



The Royal Canadian Legion
89 Industrial Parkway North
Aurora ON L4G 4C4

1-888-207-0939
Tel: 905-841-7999
Fax: 905-841-9992
Email: rclontariocommand@on.legion.ca
Website: www.on.legion.ca

Date: January 20, 2025
To: Secretary, Branch # 638 Kanata
From: Lisa Dinsmore, C & L Committee Coordinator
Subject: Certificate of Amendment Review –No. 1 – 2025

This will acknowledge receipt of your Amendments to Branch Regulations which have been reviewed by the Constitution and Laws Committee of Ontario Command and found to be in compliance with the procedures and all levels of the General By-Laws. Therefore we are pleased to endorse a Certificate of Amendment Review, with the Committee's thanks.
CONGRATULATIONS!!

Thank you

A handwritten signature in blue ink that reads "Lisa Dinsmore". The signature is stylized and cursive.

Lisa Dinsmore



The Royal Canadian Legion
Ontario Provincial Command
CONSTITUTION & LAWS COMMITTEE
MEMORANDUM

To: **Branch Secretary**

Date: **January 20, 2025**

Subject: **Certificate of Amendment Review – No. 1 – 2025**

From: **Garry Pond**

Branch Name: **KANATA**

Branch No.: **(Ont. No. 638)**

This will acknowledge receipt of Amendment(s) to the Branch Regulations approved by Branch 638 at its General Meeting held on **May 15th, 2024**.

CONGRATULATIONS!

COMMENT NOTES

The Committee has completed its review and is pleased to advise that the Amendment(s) to the Branch Regulations (as noted above) have been found to comply with the procedures and provisions of the General By-Laws for Branches and the applicable sections of the General By-Laws of Dominion and Ontario Commands.

The Amendment(s) must be applied to a new Form No. 3, which must also include all other applicable and approved Sections that retain their present Approval Date. The Form No. 3 is submitted to Command under the cover of a **Form No. 5** with the signatures of the President and Secretary affixed where required along with the current date. All applicable boxes on the Form No. 5, including the Branch Clubhouse Rules status; the dates of the last processing Meetings; and the documents affixed thereto must be completed.

The most current edition of the Form No. 3 must be used at the time of resubmission and can be found at **www.on.legion.ca**. The Guidelines for Branch Regulations should be referenced to ensure that the current entries on the Form No. 3 meet the acceptable text criteria and practices as some matters and practices have changed since the issuance of the Certificate of Review on **October 13th, 2018**.

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ANNUAL FORM UPDATE

To accommodate changes made at both Command Conventions, and Provincial Executive Councils, if necessary, the Branch Regulation Forms will be revised on an Annual Basis on or close to the start of October when practicable by Command. Branches will be required to use these new editions when making Submissions of and/or Amendments to their Branch Regulations in which the process pursuant to S. 1602. GBLB is **initiated** on or after the aforementioned time. This provision also applies to the submission of an amended Form No. 3 incorporating certified Amendments made during the calendar year. **Use the current Forms on the Command Website at the time of commencing the process or when advised to use the most current Forms on the Command Website for resubmission purposes.**

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The Provincial Constitution and Laws Committee Coordinator has been requested to issue a CERTIFICATE OF AMENDMENT REVIEW to the Branch and the Committee expresses its thanks and congratulations for an excellent submission.

PLEASE SUBMIT THE NEW FORM NO. 3 UNDER THE COVER OF A FORM NO. 5

NO LATER THAN THE 30TH DAY OF MARCH 2025.

In Comradeship,



Garry Pond
Chair

C.c. *Committee Members*
Appropriate Zone Commander
Appropriate District Commander

LEGEND

(GBL)	-	General By-Laws of Dominion Command (<i>Current Edition</i>)
(GBLO)	-	General By-Laws of Ontario Provincial Command (<i>Current Edition</i>)
(GBLB)	-	General By-Laws for Branches (<i>Current Edition</i>)
(FYI)	-	For Your Information
(NKA)	-	Now Known As
(PKA)	-	Previously Known As
(e.g.)	-	For example
(i.e.)	-	That is...
*	-	Previously Correct



