

CFB ESQUIMALT POWER BOAT CLUB CONSTITUTION AND BY-LAWS

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**CANADIAN FORCES BASE ESQUIMALT POWER BOAT CLUB
CONSTITUTION AND BY-LAWS**

FORWARD

1. The Canadian Forces Base (CFB) Esquimalt Power Boat Club Constitution and By-Laws are issued on the authority of the Base Commander Canadian Forces Base Esquimalt. It is structured in accordance with A-PS-110-001/AG-02-Morale and Welfare Programs in the Canadian Forces, QR&O 4.61 and DAOD 5045-0.
2. A Constitution, as applied to an institute, is a document which articulates the authorized principles according to which the institute is formed and governed. All details shall be contained in a set of institute rules known as “Constitution and By-Laws”.
3. The CFB Esquimalt Power Boat Club Constitution and By-Laws with amendments is effective on receipt and supersedes all earlier issues.

Recommended/~~Not Recommended~~

Recommended/~~Not Recommended~~

//Original signed by//

//Original signed by//

D. Sutherland
Sr Mgr, PSP
3-8487
09 March 17

M.S.J. Lessard
Cdr
BAdminO
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12 March 17

Approved / ~~Not Approved~~

//Original signed by//

S.M. Waddell
Captain (Navy)
Base Commander
Dated: *20 April 2017*

CFB ESQUIMALT POWER BOAT CONSTITUTION

NAME

1. The Canadian Forces Base (CFB) Esquimalt Power Boat Club is hereafter referred to as the “Club”.

AUTHORITY OF ESTABLISHMENT AND OPERATION

2. The Club is established under authority of QR&O 4.61. It shall operate in accordance with regulations and orders governing Special Interest Activities in the Canadian Forces, the Constitution and By-Laws.

PURPOSE OF OPERATION

3. The Club shall operate as part of the CFB Esquimalt Personnel Support Program (PSP) specifically to provide members with the opportunity for recreational boating and fishing and associated camaraderie.

MEMBERSHIP

4. Memberships shall be categorized as “Regular”, “Ordinary”, and “Associate”, in accordance with Categories of Membership: Community Recreation Clubs and Special Interest Activities Guidance, dated 22 July 2013 (and its amendment dated 10 Feb 2014) or “Honourary Life” members in accordance with this Constitution. Serving Regular members have priority over all other membership types for all services and facilities offered by the Club. All members in good standing may vote at General Meetings (GM).

- a. Club membership fees shall be established by a majority vote at the Annual General Meeting (AGM); and
- b. each member, with the exception of Honourary Life members, is required to pay an annual membership fee as detailed in the By-Laws; and
- c. all memberships shall be for a one (1) year period, based on an annual fiscal year: April to March, or portion thereof, and without prejudice to renewal of membership for future one (1) year renewals.

5. Membership categories are as follows:

- a. Regular Members: The following persons are eligible for Regular membership:
 - (1) currently serving Regular and Reserve Force personnel and their families;
 - (2) Veterans and their families;

- (3) members of Foreign Military currently serving with the CAF and their families; and
- b. Ordinary Members: The following persons are eligible for Ordinary membership:
- (1) current DND Public Service Servants, employees/full-time contractors (for the period of their contract), former DND Public employees receiving a pension for DND service and their families;
 - (2) staff of NPF, CAF and their full-time contractors (for the period of their contract) , and former staff of NPF receiving a pension for NPF service and their families;
 - (3) serving RCMP and their families;
 - (4) members of the Canadian Corps of Commissionaires, or other security force when employed at a CAF location and their families;
 - (5) staff of the MFRC and their families.
- c. Associate Members: Subject to approval of the Base Commander or his/her representative, any person not specified in the paragraphs above may be invited to become an Associate member. Associate membership shall be approved for one (1) year with no guarantee of renewal for further on (1) year terms and may be renewed upon approval of the Executive Committee.
- d. Honourary Life Member - The following criteria shall be met for Honourary Life Membership (HLM):
- (1) must have been a Club Regular or Ordinary member for a minimum of ten (10) continuous year;
 - (2) must have provided exceptional service to the Club;
 - (3) must be nominated (using the HLN Nomination Form) by a Regular or Ordinary member forwarded to the Membership Chair;
 - (4) must be confirmed by a minimum 75% vote of the Executive Committee;
 - (5) shall not exceed 5% of Club membership; and
 - (6) awarding of HLM to the member entitles him/her to all privileges of an Ordinary member.

TERMS OF MEMBERSHIP

6. Club members have the fundamental rights, inherent in the Club membership, subject only to specific limitations or restrictions contained in the Constitution and/or By-Laws.

7. Ordinary and Associate Members shall be on a quota system whereby their combined numbers should not exceed the guidelines promulgated by the Special Interest Activity Policy, or the Base Commander as follows:

- a. Ordinary Members – combined Ordinary & Associate shall not exceed 50% total membership; and
- b. Associate Members – 20% of total membership.

8. During the year, applicants may complete an application form and submit it to the Membership Chair. These applicants may be permitted to join the Club if the Club's quota for Ordinary or Associate members will not be exceeded. If the Club's quota is filled, then the applicants will be placed on a waiting list.

EXECUTIVE COMMITTEE

9. The Club shall be administered by an Executive Committee of members selected from the membership, responsible to the Base Commander through the Senior Manager, PSP.

10. The Executive Committee shall consist of:

- a. President (serving CAF member);
- b. Vice-President (serving CAF member);
- c. Secretary;
- d. Treasurer (serving CAF member);
- e. Membership Chair;
- f. Wharf Master;
- g. Compound Custodian;
- h. Clubhouse Custodian;
- i. Entertainment Chair;
- j. Fishing Derby Coordinator;
- k. Environmental/Safety Officer; and
- l. Web Master/Public Relations officer.

11. The term of the Office shall be for a period of one (1) year and will be voted upon at the Club Annual General Meeting. A Committee Member may be removed from office, by majority consensus of the Executive Committee, should that member not be fulfilling their duties and responsibilities as detailed in the By-Laws.

