



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

09 March 2016

### MEETING INFORMATION

---

**Meeting Date:** 09 March 2016

**Start Time:** 1900 hrs EST

**Teleconference**

### ATTENDANCE

---

Don Doern	Keith Mann	Don Berrill	Merv Ozirny
Darlene LaRoche (regrets)	Jim Hunter	Marcel Bineau	Bob Burchinshaw
Jerry Elias	Hille Viita	Thomas Taborowski	Ken Todd
John Scott (regrets)	Ernie Wiesner	Geoffrey Johnston	

Sarah Matresky

### 1. Administration

---

#### 1.1. President's Opening Remarks – D. Doern

D. Doern thanked everyone for their participation and welcomed everyone to the meeting.

#### 1.2. New Items for the Agenda – D. Doern

There were no new items for the Agenda.

#### 1.3. Approval of the Agenda – D. Doern

**MOVED BY:** K. Todd

**SECONDED:** M. Ozirny that *the Agenda be approved as presented.*

**CARRIED**

#### 1.4. Approval of the ROPs 13 JAN 2016 – D. Doern

**MOVED BY:** E. Wiesner

**SECONDED:** M. Bineau that *the JAN 216 ROPs be approved as presented.*

**CARRIED**

### 2. Information / New Business

---

#### 2.1 President's Report – D. Doern

D. Doern covered the following points in his written submission:

- President travelled to Ottawa Jan 14-15 to meet with 1st VP and ED. Staffing requirements were discussed, the prospective move, and items for the January Board meeting. While in town, the League's Finance Officer was released without cause effective immediately.
- President returned to Ottawa on 24 February for the National Cadet Council Meeting, which was informative and worthwhile. The post meeting scheduled for the day following the NCC with the Executives from the other two Leagues was cancelled due to scheduling conflicts.
- While in Ottawa in February a Staff Management Meeting was held to discuss the new HR Handbooks and Employee contracts along with the QOV and NWO situation along with other League business.

#### 2.2 Executive Director's Report – S. Matresky

S. Matresky reported on the following points:

- Col. N will be moving to a new job in Arms Control Verification. It has not been officially announced yet. Job is based in Ottawa, but he will be travelling for a week here and there for training over the next few months. Leaves for Austria next week. The proposal for Col. N. to stay another year was not accepted. His replacement will be LCol. Proteau (will be promoted). Timing is TBD, but the person Col. N is replacing is retiring on 13 June 16. LCol. Proteau will be moving to Ottawa from his current posting in Washington. LCol. Chrétien, 2IC, is staying on another year. Col. N's assistant, Capt. Leveille won the competition to be the EA for the Cadet Formation Commander BGen. Woiden. She will be promoted to her former rank of Maj.

MAR 2016



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

- The new organizational structure for the National Support Group (D Cdt's) will be revealed soon. People are now in charge of functions and not elements. Under the new joint structure, LCdr. Darrin McRae 'J35' who is in charge of short term planning will be our new go-to person (replacing Simon Caron). Col. explained that LCdr. McRae will ensure that all responses are vetted at the right level. Moving forward, expertise at the national level for elemental issues will decrease more and more and be reassigned to the provincial and regional levels.
- CPMB Meeting – Col. said that we did not have as many meetings as he would have liked this year. Date and time for next meeting is still TBD
- Col. N liked the Amalgamations, Mergers and Closures paper we prepared. He would like to add it to the agenda for the next CPMB meeting to share with a wider audience for discussion.
- Feedback on Renewal 5.1.1 Cadet Program Support Model due - 16 Mar 16
- Commanding Officer's Conference will be 1st week of May. CTC CO's will also attend. League ED's will be invited.
- Formation Mess Dinner will be Thursday 21 April 16 at the Jr. Ranks Mess next to the office. League Presidents, 1st VPs and EDs will be invited. This coincides (coincidentally) with the Army and Navy's AGMs.
- Col. N will look into why the course reports were not available for League consideration in making the ultimate cadets selections for each scholarship in SK.
- RCMA numbers should arrive this week. I have been asking for the numbers for a month for budgeting and insurance purposes.
- Turbans for Air Cadets will be issued in a darker blue colour after some complaints were received from cadets that the colour was too light and did not match other headress.
- Board of Inquiry still going on for the Air Cadet who passed away last summer. Twenty-two recommendations are expected to come out of the report when it is released.
- EF Tours has addressed a concern from parents losing down payment for tours to Europe in 2017. LCol. Campbell met with them to sort out issues and there is a now a rule in place that there will be only four cadets per room and only 1 to a bed.

