



CANADIAN COAST GUARD AUXILIARY

CENTRAL AND ARCTIC REGION



*Canadian Coast Guard Auxiliary
(Central & Arctic) Inc.*

*42nd Annual General Meeting
November 27, 2021*

Tasking # 21TSK356



Presidents Message

We have made it through the second year of Covid 19. We were able to open up training early in the boating season and the districts did a great job in getting the training done.

Again, we have had a very busy year. I would like to congratulate all members on their professional response to boaters in distress.

I have to give a special thank TSAR, TOWARF, HBRU & GAMARU who were stretched out over a two-week period. They had 2 separate searches for sailors that were thrown off their vessels. It is unfortunate that the outcome was not what we wanted and I know our members did a great job.

We must keep our focus on training to make sure all our members are up to date on their training. The only way we can perform our duties safely for our members and the public is to be well trained.

My hope is that for the next year we can get back to lifting more restrictions and have face to face meetings and larger crews on vessels.

Again, I would like to thank the Executive, District Directors, Managers and Staff for all the help over the last year and look forward to the year.

Respectfully submitted,

Wayne Spencer,
President

Notice of Annual General Meeting

Notice is hereby given in accordance with the bylaws of the Canadian Coast Guard Auxiliary (Central & Arctic) Inc. that the 42nd Annual General Meeting shall be held on Saturday November 27, 2021 commencing at 1100 EST.

Due to COVID 19, the meeting will be held by Video conference with various satellite locations arranged by district and/or geographic area similar to last year. Participants will be linked by Zoom, with details on how to join and vote coming separately from a company called Data on The Spot.

At the Annual General Meeting, in addition to any other business that may be transacted, the Financial Statements and the report of the Auditors shall be presented; a Board of Directors shall be named; and the Auditors shall be appointed for the ensuing year.

Randall Roy, Secretary

Provided to all Members in accordance with the Auxiliary's bylaws.

Agenda

Saturday November 27th

- Registration 1015-1045 EST
- AGM 1100-1300 EST
21TSK356

At the conclusion of the AGM, the various locations will present awards or have additional district meetings as per the Directors planning in each location.

ALL UNIT LEADERS/ UNIT LEADER PROXY HOLDERS MUST ATTEND AND SIGN IN TO BE REIMBURSED FOR AGM EXPENSES.

42nd Annual General Meeting

Saturday November 27th, 2021

Agenda:

- 1015 Registration opens
- 1100 *Call to Order – Wayne Spencer*
- 1100 – 1105 National Anthem & Moment of Silence
- 1105 – 1115 Introduction of locations and Guests
- 1115 – 1145 *Business of the Auxiliary*
- Approval of Agenda
- Approval of Minutes – 41st AGM
- Business Arising from the Minutes
- Report of the Auditor
- Financial update
- Committee Reports
- 1145 – 1155 Break
- 1155 – 1240 Proposed By Law Amendments
- 1240 – 1245 Election of Directors
- 1245 – 1255 *CCG Address*
- 1255 – 1300 *National Award recipients (Operational Merit)*
- 1300 Adjournment

Minutes of the 41st Annual General Meeting

Virtual Conference
November 28, 2020

Called to order – Wayne Spencer – President

National Anthem

Moment of Silence

The President reported that the notice of the Annual General Meeting was given in accordance with the Auxiliary's bylaws and that a quorum was present.

Introductions – Wayne Spencer, President

All members joining by telephone were acknowledged.

The Director's and Office Staff were introduced.

- Gary Endicott D1
- Norm Dashwood D2
- James Oakley D3
- Robert Corrigan D4
- Phil Carlson D5
- Scott Walker D6
- Vacant D7
- Wally Fey D8
- Brian McShane Arctic
- Peggy Griffin Past President
- Phil Unger Vice President
- James Fraser Treasurer
- Randal Roy Secretary
- Ralph Fitzgerald Central Manager of Training
- Scott Johnston Central Manager of Operations
- Mark Hilman Arctic Manager of Training
- Jordan Groenewegen Arctic Manager of Operations
- Darlene Langdon Arctic Administrative Assistant
- Juanita Armstrong Training Administrator
- Shannon Laird Executive Manager

Honored Guests were introduced:

- Mark Gagnon, Training Officer, Canadian Coast Guard (C&A)
- Jean Bourdon, SAR Superintendent, Canadian Coast Guard (C&A)
- Steve Thompson, SAR Superintendent, Canadian Coast Guard Arctic
- Chris Armour, Regional Supervisor, Maritime SAR, JRCC Trenton

The agenda was approved as presented on a motion by P. Carlson and seconded by S. Walker, carried.

A motion to dispense with the reading of the 40th (2019) Annual General Meeting minutes by W. Fey, seconded by N. Dashwood was approved and carried.

The minutes of the 40th (2019) Annual General Meeting were approved as submitted by P. Carlson, seconded by D. Limoges, carried.

No business arising from the previous minutes:

Officers Reports:

Report of the President

The President's report was included in the AGM package to all members.

Report of the Treasurer

Attached is a copy of the Audited Financial Statements for the Year Ended March 31, 2020, prepared by our Auditors Prentice, Yates and Clark.

The report of the Auditor for the fiscal ending March 31, 2020 was presented. The report was received on a motion by W. Fey, seconded by J. Oakley, carried.

Prentice, Yates and Clark were approved as the Auxiliary's Auditors for coming year on a motion by J. Oakley, seconded by B. McShane, carried.

A financial report on 2020/21 spending to November 13, 2020 was included in the AGM package.

Committee Reports:

Arctic Manager of Training Report

The Manager of Training report was presented and included in the AGM package.

Central Training Report

A verbal report was provided, giving an overview of what the Committee has been focusing on.

Ethics Committee

The Ethics Committee report was presented and included in the AGM package.

Leadership Committee (ad hoc)

The Leadership Committee report was presented and included in the AGM package.

Amendments to the By-Laws:

There were no amendments to the Bylaws.

Election of Directors:

Elections for District Director

Recommendation of the Nominating Committee for the upcoming election for Canadian Coast Guard Auxiliary, Central and Arctic Region (CCGA C&A) for the following positions:

Nominations Committee:

Vacant - District Two

Robert Corrigan - District Four - Acclaimed

Scott Walker - District Six - Acclaimed

Wally Fey – District Eight - Acclaimed

District Seven Candidates - Election

Robert Kavanagh

Darryl Storey

There are 6 ballots to be tallied. All votes were sent to Mark Gagnon from CCG as our official scrutineer.

The successful candidate for District Seven Director - Robert Kavanagh.

A request for a recount as accepted. Mark Gagnon once again advised the successful candidate was Robert Kavanagh.

A motion to destroy the ballots was moved by G. Endicott, seconded by J. Oakley, carried.

Congratulations to all the Directors.

The 41st AGM was adjourned on a motion by B. McShane at 11:55am.

Reports:
Financial

Financial Statements
Canadian Coast Guard Auxiliary
(Central & Arctic) Inc.
Toronto, Ontario
March 31, 2021

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.
42nd Annual General Meeting- November 27, 2021

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Independent Auditors' Report

To the Members of Canadian Coast Guard Auxiliary (Central & Arctic) Inc.:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Canadian Coast Guard Auxiliary (Central & Arctic) Inc., which comprise the financial position as at March 31, 2021 and the statements of operations and accumulated surplus and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Canadian Coast Guard Auxiliary (Central & Arctic) Inc. as at March 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Canadian Coast Guard Auxiliary (Central & Arctic) Inc. in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Canadian Coast Guard Auxiliary (Central & Arctic) Inc.'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Canadian Coast Guard Auxiliary (Central & Arctic) Inc.'s financial reporting process.

Independent Auditors' Report - continued

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Canadian Coast Guard Auxiliary (Central & Arctic) Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Canadian Coast Guard Auxiliary (Central & Arctic) Inc.'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Independent Auditors' Report - continued

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Toronto, Ontario
October 7, 2021

A handwritten signature in cursive script that reads "Prentice Yates & Clerk".