12. Should an Executive position become vacant during the year, the President may appoint a temporary replacement to serve until the next General Meeting.

13. The duties and responsibilities of the Committee members are set out in the By-Laws of this Constitution.

14. In addition, the Executive Committee may approve Special Standing Committees when appropriate. The Chair of these Committees will attend all Executive Committee meetings throughout their tenure.

MEETINGS

15. Meetings shall be as follows:

- a. Executive Meetings: shall be held at the call of the President, but not less than three (3) times annually to consider and as required:
 - (1) approval of expenditures outside of the approved annual budget and within the Executive Committee authority; and
 - (2) any matters relating to the operation of the Club.
- b. General Meetings: shall be held at the call of the President, on a majority vote of the Executive Committee, in order to have a special resolution passed by the general membership.
- c. Annual General Meetings: at least one Annual General Meeting shall be held annually to discuss:
 - (1) financial statements and operating budget;
 - (2) proposed Club activities;
 - (3) election of Officers; and
 - (4) any other matter concerning the conduct of Club activities.

16. Sub-Committee meetings shall be held as required or as called by the President or the Chair of the applicable Committee in order to carry out their responsibilities.

QUORUM

17. A General Meeting of the Club shall be dissolved should a quorum not be present. A quorum is deemed to be established when 20% of the combined Regular and Ordinary Club membership is in attendance, or as established by the Base Commander.

VOTING

18. Motions passed at a General Meeting and/or Executive Committee Meetings require a majority vote of the members in attendance and/or proxy.

19. All Club members are entitled to vote on matters affecting Club operations, including the election of the Executive Committee members and Club finances. In the case of a tied vote, the President shall cast the deciding vote.

SUBMISSION OF MINUTES

20. Minutes of meetings are to be taken by the Secretary. Minutes shall be staffed in accordance with CFB Esquimalt PSP directive, and submitted for approval within twenty-one (21) days of the meeting. A signature authority sheet shall accompany all minute(s) raised by the Club. Approved minutes shall be posted in the Clubhouse, on the Club web page and kept on file.

FIVE-YEAR PLAN

21. The Executive Committee shall prepare a business plan one (1) year plan and five (5) year plan to forecast long term facility investment plans and expenditures which are designed to sustain the efficiency of the Club's facilities, capabilities and operations. The Five-Year Plan will be presented at the Annual General Meeting for approval by the membership.

OPERATING BUDGET

22. The Club shall conduct its program through funds provided through membership fees or grant and loans obtained from the Base Fund Committee. The Executive Committee shall prepare an annual operating budget and present it to the membership for approval at the Annual General Meeting. Once approved by the membership and ratified by the Base Fund Committee, this budget shall comprise the Club's activity program for the next fiscal year.

EXPENDITURES

23. Once the funds have been approved by the Base Fund Committee, the President shall be responsible for the distribution of funds. In the absence of the President, authority to purchase and/or expend funds will be delegated to the Treasurer. The Treasurer shall record all transactions.

CONDUCT AND DISCIPLINE

24. Members of the Power Boat Club shall at all times respect and adhere to the Constitution and amplifying By-Laws. General conduct will at all times reflect well on the Club, the Power Boat Club and the Canadian Armed Forces. Any member or their guest displaying behavior not in accordance with expected conduct, that may affect the Club, will have their actions reviewed

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by a Disciplinary Review Board comprised of the Executive Committee. The Executive Committee, with the approval of the Senior Manager, PSP will institute sanctions or suspensions.

AMENDMENTS

25. Proposed amendments to the Constitution shall be posted in the Clubhouse for the membership 30 days prior to the Annual General Meeting and held in library with the Secretary. Proposed amendments to the Constitution may be voted on by the membership at the Annual General Meeting. Prior to implementation, the amendments approved by the membership shall be staffed through the Senior Manager, PSP to the Base Commander for final approval. The Secretary shall notify the membership when the amendments are approved.

CFB ESQUIMALT POWER BOAT BY-LAWS

PURPOSE

1. The purpose of the Canadian Forces Base (CFB) Esquimalt Power Boat Club By-Laws is to amplify the policies as set forth in the CFB Esquimalt Power Boat Club Constitution and to provide operational guidelines and rules for the Club.

EXECUTIVE COMMITTEE

2. Duties and responsibilities:

a. President: shall be elected by the membership and approved by the Base Commander for the period of one (1) year. The duties and responsibilities of the President include:

- (1) being directly responsible to the Senior Manager, PSP for all matters pertaining to the Club;
- (2) shall preside over all Annual General Meetings, Executive Meetings and General Meetings;
- (3) attend all Base Fund Committee meetings;
- (4) prepare and revise, as needed, an annual activity plan;
- (5) prepare and administer the Club operating budget;
- (6) prepare the Club Five-year Plan;
- (7) distribute and/or expend funds, noting that the authority to expend funds may be delegated in writing to the Treasurer;
- (8) verify the Club equipment inventory at least once annually with the Club Custodian;
- (9) produce Club activity reports and submit to the Senior Manager, PSP in accordance with current policy; and
- (10) ensure all Executive Committee members carry out their duties in accordance with their Terms of Reference.

b. Vice-President: shall be elected by the membership and approved by the Base Commander for the period of one (1) year. The duties and responsibilities of the Vice-President include:

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- (1) act as the President when the President is absent or deployed;
- c. Treasurer: shall be elected or re-elected by the membership and approved by the Base Commander for the period of one (1) year. The duties and responsibilities of the Treasurer include:
- (1) prepare the Club Operating Budget with inputs from the Executive Members;
 - (2) prepare financial reports;
 - (3) maintain the Clubs financial accounts, including maintaining a record of receipt of funds and operating expenses;
 - (4) disburse funds for Club activities;
 - (5) obtain authority from the Executive Committee prior to the disbursement of funds and the purchase of equipment; and
 - (6) ensure all financial transactions are staffed through the Non-Public Funds Accounting Office (NPFAO) for action.
- d. Secretary: shall be elected or re-elected by the membership and approved by the Base Commander for a period of one (1) year. The duties and responsibilities of the Secretary include:
- (1) record and publish minutes of meetings;
 - (2) action Club correspondence, including recreation club activity request and reports;
 - (3) announce meetings;
 - (4) assume the task of the Club's internal and external publicity; and
 - (5) prepare an annual budget estimate for expenses.
- e. Membership Chair: the Membership Chair shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Membership Chair include:
- (1) maintain a membership list of all Club Members and their status (i.e.: Regular, Ordinary, Associate and Honourary);
 - (2) process new memberships;

