work assignments and commits to its completion. 1 2 3 4

Comments:	Total: _____
	Divide by 6
	Score: _____

D. Utilizes Time Productively

1. Pursues tasks and goals with persistence. 1 2 3 4
2. Manages changing work priorities to meet on-time delivery. 1 2 3 4
3. Responds to problems in a decisive manner. 1 2 3 4
4. Successfully organizes actions independently, while using time effectively. 1 2 3 4
5. Able to maintain a productive work flow with or without supervision. 1 2 3 4
6. Meets commitments and deadlines. 1 2 3 4
7. Keeps distractions from interfering with work schedule. 1 2 3 4

Comments:	Total: _____
	Divide by 7
	Score: _____

E. Takes Initiative

1. Willingly takes on new tasks. 1 2 3 4
2. Behaviour reflects motivation to excel. 1 2 3 4
3. Identifies and pursues new opportunities. 1 2 3 4
4. Reports progress and obstacles appropriately. 1 2 3 4
5. Seeks exposure to new ideas and training to enhance skills. 1 2 3 4

Comments:	Total: _____
	Divide by 5
	Score: _____

F. Team Work

1. Contributes to reaching office objectives. 1 2 3 4
2. Stays focused on relevant issues. 1 2 3 4
3. Is consistent and predictable with people. 1 2 3 4

- 4. Deals with differing opinions well. 1 2 3 4
- 5. Is able to work with people beyond the immediate group. 1 2 3 4

Comments:	Total: _____
	Divide by 5
	Score: _____

G. Attendance and Punctuality

- 1. Has an acceptable attendance record by accepted workplace standards. 1 2 3 4
- 2. Observes starting, quitting and lunch times as considered by supervisor. 1 2 3 4
- 3. Gives sufficient notice before any absences. 1 2 3 4
- 4. Is consistently on the job working. 1 2 3 4

Comments:	Total: _____
	Divide by 4
	Score: _____

H. Attitude

- 1. Demonstrates a positive work attitude. 1 2 3 4
- 2. Responds and acts on constructive suggestions/feedback from supervisor. 1 2 3 4
- 3. Interacts harmoniously with fellow employees and supervisor. 1 2 3 4
- 4. Keeps personal emotions from affecting others. 1 2 3 4
- 5. Exhibits a good working ethic and is flexible. 1 2 3 4
- 6. Exhibits a professional attitude. 1 2 3 4
- 7. Maintains confidences. 1 2 3 4

Comments:	Total: _____
	Divide by 7
	Score: _____

I. Focus on Customers

- 1. Identifies and understands the needs of internal and/or external customers. 1 2 3 4
- 2. Responds to customer inquiry and needs and consistently ensures customer satisfaction. 1 2 3 4

- 3. Delivers value in the eyes of the customer, while balancing business unit objectives. 1 2 3 4
- 4. Alerts customers to emerging needs, priorities and opportunities. 1 2 3 4

Comments:	Total: _____
	Divide by 4
	Score: _____

J. Leadership Skills

- 1. Develops goals for team members, communicates expectations and holds team members accountable for their achievement. 1 2 3 4
- 2. Creates an environment that encourages independent problem solving by creating work opportunities with specific outcomes and objectives. 1 2 3 4
- 3. Maintains a steady, positive, realistic and constructive attitude during change and communicates the need for change to others. 1 2 3 4
- 4. Involves people and resources to ensure the achievement of short and long-term goals. 1 2 3 4
- 5. Maintains a visible level of professionalism with employees at all times. 1 2 3 4

Comments:	Total: _____
	Divide by 5
	Score: _____

SIGNATURES:

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the Employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by: _____ Date _____

Reviewed by: _____ Date _____

NOVA SCOTIA/NUNAVUT COMMAND

Resolution Submission Form

BRANCH #: _____ BRANCH NAME: _____

The following format **IS THE ONLY ONE TO BE USED** by all Branches when submitting Resolutions to Nova Scotia/Nunavut Command for Provincial or Dominion Conventions. **All resolutions must be signed by the Branch President, Secretary and the Zone Commander.**

Whereas:

Whereas:

Whereas:

Therefore be it resolved:

be it further resolved:

(NOTE: IF MORE ROOM IS REQUIRED, PLEASE USE THE BACK OR ATTACH ANOTHER SHEET.)

The above Resolution was approved at the Branch General Meeting held:

It was Moved by Comrade _____ Seconded by Comrade _____

Branch President _____ Branch Secretary _____

Zone Commander _____

NS/NU Command Resolution Chairperson _____ Date _____

NOVA SCOTIA/NUNAVUT COMMAND

By-Laws Amendments/Changes Form

BRANCH # _____ **NAME** _____ **VOTING MEMBERSHIP** _____

The following format is the **only one** to be used by all Branches when requesting amendments / changes to their Branch By-Laws. Changes/Amendments to Ladies Auxiliary By-Laws must be approved by the Branch Executive / President and submitted by the Branch Secretary / President to Command. **(ONLY ONE (1) AMENDMENT PER PAGE)**

NOTE: A copy of the Branch existing by-laws must accompany your amendments/changes submission.

**EXISTING BY-LAW
CHANGE/AMENDMENT**

PROPOSED

--	--

The amendments/changes to these by-laws were approved at the Branch General Meeting held: _____

It was Moved by Comrade _____ Seconded by Comrade _____

Branch President _____ District or Zone Commander's Signature _____

Command By-Law Chairman: _____ Date: _____

By-Laws Amendments/Changes Form Directions

1. Existing by-law is to appear on the left-hand side of form and the new/or amended by-law is to appear on the right. Only one new or amended by-law to appear per page.
2. Form must be signed by the District or Zone Commander.

The form must show the date of the General meeting and signed by the Branch President and the District or Zone Commander.



Volunteer Registration

Contact Information

Name			
Community			
Mailing Address			
Home Phone		Cell Phone	Work Phone
E-Mail Address			

Person to Notify in Case of Emergency

Name			
Address			
Home Phone		Cell Phone	Work Phone
E-Mail Address			

Are you a Member of a Rural Joint Emergency Management (JEM) Team

Sheet Harbour	River Lake
Musquodoboit Valley	Western Region
Eastern Shore	

Are you a Member of a Urban Joint Emergency Management (JEM) Team

Peninsula South	Chebucto South
Peninsula North	Other
Mainland North	

Are you an Amateur Radio Operator

Yes	No
-----	----

Are you a member of the Halifax Auxiliary Telecommunications Service (HATS)

Yes	No
-----	----

Volunteer Application Revision 22/10/2018



Applicants Declaration:

I hereby apply for volunteer membership under the auspices of Halifax Emergency Management Division.

