

DRAFT (until amended and/or approved by the 55th AGM on 1999-12-07)

Radio Advisory Board of Canada
Conseil consultatif canadien de la radio

File: 2000

FIFTY-FOURTH ANNUAL MEETING

Of the

GENERAL COUNCIL

MINUTES of the fifty-fourth Annual Meeting of the General Council of the Radio Advisory Board of Canada, held in the Drawing Room of the Chateau Laurier, Ottawa, Ontario, at 10:00 on **1 December 1998**

PRESENT

EXECUTIVE COMMITTEE

Officers

Phil Saunders(Chairman)	President
Roger Poirier	Past President
Francine Boucher	Vice President
Guy Boulay	Vice President
David Culliford	Vice President
Daryl Godfrey	Vice President
Ted Campbell (Secretary)	General Manager

Committee Chairmen

Wayne Stacey (Acting)	Broadcasting Committee
P.F. Ng	Electromagnetic Compatibility Committee
Ron Coles	Fixed Wireless Communications Committee
Bob Simmonds	Mobile and Personal Communications Committee
Paul Frew	Refarming Committee

Ex-officio

Dr. Robert W. McCaughern	Industry Canada
Fernand Léger	Industry Canada

Sponsor Member Representatives

SPONSOR	REPRESENTATIVE
APCO Canada	M. Thompson
AT&T Canada L. D. S.	Not represented
Canadian Association of Broadcast Consultants	Not represented
Canadian Association of Broadcasters	W. Stacey
Canadian Broadcasting Corporation	Suzanne Lamarre

Canadian Cable Television Association	Michele Beck
Canadian Electricity Association	D. Culliford
Canadian Satellite Users Association	Not represented
Canadian Space Agency	Not represented
Canadian Wireless Telecommunications Association	R. B. Poirier
Clearnet Inc.	R. C. Simmonds
Department of National Defence	Mark Kuisma
Electro-Federation of Canada Inc.	Ron Coles Paul Frew Peter Minaki Phil Saunders
Ministry of the Solicitor General - O.P.P. Telecommunications Section	M. Thompson
Mobility Canada	C. Vinodrai Panna Burman Ed Prior
Municipal Electric Association	Not represented
NAV CANADA	Not represented
Radio Amateurs of Canada	Jim Dean Ken Pulfer
Railway Association of Canada	Jacques Darrah Juri Kraav
Rogers Mobile Communications Inc.	P.F. Ng Joel Thorp
Royal Canadian Mounted Police	Guy Millaire Francine Boucher
Stentor Resource Centre Inc.	Daryl Godfrey Bill Taylor
Teleglobe Canada	Not represented
Western Canada Telecommunications Council	Jim Cheong Terry Daniels

INDUSTRY CANADA REPRESENTATIVES

A large delegation of Industry Canada representatives attended various parts of the meeting.

CALL TO ORDER BY THE PRESIDENT

The 54th Annual Meeting of the General Council of the Radio Advisory Board of Canada was called to order by the President, Phil Saunders, at 10:00.

ITEM DISCUSSION

1. Welcome And Introduction

Phil Saunders welcomed delegates to Ottawa and invited those present to introduce themselves.

Action: Nil

Item: Closed

2. Approval Of The Agenda

One new item, 13.4.1, a report by the Industry Advisory Group on License Exempt PCS was added to follow the Committee Reports.

One AOB item: an application for membership by the FCSA was added.

Action: Nil

Item: Closed

3. Approval Of The Minutes Of The 53rd Annual Meeting

The President presented the DRAFT minutes of the 53rd meeting, held in Ottawa in November 1997.

In reviewing the minutes of the last meeting, the President noted that there were no “Open” items and as a result, there was no business arising from the last meeting.

It was moved by **Daryl Godfrey** (*Stentor*) and seconded by **Bob Simmonds** (*Clearnet*) that the minutes should be adopted as presented.

Carried

Action: Nil

Item: Closed

4. President’s Report

The President tabled his annual report which was included in the meeting book and is available from the Board’s General Office (rabc.cccr@sympatico.ca). In his verbal comments he noted that the pace of activity had increased, again, in 1997/98 and showed no signs of lessening in 1998/99. This would be a challenge for committee and sub-committee leaders and members alike. He stressed the need to continue to strengthen the *partnership* between Industry Canada and the Radio Advisory Board of Canada so that we can continue to offer Canadians modern, economical, reliable radiocommunication products and services.

The Chairmen of the various technical committees were thanked for their efforts and the support which they had provided the President and they were asked to convey the Board’s appreciation to their committees.

Finally, he thanked the staff of the RABC office for their efforts over this past year.

Action: Nil
Item: Closed

5. Industry Canada Comments

Dr. Robert W. McCaughern, Director General Spectrum Engineering, congratulated Board members on another successful year. He expressed the Department's appreciation of the work the RABC does and he challenged members to continue to work, even harder, in 1998/99.