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- (3) maintain up-to-date copies of member applications forms;
 - (4) ensure that the number of Ordinary and Associate members does not exceed the quota;
 - (5) send out invoices to all Members to inform them of membership fees due in the next fiscal year;
 - (6) ensure that all funds collected are verified accurately through Personnel Support Programs in writing; and
 - (7) prepare an annual budget estimate for expenses.
- f. Wharf Master: the Wharf Master shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Wharf Master include:
- (1) coordinate the operation and maintenance of the wharf complex;
 - (2) allocate berths to Club Members;
 - (3) maintain a waiting list of members requesting berths when the wharf is at full occupancy;
 - (4) maintain a register of all berth occupants and their boats;
 - (5) remove any boat from the wharf if:
 - (a) it is not registered to an eligible berth holder;
 - (b) it is derelict or in danger of sinking; or
 - (c) it is causing damage to the floats or to other boats
 - (6) liaise with the Membership Chair regularly to provide data on wharf occupants, boat lengths, etc.; and
 - (7) prepare an annual budget estimate for expenses.
- g. Clubhouse Custodian: the Club Custodian shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Clubhouse Custodian include:
- (1) responsible for all Clubhouse facilities;
 - (2) verify the Clubhouse inventory at least once annually;

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- (3) ensure the safety and security of stored equipment;
 - (4) maintain an inventory of all Clubhouse property;
 - (5) control the temporary issue and receipt of Clubhouse property to members;
 - (6) administer the loss of equipment not issued in accordance with standard equipment loan procedures;
 - (7) prepare the Club operating budget with inputs from the Executive members;
 - (8) prepare an annual budget estimate for expenses.
- h. Compound Custodian: the Compound Custodian shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Compound Custodian include:
- (1) supervise the operation and maintenance of Building WP1061 and its compound;
 - (2) maintain a list of all members with trailers stored in the Building WP1061 compound;
 - (3) control the usage of Building WP1061 maintenance bays and maintenance pads;
 - (4) maintain an inventory of all Compound property;
 - (5) control the temporary issue and receipt of Compound property to members;
 - (6) administer the loss of equipment not issued in accordance with standard equipment loan procedures; and
 - (7) prepare an annual budget estimate for expenses.
- i. Fishing Derby Coordinator: the Fishing Derby Coordinator shall be elected by the General membership for the period of one (1) year. The duties and responsibilities of the Fishing Derby Coordinator include:
- (1) organize and advertise Club Fishing Derbies to the membership;
 - (2) prepare an annual budget estimate for derby expenses;

- (3) collect weigh-in slips from the wharf and keep records throughout the year for the Ladder Derby prizes;
 - (4) prepare a Derby Report for Club records following each derby and deliver copies to the Secretary and Treasurer;
 - (5) purchase and present derby prizes; and
 - (6) all other Derby activities assigned by the Executive Committee.
- j. Entertainment Coordinator: the Entertainment Coordinator shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Entertainment Coordinator include:
- (1) ensure that food and refreshments are provided for all Club sponsored activities and that costs are within budget;
 - (2) plan, conduct and report the cost of Club functions to the Treasurer; and
 - (3) prepare an annual budget estimate for entertainment expenses.
- k. Environmental/Safety Officer: the Environmental/Safety Officer shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Environmental/Safety Officer include:
- (1) be the point of contact for issues involving the environment, conservation, safety and special projects as assigned by the Club President;
 - (2) provide up-to-date information and advice on the above listed issues to the Club President, Executive Committee and Club general membership;
 - (3) attend Base and Personnel Support Program meetings relating to environment/safety and special project issues, and represent the Club as authorized by the Club President;
 - (4) chair special project committees as directed by the Club President; and
 - (5) prepare an annual budget estimate for expenses.
- l. Web Master/Public Relations Officer: the Web Master/Public Relations Officer shall be elected by the membership for the period of one (1) year. The duties and responsibilities of the Web Master/Public Relations Officer include:
- (1) construct, manage and maintain the Club web site in compliance with Base and DND directives;

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- (2) post Club information of interest to the general membership;
- (3) attend Base and Personnel Support Program meetings relating to public relations and special project issues, and represent the Club as authorized by the Club President; and
- (4) prepare an annual budget estimate for expenses.

ELECTION OF EXECUTIVE COMMITTEE MEMBERS

3. All Executive members shall be elected by a membership majority vote in attendance at the Annual General Meeting.

4. Should an Executive Member, for whatever reason, be unable or unwilling to continue in their office, a General Meeting will be held for the purpose of electing a new member to the position. Any member wishing to terminate their position must give at least two (2) weeks' notice. The President shall ensure that the outgoing Executive Member carries out a position turn over with the incumbent, prior to leaving the position. In the event that a General Meeting cannot be held and/or replacement member elected, the President on approval of the Executive Committee may appoint an authorized Club member to hold the position until such a time as a replacement can be elected.

SPECIAL COMMITTEES

5. The President may appoint Special Committees to carry out and/or coordinate Club activities as required.

REPORTS AND RETURNS

6. The President shall prepare an annual report on the Club activities. The report is to include the number of participating members, activities participated in, budget review and update, recommendations for future Club endeavors and any other information the President feels it is important to report.