I understand that any equipment, uniforms, protective clothing, training materials, identification cards or badges, or any other item which may be provided for my use, are the property of the HRM Emergency Management Division and must be promptly returned to the designated officer upon my leaving the organization, whether by resignation, expulsion or any other means.

I understand that I must adhere to all Halifax Regional Municipality policies, procedures and operating guidelines.

I acknowledge that department rules, guidelines, policies and procedures establish requirements for specific levels of attendance at department activities; levels of training or other conditions which are necessary for membership.

I understand that participation in HRM EM activities may make me privy to information about citizens in a particular area, members of a respective volunteer team, HRM activities or other information of a personal or confidential nature and I will not reveal or discuss that information, except as required to carry out my duties as a volunteer.

I *certify* that the information I have provided in this application is true and complete to the best of my knowledge. I understand that if any of this information is found to be untrue, this application may be rejected and if accepted as an EM volunteer member, false statements on this application shall be considered sufficient cause for dismissal.

Signature _____ Date _____

Parent or Guardian: (If Under 19) _____

SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN: _____ **(IF UNDER 19)**

Please Return Completed Application to: HRM_EMO@halifax.ca

EASTERN MARINE BRANCH 161 – OFFICIAL DUTY TRAVEL CLAIM

Name: Date(s) of Duty:

Duty on which engaged:

Meeting/Function start time:

Finish Time:

Travel Allowances:

Shuttle/Bus \$

Other: **(explain)** \$

Return Mileage in km (10cents less than the allowance laid down by the National Joint Council)

Tolls/Ferries/Bridge: \$

Meal Allowance: Do Not Claim Meals Provided

Meal costs and Incidentals will be reimbursed at a rate of 75% of the rates laid down by the National Joint Council

Lodging Allowance: Reimbursed by Receipt Only (Please Attach)

Lodging: \$

More than 300 Kilometers (return) with a combined travel and work total of 9 hours or more

Total Claim: \$

Claimant Signature: Date:

OFFICE USE ONLY

Total Return Travel Time:

Treasurer Approval:

Date:

President Approval:

Date:

SECTION X1 – COMMITTEE TERMS OF REFERENCE

Committees

The selection of committee members may be determined by the branch b-laws. Some branches provide, through by-laws, that the President or Executive Committee name all members of a committee. Other branches leave this responsibility to the committee chairman or to the branch membership.

The purpose of committees is to do all preliminary work on matters to be prepared for action. There are two types of committees—STANDING and SPECIAL.

A ***Standing Committee*** is elected or selected at the annual meeting and continues until the next annual meeting. Unless the presiding officer appoints a chairman, usually the first name on the committee becomes the chairman. If a chairman has not been elected or appointed, a committee may elect a chairman from its members.

A ***Special Committee*** is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, then the committee is dissolved.

In small Special Committees, the Chairman may also act as Secretary, but in large ones and in all Standing Committees, it is customary for the committee to elect a recording secretary.

When the findings or recommendations of a committee have been adopted by the committee, a report is prepared and signed by the members.

Some of the more common Standing Committees that a Branch may have are:

- Finance and Building
- Poppy
- Poppy Trust Fund
- Membership
- Sports
- Youth/Cadets
- Honours & Awards
- By-Laws
- Legion Leadership (Training)
- Public Relations
- Seniors
- Veterans/Service
- Ways & Means
- Entertainment
- Bar & Hall rental
- Past Presidents

1. Bursary Committee

This committee consists of a Chairman, who is a member of the Executive, The Poppy Chair and one or more members.

The purpose of the Bursary Committee is to receive applications, review applications and select eligible individuals for bursaries.

The following factors should be considered by the committee:

- (a) The committee may not accept any applications which are incomplete.
- (b) First time applicants will be considered before repeat applicants.
- (c) Consideration must be given to applicants who have an affiliation to Royal Canadian Legion through a close familial relationship.
- (d) Applicants must be accepted to an institution of higher learning within Nova Scotia unless the program the student wishes to take is not available in Nova Scotia.
- (e) An applicant who has not received a bursary from another source should be a priority.

A successful applicant must cash the bursary cheque within three months of receiving it. If the cheque is not cashed within three months, it will be cancelled, and the bursary will be awarded to another applicant.

Bursary and Scholarship Payments

All cheques issued by the branch to bursary selectees shall be made payable to the university/college and the student.

2. Complaints Committee

The Committee will consist of a chairman who is a member of the Executive and one or more members as determined by the President in accordance with Article III of The General By-Laws.

It is their responsibility to conduct complaint hearings or mediate in accordance with Article III of the General By-Laws where any Command Officers, District Command, Zone Commander and Branch President has had a complaint registered against them. They may also be required to hear a Branch complaint under special conditions of Article III of the General By-Laws.

Members of the Committee must ensure that they are not in a conflict of interest when hearing a complaint as per Article III of The General By-Laws.

3. Finance and Building Committee

The committee will consist of a Chairman who will be the 1st Vice President and two (2) members – the 2nd Vice President and the Treasurer.

This committee is responsible for financial guidance of the Branch and the upkeep of the Branch premises.

Any extraordinary expenses in excess of \$500.00 or expenditures that do not pertain to normal operation of the Branch shall go to this committee for recommendations.

This committee is responsible for presenting and recommending the annual Branch budget to the Executive Committee.

This committee will refer any major building expenditure to the Executive for approval. They will be given a copy of the Branch inventory report on the property, building and contents of the Branch.

It is their responsibility to ensure that the annual Branch financial Audit/Check is completed by two/three members that have been approved by the Executive Committee.

4. Honours and Awards Committee

The Committee shall consist of the Immediate Past President as Chairman, Second Vice President and one or more members as deemed by the President.

The Committee shall meet twice yearly.

The Committee shall review and recommend all members for Honours and Awards within the Branch and, where appropriate passed to higher authority(i.e., Life Membership applications are approved at Command level and passed on to Dominion Command for processing. Palm Leaf, MSM and MSA may only be recommended by the Command Committee and then forwarded to Dominion Command for final approval. Other Honours and Awards will be processed as per the Honours and Awards manual).

The Committee shall ensure that applications meet the requirements of the Honours and Awards manual and adherence to the importance of a properly written citation, to ensure the applicant receives the recognition, as applied for.

1) General

Applications for awards submitted by branches **must** be signed by the District/Zone Commander before they are received at this office. Unsigned applications will be returned to the Branch. Life Membership applications/or previous award applications must accompany the MSM/MSA or Palm Leaf application. If a life membership application is not available, please advise the Committee as to why it is not available. Usually a life membership is given before an MSM/MSA however, under special circumstances consideration will be given to those Comrades who are aging and/or in declining health and have numerous dedicated years of service to The Royal Canadian Legion and have not been previously recognized by the Branch.

It is the policy of this Command that there be a five year waiting period between application/approval of major awards.

