

# **RECORD OF DECISIONS**

## **75th ANNUAL GENERAL MEETING**



**AIR CADET LEAGUE OF CANADA**

**15-18 JUNE 2016**  
**Richmond, BC**



**2016 ANNUAL GENERAL MEETING OF GOVERNORS AND COMMITTEES**  
**ASSEMBLÉE GÉNÉRALE ANNUELLE DES GOUVERNEURS ET COMITÉS 2016**



## **MEETING ATTENDEES**

### **Board of Governors**

Don Doern      President  
Keith Mann    Past President  
Don Berrill    1<sup>ST</sup> V-P & Treasurer  
Merv Ozirny    Vice-President  
Marcel Bineau   Vice-President  
Ernest Wiesner   Vice-President  
Bob Burchinshaw  
Jerry Elias  
James Hunter  
Geoffrey Johnston  
Darlene LaRoche  
Ken Todd  
Hille Viita

### **Advisory Board**

Guy Albert  
Gilles Cuerrier  
Irene Doty  
Donald Gladney  
Max Goldack  
Craig Hawkins  
Ron Ilko  
Robert Parsons  
Jan Reidulff  
Bob Robert  
Thomas P. White  
Brent Wolfe

### **Honorary President**

LCol (Ret) Maryse Carmichael

### **Honorary Officers**

Leonard Jenks   Hon. Secretary  
Jim McKeachie   Hon. Treasurer

### **Honorary Director**

F/L (Ret) Herb Spear

### **Provincial Chair Persons**

Diana Bray (NL)  
David Lamb (SK)  
Marc Lacroix (QOV)  
Sue Madden (NB)  
Greg Merrill (ON)  
Doug McLennan (MB)  
Rick Mortensen (NWO)  
Jim Mullins (NS)  
Kevin Robinson (AB)  
Doug Slowski (BC)  
Dave Vokey (PE)

### **National Delegates**

Rhonda Barraclough  
Gene Bell  
Mike Boyle  
William Cahill  
John Calderwood  
Michel Crevier  
William Cumming  
Diane (Dee) Davis  
Roberta Foisy  
William Fowler  
James Gale  
Peter Garton

Anna Lewis  
Howard Mar  
John Nolan  
Serge Philibert  
Thomas Sand  
Trevor Sandwell  
Mike Symons  
Edwina Thompson  
Richard Valiquette  
Christine Welch

### **Provincial Delegates**

Penny Doern  
Gail Elgert  
Elaina Gaetan  
Terri Hinton  
Thomas Holland  
Joan Irvine  
Stan Monkman  
Ron Rique  
Donna Turnbull

### **Provincial Office Staff**

Pascale Cloutier  
Michael Hopkins  
Richard Petrowsky  
Gail Rique  
Ilona Turra



**2016 ANNUAL GENERAL MEETING OF GOVERNORS AND COMMITTEES**  
**ASSEMBLÉE GÉNÉRALE ANNUELLE DES GOUVERNEURS ET COMITÉS 2016**



**Special Guests**

LCol Michele Claveau  
Mitch Claveau  
Elke Enders  
Scott Greenough  
Rodney Lypchuk  
Hon. Steven Point  
Capt Ian Smith  
Sandy St. Cyr  
MGen Joseph Vazquez  
LCol Leslie Vazquez  
David Yates  
Deb Yates

**Spouses & Guests**

Nola Barnes  
Mae Bell  
Lynn Berrill  
Pauline Blais  
Marjorie Burchinshaw  
Richard Burke  
Joan Calderwood  
Louise Dallaire  
Jack Doty  
René Dussome  
Luke Foisy  
Margaret Fowler  
Russell Gallant  
Janet Goldack  
Ian Gray  
Kevin Guild

Kathy Hawkins  
George Hinton  
Beverly Hoban  
Gail Holland  
Theresa Hunter  
Diana Jenks  
Nicholas Johnston  
Christian Lalonde  
Jim LaRoche  
Scott Lawson  
Brian Lewis  
Barbara Mann  
Eva Martinez  
Brian MacIsaac  
Michael McCauley  
Joyce McKeachie  
Vicki McLennan  
Debra Merrill  
Rita Monkman  
Jennifer Mortensen  
Marguerite Parsons  
Marjolaine Poulin  
Thomas Powell  
Donna Robert  
Glenn Robinson  
Fran Sandwell  
Heather Slowski  
Kathy Stokes  
Sid Thompson  
Carole Turgeon  
Ernie Turra

Bob Welch  
Heather White  
Shirley Wolfe

**Military**

Capt Paul-Martin Bousigard  
LCol. J. Trevor Campbell  
CWO William J. Crawford  
Maj. Christopher Toth  
BGen Kelly L. Woiden

**National Office Staff**

Sarah Matresky, Executive Director  
Josée Woodford, Executive Assistant  
Joan Gray, Administrative Assistant  
Wendy Hough, Fundraising Specialist  
Scott Lawson, Special Projects

# Record of Decisions

75th ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA  
RIVER ROCK HOTEL  
RICHMOND, BC  
18 JUNE 2016

## AGENDA

### 1. ADMINISTRATION

- 1.1 Welcome and Opening Remarks by the President
- 1.2 Moment of Silence
- 1.3 Introduction of Delegates and Guests
- 1.4 Confirm Notice of Meeting
- 1.5 Call to Order – Review Agenda
- 1.6 Motion to approve non-voting members at Meeting
- 1.7 New Items for Agenda
- 1.8 Approval of the Agenda
- 1.9 Approval of the Record of Decisions of the 2015 Annual General Meeting

### 2. INFORMATION

### 3. BUSINESS ARISING

- 3.1 Report of the Finance Committee
- 3.2 Approval of the Financial Statements for 2015 / 2016
- 3.3 Approval of Budget for 2016 / 2017 + 2 years
- 3.4 Approval of the Auditors for the Fiscal Year 2016 / 2017

### 4. NEW BUSINESS

- 4.1 Bylaw Amendment 3.08
- 4.2 National Delegate Allocation PPM Section 3.2.2
- 4.3 “BC Work Experience Program” (T. Sandwell)
- 4.4 Locations of Future Meetings

### 5. ELECTIONS

- 5.1 Report of the Nominating Committee
- 5.2 Elections

### 6. RECEIVING REPORTS

- 6.1 Report of the National President
- 6.2 Report of the Executive Director
- 6.3 Report of the Commander, National Cadet and JCR Support Group
- 6.4 Report of the Provincial Chairpersons Committee
- 6.5 Report of the Advisory Council
- 6.6 Other

### 7. CONCLUSION

- 7.1 Date and Time of Next Meeting (*SAM November 25-26, 2016 – Ottawa*)
- 7.2 Good and Welfare of the Air Cadet League (AGM 2017 – Winnipeg, MB)
- 7.3 Adjournment

## **I ADMINISTRATION**

*\*March on of the flags and anthems\**

### **1.1 WELCOME BY THE NATIONAL PRESIDENT**

National President Don Doern welcomed everyone to the 75th Annual General Meeting of the ACL. He thanked the flag party comprised of local Air Cadets.

### **1.2 MOMENT OF SILENCE**

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Armed Forces Members and friends of Air Cadets who had passed away since our last Meeting, as well as friends, colleagues and family members who are ill at the present time.

In particular, we remember:

- [Mr. Robert Hedges](#) – NFLD Provincial Committee
- [Capt. Joshua Blair Paris](#) – Atlantic Region CIC Officer

### **1.3 INTRODUCTION OF THE HEAD TABLE**

MGen. Vazquez – Civil Air Patrol National Commander  
Mr. Don Doern – National President  
Mrs. Sarah Matresky – Executive Director  
Mr. Don Berrill – National 1st VP, Treasurer  
BGen. Kelly Woiden – Commander, National Cadet and JCR Sup. Grp.  
Mrs. Maryse Carmichael – Honorary President  
Mr. Bob Burchinshaw - Parliamentarian

### **MILITARY GUEST(S)**

LCol Trevor Campbell DCOS, TRG/OPS/PLANS DOCTRINE

### **INTRODUCTION OF MEMBERS**

Advisory Council  
Board of Governors  
Provincial Delegates  
National Office Employees

### **HONORARY ASSOCIATES & DIRECTORS**

*\*Special Presentation\**

The National President officially presented LCol. (ret) Maryse Carmichael with the Honorary President's pin and a certificate on behalf of the organization.

### **1.4 CONFIRM NOTICE OF MEETING**

The Executive Director S. Matresky confirmed that the Notice of Meeting was duly circulated in February 2016, that there is a Quorum, and this gathering was a properly Constituted meeting of the Air Cadet League of Canada.

### **1.5 CALL TO ORDER**

The President called the 75th Annual General Meeting to order. The Parliamentarian explained the voting card procedure and the procedure for those acting as proxies. There were 67 voting members present including 6 proxies.

**1.6 MOTION TO APPROVE NON-VOTING MEMBERS AT MEETING**

**MOTION:** Moved by C. Hawkins/D. LaRoche that all non-voting members who signed the list be permitted to attend the meeting in accordance with *Bylaw 4.04 "Persons Entitled to be Present"*

**CARRIED**

**1.7 NEW ITEMS FOR THE AGENDA**

3.5 Increase in National delegates from 65-85.

**1.8 APPROVAL OF THE AGENDA**

**MOTION:** Moved by B. Wolfe/J. Gale that the Agenda be approved as amended.

**CARRIED**

**1.9 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS AGM – AGM 2015, EDMONTON, AB**

**MOTION:** Moved by J. Elias/H. Viita that the 2015 AGM minutes be approved as presented.

**CARRIED**

**1.10 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS SAM – SAM 2015, OTTAWA, ON**

**MOTION:** Moved by D. LaRoche/K. Todd that the 2015 SAM minutes be approved as presented.

**CARRIED**

## **II INFORMATION**

N/A

## **III BUSINESS ARISING**

**3.1 REPORT OF THE FINANCE COMMITTEE**

D. Berrill asked that the membership turn to page 45 in the meeting book to explain the initiative being led by the Canada Revenue Agency. Currently there over 200 internal divisions that is operating under the national and provincial bodies. Some of these ID's hold title to property although they are not incorporated. Further most of the registered sponsoring committees conduct fundraising as their sole activity and in many cases support non-qualified donees. A large number of these sponsoring committees are revoked for failure to file on a regular basis.

CRA recommends that the sponsoring committees and squadrons that are designated as internal divisions under the national and provincial bodies be amalgamated to form one entity under each provincial committee. The sponsoring committees would continue to exist but only as a component of the provincial committee. That is the sponsoring committees and provincial body would become a single entity.

The amalgamated entity would retain the BN of the existing provincial body. An the RR accounts of the existing SSCs and squadrons would be closed and would no longer exist on the CRA charities listing website. D. Berrill further explained that he has discussed this item with the Finance Committee and the PC Chairs and they agree in principle that an amalgamation as suggested by the CRA is the most efficient model moving forward. S. Matresky will notify the CRA of the League's acceptance and will follow up with the CRA on the questions brought forward by the membership.

There was no timeline at the moment, but the expectation was that it would take approximately 18 months for the amalgamation.

