

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

26 July 1994

Resolution #1

### Parent Auxiliary Members to be Life Members of Support Association

Be it resolved that this Society, recognizing the debt of its origin and roots in the past Parents' Auxiliary 89 (Pacific) Squadron, (founded in 1954 by the then Mrs. Muffet McGowan; dissolved April 18<sup>th</sup>, 1994 to be replaced by the present Society); extends to those members of the original Parents' Auxiliary all honours rights and privileges as recognized in Awards, Life Memberships and any other degrees of recognition bestowed on those members thus honoured, by the said Parents' Auxiliary; and that such honours, rights and privileges become honours, rights and privileges in this Society, thus confirming continuity of recognition of origin, and our indebtedness to the Auxiliary's 40 (forty) years of exemplary service.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

26 July 1994

Resolution #2

### Common Seal

Be it resolved that this Board of Directors charge the Corresponding Secretary with the duty of producing or having made, a Seal, which will become the Common Seal of this Society. Said Common Seal will be consistent to, and conform with the name, date etc., of the registration of this Society. Be it further resolved that this Board of Directors gives full responsibility for the keeping of such Common Seal to the Corresponding Secretary, and that Corresponding Secretary will cause to be kept safe, and carry or keep such Seal, that it may from time to time be affixed to any document that this Board of Directors deems to be delivered under the Common Seal of this Society. Further, that the responsibility of keeping and affixing the Common Seal of this Society be the Corresponding Secretary's, be entered as part of the Standing Rules of this Society by the Recording Secretary.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

26 July 1994

Resolution #3

### Establish Co-Sponsorship – 88 Wing and Support Association

#### Notes:

- This resolution is to set up the co-sponsorship of the Squadron by the Support Association and the 800 Wing of the RCAF Association.
- The text of this resolution is not available.
- At the July 26, 1994, the co-sponsorship arrangements was referred to as “resolution #3”.
- At the August 30, 1994 meeting, the co-sponsorship arrangement was referred to as “Joint Sponsorship Agreement”, which was accepted as read.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

16 February 1995

Resolution #4 – also known as “Special Resolution #1”

### Establish Permanent Trust Fund

Note: This resolution is to establish the Permanent Trust Fund. This resolution was adopted by the Board of Directors on 29 November, 1994 and by the membership of the Society at the General Meeting on 23 Jan 1995. It was registered with the Province of BC under the Society Act on 16 February, 1995 (see copy of the form at the end of this document)

1. Be it resolved that: Pursuant to Motion #2, the Minutes of the Board of Directors' Meeting dated Tuesday, July 26, 1994, and subsequent Treasurers' reports on feasibility, and consistent with Article II, Section 1, Paragraph (d) of the Constitution and Bylaws, this Society and its' Board of Directors charge the Treasurer and Deputy Treasurer with the duty of establishing an account or accounts as Permanent Trust in the name of: 89 (Pacific) RCACS Support Association Permanent Trust Fund.
2. The purpose of the said Permanent Trust Fund is to provide for the financial security of 89 (Pacific)RCACS, with a view to ensuring the future continuation of this historic Air Cadet Squadron as a functioning unit of the Department of National Defence and the Air Cadet League of Canada, that will benefit in training and education, any and/or all Cadet youths, ages 12 (twelve) to 18 (eighteen) years, as members of the 89 (Pacific) RCACS in the Greater Victoria District.
3. Funds for the said Permanent Trust will commence with investments from this Society at the discretion of the Board of Directors on recommendation of the Treasurers, or from sources other than this Society, by Subscriptions, Legacies, Contributions, Fundraising and/or Bequests intended and specified by their donors as financial gifts to be held in perpetuity on behalf of and to the benefit the Cadets of the Squadron. Said monies will be held and accounted for separately on all Treasurer's Reports, and will be held apart from any monies accruing to the Society or Squadron through Government sponsored contributions such as Contingency Grants, etc.
4. It is further resolved that, the Society, being a duly registered Charitable Institution, whose purpose is, moral and financial support and aid to youth, holds that the Capital Investment of said funds is at all times held inviolable by its Membership, Boards of Directors or any Member or Employee of the Society or any such Boards of Directors at any time whatsoever. In the event of unforeseeable dissolution of the Society, Article III, Section (g) of the Constitution and Bylaws of the Society will apply. In the event that an unforeseen future circumstance finds a Board of the day deeming it absolutely necessary to use any or all of the Capital held in Trust, such a proposal or undertaking must first; meet with the unanimous approval, in writing, of a resolution of then current Board of

Directors, who will then proceed to call a meeting seeking the sanction of a Special Resolution passed by  $\frac{3}{4}$  (three quarters) majority of the Members of the Society, as Registered Card Holders, present and entitled to vote at a regular or special meeting, provided that each Member of the Society shall be given 14 (fourteen) days notice of the meeting and the proposed scheme, in writing, laying out the intention for the use or uses of any or all of the Permanent Trust's Capital Investments. No Board of Directors or any Director or Member whatsoever of such Board or Boards may otherwise use the Permanent Trust Capital Investments for any purposes of disbursement, other than those aforesaid.

