

## Hamilton Gault Memorial Fund

### Minutes of the Board of Trustees' Meeting 8 May 2021

By video conference at 1700 MST

<b>Present:</b>	
Mr. Paul Hale	Trustee /Outgoing Chair
Mr. Jim Croll	Outgoing Trustee / Treasurer
Ms. Terri Orser	Outgoing Trustee/ Secretary
Mr. Ted Giraldeau	Outgoing Trustee
Mr. Dave Pentney	Finance Chair / Incoming Trustee
Mrs. Donna Campbell	Incoming Trustee
Mr Stan Stapleford	Incoming Trustee
Mr. Charles Reece	Incoming Trustee
Mr. Derek Prohar	Incoming Trustee
Mr Quentin Innis	Incoming Trustee
Mr Erik Liebert	Guest Speaker – Transition Team Leader
<b>Absent / Regrets</b>	
Mr. Dougal Salmon	Outgoing Trustee / Vice Chair
Mr. Stephen Bartlett	Outgoing Trustee
Mr. Jammie Hamond	Incoming Trustee
Mr. Don Dalziel	Governance Chair

Item	Dis	OPI/Action
1.	<b>Call to Order:</b> The meeting was called to order at 1309 (MST) hours, with a quorum.	<b>Chair</b>
2.	<b>Opening Remarks:</b> Primary aim of this meeting is to complete the handover to the Incoming HGMF Board of Trustees.	<b>Chair</b>

Item	Dis	OPI/Action
3.	<b>Approval of the Agenda:</b>  Motion for approval: by Ted Giraldeau, Seconded by Terri Orser. <i>Carried</i>	Chair
4.	<b>Approval of minutes from 7 April 2021</b>  Motion for approval: by Ted Giraldeau. Seconded by Jim Croll: <i>Carried</i>	
5.	<b>Election of new Trustees</b> (as per attached slide)  In accordance with Article 5 of the HGMF Constitution dated 7 April 2021, the following are proposed as new Trustees for the HGMF for the period indicated:  David Pentney – four years; Donna Campbell – four years; Jamie Hamond – four years; Paul Hale – four years; Quentin Innis – four years; Derek Prohar – four years; Stan Stapleford – four years; Charles Recce – four years.  Motion for approval: by Jim Croll. Seconded by Ted Giraldeau. <i>Carried</i>  Outgoing Trustees were invited to remain on the meeting as observers if they wished	
6.	<b>Motion to appoint Chair, Vice-Chair, Secretary and Treasurer</b> (as per attached slide)  That Dave Pentney be appointed as Chair and Treasurer, Chuck Recce as Vice-Chair and Paul Hale as Secretary.  Moved by Derrick Prohar. Seconded by Donna Campbell.  <i>Carried</i>	
7.	<b>Transformation Team Briefing</b> (as per attached slides)  Erik Liebert gave a briefing on the Transition Team (TT) which will carry on the work started by the Ways Team. The TT will examine how to combine the three Regimental Charities consisting of the HGMF, Patricia Fund and PPCLI Foundation into a single charitable entity. He commented on the lack of coordination and fundraising fraticide between the existing charities and inefficiencies.	



Item	Dis	OPI/Action
	<p>A combined charity would be much more effective and efficient.</p> <p>Erik briefed on who were members of the TT and that consideration was being given to have a retired Sr NCO as Vice-Lead. He highlighted that the TT would examine the best option for a combined charitable entity that would meet the requirements of all three organizations i.e., Charitable Organization, Private Foundation or a Public Foundation. They will develop a submission to CRA on the new charitable entity. This would require approval of the respective Boards and be endorsed by the Serving Component and PPCLI Association. If approved by all, the TT will then develop an Implementation Plan for the process.</p> <p>Erik briefing on the Guiding Principles that will be used for the TT. He stressed impartiality, openness and transparency. They will develop Terms of Reference for the TT. He was that clear the TT works on behalf of the three entities and the key stakeholders. They will ensure that CRA rules are followed and that Alberta Liquor and Gaming Commission regulations for the casinos linked to the PPCLI Foundation will also be followed.</p> <p>Erik highlighted the challenges faced by a new entity ranging from how will CRA respond to ensuring that a new entity has simple governance and is sustainable. Discussions and decisions will be posted on a common website and is it vital that all be kept informed throughout the entire process. It is anticipated that this process will take a year, but it is impossible to predict what the CRA approval process will involve or how quickly they will respond.</p> <p>Dave thanked Erik for his presentation and reinforced that the HGMP is an autonomous organization. We as a Board must decide whether or not it is still in our interest to become part of a single charitable entity. In a broader sense it makes sense to have a single charitable entity. The HGMP brings almost \$1,000,000 to this and we have to ensure that our funds, interests and charitable objects are protected.</p>	
8.	<p><b>Finance Committee report</b> (as per attached slides)</p> <p>Dave reviewed the status of the HGMP investment portfolio. He highlighted that Marv Fenrich is the HGMP investment advisor and has done us very well. At the end of the 100<sup>th</sup> Anniversary the HGMP had about \$400,000 and we now at the million dollar range.</p>	<b>Finance Chair</b>

