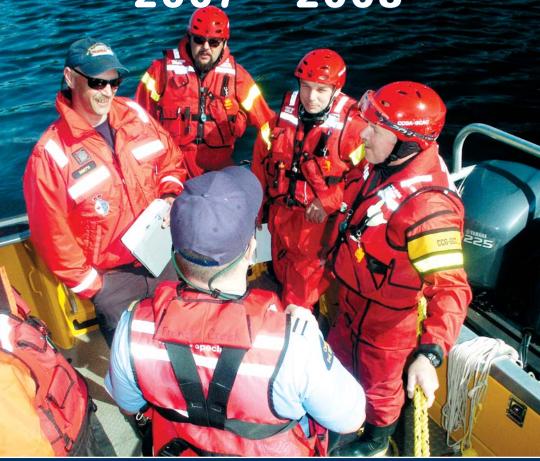


## National Business Plan 2007 - 2008



# Volunteers Saving Lives on the Water

Web Site: Toll free:

e: www.ccga-gcac.org : 1 (866) MAYDAY2 1 (866) 629-3292

#### Canadian Coast Guard Auxiliary

National Office 200 Kent Street, 5<sup>th</sup> Floor Ottawa, Ontario K1A 0E6

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# National Business Plan 2007 – 2008

### Introduction

#### **CCGA National Office**

The CCGA business plan describes the strategic initiatives of the Canadian Coast Guard Auxiliary (National) over the period 2007-2008. The plan is the result of on-going consultations with the five CCGA regional associations and reflects the long term goals of the Organization. We wish to thank the members and directors for their input.

Many of the initiatives included in the plan are conducted with the support and guidance of the employees of the SAR Branch of the Canadian Coast Guard in Ottawa. The CCGA National Office is very privileged to have access to the expertise and support of these partners and wishes to recognise their important contribution to the realisation of this business plan.

The plan was developed in accordance with the *Statement of Roles and Responsibilities* adopted by the CCGA National Council.

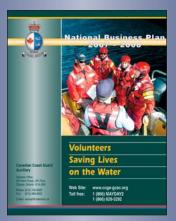
There are four major mandates covered by this plan. Within each mandate, the corresponding programs are described using the following elements:

- 1. Progress Report;
- 2• Objectives and Key Targets;
- Priorities and Methods for the 2007-2008 Business Plan Period.

The four strategic mandates of the CCGA National Office are:

- 1. To provide Services to CCGA Members;
- 2• To run Marketing and External Communication programs;
- 3• To implement National Fundraising Initiatives;
- 4• To conduct Administrative Functions.







## 2 Services Provided

### to CCGA Members

One of the mandates of the CCGA National Office is to manage the national programs of the organization and provide services and support to the volunteers in accordance with the Statement of Roles and Responsibilities adopted by National Council.

#### Internal Communication • Printed Publications

#### **The Auxiliarist**

*The Auxiliarist* is the national newsletter produced by the CCGA to inform the members and to promote the Auxiliary to friends, supporters and potential donors/sponsors.

In recent years, in order to reduce costs, the CCG and CCGA have mutually agreed to produce separate versions (French & English) of *The Auxiliarist* and to reduce the number of issues/year from 4 to 3. To reduce costs even further, the mailing of each edition is also combined with other material sent to CCGA members (*Uniform Order Forms, Annual Calendar, Annual Report, Training Logs, Insurance Summary, etc.*).

Over the previous business plan period, the newsletter was redesigned and upgraded. With the *National Web Site*, and the *CCGA Electronic Newsletter, The Auxiliarist* is a core element of the *National Auxiliary Internal Communication Programs*. It won a Communicator Award of Excellence in 2006.

#### **Annual Calendar**

The *CCGA Annual Calendar* is published and distributed to all members of the Auxiliary. It is also an integral part and an important incentive associated to two important fundraising programs: the *ISAR Sponsorship Program* and the *Associate Membership Program*.