OPERATION AND MAINTENANCE (O&M) BUDGET

7. The Clubs operating budget shall be prepared by the Treasurer and approved by the Executive Committee prior to being presented to the membership for approval at the Club Annual General Meeting. Once approved by the membership and ratified by the Base Fund Committee, this budget will comprise the Club activity program for the next fiscal year. Any amendments to the program suggested by Base Fund Committee shall be incorporated in the operating budget without the approval of the membership. The Club shall receive, disburse, and account for all allowances and expenditures, which apply, to it through the NPFAO.

8. Club members will be responsible for non-budget expenses that may be incurred for Club activities, including social events. No remuneration either in cash or in kind shall be paid for

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service as a member of the Executive Committee or a Sub-Committee, with the exception of reimbursement of actual “out of pocket” expenses incurred in service to the Club.

9. The Club will maintain a petty cash fund as recommended by the Executive Committee and approved by the Base Fund. This fund will be held and controlled by an individual appointed by the President. The petty cash fund will be audited by the Treasurer as part of the annual operating budget.

EXECUTIVE AUTHORITY

10. The Executive Committee has the authority to expend funds within the limits of budgeted allocations in the annual operating budget.

SIGNING AUTHORITY

11. The signing authority for NPF requisitions shall be one of the following, supported by appropriate receipts or invoices:

- a. President;
- b. Treasurer; and
- c. any member of the Executive Committee appointed in writing to act on their behalf.

Copies of all transactions will be passed to the Treasurer for accurate bookkeeping in the financial files.

CLUB MEMBERSHIP, WHARFAGE AND COMPOUND FEES

12. Membership, wharfage and compound fees shall be approved annually at the Annual General Meeting. Approved fees are applicable to the Fiscal Year calendar - 1 April to 31 March.

13. Invoices will be issued in the first week of March by the Membership Chair for membership, wharfage and compound fees (as applicable) for the new Fiscal Year.

14. Fees not paid by the close of business on 31 March will result in the termination of membership, wharfage and compound privileges (as applicable), and forfeiture of seniority. Terminated members may reapply to join the Club.

15. Membership cards shall be issued to all Members on payment of annual fees. Members shall be in possession of their membership card whenever using Club facilities. Lost membership cards may be replaced by the Membership Chair.

GENERAL CONDUCT, DISCIPLINE AND REVOKING OF MEMBERSHIP

16. It is the responsibility of all members to abide by the Club Constitution, By-Laws, PSP Policy Manual, Special Interest Activity (SIA) Manual and the BSO. In addition, Club Members and their guests shall maintain high standards of conduct and deportment. In particular, this responsibility includes ensuring that their actions will not endanger anyone, nor discredit the Club or the Canadian Armed Forces.

17. Any member engaging in misconduct that adversely affects the Club shall stand before a Disciplinary Review Board. The Disciplinary Review Board will be appointed by the Executive Committee and chaired by an Executive member. The Disciplinary Board will make written summary of their findings and make recommendation on revoking membership, institute sanctions and/or membership suspensions. The Executive members not involved with the Disciplinary Board, through a majority vote, will decide which recommendations to apply. The Executive Committee with the approval of the Senior Manager, PSP, may (by a majority vote) institute such sanctions or suspensions as deemed appropriate.

18. Serious transgressions include, but are not limited to:

- a. theft of property;
- b. willful damage to Club or other members' equipment;
- c. unsafe practices;
- d. illegal activities in contravention of Federal, Provincial or Base rules and regulations; or
- e. any inappropriate activity that discredits the Club or the Base.

19. All Club facilities and the boat launching ramp may not be used by persons other than Members of the Club, except for:

- a. visitors sponsored by the Club;
- b. guests accompanied by Club Members;
- c. CFB Esquimalt personnel on official business on property and facilities assigned to the Club; and
- d. other Government Departments (OGD).

20. Members may entertain guests at the Club. Members shall accompany their guests and be responsible for their conduct. If moorage is authorized for a guest by the Wharf Master, the guest's boat shall be properly registered in compliance with Federal and Provincial regulations.

The period of guest moorage at Club facilities shall not exceed 72 hours in berth assigned by the Wharf Master.

EQUIPMENT

21. The Club Custodian and Compound Custodian shall maintain an accounting of all Club facilities and equipment as recorded by Personnel Support Programs. An audit of this property shall be conducted semi-annually. Discrepancies or changes shall be reported to Personnel Support Programs whenever required.

22. Club equipment is intended for the exclusive maintenance of Club facilities and equipment. It shall not be removed from Club property for personal use off-site. The Clubhouse Custodian and Compound Custodian shall control the receipt and issue of Club equipment to Members in support of Club maintenance activities.

23. Damaged or lost equipment shall be reported immediately to the Clubhouse Custodian or Compound Custodian (as appropriate). A written account of the circumstances surrounding the damage or loss of equipment shall be submitted by the Fixed Asset (FA) Holders to the Club President, who will in turn submit a loss/damage report to the Chairman of the Recreation Council. The loss/damage report shall contain the following:

- a. a written statement detailing the circumstances leading to the loss or damage prepared by the member to whom the equipment was issued;
- b. the probable cause of the damaged or lost equipment;
- c. the cost of the damaged or lost equipment; and
- d. a decision by the Club President recommending recovery action or write-off.

24. The cost of repairing or replacing Club property will be charged as follows:

- a. if by an accidental act of a member or member's guest, the full cost may be borne by the Club; and
- b. if by willful or negligent act of a member or a member's guest, the cost shall be borne by the member.

LICENCES

25. When operating a boat, members and their guests shall be in possession of all valid licenses required under:

- a. Federal and Provincial fish and game regulation;
- b. Vessel Operating regulations; and

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- c. Club regulations.

26. The contravention of these mandatory laws and regulations may result in the forfeiture of Club membership.

BOAT OWNERSHIP

27. All boats permanently moored at the Club wharfs, or boats and trailers stored in the Compound, shall be the property of one (1) members of the Club residing in, or posted to the Victoria area.

