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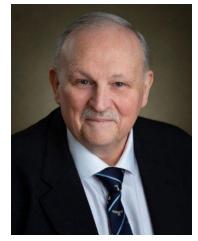
Click here to view the 82nd AGM Record of Decisions (draft): 2023 AGM ROD

Click here to view the March 31 2024 Audited Financial Statements: Audited Financial Statements





PRESIDENT'S MESSAGE



Last year's AGM in Halifax was a great success and a joy to be able to come together in person as a national institution to share ideas and best practices. My compliments to the Nova Scotia Provincial committee who did a fantastic job in hosting our AGM allowing us to work together productively together and then see an amazing city in the Canadian landscape.

Over the past year, we have executed our primary mission and supported the cadet program as outlined in the 2020 Memorandum of Understanding with our CAF partners. We have installed a new policy on Volunteer Training that has set the stage for the improved management and standardization of training across the League. We conducted a highly successful Effective Speaking competition and are making progress with securing a sponsor for in-person effective speaking competition in Ottawa in 2025. We generated \$59K in post-secondary scholarships which were presented virtually in a very professional virtual ceremony. We have continued to reinforce communication processes to enable the flow of information between National and all stakeholders. We have developed and aired a Public Service Announcement video in support of volunteer recruitment, and this video is now available for use at all levels of the League. We provided League representatives on the various Issues Management Action Teams that were activated in response to the review of the cadet program by the Assistant Deputy Minister (Review Services). We have made progress on many other fronts, all thanks to the selfless devotion of our volunteers.

April 01, 2024, marked the centennial of the RCAF and its proud service to Canada. The Air Cadet League continues to be fortunate to have a strong relationship with the RCAF and we wish them continued success in the years to come and a special heartfelt Thank You for their continued support to the Royal Canadian Air Cadets everywhere in Canada.

We were saddened to hear of the passing of Irene Doty on 18 February, our 45th President, who served with much enthusiasm and passion for the League, its members, and the Cadets. We were also saddened to learn of the passing of MGen (Ret'd) Ken Lett on 15 May, whose historical donation to the League of \$1.02 million dollars in 2021 established the "K.C. Lett Scholarship" Fund for Air Cadets.

I want to take a moment to express some thanks to our National Executive Committee and National Board members who worked very diligently and provided their expertise and leadership as we worked thru countless issues and initiatives. In speaking to various members at the national and provincial level, our two primary areas of concern continue to be volunteer recruitment and retention, and finding revenue generation options that reduce the need for assessments. These are enormous challenges, but I am confident that in the years to come we will be able to develop strategies and solutions to overcome these long-standing issues.





Special mention to Duane Schippers who volunteered as the National Executive Committee and Board legal advisor over the past year – we have benefited from his sage counsel while saving thousands in legal bills! Also thanks to James Simiana, who lent his expertise as Chair of the National Communications Committee with outstanding results. My thanks as well to André Guilbault who developed a new version of our ACC9 and continues to provide technical support to this all-important software tool.

Honorary President Maryse Carmichael will be stepping down from her role at the end of this AGM. Maryse, special thanks from our Board of governors for your continued support and input over the years, you have been instrumental in opening some very important Industry relationships. We wish you all the best in your future endeavours and know you will be missed by us all.

Being a national body, the support to our operations is completed without fail, day in and day out, by our dedicated National Office. My thanks to Pierre, Josee, Krystel, and Laura for all that you do, and for going above and beyond in supporting the daily operations of the League.

In closing I would like to thank the members of the National Board for your friendship and leadership and Immediate Past President Hille Vita for her years of service as she moves on to the Advisory Council. A hearty congratulations and best wishes to Marc Lacroix as he becomes the 72nd President of the Air Cadet League of Canada.

Respectfully submitted,

Thomas Taborowski President





ANNUAL GENERAL MEETING AGENDA

June 15

I ADMINISTRATION

- 1.1 National Anthem
- 1.2 President's Opening Remarks
- 1.3 Moment of silence
- 1.4 Call to order
- 1.5 Appointment of parliamentarian
- 1.6 Confirmation of notice of meeting & quorumParliamentarian
- 1.7 Motion to approve attendance of non-voting members
- 1.8 Approval of Agenda
- 1.9 Approval of AGM 2023 ROP
- 1.10 Presentation of Nomination SlateNominations

II INFORMATION

- 2.1 Comd CJCR Support Group
- 2.2 CAP Comd Remarks
- 2.3 President's Report
- 2.4 Executive Director Report
- 2.5 Committee Reports (by exception)

