
*REICHWALD
WARRANT OFFICERS' & SERGEANTS'
MESS*



CONSTITUTION AND BY-LAWS

Reichwald Warrant Officers' & Sergeants' Mess
Garrison Petawawa
13 Amiens Road, Building J-106
Petawawa, ON K8H 2X3

MESSES

Steeped in a rich military heritage and tradition, messes have been used by the Canadian Armed Forces (CAF) throughout Canada's history to foster morale and promote military values including camaraderie and unit cohesiveness. Messes give members a strong sense of commitment to the ideas, objectives and the basic responsibility expected of them within the CAF and set the standard for military service within Canada.

To this day, CAF messes retain a functional role as social and dining clubs, and are the centre of social life for units, stations bases and ships. They enhance the esprit de corps of units, lighten the load of demanding day-to-day work, give commanders an opportunity to meet socially with their troops, and enable CAF members of all ranks to create bonds of friendship and better working relations through an atmosphere of good fellowship.

MISSION

Messes provide the environment for all CAF members to promote the traditions and values of Canadian Armed Forces duty. They promote courage, teamwork, discipline and honour. Messes serve to perpetuate the military ethos in the profession of arms and are also an instrument of socialization for members and their families. Messes foster morale in both peace and war.

VISION

Messes, universal in relevance, will be flexible and adaptive to their memberships and military communities' needs thus allowing all members to identify with the unique aspects of Canadian military life. Messes are recognized as an important and relevant part of their members' personal and professional lives. Messes are to be supported by all levels of CAF leadership and will be provided with public and non-public resources.

FORWARD

The Constitution and By-Laws contained in this publication were adopted by the membership at a General Mess Meeting and approved by the Comd 4 CDSG.

It is the responsibility of all Mess members to become familiar with the Constitution and By-Laws in order to ensure that all members are aware of and can benefit from their objectives.

Any amendments to this publication must be submitted in writing to the President of the Mess Committee (PMC) adopted at a General Mess Meeting and approved by the Comd 4 CDSG.

The contents of this Constitution and By-Laws become binding once approved by the Comd 4 CDSG.

CWO T.B. Buchanan
FSM 4 CDSG
RSM of the Mess

Col S.D.C. Trenholm
Comd 4 CDSG
CO of the Mess

AMENDMENTS

Date	Description	Inserted by
28/05/14	Associate Members 2.02 & 2.03	Beverley Payne, Mess Mgr
26/03/15	Associate Members 2.02	Sgt D.J. Brooks, Secy
25/11/15	Nomenclature 4 CDSB designation	Judy Goetz, Deputy Mgr PSP
25/11/15	Nomenclature CFMWS designation	Judy Goetz, Deputy Mgr PSP
16/10/24	Secretary 5.04 Change of duties	WO Sine, PMC Sgt Voisin
31/06/16	Mess Function 8.01 the adding of Facebook	WO Armstrong, Secy
31/06/16	Payment For Purchase 6.06 Omit cheque	WO Armstrong, Secy
31/06/16	Supply Customer Account 6.08 Update terminology	WO Armstrong, Secy
31/06/16	Section 2 definitions updated to reflect the CFPSP Policy Manual	WO Armstrong, Secy
31/06/16	Entertainment Rep 5.06 Change of Duties	WO Armstrong, Secy
31/06/16	Sports Rep 5.07 Change of Duties	WO Armstrong, Secy
31/06/16	The adding of hyperlink to external references	WO Armstrong, Secy
31/06/16	Guests 8.05 Change to generalize the definition of guest	WO Armstrong, Secy
31/06/16	Spouses 8.06 Omit due to change of 8.05	WO Armstrong, Secy
31/06/16	Adding definition of Members' Only Function as 8.04	WO Armstrong, Secy
31/06/16	Adding definition of Social Function as 8.05	WO Armstrong, Secy
31/06/16	Omit 8.08 "Definition of Functions and disperse info to the appropriate section 8.01, 8.02, 8.05	WO Armstrong, Secy
31/06/16	Adding of Unit Reps Duties	WO Armstrong, Secy
16/10/24	Blanket change of gender pronouns to gender neutral throughout the entire document	WO Sine, PMC Sgt Voisin
16/10/24	Blanket change of RSM Ops Svcs to RSM 4 CDSG throughout the entire document	WO Sine, PMC Sgt Voisin
16/10/24	Blanket change of CO Ops Svcs to Comd 4 CDSG	WO Sine, PMC Sgt Voisin
16/10/24	2.02 (1)(a)(1) removal of "and entitled to an immediate or deferred service annuity, or deferred service annuity"	WO Sine, PMC Sgt Voisin
16/10/24	2.02 (1)(a)(5) removal of the para in its entirety	WO Sine, PMC Sgt Voisin

16/10/24	2.04 (1) removal of “However, in the case where no mess exists such as in a theatre of operations or in the US or Europe, mess subscriptions and special assessments shall be suspended for periods in excess of 14 days.”	WO Sine, PMC Sgt Voisin
16/10/24	2.05 (1) removal of “Such invitations are normally limited to official and traditional visits such as visits by Officers at a New Year’s Eve levee in a Junior Rank’s Mess.”	WO Sine, PMC Sgt Voisin
16/10/24	4.01 (1)(a) change of PMC tenure from 6 months to 1 year term to “a term up to three years as determined by the RSM of the Mess or CO of the Mess and the support of the members CoC”	WO Sine, PMC Sgt Voisin
16/10/24	4.01 (1) addition of (c) “Secretary” and (d) “Finance, appointed/approved by Corp Services.”	WO Sine, PMC Sgt Voisin
16/10/24	4.01 (2) addition of (e) “Family Social Rep” and (f) “Food Service Rep”	WO Sine, PMC Sgt Voisin
16/10/24	5.01 (2) addition of “...the social media rep IAW (PSP Social media policy)”	WO Sine, PMC Sgt Voisin
16/10/24	6.07 addition of “Unclosed bar chits are subject to an automatic 20% gratuity, to be added, when the chit is closed out.”	WO Sine, PMC Sgt Voisin
16/10/24	7.06 Eventual removal of the now defunct CWO Fund, plans to empty account and remove it completely.	WO Sine, PMC Sgt Voisin
16/10/24	8.01 (2)(a) addition of “TGIT”	WO Sine, PMC Sgt Voisin
16/10/24	8.07 Removal of “Bar Cards” in its entirety.	WO Sine, PMC Sgt Voisin
16/10/24	8.09 Removal of “The host of such guests may use the CWO’s or PMC Bar Card for that particular guest as indicated in the budget.”	WO Sine, PMC Sgt Voisin
16/10/24	10.03 Change in wording to the “...bar hours may be extended one hour maximum during regular open bar hours by the Senior Ordinary member in the mess.” This is to fall in line for budgeting purposes.	WO Sine, PMC Sgt Voisin
23/01/25	Entire document language change to align with inclusive language	WO Sine, PMC
23/01/25	BY-LAWS – Moved from “between Section 5 & Section 6” to between “History of the Mess” and “Section 1 General”. Links added to 11 of 11 By-Laws. <i>Note: By-Laws have no Section #.</i>	WO Sine, PMC

23/01/25	1.02 Authority – Policy Numbers amended & links added	WO Sine, PMC
23/01/25	2.01 Ordinary Members reworded	WO Sine, PMC
23/01/25	2.02 Associate Members & 2p.03 Associate Members – Retired Military were combined & reworded into 2.02 Associate Members	WO Sine, PMC
23/01/25	2.04 Honorary Members changed to 2.03 & reworded	WO Sine, PMC
23/01/25	2.04 New Section Added re Visitors	WO Sine, PMC
23/01/25	3.01 Mess Manager wording updated per PSP Policy Manual version 30APR2024	WO Sine, PMC
23/01/25	3.02 RSM wording/terminology updated	WO Sine, PMC
23/01/25	3.03 PMC wording changes	WO Sine, PMC
23/01/25	3.05 CO/COMD Update terminology	WO Sine, PMC
23/01/25	4.01 PMC and Vice PMC length of service	WO Sine, PMC
23/01/25	4.03 Links added to referenced procedures & minor wording changes	WO Sine, PMC
23/01/25	4.04 Duties of PMC to attain quorum	WO Sine, PMC
23/01/25	5.01 (a) Duties of Mess Manager reworded & link added	WO Sine, PMC
23/01/25	5.02 PMC – Clarify Heading	WO Sine, PMC
23/01/25	5.03 VPMC – Clarify Heading	WO Sine, PMC
23/01/25	5.04 Mess Secretary Duties and wording	WO Sine, PMC
23/01/25	5.05 Financial Rep – wording	WO Sine, PMC
23/01/25	5.06 Duties of Entertainment Rep clarified	WO Sine, PMC
23/01/25	5.07 Duties of Sports Rep wording updated	WO Sine, PMC
23/01/25	5.08 Housing Rep wording changed	WO Sine, PMC
23/01/25	5.09 Infrastructure Rep updated	WO Sine, PMC
23/01/25	5.10 Living In Rep Duties updated	WO Sine, PMC
23/01/25	5.11 & 5.12 & 5.13 Add positions and job descriptions for Family Social Rep, Food Services Rep and Unit Reps	WO Sine, PMC
23/01/25	6.01 NPP Delegated Signing Authority wording updated	WO Sine, PMC
23/01/25	6.02 Remuneration and Conflict of Interest wording updated	WO Sine, PMC
23/01/25	6.03 Loans, Grants, and or Donations link added	WO Sine, PMC
23/01/25	6.05 NPF Consolidated Insurance Program wording updated and link added	WO Sine, PMC
23/01/25	6.06 Payment For Purchase updated	WO Sine, PMC
23/01/25	6.07 Credit/Chits wording updated	WO Sine, PMC
23/01/25	6.08 Supply Customer Account wording updated	WO Sine, PMC
23/01/25	6.10 Write Offs wording updated	WO Sine, PMC

