

September 2014



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# DESPATCHES

From 4900

## Air Cadet League of Canada Ontario Provincial Committee

### Important Direction about Property or Asset Purchases by Sponsoring Committees

OPC will be producing a policy in the near future that will serve to guide, assist, direct and protect the various parties, SSC's and individual members when contemplating purchases of significant assets and/or property.

In review of policy and regulatory practices within OPC and for all SSC's, the Board of Governors has recognized the need for clear direction and proper procedures be followed when SSC's are considering significant purchases.

As in interim measure while policy and procedures are being formulated on this topic, **SSC's will need to conform to new guidelines and procedures** prior to making significant purchases or engaging in any legal agreement to do so.

**Effective immediately**, the following parameters and requirements apply to all SSC's for this interim directive:

- a. Any anticipated or proposed SSC purchase of real estate/property or any single/individual asset with an anticipated value/price of over \$10,000, or any service purchase over \$25,000 (e.g. recreational trip), must be reviewed and approved by the *Squadron Operations Manager, Michael Hopkins*.
- b. This directive does not apply to rentals of buildings and facilities for use as LHQ.
- c. This directive does not apply to multi asset or equipment purchases that may reach or surpass the \$10,000 level, such as an array of musical instruments.
- d. OPC will provide guidance and direction to assist the SSC through the various processes and can include the following support through OPC:
  - Review of any legal and purchase agreements
  - Review of financial items pertaining to the purchase
  - Guidance on key documents and developments that may need to be implemented, such as Articles of Incorporation (if required)
  - Consultation between the SSC legal counsel and OPC if one has been secured.

The key rationale for this directive is to ensure that every SSC and OPC have reviewed and addressed important elements that serve to reduce and remove primary risk and liability.

*Continued on page 7*

# DESPATCHES from 4900

## September 2014

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### Certificates of CGL Insurance (Request on-line and Receive via email)

The National Office of the Air Cadet League and its insurance broker have instituted a simpler and speedier process for obtaining a certificate of insurance, with or without a named third party.

Follow this link: <http://fs19.formsite.com/AirCadetLeagueofCanada/Insurance-request/index.html>

The web site will provide you with the necessary instructions to have the certificate emailed directly to the Squadron and the supporter / agency / corporation requesting proof of insurance; giving you the option of requesting a third party to be named on the document.

Please note that the insurance company strongly recommends that your request be received **10 days prior** to the first day of the event.

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### Sponsor & SSC Annual Commitment Report *(Formerly the OPC 4900)*

**NEW NAME, SAME REPORT** - Sponsor and Squadron Sponsoring Committee Annual Commitment Report, formerly known as the OPC4900, will be sent by e-mail to all the SSC Chairs in early September with the declaration form and instructions. Please print, review and update any necessary information. When completed, return to your Program Development Officer by e-mail, fax or mail prior to the deadline of October 31.

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### 2015 Lottery Tickets

Allotments of 2015 Lottery Books were delivered over the summer (some as early as the July 1 weekend), directly to Chairs, or Treasurers or Ticket Sales Coordinators, as requested.

Squadrons customized Return Forms can be found on the OPC website, or requested from PDO David Brown. Lottery questions should also be directed to David.

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### 2014 2nd Grand Prize Winner at Richmond Hill Honda



2nd Grand Prize winner of the OPC's 2014 Lottery - Ms. Hue Hong Ong - picked-up her 2014 Honda Accord on August 1. The group pictured out front of Richmond Hill Honda are: (left to right): Lewis Mui, new car sales manager; Ms. Ong's son, Brian Lam; Ms. Ong, our winner; OPC Director Stephen Chait; and Gary Melnick, sales consultant. The 2nd Grand Prize ticket was sold by 180 Mosquito Squadron, Toronto.

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### Mind Your Tagging Procedures

It is that time of year again where the SSCs are busy obtaining locations in order to conduct tagging.

Any location requesting their company to be listed on the liability insurance certificate, complete the form at <http://fs19.formsite.com/AirCadetLeagueofCanada/Insurance-request/index.html>.

The SSC is to contact the neighbouring Squadrons / Corps (Navy, Army and Air) to confirm there are no conflicts, and then complete the **Coordination of Tagging Dates** form. Provide a copy of this form to the CO to submit to Detachment and fax or e-mail a copy to your Program Development Officer.