Item	Dis	OPI/Action
	<p>Dave explained that our charitable disbursement quota is 3.5 % of our average capital over 2 years. We exceeded the quota for 2020 and in 2021 the quota is just over \$30,000. Our long term objective is to have \$1,500,000 in investments which will allow us to support our existing charitable objects. Dave also highlighted that CRA may be increasing the disbursement quota since multiple organizations are sitting on significant funds when they could be used to support those in need.</p> <p>The income statement for 2020 was reviewed. It was noted that in 2020 we did not have to cash in any investments. Financial Position as of 31 Dec 2020 was reviewed.</p>	
9.	<p><b>2022 HGMF Budget</b> (as per attached slides)</p> <p>Dave reviewed the proposed 2020 budget. He covered how we would meet our charitable objects. Largest amount is Educational Bursaries followed by Cadets.</p> <p>It was commented that Note 3 is our expected share of expenses relating to the creation of a single charitable entity. The expenses would be split equally between all three organizations.</p> <p>Moved by Stan Stapleford that budget as presented be accepted. Seconded by Donna Campbell. <i>Carried</i></p>	Chair
9.1	<p><b>Appointment of CFO</b></p> <p>The Chief Financial Officer (CFO) is responsible for day to day banking, bookkeeping, is authorized to sign charitable tax receipts and is a member of the Financial Committee. Jim Croll is currently executing these functions and is recommended to continue.</p> <p>Moved by Derek Prohar, Seconded by Paul Hale that Jim Croll be appointed as the CFO. <i>Carried</i></p>	Chair
9.2	<p><b>Banking Arrangements</b></p> <p>Our current bank details are: The Bank of Nova Scotia Monterey Square 600-2220 – 68<sup>th</sup> St N.E. Calgary, AB T1Y 6Y7</p> <p>It is recommended that we retain current banking arrangements.</p>	Chair



Item	Dis	OPI/Action														
	Moved by Donna Campbell, Seconded by Stan Stapleford that the HGMF continue with current banking arrangements. <i>Carried</i>															
9.3	<b>Bank Signing Authorities</b>  Current signing authorities are Jim Croll, Rudy Raidt and Rod Hunter. It is recommended that we continue with current signing authorities.  Moved by Quentin Innis, Seconded by Derrick Prohar that Jim Croll, Rudy Raidt and Rod Hunter remain as bank signing authorities. <i>Carried</i>	Chair														
9.4	<b>Appointment of Firm to Conduct Financial Review</b>  BDO Canada LLP located in Calgary has been engaged to conduct the Financial Review for the past few years. It is recommended that we use BDO Canada LLP to conduct our 2021 Financial Review.  Moved by Paul Hale; Seconded by Stan Stapleford that BDO Canada LLP be selected to conduct the 2021 Financial Review. <i>Carried</i>	Chair														
10.	<b>Review of Trustees Responsibilities</b> (attached)  A draft document was circulated in advance of the meeting outlining Trustee Responsibilities. One point that I wish to emphasize that as Trustees we are held to a higher standard than Directors in that we have a higher level of fiduciary responsibility.	Chair														
11.	<b>Trustee Appointments</b> (as per attached slide)  After discussion it was agreed that individuals will fill positions indicated below. <table><tr><th>Position</th><th></th></tr><tr><td>Chair</td><td>Dave Pentney</td></tr><tr><td>Vice-Chair</td><td>Chuck Recce</td></tr><tr><td>Secretary</td><td>Paul Hale</td></tr><tr><td>Treasurer</td><td>Dave Pentney</td></tr><tr><td>Chief Financial Advisor (Ex-officio)</td><td>Jim Croll</td></tr><tr><td>Financial Committee Chair</td><td>Dave Pentney</td></tr></table>	Position		Chair	Dave Pentney	Vice-Chair	Chuck Recce	Secretary	Paul Hale	Treasurer	Dave Pentney	Chief Financial Advisor (Ex-officio)	Jim Croll	Financial Committee Chair	Dave Pentney	Chair
Position																
Chair	Dave Pentney															
Vice-Chair	Chuck Recce															
Secretary	Paul Hale															
Treasurer	Dave Pentney															
Chief Financial Advisor (Ex-officio)	Jim Croll															
Financial Committee Chair	Dave Pentney															

Item	Dis	OPI/Action	
	Finance Committee Member	Quentin Innis	
	Bursary Program Chair	Derek Prohar	
	Bursary Program Member	Stan Stapleford	
	Cadet Program Chair	Jamie Hammond	
	Cadet Program Member	Donna Campbell	
	Support to Veterans and Families Chair	Donna Campbell	
	Support to Veterans and Families Member	Derek Prohar / Paul Hale	
	Heritage Committee Chair	Donna Campbell	
	Heritage Committee Member	Stan Stapleford	
	Governance Chair	Quentin Innis	
	Governance Member (Ex-officio)	Don Dalziel	
	Communications Committee Chair	Paul Hale	
	Communications Committee Member	Derek Prohar	
	Fundraising Committee Chair	Paul Hale	
	Fundraising Committee Member	Chuck Reece	
	Nominating Committee Chair	Vice-Chair -Chuck Reece	
12.	<b>Liability Insurance</b> (as per attached slides)  That HGMF purchase a \$1M D&O Insurance Policy from Premier Canada Assurance Managers Limit for a Premium Fee of \$525 and a Policy Fee of \$75 for a total of \$600.  Moved by Dave Pentney Seconded by: Chuck Reece. <i>Carried</i>		<b>Chair</b>
13.	<b>Zoom License</b>  ZOOM Pro provides an excellent platform for distributed meetings. It is recommended that the Secretary obtain a ZOOM Pro licence at a cost of \$200 plus HST and that the Secretary be reimbursed for this purchase.  Moved by Dave Pentney; Seconded by Donna Campbell. <i>Carried</i>		<b>Chair</b>