The calendar is used to promote the CCGA in all five regions. It can be purchased during the annual *Associate Membership Campaign*. It is also used to cultivate corporate donors, sponsors and prospects by offering them advertising opportunities.

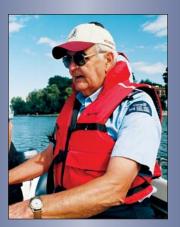
The Annual Calendar is a good window to display Auxiliary activities to the public. It provides a multiplying effect to the visibility of several events in which a lot of time and effort have been invested by CCGA volunteers.















#### **National Guidelines**

Updated, translated and published shortly after the signing of the *Contribution Agreement*, the *CCGA National Guidelines* are distributed to all CCGA members. A number of copies are in storage to respond to the needs of the five CCGA Associations up until the end of the current *Contribution Agreement*.

The new document is far more complete when compared with the previous editions and includes the following sections:

- National Guidelines
- Contribution Agreement
- Members MOU
- National Council Bylaws
- Towing Policy

- Award Program
- Fundraising Policy
- Uniform Guidelines
- MOU with USCG Auxiliary
- Insurance Summary



#### Institute On Governance

The CCGA is currently in the process of conducting a Governance Review Study. The results are susceptible to bring changes to the bylaws of all six Auxiliary Associations.

Following the conclusion of the study and the signing of the next Contribution Agreement, The National guidelines will be updated and a new set reprinted.

#### **Annual Report**

The National Office publishes an *Annual Report to the Commissioner*. The Annual Report is inserted in *The Auxiliarist* and also distributed to all donors/sponsors and associate members.

The Report identifies the highlights and achievements of the Auxiliary for the previous calendar year and provides operational statistics on the following items:

- Members
- Vessels
- SAR Taskings
- Lives Saved
  - → Property Saved
- → Volunteer Hours
- Training Exercises

- Boat Shows & Public Events
- Safe Boating Programs
  - → Safe Boating Campaign
  - → Pleasure Craft Operator Certification
  - → Courtesy Checks
  - → Bobbie the Safety Boat
  - → PFD Loaner Stations

As the CCGA heads towards the gathering of additional information to meet "Performance Measurement" requirements, the Annual Report is likely going to include additional information coming from a central data base .

#### **Press Clippings/Videotapes**

The CCGA National Office provides a press clipping service to the members of the National Board of Directors. Copies of relevant newspaper and magazine articles are forwarded along with transcripts or copies of video & radio newscasts. The most significant articles and newscasts are also posted on the National Web Site.

The service covers articles and newscasts about CCGA activities and other news of interest to the Auxiliary. Press clippings and newscasts are also used when soliciting sponsors for CCGA events to demonstrate the visibility of these events to the public.

#### Internal Communication • Electronic Publications

#### **CCGA National and ISAR Competition Web Sites**

Since it was launched in 2001, the *CCGA National Web Site* has gone through a significant period of growth, both in terms of content and traffic (4 million hits in 2005). The site is updated regularly and is used as an internal and external communication tool.

The site is currently ranking 3<sup>rd</sup> out of 170,000 sites listed in the worldwide Google search index when using the keywords "Coast Guard Auxiliary" and is ranking first out of 23,300 sites identified when the search is narrowed down to "Canadian sites only".

The CCGA Web Site was awarded the "Excellent" rating after being reviewed by the Canadian Web Awards in 2006. The site was also awarded the World Wide Web Gold Award and the Webmaster Award for the quality of its content and presentation.

A second site was created in 2003 to promote and support the Annual SAR Competition. The site provides important information to ISAR participants and will be updated and used again for the ISAR 2007 Competition.

#### **E-Commerce**

E-Commerce was introduced to our web site in 2006 and forms were designed to allow on-line secure donations, purchase of our calendar and registration/payment by ISAR participants.