23/01/25	7.01 Minimum bank balance amended to \$100,000	WO Sine, PMC
23/01/25	7.02 Subscriptions and Mess Charges	WO Sine, PMC
23/01/25	7.03 Entertainment and Sports wording updated	WO Sine, PMC
23/01/25	7.04 Gift Fund updated	WO Sine, PMC Sgt Desgroseilliers
23/01/25	7.06 CWO Fund updated	WO Sine, PMC
23/01/25	8.01 Mess Functions updated	WO Sine, PMC
23/01/25	8.02 Official Functions updated	WO Sine, PMC
23/01/25	8.03 Private Functions typo corrected	WO Sine, PMC
23/01/25	8.04 Bar Cards removed	WO Sine, PMC
23/01/25	8.04 Members Only section added	WO Sine, PMC
23/01/25	8.05 Mess Guests changed to 8.07 & updated	WO Sine, PMC
23/01/25	8.05 Added New Section Social Functions	WO Sine, PMC
23/01/25	8.06 Spouses Section removed	WO Sine, PMC
23/01/25	8.06 New Section added "Mixed Functions"	WO Sine, PMC
23/01/25	8.07 Official Guests changed to 8.08 & updated	WO Sine, PMC
23/01/25	8.08 "Definition of Functions" Section removed	WO Sine, PMC
23/01/25	8.09 Entertainment Ticket Sales and Control changed to 8.10	WO Sine, PMC
23/01/25	8.09 Partner Attendance While Member Away Declaration section added	WO Sine, PMC
23/01/25	8.10 RSVP changed to 8.11 and updated	WO Sine, PMC
23/01/25	8.11 Function OPI/Work Parties changed to 8.12 and updated	WO Sine, PMC
23/01/25	8.12 Sports Tickets changed to 8.13 & updated	WO Sine, PMC
23/01/25	8.13 Gambling changed to 8.14 & link added	WO Sine, PMC
23/01/25	9.05 Gift amount increased to \$10,000 & wording updated	WO Sine, PMC
23/01/25	10.02 Bar Hours link added for AGCO & wording updated	WO Sine, PMC
23/01/25	10.03 Extension of Bar Hours amended to align with NPF policy	WO Sine, PMC
23/01/25	10.05 Serving of Intoxicants wording updated	WO Sine, PMC
23/01/25	11.03 Kitchen Hours updated	WO Sine, PMC
23/01/25	Sections 12 and 12.03-12.09 Wording of Dress sections have been amended to align with inclusion direction and updated	WO Sine, PMC
23/01/25	13.01 Deportment wording updated	WO Sine, PMC
23/01/25	13.02 Discipline wording updated	WO Sine, PMC
23/01/25	14.02 Complaints wording updated	WO Sine, PMC
23/01/25	15.02 Mess Staff wording updated	WO Sine, PMC
23/01/25	16.02 Animal Exceptions wording updated	WO Sine, PMC
5/03/25	Update all embedded links	D. Landon, Admin

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HISTORY OF THE MESS

BATTLE OF THE REICHWALD

OPERATION VERITABLE 8-21 FEBRUARY 1945

THE BATTLE AREA

As it made ready to launch its Rhineland offensive, the First Canadian Army, not for the first time, faced a difficult and disagreeable battlefield.

In the succession of directives and orders, which were issued at all levels from army group on down to battalion; the oft-repeated phrase “to destroy the enemy between the Maas and the Rhine River” defined the battle area. At their final objective, General Crearar could contemplate a front of twenty miles between the two rivers. To reach their forward assembly areas in the restricted space above the Dutch town of Nijmegen, all formations of the 30th Corps except two Canadian Divisions already in position had to cross the Maas River, as well as the Maas-Waal Canal two miles west of Nijmegen. The movement would require a strict schedule of traffic control across only three bridges at the towns of Mook, Grave and Ravenstein.

THE ENEMY’S DEFENCES

The Germans had laid out their defenses in a business-like manner, exploiting the advantages of terrain favorable to them, and concentrating their strength where the country seemed most inviting to the attacker. They depended on three main fortified zones, each extending southward from their secure Rhine flank. The foremost ran across the western face of the Reichwald from Wyler on the Cleve Road to the Kiekberg woods east bank of the Maas River. In the First Canadian Army’s sector, this formidable outpost to the main Siegfried defences was based on a double series of trenches, covered in front of the Reichwald by an anti-tank ditch. Villages and farmhouses had been converted into strong points, and connecting trenches from front to rear linked the whole into an elaborate fence system which extended in depth 2000 yards or more from the forward minefields to the rear fieldworks along the edge of the forest.

The enemy’s third main barrier in the Canadian Army’s path was the “Hockwald Layback” which consisted of two and sometimes three lines of entrenchments, from 600 to 1,000 yards apart. Between these lines ran an anti-tank ditch; and each trench system was further protected by a continuous belt of wire.

In recent months, the Germans had attempted to bind these various defensive positions into a single network in which a penetration at any point could be effectively sealed off.

The aim had best been achieved in the Reichwald area, which had been split into a series of self-contained boxes enclosed by stretches of trench, ditch or river. Further east, the emphasis had been on transforming the towns and villages between the West Wall and the Hockwald Layback into individual islands of resistance, each encircled by elaborate trench works and anti-tank ditches.

PREPARATION

Great importance was placed on the effect of the tremendous opening barrage to be delivered from 1,050 guns, to which was to be added just before the attack, the combined fire power of four divisions. To keep all this going over half a million rounds of 350 different types were moved up to the gun sites. As General Crerar put it to war correspondents the day before the battle their total weight was “equivalent to the bomb-drop of 25,000 bombers.”

Supplies of many different kinds had to be found, from anaesthetics and blood plasma to 8,000 miles of four different kinds of cable. Ten thousand smoke generators had to be added to the standard table of smoke stores because of the necessity of concealing the movement of amphibious vehicles. Astronomical numbers were commonplace; 1,000,000 gallons of fog oil, 750,000 maps, 500,000 aerial photographs.

As the battle formation and their supporting troops moved into the constricted assembly area the concentration of mouths to feed placed a great strain on the quartermaster’s department. Nevertheless, the final figure for food in the forward dumps reached nearly two and a third million rations – Napoleon would have approved.

FIRST CANADIAN ARMY GOES INTO GERMANY

The offensive opened early on 8 February 1945. Luckily, the weather was favourable to air support. During the night the waiting troops had heard up to 769 heavies of Bomber Command roaring overhead on their missions of destruction against the towns of Cleve and Goch. Then 95 Stirlings and Halifaxes from No. 38 Group R.A.F. unloaded more than 400 tons of bombs on the hamlets of Weese, Udem, and Calcar. The flashes of the explosions and the fires which they started could be plainly seen by the soldiers in their assembly areas west of the Reichwald. At five in the morning the artillery preparation began.

As we have noted, the artillery support for Operation “Veritable” had been planned as a major battle-winning factor. The concentration of fire which fell on the German 8th Division that day was probably not equaled on a similar front during the entire war in the west.

It was calculated that 1,034 guns- one third of them mediums, heavies, and super-heavies- were engaged in the bombardment. Seven divisional artilleries, five Army Groups Royal Artillery, and two anti-aircraft batteries struck this massive blow, which was designed to harass the enemy’s headquarters and communications, silence his batteries and mortars and smash his troop positions, destroying his forces and demoralizing survivors. In five bombardments during the day an average weight of more than nine tons of shells was to burst on each of 268 targets. The cannonade was augmented by four divisional “Pepper Pot” groups, which swept the front continuously with the coordinated fire, at relatively short range, of all available tank guns, anti-aircraft guns, medium machine guns and heavy mortars. Rocket salvos from the 12 projectors of the 1st Canadian Rocket Battery saturated thirteen targets in and about the German forward positions.