D. Berrill also reported that the ACL was slightly over-budget for the year, but that the League was solid financially.

**MOTION:** Moved by D. Berrill/M. Ozirny that the Treasurer's report be approved as presented.

**CARRIED**

### **3.2 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2015/2016**

D. Berrill walked the membership through the financial statements. He gave further details about financing the some of the more unique items surrounding the 75th Anniversary, along with information on the trust account balances. There were no further questions from the membership.

**MOTION:** Moved by D. Berrill/K. Mann that the audited financial statements for FY 2015-16 be approved as presented. **CARRIED**

### **3.3 APPROVAL OF BUDGET FOR 2016/17 + 2 years**

D. Berrill noted that the budget for the year was discussed at length during the Semi-Annual Meeting in November. He reminded the membership that the assessment fee for 2016 was also voted on in November and was increased to \$10 for 2016 and \$13 for 2017. Some adjustments were made to the budget once the Cadet Population numbers were received from DND in the spring.

**MOTION:** Moved by D. Berrill/J. Hunter that the budget for the fiscal year 2016/17 + 2 years be approved as presented. **CARRIED**

### **3.4 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2016/17**

**MOTION:** Moved by D. Berrill/K. Todd that the firm Andrews and Co. be approved for FY 2016/17. **CARRIED**

## **IV NEW BUSINESS**

### **4.1 BYLAW AMENDMENT 3.08**

B. Burchinshaw 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 previously to the Board. Comments from the Governors were collected and B. Burchinshaw presented the revised draft from the PPBLC which was approved at the meeting in May and recommended to be forwarded to the membership for final approval.

B. Burchinshaw added that a Special Resolution is required as this change to the bylaw effects every National voting member of the League. W. Cahill of NL added that, for clarification, the bylaw in fact only effects a small group of people – voting members at the National level only. He encourages PCs to consider updating their bylaws as well the National bylaw is not automatically pushed down to the lower level.

**MOTION:** Moved by B. Burchinshaw/C. Hawkins that the revisions to Bylaw 3.08 Discipline of Members be approved as amended. **CARRIED**

### **4.2a NATIONAL DELEGATE ALLOCATION PPM 3.2.2 'Members & Directors' (Policy Section)**

D. Berrill proposed to the membership an administrative change approved by the Board of Governors at their last meeting and asked that consideration be given to increasing the maximum number of voting members of the ACLC from the current 65 to 85. He gave the following reasons for the request:

- We should not leave ourselves in a situation where we have more members eligible to vote than allowed by the current policy.
- With 42 Provincial Representatives, 16 members of the Board of Governors, potentially 19 members of the Advisory Council and three Members-at-Large – we total 80 members currently, 77 of which could have votes.
- We should allow room for additional voting members to be added in future should the ACL decide that is necessary (see next section - delegates).
- This would also require a change in the last paragraph of the procedure section of this policy changing from 65 to 85.

**MOTION:** Moved by D. Berrill/B. Wolfe that the revisions to the policy in section 3.2.2 be revised to read '85' voting members rather than '65'. **CARRIED**

**4.2b NATIONAL DELEGATE ALLOCATION PPM 3.2.2 'Members & Directors' (Procedure Section)**

D. Berrill proposed that the voting membership give consideration to the change approved by the Board of Governors in regards to extending the chart in the Procedure section of 3.2.2 in the PPM to allow for an additional delegate for every 1000 cadets over 4000 cadets. He gave an example of Northwestern Ontario being absorbed by the OPC and how the original delegates from NWO would essentially be lost in the shuffle under the current delegate count. The chart would read as follows:

- 1-999 cadets – 2 members
- 1000-1999 cadets – 3 members
- 2000-2999 cadets – 4 members
- 3000-3999 cadets – 5 members
- 4000-5000 cadets – 6 members
- 5000-6000 cadets – 7 members
- 7000-8000 cadets – 8 members
- 8000-9000 cadets – 9 members
- 9000-10000 cadets – 10 members

W. Cahill commented that while adding to the membership is good, diluting the smaller PCs in the process is not and would have a detrimental effect on their voting power. He suggested that perhaps another solution could be considered and while the proposal is being presented as a small change, it is in fact a larger one than the membership may realize. Discussion ensued.

As the chart was not included as part of the printed supporting material in the delegates' packages, the motion was withdrawn. Copies were made by the staff and circulated to the membership for consideration and a vote after the presentation by T. Sandwell.

**MOTION:** Moved by D. Berrill/C. Hawkins that the revisions to the procedure in section 3.2.2 be revised to reflect the extended chart as proposed. **WITHDRAWN**

**4.3 BC WORK EXPERIENCE PROGRAM**

T. Sandwell presented a PowerPoint on the Work Experience Program available to cadet in British Columbia (see Annex)

**4.4 LOCATION OF FUTURE MEETINGS**

Winnipeg, MB 2017  
Montreal, QC 2018  
NFLD, 2019  
SASK, 2020

**4.2c NATIONAL DELEGATE ALLOCATION PPM 3.2.2 'Members & Directors' (Procedure Section)**

D. Berrill indicated that the membership now has before them in writing the breakdown of the extended chart to allow for an additional delegate for every 1000 cadets over 4000 cadets for consideration. He asked that the membership take time to reflect on the information and the item be discussed and voted on later in the agenda.



## V ELECTIONS

### 5.1&2 REPORT OF THE NOMINATING COMMITTEE/ELECTIONS

J. Reidulff referred to the NFP act and explained the process for accepting nominations from the floor prior to lunch. When the meeting resumed, J. Reidulff the reported that there were no nominations received from the floor and therefore the slate has been declared as passed. D. Doern thanked retiring and offered congratulations to those newly elected. E. Martinez, newly elected Governor, introduced herself to the membership and provided some information on her background.

## VI RECEIVING OF REPORTS

### 6.1 REPORT OF THE COMMANDER, NATIONAL SUPPORT GROUP – CADETS & JCR

BGen. Woiden conducted a PowerPoint presentation which outlined the following:

#### Operation Honour

- Everyone must take immediate action to eliminate any harmful/inappropriate sexual behavior within the CCO
- Zero tolerance
- Protection, safety and welfare of cadets is highest priority

#### Current Initiatives

- New Governance Model
- Stand up of the National Cadet and JCR Support Group
- Order of St. George Medal for cadets
- Op Provision
- Op Distinction
- Uniform Update
- Canoe/Kayak/GPS Procurement
- IACE
- Vintage Wings
- National Biathlon/Marksmanship

#### Current Initiatives Air Cadet Flying Program

- Air Cadet Gliding Program
- Power Pilot Scholarship Program
- Air Cadet Fleet

#### Cadet and JCR Renewal

- Overall – making progress, achieving results and milestones
- Achievements include: new Governance Model; new Formation; C2 Structure
- Currently finishing up Phase 2 of Renewal

#### Ongoing

- Outreach strategy
- Growth Plans
- Program Support/Costing
- Program Admin
- Communications, Rewards, Flexibility
- Alignment with CAF, DND, GoC

#### New in 2016

- Update of MOU with the Leagues
- Civilian O&E Review
- CTC Training O&E Review
- CAF Familiarization
- Program Sustainability
- Continuous Improvement Model

## **Questions / Comment Period**

C. L. Jenks commented on recruitment and retention and shared an anecdote about his granddaughter staying in the program thanks to the music program.

C. C. Hawkins indicated that he was pleased that feedback from the Cadet Leadership Symposium was being considered by the Formation. In regards to O&E, he has spoken to cadets and officers at the local level and the consensus is that they have little understanding of how it will be rolled out. BGen. Woiden added that this issue is currently being addressed and that the Commanding Officers will be brought together to help gain a better understanding and he hopes that thing will catch up in the next 3-4 months.

C. M. Lacroix commented that as a former CO, he can attest to the fact that optional training helps significantly with recruitment and retention of cadets.

C. D. LaRoche commented that the Formation should seriously consider bringing back the Senior Leaders Course as part of the CTC summer training. BGen. Woiden indicated that they will definitely take a look at it.

C. K. Robinson commented that the SSCs in the ABPC were pleased to assist in fundraising for the Vimy Trips that would include complimentary travel for the escort officers participating with their squadrons. He understands that this may not be allowed anymore and wanted clarification. BGen. Woiden indicated that it is the intention to have the cost savings spread out amongst the group rather than going only to the escort officer.

### **6.2 REPORT OF THE NATIONAL PRESIDENT**

D. Doern indicated that his report is included in the meeting book. He added that his visit to the Civil Air Patrol Conference brought tremendous cohesiveness to our goals and issues and that there is a tremendous amount to be learned from them and vice versa. D. Doern said that the League needs to strengthen its ties with CAP for the good of North American youth.

*Note: a 75th mutual presentation of plaques took place between Gen. Vasquez and D. Doern. Gen. Vasquez remarked that the ACL has a world-class youth organization that prepares them for an aviation career. Starting next year, the CAP will offer scholarships to their cadets similar to the PPS ones offered by the Canadian Cadet Program.*

### **6.2 REPORT OF THE EXECUTIVE DIRECTOR**

S. Matresky referred to her report included in the meeting book. She added that she recently participated in a National Youth Serving Agency meeting, which is a gathering of CEOs and EDs of national youth organizations, where she had the opportunity to discuss ideas and best practices with likeminded groups. The Prime Minister's Youth Caucus is looking for a sounding board and has approached the NYSA to participate and provide feedback.

S. Matresky noted that the National will be relocating the 1505 Laperriere Ave. in Ottawa on 15 July 2016 and that the office would be closed externally for the period of one week to allow for a proper set up at the new location. As well, the ACL's catalogue has now been outsourced to Joe Drouin Ent. and members can follow the catalogue link on the League's website to access the new online kitshop.

S. Matresky reported that an Executive Directors' meeting was held Wednesday evening. Topic of discussion included insurance, 75th anniversary items and administrative procedures.

C. Hawkins asked about likeminded concerns were shared between our organization and other National Youth Serving Agencies. S. Matresky indicated that data storage, privacy and securing of information were concerned shared by all.

### **6.3 REPORT OF THE PROVINCIAL CHAIRPERSONS COMMITTEE**

D. Berrill reported on the following:

- CFTAs: It was asked that restrictions for age 19 be removed and changed to the year timeline and that the funds not be clawed back in the future.
- Glider flights cannot be raffled off, but publicity flights are available
- The Provincial Committee is the authority of each province
- CRA issue was discussed and clarification is required as soon as possible
- Accountability must be 100% compliance
- Screening and Registration or not accepted. SSCs are necessary at each squadron

### **6.4 REPORT OF THE ADVISORY COUNCIL**

K. Mann reported on the following:

- Recommendations: Advisory Council to choose their chair each year. Immediate past-president to remain on EC.
- Education Scholarships: More applicants needed and awards to be better promoted
- Honours and Awards: Recommend that the scholarship be given to a cadet who has one more year in the program, but the AC did not agree with the idea.
- Looking for confirmation that there is no 150th medal for Canada (no).
- Cadet of the Year: For 2018 a cadet will be selected from NWO
- The St. George's Medal is endorsed by the Advisory Council

### **6.5 REPORT OF THE POLICY PROCEDURE AND BYLAWS COMMITTEE**

B. Burchinshaw reported on the following:

- Motions from the floor should exist
- Some flexibility from the BOG – guidance, review etc.
- Should not have to wait a year for the approval of changes.

