



ARCHERY CANADA / TIR À L'ARC CANADA

Board (Executive Committee) Meeting

Ottawa – Lord Elgin Hotel

Board Room 800, 8th floor *

Saturday & Sunday, January 24th – 25th 2015

Saturday - 8:30am - 5:00pm & Sunday - 8:30am - 3:00pm

MINUTES

Present:

Al Wills, President

Jude Hooley, V-P, 3D Programs

Robert Tataryn, V-P, Finance & Administration

Trina Snooks, V-P Development (formerly Events & Services)

Alec Denys, V-P High Performance

Christine Robertson, Finance Officer / High Performance Coordinator, Archery Canada (joined meeting at 10:30am, Saturday, January 24th)

Scott Ogilvie, Executive Director

Regrets:

Bill Currie, V-P Marketing & Communications

Hugh MacDonald, Athlete Director

Guest:

Alan Brahmst, High Performance Advisor (joined via teleconference, Saturday, January 24th, 11:20am to noon.

ITEM (name opposite agenda item indicates lead person(s) to address item)

1.0 Introductions, logistics, administrative items (A. Wills / S. Ogilvie)

- The President, A. Wills welcomed everyone and called the Board of Directors meeting to order at 8:50am.
- S. Ogilvie provided information on logistics and administration.

2.0 Approval of Agenda & New Business (additional agenda items) (A. Wills)

- See agenda items 18.1 – 18.5.

MOTION #1 BOARD Meeting January 2015: To accept the agenda as amended.

Moved by: A. Denys

Seconded by: J. Hooley

Carried

3.0 Approval of the August 6th 2014 Board of Directors Meeting Minutes (A. Wills)

- A. Wills referred the Board to the August 6th 2014 Board meeting minutes enclosed with the meeting package. He asked if there were any errors and/or omissions.

- J. Hooley stated that there was an error in the August 6th Board minutes, regarding the Bow Hunter Finger (BHF) class (agenda item 7.1). The 3D Committee recommended at its August 1st 2014 meeting that the BHF class no longer remain as a Canadian 3D category. The August 6th Board minutes will be amended to read as follows: "The Bow Hunter Finger (BHF) class will **not** remain as a Canadian 3D category."

ACTION: S. Ogilvie to amend the August 6th Board minutes as noted above.

- A. Wills called for a motion to approve the amended minutes of the August 6th 2014 Board meeting.

MOTION #2 BOARD Meeting January 2015: To accept the minutes of the August 6th 2014 Board of Directors meeting minutes as amended.

Moved by: J. Hooley

Seconded by: R. Tataryn

Carried

4.0 Business Arising from the August 6th 2014 Board of Directors Meeting Minutes

- S. Ogilvie reported that there was no business arising from the August 6th 2014 Board meeting minutes.

5.0 EC Reports (A. Wills)

- A. Wills referred the Board to the reports enclosed with meeting package and called on those Board members present to provide highlights and any additional updates.

5.1 President / V-P International

- A. Wills highlighted his report contained in the meeting package and appended to these minutes (Appendix 1).

5.2 V-P 3D Programs

- J. Hooley referred the Board to her report contained in the meeting package and appended to these minutes (Appendix 1). She had nothing to add.

5.3 V-P Finance & Administration

- R. Tataryn highlighted his report contained in the meeting package and appended to these minutes (Appendix 1).

- He added under the 5th bullet in his report that disputes with Archery Canada decisions were also dealt with in an expedient and positive manner.

- Under the 6th bullet in his report, R. Tataryn verbally expressed thanks to Christine Robertson for her strong financial management.

- R. Tataryn added that the privacy concerns that were raised by Gil Segovia, President of SAA at the August 7th Members Council meeting, have been addressed. R. Tataryn added that this matter will be addressed under agenda item 15.0 Privacy Policy.

- A. Wills added that dates of birth can't be viewed in the database.

5.4 V-P Development (formerly Events & Services)

- T. Snooks highlighted her report contained in the meeting package and appended to these minutes (Appendix 1).

5.5 V-P High Performance

- A. Denys referred the Board to his report contained in the meeting package and appended to these minutes (Appendix 1). He fielded questions from Board colleagues.

- A. Denys and S. Ogilvie provided further background and clarification surrounding the National Athlete Pool and the requirements.

- A. Denys provided further background on the following: i) Coaches Roundtable; ii) national team selection policy and addendum policies for specific national team events; iii) the national team selection panel and process; and iv) an update on the national coach positions.

5.6 V-P Marketing & Communications

- B. Currie not present due to previously arranged family commitments. A written report is not available.

5.7 Athlete Director

- H. MacDonald not present due to participation at training camp in Salt Lake City, Utah. See report submitted and appended to these minutes (Appendix 1).

5.8 Executive Director

- S. Ogilvie provided a brief verbal report.

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| MOTION #3 BOARD Meeting January 2015: To accept the reports as submitted or verbally presented. | | | |
| Moved by: | T. Snooks | Seconded by: | A. Denys |
| | | | Carried |

6.0 Staffing Updates & Recommendations (S. Ogilvie)

6.1 Finance Officer / High Performance Coordinator

- S. Ogilvie provided an update and recommendations on position held by Christine Robertson. S. Ogilvie reported that C. Robertson continues to do an excellent job on all financial matters. He reported that she has done excellent work as well in coordinating a variety of high performance matters all of which has helped 'offload' from S. Ogilvie and Joan McDonald. C. Robertson currently divides her 4 days per week approximately equal between finance and high performance responsibilities.

6.2 Administrative Support

- S. Ogilvie provided an update and recommendations on position held by Laura Kiraly. The majority of L. Kiraly's responsibility involves coordination of membership. S. Ogilvie stated that L. Kiraly continues to do an excellent job in coordinating the membership portfolio and various administrative duties such as marking of Range Safety Officer exams and coordination of Championship medal inventory and distribution.

- S. Ogilvie recommended that Laura Kiraly's wage for fiscal year 2015-16 be kept at the 2014-15 fiscal year hourly wage of \$20.00. At the February 2014 Board meeting, the Board approved a wage increase for L. Kiraly for the 2014-15 fiscal year (increased from \$18.00 to \$20.00 per hour).

MOTION #4 BOARD Meeting January 2015: To maintain Laura Kiraly's wage at \$20.00 per hour for the 2015-16 fiscal year.

Moved by: R. Tataryn Seconded by: T. Snooks Carried

6.3 High Performance Consultant

- S. Ogilvie provided an update and recommendations on contract position held by Alan Brahmst. S. Ogilvie report that A. Brahmst has done an excellent job in his capacity as High Performance Advisor (2.5 days per week). His expertise and experience in high performance sport has proven invaluable to HPC in terms of: strategic thinking and direction; policy development and implementation; HP infrastructure; and HP program development and implementation. Much work remains to be done, however Archery Canada's HP program is without a doubt moving in the right direction.

MOTION #5 BOARD Meeting January 2015: To hire Christine Robertson (5) days/week, effective February 2, 2015.

Moved by: J. Hooley Seconded by: R. Tataryn Carried

MOTION #6 BOARD Meeting January 2015: To renew the part-time contract of Alan Brahmst at 2.5 days/week, effective February 2, 2015 through March 31, 2016

Moved by: A. Denys Seconded by: T. Snooks Carried

7.0 3D Committee Business (J. Hooley)

7.1 2015 3D Canadian Indoor Championship Update

- J. Hooley reported that the planning and organization of the 3D indoor Championship is well-in-hand. The Host Organizing Committee, led by Chair, Stan Jones has done an excellent job. The Championship will take place March 20 – 22, 2015 in Cloverdale, BC. The Championship is being hosted by the Semiamhoo Fish and Game Club.

7.2 2015 3D Canadian Outdoor Championship Update

7.2.1. Update

Highlights from J. Hooley's brief update:

- The Championship will take place in Carberry, MB over the August long weekend, Saturday – Monday, August 1st to 3rd.
- Four clubs will host the Championship: Carberry Archers, Snake Creek Archers, Asessippi Archers and Canadian Forces Base Shilo Archery Club.
- The competition venue is the Carberry Sand Hills along the Manitoba escarpment. Terrain is made up of rolling hills, along with open prairie and dense bush. All 3 courses will start and finish at the same location.
- The competition venue is located about 55km from Brandon.
- The Championship website is now "up and running".

7.2.2. Hunter Division

- J. Hooley provided background on the issue of eliminating the Hunter Division. J. Hooley reported that at the August 2014 3D Committee meeting, the consensus was to remove Hunter Division from the Canadian Championship. The Rules Committee also supported its removal. The Board subsequently supported the recommendation of the 3D Committee.

- A. Wills stated that the Board will not override the decision of the 3D Committee. It might recommend that the matter go back to the 3D Committee for review and consideration. Any recommendations must go through J. Hooley for consideration by 3D Committee at its annual Committee meeting.
- The other members of the Board agreed that the decision had been made on the matter for 2015 and that the Board would not re-open the matter.

7.3 2015 3D World Championship

- J. Hooley reported that the 2015 3D World Championship will take place in Terni, Italy. To date there is very little information available. The invitation package is not yet available from World Archery. Some National Team members are concerned that information has not yet been communicated to them.
- Team Leader, Marc Gagnon recently emailed National Team members to gather input on flights and staging departure in Canada.
- S. Ogilvie reported that invitation packages for this year's other World Championships are also not yet available from World Archery.

7.4 Recommendations from August 1st 2014 3D Committee Meeting

- J. Hooley referred the Board members to the August 1st 2014 3D Committee meeting minutes that were enclosed with the Board meeting package. She reported that all recommendations have been dealt with by the Board at its August 6th 2014 meeting or since that time via email. As noted under agenda item 3.0 of these minutes, agenda item 7.1 of the August 6th Board meeting minutes is to be amended.