CONCLUSION

The Battle of Reichwald (Operation Veritable) was the last major operation of WWII that involved Canadian troops. In this operation, Canadian troops crossed the Dutch border to fight on German soil.

Over 200,000 troops were involved which included the 1st Canadian Army under the command of the Canadian General Crerar. During Operation Veritable, two Victoria Crosses were awarded to Canadian soldiers.

On the night of 25-26 February 1945, Sgt Aubrey Cosen of the 1st Battalion Queen's Own Rifles of Canada led their platoon against a defensive position near the hamlet of Mooshof, Germany. Although they were successful in clearing the position, Sgt Cosen was killed in this action. For conspicuous bravery and leadership, they were awarded the Victoria Cross posthumously.

Three days later at the hamlet of Xanten, again in Germany, Major Frederic Tilston of the Essex Scottish Regiment continued to lead his company after being wounded three times. As a result of his wounds, he had both legs amputated. For their outstanding valour they too were awarded the Victoria Cross.

There was only 16 Victoria Crosses awarded to Canadian soldiers during WWII. Sgt Aubrey Cosen and Major Frederic Tilston were unique as they won their Victoria Crosses on German soil.

The members of the Reichwald Mess should be very proud to have their mess named after such a victorious and hard-fought battle that yielded two Victoria Crosses, the highest decoration for gallantry that a Canadian could receive.

LEST WE FORGET

THE LEVESQUE LOUNGE **IN HONOUR OF CWO (AURELE) LEVESQUE, MM BAR, CD**

Aurele Levesque joined the military 13 January 1943 in Quebec City and was sent to the Royal Canadian Infantry Corps (RCIC) with the reinforcement group for the Royal 22nd Regiment. After six months of intense training, they were immediately put on a Junior NCO course and deployed to Avellino, Italy via London, England as a Royal 22nd Regiment (R22eR) infantryman.

During the Italian Campaign, they volunteered to join the first Special Service Force, better known by the enemy as the Black Devils, in January 1944. They were sent to Anzio, Italy as replacement troops and it was the Black Devils that pushed throughout Italy with the Fifth US Army to liberate Rome while the Seventh US Army pushed for the liberation of Southern France from Nice to Menton. They were promoted into the Sergeants' Mess on 24 August 1944 and saw the disbanding of the first Special Service Force on 5 December 1944. After this, they were offered American citizenship but declined and returned to the Canadian Forces in Italy and served with the Princess Louise's Dragoon Guards (PLDG), and armoured unit that was an infantry unit at that time. They again saw action in Italy and Holland and subsequently moved to le Regiment de la Chaudiere.

On completion of the war in Europe they were in Holland and returned to the R22eR in Debert, NS. Realizing that they were a career soldier, they spent seven years as a Sgt instructing in the School of Infantry in Borden, Ontario. At that time, they were promoted to WO and sent to start a 10 year posting with the Canadian Guards starting in Valcartier and finishing in Petawawa. During that time, they were promoted to MWO or WO2.

On posting back to Quebec, they were promoted to RSM or WO1 in July 1965 and employed with the Quebec Militia District. In 1966-67, Canada's Confederation year, they were appointed as the RSM of the Canadian Armed Forces Tattoo and traveled across Canada with the tattoo.

On posting to Camp Petawawa in 1971, CWO AJ Levesque was re-badged to the Royal Canadian Regiment and appointed as the Mobile Command CWO. They were also given additional appointments in Petawawa; as the Base CWO, CWO 2 Bde and Mobile CWO at the same time until 1973 when the new appointment of Comd Chief was made. They remained Base CWO and RSM 2 Bde until 1977.

In 1977, the Special Service Force was reinstated, and they were then the first Force Sergeant Major (FSM) of the Special Service Force until compulsory retirement age on 20 January 1978. CWO Levesque is one of the Honorary members of the Reichwald Warrant Officers' and Sergeant's Mess.

THE PHIL RAVEN ROOM
IN HONOUR OF CWO P.J. RAVEN, MMM CD2

CWO Raven enlisted in the Canadian Army on 8 February 1943 in Prince Rupert, British Columbia. They commenced basic training as a general reinforcement and completed advanced training in Currie Barracks Calgary Alberta. It was also during this time that they prepared for overseas duties. In August 1943, they arrived in Aldershot, England where they were allocated to the PPCLI. In October of that year, the reinforcement draft was dispatched to North Africa where they remained until December 1943 at which time the draft was dispatched to Italy. It was during their 16 months in Italy when CWO Raven was injured in an ambush. In March 1944, the Regiment was sent to Holland and was engaged in active duty on Victory Europe Day.

After campaigning with the PPCLI in Italy and Northwest Europe, they were promoted to Sergeant in April 1945. They then volunteered to continue serving in the Canadian Armed Forces. The end of WWII meant a revision to Corporal and in 1948 they attended the first Glider pilot course and was posted to the Canadian Glider Pilot Training Centre where they were employed on staff training duties again attaining the rank of Sergeant. For much of the next 15 years, they were a considerable influence in the training system. When gliders became obsolete in April 1953, they qualified as a parachutist and served in the Tactical and Technical Investigation Section until April 1960. It was at this time; they changed his Corp affiliation to the RCASC.

In October 1966, they were promoted to MWO and posted to Shearwater. They then served with 3 Service Battalion, CFB Gagetown until 1971 when they were promoted to CWO. Their next posting was to CFB Petawawa where they were appointed to RSM of 2 Service Battalion and served here until their retirement in 1978.

Throughout CWO Raven's career, they were active in sports and served with the committees of many community activities. Their hard work, dedication and loyalty are an example of all members of the Battalion and were recognized by their investiture for the Order of Military Merit.



THE SERGEANT AUBREY COSENS GAMES ROOM
IN HONOUR OF B46495 SERGEANT AUBREY COSENS, V.C.

Aubrey Cosens was born on 2 May 1921 in Lathford, Ontario. Their family soon, thereafter, moved to Porquis Junction, Ontario where they attended school. They left school at the age of 17, to work on the railroad as a section hand alongside their father. Aubrey Cosens joined the Canadian Army in 1940 being assigned to the Argyll and Sutherland Highlander of Hamilton, Ontario. They served with the Argyll and Sutherland Highlanders in Canada, Bermuda, Kiska Expedition in Alaska, 1943 and England. They first saw combat in Normandy France in July of 1944 with the 4th Division. On 1 August 1944, Aubrey Cosens was then transferred to the Queens Own Rifles of Canada. They fought at Quesnay Wood (Falaise Pocket) and then was promoted to the rank of Corporal. The Queens Own Rives of Canada moved on to the Channel Ports of

Boulogne and Calais sweeping north to the Scheldt in Belgium where Aubrey Cosens was promoted to Sergeant. They fought in Holland from November of 1944 to February 1945 and made Platoon Sergeant of 16 Platoon Delta Company.

Sergeant Cosens was an exceptionally fine type of soldier and Canadian. They were an outstanding and perfect non-commissioned officer who carried as much as eighty pounds of ammunition on their back when their Platoon went into action. They were 6 foot 2 inches; broad shouldered and had a prominent chin and forceful character. Sgt Cosens was respected by all. They were quiet, reserved and a perfect gentleman.

Operation Blockbuster and Operation Veritable both took place in late February of 1945, a Canadian Operation that was to clear the West bank of the Rhine River. The Queens Own Rifles of Canada were assigned to attack Hamlets of Steeg, Wimmerhof and Mooshof Germany. On a dirty February 25th, 1945 night, it rained when they attacked. The Germans were well dug in, were in force and well-armed. On top of this, they brought down a heavy artillery barrage. It was a desperate situation. Lieutenant McKay was wounded as they directed the fire from the top of the tank. A shell hit the tank, and the Platoon Commander was killed, all other ranks were out of action except Sergeant Cosens and four riflemen. Sergeant Cosens took over command. They said if they could get one tank, they would see what he could do about it. They had four tanks in support, but they were employed elsewhere. They finally got one under the command of Lieutenant Scully and Sergeant Cosens jumped on top. Firing a Sten gun, Sergeant Cosens directed the fire of the

tank in the rain and inky darkness. The Germans in three houses gave them the most trouble, but there were plenty dug in the trenches in the woods. Sergeant Cosens directed the tank at the three houses and crashed them one after another, staying on the back of the tank shooting at anything that looked like a German. Sergeant Cosen's action in killing many enemies and sending back twenty prisoners seemed to soften up the Germans though they fought for five or six hours. No man could have done more than Sergeant Cosens as they personally broke the back of the resistance, and it was fanatical. They softened them up and the objective was taken. Some snipers remained in the area. It was one of those snipers who got Sergeants Cosens later that morning on their way to Company Command in the 26 February 1945. The Queens Own Rifles had lost as fine a fighting soldier as has ever donned the King's uniform. One cannot speak of them too highly as a fine clean-living soldier and a Canadian. No finer or higher tribute to leadership, heroism and clean manhood could be paid than that given that day by Sergeant Aubrey Cosens, who was awarded the Victoria Cross posthumously.