Item	Dis	OPI/Action
14.	<p><b>Website – Concept</b></p> <p>Purpose – Share Information and promote HGMF. Preferred characteristics: document management (public); SharePoint (closed); and mail server. Any other attributes?</p> <p>Moved that the Communications Chair conduct the initial investigation, be authorized to secure the HGMF domain name and be reimbursed for the cost to do so.</p> <p>Moved by Dave Pentney; Seconded by Derek Prohar.</p> <p style="text-align: right;"><i>Carried</i></p>	<b>Chair</b>
15.	<p><b>Program Delivery</b></p> <p>Dave provided an overview of the current HGMF charitable objects speaking to the points below.</p> <ul style="list-style-type: none"> <li>• Bursaries (MOU Drafted - to be negotiated and finalized for 2022 program)</li> <li>• Support to Cadets (MOU Drafted - to be negotiated and finalized for 2022 program)</li> <li>• Memorials (monitor and coordinate maintenance)</li> <li>• Museum and Archives (monitor and review requests)</li> <li>• Mental Health and Suicide Awareness (MHSA) training (coordinate delivery)</li> <li>• Support to veterans and families (respond to need)</li> </ul> <p>Paul commented that we did not conduct MHSA training in 2020 due to COVID restrictions. A virtual workshop was conducted 12 – 14 Apr 2021 at no cost to the HGMF. CSOR and RCR Association participated in this training. VAC covers costs for the instructor and use of zoom. There is a virtual 90 minutes Applied Suicide Intervention Skills Training at a cost of \$30.</p> <p>We still have a \$7,000 grant for 2020 Mental Health training from True Patriot Love. Paul will discuss with TPL next week to determine if they wish the funds to be returned.</p> <p>Derek requested clarification as to who will continue to champion Mental Health training. Dave clarified that it up to HGMF to ensure that the program continues and that it is open to anyone who is interested in participating.</p> <p>A question was raised about how the Association should coord projects with Museum and archives. It was clarified that support from the Association Casino Account remains an Association responsibility. The HGMF will look at the broader aspects of support to Regimental History and</p>	<b>Chair</b>

Item	Dis	OPI/Action
	Heritage. However we should ensure that efforts are well coordinated.	
16.	<b>HGMF Fundraising</b> <ul style="list-style-type: none"> <li>Total donated to HGMF in 2020 <b>\$34,683</b></li> <li>\$5,000 of above includes Donation from PPCLI Association to Educational Bursaries</li> <li>\$7,659.60 was 106<sup>th</sup> Regimental Anniversary Bike Ride</li> <li>Additional \$7,000 True Patriot Love Grant for Mental Health and Suicide Awareness</li> <li>Expenses were \$837.56 mainly Canada Help fees</li> </ul>	<b>Fundraising Chair</b>
17.	<b>2021 Financial Support PPCLI Cadet Corps</b> <b><u>Hamilton Gault Top Cadet Corps Trophy</u></b> Will not be awarded in 2021 due to COVID 19  <b><u>HGMF Donations to Cadet Corps</u></b>  The PPCLI Association received request for funds from 533 Tommy Prince, 2943 Campbell River and 2483 Esquimalt. Expenses for Campbell River has increased significantly because they moved to a new location with better facilities.  The HGMF approved \$2,000 for 2943 Campbell River and \$1,500 for 2483 Esquimalt and 533 Tommy Prince Cadet Corps.	<b>Fundraising Chair</b>
18.	<b>107<sup>th</sup> Regimental Anniversary Bike Ride Fundraiser</b> (as per attached slides)  The PPCLI Association is supporting the HGMF by facilitating a Regimental Bike ride on the Sunday 8 Aug 2021. Race Roster will be the platform to host the event and is the used by the Army Run. Race Roster can automatically issue tax receipts. It can link to other sites such as the PPCLI Association website and Jakroo which is the supplier for Regimental Cycling gear. They can create virtual routes so thar individuals can show their support between now and 8 Aug.  Race roster charges an admin fee of 6.5% plus \$0.85 per transaction. 70% + of participants also pay the admin fee. Funds will be automatically deposited to the HGMF on Tuesday of each week.  Intent is to live stream the dedication of Legacy Stones at Patricia Park on 8 Aug to all. Hopefully, we will raise a	<b>Fundraising Chair</b>



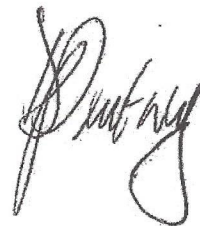
Item	Dis	OPI/Action
	<p>min of \$15,000 and this will become an annual event for the HGMF.</p> <p>Cycling gear is ordered online from Jakroo and the virtual store will be open 1 – 15 June 21. Prices drop as more people place orders. On the back of the Jersey is a photo of Pte Bill Chrysler helping Pte Morris Piche to an aid station behind he lines in Kapyong Valley on 24/ 25 April 1951. Advantage is we are not left holding any stock. Disadvantage – no profit for the Regiment.</p>	
19.	<p><b>Open Forum</b></p> <p>Paul advised that he is still in the process of gaining access to CRA electronic filing system. Intent is the Chair, Vice-Chair and Secretary have the access codes. HGMF Constitution and By-laws have not been filed. It will be done as soon as we have electronic access.</p> <p>Dave thanked the outgoing trustees for all that they have done over the past couple of years. In particular he thanked Don Dalziel and Jen Pouliot for the work they did in flushing out the Constitution and creation of HGMF By-laws.</p> <p>Quick intros were done be all trustees.</p> <p>Dave requested that everyone pass their mailing address, phone number and DoB to Paul so that we can submit the info to CRA as required by their regulations.</p>	<b>Chair</b>

20.	<p><b>Date and Time of Next Meeting</b></p> <p>Dave proposed that the HGMF meet quarterly in the second week after each quarter. This will allow financial reports to be prepared. After discussion it was determined that Thursday at 1700 MST works the best for all.</p> <p><b>Next Meeting</b></p> <p>15 July 2021 at 1700 MST</p>	<b>Chair</b>
21.	<p><b>Adjournment:</b></p> <p>There being no further business or objections the meeting was adjourned at 1431 (MST) hours on a motion by Chuck Recce.</p>	



Prepared by:  
Paul Hale  
12 May 2021

Approved by:  
Paul Hale  
Outgoing HGMF Chair  
12 May 2021



Dave Pentney  
Incoming HGMF  
Chair  
12 May 2021





## FINANCE COMMITTEE REPORT 2020

### Hamilton Gault Memorial Fund (HGMF)

A summary of the HGMF portfolio performance for 2020 is as follows:

2020 Opening Balance	\$845,664
First Quarter	\$764,984
Second Quarter	\$855,858
Third Quarter	\$895,322
Fourth Quarter	\$941,671

The value of the value of the portfolio **increased** by \$96,007 or 11.32%.