D. Berrill elaborated on item 3.1.2 "Policy and Procedure" and 3.1.3 "PPM Update Requirements".  
-B. Burchinshaw's proposal to have the PPM maintained moving forward after his retirement. He added that the revisions to the policy are outlined in red and would see that all items would now be actioned by the National Office Staff rather than the chair of PPBLC (as essentially B. Burchinshaw was performing a staff function).

**MOTION:** Moved by B. Burchinshaw/J. Hunter that the revisions to the procedure in section 3.1.2 "Policy and Procedure" be amended as proposed.

**CARRIED**

**(1 Opposed)**

**MOTION:** Moved by B. Burchinshaw/H. Viita that the revisions to the procedure in section 3.1.3 "Update Requirements" be amended as proposed.

**CARRIED**

### **6.6 REPORT OF THE NRG / LIP COMMITTEE**

E. Wiesner indicated that his report was in the meeting book and there is nothing further to add.

### **6.7 REPORT OF THE AVIATION COMMITTEE**

J. Hunter reported that Transport Canada cleared the glider fleet and is continuing repairs. The L19's are still in question, but they are working on it and have been cleared to fly for the summer and fall.

### **6.8 REPORT OF THE EFFECTIVE SPEAKING COMMITTEE**

D. LaRoche indicated that there were amazing tours scheduled for the cadets and that the committee is proud to report that our military partners covered expenses for the cadets' time on Victoria Island. She added that a change needs to be made to rule #45 which will follow in a memo to the membership. There are eight new topics for 2017 that need to be translated and update to the website as soon as possible.

#### **6.9 REPORT OF THE MEMBERS' COMMITTEE**

K. Todd reported that there are three areas on which the committee will be concentrating. They are: 1) On-Boarding 2) Governance and 3) Collaboration.

#### **6.10 REPORT OF THE AIR CADET COMMITTEE**

J. Elias reported that the committee is focused on marketing Air Cadets to industry and to parents; working in conjunction with the Scholarship/Awards Committee to help cadets apply; making available the BC Work Experience Program in other provinces; and the Jazz/Air Canada MOU.

#### **6.11 REPORT OF THE NATIONAL SELECTIONS COMMITTEE**

M. Ozirny reported that the marking sheets will not be standardized due to the diversity across the country, but that a review will be done every couple of years. He added that they are looking to place the various marking sheets on the website for information, but there are some provinces who are opposed to the idea. He closed by saying that a review of all the questions that cadets are being asked should be reviewed.

### **IV NEW BUSINESS (CONTINUED)**

#### **4.2d NATIONAL DELEGATE ALLOCATION PPM 3.2.2 'Members & Directors' (Procedure Section)**

D. Berrill indicated that now that the membership has had time to consider the written information provided, he wishes to conduct the vote for the section portion in the 'procedure' paragraph. He noted that there was one error in the text that should be amended from 'Directorate of Cadets' to the 'National Cadet and JCR Support Group'.

Discussion ensued with comments for and against the motion. The consensus was that the membership did not have enough time to consider the issue.

D. Berrill indicated that since the Board of Governors already voted in favour for the motion at their recent meeting for the proposal to take effect, it is really essential that the item be voted on today by the membership and not postponed. Discussion about procedure ensued and the membership proceeded with the vote.

**MOTION:** Moved by B. Fowler/D. Gibson that the motion be tabled to the next meeting.

**For:** 28

**Opposed:** 32

**Abstentions:** 2

**DEFEATED**

**MOTION:** Moved by D. Berrill/C. Hawkins that the revisions to the procedure in section 3.2.2 be revised to reflect the extended chart as proposed.

**For:** 35

**Opposed:** 27

**Abstentions:** 2

**CARRIED**

### **VII CONCLUSION**

#### **7.1 DATE AND TIME OF NEXT MEETING**

SAM November 25-26, 2016 – Ottawa, Lord Elgin

#### **7.2 Good and Welfare of the Air Cadet League**

A cheque in the amount of \$1218 for the Fort McMurray Relief Fund was presented by OPC Chair G. Merrill on behalf of 778 Richmond Hill Squadron to ABPC Chair K. Robinson.

#### **7.3 ADJOURNMENT**



# **PRESENTATIONS AND COMMITTEE PROCEEDINGS**



# **ANNEX A**

**NAT'L CDT & JCR SUP. GRP.**

**ADDRESS PPT**

## Air Cadet League of Canada Annual General Meeting

18 June 2016





BGen K.L. Woiden, Commander  
National Cadet and Junior Canadian Rangers  
Support Group




## Agenda

- Introduction
- Operation Honour
- Current initiatives
- Current initiatives for Air Cadets
- Cadet and JCR Renewal
- RCSU Structure and Support to Corps & Sqn
- Training Model



## Operation Honour

- Everyone must take immediate action to eliminate any harmful and inappropriate sexual behaviour within the CCO
- We have an incredible responsibility in protecting the youth in our care
- Harmful or inappropriate sexual behaviour of any kind is unacceptable
- We continue to enhance awareness, reporting procedures, and communication
- The protection, safety and welfare of cadets is my highest priority
- Inappropriate behaviour involving cadets or their instructors or anyone involved in the program will not be tolerated




## Current initiatives - General

- New Governance Model
  - CPMB, CPMC, NCC implemented
  - Cadet Coordinating Committees
- Stand up of the Natl CJCR Sp Gp
  - Full Operational Capability (FOC) 1 Apr 16
  - Org & Est Plan approval
    - Still a transition period
- The Order of St-Georges Medal for Cadets
  - To honour Staff Cadets who distinguish themselves in their exemplary contribution at a CTC or at a Junior Canadian Ranger Enhanced Training Session (ETS)
  - Criteria and selection process are being developed
  - Planning for first award this summer 2016

## Current initiatives - General

- Op Provision
  - No further requirement for use of CTC facilities
  - Some of our CTC infrastructure was winterized
- Op Distinction
  - Several celebratory / anniversaries coming up
  - Vimy Centennial Celebrations:
    - VAC and CJOC restrictions, (possibly CDS approval & no-uniform)
    - Limited space during week of 9 Apr 17
    - Deadline for approval to Natl CJCR Sp Gp HQ was **1 June 16**;
    - EF Educational Tours cooperating closely with Natl CJCR Sp Gp;
    - Currently examining the requests for approval
- Uniform Update
  - New P&RT shorts have been issued to CTCs for 2016 use



## Current Initiatives for Air Cadets - Material

- Canoe / Kayak Procurement (Omnibus)
  - Developing a Canoe/Kayak procurement plan for the cadet program
- GPS Procurement Update
  - Final procurement for the Air Cadet Training Program is now completed.



## Current Initiatives for Air Cadets – Training

- International Air Cadet Exchanges 19 July - 03 August 2016
  - Australia
  - Belgium
  - China
  - Hong Kong
  - France
  - New Zealand
  - Netherlands
  - South Korea
  - United Kingdom
  - United States
- Vintage Wings of Canada
  - Chris Hadfield Summit, 30 June 16 (All Cadets)
  - Yellow Wings, 16-30 July (Air Cadets)



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## Current Initiatives for Air Cadet Flying Program

- Air Cadet Gliding Program
  - Atlantic Region pause lifted (only small exceptions remaining)
- Power Pilot Scholarship Program
  - 245 Cadets to be trained this year
  - Examination of a raise to the funding cap set by Treasury Board
- Air Cadet Fleet
  - Aging fleet
  - Fleet renewal being examined
  - Fleet deployment and standardization



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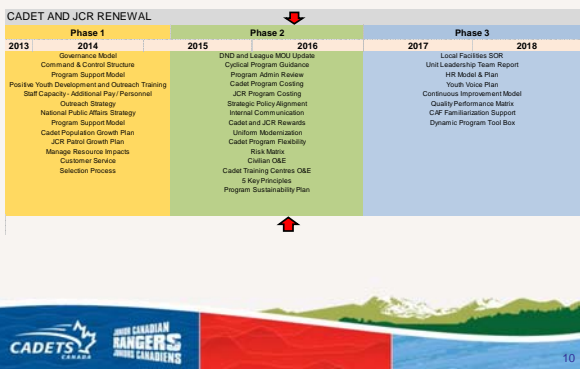
## Current Initiatives for Sea/Army/Air Cadets – Training

- National Biathlon Championship 2016, Valcartier, QC
  - 2 to 7 March 16
  - The updated format offered more cadet leadership opportunities
  - Allowed for more flexibility at the cadet corps level
- National Marksmanship Championship 2016, Gimli, MB
  - 2 to 7 May 16
  - New this year was a two-prong selection provincial: provincial and national
  - Lessons learned being captured



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## Renewal – A plan in 3 phases



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## Cadet and JCR Renewal

- Overall - making progress, achieving results and milestones
- Things we have achieved:
  - Governance model has been implemented. Still ongoing to reach full scope down to community level
  - Restructuring of Natl CJCR Sp Gp progressing very nicely
  - Reorganization of Regional Cadet Support Unit has started under new Governance and C2 structure
  - Started circulating recommendations from closing WGs for stakeholders feedback



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## Cadet and JCR Renewal

- Ongoing
  - Outreach Strategy & National Public Affairs Strategy
  - Cadet and JCR Growth Plans
  - Program Support Models & Program Costing
  - Developing a Customer Service Framework
  - Review of Program Administration
  - Review of Internal Communications Approach
  - Review of Cadet Rewards & Recognition
  - Review of Program Flexibility
  - Program Alignment with GoC and DND/CAF



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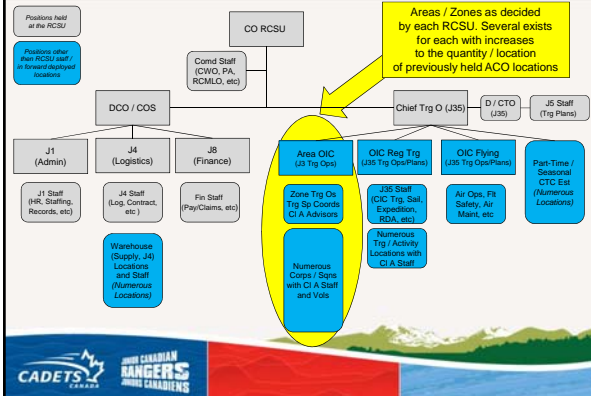
## Cadet and JCR Renewal

- New in 2016:
  - Update of DND / League Memorandum of Understanding (MOU)
  - Civilian O&E Review
  - Cadet Training Centres (CTC) O&E Review
  - Inclusion of Five Key Program Principles
  - CAF Familiarization Support
  - Program Sustainability Plan
  - Continuous Improvement Model

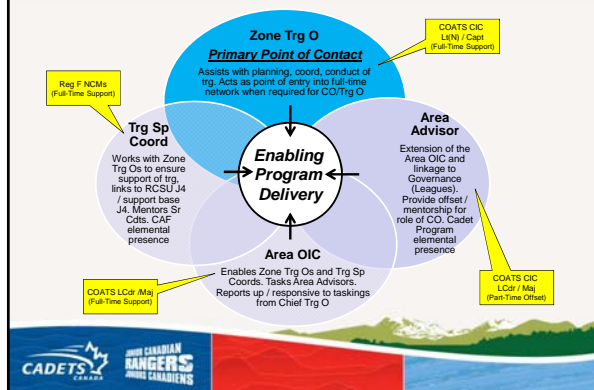


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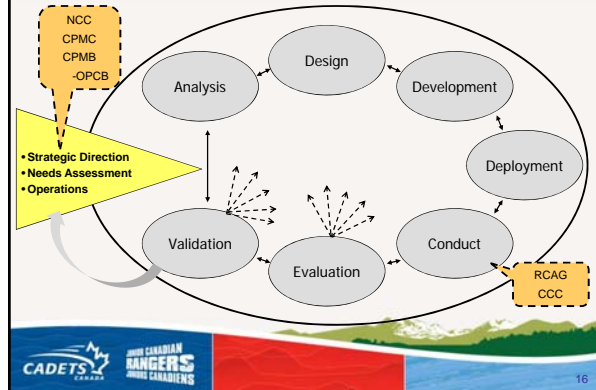
## RCSU Structure and Support to Corps / Sqn