Sergeant Aubrey Cosens V.C. was laid to rest in Groesbeek Canadian War Cemetery, near Nijmegen, Holland.

SECTION 1- GENERAL

1.01 DESIGNATION

The Reichwald Warrant Officers' & Sergeants' Mess, hereinafter referred to as the "Mess", located in building J-106, Garrison Petawawa.

1.02 AUTHORITY FOR ESTABLISHMENT AND OPERATION

The Mess is established under the authority of [QR&O 27.01](#). It shall be operated in accordance with regulations and orders governing the operation of messes in the Canadian Armed Forces, to include [PSP Policy Manual Section 9](#), [A-FN 105-001/AG-001](#), [A-PS 110-001/AG-002](#), and PSP/NPF Policies & Directives are contained in this Constitution and By-Laws.

1.03 PURPOSE OF THE OPERATION

The purpose of the Mess is to provide goods, services and amenities to its members.

1.04 AMENDMENTS

Proposals to amend the Mess Constitution and By-Laws must be submitted to the President of the Mess Committee (PMC) for consideration. All proposals will be posted for the membership to read. Amendments must be brought forward to a General Mess Meeting.

1.05 APPROVAL

All amendments must be approved by the general membership at a General Mess Meeting. The amendment will not come in effect until the minutes of the General Mess Meeting are approved by the CO of the Mess.

SECTION 2 – TYPES OF MEMBERSHIP

2.01 ORDINARY MEMBERS

Every Senior NCO in the Canadian Armed Forces or allied country (including Reservists on duty), will be an Ordinary Member when they are detailed to perform permanent, temporary or attached duty with any unit within Garrison Petawawa or any of its affiliates.

Only Ordinary Members are eligible to serve on the Mess committee, attend General Mess Meetings and vote at Mess Meetings.

See Personnel Support Programs Policy Manual, Chapter 9 for further information.

2.02 ASSOCIATE MEMBERS

Associate Membership is not transferable from one mess to another. However, a person may have Associate Membership in more than one mess but shall pay dues in each mess.

An Associate Membership, either Retired Military or Civilian, can be terminated at any time without notice by the PMC, RSM of the Mess or the CO of the Mess for the following reasons, but not limited to:

- a. Fails to reapply for renewal;
- b. Allows their dues to go into arrears; and
- c. Conduct is unbecoming to the service regulations and the spirit of the Mess.

Associate Members shall be accorded all the privileges of the Mess. However, Associate Members do not have voting rights or a say in the day-to-day operations of the Mess.

2.02-1 RETIRED MILITARY

Upon release/retirement, all Ordinary Members will receive their first year as an Associate Member free (free year can only be given once...i.e. not after Reg Force service and again after Rsv Force service).

Upon completion of that free year, the member may continue their Associate Membership for an annual fee which is a special rate voted on by the Mess membership.

2.02-2 CIVILIAN

All Civilian Associate Member applicants must be sponsored by an Ordinary Mess Member. The application for Civilian Associate Member is submitted to the PMC through their sponsor. The application is reviewed and voted on by the Mess Executive Committee for acceptance or denial.

If accepted by the Mess Executive Committee, the application will be approved “in principle” until presented to the general membership for a vote to accept or refuse. Once accepted by the general membership, the application will be forwarded to the CO of the Mess for approval.

Civilian Associate Members shall pay Mess dues annually at an amount equal to the existing monthly Mess dues, less the Gift Fund portion. Mess dues are to commence upon a Civilian Associate Member being approved “in principle”. If a member’s final approval is denied by either the general membership, or CO of the Mess, the individual will be reimbursed his annual dues, less the number of months that he was a Civilian Associate Member “in principle”.

Civilians who have rank or status equivalent to that of the Reichwald WOs’ & Sgts’ Mess, with the approval of the CO, may become Civilian Associate Members.

This includes (in order of priority of membership):

- a. Serving and retired Department of National Defence (DND) civilian employees, NPF, MFRC, DRDC, CSE, DCC and serving RCMP;
- b. Other civilians similarly employed at, or in connection with, the unit or other element served by the Mess;
- c. Serving members of the armed forces of other countries serving in the vicinity of the unit or other element served by the Mess;
- d. Personnel, other than those mentioned above, who may be admitted to membership for a term not exceeding one year, without prejudice to renewal thereof for further one year terms, and upon the recommendation of the Mess Committee, the majority vote of those present at a General Mess Meeting and the approval of the CO.
Memberships in Section 2.02-2 Subsection 4 shall be reviewed at the same date each year. Temporary membership may be granted until the next General Mess Meeting upon approval of the CO.

2.03 HONORARY MEMBERS

Honorary Membership of all types is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of messes. However, when an Honorary Member, including an Ordinary Member of another mess, wishes to use the facilities of a mess on a frequent basis the Honorary Member should apply for Associate Membership.

Members of the Canadian Regular Force or Primary Reserve may be Honorary Members of every mess appropriate to their rank, except in the mess in which they are Ordinary or Associate Members and in seagoing ships.

The Mess may honour a retiring or retired member by granting an Honorary Lifetime Membership, valid only in the mess granting the membership.

Any distinguished person may be invited to become an Honorary Member of a mess for a term not exceeding one year, without prejudice to renewal of membership for further one-year terms, upon recommendation of the Mess committee, majority vote of those present at a General Mess Meeting and approval of the CO. Honorary Members may be defined, but not limited to:

- a. Mayors
- b. Members of Provincial Parliament
- c. Members of Parliament; and
- d. Other dignitaries as appropriate

2.04 VISITS TO MESSES

A member of a mess, except in the course of duty, shall not enter another mess inappropriate to their rank or attend social functions at such messes without a proper invitation sanctioned by the PMC or VPMC.

In a relationship between members of different ranks, the spouse/partner of the Ordinary Member may be invited by the President of the Mess Committee (PMC) of the other member's mess.

For the purpose of visits to messes, civilian spouses of military members shall be accorded the same treatment as civilians with no military affiliations.

Regardless of invitation, active military guests of members of the Reichwald Mess, whether they are Junior Ranks or Officers, are not permitted to enter the Snake Pit.

SECTION 3 MESS MANAGEMENT

3.01 PRESIDENT OF MESS COMMITTEE (PMC)

The President of the Mess Committee (PMC) oversees the wants and needs of the Mess membership and is responsible to the CO of the Mess through the RSM of the Mess. The PMC is responsible for recruiting and managing VPMC, Entertainment/Sports Rep, Housing Rep and other committee members as required. The PMC calls and presides over all Executive and General Mess Meetings.

The PMC is a volunteer with approval from the member's chain of command and the CO and/or RSM of the Mess. However, the PMC may be appointed by the RSM or the CO of the Mess.

3.02 FSM 4 CDSG RESPONSIBILITY

By virtue, the FSM 4 CDSG is the RSM of the Mess. They are responsible to the CO of the Mess to oversee the Mess and to ensure it runs profitably and follows all regulations that pertains to the operations of messes. In addition, the RSM of the Mess oversees the discipline within the Mess and assigns punishment to members as required. The Senior Mess member is the FSM 4 CDSG.

3.03 SENIOR MANAGER PSP

The Senior Manager PSP is responsible to the CO of the Mess for the operations of the Mess. The Deputy Manager PSP directly oversees Mess operations.

3.04 COMD 4 CDSG

The Comd 4 CDSG is responsible for all NPF activities within Garrison Petawawa and assumes the position of the CO of all messes within Garrison Petawawa.

SECTION 4 MESS COMMITTEE AND MEETINGS

4.01 EXECUTIVE COMMITTEE

The Mess shall be administered by an Executive Mess Committee. The PMC and VPMC are appointed and approved by the Comd and FSM of the Mess. The Executive Mess Committee consists of:

- a. President (PMC) - a term up to three years, or as determined by the FSM or Comd, and the support of the member's CoC;
- b. Vice President (VPMC) - a term up to three years, or as determined by the FSM or Comd and the support of the member's CoC;
- c. Secretary; and
- d. Finance Rep – volunteer requiring NPP Contracting and DOA courses.

Other committee members are elected from the general membership at a General Mess Meeting and shall consist of:

- a. Entertainment Rep, volunteer;
- b. Sports Rep, volunteer;
- c. Infrastructure Rep, volunteer;
- d. Housing Rep, volunteer;
- e. Family Social Rep, volunteer;
- f. Food Service Rep, volunteer;
- g. Living In Rep, volunteer.

There is no designated length of service for committee members.

All Mess committee members shall seek approval from their unit chain of command.

The Mess Manager serves as the financial advisor to the Fin Rep and as an ex-officio on the Executive Committee.