Chartered Professional Accountants, Licensed Public Accountants

*Canadian Coast Guard Auxiliary (Central & Arctic) Inc.
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Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

March 31, 2021

Statement of Financial Position			2021	2020
	Restricted	Unrestricted	Total	Total
Current Assets				
Cash	\$ 224,579	\$ 257,128	\$ 481,707	\$ 589,098
Temporary investments	0	30,249	30,249	30,249
Accounts receivable	7,000	0	7,000	7,000
HST receivable	90,100	0	90,100	44,244
Prepaid expenses	33,436	0	33,436	32,156
Interfund balance	206,018	0	206,018	205,849
Total Current	561,133	287,377	848,510	908,596
Capital Assets , Note 3	20,565	0	20,565	28,419
	581,698	287,377	869,075	937,015
Current Liabilities				
Accounts payable and accrued liabilities	42,366	0	42,366	285,023
Interfund balance	0	206,018	206,018	205,849
Total Current	42,366	206,018	248,384	490,872
Net Assets				
<i>Unrestricted</i>				
Accumulated surplus, per statement	539,332	81,359	620,691	446,143
	581,698	287,377	869,075	937,015

Approved by The Board

Director: Gary Endicott

Director: James Oakley

The notes on pages 9 through 12 form an integral part of these financial statements.

*Canadian Coast Guard Auxiliary (Central & Arctic) Inc.
42nd Annual General Meeting- November 27, 2021*

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

Year ended March 31, 2021

Statement of Operations and Accumulated Surplus	2021		2020	
	Restricted	Unrestricted	Total	Total
Revenues				
Funding from the Department of Fisheries and Oceans, Note 5	\$ 1,490,701	\$ 0	\$ 1,490,701	\$ 1,656,560
Interest	0	193	193	205
Donations	0	5,500	5,500	36,994
Reimbursed expenses	0	0	0	(636)
Total Revenues	1,490,701	5,693	1,496,394	1,693,123
Expenses				
Members	68,519	362	68,881	213,513
Search and rescue operations	110,646	0	110,646	72,850
Insurance claims	2,130	0	2,130	6,690
Support to SAR operations	588,040	5,500	593,540	585,367
SAR awareness	3,174	0	3,174	17,559
Administration	296,193	166	296,359	274,343
Training	238,823	438	239,261	448,261
Promotions	0	0	0	9,391
Amortization	7,855	0	7,855	8,413
Total Expenses	1,315,380	6,466	1,321,846	1,636,387
Surplus (Deficit)	175,321	(773)	174,548	56,736
Accumulated surplus, beginning of year	364,011	82,132	446,143	389,407
Accumulated Surplus, end of year	539,332	81,359	620,691	446,143

*Canadian Coast Guard Auxiliary (Central & Arctic) Inc.
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Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

Year ended March 31, 2021

Statement of Cash Flows	2021	2020
Operating Activities		
Surplus	\$ 174,548	\$ 56,736
Adjusted for changes not requiring a current cash payment		
Amortization of capital assets	7,855	8,413
	182,403	65,149
Add (deduct) changes in non-cash working capital components		
Accounts receivable	0	17,114
HST	(45,856)	15,183
Prepaid expenses	(1,280)	2,824
Accounts payable and accrued liabilities	(242,658)	210,958
	(107,391)	311,228
Cash Provided By (Used In) Operating Activities		
Net cash increase (decrease) during the year	(107,391)	311,228
Cash position beginning of year	589,098	277,870
	481,707	589,098
Cash Position End of Year		

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

March 31, 2021

Notes to Financial Statements

Status and Nature of Activities

The Canadian Coast Guard Auxiliary (Central & Arctic) Inc. was incorporated in December 1978 under the sponsorship of the federal government for the purpose of providing organized voluntary maritime search and rescue and the promotion of safety afloat, in an auxiliary support role to the Canadian Coast Guard. The Corporation receives funding from the Department of Fisheries and Oceans and is dependent on this funding for its continued operation.

The Corporation is a registered charity and is exempt from income tax under paragraph 149(1)(f) of the Income Tax Act.

Note 1

Significant Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue Recognition

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The amortization of deferred contributions for the purchase of capital assets is recognized as revenue on the same basis as the amortization of the acquired capital assets.

Interest income consists of interest earned from bank accounts. Revenue is recognized on an accrual basis.

Use of Estimates

The preparation of financial statements requires management to make assumptions about future events that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

March 31, 2021

Note 1 Significant Accounting Policies - continued

Capital Assets

Capital assets are accounted for at cost.

Contributed capital assets are accounted for at their fair value at the date of the donation.

Capital assets are amortized on a straight-line method over their estimated useful lives as follows:

Rescue equipment	5 years
Office equipment	6 years

Financial Instruments

(a) Measurement of Financial Instruments

The Corporation initially measures its financial assets and financial liabilities at fair value.

The Corporation subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost includes accounts payable.

(b) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in surplus. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

March 31, 2021

Note 2 Financial Instruments

Risk Management Policy

The Corporation is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at March 31, 2021:

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a loss.

The Corporation is subject to concentrations of credit risk through its cash accounts. The Corporation maintains all of its cash at a single Canadian financial institution. Cash, in excess of \$100,000, not insured through Canada Deposit Insurance Corporation, is exposed to credit risk. The maximum credit risk is equivalent to the carrying value.

Liquidity Risk

Liquidity risk is the risk that the Corporation will encounter difficulty in meeting obligations associated with financial liabilities. The Corporation is exposed to this risk mainly in respect of its short-term debt. This risk is reduced because of considerable sums in their cash accounts.

Note 3 Capital Assets

			2021	2020
	Cost	Accumulated Amortization	Net Assets	Net Assets
Rescue equipment	\$ 36,486	\$ (15,921)	\$ 20,565	\$ 27,862
Office equipment	6,693	(6,693)	0	557
	43,179	(22,614)	20,565	28,419

Note 4 Funding Agreement

In 2013, there was a change in CCGA bylaws which also affected the funding structure. Starting April 1, 2013, the five regional CCGA corporations equally share the financing of CCGA National. The funding provided will be determined on an annual basis and will correspond to the budget of CCGA National approved jointly by the CCGA National Board and the Canadian Coast Guard (CCG). CCGA (Central & Arctic) total contribution to CCGA National for the year was \$169,700 (2020 - \$182,150).

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.

March 31, 2021

Note 5 Restriction on Funding

The funding received from the Department of Fisheries & Oceans is restricted solely for the purpose of providing organized maritime search and rescue operations and the promotion of safety afloat.

Note 6 Future Uncertainty Resulting from the Pandemic

There is significant uncertainty around the long-term economic and business consequences of COVID-19. It is not possible to estimate the actual financial effects at this time.

Canadian Coast Guard Auxiliary (Central & Arctic) Inc.
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Budget vs Actual - November 5, 2021