Wishing all the SSCs a successful tagging event and good weather.

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### Voting at OPC AGM

A reminder to all OPC Directors and SSC Chairs that to be eligible to vote at the October 2014 AGM your membership must be current and not expired. This criteria also applies to any member given a Proxy vote.

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# DESPATCHES from 4900

## September 2014

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### The 2014-15 ACC9

As in recent years, all SSC's will receive their ACC9 spreadsheet through Nicky Grantham, OPC Finance Officer. We strongly recommend that your SSC start with a new version and do not use last year's version by deleting all of the previous year details and creating a new one.

Importantly, for this year's version, OPC is awaiting a 'patch' from National Office which will make the ACC9 compatible with 2010 Microsoft Office and Excel. Many of our SSC Treasurers are using 2010 and a patch is required for the ACC9 to ensure that the calendar display works effectively.

Some Treasurers have already begun preparation on their 2014-15 budget using the current version of ACC9. The spreadsheet is still usable, but you may run in to difficulties with the calendar. You will still be able to enter dates manually should the calendar not work effectively, so your choice is to start with this option and then apply the patch when it has been received.

Finally, OPC is producing an ACC9 User Guide for all Treasurers and SSC's. This will provide you with all of the core directions required to set up, use and close-off your ACC9 for each fiscal year. All of the information covered in the ACC9 training webinars is being compiled into the User Guide for a user-friendly, comprehensive resource to assist you in administering your ACC9. It should provide all the details you need to move forward as either a new Treasurer or to assist you in most *Questions and Answers* in using the ACC9. OPC will still offer web training sessions as required and will notify our SSC's in advance.

**And equally importantly: a reminder that submissions of 2013-14 ACC9's must be in electronic format. Hard copies will not be accepted for financial compliance review.**

Please contact Nicky Grantham ([nicky.grantham@aircadetleague.on.ca](mailto:nicky.grantham@aircadetleague.on.ca)) for your ACC9 version and other financial questions.

### Caution in Feeding Cadets

The OPC has received enquiries from Sponsoring Committees concerning the type of meals they are permitted to provide at Cadet activities. We checked with our reliable sources and the immediate answer is, 'there are currently no definitive guidelines specifically for Cadets.'

What we have been advised on the matter is this:

1. There are no published guidelines, nor a CATO / CRCO that specifically addresses the issue at present.
2. Fortunately, most meals / snacks provided by SSC's for Cadets are either at catered functions or Canteens. "Grey areas" would include pot-luck dinners or activities like 'spaghetti nights' where SSC members and / or parents are preparing food; particularly if "risky" foods such as chicken and pork are involved.
3. The only rations provided by DND for FTX's or activities away from LHQ's are normally MRE's or box lunches. Although DND may cover the cost of caterers who come on-site, or restaurant / fast-food meals, they no longer cover "fresh rations" which must be cooked, due to regulations requiring food preparation by qualified cooks.
4. Pre-cooked food (e.g., hot dogs, grilled cheese sandwiches, or tinned pasta) is also fine. One Squadron was even given the OK to serve parent-assembled "brown bag" lunches.
5. Sponsoring Committees must work closely with their CO's and Squadron Staff to ensure Cadet dietary restrictions and allergies are accommodated to the fullest extent possible; including the possible necessity of providing "nut-free" Canteens.

The matter has been under active review by DND for some time and they have advised the League that a long-awaited CATO on the subject will be issued in the near future.

In the interim, prudence and due diligence are the best guidelines. OPC will circulate any further documents on this matter when made available.

