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**59<sup>TH</sup> SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES**  
**HELD AT THE DELTA OTTAWA**  
**OTTAWA, ONTARIO**  
**23-25 NOVEMBER 2000**

## RECORD OF DECISIONS

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# Semi-Annual Meeting

## RECORD OF DECISIONS

24 NOVEMBER 2000

### ATTENDEES:

Chairperson:	R. Ilko	National President
	L.G. Jenks	Past President and Chairperson, Advisory Board
	G. Cuerrier	First Vice-President
	G. Albert	Vice-President
	J. Ash	Vice-President
	B. Wolfe	Vice-President
	R.G. Dale	Honourary President
	D. Betts	Governor
	M. Bineau	Governor
	L. Bourgeois	Governor
	R. Clarke	Governor
	D. French	Governor
	P. Martin	Governor
	R. Mercer	Governor
	W. Paisley	Governor
	D. Schippers	Member-At-Large
	I.R. Doty	Advisory Board
	M.W. Goldack	Advisory Board
	R. Parsons	Advisory Board
	E. Murray	Chairperson, NF
	E. Lantz	Chairperson, NS
	G. Lecky	Chairperson, PE
	E. Wiesner	Chairperson, NB
	A. Millot	Chairperson, QC
	C. Hawkins	Chairperson, ON
	J. Johnson	Chairperson, NW ON
	G. Bolton	Chairperson, MB
	R. Fesciuc	Chairperson, SK
	B. Bondarevich	Chairperson, AB
	B. Batchelor	Chairperson, BC
	J. Walker	Member, NS
	M. Cataford	Member, QC
	J. Dufort	Member, QC
	P. Hayes	Member, ON
	T. Beda	Member, NW ON
	E. DeCaux	Member, MB
	D. Odell	Member, AB
	N. Olsen	Member, AB
	G. Johnston	Member, BC
	J. Henwood	Member, BC

	D. MacNeil	Delegate, NB
	P. Tanguay	Executive Director, QC
	B. Robert	Executive Director, ON
	G. Evans	Delegate, MB
	L. Steele	Delegate, SK
	K. Mann	Delegate, AB
Guests:	BGen P. Hussey	Director General Reserves and Cadets
	Col R. Hardy	Director Cadets
	LCol G. Merritt	SSO strategic Planning and Director, Air Cadets
	Maj J. Elias	National Cadet Air Operations Officer
	Maj C. Seibel	National Technical Authority
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
	C. Fauvelle-Erdogan	Secretary-Treasurer
	C. D'Aoust	Secretary

The Chairperson opened the meeting at 0830 hours.

## I ADMINISTRATION

### 1.1 OPENING REMARKS BY THE CHAIRPERSON

A welcome was extended to all attendees. The Chairperson requested the observation of a moment of silence in honour of those members and friends who had passed during the year.

### 1.2 INTRODUCTION OF DELEGATES AND GUESTS

Members of the Head Table and Advisory Board were introduced. Introductions followed.

### 1.3 ADMINISTRATIVE ANNOUNCEMENTS

The agenda for the remaining two days of the meeting were reviewed. It was noted that BGen Hussey was detained and would be joining the members for coffee.

## II BUSINESS ARISING

None

## III NEW BUSINESS

### 3.1 TRI-LEAGUE PRESIDENT'S MEETING

R. Ilko recounted his visits to summer training centres last July/August. He expressed thanks to those Governors who had represented him on various occasions. Other items included:

- Civil Air Patrol meeting in San Antonio, Texas
- IACEA Planning Conference in Washington. An increase to 83 cadets for IACI was negotiated.
- A presentation was made to the AFAC Annual Meeting on the present state of the Cadet program.
- The Provincial Annual Meetings of Ontario, Alberta and British Columbia.

Other highlights included:

- Acknowledgement of the support of DND at all levels of the organization
- The excellent PR materials and the recruiting campaign. All Provincial Committee challenged to also recruit new members.
- The options and benefits of the YIP program.
- The importance of regular communication, especially between the Executive Com all committees and DCdts.
- A meeting with VAdm Gary Garnett, VCDS to discuss issues unique to the Air League.
- The up-coming NCAG Meeting.
- Regular teleconferences with the three League Presidents
- A challenge to all members and committees to remember the cadet in all issue debates.
- Recognition of significant issues with the Flying and Gliding program, the League Partnership Team, and liability insurance.
- The necessity for an effective, on-going Member Registration and Screening proces

### 3.2 REMARKS BY DGRC

This item was withdrawn.

### 3.3 REPORT BY THE DIRECTOR CADETS

Highlights of the presentation by Col Hardy:

- a. communication remains a priority – there are no secrets at DCdts;
- b. the importance of the Modern Management Comptrollership Review, which has placed on-line at [www.cadets.ca](http://www.cadets.ca) under Important Documents at the CIC website;
- c. the continued high visibility of the CCM within DND;
- d. the sixth presentation to Armed Forces Council shall take place in February 2000;
- e. the appointment of a new DGRC, BGen Paul Hussey;
- f. re-organization of DCdts – quantitative part of DCdts strategic guidance, such as importance and accountability of tracking expenditures, has been fully developed. Focus shall now shift to the qualitative analysis – strategic planning for the program in five and 10 years.
- g. The Training Development cell is progressive – the elemental flavour of the CC is noted as essential;
- h. the positive relationship with the CF Recruiting and Training establishment in Borden;
- i. the importance of the Recruiting campaign, and the need to identify specific towns/cities requiring immediate attention;
- j. a permanent baseline increase of funds for the continuation of the Youth Init Program;
- k. the integration of the Way Ahead Process into DCdts as the Change Program;
- l. the success of the CHAP Program, although the need to address severe incidents resolution remains. The number of serious incidents has been reduced by 33%;
- m. the RCO position has been renamed as CO RCSU (Regional Cadet Support Unit);
- n. each Region's establishment must be formalized and approved by VCDS this fall;
- o. the positive start but challenges facing the Partnership Team;
- p. the Insurance MOA is being revised based on recommendations received from the Air Cadet League;
- q. the rise in number of class action suits against DND and the League were identified;
- r. new Treasury Board policy on transfer payments specifies 22 conditions and includes specific guidelines on receiving and reporting grants;
- s. the enhanced presentation about the Leagues for retiring CF personnel through the Second Career Assistance Network. This will serve as a recruiting mechanism for the League;
- t. the benefit of the three League President's teleconferences;

Col Hardy commended the work of LCol Gary Merritt on the occasion of his impending retirement.

**3.4 QUESTION PERIOD**

Questions were fielded from the members.

Lionel Bourgeois:

With the Change Process being incorporated into DCdts, the effect on the work of the Strategic Team was queried.

Col Hardy:

The Strategic Team must be an ongoing group to advise DCdts if a process of continuous change exists. A Strategic Paper is being produced to address the composition of the Strategic Team.

The only aspect incorporated into the DCdts is the Coordination Team.

Bill Batchelor:

The directive by Pacific Region HQ for Provincial League members to complete the Enhanced Reliability Check was questioned, owing to the League's current Member Registration and Screening process.

Col Hardy:

This directive should be applicable to those "grey area" individuals not screened by the League. A copy of the correspondence was requested.

Bill Batchelor:

The backlog of CIC Officer applicants at the Recruiting Centres is extensive.

Col Hardy:

A plan is being reviewed whereby a staff member at the Recruiting Centres, hired by DCdts, would work exclusively on CIC Officer files. He noted that this is not limited to CIC applicants.

R. Ilko complimented J. Mignault and the staff at League Headquarters for their service throughout the year.

An Insurance report was included in the Meeting Book. J. Mignault briefly reviewed major issues. B. Robert recommended that re: CATO 14-07, it would be beneficial to outline activity details from a risk management point of view – who controls the activity, what type of activity it is, and offer guidance for acceptable events. J. Mignault concurred and suggested that risk management principles should be incorporated into CIC Officer training.

Col Hardy reported that the VCDS has agreed to investigate a way to defray the expenses of a League when necessary just to prove that it was not culpable in a lawsuit.

**IV CONCLUSION**

**4.1 CLOSING REMARKS**

R. Ilko encouraged members to read all reports in the Meeting Book to facilitate discussions during the Presentation of Reports.

**4.2 ADJOURNMENT**

There being no further business, the Chairperson adjourned the meeting at 1010 hours.



# Presentation of Reports

**RECORD OF DECISIONS**  
**25 NOVEMBER 2000**

The Chairperson opened the meeting at 1300 hours.

## **I ADMINISTRATION**

### **1.1 OPENING REMARKS BY THE CHAIRPERSON**

The Agenda and format for the meeting was reviewed. Individual participation encouraged.

## **II BUSINESS ARISING**

This section was not applicable.

## **III NEW BUSINESS**

### **3.1 REPORT OF THE EXECUTIVE COMMITTEE**

#### **Presented by R. Ilko**

The report of the Executive Committee has been attached as Appendix A.

G. Johnston queried the application procedure for citizenship trips owing to the state of CATO 14-07. LCol G. Merritt responded that the new CATO will be distributed Jan 01 but in the interim, pending requests shall be governed by the proposed CATO.

### **3.2 REPORT OF THE BOARD OF GOVERNORS**

#### **Presented by R. Ilko**

The report of the Board of Governors has been attached as Appendix B.

### **3.3 REPORT OF THE ADVISORY BOARD**

#### **Presented by L.G. Jenks**

The report of the Advisory Board has been attached as Appendix C.

### **3.4 REPORT OF THE NOMINATING COMMITTEE**

#### **Presented by M. Goldack**

The report of the Nominating Committee has been attached as Appendix D.

### **3.5 REPORT OF THE HONOURS AND AWARDS COMMITTEE**

#### **Presented by R. Ilko**

The report of the Honours and Awards Committee has been attached as Appendix E.

### **3.6 REPORT OF THE NATIONAL FUND RAISING COMMITTEE**

#### **Presented by J. Mignault**

The report of the National Fund Raising Committee has been included with the Advisory Board report. The presentation prepared by J. Mignault has been attached as Appendix F.

### **3.7 REPORT OF THE NATIONAL FINANCE COMMITTEE**

#### **Presented by B. Wolfe**

The report of the National Finance Committee has been attached as Appendix G.