The Royal Canadian Legion
Ontario Provincial Command



Certificate of Amendment Review

No. 1 - 2025

presented to

Kanata

*(Ont. No. 638) Branch
Of the Royal Canadian Legion*

*in recognition of Amendments to their Branch Regulations,
which have been reviewed by the Provincial Constitution
and Laws Committee and found to be in compliance with
all levels of The General By-Laws.*

Derek Moon

Provincial President

January 20, 2025

Date

Rene Lafleur

Executive Director



The Royal Canadian Legion Ontario Provincial Command



BRANCH REGULATIONS SUBMISSION COVER FORM

To: Secretary, Constitution and Laws Committee

DATE: 11 December, 2024

<u>Kanata</u> <small>ROYAL CANADIAN LEGION BRANCH NAME</small>	ONTARIO NO. <u>638</u> <small>BRANCH NUMBER</small>
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BRANCH CLUBHOUSE RULES

PART I	
AN ENTRY MUST BE MADE IN THIS PART ON EVERY SUBMISSION.	
1. <input type="checkbox"/>	Check <u>only</u> if the Branch Clubhouse Rules have not been amended since they were <u>last submitted to Command</u> .
2. <input checked="" type="checkbox"/>	Check <u>only</u> if the Branch has chosen <u>not</u> to maintain Branch Clubhouse Rules.

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BRANCH REGULATIONS

PART II	
EVERY SUBMISSION MUST INCLUDE THE MEETING DATES/TYPES RE THE MOST RECENT PROCESSING OF BRANCH REGULATIONS AND/OR CLUBHOUSE RULES. ALL APPLICABLE BOXES RE DOCUMENTS INCLUDED MUST BE CHECKED.	
Notice of Motion tabled at the	<u>Annual General</u> Meeting on <u>17 April</u> , 20 <u>24</u> <small>Enter Meeting Type - Annual General or General</small> DATE
Motion moved for acceptance at the	<u>General</u> Meeting on <u>15 May</u> , 20 <u>24</u> <small>Enter Meeting Type - Annual General, General or Special General</small> DATE
3. <input checked="" type="checkbox"/>	Email copy of the completed and approved Form No. 1 (<i>Create and/or Amend Branch Regulations</i>)
4. <input checked="" type="checkbox"/>	Email copy of the completed Form No. 2 (<i>Notice of Motion re Create and/or Amend Branch Regulations</i>).
5. <input type="checkbox"/>	Email copy of the completed Form No. 2A (<i>Notice of Motion re Original Submission of the Branch Regulations</i>).
6. <input type="checkbox"/>	Email copy of the completed of the Form No. 3 (<i>Branch Regulations to The General By-Laws</i>).
7. <input type="checkbox"/>	Email copy of Meeting Minutes (<i>if requested by the Committee</i>) respecting the Tabling and Approval Dates entered on the current Form No. 2 / Form No. 2A. <u>Excerpts will not be accepted.</u>
8. <input type="checkbox"/>	Email copy of requested or submitted <u>Correspondence and/or Missing or Replacement individual Document Pages</u> .
Email all Forms etc. to ldinsmore@on.legion.ca	

<u>Dennis Hearn</u> <small>PRESIDENT'S NAME (PRINT)</small>	<u>Brenda Grant</u> <small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (PRINT)</small>
 <small>PRESIDENT'S SIGNATURE</small>	 <small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>
<u>11 Dec</u> , 20 <u>24</u> <small>CURRENT DATE OF SIGNATURE</small>	<u>11 Dec</u> , 20 <u>24</u> <small>CURRENT DATE OF SIGNATURE</small>



**Branch Regulations
General By-Laws for Branches
Ontario Provincial Command**



NOTICE OF MOTION

Kanata ONTARIO No. 638

ROYAL CANADIAN LEGION BRANCH NAME BRANCH NUMBER

7 April ,20 24

DATE PREPARED

NOTICE OF MOTION IS HEREBY GIVEN THAT THE ATTACHED PROPOSAL(S) ON THE FORM NO. 1 TITLED 'AMENDMENT OF BRANCH REGULATIONS' SIGNED AND DATED BY THE PRESENTING MEMBER WILL BE PRESENTED AT THE NEXT MEETING OF THE BRANCH FOR CONSIDERATION, DISCUSSION AND A VOTE FOR ACCEPTANCE.