# DESPATCHES from 4900

## September 2014

### ROC (Regional Operations Committees) Transition & Development

OPC will continue to build the new ROC structure throughout Ontario as we move into the 2014/15 training year. There will be 5 new ROC's established during the upcoming training year as follows:

#### **ROC #1 - City of Toronto**

- Squadrons: 110, 142, 166, 180, 188, 246, 330, 618, 631, 700, 818, 876 (12 Total)

#### **ROC #4 - Pickering to Picton**

- Squadrons: 2, 151, 172, 173, 534, 598, 608, 704, 718, 851, 856 (11 Total)

#### **ROC #8 - Kitchener / Cambridge**

- Squadrons: 80, 104, 121, 136, 153, 296, 530, 822 (8 Total)

#### **ROC #9 - Hamilton / Burlington**

- Squadrons: 150, 540, 713, 715, 735, 779, 820, 826 (8 Total)

#### **ROC #10 - Niagara Region**

- Squadrons: 23, 62, 79, 87, 126, 128, 337, 611, 809 (9 Total)

**OPC will be posting for a new staff position of Program Development Officer in the near future and we will communicate this through our e-blast system. The position will start in January 2015 and the Regions will be identified.**

Presently, through the *Program Development Officers (PDO)* and *Squadron Operations Manager*, the SD/RD's and SSC's in each of the ROC regions will be contacted to organize their first orientation and initial planning meeting. These will occur in the coming months based on availability within each ROC area. These sessions will provide opportunity to review the various roles and responsibilities, establish some planning items, set future ROC meeting dates, and provide opportunity for questions and answers.

Regional and Squadron Directors who are aligned with these Squadrons will become *Regional Team Leaders*, subject to their decision to continue in this new role. For the few Regional Directors or SD's who may currently cover Squadrons in more than one ROC region in the new structure, the choice will be theirs as to with which ROC they align themselves. Please notify Michael of your decision if you find yourself in this situation.

#### **Important Notes and Reminders**

##### For new ROC areas:

- Regional and Squadron Directors will assume the role of Regional Team Leaders. Job descriptions are available on the OPC website in the back office under ROC folder.
- A volunteer Co-Chair position for each ROC will be recruited. Any OPC member, from RD or SD level and SSC level, qualifies for this position. A job description is available on the OPC website. Please contact Michael Hopkins if this position may interest you.
- RD's and SD's are asked to assist in coordinating the initial meeting for ROC startup regions and ensuring that their SSC's are aware and informed of the meeting and associated materials on the website. Please coordinate with your PDO's to ensure meetings are scheduled and organized.

##### For those NOT in an ROC area:

- RD's and SD's will continue their duties as before, and continue to report through to the Squadron Operations Manager.
- Some new forms are in place (e.g. Squadron Director reports have been revised to the new SSC Assessment Report) and should be utilized at present. Please check with your PDO or the Squadron Operations Manager for any review or discussion of new forms. All new forms are on the OPC website, back office.
- SSC Chairs will continue to report to their SD or, if position is not filled, to the RD. Should a vacancy exist in both positions, please communicate directly to your PDO.

## Recreational Trips: Reminders and Tips



Many Squadrons and SSCs will be in the beginning stages of planning recreational 'optional' trips, such as a March Break trip. Part of the procedures include having a preliminary budget as a guideline of all anticipated expenditures and anticipated revenues (i.e., payment by parents/cadets, and/or staff).

At least one SSC member should be joining on the trip to take care of the funds and expenditures of the trip. The budget will be adjusted to reflect the actual costs and funds available in the coming months and will be finalized prior to departure on the trip.

As per recent CATO changes put out by DND, recreational trips can now only be up to seven days in duration. Depending on whether the trip is a regional, out-of-region or out-of-country trip, the deadline for the CO to submit the required documents to Detachment will vary. The CO, or OPI responsible for the trip, will submit the *Recreational Trip Application Form* (CATO 14-06) for approval. SSC's are entitled to receive a copy of this application, so submit your request to the CO as required. As part of the documentation, the SSC is required to submit a letter which should indicate

the amount of the trip covered by the SSC, and other sources of revenues. You can consult with your Program Development Officer prior to providing this letter to review content and your commitment.