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#### Volunteers Saving Lives on the Water Coast Guard Auxiliary on Line

childeet 21, 2004	E-Newsletter of the Canadian Coast Guard Auxilia
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Harry Strong Retres Sale Boating Canpaign Insurance Sourcewary 50 Years of Lifesaving Lohd Creatiliar CAR SAR Competition Coubles SAR Comp A New Trol Mactiones SAR Comp Mattimes SAR Comp Mattimes SAR Comp Boaters Toolbar Boaters Toolbar Boaters Toolbar Sancore 2004 Canadian Web Award	After 1 years at not the Cond to the Cond
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#### **E-Newsletters**

The *CCGA Electronic Newsletter* was introduced in November 2003 and is e-mailed to CCGA members, directors, friends and supporters. It is a quick and inexpensive way to reach supporters, expose them to recent CCGA activities and provide them with links to the latest CCGA news and announcements which are posted on the National Web site.

The impact of the E-Newsletter has been noticeable on the traffic observed on the national web site. Immediately following an issue of the e-newsletter, a traffic increase of 30% is usually observed on the web site over a period lasting approximately 10 days.

#### **Insurance Coverage**

The Canadian Coast Guard Auxiliary provides its members with basic insurance coverage including: Hull and Machinery Protection for their vessel and Indemnity and Group Accident for the members. The vessels are insured for damage or loss and the members insured against accidental death or disability while on authorized activity.

The CCGA National office is looking after the following items:

- Negotiation of Insurance Premiums;
- Update Insurance Coverage;
- Gather & Provide Data for Insurance Brokers;
- Publish Insurance Summaries and FAQs.

#### Training

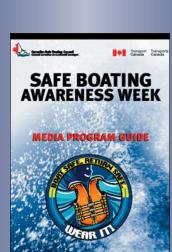
The CCGA National Office has been involved in a number of projects aimed at providing Auxiliarists with various training tools, documentation and opportunities to enhance their skills.

In the previous business plan period, Fundraising efforts by the National Office were successful in securing a two-year agreement with Exxon-Mobil Canada to fund the \$200,000.00 *Atlantic Canada SAR Training Program* for members of the CCGA in Newfoundland and Labrador and the Maritimes.

The office also collaborated to the translation of the PCCC Training Video developed by the Office of Boating Safety in the C&A region.

The office has also contributed to the development of the following tools:

- SAR Seamanship Reference Manual;
- National Training Standards;
- Training Logs;
- International SAR Competition;
- Translation and distribution of the SAR Crew Manual;
- Production of a training video for operators of Bobbie the Safety Boat.





#### **Safe Boating Activities**

In partnership with Transport Canada and the National Search and Rescue Secretariat, the CCGA continue, to participate in Safe Boating initiatives:

#### Annual Safe Boating Campaign (Canadian Safe Boating Council)

The Canadian Safe Boating Council is changing the formula for its annual Safe Boating Campaign. A media kit was prepared. The kit includes radio and television PSAs, a series of newspaper articles on various safe boating topics and a videotape showing boating sequences. The kit is available on DVD.

The CCGA provides to the CSBC a list of local CCGA Boating Safety Specialists that can actively contribute to the campaign.

#### **Bobbie the Safety Boat**

The implementation of the Bobbie the Safety

Boat Program will continue with the development of additional tools for the CCGA Boating Safety Specialists. A new Bobbie Web Site will go on-line in 2007.

The Bobbie the Safety Boat Song won a 2006 Communicator Award of Excellence (Audio Competition) in the "Education" category.

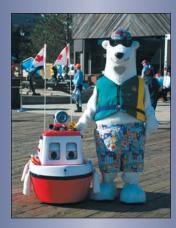
#### National Awards

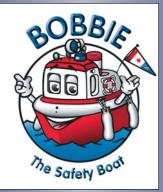
Since it was introduced in 2002, the CCGA *National Awards Program* has presented medals and certificates to 320 Auxiliarists. In addition, we have introduced a Long Service Medal to recognize members with 25 years of service.

*The National Award Committee* is made of three representatives (the National CEO, one Regional President, one CCG representative) and meets twice a year to review nominations.