		Equipment	General Training	Training on water	District Ops	Totals
1	2021/22 Budget	\$0.00	\$3,000.00	\$40,400.00	\$0.00	\$43,400.00
	<i>Spent</i>	\$0.00	\$0.00	\$34,675.89	\$0.00	\$34,675.89
balance		\$0.00	\$3,000.00	\$5,724.11	\$0.00	\$8,724.11
2	2021/22 Budget	\$0.00	\$3,000.00	\$31,800.00	\$5,000.00	\$39,800.00
	<i>Spent</i>	\$0.00	\$0.00	\$22,569.42	\$65.93	\$22,635.35
balance		\$0.00	\$3,000.00	\$9,230.58	\$4,934.07	\$17,164.65
3	2021/22 Budget	\$0.00	\$3,000.00	\$19,900.00	\$3,000.00	\$25,900.00
	<i>Spent</i>	\$0.00	\$0.00	\$14,218.71	\$887.75	\$15,106.46
balance		\$0.00	\$3,000.00	\$5,681.29	\$2,112.25	\$10,793.54
4	2021/22 Budget	\$2,000.00	\$3,000.00	\$12,400.00	\$4,000.00	\$21,400.00
	<i>Spent</i>	\$366.55	\$0.00	\$4,168.40	\$587.92	\$5,122.87
balance		\$1,633.45	\$3,000.00	\$8,231.60	\$3,412.08	\$16,277.13
5	2021/22 Budget	\$0.00	\$3,000.00	\$14,500.00	\$5,000.00	\$22,500.00
	<i>Spent</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
balance		\$0.00	\$3,000.00	\$14,500.00	\$5,000.00	\$22,500.00
6	2021/22 Budget	\$2,000.00	\$2,000.00	\$14,500.00	\$1,500.00	\$20,000.00
	<i>Spent</i>	\$0.00	\$0.00	\$2,741.52	\$0.00	\$2,741.52
balance		\$2,000.00	\$2,000.00	\$11,758.48	\$1,500.00	\$17,258.48
7	2021/22 Budget	\$0.00	\$2,000.00	\$15,000.00	\$1,500.00	\$18,500.00
	<i>Spent</i>	\$0.00	\$0.00	\$2,263.54	\$97.47	\$2,361.01
balance		\$0.00	\$2,000.00	\$12,736.46	\$1,402.53	\$16,138.99
8	2021/22 Budget	\$0.00	\$1,000.00	\$10,000.00	\$1,500.00	\$12,500.00
	<i>Spent</i>	\$0.00	\$156.78	\$1,065.25	\$484.74	\$1,706.77
balance		\$0.00	\$843.22	\$8,934.75	\$1,015.26	\$10,793.23
Arctic	2021/22 Budget	\$0.00	\$25,000.00	\$50,000.00	\$23,000.00	\$98,000.00
	<i>Spent</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
balance		\$0.00	\$25,000.00	\$50,000.00	\$23,000.00	\$98,000.00
SUB TOTALS	2020/21 Budget	\$4,000.00	\$45,000.00	\$208,500.00	\$44,500.00	\$302,000.00
***	<i>Spent</i>	\$0.00	\$156.78	\$81,702.73	\$2,123.81	\$84,349.87
balance		\$4,000.00	\$44,843.22	\$126,797.27	\$42,376.19	\$217,650.13

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	Budgeted	Spent
SAR OPS	\$ 100,000.00	\$ 121,662.67
Insurance Ded.	\$ 5,000.00	\$ 334.30
PRES.	\$ 14,000.00	\$ -
EXEC. MEETINGS	\$ -	\$ -
MBOD MEETINGS	\$ 12,000.00	\$ -
Promotion & Newsletter	\$ 6,600.00	\$ -
REGION TRAIN	\$ 20,400.00	\$ -
Honour Guard	\$ 1,000.00	\$ -
Training Committee	\$ 7,200.00	\$ -
R2MR Training	\$ -	\$ -
Major SAR Ex	\$ -	\$ -
OPS MGR	\$ 1,000.00	\$ 317.72
MGR Fundraising	\$ -	\$ -
OFFICE	\$ 175,000.00	\$ 142,765.94
AGM	\$ 36,000.00	\$ 5,026.80
Legal fees	\$ 20,000.00	\$ 46,414.36
Governance Committee	\$ 8,000.00	\$ -
Ethics Committee	\$ 5,000.00	\$ -
HR Committee	\$ -	\$ -
Recognition Committee	\$ -	\$ -
Nomination Committee	\$ -	\$ -
Membership Experience Committee	\$ 2,200.00	\$ -
Organization Review Committee	\$ 2,200.00	\$ -
Leadership Committee	\$ 2,200.00	\$ 25.56
Manager of Development	\$ 10,000.00	\$ -
National Budget Allocation	\$ 170,000.00	\$ 150,000.00

Committee Reports

Central Manager of Training Report

As we are all aware, training was restricted by Covid-19 Restrictions in 2021 but strong efforts were made by our members to push forward. All efforts have been greatly appreciated!

Again, in 2021 we were unable to hold an Instructor's Training Course, typically scheduled to be held in Hamilton Ontario in April. The effects of this were felt in certain districts, especially in District 3 where there is currently a shortage of qualified instructors. That being the case, we were able to rally instructors from Districts 1 and 2 who pitched in and assisted with running courses. A great thanks out to all for the cooperation and support where needed.

During the lockdown period, we were able to get approval from Transport Canada to hold the theory portions of our Phase courses through video conferencing. While this is not as practical as meeting in person, it did provide us with a pathway to continue teaching. We were able to conduct a few successful courses remotely by video conferencing and hope that this may be a tool which can be used more in the future.

This season, the Central Region held many Phase I & II Theory and Practical courses. While COVID has put a strain on training, we made great progress towards certifying our members through the Phase Courses to meet the end of October commitment previously set by the Board of Directors. Hopefully this effort will continue into 2022 and beyond to ensure the CCGA is a premiere Search and Rescue organization. Again this year, we were able to send a few members to the RHOT course sponsored by CCG and as always are thankful for this opportunity for higher levels of training.

Feedback from instructors so far regarding the upgraded version of the iAuditor sign off program has been positive, and indications are that it has greatly facilitated the sign-off process for our instructors, especially when on water training is being conducted during multiple sessions. Roll out of new iPads has been ongoing to those instructors who had the most outdated tablets or to replace those that simply no longer worked.

We did encounter a setback with certifying our members with Transport Canada MED A3 and SVOP certifications which is being rectified. Transport Canada advised the CCGA in the summer the MED A3 course was being replaced by the new SVD-BS course. While most of the curriculum is the same, there are additional areas of learning that need to be added to our program to receive the new certification. These areas include further training regarding the deployment of lift rafts, advanced fire extinguishing training and the ability to don and doff an immersion with and without blindfolds to simulate day and night conditions.

Through conferences calls with Transport Canada, we were able to map out a pathway to resolve the issue. Their preference was that we do not alter our current Phase 1 and 2 programs since they are currently approved and were very well received by TC when developed. The addition areas of learning will be instructed through an addendum manual. This will also allow the CCGA to make any necessary changes through the addendum manual in the future without having to rewrite the entire training program and allows us to continue teaching Phase 1 and 2, with the knowledge that students will need to complete the addendum portion when it is available to receive the Transport Canada certificates. Funding has been requested to purchase a large quantity of immersion suits which will be made available to units for students to practice with before being tested on the skills.

We are all aware that the CCGA needs a Command-and-Control course to ensure that our coxswains are ready to meet the challenges inherent in holding that position. After receiving valuable input regarding content from several members, a call out was sent to members to find individuals interested in participating in developing this new course. We received responses from several members, and we have notified those who have been selected that they will now be part of a sub-committee formed for this purpose. A first meeting will have already taken place by the time of the AGM. We are looking forward to substantial progress on this front in 2022.

The Training Committee has discussed implementation of an Audit Program. It is understood this was discussed previously at the BOD level and may have fallen by the wayside over time.

However, it is the Committee's belief that an audit or review should be a part of our Theory and Practical Phase Courses to ensure timely feedback on our instructors to ensure optimal delivery of our training program.

How to implement a review process. is still pending discussion.

As Training Manager for Central, I was asked to participate in an Ad Hoc committee along with the other Training and Operations Managers, Secretary, and representatives from CCG to review the Transportation Safety Board's Report of the Sooke incident in British Columbia. We were tasked with reviewing the report, identifying area where the CCGA may be at risk and to make recommendations to mitigate these risks. The committee held several meetings made recommendations which lead to several policies currently under review which we hope will be implement very soon. These include an expanded use of helmets as standard PPE and funding has been requested for purchasing the equipment. Also, a major step forward for our organization was the recommendation for a structure Safety program with officers at the unit, District and Regional levels who will be responsible to ongoing monitoring of safe practices along with a better-defined reporting system to ensure we have performed our due diligence as an organization. We look forward to furthering the Command-and-Control course as this is also a large component of our risk management moving forward.

It is our goal to create and maintain a culture of safety and responsibility within our organization!

Training, competency and safety must be the backbone of our organization and we look forward to a strong effort in 2022.

Thank you,
Ralph Fitzgerald

CCGA Central Operations Manager

The past two seasons have seen many challenges for the Units in Central Canada – Covid restrictions saw reduced capacity to train both in class and on-water, no face to face unit meetings, crew size limits, sanitizing procedures, ALL THIS with an increase in mission activity.

The number of 2020 missions was over 60% greater than in 2019

In 2021, CCGA Central units responded to 391 calls – which was another 10% increase over the previous year.

There were 99 ‘Stand Downs’ which is similar to the previous year – but stand downs still require unit members to mobilize.

