

# DESPATCHES

## Air Cadet League of Canada Ontario Provincial Committee

SEPTEMBER 2015



### 2015 Golf Tournament Results

We are pleased to report that the Third Annual OPC Golf Tournament met with success in support of the over 8200 Air Cadets in Ontario. The weather Gods were in our favor once again as it turned out to be a perfect day for playing a round of golf. All of our golf participants' comments have been very favorable and the prizing donations were amazing. Special thanks go out to the sponsors and gift donators. Without their specific support this event would not be as successful. Special recognition should also go to the fine venue at Deer Creek Golf Club who once again out did themselves with a perfectly manicured golf course, friendly and supportive staff and fine dining.

We are excited to look into the future for next year's event and anticipate holding our fourth annual golfing day. We encourage all who continue to support this event as sponsors, donators or golfers to watch for next years' golf date announcement and to encourage those in OPC nation who have not as of yet been able to join us to prepare to participate. The more players we have the more exciting the day becomes. Any and all corporate sponsor opportunities and gift/prizing donations are also welcomed and continue to be actively investigated.

I invite any and all comments and would ask you to email me directly at [vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca).



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# Summer Camp 2015

Over this past summer, hundreds of cadets from all across Ontario attended different camps ranging in duration from two to six weeks - Basic Aviation , Basic Fitness & Sport, Basic Aviation Technology & Aerospace, Basic Leadership, Basic Survival, Basic Musician, Advanced or Intermediate Musician, Fitness & Sports Instructor, Drill and Ceremonial Instructor Course, Advanced Aviation Technology Course, Glider Pilot Scholarship, Power Pilot Scholarship and International Air Cadet Exchange at various Cadet Training Centre (CTC).



The camps gave an opportunity for cadets to undertake basic training or specializations in various fields. For some, it was an experience of leaving home for the first time or attending camp for the first time. More seasoned cadets had the chance to increase their knowledge and experience, enhance their training to polish their skills in more advanced areas or earn their glider or power pilot license.

Successful graduates of senior courses were also able to apply for employment at select summer camps. For all cadets and staff, it was a chance to learn new skills, make new friends, discover a new life rhythm and return to their home Squadrons equipped with valuable knowledge, skills and worthwhile experiences.

A graduation parade at the end of each course was held where special dignitaries, staff, friends and parents witnessed the accomplishments and esprit de corps of the graduating corps. The OPC was represented by Governors and Directors at each of the graduation parades. They were part of the reviewing party, presented awards and had the opportunity to address the cadets.



On July 25th, the OPC hosted a sumptuous luncheon at the Trenton Cadet Training Centre (TCTC) to thank our DND partners for the collaborative work, support and dedication to the Air Cadet Program. The more than one hundred attendees included OPC league members (Governors, Directors and SSCs), DND staff from Trenton and Mountainview, RCAFA members, OPC supporters and officers from OPC squadrons. Over lunch, the group was entertained with a great performance by the TCTC Music Course cadets. After a short drive from Trenton, the Mountainview Cadet Training Centre (MVCTC) staff welcomed league members for a tour of the hanger and the facility where air cadet glider pilots undergo training.

This year's summer training ended with the wings parade graduations at the various flying centres, held on August 21st.

Congratulations to all cadets, CTC staff, parents and supporters, for a successful summer training 2015.

Comments and questions may be directed to Program Development Officer, Jackie Villanueva;

[jackie.villanueva@aircadetleague.on.ca](mailto:jackie.villanueva@aircadetleague.on.ca).



# We're Back At the Canadian International Air Show!

This year is the first time in many years where there has been an Air Cadet presence at the Canadian International Air Show. Toronto SSCs were invited to participate in the VIP area including selling of OPC Lottery Tickets. Thanks to, OPC Director, John Evans who attended all three days at the CNE/CIAS in conjunction with Anne Kozich, PDO. Thanks to the following SSCs: 618, 330, 700 for your support and assistance with the VIP booth.

The Toronto Squadrons were invited to have Cadets sell the AirSpeed Calendar. Thanks to 330, 618 and 246 Squadron Staff and Cadets for your participation. We have made great strides in reintroducing the Air Cadets in the CIAS. In addition, there were Recruiting pamphlets and Become an Air Cadet pamphlets distributed to the general public. Thank you to the RC(Air) Ops officer who distributed the pamphlets in the VIP area and to CV Ryan Healy who took pamphlets to the Canadian Forces Recruiting. Over the coming year, OPC will continue to pursue the opportunity for the SSCs/OPC to sell OPC Lottery Tickets on the CNE grounds. A volunteer is required to be the coordinator for the CNE/CIAS show next year so that the OPC Office can concentrate on expanding the current initiative. If successful, more SSCs will be invited to participate during the available days of the CNE in addition to the CIAS days over the Labour Day weekend. Comments and questions may be directed to Program Development Officer, Anne Kozich; [anne.kozich@aircadetleague.on.ca](mailto:anne.kozich@aircadetleague.on.ca).