## Corps / Sqn Support Network



## TRAINING MODEL WITH GOVERNANCE OVERLAY



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## QUESTIONS



17



# **ANNEX B**

**75TH ANNIVERSARY**



## **75<sup>th</sup> Anniversary Committee Record of Decisions**

### **In Attendance:**

#### **Committee Members:**

K. Mann (Chair)	C. Hawkins (Secretary)	S. Monkman (AB)
P. Doern (BC)	J. Gale (OPC)	B. Cumming (OPC)
H. Mar (MB)	M. Ozirny (BOG)	J. Mullins (NS)
M. Symons (BC)	S. Madden (NB)	Capt. P. Bousigard
J. Woodford (National Office)		W. Hough (National Office)

#### **Guests**

D. Gladney (Advisory Council)	B. Fowler (PEI)
R. Petrowsky (SK)	C. Lalonde (QOV)

## **1 Administration**

- 1.1 The Chair welcomed all to the meeting and commented that we were entering the wrap-up phase of our activities with the 75<sup>th</sup> Anniversary Year.
- 1.2 Call for New Agenda Items  
There were no additional items for the agenda
- 1.3 Approval of the Agenda / ROD  
Moved by J. Woodford, seconded by S. Madden to adopt the agenda as circulated and the ROD from the last teleconference (04 May 2015) as circulated. Approved
- 1.4 Approval of the ROD (May Teleconference)  
Moved by J. Mullin, seconded by P. Doern to accept the minutes of the May teleconference as circulated. Approved.

## **2. Business Arising**

- 2.1 Squadron Poster Project (M. Symons)  
M. Symons circulated a report showing the final order. Overall, the project went very well with over 6000 posters being sold. The posters were all shipped out free of charge by West Jet and their partner Fed Ex. Over 90 squadrons generated new crests that were included on the poster. The net profit to the League will be approximately \$8,300 but could be potentially higher. He noted that a number of extra posters were printed off and that these would be available for the PCs to use.

**Motion:** Moved by Craig Hawkins, seconded by Jim Mullin that the additional posters be provided to the provincial committees free of charge. Carried.

Keith thanked Mike for the outstanding effort that he has contributed to the project for the success it has had.

## 2.2 Fun Run (S. Madden)

Sue Madden reported on the overall success of the Fun Run. Although participation was not truly national, the event was very successful in the provinces that did participate: New Brunswick, PEI, Saskatchewan and Alberta. Some provinces included a community service component by raising funds for a local charity. It was suggested that this component be added to future runs in order to make it a more “national” event and that there should be some flexibility within the province for scheduling purposes. It was also suggested that a fall date would be easier to fit in to many schedules. .

Provinces that ran the event and incurred expenses should submit any claims (with receipts) to Sue using the national expense form). Once the claim has been reviewed and approved, the PC can be reimbursed for approved expenses up to the amount initially allocated.

Keith thanked Sue for taking this project on and for making it a success.

## 2.3 SWAG

J. Woodford provided an update. There are a few items that have been left over that will be available at the AGM. J. Woodford will provide a list of all pending orders.

**Action:** J. Woodford

## 2.4 Funding for Provincial Activities (M. Orzirny)

All applications were finally approved and we are currently in a “holding pattern” while the provinces finish their projects. Invoices for expenses relating to the project must be submitted using the approved national expense form. Once the expenses have been submitted and approved, the provincial committee will be reimbursed up to the amount initially approved for their project.

M. Ozirny will send out a memo to all PC Chairs reminding them to send in their expenses (with the receipts) as well as pictures and a short report for future use.

**Action:** M. Ozirny

## 2.5 Committee Reports

2.5.1 75<sup>th</sup> Yearbook (C. Hawkins). All provincial committees will be reminded to send in pictures of the various events that have been held in their province. The national office point of contact will be Sitraka. We will plan to have something put together for presentation at the national SAM.

2.5.2 Pins (P. Doern): The national office is currently holding extra pins. Provincial Committees will need to submit orders during the summer month for additional pins for fall distribution. There should not be a need to order additional pins.

Motion: Moved by C. Hawkins, seconded by J. Mullins that each outgoing IACE Cadet and escort be given three pins and that each incoming cadet and escort be provided with a pin and that any costs associated with this will be covered by the 75<sup>th</sup> Anniversary Committee budget. Carried.

2.5.3: Aircraft Decal (K. Mann): The decals have been produced and are ready for distribution to the various provincial committees. There are extra decals available for sale at \$16 each.

### **3. New Business**

#### **3.1 75<sup>th</sup> Anniversary Finale: C. Hawkins**

A small working group will be struck to produce a video presentation on the 75<sup>th</sup> Anniversary celebrations that will be premiered at the SAM in November. Depending on the cost of producing additional copies, we could consider distributing them to provincial committees or squadrons. C. Hawkins will chair this and will work with S. Monkman and the national office staff on this project.

**Action:** C. Hawkins

### **4. Conclusion**

#### **4.1 Good and Welfare**

Capt. Paul Bousigard expressed his thanks to the Committee and to the League for the various activities that were organized throughout the 75<sup>th</sup> Anniversary year.

#### **4.2 Closing Remarks**

The Chair thanked all committee members for their continued work on the many projects that are part of the 75<sup>th</sup> Anniversary.

#### **4.3 Next Meeting: Teleconference: Date to be determined.**



# **ANNEX C**

## **HONOURS AND AWARDS**



## Honours and Awards Committee Meeting Record of Decisions

Chairperson: Bob Robert  
Vice-Chairperson: Tom White  
Secretary: Craig Hawkins

In Attendance:

B. Robert (Chair)	T. White (Vice Chair)	C. Hawkins	C. Baxter
L. Jenks	G. Cuerrier	G. Albert	M. Goldack
R. Ilko	J. Reidulff	B. Wolfe	K. Mann
I. Doty	D. Gladney	B. Parsons	

### 1. Administration

- 1.1 Welcome and Opening Remarks  
The Chair welcomed everyone to the meeting
- 1.2 Additions to the Agenda
  - 3.3 Officer of the Year
  - 3.4 League Long Service Medal
- 1.3 Approval of the Agenda  
Moved by L. Jenks, seconded by B. Wolfe to accept the agenda as amended.
- 1.4 Approval of the ROD / Minutes of the Last Meeting (November 2015)  
The minutes of the November meeting were confirmed by e-mail. In the future, e-mail confirmation of the ROD will happen one week after the RODs are circulated. This will allow time for any amendments to be incorporated into the final version.

### 2. Business Arising

- 2.1 Updates on AGM Awards Nominations (Chair)  
This year we have 42 Awards in 8 categories. (In 2015 there were 52 Awards and in 2014 there were 41.) Of the 42 Awards, 16 are for CofR, 14 CofM, 5 are for CofH, 2 Presidential Citations, 2 Honourary Life Associates, One Medal of Honour, One Director of the Year and one Officer of the Year.

Nominations were received from the following Provincial Committees:

BC (7)	AB (0)	SK (6)	MN (3)	NWO (0)
OPC (6)	QOV (2)	NB (2)	NS (2)	PEI (4)
NFLD (4)	PT (0)	Nat (5)		

Item Closed

- 2.2 Update on the Legion Medal of Excellence PPM Reference (Craig H)  
The Committee reviewed the request from the New Brunswick Command. While the HAC recognized the rationale for the request, there was strong support for the current standards and a confirmation that these national standards. It was also felt that denying a medal to a deserving cadet who may or may not be aging out was unfair and likely unenforceable.

It was also noted that this request should be directed to The Canadian Cadet Organizations National Honours and Awards Committee rather than the Air Cadet League.

Action: The Chair shall send a formal response to Bill Maxwell, Legion Dominion Command.

- 2.3 Update on *The Lieutenant-General J.E. Vance , CMM. CD Leadership Awards*  
The BOG voted against the HAC recommendation to share in the costs of the awards.  
For Info
- 2.4 Service Medals and Bars (Chair)  
The timely awarding of League Service Pins to BOG and Members and to PC Chairs is well in hand by Tom White. For Info
- 2.5 Order of St George Proposal (Chair)  
The update I (Sarah) have on the medal (as of May 12) is "The Order of St-George Medal project is moving ahead with the policy currently being drafted. The intent is to make the initial presentations at CTCs this August." For Info
- 2.6 Can CF Members be League Members? (Chair)  
Correction – Either the PPM or the by-laws need amendment to be consistent. Refer to Advisory Council Minutes  
**Action:** Advisory Council to address

### 3. New Business

- 3.1 Will there be a "Canada 150" commemorative medal? (Chair)  
There are no formal plans at this time for a 150th commemorative medal.
- 3.2 Cadet of the Year in 2018 (Craig)  
In September 2016, OPC will absorb the NWO PC; the seven squadrons that make up NWO will fall under the jurisdiction of OPC. In 2018 NWO is scheduled to send a cadet to Ottawa as the recipient of the Royal Canadian Legion Air Cadet of the Year. Unfortunately, by 2018, NWO will not be in existence. Therefore, the PPM will need to be reviewed and revised.
- Moved by** T. White, seconded by I. Doty, that the current schedule published in the PPM remain and that NWO will provide a representative for the Royal Canadian Legion Cadet of the Year in 2018. Carried
- 3.3 Officer of the Year (G. Cuerrier)  
Concern was expressed about the very small number (only two) of nominations received for this award. We all know that there are outstanding officers working at every level of the program. Therefore the low submission rate likely reflects a lack of knowledge of the award, or a lack of interest in completing the nomination form.
- Action:** The Chair will send a letter to all PC Chairs reminding them of the importance of recognizing their outstanding volunteers and officers



- 3.4 League Volunteer Long Service Medal (Chair)  
The medal is awarded for 10 years of service to the League. However, what constitutes “service” is unclear. Would simply being on the list of registered and screened members constitute service? Would doing one or two ACRs and nothing else constitute service?

It was felt that there needs to be guidelines developed to help provincial committees when vetting these candidates.

**Action:** Chair

- 3.5 Sub-committees make-up confirmation (chairs & members):  
Long & McQuade Music Awards (November): **Tom White**, Jan Reidulff & Guy Albert  
Presidential Certificates with President Letter- **Craig Hawkins** & President ACL  
Certificates of Recognition – **Ron Ilko**, Brent Wolfe, Guy Albert & David Hayden.  
Certificates of Merit – **Max Goldack**, Jan Reidulff, Jim Ash & Bob Parsons.  
Certificates of Honour – **Len Jenks**, Don Gladney, & Fred Hopkinson.  
Presidential Citations – **Chair HAC**, President ACL, First VP & Imm Past Pres.  
Medals of Honour – **Chair HAC** and the holders of the Medal of Honour,  
currently Jim McKeachie, Len Jenks, Bob Goudie, Irene Doty, Fred Hopkinson,  
Don Gladney, Bob Robert, Craig Hawkins and Bob Burchinshaw.  
Officer of the Year – **Gilles Cuerrier**, Ron Ilko and Don Gladney.  
Director of the Year - **Chair HAC**, President ACL, First VP & Imm Past Pres.