UNIT ACTIVITY

New units were brought on this past year...

- ✓ HASAR D3 - Lake Huron – on-line and has already had 1 mission
- ✓ Owen Sound D4, Wiarton D4, Tobermory D4
- ✓ Spanish D5, Whitefish River D5, Wiikwemkoong D5

After a 2 year hiatus, COMRA 009 D1 came back on-line this year.

New Vessels came on-line this past year...

- ✓ Unit 240 GAMRU – replacement
- ✓ Unit 119 Marion G – added 2nd vessel
- ✓ Unit 297 Wild Goose Bay - new replacement vessel
- ✓ Unit 186 Garson – added 2nd vessel
- ✓ Unit 521 Anica Lee – added 2nd vessel
- ✓ Unit 235 MYSIS has added a new vessel- ALIDA, which was donated to the CCGA by a private individual.

2021 MISSION REPORTS

Juanita Armstrong amazingly kept her patience this season as a vast majority (approx. 60%) of SMS mission reports were filed without the Coxswain including – 1. Were Covid protocols followed? 2. Was GAR score recorded? 3. Was towing waiver carried out?

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Please remind Coxswains to fill out mission reports completely.

GAR SCORES

Units should continually work with the GAR model. Not that the numbers are all important, but they are a tool to assess risk. In the recent past, a CCGA was tasked to search for a person on a blue paddleboard, wearing blue and black clothing, around several possible islands adjacent to open water, light winds – but it was AT NIGHT. The unit reported a GAR score of 5.

SAFETY

The past SAR season has seen 2 cases where a CCGA crew member required hospital emergency treatment.

In the future units will need to have a greater awareness of safety issues and will have new protocols to follow.

Thank you,
Scott Johnston

Ethics Committee Report for 42nd AGM 2021

The Ethics and Review Committee has in the past year completed one Ethics and Review Complaint. Something new we have initiated depending on the complaint is using an outside mediator. This proved to be very successful. The Ethics Committee will use the mediator again with the permission of the Executive in cases where this would resolve the issues without having to spend time with an ongoing investigation by our committee members.

At this present time, we have one Complaint that we are actively working on. The members of the Ethics and Review Committee are extremely qualified and supportive of each other. I wish to say Thank You to Al McCambridge, Ian Casey, Paul Jomm and Rodney Turcotte for their dedication and commitment to this committee and the members of CCGA C&A.

Respectfully submitted,

Peggy Griffin
Chair Ethics and Review Committee

HR Update

Since the last AGM the HR committee was tasked with creating a report about the possibility of working from home vs. having an office, this request arose with an increase in rent and the last year and a half (2020/2021) of having all employees working from home due to Covid 19.

A report was submitted to the Board of Directors, this has resulted in further request from the board for information into specific details that would arise with such a change.

The HR committee's next tasking is examining the need requirement(s) for another employee, the HR committee will be looking at all current roles and responsibilities of the current employees, and examining the workloads.

Thank you,

Phil Unger,
Vice President

Member Experience Committee Report

By early 2021 the Member Experience Committee had largely disbanded for various reasons including inactivity, some members moving on to new roles and, undoubtedly, the challenges of COVID-19. A callout was sent however, it did not net any new members and by the time this process was complete, what would turn out to be a very busy SAR season was upon us. It was agreed with the nominating committee to let the on-water season wrap up before sending out another callout. As a result, this committee has remained inactive.

At the time of the writing of this report, a subsequent callout has been requested and I'm hopeful that we'll see a renewed interest in this committee across Central & Arctic. I'd like to extend thanks to the members who have volunteered to serve on this committee, both past and present.

We're very fortunate to have so many dedicated members in our Region doing amazing things. I'd like to invite each of you to consider how else you might contribute to the betterment of the member experience, whether it be through a formal committee role, submitting feedback through your Unit Leader, recognizing your peers for their efforts, or simply leading by example within your Unit and District.

Do what you love – love what you do!

Respectfully submitted,
Amber Chrastina , Committee Chair

Organizational Structure Committee Report:

This report is designed to give the CCGA Central & Arctic members an insight into the ideas that have been brought forward to date regarding the Organizational Structure Committee mandate. While the Committee has not had an opportunity to meet face to face, there have been some ideas and suggestions brought forward to the Chair. These ideas have come from Board members, Executive members, Unit Leaders, and some General members.

Mandate – the Committee was asked to develop the following:

- Review current organizational structure
- Review key processes and systems
- Review tools and technology required to be effective
- Develop stronger partnerships to deliver SAR

The majority of ideas and suggestions to date have dealt with the first two points. The following is a list of those ideas. It should be noted that these ideas may or may not be implemented but rather they are simply ideas to evaluate.

1. Change the structure of the Board of Directors.
 - a. Directors would no longer represent a specific District
 - b. Reduce the number of Directors
 - c. Include outside Directors (non CCGA members) with requisite expertise
2. Change the structure of the Districts.
 - a. Reduce the number of Districts – merge the smaller Districts
 - b. Expand the number of Districts – split the larger Districts
 - c. Split the Arctic into two Districts
3. Modify the Central & Arctic Region structure.
 - a. Split the Arctic & Central into 2 Regions
 - b. This would follow the recent CCG structure change
 - c. Allow for the diverse needs of each area to be met
4. Create a new Position – District Manager.
 - a. One Manager per District
 - b. Responsible for managing District budget, SMS approvals, and coordinating District events & training.
 - c. Liaison between the Units/Members and the Board/Exec
5. Change how the President is confirmed.
 - a. Currently, a Member applies to become Vice-President, is elected by the Board as VP, and then 3 years later is automatically appointed as President for a 3 year term
 - b. Election of President vs automatic appointment
6. Representation by Type of Unit

- a. Community / Private / Commercial Fishing
 - b. Each type has unique needs
 - i. “general all encompassing” policies can hinder some of these Units
 - ii. What is good for one type of Unit may not be good for another type
7. Records System – new SMS
- a. Once the new SMS system becomes active, review its new efficiencies to see where we can streamline our current procedures
8. Technology Changes
- a. During the Pandemic, society embraced technology in order to stay connected – Zoom, etc
 - b. Integrate this into the CCGA to allow members to be connected
 - i. Allow video access to AGM to keep Members informed
 - ii. Video access to training sessions, and other important special presentations

The above list is presented to give you, the Members, an idea of what is being presented as possibilities for the future of our organization. The list is not exhaustive and many of these ideas may not make it to an implementation stage but it is a beginning.

One of the reasons for listing all the above ideas is to encourage conversations & elicit comments among the Members so, if you have comments about the ideas currently presented, please forward them. If you have any new ideas about the Committee’s mandate, please forward them. All comments & ideas will be reviewed.

Where do we go from here... the Organizational Structure Committee will begin meeting in the New Year on a monthly basis. We will review your input and from that develop recommendations for the Board to review and act upon. The intent is that by next year’s AGM you will see Motions that will begin the restructuring of our Organization.

Thank you for your service on the water and with your valued input, together, we can build the future of this fine organization we call the Canadian Coast Guard Auxiliary – Central & Arctic.

Respectfully,

Scott Walker, Chair

Note: Comments & Ideas can be forwarded to district6director@ccga-ca.com

Leadership Committee

After many bumps & starts the leadership Committee, composed of Pam Naylor (Arctic), Derek Niles (D1, 2 & 3) Mike Waltz (D4, 5, & 6) & myself as Chair, have been meeting with more regularity, approximately every 2 weeks. The initial effort is directed towards developing a survey to send out to all members in an effort to see how people feel about leadership in C&A, opportunities & suggestions for improvement & other ideas that would help the team produce a product that our members will feel is valuable to them. The intention is to use Survey Monkey, or a similar platform, to make it as easy as possible for people to complete. There will be boxes provided so that written comments can be included.

The survey is to be completed by the committee either by the end of 2021 or early in 2022 so that it can be distributed by the end of January. Members will have 2 weeks to submit their reply. Then the committee will analyze the results which at this point can hopefully be shared with the membership by the end of February. The results of the survey will provide direction in where the team should start first.