5. As it is the express intent of this Society and its Board of Directors to establish a Trust Fund in Perpetuity, said funds will be left untouched, to accrue interest until such time as the Treasurer can show and reassure the Board of Directors that yearly interest may be used without endangering the Capital Investments. Any such proposal to use interest from the Trust Fund must be placed before the Board of Directors in motion form, and receive unanimous approval of the Board of Directors in any given Fiscal Year.
6. In the event that the Treasurer may deem it prudent to divide or use portions of the Permanent Trust Fund for purposes of investment better than that which accrues within the Permanent Trust Account or accounts, any such proposal must be placed before the Board of Directors giving adequate information on the advisability of any such investment or investments with sufficient time for due consideration of such proposed investment schemes. Any such resolution for investment must meet with the approval of  $\frac{3}{4}$  (three quarters) of the Board of Directors sitting and voting on any such proposal prior to implementation.
7. Be it further resolved that the Society charges the Treasurer and Deputy Treasurer with the duty of producing a book of good quality, into which shall be entered, under the designation of "Patron", complete with applicable date, the names of those individuals, families, corporations and any contributors to the Permanent Trust Fund, whose contribution is not less than \$100.00 (one hundred dollars). Space for comment, well wishes and/or the designation "In Memoriam", will appear if its use is desired by the donor. If for some reason a donor does not wish their name to appear, the entry will read "Anonymous". Such book shall be known as The Book of Remembrance, in honour of those who over the years have supported and will continue to support the Squadron with their time, effort, monies or as past Cadets, Parents or: Officers. Said book shall be kept open at an appropriate page to be turned periodically by a Cadet designated by the Commanding Officer for this purpose. Said book will be kept locked within a glass case, on public display within the confines of the Squadron Officers, the location within such officers to be decided at the discretion of the Commanding Officer and the Co-Sponsoring Committee. The Society charges the Corresponding Secretary with the duty of making entries within the said book in legible script, at no less than six month intervals in any current year. The amount of a contribution may or may not be entered at the request of the donor or donor's representative, however, the Treasurer will keep a separate book, as register, in which shall be entered all names, dates and amounts of individual donations to the Permanent Trust Fund. This register must always verify

entries in the Book of Remembrance. The Treasurers' Register is not for public viewing in deference to the privacy of the donors.

8. Notice is hereby given that a resolution of the Board of Directors will become a Special Resolution to be placed before a General Meeting of the Member of the Society, to be called on or before 31st, January 1995, for the purpose of establishing a Permanent Trust Fund known as: 89 (Pacific) RCASC Support Association Permanent Trust Fund. When passed in accordance with those Bylaws within the Constitution governing Special Resolutions of this Society, and in accordance with the Societies Act, it will be sealed with the Common Seal of the Society, and duly submitted for Registration by the Recording Secretary for the Society, to the Ministry of Finance and Corporate Relations, Corporate and Personal Property Registries, wherewith it will be perused, copied and held inviolate under File S32110, being the file for this Society in the Province of British Columbia.

By Resolution, the Board of Directors:

Dated at Victoria, in the Province of British Columbia, this 29<sup>th</sup> day of November, 1994.

By Special Resolution of the Membership in General Meeting:

Dated at Victoria, in the Province of British Columbia, this 23<sup>rd</sup> day of January, 1995.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

9 May 1995

Resolution #6

### Life Memberships for Rex and Bob Collard

Be it resolved that this Society extend to its members, Mr. R. Rex Collard and Mr. Robert C. Collard the honour of Life Membership in this Society as recognition for their over thirty years of dedication and unstinting service, as Cadets, Commanding Officers and Sponsoring Committee representatives. Further, the Society bestows all rights, honours and degrees of recognition on the above mentioned members, the formal presentation of such recognition to take place at an appropriate time, place or Commanding Officer's Parade at a future date, to be decided by the President for the Society and the Commanding Officer for the squadron.

This resolution will be come part of the Standing Rules of the Society as kept and complied by the Recording Secretary. The Society in recognition of service has now bestowed four such Life Memberships, Mrs. Muffet McGowan-Buckley, Mr. Garry Whitmore, Mr. R. Rex Collard and Mr. Robert C. Collard.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

22 Aug 1995

Resolution #7

### Co-Sponsoring Committee Accounting Procedures

In order to implement proper accounting procedures as required by the Ministry of Finance and Corporate Relations, the Public Gaming Commission and the Society's Financial Review dated 22 June 1995, the Society requests that the Co-Sponsoring Committee immediately proceed with the following directives prior to receiving any additional monies from the Society.