**3.8 REPORT OF THE NATIONAL FLYING COMMITTEE**

**Presented by W. Paisley**

The report of the National Flying Committee has been attached as Appendix H.

B. Bondarevich queried the method of distribution for the survey. W. Paisley responded that he had sent a copy to all National Flying Committee members (mid-September) and had it posted on the League's website. Additional feedback would still be welcomed.

M. Cataford questioned the validity of statistics included in the draft reports of the Air Cadet Flying Program. He further requested confirmation that a power-only option remained a valid alternative as presented in the draft. Paisley noted that no recommendations have been formulated on any option as further study would be necessary.

E. Murray expressed concern about asking a cadet's family flight preference before a cadet has had both a power and glider family.

LCol G. Merritt cautioned that awareness of the funding process for the cadet program within DND was important. The Business Plan method requires two-year projections resulting in difficulties in changing directions within the cadet program. He further stated that all facets of flying operations must be reviewed from a liability and flight perspective.

Appreciation was extended to Maj J. Elias and Maj C. Seibel for their contributions to the League and the Flying program.

**3.9 REPORT OF THE PROVINCIAL CHAIRPERSONS COMMITTEE**

**Presented by J. Johnson**

The report of the Provincial Chairpersons Committee has been attached as Appendix I.

R. Ilko received clarification that selection of Army and Navy Cadet candidates for the Course is conducted at the regional level.

**3.10 REPORT OF THE PUBLIC RELATIONS COMMITTEE**

**Presented by L. Bourgeois**

The report of the Public Relations Committee has been attached as Appendix J.

B. Bondarevich sought an update on utilizing the Snowbirds for PR value, owing to the Air Cadet background of some of its members. This shall be investigated.

In response to a query by G. Bolton, L. Bourgeois reported that DND maintains official PR in each province and have agreed to assist the League. Further, each Region has a full time CIC Public Affairs Officer. The spokesperson for the League is the National President who shall refer specific questions to the person the most knowledgeable.

B. Bondarevich emphasized that every opportunity must be taken to capitalize on the marketing of and PR for the League on a national basis.

**3.11 REPORT OF THE EMPLOYEE BENEFITS COMMITTEE**

**Presented by R. Ilko**

The report of the Employee Benefits Committee has been attached as Appendix K.

**3.12 REPORT OF THE RECRUITING COMMITTEE**

**Presented by R. Clarke**

The report of the Recruiting Committee has been attached as Appendix L.



- 3.13 REPORT OF THE MEMBER REGISTRATION AND SCREENING COMMITTEE**  
**Presented by P. Martin**  
The report of the Member Registration and Screening Committee has been attached as Appendix M.
- 3.14 REPORT OF THE EFFECTIVE SPEAKING CONTEST COMMITTEE**  
**Presented by E. Wiesner**  
The report of the Effective Speaking Contest Committee has been attached as Appendix N.
- 3.15 REPORT OF THE STRATEGIC PLANNING COMMITTEE**  
**Presented by J. Ash**  
The report of the Strategic Planning Committee has been attached as Appendix O.
- 3.16 REPORT OF THE EDUCATION CREDITS COMMITTEE**  
**Presented by D. French**  
The report of the Education Credits Committee has been attached as Appendix P.
- 3.17 REPORT OF THE POLICIES AND PROCEDURES COMMITTEE**  
**Presented by R. Mercer**  
The report of the Policies and Procedures Committee has been attached as Appendix Q.
- 3.18 REPORT OF THE TRAINING COMMITTEE**  
**Presented by D. Betts**  
The report of the Training Committee has been attached as Appendix R.
- J. Dufort recalled the additional Technical Training Courses suggested by Air Canada from a 1999 survey - Search and Rescue Technician, Aero Maintenance Engineer, Aerospace Engineer, Aircraft Dispatcher, and Meteorology.
- 3.19 REPORT OF THE NATIONAL SELECTIONS COMMITTEE**  
**Presented by G. Albert**  
The report of the National Selections Committee has been attached as Appendix S.
- 3.20 REPORT FROM CADETS CARING FOR CANADA**  
**Presented by B. Wolfe**  
The report from Cadets Caring for Canada has been attached as Appendix T.
- 3.21 REPORT FROM THE WAY AHEAD - CCM STRATEGIC TEAM**  
**Presented by LCol G. Merritt**  
The report from the Way Ahead - CCM Strategic Team has been attached as Appendix U.
- 3.22 REPORT FROM THE LEAGUE/DND PARTNERSHIP TEAM**  
**Presented by B. Robert**  
The report from the League/DND Partnership Team has been attached as Appendix V.
- G. Cuerrier requested confirmation of full consultation in all aspects of the process.
- 3.23 REPORT OF THE 60TH ANNIVERSARY COMMITTEE**  
**Presented by G. Albert**  
The report of the 60th Anniversary Committee has been attached as Appendix W.

#### IV CONCLUSION

##### 4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

R. Ilko requested direction on issues surrounding the MOA:

- a. the signing of the MOA, as approved by the Board of Governors;
- b. recommendation that Provincial Committees would sign-off on / give approval MOA;
- c. power-only familiarization flying option

Discussion ensued.

##### 4.2 CLOSING REMARKS

R. Ilko regrettably relayed the loss of life of a Saskatchewan Air Cadet in an accident. He stated that there is assistance available from DND (Canadian Forces Members Assistance Program) to CIC Officers to handle such situations.

R. Ilko circulated a book titled *A Tradition of Excellence*, on the history of flight. interested were advised to contact the author directly.

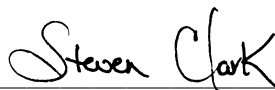
B. Bondarevich relayed the request by the Air Cadet Museum in Edmonton for L support to facilitate their operation.

##### 4.3 DATE AND TIME OF NEXT MEETING

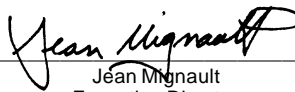
The next meeting of the Air Cadet League of Canada shall be held at the Annual General Meeting in Saint John, NB, 13-17 June 2001.

##### 4.4 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1655 hours.



Steven Clark  
Recording Secretary



Jean Mignault  
Executive Director



Ron Ilko  
President



# Executive Committee

## RECORD OF DECISIONS

23 NOVEMBER 2000

APPEND

### ATTENDEES:

Chairperson:	R. Ilko	National President
Members:	L.G. Jenks	Past President
	G. Cuerrier	First Vice-President
	G. Albert	Vice-President
	J. Ash	Vice-President
	B. Wolfe	Vice-President
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer

The Chairperson opened the meeting at 0900 hours.

### I ADMINISTRATION

#### 1.1 OPENING REMARKS BY THE CHAIRPERSON

A welcome was extended to all attendees. The Chairperson noted the importance repeating deliberations of the Executive Committee Meeting in the Board of Gov Meeting.

#### 1.2 CONFIRM NOTICE OF MEETING

The Executive Director confirmed that the Notice of Meeting was duly circulated at this gathering was a properly constituted meeting of the Air Cadet League of Canada.

#### 1.3 CALL TO ORDER - REVIEW AGENDA

The Chairperson called the Executive Committee Meeting to order. The Agenda reviewed.

#### 1.4 NEW ITEMS FOR AGENDA

No items of New Business were added.

#### 1.5 APPROVAL OF AGENDA

**MOTION:** Moved/seconded by L.G. Jenks/B. Wolfe that the Agenda be approved as distributed. **Carried**

#### 1.6 APPROVAL OF RECORD OF DECISIONS OF 18 OCTOBER 2000

**MOTION:** Moved/seconded by J. Ash/G. Albert that the Record of Decisions meeting of 18 October 2000 be approved as distributed. **Carried**

## II BUSINESS ARISING

### 2.1 SPECIAL SERVICES MEDAL

The VCDS has advised that he shall be investigating the possibility of the Special Services Medal for CIC officers. R. Ilko suggested that the League - Advisory Board Honours and Awards Committee - pursue existing civilian awards (i.e. Order of Canada, Community Service) for its members.

#### Recommendation(s):

1. Each province advise the National Honours and Awards Committee on available provincial awards for volunteers.
2. The 60th Anniversary Committee develop an avenue of League member recognition in light of the upcoming League celebrations.

### 2.2 IACE HOSTING - COSTS AND SCREENING

The revenue and expenditures for IACE 2000 were reviewed. J. Mignault will meet with OPC and QPC to review budget requirements in light of the increase in visiting with IACE 2001. Discussion followed on repercussions resulting from this increase. Further review shall occur during the January teleconference.

#### Recommendation(s):

1. R. Ilko shall ask the IACEA President for a follow-up on his presentation to the Planning Conference and request that he emphasize the need to screen host families with the other member countries.
2. An IACE report, outlining finances and in-country itinerary, shall be included in the AGM Meeting Book.

### 2.3 OUT-OF-REGION TRAINING - EASTERN REGION CADETS

The VCDS consented to investigate this concern. No result has been relayed.

### 2.4 COLD WEATHER TRAINING

The VCDS shall investigate this issue; no response has been received.

### 2.5 TREASURY BOARD GUIDELINES - GRANTS

Honorary Director R. Mortimer has reviewed these guidelines. The impact on the League shall be an NCAG agenda item. J. Mignault noted that the implementation date is to be determined. R. Ilko cautioned that evaluation criteria must be the League's vice DND.

### 2.6 NCAG MEETING AGENDA

R. Ilko wanted to ensure that the same message is being relayed by DCdts to all Leagues. Discussion ensued on the Insurance MOA, including disappointment with VCDS's response to recent correspondence, our insurance company's request for changes and the pre-mature review of the partnership before the Partnership commences its work. It was felt that this MOA should address claims processing rather than re-defining the partnership.

The screening of grey area volunteers requires clarification - deferred to the Presentation of Reports. Discussion followed on the definition of "League member", exactly who League screens, and recruiting.

### 2.7 MODERN MANAGEMENT COMPTROLLERSHIP REVIEW

An update on this review was provided.

### 2.8 LETTER TO VCDS FROM QUEBEC NAVY AND ARMY CADET LEAGUE CHAIRPERSONS

This letter requested financial support for their Provincial Committee Offices. R. Ilko supported their initiative but was displeased that the National Office was not informed, circumventing the chain of command.