Additional members of the Mess may be called upon from time to time to sit on sub-committees or to assist the Mess committee as required.

4.02 MESS MEETINGS

Meetings shall normally be as follows:

- a. Mess Executive Committee – monthly;
- b. General Mess Meeting – bi-annually;
- c. Extraordinary General Mess Meeting – as required; and

- d. Entertainment/Sports – monthly or as required.

Executive Committee Meetings are held to:

- a. Approve Mess expenditures;
- b. Review Mess financial reports;
- c. Discuss Mess entertainment/sporting events; and
- d. Discuss other topics/issues that pertain to the day-to-day operations of the Mess.

General Mess Meetings are held to:

- a. Approve Mess expenditures;
- b. Present financial reports;
- c. Propose Mess entertainment/sporting events;
- d. Propose capital expenditures; and
- e. Discuss other topics/issues that pertain to the day-to-day operations of the Mess.

Extraordinary Mess Meeting can be called by the CO of the Mess, PMC or in a written request to the PMC from 25% of the membership. Extraordinary Meetings are convened to discuss a particular issue that cannot wait for a General Mess Meeting.

Entertainment/Sport committee meetings will be held as required to discuss entertainment and sporting activities for the Mess.

4.03 MEETING FORMAT

It is the responsibility of the PMC to ensure all meetings are conducted in accordance with the procedures stated in [PSP Policy Manual Section 9](#).

General Mess Meetings are held in order that members can fully discuss, in a democratic manner, matters relating to the operation of the Mess, and arrive at decisions based on the will of the majority of the members.

General Mess Meetings are to be conducted in a manner which results in accuracy of business, economy of time, uniformity and impartiality, and they shall be conducted in accordance with the parliamentary procedures stated in [PSP Policy Manual Section 9](#).

The control of a Mess meeting rests with the PMC and the success or failure of the meeting depends largely on the preparation and planning.

4.04 QUORUM

The quorum to have an Executive Mess Meeting is four, of whom one must be the PMC or VPMC.

The quorum to have a General Mess Meeting (GMM) is 51% of the available members. The PMC is responsible to reach out to the senior NCO member of each unit, prior to the GMM, to ensure quorum can be attained.

SECTION 5 STATEMENT OF DUTIES

5.01 MESS MANAGER

The Mess Manager works under the direction of the Deputy Manager PSP and is responsive to the President of the Mess committee to plan, direct, organize and control Mess operations and facilities to achieve financial and service objectives IAW the Mess Constitution, applicable legislation, DND and NPF regulations and policies. The complete job description for the Mess Manager is described IAW PSP personnel policies in the NPF Human Resources office with a copy held in the Mess office.

The Mess Manager will establish and administer financial, operation controls for all Mess financial transactions and receipts, payroll, membership, inventory, equipment, facilities and other Mess assets.

The Mess Manager will serve as the financial advisor/treasurer and attend Mess Committee Meetings, as an ex-officio member as requested by the President.

The Mess Manager will serve as the Social Media rep IAW [CFMWS Official Social Media Account Use Policy](#) contributing to effective and timely advertising of Mess activities in conjunction with the PMC, Mess Secretary, Entertainment Rep, or other applicable committee members, using Garrison Petawawa Mess website, e-mail, Facebook, Instagram, routine orders and newspaper as required.

The Mess Manager is the supervisor to the following NPF Mess staff:

- a. Bar/Function Supervisor;
- b. Mess Administrative Assistant;
- c. Bartending staff;
- d. Kitchen Catering Supervisor; and
- e. Other NPF employees hired as required for specific functions/events.

5.02 PRESIDENT OF THE MESS COMMITTEE (PMC)

The President of the Mess Committee is responsible for:

- a. Issuance of a Mess Constitution and By-Laws;
- b. Ensuring that statements of duties exist for all members of the Mess committee;
- c. Calling of Mess Committee Meetings and presiding at these meetings;

- d. Enforcement of proper deportment and conduct of the Mess members; and
- e. Accuracy of inventories of Mess property, including:
 - (1) furniture, fixtures and equipment (both public and non-public);
 - (2) merchandise and supplies; and
 - (3) containers.

5.03 VICE PRESIDENT OF THE MESS COMMITTEE (VPMC)

The Vice President of the Mess committee is responsible for:

- a. Assisting the PMC in the performance of their duties; and
- b. Officiating in their absence.

5.04 MESS SECRETARY

The Mess Secretary is an appointed/approved military member by the PMC, and is responsible for:

- a. Preparation of agenda for Mess committee and General Mess Meetings and the recording of minutes;
- b. When required, conduct Mess correspondence in conjunction with Mess Manager; and
- c. Other duties assigned by the PMC.

Note: In the absence of the Mess Secretary, the PMC shall appoint a Mess Secretary for the duration of the meeting.

5.05 FINANCIAL REP

The Financial Representative is to liaise with the Mess Manager for any financial concerns and brief the Executive Committee and general membership on financial standings. NPP Contracting and DOA courses are required.

The Fin Rep is responsible to:

- a. Be knowledgeable on the monthly expenditures and budget plans;
- b. Prepare the yearly budget plan, in coordination with the Mess Manager;
- c. Brief the budget at the GMM;
- d. Other duties as assigned by the PMC.

5.06 ENTERTAINMENT REP

The Entertainment Representative is responsible for:

- a. Preparing annual schedules of entertainment events and presenting them in advance to the PMC and the Mess Manager;
- b. Ensuring that entertainment functions and costs remain within the approved budget;
- c. Conducting monthly entertainment meetings to confirm Mess activities;
- d. Proper control of entertainment revenues and expenditures; and
- e. Other duties as assigned by the PMC.

5.07 SPORTS REP

The Sports Representative is responsible for:

- a. Preparing annual schedules for sporting events and presenting them in advance to the PMC and Mess Manager;
- b. Ensuring the sports' function costs remain within the approved budget;
- c. Conducting monthly sports meeting to confirm Mess activities;
- d. Providing the Mess Manager with a monthly statement of expenditures and revenues;
- e. Proper control of sports' revenues and expenditures; and
- f. Other duties as assigned by the PMC.

5.08 HOUSING REP

The Housing Representative is responsible for:

- a. Maintenance and control of up-to-date furniture and effects records in conjunction with the Mess Manager;
- b. Biennial verification of all Mess furniture, fixtures and equipment whether Public or Non-Public in conjunction with the Mess Manager;
- c. Monitoring that all furniture, fixtures and equipment are maintained in good repair in conjunction with the Mess Manager;
- d. Supply cost estimates for improvements/renovations as required; and
- e. Other duties as assigned by the PMC.

5.09 INFRASTRUCTURE REP

The Infrastructure Representative assists with CF 141 requests and the general upkeep of the Mess and also acts as a liaison between RPOU and:

- a. PMC;
- b. Housing Rep; and
- c. Mess Manager.

5.10 LIVING IN REP

The Living-In Representative is responsible for:

- a. Assisting the PMC with suggestions for improved Living In services;
- b. Liaise with Living In personnel as required; and
- c. Other duties as assigned by the PMC.

5.11 FAMILY SOCIAL REP

The Family Social Representative is responsible for:

- a. Preparing annual schedules of family social events and presenting them in advance to the PMC and the Mess Manager;
- b. Ensuring that Family Social functions and costs remain within the approved budget;
- c. Conducting Family Social meetings, as required, to confirm Mess activities;
- d. Proper control of Family Social revenues and expenditures; and
- e. Other duties as assigned by the PMC.

5.12 FOOD SERVICES REP

The Food Services Representative is responsible for:

- a. coordinating with local food preparation companies to retrieve food estimates for events and presenting them in advance to the PMC and the Mess Manager;
- b. ensuring that functions and costs forecasted to be spent on food remain within the approved budget;
- c. coordinate with the Kitchen Catering Supervisor to ensure facilities can support events;
- d. coordinate with the Kitchen Catering Supervisor to ensure facilities return to approved standard after events; and
- e. other duties as assigned by the PMC.

5.13 UNIT REPS

The Unit Reps are responsible for:

- a. consulting with the Mess Manager for their unit's TGIFs;
- b. providing Snr NCOs for work parties to assist Mess functions;
- c. be the voice for their unit's Snr NCOs and bring up their suggestions and or complaints through the Executive Mess Committee; and
- d. be present at Mess Committee meetings.