8.0 High Performance Committee Business (A. Denys)

8.1 Highlights from HPC Meeting held October 16th – 17th 2014

- A. Denys referred Board members to the October 16th – 17th 2014 HPC meeting minutes contained in the Board meeting package. He had nothing more to report over and above that recorded under agenda item 5.5 above in these minutes or that contained in his report appended to these minutes.

8.2 Update on Recent Key HPC Activities

- A. Denys had nothing more to report over and above that recorded under agenda item 5.5 above in these minutes or that contained in his report appended to these minutes.

8.3 Update on 2015 National Team Events

- A. Denys reported that the 2015 season will be very busy with the various World Championships and the Pan Am and Parapan Am Games, as well as training camps. As S. Ogilvie reported above under agenda item 7.3, invitation packages for this year's World Championships are not yet available from World Archery. Once received, arrangements will be made in earnest.

8.4 Report and/or Presentation from Alan Brahmst, High Performance Consultant (A. Brahmst)

- A. Brahmst joined meeting via teleconference at 11:20am. He led the Board through his slide presentation. **The PowerPoint slides are appended separate from these minutes.**
- A. Denys thanked A. Brahmst for his high level report on HP strategic direction, the initiatives and the important progress made to date.
- A. Brahmst fielded questions.
- R. Tataryn asked: What are the lines of authority for national team selection?
- A. Brahmst responded: The intent is for the National Recurve Coach to make recommendations to a selection panel. National Coach will provide rationale for recommendations.
- R. Tataryn asked: How and who does HPC select/appoint members for the selection panel?
 - A. Brahmst responded: Good question. HPC needs to turn attention to this matter. We must ensure that any conflict of interest is eliminated or minimized. Identify a 'pool' of potential selection panel members.
 - R. Tataryn suggested: i) To put out a call for potential candidates; and ii) To determine who decides on panel composition and members.

8.5 National Team Uniforms (S. Ogilvie)

8.5.1 Update

- S. Ogilvie provided an update on the inventory of shirts remaining at Toxofil. Most of the shirts remaining are in larger sizes and therefore in most cases those remaining won't be an easy sell. – Suggestion: Sell the remaining inventory at this year's Canadian Championships in Winnipeg (if Toxofil is not selected as Archery Canada's provider of national team competition shirts).

- S. Ogilvie provided a quick update on the work that Ryan Van Berkel is doing on behalf of HPC regarding possible national team competition shirts provided through a supplier based in Winnipeg and used by ABAM. His work on this continues and further information will be provided to HPC at its February teleconference meeting.

- S. Ogilvie stated that he has invited Toxofil to submit a proposal to manufacture and supply national team competition shirts to Archery Canada. To date a proposal has not been received.

ACTION: S. Ogilvie to put arrangements in place for sale of remaining Toxofil shirts at the Canadian Championships in Winnipeg this August (if Toxofil is not selected as Archery Canada's provider of national team competition shirts).

9.0 Canadian Target Championship (T. Snooks)

9.1 2015 Canadian Target Championship

- T. Snooks presented the format to be used at the 2015 Canadian Target Championship in Winnipeg and as outlined in her report appended to these minutes. See Appendix 1 - V-P Development (formerly Events & Services)

- T. Snooks reported that the schedule and registration forms are posted on Facebook.

- S. Ogilvie reported that ABAM has arranged for translation of the Championships information posted on the website via use of a Goggle Translation program link. Translation is done automatically when the user clicks on

- The Board agreed that it was important that the schedule, registration form and other critical information be translated by Archery Canada's contracted translator. The same is true for the 3D Canadian Championship.

ACTION: S. Ogilvie to arrange for translation of the Canadian Championships schedules, registration forms and other key information.

9.2 Future Canadian Target Championships

- S. Ogilvie reported that the OAA is hosting the 2016 Canadian Championships. To date there is very little information on possible host club applicants. The Saugeen Shafts of Peterborough, has apparently expressed interest to the OAA in hosting the Target and field Championships. There is no word on a possible 3D host club.

ACTION: S. Ogilvie to contact Peter Garrett, the OAA's Archery Canada Director, to obtain an update on 2016 hosts.

10.0 Canadian Championship Medals (S. Ogilvie)

10.1 Update

- S. Ogilvie provided an update on the inventory of medals remaining. He reiterated the Board's recommendation of several years ago to "refresh" the design of the Canadian championship medals every 3 to 5 years. 2015 marks the 4th year that the current championship medals have been in place.

DECISION: Board agreement that it is time to "refresh" the design of the Canadian Championship medals and to do so in time for presentation of the newly designed medals at the 2015 Outdoor Canadian Championships in Winnipeg.

ACTION: S. Ogilvie to contact the current medal provider, Awards Canada, for some new design options. And then circulate to the Board for feedback.

11.0 Archery Canada Membership Database (A. Wills)

- A. Wills referred the Board to his President's report appended to these minutes (Appendix 1). He provided a verbal update and answered questions.

- The database is functioning quite well after dealing with issues and glitches throughout last Fall. These issues and glitches were addressed in collaboration with lanseo and with Laura Kiraly, part-time staff person responsible for membership.

- A. Wills met face-to-face with L. Kiraly on January 23rd at the Archery Canada office to discuss and clarify database issues, functions and the mechanics of the database.

- L. Kiraly has a "good handle" on things

- The database is functioning quite well after dealing with issues and glitches last fall and addressed in collaboration with lanseo.

12.0 Archery Canada Awards

12.1 Archery Canada Annual Achievement Awards (S. Ogilvie)

12.1.1 2014 Nominations Received (for awarding in 2015)

- S. Ogilvie handed-out a copy of the various nominations received. He presented the nominees for the various awards.

12.1.2 Selection of Recipients

- S. Ogilvie led discussion which then led to the following motion:

Archery Canada Annual Achievement Awards: HPC 2014 Nominations

MOTION #7 BOARD Meeting January 2015: That the following persons are to be awarded the Archery Canada Annual Awards for 2014 (to be awarded at the 2015 National Outdoor Championships awards banquet in Winnipeg, MB).

D.M. Lovo Award (for outstanding contribution to the sport of archery in Canada): BRUCE SAVAGE – For his outstanding contribution and long-time commitment to the development and delivery of Archery Canada's National Coaching Certification Program (NCCP).

Nominated by the High Performance Committee of Archery Canada.

The Greg Durward Volunteer of the Year: RENE & PAULINE SCHAUB – For their outstanding planning, organization, and leadership in hosting and staging a highly successful 2014 Canadian Outdoor Archery Championships in La La Biche, Alberta.

Nominated by Archery Alberta.

Hank Wiseman Coach of the Year: TRINA SNOOKS

Nominated by Archery New Brunswick.

Frank Jones Male Senior Athlete of the Year: CRISPIN DUENAS – For his very successful 2014 season on the national and international stage.

Nominated by the High Performance Committee of Archery Canada.

Dorothy Lidstone Senior Female Athlete of the Year: GEORCY-STEPHANIE THIFFEAULT PICARD – For her very successful 2014 season on the national and international stage.

Nominated by the High Performance Committee of Archery Canada.

Tom Mack Junior Male Athlete of the Year: TYLER MURPHY & CHRISTOPHER GOLDEN – Both young athletes have been selected to share the award for the very successful season that each of them had in 2014.

Nominated by the Board of Directors of Archery Canada.

Junior Female Athlete of the Year: BRITTANY JOHNSON – For her very successful 2014 season on the national and international stage.

Nominated by the High Performance Committee of Archery Canada.

Sylvio Beauregard Judge of the Year: RANDALL JONES

Nominated by the High Performance Committee of Archery Canada.

Moved by: J. Hooley

Seconded by: R. Tataryn

Carried

ACTION: S. Ogilvie to ask Kevin Evans to provide details on Brittany Johnson's 2014 season, so S. Ogilvie can prepare write-up for 2015 annual report.

ACTION: S. Ogilvie to ask Joan McDonald to provide details on Crispin Duenas' 2014 season, so S. Ogilvie can prepare write-up for 2015 annual report.

ACTION: S. Ogilvie to ask Sylvain Cadieux to provide details on Georcy Stephanie Tiffeault Picard's 2014 season, so S. Ogilvie can prepare write-up for 2015 annual report.

12.2 Volunteer Recognition Awards (S. Ogilvie)

12.2.1 Nomination of volunteers to be recognized with gold or silver pins

- Award silver pins to the Chairs of the Host Organizing Committees (HOC) for the 2015 3D Indoor, 3D Outdoor & Target/Field Championships. Provide an additional silver pin to be awarded by the Chair of the HOC to someone on his/her HOC (at the Chair's discretion).

- Award a silver pin to Dawn Proctor, Chair of the 2015 Canada Winter Games.

ACTION: S. Ogilvie to provide J. Hooley with 2 silver pins to be awarded at the 2015 Canadian 3D Indoor Championship.

ACTION: S. Ogilvie to provide A. Wills with 1 silver pin to be awarded at the 2015 Canada Winter Games.

12.3 Presidential Citations (S. Ogilvie)

12.3.1 Nomination of volunteers to be recognized with Presidential citations

MOTION #8 BOARD Meeting January 2015: To award Shawn Riggs a Presidential Citation for his significant contribution to the HP Program. More specifically, he is to be awarded a Presidential Citation because of his volunteer contribution to the preparation and delivery of the submission to the OTP & for his work as a volunteer member of the Coaches Roundtable.

Moved by: A. Denys Seconded by: J. Hoey Carried

12.4 Judge Emeritus Award Recipients for 2015 (S. Ogilvie)

12.4.1 Nominations

- No nominations received to date.

