

# **RECORD OF DECISIONS**



## **ANNUAL GENERAL MEETING AIR CADET LEAGUE OF CANADA**

**15-18 June 2006  
Richmond, British Columbia**



# Record of Decisions

**65<sup>th</sup> ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA  
HELD AT THE BEST WESTERN RICHMOND HOTEL & CONVENTION CENTRE  
RICHMOND, BRITISH COLUMBIA  
15-18 JUNE 2006**

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**MEETING ATTENDEES**

**Board of Governors**

Lionel Bourgeois	President
Craig Hawkins	First Vice-Pres.
Guy Albert	Past President
Michel Cataford	Vice-President
Joe Johnson	Vice-President
Rhodie Mercer	Vice-President

Robert Burchinshaw  
Roger Dionne  
Grant Fabes  
Stan Harry  
William Paisley  
Jan Reidulff  
Bob Robert  
Thomas White

**Advisory Board**

Jim Ash  
Bill Beattie  
Robert G. Dale  
Irene R. Doty  
Harold Fowler  
Bob Goudie  
David D. Hayden  
Ron Ilko  
Leonard G. Jenks  
James G. McKeachie  
Cec Palmer  
Robert Parsons  
Peter Prescott

**Honorary Members**

Robert Mortimer  
Herb. H. Spear

**Provincial Chairpersons**

NL	Terry Nelson
NS	John Walker
PE	Danny Gosse
NB	Ed Statham
QC	Carole Bédard
ON	Chuck Verge
NWON	Tom Beda
MB	Ed de Caux - Absent
SK	Ernie Callow
AB	Keith Mann
BC	Geoffrey Johnston

**Members**

Don Berrill  
Joan Cameron  
Marlene Conway  
Dick Donaldson  
Jerry Elias  
George Evans  
Jack Henwood  
Ron Hockridge  
Thomas G. Holland  
Stan Horton  
Darlene LaRoche  
Dennis MacNeil  
James Mullins  
James Spencer  
Eric Steffensen  
Douglass E. Sutherland  
Ralph Thistle

**Military**

Col Robert Perron  
LCol Michel Bourduas  
LCol François Gaboury  
Cmdr Tom Charlton  
Maj John Cooper  
Maj Al Wardle  
Maj Pierre Giroux  
Capt Andrea Onchulenko

**Committee Members / Provincial  
Delegates**

Ron Aumonier, BC  
Betty Batchelor, BC  
David S. Brown, ON  
Robert Clarke, AB  
Jean-Claude Dufour, QC  
Gail Elgbert, BC  
Ken Higgins, BC  
Gladys Jarvie, BC  
Eric Murray, NL  
Allen Spielman, AB  
Linda Spouler, BC  
Lois Steele, SK  
Leone Sutherland, BC  
Ilona Turra, BC

**Spouses**

Dorothy Beattie  
Jean-Louis Bédard  
Marjorie Burchinshaw  
Shirley Callow  
Susan Clarke  
Elizabeth Donaldson  
Jack Doty  
Janet Elias

Nail Erdogan  
Carol Fowler  
Laurette Goudie  
Shirley Harry  
Kathryn Hawkins  
Gail Holland  
Irene Horton  
Janice Ilko  
Diana Jenks  
Susan MacNeil  
Barb Mann  
Joyce McKeachie  
Debbie Mignault  
Sylvie Morin  
Norma Mortimer  
Marguerite Parsons  
Lydia Prescott  
Ina Reidulff  
Donna Robert  
Norma Steffensen  
Beverley Spielman  
Alex Steele  
Janis Thistle  
Joan Verge  
Kathy Walker  
Heather White

**Guests**

LGen Steve Lucas, CAS  
MGen Tony Pineda, National  
Commander, USAF CAP  
LCol Beverly Scoggins, USAF  
CAP  
Mr. Terry and Mrs. Gillian  
Wilshire, COPA  
Mr. Wayne Fisher and Ms.  
Jeanne Lesoway, AFAC  
Mr. Byrne and Mrs. Georgene  
Turner, ANAVETS  
Rodney Jones, CAAHRA

## **MEETING ATTENDEES (Con't)**

### **Effective Speaking Cadets**

Devin Chappell, BC  
Nathaniel Cole, MB  
Reine Jeanneau, QC  
Jennifer Jennings, NB  
Timothy Jewer, NL  
Nathasha Loran, AB  
Scott Nantes, PE  
Norma Quaroni, SK  
Anna Stromenberg, ON  
Sarah Vibert, NWO  
Tanith Wallebeck, NS

### **Parents – Effective Speaking Cadets**

Mr. and Mrs. Chappell, BC  
Mr. and Mrs. Cole, MB  
Michael Croken, PE  
Mr. and Mrs. Jennings, NB  
Rosemary Jewer, NL  
Heidi Loran, AB  
Maureen Quaroni, SK  
Mr. and Mrs. Stromenberg and family member, ON  
Marilyn Vibert, NWO

### **Employees**

Jean Mignault  
Chantal Fauvelle - Erdogan  
Laureen Nickerson

The Chairperson opened the meeting.

**I ADMINISTRATION**

**1.1 WELCOME BY THE NATIONAL PRESIDENT**

A general welcome was extended.

**1.2 INTRODUCTION OF GUESTS AND DELEGATES**

Members of the Head Table, Board of Governors, Advisory Board and Guests were introduced. American friends were introduced and welcomed. 655 Richmond Squadron cadets were thanked for attending. The Provincial Committee Chairperson introduced their delegation. Military personnel acknowledged and welcomed.

**1.3 MOMENT OF SILENCE**

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Forces members and friends of Air Cadets who had passed away since our last meeting, as well as those who are ill at the present time.

**1.4 CONFIRM NOTICE OF MEETING**

The Executive Director confirmed that the Notice of Meeting was duly circulated and that this gathering was a properly constituted meeting of the Air Cadet League of Canada.

**1.5 CALL TO ORDER – REVIEW AGENDA**

The Chairperson called the 65<sup>th</sup> Annual General Meeting to order. The Agenda was reviewed. J. Johnson has registered 6 proxies and 51 accredited voting cards therefore; there are a total of 57 eligible votes today.

**1.6 NEW ITEMS FOR AGENDA**

No items added.

**1.7 APPROVAL OF THE AGENDA**

**MOTION:** Moved / seconded by B. Paisley / P. Prescott that the Agenda be approved. **Carried**

L. Bourgeois presented the Dress Report immediately as decisions could affect dress for the remainder of the meeting.

**1.8 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS ANNUAL GENERAL MEETING (Calgary 2005)**

**Correction:** B. Paisley corrected that the minutes had reflected the National Flying Committee to create and begin a “tow aircraft replacement strategy”. The minutes are requested to be corrected and read: “National Flying Committee is to prepare a “Statement of Operation Requirement (SOR) for Tow Aircraft” and not a strategy. Minutes will be corrected and amended.

**MOTION:** Moved / seconded by D. Hayden / T. White that the Record of Decisions of the previous Annual General Meeting be approved as distributed with the one correction.

**Carried**

## **II BUSINESS ARISING**

- 2.1** It was confirmed, after discussion, that all business arising from the previous annual meeting had been addressed.

It was also confirmed, after discussion, that all business arising from the Semi-Annual Meeting had been addressed.

## **III RECEIVING REPORTS**

### **3.1 NATIONAL PRESIDENT**

#### **Presented by L. Bourgeois**

The full report of the National President has been included in the AGM Book of Annual Reports.

This report highlighted:

- a very busy year. 4 Memorandum's of Understandings were signed (MOU's);
- the partnership between military and the League continued to strengthen;
- annual inspections and grad parade's that were attended;
- L. Bourgeois' attendance at the Aviation Hall of Fame induction dinner.

### **3.2 EXECUTIVE DIRECTOR**

#### **Presented by J. Mignault**

The full report of the Executive Director has been included in the AGM Book of Annual Reports.

This report highlighted:

- Human resources under control with the hiring of two new staff – Kim and Sarah;
- financial performance of the ACL, including results from the National Fund Raising campaign and catalogue sales;
- League HQ operating grant increase request;
- legal fees incurred in potential lawsuits; and
- insurance management.

### **3.3 DIRECTOR OF CADETS**

#### **Presented by Col Perron**

Reported that he will be staying as Director of Cadets for one more year. The improved partnership was noted and strengthened through the grant increase of \$80,000. This money was intended to include translation. If deemed that it is still not enough, the ability to re-evaluate this upon the grant renewal in a few years is possible. At this point in time, cannot increase or add any funding.

This report highlighted:

#### **a. Cadet Instructor Cadre (CIC)**

- changes in training of CIC's have been looked at
- at the point now where we will have a National Course Curriculum
- changes are positive

#### **b. Cadet Program Update (CPU)**

- used to count cadets by the number of cadets on parade in June. This was not a fair representation as many of them leave in June;
- now have the skills and database "FORTRESS" to see the average of cadets per month;
- statistics were shown. Last year we had a decrease, but numbers were not a fair representation. Now have over 58,000 cadets on average. Some months we were above 60,000 cadets. Good progress was reported;
- until the program hits 70,000+, there will not be an increase in budget.

**Questions were fielded:**

**Question**

Ed Statham:

Is there a time of year that this dip happens on average? I am just thinking perhaps we could be more diligent during those times.

**Response**

Col Perron

I will show you on my slides, this information. I will show the potential we have in the future.

**Question**

Bob Robert:

In counting the number of cadets in a squadron, even weekly, you are under counting the number of cadets. Is it policy that you only count the cadets present or are you counting those who are excused as well?

**Response**

Col Perron

We account for every cadet that shows up in a month. So, if they only show up once in a month – they are counted.

You will see this in the slides to come.

The full presentation of the Director of Cadets has been included in the AGM Book of Annual Reports.

**3.4 NOMINATING COMMITTEE UPDATE.**

B. Wolfe absent. L. Jenks asked to give report on his behalf. Last minute changes from some provinces were noted. Changes reflected to pages 44 & 45 of the book. L. Jenks read out the following:

**Provincial Directors:**

BC – (5) Geoff Johnston, Doug Sutherland, Stan Horton, Tom Holland, Jack Henwood

AB – (4) Keith Mann, Eric Stefenson, Darlene LaRoche, Ron Hockridge

SK – (3) Jim Spencer, Bob Wheatley, Ernie callow

MB – (3) Ed de Caux, George Evans, Gary Bolton

ON – (7) Thomas Taborowski, Don Berrill, Marlene Conway, Dick Donaldson, Jerry Elias, Bill Cumming, Chuck Verge

NWON – (2) Tom Beda, Joan Cameron

QC- (6) Carol Bédard, Lloyd MacIntyre, Yvonne Soucy, Denis Turgeon, Jaques Vallée, André Doré

PEI – (2) Danny Gosse, Dennis Dunne

NB- (2) Ed Statham, Denis MacNeil

NS – (3) John Walker, James Mullins, Gordon DeVries

NL (3) – Terry Nelson, Bob Drummond, Gary Pincent

YK/NWT (2). – Bruce Mackay, John Carter

**BOG**

President – Craig Hawkins

1<sup>st</sup> Vice President – Michel Cataford

Vice President – Joe Johnson

Vice President – Jan Reidulff

Vice President - Grant Fabes

Past Pres – Lionel Bourgeois

Bill Paisley

Bob Bondarevich

Tom White

Maurice Murphy

Roger Dionne

Bob Burchinshaw

Bob Robert

Ken Higgins

Ralph Thistle

Rhodie Mercer



Honourary President – Robert G. Dale DSO, DFC, CD  
Honourary Treasurer – James McKeachie  
Honourary Secretary – André O. Dumas  
Honourary Solicitor – Stuart Clyne

Life Members – A reminder was made that there are there for life unless removed for cause, death or they resign.