ALLOCATION OF BERTHS AND COMPOUND STORAGE

28. The Executive Committee shall review and amend annually (where required) the rules and regulations governing berth allocation, occupancy, and compound usage. Berth occupancy is subject to annual renewal of Club membership, berthing fees, quotas and seniority in each respective membership category.

29. Berths and trailers space shall be allocated by the following order of precedence:

- a. Regular members shall be allocated berthing and trailer space by Regular Club membership seniority;
- b. berths and trailer space not occupied by Regular members may be allocated by seniority to Ordinary/Honourary Life members, then by seniority to Associate members; and
- c. the Wharf Master and Compound Custodian will maintain two (2) waiting lists as follows:
 - (1) Regular members list; and
 - (2) Ordinary/Honourary Life and Associate members list.

30. All members allocated a berth or compound space shall sign a letter acknowledgement to ensure that they understand the possibility of being displaced by other Club members whose allocation order of precedence is higher than their position.

BERTH OCCUPANCY

31. The Wharf has 98 berths, most of which are on 20-foot fingers. There are a limited number of 25-foot and 30-foot berths.

32. Members may apply for a berth by contacting the Wharf Master. The Wharf Master will allocate a berth if one is available and the member's precedence and seniority criteria are met.

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33. Wharfage fees shall be based upon overall length of the vessel including all appendages.

34. As a general policy, a boat greater than 30 feet overall (including swim grids and bowsprits) shall be ineligible for a berth. If a boat is slightly over 30 feet, the Executive Committee may authorize the boat to be berthed, provided that a suitable berth is available, and a slight overhang will not cause a potentially hazardous problem.

35. The Wharf Master will assign berths based upon the physical dimensions of each boat. Generally, boats shall not be berthed with an overhang which impedes safe movement along the floats. In all cases, the Wharf Master and Executive Committee are the final authority on the suitability of a berth and boat combination.

36. As criteria for berth allocation and continued retention all members shall:

- a. maintain a current copy of boat liability insurance issued in the member's name;
- b. affix a valid license/registration number issued in the member's name to both sides of the hull;
- c. affix an owner's information card to the window closest to the finger on which the boat is moored indicating:
 - (1) the name of the owner;
 - (2) contact telephone number; and
 - (3) boat length.
- d. ensure that the Membership Chair has an accurate description of their current home address, email address and telephone number.

37. Berth holders shall not sublet their berth. Berth holders who vacate their berths for more than one (1) month shall advise the Wharf Master, who will then have the authority to sublet the vacant berth to the member at the top of the waiting list. Berth holders retain the right to re-occupy their berth on seven (7) days' notice.

38. Berth holders whose berth remains vacant for a period greater than three (3) months may be required to forfeit their berth if they cannot justify to the Wharf Master just cause to retain the berth.

BERTH MAINTENANCE

39. Members with a boat moored at the wharf are responsible for the maintenance of their boats at all times, including periods of extended absence.

ELECTRICITY

40. The consumption of wharf electricity by members' boats is restricted to not more than 500 watts per boat while unattended. Violations will result in electricity being disconnected and the member's continued berthing privileges being reviewed by the Executive Committee.

TERMINATION OF BERTH RENTAL

41. Members permanently vacating a berth before the end of a fiscal year shall be refunded a sum equal to one-twelfth of the yearly rate for each full month remaining in that Fiscal Year.

BOAT SPEED IN THE MARINA AREA

42. Boat speed within the Club's Rose Bay marina breakwater is restricted to the minimum speed required to maintain safe navigational control, normally not more than 3 knots per hour. A speeding offence will result in a verbal warning from the Wharf Master. A subsequent speeding offence may result in member's continued berthing privileges being reviewed.

SALE OF A BERTHED BOAT

43. If a member's boat is sold, the boat shall be removed from the berth within seven (7) days of the sale. Berths shall not be transferred with the sale of the boat.

AUTHORITY TO REMOVE A BOAT FROM THE WHARF

44. In accordance with direction from Base Operations (BOps) and only once the Senior Manager, PSP has confirmed the appropriate attempts to contact the owners have taken place, a boat may be removed from the wharf and impounded either in the storage compound or at a commercial facility. All costs arising from such removal action shall be at the expense of the owner. Situations that may warrant this are, but not limited to:

- a. the boat is in danger of sinking;
- b. the boat is occupying an unauthorized berth not assigned to the owner;
- c. the boat is causing damage to the wharf or to other boats; and
- d. the removal is ordered by the Executive Committee.

45. The Executive Committee shall have the authority to order a boat removed from the wharf and stored in the compound or at a commercial facility, at the owner's expense if:

- a. the wharfage payments are delinquent and the member has not responded to a written warning;
- b. the member has repeatedly failed to assist in wharf maintenance obligations;

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- c. the member's application contains fraudulent information;
- d. the boat has been neglected and the member has not responded within 14 days to a verbal warning and;
- e. the member has violated the Club Constitution and By-Laws.

46. When circumstances warrant the removal of a boat from the wharf; DND, the Club, the Executive Committee and the Wharf Master shall not be liable for any damage to the boat which may occur as a result of the removal.

NO COMMERCIAL VENTURES

47. Members shall not launch or berth any vessel at the Club floats that is being used in a commercial or business venture.

STORAGE OF GEAR ON THE FLOATS

48. Members shall not to store any boat parts, dinghies or crab pots, etc. on the floats. The wharf shall be kept clear for safety, fire and medical reasons.

INSURANCE REQUIREMENTS

49. Vessels moored at the Club floats, or boats and or trailers stored at the Compound shall be wholly or partially owned by a Club member, and shall have valid vessel liability insurance in the member's name.

50. As a condition of continued berth occupancy, berth holders shall provide proof of vessel insurance registered in their name to the Club Membership Chair:

- a. they apply for a berth; and
- b. they renew their insurance annually within 15 days of the expiry date of the past policy.

STORAGE OF BOATS AND TRAILERS IN THE COMPOUND

51. At Building WP1061, the Club has an outdoor Compound with limited capacity for the storage of members' boat trailers.