12.5 Alpen Donations (A. Wills)

- Discussion on how and when to "award" the gift donations from Alpen. Typically Alpen donates 1 scope and 1 pair of binoculars.

MOTION #9 BOARD Meeting January 2015:

To award the Alpen donated scope to cadet age archers & under, by way of a draw to be held at the Target and Field Championships Awards Banquet.

AND

To award the Alpen donated binoculars at the 3D Outdoor Championship Awards Ceremony. TBC how the binoculars will be awarded.

Moved by: R. Tataryn Seconded by: T. Snooks Carried

ACTION: A. Wills to confirm with Alpen if it will donate 1 scope and 1 pair of binoculars again in 2015.

13.0 Finance Committee

13.1 2014-15 FY Budget Update (R. Tataryn / C. Robertson)

- R. Tataryn referred the Board to the FY 2014-15 budget report as of December 31st 2014 enclosed in the meeting package.
- With input from C. Robertson and S. Ogilvie, R. Tataryn 'walked' the Board through the budget report.
- R. Tataryn stressed the importance of ensuring all receivables are settled prior to the audit for FY14-15.

13.2 2015-16 FY Contribution Application for Sport Canada Funding (S. Ogilvie)

- S. Ogilvie provided a brief report on the timelines and process.

13.3 Own the Podium Funding for 2015-16 FY (S. Ogilvie)

- S. Ogilvie provided an overview of the process and the funds approved for FY 2015-16. \$100K recommended by OTP and subsequently approved by Sport Canada.

13.4 2015-16 FY Budget

13.4.1 Draft Budget FY2015-16 (R. Tataryn / S. Ogilvie / C. Robertson)

- R. Tataryn referred the Board to the draft budget for FY 2015-16 enclosed in the meeting package.

13.4.2 Feedback & Input on Draft Budget FY2015-16 (R. Tataryn / S. Ogilvie / C. Robertson)

- Possibly allocate \$10K to the Communications line item. Suggestion from R. Tataryn that Archery Canada make a formal request to the Foundation for \$10K to be allocated to an Archery Canada marketing project. Possibly use the funds to hire a marketing expert to generate marketing recommendations. For example, develop and implement strategies to market Archery Canada and its properties.
- Potential deficit of \$50K for FY15-16 which will be offset by the potential surplus from FY14-15.
- R. Tataryn suggested the Board consider permitting donations be made to specific national team programs, as an additional source of revenue. In other words, donations targeted to specific national teams. This was done in 2013 for the 3D National Team.

MOTION #10 BOARD Meeting January 2015: Direct HPC to consider all National Team Programs (funding, selection, etc.), in all disciplines, including 3D national team events, under HPC. The intent is to promote the concept of inclusion of all national team events and activities under HPC. The HPC is to report back to the Board. The 3D committee will remain in place and will work in collaboration with HPC on national team matters.

Moved by: A. Denys

Seconded by: J. Hoey

Carried

DECISION: Funding support to compound archers selected to 2015 National Teams will remain as in 2013. Specifically: i) \$1K travel subsidy to Senior compound archers selected to the national team that will compete at the for 2015 World Championship; ii) Coverage of the registrant fee only (approximately \$150.00 per archer) for compound archers selected to the national team that will compete at the for 2015 World Youth Championship. This is consistent with that done for the 2013 Senior and Youth World Championships.

MOTION #11 BOARD Meeting January 2015: To approve the draft budget for fiscal year 2015-16 as presented.

Moved by: R. Tataryn

Seconded by: A. Denys

Carried

14.0 Canadian Archery Foundation (R. Tataryn / A. Wills)

14.1 Update

- R. Tataryn provided a brief update on the Foundation. He stated that the transfer of \$1.00 per Archery Canada registrant into the Foundation bank account will be done for the 2014 membership year by March 31st 2015.

ACTION: C. Robertson to confirm 2014 membership numbers with L. Kiraly.

ACTION: C. Robertson to make the transfer by March 31st 2015.

14.2 Foundation Coin

- R. Tataryn provided an update on the development of the Foundation coin. He reminded his Board colleagues that the intent of the Foundation coin is to recognize donors that have made a significant donation to the Foundation. The definition of 'significant' is to be determined as part of a set of guidelines to be developed. The intent is to produce a Foundation coin that is presented or sent to the donor.

- At the August 6th 2014 Board meeting, R. Tataryn presented a mock-up of the coin produced by Awards Canada (which produces our national championship medals).
- At the August 2014 Board meeting R. Tataryn was asked to proceed with production of the coin.
- At the January 2015 Board meeting R. Tataryn presented the 10 minted coins.
- R. Tataryn reported that the 4 founders of the Foundation initiative (R. Tataryn, A. Wills, Ghislain Arsenault, Don Lohnes) have agreed to cover the initial costs (artwork and minting) of the coin as a donation to Archery Canada from each of them. The total cost was \$375.00.

DECISION: Four of the original 10 minted coins are to be awarded to the above 4 founders of the Foundation initiative.

DECISION: To issue the Foundation coin to those donors making a donation of \$100.00 or more to the Canadian Archery Foundation. This applies to individual donors and donations from a club (if the club requests the coin).

14.3 Proposed Transfer to COC

- A. Wills provided background on the possible transfer of the administration and management of the funds of the Canadian Archery Foundation to the COC. He referred the Board to the draft Endowment Agreement between the COC and Archery Canada, which was circulated prior to the Board meeting and is appended to these minutes. See APPENDIX 2.

- At the current amount of funds in the Canadian Archery Foundation, the interest generated for 1 year would be approximately \$5,500.

- A. Wills recommended that the Canadian Archery Foundation be established with the guidance and assistance from the COC.

- COC's administration fee is approximately 1%.

ACTION: A. Wills to gather further information from the COC on behalf of Board and Foundation members and to then report back to both.

15.0 Privacy Policy (R. Tataryn)

15.1 Proposed Policy

- R. Tataryn referred the Board to the draft privacy policy enclosed with the Board meeting package.

- R. Tataryn provided a brief update on his research on PIPEDA (Protection of Personal Information and Electronic Documents Act). PIPEDA applies to non-profit or not-for-profit organizations. NSOs don't fall under PIPEDA unless a NSO sells personal information from its membership data. As long as Archery Canada doesn't use the information collected in the membership database in a commercial activity, it is exempt from PIPEDA. However, Archery Canada could be challenged (for example because Archery Canada charges a fee to register tournaments).
- R. Tataryn spoke with an individual at PIPEDA and his suggestion was to develop an internal "policy" that parallels the guidelines or principles of PIPEDA. One of the guidelines is that Archery Canada must have one person in charge of the collection of the information (the 'privacy person'). This seems to fall well into Laura Kiraly's duties under the membership area and therefore under the V-P Finance & Administration portfolio. R. Tataryn reported that he will review the PIPEDA guidelines and draft a policy for Archery Canada to adopt (there may be some policies already existing in other NSOs).
ACTION: R. Tataryn to re-draft a privacy policy for Board review and input.
ACTION: R. Tataryn / S. Ogilvie to include a clause referencing the privacy policy into the Provincial/Territorial Members / Archery Canada Agreement for the next three-year period (January 1st 2017 – December 31st 2019).
ACTION: R. Tataryn / S. Ogilvie to include a clause in the 2016 Athlete Agreement referencing the privacy policy and athlete consent to provide personal information required by Archery Canada, COC, CPC, media, etc. for the purposes of national team activities, marketing and promotion, and media coverage (not for any commercial purposes).

16.0 Next Provincial / Territorial Members Council Teleconference

16.1 Date & Time

- Members Council teleconference tentatively scheduled for Wednesday, February 25th. A. Wills and A. Denys no longer available due to other commitments.

DECISION: Members Council teleconference to be re-scheduled to Wednesday, March 11, 2015 @ 8:00pm Eastern time.

ACTION: S. Ogilvie to make Members Council aware of the change in date.

NOTE: Teleconference since re-scheduled to Wednesday, April 1st 2015 @ 8:00pm Eastern time.

16.2 Possible Agenda Items

- The usual updates (see previous agendas)
- A. Denys will cover HP matters. Not critical that A. Brahmst be on the teleconference. However, A. Brahmst is welcome to join the teleconference.

Other possible agenda items included the following:

- Privacy policy
- Canadian Archery Foundation update (e.g., donations, minted coin, partnership with the COC)
- Staffing updates (C. Robertson, J. McDonald, A. Brahmst)
- Present the draft budget for FY15-16 (simply an FYI)
- Donations to Archery Canada. Present the suggestion to permit donations targeted to specific national teams.
- Provide an overview and reminder of the following national insurance policies that are in place:
 - i) Commercial General Liability (CGL) coverage for Registrants, Clubs and Provincial/Territorial Members;
 - ii) CGL coverage for Guests; and iii) liability coverage for Directors & Officers (D & O) of the Provincial/Territorial Members and thereby their member clubs. NOTE: D & O liability coverage is an optional policy available to Provincial/Territorial Members and thereby their member clubs. Focus on importance of reporting of Guests for coverage and invoicing purposes.
- Provincial/Territorial Members / Archery Canada Agreement. Topics include: expiration of the current Agreement; the 2017-2019 Agreement; the renewal process; possible new clauses (e.g., reference to privacy policy); possible fee increase for Registrants, Clubs and Provincial/Territorial Members and the rationale for the increase.
- Outline the Board positions up for election at the 2015 AGM and the process for nominations.