III NEW BUSINESS

3.1	Presentation National Budget	Treasurer
3.2	Presentation of Annual Financial Statements	Treasurer
3.3	Approval of auditors FY 24/25	Treasurer
	Election of governors	
	Future AGM locations	

IV CONCLUSION

- 4.1 Closing Remarks
- 4.2 Good and Welfare of the ACL
- 4.3 Adjournment
- 4.4 Royal Anthem





83rd ANNUAL GENERAL MEETING



SUPPORTING MATERIAL





NOMINATION SLATE 2024-2025

Executive Committee

President: Marc Lacroix CD First Vice-President: Jacquie Pepper Journal CD Vice-President: Sue Madden, CPA, CGA Vice-President: Doug Slowski CD Vice President: Thomas Sand CD

Governors

Angele Mullins Arlo Speer Dee Davis John Nolan CD Kevin Robinson Margaret Elson Terri Hinton Vern Toews William Cahill

Immediate Past President (appointed by the Board - bylaw 5.05)

Thomas Taborowski

Associates at Large (appointed by the Board - PPM 3.1.6)

André Guilbault, Duane Schippers, James Simiana CD

Other positions of Distinction to be noted

Patron

Her Excellency the Right Honourable Mary Simon, CC, CMM, COM, OQ, CD Governor General and Commander-in-Chief of Canada

Honorary Officers

Honorary President: Honorary Treasurer: Bob Robert CD Honorary Secretary: Leonard G. Jenks CD Honorary Solicitor: Mervin Ozirny CD

Honorary Directors

Brigadier-General (Ret) William Buckham CD Lieutenant-General (Ret) Fred Sutherland CMM, CD, BA, MBA, DScMil

Honorary Life Members

Richard Logan Robert L. Mortimer CD Maurice J. Murphy Russell Gallant Jerry Elias CD

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83rd ANNUAL GENERAL MEETING



BUDGET 2024-2027

	AIR CADET LEAGUE OF CANADA Ligue des Cadets de l'Air du Canada							
	Ligue des Cadets de l'Air du Canada		BUDGET					
LINE#		2024-25	2025-26	2026-27				
	Income	500.000	500.000	500.000				
40100 40110	Government Grant	500,000 359,346	500,000	500,000				
40110	Revenue from PTCs Kit Shop Sales	13,201	362,939 13,201	366,569 13,201				
40200	AGM Revenue	13,201	5,000	13,201				
40300	Insurance billed to PTCs	20,159	20,584	21,019				
40750	Insurance billed to CAF	222,251	226,696	231,230				
41700	General Donations	20,000	20,000	20,000				
41800	Career Expo	22,500	22,500	22,500				
70200	Interest Income	5,000	5,000	5,000				
	Total Income	1,162,457	1,175,921	1,179,519				
	Expenses							
50010	Kit Shop Inventory Cost	7,548	7,548	7,548				
53000	Salaries (including EI, CPP, WSIB, Ceridean)	287,181	292,734	298,397				
53100	Benefits	21,949	25,338	25,845				
53200	Contracted Support	82,861	73,534	74,953				
53300	Staff Training	3,000	3,000	3,000				
53400	Staff Travel		-	-				
53500	President's Travel	20,000	20,000	20,000				
54000	AGM Expenses	-	98,956	-				
56000	IACE Expenses	36,290	36,300	36,300				
57100	Awards/Presentations (top up)	2,000	2,000	2,000				
57300	General Fundraising Expenses	500	500	500				
57400	Career Expo	24,850	24,850	24,850				
57500	Translation	3,000	3,000	3,000				
57600	National Office - Rent & Storage	17,151	17,631	18,125				
57700	Equipment Repair	-	-	-				
57800	Cell Phones/Fax	3,630	3,630	3,630				
57900	Office Equipment & Leases	2,140	2,140	2,140				
58000	Printing	2,000	2,000	2,000				
58100	Office Expenses	5,000	5,000	5,000				
58105	Computer Expenses	1,000	1,000	1,000				
58200	Shipping & Postage	4,000	4,080	4,162				
58400	Software Licenses	14,956	15,255	15,560				
58500	Bank Service Charges	4,000	4,080	4,162				
58600	Audit Fees	10,914	10,914	10,914				
58700	Legal Services	20,000	20,000	20,000				
58800	Insurance Expense	372,449	383,775	395,522				
59000	Committee activity funding	16,200	11,785	10,155				
	Total Expenses	962,618	1,069,050	988,761				
	Budget Surplus (Deficit):	199,839	106,871	190,758				
	Balance Sheet Items	133,023	100,871	190,/38				
	Legal Defence Fund (internally restricted)	140,000	50,000	40,000				
	Rainy Day Fund (internally restricted)	54,000	53,000	145,000				
	IACE Hosting Fund	I I		.				
	Equipment Repairs/Replacement	5,000	3,000	5,000				
	Total Balance Sheet	199,000	106,000	190,000				
	Total Surplus (Deficit):	839	871	758				
		000	0/1	/30				
	CADET POPULATION	27,642	27,918	28,198				