In parallel with the above very preliminary high level discussions have been held with members of the National Board of the United States Coast Guard Auxiliary, USCGA. The discussions have been centred on us potentially being able to access their existing Leadership training materials. While the concepts would stand as they are the material would have to be “Canadianized” before it could be rolled out. One example is the USCGA has Flotillas while C&A has Units.

The team is looking forward to moving ahead with this in the coming year.

Thank you,
Gary Endicott

Proposed By-Law Amendments

**PROPOSED BYLAW AMENDMENT #1
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

Special resolution of general members, re: changes to their membership conditions

Moved by: Scott Walker

Seconded by: Wally Fey

Rationale:

Include probationary members to category, change language to match that of policies.

CURRENT ARTICLE 2

ARTICLE 2, SECTION 2.01, 2) General Members

2.01 MEMBERSHIP CLASSES AND CONDITIONS

2) General Members

- (i) Must be a member of a Unit.
- (ii) Must be a Canadian Citizen or Permanent Resident of Canada.
- (iii) Must have a Pleasure Craft Operator Card or Transport Canada equivalent, with the exception of the Arctic or when the individual is not performing search and rescue operations.
- (iv) Must meet the criteria, including training requirements, set out in the Regulations of the Auxiliary.
- (v) Subject to the Articles and this By-law, the term of membership of a General Member shall continue for so long as the General Member meets the requirements of this subsection.
- (vi) Is not entitled to vote at any meeting of the Members.
- (vii) Is eligible to be a Unit Leader Member or Life Member provided the General Member meets the conditions of membership for such classes and is admitted to membership in such classes by the Board.
- (viii) Is eligible for election to the Board or as an Executive Officer.

PROPOSED ARTICLE AMENDMENT

ARTICLE 2, SECTION 2.01, 2) General Members

2.01 MEMBERSHIP CLASSES AND CONDITIONS

2) General Members

- (i) Must be sponsored by and continue as a member of a Unit.
- (ii) Must be a Canadian Citizen or Permanent Resident of Canada.
- (iii) Must have a Pleasure Craft Operator Card or Transport Canada equivalent, with the exception of the Arctic or when the individual is not performing SAR operations.
- (iv) Must complete the Probationary Period for New Members which period may be extended or deemed satisfactorily completed in the discretion of their Unit Leader and District Director. For the purposes of terminating membership during the Probationary Period for New Members, the provisions of Article 12 of this By-law shall not apply.
- (v) Must have the requisite knowledge, skill and certification to serve in a safe and efficient manner, and must maintain their membership through participation which includes meeting and continuing to maintain either the SAR or Non-SAR training criteria set out in the SOPP.
- (vi) Must have obtained the provincial age of majority within the province or territory in which they reside.
- (vii) Must reside within the operational boundaries of their Unit or regional responsibility and, if applicable, be available for SAR in accordance with the SOPP.
- (viii) Subject to the Articles and this By-law, the term of membership of a General Member shall continue for so long as the General Member meets the requirements of this subsection.
- (ix) Is not entitled to vote at any meeting of the Members.
- (x) Is eligible to be a Unit Leader Member or Life Member provided the General Member meets the conditions of membership for such classes and is admitted to membership in such classes by the Board.
- (xi) Is eligible for election to the Board or as an Executive Officer.

The Board of Directors unanimously recommended this amendment.

- ***All general members vote on this amendment.***

**PROPOSED BYLAW AMENDMENT #2
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

Special resolution of unit leader members, re: changes to their membership conditions

Moved by: Brian McShane

Seconded by: Phil Carlson

Rationale:

Change language to match that of the SOPP.

CURRENT ARTICLE 2

ARTICLE 2, SECTION 2.01, 2) Unit Leader Members

2.01 MEMBERSHIP CLASSES AND CONDITIONS

1) Unit Leader Members

- (i) Must be acting in the capacity of Unit Leader.
- (ii) Must be a Canadian Citizen or Permanent Resident of Canada.
- (iii) Must have a Pleasure Craft Operator Card or Transport Canada equivalent, with the exception of the Arctic.
- (iv) Must meet the criteria, including training requirements, set out in the Regulations of the Auxiliary.
- (v) Subject to the Articles and this By-law, the term of membership of a Unit Leader Member shall continue for so long as the Unit Leader Member meets the requirements of this subsection.
- (vi) Is entitled to receive notice of, attend and vote at all meetings of Members and each Unit Leader Member shall be entitled to one (1) vote on Auxiliary business at such meetings.
- (vii) Is eligible to be a General Member or Life Member provided the Unit Leader Member meets the conditions of membership for such classes and is admitted to membership in such classes by the Board.
- (viii) Is eligible for election to the Board or as an Executive Officer.

PROPOSED ARTICLE AMENDMENT

ARTICLE 2, SECTION 2.01, 1) Unit Leader Members

2.01 MEMBERSHIP CLASSES AND CONDITIONS

1) Unit Leader Members

- (i) Must be a Unit Leader.
- (ii) Must be a Canadian Citizen or Permanent Resident of Canada.
- (iii) Must have a Pleasure Craft Operator Card or Transport Canada equivalent, with the exception of the Arctic.
- (iv) Must have the requisite knowledge, skill and certification to serve in a safe and efficient manner, and must maintain their membership through participation which includes meeting and continuing to maintain either the SAR or Non-SAR training criteria set out in the SOPP.
- (v) Must have obtained the provincial age of majority within the province or territory in which they reside.
- (vi) Must reside within the operational boundaries of their Unit and be available for SAR in accordance with the SOPP.
- (vii) Subject to the Articles and this By-law, the term of membership of a Unit Leader Member shall continue for so long as the Unit Leader Member meets the requirements of this subsection.
- (viii) Is entitled to receive notice of, attend and vote at all meetings of Members and each Unit Leader Member shall be entitled to one (1) vote on Auxiliary business at such meetings.
- (ix) Is eligible to be a General Member or Life Member provided the Unit Leader Member meets the conditions of membership for such classes and is admitted to membership in such classes by the Board.
- (x) Is eligible for election to the Board or as an Executive Officer.

The Board of Directors unanimously recommended this amendment.

- ***Only Unit Leader Members vote on this amendment***

**PROPOSED BYLAW AMENDMENT #3
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

Special resolution of unit leader members re: Absentee Voting

**Moved by: Brian McShane
Seconded by: Phil Carlson**

Rationale:

Added as required per NFP Act.

PROPOSED ADDITION

ARTICLE 3, SECTION 3.08, ABSENTEE VOTING

3.08 ABSENTEE VOTING

A Member entitled to vote at a meeting of Members may vote by proxy by appointing in writing a proxyholder, and one or more alternative proxyholders, who are not required to be members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:

- a) A proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment provided it is delivered to the Secretary at least 72 hours before the start of that meeting or continuation thereof.
- b) A Member may revoke a proxy by depositing an instrument in writing signed by the Member or by his or her agent:
 - (i) at the registered office of the Auxiliary no later than the last business day before the day of the meeting, or the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used; or
 - (ii) with the Chair of the meeting on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting.
- c) the proxyholder was appointed, including the right to speak at a special meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where the proxyholder or an alternative proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands.
- d) A proxyholder or alternative proxyholder has the same rights as the Member by whom the proxyholder was appointed, including the right to speak at a special meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where the proxyholder or an alternative proxyholder

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has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands.