17.0 August 2015 AGM & August 2015 Provincial / Territorial Members Council Meeting: Winnipeg

17.1 AGM Meeting Date & Time

- AGM: Thursday, August 6, 2015 at 7:00pm at host hotel
- Council: Thursday, August 6, 2015 immediately following AGM at host hotel

- Board: Wednesday, August 5, 2015 at 8:00pm at host hotel. Supper at 6:00pm to precede the Board meeting at a location TBC.
 - Some discussion occurred around the need to provide a listing of major competitions and other events such as meetings (e.g., Archery Canada, World Archery, COC, CPC, OTP, etc.), and conferences.
- ACTION: S. Ogilvie / C. Robertson** to set-up a long range calendar that contains all major competitions and other events such as meetings (e.g., Archery Canada, World Archery, COC, CPC, OTP, etc.), and conferences. Use current calendar on Archery Canada website to capture the above information.

17.2 Positions for Election at 2015 AGM

- S. Ogilvie reported that the following Board of Directors positions are up for election at the 2015 AGM: President, 3D Programs, Athlete Director, V-P Development (formerly Events & Services).
- S. Ogilvie reported that under Archery Canada's new bylaws the following applies to the Athlete Director that sits as a member of the Board of Directors:
 - "One Athlete Director nominated by the High Performance Committee and elected by the Members in odd years."*
 - "A nomination for Athlete Director must be supported by the High Performance Committee, must include the written consent of the nominee, and must be submitted to the registered office of the Corporation 30 days prior to the annual meeting. Nominations will be circulated to the Members at least 21 days prior to the annual meeting, and elections will take place at the annual meeting."*
- S. Ogilvie reported that the process for nominating the Athlete Director was a topic of much discussion at the October 2014 HPC meeting.
- The Board discussed and agreed on the following process which is in keeping with the Archery Canada bylaws.

Process:

- In early spring of each year the Executive Director will issue a call to the Provincial/Territorial Members for the Directors-at-Large positions and the Athlete Director as per the schedule noted in the bylaws. See below:
 - a) Three directors-at-large elected by the Members in even years; b) Three directors-at-large elected by the Members in odd years; and c) One Athlete Director nominated by the High Performance Committee and elected by the Members in odd years.*
- Submission of nominations and the elections will occur as outlined in the bylaws. See below:
 - "Any nomination of an individual for election as a Director-at-large must be supported by a Member, must include the written consent of the nominee, and must be submitted to the registered office of the Corporation 30 days prior to the annual meeting. A nomination for Athlete Director must be supported by the High Performance Committee, must include the written consent of the nominee, and must be submitted to the registered office of the Corporation 30 days prior to the annual meeting. Nominations will be circulated to the Members at least 21 days prior to the annual meeting, and elections will take place at the annual meeting."*
- Upon receipt of the nomination(s) for the Athlete Director, the Executive Director will submit the nomination(s) to the Chair and all voting members of the HPC, for the HPC's consideration and decision on one (1) nominee to put forward to the Provincial/Territorial Members for election at the AGM.
- The Board agreed that nominees for the Athlete Director position must have been or are currently a member of the Canadian National Team. The Board agreed that all things being equal, the HPC should give preference to a former Canadian National Team member versus a current Canadian National Team member. This allows any nominee(s) that is a current Canadian National Team athlete, to focus on training and competition and eliminates any perceived or real potential conflict of interest.

18.0 New Business

- ### 18.1 Provincial/Territorial Members / Archery Canada Agreement for 2017-2019 (R. Tataryn/S. Ogilvie)

- S. Ogilvie stated that the current Provincial/Territorial Members / Archery Canada Agreement expires December 31st 2016. The new Agreement will cover the 3-year period of January 1st 2017 – December 31st 2019.
- S. Ogilvie recommended that the process for renewal of the Agreement begin in 2015. For example, initiate the renewal process at the Members Council meeting scheduled for August 6th 2015 in Winnipeg and perhaps initiate the renewal process as early as the next Members Council teleconference meeting. The initial purpose would be to make the Members Council aware of the expiration of the current Agreement, the new 3-year Agreement period, the renewal process, and possible new clauses to be contained in the new Agreement.
- The Board agreed that the renewal process should be initiated in 2015, beginning with the next Members Council teleconference meeting.
- Discussion occurred around new clauses and updated and new information that should or could be incorporated into the 2017-2019 Agreement. Suggestions were as follows:
 - Include a clause referencing the privacy policy
 - Strengthen the clause around reporting of Registrant and Club numbers (for more information, see agenda item 18.2 below)
 - Increase in the fees charged to Registrants (individuals and families), Clubs and the Provincial/Territorial Members.
 - Update the clause on insurance coverage to include reference to: i) Commercial General Liability (CGL) coverage for Registrants (individuals and families), Clubs and Provincial/Territorial Members; ii) CGL coverage for Guests; and iii) liability coverage for Directors & Officers (D & O) of the Provincial/Territorial Members and thereby their member clubs. NOTE: D & O liability coverage is an optional policy available to Provincial/Territorial Members and thereby their member clubs.
- The current Registrants fee is \$20.00 (\$1.00 of which is re-directed to the Foundation and \$4.00 goes towards to CGL insurance coverage.
- Discussion occurred around the amount of a possible fee increase to Registrants (individuals and families), Clubs and Provincial/Territorial Members.
- Suggestions included: i) \$5.00 increase; and ii) \$7.00 (\$5.00 increase for sport development and high performance PLUS \$2.00 increase for administration. **NOTE:** Of the total Registrant fees, \$1.00 is re-directed to the Canadian Archery Foundation and approximately \$4.00 (at least currently) goes to the insurance provider BFL Canada for CGL insurance coverage.
- Suggestion to allocate \$1.00 of each Registrant, Club and Provincial/Territorial Member fee total to compound and 3D archery high performance programs (i.e., non-Olympic and non-Paralympic HP programs).

Rationale for fee increase:

- Increase in insurance premium
- Revisions to programs and program resources (e.g., CanBow, coaching certification, LTAD resources)
- To compound and 3D archery high performance programs (i.e., non-Olympic and non-Paralympic HP programs).
- Increase in staff and subsequent need for increased funds (National Recurve Coach, other National Coaches (to be 'hired'), contracted HP Advisor (A. Brahmst), HP Coordinator, contractors for project specific needs)
- Increase in operational and administration costs

ACTION: S. Ogilvie to email Board a copy of the 2014-16 Provincial/Territorial Members / Archery Canada Agreement (for its review).

18.2 Archery Canada Membership (R. Tataryn/S. Ogilvie)

- R. Tataryn and S. Ogilvie made the Board aware of some issues around provincial/territorial membership that have recently 'come to light'. The two examples cited were as follows: i) discrepancy between membership (individual and club registrants) numbers reported by Archery Quebec in its annual report to Archery Canada compared to the Archery Quebec AGM minutes ii) do 'two-tiers' of membership exist in some Provincial/Territorial Member associations (e.g., OAA)?
- The Provincial/Territorial Members / Archery Canada Agreement must stipulate all must be members of Archery Canada ("all or none"). The Board agreed that Archery Canada can't have a system that allows opting out. Archery Canada must take a strong position on this with the Provincial/Territorial Members.

- In some Provincial/Territorial Member associations, Registrants (includes individuals, families and clubs) have the option to be a Registrant (member) of their Provincial/Territorial Member association and thereby a Registrant of Archery Canada. In other words, they can opt in or out of registration (membership) with the Provincial/Territorial Member association and Archery Canada. The Board agreed that the Provincial/Territorial Member associations should NOT be permitted to offer “two- tiers” of membership.
- The Board also agreed that ALL Registrants and ALL Clubs must be members of the Provincial/Territorial archery association (and a Registrant in the province/territory in which they reside) and thereby individual/family Registrants and Clubs must be Registrants (members) of Archery Canada.
- There are probably a number of archers and archery clubs that are receiving access to Archery Canada programs and services when they should not be (and yet go undetected).
- Clause 11 entitled Registrants, in the Archery Canada bylaws reads as follows:

“Registrants of the Corporation are those individuals who are engaged in activities that are provided, sponsored, supported, sanctioned or recognized by the Corporation and its Members. Registrants include athletes, coaches, officials, administrators, volunteers, and individuals recognized previously by the Corporation as Honorary and Life Members. In all cases, such individuals are registered with an archery club, a Member or with the Corporation directly. The term Registrant is also taken to mean archery clubs that are registered with the Corporation's Members. Registrants are not members of the Corporation, but may be charged registration fees in order to participate in the programs and activities of the Corporation.”

ACTION: Board to discuss the above concerns with the Members Council.

ACTION: S. Ogilvie to schedule separate meeting with Presidents/Staff contact of Archery Quebec and the OAA, to discuss the above concerns.

18.3 Social Media Policy

- R. Tataryn led a brief discussion around the possible development of a social media policy. He suggested that perhaps issues around social media issues and usage could be dealt with through revisions to Archery Canada’s Code of Conduct rather than creating a policy devoted to social media. Archery Canada could then address internal issues of social media usage through the Code of Conduct.
- S. Ogilvie stated that there are plenty of examples of social media policies that we can “draw on” from other NSOs and from Multi-Sport Organizations (MSOs), e.g., AthletesCAN, Canada Games Council.
- For the Archery Canada Code of Conduct, visit the Archery Canada website at:
<http://www.archerycanada.ca/en/policies/539-code-of-conduct>

ACTION: R. Tataryn to draft a revised Code of Conduct that includes a clause or clauses specific to social media issues/usage, for Board review and feedback.

ACTION: R. Tataryn to confirm if new or revised Archery Canada policies must go to the Members for approval (at either the AGM or a special meeting of the Members) or is the Board empowered to create and approve new and revised policies.

18.4 2019 Canada Winter Games (CWG) Technical Delegate

- A. Wills led brief discussion on possible candidates to serve as Archery Canada’s Technical Delegate for the 2019 CWG in Red Deer, Alberta.
- Suggestion: Rene Schaub of Lac La Biche, Alberta. R. Schaub has a number of strengths that merit his consideration for the Technical Delegate position. These strengths are as follows: i) strong technical background as a coach and judge; ii) strong background in judging (Continental Judge Candidate); iii) fluently bilingual; iv) well organized; and v) strong interpersonal skills.