Our Financial Advisor, Marv Fenrich, and the fund managers who support him, have done a fine job in managing our portfolio in a volatile market through the COVID-19 pandemic.

The disbursement quota is the minimum amount a registered charity is required to spend each year on its own charitable activities or on gifts to qualified donees. The disbursement quota calculation is based on the value of a charity's property not used for charitable activities or administration. The disbursement quota for HGMF is 3.5 % of the average value of the fund over the previous two years. In 2020 this was \$29,266.

The HGMF exceeded the disbursement quota for 2020. The disbursement quota for 2021 is \$30,954.

Dave Pentney  
Finance Chair



## **FINANCE COMMITTEE REPORT**

**8 April 2021**

### Hamilton Gault Memorial Fund (HGMF)

A summary of the HGMF portfolio performance for 2021 to date is as follows:

2021 Opening Balance	\$941,671
First Quarter	\$947,653

During the first quarter of 2021 the value of the portfolio increased by \$5,982 or 0.67%. This may seem low given the current market; however, there was a significant asset reallocation that took place in March 21.

As of 6 April 2021, the value of the investments was \$962,162, representing a 2.3% increase since the beginning of the year.

Dave Pentney  
Finance Chair



**HAMILTON GAULT MEMORIAL FUND  
2022 BUDGET**

<b>HGMF</b>		
<b>Revenue</b>		
	Donations - Tax Receipted	27,500.00
	Donations - Non-Tax Receipted (Note 1)	5,000.00
	Grants - Tax Receipted (TPL)	7,500.00
	2020 Investment Income (Note 2)	30,000.00
	<b>Total Revenue</b>	<b>\$70,000.00</b>
<b>Disbursements</b>		
Administration		
	Transformation Expenses (Projected) (Note 3)	7,500.00
	Office Expense	1,000.00
	Accounting/Audit Fees (Projected)	3,500.00
	Trustee Insurance (Projected)	1,500.00
	Trustee Travel (Note 4)	6,000.00
	Fund Raising Expense	1,600.00
	Website Expense	1,500.00
	Interest and Bank Charges	60.00
Charitable Objects		
	Memorial Maintenance	1,000.00
	Student Bursaries (Note 5)	30,000.00
	Cadet Support (Note 6)	8,500.00
	Veterans and Family Support	1,500.00
	Peer Support Workshops and ASIST training (Note 7)	5,000.00
	<b>Total Disbursements (Note 8)</b>	<b>\$68,660.00</b>
	<b>Revenue over Expenditures</b>	<b>\$1,340.00</b>
Notes:		
1. Donation of \$5,000 to HGMF for Bursaries from PPCLI Association.		
2. Unrealized gain from HGMF investments for 2020 was \$57,938.21. Proposed that up to \$30,000 from investments be used if required.		
3. These are related to anticipated shared costs with respect to the creation of a single charitable entity.		
4. Trustees will be reimbursed to a max of \$750 for expenses to attend the AGM. Receipts must be provided.		
5. \$29,500 for Bursaries and \$500 for admin.		
6. \$1,000 top Cadet Corps and \$250 for keeper plaque, engraving, etc. \$7,250 Financial support for Cadet Corps outside of Alberta.		
7. Virtual Mental Health First Aid provided at no cost by VAC. Conduct of ASIST training TBC.		
8. Assuming we have \$1.2 mil by end 2021 our disbursement quota will be \$42K.		



## **2020 HGMF Fundraising Report**

1. A total of \$34,683 was donated to the HGMF in 2020 as follows:
  - a. Canada Helps \$17,287.00;
  - b. Donations direct to HGMF \$8,495.00;
  - c. PPCLI Association donation for Educational Bursaries \$5,000.00; and
  - d. Donations raised from Social Media fundraisers \$3,901.00.
2. \$7659.60 of the above was raised from a 106<sup>th</sup> Regimental Anniversary Bike proposed by Greg Bell of the Ottawa Branch. This was proposed on very short notice and it has been decided that we will conduct a 107<sup>th</sup> Regimental Anniversary Bike on 8 August 2021. If successful this has the potential to become an annual event .
3. The HGMF also received a grant of \$7,000 from True Patriot Love in support of Mental Health and Suicide Awareness training. These funds were not spent in 2020 due to COVID restrictions.
4. Total fundraising expenses were \$837.56. This is primarily the 3.5% charges relating to Canada Helps donations

Paul Hale  
HGMF Chair



PPCLI Association  
4520 Crowchild Trail SW  
Calgary, AB T2T 5 J4

19 April 2021

HGMF  
4520 Crowchild Trail SW  
Calgary, AB T2T 5 J4

### **HGMF Financial Support to PPCLI Affiliated Cadet Corps**

On 19 April, the current HGMF Board of Trustees secretarially reviewed the attached requests for financial support from the following PPCLI Cadet Corps:

553 Tommy Prince Cadet Corps – request for \$2,000;  
2483 Esquimalt Cadet Corps – request for minimum of \$700; and  
2943 Campbell River Cadet Corps – request for up to \$13,000.

After reviewing the following amounts were recommended for the applicable Cadet Corps:

553 Tommy Prince Cadet Corps - \$1,500. The Cadet Corps is struggling with volunteers and did not cash the 2020 donation. However they should not be penalized for this and require assistance. Manitoba Branch is aware of the error and will ensure that it does not reoccur.

2483 Esquimalt Cadet Corps - \$1,500. This is a very strong Cadet Corps and as the letter indicates they have actively engaged cadets using virtual meetings. They are repairing band equipment and have a strong focus on marksmanship.

2943 Campbell River Cadet Corps - \$2,000. The Cadet Corps has moved to a new location with a resulting improvement in facilities. It is felt that \$2,000 is the minimum they should receive. If additional funds are available later in the fiscal year it is requested that they be allocated to 2943 Cadet Corps by the incoming HGMF Board of Trustees.