Honourary Life Members: Arthur Macdonald and Richard Logan

Honourary Directors:  
The Honourable Lincoln Alexander  
BGen (Ret.) Ronald Button  
BGen (Ret.) William Buckham  
LGen (Ret.) David N. Kinsman  
MGen (Ret.) Robert L. Mortimer  
MGen (Ret.) John A. Stewart  
F/L (Ret.) Herbert Henry Spear  
Mrs. Kathleen Birchall

The slate was posted on the wall. Any nominations from the floor all need to be signed; the paper to the affect of nomination and acceptance by the nominee. If no paper is presented over the noon hour, this slate is considered and declared elected following election.

### 3.5 **BOARD OF GOVERNORS** **Presented by Lionel Bourgeois**

The Record of Decisions for the Annual Meeting of the Board of Governors has been attached as Appendix C.

Other issues highlighted included:

- a. last meeting was on 15 June 2006. Approved version 7 of By-Laws;
- b. discussed how to calculate 4 years of cadet service. Concluded that the cadet had to have four full calendar years;
- c. discussion on third MOU with ATAC;
- d. bonding insurance proposal;
- e. national headquarters move;
- f. discussed NWT not having a provincial committee;
- g. Ad-hoc committee struck. Chaired by R. Ilko to look at all issues of Governance. It is important that there needs to be wide spread cooperation from all regions. Must have a representative for all regions of the country. Looking for members to indicate their interest in participating in this committee.

#### 3.5A **NOMINATING COMMITTEE**

Being that no further nominations were forwarded over the lunch hour, we are to consider and declare the slate elected.

**MOTION:** Moved / seconded by I. Doty / D. Gosse that the slate be elected as presented. **Carried**

### 3.6 **ADVISORY BOARD** **Presented by J. Ash**

This report highlighted:

- 13 members of the advisory board are present;
- discussed honours and awards and changes that they would like to present in the future;

- consideration of timing of the AGM, being the opening of the tourist season, could costs be cut if changed to a different time of year?
- extended support to fundraising committee.

### 3.7 STRATEGIC PLANNING COMMITTEE

#### Presented by L. Bourgeois

No report was included in the AGM Book of Annual Reports due to the fact that this committee was comprised of B. Goudie and L. Bourgeois to work on the MOU. This has since been completed. L. Bourgeois reported that the committee that will look at Governance will be looking at strategic planning and doing such work. It was suggested that the Board of Governors (BOG), can look at it during the year and it will then be up to the new President to decide if he wants to re-formulate the strategic planning committee.

### 3.8 MEMBER REGISTRATION AND SCREENING COMMITTEE

#### Presented by C. Hawkins

The full report of the Member Registration and Screening Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- all tools are available and ready to be used;
- final adjustments will be made. We know it works. A dry-run was completed with test files. The National Office received it, uploaded it, noted an error, which was good as that was part of the test;
- R. Thistle our new governor will chair that committee.

### 3.9 LEAGUE / DND PARTNERSHIP COMMITTEE

Presented by R. Goudie

The full report of the League / DND Partnership Committee has been included in the AGM Book of Annual Reports.

#### Question

Unannounced Speaker:

How do we ensure that the responsibility matrix is followed? Will we have a person/process within the League responsible to review it?

#### Response

L. Bourgeois

Each of the regions were given enough information and notice that there should be information down to the CO's at this point and we should have the same to our SSC's. If any disagreements come about, they will both have the tools to look up who is responsible for what.

I think that we need to have someone look into this and follow this as well in the future.

### 3.10 NATIONAL HONOURS AND AWARDS COMMITTEE

#### Presented by G. Albert

The full report of the Honours and Awards Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- time for the medal- 4 years from taken on strength;
- "merit" will be taken out. Medal is for time in not merit;
- Depth and breadth of what you report provides better information to make a sound judgement/decisions;
- Cadet of the year: encourage you to send in applications and information in the appropriate time.

- L. Bourgeois will be taking over this committee. Would like to start an electronic tool kit, where all the forms, samples and information will be on CD and members can pull from there to help with the wording and nominating of a person. This will hopefully ease the process.

**Comment**

D. Donaldson:

We worked very hard for the selection of medals for our Air Cadets and I found it ironic when the cadets were interviewed for effective speaking yesterday – there was not one mention of them receiving their medals. That is something to think about. Why did that happen?

**Response**

L. Bourgeois

Yes. We will have to look into that and perhaps make mention of them in the future.

**3.11 NATIONAL FUND RAISING COMMITTEE**

**Presented by M. Conway on behalf of B. Bondarevich**

The full report of the National Fund Raising Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- resource opportunities;
- white paper is meant to be a discussion piece to define our needs, our opportunities and our long time growth. It was motioned and adopted. A pdf version can also be provided;
- A *Strategic Resource Development Committee* has been formed. This is essentially an expansion of the existing committee;
  - purpose: to incorporate at all levels National, Provincial and local;
  - objectives: ensure accurate representation of needs both current and future;
  - to determine long term plans;
  - to focus and re-identify fundraising mission;
  - clearly identify what value we are providing to all levels and as an organization;
  - strategic alliances to build a marketing opportunity and fundraising matrix to supply and support our needs;
  - aggressive timeline, by end of July committee will have fine tuned the survey that will be distributed by the end of August. Results in September, we will have them synthesized on a confidential basis. By October 2006, we will determine the scale of resources that are required; and
  - encouraged participation by all.

**3.12 NATIONAL FLYING COMMITTEE**

**Presented by B. Paisley**

The full report of the National Flying Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- positive safety record – Zero (0) accidents and 35 incidents;
- BC Wilga is now flying and some were fortunate enough to have a familiarization flight;
- 106 flying machines in total: 1 Wilga, 15 L-19's, 16 Scouts and 72 Gliders. Not all are flying. 2 gliders are ground displays;
- Revision to CATO 52-07. This CATO is in the process of being revised;

- Concerned about the ability to retain the power and glider graduates to ensure the continuation of the Air Cadet gliding program. The Provincial Committee in BC have created fine brochures that outline the prospects for cadets who attain their glider and/or power license.
- Comment made by T. Nelson: He mentioned that Greenwood for the 2<sup>nd</sup> year in a row is experiencing no flying. This is due to a lack of staffing and gliders. This is a big problem for the east coast. He asked that this be looked at.

### 3.13 PUBLIC RELATIONS AND IMAGE COMMITTEE

#### Presented by E. Statham for M. Wedge

The full report of the Public Relations and Image Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- lack of members in attendance;
- would like to get rid of the “*best kept secret*” slogan. Asked members to come forward with increasing the awareness of the program;
- PR submissions to Cadence and Airforce Magazines;
- S. Putinski has done a great job at the National level and good dialogue ensues.

**Question:** B. Goudie asked the group about Air Cadet Week and what value are we getting out of this? He has not seen anything come about from this and thought that this was an idea that would be tackled nationally.

**Answer:** L. Bourgeois reported that there would not be a national air cadet week as this had been decided in a previous BOG meeting. It was decided that each province would be responsible to have their own, as each province wanted it during a different week.

### 3.14 POLICY AND PROCEDURES COMMITTEE

#### Presented by J. Johnson

The full report of the Policy and Procedures Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Manual is a work in progress;
- Update is continuing;
- Working at it steadily and changes will be posted on the website.

**Request:** I. Doty requested that a date be pasted on the revised document when it has been updated so that all members can be aware of what version they have.

### 3.15 NATIONAL SELECTIONS COMMITTEE

#### Presented by D. Hayden

The full report of the National Selections Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Would like to have a representation for all provinces, encouraged members to have a representative as it is extremely important
- Database program now. Would like provinces to comply. National office should not have been responsible to input all files for those provinces who did not comply;
- Reviewed the cancellation of the Air Traffic Control Course (ATCC). Working on amending this course. The 21 cadets who were selected for this course, 19 of them accepted another national course or pursued staff positions;
- In terms of the exam for the ATCC, our military partners have never been a fan of the qualifying exam. Recommendation to study the necessity of this exam in the future was made;

- Mathematic matrix for selections worked well this year and ensured that it was fair for all provinces;
- Received a request from DCdts and Ontario to include the power scholarship forms and glider forms and send these to region level only and that would leave only exchange files to go to the National Office. This would expedite the process and cadets would learn about their camp status faster and more efficiently.
- Upset CO: had a cadet who was going to be 19 on 21 august. Policy is 19 after the first of September; therefore cadet got deprived of going to glider scholarship, she wrote an 8 page memo with examples that in the Army and Navy, they have a fairer and less discriminating policy. Maximum age policy looked at as it is a reasonable request. After discussion, it was decided that steps could be taken to alleviate that concern. P. Giroux of DCdts confirmed this possibility. **Recommendation:** to the League that we would like the League to take a more serious look at this so we do not deprive senior cadets of one last course;
- Age requirement for IACE, the policy states that the cadet has to be 17 prior to August 1<sup>st</sup>. Our Canadian rule is 17 after Sept 1. Due to this discrepancy, Major P. Giroux of DCdts has to phone the USA or other country, and discuss that the cadet meets our regulations but not the IACEA regulations and has had to ask them, "will you accept this cadet anyways"? For the last 2-3 years we have had to do this. **Recommendation:** coincide the dates for that minimum age requirement to comply with the International regulations.

**3.16 EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE**  
**Presented by L. Bourgeois on behalf of F. Hopkinson**

This report highlighted:

- annual staff evaluations and on-going review of the benefit program;
- fair compensation to employees must continue;
- concerned about training they need to continue to develop their skills and that we would help them achieve these.

**3.17 TRAINING COMMITTEE**  
**Presented by T. White**

The full report of the Training Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Capt Onchulenko updated the group on the Cadet Program Update;
- CAMC and BCIT were visited and very good information was shared that will affect future training.

League Aerospace Industry Steering Committee:

G. Fabes – commented on ongoing work with organizations

M. Conway – reported that an action team was created to identify those resources to make thing happen. She encouraged all provinces to organize action teams in their own areas. She is willing to help provinces think creatively. Expansion of our partnership and sustainability of the League is of the utmost importance.

**3.18 RECRUITING AND RETENTION COMMITTEE**  
**Presented by J. Reidulff**

The full report of the Recruiting Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Effective strength discussion: Recommendation: that growth objective previously established be reviewed;

- Recommendation: made to DCdts that CO's have the ability to promote deserving cadets regardless of quota. Discussion ensued as many felt this was wide open to interpretation. It was made clear that there are no quotas for the rank of corporal.

### **3.19 PROVINCIAL CHAIRPERSONS' COMMITTEE**

#### **Presented by R. Thistle**

The full report of the Provincial Chairpersons' Committee has been included in the AGM Book of Annual Reports.

The Record of Decisions for the Provincial Chairpersons Committee has been attached as Appendix B.

- E. Callow is newly elected chair;
- Bonding issue was raised. A complete conclusion on bonding was not reached but B. Robert made an excellent presentation. Some provinces need to go back and discuss this issue further. A clearer picture will be depicted come the SAM in November;
- Approved the report to the President from the PC Chairs;
- Proposal for nomination of Governors was withdrawn. G. Johnson provided a small report in regards to this. 2 things came out of discussion unanimously: 1 relationship between PC chair & BOG increase positively, worked well and would not push further on this issue.