The OPC is currently establishing new policies and procedures for recreational trips as it relates to SSC duties and role. In the interim, **any trip over 3 days** should be reviewed by OPC. As part of the trip planning, it is recommended that your SSC provide the following items to your PDO and the Squadron Operations Manager for review in order to seek any guidance and assistance (*items in BLUE font below would be included on the Recreational Trip Application Form, mandated by CATO 14-06 and CRCI 4017*) :

1. Budget outlining all aspects the trip details including revenues and expenses.
2. Itinerary for trip outlining all aspects, including transportation, food, accommodations, entertainment – should match the budget.
3. How many cadets are participating?
4. Revenues – payments by Cadets, Staff, SSC.
5. How many staff are attending and how many SSC members?
6. Conditions the Cadets are to have met in order to be able to participate on trip (i.e., tagging weekend, lottery tickets, attendance, etc.)?
7. Are the Staff and SSC members expected to pay any amount towards the trip?
8. Insurance coverage for Cadets, SSC and some officers for such things as trip cancellation, medical.
9. Letter by the SSC for DND indicating their support for the trip.
10. Copy of current bank account(s) and any investments to ensure there are sufficient funds to cover costs.
11. Who will be looking after the money during the trip? What provisions and documents have been arranged?
12. Contingency funds in the event there is an unexpected delay or departure for travelling due to weather or mechanical failure.

OPC will review all the documents and will consult with the SSC as required to ensure all protocols have been met and are satisfactory.

# DESPATCHES from 4900

## September 2014

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### OPC Merchandise and Accessories Now Available!

From the flight deck to the golf course, you'll be the centre of style with custom active wear and merchandise from OPC! What better gift to give yourself or that special Air Cadet friend on their birthday or anniversary... or for that special occasion marking a first solo flight or Reviewing Officer role! You will be the toast of the town when you represent the Air Cadet program at your many functions... perhaps signing autographs with your official OPC pen!

OPC is pleased to offer a broad range of clothing and merchandise to appeal to the many tastes, needs and discerning styles of our members and supporters. Choose from high quality jackets to an assortment of travel bags, and from official shirts with gauntlets to your own personal coffee mug! You have a range of options related to embroidery, printing and customizing – perhaps YOUR personal name or SSC team jerseys!

The full catalogue is now on the OPC website... from home page simply click on *OPC Merchandise* link. There are 2 main documents for you: the **OPC Catalogue** and the **Order Form**. Simply choose your merchandise and accessories and then complete and submit the *Order Form* by following the simple instructions.

**All orders will receive a unique invoice number** which will allow you to pay online through the OPC website by using the secure, PayPal system. PayPal allows a range of flexible payment options for you, from using credit or debit card, your own PayPal account or direct from your selected bank account.

**Special note to all of our Squadrons and SSC's:** if you are interested in discussing special orders of our products using your Squadron Crest, please contact Fund Development Manager Vince McGovern, directly by email at:

[vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca)

**We are ready to take your orders!** Any questions can be directed to:

[opc.merchandise@aircadetleague.on.ca](mailto:opc.merchandise@aircadetleague.on.ca)



# DESPATCHES from 4900

## September 2014

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### Direction about Property/Asset Purchases ... *continued from cover page.*

In order to ensure all elements are in compliance with proper legal and regulatory requirements, and to ensure that the SSC position and ownership are properly noted and protected for the long-term, OPC will be providing the oversight to assist the SSC in meeting any contractual and legal scope required.

While formal guidelines and direction will be forthcoming in future policy and procedure development, **OPC provides the following overview of some of the key items and issues that will need to be considered and addressed by an SSC** when contemplating such a purchase.

- a. SSC to retain and provide OPC with contact details of a local real estate lawyer with the necessary skills in real estate transactions – preferably someone who has experience with dealing with non-profit organizations and with the municipality. Perhaps seek to obtain lawyers at preferential rates or less as a pro bono project to assist cadets and community. Lawyer needs to be selected early in process.
- b. Drafting of a business plan.

Purchasing of any property entails short term costs and long term operating costs. The SSC should have a clear and concise business plan, including future operational expenses, before proceeding to any formal purchase agreement. There are many and numerous items to anticipate, cost out and comply with in any property or real estate purchase.

Some examples of items for inclusion in business plan and financing are:

- i. Include land transfer tax, registration fees (both transfer and lease from City), lawyer fees + disbursements.
- ii. Land Transfer Tax Calculation see (on \$300K purchase price, tax is \$2975 if property is located outside Toronto)
- iii. Lawyer fees for settling lease from City.
- iv. Costs of bringing property up to Building Code (see inspection report below ) and any renovations.
- v. May require estimating until settled agreements with seller, City and receiving inspection reports.
- vi. Bank loans and mortgages require legal documents and other considerations such as insurance on loans. Banks may require assets for collateral.