MOTION #12 BOARD Meeting January 2015: Approach Rene Schaub to be the 2019 CWG Technical Delegate
 Moved by: T. Snooks Seconded by: A. Denys Carried

ACTION: A. Wills (in his capacity as President) to contact Rene Schaub and ask if R. Schaub is interested and available to volunteer as the Technical Delegate for the 2019 Canada Winter Games in Red Deer, Alberta. **NOTE: Rene Schaub has since agreed to serve as Technical Delegate for the 2019 CWG.**

18.5 Sport Canada Wordmark

- S. Ogilvie reported that NSOs and MSOS funded by Sport Canada are now required to display the Government of Canada wordmark. The following is an excerpt from a communication from Monique Giroux

Acting Director of the Sport Development Division at Sport Canada (Canadian Heritage):

- *The Government of Canada is moving to enhance the visibility of the financial support it provides to sport, and that the related changes would come into effect gradually in fiscal year 2014-2015 for winter sports and in 2015-2016 for summer sports.*

- *The clauses describing these additional requirements have been drafted and going forward will form part of the 2014-2015 Contribution Agreement, starting with Winter NSOs. The clauses will then be included in 2015-2016 Contribution Agreements for summer NSOs, MSOs and Canadian Sport Centres/Institutes.*

- *The Annex G that will form part of the Contribution Agreement indicates the full list of acknowledgment requirements.*

- Annex G referenced above is appended to these minutes. See APPENDIX 3.

ACTION:

S. Ogilvie / R. Tataryn / A. Wills to review the ANNEX G and identify where action is required by Archery Canada in order to ensure compliance with Annex G.

A. Wills to focus on the Archery Canada website.

S. Ogilvie & R. Tataryn to identify any Annex G requirements that may contravene World Archery restrictions (e.g., display of wordmark on national team uniforms).

18.6 Sport Matters Group Summit (S. Ogilvie)

- S. Ogilvie reported that he will attend Sport Matters Group Summit scheduled for January 30th in Ottawa.

- S. Ogilvie provided some background on the Sport Matters Group. The Sport Matters Group (SMG) is a voluntary group of leaders that come together to talk about the important contribution that sport makes to society and to collaborate in advancing sport and public policy. SMG members include over 60 National, Provincial & Multisport Organizations. Archery Canada is a member.

- For more information go to the Sport Matters Group website at: <http://www.sportmatters.ca/en/home>.

19.0 Meeting Adjournment (A. Wills)

- The President, A. Wills called for a motion to adjourn.

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| <p>MOTION #13 BOARD Meeting January 2015: That the Archery Canada Board of Directors meeting held on January 24th – 25th 2015 be adjourned.</p> |
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|-----------|----------|--------------|-----------|---------|
| Moved by: | A. Denys | Seconded by: | J. Hooley | Carried |
|-----------|----------|--------------|-----------|---------|

The meeting was adjourned at 12:20pm.

APPENDIX 1
President
Board of Directors Report
January 24 – 25, 2015

Archery in Canada is doing very well, thank to the work you folks do for our members! These are still very busy times and we still have a lot of work to do, just the day to day happenings are sometimes daunting! I feel we are making progress, great progress when you consider our size! I am pleased to welcome Hugh to this forum, he has already shown a good knowledge of the workings of our sport.

Our office is still running well, with Scott at the helm. At this time last year I reported that we were looking to hire a HP Manager with my hope of relieving Scott of some of the work load. Well, we now have a part-time HP Coordinator in place (Christine) which has lightened Scott's work load and Joan's (McDonald) as well. Also as you know, we have hired Alan Brahmst on a part-time contract as a HP Advisor. Although the workload remains heavy on the HP side, I'm hoping there is light at the end of the tunnel. Alan has helped us streamline alot of HP issues and has provided us strong leadership and strategic direction in the HP portfolio. Laura and Christine are managing their respective work portfolios very well and are providing a high level of service to our members.

Last year we began to move our membership database over to i@nseo, we didn't get started until late August and were not able to do much until well into September, missing the all-important renewal season. Laura and I have been working with the team in Italy and the system is now working well, we still have a few issues, but I am confident that this will prove to be a great asset for us in the future.

The scoring database, that we incorporated last year, has proven very valuable in score reporting and ranking, it did its job very well this year. Unfortunately the system will not incorporate with our new membership system, but will work for us for some time yet, hopefully long enough to see the integration into the i@nseo. It was another learning exercise for sure!

I reported last year that we had a new volunteer for the Canadian Regional Indoor Championship last year. Unfortunately, late in the year she was not able to carry on. Luckily, we found another volunteer, Ashlee Tanner who was able to get up to speed quickly. Hopefully this event will finish well next month.

With the demise of the 1440, we will again face a bit of a challenge at the nationals, I am concerned with how the Nationals are being run lately (nothing disastrous, but many small things), but hope we can come up with some strategies starting with this meeting.

Every year I close with a concern over our lack of new volunteers and succession planning! Suffice to say that this 'elephant in the room' is going to require our attention very soon. I for one recognize the need for new blood and our need for new leadership. I'm not going anywhere, but I really think we need to start thinking of a new president very soon!

Respectfully submitted by,
Allan R. (Al) Wills
President

APPENDIX 1
V-P Finance & Administration
Board of Directors Report
January 24 – 25, 2015

A year of change, a year of progression.

Movement and pace towards a structured professional sport organization.

Staff hirings and contract engagement for high performance activities.

Establishment of a national registrant database maintaining and tracking the accurate history of the individual.

A governance model implemented and a creation of a provincial sport council to engage and create guidance for the board of Archery Canada.

Recurring issues with harassment and displays of unsportsmanlike conduct dealt with in an expedient manner with positive outcomes.

Strong financial management and stringent audit controls put in place.

Protection of personal information concerns identified and met with establishment of policies to assure registrant's privacy is respected and protected.

Discussion surrounding the need to provide support to non Olympic athletes in the challenges we face with funding their endeavours.

The concept of development of a registrant contribution program to fund earmarked programs by way of financial contribution during membership sign up in respective provincial sport bodies.

Continued challenges in finding a national sponsor to lift our sport to a new level of recognition in the sporting community.

The good fortune of working with fellow board members and office staff truly engaged with the betterment of the sport and all archers.

In all, a productive and fulfilling year from the portfolio of administration.

Respectfully submitted by,
Robert Tataryn
V-P Finance & Administration

APPENDIX 1
V-P 3D Programs
Board of Directors Report
January 24 – 25, 2015

Since the August 2014 Board meeting, I have been working with the Organizing Committees for both the 2015 Indoor and Outdoor 3D Nationals.

The Indoor Nationals is on track. They had a minor problem with BC residents not being BCAA members, but that has been rectified. The judges have been named. The OC found a major sponsor in Whole Sports.

The Outdoor Nationals is moving along. They are concerned that the Hunter Class is no longer a recognized class. They may offer it as a non-competitive class.

I reviewed the 3D scorecards and eventually the necessary changes were made.

Because I am also the Membership Coordinator for Alberta, I have become fairly familiar with the I@NSEO program.

I have been communicating with Marc Gagnon concerning the World 3D team going to Terni, Italy in August. It is unfortunate that the OC for the event has yet to put out any valuable information. It is difficult for Marc to do any planning when all he knows is where and when the event is. I do not envy him the position, but he has been in contact with the members in regards to travel arrangements.

Respectfully submitted by,
Jude Hooey
V-P 3D Programs

APPENDIX 1
V-P High Performance
Board of Directors Report
January 24 – 25, 2015

HPC has been very active since our AGM held in August 2014 and is continuing to hold regular monthly teleconferences to ensure business is dealt with in a timely fashion. I am pleased to say that attendance by committee members is excellent as is the completion of the action items arising from our meetings.

In addition to the regular work of producing the 2015 able-bodied and para-archery documents, major events list, funding priorities, team selection criteria, ranking criteria and carding criteria, several new initiatives have been undertaken:

- Marc Gagnon has joined HPC as the Youth Coordinator and is fitting into this role very nicely.
- Our contract with Alan Brahmst our High Performance Advisor has been renewed. Alan's experience, insight and leadership continues to move our high performance program forward and I am confident we will realize the benefits far into the future.
- On the program front, OTP funding submissions have been submitted and received favorably by OTP. We have been approved for \$100,000; a 33% increase over last year. This is a direct result of the detailed analysis and comprehensive submission put together through the hard work of Alan, Joan, Shawn Riggs and Scott.
- HPC has implemented the newly adopted CCES Canadian Anti-Doping Program (CADP) (went into effect January 1st 2015) including identifying our National Team Athlete Pool, online anti-doping education and mandatory clauses in the Athlete Agreement. Nancy Littke is doing a great job monitoring our athletes to ensure we have 100% compliance with the new policy.
- Athlete and Team Staff Agreements have been revised and updated to reflect the new CADP.
- HPC, in collaboration with the Coaches Roundtable, has developed a comprehensive team selection policy. The policy consists of a standard policy document that is general in nature and an addendum specific to each international event. Team selection documents have been prepared for the Pan Am and Parapan Am Games as well as the World Championships on the Youth, Para and Able-bodied sides.
- HPC has initiated a new requirement that, those athletes that have been nominated by Archery Canada and subsequently that have been accepted for Athlete Assistance Program ("carding") by Sport Canada, submit a quarterly report on progress related to their training plan. HPC feels that we have a responsibility and accountability to Sport Canada to monitor our carded athletes to ensure they are meeting their responsibilities under the carding program.
- HPC, using our pool system of support staff, have selected and named the team support staff for the major tournaments including Shawn Riggs and Sylvain Cadieux for the Pan Am Games, Nancy Littke and Phil Henderson for the Parapan Am Games, and Marc Gagnon, Trina Snooks and Danielle Juteau for the Youth Worlds.
- After receiving two bids to host the Pan Am and World Championship Trials, HPC developed a bid analysis tool and subsequently the Montreal Archery Club has been selected as the host for the Trials.
- Sport Canada 2015 AAP Cards were awarded as follows:
 - Para: Kevin Evans, Karen Van Nest, Alec Denys
 - Recurve: Crispin Duenas, Jay Lyon, Hugh MacDonald, Georcy-Stephanie Thiffeault-Picard, Patrick Rivest-Bunster
- The Coaches Roundtable continues to be an effective tool in addressing strategic requirements for Archery Canada's high performance program. Thanks to Shawn Riggs, Sylvain Cadieux, Bruce Savage, Joan McDonald, Alan Brahmst, Iain Brambell and Alec Denys for their time and work on this committee.

