



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

TABLE OF CONTENTS

SECTION	TOPIC
	TABLE OF CONTENTS
7.1.	REGULATIONS
7.1.1	Travel and Expense Policy
7.1.2	Nominating Committee
7.1.3	Real Estate
7.1.4	Misappropriation of Funds



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

7.1. REGULATIONS

7.1.1 Travel and Expense Policy

The BC Provincial Committee will reimburse its members for travel cost and out-of-pocket expenses on the following basis:

1. NATIONAL ANNUAL GENERAL MEETING

- a. All Travel costs, Registration and Accommodation Expenses will be paid for:
- 3 Executive Committee Members (to be decided amongst the executive)
 - At the discretion of the Executive Committee, additional members to fulfill Provincial Representation obligations at the National Committee meetings
 - Chief Administrative Officer
 - Winner and the Provincial coordinator of the Provincial Effective Speaking Competition

2. NATIONAL SEMI-ANNUAL GENERAL MEETING

- a. All Travel Costs, Registration and accommodation Expenses will be paid for:
- 3 Executive Committee Members (to be decided by the Executive)
 - At the discretion of the Executive committee, additional members to fulfill Provincial Representation obligations at the National Committee meetings

3. PROVINCIAL ANNUAL GENERAL MEETING

- a. All Registration and Accommodation Expenses will be paid for:
- Executive Committee
 - Directors
 - Wing Chairs
 - League Representatives/members
 - Invited Guests/Speakers authorized by the Executive Committee

NOTE: Travel (KM) expenses to and from AGM are NOT covered for any person. Partial recovery of these expenses can be claimed under Paragraph 8.

4. WING CHAIRS:

- Travel costs and Accommodations Expenses for Wing Chairs' meetings, Scholarship Review Boards
- Mileage charges for trips directly related to Wing/ACL business to be paid at the rate of **\$0.45 / Km**(accumulated to a minimum of \$25.00 before submitting expenses).
- Out of Pocket administrative expenses related to Wing/ACL Business (meeting room rental, long distance telephone, postage, photocopying, etc.)
- The Wing Chair may authorize all the above expenses for an Assistant.



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

5. SQUADRON LEAGUE REPRESENTATIVE (League Reps):

- Mileage charges for Unit visits directly related to ACL business to be paid at the rate of **\$0.45 / Km**(accumulated to a minimum of \$25.00 before submitting expenses).
- Out-of-pocket expenses that are directly related to the League business in carrying out of responsibilities

6. ANNUAL CEREMONIAL REVIEW LEAGUE INSPECTORS: (ACR Inspectors)

- Travel costs (air fare, ferry charges), accommodation expenses and out of pocket expenses to carry out assigned ACRs.
- Mileage charges for trips directly related to League Inspectors doing ACL business to be paid at the rate of **\$0.45 / Km**(accumulated to a minimum of \$25.00 before submitting expenses).

7. SPECIAL / EXTRAORDINARY MEETINGS:

- a. From time to time, because important Provincial business arises, it may be necessary for the President on behalf of the Executive committee, to call meetings that require the attendance of Directors and /or Wing chairs and or/ other ACL members.

Reimbursement of expenses as follows:

- Travel costs (air fare, ferry charges) accommodation Expenses and out-of-pocket expenses
- Mileage charges for trips directly related to Wing/ACL business to be paid at the rate of **\$0.45 / Km** (accumulated to a minimum of \$25.00 before submitting expenses).

8. INCOME TAX RECEIPT (Donation Receipts)

- All other expenses for situations not covered by this policy statement may qualify for a Donation Tax Receipt
- Tax Receipts will be issued to any ACL member who chooses to donate travel and out-of-pocket expenses to the League: however, expenses will only be paid for pre-approved, qualified activities and / or personnel.

NOTE: Requests for payment of expense claims are submitted to the BCPC Office and are to be summarized and supported by appropriate receipts.

Expenses may be faxed or emailed to BCPC office: bcpc@aircadetleague.bc.ca or Fax 604-732-9115

NOTE: All original receipts and expense claim forms must be mailed to BCPC Office.