1. As per the Financial Review of 22 June 95 the Committee move to implement those recommendations pertaining to the Co-Sponsoring Committee. That the account currently held in the name of 89 (Pacific) Cadet Squadron be moved to a branch of the Pacific Coast Savings Credit Union as used by the Society. The monies of this existing 89 (Pacific) Cadet Squadron account will be kept and maintained by the Co-Sponsoring Committee for sundry uses not permissible under Gaming Commission Regulations and for deposits of monies from sources other than the Society's or other service club casino revenues.
2. That the Co-Sponsoring Committee open a second bank account in said institution calling such account 89 (Pacific) Cadet Casino Imprest Account. The Society will, on proof of the existence of said account, deposit sums of money for the administration and operation of 89 (Pacific) squadron by the Co-Sponsoring Committee, always in accordance with Gaming Commission requirements. The bulk of said funds for this account will be established by budget presentation to the Board of Directors of the Society in the month of September in any given year. The Co-Sponsoring Committee will be responsible to report detailed expenditures to the Society's Treasurer as required by Government Gaming Commission requirements and procedures or at the Society's need or request.
3. As required by Gaming Commission regulations concerning charitable institutions, all major purchases of equipment, furniture, vehicles, other chattels or real property, etc., will be transacted by the Society directly, becoming assets of the Society for the exclusive use of 89 (Pacific) Cadet Squadron, the Society or their designates, being recorded and reported as required to the appropriate Government agencies as expenses and assets of the Society.
4. In order not to jeopardize the Society's Casino Licences and conforming with reporting procedures concerning gaming donations from other sources, as required by the Public Gaming Commissions, the Co-Sponsoring Committee shall not knowingly or unknowingly accept any gifts or monies or equipment whatsoever, purchased or deriving from casino monies of any organization or service club without prior approval of the

Board of Directors for the Society.

5. Upon acceptance of the above Resolution by the Board of Directors for 89 (Pacific) RCACS Support Association, copies of this resolution will be forwarded to the appropriate Government Ministries or Departments, as required and/or requested.

# 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

3 October 1995

Resolution #8

## Permanent Trust Fund Investment Restriction

In accordance with the Financial Review 22/Jun/95 and the Motion of the Minutes dated 27/Jun/95.

That this Association resolves:

No Board of Directors or any Director of Members whatsoever of such Board or Boards of Directors, or any Trustee or Trustees appointed or hired by such Board or Boards of Directors will at anytime cause to incur investments or any of the Association's Permanent Trust Funds other than those investments listed under the Trustees Act.

On acceptance of this Resolution by the Board of Directors, acting on behalf of 89 (Pacific) RCACS Support Association, and it's welfare, copies of this Resolution will be Sealed with the Corporate Seal, a copy given to the Treasurer and further, an attachment containing only this Resolution with it's Corporate seal will be appended to Registered Document, Special Resolution #1, being the Special Resolution of the Membership in General Meeting, dated January 23<sup>rd</sup>, 1995, establishing the 89 (Pacific) RCACS Support Association Permanent Trust Fund; as held in the Association's Safety Deposit Box. Further, under From 10 (Section 66 and 67) a copy will be registered with the Ministry of Finance and Corporate Relations – Corporate and Personal Property Registries, as a Director's Resolution.

By Resolution, the Board of Directors

Dated at Victoria, in the Province of British Columbia this 3<sup>rd</sup> day of October, 1995

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

23 January 1996

Resolution #09

### Support Association to be sole Sponsor of 89 (Pacific) Squadron

Be it resolved that:

Pursuant to:

- Meetings of the President of 800 (Pacific) Wing RCAF Association, the President of 89 (Pacific) RCASC Support Association, the Chairman of the BC Committee, Air Cadet League of Canada and the BC Committee Representatives
- Meeting of the Presidents of the two Associations with the 89 (Pacific) RCACS Co-Sponsoring Committee,
- Followed by presentation of proposals to a General Meeting 800 (Pacific) Wing Members 23/Nov/95
- And subsequent letter to the Air Cadet League of Canada, BC Committee Chair, 29/Nov/95, from the President of 800 (Pacific) Wing RCAF Association
- And in compliance with the tentative adoption of a resolution of the Board of Directors 89 (Pacific) RCACS Support Association in the presence of representatives, the BC Committee of the Air Cadet League of Canada and the 89 (Pacific) RCACS Co-Sponsoring Committee dated 28/Nov 95:

The 89 (Pacific) RCACS Support Association, being charitable corporation, duly registered in the Province of British Columbia, number S-32110, will, as of 23:59 Hrs 31<sup>st</sup> March 1996 assume through it's Board of Directors the position of Sole Sponsor of the Victoria based Squadron known as 89 (Pacific) RCACS, in full agreement and compliance with duties and responsibilities as prescribed by the Air Cadet League of Canada, the British Columbia Committee of that organization and the Department of National Defence where applicable.