This information is provided to the incoming HGMF Board of Trustees in order to ensure due diligence and a proper handover.

Sincerely,

Paul Hale  
President  
PPCLI Association



## Attachments

553 Tommy Prince Cadet Corps funding request 27 March 2021

Branch Letter of support 553 Tommy Prince Cadet Corps

2483 Esquimalt Cadet Corps funding request 23 March 2021

2942 Campbell River Cadet Corps funding request 1 December 2020

Branch Letter of support 2943 Campbell River Cadet Corps 20 January 2021

553 Sgt Tommy Prince MM Royal Canadian Army Cadet Corps  
1-200 Isabel Street  
Winnipeg, Manitoba R3A 1G9

Ph# 204-779-6994  
Email: 553army@cadets.gc.ca



27 March 2021

PPCLI Association Manitoba/NW Ontario Branch  
Atten: Mr. Richard Sellwood  
Winnipeg, Manitoba

Dear Mr Sellwood,

Thank you for your previous sponsorship and support of our cadet corps. We sincerely appreciate the association taking an interest in our cadets and corps.

We are making our annual request for funds from the Hamilton Gault Memorial Fund. Our cadet corps serves the inner city of Winnipeg primarily and due to the Covid-19 pandemic, we have not been able to fundraise this year and we have not been able to solicit donations from our local businesses that also support us. This has caused us to forgo purchasing training equipment for our marksmanship and expedition programs.

We would like to request a financial donation of \$2000 from the PPCLI association.

If we were to receive a donation, we would use the donation for whatever the Association would like it used for to assist the cadet corps. The cadet corps has also identified two programs that needed more equipment.

We would use some of the donation to purchase expedition equipment such as sleeping bags, expedition packs for our expedition program. We anticipate more cadets attending training when we are permitted and equipment is in short supply.

We would also use some of the donation to purchase marksmanship equipment such as scopes, shooting gloves and shooting jackets for our shooting program.

We also celebrated our 20<sup>th</sup> anniversary in 2020. We would also use part of the donation to hold a mess dinner for the cadets, staff and sponsors of the cadet corps. It was planned for 2020, however we were stood down for the last portion of our training year.

Thank you for your consideration in this matter and we look forward to hearing from the PPCLI Association.

Respectfully,

Captain Adam Bidzinski  
Commanding Officer  
553 Sgt Tommy Prince MM RCACC, Winnipeg Manitoba





## Man/NW Ontario BRANCH

Dougal,

Please see attached the funding request from 553 for 2021. Please be advised that I had a telephone conversation with Jim Croll last week where he advised that the cheque issued to 553 was not cashed in 2020 and at this point it is stale dated. I have had some correspondence with Adam Bidsinski (cc'd) Commanding Officer of 553 who tells me he does not believe that the cheque was cashed. His rep has had some family issues this past year which may explain the issues they are facing. Therefore the 2k may be a donation that can make up for the cheque not cashed last year?

Thanks for considering 553's request.

Perry

Perry Batchelor  
Branch President  
PPCLI Association  
Man / NW Ont Branch





2483 PPCLI RCACC  
PO Box 36020  
Victoria, BC, V9A 7J5

23 March 2021

Mr. Dougal Salmon  
Chairman - PPCLI Association CSC  
3833 Mildred Street  
Victoria, BC V8Z 7A2

Dear Hamilton Gault Memorial Fund Committee,

2483 PPCLI RCACC (Esquimalt) has remained committed to engaging our corps members virtually, due to the pandemic, during the 2020/2021 training year. Our corps has 45 cadets, 14 staff (inclusive of CIC officers, Regular Force Advisors and Civilian Volunteers) and an engaged parent support committee.

On our Tuesday parade nights we have consistently had 35 cadets/staff engage online in a variety of lessons/activities. Our senior cadets have been most impressive by planning and delivering the majority of the virtual training. Most notably we recently partook in a virtual exchange with 5 South Vancouver Island Army Cadet Corps and the Dorset Army Cadets from the United Kingdom. There was over 80 online participants and it literally felt like we travelled to England and back in 4 hours! Furthermore, we have hosted many guest speakers on a variety topics and have really embraced online opportunities.

Our Support Committee has also continued to engage online and continues to provide ways to support the corps. In February 2021, they hosted a no-sort bottle drive and have set up a receipt reimbursement program with Country Grocer & Thrifty Foods. Although our training costs have remained low this past year, due to the pandemic, we still are working hard to solicit funds for our band and marksmanship program. We are seeking \$700 to cover the cost of getting our cracked base drum fixed (estimate \$700) and if there are any remaining funds to be spent on purchasing lap tops to connect to our 6 SCATT marksmanship trainers. These items will greatly assist our corps members when resume in-person activities again.

We greatly appreciate and value our relationship with our local and national PPCLI Association – our familial, regimental bond and the gift of giving to each other and others. Thank you for considering our corps for fund assistance and you have our word that 2483 PPCLI RCACC will continue to excel in developing outstanding, young Canadians. VP

Sincerely,

Major Madeleine Dahl, CD  
Commanding Officer  
2483 PPCLI RCACC (Esquimalt)  
[2483army@cadets.gc.ca](mailto:2483army@cadets.gc.ca) / 250-216-1014  
[www.victoriaarmycadets2483.ca](http://www.victoriaarmycadets2483.ca)



2943 Princess Patricia's Canadian Light Infantry  
Royal Canadian Army Cadet Corps

1999 14<sup>th</sup> Avenue  
Campbell River, BC V9W 4J2  
P.O. Box 614 V9W 5T9



Dougal Salmon  
PPCLI Association Branch  
3833 Mildred St  
Victoria BC V8Z 7A2

December 1, 2020

Distribution List

FUNDING REQUEST FOR 2943 PPCLI RCACC

1. 2943 PPCLI RCACC Campbell River is affiliated with 3 PPCLI, and we are requesting funding assistance for the 2020-2021 Training year. This funding will help the cadet corps cover annual costs exceeding \$13,000.00 as follows:

Rent \$6,500	Britco Trailer move and repair \$500
League Fees \$600	Equipment \$500
Fire Extinguisher Training \$600	New tables for hall \$1,000
Administrative Costs \$650	Expedition Expenses \$300
Advertising and PR \$250	ACR Expenses \$400
Dinners, Sports and Events \$500	Adventure Training \$1,500

2. The cadets and support committee of 2943 PPCLI RCACC are working hard to withstand the challenges of the global pandemic of Covid-19. We have taken on a rental agreement, effective February 2020, with a new facility after 40 years at our previous location. While the new facility provides ample training and storage space, we have increased our rental costs by more than 50%. The support committee is attempting to offset this rental increase by participating in a weekly drive through, drop off bottle drive. The added burden of no fundraising allowed by cadets or staff this training year contributes to the financial and volunteer pressure.

3. The cadets of 2943 wear the PPCLI insignia with pride. Thank you for your continued affiliation and support to our cadets and cadet unit. We look forward to your reply and thank you for this opportunity.

*M. Carlow*

Mathew Carlow  
Captain  
Commanding Officer  
2943 PPCLI RCACC



## MID – ISLAND BRANCH

January 20, 2021

Good day Doug, I send this email to advise you of our branch support once again for the 2943 Princess Patricia's Canadian Light Infantry, Royal Canadian Army Cadet Corps, in Campbell River.

Doug, as indicated in the letter from the support committee, you can see that the Corps has changed its parade location, which provides them with better training and storage facilities. However, in doing so they now have incurred an increase in Rental Payments, along with other numerous expenses. This increase plus the inability of the Cadets to do any type of substantive fund raising due to the Covid-19 Pandemic and the health restrictions placed on the Corps in regards to quarantining and social distancing, makes this request for additional funding even more crucial.

We as an Association play but a small part in our support to provide a valuable service for the young people of Campbell River.

The CO along with the members of the Parent Support Committee, spend untold hours of their own personal time and sometime expense, to continue to find ways to put funding in place to help with the always increasing costs of running the cadet corps.

If not for the unselfish hours, given by the parental support group and the CO. I feel that the cadets would probably become nonexistent.

We will continue to help the cadets in regards to funding, in any way we can, but we are somewhat limited in helping the cadets in a more substantial way.

I feel that with additional funding from the Association, the cadets will be able to continue to participate in the activities that will help the cadet's retain their core group of cadets and will also hopefully continue to attract new members to the corps.

Therefore, again I would request that we as an Association continue to help the Young men and Women of the, 2943 Princess Patricia's Canadian Light Infantry, Royal Canadian Cadet Corps.

I respectfully request consideration be given to raising the funding for the Cadets or at least they receive same amount of funding as last year.

I am not sure what the amount of funding is for this year, as I know funding is always an issue for everyone; especially in the climate, we find ourselves. As always, additional funding will go a long way in helping the Cadets Corps.

Thank you for your consideration in this matter.

Respectfully.

K. Jednorog CD  
Branch President  
PPCLI Association  
Mid-Island Branch





# Hamilton Gault Memorial Fund

Annual General Meeting

Zoom Conference

8 May 2021



## Agenda

1. Call to Order
2. Opening Remarks from the Chair
3. Approval of Agenda
4. Approval of Minutes 7 April 21



## 5. Election of new Trustees

In accordance with Article 5 of the HGMF Constitution dated 7 April 2021, the following are proposed as new Trustees for the HGMF for the period indicated:

David Pentney – four years;  
Donna Campbell – four years;  
Jamie Hamond – four years;  
Paul Hale – four years;  
Quentin Innis – four years;  
Derek Prohar – four years;  
Stan Stapleford – four years;  
Charles Recce – four years.

Moved by Jim Croll, Seconded by Ted Giraldeau





## **6. Motion to Appoint Chair, Vice-Chair, Secretary and Treasurer**

In accordance with Article 5 of the HGMMF Constitution dated 7 April 2021, the following are proposed for the positions indicated

Chair – David Pentney

Vice Chair – Charles Recce

Secretary – Paul Hale

Treasurer – David Pentney



## **7. Transformation Team Briefing**

# **Transformation Team**

Responsible for  
Merging Regimental Charities



# Issues & Concerns

- Sustainability of Charitable Operations
- Lack of Compliance with CRA Policy
- Coordination of Fundraising Activities
- Coordination of Charitable Activities



# Ways Team

Formed to investigate possible options for addressing these problems.

- COA 1 – Reinforce the Status Quo
- COA 2 – Establish Single Charitable Trust
- COA 3 – Merge Regimental Charities





# Transformation Team

- Determine best form of charity to address the Regimental Family's requirements
- Develop formal CRA Submission
- Develop Implementation Plan



# Guiding Principles

- Authority & Accountability
- Compliance with CRA and AGLC regulations
- Impartiality
- Effectiveness
- Efficiency
- Openness and Transparency



## 8. Finance Committee report

### Summary of HGMF Portfolio

- 2020 Opening Balance \$ 845,664
- 2020 Closing Balance \$ 941,671
- Portfolio increase \$ 96,007 or 11.32%

- 2020 minimum disbursement quota was \$ 29,266

We exceeded this for 2020.