Source & application of carrying & operating costs for 1, 3 and 5 years out include:

- i. Realty taxes (note @ higher commercial rate not residential rate), insurance, gas, hydro, water, maintenance (some municipalities may be willing to waive municipal portion of realty taxes – still have to pay school portion)
- ii. Debt service (principal & interest) – confirm that no loan is required to complete transaction or any liens on property.
- iii. Land rental + proportionate share of common area costs – landscaping, snow and ice removal.
- iv. Who has day-to-day responsibility of management of property? If non-arm's length is there any remuneration payable?
- v. Where will funds come from to pay above expenses?
- vi. Stress test – what if interest rates increase 2-3%, hydro rates go up as predicted @ 9% annually,
- vii. Impact on Sqn activities – are funds raised to be used for operating costs that would otherwise be used/needed for cadet programs customarily carried out at Squadron?

*Continued on page 8*

# DESPATCHES from 4900

## September 2014

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### Direction about Property/Asset Purchases ... *continued from page 7.*

- c. Purchase Agreements:
  - i. OPC to review Purchase Agreement before execution.
  - ii. Should clearly state buyer has no personal liability – if buyer not incorporated at time of signing, the Agreement (subject to local lawyer's advice) can be structured in other ways to protect SSC members from personal risk.
  - iii. Where is the deposit coming from? What about deposit being forfeited if SSC doesn't close for other than non-satisfaction of a condition or default of seller?
  - iv. Offers should be conditional upon an inspection period of 30-45-60-90 days (longer the better) to inspect property and to be satisfied in buyer's sole discretion.
- d. Inspection period – all to be completed before expiry of condition.
  - i. Retain inspector to inspect structure, etc. (preferably a structural engineer + contractor). If a home inspection service is used, get assurance that it has familiarity with nuances in Building Code for type of use.
  - ii. Zoning review – is property okay for commercial use as it will not be a residential use?
  - iii. Occupancy review – a place of assembly has higher safety requirements than other land uses under Building Code – sprinklers, alarms tied into fire stations, fire rated doors, etc.
  - iv. Are rights of access from adjacent public streets assured in lease or other document?
- v. What is history of use of building? Was building used for storage of hazardous substances – is there a need to do a Phase 1 or Phase 2 environmental report?
- vi. Settle lease arrangements with municipality.
- e. Ownership Considerations – some pros and cons to be reviewed.
  - i. SSC may need to incorporate as a not for profit corporation to take title as buyer and tenant of land to ensure that there is no personal liability of SSC members. With incorporation comes annual administrative responsibilities – eg; annual meetings, financial statements, government filings every time director or officer changes, Bylaw changes, CRA returns if charitable organization.
  - ii. No remuneration payable to corporation board members.
  - iii. On dissolution of corporation, any net proceeds after payment of debts to go to OPC or other charitable purpose selected by OPC.
  - iv. Is there an arm's length manager, or non-arm's length? If ownership is by a third party benefactor – what restrictions, if any, on SSC deciding at any time that building no longer suitable and desiring to parade elsewhere or sell building.
  - v. Does SSC have appropriate oversight capabilities of property and its management – how will it ensure that it continues in 5, 10, 15 yrs. and have the appropriate capabilities in place?
  - vi. OPC to review application for incorporation before submission.

The overall goal of this directive and upcoming policy and procedural guidelines is to ensure that our SSC's have the proper legal, operational and administrative framework in place to ensure a safe, viable and long-term benefit to the program.

It is also meant to protect our SSC's and individual SSC members from any future risk or liability, and ensure that the assets purchased under the authority granted by OPC to our SSC's are protected for the long-term use and benefit of the Cadet program.