Further, that the Board or Directors of 89 (Pacific) RCACS Support Association shall assume the role of "Sponsoring Committee" as referred to by the Air Cadet League of Canada and its Provincial Committee. Following the election of officers at the AGM in April of any given years, the President of the Association shall appoint and delegate from with the Board of Directors, its Officers, its Committees and/or the Association Membership the required numbers of persons necessary to effectively and responsibly administer, on behalf of 89 (Pacific) Squadron all requirements as designated of a "Sponsoring Committee" as indicated by the Air Cadet League of Canada and the Provincial Committee of that body prescribed in the Administrative Instruction Manual known as the "Black Book".

The adoption of this resolution by the Board of Directors on behalf of 89 (Pacific) RCACS Support Association will render null and void Resolution #3 dated at Victoria, BC 28/July/94 being the Resolution establishing a Co-Sponsoring Committee between this Association and the 800 (Pacific) Wing RCAFA, the existing Co-Sponsoring Committee and

its Members will surrender up to this Board of Directors and its Association all positions, pertinent materials, rights, privilege and responsibilities here-to-fore indicated as separate or apart from the 89 (Pacific) RCACS Support Association and its Board of Directors.

Be it so resolved,

Dated at Victoria, in the Province of British Columbia this 23<sup>rd</sup> day of January, A.D., 1996

Notes:

Partially superseded by resolution # 16 – Composition of Sponsor Committee

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

15 February 1999

Resolution #10

### Directorship Review

#### ***Resolved:***

That this Association in General Meeting charges the Board of Directors to strike a special Committee of Directorship Review which shall assess all Directorships, other than the Association's Executive, and produce a cohesive printed guide describing the functions, responsibilities and parameters of all Board Directorships; listing any pertinent requirements necessary in facilitating and ensuring the continuity, fluidity and form of management related to any or all Standing Committee tasking as will be found inherent to the welfare of this Society and 89 (Pacific) Squadron. The size and scope of the Review Committee will be left to the discretion of the present Executive and Board. However, it will be remembered that, "time is of the essence" and this committee will present its findings in draft form for final approval by the Board of Directors. The then approved directive will be issued as a booklet to all Board members as soon as possible, and to all members of the Association prior to then next Annual General Meeting.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

21 February 2000 (AGM)

Resolution #11

### President to have prior service

Whereas the position of the president of the Support Association requires a thorough knowledge of the aims and objectives of the Association and, whereas this knowledge can only be accumulated through active participation in all operations of the Association through attendance at Board and other meetings and, whereas the position is of great importance to the overall operation of the Association under the jurisdiction of the Societies Act, therefore, be it resolved that the position of President may only be filled by an individual who has served at least one year as the Director of the Association whenever possible.

# 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

25 September 2000 (General Meeting)

Resolution #12

## Association Bursary Rules

### ***Resolved:***

**That the intent, and the rules for awarding of, the existing 89 (Pacific) RCAC Squadron Support Association Bursary, as described in the following paragraph, which forms part of this Resolution, be re-affirmed.**

The 89 (Pacific) RCAC Squadron Support Association Bursary of \$500.00 is to be awarded annually, at the end of the cadet year, to a Cadet planning to attend post secondary education. Post Secondary education may be at a University, Community College, private or publicly operated Technical School or College. The Bursary will be awarded from among the applicants to the most deserving Cadet, on the basis of need as well as merit as recommended by the Commanding Officer to the Board of Directors for approval. The Board will make the final decision. In the event of a tie between applicants, the award may be divided equally. The Bursary will not be awarded until the candidate has provided proof of acceptance at a Post Secondary institution. A cadet that is awarded a full financial scholarship to a University or who is accepted at a Military College with full financial support may not be eligible for this bursary.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

25 September 2000 (General Meeting)

Resolution #13

### Cadet to Regular Force Award

***Resolved:***

~~That a new, annual award be established by 89 (Pacific) RCAC Squadron Support Association, with the intent, and the rules for awarding of, as described in the following paragraph, which forms part of this Resolution.~~

~~The 89 (Pacific) RCAC Squadron Support Association will present an annual award, at the end of the Cadet year, of \$250.00 to a Cadet who is going on to serve in the Regular Force of the Canadian Armed Forces. The award will be given to the most deserving Cadet on the basis of merit and standing relative to other Cadets who are candidates for the award as recommended to the Board of Directors by the Commanding Officer. The Board will make the final decision. In the event of a tie between applicants, the award may be divided equally. To qualify for this award, the candidate must show proof of acceptance for basic training in the Regular Force.~~

**Resolution #13 Cancelled by Resolution #20 – 16 Nov 2015**

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

17 November 2003

Resolution #14

### Outright Gifted Trust Funds only

Whereas this Board of Directors is trustee with fiduciary duty, through the duly registered society known as 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association, administering for the Victoria based Cadet unit known as 89 (Pacific) Royal Canadian Air Cadet Squadron, this resolution seeks to clarify procedure, and protect the Society, its members and those monies which are deemed as monies held in designated trust funds.