L. Bourgeois reported that the Chair of Chairs was invited/ included in all BOG meetings. C. Hawkins will continue with this as well to keep these lines of communication open.

### **3.20 NATIONAL EFFECTIVE SPEAKING CONTEST COMMITTEE**

#### **Presented by D. Brown for R. Dionne**

This report highlighted:

- review of the Rules and Regulations and selection of topics for the 2007 competition;
- the 2007 topics were read aloud;
- revised and standard forms will be created for the SAM;
- disqualification rules: was brought forward that "any violation results in a disqualification". It does not say that at the moment, but it will be included now. Arriving late for the competition is that you would not be disqualified unless you arrived after the last speech;
- feedback to participants (ranking, scores).

### **3.21 INTERNATIONAL AIR CADET EXCHANGE COMMITTEE AND IACEA 2006**

#### **Presented by M. Cataford**

This report highlighted:

- thanks went out to Major P. Giroux and J. Mignault;
- page 68 shows a decrease in the number of cadets. Although this is disappointing we have to continue to negotiate with other countries. Also, some countries, cadets pay themselves so there is a cost issue to be taken into consideration;
- Ghana will join the association this year as members.

#### **IACEA QUEBEC COMMITTEE REPORT:**

- All aware that we are hosting this year in Quebec City. Committee will end their activities by Sept 1 of this year;
- 51 delegates have signed on for this conference;
- Most activities will take place at the Chateau Frontenac;

- Other tourist activities have been planned. To name a few, Valcartier, Helicopter flight, Cabane a Sucre visit etc.

**3.22 EDUCATION CREDITS**  
**Presented by G. Fabes**

This report highlighted:

- Joint education and training committee meeting was held;
- 5 test cases in a computerized system were completed. Were waiting for the first statement of marks, they arrived and credits were granted;
- Now looking at this to introduce in school boards and perhaps the Ministry of Education. Hoping that it will move smoothly and more rapidly;
- Committee request PC Chairs to keep them up to date when there has been a change in the status for credits for cadets. Would like to keep as up to date as possible on this.

**3.23 INSURANCE COMMITTEE**  
**Presented by J. Johnson**

The full report of the Insurance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Rates have stabilized. We are in a good position;
- J. Mignault and staff manage the portfolios on a day to day basis and they do a great job;
- See no purpose of this committee in the near future. Would like it to be disbanded and this has been brought forward to C. Hawkins to look at this under his reign.

**3.24 NATIONAL FINANCE COMMITTEE**  
**Presented by B. Robert**

The full report of the National Finance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Mandate is to ensure that ACL has adequate policies and procedures at all three levels of the League including the By-Laws;
- Mission: best financial management and vision to have a million dollars in the bank (joke);
- Investment policy has been published in policy and procedures manual. Encouraged all Provincial Committees to look at it;
- Fine tuning ACC9 forms and will have Provincial Committees use 1 single and standard form;
- Tool kit to be created for ease of use;
- ACC9 statistics were provided briefly. All PC's have turned in a copy of their financial statements for both 2004 and 2005. Squadron Sponsoring Committee ACC9's update for 2005 was also provided. Reported that NB is at 73%, NS – 90%, BC-100%, PEI 100%, Overall, year end 86% of 450 ACC9's have been received;
- Concerned and puzzled with Manitoba as they have not submitted any for year end;
- Bonding: PC's have brought forward their concerns. PC's are divided and there is a spectrum of participation. Will continue to look at this further but satisfied that we are moving in the right direction.

**Question**

T. White

What is the deductible on the bonding?

**Response**

B. Robert

Depends on the level. Dependant on whether it is National, Provincial or local. At the SSC level it is \$5000.00. I will in the next couple of weeks go to our broker for the office and will get some figures for some permeation to do bonding at the SSC level. The fewer you bond – the more it will cost. If we went 100%, the premium would drop. Only 40% of SSC's are bonding so we are unsure of what the cost will be.

**3.25 APPROVAL OF THE FINANCIAL STATEMENTS**

**MOTION:** Moved / seconded by B. Robert / R. Ilko that the Financial Statements for be approved. **Carried**

**3.26 APPROVAL OF THE BUDGET FOR 2006-2007**

**MOTION:** Moved / seconded by B. Robert / M. Cataford that the proposed budget for 2006-2007 be approved. **Carried**

**3.27 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2006-2007**

**MOTION:** Moved / seconded by B. Robert / B. Goudie that the Chartered Accounting firm of Boyer and Boyer be appointed as Auditors for the year 2006-2007. **Carried**

**3.28 REPORT FROM THE OPEN FORUM**

**Presented by L. Bourgeois**

Due to repetition and reports already presented. There was nothing further to report.

**3.29 BY-LAWS COMMITTEE**

**Presented by J. Ash**

This report highlighted:

- Process: approval from the BOG on 13 May 2006 for most recent version of the By-Laws;
- Complete translation is costly and will be done soon;
- will have to be forwarded to Industry Canada for approval;
- Bill C-21 is being watched as Industry Canada may not be required in the future. We have tried to comply with what we have on hand. Many questions have come forward and often times the answer is "because Industry Canada says so" and that is the reality of it;
- Version 8.1, no substantial changes have been made, but a new section for the BOG only has been created;
- Deleted the word "*appendices*" to "*references*";

**MOTION:** Moved / seconded by J. Ash / G. Fabes that By-Laws version 8.1 provisional, subject to the final approval from Industry Canada be approved as presented. **Carried**



**3.30 REPORT ON EXPERIMENT IN QUEBEC FROM COMBINING AN ARMY CADET CORPS AND AN AIR CADET UNIT**

Presented by C. Bédard

In the Laval region of Quebec. 1 Army Cadet Corps (#04) decided to combine with an Air Cadet Sqn (648 Lachute) and have been operating together. There have been problems throughout the year due to the squadron CO being sick and the SSC also. Cadets have adapted well. Results are not as good as they had hoped, however, it is felt that it is worth continuing to see if this will work in other areas. It has enabled them to keep the Air Cadet squadron running which would have closed otherwise.

Effective Strength numbers for the Air cadets is 12-15 and the Army Cadet Corps has 30. They have a combined strength of 42-45.

Next year, the Air Cadet Sponsoring Committee is actively recruiting in the fall.

**Question by J. Mignault:** If able to bring the numbers up for the Air Cadets, will we re-split or continue with experience?

**Answer:** We will cross that bridge when we get to it. Experience may be so positive that it could continue as a merged corps/unit.

**3.31 GENERAL PINEDA REPORT:**

L. Bourgeois invited General Pineda to say a few words to the group.

- Reported that they are facing very similar issues across the border;
- Has taken note of some of our ideas and has learned quite a bit;
- Thanks were extended to the League.

**IV NEW BUSINESS**

**4.1 LOCATION OF AGMs**

Locations of future AGMs were reviewed:

2007 – Manitoba  
2008 – Québec  
2009 – Newfoundland and Labrador  
2010 – Saskatchewan  
2011 – New Brunswick  
2012 – Ontario

**4.2** Semi-Annual Meeting will take place on the 23-25 November 2006.

**V CONCLUSION**

**5.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE**

*MESSAGE – Irene Doty*

Doty began with an inspirational message. Asked all to close their books. Mentioned all had 3 days of tremendous and intense meetings. Paradox of our time in history is that we have taller buildings but shorter tempers, wider freeways but narrower viewpoints, have more, but spend less, bigger houses, but smaller families, more degrees - but less sense, more experts - but more problems, we drink too much and laugh too little, drive too fast and stay up too late, we're too tired and read too little, watch TV and pray too seldom. Multiplied possessions but reduced our values and hate too often. Learned how to make a living but not a life; we have been to the moon and back but have trouble crossing the street to meet a new neighbour. Cleaned the air but polluted the soul, plan more but accomplish less, communicate less and less.

These are the days of 2 incomes but more divorces, fancier houses but broken homes. It is a time when there is much in the showroom window but nothing in the stockroom.

Spend times with loved ones! Remember to say kind words to that person who looks up to you in awe, cause that little person will soon grow up and leave your side. Say I love you to your partner and loved ones. Most of all - mean it! Hold hands and share in that moment- for that person will soon not be there. Life is not measured by the number of breaths we take, but by the moments that take our breath away.

## 5.2 ADJOURNMENT

There being no further business, the meeting was adjourned.

**MOTION:** Moved / seconded by L. Bourgeois / J. Mignault that the 2006 Annual General Meeting of the Air Cadet League of Canada be adjourned.



Kimberley Banaszekwicz, *Executive Assistant*



Jean Mignault, *Executive Director*



L. Bourgeois, *National President*



# PRESIDENT'S REPORT

L. Bourgeois

## APPENDIX A

It has been a busy and very fast paced year. I was very fortunate to serve as your President during a year when so much new policy and new initiatives were introduced to place the League in a better position to fulfill its mandate of providing the very best service to its Air Cadets. During this year I have signed four Memoranda of Understanding for the League.

The first one with WestJet provides free aircraft seats for Air Cadets and their escort proceeding to the finals of the Effective Speaking Competitions at our AGM and reductions in air travel costs.

The second was the omnibus agreement with DND listing which of us have what responsibilities at all three levels in providing services to the Cadets. This one has a fundamental change in that all League members now need to be registered and screened, including police checks. While this may seem onerous, it is of distinct advantage to the League in that its members may now be assigned by Commanding officers to supervise and teach cadets. Over many years, our military partners gradually assumed all supervisory and instructional duties over cadets and consequently most League members found themselves with no direct access to the cadets that they served. Now we are back as full partners in providing for their welfare and training. Screening was mandated by Government policy but

we are pleased that it will also allow screened host families to billet visiting National and International Cadets.

The third and fourth MOUs were with The Canadian Aviation Maintenance Council (CAMC) and the Canadian Aerospace Associations Human Resource Alliance (CAAHRA) to make significant advancements in Air Cadet optional training and support from Canada's Aviation Industries and schools in future. These have led to follow-on discussions with the Air Transport Association of Canada and NAV Canada on assistance for the Air Cadet Air Traffic Control Courses. All of these will help Air Cadets who may wish later to transit to careers in Aviation Industries or the Canadian Forces as adults. The agreements will provide better support of optional training programs at Squadron level and summer camps as well as improving the support to local Squadrons from the aviation industries and from aviation schools and colleges.

Our National Office continues to improve its ability to serve Provincial Committees and Squadrons with a stable staff of five plus some summer students. DND has increased our annual grant plus an extra amount to cover our accommodation and communication expenses. Timing was fortuitous in that all three Leagues have to move out of their current Government accommodation. We have signed a five year lease on a house (Cadets House) at 66 Lisgar St. in Ottawa (next door to the Navy Mess) that is large enough to accommodate all 3 Leagues. The Move will take place over the summer. The good news is that we will be keeping all of our current phone numbers.