Final composition to be confirmed in November.

## 4. Conclusion

- 4.1 Good and Welfare  
Tom White takes over the HAC Chair position after the dinner tomorrow. He received the official HAC Memory Stick from outgoing chair Bob Robert.  
  
Concern was raised about the quality of the Air Cadet Service Medal. Damaged medals will be replaced at no cost by the national office after they have been notified of the issue.  
**Action:** Chair to notify national office and PC Chairs
- 4.2 Closing Remarks  
The Outgoing Chair thanked everyone for their hard work over his term.
- 4.3 Date of Next Meeting: November 2016 at the Semi Annual Meeting in Ottawa



# **ANNEX D**

## **FINANCE COMMITTEE**

## National Finance Committee Record of Decisions



Chairperson: Don Berrill

### Attendees:

In Attendance:

NAME	AFFILIATION
Don Berrill	ACLN Tres., 1st VP
Ernest Wiesner	Vice Chair, Governor
Sarah Matresky	ACLN ED
Scott Lawson	ACLN, Special Projects
Diana Bray	(NL)
Jim Hunter	(SK)
Anna Lewis	(AB)
Sue Madden	(NB)
Edwina Thompson	(ON)
Doug Slowski	(BC)
John Calderwood	(BC)
Serge Philibert	(QOV)
Jan Reidulff	(MB)
Trevor Sandwell	(BC)
Vicky Briggs	(BC)
Michel Crevier	(QOV)
Donna Gibson	(PTACC)

### 1. ADMINISTRATION

#### 1.1 Welcome and Opening Remarks

The Chair welcomed everyone to the Finance meeting.

#### 1.2 Appointment of Note Taker

S. Matresky agreed to take notes

#### 1.3 Additions to the Agenda

4.2.1 CRA Information

#### 1.4 Approval of the Agenda

Moved by D. Bray, seconded by D. Slowski to accept the Agenda as amended. **Carried.**

### 2. APPROVAL OF PREVIOUS MEETING ROP, BUSINESS ARISING & UPDATES

#### 2.1 Approval of the 18 April 2016 Teleconference ROD

Moved by E. Wiesner seconded by E. Thompson to accept the ROPs as presented.  
**Carried.**

#### 2.2 Business Arising & Updates from 18 April 2016 (Chair)

- No further business

### **3. NEW BUSINESS**

#### **3.1 Review of Proposed 3-year Budget and Notes for Approval by ACLN BOG**

D. Berrill walked the committee through the budget and highlighted the unique items included for the year. He proposed that there be no additional changes at this time.

**Moved by** D. Berrill seconded by S. Madden that line items 'Office Move' and 'Canada 150' remain in the budget with no additional changes as presented. **Carried.**

#### **3.2 Review of ACC9 Status across the Country**

D. Berrill presented a slide with information on the status of provincial submissions for the ACC9s for the last five years. He congratulated the BCPC and PEI for 100% compliance for all 5 years and thanked everyone for their efforts in ensuring timely submissions.

#### **3.3 Resolutions from PCs for SSC Reports Unattainable**

A. Lewis reported that the Alberta Provincial Committee approved several motions in the last few months requesting that the National ACL Finance Committee consider the following ACC9 reports (below) closed and unattainable after considerable effort was made by the Director of Finance in Alberta to obtain them. For each file, a reasonable explanation was given as to why they could not be retrieved.

Year Ending 2012- Sqn 7

Year Ending 2010- Sqn 810

Year Ending 2010- Sqn 570

Year Ending 2011- Sqn 570

Year Ending 2010- Sqn 12

Year Ending 2011- Sqn 24

**Moved by** A. Lewis seconded by D. Gibson that the Alberta Provincial Committee Resolution be accepted and that the above ACC9 reports be closed and considered unattainable. **Carried.**

#### **3.4 ATM and Online Banking Policy Follow up**

D. Berrill reported that the suggested changes for section 3.7.4 'Local Level Financial Resources Responsibilities and Accountability' were forwarded to the Board of Governors and adopted at their meeting on 18 May 16. They were subsequently inserted into the PPM.

#### **3.5 Catalogue Sales to Drouin - Confirmation**

S. Matresky indicated that the ACL's catalogue stock has now been moved to Joe Drouin Enterprise and will be sold on consignment with a 10% return. Anyone wishing to purchase items can continue to go to our website and will be redirected to the 3rd party site.

#### **3.6 Lease Arrangements – Moving from 66 Lisgar**

S. Matresky reported that the long form lease has been received from the landlord and was sent to the lawyer for comment. Collective comments from all three leagues were returned to the landlord and the ACL is currently awaiting a counter offer for consideration. Possession date of 1505 Laperriere Ave. is 15 July 16 and the expiry date of the lease at 66 Lisgar is 31 July allowing for ample time to transition to the new establishment.

#### **4. NEW BUSINESS**

##### **4.1 Review of the Financial Statements and Status of the ACL Internal & External**

###### **4.1.1 Restricted Accounts/Investments**

D. Berrill presented the table of investments where each one is labeled as 'restricted' and 'unrestricted'.

###### **4.1.2 Cash Flow**

S. Matresky and the finance officer have been preparing a Cash Flow analysis every month with a six month projection. They anticipate that cash will be tight in next month before the grant installment arrives in full.

###### **4.1.3 Investments**

D. Berrill indicated that the Rainy Day fund goes into long term restricted and the Contingency is for the *present year* only.

###### **4.1.4 Insurances**

Insurance will be reviewed as part of an upcoming Risk Management exercise conducted with a third party over the next few months.

##### **4.2 Finance Accountability at the PC and SSC level**

The minutes of the CRA teleconference were reviewed. Currently there are over 200 internal divisions that is operating under the national and provincial bodies. CRA recommends that the sponsoring committees and squadrons that are designated as internal divisions under the national and provincial bodies be amalgamated to form one entity under each PC. The SSC's would continue to exist but only as a component of the PC. The amalgamated entity would retain the BN of the existing provincial body. The RR accounts of the existing SSCs would be closed and would no longer exist on the CRA charities listing website.

Discussion ensued and a list of questions to ask the CRA were prepared, including how would grants be applied for under the amalgamation; who would get the GST rebates; and how PTACC would be handled. Also considered was if the ACC9s would remain the best vehicle under the new CRA initiative. Discussion will take place on these items at the next meeting.

**Moved by** E. Thompson seconded by J. Reidulff that the Finance Committee agrees that the CRA proposal is approved in principle. **Carried.**

##### **4.3 Follow up Action – Air Cadet League Contributions Report**

D. Berrill indicated that another ACL Contributions Report is due to be presented at the SAM using the figures from 2014 and 2015. As J. Gray now has a reduced workload with the outsourcing of the catalogue, she will be assigned to do the collection and data input for the next report.

##### **4.4 Progress Report – League Industry Partnership Sub-Committee E. Wiesner for T. Taborowski**

T. Taborowski sent his regrets. E. Wiesner indicated that the LIP Committee has experienced some success. The insurance company Gore Mutual recently provided the ACL with a cheque in the amount of \$3k. Wendy is also working on obtaining some sponsorships for the IACEA conference being hosted in Ottawa in September.

**4.5 Progress Report – National Resource Generation Committee E. Wiesner**

E. Wiesner indicated that the NRGCC Committee has been busy cleaning up Memoranda of Agreements with the ACL's partners. They have received some awards money from the College of Professional Pilots and they will be drafting an MOU for two \$1000 awards for pilot grads. To date they have received \$29k in gifts in kind.

**4.6 Progress Report – Air Cadet League Foundation**

D. Berrill indicated that he has recently spoken with the Foundation and they are working to populate their board and finish the paperwork required to obtain their Certificate of Continuance under the new act. The National office will assist with some Foundation Administration and it has been reflected in the budget.

**4.7 Goals and Objectives of the Finance Committee Related to the New Strategic Plan**

D. Berrill indicated that S. Lawson is currently developing a new Strategic Plan for the organization which will coincide with the MOU in the works with DND.

**4.8 Confirmation of Proposed 2016-2017 Finance Chair, NRGCC Chair, LIP Chair**

D. Berrill noted that this would be his last meeting as Treasurer and that E. Wiesner would be taking over at the conclusion of the AGM. D. Slowski thanked D. Berrill for his service to the League on behalf of the Finance Committee \*round of applause\*. T. Taborowski will take over as NRGCC Chair and E. Martinez will chair the LIP Committee after the AGM.

**5. CONCLUSION**

**5.1 Good and Welfare of the ACL**

Nothing further

**5.2 Closing Remarks**

D. Berrill thanked the members of the Finance Committee

**5.3 Date and Time of Next Meeting**

TBD



# **ANNEX E**

## **BOARD OF GOVERNORS**



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

17 JUN 2016

### MEETING INFORMATION

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**Meeting Date:** 17 JUN 2016

**Start Time:** 0930 hrs PDT

**Richmond, BC**

### ATTENDANCE

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Don Doern  
Darlene LaRoche  
Jerry Elias

Keith Mann  
Jim Hunter  
Hille Viita  
Ernie Wiesner

Don Berrill  
Marcel Bineau  
Thomas Taborowski (regrets)  
Geoffrey Johnston

Merv Ozirny  
Bob Burchinshaw  
Ken Todd

Sarah Matresky, Executive Director

Observers: C. Baxter; L. Jenks; T. White; M. Goldack; C. Welch, E. Martinez

### 1. Administration

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

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

#### 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:** D. LaRoche

**SECONDED:** H. Viita that *the Agenda be approved as presented.*

**CARRIED**

#### 1.4. Approval of the ROPs 18 May 16 – D. Doern

**MOVED BY:** K. Todd

**SECONDED:** M. Ozirny that *the MAY 2016 ROPs be approved as presented.*

**CARRIED**

### 2. Information / New Business

---

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

D. Doern noted that his report was on page 7 of the meeting book and that he had nothing further to add at this time.

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

S. Matresky indicated that her report was on page 11 of the meeting book at that she had nothing further to add at this time.

#### 2.3 Finance Report– D. Berrill

D. Berrill indicated that his report was circulated as part of the supporting material. He gave an overview of the recent teleconference with the CRA noting the following from the minutes of the meeting:

*Currently there over 200 internal divisions that is operating under the national and provincial bodies. Some of these ID's hold title to property although they are not incorporated. Further most of the registered sponsoring committees conduct fundraising as their sole activity and in many cases support non-qualified donees. A large number of these sponsoring committees are revoked for failure to file on a regular basis.*

*CRA recommends that the sponsoring committees and squadrons that are designated as internal divisions under the national and provincial bodies be amalgamated to form one entity under each provincial committee. The sponsoring committees would continue to exist but only as a component of the provincial committee. That is the sponsoring committees and provincial body would become a single entity. The amalgamated entity would retain the BN of the*

JUN 2016





## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

17 JUN 2016

*existing provincial body. An the RR accounts of the existing SSCs and squadrons would be closed and would no longer exist on the CRA charities listing website.*

D. Berrill further explained that he has discussed this item with the Finance Committee and the PC Chairs and they agree in principle that an amalgamation as suggested by the CRA is the most efficient model moving forward. S. Matresky will notify the CRA of the League's acceptance and will follow up with the CRA on the questions brought forward by the membership. S. Matresky to send out RCMA #'s to PCs electronically.