- 2021 Opening Balance \$ 941,671
- 2021 1<sup>st</sup> Qtr Balance \$ 947,653
- Increase of \$ 5,892 or 0.67%

On 6 April 2021 value was \$962,162, representing a 2.3 % increase

- 2021 minimum disbursement quota is \$30,594



## 8a. HGMF 2020 Income Statement

	<b>01-Jan-20</b>
	<b>31-Dec-20</b>
<b>REVENUE</b>	
<b>Revenue</b>	
Donations - Tax Receipted	7,500.00
Donations - Non Tax Receipted	250.00
Donations -Canada Helps	17,287.00
Donation - United Way	240.00
PayPal Donations	3,901.00
Donations for Bursaries	5,000.00
Veterans/Family/Support Training	7,505.00
<b>TOTAL REVENUE</b>	<b>\$41,683.00</b>
<b>EXPENSE</b>	
<b>Expense Accounts</b>	
Patricia Park	5,771.66
Fund Raising Expense	837.56
Office	2,686.07
Student Bursaries	21,000.00
Cadet Support	4,000.00
Travel	720.00
Interest & Bank Charges	61.76
<b>TOTAL EXPENSE</b>	<b>\$35,077.05</b>
<b>NET INCOME</b>	<b>6,605.95</b>





## 8a. HGMF Financial Position

### Hamilton Gault Memorial Fund Financial Position

31-Dec-20

#### ASSET

##### Current Assets

Cash 38,069.34

Investment - Mutual Funds 941,671.46

Total Current Assets 979,740.80

##### Total Assets

**TOTAL ASSET 979,740.80**

#### LIABILITY

##### Current Liabilities

GST Paid on Purchases -406.22

**Current Liabilities total -406.22**

**TOTAL LIABILITY -406.22**



## 9. 2022 HGMF Budget

<b>Revenue</b>		
Donations - Tax Receipted		27,500.00
Donations - Non-Tax Receipted (Note 1)		5,000.00
Grants - Tax Receipted (TPL)		7,500.00
2020 Investment Income (Note 2)		30,000.00
<b>Total Revenue</b>		<b>\$70,000.00</b>
<b>Disbursements</b>		
Administration		
Transformation Expenses (Projected) (Note 3)		7,500.00
Office Expense		1,000.00
Accounting/Audit Fees (Projected)		3,500.00
Trustee Insurance (Projected)		1,500.00
Trustee Travel (Note 4)		6,000.00
Fund Raising Expense		1,600.00
Website Expense		1,500.00
Interest and Bank Charges		60.00
Charitable Objects		
Memorial Maintenance		1,000.00
Student Bursaries (Note 5)		30,000.00
Cadet Support (Note 6)		8,500.00
Veterans and Family Support		1,500.00
Peer Support Workshops and ASIST training (Note 7)		5,000.00
<b>Total Disbursements (Note 8)</b>		<b>\$68,660.00</b>
<b>Revenue over Expenditures</b>		<b>\$1,340.00</b>



## 9. 2022 HGMF Budget

Notes:	
1. Donation of \$5,000 to HGMF for Bursaries from PPCLI Association.	
2. Unrealized gain from HGMF investments for 2020 was \$57,938.21. Proposed that up to \$30,000 from investments be used if required.	
3. These are related to anticipated shared costs with respect to the creation of a single charitable entity.	
4. Trustees will be reimbursed to a max of \$750 for expenses to attend the AGM. Receipts must be provided.	
5. \$29,500 for Bursaries and \$500 for admin.	
6. \$1,000 top Cadet Corps and \$250 for keeper plaque, engraving, etc. \$7,250 Financial support for Cadet Corps outside of Alberta.	
7. Virtual Mental Health First Aid provided at no cost by VAC. Conduct of ASIST training TBC.	
8. Assuming we have \$1.2 mil by end 2021 our disbursement quota will be \$42K.	



## 9.1 Appointment of CFO

The Chief Financial Officer (CFO) is responsible for day to day banking, bookkeeping, is authorized to sign charitable tax receipts and is a member of the Financial Committee. Jim Croll is currently executing these functions and is recommended to continue.

Moved by Derek Prohar; Seconded by Paul Hale that Jim Croll be appointed as the CFO.





## 9.2 Banking Arrangements

Our current bank details are:

The Bank of Nova Scotia

Monterey Square

600-2220 – 68<sup>th</sup> St N.E.

Calgary, AB T1Y 6Y7

It is recommended that we retain current banking arrangements.

Moved by Donna Campbell; Seconded by Stan Stapleford that the HGMF continue with current banking arrangements.



## 9.3 Bank Signing Authorities

Current signing authorities are Jim Croll, Rudy Raidt and Rod Hunter. It is recommended that we continue with current signing authorities.

Moved by Quinten Innis; Seconded by Derek Prohar that Jim Croll, Rudy Raidt and Rod Hunter remain as bank signing authorities.



## **9.4 Appointment of Firm to Conduct Financial Review Engagement**

BDO Canada LLP located in Calgary has been engaged to conduct the Financial Review for the past few years. It is recommended that we use BDO Canada LLP to conduct our 2021 Financial Review.

Moved by Paul Hale; Seconded by Stan Stapleford that BDO Canada LLP be selected to conduct the 2021 Financial Review.



## 10. Trustee Responsibilities

A draft document was circulated in advance of the meeting outlining Trustee Responsibilities. One point that I need to emphasize that as Trustees we are held to a higher standard than Directors in that we have a higher level of fiduciary responsibility.





## 11. Trustee Appointments

Position	Name
Chair	Dave Pentney
Vice-Chair	Chuck Recce
Secretary	Paul Hale
Treasurer	Dave Pentney
Chief Financial Advisor (Ex-officio)	Jim Croll
Financial Committee Chair	Dave Pentney
Finance Committee Member	Quentin Innis
Bursary Program Chair	Derek Prohar
Bursary Program Member	Stan Stapleford
Cadet Program Chair	Jamie Hammond
Cadet Program Member	Donna Campbell
Support to Veterans and Families Chair	Donna Campbell
Support to Veterans and Families Member	Derek Prohar / Paul Hale
Heritage Committee Chair	Donna Campbell
Heritage Committee Member	Stan Stapleford
Governance Chair	Quentin Innis
Governance Member (Ex-officio)	Don Dalziel
Communications Committee Chair	Paul Hale
Communications Committee Member	Derek Prohar
Fundraising Committee Chair	Paul Hale
Fundraising Committee Member	Chuck Reece
Nominating Committee Chair	Vice-Chair – Chuck Recce



## 12. Liability Insurance

**PREMIER**  **canada**

Premier Canada Assurance Managers Ltd.