**2.9 LETTER TO VCDS ON FALL RECRUITING CAMPAIGN**

R. Ilko announced that information on the Canadian Cadet Organization shall be given to every retiring member of the CF (the text was written by L. Bourgeois). The inordinate delay in processing recruit applications at DND was acknowledged.

**III NEW BUSINESS**

**3.1 TRI-LEAGUE PRESIDENT'S MEETING**

Issues discussed included the NCAG Meeting, Liability Insurance, Insurance formalization of National Headquarters accommodations, Member Registration Screening, and the sharing of information regarding legal action defence to elicit repetition.

**3.2 GOUDIE/TREMBLAY ISSUE**

This Sponsoring Committee issue was introduced to show the involvement of the provincial and national levels of the League. Members felt that a conflict resolution process, as the one devised by NBPC, could be adapted to meet national level needs. This would mirror a military redress of grievance process.

Two other situations were also summarized, including the removal of an Air Association as a sponsor in Kitchener.

**3.3 ROLE OF COMMITTEES AND BOARD OF GOVERNORS**

Deferred to the Board of Governor's Meeting.

**IV CONCLUSION**

**4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA**

J. Mignault read a message from a father thanking the Air Cadet League for its involvement on his son.

J. Ash suggested that the various Standing and Select Committee Chairs make it clear to their members that there is no source of expense money to fund transportation to national meetings.

J. Ash noted that the Executive Committee sits only when the Board of Governors is in session. As such, he questioned the need to hold an Executive Committee meeting during the Annual and Semi-Annual Meetings.

**4.2 CLOSING REMARKS**

R. Ilko noted that the preceding issues shall be briefly summarized for the Governor's Meeting.

**4.3 DATE AND TIME OF NEXT MEETING**

Pending the need for a December teleconference, the next meeting shall be held on Wednesday, 17 January 2001.

**4.4 ADJOURNMENT**

There being no further business, the Chairperson adjourned the meeting at 1115 hours.



# Board of Governors

## RECORD OF DECISIONS

23 NOVEMBER 2000

APPEND

### ATTENDEES:

Chairperson:	R. Ilko	National President
Members:	L.G. Jenks	Past President
	G. Cuerrier	First Vice-President
	G. Albert	Vice-President
	J. Ash	Vice-President
	B. Wolfe	Vice-President
	D. Betts	Governor
	M. Bineau	Governor
	L. Bourgeois	Governor
	R. Clarke	Governor
	D. French	Governor
	R. Mercer	Governor
	P. Martin	Governor
	W. Paisley	Governor
Guest: Presenter:	B. Robert	Executive Director, OPC
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer

The Chairperson opened the meeting at 1207 hours.

## I ADMINISTRATION

### 1.1 OPENING REMARKS BY THE CHAIRPERSON

A welcome was extended to all Governors. The Chairperson noted the full age issues.

### 1.2 CONFIRM NOTICE OF MEETING

The Executive Director confirmed that the Notice of Meeting was duly circulated at this gathering was a properly constituted meeting of the Air Cadet League of Canada.

### 1.3 CALL TO ORDER - REVIEW AGENDA

The Chairperson called the Executive Committee Meeting to order. The Agenda reviewed.

### 1.4 NEW ITEMS FOR AGENDA

Two items were added:

- 3.11 Role of Board of Governors/Executive Committee in the Decision-Making Process
- 3.12 Conference of Defence Association (CDA) membership

**1.5 APPROVAL OF AGENDA**

**MOTION:** Moved/seconded by L.G. Jenks/B. Wolfe that the Agenda be approved as distributed. **Carried**

**1.6 APPROVAL OF RECORD OF DECISIONS - BOARD OF GOVERNORS MEETING 15 JUNE 2000**

**MOTION:** Moved/seconded by G. Cuerrier/G. Albert that the Record of Decisions for the Governors meeting of 15 June 2000 be approved as distributed. **Carried 1**

**1.7 APPROVAL OF RECORD OF DECISIONS - ANNUAL MEETING OF THE BOARD OF GOVERNORS 15 JUNE 2000**

**MOTION:** Moved/seconded by G. Cuerrier/W. Paisley that the Record of Decisions for the Annual Meeting of the Board of Governors of 15 June 2000 be approved as distributed. **Carried 1**

**1.8 RATIFYING THE ACTS OF THE EXECUTIVE COMMITTEE**

**MOTION:** Moved/seconded by J. Ash/R. Clarke that the acts of the Executive Committee be ratified. **Carried 1**

**II BUSINESS ARISING**

**2.1 CHAP PROGRAM FOR VOLUNTEERS AT SQUADRON LEVEL**

The need to define when CHAP is to be mandatory for League personnel arose. It was generally felt that any member in direct contact with Air Cadets must undergo CHAP training.

**Decision:** Confirm instances of mandatory CHAP training.

**Action:** J. Mignault

**2.2 TERMS OF REFERENCE - MEMBER REGISTRATION AND SCREENING COMMITTEE**

R. Ilko noted the lack of progress by this committee noting the need to have all members registered and screened and the development of the committee's terms of reference. It was confirmed that a committee meeting would be held during this Semi-Annual Meeting. R. Ilko voiced his priorities, noting that the League must ensure that registration is a viable option, that this process reflects the on-going requirement to screen new members, and the need to review form content. It was noted that, with the constant influx of new members, the 100% goal is not possible.

**III NEW BUSINESS**

**3.1 REPORT ON THE EXECUTIVE COMMITTEE MEETING OF 23 NOVEMBER 2000**

R. Ilko highlighted the discussions of the Executive Committee. Detailed discussions arose on insurance and the specific need to identify the League's insurer in the 1999 address a pending lawsuit.

**Decision:** To assist review, the URL containing the Treasury Board Guidelines shall be emailed to all Governors.

**Action:** League Headquarters

**Decision:** No Executive Committee Meeting shall be held during the 2001 / 2002 General Meeting. A daylong Governors meeting shall take place.

**Action:** Information

**Decision:** A conflict resolution process is to be established for the Air Cadet League.

**Action:** L. Bourgeois

### 3.2 COMMITTEE UPDATES

#### 3.2.1 PARTNERSHIP TEAM MEETING - 18 NOVEMBER 2000

The primary goal of the first meeting, as reported by B. Robert, was to develop an understanding of how the team was going to operate and to scope out tasks in order to raise awareness of the issues and establish priorities, including structure, finance, strategic/business planning, policy development, infrastructure, logistical support, training, recruiting, public relations, resolution, appointments. The following points were noted:

- The League's submitted items were not included in the final agenda
- DND was challenged to recognize the League's contribution to the program; it can no longer refer to it as a \$150M program but a \$200-250M program
- Reference requested indicating DND must deliver the cadet program
- Why YIP money was not turned over to the League's to administer in accordance with QR Cadets division of responsibilities
- Reference to MOU or MOA was common
- Reporting shall be directly to the VCDS and three League Presidents

The next meeting has been scheduled for 27-28 January 2001 in Toronto.

G. Guerrier requested procedural clarification as to when the group would meet, the League of discussion points or seek Board approval for reviewed items. B. Robert confirmed that regular reports would be submitted to the President, communication being paramount. R. Ilko repeated that assistance from the Partnership Team is being sought to develop a MOA between the League and DND re: responsibilities.

#### 3.2.2 FUND RAISING COMMITTEE

J. Mignault reported the following points:

- The status of the current campaign was reviewed and the positive aspects were highlighted. An updated report shall be included with the Record of Decisions.
- He has arranged for an 18,500 person mailing to COPA members to be inserted in their magazine at little cost; the Air Force Association shall be approached next. Contact has also been initiated with Air Canada.
- At issue now is the need for direction on future fund raising appropriate campaign (which requires 80% of donations be spent on Air Cadet catalogue sales (retain 100% of profits for operating expenses).
- He distributed a package to all Governors to assist them with their individual fund raising efforts.

J. Ash suggested that the Royal Canadian Legion also be contacted to insert an insert with their publication.

#### 3.2.3 TRAINING COMMITTEE

D. Betts advised that DND defines optional training as a League responsibility. The following points were presented:

- CASARA (Civil Air Search and Rescue) was receptive to training Air Cadets
- NavCanada expressed enthusiasm for improving the ATC course, although DND support was deemed necessary.
- The Firefighter course was not supported
- A selection-style exam shall be instituted for ATC candidates in the future. A study guide shall also be available.
- The LHQ training program is not conducive to Northern Region requirements. More practical training needs to be explored.
- Aviation history needs to be enhanced in the LHQ program.



L. Bourgeois suggested that more up-to-date Technical Training courses should be explored to replace those currently offered.

**3.2.4 NATIONAL FLYING COMMITTEE**

W. Paisley identified two areas as the focus of this committee:

- The Flying Study: Updates to the study have been made. Equipment anomalies between the regions have been specified; projections to familiarization requirements, by region, were noted. An attempt was made to determine the differences in achieving the objective; the relationship between the League and RCAOpsO varies between regions - no improvement in some regions exists.
- The MOA: the committee shall review additional changes. QPC requested an amendment to allow a region to withdraw from the program in order to support a power-only program oriented to familiarization flights for all cadets, to allow qualified cadets to recreational flying training (RPP), and to continue the flying scholarship unchanged. He noted that the Board has already concurred with the MOA at the 2000 Annual General Meeting and reiterated that the MOA is a resource rental agreement only.

Discussion followed on eliminating the universality of the flying program giving individual committees the ability to develop a program conducive to their requirements. Funding power familiarizations vice glider was debated.

**3.2.5 INSURANCE MOA**

J. Mignault reported that the MOA received from D Law Claims did not address the issue of claims handling. He was advised that a MOA on Insurance would not be forthcoming until the League accepted the proposed MOA, which defined the partnership. J. Mignault confirmed that our current insurance has been extended until June 2001.

**3.2.6 PR AND IMAGE COMMITTEE**

L. Bourgeois developed and distributed a Public Information Plan to all Provincial Committees, requested each province appoint a public information coordinator and had drafted a terms of reference for this position. Two provinces responded. He reiterated the need for a plan and a coordinator to be in place.

**3.2.7 FINANCE COMMITTEE**

B. Wolfe requested Board direction for measures to counter squadron submitting an ACC9. R. Ilko responded that, after two years of attempts by the Provincial Committee, a letter shall be forwarded by the National President to delinquent squadron(s). If no action results, the unit shall be placed on probation, with the final step being withdrawal of the sponsor's charter and sponsor named.