Therefore, be it resolved, that this Society will not hold any funds designated as Trust Funds, other than those funds which has been *outright gifted* to 89 (Pacific) Royal Canadian Air Cadet Squadron, through its trustee, the 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association and its duly elected Board of Directors, or any such funds as the Board of Directors may from time to time designate from the general accounts of the society, as Trust Funds; all such designated funds will be held pursuant to the Trustee Act of British Columbia.

Be it further resolved that, in the event of the receipt of donations equal to or greater than \$100.00 (one hundred dollars) being gifted to the Society, the Treasurer(s) of the day will contact the donor or donors to clearly ascertain their wishes as to the disposition of these monies as for trust accounts or general accounts; in the event that the donor or donors leave this decision to the Society, the Board of Directors will deliberate the recommendation and motion of the Treasurer(s).

By Resolution of the Board of Directors, 89 (Pacific) RCACS Support Association

Dated at Victoria, British Columbia this 17<sup>th</sup> day of November, 2003

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

17 November 2003

Resolution #15

### Orientation Packages for Directors

Whereas the Board of Directors of 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association will, yearly, following the mandated Annual General meeting, experience transition from incumbent Directors to newly elected Directors of this Board, this resolution seeks to ensure the uninterrupted fluidity of on-going responsibilities for the 89 (Pacific) Royal Canadian Air Cadet Squadron.

Therefore, be it resolved that the 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association will, through the assistance of the Correspondence Secretary, produce and maintain Orientation Packages which will include: the By-Laws, Constitution, all Resolutions, Director Job Description(s), relevant to the applicable position(s) undertaken and a Screening Application. These Orientation Packages will serve to prepare any newly elected Director for her/his on-going responsibilities to the 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association, its society membership, the administration of 89 (Pacific) RCACS, the Air Cadet League of Canada – BC Committee and the Department of National Defence.

By Resolution of the Board of Directors, 89 (Pacific) RCACS Support Association.

Dated at Victoria, British Columbia this 17<sup>th</sup> day of November, 2003

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

19 April 2004

Resolution #16

### Composition of Sponsoring Committee

Whereas the Board of Directors of 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association, administering for the Victoria based cadet unit known as 89 (Pacific) Royal Canadian Air Cadet Squadron, this resolution seeks to clarify which members of the 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association are defined as members of the Sponsoring Committee. This resolution follows the recommendation of the British Columbia Committee of the Air Cadet League of Canada in that it recommends that the Sponsoring Committee be limited to 6 or 7 persons.

This resolution supersedes Resolution #9 in the definition of who shall be members of the Sponsoring Committee.

The Sponsoring Committee shall be those persons holding the positions of executive officers within 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association Board of Directors as laid out in Article iii, Section 1 of the bylaws.

As laid out by the Air Cadet League of Canada all members of the Sponsoring Committee shall be screened.

By resolution of the Board of Directors,  
89 (Pacific) R.C.A.C.S. support association

Dated at Victoria, British Columbia  
This 19<sup>th</sup> day of April, 2004

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

18 October 2004

### RESOLUTION #17 - Privacy Policy

Whereas:

- Incorporated Societies are required to establish Privacy policies and procedures and to appoint a "Privacy Officer"
- The BC Committee of the Air Cadet League of Canada has requested that Sponsoring Committees conform with this requirement and has provided a sample Privacy Policy;

Therefore, be it resolved that the 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association:

- Establish the Privacy Policy below (which is part of this Resolution) as the Privacy Policy of 89 (Pacific) Royal Canadian Air Cadet Support Association;
- Direct the Board of Directors and other members of the Support Association to respect and enforce this Privacy Policy when acting on behalf of this society;
- Designate the duties of Privacy Officer be added to those of the Recording Secretary
- Inform 89 (Pacific) Royal Canadian Air Cadet Squadron that the Support Association has established this Privacy Policy and make a copy of it available for posting in the Squadron Office

By Resolution of the Board of Directors, 89 (Pacific) R.C.A.C.S. Support Association

Dated at Victoria, British Columbia this 18<sup>th</sup> day of October 2004

# 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

Resolution #17

## Privacy Policy

### **Our Commitment to Privacy**

The Society is committed to maintaining the security, confidentiality and privacy of personal information of any identifiable individual which information is under its control. The Society has always respected such privacy and remains committed to do so in the future. The Society has produced this written Privacy Policy to document its on-going commitment to protect the privacy of all information which is, or in the future comes within, its control, respecting identifiable individuals involved with the Air Cadet movement. This Privacy Policy has been developed to ensure the Society complies with the requirements of the British Columbia *Personal Information Protection Act (PIPA)*.

### **Scope of Privacy Policy**

This Privacy Policy applies to the Society. This Privacy Policy addresses personal information about identifiable individuals and does not apply to the information collected, used or disclosed with respect to corporate or commercial entities.