Photos taken by Andrew Ebrahim - [www.AndrewEbrahim.com](http://www.AndrewEbrahim.com)



## Cadet Career Expo - Call for Interest

In Sept of 2014 some 400 air cadets were bused to a hotel location in Toronto for a day long career expo. It is an event sponsored by aviation and aerospace corporations partnering with the OPC and DND to share corporate knowledge, education opportunities and employment scenarios in careers for our youth, The Ontario Air Cadets! It is a fantastic opportunity for cadets to investigate their future job prospects and fields of interest generating a rewarding lifestyle for all those interested. It is also an opportunity for corporate sponsors to involve our air cadets in their work forces at a much earlier age



and to open doors for potential career choices. Our cadets are widely accepted and perceived as valuable assets to corporate recruiters because of their training and cadet experiences.

### Here are OPC's Next Questions:

- 1) Is Spring 2016 or Fall 2016 better?
- 2) Are you, or do you know who, is capable and willing to be a sponsor, donator or exhibitor?
- 3) Would your ROC/SSC support having a second event and if so, are you willing to help in creating this fantastic opportunity for our cadets? If you feel you can offer invaluable help as a volunteer of such an event, please reach me by email at [vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca) to discuss further details. Our first event was a huge hit with our cadets. Together let's make the second even bigger and better!

# OPC Merchandise

## Request for Ideas on New Items

We have many items in our online OPC catalogue and we would like to encourage your input for additional items to be added. Some of our existing items have been discontinued or have been replaced as suppliers continuously change but we wish to make this new and revised catalogue one that helps our SSC obtain their specific requirements for their squadron. There is purchasing power when we have involvement by our SSC and we will actively engage with you on each item so that we can find a cost effective solution. We have a very good promotions supplier and they take customer service very seriously and have fulfilled many individual order expectations since partnering with them. The quality and delivery service is impeccable. Our goal is to have the catalogue completely revised and presented on the website by mid October with a physical presentation at our AGM October 31 /2015. I again encourage and invite your comments and you may reach me at [vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca).



## Fundraising Webinar

This will be a review/update of current OPC Fundraising options, as well as candid exploration of two potential fundraising activities that your SSC can or have been taking part in. We will cover cost effective and simple ways to raise funds for your SSC in an easy to learn format. Your SSC can only prosper by your inclusion in these great opportunities! Come see how others are and have been quite successful by participating. We encourage you to share and include all of your SSC and ROC members. We are attempting to confirm two guests; one from Halenda's, and one from Nevada, to help guide you and answer specific questions during this session. I will be your facilitator for the evening and can be reached at [vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca) if you are interested. Date and time will be announced in the near future.



# Effective Speaking & Debating

We are gearing up once again for the Effective Speaking and Debating Program set to take place in April 2016.

The aims of the program include;

- Providing an opportunity for Air Cadets to increase their self-confidence and increase their ability to reason, organize and express ideas
- Promote the citizenship component of local squadron training
- Provide opportunities at the Local, Regional, Provincial and National levels
- Promoting and encouraging Air Cadets to participate in this optional activity will provide them with an opportunity to acquire effective speaking skills through instruction and practice in a structured and competitive environment and increasing public awareness.



In the Air Cadet program, we use words such as *leadership*, *teamwork*, *self confidence*, *good citizenship*. Cadets who participate in the effective speaking program and debating will learn all of these things. The skills they learn will help them immeasurably in other areas of their life as well school, or later, interviewing for admission to professional faculties at universities, making presentations to colleagues at work, leading volunteer organizations and even running for public office.

It is necessary for the competitions to be run smoothly and fairly and it is also important to present the program at the squadron level so the Air Cadet League provides an ES Handbook every year which is a great resource for reference and guidance. In addition to the ES handbook, other resources include:

- ⇒ Resources at Squadron level such as parents in the Squadron who have experience in public speaking (for example, through their jobs, or being members of Toastmasters, etc.); a joint program with neighboring Squadrons; the creation of an effective speaking committee – the more helpers, the lighter the workload.
- ⇒ Resources within the Community such as friends or relatives of the parents in the Squadron who have experience in public speaking and might be willing to help; other members of your community who might be willing to help – preachers, priests and ministers; school teachers and principals or college professors; lawyers and judges; mayor, city councillors and other politicians; television or radio personalities and the Local Toastmasters Club.
- ⇒ Resources at the Regional or Provincial Level such as League Representatives including directors and Regional Team Leaders who may have suggestions; as well as the Provincial ES coordinator
- ⇒ On-line resources such as TED talks, the National Air Cadet League Website, the ACL Ontario Provincial Committee website, other websites with tips on public speaking that can easily be accessed through the usual internet search engines.

Stay tuned... more information will be communicated shortly. In the meantime, remember that it's never too early to plan and prepare for participation in this wonderful program! Comments and questions may be directed to Program Development Officer, Jackie Villanueva; [jackie.villanueva@aircadetleague.on.ca](mailto:jackie.villanueva@aircadetleague.on.ca).