Canada









The breakdown of medals by category as of January 31, 2006 is:

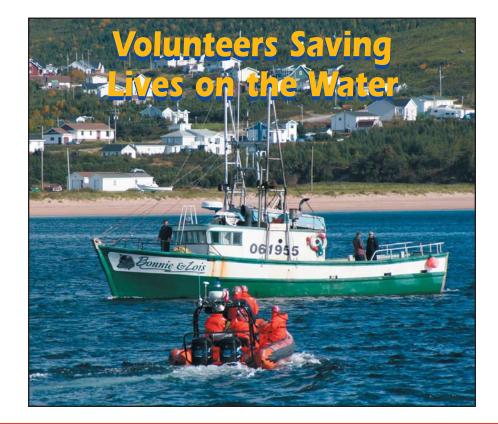
MEDAL	Number Awarded
Heroism	2
Exemplary Service	11
Leadership	23
Operational Merit	20
Humanitarian	6
Administrative Excellence	21
Long Service	237
Total	320

New service ribbons were added to the program in 2006.

#### Uniform

The Uniform Committee meets annually to review proposed changes to the CCGA *Uniform Guidelines*.

A number of proposed changes submitted by the Committee in 2003 were adopted by the CCGA National Council. Additional amendments have been suggested and will be discussed over the next Business Plan period. The proposed changes will be forwarded to the CCG for approval.



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## 3 Marketing and External Communication Programs

The objectives of the CCGA marketing and promotion programs are to raise public awareness, improve the public perception of the Auxiliary and use various means to bring the organization to the attention of the generations who will support it in future years.

#### Press Releases & Media Backgrounders

When participating in public events such as SAR Competitions, Annual General Meetings, Award Presentations, etc. the CCGA issues press releases and media backgrounders in order to draw the public's attention to these events and gain public recognition.

Media kits are prepared for each annual ISAR. The releases provided significant media coverage of the event in newspapers and on television.

The ISAR 2005 Promotion Kit won a 2006 Communicator Award of Distinction (Print Competition) in the "Media Kit - Promotion" category.

#### **Contribution to various Publications/Projects**

The CCGA National Office takes advantage of the offer by several publications to provide coverage of the Auxiliary in their pages. The CCGA National Office also regularly provides pictures, video footage and resources for interviews. The same material is regularly used by CCGA regional Associations in their own internal publications or for various projects that require video materials or photos. In addition, the CCGA is often highlighted in *Oceans, Echo* and other DFO publications.

In order to fulfill these requests, copyright-owned photos and video archives are stored on CD ROMs and made available. Photos can also be downloaded from the national Web Site.

The CCGA Corporate Brochure won a 2006 Communicator Award of Distinction (Print Competition) in the "Corporate Identity" category.

#### **Public Service Announcements**

Starting in 2001, the CCGA initiated a *Public Service Announcement Program* to raise the profile and visibility of the Auxiliary in the general public. The basic principle of this program is simple: The CCGA develops awareness material and makes it available free of charge to the media. The media can use the



#### News Release

SAR

Halifax and Dartmouth set to host the 2005 International Volunteer Search and Rescue Skill

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#### Volunteers Saving Lives on the Water

Every year, the 5000 volunteers of the Canadian Coast Guard Auxiliary participate in more than 1700 search and rescue missions, resulting in over 200 lives save. Remember us in your will or make a tax-deductible donation to the Auxiliary so we can save more lives. For more information, call tol time: 1866-84X104/2 / 623-5282

> Canadian Coast Guard Auxiliary P.O. 2367, Station D. Ottawa, Ordario, K1P 5W5 Registured Charity 87029 8494 RR 0001







material to fill unsold advertising spaces and time slots. In return, the advertising space and time are provided at no cost to the CCGA.

In 2005, the CCGA Radio Public Service Announcements won an Award of Excellence at the Communicator Awards - Audio Competition. The Award of Excellence is given to those productions whose ability to communicate puts them among the best in the field.

The *Report on CCGA Marketing Campaigns* published in 2003 showed that in excess of \$1.5 million worth of advertising was donated to the Auxiliary over a three year period. The efficiency of the campaigns is measured by using response cards which are returned to the CCGA. The cards indicate the rotation (light-medium-heavy) of the messages aired by the broadcaster.