52. Members shall contact the Compound Custodian to obtain a parking space prior to placing any boat or trailer in the compound. Only boat trailers, or boats and trailers shall be parked in the rented spaces allocated by the Compound Custodian. Any items placed in the compound without the approval of the Custodian shall be removed at the owners' expense.

53. An annual Compound parking fee will be approved at an Annual General Meeting.

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54. Trailers shall be marked with the member's name and telephone number, and displayed with a current BC license plate.

55. At the discretion of the Executive Committee; boats, boat trailers or other private property not stored compliantly shall be removed to a commercial storage facility at the cost of the owner.

USE OF BUILDING WP1061 MAINTENANCE FACILITIES

56. Building WP 1061 contains indoor and outdoor maintenance facilities to support members' boat and trailer maintenance activities.

57. A member may apply to the Compound Custodian to rent a covered bay in Building WP1061 to make boat or trailer repairs.

- a. a daily fee will be charged for the use the bay up to a maximum of 14 days;
- b. the amount of the daily bay rental fee will be approved at an Annual General Meeting;
- c. a key will be issued to the member renting a bay after signing a "Use At Your Own Risk Waiver";
- d. charges commence from the day the bay is booked until the day the key is returned; and
- e. renters of compound parking spaces shall be responsible to ensure that their boats or trailers are able to be moved at all times.

58. A member with a boat that is too large to fit into a Building 1061 maintenance bay may apply to the Compound Custodian use one (1) of the two (two) concrete maintenance pads adjacent to building WP1061.

- a. the amount of the daily pad rental fee will be approved at an Annual General Meeting. No boat shall remain on a pad in excess of 60 days; and
- b. boats not removed within 60 days may be removed to a commercial facility at the expense of the member.

CLUBHOUSE LOCKERS

59. The Club has constructed 40 small storage lockers in the Clubhouse (Building WP1031) for allocation only to Club members who have a boat moored at the wharf.

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- a. members may apply for a locker at the time of their enrollment into the Club. If a vacant locker is available it may be issued; otherwise, the member's name will be placed on a waiting list;
- b. only one locker may be allocated to a member;
- c. members use the lockers at their own risk. The Club is not responsible for any losses from lockers;
- d. hazardous Materials such as paint, batteries, etc.; shall not be stored in lockers. If any HAZMAT is seen in a locker, the lock will be cut and the HAZMAT will be removed;
- e. locker doors shall not be covered to prevent external locker safety inspections;
- f. locks will be cut and the contents emptied if a locker is occupied without authority; and
- g. locker privileges may be revoked for any violation of these requirements.

MANDATORY PARTICIPATION IN WORK PARTIES

60. The Club Custodian, Compound Custodian and Wharf Master will develop an annual work party call-out schedule to maintain Club buildings, facilities, equipment and the wharf complex. All Club members are required to participate in at least one (1) annual work party. The names of members participating in each work party shall be recorded. Members who fail to participate in at least one (1) work party may not be renewed and their Club privileges may be suspended.

USE OF CLUBHOUSE FOR FUNCTIONS

61. The Clubhouse may be booked by members for private functions including, but not limited to: receptions, birthday parties, anniversaries, family BBQs, and special occasions.

62. Requests for Clubhouse bookings shall not be considered if they conflict with a Club function.

63. Members' requests for private function bookings shall be submitted to the Clubhouse Custodian using the form "Request for Club Usage and General Agreement".

- a. a rental fee shall be levied for each approved private function;
- b. the amount of the rental fee will be approved at an Annual General Meeting;

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- c. a damage and/or cleaning fee based on actual cost will be charged to the user in accordance with the Club usage agreement form if the Club is left in a condition which requires repairs or cleaning services; and
- d. rental charges shall be paid in full at the time of billing.

64. Members may sponsor special interest groups that are of benefit or interest to the Club. Members shall submit their request in writing to the Club Executive Committee for approval. For example, a special interest group could include: fishing seminar, first aid training, safe boating, boat maintenance, search and rescue, and fish conservation and enhancement. If approved by the Executive Committee, the Club will contact the group and an official Club function may be booked.

65. The Club may be booked for official DND activities such as briefings or training.

CRUISES

66. Normally four (4) cruises shall be organized annually during fair weather periods for Club Members. From time-to-time the President may announce additional cruises approved by the Executive Committee.

ANNUAL FISHING DERBIES

67. The Club shall conduct five (5) annual fishing competitions that are open to all members, their spouses and eligible dependents. Normally, the competitions will be held over two (2) week-ends during the months of January (winter derby), March (spring derby), June (Father's Day derby), July (summer derby), and September (fall derby). In addition to the seasonal annual competitions, the Club shall sponsor an annual Ladder Derby.

68. Fishing derby boundaries are within the shoreline triangle formed from William Head to Trial Island, and offshore to include Constance Bank.

69. Fish caught during a derby shall be weighed-in using the Club scale on the wharf. The recorded weight shall be signed by a witness to be eligible for a prize. Fish brought to the weigh station by vehicle are ineligible. Guests of members are not eligible for competition in any prize category.

70. A fish may qualify for only one (1) prize category. Qualifying individual members may be awarded only one (1) cash prize in a single derby.

71. An annual Ladder Derby will be conducted. Members may enter in the Derby the witnessed weight of all salmon caught during the year weighing more than four (4) pounds. On the Derby closing date, the Derby Coordinator will draw the winning weight to determine the Ladder Derby winner. A cash prize will be awarded.

72. The Derby Coordinator shall maintain annual records of the following data:

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- a. the dates that fishing derbies were held;
- b. the names of the participants;
- c. the names of the persons winning a prize; and
- d. if prize money is awarded, the prize receipt signature of the person winning each cash prize shall be recorded.

COMPLAINTS

73. Complaints are to be directed to the President or Secretary in writing. Such complaints shall be dually actioned within ten (10) working days. The individual initiating such a complaint may, if the complaint is not answered in the allotted time or to the satisfaction of the member, discuss the matter with the Senior Manager, PSP.