**MOVED BY:** D. Berrill

**SECONDED:** K. Mann that the BOG agrees in principle with the proposal by the CRA to adopt the amalgamated model as it is the most efficient, and proceed to move forward with the CRA recommendation.

**CARRIED**

#### 2.4 Advisory Council Report – K. Mann

K. Mann noted that there was nothing further to report at this time, but a more formal report of the proceedings at the AGM will take place at Saturday's meeting.

#### 2.5 E-Vote Results – Screening Cards AGM/SAM – D. Doern

D. Doern noted for the record that the following motion was passed on 26 May 16:

*"In light of recent information regarding registration and screening cards, I move that the Board will exempt participants in the 2016 AGM in BC and the 2016 SAM in Ottawa from the requirement to wear and display these cards at all functions of the SAM and the AGM. This exemption does not extend to any other activities beyond these specific events. It also does not in any way exempt anyone from the requirement to hold a valid screening and registration card with the Air Cadet League of Canada."*

**MOVED BY:** D. Berrill

**SECONDED:** B. Burchinshaw

**CARRIED (1 opposed, 1 no response)**

### 3 Business Arising

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

**MOVED BY:** D. Berrill

**SECONDED:** D. LaRoche

**CARRIED**

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

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

#### 4.5 Removal of NS Member – D. Doern

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

**MOVED BY:** K. Todd

**SECONDED:** B. Burchinshaw

**CARRIED**

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#### 3.3 New Office Lease – S. Matresky

S. Matresky indicated that comments on the formal lease has been returned to the landlord and is expected to be signed in the coming weeks. Construction is underway and the scheduled access date is 15 July 16.



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

17 JUN 2016

#### 3.4 Revision of 3.08 Discipline of Members – B. Burchinshaw

B. Burchinshaw noted that this bylaw has been amended and transmitted onwards for consideration and approval by the membership.

#### 3.5 PPM 4.1.3 Honoraries and Other Associates – B. Burchinshaw

B. Burchinshaw indicated that further to the revisions made at the last meeting, he moved that Associates-at-large be approved to chair National committees.

**MOVED BY:** B. Burchinshaw

**SECONDED:** D. LaRoche

**CARRIED**

## 4 New Business

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#### 4.1 PPM Section 3.9 Bilingualism – B. Burchinshaw

B. Burchinshaw gave an overview of the proposed Policy, Procedure and Guideline for the Air Cadet League's PPM insertion on Bilingualism. The insertion lists the principles based on the Official Languages Act and outlines procedures for Air Cadet League activities.

**MOVED BY:** B. Burchinshaw

**SECONDED:** M. Bineau *that the Policy and Procedure Manual insertion 3.9 Bilingualism be approved as presented*

**CARRIED**

#### 4.2 PPM 2.3.1 SOPs to Bylaws – B. Burchinshaw

B. Burchinshaw reported that it has been determined that some Sections of 2.3.1 Supplementary Operating Policies should be Bylaws and others contain inconsistencies between our Bylaws and the PPM and should be deleted. In order to ensure that they have the same authority as Bylaws he proposed that they be transferred to the Bylaws and the remaining be deleted as described in the material circulated.

Discussion ensued about National's relationship with the Provincial Committees and the issue with a squadron in Alberta not accepting PC authority. M. Ozirny recommended the SSC be allowed to challenge the League and the League pursue the matter. Clauses from the National Articles should be reflected in the SSC's articles. D. Berrill read a letter from the Alberta Chair for information and will ask that the letter be officially released to National.

As this issue could have implications with the CRA initiative it was recommended that agenda items 4.2 be deferred until the 07 September 16 BOG meeting.

**MOVED BY:** K. Mann

**SECONDED:** K. Todd *that the proposed agenda item as noted above be deferred until the 07 September 16 meeting.*

**CARRIED**

#### 4.6 Glider Flight Raffle – D. Berrill

D. Berrill noted that the item was brought to the attention of the Finance committee that glider flights are being raffled off as prizes. Discussion ensued and it was made clear that we have never been able to raffle off glider flights. The flights have always and should always be marketed as a public affairs type item only for special guests and cannot be a lotter type item. No one below a Provincial Committee has authorization to offer these flights. Item closed.

#### 4.7 Working Group Update – D. Berrill

D. Berrill indicated that the Working Groups are moving forward. He thanked all participants for their time and commitment to date. S. Lawson will be giving a briefing on the status of the Working Groups just prior to the AGM meeting on Saturday morning.



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

17 JUN 2016

### 5 Committee Reports

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#### 5.1 Screening and Registration Committee – G. Johnston

G. Johnston gave an overview of the 'Next Generation' Screening Plan as follows:

1. Adopt the concept of the Next Generation Screening Plan for the ACL as a National Program
2. Create a permanent ACLN staff position of 'National Screening Manager (NSM)', who will report to the ED.
3. Delegate authority to the NSM to change the requirements for screening documentation upon consultation with the ED, the National Screening and Registration Committee (NSRC) and the Executive Committee.
4. Adopt three levels of screening with the ACL: National, Provincial and Local (SSC).
5. Adopt a third-party developed national screening database including electronic document storage.
6. Approve the new wording for the national, bilingual photo screening card.
7. Adopt extensive new procedures for national and provincial oversight of the screening program
8. Adopt the requirement for quarterly report from the NSM on the national status of screening.
9. Approve and promulgate #4 through #8 by issuance of a new Screening Handbook
10. Confirm that the ACL will only screen people in the ACL system, and will accept no other screening.
11. Confirm a permanent staff position at ACLN headquarters for NSM and budget accordingly.
12. Coordinate the program with annual insurance reviews through a third party.

**MOVED BY:** G. Johnston

**SECONDED:** D. Berrill *that the concept be adopted as a National Program.*

**CARRIED**

G. Johnston indicated that he will have the components of item #1 by the next BOG meeting. D. LaRoche confirmed with G. Johnston that current members would be grandfathered into the new system.

#### 5.2 Effective Speaking Committee – D. LaRoche

D. LaRoche noted that it was an excellent competition the night before. The Committee will be making some revisions to some of the rules for consideration on Saturday. She will be working with S. Raelimanohisoa at the office to add timing fault information to the national website along with the eight new topics for the 16-17 year.

#### 5.3 Aviation Committee – J. Hunter

J. Hunter noted that prior to the AGM a meeting was held with Transport Canada with regards to the Parts Certificates. Things are moving ahead in a positive direction. Continuation Flying Training Awards have been difficult to administer and the decision has been to stay with the current practice, but with a delay of three months for better alignment. A presentation was made to the Aviation Committee at the AGM on the subject of self-launched vehicles. He is recommending that the BOG send a letter of support after he forwards the information to the Governors. Discussion ensued and it was determined that it would be best if a presentation was made at the Semi-Annual meeting.

**MOTION:** To Adjourn due to time constraint and resume at 0800 on Saturday 18 Jun 16 prior to the AGM. Moved by K.Mann/K. Todd

**CARRIED**

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**Meeting Date:** 18 JUN 2016

**Start Time:** 0800 hrs PDT

**Richmond, BC**

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#### 5.4 International Air Cadet Exchange Committee – H. Viita

H. Viita reported that the IACE committee met on Thursday and plans are in place to host the Foreign Cadets in Atlantic Canada this year. Preparations are also underway for the IACEA Conference hosted by Canada in September in Ottawa. D. Berrill added that he is of the position that the chair of the IACE committee should be the one representing the League at the Association Conference held annually as it needs to be consistent and the Presidential position changes every year.

**MOVED BY:** D. Berrill

**SECONDED:** K. Todd *that the chair of the IACE Committee represent Canada at the Association Conference on an annual basis.*

**CARRIED**

JUN 2016



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

17 JUN 2016

#### 5.5 Music Committee – G. Johnston

G. Johnston indicated that there is currently no National policy for music enunciated. Discussion ensued and it was decided that the incoming chair, H. Mar would be asked to propose a policy for the committee.

#### 5.6 Members' Committee – K. Todd

K. Todd indicated that his committee continues to remain active of parts of their ongoing initiative. Items have be prioritized and 32 people submitted preferences. Most popular suggestions continue to be onboarding, governance and collaboration. Concrete ideas will be put into action. They are looking at tactics to pull info on what it means to be a new member.

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

J. Elias indicated that his report was on page 53 of the meeting book. There was a large turnout for his meeting with 25 people in attendance. The Air Cadet Committee has been tasked to assist the LIP Committee to work on an MOU with Air Canada Jazz. He also requested info on how the committee could assist the Aviation Committee when it comes to cadet flying scholarships.

#### 5.8 Selections Committee – M. Ozirny

M. Ozirny reported that his committee had a productive meeting that was well attended by the membership. A selections package will be circulated to all of the provinces. M. Ozirny also offered thanks and congratulations to the Screening, Air Cadet, and new chair of the Selections Committee for breathing new air into the program.

#### 5.9 Policy, Procedure and Bylaw Committee – B. Burchinshaw

B. Burchinshaw summarized the PPM submission for procedure moving forward for updating policy in the Manual. He also noted that further to the 18 May 16 meeting to increase the number of members/directors, B. Burchinshaw added a chart with the proposed numerical increments for consideration.

**MOVED BY:** D. Berrill

**SECONDED:** J. Elias *that PPM Submissions 3.1.2 and 3.2.2 be approved as presented.*

**CARRIED**

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

D. Doern reported that a meeting for the Staff Management Committee was held on Wednesday and the taskings for the national office staff are currently under review considering the upcoming requirements for league initiatives.

## 6. CONCLUSION

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

Nothing further.

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

Nothing further.

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

The next meeting will take place after AGM on Saturday 18 Jun 16 immediately following the general assembly for the newly elected governors.

#### 6.4 Adjournment– D. Doern

There being no further business the meeting was adjourned. Moved by K. Todd.



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

18 JUN 2016

### MEETING INFORMATION

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**Meeting Date:** 18 JUN 2016

**Start Time:** 1600 hrs PDT

**Richmond, BC**

### ATTENDANCE

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Don Berrill	Darlene LaRoche	Jerry Elias	Marc Lacroix	Tom Taborowski (regrets)
Marcel Bineau	Merv Ozirny	Russell Gallant	Howard Mar (regrets)	Ken Todd
Don Doern	Ernie Wiesner	Geoffrey Johnston	Eva Martinez	Hille Viita

Sarah Matresky, Executive Director, P. Doern (Associate at Large)

### 1. Administration

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

D. Berrill welcomed everyone to the Board and offered congratulations and thanks to all elected members.

### 2. Information / New Business

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

D. Berrill circulated a letter to the BOG which included the following points:

- True leadership is seeing our organization as it should be – not necessarily how it is or has been.
- We must be accountable for those things for which we are responsible.
- We must be open and transparent in our dealings at all levels.
- We must operate as one Air Cadet League, and put our organization first in our dealing with our partners of all types.
- We must expand our influence with as many influential groups as possible.