The development phase of the program is now completed and the CCGA has material

available for the printed media (ads in various sizes and formats), television (30 sec. ads) and radio (four different audio messages). All PSAs are available in both official languages.

The CCGA has also developed a media distribution list to which the PSAs are sent annually.

Distribution of the PSAs will continue in the coming business plan period. The distribution list will be updated to focus more specifically on those media located where Auxiliary units are active.

In 2006, the CCGA also won the prestigious Marcom Creative Award for the quality of its direct marketing programs.

#### **Special Events**

The National Office contributes to a number of special events:

#### Annual General Meetings

• The National Chair makes a PowerPoint presentation, informs the membership of the highlights of the year from a national perspective and answers their questions;

- The National Chair presents recipients with National Awards;
- The National Office covers the AGM in The Auxiliarist, the National Web Site and the CCGA E-Newsletter.

#### Conventions

• The National Chair represents the Auxiliary at conventions such as the United States Coast Guard Auxiliary National Conference and SARSCENE and delivers PowerPoint Presentations on various topics related to the Auxiliary.

#### Award Ceremonies

• The National Chair represents the Auxiliary and accepts awards on behalf of National Council.

#### Boat Shows

• The National Office provides promotional and educational material for distribution at Boat Shows and other public events.

#### Regional SAR Competitions

• The National Office reports on regional SAR competitions in *The Auxiliarist*, the National Web Site, the *Annual Calendar* and the *CCGA E-Newsletter*,

• The National Office provides photo and video services for media coverage of these events.

#### International SAR Competition

• As a member of the ISAR Organizing Committee, CCGA National is responsible for the preparation of marketing and fundraising material for the event (Sponsorship Brochure, ISAR TV PSA, ISAR Web Site, etc.) and to provide assistance to the local Organizing Committee.

In addition, as part of the committee, the CCGA National Office is responsible for selecting events and insuring the safety of the participants.

#### **CCGA Branding**

#### Production of Promotional Material

• The CCGA National looks after the elements of the *National Identification Program* such as Flags (CCGA & ISAR), Pins, Badges, Ball Caps, design of logos, etc. The office also supervises the *CCGA Fulfillment Program* and authorizes items which are put on sale with the CCGA logo and crest (including uniforms and jackets for participants attending the ISAR Competition).

#### Brand Protection

The CCGA National Office ensures the protection of the CCGA image, trademarks and copyright.



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### 4 Fundraising Initiatives



Another mandate of the CCGA National Office is:

"To raise funds, cost effectively, from a diverse range of sources, in support of the financial needs of the CCGA, by developing high quality relationships with our supporters."

In managing the corporate fundraising strategy, the CCGA National Office engage selected companies through sponsorship and promotional activities in order to enhance the image and brand values of the CCGA, to create opportunities to raise funds, and to reduce cost of procurements through sponsorships.

In managing its personal & corporate donation fundraising strategy, the CCGA National Office will invest efforts & resources into developing long term relationships with all supporters, thereby encouraging and optimizing repeatable contributions.

#### **ISAR Competition Sponsorship**

In recent years, the International Search and Rescue Competition has become the Marketing Flagship of the CCGA. Media coverage of that event is unequalled when compared to any of the other activity of the Auxiliary.

Both the CCGA and USCG Auxiliary are trying to secure a long term agreement to obtain coverage of the event on an annual basis. The more media coverage ISAR obtains, the more appealing it will become for sponsors.

To maintain and enhance the popularity of the event and make it self sufficient financially, additional time and effort will be directed to Prospects Database Development, Sponsor Cultivation and design and distribution of the Sponsorship Package. Both the United States Coast Guard and the Canadian Coast Guard remain strong supporters of ISAR.

#### **Partnership Development**

The CCGA has developed partnership agreements with similar organizations (USCG Auxiliary) to promote exchange of expertise and provide additional training opportunities for Auxiliarists.