- e) If a form of proxy is created by a person other than the Member, the form of proxy will:
- (i) indicate in boldface type, (A) the meeting at which it is to be used; (B) that the Member may appoint a proxyholder, other than a person designated in the form of proxy, to attend and act on the Member's behalf at the meeting; and (C) instructions on the manner in which the Member may appoint the proxyholder;
 - (ii) contain a designated blank space for the date of the signature;
 - (iii) provide a means for the Member to designate some other person as proxyholder, if the form of proxy designates a person as proxyholder;
 - (iv) provide a means for the Member to specify that the membership registered in his or her name is to be voted for or against each matter, or group of related matters, identified in the notice of meeting, other than the appointment of an auditor and the election of Directors;
 - (v) provide a means for the Member to specify that the membership registered in his or her name is to be voted or withheld from voting in respect of the appointment of an auditor or the election of Directors; and
 - (vi) state that the membership represented by the proxy is to be voted or withheld from voting, in accordance with the instructions of the Member, on any ballot that may be called for and that, if the Member specifies a choice under Section 3.08(d)(iv) or Section 3.08(d)(v) with respect to any matter to be acted on, the membership is to be voted accordingly.
- f) A form of proxy may include a statement that, when the proxy is signed, the Member confers authority with respect to matters for which a choice is not provided in accordance with Section 3.08 (d)(iv) only if the form of proxy states, in boldface type, how the proxyholder is to vote the membership in respect of each matter or group of related matters.
- g) If a form of proxy is sent in electronic form, the requirements that certain information is to be set out in boldface type are satisfied if that information is set out in some other manner so as to draw the addressee's attention to the information.
- h) A form of proxy that, if signed, has the effect of conferring a discretionary authority in respect of amendments to matters identified in the notice of meeting or other matters that may properly come before the meeting must contain a specific statement to that effect.

The Board of Directors unanimously recommended this amendment.

• Only Unit Leader Members vote on this amendment

**PROPOSED BYLAW AMENDMENT #4
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

Termination of Members

**Moved by: Brian McShane
Seconded by: Phil Carlson**

Rationale:

Include probationary members to category, as per NFP act and to change language to match that of the SOPP.

CURRENT ARTICLE 2

ARTICLE 2, SECTION 2.04, TERMINATION OF MEMBERS

2.04 TERMINATION OF MEMBERS

A membership in the Auxiliary is terminated when:

- 1) the Member dies;
- 2) the Member resigns;
- 3) the Member is expelled in accordance with Article 12 or is otherwise terminated in accordance with the Articles or By-laws; or
- 4) the Auxiliary is liquidated or dissolved under the Act.

Subject to the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Auxiliary, automatically cease to exist.

PROPOSED ARTICLE AMENDMENT

ARTICLE 2, SECTION 2.04, Termination of Members

2.04 TERMINATION OF MEMBERS

A membership in the Auxiliary is terminated when:

- 1) the Member dies;

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- 2) the Member resigns;
- 3) a General Member is found unsuitable for continued membership during, or at the end of, the Probationary Period for New Members in accordance with the SOPP;
- 4) the Member fails to comply with the conditions of membership;
- 5) the Member's membership is Revoked in accordance with Article 12; or
- 6) the Auxiliary is liquidated or dissolved under the Act.

Subject to the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Auxiliary, automatically cease to exist.

The Board of Directors unanimously recommended this amendment.

- ***Only Unit Leader Members vote on this amendment.***

**PROPOSED BYLAW AMENDMENT #5
ANNUAL GENERAL MEETING
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Discipline

**Moved by: Brian McShane
Seconded by: Phil Carlson**

Rationale:

Include probationary members to category, as per NFP act and to change language to match that of the SOPP.

CURRENT ARTICLE 12

ARTICLE 12, DISCIPLINE

12.01 REASONS FOR DISCIPLINE

Any Member may be subject to discipline for:

- 1) Inactivity where exhibited by insufficient interest or no apparent desire to continue participation;
- 2) breach of any published rule of the Auxiliary including but not limited to the Articles, this By-Law, the regulations of the Auxiliary or the SOPP;
- 3) conduct which brings discredit to, or is considered detrimental to the character and interests of, the Auxiliary, the CCG, or the Government of Canada;
- 4) failure to comply with statutory legislation and the regulations pursuant thereof; or,
- 5) conviction of a criminal offence or commission of an offence which, in the opinion of the Board of Directors, is serious enough to warrant discipline.

The Board may discipline any Member for the reasons outlined above. The President or Vice-President may call a meeting of the Board to deal with any matters relevant to discipline that may occur.

12.02 DISCIPLINE PROCEDURE

If the Executive Management Committee determines that a Member should be disciplined, the President, or such other officer as may be designated by the Board, shall provide thirty (30) days notice of such discipline to the Member and shall provide reasons for the proposed discipline. The Member may make written submissions to the President, or such other officer as

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may be designated by the Board, in response to the notice received within such thirty (30) day period.

If no written submissions are received by the President, or such other officer as may be designated by the Board, the Board may proceed to discipline the Member and to notify the Member of the decision made by the Board. If written submissions are received in accordance with this section, the Board must consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further thirty (30) days from the date of receipt of the submissions. The final decision shall also be communicated to the relevant Unit Leader.

A two-thirds (2/3) majority vote of the Board is required to discipline a Member.

The Board has the right to delegate its discipline powers.

The regulations of the Auxiliary and the SOPP provide further detail with respect to a member's right to make written submissions.

12.03 IMPLICATIONS OF DISCIPLINE

Members while under suspension will be considered as not in good standing, are not eligible to participate in Auxiliary activities and any and all rights and privileges are also suspended.

12.04 TYPES OF DISCIPLINE

If the Board finds that a Member has committed an act of misconduct or otherwise breached the provisions of Article 12.01, the Board may do one or more of the following:

- (a) revoke the Member's membership in the Auxiliary;
- (b) suspend the Member's membership in the Auxiliary for a specified period of time;
- (c) impose specified terms, conditions and limitations on the Member's membership for a specified or indefinite period of time;
- (d) require the Member to appear before the Board to be cautioned or send a letter of caution to the Member;
- (e) require the Member to appear before the Board to be reprimanded or send a letter of reprimand to the Member; or,
- (f) impose such other penalty that the Board in its discretion considers appropriate

The Board may specify criteria to be satisfied for the removal of suspension or removal of terms, conditions and limitations imposed on a Member's membership or for reinstatement of membership.

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Any Member who has been expelled shall be forever thereafter ineligible to be re-admitted as a Member of the Auxiliary and shall be required to surrender his or her identity card and return all CCG/ Auxiliary equipment and material in his or her possession.

The Board has the right to issue SOPP for the efficient and effective administration of the discipline process which shall be confirmed at the next Annual General Meeting of the Auxiliary.

12.05 IMMEDIATE SUSPENSION

Where the Board has reason to believe that a Member's misconduct or incompetence exposes or is likely to expose members of the public or other Members of the Auxiliary to physical harm or injury, the Board may make an interim order suspending the right of the Member to engage in the activities of the Auxiliary. Where the Board makes an interim order, the Board shall inform the person affected forthwith and give reasons for the interim order and the facts upon which the interim order is based and provide the Member affected with five (5) days to make a written submission to the Board with reasons why the interim order should be modified or revoked. The Board shall make a decision within five (5) days of receipt of a written submission from the Member.

12.06 GENERAL

All Board members and any committees established hereunder, all members of the Auxiliary and all employees, agents, or consultants of the Auxiliary having knowledge of or involved with the keeping of any records relating to, or the conduct of, any disciplinary proceeding shall maintain confidentiality except where disclosure is required in the course of carrying out their duties, by law or by this By-law, or for consultation with legal counsel.

Any request for an extension of the time periods set out herein must be made to the Executive Management Team or the Board, as applicable, at least seven days' prior to the expiration of the time period. All requests must be made in writing with reasons for the request. Time extensions may be granted at the discretion of the Executive Management Committee or the Board.

For the purposes of carrying out its duties, the Executive Management Committee, the Board and any committee established hereunder may take such action as each considers appropriate and that is not inconsistent with this By-law.

Both the Executive Management Committee and the Board may designate from among its members a panel of not less than three to carry out their duties.

The Secretary shall keep a record of all proceedings conducted by both the Executive, Management Committee or the Board, and if requested, shall furnish any party with a transcript thereof at the party's own expense.

PROPOSED ARTICLE AMENDMENT

ARTICLE 12, DISCIPLINE

ARTICLE 12, DISCIPLINE

12.01 GROUNDS FOR DISCIPLINE

The Board shall set a policy for discipline procedure and process, and shall establish an Ethics and Review Committee (“ERC”). The Executive Management Committee (“EMC”) and/or the Board (as applicable) shall have authority to discipline any Member for the following grounds (“Grounds for Discipline”):

- 1) Inactivity where exhibited by insufficient interest or no apparent desire to continue participation;
- 2) Breach of any rule of the Auxiliary including but not limited to the Articles, this By-Law, the membership memorandum of understanding, or the SOPP;
- 3) Conduct which brings discredit to, or is considered detrimental to the character and interests of, the Auxiliary, the CCG, or the Government of Canada;
- 4) Failure to comply with statutory legislation and the regulations pursuant thereof; or
- 5) Conviction of a criminal offence or commission of an offence which, in the opinion of the Board of Directors, is serious enough to warrant discipline.

