

## **Kanata Legion, Branch 638**

### **Branch Clubhouse Rules**

#### **1. General**

1.1 The purpose of these Branch Clubhouse Rules are to inform all members and their guests of the conduct and discipline standards expected of them when on Branch property. The understanding and conformance to these rules will spare embarrassment to all, thus ensuring enjoyment in a pleasant, relaxed atmosphere.

1.2 These Branch Clubhouse Rules shall be read in conjunction with the Branch Regulations. If any conflict occurs between the two documents, the Branch Regulations shall take precedence.

#### **2. Application**

2.1 These Clubhouse rules shall apply to all Branch members, members of the Branch 638 Ladies Auxiliary, and guests.

#### **3. Rules**

3.1 The Branch building is a No-Smoking Building in accordance with the City of Ottawa By-Laws. See Annex A for further details.

3.2 The Bar Steward on duty has the authority to enforce the Branch Clubhouse Rules and the rules of the LCBO. If requested, a current membership card must be presented to the Bar Steward or an Executive Member. Members and their guests will in no way interfere with the staff on duty. Any complaints must be made in writing and submitted to the Branch Secretary.

3.3 All members and guests must understand that behaviour, such as loud arguments, profanity, or slamming of doors, which interferes with the use and enjoyment of Branch facilities by others will not be tolerated. See Annex B for further details.

3.4 Members shall be responsible for the behaviour of their guests. Minors (under the age of 19), accompanied by an adult responsible for their conduct, shall be permitted to attend Branch functions.

3.5 No alcoholic beverages may be taken outside Branch licensed areas. Alcohol purchased off premises is not allowed on Branch property.

3.6 Any member or guest who causes willful damage through improper conduct, or negligence, that damages Branch property will be held responsible and **may** be suspended from the Branch until full restitution is made.

3.7 No animals, other than service animals, shall be permitted inside Branch facilities.

3.8 For health and safety reasons, the kitchen area is out of bounds to all people not on duty or working in the area, unless otherwise authorized.

3.9 Leased Branch facilities shall be out of bounds to members and guests unless they are the duty member in charge, a guest of the lessee, or providing a service.

3.10 Fund raising activities, the selling of tickets, or peddling is not allowed in the Branch without prior authorization by the Branch Hall Rental Officer. If so authorized, the Legion is not responsible for obtaining the proper licenses.

#### **4. Dress Code**

##### References:

A. The Royal Canadian Legion Policy Statement Wearing of Outlaw Motorcycle Club/Street Gang Colours At Legion Events (adopted and carried by the Dominion Executive Council at the April 2018 DEC meetings): [https://portal.legion.ca/docs/default-source/branch-and-command-resources/bylaws-and-procedures/44-1-omg-colour-policy\\_e.pdf?sfvrsn=17899e58\\_4](https://portal.legion.ca/docs/default-source/branch-and-command-resources/bylaws-and-procedures/44-1-omg-colour-policy_e.pdf?sfvrsn=17899e58_4)

B. Legion Policy: Hate groups: [https://portal.legion.ca/docs/default-source/branch-and-command-resources/bylaws-and-procedures/policy\\_hate-groups.pdf?sfvrsn=1899e58\\_0](https://portal.legion.ca/docs/default-source/branch-and-command-resources/bylaws-and-procedures/policy_hate-groups.pdf?sfvrsn=1899e58_0)

4.1 Members and guests are expected to appear neat, clean and tidy. Muscle shirts and tube tops will not be permitted. No vulgar slogans or illustrations will be permitted. Swimsuits and short shorts will not be permitted. Shirts and footwear must be worn at all times.

4.2 The wearing of Outlaw Motorcycle Club (OMC) and street gang colours is not permitted at Branch events and on Branch premises. OMC and street gang colours represent beliefs and activities that are contrary to the Royal Canadian Legion's Articles of Faith and are disrespectful of the sacrifices made by our Veterans. This policy is based on information provided by Dominion Command after consultation with the Criminal Investigation Service Canada, the RCMP, and the Military Police.

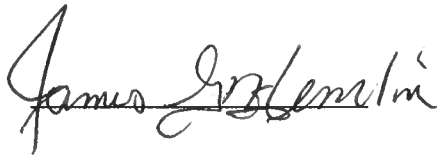
5. Courtesies

- 5.1 Members and guests are requested to return empty bottles and glasses to the bar area.
- 5.2 When vacating a table or area, please deposit waste in the trash cans provided.