# Aeronca Project



## Cadets Earn High School Credit Working on 1947 Aeronca 11 Chief

Once again this July, Air Cadets from Ontario Squadrons took the Aeronca aviation technology and maintenance course at the Jazz Hangar at the London International Airport - jointly sponsored by the OPC and the London District Catholic School Board.

The successful Cadets received a Ministry of Education Grade 11 Credit, working with instructor Danny Galante - head of the aviation department at John Paull II Catholic Secondary School - and summer school instructor David McGillicuddy. Danny has been with the Aeronca program since it started in the summer of 2008.

The course, plus five educational bus tours to the Royal Canadian Regiment Museum, Jet Aircraft Museum, Secrets of Radar Museum, and Canadian Warplane Heritage Museum, were organized by local members of the Aeronca Aircraft Project Committee, lead by OPC Director, LCol (Ret'd) Armin Grunwald.

At the graduation parade on July 28, the Top Cadet Award was presented to FCpl Wolfgang Becker, 8 RCAirCS, Richmond Hill; the Best Technical Achievement Award went to Sg. Devashish Kapoor, 188 RCAirCS, Downsview; and the Major C.J. Redfearn Memorial Award - the Cadets' choice for best contribution to the course - was presented to Sgt Tyler Watchorn, 822 RCAirCS, Breslau. Each Cadet also received an OPC Certificate and a training bonus provided by both the OPC and through local fundraising by the Committee.

BZ to Chairperson Armin Grunwald and Committee members Sam Newman, Al Szawara, Judy Grunwald, Ralph Askew and Don Berrill for their work in providing this popular, hands-on aviation experience with Danny Galante and the LDCSB.



*In the photos to the left: (Top) the 1947 Aeronca Chief aircraft showing the results of eight years of summer students' work. (Middle): Top Cadet on Course was FCpl Wolfgang Becker of 8 Globemaster Squadron, Richmond Hill, shown here with Instructor Danny Galante (left) and Aeronca Committee Chair, OPC Director Armin Grunwald (centre). (Bottom): The 2015 class of 34 Cadets shown in the Fanshawe College Hangar—with members of the Committee.*

# Guide to Local Power Familiarization Flying Programs

## An Outline and Sample Documentation for Squadrons Published by the OPC Aviation Committee



Air Cadets in the Province of Ontario are fortunate to have an excellent glider flying program. The program is popular, well organized and it ensures that the majority of our Cadets have the opportunity to gain valuable air experience. One other important flying activity that is also available to Squadrons is the option of setting up and operating their own power flying program.

Such operations can be conducted locally with RCA Ops approval. Unfortunately, until now there has been no practical reference available where a squadron could learn how to assemble and manage all of the data required to obtain Detachment and RCA Ops approval.

To solve this problem the OPC Aviation Committee has put together a manual titled "Guide to Local Power Flying Familiarization Programs". A copy of this manual has been linked to help explain and guide a Squadron through the approval process. There are also additional links to three different PDF files that must be completed to obtain RCA Ops and Detachment approval.

The following are the links to the three RCA Ops PDF files:

[Power-Famil-Request-Annex-A-Pilot1.pdf](#) [Power-Famil-Request-Annex-B-Aircraft.pdf](#) [Power-Famil-Request.pdf](#)

## How Does a Squadron Set Up Its Own Power Flying Program?

Some Squadrons that are close to flight training units, can with minimum effort, start up their own power flying program. All that is needed is an individual - a Flight Instructor, either a commercial or a civilian pilot - who is willing to donate his or her time to fly cadets. Squadrons that would like to submit a request may use the RCA Ops PDF files as a guide and then forward the PDF files as well copies of the pilot's licence, medical and log book etc. to their RCSU(C) Detachment for approval.

The procedure is the same for a private owner who wishes to fly Cadets except that additional information is required. For example a private owner must also submit the aircraft's registration certificate, an insurance certificate, a certificate of airworthiness as well as their licence, medical and log book.

All pilots wishing to fly Cadets must also complete a proficiency flight where in the pilot demonstrates to a detachment designated flight instructor that he or she is familiar with all of the safety and emergency procedures that are required for the particular aircraft involved. Once all of the data has been assembled it is to be forwarded to their local Detachment for approval.

Squadrons who have not participated in the program in the past will undoubtedly have numerous questions about the program and how it might work at their Squadron. If a squadron has questions or concerns about the program they should consult the OPC Guide which has been specifically designed to provide answers to many of the questions that may arise as a Squadron completes its request.

[Guide to Power Familiarization Flying Program.docx](#)

Having an opportunity to fly in powered aircraft opens up a new and exciting experience for Air Cadets in the Province of Ontario. While obviously not readily available to each and every Squadron, units should know that once a pilot is approved to fly Cadets they may - with Detachment approval - fly Cadets from any other unit including Sea Cadets and Army Cadets. Comments and questions may be directed to Program Development Officer, David Brown; [david.brown@aircadetleague.on.ca](mailto:david.brown@aircadetleague.on.ca).