# DESPATCHES from 4900

## September 2014

### Key Dates and Sponsoring Committee Deadlines 2014 - 2015

|              |                                                                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 14 | Triple "A" Career Day, Hilton Garden Inn, Vaughan                                                                                                      |
| October 25   | OPC Conference and AGM                                                                                                                                 |
| October 31   | Submit ACC9's to Nicky Grantham, Finance Officer<br>Submit Annual SSC Commitment Form (formerly OPC 4900) to your Program Development Officer          |
| November 30  | 1st payment of Lottery ticket revenue and submission of sold ticket stubs (Minimum payment is for the number of sold books returned to the OPC Office) |
| December 12  | 1st payment of Squadron Assessments (40%)                                                                                                              |
| January 10   | Qualifying Examination for PPS and GPS candidates                                                                                                      |
| February 14  | <b>NEW DATE:</b> National Courses Interviews - including IACE - now 2nd weekend in February                                                            |
| February 28  | CRA documents are due (T3010, GST66, RC7066) if you are a registered charitable organization                                                           |
| March 31     | Final payment due for all Lottery books assigned to the Squadron                                                                                       |
| April 1      | Liability insurance certificates available for new fiscal year by application to National League Office                                                |
| April 17     | 2015 Lottery Draw (third Friday in April) at 1000 hrs.                                                                                                 |
| April 25     | Provincial Effective Speaking Competition (last Saturday in April)                                                                                     |
| April 26     | Provincial Debating Competition (last Sunday in April)                                                                                                 |
| April 30     | Final payment of Squadron Assessments (60%)                                                                                                            |
| May - June   | Squadron Annual Ceremonial Reviews                                                                                                                     |

### Staff Email Addresses

**Scott Lawson**, Executive Director ([scott.lawson@aircadetleague.on.ca](mailto:scott.lawson@aircadetleague.on.ca))  
**Michael Hopkins**, Squadron Operations Manager ([michael.hopkins@aircadetleague.on.ca](mailto:michael.hopkins@aircadetleague.on.ca))  
**Vince McGovern**, Fund Development Manager ([vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca))  
**David Brown**, Program Development Officer for EOA/NOA ([david.brown@aircadetleague.on.ca](mailto:david.brown@aircadetleague.on.ca))  
**Anne Kozich**, Program Development Officer for COA ([anne.kozich@aircadetleague.on.ca](mailto:anne.kozich@aircadetleague.on.ca))  
**Jackie Villanueva**, Program Development Officer for WOA ([jackie.villanueva@aircadetleague.on.ca](mailto:jackie.villanueva@aircadetleague.on.ca))  
**Nicky Grantham**, Finance Officer ([nicky.grantham@aircadetleague.on.ca](mailto:nicky.grantham@aircadetleague.on.ca))  
**Silva Chan**, Administrative Assistant ([silva.chan@aircadetleague.on.ca](mailto:silva.chan@aircadetleague.on.ca))

capturing *'it'*



## Schedule of Events

### 9:30 - 11:30 OPC AGM Meeting

For voting members and invited guests

### 11:30 - 12:00 Board Meeting

For elected Board members

### 12:00 - 2:00 Cadet Awards Banquet

Cadet Awards Banquet - all Cadet awards featuring LCol (Ret'd) Maryse Carmichael

### 2:30 - 5:15 Training & Workshops

1A - DND 5 year renewal plan presented by BGen Bury, *Director General Reserves and Cadets*

1B - OPC 3 year Strategic Plan

2 - For SSC's: Workshop on new finance & administrative policies/procedures

### 6:30 - Awards Dinner

OPC senior awards featuring Maryse Carmichael & BGen Bury

*Hospitality Reception and Social after the dinner*

## The 2014 OPC Annual Conference and General Meeting

Saturday, October 25, 2014

The spirit of Air Cadets is alive and found everyday across Ontario and the nation. Our members live it, our Cadets display it and our communities recognize it.

For nearly 75 years, the Cadet movement has given millions of young people a headstart on a lifetime of success and positive focus.

Each Cadet, each volunteer and every Cadet family has sensed *'it'* - *there is something unique and special that our movement*

While change to our movement will always be needed and is part of a healthy life of growth - for individuals and organizations - we all need to maintain a goal of lifelong learning to ensure change is positive.

The 2014 Conference embraces and captures the need for responsible change. When we hit 100 years and are still prospering, we know we will still be capturing *'it'*.

*See page 2 for special Guests and SSC info*

See page 3 for  
Registration



Join Us At the Hilton Garden Inn  
3201 Hwy 7 West, Vaughan



Ontario Provincial Committee

# Helping Us *capture 'it'*



## Special Information and Support for our SSC's

The OPC is encouraging representation at the conference for all SSC's. An **important training session** on new SSC financial, operational and administrative policies and procedures will be conducted. We encourage each SSC Chair and Treasurer (or other rep) to join us for this comprehensive workshop and consultative session.