The CCGA has also developed partnership agreements with suppliers in order to reduce the cost of important supplies. One example is the partnership agreement with MediaWave for the initial development of the CCGA Web Site.

Another is the agreement with Mercury Marine to supply motors & parts to the CCGA at reduced cost. Mercury Marine also provides visibility to the CCGA by donating advertising space to the Auxiliary in the *"Welcome to the Mercury Family"* brochure (20,000 copies published every year and distributed to every new owner of Mercury motor & equipment). Various other suppliers such as Helly Hansen have made equipment donations to support the CCGA SAR Competitions.

#### **Fulfillment Program**

The Fulfillment Program was developed together after a Partnership Agreement was reached with Festival Promotions. The CCGA obtains royalties from sale of gear & equipment identified with the Auxiliary/ISAR logos.

In addition to the on-line "Coast Guard Store", the CCGA also publishes an insert with the Auxiliarist which allows readers to order gear and equipment identified with the CCGA or ISAR logo. The insert is also distributed to CCGA Donors, Sponsors and Associate Members and is available on-line on the CCGA and ISAR Web Sites.

#### Associate Membership

Between 2001 and 2003, the National Office conducted a series of five pilot projects to test and measure the response rates to direct mail solicitation campaigns in various areas and various periods during the year. Solicitation material and mailing lists were developed to conduct these pilot projects.

Sustaining members are classified within several categories depending on their level of contribution. Relatedly they obtain various levels of recognition/benefits.

The results of the pilot projects were published in the *Report on Direct Mailing Campaigns* presented to the National Council in August, 2003.

The Report concluded that CCGA direct mailing campaigns were most efficient (and profitable) when conducted prior to the Christmas period and when associated with the sale of the *Annual Calendar*. These periods delivered the best response and renewal rates.

Following the recommendations of the report, the National Office set up an Annual Direct Mail Campaign using an updated version of the solicitation material and a new portion of its prospects database.

The National Office is also conducting a review study of its Fundraising programs using an external consultant. The first goal of the Waterfall Study is to review the National programs in order to identify those that provide the best





## The Raiser's Edge



return. The second goal is to canvass the regions to identify the fundraising programs being conducted and make recommendations to better coordinate the regional/national efforts..

Now that all the data fields that need to be collected have been identified, and the fundraising software selected in 2005, current data is being moved to the new donor/prospect database.

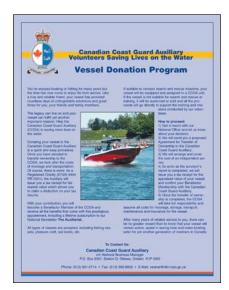
A Market Sharing Plan was designed and approved in December of 2006. The plan provides guidance and directives to the CCGA regions and the National Office which will bring some modifications in the way the programs are conducted. A revenue sharing plan will also be developed following additional discussions.

#### **Calendar Sales**

The campaign to sell the *Annual Calendar* is now linked to the direct Mail Campaign and to the recruitment of associate members.

#### **Vessel Donations – In Memoriam Donations**

The Vessel Donation and In Memoriam Donation programs were introduced in 2003. Promotion of these programs is currently limited to The Auxiliarist and the National Web Site. The promotion of these programs will be likely expanded to include external advertising tools. Also, a Corporate Program could be developed to solicit companies for donations of surplus equipment that can be useful to the CCGA.





### 5 Administration

#### Liaison with CCG, OBS (TC), NSS & other Agencies

The administrative workload on the National Office is increasing as a result of more demanding government requirements from organizations that benefit from public funding.

For the Auxiliary, this translates into additional time being spent on collecting data and producing reports on performance indicators, managing NIF projects or collaborating with the Program Review Audit process.

In the coming year, resources will have to be allocated to important projects such as: Renewal of the Contribution Agreement, Agreement with Transport Canada (Safe Boating Programs), Program Review, Performance Measurement and NIF Projects.

#### **National Policy Development**

Development of National Policies is done under the guidance of National Council. These policies cover several sectors of activity and provide a consistent interpretation of national guidelines such as reimbursement rates, insurance coverage, operational guidelines, etc.