Although the Society may chose to protect the privacy of personal information that is not protected by PIPA, this Privacy Policy does not impose any limits on the Society with respect to the collection, use or disclosure of personal information which is not protected by PIPA, examples of which include the following types of personal information:

- Business contact information which means information to enable an individual at a place of business to be contacted, such as the name, title or position of the individual, business telephone number, business address, business email or business fax number of the individual;
- Information which PIPA deems there to be consent for, such as, the collection, sue and disclosure of information that is voluntarily provided by an individual and at the time it is provided the purpose would be considered to be obvious to a reasonable person;
- Publicly available information recognized under PIPA, such as, the name, address, telephone number and other personal information of a subscriber that appears in a telephone directory or is available through directory assistance, if the directory or directory assistance service is available to the public and the subscriber is permitted to refuse to have his personal information in the directory or made available by directory assistance.

### **Definitions**

#### **In this Policy:**

**“collection”** means the act of gathering, acquiring, or obtaining personal information from any source, including third parties, by any means.

**“consent”** means voluntary agreement to the collection, use and disclosure of personal information for specified purposes. Consent may be express or implied. Express consent can be given orally or in writing, it is unequivocal and does not require any inference on the part of the Society. Implied consent exists when the Society can reasonably infer consent based upon your action or inaction.

**“disclosure”** means making personal information available to a third party.

**“personal information”** means information about an identifiable individual but does not include business contact information of an individual. Personal information does not include information that is about corporate or commercial entities. It also does not include information that cannot be associated with a specific individual.

**“PIPA”** means the British Columbia *Personal Information Protection Act* S.B.C. 2003, c.63, as amended from time to time.

**“the Society”** means 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association, which is a Society registered under the *BC Society Act* RSBC 1996 Chapter 433

**“third party”** means an individual or organization other than the Society and you.

**“Privacy Officer”** means an individual designated by the Society who is responsible for the Society’s compliance with this Privacy Policy and who can be contacted as set out in this Privacy Policy.

**“use”** means the treatment and handling of personal information by and within the Society.

## **Our Ten Privacy Principles**

### **1. Accountability**

The Society is responsible to protect the personal information under its control. The Society has designated a Privacy Officer who is responsible for the Society’s compliance with this Privacy Policy.

The Privacy Officer for the Society may delegate such duty to another individual accordingly, such other individual may be responsible for the collection, use and disclosure of personal information. Should such a delegation of duty occur the position name or title of such other individual will be made available to the public.

The Privacy Officer of 89 (Pacific) RCACS Support Association may be contacted through the Squadron Officer in the Bay Street Armoury

89 (Pacific) RCACS Support Association  
Bay Street Armoury  
715 Bay Street  
Victoria BC V8T 1R1

phone/fax 250-363-8150

email: [89@aircadetleague.bc.ca](mailto:89@aircadetleague.bc.ca)

The Society has and will continue to adopt and approve procedures to protect personal information, receive and respond to complaints and inquiries, train staff regarding policies and procedures and communicate policies and procedures to you.

## **2. Purposes**

The Society collects, uses and discloses your personal information for the following reasons:

- To ensure that in the process of selecting individual to be involved with the Air Cadet movement, that individuals are selected who are best suited to make such a contribution. It is important in this selection process to ascertain and individual's previous volunteer activities, as well as any special skills such individual will bring to the Air Cadet movement. In addition, when an individual is selected for a position of trust such direct involvement with Air Cadets, carrying out fundraising activities or being responsible for the Society's funds, it is important that the individual possess the appropriate skills for such a position. All individuals, will, in addition to providing the Society with details such as names, addresses and phone numbers, be required to provide the Society with a criminal record check to ensure the integrity of the Society and the Air Cadet movement as a whole;
- To enable the Society to provide and administer services needed and requested not only within the Society but with other organizations involved with the Air Cadet movement, such as the Department of National Defence, the Air Cadet League of Canada, British Columbia Provincial Committee, other Sponsoring Committees in British Columbia and all of the suppliers of equipment and facilities to the Society, all with the intent to ensure the facilitation, support, promotion and carrying out the programs of the Air Cadet League of Canada within the Province of British Columbia;
- To comply with legal and regulatory requirements;
- To carry out its purposes, the Society may be required to share personal information with third parties, such as those referred to above.

You may instruct the Society to refrain from collecting, using or disclosing your personal information in ways described above at any time by providing written notification to the Society's Privacy Officer.

When personal information that has been collected is to be disclosed for a purpose not previously identified, the new purpose shall be identified prior to disclosure and consent for same shall be obtained from you unless the use is authorized or required by PIPA or other laws.

## **3. Consent**

The Society will obtain your consent to collect, use or disclose personal information except where the Society is authorized or required by PIPA or other laws to do so without consent or where consent is deemed to have obtained. For example, the Society may collect, use or disclose personal information without your knowledge or consent where:

- The Society is collecting information that is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- The Society is required or authorized by law to collect the information;
- The Society reasonably expects that collection with consent would compromise the availability or accuracy of the personal information and the collection is reasonable for an investigation or proceeding; or

- The Society requires the information for the medical treatment of the individual and the individual is unable to give consent

Your consent can be expressed, implied, deemed, written or verbal and given through and authorized representative such as an attorney, representative under a Representation agreement, guardian, lawyer or other agent.