2) Applications for Life Membership

Only those Life Membership applications that are submitted to Command, complete with the covering cheque (made payable to Dominion Command) with completed Transmittal Form and Registration Form will be accepted for review.

3) Example Citation

Since being presented life membership/previous major award in 1995, Joe Doe served as treasurer of Branch ___ from 1995 - 2000. During his term of office, finances were always a

problem at the branch. The branch had very little in ways of big bank accounts as there were less than a hundred members, most of them veterans. Joe struggled every day to keep a roof over their heads at the same time was very cautious with what money they did have. It was extremely difficult to raise funds in such a small area, but Joe went about having card parties, teas, craft sales, anything that would bring in enough funds to keep them going. The veterans of the branch were gathered from a wide rural area and for some it was difficult to even attend meetings. Because of the declining health of the veteran, when one got sick or housebound, Joe would immediately step in and take over that particular committee and see it through.

March, 2001 – when the membership chairman was sick, Joe did that job, collecting dues and filling out forms and keeping the membership chairman abreast of what was happening.

2002 – The Poppy Chairman was also struck down by cancer, so in April 2002, Joe again stepped in and went to the businesses selling the wreaths, making up the programs and organizing a banquet for the veterans. He then made sure that the poppy trays were ready, and saw to the countless little things that go along with the poppy program.

In 2003 Joe took over as Secretary of the Branch. He kept the service officer advised of all inform veterans and went to call on each and every one of them. He visited those who were in hospital having to drive several miles. This was done at his own expense. He would also bring them comforts that he purchased from his own money. He kept them informed as to what has been happening at the branch and called DVA as need be. He always checked with the veteran to make sure that they had been looked after. He was in close contact with the President, and in August of 2004, when he had to be hospitalized, he called him every day from his own phone (long distance) to cheer him up and keep him informed. This veteran had to have his leg amputated and Joe was the one who drove fifty miles to the nursing home to take him back to his branch for functions.

2005 – 2006 – Joe is still the secretary of the branch as well as Social Affairs Officer. He organizes the Remembrance banquet each year and single handily organizes the Poppy Campaign from ordering the poppies to the Cenotaph service on November 11th. He goes above and beyond his own duties to make sure the branch is looked after.....he writes articles for PR, takes pictures, makes a light lunch for the members for after the meeting. He sends cards of get well, sympathy, etc., to the community signed by the Branch. This is all done from his own pocket. He is a take charge person and when the need is there, so is Joe, working long into the night to get the job done.

In conclusion, The Royal Canadian Legion is most fortunate to have an unselfish dedicated legionnaire as Comrade Joe Doe and it is an honour and privilege to nominate Comrade Joe Doe for the Palm Leaf to the MSM.

4) Command Honours and Awards Committee Responsibilities

To review and put forth nominations annually for the various awards in The Royal Canadian Legion and Provincial and Federal Government Awards to members and staff of Command.

Examples: Life Membership

MSM/MSA

Palm Leaf

Minister of Veterans Affairs Accommodation

Order of Nova Scotia

Order of Canada

Major Award Application Checklist

In an effort to assist in insuring that applications are thorough and complete, the Honour and Awards Committee is providing a checklist to use when completing or reviewing a major Legion award application. This list is by no means a substitute for reading the information in Chapter Two of the Ritual, Awards and Protocol Manual, but rather a tool to ensure that all of the criteria outlined in the manual are present in the application. We ask that you utilize this Check List prior to submitting the application, hopefully this will assist in reducing major award applications being returned.

The Ritual and Awards Committee (DC) regularly reviews applications for Meritorious Service Medal (**MSM**), Meritorious Service Award (**MSA**) and the **Palm Leaf** to these awards. **As these are the highest awards that the Legion bestows on its deserving members, the Committee has an obligation to maintain high standards for these awards.** The Committee's ability to adjudicate these awards **fairly** depends entirely on the information provided in the applications submitted on behalf of the nominees.

	Is the correct form (latest version of form #800281) being used? (Fillable & printable forms are on NS/NU Command Website)
	Is the nominee a member in good standing ?
	Is it clearly checked which award is being applied for?
	Is it clearly checked at what level of the Legion the application originated?
	Is the information about the Branch and Command complete and accurate?
	Are previous awards listed, with dates?
	Is the date and type of the General or Executive meeting where approval was given provided along with the actual minutes of such meeting? Do they include the name of the applicant and the names of the mover and seconder? If an in camera meeting was held, are the minutes of that meeting also included?
	Is the information about the nominee complete and accurate?
	Is the information about the individuals who prepared the application complete?
	Is the form signed ? Is the form reviewed and signed by a Zone and/or District Commander ?
	Is there a citation of the award applied for included and does it contain the name and membership status of the individual being nominated?
	Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received?
	Does the citation contain all information about outstanding Legion service, including dates since the previous award(s)?
	Has the member being nominated for an MSM or MSA previously received a Life Membership? Has it been 5 years since the Life Membership been awarded?
	Is there information provided regarding service to the community, especially service provided as a representative of the Legion since the last award with dates?
	For an MSM or MSA, is a copy of the Life Membership application, with citation and minutes of meeting where the award was approved attached?
	For Palm Leaf, are copies of the MSM or MSA application, with citations and minutes of meeting where the award was approved attached?
	For Life Membership applications, is the Transmittal Form (pink copy) and the

	Member Registration Form (white/green copy) filled out?
	For Life Membership applications, is the cheque made out to Dominion Command ?

5. Membership Committee

The Committee will consist of a chairman who is a member of the Executive Committee and one or more members as determined by the President.

1. Make sure all correspondence from NS/NC and Dominion Command are dealt with appropriately
2. Have a membership meeting at least once a year.
3. To be available to all members that require assistance with membership issues/procedures.
4. Liaison between Dominion, NS/NC and the branches.

Branch Membership Applications

It is the responsibility of the Branch Membership Chairperson to submit copies of all new voting members approved applications to the Command office on a monthly basis.

6. Personnel Committee

The Personnel Committee will consist of the Bar and Hall Rental Chairman, 1st Vice President, the 2nd Vice President and the Treasurer.

When a position becomes available in the Branch staff, the Chairman will prepare the "Vacancy Document" and request the Secretary to advertise the position.

The Committee will interview and recommend to the Executive the successful candidate for the position available.

The Committee will investigate employer/employee problems with a report to the President.

The Committee will do an employee performance evaluation process on each employee, at least once a year, using the prescribed forms.

The Committee will recommend to the Executive at the February meeting, any changes to staff wages.

The Committee will meet with all staff once a year, or more if required, and reports from these meetings will be made to the Executive.

7. Poppy & Remembrance Committee

Definition: The Poppy and Remembrance Committee is responsible for planning, organizing, implementing and reporting all Poppy and Remembrance activities within the jurisdiction of the Branch.