83rd ANNUAL GENERAL MEETING



COMMITTEE REPORTS





AD HOC GOVERNANCE COMMITTEE REPORT

The Ad-Hoc Committee on Governance was tasked with updating the Air Cadet League's risk assessment. Maintaining an updated assessment is critical for the League in order that we may identify and mitigate risks to our operations, staff, volunteers and cadets. Accordingly, we have worked with our insurer, BFL, who possess the required expertise, to develop a risk assessment plan. The proposed updated risk assessment would involve all levels of the League, national, provincial/territorial and a sample of local sponsoring committees (SSCs) in order to:

- ensure the League is aligned at all levels;
- inform the Board of governors of the key risks facing our League; and,
- outline and provide recommendations for controls and mitigating tools to ensure long-term sustainability of operations.

The Ad-Hoc Governance Committee believes that it is in the interest of the League (and consistent with best practices) to have an outside party such as our insurers conduct the League assessment rather than doing it internally. The Ad-Hoc Committee intends to seek a decision from the Board of Governors in the Fall 2024 whether to go forward with the proposed assessment as jointly developed by the Committee and our insurers. If approved, implementing the assessment would cost approximately \$25-30K (varies somewhat depending on the scope of the review) and take approximately 8-12 weeks to complete.

I would like to thank League members who participated, and provided comments, in the preparation of the plan.

Respectfully submitted,

John Nolan CD Chair, Ad-Hoc Governance Committee





AD HOC COMMITTEE ON TRAINING FRAMEWORK REPORT

The TOR of the national adhoc committee on training framework was approved by the NEC, October 18th, 2023.

The chair of the adhoc committee on training framework had met with the chair of the strategic planning committee last February and I informed her that a policy on training framework would be approved by the BOG in March 2024. The BOG approved the new training policy on March, 20th, 2024.

We are in the process of writing the ACL positions competencies manual (PCM) at the three levels of our organisation. We are at 85 % of achievement in this matter. There will be a formal presentation to the PTC Chairs next September 2024. There will be approval of this document by the NEC in October 2024.

Then, the chair of national member committee will take in charge to secure PTC Chair agreement on publication of ACL training plan that outline set of lessons required to address the skills and knowledge competencies associated with each key positions and those that are common to all.

Respectfully submitted,

Marc Lacroix, CD Chair, Ad Hoc Committee on Training Framework





ADVISORY COUNCIL REPORT

Annual Meeting Blue Book Report - June 2024

The Advisory Council continues to meet, via teleconference, every 4-6 weeks. All meetings are well attended and have generated some "lively" discussions.

We were all saddened to learn of the passing of Irene Doty in February. Irene was the first female National President of the Air Cadet League (1994-95) and continue to be a active and engaged member of the Advisory Council following her term. We could always count on Irene to give us something positive and uplifting during the Good and Welfare portion of our meetings.

Members of the Advisory Council chair three national committees:

- Nomination Committee (Don Berrill Chair)
- Honours and Awards (Jan Reidulff Chair)
- National Scholarships (Ron Ilka Chair)

The working members of these committees are all members of the Advisory Council.

In addition to these standing committees, the Advisory Council provides members for the following committees and working groups:

- Members
- Policy and Procedures
- Effective Speaking)
- IMAT Program Rescope
- IMAT Supervision
- Ad Hoc Committee The Way Forward

Each of these committees has submitted their own report for the AGM and I would encourage all members to review these reports and the important information contained in them.

At the request of the President, members of the Advisory Council (Hawkins and Berrill) developed a new onboarding training program for newly elected governors and associates at large. Unfortunately, we are not aware that the program was used this year. The Council recommends that the National Executive Committee should be responsible for ensuring that newly elected governors / associates at large receive this training no later than 30 days following their election / appointment to the Board/national committee.