*ACLC/ BC Provincial Committee
#2- 7630 Montreal Street,
Delta, BC V4K 0A7*



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

NOTE: Submit summarized expense claims, along with appropriate receipts to the BCPC Treasurer using form **BCPCF28** and emailed to:
bcpc@aircadetleague.bc.ca

7.1.2 Nominating Committee

After each Annual General Meeting of the British Columbia Provincial Committee, the president shall appoint a Nominating Committee. The Nominating Committee shall be appointed from the Board of Directors and the number of members making up the nominating committee shall be determined by the President.

The Nominating Committee shall determine which incumbent Directors terms expire in the ensuing year and canvas and interview prospective candidates to fill the vacancies. The Nominating Committee shall then select the appropriate number of candidates to fill the vacant positions and prepare a single slate report which shall be presented to the next Annual General Meeting of the British Columbia Provincial Committee.

7.1.3 Real Estate

Real Estate

Access to suitable premises for Air Cadet Squadrons is getting more and more difficult to arrange, as older buildings are demolished or withdrawn from service by their owners (often the Department of National Defence or service clubs), and as public agencies such as school boards increase the costs they charge to users. As a result, more and more Squadron Sponsoring Committees are entering into real estate transactions in order to provide quarters for their squadrons; in fact, many of these Committees often have little choice.

These transactions can take many forms, from outright ownership to informal licences of occupation; but all involve occupancy agreements and varying degrees of occupancy costs. Even units housed in military buildings are being asked to enter into tenancy agreements in some cases, and this will soon be the standard in British Columbia.

Getting involved in non-residential real estate is a process few of us have experienced before, and it is important to recognize the potential pitfalls that a Committee may face in doing so. While ownership can be a significant advantage, there are numerous considerations that need to be taken into account before entering into a purchase or lease arrangement. These considerations can have a serious impact on current and future Squadron Sponsoring Committees and could also have an impact on the squadron and the Air Cadet movement. There is also a possibility of jeopardizing the future viability of a squadron.



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

Business Plan Requirement

In order to minimize the potential problems and to assist the members of the Squadron Sponsoring Committees in preparing for the tasks they will face, the British Columbia Provincial Committee requires each Committee contemplating the purchase, lease and/or development of real estate to complete a short Business Plan which must be submitted prior to the signing of any documentation. A draft Business Plan has been provided on the following pages to assist committees.

By completing this Business Plan before entering into a purchase or construction contract, the Committee can be sure they have not overlooked any important steps, and they can benefit from the experiences of other Committees who have carried out similar projects. This way, they can also ensure in advance that the legacy they leave to their Squadron's future Squadron Sponsoring Committees will be beneficial, rather than a burden.

Please feel free to access the shared knowledge by contacting the British Columbia Provincial Committee with any questions or ideas that you wish to share.



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

BUSINESS PLAN

_____ SQUADRON SQUADRON SPONSORING COMMITTEE

1. THE REAL ESTATE INTEREST

- 1.1 What kind of real estate interest is involved? **Fee Simple Ownership**
Lease
Licence
- 1.2 Do you already own this interest? **Yes** **No**
Purchase Price \$ _____
Date _____
Please attach a copy of the proposed sale agreement, lease document or licence agreement.
- 1.3 The Legal Description of the parcel is:
The PID number is: _____
- 1.4 Please indicate the total cost of the development and describe briefly how the Squadron Sponsoring Committee (hereafter referred to as the "Society") intends to finance this cost:
- 1.5 Is the land improved with a building? **Yes** **No**
Do you intend to use this building? **Yes** **No**
Is new or additional construction intended? **Yes** **No**
Please provide a brief description:
- 1.6 Has a Stage 1 Preliminary Site Investigation been completed by a Professional engineer? **Yes** **No**
If so, please attach a copy.
If not, one **MUST** be completed and filed prior to development.