1. The Committee will consist of the Poppy Chairman who is a member of the Executive, the Poppy Treasurer and one or more members as determined by the President.
2. The Committee will organize and conduct Poppy Campaign workshops within the branch at least two months before the active Poppy campaign.
3. The Committee will ensure that legion policy addressing Poppy and Remembrance matters is passed down to the membership.
4. The Committee will bring forward ideas and suggestions to the branch Executive for implementation.
5. The Committee will ensure that the Poppy Trust Report sent to Command is in accordance with Section 1205 and 1206 of the General By-Laws.

8. Public Relations Committee

Definition: Public Relations is the active effort of providing Legion members, the public and the media with accurate and timely information about Legion policies, programs and activities in order to create and maintain support for them.

1. The Committee will consist of a Chairman who is a member of the Executive Committee and one or more members as determined by the President.
2. The Committee will meet as an entity at least twice each year and the Chairperson at his discretion will call a meeting when required, within that year, should an emergency arise.
3. The Committee will review and assess current plans and budgets while considering options and actions to deal with new and foreseeable issues and programs.
4. The Committee develops and implements external information programs to promote better public understanding of the policies, programs and activities of the Legion within the branch. This is achieved primarily through the development and maintenance of the Branch website.
5. The Committee develops and implements internal information programs to promote better understanding, within the Legion, of Legion policies, programs and activities. This is achieved primarily through the development of the Branch Website and the PSA Television
6. The Committee oversees the development and maintenance of good relations with the news media.
7. The Committee oversees the gathering, processing and distribution of information about Legion policies, programs and activities to the news media to obtain the optimum level of positive coverage.

9. Sports Committee

The Committee will consist of a chairman who is a member of the Executive Committee and one or more members as determined by the President.

The Chair and the members may be assigned one or more of the Legion sports that they will be responsible for if the level of participation requires it..

The Sports Chairperson will give a report to the Executive Committee and membership at General Meetings, on the information received from the other members.

1. Sanctioned Sports

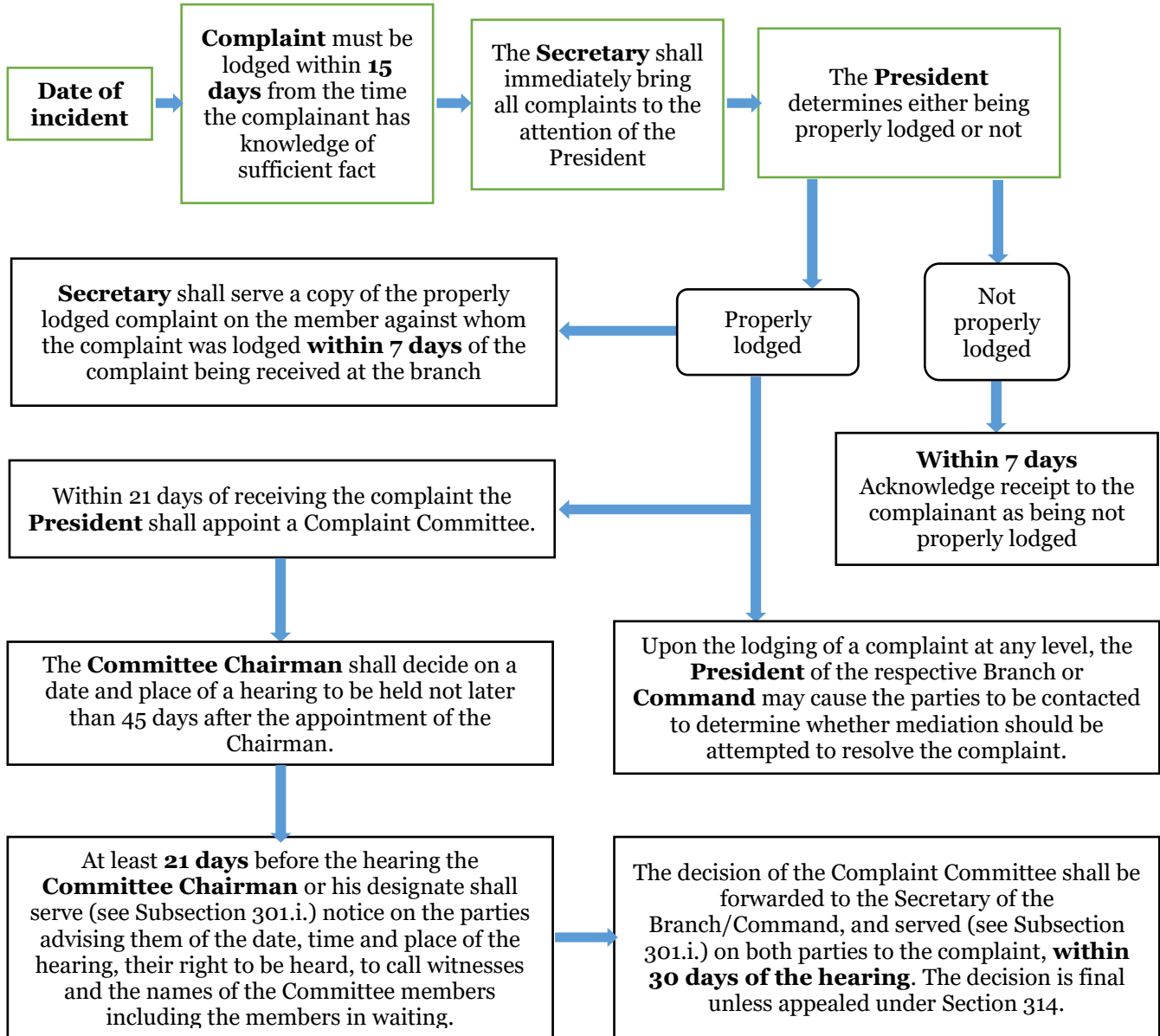
Authorized sports are those that lead to Dominion Command Level, which are: Open Darts, Cribbage, 8-Ball Pool and Track & Field.

2. Terms of Reference

- a)** The Cribbage Coordinator be responsible for all matters dealing with Command Cribbage that lead to a Dominion Command Member Sports Championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.
- b)** The Darts Coordinator be responsible for all matters dealing with Command Darts that lead to a Dominion Command Member Sports Championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.
- c)** The 8 Ball Pool Coordinator be responsible for all matters dealing with the Command 8 Ball Pool that leads to a Dominion Command member sports championship, including, supply the Command's Sports Chairman with its Sports budget for the year and then to the Finance Committee.