**3.2.8 MEMBER REGISTRATION AND SCREENING COMMITTEE**

Although it is not DND's position to ban cadet billeting, Pacific Region instituted such a policy. R. Ilko shall address this issue at the NCAG Meeting noting our screening of host families for IACE as a solution.

**3.2.9 POLICY AND PROCEDURES MANUAL**

R. Mercer confirmed that the next amendment list will be released in January 2001. Future amendments shall be produced on CD, with the amended already inserted. Cost would be \$1.00 - \$2.00 per squadron, to be absorbed by the National League.

### 3.2.10 OFFICE INITIATIVES

J. Mignault reviewed various office initiatives, including the hiring of a secretary, Fund Raising training, office LAN implementation, expansion of catering, exploration of e-commerce possibilities and the consent of a New Brunswick to fund the re-design of the League's website to a value of \$20,000.00. The approval and production process for official squadron crests was reviewed. There are currently 16 crests awaiting completion, at a cost of approximately \$300.00 each. Discussion followed on a cost-sharing option.

**Decision:** Before a decision on cost sharing can be made, a comparison of hand-painted costs (current method) versus computer graphic design fees must occur.

**Action:** League Headquarters

### 3.2.11 STRATEGIC PLANNING/WAY AHEAD COMMITTEE

G. Cuerrier reported on the lack of progress by this committee. R. Ilko addressed this inactivity.

### 3.3 CATO 14-07 REVISION

L. Bourgeois suggested two amendments:

- Para 3 (f) should include reference to an exchange with a unit as defined in (within parent region, outside parent region, outside Canada) in lieu of just speaking with another country.
- Para 7 - obtaining additional medical and/or liability insurance remains a requirement; however, reference to obtaining same from the Leagues should be withdrawn.

He further queried how DND could prevent a civilian group from accommodation on a US military base. R. Ilko concluded that the Board would deal with this CATO with the above-noted changes incorporated.

### 3.4 INFRASTRUCTURE STUDY FROM DND

R. Ilko stated that this study referred to the infrastructure of summer training centres to correct any unsafe conditions and the resulting expenditure of \$80M.

### 3.5 SEMI-ANNUAL MEETING

R. Ilko initiated discussion on the need for a Semi-Annual Meeting, noting monetary time costs, and the format for future meetings if deemed necessary.

**Decision:** Less expensive venues for the 2001 Semi-Annual Meeting should be investigated.

**Action:** G. Cuerrier and J. Mignault

**Decision:** It was recommended that the Board of Governors and Provincial Chairpersons Committee meet in person at a Semi-Annual Meeting with all committees conducting meetings in advance (electronically, teleconference) providing a report only for the Meeting Book. A revised format would be as follows:

Thursday:	Meet and Greet
Friday:	Plenary Session (morning); Board of Governors and Provincial Chairs meetings (afternoon); President's Dinner (evening)
Saturday:	Presentation of Reports (morning); Board of Governors (afternoon); Casual Dinner (evening)

### 3.6 DRESS CODE - LEAGUE SUMMER DRESS

A summer dress code for League members was suggested. J. Ash noted that no code has been formalized for League members, although the navy blazer and grey trousers has been an accepted pattern.

**Decision:** No formal dress code shall be adopted but Provincial Committee welcome to develop a standard as they wish.

**3.7 60TH ANNIVERSARY ACTIVITIES**

G. Albert noted that only one Provincial Committee responded to his list of suggestions. He shall be following-up with the Provincial Chairpersons Committee at this meeting.

**3.8 GLIDING MOA AND PROVISION FOR POWER FLIGHTS**

Previously addressed.

**3.9 APPROVAL OF BY-LAWS - AIR CADET LEAGUE OF CANADA (NOVA SCOTIA)**

The Executive Director confirmed that the proposed by-laws are in accordance with national by-laws. A letter of approval shall be forwarded.

**3.10 APPROVAL OF BY-LAWS - AIR CADET LEAGUE OF CANADA (ALBERTA)**

The Executive Director confirmed that the proposed by-laws are in accordance with national by-laws. A letter of approval shall be forwarded.

**3.11 ROLE OF BOARD OF GOVERNORS/EXECUTIVE COMMITTEE IN THE DECISION-MAKING PROCESS**

G. Cuerrier questioned whether passing issues to committees to resolve was the correct method, rather than resolving such issues by the Board itself. L. Bourgeois noted the benefits of the committee system.

**3.12 CONFERENCE OF DEFENCE ASSOCIATION (CDA) - MEMBERSHIP OFFER**

L. Bourgeois relayed the invitation for the Air Cadet League to join the CDA. This of which the Navy and Army Cadet Leagues are members, represents 600,000 people in associations such as the CF, Reserves, Air Force Association, and the Royal Canadian Legion. It is the voice of defence for Canada.

**MOTION:** Moved/seconded by L. Bourgeois/W. Paisley that the Air Cadet League of Canada apply for Associate Membership with the Conference of Defence Association. **Carried 11-0**

L. Bourgeois stated that there is no cost to be an Associate Member, however, a fee will be introduced to cover administrative expenses (mailings). He offered to personally deliver this bill if received during the first year of membership.

**IV CONCLUSION**

**4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA**

J. Mignault read a message from a father thanking the Air Cadet League for its involvement on his son.

**4.2 CLOSING REMARKS**

R. Ilko expressed his thanks for the work of each Governor.

**4.3 DATE AND TIME OF NEXT MEETING**

The Joint Session of the Board of Governors/Provincial Chairpersons Committee shall be held Saturday, 25 November 2000.

**4.4 ADJOURNMENT**

There being no further business, the Chairperson adjourned the meeting at 1655 hours.



## Advisory Board

RECORD OF DECISIONS  
24 NOVEMBER 2000

APPEND

Chairperson: L.G. Jenks

The report on the work, decisions and recommendations of this committee included the following points:

### Procedures for Contacting and Confirming Honorary Directors

- The President shall contact the present Honorary Directors to determine their interest in continuing in this capacity;
- Honorary Directors are approved at the AGM;
- The in-coming President shall write a letter of confirmation to each Honorary Director

### Annual Financial Statements

Copies shall be distributed to all members prior to the Annual General Meeting

### Honours and Awards

Recommendations from the Advisory Board have been submitted to the National President for consideration.

### National President's Pin

The pin was provided by P. Davis following his Presidency. The 12 diamonds represent the 10 provinces and two territories.

**Recommendation:** It was recommended that the pin be left as created and a 13th diamond not be added to represent the new territory of Nunavut. If necessary, the representation of the 12 provincial committees can be revised to represent the 12 provincial committees.

### Colonel Commandant for Air Cadets

Such positions have historically not been associated with air organizations and our current Honorary President should be recognized as equivalent status.

**Recommendation:** It was recommended that the Air Cadet League not seek such an honorary appointment.

### Future Format of the Semi-Annual Meeting

**Recommendation:** It was recommended that as many Advisory Board personnel attend the Semi-Annual Meetings to carry on their work as the Nominating Committee and to be available to provide advice to the Board of Governors as required.

### New Committee

**Recommendation:** It was recommended that a new committee be struck and mandated to address matters of insurance, risk liability and legal affairs.

### Decorations

**Recommendation:** It was recommended that any member, Honorary or otherwise, have decorations noted in the official League Directory.

### National Fund Raising

J. Mignault made a presentation on the history, current state and future recommendations for local fund raising (see Appendix F).

**Recommendation:** It was recommended that the National Fund Raising Committee be made more effective.



## Nominating Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: M.W. Goldack

The report on the work, decisions and recommendations of this committee included the following points:

- The Nominating Committee continued their work on the proposed slate of officers for the year 2002. It was noted that not all committees have submitted their nominations and those yet to were encouraged to submit names to this committee.



## Honours and Awards Committee

### RECORD OF DECISIONS

24 NOVEMBER 2000

APPEND

Chairperson: R. Ilko

The report on the work, decisions and recommendations of this committee included the following points:

#### League Service Recognition

**Recommendation:** The League recognize years of service, not with a medal, but with a lapel pin.

#### Certificates

Certificates of Appreciation are presented in recognition of singular, short-term accomplishments at the level of the League.

**Recommendation:** It was recommended that Certificates of Merit and Certificates of Honour be reserved for League personnel only. Certificates of Merit shall recognize significant service to the League with the Certificate of Honour being reserved for an exceptionally higher level of service.

**Recommendation:** It was recommended that an Air Cadet League Recognition Award be instituted for presentation to military personnel for outstanding efforts towards the League.

**Recommendation:** It was recommended that an Officer of the Year Awards be instituted. One military person per year would be named as the recipient, based on the recommendation of the Director of Cadets.

**Recommendation:** It was recommended that a Presidential Recognition certificate be established, commencing with the 60th anniversary, and be presented to squadrons achieving certain targets.

#### Medal of Honour

No firm criteria exists for this award.

**Recommendation:** It was recommended that no firm criteria be established, rather nominees be assessed on a case-by-case basis. This review of applicants would be completed by the committee that is currently used.

#### Call for Nominations

The Chair shall issue a call for nominations in January 2001 with a submission deadline of 28 February 2001.