BY-LAWS

These By-Laws are a set of rules which amplify the basic principles laid down in the Constitution. They are not to be considered all-embracing. Nothing herein contained shall be deemed to contravene any of the provisions of:

- a. [Queen's Regulations and Orders \(QR&O's\)](#);
- b. [Defence Administrative Orders and Directives \(DAOD 5045-0\)](#);
- c. [PSP Policy Manual Section 9 \(link at bottom of web page\)](#);
- d. [CF Policies and Procedures for NPF Accounting \(A-FN-105-001/AG-001\)](#);
- e. [Public Support for Morale & Welfare Programs \(A-PS-110-001/AG-002\) \(link at bottom of web page\)](#);
- f. [NPF Human Resources Policy \(HRPOL\)](#);
- g. [NPF Sponsorship and Donations \(Fundraising Policy\)](#);
- h. [4CDSG Garrison Petawawa Alcohol Policy \(4 CDD/JTFC G1-012\)](#); and
- i. [4 CDSG Garrison Petawawa Alcohol Policy \(AI 2.056\) \(scroll down to 2.056\)](#);
- j. [Ontario Liquor Licence Act](#).

SECTION 6 ACCOUNTABILITY AND CONTROL

6.01 NPP DELEGATED SIGNING AUTHORITIES

The following individuals have NPP Delegated Signing Authority:

- a. PMC;
- b. Mess Manager;
- c. Deputy Manager PSP; and
- d. Senior Manager PSP.
- e. CO of the Mess

Note: Effective 30 June 2012, all positions assigned with NPP Delegated Authority, shall complete the online training coordinated through the NPF Accounts office. By virtue of the position this training must be completed before the above-mentioned positions will have signing authority. Also, any corporate credit card holders on behalf of the Mess shall complete the NPP Financial Delegated Authorities and Certification.

6.02 REMUNERATION AND CONFLICT OF INTEREST

Remuneration, whether it is in cash or in kind, shall not be paid out in respect of service as a member of any committee or sub-committee.

Members of committees shall be prohibited from having any personal or financial interest in purchases, profits, or from receiving any advantages by reason of their connection with the management of the Mess.

When any direct or indirect profit or advantage may devolve upon a member of a committee or sub-committee by reason of any connection whatsoever as a shareholder of a corporation, or

when such member has any vendor's business from which purchases by the mess may be made, they shall disclose the particulars thereof to the FSM, who shall adjudicate on the advisability of the member continuing to serve in office.

6.03 LOANS, GRANTS, AND OR DONATIONS

Loans, grants, and or donations of any kind to Mess members or any organization that are not specifically part of the Garrison Personnel Support Programs is prohibited. This does not preclude the establishment to set up a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for the purpose.

Please refer to [A-FN-105-001/AG-001 \(Chapter 29: Fundraising\)](#) for more info.

6.04 GARRISON FUND CONTRIBUTION

As directed by the COMD of the Mess, the Mess shall contribute 7% of bar sales to the Garrison Fund.

6.05 NPF CONSOLIDATED INSURANCE PROGRAM (CIP)

The Non-Public Funds CIP covers all non-public property (NPP) and non-public fund activities. The following items are covered by CIP:

- a. All items on the Fixed Asset Listing;
- b. All bar stock (at cost);
- c. Change funds/petty cash; and
- d. Any other securities contained within the mess.

The deductible is \$10,000.00.

Please refer to [A-FN-105-001/AG-001 chapter 11](#).

6.06 PAYMENT FOR PURCHASE

The following methods of payment for bar purchases are:

- a. Cash;
- b. Debit;
- c. Credit card; and
- d. Bar chit.

6.07 CREDIT/CHITS

Bar Chits are authorized to be used by Ordinary Regular Force, Class C Reservist members of the Mess, and NPF staff as determined by the Mess Manager. The bar chits are processed daily. Bar Chits will not be used for cash advances. Entitlement to credit may be denied by the RSM of the Mess to those members whose Mess bill is not paid within the prescribed time limit (one month).

6.08 SUPPLY CUSTOMER ACCOUNT (SCA)

The Mess Manager is the holder for the Mess's SCA. It is the responsibility of the SCA Holder to control, maintain and safe keep all assets listed on the public account.

6.09 NON-PUBLIC FUNDS FIXED ASSETS LISTING (FA Listing)

The Mess Manager is the FA Holder of the Mess's NPF FA Listing. It is the responsibility of the FA Holder to control, maintain and safe keep all assets listed on the public account.

All public and non-public property shall be properly maintained and accounted for in accordance with all regulations pertaining to such.

6.10 WRITE OFFS

Property records will be established and maintained by the Mess Manager and Housing Rep of the Mess and will be confirmed annually IAW A-FN-105, Chapter 19. Mess property will not be removed from the Mess without permission of the PMC. The Mess committee may "Write Off" outstanding accounts receivable and/or F & E items with the consent of the membership at a General Mess Meeting and the approval of the CO of the Mess, to dispose of furniture and equipment which has become obsolete, worn out or is no longer required, in the manner considered most beneficial to the Mess IAW A-FN-105, Chapter 28.

Note: Every attempt must be made to collect outstanding accounts receivables before a write off action is considered.

SECTION 7 MESS ACCOUNTS

7.01 MESS ACCOUNTS

All Mess funds received by the Mess shall be properly accounted for by the Mess Manager and submitted to the NPF Accounting Office.

Mess funds and other Mess assets shall only be expended for direct benefit for the members of the Mess.

The Mess Manager shall provide a financial review at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the

general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

The PMC, Mess Manager and Mess committee members shall be fiscally responsible in assuring sufficient funds are available to meet the following:

- a. Continuing obligations;
- b. Replacement of assets;
- c. Future development and renovations; and
- d. Capital expenditures.

Note: The Mess shall maintain a minimum unencumbered cash balance of \$100,000. When the Mess goes below the designated amount, the Mess will mitigate by reviewing the Mess budget and adjust to ensure financial sustainability. This involves a combination of increasing revenue and decreasing expenses.

7.02 SUBSCRIPTIONS AND MESS CHARGES

Each ordinary and associate member shall pay into Mess fund such amounts as may be recommended by the Mess Committee, voted on at the General Mess Meeting, and approved by the CO of the Mess. Mess dues are broken down as follows:

- a. General subscription;
- b. Entertainment/sports;
- c. Gifts; and
- d. HST.

Mess dues are a monthly assessment charged to each member to offset the general operating expenses of the Mess. The Mess dues breakdown is reviewed yearly by the Mess Committee and the Mess Manager in conjunction with the budget planning.

Ordinary members on attached posting or TD to Garrison Petawawa for more than 14 days shall pay Mess dues as per [PSP Policy Manual Chapter 9-1](#).

The method in which Mess dues are collected depends on the category of the member:

- a. Regular force; Monthly allotment upon Mess in-clearance
- b. Reserve force; Class A/B - RPSR with Unit Reserve clerk semi-monthly, annual,
or pay monthly through the Mess (payment set-up required in Administrative office)
Class C - Monthly allotment upon Mess in-clearance
- c. Associate: Annual fee paid by cash/debit/credit/e-transfer for fiscal year
April-March

Ordinary Members attached posted out or on TD away from Garrison Petawawa for more than 14 days will receive a refund of dues paid to their home mess providing proper proof of such duty is submitted to the Mess. Amount refunded is based on what you paid at your home unit mess.

When a member is posted out or on retirement, they shall pay their Mess bill in full prior to their departure.

Mess subscription and special assessments shall be ceased for all types of Leave Without Pay (LWOP) e.g.: maternity/parental leave for pers who will not frequent the mess while on LWOP. It is the individual's responsibility to clear-in/out of the Mess. This does not preclude an individual from attending a private function at the mess that is not subsidized by the Mess, such as a wedding. However, if a member continues or recommences participating in Mess functions while on LWOP, they shall continue to pay Mess dues.

Note: It is the responsibility of the member to ensure they are paying Mess dues and to start and cease their pay allotment for dues at the Administration Office at the Reichwald Mess.

7.03 ENTERTAINMENT AND SPORTS

Entertainment and Sports, in which all contributing members of the Mess are entitled to participate, shall be held only after agreement has been reached amongst the members of the Mess Committee. Subsequently, the Entertainment and Sports Chairs will plan events in accordance with budget constraints under the supervision of the Mess Executive and Mess Manager.

An Entertainment/Sports expense account will be established to assist in offsetting the cost of all Mess functions and sports events to which all Ordinary, Lifetime Honorary and Associate Members are entitled to attend. This account will be financed from monthly contributions of the Mess' Ordinary and Associate Membership dues.

7.04 GIFT FUND

As part of the Mess dues and as determined by the Mess Committee a portion of the Mess dues is contributed into a Gift Fund account. Expenditures from the Gift Fund are as follows:

- a. Departure gifts on posting to Ordinary Members as determined by the Mess committee;
- b. Retirement gifts to Ordinary Members as determined by the Mess committee;
- c. Other gifts as deemed necessary by the Mess committee; and
- d. Honorary departure gifts for committee members who have gone above and beyond in their Mess committee duties, nominated by committee, not to exceed \$200 (min 1 yr on the committee). Possible nominations to be reviewed annually at first ECM of calendar year, or as required.