#### **International Affairs**

In recent years, strong ties were developed with the USCG Auxiliary. Following the signature of a Memorandum of Agreement in 1999, a joint Canada-United States ISAR Committee was formed to discuss issues of common interest between both organizations. The National Office continues to work on strengthening these partnerships for the benefit of both organization.

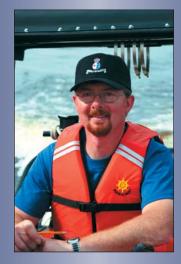
#### **National Council Meetings**

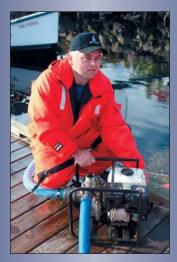
The Coast Guard Auxiliary National Council meets 2-3 times a year. Each meeting is usually followed by joint meetings with regional and national representatives of the Canadian Coast Guard. The meetings are planned by the CCGA in coordination with the SAR Branch of the CCG in Ottawa. Tasks include the development of agendas, distribution of minutes to the participants and following up on decisions made.

#### **Budget Management**

The National Office supervises the process of establishing the annual budget allocations for each of the six CCGA associations (sharing of funds originating from the Contribution Agreement).

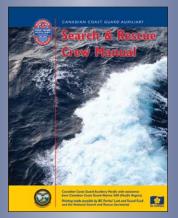
A new internal process is being implemented to allow the CCGA Associations to make a global proposal to the CCG as to how the funding from the Contribution Agreement should be divided each year. The CCGA Associations will share their business plans, discuss them and submit a global funding proposal to the Canadian Coast Guard.



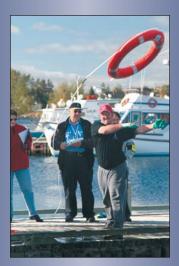


#### NEW SAR INITIATIVES FUND









The process includes the review and approval of Business Plans prepared in each region and the development of the *National Business Plan*. Also, about every three years, all six CCGA associations go through an external financial audit.

#### **NIF Program**

The process of filing applications for funds from the NIF (New SAR Initiatives Fund) has evolved in recent years. Regional CCGA submissions are now prioritized although the National Office also files complimentary requests to support equitable distribution of funds between the regions.

For Fiscal Year 2007-08, the National Office will consult the regions and explore the feasibility of developing the Concept of a National Training Center to be funded initially through a NIF contribution.

#### Correspondence/Maintenance of Archives/Minutes, etc.

The National Office looks after an increasing amount of correspondence including an important flow of incoming and outgoing e-mail traffic. Various mailing lists are also maintained. Files are kept up-to-date and all important documents archived.

Most of the correspondence originates from Services to members, Solicitation to donors/ sponsors and Media/public requests for information. A significant portion of this larger volume is the result on an increase of visibility of the organization and higher public awareness.



#### The year 2007-2008



The budget allocation originating from the Contribution Agreement will likely be maintained close to the current level over the upcoming business plan period.

The transfer of the Office of Boating Safety to Transport Canada raises a number of questions on the funding and supervision of Safe Boating Programs conducted by the CCGA. The Auxiliary will have to maintain close ties with the Office of Boating Safety, Transport Canada to ensure consistency and that the needs of the CCGA are being adressed.

Accountability requirements for the same level of funding will be more stringent and additional time will be required to administer & report on the use of public funds. As per Treasury Board Guidelines, CCGA funding will also be subject to the application of various Performance Indicators increasing the workload of individual members.

The results of the Governance Study will likely clarify jurisdictions and responsibilities in a number of fields. This will have a positive impact by providing clearer directions and orientations to a number of programs and open the door to better coordination of efforts between the national and regional offices.

Malcolm Malcolm Dunderdale

President and Chair of the National Board of Directors Canadian Coast Guard Auxiliary

François Vezina

François Vézina

National Business Manager Canadian Coast Guard Auxiliary





TRANK INTERNE

# Volunteers Saving Lives on the Water

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