D. Berrill recognized that he is asking for a significant commitment but added that he has faith that everyone will be successful.

Further to the note above, D. Berrill indicated that the appendix in the attached material contained information on the direction to be taken by all national committees.

### 3 Other Business

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#### Administration

- The National Air Cadet League Operations Group structure was circulated to the BOG
- Contact information was reviewed and updated
- Team objectives for the next 12 months were reviewed.
- Agreed that Advisory Council Members should be included on the distribution list for minutes.
- D. Berrill to attend graduation at Canadore College
- M. Lacroix will represent the League at the Bagotville graduation.



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

18 JUN 2016

#### Discussion

The Board of Governors held a discussion as it related to the “allocation of delegates” changes that were sought at the AGM earlier in the day. There were a number of concerns regarding the change in policy itself, as well as the method in which the League proceeded – particularly as it related to notification and procedure for this type of item to come to the AGM floor. Upon conclusion, it was proposed that the ACLN BoG to set aside the decision of the AGM to adjust the delegate allocation, and instead hold with our current (pre-AGM) delegate distribution until the matter can be fully and correctly discussed and revised. The item will be added to the next meeting’s agenda. Board to reach out to PCs to determine what the contention was with PPM insertion 3.2.2. in advance of the meeting.

#### 6. CONCLUSION

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##### 6.1 Closing Remarks - D. Doern

D. Doern said a few closing remarks and gave thanks to all during his term as President.

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

Nothing further.

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

EC Meeting 20 July 16, BOG Meeting 07 Sep 16.

##### 6.4 Adjournment– D. Berrill

D. Berrill thanked everyone and wished the Governors a productive year. There being no further business, the meeting was adjourned.



# **ANNEX F**

## **PROVINCIAL CHAIRS COMMITTEE**



**Minutes of NATIONAL PC CHAIRS COMMITTEE**  
**Friday June 17, 2016**  
**National AGM, River Rock Casino Resort, British Columbia**

**Attendees:**

Donna Gibson	Bob Burchinshaw	Penny Doern	Tom White
Merv Ozirny	Rick Mortensen	Sue Madden	Pete Garton
Doug Slowski	David Lamb	Doug McLennan	Christine Welch
Ronald Rique	Kevin Robinson	Rhonda Barraclough	Stan Monkman
Thomas Sand	Dave Vokey	John Nolan	Bill Cumming
Marc Lacroix	Jim Gale	Greg Merrill	Mike Boyle
Ernie Wiesner	Diana Bray	Keith Mann	Jan Reidulff
Darlene LaRoche	Howard Mar	Marcel Bineau	Roberta Foisy
Bob Robert	Jim Mullins	Ken Todd	

Staff: Joan Gray, Scott Lawson

**Regrets:**

**1. ADMINISTRATION**

**1.1. Welcome and Opening Remarks by the chair**

- Don Berrill welcomed and thanked everyone for attending the meeting and for input to various National initiatives in the previous months

**1.2. Appointment of secretary or Note taker (Chair)**

- Scott Lawson was appointed Secretary for the meeting.

**1.3. Additions to & Approval of the Agenda (Chair – All)**

- Two items were added to the agenda: Under 4.4, agenda item for CRA charity meeting; For 4.9, agenda item Glider Flights for gifts/prizes
- *Motion to accept Agenda and additions: Moved by Dave Vokey. Seconded by David Lamb. Carried.*

**2. APPROVAL OF PREVIOUS MEETING ROD, BUSINESS ARISING &UPDATES**

**1.1. Approval of February Teleconference ROD**

- *Motion to approve February 2016 ROD. Moved by Sue Madden. Seconded by Kevin Robinson. Carried.*

**1.2. Approval of May Teleconference ROD**

- *Motion to approve May 2016 ROD. Moved by Kevin Robinson. Seconded by Dave Vokey. Carried.*

**3. Business Arising**

**3.1. WG Response to request for Cadet Leadership Training**

- Don reported that ACLN had put forward this item and our position on previous occasions. The Ad Hoc Governing Committee will continue to advocate for reinstatement of leadership training.

**3.2. Members Committee Follow-up**

- Ken Todd, Committee Chair, noted some main results from the member survey recently completed, which saw 32 surveys received.



- Key training items noted by PC's were: Board governance, training for new members, collaboration.
  - Committee will now focus on identifying specific actions or initiatives that can be implemented to address the priorities identified.
- 3.3. PC Bylaws Request
- Don Berrill noted that he had received many of the PC Bylaws, but that those who had not sent theirs need to do so at earliest. Bylaws need to be reviewed and approved by National. Please forward to Don.
- 3.4. Standardization of forms, PPM, policies and Bylaws across the Country
- This was covered off in item 'c', but Don Berrill also noted that the Air Cadet League is reviewing many governance, bylaw and policy areas to ensure that we are both covered, and properly aligned, in our operations in order to ensure our risks are managed and mitigated and that we do not have gaps in our coverage or legal areas.
- 3.5. Continuation Flying Awards
- Aviation Committee is requesting details from National to determine how to expedite continuation flying awards, with a goal of having awards given to the Cadet or flying school directly.
  - A key issue has been that National office needs to have the name of the flying school from the Cadet in order to issue a payment.
  - The issue of 'aging out' of a Cadet before they use their award was raised. It was agreed that the award is not linked to needing to be a Cadet at the time of use, so a Cadet should be able to use it after they turn 19.
  - ***Motion to remove the criteria of 19 years of age (aging out) and also remove the 12 month limitation for a Cadet using the award. Moved by Merv Ozirny. Seconded by Marc Lacroix. Carried.***
- 3.6. Aviation Problems in Atlantic Regions
- Don Berrill noted that the 233 Glider issue is resolved and we can move forward. L-19 is approved for flying this year. ACLN only have 1 under-carriage available for L-19 and there are no replacement parts available for landing gear. A plan is being developed for replacement of the L-19's.
- 3.7. Leadership of ACL
- Don Berrill noted the importance at this time that the League ensures it is effectively aligned and that governance and leadership are up to date and provide input on key issues. He considers the 3 arms of leadership to be: Board of Governors, Advisory Board and PC Chairs Committee. His intention is to involve the Leadership group in the various initiatives of ACLN.
4. NEW BUSINESS
- 4.1. 75<sup>th</sup> Anniversary update (K. Mann)
- Keith noted that PC's can send receipts for their approved 75<sup>th</sup> Anniversary payment once they have been expensed. He asked that the Fun Run expenses be kept separate from others.
  - Send any 75<sup>th</sup> Anniversary photo's to Keith as they are planning some type of commemorative presentation. Please add event details and names of people in photo.
  - 75<sup>th</sup> pins are still available and there are extra decals for planes if required.
- 4.2. Communications Committee
- Don Berrill provided update as Tom Taborowski, Committee Chair, was not at the AGM. They will be working on social media. PC's rep's for communication should link to National rep's to coordinate activities. Sitraka at the National Office is staff support for this Committee.

- It was brought up from the floor about social media by a former CIC officer denouncing the program and the funds spent on Cadet program. It was suggested to report the site and also to continually add and 'like' positive Cadet social media sites so that the negatives are pushed down any levels in any search.
- 4.3. Working Group and MOU Update
- Scott Lawson gave a presentation that touched on the status of the WG activities and MOU discussions. A survey to secure input on key issues related to WG/MOU activities is to be distributed to the key leadership groups noted earlier. A copy of the presentation will be distributed with the minutes when ready.
- 4.4. Incorporation of SSC's and CRA
- A recent motion to have all SSC's become incorporated was tabled to allow ACLN more time to review the issue and determine best course of action. It was noted that PC Chairs have received a questionnaire about this matter and are asked to return their responses to Scott Lawson at earliest.
- 4.5. CRA Charities Division Information
- Don reported on a meeting that he, Ernie and Sarah attended as requested by the CRA Charities Division. CRA provided members of their Operational Policy, Legislative, Assessments, Auditing and Monitoring divisions working all as one team. We have been advised that potential changes coming include –
    - 4.5..1. ACL National and the individual Provincial Committees will be the only entities holding Charitable numbers;
    - 4.5..2. All SSCs within a PC jurisdiction will be amalgamated for the purposes of their charity status into the individual PC. Only the PC would submit a T3010 each tax year, and they would be required to capture the financials of the SSCs within that report.
    - 4.5..3. All SSCs would be able to retain their individual business numbers, but would use the PC Charitable numbers for donations. Charitable receipts will all be issued in the name of the PC.
    - 4.5..4. Special arrangements will need to be made for the Pan-Territorial Squadrons and PC;
    - 4.5..5. Until the new process is implemented there will be no action taken on new applications for charitable status by Air Cadet Sponsoring Committees.
    - 4.5..6. The Board of Governors will be discussing this information at its meeting later in the AGM, and it is expected that we will agree to cooperate with CRA and move forward with their plan of action.
- 4.6. Core Questions and Legal Opinions.
- Don Berrill reviewed some of the key responsibilities of all PC Chairs and leaders at ACL regarding trusteeship of a large charity. Accountability is a new priority – we are accountable internally and externally (e.g. CRA issue, insurance). We need to ensure that we are following our bylaws and policies, and making 'reasonable' decisions. National members, by the new policies, are the 80 or so individuals on the slate. PC's are authorized rep's of the ACLN and have authority to represent ACL at the provincial level.
- 4.7. Delegate Numbers and Proposed Changes to the policy
- A revision to the policy on delegates is going to be proposed at the AGM to increase the members to 85 in order to ensure we meet our stated Bylaw numbers.
  - Another element of the proposal is to allow Associates to be a Chair of a National Committee, something not allowed at present. The rationale is that we have the positions and recruit people but don't allow them to have a role such as Chair when they are interested and capable.

- A third element is a change in the allocation of National Delegates to remove the “maximum seven” cap that currently exists for the large PCs and also adjusting so there is an additional delegate offered every 1000 cadets over 4000 cadets.
  - These changes were approved by the Board of Governors in principle and will be discussed and confirmed at the AGM itself.
- 4.8. Confirmation of Fees and Charges to Cadets and Families
- Don Berrill noted that DND is challenging ACLN on the right to charge a ‘fee’ to families and Cadets. He noted that at a previous CPMB meeting that Army League was in agreement with ACLN.
- 4.9. Accountability
- This item was covered off earlier
- 4.10. Glider Flights as gifts or prizes
- Don Berrill noted that PC’s are no longer able to offer Glider flights for prizes/gifts, basically any initiative that involves payment or funding. Publicity flights are still legitimate. At PC level, it should only be the PC who can authorize non-program related flights, not an SSC.
  - *ACTION: It was agreed that National office will provide a letter for PC’s to confirm this issue in writing to their SSC’s.*
5. Conclusion
- 5.1. Don expressed appreciation to all PC’s for submitting their ACC9’s and that it is an important tool and information to help us quantify our support and contributions to the Cadet program and represent this to DND.
- 5.2. Motion to Adjourn was carried.



# **ANNEX G**

## **MEMBERS COMMITTEE**

# Air Cadet League of Canada

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## Members Committee Report

### **CURRENT ACTIVITIES:**

In the Members Committee meeting at the 2016 AGM, Core team members (i.e. Guy Albert, Ron Rique, Ken Todd; Craig Hawkins was unable to attend), and delegates reviewed the priority areas previously identified at the 2015 SAM by League delegates. Areas of focus were defined as: New Member On-Boarding; Board/Governance; and Collaboration/Facilitation.