# National Fund Raising Committee

RECORD OF DECISIONS  
24 NOVEMBER 2000

Fund Raising Presentation Prepared by J. Mignault

## Slide 1

- Fund Raising – Internally/Externally
- Where are we today?
- What we do today?
- What we are not doing?
- Strengths, Weaknesses, Threats, Opportunities!
- Where do we want to go?
- Getting there!
- Decisions

## Slide 2

- Internal Fund Raising:
- Interest Income
- Catalogue Sales
- Membership Fees
- AGM/SAM Meeting Fees
- SIRP/IACE Fees
- Staff – bowling tournament, raffles

## Slide 3

- External Fund Raising:
- DND Grant
- Donations:
- Individual
- Corporate
- President's Fund
- Foundation Support

## Slide 4

- Where are we today?
- Refer to separate update document
- Fund Raising Campaign that is essentially flat or growing marginally
- \$37.5K as Oct. 31, 2000 vs. \$51K last year\*\*
- No new major mailing lists obtained
- Little corporate support
- Increased competition from hospitals, other charities, other Leagues and all other charities
- 18,500 Piece mailing secured in COPA Magazine
- \*\* \$12K Salary Donation D. Logan (LY)
- \*\* \$5K Timing Differences (CY)

Slide 5

- What we do today!
- Maintain 11,727 name database
- Wrote to 4,526 donors in Spring of 2000
- Wrote 3,836 follow-up letters Fall 2000
- 376 individual contributions received
- 37 corporate contributions received
- 366 or 88% are repeat donors over 1999/00
- Average individual donation \$60
- Average Corporate donation \$311

Slide 6

- What we are not doing!
- No Donor Recognition program
- No Major Gift program
- No Planned Giving program
- No personal calls to large and/or long-time donors
- No targeting of current Cadets parents
- Inability to reach former Cadets
- No Alumni Association/Foundation

Slide 7

- Not soliciting support of individuals calling the office
- No public recognition of our donors
- No plan to convert donors to monthly contributors
- No e-commerce solution
- No mandatory Board member contributions
- Twice per year donor contact not enough to curb 25% /year donor loss
- No "Big Name" supporter for each campaign
- No real "emotional" message

Slide 8

- Not spending funds directly on Cadets
- No Program to target Foundations
- Most fund-raising activities done by the staff with the help of a few key members
- Corporate campaign not producing
- Can we convince our donors that the funds are expended on the Cadets?
- No donor surveys
- No business reply mail return envelope

Slide 9

- No real understanding as to why donors give
- Not publicizing our Cadet successes & our heroes
- No Xmas/birthday cards/thanks to donors
- Not telling our donors how important they are
- Not publishing list of donors > \$100
- No bounce-back program when sending thank-you letters
- No Cadet Scholarship Fund



Slide 10

- Process in the office is manual and labour intensive
- No process/software to ensure monthly donations by credit card and/or automatic debit donor's accounts
- No marketing plan
- 80% of funds receipted must be spent on Cadets – CCRA requirement

Slide 11

- Strengths:
- Large database of donors
- Been in business 60 years
- Never been successfully sued
- Have DND and Gov. Canada support
- Financially secure
- Organization is mature – i.e. structure
- Support of the Provinces
- Youth Program focuses on citizenship & leadership

Slide 12

- Weaknesses:
- No e-commerce capability for fund raising and catalogue
- Donor support is not growing
- Donor base is aging
- No donor recognition program
- No Planned Giving Program
- No Major Gifts Program
- No real/emotional message

Slide 13

- Weaknesses – Continued:
- Few funds spent directly on Cadets
- Membership is aging – no new blood
- Can't access the parents of Cadets
- Don't know who our members were since 1941
- Some committees are ineffective
- 50% new staff in the office

Slide 14

- Threats:
- Sexual Abuse and Harassment lawsuits
- Liability Insurance coverage
- Competition from other Leagues
- Member screening not fully implemented
- Loss of Government Grant - \$250K
- Competition from other youth organizations

Slide 15

- Opportunities:
- Government support for youth – YIP
- Donor growth
- Air Force Association of Canada
- Canadian Pilots & Owners Association
- Former Cadets – Friends of Air Cadets
- Parents of existing Cadets
- Untapped market for our catalogue:
- Cadets & their parents
- Summer Training Centre Catalogue sales

Slide 16

- Where do we want to go?
- Increase Donations
- Improve Donor support/recognition
- Increase Catalogue Sales
- Web e-commerce strategy
- Catalogue strategies

Slide 17

- Getting there – Increased donations:
- Implement Friends of Air Cadets Foundation
- Targeting parents of Cadets
- Planned Giving Program
- Major Gifts Program
- Letter writing campaign to Foundations
- Funds for Scholarship Fund - \$200K
- Funds for e-commerce solution - \$100K
- Web enabled donations
- Web enabled catalogue – secure site

Slide 18

- Getting there – Increased donations:
- Letter writing campaign to Foundations –cont'd
- Hire Historian to write ACLC History - \$150K
- Staff initiatives: raffles, bowling tournament, COPA and CATCA mailings
- 60<sup>th</sup> Anniversary – sale of pins
- 60<sup>th</sup> Anniversary Sticker on envelope
- National Air Cadet Week – Mandatory
- Tag Day – funds split three ways: National, Provincial and local
- AFAC 60<sup>th</sup> Anniversary mailing

Slide 19

- Getting there:
- *Friends of Air Cadets:*
- \$35 Annual Fee
- Plea for donation(s) (twice per year)
- League Decal
- Welcome Letter from President
- Special Friends of Air Cadets Pin
- 2 newsletters/year
- Letter/welcome package from E.D.
- Personal Certificate
- Publicized through Internet & Word of mouth

Slide 20

- Letter Writing campaign to Foundations
- Past Presidents
- Priority – Web e-commerce solution
- Donations
- Catalogue
- Access to Foundations Directory on-line secured
- 60<sup>th</sup> Anniversary national tag-day
- Parental support

Slide 21

- *Decisions:*
- Donor recognition:
- Phone larger/consistent donors, permission to ask for phone #'s and day/month of birth
- Token 60<sup>th</sup> anniversary bookmark/thank you gift
- 60<sup>th</sup> Anniversary:
- National office sells pins
- Special sticker on mailing
- Test use of prepaid business reply envelope
- Approval "Parents Package"

Slide 22

- *Decisions – Cont'd*
- Priority on catalogue and web based donation capability
- AFAC 60<sup>th</sup> Anniversary Mailing
- If successful, hire another employee down the road for PR, Communications & Fund R.
- S/W solution for conversion to monthly donors – Razor's Edge



# National Finance Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: B. Wolfe

The report on the work, decisions and recommendations of this committee included the following per full report may be found in the SAM Meeting Book):

**League Finances**

J. Mignault was congratulated on behalf of League Headquarters' success in reducing expense increasing revenues.

**ACC9/ACC9P**

A call for delinquent reports was issued - for both 1998/99 and 1999/00.



# National Flying Committee

**RECORD OF DECISIONS**  
**24-25 NOVEMBER 2000**

**APPEND**

Chairperson: W. Paisley

Members:	M. Bineau	Vice-Chair
	Guy Albert	Member
	Jack Henwood	Member
	Paul Martin	Member
	Neil Olsen	Member
	John Walker	Member
	Major Elias	NCAirOpsO
	Major Seibel	National Technical Authority
	Geoffrey Johnston	BCP

## I ADMINISTRATION

- 1.1 Three items were added to the agenda.
- 1.2 Revised agenda moved by Bineau/Martin
- 1.3 Minutes of previous meeting, 27 August 2000 moved by Bineau/Martin
- 1.4 Presentation – National Cadet Air Operations Officer  
Major Elias provided an overview of the recent RCOpsO's meeting, which included:
  - a. Flight safety statistics for the current year were one glider and one aircraft category accidents. There were a total of 135 incidents. Generally the increase attributed to better reporting; however eight canopy opening incidents were recorded that would indicate that some re-education of pre-flight inspections may be necessary.
  - b. Next year's scholarship quotas for each PC were announced.
- 1.5 Presentation – National Technical Authority.  
Major Seibel provided an update of the technical aspects of the ACGP, which included:
  - a. SIRP Status – As long as the SIRP is maintained the fleet can be kept operational for the foreseeable future. Costs for the coming year will remain the same as current FY.

**Recommend: the SIRP budget remain the same for the FY commencing 2001**

  - b. Scout Carbon Monoxide – A modification to reduce ingress of CO into the cockpit has been completed.
  - c. Aircraft instruments – there is a requirement to reduce exposure to radiation from radium dial instruments to "as low as reasonably achievable". DND is funding a program to replace all the radium contaminated instruments over the next five years. This year 147 instruments have been replaced at a cost of approximately \$70,000 leaving approximately 87 with very low levels of radiation to be replaced in the future.
  - d. Oil filters- have been installed on all Scout aircraft. A prototype kit for L-19 has been developed and tested. Transport Canada (TC) approval is expected and DND will procure the kits at cost of \$30,000.

- e. Engine Time Between Overhaul (TBO) – Although TC allows continued operation of engines beyond the manufacturer's TBO using a program called 'on-co maintenance', this procedure is not acceptable to DND due to the strenuous operating conditions of our routine operations.
- f. Alternators for L-19 Aircraft – DND is funding a project to replace all generator alternators on all L-19 aircraft.

## II BUSINESS ARISING

### 2.1 ACGP Memorandum of Agreement (MOA)

The following are suggested changes to the MOA that was approved by the Board of Governors at the AGM 2000:

- a. New sub para 2 d. and renumber existing d., e., f. to e., f., & g.  
"When it is not practical to provide spring and fall familiarization flying to all squadrons, the RCA Ops O, in consultation with the Provincial Committee Executive, may authorize power familiarization in lieu of glider flying for those squadrons. Power familiarization flying shall be funded by utilizing those funds that would have been used for glider familiarization."
- b. Delete para 15 and insert new para 15.  
The League shall be responsible for the maintenance and parts for League-owned winches and their supporting vehicles. DND assistance may be provided up to a maximum of \$500.00 per winch each FY.
- c. Amend para 18 to read:  
"With respect to the 2001 Summer Air Cadet Glider Pilot Training Program as set out in paragraph 2.b., DND shall make payment to the League in the amount of \$36.08 per hour of "air time" for gliders and \$36.08 per hour of "air time" for tow aerobics. Payments will be adjusted annually thereafter for the life of the Agreement in accordance with the current DND Economic Model. Rental payments shall be governed by the following:"
- d. Amend para 21 to read:  
"This Memorandum of Agreement shall be effective from April 01, 2001 to March 31, 2006. Either party, however, may terminate this Memorandum of Agreement by giving the other party one year of notice in writing. In addition, this agreement shall be amended at anytime with the agreement of both parties."

**Recommend: that the above changes be made to the MOA .**

### 2.2 QPC Change to the MOA

The following change to the MOA has been suggested by the QPC:

- "A region may withdraw from the gliding program in order to support a power program oriented towards:
- a. familiarization flights to all cadets
  - b. allow qualified cadets to take Recreational flying training
  - c. continue the flying scholarship in the manner currently being conducted.