Your Executive Committee and the Board of Governors have been very busy. You will be discussing initiatives from Bob Bonderavich and Marlene Conway to improve Fund Raising at all levels. You will look at forms designed by Bob Robert to improve necessary information gathering from Squadron and Provincial level. You will be asked to ratify the amended by-laws and P&P Manual prepared by Jim Ash and Joe Johnson. You will note that by including the Chair of the Provincial Chairs Committee in all our BOG and Executive meetings that there are no old unresolved issues between levels of the League. You will see the great work done by Craig Hawkins and his nation-wide screening committee. You will be briefed on our rapprochement with Canada's Aviation Industries and Services. My sincere thanks go to all the national members that took on Committee work. Guy Albert has worked hard to get nominations for appropriate recognition.

As I look forward I see two main areas that need our continued attention: Cadet Retention and fund raising. I believe that introduction of the 4 year cadet service medal and improvements in the training packages will motivate Cadets to stay longer. Likewise, keeping the Air in Air Cadets with our flying programs and support from the aviation industries will retain their interest longer. To assist in fund raising at all levels, Bob Bondarevich's white paper will provide a tapestry on which we can all paint to initiate a myriad of new fund raising initiatives. What it needs is a good imagination and hard work to start the balls rolling.

All of us on the BOG have noted the full dialogue on issues with the VCDS and the D Cadets staff. Vice Admiral Buck was a great cadet supporter and Colonel Perron went out of his way to brief us in detail on all issues. Our thanks for their support and understanding.

As I leave my post, I want to thank you all for your outstanding support, not only over the past year but also over the four years as a VP. Together we got a lot done. I have every confidence in Craig Hawkins as your new President and pledge to help him as best I can.

Lionel Bourgeois



# NATIONAL SELECTIONS

Thursday, June 15, 2006-10-03

13:00 – 16:00 hours

Room 294

## APPENDIX B

<b>Present:</b>	David Hayden	Chair (Ontario)
	Leona Sutherland	British Columbia
	Tom Holland	British Columbia
	Doug Sutherland	British Columbia
	Darlene LaRoche	Alberta
	Ron Hockridge	Alberta
	Joan Cameron	North Western Ontario
	Bob Robert	Governor (Ontario)
	Grant Fabes	Governor (Quebec)
	Tom White	New Brunswick
	Dennis McNeil	New Brunswick
	Jim Mullins	Nova Scotia

Major Pierre Giroux      D Cadets 4-5

### 1.0 Administration

#### 1.1 Committee Chair Remarks

A sign in sheet was distributed, David Hayden called the meeting to order at 13:10 hours and welcomed all to the meeting. The Chair acknowledged the regrets of the Committees Secretary, David Brown as he can not be in two places at once and needed to be at another meeting.

#### 1.2 New Items for Agenda

3.5 Form CF 51

3.6 Use of Data base for National Course Selections

#### 1.3 Approval of Agenda

It was moved by Gant Fabes and seconded by Joan Cameron that the agenda be approved as revised. CARRIED

### 2.0 Business Arising

#### 2.1 A review of some results of what happened at the AGM in Calgary, June 2005 and the SAM in Ottawa, November 2005.

Discussed the cancellation of the Air Traffic Control course for the Summer of 2006. The Chair was pleased to advise that all but two Cadets accepted positions on other courses as either participants or Staff Cadets (19 of 21 from Course load).

Major Giroux indicated that on the Course list for next summer the Air Traffic Control course was included at this time.

The second issue was whether we continue to have a qualifying exam or not. This had nothing to do with the fact that we had to cancel last year's exam due to a glitch. There has been some consideration to this approach to see if more Cadets would apply. Our recommendation is to get more feed back from the

Provinces and the BOG as to whether we leave the system alone or pursue this new possible direction.

- 2.2** Major Giroux and the Chair reported that the new mathematical way for allocation of the Countries to be visited by IACE selected Cadets was fair and worked well this Spring. Over a five year period each Region or Provincial Committee would receive their fair share of the three categories of Exchange visits (UK, USA or Far Country) based on effective strength.

- 2.3** We discussed how well the notification of successful Cadets to National Courses was announced because of the elimination of sending all but the Power, Glider and IACE files up to Region rather than League Headquarters. Most if not all Cadets should have known their results in late March or Early April. This took a huge work load off the shoulders of our National Office. It was also explained that NDHQ and our National Office simultaneously advised the Regions and Provincial Committees of the results. They in turn advised the Commanding Officers and Sponsoring Chairs simultaneously. The Cadets were only advised after each side of the partnership had talked with one another.

### **3.0 New Business**

- 3.1** We received similar requests from D Cadets and the OPC to include that the Power and Glider files also be sent up to Region and not to ACL Headquarters for processing. Members present unanimously recommended that we forward this to the BOG for implementation in 2007. Only the course files for IACE will be forwarded to League Headquarters for processing in 2007.

- 3.2** A very thorough report was received from a Commanding Officer of an Eastern Region Squadron indicating that the League is discriminating against Cadets when it comes to the date qualification for senior Cadets attending summer courses. The example used was a Cadet being declined from a Power Scholarship because the Cadets birthday of 19 was before September 1st but after the completion date of the course.

Both Army and Navy League policy states that Senior Cadets may take a last summer course before the Cadet reaches the age of 19 as long as the Cadets birthday is not before the end of the course.

Much discussion was held with the main concern being delays in finishing the Power of Glider training due to inclement weather. It was recommended that we forward recommendation to the BOG to implement this policy for 2007.

- 3.3** Major Giroux presented another age requirement issue. Over the past two years D Cadets had to approach other Countries to accept Canadian Cadets who are under age according to IACE Association rules. Our minimum rule goes into effect on September 1st each year while the IACEA rule is August 1st. We recommend to the BOG that our dates be changed to coincide with the IACE Association policy for 2007.

- 3.4** Major Giroux discussed the revised DND 2226 National Camps form. This years form has several minor changes, however there Will be one major change effecting area "7" Optional Activities. The suggestion was taken from Eastern Regions form CAD 115. The new area "7" is expanded with much more exact material requested. Major Giroux invited change recommendations from anyone any time. All will be considered and if found workable, the change could be implemented on a future revision.

- 3.5** Major Giroux advised that late arrival of CF 51 forms has again created problems for D Cadets. Major Giroux stated that starting in 2007 all CF 51 forms will have to be received at the National Headquarters before allocation of the Countries to

be visited is announced. The procedure for reception of CF 51 shall be worked out with the Regions.

- 3.6** Doug Sutherland of the British Columbia Provincial Committee has worked extremely hard with League Headquarters to develop a data base for National Course Selections. He reported that this past season all but two Provincial Committees used the program and found it to be very user friendly. However the two Committees that did it all manually bogged the final process considerably. He strongly recommended that all Provincial Committees study the program and use it for 2007.

**4.0 Conclusion**

- 4.1** All recommendations were to be submitted to the BOG after the meeting. The hope being that the recommendations would be approved in time for inclusion with the fall literature distributed for 2007 Summer Courses.

- 4.2** The meeting was adjourned at 15:00 hours.



# PROVINCIAL CHAIRPERSON'S

15 June 2006  
1300 Hours

## APPENDIX C

### LIST OF ATTENDEES

Ralph Thistle                      Chair of Chairs

#### Chairs

Terry Nelson	Newfoundland
Danny Grosse	Prince Edward Island
Ed Statham	New Brunswick
Carole Bédard	Quebec
Chuck Verge	Ontario
Tom Beda	Northwest Ontario
Ernie Callow	Saskatchewan
Keith Mann	Alberta
Geoffrey Johnston	British Columbia

#### In Attendance

George Evans	Representing Manitoba
Jean-Claude Dufour	Executive Director Quebec
Jerry Elias	Ontario First Vice Chair

#### Representing DND

LCol Francois Gaboury              SSO Air Cadets

#### Representing National ACL

Bob Robert	National Governor/Chair National Finance Committee
Lionel Bourgeois	National President





# BOARD OF GOVERNORS

Thursday, 15 June 2006

1500 – 1700 hours & 1800 – 2000 hours if required

Room 290

## Appendix D

### I. ADMINISTRATION

#### 1.1 Opening Remarks by Chairperson

All were welcomed to the meeting.

#### 1.2 Call for New Agenda Items

No new agenda items were added.

#### 1.3 Approval of Agenda

Moved/ Seconded by J. Johnson / M. Cataford

#### 1.4 Approval of the Record of Decisions – 17 Nov 05

L. Bourgeois proposed that all minutes done two weeks after the meetings.

Minutes are found to be too lengthy as well. It is preferred that they be shorter and paraphrases be made.

Target date of minutes to be completed end of August.

**Motion:** that minutes are made with decisions only and that with the exception of these minutes from this meeting that they will then be available 2 weeks after the meeting.  
Moved / seconded by B. Robert / S. Harry.

Approval of the minutes from the 64<sup>th</sup> Semi-Annual Meeting was completed. Moved / seconded by R. Dionne / J. Johnson.

**Carried**

#### 1.5 Approval of the Record of Decisions – Joint Session of Governors and Provincial Committee Chairpersons – 17 Nov 05

Minutes were approved. Moved / seconded by S. Harry / B. Robert.

#### 1.6 Approval of the BOG Teleconference Record of Decisions – 13 May 06 & The Executive Committee Teleconference – 22 Apr 06

EC minutes for 22 Apr 06 were approved. Moved / seconded by M. Cataford / G. Albert.

**Carried**

13 May 06 BOG minutes were approved. Moved / seconded by B. Robert / S. Harry

**Carried**

#### 1.7 Ratify the Acts of the Executive Committee

The acts of the Executive Committee were ratified. Moved / seconded by R. Dionne / J. Reidulff.

**Carried**

### II. BUSINESS ARISING

#### Information

#### 2.1 Review and Approval of the New By-Laws

J. Ash reported that all received version number 8. Version 7 was approved previously. A minor change to section 11 was made and has resulted in version 8.1. The wording has been changed from “appendices” to “references”.

**Motion:** to approve Version 8.1 and therefore make them effective as provisional By-Laws until Industry Canada formally approves them.



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(Continued)

Moved / seconded by B. Robert / G. Fabes.

**Carried**

It was recommended that the new incoming President have someone look at the constitution as well, being that wording still states “boys 18 years of age”.

### 2.2 Air Cadet League Long Service Medal (Calculation of Service Years)

L. Bourgeois stated that he received an e-mail from a Commanding Officer (CO) in BC who refused to provide a service medal to a cadet who had more than 4 years of service. This CO refused it based on the fact that he did not feel his cadet(s) met the “merit” standard. L. Bourgeois advised this CO that he cannot deny this medal as it is not his medal and it is based on service not merit. G. Fabes read the wording of “meritorious” in the description. G. Albert advised that this is misinterpreted.

It was agreed to remove this wording and that the medal is based on 4 full years of service. G. Albert will bring this forward to the Provincial Chair's for further discussion.

### 2.3 Selections 2006

It was discussed that camp has to be finished before the cadet turns 19 years of age. Discussion for information purposes ensued on this topic.

### 2.4 Member Registration and Screening

C. Hawkins reported that a working model will be disseminated immediately. Nova Scotia requested clarification on the CATO wording of “supervision”. Nova Scotia is taking the position that they will not screen any volunteers other than League members, until this clarification is made. C. Hawkins suspects that other provinces may take this similar position.

C. Hawkins reported that the forms and new policy and procedures are in force. Brochures will be distributed to the provinces, each squadron will receive 10.

C. Hawkins reported that a test run was completed with K. Banaszkiwicz at the National office. K. Banaszkiwicz picked up an error in it as well which proved successful as it was part of the test. C. Hawkins reported that it is working and we can move forward.