# Air Cadet Leadership Symposium



During the annual OPC luncheon for members and senior staff from 8 Wing, Trenton CTC, and the Mountain View Cadet Flying Training Centre, two Ontario Group representatives of the RCAF Association joined the group - to deliver a cheque for \$2,400 to LCol Darryl Rolfe. The funds were used to purchase an additional 10 laptop computers for the personal use of Cadets in their off-duty hours. Group president John Hooper (centre) and past-president Les Ball (left) are shown in the 8 Wing Officers Mess presenting the over-sized cheque to LCol Rolfe. This was the second gift from Ontario Group to Trenton CTC: a donation in 2012 was used to set-up an initial 'internet café' for the Cadets.



## Air Cadet Leadership Symposium

To celebrate the 75th Anniversary of the Air Cadet League of Canada, a number of activities have been planned throughout the 2015-16 Training Year. One of these is a Cadet Leadership Symposium to be held concurrently with the National Semi-Annual Meeting in Ottawa in November 2015.

Forty Air Cadets from across Canada will be brought together in Ottawa for three days to look at leadership development in the Air Cadet Program. The theme of the symposium is "The Next 75 Years of Air Cadets." It will include presentations by guest speakers, a series of workshops and discussions, and the opportunity for the Cadets to present their thoughts and recommendations to senior Air Cadet League and DND representatives.

The Ontario Provincial Committee is permitted to select and send six Cadets to the Symposium, including the provincial winner of the 75th Anniversary poster contest. The remaining five Cadets will be comprised of the 2015 Ontario Air Cadet of the Year, and four recipients of major Provincial Awards.



## Celebrate the 75th with a Selfie!

This upcoming year marks the 75th Anniversary of Air Cadets in Canada and as part of the launch of the celebration year, we are inviting Cadets and League members to post a **selfie** of them wearing the 75th Anniversary pin. Take part in the celebration and post a photo! Please use **hashtag #aircadets75** when posting the photo on Facebook or Twitter.

We are looking forward seeing you with your pin!



# The Air Cadet League of Canada



Join us for some of the exciting events as we celebrate the **75th Anniversary** of Air Cadets in Canada.

## SAVE THE DATE

**Saturday, November 21, 2015**  
**Charter Night Celebration Gala**

Canadian Aviation and Space Museum  
11 Aviation Parkway, Ottawa

*Cocktails: 6:00 pm*  
*Dinner & Ceremonies: 7:00 pm*

**Music, Entertainment,**  
**Special Guests and Recognitions**

## TICKET PRICES

\$150/person    ♦    \$280 Couple  
\$1,000 table of 8

Dress: Formal Attire or Mess Kit

**Purchase tickets at [www.aircadetleague.com](http://www.aircadetleague.com)**



Become a sponsor or donor and help support activities such as the Air Cadet Leadership Symposium!



For all activities and updates on the **75th Anniversary** visit [www.aircadetleague.com](http://www.aircadetleague.com)



*For more information contact Wendy Hough at:*  
613-991-4351  
Toll free: 1-877-422-6359  
[wendyh@aircadetleague.com](mailto:wendyh@aircadetleague.com)



# 75th Anniversary Pins



September 1st marks the official launch of the 75th Anniversary of the Air Cadet League of Canada. A special pin has been produced to commemorate this significant milestone. Details with respect to when and where the pin can be worn, costs, distribution and supply are provided below.

## Cadets

Timelines: Cadets are authorized to wear the pins starting on 1 Sept 2015 to 31 Dec 2016.

Where to wear the pin: The pin is to be worn on the tunic pocket only of the Air Cadet uniform. It is not permitted to be worn on summer dress shirts.

Cost: The pins are **free to all cadets** that are active at any time during the 16 month period.

Quantities being allocated to each squadron have been calculated based on **2015 RCMA (squadron strength)**. An extra allowance of **10%** been added to take into consideration anticipated changes between 2015 and 2016 training years. In the event cadets numbers exceed the allocated amount, and squadrons run out of their initial supply, extra pins can be ordered from the OPC at no charge (except for shipping).

## Non-Cadets

Non cadets (SSC and OPC members, officers, parents, volunteers, and community members) are invited to join in the celebrations and recognize the occasion by wearing the pin. Pins are available at a cost of \$3.00 each (includes taxes) Shipping is extra where applicable.

They may be purchased online from the OPC website ([www.aircadetleague.on.ca](http://www.aircadetleague.on.ca)) under the OPC Merchandise section. The OPC has a supply of over 900 pins for sale to non-cadets.

## CIC Officers

CIC Officers are not authorized for wear the pins on their uniforms.

## OPC League Members

For OPC League members, the pin is to be worn on the left lapel of the blazer (next to any other ACLC pins).