The group brainstormed specific activities that would support these areas of focus, and a list was developed. In addition, specific vehicles to support member recruitment and retention for PC's and SSC's were identified including: a bilingual member handbook; on-line training; on-line templates; a central (bilingual) clearinghouse for documented League best practices; and the potential for leveraging the current Positive Youth Development and Program Outreach e-learning portal on the National website, to include best practices and other key member information.

### **PENDING - FUTURE ACTIVITIES:**

The Core team will review these activities and vehicles at a meeting to be scheduled in September; they will be further developed and defined, for presentation to the BoG in October, and to League delegates at the SAM in November. Implementation plans will be provided for consideration, along with budgetary requirements, as necessary.

### **CONTENTIOUS ISSUES OR TOPICS:**

The only contentious issue at this time is capacity of the Core team to complete this work. In addition, the development of a DND portal for cadets and parents, which is distinct and unconnected to a League members portal, presents the opportunity for providing conflicting information and creating confusion among our stakeholders; collaboration in the development and sharing of information for these vehicles would be advantageous to all.

Submitted respectfully,

*Ken Todd*

Ken Todd  
Chair, Members Committee



# **ANNEX H**

## **EFFECTIVE SPEAKING COMMITTEE**

Air Cadet League of Canada 75<sup>th</sup> Annual General Meeting -- Richmond, BC  
Minutes of the National Effective Speaking Committee Meeting -- June 16, 2016.

In attendance: Darlene LaRoche, Joan Irvine, Penny Doern, Mike Symons, Bill Cumming, Jim Gale, Russell Gallant, Serge Philibert, Christian Lalonde (guest), Diana Bray, Joan Gray, Roberta Foisy.

1. **Administration**

- 1.1 Welcome and opening remarks by the Chair
- 1.2 Introduction of Delegates and Guests
- 1.3 Call to Order – Review Agenda
- 1.4 New Items for Agenda
  - Under Business Arising was added
  - Under New Business was added
  - 3.1 Review of Rule 45
  - 4.3 Higher Profile for ES Program,
  - 4.4 MOU with Toastmasters
  - 4.5 Timing of competition
- 1.5 Approval of Agenda – moved by Diana Bray and Seconded by Serge Philibert

2. **Information**

- 2.1 Last-minute information for 2016 competition – none.
- 2.2 2016 itinerary for Cadet competitors. The Cadets would spend Wednesday (after arrival), Thursday (before competition) and Friday morning in Vancouver and environs, then take a Friday noon Ferry to Victoria, where they would spend Saturday, before returning to Vancouver on Saturday night in preparation for departure on Sunday. Accommodations in Vancouver were at the Point Grey campus of the University of British Columbia, and in Victoria at Albert Head (Cadet Summer camp).  
Vancouver tour highlights – Capilano Suspension Bridge and Tree Walk, Olympic Flame, Fly over Canada, Richmond Oval Olympic Experience.  
Victoria tour highlights – Royal BC Museum, Harbour Tour, and BC Legislature.

NOTE: Thanks to the excellent partnership between the BCPC and RCSU (Pac), RCSU (Pac) picked up the tab for all of the accommodations (UBC and Albert Head), and for all food and activities in Victoria.

It was the will of this meeting to convey to the Cadets a request to tell us about their experiences, and to email them to the national office. Military escorts would be asked to convey this to the Cadets before they left for home, and provincial ES coordinators to follow up in their own provinces.

3. **Business Arising**

- 3.1 Lively discussion about the rule change last year, covering such issues as the dichotomy between the learning and competing parts of the program, the difficulty of a one-size-fits-all rule, the ways in which we could best serve the needs of the Cadets. Everyone present was given a chance to contribute to the discussion. As a result, a change to the rule was proposed, as follows:

**Moved by** Joan Irvine, seconded by Penny Doern: “In order to promote a level playing field, before the start of each competition, the contestants will make an individual choice whether or not to be sequestered before or after the prepared speeches, and will also make the choice of whether or not to be sequestered after they have given their own impromptu speech.”

**CARRIED**

4. **New Business**

- 4.1 Electronic Scoring Tool. While the Web site now contains forms that match the electronic scoring tool, the teller's form does not reflect the fact that time faults are deducted from each judge's score. Jim Gale has revised the form for use in Ontario, and he will send his revised version to the chair for distribution to all, and for Sitraka to revise the form on the website.
- 4.2 Topics for 2017.
  - 1. The 150<sup>th</sup> Anniversary of Canada's Confederation
  - 2. Why the Air Cadet Program is important to Canada
  - 3. Canada's changing role as a peace-keeper
  - 4. Drones – progress or threat?
  - 5. Environmental stewardship of Canada's waters.
  - 6. Women in Aero-space
  - 7. How do you balance your Cadet career with the rest of your life?
  - 8. How did Vimy Ridge contribute to Canada's recognition as a nation?

It was agreed that we should all strongly encourage Cadets to contribute topics for future consideration, to be brought to these meetings by the provincial delegates.

- 4.3 Higher profile for the Effective Speaking Program. We would like to see the League make a strong suggestion to the DND that the program be considered part of mandatory training, rather than optional.
- 4.4 Stronger relationship with Toastmasters. A request will go forward to the LIP committee to seek an MOU with Toastmasters. In many jurisdictions, there is already a good working relationship with Toastmasters Clubs, but this is on a squadron by squadron and club by club basis, or by personal relations between league members and individual Toastmasters. We would like to see a more formal relationship built.
- 4.5 Timing of competition. Even though there are sometimes cases of individual Cadets being unable to participate because of conflicts with exams, the timing of the competition (in relation to the timing of the AGM) is already at the optimum, and cannot be changed for the sake of one or two Cadets who may be inconvenienced. There is a mechanism in place for replacing those regional winners who cannot be at the national competition for whatever reason.

5. **Conclusion**

- 5.1 Good and welfare of the Air Cadet League of Canada – nothing added
- 5.2 Closing Remarks. Darlene announced that this was her last year as chair of the committee. She thanked everyone for their help and support. Special thanks went to Joan Irvine for organizing the national competition. Special thanks also to Joan Gray for her administrative support to the competition and to the program in general. Mention was made of the difficulty this year (an ongoing problem) of getting information from the escorts with regard to flight times, accommodation, activities with spousal tours, etc. It is the responsibility of the Provincial coordinator to ensure that escort information is sent to the national office in a timely manner.  
Darlene was thanked for her years of exemplary service to this committee.
- 5.3 Date and time of next meeting: at the SAM in Ottawa (November 24, 25, 26).
- 5.4 Adjournment at 10.





# **ANNEX I**

## **AIR CADET COMMITTEE**

# **Air Cadet League of Canada Annual General Meeting**

## **Richmond, British Columbia**

### **National Air Cadet Committee Meeting Record of Proceedings**

#### **Attendees:**

Chairperson: Jerry Elias National Governor

#### **Members/ Attendees:**

Brian Lewis	AB
Donna Gibson	PTACC
Dave Vokey	PEI Chair
Doug McLennan	MB Chair
Stan Monkman	AB
Richard Valiquette	QC&OV
Michel Crevier	QC&OV
Serge Philibert	QC&OV
John Nolan	ON Vice-Chair
Trevor Sandwell	BC
Dee Davis	NB
Ron Rique	BC
Donna Turnbull	NL&L
Russell Gallant	National Governor
Elaine Gaetan	NS
Don Doern	National Pres
Diana Bray	NL&L
Pete Garton	SK Vice-Chair
David Lamb	SK Chair
Tom White	Past Pres
Joan Gray	National Office
Anna Lewis	AB
Sid Thompson	ON

#### **I ADMINISTRATION**

**1.1 Welcome** – Jerry Elias welcomed everyone to the National Air Cadet Committee (NACC) meeting. He was totally surprised and overwhelmed by the great turn out because at his first meeting at last year's AGM he had only four members. He did not have a specific agenda for this meeting, but the two items from last year's AGM have been actioned and approved.

#### **II BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **2.1 Terms of Reference**

The new Terms of reference were sent to the BoG and were approved without revision.

##### **2.2 Merger, Amalgamation and Closure of Air Cadet Squadrons**

This paper was approved by the BoG and has been forwarded to DND for action. It was then forwarded to the National Cadet Council (NCC) for action. It will form part of the Working Group renewal that is taking place in Ottawa.

### **III NEW BUSINESS**

#### **3.1 LIP MOU with Air Canada/Jazz**

The Chair informed the committee that the League Industrial Partnership Committee (LIP) has been working, for some time now, on an MOU that could provide a number of flying scholarships to cadets who wish to become commercial pilots. It is anticipated that the MOU will be signed later this year and once it is in place, our new President, Don Berrill, feels that the Air Cadet Committee may be the right place to oversee the administration on these scholarships. The Chair will keep the Committee informed of any progress on this item.

#### **3.2 Career Mentorship**

Trevor Sandwell from BC informed the Committee about a very successful program that has been started in BC that places a was of interest to all members present and most wanted to have more information on how BC did this so that they could see if the same could be done in their Province. It was suggested that if a particular Province wanted more information on how BC went about this, they could contact Trevor.

#### **3.3 Airport Operations**

This National course has become very popular with cadets and the current course which is run in Ontario is over prescribed. The question was, could this course be expanded in its current location or could another course be started? The Chair will ask this question of LCol Campbell (NCA Ops O) who is also heading up the training section at DND.

#### **3.4 Marketing Air Cadets**

The question was asked on how the League marketed Air Cadets to industry, parents and the public in general. As far as industry is concerned, the LIP Committee is the prime contact with industry to see how they could help. It is also suggested that when we look at career mentorship in industry that the LIP Committee would also be the main contact and that they should be coordinating with their Provincial contact to see how they could help. From a parent or the local public, that is normally done through the recruiting drives that are held once or twice a year when they advertise for new cadets. However, it was suggested that national advertising would be beneficial to help the smaller units that do not have the funding to conduct local advertising.

#### **3.5 Continuation Flying Scholarships**

Concern was expressed that the funding for Continuation Flying Scholarships were not being forwarded to the cadets in time to make use of the funds before the time limit was reached. It was pointed out that the Aviation Committee had also expressed the same concerns and that they were conducting a review on how this scholarship was handled. In the meantime, the current method would be used for this year with more emphasis on obtaining the information from DND early and sending out the funds in a more timely fashion, for next year.

#### **3.6 A Nation Soars**

Trevor Sandwell briefed the committee on this topic because it is hoped that Cadets will participate in this venture. There are up to six WW1 aircraft replicas being built to fly over the Vimy Ridge Monument on the 100<sup>th</sup> Anniversary of WW1 in 2017. On the return to Canada, some of these aircraft will fly from Halifax NS to BC and stop off at as many WW1 airfields as possible. When they do that, it is hoped that Air Cadets would be on hand to help them and send them on their way. The full plan has not been completed but when it is, they will let us know so we can spread the word. You will be kept informed as we know what is happening.

### **IV CONCLUSION**

4.1 SAGM Ottawa ON 24-26 November 2016 Lord Elgin hotel

4.2 The meeting was adjourned at 12:05pm

Motion moved Doug McLennan and seconded by Dave Volkey PEI

Motion Carried

Minutes as of 27 June 2016

Jerry Elias, Chair NACC