AMENDMENTS

74. Amendments to the Power Boat Club Constitution and By-Laws shall be submitted in writing to the Secretary at least thirty (30) days prior to a General Meeting. The Secretary shall notify the membership of the proposed amendments.

ADOPTION OF CONSTITUTION AND BY-LAWS

75. The By-Laws of the CFB Esquimalt Power Boat Club are to be reviewed annually and approved at the Annual General Meeting. Amendments to the Club Constitution and By-Laws require a majority decision of the membership at a General Meeting. Amendments, approved at a General Meeting will be staffed through the Senior Manager, PSP for Base Commanders' approval, prior to implementation.

CFB ESQUIMALT POWER BOAT FISHING COMPETITIONS

ANNUAL FISHING COMPETITIONS

1. The Club shall conduct five (5) annual fishing competitions that are open to all members, their spouses and eligible dependents. The competitions will be held during the months of January (winter derby), March (spring derby), July (summer derby), and September (fall derby). In addition to the seasonal annual competitions, the Club will also sponsor a Ladder Derby; winners of the Ladder Derby will be announced at the Club's Annual General Meeting.
2. Boundaries:
 - a. Seasonal Derbies: William Head to Trial Island including Constance Bank. Fish that are weighed in must be verified by a current Club member, using the Club scale. Fish brought to the weigh station by vehicle, will not be eligible for entrance; and
 - a. Ladder Derby: Otter Point to Sansum Narrows, including Constance Bank.
3. Qualification: A fish may qualify for only one category of trophy in the annual Ladder Derby. Qualifying individual members may be awarded only one (1) major cash prize in any one (1) given seasonal derby.
4. Verification of Weigh in: A "catch ticket" is required in order to be eligible for the respective trophy. In light of boundaries laid down for the Ladder Derby, a witness for a trophy may be any responsible person provided they are clearly identified on the weigh in slip with an address or telephone number so that the Fishing Derby Coordinator can reach them to verify the catch.
5. Other than the special prize for military non-member guests, guests of members are not eligible for competition in any prize category.

FISHING COMPETITIONS RULES, REGULATIONS AND PRIZES

6. The Les Richardson Trophy: Les Richardson, during his tenure as Club President, provided this trophy for annual competition in 1973. It will be awarded annually to the Club member who catches the largest salmon during the period 1 January to 31 December. The largest salmon will be determined by weight; however length, girth and weight should all be recorded along with other pertinent information. Each entry must be accompanied by a verified "catch ticket" to be eligible for the trophy.
7. The Doug Smith Trophy: Doug Smith provided this trophy for annual competition during his tenure as Club Vice President in 1973. It will be awarded to the female Club member who catches the largest salmon during the period 1 January to 31 December. The largest salmon will be determined by weight; however, length, girth and weight should all be recorded along

with other pertinent information. Each entry must be accompanied by a verified “catch ticket” to be eligible for the trophy.

8. The Reliable Transfer Trophy: The Reliable Transfer Company of Victoria provided this trophy for annual competition in 1973. The trophy will be presented to the male Club member who catches the largest salmon during the Annual Fall Derby. The largest salmon will be determined by weight; however length, girth and weight should all be recorded along with other pertinent information. Each entry must be weighed in at the Club weigh-in station and be caught within the Fall Derby boundaries, as prescribed in the Derby rules;

9. The Esquimalt Martinizing Trophy: The Esquimalt Martinizing Cleaners provided this trophy for annual competition in 1973. It will be awarded to the female Club member who catches the largest salmon during the Annual Fall Derby. The largest salmon will be determined by weight; however, length, girth and weight should all be recorded along with other pertinent information. Each entry must be weighed in at the Club weigh station and be caught within the Fall Derby boundaries, as prescribed in the Derby rules;

10. The Junior Rank’s Club Trophy: The Junior Rank’s Club (PPCLI) provided this trophy for annual competition in 1973. It will be awarded to the Club member who catches the second largest salmon during the period 1 January to 31 December. The salmon will be determined by weight, however, length, girth and weight should all be recorded along with other pertinent information.

11. The Lapointe Sporting Goods Trophy: Lapointe Sporting Goods (Esquimalt) provided this trophy for annual competition in 1973. It will be awarded to the dependant (under age 16) of a Club member who catches the largest salmon during the Annual Fall Derby. The salmon will be determined by weight, however, length, girth and weight should all be recorded along with other pertinent information.

12. The Carlton Gents Styling Trophy: Carlton Gents Styling (Esquimalt) provided this trophy for annual competition in 1973. It will be awarded to the dependant (under age 16) of a Club member who catches the largest salmon during the period 1 January to 31 December. The salmon will be determined by weight; however, length, girth and weight should all be recorded along with other pertinent information.

13. The Paisley Cleaner’s Trophy: Paisley Cleaners (Esquimalt) provided this trophy for annual competition in 1973. Depending on season openings, it will be awarded to the Club member catching the largest Coho during the period 1 January to 31 December. The salmon will be determined by weight; however, length, girth and weight should all be recorded along with other pertinent information.

14. The Fairfield M & S Trophy: This trophy was provided for annual competition by Fairfield M & S in 1973. It will be awarded to the Club member catching the largest fish of any species, other than salmon during the period 1 January to 31 December. The largest fish will be determined by weight; however, length, girth and weight should all be recorded along with other pertinent information.

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15. The Fernwood M & S Trophy: This trophy was provided for annual competition by Fernwood M & S in 1973. It will be awarded to the Club member or dependant less than 16-years of age weighing in the smallest fish in any category within the legal size limit during the Annual Fall Derby. Each entry must be weighed in at the Club weigh in station and be caught within the Fall Derby boundaries as prescribed in the Derby rules; and

16. The World of Pleasure Trophy: This trophy was provided for annual competition by The World of Pleasure (Victoria) in 1973. It will be awarded to the Club member or dependant less than 16-years of age weighing in a fish of any category of legal size equal at or nearest to the hidden weight during the Annual Fall Derby. The hidden weight will be a weight selected by an independent person, sealed in an envelope and deposited with the President. Each entry must be weighed in at the Club weigh in station and be caught within the Fall Derby boundaries as prescribed in the Derby rules.