### 2.5 IACEA 2006 Conference – Québec City

M. Cataford reported that 47 people have registered. This will be held at the Chateau Frontenac. A full program has been implemented. This event will cost money. L. Bourgeois will be representing the President and will have the voting right for Canada.

### 2.6 AGM June 2007 – Winnipeg, MB

The 2007 AGM will be held in Winnipeg, MB at the Canada Inn's Polo Park on June 13 – 17, 2007. Room price is \$92.00 plus tax. Full demand is \$650.00 for the conference rooms.

### 2.7 AGM June 2008 – Quebec City, QC

The 2008 AGM will be held in Québec City, QC at the Clarion Inn on June 18 – 22, 2008. The room rate is \$92.00 plus tax. Meeting rooms are reasonable.



## BOARD OF GOVERNORS

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(Continued)

### 2.8 Partnership Team/Indemnification of the League

J. Mignault reported that the new lawyer is working on this. Further details will be provided once received. Will only be indemnified if you complete the form where you record that you will be a volunteer of the crown. J. Mignault believes that it will happen, however, it will take time.

### 2.9 MOU with ATAC

G. Fabes reported that ATAC is willing to provide selected Air Cadets to get job shadowing, benefits such as aircraft rentals, meeting space, parade grounds etc. These concepts are still being worked on and negotiated. C. Hawkins reported that caution should be taken in terms of safety issues and items that may surface that we could forget about. G. Fabes reported that discussions will take place with DCdts as well to ensure that we take such concerns into consideration.

### 2.10 Air Traffic Control Course 2007

L. Bourgeois reported that the course will be cancelled as it is known. A new course will be implemented in its place. It is hoped that more details will be provided by Colonel Perron during his presentation tomorrow.

### 2.11 100<sup>th</sup> Anniversary of Powered Flight

Discussion ensued. Would like to push this as a significant event. No decisions or motions were made.

### 2.12 Bonding Insurance Proposal

B. Robert reviewed the proposal. He asked that a final decision be provided. 4 PC's are not in favour of bonding. In terms of bonding the PCs, 7 had said "no". BCPC said that they will most likely bond their PC level. After we receive final results from their AGM's, we will revisit to see if this is worth it.

C. Hawkins suggested that if there is no National consensus on this, perhaps have a package that those interested can buy into. It was suggested that they do this before their fall AGM's.

B. Robert will provide further information to the masses at the meeting tomorrow during his report. B. Robert advised that the revision of the ACC12 will be completed.

Discussion ensued by many members of the BOG with much back and forth discussion. No decisions or motions were made.

### 2.13 Increase in President's Travel Allowance from \$6,000 to \$10,000

The increase in the President's travel allowance from \$6,000 to \$10,000 was decided that this was not the proper format or forum to approve this item. L. Bourgeois reported that this was for information only then.

### 2.14 Birchall & Dale Scholarships

G. Albert reported that this year there were very few submissions. Selection was unanimous. He will provide a full report tomorrow. G. Albert is proposing a different marking scheme however; the intent is to get the best candidate possible. G. Albert would not announce names or provinces at this time. All agreed that this was the way to do it.



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(Continued)

### 2.15 Relocation of National Headquarters

The National Headquarters is relocating on July 4, 2006. J. Mignault reported that there is no money in the budget to accommodate the move; however, he is hopeful that we could recover the costs.

### 2.16 Technical Training Course “Alternate Service Delivery” (ASD)

This item was skipped over.

#### Action

### 2.17 Review Financial Results 2005/06

B. Robert reported on the financial results. J. Mignault reviewed the income statement for the year and highlighted a few numbers. Catalogue sales were up but donations were down. IACE fees were the same. Insurance recovery was noted, loss was about \$5,000.00 but Chantal did a great job at negotiating with the insurance company. Interest rates are down and the increase in wages was due to the hiring of a fifth person.

This year ended March 31, 2006.

### 2.18 Review Budget 2006/07

J. Mignault reviewed the numbers for the 2006/2007 budget.

**Motion:** that the 2006/2007 budget be approved as presented. Moved / seconded by B. Paisley/ C. Hawkins

### 2.19 BC Chair Provincial Committee Review of BOG Nominations Process

L. Bourgeois noted that this topic had already been discussed.

### 2.20 Motion – ACL to Continue Laying a Wreath on November 11 in Ottawa

This was approved during the BOG meeting that was held at the SAM.

### 2.21 Cadet Theme for 2006-07 – Patriotism and Citizenship

L. Bourgeois reported that a theme was not required. Discussion of the singing of the National Anthem while saluting ensued. The importance of this item was stressed. It was discussed that we should lead by example and start with this

### 2.22 Approval of the Revised By-Laws

This was completed above under point 2.1.

### 2.23 Topics for the 2007 Effective Speaking Competition

R. Dionne reported that there are 5 new topics. Topics were read aloud. These will be provided at the meeting tomorrow. S. Putinski will also update the information on the website for 2007. Need to have topics building up to the 100<sup>th</sup> anniversary of powered flight.

## III NEW BUSINESS

### 3.1 Cadet Service Medal Proposal as Official Medal

J. Mignault reported that a proposal was brought forward to make this medal official. There was no support for this.



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*(Continued)*

### 3.2 NW Territories Provincial Committee Structure

This item was discussed very briefly. No decisions or motions were brought forward.

### 3.3 Revision of ACC-12 Provincial Committee Reporting Form

This item was discussed by B. Robert above.

### 3.4 Revised Army Cadet League Branch Funding Proposal

J. Mignault mentioned that they are in the process. Not much detail has been provided. He will provide more details as they are learned.

### 3.5 National Defence Policy on Cadet Supervision – SK PC

It was agreed that clarification will be requested.

## III. CONCLUSION

### 4.1 Good and Welfare of the Air Cadet League of Canada

### 4.2 Closing Remarks

L. Bourgeois thanked all for a great year and that he was proud of the great work that everyone has done.

### 4.3 Date and Time of Next Meeting

No information was provided.

### 4.4 Adjournment

The meeting was adjourned.



# HONOURS AND AWARDS

Annual General Meeting  
Richmond, BC

## APPENDIX E

### List of attendees:

Guy Albert (chair)  
Irene Dotty  
Harold Fowler  
Ron Ilko  
Len Jenks  
Bob Parsons  
Peter Prescott

#### 1. Administration

Guy Albert welcomed all members of the committee and thanked them for attending the AGM.

#### 2. Business Arising

##### 2.1 Scholarships

We had 76 applications for the Birchall and Dale scholarships. The new process for selection went extremely well and it is recommended that we follow the same process for next year. Changes will be made to the application and assessment forms. The application forms are to be received at the National Office no later than May 1<sup>st</sup>.

The members of the sub committee are: Irene Doty (Chair), Harold Prowler, Ron Ilko, Gilles Cuerrier and Guy Albert.

##### 2.2 Cadet of the year

We will make sure that all provinces are aware of this award and will use the same process next year.

The committee will clarify what information should be included with submissions in order to facilitate the committee's selection.

Recommendation from CO

Record of achievement

Recommendation from Provincial Committee

##### 2.3 Medal of Honour

The Medal of Honour submissions will only be considered by a special committee chaired by the Chair of the Honours and Awards Committee and the recommendation will be directly to the President.

##### 2.4 H & A Committee Chair

There continues to be concerns about the Past President being assigned automatically chair of the committee.

The committee recommends that the Advisory Board chooses one of its members to chair this committee and that the changes be made in the P&P manual.

## **2.5 Cadet Service Medal**

This medal is getting more and more popular with cadets and ex-cadets. There were two issues brought to the committee's attention.

- a) Should the medal be approved as an official medal?

The committee does not recommend that the Cadet Service Medal be an official medal.

- b) The medal be presented to all cadets on their fourth anniversary from the time the cadet was taken on strength.

The committee also recommends taking the word "Merits Service" out of the criteria as this has different interpretation.

## **2.6 Certificates**

We will continue to encourage members to send in substantiated submissions and Len will continue to effectively process the submissions, make recommendations and prepare citations.

## **3. New Business**

A Cadet Foundation needs to be established.

The committee recommends that the Finance Committee look at establishing a Cadet Foundation.

## **4. Conclusion**

Guy Albert thanked the committee members for their hard work.

The next meeting will be at the Semi Annual Meeting in November



# EDUCATION COMMITTEE

Thursday, 15 June 2006

0900 - 1200 hours

Room 175

## APPENDIX F

### RECORD OF DECISIONS

Chairperson: Grant S. Fabes

#### 1. Administration

- 1.1 Welcome and Opening Remarks
- 1.2 Additions to the Agenda
- 1.3 Approval of the agenda

#### 2. Business Arising

- 2.1 Business Arising from the 2005 SAM

#### 3. New Business

- 3.1 UPDATE - Education and High School Credits

- 3.1.1 NB update

Tom White reported that the NBPC met with all MLA's and discussed this issue at every ACR at which they were present. Met with Minister of Education and made a formal presentation but were told they were not interested.

There has been a change in government ministerial positions and NB has a new Minister of Education and have added a Dept. of Advanced Education.

Met with the new Minister and made presentation to him and he is in favour, but nothing has been done as yet.

- 3.1.2 BC update

Len Jenks explained how the process was developed for the cadet program in BC. It was authorized by the Minister and then went down the chain to the school boards. Duke of Edinburgh's program is also covered for credits in BC.

2500 cadets have received credits in all 3 elements since the system started. Len stated that it is important that we emphasize the credit program to all through the provinces and that, at a government level, we must have a policy that states that learning can take place outside of a classroom

- 3.1.3 Quebec update

Grant Fabes reported that five official test cases have been successful and that credits have been awarded. However, the situation is still school board by school board.

- 3.1.4 Alberta update

Status quo.

- 3.1.5 Grant Fabes asked that any changes be forwarded to Chair so the Website can be updated, and that squadrons keep track of credits cadets are receiving.

#### 4. Conclusion

- 4.1 Good and Welfare of the Air Cadet League of Canada
- 4.2 Closing Remarks
- 4.3 Date of Next Meeting  
SAM 2006
- 4.4 Adjournment



# LEAGUE AEROSPACE INDUSTRY STEERING COMMITTEE



## APPENDIX G

### Meeting 4

#### Participants:

ACLC:	Grant Fabes (Chair) Tom White Marlene Conway
DND:	Andrea Onchulenko
CAMC:	Wayne Harvey (Conference Call Attendance)
CAAHRA:	Rod Jones

## **I ADMINISTRATION**

### 1.1 Opening welcoming remarks by the Chairperson

The Chair welcomed the committee members and guests to the meeting

### 1.2 New Items for the Agenda

No new items were added to the Agenda

### 1.3 Approval of Agenda

### 1.4 Adoption of March 22, 2006 meeting minutes.

The Minutes, with the correction Danny Galante in item 2.1.3 Other, were adopted unanimously.

## **II BUSINESS ARISING**

The attached presentation represents the presentation made by Grant Fabes Rod Jones and Marlene Conway to the Provincial Chairs, League/Industry Steering Committee and at the Open Forum components of the ACL Annual General Meeting. Andrea Onchulenko provided a presentation regarding the Cadet Program Update (CPU) Training status, the highlights of which are described below in section 2.1.

### **2.1 Progress Reports**

#### **2.1.1 Wayne/Grant: YIP CD**

It was noted that the CAMC Youth Internship Program YIP CDs were successfully distributed to all 458 squadrons. A current 'mail out' distribution could be available to each province to support communications with the respective provincial Aerospace councils. Any requests for the list should be directed to Grant. A copy of the CD will be sent to each Provincial Office to support awareness and promotional efforts.