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

2. CONSTRUCTION PROCESS

2.1 Has an architect been retained? **Yes** **No**
If not, what does the Society intend to do for plans and approvals?

2.2 Will the Society act as the General Contractor? **Yes** **No**

2.3 Have the Directors of the Society passed the necessary resolutions to permit the Society to enter into a contract to construct a building? **Yes** **No**
Does the resolution provide for the authorization of who will sign the contract on behalf of the Society? **Yes** **No**

2.4 Has the contract been put out to tender? **Yes** **No**

2.5 Is the Contract a fixed Price or Cost Plus arrangement? **Fixed** **Cost +**

2.6 Has the Society been provided with a surety from the contractor? **Yes** **No**
(A surety may consist of a Letter of Credit, bond, or insurance)

2.7 Who has been authorized to deal with the contractor during construction?
(Please provide the name and contact information for your Development Co-ordinator)

2.8 Does the contract provide for draws? **Yes** **No**
How will these draws be administered? Please describe how the percentage of completion will be established and who will do the inspections.

2.9 Who pays taxes, utilities and insurance during construction?



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

- 2.10 Does the contract provide for a holdback? **Yes** **No**
What percentage is involved and for how long?
- 2.11 What provisions have been made for cost over-runs?
- 2.12 Are volunteers going to be asked to assist with construction?**Yes** **No**
If so, please describe how the Society will observe WCB regulations?
- 2.13 Has the Society purchased Course of Construction insurance?**Yes** **No**
- 2.14 What provisions have been made for equipment? (Tables, chairs, office equipment audio-visual, sports)

3. THE LEGACY FOR FUTURE SQUADRON SPONSORING COMMITTEES

- 3.1 Has a property tax exemption been granted? **Yes** **No**
How often does this have to be renewed?
- 3.2 Who is going to manage the building when it is complete?
- 3.3 What other groups will have an interest in the property, or be able to use it?



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

ANNUAL OPERATING BUDGET

_____ SQUADRON
SQUADRON SPONSORING COMMITTEE

<i>INCOME</i>	
Sub-Lease Rent:	\$
Grants:	\$
Donations:	\$
Miscellaneous	\$
Total:	\$
<i>EXPENSES</i>	
Rent/Mortgage:	\$
Real Estate Taxes:	\$
Building Insurance	\$
Hydro:	\$
Gas/Heating Oil:	\$
Water:	\$
Paper Products & Soap	\$
Janitorial Wages:	\$
Cleaning Supplies:	\$
Maintenance:	\$
Light Bulbs:	\$
Snow Removal:	\$
Scavenging:	\$
Special Costs:*	\$
Miscellaneous:	\$
Total:	\$
Profit (Loss)	\$

* = airport maintenance charges; promotion fees; etc.



**THE AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ADMINISTRATIVE MANUAL**

**Section 7
BCPC
Regulations**

9.1.4 Misappropriation of Funds

Unfortunately, organizations occasionally encounter a situation where an employee or director has misappropriated funds. When the situation is discovered, action must be taken to protect all the concerned parties to avoid any potential conflict. Once it has been determined that funds have been misappropriated, the following steps must be taken:

Admission of Misappropriation

If a person has admitted to misappropriating funds, then that person, if he or she is a member of the Executive or a Director, must resign their position pending the outcome of any investigation that may take place.

If the person involved has any signing authority then that signing authority must be revoked immediately.

No commitments are to be made regarding forgiving the repayment of any amount that has been misappropriated.

Depending on the amounts and circumstances involved, the local police force may have to be called in to conduct an investigation.

The British Columbia Provincial Committee Office must be notified initially by phone, followed up in writing, of the circumstances of the misappropriation for further direction and action.

Suspicion of Misappropriation

If a person is suspected of misappropriating funds, then the British Columbia Provincial Committee Office must be notified immediately by phone, followed up in writing of the circumstances of the misappropriation for further direction and action.

Care must be exercised not to accuse an individual of any indiscretions. If a person is going to be interviewed regarding a misappropriation, no more than two people should conduct that interview.

If the person admits to misappropriating funds, then that person, if he or she is a member of the Executive or a Director, must resign their position pending the outcome of any investigation that may take place.

Notes should be taken at the interview identifying the time and date of the interview.

Depending on the amounts and circumstances involved, the local police force may have to be called in to conduct an investigation.