During the course of the year, the Council has noted with some concern the fact that certain committees are rarely meeting; some have not met for several months. We are left to ask ourselves whether or not these





committees are worth maintaining, or if the governor responsible for the committee is simply not meeting the expectations of the Board?

This concern has evolved into the question of how the Board (specifically the National Executive Committee) deals with governors / associates does who are not meeting the expectations of their position. At the present time, there is no formal process for the NEC to address "performance" issues with governors or associates-allarge that are not meeting expectations. The only way that a governor can be removed from the League is by:

- A) The Board as a whole, utilizing By-Law 3.08 (Discipline Policy)
- B) The Members, utilizing By-Law 5.09 (Removal) and then only at a General Meeting
- C) By not being nominated / elected at the AGM

The first two options are unlikely to be utilized in the case of a Governor not performing his/her duties up to expectations. The third option has not been accepted by the NEC.

The Advisory Council strongly recommends that the NEC develop a policy to review the performance of the Governors on a regular basis, and that they also have a policy on how to address performance-related issues in such as way that the individual has an opportunity to address and correct any perceived shortfalls in a timely manner. Finally, if a governor / associate at large is unable or unwilling to correct these matters, the NEC develop a process to advise the individual, and the Nominating Committee, that the NEC will not support their remaining on the Board beyond the current year.

Respectfully submitted,

Merv Ozirny, CD Past President





AIR CADET COMMITTEE REPORT

The Air Cadet Committee is still holding at 4 committee members representing BC, AB, MB and are always open to new members.

As always, we are developing our connections with the Civil Air Patrol and although I was unable to attend the Civil Air Patrol Conference this year there was ample coverage with League Members Doug Slowski and Marc Lacroix attending in my place. Terri Hinton was also in attendance at a few Wing events including an Encampment in Oregon and a Flight Academy in Washington State.

We continue to have irregular monthly meetings but good attendance participating since the SAM last year not counting myself and I hope to have these numbers grow over the coming months.

This year the Committee was tasked as part of our Strategic Plan objectives to redraft the Terms of Reference for the Air Cadet Committee to include Music and Selections and this was completed and handed over to the PPBLC committee for review.

I encourage all Committees to keep the Air Cadet Committee updated or included on items where we can assist in projects and or distributing information to the membership. We are here to help.

Respectfully submitted,

Kevin Robinson Chair, National Air Cadet Committee





AVIATION COMMITTEE REPORT

Over the summer and into next fall, the committee will undertake the following work:

- Continued liaison with our CAF partner, principally the National Cadet Air Operations Officer and his staff.
- Review and validation of our committee's Terms of Reference.
- Prepare for work on a new Air Cadet Glider Programme contract so that when our CAF partner is able to initiate that work, we have identified issued we need to address. (Fortunately, we are able to use the terms of the former contract to continue gliding operations until a new contract is in place so the programme can continue.)
- Finalize aircraft lease agreement between National and Provincial or Territorial groups.
- Create a policy about reimbursement of costs (such as engine overhaul expenses) for inter-provincial use of aircraft i.e., sharing costs when one province uses an aircraft from another province.

Respectfully submitted,

Arlo Speer Chair, National Aviation Committee





CADET AWARDS AND SCHOLARSHIPS COMMITTEE REPORT

The purpose of this committee is to select outstanding cadets for various awards and scholarships. We have two main selection periods: October for flying/gliding/music awards and April for Educational Scholarships /RCL Cadet of Year.

2023/2024 has been a busy year. Thanks go out to the National Office for the support provided, and especially to our Deputy ED, as she helped navigate these new initiatives. Thanks also to my committee members Don Doern, Len Jenks, Gilles Cuerrier, Guy Albert, and Paul Dowling for their support and guidance. A special thanks to all our donors who made these awards possible. You can find them on the National ACL website <u>www.aircadetleague.com</u> under <u>DONATE TODAY</u> <u>SPONSORS AND DONORS</u>.

Awards Presented 55 with a value of \$96,900

- From 87 applicants, 26 Continuation Flying/Gliding awards with a value in excess of \$36,000 were presented in October 2023. Thank you to all the applicants and congratulations to all the winners.
- Music Awards for pipe and military band musicians were also awarded in October from 5 applications. We remain committed to the music program but are challenged with the low # of applications each year. This could be in part to the conditions of the award, the reduced number of band camp slots, reduced number of cadet bands, or other issues. We are looking at introducing a new award for music excellence in 2025 to overcome some of these issues.
- Educational Scholarship applications were awarded May 25th, at the Virtual Presentation, with 217 applications from across Canada vying for 26 available scholarships totalling \$59,000.
- Royal Canadian Legion Cadet of the Year is from Nova Scotia and will represent the Air Cadet League in Ottawa this Remembrance Day as part of the Vice Regal Party.