Finally, I would like to recognize the valued contributions and commitment of my committee members to the high performance program, Joan MacDonald, Able-bodied Coordinator: Ryan Van Berkel, Para Archery Program Coordinator; Marc Gagnon, Youth Coordinator, Kevin Evans, Para Athlete Representative, Hugh MacDonald, Athlete Representative; Nancy Littke, Doping Control & Anti-Doping Education Coordinator, and Al Wills and Scott Ogilvie (ex officio members).

Respectfully submitted by,
 Alec Denys
 V-P High Performance

APPENDIX 1
V-P Development (formerly Events & Services)
Board of Directors Report
January 24 – 25, 2015

Below is a summary of the events and projects in my portfolio in which I have been involved over the past 5 months.

Ianseo Training:

I was involved in Ianseo training at Nationals the past summer. Representatives were also represented from all provinces/territories except for NL PEI, NWT and Nunavut. The program looks great to use and helped at Nationals as we ran it beside the current program. It was very quick and effective for scoring purposes.

For a membership database, there are some glitches in a few provinces. It's still unclear if these glitches can be worked out.

2014 Archery Canada Field and Target Championships:

The components of the 2014 Championships is as follows: Fred Usher Cup, Field - 24 target; Target – 1440 round; - a 720 round; Canadian Open - single elimination and held on the last day of the Championships.

It was decided by the majority that the 1440 round will be dropped from the format of Nationals to go along with the decision of World Archery to do the same.

A new format for this year will be as follows (pending changes as deemed necessary):

- Field 24 target
- Field Open
- Fred Usher Cup
- 2X720 round (144 arrows)
- Compound/Recurve Open
- Canadian Open

- Canadian Field Open is a proposed new event, loosely following the format from World Archery's World Field Championships. There the top 8 Jr/Sr, and Cadet/Master would shoot off, over 3 targets. The top 4 scores would go through after round 1, the top 2 scores in round 2 advance to final, the bottom 2 scores shoot off for bronze. This field will be set to allow spectator visibility, and multiple targets will be used to ensure timeliness. If agreed to in principle, a detailed set of rules can be created/submitted.)
- For the Canadian National Championships, it will be decided based on 144 arrows, shot in 72 arrow rounds, 1/day. The field will be split depending on entrants/divisions, with half the field shooting an AM/PM rotation, and the second group shooting a PM/AM rotation. All archers within a given category as designated for the Canadian Open will be assigned to shoot the same schedule.
- Open team rounds will be shot, using 2 person teams, following the World Archery format for mixed team competition. Teams will be made of of archers from any division/class, that competes in the appropriate division. Eg. Anyone shooting a compound bow is eligible to shoot the Compound Open team round. Archers will sign up their own teams, and organizers can assist in creating teams from "singles" Open Team event to be scheduled to immediately follow the PM round for a given equipment type(ie. In the example above, it presumes that recurves shoot the PM on Day1, and Compounds in the PM on Day 2)

2015 Canada Winter Games

The Canada Games in Prince George, BC are under a month away. All teams have been named. Al Wills has requested from all provincial/territorial members that a team picture and bio be sent to him for promotional purposes. Unfortunately, the majority of provinces did not complete this request; either they sent in a portion of the team or have not responded at all. This is very disappointing as the Canada Games is a major event for young archers.

COPARCO MICA MailMatch:

Lynn Durward of Waterloo, Ontario was again the volunteer Coordinator of Archery Canada's COPARCO MICA MailMatch Program. The 2015 program is going well so far. Thirteen sites have registered, which is a record for MICA in Canada.

Indoor MailMatch Program:

The Mail Match is being run by a new administrator this year - Gil Segovia of Saskatchewan and the SAA President. There are a few questions, mostly around the format (18m vs. Canadian 300) and how it's scored (inner ten vs. big ten for everyone).

Outdoor MailMatch Program:

This is the second season that Darcy Dean of BC has run the program. In his report he stated that the interest in the Outdoor MailMatch in the 2014 increased somewhat with six clubs participating spanning from British Columbia to Ontario with 41 registered archers competing. This is a slight increase from the initial offering in 2013 with the addition of one club and four competitors. He is very happy to run the program again this year.

Archery Canada Regional Indoor Championships:

Unfortunately, Sarah Grey had to step down as the Coordinator for this program but she recommended another person to take her place - Ashley Tanner of Toronto. Ashley has taken on the Coordinator role and is doing a very good job. She is receiving assistance from AI (Wills) in this position and hopefully she will be all set to coordinate it all herself next year.

Respectfully submitted by,
Trina Snooks
V-P Events and Services

APPENDIX 1
Able-Bodied Athlete's Representative
Board of Directors Report
January 24 – 25, 2015

The 2014 Outdoor season was very busy for many of Canada's archers as they took advantage of the opportunities that arose, sometimes quite suddenly. A lot of good work was accomplished by many archers preparing for a big and eventful 2015.

I would like to specifically recognize Eric Peters' bronze medal at the Youth Olympic Games in Nanjing, China.

Tournament debriefs, both day-to-day and overall for a tournament were tried out and have generated quite a bit of discussion. Naturally, there is a significant learning curve on all sides of the table. However, these debriefs, if properly implemented, appear to be a solid and accessible source of performance improvement.

2015 is off to a great start indoors, with Crispin Duenas and Christopher Perkins each winning their respective categories at the Lancaster Archery Classic, with Rachael Savage placing third in Women's Recurve as well.

An early season training camp in Salt Lake City, Utah starting on January 24th and leading into the Vegas International Archery Festival is a continuation of the high-performance push that was started in 2014. It is a great opportunity to gather together archers, coaches and other experts, taking advantage of the Easton Salt Lake Training Facility as a relatively central and high-quality location.

There is no doubt that this is an important year for our senior recurve archers, what with the Pan Am Games in Toronto and the first events at which they may earn Olympic spots for Canada. For many other categories there are World Championships in target and 3D events as well. Highlights for the upcoming year include World Outdoor Target Archery Championships, World 3D Championships, World Youth Archery Championships, World Para-Archery Championships and the World Archery World Cup series. There are many other events to keep our athletes at all levels busy and earning success through the year.

Here's to a great year, many medals and personal successes for our athletes in 2015!

Respectfully submitted,
Hugh MacDonald
Able-Bodied Athlete's Representative

APPENDIX 2: DRAFT Endowment Agreement between COC & Archery Canada

THIS ENDOWMENT AGREEMENT made as of this day of , 2015

Between

CANADIAN OLYMPIC FOUNDATION, incorporated under the *Canada Not-for-profit Corporations Act* as a non-share capital corporation and registered as a charity under the *Income Tax Act* (Canada)

(hereafter called “**the Foundation**”)

- and -

ARCHERY CANADA, incorporated under the *Canada Not-for-profit Corporations Act* as a non-share capital corporation and registered as a Registered Canadian Amateur Athletic Association under the *Income Tax Act* (Canada)

(hereafter called “**AC**”)

ARTICLE 1 INTERPRETATION

1.1 **Definitions:** The following words or phrases, when used in this Agreement, shall have the meanings herein set out:

- (a) “Advisory Committee” shall have the meaning set out in paragraph 2.10;
- (b) “Confidential Information” shall have the meaning set out in paragraph 3.6;
- (c) “Disbursement Quota” shall have the meaning set out in the Section 149.1 of the *Income Tax Act* (Canada);
- (d) “Endowed Fund” and “Endowment Fund” shall have the meaning set out in Schedule “A” to this Agreement;
- (e) “Fund” means the Archery Canada Fund, including all accrued income and growth in value of the Initial Contribution from time to time;
- (f) “Grant” means an amount to be paid by the Foundation from the Fund in furtherance of the Purposes of the Fund, and “Granting” means the act of making a Grant;
- (g) “Initial Contribution” means the sum of \$* to be transferred by AC to the Foundation, and which shall form part of the Fund;
- (h) “Parties” means the Foundation and AC, and “Party” means any one of them;
- (i) “Purpose” shall have the meaning set out in paragraph 2.3;
- (j) “Qualified Donee” shall have the meaning set out in Subsection 149.1(1) of the *Income Tax Act* (Canada);
- (k) “Restricted Gifts” shall have the meaning as set out in Schedule B to this Agreement;

1.2 **Schedules:** Schedule “A”, Endowment, Disbursement & Investment Policy, as amended from time to time (“Schedule “A”) and Schedule “B”, Granting Policy, as amended from time to time (“Schedule “B”) shall form part of this Agreement, provided that if there is a conflict between the terms of this Agreement and a Schedule, the provisions of this Agreement shall govern.