SECTION X111 – LEGION COMPLAINT PROCESS

Article III Complaint Procedure Time Frame



304 To properly initiate complaint proceedings, a member must:

- i. ensure that the complaint contains a brief account of the incident or circumstances which forms the basis of the complaint;
- ii. specify the clause under Subsection 304.a. that applies;
- iii. sign the complaint;
- iv. enclose payment of a complaint filing fee in the amount of \$100 payable to the Branch or Command with which the complaint is filed. The complainant will have the \$100 returned in all but one circumstance. That circumstance is where there is a final disposition at a hearing (after all appeals, if any, are heard) and at that hearing the entire complaint is completely dismissed. Then and only then will the \$100 filing fee be forfeited; and
- v. address it to and lodge it with the Secretary of the appropriate branch or command within 15 days from the date the complainant in good faith, first had knowledge of sufficient facts of the alleged offence having been committed.

1. Original Complaint Letter

XPRESSPOST MAIL

Date: _____

Comrade _____

RE: COMPLAINT - _____, Membership #: _____

Dear _____;

This letter will serve notice that we are in receipt of a complaint lodged against you by Comrade _____ as per the General By-Laws of The Royal Canadian Legion, Article III Section 304, Paras _____, _____, _____, _____.

A copy of this complaint is attached to the letter for your review.

Please note that a letter will be forwarded to you informing you of the date, place and time of the scheduled Complaint Committee meeting to review the evidence to be presented by yourself and the complaining member.

In Comradeship;

Branch Secretary

NOTE: Removal from Office and Denied Clubhouse Privileges

The following paragraph will have to be inserted if the branch president wished the member to be denied clubhouse privileges and removed from any and all offices held in the branch.

“Comrade, due to the seriousness of the complaint lodged against you, the Branch President has ruled that you are to be denied clubhouse privileges and you are removed from any and all positions held in this Branch, pending the outcome of this complaint as per the General By-Laws of The Royal Canadian Legion Article III Section 304 Para h.”

2. Court Case Letter

XPRESSPOST MAIL

Date: _____

Comrade _____

RE: COMPLAINT - _____, Membership #: _____

Dear _____;

It has been brought to our attention that the current complaint lodged against you has been brought to the Civil Authorities for action in Civil or Criminal Court.

Based upon this information, and in accordance with the General By-Laws, Article III Section 304, Para h and Section 307, the date of the Complaint Committee to review the evidence to be presented by yourself and the complaining member will be postponed until the decision of the Civil or Criminal Proceedings has been rendered by the Court.

Once a decision has been made by the Civil or Criminal Court, the Complaint Committee will re-schedule a new date for you and the member laying the complaint to attend and present your evidence, as per Article III of The General By-Laws of The Royal Canadian Legion.

Please remember as per Article III Section 304 Para h, your privileges as a member are denied and you are reminded that you are removed from any and all positions held in this branch, pending the outcome of this Complaint lodged against you.

In Comradeship;

Branch President

3. Complaint Lodged Letter Against You

XPRESSPOST MAIL

Date: _____

Comrade _____

RE: COMPLAINT – COMRADE

Reference: The Royal Canadian Legion, General By-Laws (June 2002 Edition), Article III

Dear Comrade _____;

The Branch President has appointed a Complaints Committee to deal with the complaint lodged against you by Comrade _____, (copy enclosed) in accordance with the General By-Laws of The Royal Canadian Legion.

Comrade in accordance with Article III Section 304 Para h of The General By-Laws of The Royal Canadian Legion, you are deprived clubhouse privileges and removed from any office or position held in the Branch pending the final disposition of this complaint.

The Complaint Committee is comprised of the following Members:

Comrade	Chairman
Comrade	Member
Comrade	Member
Comrade	Waiting Member
Comrade	Waiting Member.

The Committee will review all information dealing with this complaint as noted below:

Place: _____

Date: _____

Time: _____

4. Complaint Lodged Letter Against You Part 2

Those attending the Hearing are responsible for their own expenses.

Each party shall have the privilege of one peremptory challenge of any one of the members except for the Chairman, by serving notice thereof on the Chairman at least 10 days prior to the hearing. No challenge will be allowed at the hearing.

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and his agent (if desired). Either parties or their agent (but not both), shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.

The evidence at the hearing may be given under oath or affirmation.

If the **Member complained against** does not appear, without due cause and notification, the Committee upon proof of service on the Member, may proceed in his absence.

If the **complainant** does not appear, without due cause and notification, the Committee upon proof of service on the complainant, shall dismiss the complaint and may assess costs.

The Chairman for due cause and with notification may postpone the hearing for a period not to exceed 60 days from the date originally scheduled.

Both parties have the right to appeal the decision of the Complaint Committee under Article III Section 314 of The General By-Laws of The Royal Canadian Legion. Particular attention should be paid to 314 (e)

Your co-operation and understanding in this matter is appreciated.

In Comradeship;

Branch Secretary

cc: Complaint Committee

5. Complaint Lodged Letter by You Part 1

XPRESSPOST MAIL

Date: _____

Comrade _____

RE: COMPLAINT – COMRADE

Reference: The Royal Canadian Legion, General By-Laws (June 2002 Edition), Article III

Dear Comrade _____;

The Branch President, has appointed a Complaints Committee to deal with the complaint lodged by you against Comrade _____, (copy enclosed) in accordance with the General By-Laws of The Royal Canadian Legion.

Comrade in accordance with Article III Section 304 Paragraph of The General By-Laws of The Royal Canadian Legion, Comrade _____ is deprived clubhouse privileges and removed from any office or position held in the Branch pending the final disposition of this complaint.

The Complaint Committee is comprised of the following Members:

Comrade	Chairman
Comrade	Member
Comrade	Member
Comrade	Waiting Member
Comrade	Waiting Member.

The Committee will review all information dealing with this complaint as noted below:

Place: _____

Date: _____

Time: _____

Those attending the Hearing are responsible for their own expenses.

6. Complaint Lodged Letter by You Part 2

Each party shall have the privilege of one peremptory challenge of any one of the members except for the Chairman, by serving notice thereof on the Chairman at least 10 days prior to the hearing. No challenge will be allowed at the hearing.

The Complaint Committee shall hear the evidence in support of the complaint in the presence of the member complained against and his agent (if desired). Either parties or their agent (but not both), shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.

The evidence at the hearing may be given under oath or affirmation.

If the **Member complained against** does not appear, without due cause and notification, the Committee upon proof of service on the Member, may proceed in his absence.

If the **complainant** does not appear, without due cause and notification, the Committee upon proof of service on the complainant, shall dismiss the complaint and may assess costs.

The Chairman for due cause and with notification may postpone the hearing for a period not to exceed 60 days from the date originally scheduled.

Both parties have the right to appeal the decision of the Complaint Committee under Article III Section 314 of The General By-Laws of The Royal Canadian Legion. Particular attention should be paid to 314 (e)

Your co-operation and understanding in this matter is appreciated.