The Board has the right to delegate its discipline powers to the EMC.

12.02 DISCIPLINE PROCEDURE

A Complainant may file a complaint by completing a Complaint Submission Form and submitting the Complaint Submission Form to the Past-President or the Past-President’s delegate (the “Complaint”).

Upon review of the Complaint, after determining whether it is captured by the Grounds for Discipline, the Past-President, or the Past-President’s delegate, may:

- a) Dismiss the Complaint; or
- b) Escalate the Complaint by notifying the ERC of the Complaint. The ERC shall appoint an investigator or investigators to commence an investigation into the Complaint.

12.03 INVESTIGATION

Upon review of the Complaint Submission Form, the investigator(s) may:

- a) **Immediate Suspension Where Risk to the Auxiliary or Community.** Immediately request that the Board make an interim order suspending the right of the Member to engage in the activities of the Auxiliary where the investigator(s) has/(have) reason to

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believe that a Member's conduct exposes or is likely to expose members of the public or other Members of the Auxiliary to physical harm or injury. Where the Board makes an interim order, the Board shall inform the person affected forthwith and give reasons for the interim order and the facts upon which the interim order is based and provide the Member affected with five (5) days to make a written submission to the Board with reasons why the interim order should be modified or revoked. The Board shall make a decision within five (5) days of receipt of a written submission from the Member.

- b) **Mediation.** Present the option of Mediation to the Complainant and Respondent and, where both the Complainant and Respondent consent, they will work with the ERC to select a neutral mediator and schedule mediation proceedings.
- c) **Investigation.** The investigator(s) will have 14 days from the receipt of the Complaint to commence the investigation, including scheduling interviews, the collection and review of evidence and, within 7 days of receipt of the Complaint, shall send a letter to both the Complainant and the Respondent outlining the investigation process, in accordance with the SOPP, giving the Respondent 14 days from the date of receipt of the letter to make written submissions to the investigator(s) in response to the Complaint.

The investigator(s) along with the ERC will have a maximum of 3 months from the commencement of the investigation to draft a report containing the investigator's findings and recommendations, (the "**Investigator's Report**") and to submit the Investigator's Report to the EMC.

12.04 THE EMC'S DECISION

- a) **The EMC's Decision Period.** Upon receipt of the Investigator's Report, the EMC, excluding the Past-President, will have 14 days (the "Decision Period") to review the Investigator's Report and make a decision regarding the Complaint and Disciplinary Action, as defined below, to be taken (if any) (the "EMC's Decision").
- b) **Action In Response to The Complaint.** The EMC may choose from the following options as it relates to possible action in response to the Complaint following the Decision Period:
 - (i) Send a letter to the ERC providing further instructions to conduct additional review or to collect further evidence;
 - (ii) Have the ERC appoint a new investigator(s) to conduct a new investigation;
 - (iii) Obtain further evidence;
 - (iv) Dismiss the Complaint; or
 - (v) Decide on Disciplinary Action.
- c) **Options for Disciplinary Action.** Where the EMC's Decision involves taking Disciplinary Action as a response to the Complaint, the EMC shall choose from the following options (the "Disciplinary Action"):
 - (i) revoke the Member's membership in the Auxiliary;

- (ii) suspend the Member's membership in the Auxiliary for a specified period of time;
 - (iii) impose specified terms, conditions and limitations on the Member's membership for a specified or indefinite period of time;
 - (iv) require the Member to appear before the EMC/Board to be cautioned or, in the alternative, send a letter of caution to the Member;
 - (v) require the Member to appear before the EMC/Board to be reprimanded or, in the alternative, send a letter of reprimand to the Member; or,
 - (vi) impose such other penalty as the EMC/Board considers appropriate in its sole discretion including but not limited to counselling and training.
- d) **Decision Letters.** Following the EMC's Decision, the EMC shall send decision letters to the Respondent, the Complainant, and the applicable Unit Leader (the "EMC Decision Letter") which shall attach the Investigator's Report.

12.05 RIGHT OF APPEAL TO THE BOARD

The Complainant and Respondent shall have the right to appeal the EMC Decision to the Board in accordance with the SOPP. Any appeal of the EMC's Decision shall be limited to the following grounds:

- a) An error of fact in the EMC's Decision;
- b) New evidence that was not available during the investigation;
- c) evidence that either the investigator(s)/ERC or the EMC did not follow due process, or otherwise breached the principles of fairness and natural justice; or
- d) the Disciplinary Action chosen by the EMC (if applicable).

There are three possible outcomes which may result from an appeal of the EMC's Decision to the Board:

- a) An affirmation of the EMC's decision, in which case the EMC's decision is upheld;
- b) Order a new investigation of the Complaint; or
- c) Render a new decision and/or new Disciplinary Action if applicable.

There is no appeal from the appeal decision of the Board. The Board's appeal decision is final.

12.06 GENERAL.

- a) **SOPP.** All Members shall follow the Discipline Procedure in the SOPP adopted by the Board.

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- b) **Criteria associated with reinstatement of membership.** The Board may specify criteria to be satisfied for the removal of suspension or removal of terms, conditions and limitations imposed on a Member's membership or for reinstatement of membership.
- c) **Implications of a Suspension.** While suspended, whether by way of an immediate suspension or pursuant to the Discipline Procedure, Members are not considered to be in good standing with the Auxiliary and lose all rights and privileges normally exercised by Members who are in good standing. Suspended members are not eligible participate in any Auxiliary activities.
- d) **Implications of a Revocation.** Any Member whose membership in the Auxiliary has been revoked shall be forever thereafter ineligible for re-admission as a Member of the Auxiliary and shall be required to surrender their identity card and return all CCG/ Auxiliary equipment and material in their possession to the applicable Unit Leader.
- e) **Confidentiality.** All Board members and any committees established hereunder, all members of the Auxiliary and all employees, agents, or consultants of the Auxiliary having knowledge of or involved with the keeping of any records relating to, or the conduct of, any disciplinary proceeding shall maintain confidentiality except where disclosure is required in the course of carrying out their duties, by law or by this By-law, or for consultation with legal counsel.
- f) **Extensions.** Any request for an extension of the time periods set out herein must be made to the EMC or the Board, as applicable, at least 7 days' prior to the expiration of the time period, and 3 days prior to the expiration of the time period for an immediate suspension. All requests must be made in writing and must include reasons for the request. Time extensions may be granted at the discretion of the EMC or the Board, as applicable.
- g) **Authority of the Board, the EMC and their delegates.** For the purposes of carrying out its duties, the EMC, the Board and any delegate established hereunder may take such action as each considers appropriate and that is not inconsistent with this By-law.

The Board of Directors unanimously recommended this amendment.

- ***Only Unit Leader Members vote on this amendment.***

**PROPOSED BYLAW AMENDMENT #6
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

BOARD OF DIRECTORS

**Moved by: Brian McShane
Seconded by: Phil Carlson**

Rationale:

To be compliant with the NFP Act.

CURRENT ARTICLE 4

ARTICLE 4, BOARD OF DIRECTORS

4.01 COMPOSITION OF THE BOARD

The affairs of the Auxiliary shall be managed by a Board of Directors which shall consist of nine (9) elected District Directors. Where more than one (1) candidate in a District stands for election then elections shall be conducted by secret ballot in accordance with the Auxiliary's regulations or Roberts Rules.

4.02 MANAGEMENT

Subject to the Act, the Articles and this By-law, the Board shall manage or supervise the management of the activities and affairs of the Auxiliary. The Board shall set the SOPP of the Auxiliary.

4.03 ELECTION

District Directors shall be elected based on geographic divisions of the Region as may be determined by the Board and which may be amended from time to time. Districts shall be uniquely identified in accordance with a system approved by the Board and which may be amended from time to time.

Each District will be made up of one or more Units.