Due to the unexpected nature and time sensitivity required, the Executive Committee may approve expenditures, other Mess tributes and/or tokens of appreciation from the gift fund as follows:

- a. Tokens of Sympathy. The death of a member, or their partner or dependent, may receive tokens as determined by the Mess committee.

Refer to section [9.05 GIFT FUND](#) in regard to Gift Fund administration (financial cap).

7.05 HOSPITAL COMFORTS

Hospital comforts for CAF members is the responsibility of CFMWS through the Deputy Manager PSP.

SECTION 8 ENTERTAINMENT AND SPORTS ACTIVITIES

8.01 MESS FUNCTIONS

As part of the Mess dues and as determined by the Mess committee a portion of the dues is contributed into an entertainment and sports account. These funds are used to offset the cost of entertainment functions and sporting activities.

The standard Mess functions may include, but not limited to:

- a. TGIT/TGIF;
- b. Coffee Break;
- c. Meet & Greet; and
- d. Bingo.

It must be stressed that Mess functions are primarily for members.

Budgeted Mess Function Any function listed in the yearly budget and has been voted in by the membership at a General Meeting.

Un-forecasted Mess Function A function that was not originally planned in the annual budget but planned and approved by the executive committee documented with minutes only if there is unencumbered cash of at least \$100K. If unencumbered cash is less than \$100,000, new un-forecasted Mess functions will have to be approved at a General Mess Meeting and the budget be amended to reflect this change.

Note: All Mess events and notices are located on the Reichwald Mess Website, on the Reichwald Mess Facebook Page, and on Reichwald WOs' and Sgts' Mess Instagram.

8.02 OFFICIAL FUNCTIONS

Official Functions are as follows:

- a. Remembrance Day;
- b. New Year's Levee

Official Unit Functions are as follows:

- a. Mess dinners delegated by Unit CO's as "Official".

Note: An official unit function is any activity that a unit **CO** has authorized. As such a designated OPI books the facility through the Mess Manager. Once this booking has been made the units WO/Sr NCO OPI is responsible for the actions of all members and non-members attending said function. Units do not have to request permission from the PMC or RSM of the Mess to have guests of other ranks to attend.

Mixed Dining is not considered an "Official Function".

8.03 PRIVATE FUNCTIONS

On occasion private functions are held in the Mess. private functions are not hosted by the Mess or subsidized by the Mess in any way. All private functions costs are borne by the user. The following functions listed below are examples of private functions:

- a. Unit parties;
- b. Weddings;
- c. Anniversaries;
- d. Conferences; and
- e. Charity events.

8.04 MEMBERS ONLY

The Snake Pit is for members only and their civilian guests. Guests of members who are Jr Ranks and/or Officers are not permitted in the Snake Pit regardless of invitation.

Coffee Breaks are only authorized for members, unless permission is granted by the FSM or PMC.

8.05 SOCIAL FUNCTIONS

These are functions held by the Mess where members are invited to bring a guest at a rate determined by the Mess committee. Functions are determined by the annual budget. Some examples of past social functions are:

- a. Casino Night;

- b. Down Homers;
- c. Texas BBQ;
- d. PMC Bingo;
- e. Valentine's Day.

It must be stressed that Mess functions are primarily for members.

8.06 MIXED FUNCTIONS

Mixed functions are of mixed rank. The following are standard mixed functions but not limited to:

- a. Professional Development Meetings; and
- b. Unit at home events.

Note: A mixed function is any function approved by a unit RSM, and the facility booking has been made through the Mess Manager. Occasionally, units may book the Mess for official unit functions.

8.07 MESS GUESTS

All current members of the Mess are permitted to invite a guest of legal age, during regular bar hours or during social functions. A guest is the responsibility of the member who extends the invitation, and attends in the capacity as a guest, wearing only appropriate civilian dress attire. Members shall not leave before their guest, and they shall ensure that their guest has signed in the book provided or be annotated in the ticket/attendance register. The guest ticket price cost will be assessed for each guest at a rate to be determined by the Mess committee for such functions. Guests shall not be permitted to attend Mess member functions that are deemed members only, unless invited by the RSM of the Mess or the PMC.

8.08 OFFICIAL GUESTS

An official Mess guest is a visitor invited by the Mess. The PMC shall be notified of any official guests of the Mess. The host of official guest must obtain authority to use the PMC Bar Card for the official visit.

8.09 PARTNER ATTENDANCE WHILE MEMBER AWAY DECLARATION

Members can request that their spouse be authorized to attend Mess functions and events while the member is away, for a period up to 1 year. Partner Attendance While Member Away Declaration forms are required to be submitted to a committee member or the Mess Manager, for committee approval.

Mess dues remain payable with a signed declaration, and any request(s) for re-imbusement of Mess dues while the member is away on deployment, course or tasking, is negated.

The member is responsible for their partners behaviour and the permissions can be revoked, if necessary. The unaccompanied partner does not have access to their absent members' bar chit. The unaccompanied partner is not entitled to members' only prize tickets and prizes on behalf of the absent spouse. The unaccompanied partner may not invite a guest to the Mess/event as the partner is the guest.

8.10 ENTERTAINMENT TICKET SALES AND CONTROL

All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control.

Ticket sales may be from the Mess office or at the bar.

The Mess committee in consultation with the Mess Manager determines the price of the ticket for Mess functions.

All monies collected through ticket sales shall be submitted to the NPF Accounting office for deposit into the Mess's entertainment account.

Ticket sales for entertainment functions are subject to HST.

All prizes associated with entertainment Mess functions shall be inventoried on a prize register and signed for by winning recipient.

8.11 RSVP

It is mandatory for each member to RSVP the Mess with their intentions of attending a Mess function. In the event of a cancellation, the member must make every effort to notify the Mess staff to avoid potential consequences.

8.12 FUNCTION OPI/WORK PARTIES

Function OPs and work parties will report to the Mess Manager for direction for all details before, during and after their event (planning, administration, set up and payment).

8.13 SPORTS TICKETS

The purchasing of all sports tickets is the responsibility of the Mess Manager. The sports tickets will be secured and accounted for when being distributed to winning members. Sports tickets are for Members only.

8.14 GAMBLING

Gambling in the Mess is strictly prohibited. For more information, please refer to [CFAO 19-1](#)

SECTION 9 BUDGETS AND FINANCIAL STATEMENTS

9.01 GENERAL OPERATING BUDGET

Annually, the Mess Manager in consultation with the PMC and other committee members prepares the annual Mess budget. The General Operating Budget is the responsibility of the Mess Manager. Other sections of the budget are as follows:

- a. Bar operating budget;
- b. Entertainment and sports budget;
- c. Gift fund; and
- d. Mess dues breakdown.

Note: All monies required to operate the day-to-day expenses of the Mess shall be included in the Mess General Operating Budget.

9.02 MESS DUES BREAKDOWN

Mess dues breakdown is reviewed each year prior to the budget by the Mess Manager in consultation with the Mess committee to determine if changes need to be made and it is in line with Mess requirements.

9.03 BAR OPERATING BUDGET

The Bar Operating Budget is prepared by the Bar/Function Supervisor in consultation with the Mess Manager.

9.04 ENTERTAINMENT AND SPORTS BUDGET

The Mess Entertainment and Sports Budget are prepared by the Mess Manager in consultation with the PMC, Ent Rep, Sports Rep and other committee members as required.

9.05 GIFT FUND

A portion of the member's Mess dues is deposited into the Mess Gift Fund trust account. The Gift Fund is used to present gifts and testimonials of a reasonable amount to members who are departing the Mess after a minimum 12-month consecutive membership by either being posted out, retirement, promotion, release, commissioning, occupational transfer or death. Other items may be purchased through the Gift Fund for presentations determined by the PMC and Mess

Committee. The Gift Fund shall be self-sufficient and shall not be replenished by transfers of funds from other Mess accounts.

The Gift Fund will be capped at \$10,000. When the trust account exceeds this amount Gift Fund dues will be reduced, and the balance will be transferred to the entertainment and sports dues. Once the Gift Fund balance falls below the capped amount the dues will be reinstated at the correct amount until the fund reaches \$10,000.

The Mess Manager in consultation with the Mess committee reviews the Gift Fund to verify its self-sufficiency and ensure that any required changes are made.

9.06 FINANCIAL STATEMENTS

The Mess Manager shall produce a financial review at the end of each accounting period outlining the revenues and expenses that occurred during such period. The Mess Manager is to ensure that copies of the monthly financial statement are readily available to the PMC and the general membership. The Mess Manager will prepare a financial analysis for the PMC as required.

9.07 CAPITAL EXPENDITURES

Capital expenditures are non-recurring items purchased by the Mess that are not for resale. Such items may include but not limited to:

- a. NPP furniture;
- b. Entertainment equipment;
- c. Bar equipment; and
- d. Renovation projects.

Note: Refer to the APS 110 for confirmation of NPP vs Public Responsibility, and the A-FN 105-001 for accounting reference.