Consent may be provided through in action, such as when you fail to notify the Society that you do not wish your personal information to be collected, used or disclosed following reasonable notice that the Society intends to do so.

You may withdraw consent at any time, subject to legal or contractual restrictions, provided that reasonable notice of withdrawal of consent is given to the Society. On receipt of notice of withdrawal of consent, the Society will inform you of the likely consequences of the withdrawal of consent, which may include the inability of the Society to provide certain services for which that information is necessary.

#### **4. Limits on Collection of Personal Information**

The Society will limit collection of information to that which is reasonable and necessary to carry out its purposes and which is reasonable and necessary for the purposes consented to by you. The Society will also collect information as authorized or required by PIPA or other laws.

#### **5. Limits for Using, Disclosing and Retaining Personal Information**

Personal information will only be used or disclosed for the purposes set out above and as authorized by PIPA and other laws.

The Society will keep personal information used to make a decision affecting an individual for a minimum of a least one year after using it to make a decision.

The Society will destroy, erase or make anonymous, documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

The Society will take due care when destroying personal information so as to prevent unauthorized disclosure of the information.

#### **6. Accuracy**

The Society will make a reasonable effort to ensure that personal information it has collected or is using or disclosing is accurate and complete. In some cases, the Society relies on the individual to ensure that the certain information, such as an address or telephone number, is current, complete and accurate.

If you demonstrate the inaccuracy or incompleteness of personal information, the Society will amend the information as required. If appropriate, the Society will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of personal information is not resolved to your satisfaction, the Privacy Officer will annotate the personal information under its control with a note that the correction was requested but not made.

## **7. Safeguarding Personal Information**

The Society protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.

The Society will take reasonable steps, through contractual or other reasonable means, to ensure that a comparable level of personal information protection is implemented by its suppliers and agents who work with the Society. Some specific safeguards include:

- Physical measures such as locked filing cabinets;
- Organizational measures such as restricting employee access to files and databases as appropriate;
- Electronic measures such as passwords and firewalls;
- Regular reviews of processes in place to safeguard personal information; and
- Investigative measures where the Society has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.

Confidentiality and security are not assured when information is transmitted through e-mail, fax or other wireless communication. The Society will not be responsible for any loss or damage suffered as a result of a breach of security and/or confidentiality when information is transmitted to the Society by e-mail, fax or other wired communication or when the Society transmits such information by such means at an individual's request.

## **8. Openness**

The Society is open about the policies and procedures it uses to protect personal information. Information about these policies and procedures will be made available in writing and electronically. However, to ensure the integrity of our security procedures and business practices, the Society will not disclose sensitive information about its policies and procedures.

Upon request, the Society will make available a description of the type of personal information held by the Society, and a general description of its use and disclosure.

## **9. Providing Access**

You have a right to access your personal information held by the Society.

Upon written request and authentication of identity, the Society will provide you with your other personal information under its control, information about the ways in which that information is being used and a description of the individuals and organizations to whom that information has been disclosed.

The Society will make the information available within 30 days or provide written notice where additional time is required to fulfill the request.

In some situations, the Society may not be able to provide access to certain personal information. This may be the case where, for example, disclosure would reveal personal information about another individual, the personal information is protected by solicitor/client privilege, the information was collected for the purposes of an investigation or the Society is prevented by law from providing access to the personal information.

Where an access request is refused, the Society will notify you in writing, document the reasons for refusal and outline further steps which are available to you.

## **10. Compliance**

Any inquiries, complaints or questions regarding this Privacy Policy should be directed in writing to the Privacy Officer.

The Society will give appropriate notice of any amendments to this Policy.

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

19 October 2009

Resolution #18

New Membership Closed 14 Days Prior to Election Date

“Whereas, the Job Description of the Director of Membership and Elections contains a directive concerning the non acceptance of the new Memberships 14 days prior to Election date, this Resolution seeks to clarify the procedure and intent of that directive.

Resolved; To be eligible to vote, dues for a new member of the Society must be paid in full with the appropriate card and number issued 14 days prior to an election date. During this 14 day period the director will not produce any new membership card. However; existing membership cards held by members prior to this cut off date can be renewed by members paying their arrear dues up to and including the night of the Election, but prior to the Election proceedings. Immediately after the election, the director will again acknowledge and welcome new memberships to the full rights, privileges and obligations of the society.