In Comradeship;

Branch Secretary

cc: Complaint Committee

7. Decision Letter

XPRESSPOST MAIL

Date: _____

Comrade _____

RE: COMPLAINT - _____, Membership #: _____

Dear _____;

The Branch Complaint Committee met on _____ to review the evidence submitted in support of the complaint and that refuting the complaint.

The decision of the Complaint Committee is attached.

In Comradeship;

Branch Secretary

9. Misappropriation Policy

Misappropriation of Branch Equipment, Funds and Poppy Funds

It is the Policy of Command that any misappropriations or thefts of Legion Funds, Equipment or Poppy Funds shall be reported immediately to the Local Policy Authority for prosecution in the Civil Courts.

Once a person has been convicted by the Courts or the Member admits either in writing or in front of witnesses, then Complaint procedures must commence in accordance with The General By-Laws, Article III of The Royal Canadian Legion.

The policy of Command is that persons found guilty of theft or misappropriation of Legion Property, Funds or Poppy Fund may be expelled from The Royal Canadian Legion.

In order for a person to be removed from Office or requested not to enter Legion Property to attend Social or any other activities, a Complaint must be completed in accordance with Article III of The General By-Laws. The Branch President has the right under Article III Section 304 "h" and Section 307 to remove the individual from office and deny the individual from attending any Legion functions.

SECTION X1V – FUNERALS, MEMORIALS AND TRIBUTES

1. Funerals, Memorials and Tributes

Ref: RCL Honours, Awards, and Protocol Manual

The responsibility for making such arrangements is charged to the Branch Chaplain.

The Branch serves two functions for deceased individuals:

- a. Provision of a dignified Legion funeral, memorial or tribute service to Branch members and veterans
- b. provide a facility for community support to the deceased's family

The dignified Legion service can be conducted at the branch, funeral home or grave side and is conducted IAW the reference. This is the only obligation of the branch and is provided at no cost to the family. It can involve printing of programmes, provision of a white memorial cross and poppies/maple leaves.

Community support only occurs in the upstairs hall at the branch and involves the reception side of the event. The degree of the support from the branch depends upon the background of the deceased:

- a. veterans, regardless if they are Legion members, members in good standing of Branch 161 and immediate dependants (spouse or child living at home) of Branch 161 members in good standing, or
- b. family members who are not dependent upon a Branch member or individuals from the community.

The upstairs hall may be used to hold services for funerals, memorials, tributes or receptions for or members of the community.

Rental

Hall rental fee to use will be waived only when the service is for a veteran, member in good standing of Branch 161 or the immediate dependent of a member in good standing .

Use of the hall to host services for individuals who are not members of the Legion or who are members of other branches or relations of a Branch 161 member will be on a cost recovery basis.

Reception

As a member of the community, the branch will undertake to organise a reception. Again the degree of support depends upon the background of the deceased. For those listed in paragraph a. , the Branch will provide items that are usually available in the branch such as non-alcoholic beverages (coffee, tea or juice), plates and serviettes, We will not buy refreshments for the reception unless the family wishes that this be done.

The branch will ask our members to donate sandwiches, sweets, etc.

If there is a request from the family(regardless of status) for upstairs Bar service, there will be costs involved for the family.

2. Rules for flying the National Flag of Canada

Ref: www.canada.ca

Regulations for flying the National Flag and the treatments thereof shall be in accordance with the reference. Specific attention and details for mourning purposes are reiterated in the following paragraphs.

3. Half-Mast Instructions

When the National Flag is lowered to "Half-Mast" at our branch flagpole (which has a "yardarm"), it should be lowered to a point where the bottom of the flag is just above the "yardarm". It should not be mistaken for a flag that has slipped from the fully raised position. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. The flags flown from the "yardarm" shall be lowered to a position mid way between the fully raised and fully-lowered position.

When the period of half-masting comes to an end, the National Flag shall be raised to the top of the mast before the other flags being flown at half-mast are raised.

SECTION XV – COVID-19 PROCEDURES



THE ROYAL CANADIAN LEGION EASTERN MARINE BRANCH NO. 161

COVID-19 RULES FOR USE OF POOL TABLE

These basic rules have been developed by “Dooly’s” to ensure safety of personnel while playing pool. Where appropriate, they have been “particularized” for use in our branch of The Royal Canadian Legion. In the interest of all our staff, members and guests it is most important that you adhere strictly to these rules. Thank you!!

- Table is ready for use if there is a sign posted stating “Table Sanitized”
- There shall only be one player at the table at any one time
- When not playing, players must be seated at the nearest table
- Players who bring their own cues and chalk must keep them in their possession at all times
- Players may obtain a sanitized cue, chalk and a set of balls from the bar staff – make the request and they shall be brought to the pool table
- Where each player uses a “legion cue” they **MUST NOT** be interchanged between players
- Players must wash their hands before and after play
- When the game is finished, the players should inform the bar staff and the equipment will be removed and sanitized and a sign placed on the table stating “not to be used” until it is replaced with a “sanitized” sign.

• ***

MASKS MUST BE WORN BY ALL PLAYERS



**THE ROYAL CANADIAN LEGION
EASTERN MARINE BRANCH NO. 161**

TABLE

NOT

TO BE USED



THE ROYAL CANADIAN LEGION
EASTERN MARINE BRANCH NO. 161

TABLE

SANITIZED

AND

READY FOR USE



THE ROYAL CANADIAN LEGION **EASTERN MARINE BRANCH NO. 161** **CONDUCT OF KARAOKE**

- All attendees will be registered (names and phone numbers) – contact list. The list will be kept for 21 days
- Standard COVID-19 rules apply with regard to social distancing, hand washing/sanitizing and the wearing of masks
- There will be a bottle of sanitizer at the table to use when using a hand-held mic. The mic will be wiped down between songs
- There will be a maximum of two singers for each song unless you are part of a larger recognized “bubble”. There will be socially-distanced “spots” on the floor on which to stand
- The bar staff will serve drinks at your table – no “bellying up to the bar allowed”.
- The Karaoke singing area will be cordoned off with a minimum clearance of 4 metres in front of the singer and 2 metres at the side. The Karaoke EMCEE will be positioned at a table 2 metres behind the singers.

MICROPHONE OPTIONS

There will be two microphone options:

- A fixed microphone attached to the table with a cloth guard on the front of it, or
- A handheld microphone with a removeable foam head. If you choose this option, let the EMCEE know your choice and you will be issued with your own “foam head” which you will keep for the evening. At the end of the evening (or when you leave), the foam heads shall be returned to the EMCEE and then sanitized for future use

Our branch appears to be setting many standards for operations during this time of re-opening. and what we do is being carefully observed. PLEASE help us maintain a safe and friendly environment in order that we may continue towards a safe “Post COVID-19 new-normal environment”. Thank you and enjoy the experience.