## Pin Position

Comd Natl CJCR Sp Gp has approved the wear of the Air Cadets 75th Anniversary Pin on the Air cadet uniform for the period of 1 September 2015 to 31 December 2016 (dates inclusive). The pin shall be worn on the jacket left breast pocket flap, centered between the center of the flap and the edge closer to the center of the jacket. The pin shall be worn on the jacket only. See photos for a visual reference of the placement of the pin. Again, It is not permitted to be worn on summer dress shirts.

# CADET POSTER CONTEST



Cadets across Canada have an opportunity to share their artistic talent in celebrating the upcoming 75th anniversary of the ACLC by producing an 11" x 17" poster and submitting it in a nationwide contest. As added incentive, there is prize money at the National level for 1st (\$500), 2nd (\$300), and 3rd (\$200) place. The winning posters will be displayed at the Canadian Aviation & Space Museum during the 75th Anniversary year.

In Ontario, individual squadrons are to judge their cadets' submissions, and send the winning poster to the Ontario Provincial Committee for further judging. **The deadline for submission of posters is October 15, 2015.**

Judging of all submissions received from Ontario squadrons will take place at the AGM scheduled for October 31, 2015. The winning cadet from the Ontario entries will be offered the opportunity to attend the national Air Cadet Leadership Symposium November 18-22, 2015 – travel and accommodation expenses paid.

The winning poster will be then be submitted to Ottawa to be judged at the National Air Cadet League Semi Annual Meeting in mid-November. Additional information, including a registration form, is available on the ACLC website:

<http://aircadetleague.com/for-cadets-squadrons/contest-competitions/poster-contest>.

Please send posters to the attention of:

**Cadet Poster Contest, Air Cadet League of Canada - OPC**

90c Centurian Drive, Suite 203, Markham, ON L3R 8C5

**Any 75th questions can be directed to:**

Linda Finley, Program Development Officer

e-mail: [linda.finley@aircadetleague.on.ca](mailto:linda.finley@aircadetleague.on.ca)

## Sponsor & SSC Annual Commitment Report Coming Soon!

The Sponsor & SSC Annual Commitment Report [formerly known as 4900] will be created and sent to SSC Chairs in the coming weeks. Please review and return to the PDO assigned to your squadron prior to October 31, 2015. As per the Air Cadet League of Canada policies, this document is compulsory as part of the compliance requirements for SSCs. In addition, compliance is one factor used when determining Honours and Awards for SSCs and squadrons.

## Air Cadet League/DND Partnership Organizational Relationships and Channels of Communication

The Air Cadet Movement operates as a close partnership between the military side (Department of National Defence/ Canadian Armed Forces) and the civilian side (the Air Cadet League, OPC). In order to optimize the operational effectiveness and efficient handling of information between the two partners, there are distinct channels of communication (or chains of command) in place which must be followed. The local SSC Chair must routinely interact with the unit CO and has the first level of OPC support and communication being the assigned Regional Team Leader/Squadron Director. The next available link is to the provincial level OPC Program Development Officer, listed on final page of this Despatches. Jumping levels beyond this to DND/OPC provincial governance or national contacts is not appropriate.

The **Incident & Significant Issue Report** is to be used to formally document and submit information for which you are the main OPC member involved or witnessing the event, available in the OPC Members website file repository.

Note, SSC Chair and/or the Vice-Chair(s) cannot make unilateral decisions on behalf of the SSC. Proper procedures require a meeting, with minutes being recorded, and a vote by the SSC that has a quorum while accounting for past practices and current cadet year financial state.



# Registrations and Screening Reminders

**Registration and Screening Documents** listed below are available from the OPC website ([www.aircadetleague.on.ca](http://www.aircadetleague.on.ca)).

## **Bona Fide Memo Fillable – June 2015**

used when applying for a PRC/VSS to ensure a VSS is completed as part of the records check. In addition, some of the police services will either reduce or eliminate the fee for the police check and/or fingerprinting.

**CATO 23-07 Civilian Volunteer Agreement Rev. 1-12** is completed by the applicant and CO (or designate) for Civilian Volunteers working under the direction of the CO or for SSC members who would like assist with squadron activities.

**Code of Ethics Form** which is also included in the *OPC Application Form* and the *OPC Renewal Application Form*. All volunteers applying or renewing their registration are to read and sign the form.

**OPC Application Form – 2012 Master** is the full registration package for a new applicant or a previous SSC/OPC member whose OPC ID card has lapsed more than 12 months.

**OPC Application Form – League Portion 2012 Master** is required to be completed for any applicant completing the OPC Application Form – 2012 Master.

**OPC Renewal Application – Mar 2013 Master** is for SSC or OPC member who has a card about to lapse or has lapsed in the past twelve months.

**Registration and Screening Checklist** a form to assist the SSC to ensure all the relevant documents have been submitted. A pdf fillable form to indicate the applicant's name, squadron number (if applicable) and position. There are 3 categories on the checklist:

**New Volunteer** each box should be checked off on the left side when completing the new volunteer application, including the Interview and Reference forms (League portion).