**Recommend: that this change not be approved because this is a program change not related to the purpose of the MOA.**

2.3 Joint Flying Training Study Group Report

The Sub-Committee report has been reviewed and approved by Regional Ca Operations Officers and the NFC members. The extensive comments from PC's been thoroughly considered and included in the report where appropriate for the n program. Copies of the report will be submitted to the Board of Governors and DC their consideration.

**Recommend: that the recommendations contained in the report be approve implemented.**

III **NEW BUSINESS**

3.1 Quebec and Ottawa Valley Provincial Committee (QPC) Change Proposal

The QPC made a presentation regarding their strong desire to eliminate the Air Gliding Program (ACGP) and change to an all power program in Eastern Region. NFC members recognize that some PC's are dissatisfied with the current , however, it is the committee's view that most if not all of the deficiencies identified national program can be eliminated if the recommendations of the Joint Flying Tr Study Group Report are implemented.

**Recommend: that should the Board of Governors decide to pursue the proposal, the President, Air Cadet League of Canada communicate with DN problem as perceived by the QPC with the ACGP in Eastern Region and requ immediate joint QPC/Eastern Region study to review in detail the costing options for changing the program, including to an all power program.**

3.2 Out of Province Gliding Training

The NCAOpsO briefed the committee on the contents of a draft Executive Sur regarding an Eastern Region study of options for completing the Eastern Region St Gliding Program. The options are :

- ◆ An additional satellite base at Bromont, QC
- ◆ Prolong the existing course
- ◆ The status quo

Both of the first two options have significant additional costs and other implication options are presently being evaluated.

**Info Only**

3.3 Insurance on Major Equipment Spares

PC's are encouraged to insure their League owned major equipment spares (i.e. er wings, etc.). PC's that have major equipment spares that is not covered by the Le aviation insurance should provide the national office with the necessary details to that equipment included.

**Recommend: PC's contact the national office to nave their League owned equipment spares included in the aviation insurance policy.**

3.4 CFTA Administration

The administration of these awards is not standardized which could result in the r of the intended purpose of these awards.

**Action: Members will review the administration of CFTA's within their jurisdiction and be prepared to discuss further at the next NFC meeting.**

3.5 Total Flight Experience

The curriculum developed by the Gimili Gliding centre for enhancing the familiarization program was discussed. Copies provided to all members.

**Recommend: All members encourage adoption of this or a similar approach enhancing the glider familiarization in their area.**

3.6 Meetings

The NFC members consider face-to-face meeting in addition to telephone conference vital to complete the committee's assigned tasks. The advantages of meeting with RCA Ops O's were discussed and will be further explored.

**IV CONCLUSION**

4.1 Closing Remarks

The Chair thanked all members for their personal commitment to the ACGP and for effective contribution to the discussions. All were urged to build upon positive experience of the meeting and the relationship by sharing their thoughts, concerns and suggestions with the membership by e-mail.

4.2 The next meeting will be a teleconference at the call of the Chair.



William G Paisley  
Chair



Attachment One to NFC Record of Decisions

**AIR CADET  
2001 PROVINCIAL AND TERRITORIAL SELECTION QUOTAS  
FOR THE POWER AND GLIDER SCHOLARSHIP PROGRAMS**

(Based on Effective Strength at the Annual Ceremonial Review)

PROVINCE OR TERRITORY	EFFECTIVE PARADE STRENGTH	POWER QUOTA PRELIMINARY	POWER QUOTA ROUNDED UP	POWER QUOTA FINAL	GLIDER QUOTA PRELIMINARY	GLIDER QUOTA ROUNDED UP	GL QT F
NF	909	9.4088	10	9	12.0432	13	.
PE	219	2.2668	3	2	2.9015	3	.
NS	1374	14.2218	15	14	18.2040	19	.
NB	1086	11.2408	12	11	14.3883	15	.
QC	6036	62.4767	63	63	79.9702	80	8
ON	6746	69.8257	70	70	89.3769	90	8
NW ON	235	2.4324	3	2	3.1135	4	.
MB	1051	10.8786	11	11	13.9246	14	.
SK	1269	13.1350	14	13	16.8128	17	.
AB	2190	22.6680	23	23	29.0150	30	2
BC	2989	30.9382	31	31	39.6009	40	4
YT/NT	49	0.5072	1	1	0.6492	1	.
TOTAL	24153	250	256	250	320.0001	326	32



## Provincial Chairpersons Committee

RECORD OF DECISIONS  
23-25 NOVEMBER 2000

APPEND

Chairperson: J. Johnson

Introduction of new members and opening remarks from J. Johnson, Chairman  
Welcome to LCol. G. Merritt. The Chair reminded members of the rules concerning voting and speaking.

### Item 1: Cadet Insurance (Newfoundland)

At the present time, the League pays for the insurance. In most cases the provincial committee bills the local squadron / sponsoring committee. In many cases the insurance charge is in the annual assessment charge by the PC. This in turn is usually offset by the contingency paid to squadrons by the military. Essentially, the cheque goes from DND to the Squadron Sponsoring Committee to the Provincial Committee to the National League.

National Defence Act does not provide the Minister with the authority to purchase insurance for cadets. The insurance has to be purchased by the civilian partners.

*Action: Item Closed*

### Item 2: Invoicing of Effective Speaking Awards (Newfoundland)

The provincial committees are billed for a number of items related to the national effective speaking contest (approximate cost was \$200 per committee). If this is a national competition why are the provincial committees bearing the cost of this competition? We pay the cost of running our own competition and the costs of transporting the cadets to the venue. J. Johnson noted that the provinces had agreed to pay for the cost of the prizes in the past.

#### **Recommendations:**

1. The National Office should provide the provincial committees with a detailed list of expenditures that would be sent out to each Provincial Committee along with the assessment.
2. That any increase in expenditures for prizes would require prior consultation with Provincial Chairs.

### Item 3: 60<sup>th</sup> Anniversary Celebrations

Members were referred to the report from G. Albert.

- The OPC suggested that there should be a category for computer generated art in the contest
- P. Tanguay passed out samples of the 60<sup>th</sup> Anniversary pins. Authorization from CF be required for cadets to be able to wear them. Provincial Committees will submit the orders to P. Tanguay and will be billed on the number of pins ordered.
- A nation-wide parade received some support but concerns were raised about dates in 2001 and the problem related to setting a single date for all (possible options suggested in conjunction with Annual Reviews / Inspections). It was suggested that the province would determine how this could be handled to achieve the maximum publicity at the local level.
- It was suggested that National should provide each PC with a professionally developed media package
- New Brunswick will focus the upcoming AGM on 60<sup>th</sup> anniversary.

- It was recommended that the National Committee focus on these items:
  - Theme/Poster Contest
  - Power Point presentations for presentation to local organizations (including an emphasis on recruiting adult volunteers getting involved with squadrons and sponsoring committees)
  - President Certificates recognizing Squadrons who participate in at least three Anniversary activities
  - National recognition through Snow Birds etc.
  - Have a postage stamp dedicated to Air Cadets

**Item 4: SIRD Charges**

J. Johnson distributed a summary of input from the various PC's. This will be presented at the meeting on Saturday. It was noted that PEI and Saskatchewan wanted their wording altered to show that the sponsoring committee pays for the SIRD fees and that any assessment is shown as SIRD.

**Item 5: CIC Recruiting (Northwestern Ontario)**

Concerns were raised about the slow pace of CIC recruiting. There were particular concerns about getting individuals off the Supplemental List; the time to reactivate a member from the list is often longer than the time required to enrol an individual from scratch.

LCol. Merritt indicated that a Tiger Team has been formed to address this concern. He went back to DCdts. concerns about the length of time to reactivate a member on the SHL.

**Item 6: Summer Training Courses (Ontario)**

There is no support from the commandant of the CFFA in Borden for having a stand-alone firefighting course for cadets as part of the summer training program. CO-RCSU Centre indicated that he does not support the idea of having a Firefighting Course. However, he indicated that he would incorporate additional training for cadets taking the Aircraft Services Course.

The National Rifle Coaching Course will eventually become a regional course. It may be expanded to some other regions in the near future but not necessarily all regions. There are no changes for this summer.

**Item 7: Air Cadet Involvement in Rifle Drill (Ontario)**

At the Cadet Tattoo in Hamilton this summer, Air Cadets were not able to participate in the "feu de joie" using large bore (.303) rifles.

LCol. Merritt responded that the feu de joie is a traditional army cadet activity. It was noted that the use of the .303 was a compromise because the Minister did not want cadets using the .303 rifles in public. Air Cadets can only use the No. 7 rifles held on local issue for ceremonial purposes. The Min. of Defence has yet to determine the exact guidelines for the use of rifles in public by cadets. It may be possible to have Air Cadets participate in this type of activity in specific circumstances, i.e., future Tattoos).

**Item 8: Enhanced Reliability Check (British Columbia)**

CIC members and civilian instructors currently undergo an enhanced reliability check (ERC). The Pacific Region also requires anyone who may have direct contact / be alone with cadets to undergo an ERC. This could include members of the Sponsoring Committee if the member is supervising cadets during a specific activity. The same standards apply to any adult (instructor, member, parent driver etc.) who might be involved with cadets. The requirement for adult screening could have a significant impact on cadet activities by limiting adult involvement. This could also have an impact on billeting cadets.

LCol. Merritt indicated that the commanding officer had to screen all volunteers who were screened by the respective leagues and that the screening for those who had direct contact with cadets would be at the ERC level. Volunteers that did not have direct contact with the commanding officer would have an interview with the commanding officer and their names would be forwarded to CO-RCSU for a CPIC check. There will be a policy coming from DCdts. on billeting cadets.

Note: It was suggested that the National Screening Committee, including provincial representatives, should meet at the NAGM. The committee should look at the current status of each province.

**Item 9: Participation in Celebration Canada**

This would see the National Effective Speaking Contest winner and runner-up travelling to Canada for three days to tour the region and participate in Canada Day celebrations. Airfare would be paid for but not accommodations. The League would be responsible for the cost of accommodations for the two cadets and their parents for three nights. This is a one-time event.

New Brunswick moved, seconded by Manitoba, that the Provincial Chairs support the proposal to send the national winner and runner up (plus one parent per cadet) for the Canada Day Celebrations and to cover the cost of accommodations.

**Carried.**

Meeting suspended until 11:00 Saturday, 24 November 2000.