### 2.3 Finance Report– D. Berrill

D. Berrill indicated that his report was circulated as part of the supporting material. It included the following points:

- Overall finances are over budget (by about \$25K) due to extra costs for extraordinary activities.
- Allocation of funds – ED and new bookkeeper going through exercise to ensure financial dealings are accurately recorded as the previous finance officer showed a weakness in this area.
- Cash flow presented in new format. A better picture will be available next month once new bookkeeper closes February. More detailed financial statements will be provided in March package.
- First draft of 3 year rolling budget prepared for cursory review (first 2 years already approved).
- OPC has less than 25% return rate for ACC9's. AB and SK doing well at cleaning up outstanding ACC9's

**MOVED BY:** D. Berrill

**SECONDED:** K. Mann that *the Finance Report be accepted as presented.*

**CARRIED**

### 3 Business Arising

---

#### **MOTION: Proceed to Move to an 'In Camera Session'**

**MOVED BY:** D. Berrill

**SECONDED:** K. Mann

**CARRIED**

#### **3.1 QOV Issue – Status Update – D. Doern**

#### **3.2 NWO Issue – Status Update – D. Doern**

#### **MOTION: Proceed to Move to End 'In Camera Session'**

**MOVED BY:** D. Berrill

**SECONDED:** M. Ozirny

**CARRIED**

---



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 3.3 Honorary President – D. Doern

D. Doern indicated that the following motion was carried electronically:

**MOVED BY:** D. Berrill

**SECONDED:** T. Taborowski *to appoint LCol (retired) Maryse Carmichael as the Honorary President of the Air Cadet League of Canada.*

**CARRIED 23 Feb 16 (1 against)**

A press release will be sent out as soon as possible with the announcement.

#### 3.4 66 Lisgar St. Lease – S. Matresky

S. Matresky indicated that they have narrowed the search to a few serious prospects. They are moving ahead quickly as the lease expires 31 July 16. Current landlords indicated that they wish to make us a compelling offer to stay at 66 Lisgar. She noted that the basement flooded today and everyone is eager to find a new location.

### 4 New Business

---

#### 4.1 Revision of 3.08 Discipline of Members – S. Matresky

S. Matresky noted one of the shortfalls the League found in its membership discipline section of the bylaws is that there is no immediate action that can be taken in the event that a person goes out of control. As such the lawyers have reviewed the bylaws and submitted some recommendations, which were circulated the previous day to the board. The lawyers reviewed all of the provincial bylaws and sections of the PPM in preparation and in doing so, they found other areas of concern that would need to be addressed in the future. The good news is that these concerns have also been on the League's radar and are areas that committees are already focused.

K. Todd asked how feedback on the document should be solicited. D. Doern requested that B. Burchinshaw review the lawyers' recommendations and collect comments from the BOG NLT 31 Mar 16. The draft will then be reviewed by the BOG in May for onwards transmission to the membership for approval at the AGM. M. Ozirny recommended that a three-person committee be formed to handle the discipline issues and offered to work with the PPBLC on the implementation.

**Action:** PPBLC/BOG

#### 4.2 Official Languages – D. Doern

D. Doern informed the Board that a complaint was received from a National member about the use of Official Languages within the Air Cadet League. There was much displeasure with the lack of French content at meetings and at official functions, in particular, the Gala held in November. M. Bineau added that MCs for President's Banquets etc. should be bilingual and content delivered in both English and French.

B. Burchinshaw has reviewed the Act and is confident that the League is meeting its legal requirements. He added that the Languages Commissioner explained to him that non-government organizations are expected to do the best they can with what they have. The BOG agreed however that there is a need to explore how to better accommodate French-speaking members. S. Matresky added that the office obtained a quote of \$3500 for simultaneous translation services for the AGM and the BOG agreed to proceed.

B. Burchinshaw has prepared a report to submit to the President on the issue of Official Languages as well as the number of National delegates from each province (as a point was raised in the complaint on how the French community should be represented within the National membership). He has also prepared a draft reply to the person submitting the complaint for review by the President. Once finalized, a new insertion into the PPM will be considered as next steps.

**Action:** D. Doern/B. Burchinshaw



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 4.3 PPM Revision 4.1.3 Honouraries and Other Associates – B. Burchinshaw

B. Burchinshaw circulated a draft insertion to the PPM and explained that the following revisions will provide an explanation of what is expected of an individual appointed to a position that carries an Honorary Title. D. Berrill suggested that under 'Procedure' for paragraph #1 it should read '...the President, *in consultation with the Nominating Committee*...