District Directors will be elected by a given District membership and such election shall be by ballot. Only Members in good standing may vote.

4.03 NOMINATIONS

No later than six (6) weeks before the date of a scheduled Annual General Meeting, the Auxiliary shall circulate a nomination form for the position of District Director to all the members in that District eligible to vote. The name of any Member wishing to be considered together with the qualifications of that Member in less than 200 words, must be sent to the Head Office of

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the Auxiliary not later than four (4) weeks before the scheduled date for the Annual General Meeting of the Auxiliary.

No later than two (2) weeks before the scheduled date for the Annual General Meeting of the Auxiliary, the Auxiliary, shall send to each Member in the District eligible to vote a copy of all the names and qualifications thus received. Where a single nomination for the position is received by the Auxiliary, and the Nominating Committee has not identified a candidate for the election to the position, that nominee shall be elected by acclamation.

4.04 TERM

Each District Director shall have a term of two (2) years from the date of the conclusion of the Annual General Meeting when he or she is elected. Directors for odd number Districts will stand for election in odd numbered years while Directors for even numbered Districts will stand for election in even numbered years. The District known as the Arctic shall be considered an odd numbered District. A Director shall not stand for election or hold office on the Board for more than three (3) consecutive two (2) year terms; provided that a Director may serve an additional term or terms if the Nominating Committee has not been able to identify another qualified candidate.

4.05 REMOVAL OF A DIRECTOR

The Members eligible to vote for District Directors of the Auxiliary of a given District may, by resolution passed by a two-thirds (2/3) majority vote, remove their District Director, in accordance with the Act, before the expiration of the Director's term of office. A copy of the resolution will be submitted to the Secretary of the Auxiliary who shall verify that the members are eligible to vote and that the necessary two-thirds (2/3) majority has been achieved. Following that the Secretary will then forthwith:

- 1) Inform the President and the Board of the outcome; and
- 2) Inform the Director that he or she has been removed from office by the wishes of the Members eligible to remove the Director as per this section of the By-law.

4.06 VACANCIES

District vacancies on the Board, however caused, shall be filled at the earliest opportunity by a nominee from the appropriate District or, if the vacancy is not filled, at the next Annual General Meeting. Such appointment will have a term that expires at the next Annual General Meeting of the Members.

PROPOSED ARTICLE AMENDMENT

ARTICLE 4, BOARD OF DIRECTORS

ARTICLE 4 BOARD OF DIRECTORS

4.01 COMPOSITION OF THE BOARD

The affairs of the Auxiliary shall be managed by a Board of Directors which shall consist of nine (9) elected District Directors.

4.02 MANAGEMENT

Subject to the Act, the Articles and this By-law, the Board shall manage or supervise the management of the activities and affairs of the Auxiliary. The Board shall set the SOPP of the Auxiliary.

4.03 ELECTION

District Directors shall be nominated and elected based on the nine (9) geographic divisions of the Region, known as Districts, as may be determined by the Board and which may be amended from time to time. Districts shall be uniquely identified in accordance with a system approved by the Board and which may be amended from time to time.

Each District may nominate one (1) candidate for District Director in the year specified in section 4.05. The Nominating Committee will present a slate of all such candidates at each Annual General Meeting for approval. Only voting Members in good standing may vote.

4.04 NOMINATIONS

No later than six (6) weeks before the date of a scheduled Annual General Meeting, the Auxiliary shall make a call for nominations for the position of District Director to all the Members in that District. The name of any Member wishing to be considered together with the qualifications of that Member in less than 200 words, must be sent to the head office of the Auxiliary not later than four (4) weeks before the scheduled date for the Annual General Meeting of the Auxiliary. All completed nomination forms shall be reviewed by the Nominating Committee to confirm that the candidate for District Director meets all applicable qualifications.

No later than two (2) weeks before the scheduled date for the Annual General Meeting of the Auxiliary, the Auxiliary, shall send to each Member in the District eligible to vote a copy of all the names and qualifications thus received and approved by the Nominating Committee. Where a single nomination for the position is received by the Auxiliary, and the Nominating Committee has not identified any other candidate, that candidate shall be selected by acclamation and shall be presented by the Nominating Committee as the District's nominee for the Board. Where more than one (1) candidate in a District stands for nomination then the selection of that District's nominee shall be conducted by secret ballot in accordance with the Auxiliary's SOPP or Robert's Rules of Order, as applicable. Only Unit Leader Members of Units located in a given District shall be entitled to vote for a candidate to be nominated as a District Director.

4.05 TERM

Each District Director shall serve a term of two (2) years from the date of the conclusion of the Annual General Meeting when he or she is elected. Directors for odd number Districts will stand for election in odd numbered years while Directors for even numbered Districts will stand for election in even numbered years. The District known as the Arctic shall be considered an odd numbered District. A Director shall not stand for election or hold office on the Board for more than three (3) consecutive two (2) year terms; provided that a Director may serve an additional term or terms if the Nominating Committee has not been able to identify another qualified candidate.

4.06 REMOVAL OF A DIRECTOR

The voting Members may, by a two-thirds (2/3) majority vote passed at a special meeting of Members, remove a District Director, in accordance with the Act, before the expiration of the Director's term of office. If the necessary two-thirds (2/3) majority has been achieved, the Secretary will then forthwith:

- 1) Inform the President and the Board of the outcome, if they are not present at the special meeting; and
- 2) Inform the Director that he or she has been removed from office by the wishes of the Members as per this section of the By-law.

4.07 VACANCIES

District vacancies on the Board, however caused, shall be filled by the Board at the earliest opportunity with a nominee from the appropriate District or, if a nominee from the appropriate District is not provided to the Board within 60 days of the vacancy, the Board shall appoint a Director to fill the vacancy. Such appointment will have a term that expires at the next Annual General Meeting of the Members.

The Board of Directors unanimously recommended this amendment.

- ***Only Unit Leader Members vote on this amendment.***

**PROPOSED BYLAW AMENDMENT #7
ANNUAL GENERAL MEETING
NOVEMBER 27, 2021**

Administrative Amendments

**Moved by: Brian McShane
Seconded by: Phil Carlson**

Rationale:

To be compliant with the NFP Act, correct errors and numbering and to match SOPP.

The attached document shows all proposed administrative changes to the current Bylaws.

Various sections that pertain directly to Proposed Bylaw amendments 1 – 6 are included but should be ignored for this proposal.

For this proposal the following sections should be ignored;

1. Article 2, section 2.01, 1) Unit Leader Members
2. Article 2, section 2.01, 2) General Members
3. Article 3, section 3.08, Absentee Voting
4. Article 2, section 2.04, Termination of Members
5. Article 12, Discipline
6. Article 4, Board of Directors

The Board of Directors unanimously recommended this amendment.

- **Only Unit Leader Members vote on this amendment.**

See separate package for the remainder of this proposed bylaw amendment.

Elections for District Directors

Nominating Committee Report

Recommendations of the Nominating Committee for the upcoming election for the Canadian Coast Guard Auxiliary, Central and Arctic Region (CCGA C&A) for the following positions:

DISTRICT DIRECTORS CANDIDATES:

District 1: Gary Endicott - Acclaimed
District 3: Jim Oakley - Acclaimed
District 5: no candidates
District 7: no candidates
Arctic Region: Brian McShane – Acclaimed

Nominations will not be accepted from the floor at the Annual General Meeting in accordance with our Bylaws.

EXECUTIVE POSITION CANDIDATES:

It is the opinion of the Nominations Committee that the names presented to the members of the CCGA C&A Board of Directors be decided on at the upcoming Board of Directors meeting November 28th, 2021.

Treasurer: 2 candidates - Norm Dashwood and Michael Walz.

Secretary: no candidates

Managers:

Manager of Operations Central: no candidates

Arctic Manager of Training: no candidates

Committee Members:

Development Committee: one candidate to sit on the committee Angie Davis.

Governance Committee: one candidate District 3 to sit on committee Michael Leahy.

Respectfully Submitted

CCGA C&A Nominating Committee

Al McCambridge, John Levantis, Nigel Spink, Rodney Turcotte

Peggy Griffin, Chair Nominating Committee

**The awards will be Presented at the meetings in each of the
Satelite locations.**