THE ROYAL CANADIAN LEGION EASTERN MARINE BRANCH NO. 161

DARTS – COVID 19 PLAN

**** masks will be mandatory during play**

- **Players must have their temperature taken upon arrival and answer health/travel related questions.**
- **Players MUST wash or sanitize hands upon entering RCL 161.**
- **Mask Exception: while seated and maintaining social distancing regulations.**
- **Players may “unhinge” their mask during play provided you are in the process of consuming your beverage, but it must be put back into place immediately afterwards.**
- **Holding your beverage IS NOT considered consuming.**
- **Players must have their own marking device & other equipment as items cannot be shared.**
- **Physical contact IS NOT permitted – no handshakes, fist bumping or high fives. Use verbal communication as a means of sportsmanship.**
- **All players must conform to current Government protocols regarding travel and exposure.**

**ALL OTHER REGULATIONS AS SET BY RCL161 AND NSHA
MUST BE FOLLOWED**

Practicing good hygiene is an essential part of preventing the spread of illnesses such as COVID-19. To protect yourself and others from getting sick, take the following precautions:

- **Wash your hands often,**
- **Cough/Sneeze into your elbow or tissue and then discard,**
- **Avoid touching your eyes, nose, or mouth with your hands,**

- **Use alcohol-based sanitizer if soap and water are not readily available,**

**ANY PLAYER WHO DOES NOT FOLLOW THESE PROTOCOLS
WILL BE ASKED TO LEAVE**



THE ROYAL CANADIAN LEGION **EASTERN MARINE BRANCH NO. 161** **VLT PROTOCOLS DURING COVID-19**

**** The PROPER wearing of masks will be mandatory when sat at a VLT**

- **There must only be one person at each VLT**
- **Players MUST wash or sanitize hands upon entering RCL 161**
- **Masks are to be worn in the “marked area”**
- **There must be no more than 4 persons in the “marked area” at any time**
- **Physical contact IS NOT permitted – no handshakes, fist bumping or high fives.**
- **Abusive language will not be tolerated – it is the responsibility of ALL members to ensure this “House Rule” is followed**
- **All players must conform to current Government protocols regarding travel and exposure**

ALL OTHER REGULATIONS AS SET BY RCL161 AND NSHA MUST BE FOLLOWED

Practicing good hygiene is an essential part of preventing the spread of illnesses such as COVID-19. To protect yourself and others from getting sick, take the following precautions:

- **Wash your hands often,**
- **Cough/Sneeze into your elbow or tissue and then discard,**
- **Avoid touching your eyes, nose, or mouth with your hands,**
- **Use alcohol-based sanitizer if soap and water are not readily available,**

ANY PLAYER WHO DOES NOT FOLLOW THESE PROTOCOLS WILL BE ASKED TO LEAVE THE VLT AREA.

**NON-CONFORMITY WILL RESULT IN THE VLT MACHINE
BEING TURNED OFF**



THE ROYAL CANADIAN LEGION EASTERN MARINE BRANCH NO. 161

BINGO – COVID 19 PLAN

**** masks will be mandatory during play.**

- Doors will open at 5pm sharp, not before
- The only entrance will be the ramp door
- Ramp is marked at 6ft distance between people
- No entry from the bar, you will be directed to go outside and use the ramp

- Upon entry to the hall you will be asked some covid-related questions and your temperature will be taken and hand sanitizer will be supplied. • You will be given a number and that number is the order that you will buy your books, specials and hot balls.
- Seating will be assigned by our staff once there remain seated.
- Follow direction arrows located on the floor
- Staff will call out numbers at which time you will line up to make your purchase and maintain social distancing.
- Canteen will be sold from the cart as well as any leftover hot balls • Bingo will start at 6:45.
- During play if you need anything raise your hand or call out to one of the staff, remain seated
- Intermission if you want to go outside please follow direction arrows use the ramp and go to the parking lot.
- After bingo is over you will be instructed as to the order to exit
- Failure to comply with any of our staff and or rules, you will be then asked to leave immediately.

- All chairs are 6ft apart unless they are in a pod
- A digital thermo temperature reader to take staff and patrons temperature
- Staff are provided with mask and gloves.
- Each staff member will have Hand sanitizer available should patrons wish some at any time.
- All food and beverage will be delivered to the tables, no line ups at the canteen
- Cleaning of the hall will be done by cleaning staff the next morning and prior to the next event

ALL OTHER REGULATIONS AS SET BY RCL161 AND NSHA MUST BE FOLLOWED

Practicing good hygiene is an essential part of preventing the spread of illnesses such as COVID-19. To protect yourself and others from getting sick, take the following precautions:

- **Wash your hands often,**
- **Cough/Sneeze into your elbow or tissue and then discard,**
- **Avoid touching your eyes, nose, or mouth with your hands,**
- **Use alcohol-based sanitizer if soap and water are not readily available,**

ANY PLAYER WHO DOES NOT FOLLOW THESE PROTOCOLS WILL BE ASKED TO LEAVE

SECTION XVI
THE POPPY CAMPAIGN and
PARADE

Introduction

The Poppy Campaign is the longest fund-raising period in the Royal Canadian Legion's calendar. The period runs annually from the last Friday of October until Remembrance Day, November 11th each year. The funds raised during this period go into the branch Poppy Fund – a “trust” fund whereby the monies can only be used in accordance with the Royal Canadian Legion Poppy Manual. The legionnaire organizing and running the Campaign shall be known as “The Poppy Chair” and is a member of the Executive Committee. To run a successful campaign needs a lot of dedicated time and usually starts in early fall – August or September. Typically, there will be two or three “planning” meetings before the campaign starts where volunteers are asked to attend and assist the chair with the detailed planning. Each branch has an “operating” area and branch 161 area runs from the eastern side of Ross Road to the Junction of Highway 7 with Highway 107 which includes the coastal area, East Preston, Lake Echo, Porters Lake and other smaller communities in the area. How do we get funds? We have Poppy Volunteers who go out into the community and distribute the poppies. It is important to know that poppies **ARE NOT SOLD** – they are distributed/given out to members of the Community and in return, those people will/may make a financial contribution (put money in a Poppy Can). We do sell Poppy/Remembrance paraphernalia during this period and we also sell wreaths to be laid at the Cenotaph on Remembrance Day. Some people purchase a wreath to lay privately on a loved one's grave. Other events during the Poppy Campaign are “First Poppy”, where we go to a seniors club and present the first poppy to the eldest attendee, “Branch Honour Roll”, a local “parade” held at the branch gardens to celebrate the lives of members who have died since the branch was formed. We also have a “Church Parade” at one of the churches in our area of operations. Typically, these “parades” are held on a Sunday and wherever possible are separated by a week.