D. Berrill to make further comments on the document and send to B. Burchinshaw.

**Action:** D. Berrill/B. Burchinshaw

#### 4.4 Audit vs. Review PPM Section 3.5 & 3.7.3 – B. Burchinshaw

B. Burchinshaw noted that these revisions were approved by the BOG on 31 Jan 16 in a general statement that pertained to words clarifying the responsibilities of the PTACC regarding their financial reporting obligations and incorporation as a non-profit society. Section 3.5 now requires BOG approval for the wording of paragraph 3. The proposed changes are as follows:

*3d: Adopt by-laws, provided that no such by-laws shall take effect until approved by the Board of Governors (BOG). Such documents shall not be inconsistent with the purposes of the ACL identified in the Certificate of Continuance.*

**MOVED BY:** D. Berrill

**SECONDED:** E. Wiesner that *the changes to section be approved as presented.*

**CARRIED**

Revisions to Section 3.7.3: E. Wiesner added that audits are quite expensive and financial reviews are much more economical. It should be recommended that PC be allowed to do either an independent audit or an independent review, as both are acceptable. S. Matresky noted that there are some federal and provincial regulations that need to be observed as some governments require an audit be done depending on the level of funding received (as is the case with the ACL National Office). Discussion ensued and the proposed amendments to the changes submitted by the PPBLC were as follows:

*3.7.3 (para 2) Each Provincial Committee and the Pan-Territorial Provincial Committee shall annually produce audited Financial Statements for their fiscal year ending 31 August. Either an independent full audit or financial review is deemed acceptable unless the province or territory requires a higher standard. IF the PC is unincorporated, then it must submit reasons why it is not incorporated to the National League HQ, Attention Chief Financial Officer, who will direct the PC to submit auditable annual financial review statements, pending completion of incorporation in accordance with their respective provincial or territorial Government Rules and Regulations.*

**MOVED BY:** D. Berrill

**SECONDED:** J. Elias that *3.7.3 paragraph 2 be approved as amended above.*

**CARRIED**

#### 4.5 Positioning Document: MOU – D. Berrill

D. Berrill referred to the document circulated with the supporting material. He noted that there are a number of issues under negotiation for the new MOU which may not be finalized for some time as the appropriate WG or Governance Bodies will not have had an opportunity to meet in the same timeline – but are 'over-arching' issues that all of the ACL WG Leads must be aware of in their interaction with our DND counterparts. In summary, the issues should be framed as follows:

- MOU should be negotiated individually between each League and DND, not as a single document
- Format of MOU will address principles of cooperation in delivering the Air Cadet Program, and not specific details of this support which are contained in other publications
- ACL will seek to screen its own people and request DND to do the same for theirs with no overlapping.
- MOU must recognize the right/obligation of the ACL to raise funds where required and compel DND and its members to support the decisions of the ACL in this area.
- ACL and DND are partners in the delivery of the flying program. Responsibilities and contributions of each partner to the flying program will be detailed in various MOAs.

D. Berrill noted that these are the most important level 1 topics and is looking for approval from the BOG to move forward with the WG leads. Actual wording of these points will evolve during the latter part of the process.

MAR 2016



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 4.5 Positioning Document: MOU – D. Berrill (continued)

**MOVED BY:** D. Berrill

**SECONDED:** J. Hunter that *the proposed positioning document be approved in principle as presented.*

**CARRIED**

#### 4.6 Working Group Status Report – D. Berrill

D. Berrill gave an overview of the ACLN Working Group Status report to provide an update of the developments for the Working Group/MOU groups and processes involving ACLN Leads and Support Teams. The document contained the list of activities to date along with a summary of issues and actions arising. D. Berrill added that S. Lawson would produce this report for inclusion in the supporting material for each BOG meeting. There were no further questions.

#### 4.7 Human Resource Manual – D. Doern

D. Doern presented the HR Manual that was prepared by the League's lawyer and approved by the Staff Management Committee at their most recent meeting in February. He recommended that the policy be approved by the BOG for implementation on 01 April 16.

**MOVED BY:** K. Mann

**SECONDED:** E. Wiesner that *the proposed Human Resource Manual be approved as presented for implementation 01 April 16.*

**CARRIED**

#### 4.8 Access to Information Requests – J. Hunter

J. Hunter reported that there would be a series of Access to Information requests coming through DND pertaining to aircraft use that will require third party consensus. Discussion ensued about prohibiting the release of League information in the request and the requirements for non-governmental organizations to comply.