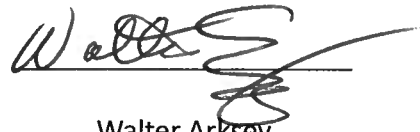
Annex A: Tobacco, Cannabis and Electronic Cigarette Smoking

Annex B: Anti Bullying and Harassment

Approved at the General Meeting dated: 18 June 2025



Jim Hemlin  
Branch President



Walter Arksey  
Secretary

30 June 2025.  
Date Signed

June 30, 2025  
Date Signed

## **Annex A - Tobacco, Cannabis and Electronic Cigarette Smoking**

### **References:**

- A. Ottawa Smoking and Vaping By-law, No. 2019-241
- B. Smoke-Free Ontario Act, 2017, S.O. 2017 c. 26, Sched. 3
- C. Municipal Act, 2001, S.O. 2001, c. 25 - Section 115
- D. Cannabis Act (S.C. 2018, c. 16)

### **1. Definitions**

**“ashtray”** means a receptacle for ashes and for cigar and cigarette butts, whether tobacco, cannabis, or any other substance

**“cannabis”** means a cannabis plant and anything referred to in Reference D Schedule 1 (any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not, other than a part of the plant referred to in Schedule 2; any substance or mixture of substances that contains or has on it any part of such a plant; any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained) but does not include anything referred to in Reference D Schedule 2 (a non-viable seed of a cannabis plant; a mature stalk, without any leaf, flower, seed or branch, of such a plant; fibre derived from a stalk referred to in item 2 and the root or any part of the root of such a plant)

**“electronic cigarette”** means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat tobacco, nicotine, cannabis or any other substance, and produces a vapour intended to be inhaled by the user of the device

**“enclosed public place”** means the inside of any place, building, structure, or vehicle or conveyance, or a part of any of them, that is covered by a roof and to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry

**“outdoor restaurant or bar patio”** means an area that is not an enclosed public place or an enclosed workplace and that meets all the following criteria:

- the public is ordinarily invited or permitted access to the area, either expressly or by implication, whether or not a fee is charged for entry; and
- food or drink is served or sold or offered for consumption in the area, or the area that is part of or operated in conjunction with an area where food or drink is served or sold or offered.

**“roof”** means a physical barrier of any size, whether temporary or permanent, that covers an area or place or any part of an area or place, and that is capable of excluding rain or impeding airflow, or both

**“smoke”** or **“smoking”** means to hold, or otherwise have control over any lighted tobacco, lighted cannabis, or any other lighted substance that produces vapour, smoke, or gases that may be inhaled or exhaled, and includes use of a cigarette, pipe, water pipe, or any other smoking equipment

**“smoking product”** means any substance whose primary purpose is to be burned or heated to produce vapours, gases, or smoke, which may be inhaled, and shall include but is not limited to tobacco, non-tobacco herbal shisha, cannabis or any other substance

**“vape”** or **“vaping”** means any of the following:

- inhaling vapour from an electronic cigarette;
- exhaling vapour from an electronic cigarette; or
- holding or otherwise having control of an activated electronic cigarette

**“water pipe”** means a device, whether called a water pipe, hookah or any other name, that burns or heats a smoking product, with which the vapour, smoke or gases may pass through liquid prior to being inhaled, and excludes an electronic cigarette as defined under the Smoke-Free Ontario Act, 2017

## 2. **Note:**

2.1 Any reference to the smoking of tobacco or cannabis includes:

- 2.1.1 the holding of lighted tobacco or cannabis; and
- 2.1.2 the consumption of tobacco or cannabis through the use of an electronic cigarette

## 3. **General**

3.1 The Smoking and Vaping By-law (Reference A) consolidated the City of Ottawa’s six previous smoking-related by-laws. In alignment *with the* Smoke Free Ontario Act, 2017 (Reference B), *the* by-law prohibits the smoking and vaping of any and all substances, including cannabis, where smoking tobacco and using water pipes is prohibited.

3.2 Under the Smoking and Vaping By-law, smoking and vaping of any substance is prohibited in the following places:

- 3.2.1 in any enclosed public place
- 3.2.2 on any outdoor restaurant or bar patio

3.3 The Smoking and Vaping By-law requires every employer, proprietor, or other person in charge of an enclosed public place, and outdoor restaurant or bar patio to post signs as required by the Smoke-Free Ontario Act, 2017, indicating that smoking and vaping are not permitted.