Be it so resolved, this 19<sup>th</sup> day of October, 2009”

## 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

17 November 2014

Resolution #19

### A Resolution to Establish the David Marryatt Powered Flight Scholarship Fund as a Permanent Trust

1. Be it resolved that the 89 (Pacific) R.C.A.C.S. Support Association (the Support Association) create the **David Marryatt Powered Flight Scholarship Fund** as a permanent trust.
2. The Treasurer and Deputy Treasurer of the Support Association are directed to form part of a Financial Sub-Committee to establish this fund by investing the bequest from David Marryatt in appropriate secure financial instruments. The sub-committee is to follow the guidance of the Board of Directors of the Support Association in making these investments.
3. In accordance with the Trustee Act the David Marryatt Powered Flight Scholarship Fund must be held in investments that meet the prudent investor standard. The prudent investor standard is defined as that which, in the context of an investment portfolio, a prudent person would apply with due care, skill, diligence, and judgement, to the investments on behalf of another person to whom there is owed a fiduciary duty to make investments without undue risk of loss and with a reasonable expectation of a fair return on the investments.
4. The proposed investments must be placed before the Board of Directors of the Support Association, giving adequate information on the advisability of any such investment or investments, with sufficient time for due consideration of such proposed investment schemes. Any such resolution for investment must meet with the approval of 75 percent of the Board of Directors sitting and voting on any such proposal prior to implementation.
5. The purpose of the Dave Marryatt Powered Flight Scholarship Fund is annually to assist an Air Cadet from 89 (Pacific) Royal Canadian Air Cadet Squadron (89 Squadron) to learn to fly powered aircraft and to obtain his or her Private Pilot's License. This Scholarship is separate from the Air Cadet Power Flying Scholarship Course.
6. A Dave Marryatt Flying Powered Flight Scholarship is to be awarded to a suitably qualified cadet from 89 Squadron each cadet training year.
7. A scholarship will not be awarded in any year that there is no suitably qualified cadet candidate or if the earnings in the fund on April 1<sup>st</sup> of the scholarship year are insufficient for the intended purpose.
8. Training must be taken at a Transport Canada approved flight training school.

9. In accordance with the direction and guidance provided in this special resolution The Board of Directors of the Support Association is to implement The Scholarship by adopting a Board resolution. This Board resolution is to set out the terms, conditions and procedures that the Board is to use each year to administer the scholarship. This responsibility is not to be devolved to the Squadron officers. The officers may provide assistance to the board.
10. In the administration of the scholarship the principal of the Scholarship Fund must remain untouched. The scholarship award is to be taken from the annual earnings of the fund. If accrued earnings from previous years are available they may be used to augment the annual award amount.
11. The initial principal of the fund is defined as the amount of the bequest from David Marryatt allocated to this Flying Scholarship. This amount is \$380,823.46.
12. From time to time the Support Association may choose to add to the fund principal with investments from the Support Association at the discretion of the Board of Directors on recommendation of the Financial Sub-Committee. Funds from sources other than the Support Association, such as Subscriptions, Legacies, Contributions, Fundraising, and/or Bequests may also be added to the Scholarship Fund Principal at the discretion of the Board.
13. All monies in the fund will be held and accounted for separately on all Treasurer's Reports. The fund shall be held apart from any monies accruing to the Support Association or Squadron through Government sponsored contributions such as Contingency Grants, etc.
14. Funds or assets of the Scholarship Fund are to stand alone and are not to be considered as funds or assets of the Support Association as a society while 89 (Pacific) Royal Canadian Air Cadet Squadron continues operation.
15. The David Marryatt Powered Flight Scholarship Fund should continue so long as 89 (Pacific) R.C.A.C.S. continues operation. Should the 89 (Pacific) R.C.A.C.S. Support Association be required to dissolve or to be wound up then this fund shall be transferred to whichever body assumes responsibility for operation of the squadron. Should 89 (Pacific) R.C.A.C.S. and the 89 (Pacific) R.C.A.C.S. Support Association cease operations permanently then the assets of the fund shall be treated as provided for by the constitution of this Support Association.

Dated – 17 Nov 2014

# 89 (Pacific) Royal Canadian Air Cadet Squadron Support Association

16 November 2014

Resolution #20

## Joining Canadian Forces Regular Force Component Award

Whereas it is the belief of the 89 (Pacific) R.C.A.C.S. Support Association that all cadets and recent ex-cadets who join the Regular Force of the Canadian Armed Forces should be appropriately recognized:

Be it resolved:

1. That resolution #13, the 89 Pacific Support Association Monetary Award for joining the Canadian Forces is revoked entirely;
2. That all cadets and recently graduated cadets who have joined the Regular Force of the Canadian Armed Forces (CF) in the period since the most recent previous Annual Ceremonial Review (ACR) shall be recognized each year at the ACR by having their names recorded on a suitable plaque, read out during the ACR, and recorded in the ACR program;
3. Joining the CF is considered to be having been sworn in or attested either as an officer or non-commissioned member of the Regular Force component of the Canadian Armed. This includes those joining to attend Military College or other advanced educational programs.
4. A cadet is someone who leaves the squadron to enroll directly. A recently graduated cadet is someone who had graduated from the cadet program no more than 18 months prior to the ACR at which they are recognized;
5. There is to be no monetary award and no competition.