**MOVED BY:** D. Berrill

**SECONDED:** M. Ozirny that *the release of League information pertaining to the AIT aviation request be prohibited*

**CARRIED**

### 5 Committee Reports

---

#### 5.1 Staff Management Committee – D. Doern

D. Doern reported that new employee contracts were drafted and approved by the Staff Management Committee and they are now in agreement with the HR Manual. Both documents will be signed by the staff implemented 01 April 16.

#### 5.2 Policy Procedure and Bylaw Committee Committee – B. Burchinshaw

B. Burchinshaw noted that he has several submissions in the works that are almost complete for onwards transmission.

#### 5.3 Provincial Chairs' Committee – D. Berrill

D. Berrill circulated the minutes from the Chairs' meeting and added that there are a few areas of concern that the BOG needs to be aware of:

- DND's new 'Wing' setup as it relates to provincial boundaries
- PC bylaws and constitutions were submitted for review and there are a number of concerns that legally ACLN does not have the proper mechanisms to ensure policies and procedure the League has in place can be properly instituted when required.
- Continuation Flying Training Awards continue to be problematic in the provinces
- Issues involving the L19 situation and flying in Atlantic Region.

D. Berrill added that another teleconference is scheduled in April to follow up on these items.

#### 5.4 Communications Committee – T. Taborowski

Nothing further to report at this time.



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 5.5 National Resource Generation Committee – E. Wiesner

E. Wiesner indicated that a report was circulated with the supporting material that included details on the Fun Run, the Alumni Campaign and a follow up from the Dawn Patrol Breakfast. He added that funding applications have been submitted to a few organizations such as Lockheed Martin and PRS Technologies. The committee is currently reviewing LIP supported awards and will be making some recommendations.

#### 5.6 League Industry Partnerships Sub-Committee – J. Scott (regrets)

J. Scott circulated a letter sent to him from the RCAFA chairman on the subject of RCAFA Association Fund-Generation Ideas and CFTA funds. J. Scott was unable to participate in the teleconference and therefore it remained unclear how the letter came about and whether it was addressed to him as a member of the BOG of the ACL or as a member of the National Executive of the RCAFA. S. Matresky noted that the letter referred to some financial loss with the CFTA's but she is not aware how these results were calculated or where the figures were obtained. There appears to be a misunderstanding between the two organizations and S. Matresky assured the board that the management of the funds have improved over the years under the new investment policy. E. Wiesner will follow up with J. Scott for more information and he and S. Matresky will provide the RCAFA with the trust's financial statements at the end of the month and clarify things with their Executive Director.

#### 5.7 Aviation Committee – J. Hunter

J. Hunter referred to the report he submitted to the Executive Committee for the previous meeting. He summarized the following information:

*Major Little states that the information required by Transport Canada (TC) has been collated regarding the gliders and the L-19s. Once reviewed and completely collated, the information will be forwarded to TC early next week to answer their concerns regarding parts certification on both fleets. Major Little is very confident (90%) that the glider info will resolve that fleet's issues such that they will be ready for the spring programme. The L-19 status remains a bit less latent, but he is guardedly confident (60-70%) that the DND proposal will move the issue with the L-19s forward to resolution through an application of documentation and risk management. It should be noted that these submissions will occur sooner than the requested deadline from TC in order to get the programmes launched on time. As well, TC has been cooperating closely with DND and would appear to want the same timely resolution for both fleets. More to follow.*

##### *Atlantic Region:*

*Major Little has conducted an audit of the Region's maintenance practices 1-3 February to ensure the Region has complied with, and applied, the necessary recommendations and advisories that will satisfy the lifting of the Operational Pause that was applied last year. Major Little has informed me that the Region is meeting expectations and that moving forward, with some progress still to be demonstrated on an aircraft by aircraft basis, planning can begin for the spring programme (on the assumption that the L-19 issue is also resolved).*

##### *Glider Safety Harnesses:*

*This is a new issue that has come to light after the inadvertent opening of two harnesses in Central Region last year. After Major Little investigated, it seems that K&L specs for certification of the gliders calls for a three-inch belt to be employed on all gliders. Pacific, Central and Eastern gliders have two-inch harnesses, while all other Regions have the three inch. It should be noted that the two inch harnesses meet the spec required in the DND spec for the gliders, but the K&L spec states three (there is no immediate issue of safety WRT belt size). However, to meet K&L's specs and to allay the issue of the Region's inadvertent openings, Major Little has moved to replace the harnesses in Central Region. The other Regions' two inch harnesses will be replaced in the fullness of time and Major Little has requested a waiver from K&L until such time as this can be achieved. It is important to note that the harnesses in the other Regions have a different release mechanism (90-degree release throw versus a 30-degree release throw in Central) that satisfies Major Little that safe operation WRT the opening issue can be maintained until the replacement occurs.*





## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 5.8 IACE Committee – H. Viita

H. Viita reported that the International Exchange would take place in four months. They will be receiving one extra escort from the UK. Maj. Caron continues to organize the details for this year. The Commonwealth countries have been invited to take part in a special ceremony in the UK post-exchange. Canada will send four different cadets, separate from the exchange, to participate in this unique anniversary event. She added that Canada should be prepared to present a gift at the ceremony and asked that the National office make the arrangements.

#### 5.9 Music Committee – G. Johnston

Nothing further to report at this time.

#### 5.10 Effective Speaking Committee – D. LaRoche (regrets)

D. LaRoche sent her regrets.

#### 5.11 National Members Committee – K. Todd

K. Todd circulated a report as part of the supporting material. The purpose is to outline a vision and plan for the National Members Committee for 2015-16, which supports the mandate of the committee as defined in the PPM and aligns with the overall direction of the League. The report included details for the committee's vision and implementation plan. K. Todd added that the questionnaire has been completed. Inventories are also finished and documented for OPC, National, and Atlantic PCs.

#### 5.12 Air Cadet Committee – J. Elias

Nothing further to report at this time.

#### 5.13 Selections Committee Report – M. Ozirny

Nothing further to report at this time.

#### 5.14 Screening and Registration Committee Report – G. Johnston

G. Johnston prepared a written report with the following information:

- Mr. Grenville Finch-Noyes has been retained to carry out the insurance audit in May
- Legal advice is being provided by M. Steward Law on Screening
- NRSC and their core group is meeting bi-weekly on Bluejeans
- Wearing of ID is rapidly gaining acceptance across the country (photo ID and new wording for Sept. 16)
- Some program flexibility has had to be instituted for provincial procedural changes over which we have no control
- Coordination started between three Cadet Renewal Working Groups where screening becomes an issue. A period of 9-12 months of uncertainty to follow. New Screening Handbooks cannot be completed until after the process is finished.
- Two items of urgency: Screening of Volunteers to Work with DND; Isolation of Liability

G. Johnston elaborated on his report and noted that it is clearly evident that Screening of Volunteers to Work with DND increases the liability to the Air Cadet League and moved the following motion:

**MOVED BY:** G. Johnston

**SECONDED:** J. Elias that *recommendation #7 (Eliminate screening for DND and other organizations; eliminate transfers between Leagues.) of the May 2015 report of the Select Committee on Screening and Registration be approved.*

**CARRIED (1 Opposed – B. Burchinshaw)**

G. Johnston expanded on the point of Isolation of Liability and noted the advantages and disadvantages of incorporating the SSC's. He added that legal counsel in BC has advised that the advantages far outweigh the disadvantages a position with which he concurs. He moved the following motion:

**MOVED BY:** G. Johnston

**SECONDED:** B. Burchinshaw that *All Squadron Sponsoring Committees shall be incorporated Societies.*

**WITHDRAWN**

Discussion ensued and D. Berrill noted that the OPC is in fact pushing for the opposite. K. Todd said that he is unable to comment at this time for the squadrons in the PTACC. As every PC is different, K. Mann recommended that more research be conducted on the issue.

**MOVED BY:** D. Berrill

**SECONDED:** G. Johnston that *the motion above be tabled until the item can be further reviewed.*

**CARRIED**

MAR 2016



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

09 March 2016

#### 5.15 Advisory Committee Report – K. Mann

K. Mann indicated that the Committee met to discuss nominations to the Board of Governors and whether they should be based on merit or qualifications. Discussion ensued and D. Berrill noted that the current practice is that nominations are based on merit. He referred to his comments in a previous meeting of having an 'active' vs. 'passive' board; the need for the BOG to become more actively engaged and the recognition that BOG needs to change.

#### 6. CONCLUSION

---

##### 6.1 Reports of the Vice-Presidents– D. Doern

Nothing further.

##### 6.2 Good and Welfare of the ACL– D. Doern

S. Matresky noted that she will be on vacation from 14-19 March. J. Woodford will be seeing to her duties for the week.

##### 6.3 Date and Time of Next Meeting– D. Doern

S. Matresky noted that the next BOG teleconference is scheduled for 04 May 16, however, it may need to be postponed by a week or two depending on the completion of the audited financial statements.