**Interactive Multi-Media Learning Tool (IMLT)**

The program development for the IMLT has completed the final quality assurance stages. A pilot was undertaken by CAMC with some of their participating schools during February – March 2006. It is anticipated that the IMLT will be made available to the squadrons in Fall 2006.

**Career Posters:**

CAMC now has 9 (soon to be 10) career posters available at no cost to the squadrons nationally. The planned method of distribution is web based. A squadron will be able to go to the CAMC website, view the posters and make a selection. The Provincial Offices will be notified of this availability in the near future.

**International Exchange:**

Wayne and Grant secured the Bell Helicopter tour in Mirabel, Quebec for the 2006 International Cadet tour in July/August 2006.

**2.1.2 Andrea/Tom:****CPU Highlights:**

Framework of programming has changed but stays within the same parameters with some added choices for the squadrons.

Rollout starts September, 2007. Training is comprised of 30 sessions, 20 sessions will be mandatory with 10 sessions in which squadrons can choose what they want from a listing within each level. Changes and updates of activities will come from a list of common activities among all 3 elements of the Cadet movement. i.e. General Cadet Knowledge is designed the same for all elements with a separate list for each of Air, Army and Sea.

Specific to Air – DND has evaluated a large amount of info regarding ground - based trades and technology with support of the aircraft industry. Aerospace is being looked at for expansion within the program. Familiarization with CF and the aircraft industry is being looked at in terms of education and employment opportunities.

**Summer Programs:**

DND is working on summer programs: changes include expanding training in ground based technology trades and replacement of the present ATC course

**Highlights of the new Cadet Program Update are as follows:****Level 1**

There are 60 periods (20 sessions) of mandatory training with 6 mandatory days to include 1 day of familiarization flying, 1 day of activities with other squadrons - sports etc, and 1 weekend for a survival exercise to be funded by DND. For the 30 complementary periods (10 sessions), There will be 120 activity choices from which to pick. DND funded Complementary Training also includes 4 days to conduct complementary activities. These activities will be selected from the list. The days may be combined with squadron resources (meals, accommodation) to form a weekend. . The 120 activities are across all program areas including citizenship, community service activities, leadership, sports, air rifle marksmanship, general cadet knowledge , drill, CF familiarization activities, aerospace guest speakers and tours, radio communication, aircrew survival, identification of aircraft, and introduction to aerospace with launching and building rockets. These updates are being made to facilitate more cadet 'hands on time' instead of all 'book time'.

Year 2 will be implemented in Fall 2008.

**ACLC Annual General Meeting:**

An opportunity to tour C.E. London Secondary in Richmond has been organized for the Steering Committee on June 16, 2006 to view the AMOP program.

### **2.1.3 Rod/Marlene:**

#### **National CAAHRA**

The CAAHRA group held a tele-conference on January 31, 2005 and discussed provincial Steering Committee establishment, mobilization of the industry, reviewed priorities and conducted strategic planning. Information is needed to establish proper ACLC and Aerospace Provincial council linkages. The 'Ontario Action Team' has been initiated and the model for development of interaction between Industry and the League will be shared with other interested Provinces. The CAAHRA group has expressed keen interest in establishing relationships with the respective Provincial Committees. A 'Best Practices presentation is annexed to this report and represents the current HR initiatives within the various CAAHRA member provinces.

#### **International Exchange:**

The Ontario Aerospace Council has been involved in garnering sponsorship for the Ontario portion of the upcoming International Exchange summer cadet program. Resources are being requested to support activities, accommodations and information etc. for the cadets.

### **2.2 Continued discussion re Goals:**

It was agreed that the group would have had sufficient time to gather stakeholder perspectives by the ACLC Semi-Annual General Meeting to be held in November 2006. The goals are to be discussed at the scheduled Steering Committee meeting to be held during the course of the SAM.

### **2.3 "Best Practices" Package**

These were included in the Power Point Presentation referred to in Section II above.

## **III NEW BUSINESS**

### **3.1 Action:**

Further deployment of ACL/Industry partnerships.

## **IV CONCLUSION**

### **4.1 Closing remarks:**

The group agreed that many initiatives were underway and were confident that a tangible implementation program would be articulated subsequent to this meeting.

### **4.2 Date of Next Meeting**

SAM Fall 2006

### **4.3 Adjournment**

Time: 11:55 a.m.



# PUBLIC RELATIONS & IMAGE COMMITTEE

## APPENDIX H

### Present

Ed Statham NB acting Chair  
Jean Claude Dufour Exec. Director Quebec  
Jim McKeachie Advisory board  
Tom Beda NWOnt Chair  
Sara Putinski (on speaker phone from National Office)

Ed opened the meeting welcoming the members he noted that we had 17 items on the agenda although some could be dealt with together as they were somewhat related..

#### Item 1.1 Craig Hawkins Press release

Sara outlined what she had done for a write up on Craig as the newly elected National President we talked about the angle of him being a School principal and the high number of Educators in the Cadet system. We thought that Sara had covered the pertinent points.

#### Item 1.2 Understanding MOU with DND

The discussion centered around using the MOU as a guide at the sponsoring committee and squadron level Mr. Dufour noted that there was a grey area as to who does what, and this will help outline responsibilities of all parties. The website should be used to promote this.

#### 1.3 Member Registration and Screening

Now that this issue has been debated and decided on, members present felt that a short article in NOTAM would be sufficient. Keeping in mind that this will be the subject of intense promotion down to the sponsoring and squadron levels in the coming year.

#### 1.4 Ipsos -Reid Survey

Not many members actually read this but a few points to note some interviewees felt that the military aspect was too strong. Yet it as been known that cadets ask for this, because they like to have a structured program never the less this was a good survey and when you study it brings forth some very good points to note.

2.1 We talked about the lack of understanding between the PAO's and the league Sarah mentioned how things went at their Conference in April. Although she said things were improving with new people at the top , They thought that the leagues were overstepping the boundaries, I feel where PR is concerned we must exploit every avenue.

I think we should ask them to return to the Down homers, from CSTC, that they used to send out in August. These articles were great for starting off the recruiting campaign before the New Year started. Jean Claude Dufour from Quebec said that he was informed by the PAO's in that region that all press releases should go by him first . Mr Dufour informed him that this was not so.

2.2 We can only keep sending them our Aviation success stories and keep in touch with our program. By mentioning them in our articles to the general public we boost their PR profile and of course recognize them in our presentations and speeches. Mention their efforts in the website. After the meeting I spoke with Harold Fowler outside the meeting room and asked him this question do many of West jet employees know of their help re- effective speaking he replies not many did, maybe we can inform them somehow?.

Because of time and the full agenda we did not discuss this the meeting did not start till 10 min into the hour so we skipped some subjects.

3.1 Jim McKeachie asked if there could be more frequent publications of NOTAM, it is a good format, and Sarah has put it together very well. I mentioned that Sarah is looking for more input from the Eastern and Maritime regions especially, Mr. Dufour and I will take the message back. The answer to Jim's question can only be answered by Sarah and Jean. Work loads may allow for another publication I don't know.

3.2 & 3.4 Improving Communications at all levels and Developing more literature about ACL for distribution.

The people present felt that the website can be used for this task and in fact as long as the site is kept up to date with current articles this is all that is needed. As far as making sure that all are aware of it down to the squadrons and cadets.

3.3 Monitoring the media, Sarah informed us of the Google Alerts website you can go to this and type in the keyword ( Air cadets) and it will give you a copy of every air cadet article in the world.

The point being made is the fact that the smaller newspaper, county newsletter weekly magazine will give you more publicity than the large newspaper and it is to the local (rag that serves us the best. We should encourage Squadrons to go after the smaller, local editorials, because we are their biggest readership.

3.5 Understanding our role with DND. Is our role defined? Public relations we feel is both partners responsibility and as we spoke before if the PAO's are not getting the good word out then it is incumbent on us to do that . At the local level, only where there is a serious matter to report, i.e. abuse, accidents, incidents then I feel that this is dealt with by the experienced PAO's. As for the League overstepping their boundaries I do not think this is happening and if they feel that we are let them speak up and define the boundaries and let us discuss this.

3.6, 4.1, 4.2 These subjects are somewhat related , Jim McKeachie asked what was the criteria for the long service medal and we advised him Sarah said that the Office was getting up to 3 calls a day on this, we should send a medal out with a newsletter and alumni form to show what's happening in today's Air cadet League.

4.3 Don Berrill's suggestion on creating a sponsorship committee package to use for donor fund raising is a good idea as long as we do not conflict with the National campaign. We used to have a directory of donors at the national level is this still around.

To the best of my ability this was the general feeling of those present if you would check it over and send it back I will send it to the members present.

Thank you for your help Sarah

Respectfully submitted  
Ed Statham



# National Effective Speaking

Annual General Meeting 2006  
Richmond, BC

## APPENDIX I

**Present:** Chair – Roger Dionne QC, Gail Elgert BC, Gladys Jarvie BC,  
Ron Hockridge AB, Joan Cameron NWONT, Harold Fowler - National,  
David Brown ON, Ralph Thistle ON

### 1. ADMINISTRATION

1.1 Meeting called to order by Chair – Roger Dionne at 9:10 AM

#### 1.2 Agenda items

- i) Tomorrows Competition
- ii) Topics for next year
- iii) Sponsoring Committee Chairperson to sign Application Forms
- iv) Disqualification Criteria
- v) Westjet Sponsorship

### II BUSINESS ARISING

- 2.1 Discussion on the need for improved communication between National Office and the host Provincial Committee regarding the information from the application forms and cadet biographies reaching the Host Committee sooner. Gladys Jarvie and Gail Elgert volunteered to draw up a standard form that will include this information, and Gladys will take it to the Semi Annual General meeting in November. There was further discussion about cadets traveling in uniform. The form will include instructions that cadets must travel in full uniform.

### III NEW BUSINESS

#### 3.1 WESTJET

- i) Harold Fowler advised that Westjet had received several calls prior to June 1<sup>st</sup> with reference to travel arrangements and was concerned that the program risks losing Westjet sponsorship because they are receiving too many enquiries. Mr Fowler requests that the Provincial Committees be instructed to go through the National office only.
- ii) Mr Fowler further reported that invitations to the Effective Speaking Competition should filter down to the employees that do the work to arrange cadet transportation. Mr Fowler provided a list of employees to forward invitations to :
  - 1) Clive Beddoe, President and Chief Executive Officer, Westjet, 21 Aerial Place N.E. Calgary, AB T2E 8X7
  - 2) Bob Cummings, Vice President, Marketing and Sales Westjet, 5055- 11<sup>th</sup> Street N.E. Calgary, AB T2E 8X7
  - 3) Huda Courtney, Advisor, Sponsorship and Promotions Westjet, 5055- 11<sup>th</sup> Street, N.E. Calgary, AB T2E 8X7
  - 4) Scott Hartly, Manager, Sponsorship and Promotions Westjet, 5055- 11<sup>th</sup> Street, N.E. Calgary, AB T2E 8X7
  - 5) Kathy Swaczyna, Coordinator, Sponsorship and Promotions Westjet, 5055-11<sup>th</sup> Street, N.E. Calgary, AB T2E 8X7

Roger Dionne will take a request to the President of the National League to forward invitations to these Westjet employees.