**Renewing Volunteer** is completed and no Interview or Reference forms (League portion) is required.

**In addition the following are required for either Application** includes:

**CATO 23-07 Civilian Volunteer Agreement Rev 1-12** (mandatory for CVs),

**Police Records Check with Vulnerable Sector Screening** [aka: PRC/VSS] is to be submitted to OPC office **within 90 days of completion of the search**. If there are outstanding documents, do forward them to the OPC office as soon as completed. The OPC office will hold the PRC/VSS as valid and received on time while waiting for the remaining items to arrive. Any application submitted to OPC and not completed within 12 months will be withdrawn. The applicant will have to begin again with a new PRC/VSS and registration package.

## Toronto Police Service

The Toronto Police Service has revised their forms for the Police Reference Check Program which will no longer conduct a search of their data banks whether or not a particular individual has had contact with the Service under the **Mental Health Act**. The Toronto Police Service will accept only the new Revised forms effective immediately. On July 28, each Toronto SSC was mailed 10 revised forms for the SSCs and COs for new and renewing applicants. If any SSC or Squadron CO requires the new Toronto Police Service form, please contact **Silva Chan** at [silva.chan@aircadetleague.on.ca](mailto:silva.chan@aircadetleague.on.ca) or **Anne Kozich** at [anne.kozich@aircadetleague.on.ca](mailto:anne.kozich@aircadetleague.on.ca).

### CERTIFIED TRUE COPY OF ORIGINAL DOCUMENT

Signature .....

Name (Printed) .....

Position .....

Date .....

The SSC Chair or CO can certify a copy of the original PRC/VSS providing the SSC Chair or CO confirm the information on the original document is exactly the same as the copied document. If there is no original document to compare to the original, the copied document cannot be certified as a 'true copy'. The person who is certifying the true copy is to; sign, print their name, position and date the copy.

**Passport Quality Photo** can be taken with a smart phone of the applicant's head and shoulders in front of white or light coloured wall and sent electronically to **Silva Chan** at [silva.chan@aircadetleague.on.ca](mailto:silva.chan@aircadetleague.on.ca). (Not a copy of the passport book.)



**SSC Interviews** are conducted by two registered and screened SSC and/or Directors.

**CV Interviews** are conducted by one registered and screened SSC or Director and the CO or designate. The SSC/OPC member contacts the three references.

**General Inquiries** can be sent to **Silva Chan** ([silva.chan@aircadetleague.on.ca](mailto:silva.chan@aircadetleague.on.ca)).

**Advanced Inquiries** can be sent to **Anne Kozich** ([anne.kozich@aircadetleague.on.ca](mailto:anne.kozich@aircadetleague.on.ca)).

## National Courses 2016

The National Courses Handbook is currently being revised. There will be a Cadet version made available for all cadets from the OPC website to provide instruction on what is involved in the process, the interview procedures and what happens when the selected versus pending/standby list are announced. Another version of the handbook will be available for SSCs and squadron staff to refer to.

**NEW this year is the +1 rule will no longer be applied in Central Region (aka: OPC).** In recent years, due to the volume of applications submitted, none of the +1 applications have successfully qualified for a National Course. Therefore the maximum number of applications to be submitted for PPS and GPS will be as noted in the CRC SO documents and only **one** application for IACE, ATTC AM, ATTC AO, and ATTC ASS.

Like last year, the National Courses applications will continue to be submitted to the Detachment office by **Thursday, December 10, 2015**, for review for completeness. Any missing documents (except for Cat 3 Medical Certificates) are to be submitted to Detachment no later than **January 15, 2016**. Failure to submit the missing documents by **January 15** will result in the application to be withdrawn. The squadron staff and cadets are encouraged to respect the deadlines as noted and submit the required documents as early as possible and not wait to the last possible minute. Cat 3 Medical Certificates (not Cat 3 Medical Reports) must be submitted by **June 1**, again cadets and squadron staff are to respect the deadline and submit as early as possible.

The National Courses written exam will take place on **January 9-10, 2016**, as advised by the Detachment Office. The interview schedules are to be released by the end of January. The Interviews will be scheduled on the second Saturday of February, which is **February 13, 2016**. More information will be made available in the coming weeks once the National Courses Handbook had been approved for distribution.