9.08 SPENDING LIMITS

The PMC and the Mess Manager positions provide Delegated NPP Financial Signing Authority for the Mess. Both PMC and Mess Manager have full signing authority within their area of responsibility and approved budget.

Approved spending limits in accordance with NPP Delegation of Authority:

- a. Single activity not indebted to CFCF: \$25,000
- b. Capital not indebted: \$10,000
- c. Write off / disposal of assets other than Real Property: \$5,000
- d. Contracting, direct or non-competitive: \$5,000
- e. Contracting, competitive*: \$10,000 *as per approved annual budget

SECTION 10 BAR OPERATIONS

10.01 GENERAL

The Mess must make every reasonable attempt to purchase goods and amenities through [CANEX](#). CANEX must be given the first right of refusal and be given every opportunity to provide the product with competitive prices.

10.02 BAR HOURS

The Mess is licenced under the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) and therefore shall adhere to the permissible hours outlined in the Provincial Liquor Licence Act and follow all regulations thereof.

Bar hours will be reviewed yearly, or as required, by the Mess committee on recommendation from the Mess Manager to ensure it meets the needs of the membership and the financial situation of the Mess.

10.03 EXTENSION OF BAR HOURS

During normal bar hours, the bartender on duty may agree to extend bar hours by maximum of 1 hour. During private events only, the OPI may request a bar extension as they are responsible for the event budget. The bartender has final authority to accept or decline the request to extend the bar hours.

Notwithstanding the above, bar hours shall not be extended beyond the hours set by Provincial laws/guidelines (0200 hrs).

10.04 PRICE LIST

A current price list of all commodities sold shall be permanently posted at the bar.

10.05 SERVING OF INTOXICANTS

All Mess bar staff have been trained and certified under the Smart Serve Ontario Program.

Mess staff has the right to refuse service to any person who is or appears to be intoxicated or any person who may cause damage to themselves or others. In addition, no one under the age of 19 years will be permitted to purchase or consume alcohol in the Mess.

SECTION 11 KITCHEN OPERATIONS

11.01 GENERAL

The Reichwald kitchen is not an operational kitchen. It is used for Mess entertainment functions, minor food prep and storage for caterers hired for private and unit functions.

11.02 USAGE

The kitchen is out of bounds to all members and guests except members of the Mess committee or Mess members on a specific duty.

11.03 KITCHEN HOURS

- a. Coffee break, 0900-1030 Tuesday to Friday,
- b. TGIT/F 1600-1900 on respective Thursdays or Fridays, and
- c. During other functions as required.

SECTION 12 DRESS

Standards of dress shall be determined by the Mess committee with approval of the RSM of the Mess.

Dress regulation must be posted within the Mess and can be also found under [QR&Os Volume 1 – Ch 17](#).

12.01 DRESS OF THE DAY

Military dress of the day is accepted in all areas of the Mess.

12.02 MESS DRESS

Mess dress refers to military mess kit.

12.03 FORMAL

Acceptable formal dress for example: mess kit or black tie; and evening gown, mid-calf length cocktail dress.

12.04 SEMI-FORMAL

Acceptable semi-formal dress for example: business suit; and cocktail attire or pant suit.

12.05 CASUAL

Acceptable casual dress for example: jacket and tie with trousers; and dress or blouse with slacks.

12.06 RELAXED

Relaxed dress will be considered the normal day-to-day acceptable standard.

Acceptable relaxed dress for example: open necked collar shirt and trousers, clean jeans and non-offensive t-shirt, shorts and sandals in summer; day dress, skirt or pants, clean jeans and non-offensive t-shirt, shorts and sandals in summer.

12.07 SPORTS ATTIRE

All members shall, when attending an appropriate Mess function wear the appropriate unit sports attire that is clean and in good order, excluding tank tops and muscle shirts.

12.08 THEMED ATTIRE

Costumes related to special Mess functions, Halloween, Casino Evening, Texas BBQ etc., and may include hats with PMC authorization.

12.09 AREA DESIGNATED DRESS CODES

The following chart outlines the proper dress for each designated area in the Mess.

ROOM	TIMINGS	DRESS
Levesque Lounge	At all times except as indicated for special functions	Formal Semi-formal Casual Relaxed Working Dress
Phil Raven Room (Snake Pit)	At all times	As per Levesque Lounge Relaxed Sports Working dress
Sgt Aubrey Cosens Room (Games room upstairs)	At all times	Relaxed Sports Working Dress

Notes:

1. Sports dress is permitted in the Snake Pit. (Phil Raven Room)

2. Members may use their judgment to decide what dress is appropriate for each occasion when casual and relaxed dress is authorized. Members who err in judgment shall be asked to leave the Mess.
3. It is the responsibility of all members of the Mess to ensure the dress code is adhered to for both themselves, their guests, and other members.
4. The PMC, VPMC or the RSM of the Mess may authorize temporary dress change as deemed necessary. Dress regulation may vary and dictated by the theme of a particular entertainment function.

SECTION 13 DEPORTMENT AND DISCIPLINE

13.01 DEPORTMENT

All members must know, understand and observe the rules and regulations of the Mess as contained in this Constitution and By-Laws and in any other orders or instructions applicable to the Mess. It is incumbent on every member to always conduct themselves in a professional and reasonable manner.

13.02 DISCIPLINE

The PMC, through the RSM of the Mess and the CO of the Mess, is responsible for the discipline within the Mess. Unacceptable behaviour must be reported and dealt with in a timely manner. The PMC may impose restricted privileges on any member for a maximum of thirty (30) days for misconduct unbecoming. Punishment over thirty (30) days shall need the approval of the RSM of the Mess and/or the CO of the Mess.

The PMC shall prepare a report in writing to the RSM of the Mess outlining the recommended disciplinary action and the reason for such action. On approval from the RSM of the Mess, the PMC is to inform the member in writing of the outcome of any suspension of Mess privileges and the rights of the member. A copy shall be kept on file with the Mess Manager.

An indefinite suspension of Mess privileges may be given to any member or guest of a member for their conduct by the CO of the Mess upon written recommendation from the PMC and the RSM of the Mess.

Members shall have the right to a separate audience with the Mess Committee, RSM of the Mess and the CO of the Mess, in that order, to appeal any disciplinary action taken against them under the terms of this publication.

All Mess members and guests of members shall behave in a manner expected of a CAF member. It is the responsibility of each member to be familiar with the rules and regulations outlined in

the publication. Members must be aware of the consequences of behaving in a manner unbecoming of a service member.

In the absence of the PMC or VPMC the senior member of the Mess shall be responsible to the chain of command.

Mess staff shall not be censured directly by members. Complaints may be made orally or in writing to the PMC. No member will issue directives to the staff of the Mess. Discipline for Mess staff lies with the Sr Manager PSP.

SECTION 14 SUGGESTIONS AND COMPLAINTS

14.01 SUGGESTIONS

Suggestions shall be made in writing to the PMC by letter or email or recorded in the suggestion book located in the Mess.

14.02 COMPLAINTS

Complaints shall be made in writing to the PMC or recorded in the suggestion book located in the Mess.

Verbal complaints shall be followed with written confirmation (digital or traditional) to the PMC.

SECTION 15 MESS EMPLOYEES

15.01 EMPLOYMENT

All civilian Mess employees are Staff of Non-Public Funds, CAF, that fall under the jurisdiction of the Sr Manager PSP. The Mess Manager is responsive to the PMC but responsible to the Deputy Manager PSP. All other Mess staff is responsible to the Mess Manager.

15.02 MESS STAFF

The Mess staff is comprised of the following positions:

- a. Mess Manager;
- b. Bar/Function Supervisor;
- c. Admin Assistant;
- d. Bartenders; and
- e. Kitchen Catering Supervisor.

15.03 CONDUCT

While on duty, no employee shall consume intoxicants. All employees shall conduct themselves in a professional and courteous manner.

15.04 CONFLICT OF INTEREST

No employee shall receive any profit or advantage by reason of their association with the Mess.

Employees shall be prohibited from having any personal or financial interest in purchases, profits, or from receiving any advantages by reason of their connection with the Mess.

When any direct or indirect profit or advantage may devolve upon an employee by reason of any connection whatsoever as a shareholder of a corporation, or when such employee has any vendor's business from which purchases by the Mess may be made, he shall disclose the particulars thereof to the Mess Manager who shall adjudicate on the advisability of the member continuing to be an employee.

15.05 RAFFLES AND PROMOTIONS

No employee shall enter into any raffle or promotional activity within the Mess. No employee shall accept any offering from vendors or suppliers.

SECTION 16 ANIMALS / PETS

16.01 RESTRICTIONS

Animals shall not be permitted in the Mess or on the Mess premises at any time.

16.02 EXCEPTIONS

The only exception where an animal/pet is permitted within the Mess or on the Mess premises is for medical reasons, such as a Service Animal.