**Premium**

Please refer to attached premium coverage summary.

**Policy Fee**

\$75

**Minimum Retained:**

Please note 25% minimum and retained premium in the event of cancellation.  
Deductible does not reduce the Limits of Liability



## 12. Liability Insurance Coverage

### DIRECTORS & OFFICERS LIABILITY - (Claims made basis)

MAXIMUM AGGREGATE LIABILITY LIMIT: As per selected liability			
\$1,000,000 = \$525	\$2,000,000 = \$600		\$5,000,000 = \$1000
Basic Coverage	Limit	Deductible	
A. Directors & Officers	Included	Nil	Per each single loss
B. Company Reimbursement	Included	\$1,000	For Non Profit Organization
C. Entity	Included	\$1,000	For Non Profit Organization
D. Employment Practices Liability	Not covered		
Additional Coverage (within maximum aggregate liability limit)			
Pollution Defense Costs	\$100,000	Nil	
Fiduciary Liability	\$100,000	\$5,000	
Spousal Extension	Included	Nil	
Territory	Worldwide		
Prior and Pending Litigation Date	Inception		
POLICY FORMS:			
Form #S72061 - D&O Complete Solution (Rev. July, 2019)			

### ENDORSEMENTS:

Form #S72062 - D&O Extra Smart (Rev. Jan. 16, 2012) includes

	<b>LIMIT</b>
- Key Person Recruitment Benefit	\$25,000
- Kidnap Reimbursement Expenses	\$100,000
- Crisis Management Services Expenses	Included
- Kidnap Resultant Death Benefit	\$10,000
- Additional Expense Limit (outside of policy limit)	\$100,000



## **12. Liability Insurance Motion**

Motion:

That HGMF purchase a \$1M D&O Insurance Policy from Premier Canada Assurance Managers Limit for a Premium Fee of \$525 and a Policy Fee of \$75 for a total of \$600.

Moved by Dave Pentney; Seconded by Chuck Reece



## 13. Zoom License

ZOOM Pro provides an excellent platform for distributed meetings. It is recommended that the Secretary obtain a ZOOM Pro licence at a cost of \$200 plus HST and that the Secretary be reimbursed for this purchase.

Moved by Dave Pentney; Seconded by Donna Campbell.





## 14. Website - Concept

Purpose – Share Information and promote HGMF.  
Preferred characteristics: document management (public); SharePoint (closed); and mail server. Any other attributes?

Moved that the Communications Chair conduct the initial investigation and be authorized to secure the HGMF domain name and be reimbursed for the cost to do so.

Moved by Dave Pentney ; Seconded by Derek Prohar.



## 15. Program Delivery

- Bursaries (MOU Drafted - to be negotiated and finalized for 2022 program)
- Support to Cadets (MOU Drafted - to be negotiated and finalized for 2022 program)
- Memorials (monitor and coordinate maintenance)
- Museum and Archives (monitor and review requests)
- Mental Health and Suicide Awareness training (coordinate delivery)
- Support to veterans and families (respond to need)



## 16. HGMF Fundraising

- Total donated to HGMF in 2020      **\$34,683**
- \$5,000 of above includes Donation from PPCLI Association to Educational Bursaries
- \$7,659.60 was 106<sup>th</sup> Regimental Anniversary Bike Ride
- Additional \$7,000 True Patriot Love Grant for Mental Health and Suicide Awareness
- Expenses were \$837.56 mainly Canada Help fees



# **17. 2021 Financial Support PPCLI Cadet Corps**

## **Hamilton Gault Top Cadet Corps Trophy**

Will not be awarded in 2021 due to COVID 19

## **HGMF Donations to Cadet Corps**

The Association received request for funds from 533 Tommy Prince, 2943 Campbell River and 2483 Esquimalt.

The HGMF approved \$2,000 for 2943 Campbell River and \$1,500 for 2483 Esquimalt and 533 Tommy Prince Cadet Corps.



## 18. 107<sup>th</sup> Regimental Anniversary Bike

- ✓ PPCLI Association supporting the HGMF by facilitating the event
- ✓ Aim is to have fun. Bike 107 km in one day or over multiple days, walk 107 mins, Do 107 laps of the pool, Golf 107 holes, etc...
- ✓ Register via Race Roster. Registration fee is a minimum donation of \$25 to HGMF. Automatically issue tax receipt. Report produced every Tuesday
- ✓ Site to open on Friday 21 May
- ✓ Admin fee of 6.5% Plus \$0.85 per transaction. Race Roster advised the 70%+ pay this fee as part of their donation





## 18. 107<sup>th</sup> Regimental Anniversary Bike

- ✓ Create individual or team pages on the site
- ✓ Link to Jakroo for ordering cycling gear 1 – 15 Jun and PPCLI Foundation for Legacy Stone orders
- ✓ Create virtual routes in Race Roster
  - ✓ CFB Edmonton to Patricia Park - 107km
  - ✓ Pusan to Kapyong 535 km
  - ✓ Enter daily biking on the virtual route
  - ✓ Help maintain interest
- ✓ 8 August – live stream dedication of new Legacy Stones at Patricia Park and announce Fundraising results



## 18. 107<sup>th</sup> Regimental Anniversary Bike

Cycling Gear ordered via Jakroo <https://designlab.jakroo.com/store-front?storeId=SJMm82jVu> Store open 1 – 15 June. Prices drop as more items are ordered. Gear delivered around 1 July





**19. Open Forum**

**20. Date and Time of Next Meeting**  
**Thursday 15 July 2021 at 1700 MST**

**21. Adjournment**