**AND HERE'S HOW WE WILL HELP!** If your SSC needs assistance for transportation to the conference, OPC will offer some financial support to help you participate. SSC's who have a round trip of 200-300 kms are eligible for up to \$50 towards travel. Those who are 300-500 kms round trip can receive up to \$75, and over 500 kms are eligible for \$100. To qualify for this subsidy, contact *Michael Hopkins, Squadron Operations Manager* - [michael.hopkins@aircadetleague.on.ca](mailto:michael.hopkins@aircadetleague.on.ca). We will be encouraging SSC's who are eligible for financial subsidy to pool in their transportation

### Exhibitors!

If you would like to have an exhibitor booth at the 2014 Conference, please contact OPC at [agm@aircadetleague.on.ca](mailto:agm@aircadetleague.on.ca). A staff member will be in touch to make arrangements with you.

### LCol (Retired) MARYSE CARMICHAEL



Join OPC and our special guests, presenters and keynote speakers for the annual conference.



#### LCol (Retired) Maryse Carmichael

has been fascinated by aviation for as long as she can remember. While attending the Bagotville Airshow at the age of 6, she recalls being mesmerized by the pilot's feats of precision and discipline. As soon as she was able, she followed in her three brothers footsteps and joined the Royal Canadian Air Cadets with 630 Squadron, in Quebec City, with one single goal in mind – to fly. At age 16 she realized her dream and was awarded scholarships for both her glider and private pilot wings.

Maryse soon continued her aviation adventures as a military pilot, joining the Royal Canadian Air Force (RCAF) in 1990. Over her 22 year career, she accumulated nearly 3,500 hours on three main aircraft types; the "Tutor" – jet trainer, the "Challenger" – VIP Jet transport aircraft, and the "Hercules" Tactical airlift/transport plane.

In November 2000, Maryse made history when she was selected, after a grueling competition, to fly with 431 Air Demonstration Squadron, the Canadian Forces' Snowbirds. She was the Snowbird's first female pilot; and the first female pilot in the world to fly with a Jet Demonstration Team.

After her tour of duty with the Snowbirds LCol Carmichael was assigned increasingly more challenging leadership positions within the Air Force, both at the tactical and operational levels. Specifically, she served as the Operations Officer position on 436 Transport Squadron, and as the Deputy Wing Operations Officer at 3 Wing Bagotville.

### Brigadier - General P.J. BURY, OMM, CD



After spending five years with Army Cadets in Edmonton, Alberta, BGen Bury enrolled as a subaltern with The Loyal Edmonton Regiment (4 PPCLI) in 1988 where he held a variety of command and staff positions. During the fall of 1999, BGen Bury was deployed to the Headquarters Multi-National Division (South West) in Banja Luka, Bosnia Herzegovina, where he held the position of G3 Plans and Training. In March of 2001, BGen Bury was selected as Officer Commanding the Composite Reserve Infantry Company that deployed as Delta Coy, 1 PPCLI BG for Operations GRIZZLY and PALLADIUM Rotation XI.

BGen Bury assumed command of The Loyal Edmonton Regiment in June of 2003. In February 2008, BGen Bury deployed to Afghanistan where he worked within the Directorate of Afghan National Army Training and Equipment Support in ISAF HQ, Kabul. On 5 June 2010, BGen Bury assumed command of 41 Canadian Brigade Group. BGen Bury was promoted to his current rank on appointment as Deputy Commander of Land Force Western Area/Joint Task Force West on 1 March 2011.

He was appointed to his current position as Director General Reserves and Cadets effective 12 August 2013. He holds a Masters Degree in criminal justice from Boston University.