# SSC Calendar 2015-2016



- September 15** Budget for current training year approved by SSC
- Sept-Dec.** Fall Tagging (Submit Tagging Coordination form to OPC/Det. prior to event)
- 
- October 31** Annual General Meeting
- October 31** ACC9 – submitted to Nicky Grantham, Financial Services  
GST/HST Applications-no deadline but preferably submitted with ACC9  
Annual Commitment Report (formerly OPC4900) – submit to your Program Development Officer
- 
- December 1** 1<sup>st</sup> payment of Lottery Tickets and submission of sold ticket stubs  
(Minimum payment is for amount sold and returned books to OPC)
- December 10\*** 1<sup>st</sup> (40%) payment of Squadron Assessment Fee (Usually due by mid-December)
- December 11** National Courses Applications due at Detachment
- 
- January 9** Flying Qualifying Exam for PPS & GPS cadets
- Mid-January** LSA receipts & cheques submitted by CO to Detachment (NLT)
- January 15** National Courses entries completed in FORTRESS/outstanding documents at Detachment
- January 29** Interview Schedules distributed
- 
- February 13\*** National Courses & IACE Interviews (2<sup>nd</sup> weekend in February)
- February 29** CRA “T3010” documents due  
Reminder: Submit GST66, RC7066 if a registered charitable organization
- 
- March 31** Lottery Tickets and final payment due for all books assigned to squadron
- 
- April 1** Liability Insurance Certificate applications for new National ACL fiscal year
- April/May** Spring Tagging (Submit Tagging Coordination form to OPC/Det. prior to event)
- April 21** Lottery Draw
- April 23** Effective Speaking Competition
- April 24** Debating Team Competition
- April 30** Final (60%) payment of Squadron Assessment Fee
- 
- May/June** Annual Ceremonial Review

**\*\*Notation in brackets indicates the usual timeline. Dates may change if there is a statutory holiday falling on any given weekend.**

**Payments or documents to be prepared/completed and submitted by the Treasurer/Chair**



## SSC TREASURER'S TIMELINE:

To assist both new and existing treasurers I have detailed below the financial milestones throughout the year:

### **ACC9 – Due for Submission to OPC no later than October 31<sup>st</sup>, 2015**

The full electronic excel version of the ACC9 must be submitted to Nicky Grantham, [nicky.grantham@aircadetleague.on.ca](mailto:nicky.grantham@aircadetleague.on.ca) with accompanying bank and investment statements confirming bank and investment balances as of August 31<sup>st</sup>, 2015. Paper copies of the ACC9 will no longer be accepted.

### **Assessment Payment due December and April**

Invoices will be sent to each treasurer or chair via email during the first week in October. Please note the payment terms, 40% due December and 60% due April. We are of course happy to accept payment in full prior to December 11<sup>th</sup>. At least 40% MUST be paid by this time. We are also happy to accept post-dated cheques for second payment.

### **Lottery Book Payments**

Payments should be sent into OPC as per your lottery agreements, no invoices are issued. All payments MUST be received in full prior to the lottery taking place as per the Lottery Commission Guidelines, these monies are restricted and should be submitted to the OPC, the funds should not be used for any other purpose.

### **T3010 Charitable Return**

The T3010 should be completed and submitted to the Charities Directorate within six months of the year end (no later than February 29<sup>th</sup>, 2016). In addition to the T3010 squadrons have to submit financial statements, most Squadrons use the signed ACC9 for this purpose. Failure to submit the T3010 may result in loss of charitable status.

### **Charitable Status**

Any squadron that does not already have charitable status is encouraged to apply as there are many advantages. The OPC will process this for you, if this is a reinstatement the OPC will make an additional charge as well as the CRA Costs for re-registration. Please email Nicky Grantham ([nicky.grantham@aircadteleague.on.ca](mailto:nicky.grantham@aircadteleague.on.ca)) for more information.

### **Lottery Payments to Squadrons**

The squadron share of the lottery is sent by cheque to each squadron usually by late May. No cheques will be issued to squadrons

who are not fully compliant with all OPC requirements, i.e. ACC9 not submitted, Assessment not paid in full or lottery ticket monies still outstanding.

Squadrons without charitable status also have to sign and submit the Raffle Lottery Proceeds Agreement.

# 74<sup>th</sup> Annual General Meeting & Conference

October 30 – 31, 2015

**Toronto Delta East Hotel**  
2035 Kennedy Road (N. of Hwy. 401)

**Reservations:** Bus #: 416-299-0562

**E-mail:** [zabina.meghji@deltahotels.com](mailto:zabina.meghji@deltahotels.com)

**Indicate:** AIR CADET LEAGUE OF CANADA - ONTARIO or group code GACL2015

**Online:** <https://www.deltahotels.com/Groups/Delta-Toronto-East-Groups/Air-Cadet-League-of-Canada-Ontario>

## Friday, October 30, 2015:

<u>Time</u>	<u>Activity</u>
18:00-21:00	Director's Dinner (& Spouse) - Registered Directors only (cash bar)
18:00-23:00	Award Cadets Workshop
21:00-24:00	Social Reception - Everyone welcome. (cash Bar)