Ann Ervin

PRESENTING MEMBER'S NAME
(PRINT)

Ann Ervin

PRESENTING MEMBER'S
SIGNATURE

17 April ,20 24
<u>DATE OF ANNUAL GENERAL MEETING OR</u> GENERAL MEETING OR SPECIAL GENERAL MEETING
<u>(UNDERLINE THE APPLICABLE MEETING)</u>
NOTICE OF MOTION TABLED

15 MAY ,20 24
<u>DATE OF ANNUAL GENERAL MEETING OR</u> GENERAL MEETING OR SPECIAL GENERAL MEETING
<u>(UNDERLINE THE APPLICABLE MEETING)</u>
MOTION MOVED FOR APPROVAL



Branch Regulations
General By-Laws for Branches
Ontario Provincial Command



AMENDMENT OF BRANCH REGULATIONS

Kanata

ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO. 638

BRANCH NUMBER

11 December ,2024

DATE PREPARED

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL	
		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
S.513. (2)	The Executive Committees of the Branch and its Ladies' Auxiliary shall hold two (2) joint Meetings a year on the last Wednesday in the months of September and March starting at 7:00 p.m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S.601. (3)	The President shall appoint a Chair, after the start of the new Term of Office, for each of the following Optional Standing Committee(s): Finance, Ways and Means, Branch Regulations, Bursary, Lottery, Honours and Awards, House and Grounds, and Remembrance Day Ceremony.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S.601. (4)	The President shall appoint a Member, after the start of the new Term of Office, to each of the following Standalone Position(s) not provided for elsewhere within these Branch Regulations: Air Cadet Liaison Officer, Army Cadet Liaison Officer, Sea Cadet Liaison Officer, Bar Manager, Newsletter Editor, Hall Rental Officer, Kitchen Manager, Catering Services, Volunteer Coordinator, and Building Grounds and Maintenance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S.804.	The Order of Business included on the Attachment Form(s) numbered 8 contained on Page(s) numbered 9 shall govern at the General Meeting(s) identified therein.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Amendment of Branch Regulations Continued

FORM NO. 3 SECTION / ITEM IDENTIFIER	PROPOSED BRANCH REGULATION AMENDMENT WORDING FROM THE FORM NO. 3	BRANCH APPROVAL	
		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Ann Ervin	<i>Ann Ervin</i>
<small>PRESENTING MEMBER'S NAME (TYPE / PRINT)</small>	<small>PRESENTING MEMBER'S SIGNATURE</small>

17 April, 2024	15 May, 2024
<small>DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)</small>	<small>DATE OF ANNUAL GENERAL MEETING OR GENERAL MEETING OR SPECIAL GENERAL MEETING (UNDERLINE THE APPLICABLE MEETING)</small>
NOTICE OF MOTION TABLED	MOTION MOVED FOR APPROVAL

<small>I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT</small>	<small>I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT</small>
Dennis Hearn	Brenda Grant
<small>PRESIDENT'S NAME (TYPE / PRINT)</small>	<small>SECRETARY'S OR SECRETARY-TREASURER'S NAME (TYPE / PRINT)</small>
<small>PRESIDENT'S SIGNATURE</small> <i>Dennis Hearn</i>	<small>SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small> <i>Brenda Grant</i>
<small>11 Dec, 2024</small>	<small>11 Dec, 2024</small>
<small>CERTIFICATION DATE OF PRESIDENT'S SIGNATURE</small>	<small>CERTIFICATION DATE OF SECRETARY'S OR SECRETARY-TREASURER'S SIGNATURE</small>

NOTE: Section 903. (2) of the General By-Laws of the Ontario Provincial Command requires that copies of this completed and certified document, along with the Notice of Motion (Form No. 2) shall be forwarded to Command within one (1) month of their approval by the Branch. FAILURE TO COMPLY MAY DELAY COMMAND CERTIFICATION.