Notes for his remarks were provided in the meeting book.

6. Financial Report

Roger Poirier (*CWTA*) tabled the financial report in four parts:

The auditors report for FY 1997/98;

A proposed new dues structure;

The FY 98/99 budget; and

The appointment of the auditor for FY 98/99.

6.1 Auditor's Report

Roger Poirier explained that the Executive had approved a change in auditors, caused by the untimely retirement of the Board's long time accountant and auditor Mr. Russell Johnson. The new firm of accountants and auditors, *McCay, Duff and Company* of Ottawa, converted the Board's accounts to an accrual based system, as is required by the Canadian Institute of Chartered Accountants for not for profit organizations like the RABC. For this reason the auditor's report is in a new, unfamiliar format.

It was moved by **Roger Poirier** (*CWTA*) and seconded by **Mark Thompson** (*APCO Canada*) that the Auditor's Report should be accepted.
Carried

6.2 Dues for FY 1998/99

Roger Poirier explained that dues had not changed for many, many years but expenses continued to rise, specially those related to automating some of the Board's operations.

He explained that there had been three levels of annual dues:

\$2850.00 for most members;

\$1825.00 for three members; and

\$210.00 for one member.

He proposed that all members except two should pay \$3135.00 per year. This represents a 10% increase for 20 members and a much larger one for two others. He proposed that WCTC and CABC should remain at their current levels (\$1825.00 and \$210.00 respectively).

It was moved by **Roger Poirier (CWTA)** and seconded by **David Culliford (CEA)** that the proposed new dues structure should be adopted.

Carried

6.3 Budget for 1998/99

Roger Poirier presented the budget for 1998/99. The most significant, one time, expense is a retirement benefit for Ms. Mary Short.

It was moved by **Roger Poirier (CWTA)** and seconded by **Daryl Godfrey (Stentor)** that the budget should be accepted as presented.

Carried

6.4 Appointment Of Auditor

It was moved by **Roger Poirier (CWTA)** and seconded by **Jim Cheong (WCTC)** that **McCay, Duff & Company**, Chartered Accountants, of Ottawa should be appointed as the Board's auditors for FY 1998/99.

Carried

Action: Nil
Item: Closed

7. Report Of The Nominating Committee

Mr. Poirier, (CWTA) Chairman of the Nominating Committee, presented the Nominating Committee Report which had been included in the formal notice of the Annual Meeting. The Nominating Committee in addition to the Chairman consisted of **Mr. Paul Frew** of the **Electro-Federation of Canada** and **Mr. Bob Simmonds** of **Clearnet Inc.**, both Committee Chairs. Their nominations for the Executive for 1999-1999 were as follows:

President	Ron Coles	(EFC)	
Past President	Phil Saunders	(EFC)	
Executive Vice-President	David Culliford	(CEA)	
Vice President	Michele Beck	(CCTA)	
Vice President	Francine Boucher	(RCMP)	(continues)
Vice President	Guy Boulay	(CWTA)	(continues)
Vice President	David Farnes	(CWTA)	
Vice President	Daryl Godfrey	(Stentor)	(continues)

Vice President

K. Nesbitt

(CAB)

(continues)

In accordance with the By-Law amendment passed at the 53rd Annual Meeting in 1997, nominations closed 48 hours before the meeting. As neither the Chair of the Nominating Committee nor the Secretary had received any nominations the slate of candidates for 1998/99 was presented to the general Council for its consideration.

Action: Nil

Item: Closed

8. Election of Officers

It was moved by **Roger Poirier (CWTA)** and seconded by **Suzanne Lamarre (CBC)** that the slate of officers listed in Item 7, above, should be elected.

Carried

At this point **Phil Saunders** congratulated the elected officers, especially **Ron Coles** who takes over as President after 18 years as Chair of the Fixed Wireless Communications Committee – a record of service unequalled in the modern history of the RABC. He handed the meeting over to **Ron Coles** who thanked members for their confidence in him and promised to continue to work to improve the services which the radio Advisory Board of Canada provides to members and to the Government and people of Canada. **Ron Coles** thanked **Roger Poirier (CWTA)** and **Mark Racansky (AT&T Canada)**, who were leaving the Executive Committee for their long and loyal service. He congratulated Phil Saunders on his new, somewhat less busy, appointment but assured members that **Phil Saunders'** talents and experience would not be lost to the Board.

Action: Nil

Item: Closed

9. By-Laws And Working Procedures Amendments

As no proposals were made for amendments to the Constitution, By-Laws or Working Procedures, this item was closed.

Action: Nil

Item: Closed

10. Date Of The 1999 Annual Meeting

The President announced that the fifty-fifth Annual Meeting would be Tuesday, 7 December 1999 in Ottawa at the Château Laurier. Members will be advised of the final details in due course.