# 2014 AGM & Annual Conference Registration Form

## Saturday, October 25, 2014



### Hilton Garden Inn

3201 Highway 7 West • Vaughan, Ontario • L4K 5Z7



Submit completed forms by **Fax: 416-635-2789** or **Email: [agm@aircadetleague.on.ca](mailto:agm@aircadetleague.on.ca)**

## Packages

| Registration | Minimum Registration                   | Price / person  | Savings                          |                                                                                                                                                                                                        |
|--------------|----------------------------------------|-----------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package A    | Must register min. 1 to max. 3 people  | \$ 135 / person | Save 5 % over individual pricing | <b>All Packages include:</b><br>✓ Training & Workshops<br>✓ Cadet Awards Luncheon<br>✓ Awards Dinner<br>✓ Coffee & Refreshment Breaks<br>✓ Hospitality Reception & Social following dinner (RSVP only) |
| Package B    | Must register min. 4 to max. 7 people  | \$ 125 / person | Save 12% over individual pricing |                                                                                                                                                                                                        |
| Package C    | Must register min. 8 to max. 16 people | \$ 115 / person | Save 19% over individual pricing |                                                                                                                                                                                                        |

## Individual Choices

\*For individual choices, please check off the appropriate activities in the form below.

|                                                                                    |                                                         |                                                      |                                              |                                                     |
|------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|
| <b>OPC AGM Meeting</b><br><small>(for voting members &amp; invited guests)</small> | <b>Training &amp; Workshops</b><br><b>\$30 / person</b> | <b>Cadet Awards Luncheon</b><br><b>\$42 / person</b> | <b>Awards Dinner</b><br><b>\$70 / person</b> | <b>Reception &amp; Social</b><br><b>(RSVP only)</b> |
|------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|

**Please identify the individual who will be responsible for arranging all payments (1 person per registration).**

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Choose package (A, B, or C) or check off appropriate individual activities. Submit your completed registration form by fax: **416-635-2789** or email: [agm@aircadetleague.on.ca](mailto:agm@aircadetleague.on.ca). An invoice will be sent to the appointed individual above & can be paid by cheque or online web payments via PayPal. Please include your Invoice # with your payment.

|    | First & Last Name | Sqn# | Position/Rank | Pkg<br>A,B,C             | AGM                      | Training &<br>Workshops  | Cadet Awards<br>Luncheon | Awards<br>Dinner                                             | Reception<br>& Social    |                                                              |                          |
|----|-------------------|------|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------|--------------------------|--------------------------------------------------------------|--------------------------|
| 1  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 2  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 3  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 4  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 5  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 6  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 7  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 8  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 9  |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |
| 10 |                   |      |               | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> | <input type="checkbox"/> Reg<br><input type="checkbox"/> Veg | <input type="checkbox"/> |

**Please indicate any food allergies for any of the individuals attending.**

**Registration Deadline** is 4:00 p.m. on **Friday, October 3, 2014**. Late Registrations will be subject to a **\$25** surcharge. There is no "At the door" registration. No refunds will be provided for cancellations after Monday, October 20, 2014.

**To reserve your accommodations** at Hilton Garden Inn, please call **Toll Free: 1-888-269-4115** or **Local: 905-660-4700** & use **Group Code: "CADETS"**. Room rate using the Group Code; \$119 + tax based on a single/double occupancy for 1 Standard King Bed or 2 Standard Queen Beds (Breakfast Included).

**Dress Code for AGM, Workshops, & Lunch:** OPC Blazer, business suit or Service Dress 3 or 3C (Sweater).

**Dress Code for Awards Banquet:** Black Tie, Business Suit, No. 2 Mess Standard or No. 2B Mess Service.

Print

Submit by Email



## The Hilton Garden Inn Welcomes the Air Cadet League of Canada

- 155 elegant and spacious deluxe guestrooms and suites
- In room Hospitality Centre equipped with Fridge, Microwave & Coffeemaker
- Complimentary high-speed Internet (wired and wireless)
- Complimentary 24-hr Business Centre
- Complimentary Parking

### HOW TO BOOK YOUR ROOM

**Group Code: CAETS**

**Arrival Date: October 24, 2014**

**Departure Date: October 26, 2014**

**Rate: Standard 1 King Bed or Standard 2 Queen Beds at the rate of \$119.00 + tax (based on single/double occupancy)**

**Breakfast is included in the rate.**

**Release Date: September 24, 2014**

Guests can refer to the group code above to book rooms at the group rate and they can reserve by booking online at [www.torontovaughan.stayhgi.com](http://www.torontovaughan.stayhgi.com) or by calling reservations at 1-888-269-4115.



3201 Hwy 7 West  
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