- iii) One complaint was received from a parent regarding payment of the taxes on the arranged flights. Discussed and decided that it is up to the Provincial Committees to decide who will pay the taxes, whether it is the Provincial Committee or the family.

### 3.2 TOMORROWS COMPETITION

- i) Bilingual MC has been arranged. A local cadet enrolled in French Immersion will co-host the MC duties.
- ii) Introduction of the cadet competitors will be by number and topic. The cadets will be introduced at the end of the competition by name and a short biography.
- iii) The impromptu subject has been selected, and will be translated into French for the French speaking competitor.
- iv) A DVD recording will be made of the competition. One copy will be made available to each Provincial Committee at the semi annual meeting in November
- v) Cadets will remain in the room during the prepared speeches.

### 3.3 TOPICS FOR THE 2007 EFFECTIVE SPEAKING COMPETITION

- i)
  - 1) Challenges and opportunities in Air Cadets.
  - 2) Recent Canadian contributions to the Aviation and Aerospace Industry.
  - 3) Canada's Search and Rescue achievements.
  - 4) Air Cadets – Canada's Best Kept Secret.
  - 5) A Canadian aviation pioneer.
- ii) Suggested topic for 2009 Competition was “ A decade of Flight”
- iii) Roger Dionne presented next years topics to the Board of Governors and the topics were amended and approved.

### 3.4 SPONSORING COMMITTEE CHAIRPERSON TO SIGN APPLICATION FORM

Discussed and determined that the Chairpersons signature was not required on the application form. The Commanding Officer's signature was required to establish that the cadet is in fact enrolled in the Squadron. The cadet and parent sign the application to ensure that they will agree with the final decision of the judges so there are no conflicts after the final results.

### 3.5 DISQUALIFICATION CRITERIA

- i) Provincial Committee should establish a resolution panel to rule on disqualifications.
- ii) Cadet should not be disqualified from a competition, for lateness, unless they have arrived after the last prepared speech has begun. This will be added to the “Rules and Regulations for Competition”.
- iii) Any violation of the “Rules and Regulations for Competition” will result in disqualification from the competition.

### 3.6 CLARIFICATION OF TIME FAULTS

- i) In the Rules and Regulations it was pointed out that there was some confusion regarding the deduction of time faults by the “judges”. Time faults should only be deducted, once, by the teller, from the total Score. Judges should not be including time faults in their scores.

## IV CONCLUSION

Roger Dionne made closing remarks, Meeting adjourned at 10:55 AM.



# Registration and Screening

Thursday, 15 June 2006  
1300-1500 hours

## Appendix J

**Chairperson:** Craig Hawkins

**In Attendance:**

Tom Holland (BC)  
Don Berrill (OPC)  
Jim Ash (NW-O)

Bob Clarke (AB)  
Jan Reidulff (MN)  
Michel Cataford (QPC)

Bob Goudie (Ad. Bd.)  
David Brown (OPC-ED)  
John Walker (NS)

### 1. Administration

- 1.1 Welcome and Opening Remarks by the Chairperson  
The Chair welcomed the members and observers to the meeting. He noted that two of the members of the committee had advised that they would be unable to attend, due to conflicts with other meetings.
- 1.2 Appointment of Committee Chair, Vice-Chair and Secretary  
Ralph Thistle will be assuming the role of Chair of the committee for 2006-2007. He will appoint a vice-chair from the committee. Jan Reidulff agreed to act as recording secretary for the meeting.
- 1.3 Additions to the Agenda  
There were no additions to the agenda
- 1.4 Approval of the agenda  
Motion to approved the agenda as published. Moved by Robert Clarke, seconded by Jan Reidulff. Carried

### 2. Business Arising

- 2.1 Business Arising from the 2005 AGM and 2005 SAM  
The Chair confirmed that all members registered and screened prior to the 30 June 2006 would be "grandfathered" until the end of their five-year service. This is an improvement to our original recommendation. Any new volunteers will be screened using the new process.

Nova Scotia stated that it has a problem screening volunteers if the volunteers are not going to be able to supervise cadets without having a CIC/CI physically present. (Note: This particular issue has been resolved with the wording in the newest version of CATO 23-07).

A photo ID card is recommended (several provinces are using them already) but is not mandatory. It was suggested that a statement indicating that the card is the property of the provincial committee be added to the ID card. The form of the ID card is an issue for future review and consideration.

- 2.2 Update from the In-Service Teleconference of 23 April 2006  
Copy of the "minutes" were included in the package. The changes requested by the provincial chairs have, to a large extent, been addressed in the final version of the handbooks and the form. There are several items that have been unactioned since the teleconference: they have been included in Item 3.3 below (Next Steps).

DND will be reimbursing the costs of CPICs for those volunteers who are supporting cadet duty. This means that volunteers at the local level will have their costs reimbursed. Volunteers who work at the provincial and national level may not be eligible for reimbursement unless they are affiliated with a squadron and are engaged



in supporting cadet duty. Reimbursement will be through the RCSU and Detachment: as such, procedures will have to be worked out on a regional basis.

2.3 Review final format of forms, training materials

Training manuals are now on the national website. Powerpoint presentations were sent out earlier. FAQs have been developed and are available on the website. The French-language version of the handbook for the QPC may require some addition revisions to comply with provincial laws. The forms can be "provincialized" to meet specific needs. It was noted that the brochure still uses the terminology "CPIC". This should be changed to Police Records Check and Vulnerable Sector Screening. **(Action: National Office)**

2.4 Update on the Status of the Data Base

Don Berrill provided an update on the status of the database. A working copy of the data base will be sent out to each provincial committee within the next two or three weeks. It was noted that provincial intervention will be required if a submitted application causes a "red flag" to appear at the national level. This will require more investigation at both the provincial and local level before confirmation of the volunteer can be given.

### 3. New Business

3.1 Demonstration of the national data base

Don Berrill provided the committee with a demonstration of the ACL database. Several files were sent to the national office where they were checked and entered into the national data base. A confirmation from the national office was received. One error was noted in the files

3.2 Training plans for squadron sponsoring committee representatives

There was a general discussion about how to proceed with training of local coordinators. It was recognized that it would be very useful to have a joint presentation by the League and DND (possibly at the area or detachment level) to make sure that the same message is given and received.

It was emphasized that the driving force behind all of these changes was the Treasury Board. These changes were brought about because of recent rulings from the Supreme Court of Canada.

3.3 Next Steps

The Committee will need to look at the following areas for the future:

- training provincial coordinators
- development of a League Protection of Personal Information Policy
- updating the QPC manuals (as required to comply with provincial legislation)
- Develop national standards/guidelines for denying membership (follow-up from 23 Apr 06)
- Develop national standards/guidelines for handling appeals (follow-up from 23 Apr 06)
- Develop guidelines/standards for electronic storage of forms/information

3.4 Other Items:

A question was brought to the table from a senior cadet: "Who is responsible for screening staff cadets at summer camps?" (Action: DND will be asked to advise on this)

### 4. Conclusion

4.5 Good and Welfare of the Air Cadet League of Canada

It was noted that registration and screening does not automatically qualify an individual to be involved in supporting cadet duty: there is additional training that must be provided (CHAP and SHARP). This is ultimately the responsibility of the CO. As a League, we are responsible for providing the potential "workforce" to support cadet duty.

- 4.6 Closing Remarks  
The Chair thanked all of the committee members and the provincial chairs for their input and work throughout the year. There is still a lot of work to do to make this an effective and efficient process.
- 4.7 Date of Next Meeting: Semi Annual Meeting, November in Ottawa
- 4.4 The meeting adjourned at 1500 hours.



PC	Gliders	Tow a/c	Winch	Auto	Trailer	Adequacy	% Famil Flt	% Grads Participate	Special Practices	ACL Assist/ Comments
BC	12	5** 1***	nil	nil		yes	101.2	57	(a) “Computerized Air Simulation Center” (b) Production of “Come Fly With Us” pamphlet. A “Career Path as an Air Cadet” both for glider pilot and Power Pilot. Pamphlet handed out to Summer grads and on Region Web	We need to concentrate our efforts to retain pilots in the program after they age out and before they get too preoccupied with jobs, careers etc. This means improving things like compensation/pay (better, longer contracts), status (faster CIC enrollment) and opportunity/advancement (availability of CIC career courses) - all of which fall under DND purview. The League should be lobbying DND hard on this.
AB	6	2*	3	nil	3	yes	65.1 G 65.5 P WX, Shortage pilots & other activities	60	No comment	Continue to review and discuss at the National level ways and means to retain cadets in the ACGP including after ageing out as a cadet.
SK	5	2*	3	2	2	Yes	40 WX, staff shortages, squadron failing to show for their appointed fam day.	47	Our budgeting for the ACGP expenses each year we have a reserve fund for engine replacement. Our goal to have all the capital needed for engine replacement one year prior to the replacement. By expensing the engines each year and placing the funds in interest bearing accounts we no longer have to secure capital from our directors or worse - the bank.	Answering questions in a timely fashion. This is not an issue with the Aviation Committee but in general I have squadrons waiting for requested information from League HQ far to long. These people are volunteers with very busy lives. If they wait to long they lose interest.
MB	4*	2*	1	3		yes	44	80	Attempting to obtain a gliding flight simulator	Improve sqns knowledge of the aims of the gliding program, i.e. have a uniformed glider pilot brief each squadron. DND should appoint an officer to coordinate directly with each C.O. to determine number of cadets that will attend gliding period. (PC should action with RCO )
NWO	nil	1	1	nil		No. See comment	n/a	n/a		Just starting up, there is much peripheral equipment needed, but funding needs to be in place. For now, we are beg, borrowing and stealing what we need. Will advise after gaining experience. Start up costs for us have been enormous though not unexpected.