Action: Nil

Item: Closed

11. Farewell to Ms. Mary Short

The President invited members to congratulate **Ms. Mary Short** on her well earned retirement and to thank her for her many years of sterling service and support.

Ms. Short thanked members for their friendship, support and, finally, for the retirement benefit.

Action: Nil
Item: Closed

12. Sectoral Reports By Industry Canada

12.1 R&D Initiatives

Dr. Gerry Chan of CRC presented a report on R&D activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

12.2 International Branch

Dr. Bruce Gracie presented a report on international activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

12.3 Regulatory Branch

Mike Connolly presented a report on operations and regulatory activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

12.4 Policy Branch

Fern Léger presented a report on policy activities. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca). Members noted his presentation with interest.

The President thanked Industry Canada for these sectoral presentations and noted that Engineering Branch, especially, would make comments during Committee reports.

Action: Nil
Item: Closed

13. Committee Reports By Chairmen And Industry Canada Representatives

13.1 Broadcasting Committee

Wayne Stacey (*CAB*), Acting for the Chair of the Broadcasting Committee, presented his report; a copy of the full report was tabled in the meeting book and is available from the RABC General Office at rabc.ccr@sympatico.ca. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

The President thanked **Mr. Stacey** and the Committee for the significant work of the Broadcasting Committee over the past year.

Ralph Zeitoun of Industry Canada presented comments on the Broadcasting Committee's area. Copies of his slides are also available on the web site.

13.2 Electromagnetic Compatibility Committee

P.F. Ng (*Rogers Cantel Inc.*), Chair of the Electromagnetic Compatibility Committee, presented his report; a copy of the full report was tabled in the meeting book and is available from the RABC General Office at rabc.ccr@sympatico.ca. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

The President thanked **Mr. Ng** and the Committee for the significant work of the Electromagnetic Compatibility Committee over the past year.

13.3 Fixed Wireless Communications Committee

Ron Coles (*EFC*), Chair of the Fixed Wireless Communications Committee, presented his report; a copy of the full report was tabled in the meeting book and is available from the RABC General Office at rabc.ccr@sympatico.ca. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

Mr. Coles announced that his new duties as President of the RABC would preclude continuing as Chair of the Fixed Wireless Communications Committee. The Executive Committee, at its 30 November 1998 meeting, had appointed **Bill Taylor** (*Stentor*) to be the new Chair of the Committee. **Mr. Coles** congratulated **Mr. Taylor** on his appointment and wished he and the Committee every success in 1998/99 and beyond.

13.4 Mobile and Personal Communications Committee

Bob Simmonds (*Clearnet Inc.*), Chair of the Mobile and Personal Communications Committee, presented his report; a copy of the full report was tabled in the meeting book and is available from the RABC General Office at rabc.ccr@sympatico.ca. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

The President thanked **Mr. Simmonds** and the Committee for the significant work of the Mobile and Personal Communications Committee over the past year.

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Dr. Veena Rawat and **Murray Hunt** of Industry Canada presented co-ordinated comments on the EMC, Fixed and Mobile areas. Copies of their slides are available on the web site.

13.5 Refarming Committee

Paul Frew (*EFC*), Chair of the Refarming Committee, presented his report; a copy of the full report was tabled in the meeting book and is available from the RABC General Office at rabc.cccr@sympatico.ca. The slides for his report are available on the RABC web site (www.rabc.ottawa.on.ca).

The President thanked **Mr. Frew** and the Committee for their patience in 1997/98 and wished them well with their work in 1998/99 and beyond.

In conclusion, the President congratulated all committee, sub-committee and working group members for their efforts in 1997/98. Their work, he noted, was the 'real' work of the Board and he asked members of the General Council to join him in his thanks for work done and, in advance, for even more good work yet to be done.

Action: Nil
Item: Closed

13.6 License Exempt PCS

Dave Priest of *EFC* gave a presentation on License Exempt PCS work to date. This report was received with interest by members.

Action: Nil
Item: Closed

14. Spectrum 20/20 1998

The General Manager, who is also Chair of the Spectrum 20/20 organizing committee as part of his paid duties, presented a report on Spectrum 20/20 1998.

Action: Nil
Item: Closed

15. Any Other Business

The President reported that the Frequency Coordination System Association (FCSA) has applied to join the RABC. The Executive has reviewed and recommends their application. The ballot was issued, on paper, and will go out by E-mail on 4 December 1998 with a ballot closing date of 18 December 1998.

Action: Nil
Item: Closed

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16. Adjournment

The President expressed his appreciation to those present for their participation in and contributions to this 54th Annual General Meeting and for their continued support for the Board in pursuit of its goals. He invited everyone to join him for a Reception, hosted by *Iridium Canada Communications Inc.* which, officially, opens **Spectrum 20/20 1998**.

He wished everyone well and adjourned the meeting at 17:00.

//original signed by//

E.R. Campbell

General Manager

1 December 1998