1.3

ARTICLE 2
CONTRIBUTIONS OF AC AND INVESTMENT OF ARCHERY CANADA FUND

- 2.1 **Contribution:** AC will donate the sum of \$* in cash or securities, to the Foundation for the purpose of establishing the Fund.
- 2.2 **Endowed Fund:** The Fund shall be an Endowed Fund and all Grants shall be used for the purpose of the Fund.
- 2.3 **Purpose:** The purpose of the Fund is to AC TO PROVIDE INFO ON PURPOSE OF FUND.
- 2.4 **Effective Date:** This Endowment Agreement comes into effect when executed by all Parties and AC completes the transfer of the Initial Contribution to the Foundation.
- 2.5 **Fund to be a Permanent Endowment:** Subject to paragraphs 2.15 and 2.166, and the provisions of ARTICLE 3 of this Agreement, the Parties hereto intend the Fund to be held by the Foundation as a permanent endowment, in accordance with the provisions of Schedule "A".
- 2.6 **Grants:**
- (a) Grants may be made out of income, growth in value of the Fund or both, but not out of the Initial Contribution except as provided for in paragraph 2.14.
 - (b) The directors of the Foundation will determine the amount available for Granting from the Fund in accordance with Schedule "A" and Schedule "B". The Foundation shall Grant not less than the amount necessary to enable the Foundation to satisfy the applicable Disbursement Quota as if the Fund was a stand-alone registered charity.
- 2.7 **Investment of the Fund:** The Fund will be invested in accordance with Schedule "A". The Parties agree that the assets in the Fund may be pooled with other endowment funds held by the Foundation (the "Pooled Fund"). The Pooled Fund shall be managed by professional investment advisors and monitored by the directors of the Foundation. By investing the Fund in the Pooled Fund, the Foundation shall take advantage of its ability to maximize the return on investment while minimizing operating costs.
- 2.8 **Separate Accounting Records:** Notwithstanding that the Fund will be managed as part of the Pooled Fund and is not required to be held as a separate trust fund, the Foundation will maintain separate and detailed accounting records allocating a pro-rated portion of the investments and the income of the Pooled Fund to the Fund, in accordance with the Reporting and Accounting provisions of Schedule "A".
- 2.9 **Fees:**
- (a) Administration Fee: The Foundation will charge an annual fee equal to 0.5% of the value of the Fund as at the end of each fiscal period to cover the Foundation's administrative costs in connection with the Fund, including accounting and report preparation fees.
 - (b) Investment Fee: An Investment Management Fee of 0.41% will be levied annually, calculated at the end of each fiscal period. All fees will be reported and paid on a yearly basis.
 - (c) The fees in (a) and (b) above may be adjusted from time to time as determined by the Foundation's Board of Directors if agreed to by AC in writing.
- 2.10 **Archery Canada Fund Advisory Committee:**
- (a) An Archery Canada Fund Advisory Committee (the "Advisory Committee") shall be created, having up to five members appointed as follows:
 - one person appointed by AC from among its Board of Directors;

- the Chief Executive of AC;
- one person appointed by AC who is an Olympian or Paralympian; and
- the Executive Director of the Foundation.

- (b) The mandate of the Advisory Committee is to assess the funding needs of AC and to make recommendations to the Foundation for Grants to be made from the Fund.
- (c) In making its recommendations, the Advisory Committee will take into account the need for recipient organizations to be Qualified Donees.
- (d) AN ADVISORY COMMITTEE IS NOT A REQUIREMENT – you may choose to state that annual grants will be made to AC without having to set up an advisory committee.

- 2.11 **Commencement:** Grants will commence in 2016. (Assuming funds are received in 2015).
- 2.12 **Advisory Committee to Make Recommendations:** Grants shall be made annually to AC or to other Qualified Donees consistent with recommendations made by the Advisory Committee. All such recommendations shall be made in writing to the Foundation for approval by the Foundation's directors, such approval to be withheld only if the recommended Grant would offend the provisions of the Foundation's Granting Policy.
- 2.13 **Foundation Discretion:** If funds are available to be Granted, but the Foundation does not receive any Grant recommendations from the Advisory Committee, or if such recommendations do not, in the reasonable opinion of the Foundation, meet the Purpose, or they are in conflict with the Foundation's Granting Policy, Grants may be made at the discretion of the directors of the Foundation which meet the Purpose and accord with the Foundation's Granting Policy.
- 2.14 **No Encroachment:** Notwithstanding the provisions of Schedule "A", the Initial Contribution may be encroached upon only in the following circumstances:
- (a) When needed to satisfy the required Disbursement Quota of the Foundation;
 - (b) If return of the Fund is requested by AC pursuant to the provisions of paragraph 2.15 or ARTICLE 3 of this Agreement;
 - (c) If approved by a unanimous vote of the AC Board of Directors for an extraordinary and urgent need related to Archery Canada.
- 2.15 **Fund Withdrawal by AC:** Provided it is then a Qualified Donee, AC may withdraw all or any part of the Initial Contribution from the Fund by giving notice in writing to the Foundation. 45 days after receipt of such written notice, the Foundation shall transfer the Fund to AC.
- 2.16 **Additional Fundraising:** The Parties acknowledge that the Foundation and AC may raise additional funds in the name of the Fund and that such additional funds shall not form part of the Fund, shall not be subject to the terms and conditions of this Agreement, but shall be held and granted by the Foundation in accordance with its own policies and procedures.
- 2.17 **Reporting:** A financial statement for the Fund will be prepared by the Foundation and made available to AC annually.
- 2.18 **Recognition:** With permission of AC, the Fund will be listed wherever the Foundation recognizes its endowment funds, including:
- (a) The Annual Report of the Foundation, and
 - (b) A Recognition page on the Foundation's website.

Other than the above-mentioned written recognition, AC will receive no promotional benefit from the Foundation in respect of the transfer of funds.

ARTICLE 3 VARIATION AND TERMINATION

- 3.1 **Variation of Purpose:** If at any time AC's initiatives related to **PURPOSE OF FUND** cease to exist, the Foundation will redefine the Purpose of the Fund, provided that such newly defined Purpose shall continue to be supportive of the development of Canadian athletes.
- 3.2 **Dissolution of Foundation:** Should the Foundation cease to exist, the entire Fund, including all accrued but undistributed income and growth in value of the Fund, shall be transferred to AC, or if AC also no longer exists, to one or more Qualified Donees each of which is able and willing to honour the Purpose of the Fund or to support the development of Canadian athletes.
- 3.3 **Termination:** Notwithstanding anything contained in this Agreement or the Schedules hereto:
- (a) Any Party may terminate this Agreement by giving 120 days written notice to the other Parties hereto.
 - (b) In the event of termination of this Agreement as herein provided, the Foundation shall disburse the Fund:
 - a) to AC,
 - c) upon demand by AC, to a Qualified Donee which is able and willing to honour the Purpose for the Fund.
- 3.4 **Dispute:** In the event of dispute arising pursuant to this Agreement, the Parties agree that they will take reasonable steps to keep the matter private and confidential, sharing information regarding the dispute only with those individuals within each organization, and advisers to each organization, who have a "need to know" about the dispute. Nothing in this paragraph shall be read as preventing a Party from taking such steps, including legal proceedings, as it, in its sole discretion deems advisable, to enforce its rights under this Agreement.
- 3.5 **Exception:** Notwithstanding the foregoing paragraph 3.4, AC will have no obligation to maintain the confidentiality of any information regarding a dispute (the "Confidential Information") if the Confidential Information is or becomes publicly known or available, otherwise than as a result of a breach of this Agreement by AC.

ARTICLE 4 GENERAL

- 4.1 **Amendments:** Any amendments to this Agreement shall be effective only if made in writing and signed by all Parties to this Agreement.
- 4.2 **Periodic Review of the Agreement:** The Parties will review this Agreement from time to time to ensure that the Fund is still serving its purpose, and that all Parties are satisfied to continue under the terms of this Agreement.
- 4.3 **Notice:** Any notice or other communication required or permitted to be given or made hereunder shall be in writing and shall be sufficiently given or made if:
- (a) delivered in person during normal business hours of the recipient on a business day and left with a receptionist or other responsible employee of the recipient;
 - (b) except during any period of actual or imminent interruption of postal services due to strike, lockout or other cause, sent by registered mail; or

- (c) sent by facsimile and receipt confirmed;

to the Foundation at: Canadian Olympic Foundation
 Attention: Leanne Nicolle, Executive Director
 21 St. Clair Avenue East, Suite 900
 Toronto, ON M4T 1L9

Fax 416-967-4902
 to AC at: Archery Canada
 Attention: Scott Ogilvie, Executive Director
 Prom. 2255 St. Laurent, Suite 108
 Ottawa, ON K1G 4K3
 Fax 613-260-2114

Each notice sent in accordance with this Section shall be deemed to have been received:

- (a) on the day it was delivered;
- (d) on the third (3rd) business day after it was mailed (excluding each day on which there is any interruption of postal services due to strike, lockout or other cause); or
- (e) on the same day that it was sent by facsimile or on the first business day thereafter if the time on which it was sent by facsimile was not during regular business hours on a business day.

Addresses for notice may be changed by giving notice in accordance with this Section.

- 4.4 **Performance on Holidays:** If any action is required to be taken pursuant to this Agreement on or by a specified date which is not a business day, then such action shall be valid if taken on or by the next succeeding business day.
- 4.5 **Governing Law:** This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws in force in the Province of Ontario. Each Party irrevocably submits to the non-exclusive jurisdiction of the courts of Ontario with respect to any matter arising hereunder or related hereto.
- 4.6 **Counterparts:** this Agreement may be executed in a number of counterparts. Each executed counterpart shall be deemed to be an original and all executed counterparts taken together shall constitute one Agreement.
- 4.7 **Indemnification:** Each Party to this Agreement, and their respective successors and assigns, shall from time to time, and at all times, be indemnified and saved harmless out of the Fund, from and against all claims, including costs, charges and expenses in connection therewith (including any legal expenses), whatsoever which are brought, commenced or prosecuted against them or any one of them for or in respect of any act, deed, matter or thing whatsoever made, done, or permitted by such Party to be done in connection with this Agreement, provided that such Party has acted honestly and in good faith with a view to the best interests of the Fund.