**CFMWS RECREATION CLUB AND RECREATION ACTIVITY
HARASSMENT PREVENTION AND RESOLUTION POLICY**

Date of issue – 26 October 2007

DEFINITIONS

Harassment Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace and which the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act (CHRA)*.

Note 1: Where a complaint of harassment involves possible criminal conduct, the Responsible Officer will immediately inform the appropriate police authorities.

NPP Personnel Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to NPP (Non-Public Property) Personnel, said reference shall be deemed to mean members of Recreation Clubs or participants to recreation activities who attend the Recreation Club or recreation activity in their civilian capacity as described in the application section below.

Recreation Activity Recreation activity means a recreation activity as **Activity** defined in Canadian Forces Personnel Support Programs Manual Part 6-1 defines a recreation activity as an individual component of a program (e.g. casual swimming, pee-wee hockey, art club, ceramics, bowling, scouts, and guides). For the purposes of this policy, martial arts are also recognized as a recreation activity.

Recreation Club Recreation Club means a Recreation Club as defined in Canadian Forces Personnel Support Programs Manual Part 6-2 Recreation Clubs defines a Recreation Club as a self-governing, authorized recreation activity operating under the terms and conditions of a constitution approved by the Base or Station Commander.

Responsible Officers Responsible Officers are:

- The local PSP (Personnel Support Programs) Manager, with respect to the Activity Leader of a recreation activity to whom this policy applies:
- The Activity Leader of the recreation activity, with respect to participants to the recreation activity;

- The Recreation Club President for any complaint against a member of a Recreation Club;

Workplace Where the Harassment Prevention and Resolution Guidelines, dated 12 May 2006, make reference to workplace, said reference shall be deemed to mean the physical location where the functions and activities of the Recreation Club or recreation activity take place.

Application This directive applies to members of Recreation Clubs and participants to recreation activities who attend Recreation Clubs and recreation activities in their civilian capacities and not in the course of their employment or services duties. This directive does not apply to persons covered by the Staff of the Non-Public Funds, Canadian Forces Harassment Prevention and Resolution Policy or the Defence Administrative Orders and Directives, DAOD 5012-0 Harassment Prevention and Resolution.

POLICY DIRECTION

Context Mutual trust, support and respect for the dignity and rights of everyone person are essential characteristics of Recreation Clubs and recreation activities environment. Harassment in certain forms is against the law and it can erode mutual confidence and respect for individuals and can lead to a poisoned environment.

The Harassment Prevention and Resolution Guidelines, dated 12 May 2006, as amended from time to time, are incorporated into this policy, with necessary modifications, as governing guidelines for the prevention and resolution of harassment complaints for Recreation Clubs and recreation activities.

Where the Harassment Prevention and Resolution Guidelines dated 12 May 2006 cannot be applied to the specific circumstances of the Recreation Clubs or recreation activities, the complaints may be treated in accordance with the spirit and principles of the Harassment Prevention and Resolution Guidelines dated 12 May 2006 and with such modifications as the circumstances require. Where the definitions of the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are in conflict with the definitions found in the Harassment Prevention and Resolutions Guidelines dated 12 May 2006, the definitions of the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy are to be used.

Policy Statement Staff of the Non-Public Funds, Canadian Armed Forces is committed to providing respectful Recreation Club and recreation activity services by promoting the prevention and prompt resolution of harassment. All members of Recreation Clubs and all participants to recreation activities

have the right to be treated fairly, respectfully and with dignity in an environment free of harassment, and they have the responsibility to treat others in the same manner.

Harassment in any form constitutes unacceptable conduct and will not be tolerated. Recreation Club members and participants to recreation activities shall not subject any person attending an NPF recreation activity or club to harassment. Where Club members and recreation activity participants are found to have subjected other persons to harassment, the Responsible Officer will decide what administrative and restorative action within his/her authority is to be taken.

REQUIREMENTS

The Activity Leaders shall:

- Inform members of the Recreation Club or participants to recreation activities about behaviour that constitutes harassment, their rights and responsibilities under this policy, informal and formal ways of dealing with conflict and harassment and the resources available to them;
- Where the activity takes place on a DND Establishment, and where it is possible to do so on an official CFMWS website, post a notice to the effect that all members of the Recreation Club or all participants to the recreation activity have a right to participate without harassment, and that all complaints shall be dealt with in accordance with the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy. The notice shall also indicate that for any concern regarding harassment, the member or participant may contact wither the Activity Leader, the Club President or the local PSP Manager, and that the member or participant may consult the Staff of the Non-Public funds public information website;
- Take immediate steps to stop any harassment they witness or that is brought to their attention;
- Provide the member with a copy of this document together with the Harassment Prevention and Resolution Guidelines dated 12 May 2006, as amended from time to time, upon the member joining the Recreation Club or the participant attending the recreation activity. Members and participants shall also be provided with the local Harassment Advisor's contact information;
- Once a complaint has been received against a member of the Recreation Club or a participant to a recreation activity, ensure that the alleged perpetrator and the complainant are not paired together and are separated where possible during their dispute has been resolved;

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- In the case of a finding supporting the complaint, suspend the member of the Recreation Club or participant to the recreation activity found at fault for a period of time deemed fit and appropriate or rescind the individual's membership or participation.

Special Requirements

- All adults charged with providing instruction to minors must undergo police background checks. The costs of these checks will be borne by the instructor.

Authority Table

The following table identifies the authorities for implementing the harassment policy.

The ...	Has/have responsibility and authority to...
Sr VP PSP	Approves Recreation Club and recreation activity policy and procedures concerning harassment.
Local PSP Managers and Activity Leaders	Carry out the responsibilities outlined in the Recreation Club and Recreation Activity Harassment Prevention and Resolution Policy.

Anyone who advised an instructor that there is potential harassment situation and that they do not want to train with another individual because of this situation may refuse to train with that individual without question.