PC	Gliders	Tow a/c	Winch	Auto	Trailer	Adequacy	% Famil Flt	% Grads Participate	Special Practices	ACL Assist/ Comments
ON	22 1 (G)	10*	3		12	Yes	92 WX	66  Reason non participation: a) Family b) Sqn duties c) WX	Five of our ten “Scout” tow aircraft have reached more than eight thousand flying hours. Even with the outstanding SIRP program it is our concern that deterioration is progressing. To address this problem the OPC will be replacing the “Scout” airframes on a scheduled basis consistent with the SIRP program. The cost of a new airframe is \$14,800.00USD. On the basis of our strategic plan, the American Champion Company has agreed to a ten percent (10%) discount. Should other Provincial Committees elect to follow a similar practice, and we approach it in a coordinated manner, it is conceivable that an even better discount might be achieved. Our first new airframe is expected to be delivered shortly for use in the SIRP program this winter	The shortage of spare parts for the 2-33 is most troubling. a) We are aware of the efforts being made by our military partners to acquire both spare parts from Schweizer and tools and jigs from Sikorsky. It has been suggested that we consider establishing an AMO facility at Mountain View provided the tooling can be acquired. We strongly support this concept and would encourage the Air Cadet League and DND to aggressively pursue this matter.  b) The retention issue has serious implications for the continuance of the Air Cadet Gliding Program. A leadership role in addressing this issue in conjunction with our military partners would be welcomed.
QC	13 1 (G)	6**			5					
NB	2	1**		1		Yes	41 (Estimate ) Mostly poor weather conditions; although pilot and skilled resources so stretched that program is dependant on a few key personnel	75 (Estimate )		Large scale sponsorship of the flying program could be vigorously sought from Industry and funds distributed evenly among all the provincial operators to assist in operational costs, considering that 80 % of all Commercial Pilots and an unknown number of Maintenance Engineers and Air Traffic Controllers all got their start in the Air Cadet Movement. Soliciting funds from a National body would ensure consistency and an even playing field across the Provincial Leagues to ensure we keep the Air in Air Cadets.
NS	3	3**		2		Yes	25 Weather & Not all Cadets want to fly	50	Nil	Nothing
PEI	1				1					
NL	3				2					



# Finance Committee

Record of Decisions

15 June 2006

8:00 – 9:00 AM

## APPENDIX L

### In Attendance:

Bob Robert (Chair)  
Craig Hawkins (Secretary)  
Ralph Thistle (Member)  
Stan Harry (Member)  
Jerry Elias (Member)  
Joe Johnson (Member)  
Jean Mignault (Member)

### Absent:

Doug Sutherland (Member)  
Chantal Fauvelle-Erdogan (Member)

Lionel Bourgeois (Guest, Pres ACL)  
Michel Cataford (Guest, VP ACL)  
Keith Mann (Guest, Chair AB PC)  
Ernie Callow (Guest, Chair SK PC)  
Jim Spencer (Guest, Vice Chair SK PC)  
Jack Henwood (Guest, BC PC)

### 1. Administration

- 1.1 B. Robert welcomed the members of the committee and reviewed the activities of the committee for the 2005-2006 year: developing a **Statement of Investment Policy** for the National level and having the statement published in the Policy and Procedures Manual (as Article 2.7.0, page 2-39) (PCs are invited to adopt similar statements for their own purposes.); producing a statement on “**Financial Management at the Squadron Sponsoring Committee**” that has been published in the Policy and Procedures Manual (at end of Article 2.7.4, page 2-43). This latter policy requires provincial committees to report on a quarterly basis, starting on 1 December 2006 on the status of their SSC ACC-9 collecting.
- 1.2 B. Robert reviewed the mandate of the Committee: To ensure the Air Cadet League has adequate policies and procedures and control (including due diligence) in place for proper financial management and protection of assets at all three levels, including through the by-laws, and to take part in the budgeting process and audit at the national level. This is to be achieved through a consultative process while looking at issues from the national perspective.
- 1.3 Bob Robert was confirmed as committee chair, Ralph Thistle will act as vice-chair, Craig Hawkins as recording secretary for the meeting
- 1.4 Members of the committee are entitled to a vote. Non-members were encouraged to provide input in the discussions.
- 1.5 Additions to the Agenda: Lionel Bourgeois requested that a discussion of items for a “financial management Tool Kit” be added to the agenda.
- 1.6 Approval of the Agenda: **Moved** by Jerry Elias, seconded by Stan Harry that the Agenda be approved. **Motion carried.**

### 2. Approval of Minutes, Business Arising and Updates

- 2.1 Approval of the Minutes of the SAM:

**Moved** by Stan Harry, seconded by Jean Mignault that the minutes of the SAM 2005 be approved. **Motion carried.**

2.2 Business Arising from the Minutes:

2.2.1: SSC ACC-9 returns are now at 83% for the YE 31 Aug 2005. The chair kept the topic current by issuing Pestergrams every 4-6 weeks.

**It was noted that progress was achieved in getting PCs to review their SSC ACC-9s and signing them off before sending them to the chair. More needs to be done as will be covered later in the mtg.**

2.2.2: The status of individual provincial committee returns was given. It was noted that Manitoba has not submitted any returns this year. New Brunswick has also experienced difficulty in submitting its ACC-9s. It was also noted that Nova Scotia has made significant improvement.

2.2.3: The Bonding proposal was discussed. It was noted that bonding (a type of insurance) is only one aspect of good financial management in safeguarding assets: other items included the selection process (volunteer registration and screening), credit checks, having appropriate policies, procedures and practices; regular communication and provincial committee oversight of the squadron sponsoring committees, education/training. If all of these are in place, the need to have bonding (a process to recover funds in the event of a loss) will be minimized. (NOTE: The results of a discussion and decisions at the PC Chairs' meeting, are reported in the AGM Finance Committee Report. The Fin Comm Chair will explore different options with the ACL insurance broker for the few PCs that are continuing to look at Bonding and presenting the option at their PC AGMs. **(Action: Chair)**

**3. New Business**

3.1 ACL Financial Statements: The Executive Director reviewed and summarized the audited financial statements. Overall, we were in good financial shape at the end of the fiscal year.

3.2 Presentation of the 2006-2007 ACL Budget: The Executive Director presented the budget for the 2006-2007 year. This budget had been approved by the Finance Committee Chair for presentation to the Board of Governors. The BOG has approved the budget for presentation to the General Meeting. For the first time in memory, the League is projected to have a deficit. This is due entirely to the costs of hosting the International Air Cadet Exchange Association Conference in Quebec City in late August 2006. The costs of the ACLHQ move have also not been included in the budget: it is felt that these can be covered through careful management of the existing revenue sources.

3.3 Minimum Standards and SOPS for PC Review / Sign Off: The Chair circulated a copy of a draft **"ACC-9 Review and Sign Off Procedures by Provincial Committees"**. Finance Committee members were asked to provide comments to the chair by e-mail. **(Action: Committee Members)**

It was also noted that there exists a number of versions of the ACC-9 dating back to as early as 1999 being used throughout the ACL. SSCs throughout the country are also fast converting to the electronic version with journal entries. The Chair suggested that the time is appropriate for the latest existing versions (including the electronic linked journal entry) to be further improved and he circulated a partly revised version for review. The committee agreed with the suggestion to tweak further and to re-zero all SSC to the new improved results.

**Moved by Ralph Thistle, seconded by Jerry Elias that an improved revised ACC-9, including a version with linked journal entries be made available to all provincial committees for the 2006-2007 training year (YE 31 August 2007) and that the revised ACC-9 be posted on the league's website.** Motion Carried.

**(Action: Chair Finance Committee)**

- 3.4 Financial Tool Kit: ACL President Lionel Bourgeois asked the committee to prepare a "Financial Tool Kit" for provincial chairs that would include resources that could be used by the provincial committee, or adapted for use at the local level. It was agreed in principle by the committee to look at what could be added to a "Financial Tool Kit" as part of the Semi Annual Meeting in November.

#### **4. Conclusion**

- 4.1 Good and Welfare of the Air Cadet League of Canada: There were no further comments.
- 4.2 The Chair thanked the members for their active involvement during the preceding year.
- 4.3 Next Meeting: At the Semi-Annual Meeting in Ottawa on 23 November 2006.
- 4.4 The meeting adjourned at 9:00 on the **carried Motion** by Joe Johnson, seconded by Jerry Elias.



# National Awards Luncheon

Friday, 16 June 2006

## APPENDIX N

The National Awards Luncheon was held Friday, 16 June 2006. The following awards were presented:

- a. introduction of the National Effective Speaking Contest winner, WOII Norma Quaroni, 107 Spitfire Squadron, Saskatchewan and presentation of trophies and a \$200.00 cheque;
- b. presentations to the judges, timer and teller for the National Effective Speaking Competition;
- c. presentation to Geoffrey Johnston, host committee coordinator, National Effective Speaking Competition;
- d. conferring of Certificates of Honour to:
  - Edgar Allain NB
  - Carole Bédard QC
  - John Henwood BC
  - Karl Ratz NWO
  - Ralph Thistle ON
  - Arend Visser NWO
  - Leo Toneguzzi NWO
- e. conferring of Certificates of Merit to:
  - Christiane Béchard QC
  - Don Berrill ON
  - Robert Drummond NL
  - Denis Haman QC
  - Goward Heath NL
  - Augustus Humber NL
  - Eric Korhonen NWO
  - Claude Lapointe QC
  - Georges Ostiguy QC
  - Dominique Paul QC
  - Mel Pike NL
  - Michel Richard QC
  - Bob Robert ON
  - Wanda Shaw NL
- f. conferring of Certificates of Recognition to:
  - Captain Bruce Ashton MB
  - Jim Buckle ON
  - WO Douglas Mills NB
  - Cmdr Murray Wiley NB
  - Captain Dean Woloschuk NOW
  - Captain Kevin Yetman MB
  - Moncton Flight College



- g. conferring of the CIC Officer of the Year Award to:
  - Colonel Robert Perron Director of Cadets
  
- h. conferring of the Medal of Honour to:
  - Robert Goudie QC
  - Don Gladney NL



# Nominating Committee Slate

2006-2007

## APPENDIX O

### AIR COMMODORE-IN-CHIEF

His Royal Highness The Prince Philip  
Duke of Edinburgh, K.G., K.T., B.B.E., P.C., C.D.

### PATRON

Her Excellency The Right Honourable Michaëlle Jean, C.C., C.M.M., C.O.M., C.D.,  
Governor General of Canada and Commander-in-Chief of Canada

### HONORARY OFFICERS

Honorary President	Robert G. Dale, DSO, DFC, CD
Honorary Treasurer	James McKeachie
Honorary Secretary	André O. Dumas
Honorary Solicitor	Stuart Clyne

### HONORARY LIFE MEMBERS

Arthur Macdonald  
Richard Logan

### HONORARY DIRECTORS

The Honourable Lincoln Alexander, PC, CC, K St J, O Ont, QC  
Brigadier General (Ret) William Buckham, CD  
Brigadier General (Ret) Ronald Button, CD  
Lieutenant General (Ret) David N. Kinsman, CMM, CD  
Major General (Ret) Robert L. Mortimer, CD  
Major General (Ret) John A. Stewart, CD  
F/L (Ret) Herbert Henry Spear  
Mrs. Kathleen Birchall

### MEMBERS/DIRECTORS

#### Newfoundland and Labrador

Terry Nelson    Bob Drummond  
Gary Pincet

#### Nova Scotia

James Mullins  
John Walker

#### Prince Edward Island

Danny Gosse  
Denis Dunne

#### New Brunswick

Ed Statham  
Dennis MacNeil

#### Québec

Carole Bédard	André Doré
Lloyd MacIntyre	Yvon Soucy
Jacques Vallée	Denis Turgeon

#### Ontario

Chuck Verge	Don Berrill
Marlene Conway	William Cumming
Dick Donaldson	Jerry Elias
Thomas Taborowski	

#### Northwestern Ontario

Joan Cameron	Tom Beda
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**Manitoba**

Garry Bolton  
George Evans

Terry Lewis

**British Columbia**

Geoffrey Johnston  
Jack Henwood  
Stan Horton

Douglass Sutherland  
Tom Holland

**Saskatchewan**

Jim Spencer  
Garry Winkleman

Bob Wheatley

**Yukon/NWT/Nunavut**

Bruce McKay  
John Carter

**Alberta**

Keith Mann  
Darlene LaRoche

Ron Hockridge  
Eric Steffensen

**BOARD OF GOVERNORS**

Robert Burchinshaw  
Roger Dionne  
Ken Higgins  
Rhodie Mercer  
Maurice Murphy  
Bill Paisley  
Bob Robert  
Ralph Thistle  
Tom White

**EXECUTIVE COMMITTEE**

President  
Past-President  
First Vice-President  
Vice-President  
Vice-President  
Vice-President

Craig Hawkins  
Lionel Bourgeois, OMM, CD  
Michel Cataford  
Joe Johnson  
Jan Reidulff  
Grant Fabes