**Item 10: Air Cadet Flying Program (QPC Presentation)**

Mr. Jacques Dufort, Chair of the QPC Flying committee presented the QPC position on proposed changes to their flying program (moving to an all-power family flying program). Questions and answers followed.

The QPC Flying Committee is commended on the quality of the report and the manner in which the presentation was delivered.

Following the presentation there was an open discussion among the PC Chairs: representatives from the QPC were not in attendance as they were making a presentation to the National Committee.

Newfoundland presented its position on the continuation of its gliding program. The NF has decided that it wants to opt out of the spring/fall family-gliding program in favour of a power family program. The PC is still prepared to provide the gliders for the summer school program. The NFLD-PC has done an economic feasibility study and have concluded that they can provide a half-hour power family experience for each cadet for significantly less than what is being spent on the current family-gliding program. NFLD is prepared to sell their gliders and opt out of the Memorandum of Agreement, if necessary.

**Recommendations:**

1. The PC-Chairs would like a copy of all League insurance policies made available to the PC office. This would include both cadet insurance and insurance for aircraft and equipment.

**Motion:** It was moved by the QPC-Chair, seconded by NFLDPC-Chair that the wording in the preamble "And whereas the League has the authority to make commitments on behalf of Provincial Committees as hereinafter provided" be replaced with "The Air Cadet League of Canada, having obtained the written consent of each Provincial Committee, has the authority to make commitments on their behalf as hereinafter provided". **C**

**Motion:** It was moved by the QPC-Chair, seconded by NFLD-Chair that the Provincial Committee support the principle that a provincial committee may offer a power-only program to include providing familiarization flights to all cadets. The Provincial Chairs Committee further reaffirms the four recommendations brought forward in June, 2000 at the Annual General Meeting:

Recommendation 1: The Provincial Committees should approve any Memorandum of Agreement before it is ratified by the NACL.

Recommendation 2: The NACL and the DND should explore the inclusion of power flying in the MOA as an alternative way to provide family-flying to cadets.

Recommendation 3: Any MOA must recognize the need for any Provincial Committee to tailor a family-flying program to fit local conditions (reference para. 1, pg. 2-19 of the 2000 AGM booklet).

Recommendation 4: That the NACL needs to review its current commitment to providing family-flying through a nation-wide gliding program and to examine other options which would meet the national mandate of providing family-flying to cadets.

***Carried Unanimously***

**Item 11: Citizenship Training for Air Cadets**

Concerns were raised about the depth and quality of training that Air Cadets receive in citizenship training. In Level 3, the Air Cadets learn about the Air Force Association of Canada and what is the link to citizenship. In Level 4, the training is about how to run meetings and memoranda .... again, what is the link to citizenship?

LCol. Merritt indicated that there hasn't been any changes in the last five or six years and there have been no concerns raised. He agreed that it is time to review this aspect of the program again.

***Recommendations:***

1. C. Hawkins will forward to LCol. Merritt a copy of the course profile for the new Grade 9 Civics Course recently introduced in Ontario.
2. The NACL Training Committee should undertake a review of the current citizenship training program and to make appropriate recommendations to DCdts.

**Item 12: National Selection Process**

There are differences between regions in terms of which cadets are interviewed for national courses (other than for the three mandatory courses; flying, gliding, international exchange). It was decided to leave it up to the individual PC's, as it is now, to determine which courses they wish to board.

Application submission date (Jan 18) is often before the CF exam for flying scholarship is held. It was suggested that the submission date be after the examination date. It was decided to leave this as is, and to the discretion of the PC's.

Concerns were also raised about the fitness of candidates selected for the Athletic Institute Course. This is the responsibility of the Commanding Officer who attests to the fitness of the candidate. It is also the responsibility of the cadet to maintain a level of fitness in order to be in condition to pass the test.

There was a question of redundancy of First Aid Training at the Survival Instructors' Course. The PC's were advised that there is a CATO being developed on this issue.

There was support for the decision to have the candidates select, and be selected for, a s  
Technical Training Course rather than being loaded on a course that he or she may not wa

It was moved by QPC-Chair, seconded by OPC-Chair that the Space Course not be treate  
National Course in 2002 but would be loaded as a regional course as the army & navy do r  
C

The meeting adjourned at 1630 hrs.

The Provincial Chairs will attend a round-table discussion about volunteer screening a  
following the Joint Session with the Provincial Chairs and the Board of Governors.



## Public Relations Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: L. Bourgeois

The report on the work, decisions and recommendations of this committee included the following po

### **Provincial Coordinators**

The League's Public Information Plan was distributed in September. Confirmation of provincial coordinators was requested.

### **60th Anniversary**

A media package shall be distributed to all Provincial Committees.

### **Public Information Tool Kit**

Two copies of this CD-ROM shall be distributed to all Provincial Committees.

### **Negative News**

L. Bourgeois noted that any negative news must be turned into positive news. Of importance is who will be the spokesperson for the League.



## Employee Benefits Committee

RECORD OF DECISIONS  
24 NOVEMBER 2000

APPEND

Chairperson: R. Ilko

The report on the work, decisions and recommendations of this committee included the following pc

### **Office Closure - Christmas Period**

League Headquarters shall be closed between Christmas and New Years (25-29 Dec), re-open January 2001.

### **Salaries**

Recommendations from this committee shall be forwarded to the Executive Committee for ratificatic





# Recruiting Committee

RECORD OF DECISIONS  
24 NOVEMBER 2000

Chairperson: R. Clarke

The report on the work, decisions and recommendations of this committee included the following points:

## Recruitment Initiatives

- CIC Recruitment
- Cadet Recruitment

## League Personnel Recruitment

- Parents and Other Volunteers
- Retiring Cadets
- Local Reserve Units
- Recruiting New Sponsors
- Use of the Air Cadet League Website
- Recognition of Volunteers and Cadets

## Objectives

- by AGM 2001, develop a comprehensive recruitment strategy
- immediately evaluate successful squadrons to identify key success factors
- develop forms for gathering data at the squadron level
- request that the letter from the National President be prepared and included in the AGM materials
- develop volunteer awards for implementation in 2001
- create lists which will identify both individuals and businesses for possible recruitment at both provincial and national levels.
- analyze the League's approach that emphasizes the flying and gliding aspects of cadets to other areas of possible achievement should be included



# Member Registration and Screening

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPENDIX**

Chairperson: S. Moody

The report on the work, decisions and recommendations of this committee included the following points:

## **Registration**

76% of League members have been registered and screened.

## **Recommendations**

- develop a matrix for Provincial Committees to help clarify the screening process and identify the requirements required for members.
- standardize the form
- re-issue the guide
- review the League's and Provincial Committee's By-laws to ensure that they do not negate the screening process



# Effective Speaking Contest

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: C. Allain

The report on the work, decisions and recommendations of this committee included the following p

E. Wiesner reported that the local Toastmasters club shall assist with the 2001 competition confirmed that a visit itinerary shall be arranged for participating Air Cadets.



## Strategic Planning Committee

RECORD OF DECISIONS  
24 NOVEMBER 2000

APPEND

Chairperson: J. Ash

The report on the work, decisions and recommendations of this committee included the following points:

### **Fund Raising**

**Recommendation:** It was recommended that the League needs to broaden the base of activities (this has been addressed by J. Mignault)

### **Risk Management**

**Recommendation:** It was recommended that this subject be covered at CIC Officer Training Centres

### **Five-Year Plan**

**Recommendation:** It was recommended that a five-year plan be created which would be a living document, able to react to different opportunities as they arise.



## Education Credits Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: D. French

The report on the work, decisions and recommendations of this committee included the following po

The steps utilized by NFPC to obtain education credits were reviewed:

1. made application to Ministry of Education for approval of external courses;
2. met Ministry officials and formed a committee. Having an individual from the Education fie a distinct advantage.
3. reviewed provincial policies on awarding credits for external courses and equiv assessment of Air Cadet training;
4. NFPC has designed a form to record course completion and for submission to the Ministry



## Policies and Procedures Committee

RECORD OF DECISIONS  
24 NOVEMBER 2000

APPEND

Chairperson: R. Mercer

The report on the work, decisions and recommendations of this committee included the following pc

### **Policies and Procedures Manual**

This manual shall be updated twice annually - August and January. Discussion ensued on the met amendment distribution.

**Recommendation:** It was recommended that amendments shall be distributed on CD-R all Provincial Committees and squadrons twice annually. This CD, containing the entire r with amendment already incorporated, shall be provided at no cost to the recipient.

The annual cost to the League was estimated at \$2000.00.

The use of e-mail was considered, however, it was felt that the use of CD-ROM was convenient.



# Training Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: D. Betts

The report on the work, decisions and recommendations of this committee included the following pc

## **Air Traffic Control Course**

Additional vacancies shall be sought once changes to this course have been implemented. NavC has shown interest - funding and facilities - to support this course.

**Recommendation:** It was recommended that a qualifying exam be instituted for this course commencing in 2001-2002. A sample exam has been prepared and a study guide is finalized.

## **Canadian Air Search and Rescue Association (CASARA)**

A training package for senior Air Cadets (17 years of age) has been developed. CASARA has accepted this as a draft program and have agreed to eventually institute a "train the trainer" option. I reiterated that this was a training program only with no participation in actual search and rescue missions authorized. CASARA shall fully fund this program.

Distribution of this package for review by each Governor and Provincial Chair was anticipated. Approval would be sought at the 2001 AGM.

## **Firefighters Course**

This course was not supported.

## **E-Pals**

This is an education, computer-based program directed toward youth and costs \$1.5M.. It has been reviewed by DCdts IM section and parallels current work within the department.

## **Technical Training Courses**

A review of these courses must take place to ensure that they are current for today's needs. The approval of a Meteorology course has been proposed.

## **Canadian Aviation History**

The LHQ program offers only 12 pages on this subject - more information needs to be added.

## **Training - Northern Cadets**

Training options oriented to Northern Region requirements are being explored.



# National Course Selection Committee

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: G. Albert

The report on the work, decisions and recommendations of this committee included the following po

## **Athletic Instructor Course**

The physical fitness level of some participants has been questioned.

**Recommendation:** It was recommended that future consideration be given to having  
Phys. Ed teachers assess a candidate's ability prior to selection.