## Saturday, October 31, 2015:

<u>Time</u>	<u>Activity</u>
07:00-11:45	Registration Desk
07:00-08:30	Award Cadets Breakfast (invitation only)
08:00-08:30	Coffee Break
08:30-10:00	Annual General Business Meeting - Registered OPC & SSC Chairs
08:30-11:45	Award Cadet Workshop
09:00-10:00	Regional Cadet Support Unit CO's Fireside Chat (for those not attending AGM Business Meeting)
10:30-11:45	<b><u>Workshop A: SSC/OPC/CIC – ROC Workshop</u></b> <i>Purpose of the Regional Operations Committees, ex. Effective Speaking &amp; National Course interviews</i>
	<b><u>Workshop B: 75<sup>th</sup> Anniversary &amp; Effective Speaking</u></b> <i>Details of the plans for 75<sup>th</sup> Anniversary ceremonies and information on Effective Speaking.</i>
	<b><u>Workshop C: Treasurer's Specific Components Workshop</u></b> <i>Detailed information on specific tasks, such as: tax receipts, etc.</i>
12:00-13:30	Cadet Award Banquet (banquet lunch)
13:45-15:15	<b><u>Workshop D: Memorandum of Understanding (MoU)</u></b> <i>The MoU is the foundation for the working relationship between the SSC and Squadron Staff.</i>
	<b><u>Workshop E: Introduction to Debating</u></b> <i>How to set-up and run a Debating Team.</i>
	<b><u>Workshop F: Fundraising Opportunities</u></b> <i>Fundraising events offered by OPC.</i>
13:45-14:30	Cadets Workshop (by invitation only)
15:30-16:30	<b><u>Workshop G: Recreational Trips</u></b> <i>The rules and procedures for organizing recreational trips.</i>
	<b><u>Workshop H: You be the Debating Judge</u></b> <i>Learn how to become a judge for the debating competition.</i>
	<b><u>Workshop I: Directors Workshop</u></b> <i>Specific for new or as a refresher for directors.</i>
17:30-18:15	Reception (cash bar)
17:30-18:15	Chairman's Reception (Invitation Only)
18:30-22:00	Awards Banquet Dinner (cash bar)
22:00-24:00	Social Reception (cash bar)

We are in the midst of finalizing a few details. The Annual General Meeting will be taking place on October 31 at the Delta Toronto East Hotel located at Kennedy Road and Hwy 401 in Scarborough. Preliminary information includes a number of workshops to choose and CO's fireside chat has returned. Watch your inbox for more information to arrive in the coming days once the final details are finalized.

# Tagging Updates and Guidelines

The three Leagues have met and created a new Tagging Protocol procedures and a Tagging Coordination Letter which for the first time in recent history, all three Leagues will be using and submitting to Det. The Tagging Protocol includes each element tagging during one weekend during the assigned month. Each element will have a different month in order to prevent donor fatigue and each element will cycle through the months so that each element has the first, second or third month during a tagging season. Any exceptions have to be negotiated at the local level with the OPC being advised through the PDO of any exceptions. Every SSC/Squadron is required to submit a Tagging Coordination Letter to Detachment and OPC through the PDO. The Toronto Squadrons due to the fact the City of Toronto approves the tagging dates are exempt from completing a Tagging Coordination Letter for dates approved by the City of Toronto. An exception for all is if the LCBO has approved an alternate date than the original tagging dates, the SSCs/squadrons are to contact all units (including Air Cadet Squadrons) in their immediate area to confirm there are no conflicts for tagging.

If any SSC is not able to resolve the coordination of tagging dates at the local level, the OPC office is to be consulted through the PDO who in turn will consult with the **Michael Hopkins, Squadron Operations Manager** and/or **Anne Kozich, Program Development Officer**.

## Thank you to all of our devoted volunteers!

## Staff Email Addresses & Telephone Extensions

90C Centurian Drive, Suite 203, Markham, ON L3R 8C5

General Line - 905-477-4411 | Facsimile Line - 905-479-2789

Toll-Free Line - 1-800-513-0952

**Michael Hopkins**, Acting Executive Director /Squadron Operations Manager

([michael.hopkins@aircadetleague.on.ca](mailto:michael.hopkins@aircadetleague.on.ca)) Ext 223

**Silva Chan**, Administrative Assistant ( [silva.chan@aircadetleague.on.ca](mailto:silva.chan@aircadetleague.on.ca)) Ext 221

**Nicky Grantham**, Financial Services ([nicky.grantham@aircadetleague.on.ca](mailto:nicky.grantham@aircadetleague.on.ca)) Ext 230

**Vince McGovern**, Fund Development Manager ([vince.mcgovern@aircadetleague.on.ca](mailto:vince.mcgovern@aircadetleague.on.ca)) Ext 231

**David Brown**, Program Development Officer ([david.brown@aircadetleague.on.ca](mailto:david.brown@aircadetleague.on.ca)) Ext 224

*ROC 3 and ROC 4, NOA and balance of EOA*

**Linda Finley**, Program Development Officer ([linda.finley@aircadetleague.on.ca](mailto:linda.finley@aircadetleague.on.ca)) Ext 227

*ROC 7 and ROC 8*

**Anne Kozich**, Program Development Officer ([anne.kozich@aircadetleague.on.ca](mailto:anne.kozich@aircadetleague.on.ca)) Ext 225

*ROC 1 and ROC 2, and balance of COA (except for ROC 3)*

**Jackie Villanueva**, Program Development Officer ([jackie.villanueva@aircadetleague.on.ca](mailto:jackie.villanueva@aircadetleague.on.ca)) Ext 226

*ROC 9 and 10, and balance of WOA*