IN WITNESS WHEREOF the Parties have executed the Agreement as of the date set out above.

CANADIAN OLYMPIC FOUNDATION

ARCHERY CANADA

By:

By:

 Leanne Nicolle
 Executive Director

 Scott Ogilvie
 Executive Director

Marcel Aubut
Chair

Allan R. Wills
Director-at-Large

APPENDIX 3

ANNEX G: ACKNOWLEDGEMENT OF FINANCIAL ASSISTANCE

1. **General**

- 1.1. The “Department” as referenced in this Annex means the Department of Canadian Heritage over which the Minister of Canadian Heritage and Official Languages presides.
- 1.2. The “Project” as referenced in this Annex means any activity for which the Recipient has been funded either in whole, or in part, by the Department.
- 1.3. The “Acknowledgement Guide” as referenced in this Annex is the *Guide to public acknowledgment of financial assistance received*, which are incorporated by reference into and form part of this Agreement.
- 1.4. The “Wordmark” as referenced in this Annex means the “Canada” Wordmark. The style and use of the Wordmark are outlined in the [Acknowledgement Guide](#).
- 1.5. The Acknowledgement “Text” as referenced in this Annex is: “This project has been made possible in part by the Government of Canada.” , “*Ce projet a été rendu possible en partie grâce au gouvernement du Canada*”. Other acceptable variations of the Text are indicated in the [Acknowledgement Guide](#).
- 1.6. The requirements listed in this Annex apply equally to a final recipient who receives funds from the government of Canada through a third party. These requirements must be included in all agreements between the third party and the final recipient.
- 1.7. Recipient is encouraged to contact its Sport Canada Program Officer for questions regarding items in this Annex.

2. **Equal Acknowledgement**

- 2.1. Recipient must acknowledge the Government of Canada’s support in at least equal prominence, proportion and duration as any other funding party, supporter or sponsor who has made a similar financial or in-kind contribution to the Recipient in support of the funded project.
- 2.2. The requirement to acknowledge Government of Canada support as set out in this Annex applies to media or public activities undertaken by the Recipient that are related to promoting the project that has been funded either in whole, or in part by the Government of Canada. This requirement is applicable for the duration of the project. However, the Department may deem advisable to withdraw, either in whole or in part, the requirement for acknowledgement of federal funding by the Recipient.

3. **Official Languages**

Recipient must acknowledge the Government of Canada’s support in English and in French, according to the conditions set out in this Annex.

4. **Acknowledgement and Visibility Plan**

Recipient must develop an acknowledgement and visibility plan. This plan must demonstrate how the Recipient intends to use communications and marketing, including its social media presence, to offer visibility and acknowledge the support of funding parties, including the support of the Government of Canada. This plan must forecast major milestones for communications activities (e.g. tender notices, ground-breaking, official openings, etc.).

5. **Acknowledgement Activities**

5.1. **Printed materials, promotional items, clothing**

Recipient must display the Wordmark and, where space allows, the Text on all printed materials, marketing materials, public reports, publications and media products (including news or media releases, backgrounders, media kits and media advisories) issued in any format including print and electronic.

Where materials are online, the Wordmark will link to the Government of Canada website at <http://www.canada.ca>;

In cases where a published document is the funded project (e.g. publication of a magazine), the acknowledgement must be prominently displayed in the masthead or an acknowledgement page at the front of the publication regardless of where the logos of other sponsors, supporters or funding parties are displayed;

Recipient must display the Wordmark on any promotional items related to the funded project if the logos of other sponsors, supporters or funding parties are to be displayed;

Recipient must display the Wordmark on uniforms or clothing related to the funded project. Acknowledgement on clothing must be pre-approved by the Department.

5.2. Social media

In order to allow the Department to share or retweet information about the funded project, including photos and videos, the Recipient must provide the Department with the address of all social media accounts (Twitter, Facebook, YouTube, Flickr or others) in which the recipient publishes information related to the funded project, if applicable. Recipient must send its list of social media accounts via email at this address: social.media@pch.gc.ca.

5.3. Funding announcement

The Recipient must, upon the request of, and at a time agreed to by the Department, hold a funding announcement to announce the approved funding. Such announcement may be combined with other events or activities planned by the Recipient, and as agreed to by the Department. The Recipient must maintain the confidentiality of this agreement until the funding announcement.

5.4. Press Releases

The Recipient must include a standard paragraph in media releases that refer to funding sources for the funded project. See [Acknowledgement Guide](#) for details.

5.5. Websites and applications

Recipient must display the Wordmark and Text on the page or section where other sponsor, supporter or funding party logos are displayed for all Recipient-controlled public facing websites and applications (apps) related to the funded project. Where materials are electronic, the Wordmark must link to the Government of Canada's website at <http://www.canada.ca>.

5.6. Advertisements, public service announcements

Except in circumstances where acknowledgement would infringe upon the rights of a specific sponsorship arrangement or where contractual obligations preclude such acknowledgement, the Recipient must acknowledge the Government of Canada's support in every advertisement and advertorial (including paid or free placements and public service announcements), in any format including but not limited to print, electronic, and video, using the Wordmark if the logos of other sponsors, supporters or funding parties are to be displayed;

Recipient must also provide the Government of Canada an opportunity to include its own message if similar messaging is to be included by any other sponsor, supporter or funding party. Space allocated for such messaging will be at least of equal size, duration and prominence of that of any other sponsor, supporter or funding party.

5.7. Advertising space for purchase from Recipient

The Recipient must provide the Department with the first right of refusal to purchase from the Recipient (at the Department's expense), any advertising space that the Recipient purchases, rents, contracts or otherwise holds control over during the project event or activity and that is similarly offered to any other sponsor, supporter or funding party. Any such advertising space offered to the Department must be of equivalent value, quantity, quality and price as that offered by the Recipient to any other sponsor, supporter or funding party.

5.8. Interviews

If requested by the Department, the Recipient must provide an on-camera interview to be used by the Department for the promotion of related programs, initiatives or activities, along with an authorization form. Any costs related to production will be borne by the Department, if applicable;

Technical specifications, authorization forms and license templates are available in the [Acknowledgement Guide](#);

6. Acknowledgement for Special Events

Recipients who receive program funding from the Department must acknowledge Government of Canada support during public events such as, but not limited to championships, tournaments, conferences, trade shows, and stage productions undertaken by the Recipient which were included in the operational budget as a line item to be funded either in whole, or in part, by the Government of Canada.

6.1. Signage on event site(s)

The Recipient must acknowledge the Government of Canada's contribution on signage at all event sites funded in whole or in part by the Government of Canada using the Wordmark and Text in at least equal size and prominence of the logos or texts of any other sponsor, supporter or funding party symbol displayed on the signage;

Such signage must be positioned in prominent sightlines for public viewing (including site entrances and stage viewing) and within sightlines for television cameras during any recording or broadcasting of the funded activity or event;

In limited circumstances where such acknowledgement would infringe upon the rights of an exclusive sponsorship arrangement, such as a main sponsor, the acknowledgement signage must be placed in such a manner as to be consistent with those sponsorship arrangements while maintaining prominence and equality with the acknowledgement of any other sponsor, supporter or funding party.

6.2. Signage during event

For any funded project, acknowledgement signage including the Wordmark and Text must be prominently placed at any Recipient-controlled information center, kiosk, media conference or exhibit. The size and prominence of the acknowledgement must be in at least equal size and prominence of the logos or texts of the Recipient or any other sponsor, supporter or funding party logo displayed on the sign. Where media or the public are present, acknowledgement signage must be placed within the camera angle of any media and within the viewing sightline of the public.

6.3. Verbal acknowledgement

Recipient must acknowledge the Government of Canada's support verbally during any speaking opportunities at media events or activities related to the funded project (including milestone events, media interviews, etc.), before, during and after the funded project;

Such acknowledgement must be made by either the Recipient or by the most senior representative of a Recipient organization in attendance. Sample verbal acknowledgement texts are available in the [Acknowledgement Guide](#).

6.4. Speaking role

The Recipient must provide the Department with a speaking role of duration at least equivalent to that of other sponsors, supporters or funding parties before, during and after any funded project event or activity or at any related public or media event;

The speaking order of participants will be determined by the Table of Precedence of Canada or other precedent by agreement of the Department at the time of the event;

Recipient must provide 15 business days' notice of activities or events where a speaking role is to be provided.

6.5. Electronic billboards, signs and screens

During the event, Recipient must present the Wordmark and Text on any electronic billboard, sign, or screen, if the logos of any other sponsor, supporter or funding party are displayed. In such case the Wordmark and Text must be at least of equal size, prominence and duration as that of any other sponsor, supporter or funding party.

6.6. Pavilion or kiosk

The Recipient must provide the Department with the first right of refusal to purchase or rent, at its own cost from the Recipient, any space that the Recipient purchases, rents, contracts or otherwise holds control over during or prior to the event to use as a pavilion or kiosk space during a funded event if such space is offered to any other sponsor, supporter or funding party. Any such space offered to the Department must be at least of equivalent size, value, quality and price to that offered to any other sponsor, supporter or funding party.

6.7. Distribution of promotional material

The Recipient must, upon request, assist the Department with the distribution of Government of Canada promotional materials to the public in attendance at a funded event. If requested by the Department, the Recipient must provide access passes and space at the event site for Department's staff to undertake such distribution.