## **Medical Certificates**

A medical certificate required to obtain a private pilots licence shall now be valid for 5 years (if the c  
medical was valid on 15 Jul 00).

## **Notification of Results**

For 2001, the initial notification shall be a merit list of the SELECTED cadets only. This shall be fo  
by a complete list of all candidates, by course, to the Provincial Chair/Office for internal use only.





# Cadets Caring for Canada

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPENDIX**

Chairperson: B. Wolfe

The report on the work, decisions and recommendations of this committee included the following points:

It was confirmed that Treasury Board has agreed with the value of the programs and shall continue to fund this initiative.

## **Date**

It was decided that one national kick-off date was required, which shall be the second Saturday in November. Regions/provinces indicated a need for flexibility and may therefore conduct their activity within the weeks of this timeframe.

## **Participation**

In 1999, 50% of squadrons participated; in 2000, 77% participated, representing 10,877 Air Cadets.

Atlantic	77 of 80 squadrons	2011 Air Cadets
Eastern	84 of 96 squadrons	2330 Air Cadets
Central	57 of 104 squadrons	2552 Air Cadets
Prairie	84 of 107 squadrons	2670 Air Cadets
Pacific	35 of 50 squadrons	1290 Air Cadets
Northern	1 of 4 squadrons	24 Air Cadets



## Way Ahead – CCM Strategic Team

### RECORD OF DECISIONS

24 NOVEMBER 2000

APPEND

Chairperson: L. Bourgeois  
G. Cuerrier

The report on the work, decisions and recommendations of this committee included the following points:

The Change Process has been re-vitalized:

- Action Teams have now been aligned with a DCdts staff member to help speed up progress;
- The Modern Management Comptrollership Review identified 52 critical items to improve the organization. Some of these overlap Action Teams - if applicable, they have been twinned.
- The Partnership Team recently met for the first time.
- The composition and function of the Strategic Team is under review. Any changes must be incorporated into the strategic planning process of the CCM. A number of options are being reviewed as the Strategic Team was deemed to be large and not performing as expected. The aim of this review and member composition is being addressed.



## League / DND Partnership Team

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPEND**

Chairperson: J.R. Goudie

The report on the work, decisions and recommendations of this committee included the following points:

This Team, which met for the first time in mid-November 2000, is comprised of 16 members - four from the Air Cadet League, and three from each of the Army Cadet League, Navy League and DND. The Team's mandate is to review the entire CCM and identify efficiencies that would benefit the cadet through partnership structure.

A budget of \$50,000 has been set by DND to support the work of this team.

Decisions ensuing from the meeting included:

- the three partnerships are recognized - between each League and DND separately
- reporting shall be made directly to each League President and the VCDS
- the team shall work by consensus with minority views recognized
- the entire program shall be reviewed with a number of specific categories to be evaluated
- structure and finance have now been reviewed.

The next meeting shall be held in Toronto, 27-28 Jan 01 with successive meetings to be held every four weeks.



## 60<sup>th</sup> Anniversary

**RECORD OF DECISIONS**  
**24 NOVEMBER 2000**

**APPENDIX**

Chairperson: G. Albert

The report on the work, decisions and recommendations of this committee included the following points:

### **Pin**

The pin developed by QPC shall be deemed as the official pin. Provincial Chairs were asked to deal directly with QPC regarding orders. A letter shall be forwarded to the National Honours and Awards Committee (joint League/DND) requesting permission for wear on the Air Cadet uniform.

### **Poster Contest**

A category for digital posters shall be added.

### **Parade**

It was recommended that this parade be held 1 Apr 01 nationwide, however, provinces/regions can determine the best date for their cadets.

### **Recruiting**

The objective of a 10% increase was stated.

### **PowerPoint Presentation**

The draft presentation was approved and refinements shall now be incorporated.

### **Certificates**

Participation certificates shall be issued to squadrons involved in 60th anniversary activities. A Certificate of Appreciation shall also be developed.

### **Snowbirds**

This area shall be investigated.



# Insurance Committee

## REPORT

## APPEND

Chairperson: D. Schippers

You will remember that over the last 12 to 18 months we were having some difficulties obtaining **liability insurance** coverage at reasonable rates. I will not repeat all of what has transpired but will give you an update as to where we stand today:

1. On June 1, 2000 we were successful in signing-on with Economical Insurance of Ottawa. We also engaged the services of a New Broker, Mr. Ken Miller of Rho Williams Limited of Ottawa.
2. Ken was able to arrange a deal with Economical Insurance at the end of May. We renewed for **six months** at a premium of \$27,000 versus \$33,600 the previous year. You will remember that Halifax Insurance was no longer willing to ensure three Leagues after May 31 2000. This represents an increase of 61% over the previous year, also please note that our deductible is \$5,000 versus \$500 with Halifax Insurance.
3. Economical gave us a policy on the proviso that a Memorandum of Agreement (MOA) with JAG/D Law Claims be implemented before Nov. 30, 2000. Basically we were asking for a process to handle claims and that JAG/D Law Claims.
4. On Sept. 15, 2000, JAG/D Law Claims forwarded a draft MOA for review to the Cadet Leagues, although it had been in development for months, it did not address any of the key insurance issues which have been causing us much grief in the last year. With the help of Duane Schippers, we are now in the process of reviewing this document and are negotiating changes with JAG/D Law Claims.
5. Economical were happy to note some progress albeit minor, they are now requesting a minor clarification on the wording of one clause and are asking DND to confirm when an activity was sanctioned. In their minds this would indicate who is to be held responsible when a claim is received. This gives them an indication of level of risk assumed as a result, and appropriate reserves for legal fees and damages.
6. Two claims were settled last year, one for a Cadet who lost an eye and another where an elderly gentleman was run over by a tractor driven by a Cadet at the Victoria BC air show. This leaves us with four pending liability claims, one of which is from 1993. Yes, your math is correct, that really is seven (7) years!
7. We received one new possible claim; this one is for sexual abuse to a female in 1975/1976. This is a particularly difficult case, Halifax Insurance claim they are not the insurer at risk on this claim at the time, and have advised us to get a legal opinion. The cadet was allegedly abused by a CIC officer who has already been accused and convicted of these offences (presumably there are other victims, I am not sure). This person has been punished by the Courts and was sentenced last December. I am not sure if this person has ever been a League member, I do not think so. We have engaged the services of a lawyer in Winnipeg to defend us at hopefully reasonable rates. To date we have been unsuccessful in locating documents in the office, identifying our Insurance Company in 1975/76. Anyone who has access to this information (maybe at the Provincial level?) would be a big help, as there does not appear to be anything in the office. Both Art Macdonald and Dick Logan were not able to help.

locate a Policy number. Our former Broker, Willis Corroon have closed their C office and is no longer available. I am in contact with a VP of Willis Aerosp: Montreal who is trying to help through the Willis office in Toronto. He advises t Quebec, they only keep client files for a period of 10 years, which is the Statu Limitations prescribed period. This may also be the case with the files with Corroon in Ottawa. This is not good news and is problematic not only now but : the future, i.e. if and when similar claims are received! **This situation reinforces the need to screen all of our members in order to protect the League in future cases, i.e. for any problem(s) occurring today or the more recent past.** Le these kinds of claims to come out of the woodwork over the next few years result of adverse publicity from the Captain Vancouver case.

8. Economical have noted their intention to offer a six-month renewal on the I policy at basically the same rate, i.e. \$27,000 for the next six months. The reassess their position once they have had the chance to review the progress Insurance provisions of the MOA and any progress made by the Partnership te;
9. At the RCSU's conference in early November 2000, Admiral Garnett indicate was a little frustrated with the Air Cadet's League "insurance rhetoric". He offered a suggestion that we contact SISIP (Service Income Security Insurance to see if they could be of assistance. I have been in contact with a Vice Presid SISIP who is exploring two possible venues:
  - a. Although not in the business of facilitating liability insurance coverage have agreed to plead our case (three Leagues) to Maritime Life in H: N.S.; and
  - b. They will approach the group who have provided insurance to non-funded organizations in the Federal Government (i.e. Junior Rangers).

I will keep you posted of any progress and developments in my negotiations SISIP.

10. The following table illustrates year-over-year premiums for all insurance purch by the National Headquarters:

Insurance Type	Premium This Year	Premium Last Year
Aviation	\$128,540	\$145,081
Liability	\$46,822	\$33,592
Medical/Accident	\$9,816	\$8,444
Crime (commercial)	\$850	\$934
Director's & Officers	\$13,800	\$13,824
Winch	\$2,100	\$2,563
Non-owned aircraft	\$6,700	\$4,439
Auto	\$4,535	\$3,885
Other		
<b>Total</b>	<b>\$213,163.00</b>	<b>\$212,762.00</b>

As you can see we have been quite successful in managing insurance costs effecti with the exception of liability insurance and non-owned aircraft, which increased by because we have increased the level of coverage from \$1M to \$10M.



## President's Dinner

24 NOVEMBER 2000

APPEND

The President's Dinner was held on Friday, 24 November 2000. Highlights of the dinner included

- Introduction of Invited Guests:
  - LGen R.R. Henault, CMM, CD  
Deputy Chief of Defence Staff
  - Bill Barclay  
Dominion President, Royal Canadian Legion
  - Duane Daly  
Dominion Secretary, Royal Canadian Legion
  - Dave Boudreau  
Executive Director, Army Cadet League of Canada
  - Eunice Carter  
Administrator, Webster Memorial Trophy
  - Paul Hayes  
President, Air Force Association of Canada
  - Bob Tracy  
Executive Director, Air Force Association of Canada
  - Jim Heffel  
Chairman, Awards Committee and Air Cadet League Liaison Officer  
Dodo Bird Club of ex-RCAF Flight Sergeants
  - Jim McCollum  
Executive Director, Soaring Association of Canada
  - Ken Miller  
Insurance Broker, Rhodes and Williams Insurance
  - Tim Porter  
Navy League of Canada
  - Kevin Psutka  
President and Chief Executive Officer, Canadian Owners and Pilots Association
  - Dr. David Zimcik  
President, Canadian Aeronautics and Space Institute
- Address by LGen Ray Henault, Deputy Chief of the Defence Staff
- Announcement of the 2000 National Award Recipients, including the 36 Continuation Flying Troop Awards and the Air Cadet League Annual Music Award for Excellence.