4. **Procedures**

4.1 The Branch must:

- 4.1.1 post “no smoking” signs at all entrances, exits, washrooms and anywhere signs can easily be placed and seen.
- 4.1.2 make sure that no one smokes or vapes in a prohibited place.
- 4.1.3 make sure that a person who refuses to comply with the above rules leaves the premises.
- 4.1.4 ensure no ashtrays (or objects that serve as one) are placed, or allowed to remain, in any place where smoking and vaping are prohibited.
- 4.1.5 ensure that all those that are using the Branch facilities are aware of this House Rule.

## **Annex B - Anti Bullying and Harassment**

**Reference:** Legion General By-Laws

### **1. Definition**

**1.1** Bullying or harassment is unwelcome or unreasonable behaviour that demeans, intimidates, or humiliates people either as individuals or as a group. Bullying or harassment behaviour is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of small group behaviour. Some examples of this behaviour are:

#### **1.1.1 verbal communication**

- abusive and offensive language
- insults
- teasing
- spreading rumours and innuendo
- unreasonable and / or unfounded criticism
- trivializing of work and achievements
- gossiping

#### **1.1.2 manipulating the work environment**

- Isolating people from normal work interaction
- excessive demands
- setting of impossible deadlines

#### **1.1.3 psychological manipulation**

- unfairly blaming and / or criticizing mistakes
- setting people up for failure
- deliberate exclusion
- excessive supervision
- malicious practical jokes
- belittling and / or disregarding opinions or suggestions
- criticizing and belittling in public

**1.2** Context is important in understanding bullying and harassment, particularly verbal communication. There is a difference between friendly insults exchanged by long-time colleagues and comments that are meant to be, or are taken to as, demeaning.

**1.3** Bullying and harassment behaviour may be carried out by a group rather than by an individual. Although it is group behaviour, it is the bullying or social isolation of a person through collective unjustified accusations, gossiping, humiliation, general harassment, or emotional abuse.

## **2. Policy**

2.1 The Branch is committed to providing all members and guests a healthy and safe environment. The Branch will not accept bullying or harassment on Branch property, at Branch related activities, or in any other circumstances (ie cyber bullying or harassment online) where engaging in these activities will have a negative impact on the Branch climate or individuals. This policy applies to all members and their guests. It applies during normal Branch hours of operation including meetings, at Branch related or sponsored functions and activities, and while travelling on Branch related business. There is no recriminations for anyone who, in good faith, alleges to being bullied or harassed.

2.2 Bullying and harassment are unacceptable behaviours as they breach the principles of equality and fairness, and they frequently represent an abuse of power and authority. It has potential consequences for everyone involved.

2.3 People who are being bullied or harassed often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the Branch as well as at work. Their performance can suffer, and they are at increased risk of workplace injury.

2.4 Besides potential legal liabilities, the Branch can also suffer because bullying and harassment can lead to:

2.4.1 decreased desire to volunteer

2.4.2 a negative impact on the Branch climate and members

2.4.3 lack of communication and teamwork

2.4.4 lack of confidence in the Branch leading to lack of commitment to the Branch

2.5 People who witness bullying or harassment behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the behaviour, and they can become intimidated and perform less efficiently fearing that they may be the next victim.

## **3. Responsibilities**

### **3.1 Branch Supervisors**

3.1.1 ensure that all volunteers and staff are aware of this policy

3.1.2 ensure that any incident is dealt with regardless of whether a complaint has been received

- 3.1.3 provide leadership and role-modelling in appropriate behaviour
- 3.1.4 respond promptly, sensitively, and confidentially to all situations where bullying or harassment behaviour is observed or alleged to have occurred

### 3.2 **Branch Members**

- 3.2.1 be familiar with and behave according to this policy
- 3.2.2 if you are a witness to bullying or harassment, report incidents to your supervisor, manager, or Branch Executive member as soon as appropriate
- 3.2.3 where appropriate, speak to those alleged to be responsible for bullying or harassing to object to their behaviour

## 4. **Procedure**

4.1 Any Branch member who feels they have been victimized by bullying or harassment may lodge a formal written complaint against another member. The procedure and requirements for complaints are outlined in Article III of the General By-Laws. A formal complaint is required to be submitted to the Branch secretary within 15 days of the incident.

4.2 It is not the intent of this policy to repeat verbatim the General By-Laws. These should be read carefully before any action is taken.

4.3 A formal complaint is a very serious matter and should not be entered into lightly. The complaint procedure is not intended to address personality conflicts or minor oversights and human failings. The best solution to any conflict is to first attempt to resolve the matter with the parties concerned.