1. Records

It is most important that ALL monies received are accurately accounted for. At the root of the system is an “ACCESS” program that is kept up to date by the Poppy Chair. This is the only person who should keep records up-to-date. If by chance there is an “assistant Poppy Chair”, this person should also be familiar with the program and may make entries with the permission of the Poppy Chair. The Program is installed on the “Poppy Laptop” and should also be replicated on the Office desktop computer. The Program needs a reasonable amount of time to learn the input and recording tools available.

The computer records are kept from the inputs recorded from “paper” forms – the most important being the “bar donation record sheets” kept in the Poppy Book at the bar. This form identifies the person making the donation/purchase and includes everything that is needed to be entered into the computer program. A sample form is included at the end of this chapter. ALL monies paid into the bar **MUST** be accounted for on the bar donation record sheets and an “official Poppy Receipt” **MUST** be given to the donor and recorded on the bar donation record sheets. Because donations arrive at the branch in

several forms, it is most important that everybody concerned with finances keeps a record of receivables. There are cash/cheque donations made over the bar which is recorded on the bar donation sheets, there are monies that were donated through the poppy cans – this money is counted and MUST be recorded by can and given to the Poppy Chair for input. There are also cheques that arrive by mail; some as a result of an invoice that had been sent out for such things as wreath purchases and schools also usually send in a cheque as a donation shortly after the campaign is officially over. These cheques must be recorded as to the amount and the payor and the information given to the Poppy Chair. Here it is important that the Secretary and the Poppy Treasurer know that this has to be done to keep records accurate. Ideally all monies paid in to the bank by the Poppy Treasurer should equal the amount collected and registered in the Poppy Program – this is very difficult to achieve but MUST be done. We also have volunteers who go out to businesses and collect donations and wreath orders. These must all be registered on the bar donation sheets and are the responsibility of the volunteer concerned.

We have three routes, three volunteers. The routes are Highway 107 to Myra Road, Myra Road to Ross Road and finally, Highway 207 round the coast to and including Ross Road.. Usually, about a week before the Campaign starts, “Thank You” letters are delivered to those businesses by the volunteers. These letters serve two purposes – to actually thank for the previous year’s donations and to act as a reminder that the Campaign is about to start and we will be looking for donations.

3. Inventory and Sales

Although the most active time of the year is from around August to November, it is extremely important to have an accurate inventory of stock held. This is best done sometime shortly after the annual Campaign ends. Inventory must count all stock items and list them for the incoming “Poppy Chair”. Why is this important? Because the incoming chair must know what stock is held and what stock needs to be ordered from Command – usually in July/August/September. All stock, with the exception of Poppies is sold during the Campaign and must be priced in a timely fashion to allow a “reasonable” profit to be realized. There are special order forms for ordering poppy stock – some items are tax exempt while others are not – the forms are self explanatory. Usually about one or two weeks before the Campaign starts, a wreath display is set up in the branch with a price list. Also a comprehensive price list is available to all volunteers who volunteer their time at either the Superstore or Tim Hortons. These two locations are where most of the “Remembrance memorabilia” is sold – such items as pins, wrist bands, car poppies and other various items.

4. Volunteers

A Poppy campaign cannot be successful without a good number of volunteers to support the endeavour. Volunteers are needed for poppy distribution at the Superstore and Tim Horton’s; typically, we have a presence at these places each day from 10am until 4 or 6pm. Volunteers work either singularly or with another person and typically do 2 hour shifts. Volunteers are needed to visit businesses, others to ensure stocks at the

various stores are maintained and that there is always a can present. Towards the end of the campaign and after all the cans have been collected, volunteers are needed to count the monies collected from the cans.

5. School Remembrance Program

We have six schools in our area:

Ross Road School
Atlantic View
Gaetz Brook Junior High School
O'Connell Drive School,
Bell Academy, and
Ecole de Beaumaris

We at the branch provide each school with a "Remembrance Package" which includes a wreath with a "We Remember" ribbon, a Poppy Flag, a box of Poppies and also some poppy stickers. Additionally, we obtain from Veterans Affairs, educational material which includes printed material on historical information about Remembrance. Each school is given this material for distribution. During the week before Remembrance Day each school has its own remembrance gathering. These gatherings vary in how they are conducted as the responsibility is left to the school concerned

. What is most important is that the branch has a designated "Schools Liaison" representative who ensures that the schools get their packages, and that the branch coordinates when each school has their remembrance gathering. It is extremely important that we have Legionnaires present at each of the school gatherings.

6. Remembrance Day Preparations

A team of volunteers is required to meet at the branch on the eve of the Remembrance Day Parade to prepare all equipment required to be transported to the Cenotaph. It is ideal to have at least four volunteers – each with a set responsibility:

- Ready the wreaths to be taken to the Cenotaph; check and double check and always have one or two spares.
- Donation cards need to be printed and checked against the records
- Programs need to be printed – this action is dependent on the programs being designed by the Poppy Chair or another designated volunteer
- Sound equipment that will be required needs to be gathered and all "pre-recorded" music made ready to be taken to the Cenotaph
- Every "key" member of the Remembrance Day team needs to be briefed by either the President or the Poppy Chair as to their responsibilities and the timings to meet the program requirements. The Chaplain should confirm the attendance of the Priest/Pastor
- Volunteer drivers should be briefed as to what equipment they need to take to the Cenotaph

- Sergeant-at-Arms would have applied for and received the Parade Permit from the RCMP – this ensures that there will be Police present for traffic purposes and that the road in the vicinity of the Cenotaph would be closed to traffic.

7. Remembrance Day Parade

If all the planning and preparations have taken place as listed previously, this event WILL go forward without any problems. The Sergeant-at-Arms would have arranged the Colour party (ideally seven members in Uniform) to be at “L’Ecole de Beaumaris” parking lot no later than 1030 on the day. All other marching contingent will also be there. This may include the Legion contingent, The Army Reserve Unit, The RCMP, Boy Scouts, Gird Guides and whoever else chooses to be part of the Parade.

The authorized Program would have been reviewed by the President and the Sergeant-at-Arms for accuracy and timings. It is MOST INPORTANT that the Colour Party and marching Contingent does not arrive at the Cenotaph too early causing everybody to “strand and wait” for events to start. Everyone should be in place at the Cenotaph by 1055am, not before and not after – this is so important.

SECTION XV11 - POLICY/GUIDELINES APPROVAL

ROYAL CANADIAN LEGION, EASTERN MARINE BRANCH 161

Policies & Guidelines Approval

DATE APPROVED: March 1, 2019

BRANCH PRESIDENT _____

AMENDMENTS

#	Article #	Date	Signature
1	Amendment List 1	July 2019	
2	Amendment List 2	January 2020	
3	Amendment List 3	January 2021	
4	Amendment List 4	January 2022	
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Melvin Crane