**DO NOT FORWARD AN AMENDED FORM NO. 3 UNTIL AFTER THE
RECEIPT OF A CERTIFICATE OF AMENDMENT REVIEW FROM COMMAND
*** All three (3) Pages of this Completed Form Must Be Submitted *****

BRANCH REGULATIONS CONTINUED – ATTACHMENT – FORM No. 8

Kanata

ONTARIO NO. 638

ROYAL CANADIAN LEGION BRANCH NAME

BRANCH NUMBER

ORDER OF BUSINESS

GENERAL MEETINGS

CREATED UNDER SECTION 804, OF THE GENERAL BY-LAWS FOR BRANCHES
OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

- Call to Order by the Presiding Officer;
- Indigenous Land Acknowledgment;
- Opening Ceremony as determined by the Ritual approved by Dominion Command;
- Motion to deviate from the Agenda;
- Introduction of Guests;
- Welcoming Ceremony for new Members;
- Admission of transferred or reinstated Members or both;
- Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
- Business arising from the Minutes and unfinished business;
- President's Report;
- Treasurer's Report;
- Correspondence;
- Reports of Standing Committees;
- Reports of Optional Standing Committees;
- Reports of Standalone Positions;
- Reports of Special Committees;
- Motions or Special Business of which Notice was previously given;
- General and new Business including matters respecting the welfare of the Legion and the Branch;
- Tabling of Notice(s) of Motion(s);
- Motion to adjourn; and
- Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.

Dennis Hearn

PRESIDENT
(PRINT NAME)

Dennis Hearn
SIGNATURE

11 Dec, 20 *24*
CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.

Brenda Grant

SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

Brenda Grant
SIGNATURE

11 Dec, 20 *24*
CURRENT DATE OF SIGNATURE

BRANCH REGULATIONS CONTINUED – ATTACHMENT – FORM No. 14

Kanata

ONTARIO NO. 638

ROYAL CANADIAN LEGION BRANCH NAME

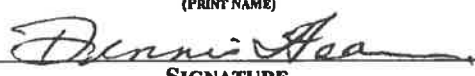
BRANCH NUMBER


ORDER OF BUSINESS
ANNUAL GENERAL MEETING AND ELECTIONS

CREATED UNDER SECTION 808, OF THE GENERAL BY-LAWS FOR BRANCHES
 OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS

Call to Order by the Presiding Officer;
Indigenous Land Acknowledgment;
Opening Ceremony as determined by the Ritual approved by Dominion Command;
Motion to deviate from the Agenda;
Introduction of Guests;
<input type="checkbox"/> Welcoming Ceremony for new Members;
Admission of transferred or reinstated Members or both;
Minutes of the last General Meeting and any intervening Executive and Special General Meetings;
Business arising from the Minutes and unfinished business;
President's Annual Report;
Treasurer's Report;
Correspondence;
Reports of Standing Committees;
<input checked="" type="checkbox"/> Reports of Optional Standing Committees;
<input checked="" type="checkbox"/> Reports of Standalone Positions;
Reports of Special Committees;
Motions or Special Business of which Notice was previously given;
General and new Business including matters respecting the welfare of the Legion and the Branch;
Tabling of Notice(s) of Motion(s);
Introduction of Election Chair and Meeting turnover;
Nominations opened from the floor;
<input type="checkbox"/> Report of Nominating Committee;
<input type="checkbox"/> Nominations reopened from the floor;
Order of Election:
(a) President; <input checked="" type="checkbox"/> (g) Treasurer;
(b) First Vice-President; <input checked="" type="checkbox"/> (h) Sergeant-at-Arms;
(c) Second Vice-President; <input type="checkbox"/> (i) Branch Chair;
<input checked="" type="checkbox"/> (d) Third Vice-President; <input type="checkbox"/> (j) Branch Service Officer;
(e) Executive Committee Members (6) <input checked="" type="checkbox"/> (k) Chaplain;
<input checked="" type="checkbox"/> (f) Secretary;
Installations;
Motion to adjourn; and
Closing Ceremony as determined by the Ritual approved by Dominion Command.

I certify the above information to be true and correct.
Dennis Hearn
 PRESIDENT
(PRINT NAME)

 SIGNATURE
 11 Dec , 20 24
CURRENT DATE OF SIGNATURE

I certify the above information to be true and correct.
Brenda Grant
 SECRETARY OR SECRETARY-TREASURER
(PRINT NAME)

 SIGNATURE
 11 Dec , 20 24
CURRENT DATE OF SIGNATURE