A summary of all winners is attached at the end of the form.

Activities:

Creation of Enhanced Application Forms:

In place of using fillable PDF forms, use of Workflow management allowed our flying, gliding, music, and educational awards to proceed automatically from the cadet application to CO approval to sponsor recommendation to final review. This ensured we had all necessary information attached to the application at time of submission. Extraction of information that took hours now take minutes, increasing office efficiency. As with any new programs, we had some challenges in ensuring the programs worked as expected, but these issues were cleared up early in the process. We now have a robust process that is more reliable and efficient than what we had previously.

These issues were brought up at the Semi-annual meeting report and remain concerns.

- Applicants not reading what information required.
- Incomplete transcripts
- Recommendations from CO/ sponsor not received.

We are hoping the Provincial/ Territorial Chairs disburse these issues to their respective squadrons for review and action. The committee wants to ensure these new processes meet the needs of the applicants. Request for feedback on the forms is again requested.





Other:

- New Bilingual Cadet Service Medal was introduced.
- Clarification of Awarding of Effective Speaking pins was provided.
- Revised Cadet Honors and Awards Booklet will be published in both official languages on National web site before September.
 - Will reference DND awards to Canada.ca website, ensuring information is current.
 - DND, who are also updating their Honor & Awards information, will reference the ACL National website to again ensure information is current and correct.
- Admin: Over the summer, we will:
 - Document the procedures for each award cycle to ensure consistency, timeliness, and accuracy.
 - Develop more efficient procedures through increased use and training of committee members and staff in SharePoint and Gravity Forms.
 - Automate through Gravity Flow Forms ACC56, ACC57 (Service Medals) and ACC62 (RCL Air Cadet of Year).

Conclusion

Our cadets continue to amaze this committee with their flying, music, and educational skills. If these are representatives of our future, we are in good hands. We could have awarded many more scholarships if we had more donors. My only hope is that we can convince potential donors of investing in scholarships and help more cadets to pursue their dreams.

Respectfully submitted,

Ron Ilko Chair, Cadet Awards and Scholarships Committee

Award Name	Value	Rank	First Name	Last Name	Province & Squadron	CFTA/ PTAA
FLYING/GLIDING						
RCAFA/SPAADS	2,500	WO2	Yaroslav	Chuzhikov	ON - 845	CFTA
ALPA (AIR LINE PILOT'S ASSOCIATION OF CANADA)	2,500	FSgt	Kevin	Jiang	AB -918	CFTA
AIR CADET LEAGUE FLYING TRAINING AWARD	2,500	W01	Ariel	Luquer	MB - 220	CFTA
RCAFA (ROYAL CANADIAN AIR FORCE ASSOCIATION)	2,500	WO2	Julian	Madej	ON - 2	CFTA
CAE LIMITED	2,500	WO2	Eric	Marion	ON - 364	CFTA
ALPA (AIR LINE PILOT'S ASSOCIATION OF CANADA)	2,500	WO2	Ayhan	Merchant	ON - 892	CFTA
CAE LIMITED ALPA (AIR LINE PILOT'S ASSOCIATION OF CANADA)	2,500 2,500	WO2 FSgt	Jisung Elias	Park Schanz	BC - 205 BC - 907	CFTA CFTA
ALPA (AIR LINE PILOT'S ASSOCIATION OF CANADA)	2,500	WO2	Julian	Tan	AB - 918	CFTA
AIR CADET LEAGUE FLYING TRAINING AWARD	2,500	FSgt	Jadon	Tsai	ON - 140	CFTA
CPPA (COLLEGE OF PROFESSIONAL PILOTS OF CANADA)	2,000	WO2	Andres	Vargas-Daza	ON - 789	CFTA
CBAA	2,000	WO2	Gavin	Wade	AB - 952	CFTA
GARBUTT FAMILY - IN SERVICE TO OTHERS	1,000	WO2	Kaili	Foster	NB - 334	PTAA
ERB & VIRGINIA MITCHELL AWARD	1,000	FSgt	Jack	Rhinds	ON - 779	PTAA
ERB & VIRGINIA MITCHELL AWARD	1,000	W02 W02	Ashley Tristan	Taylor da Cunha	ON - 121 ON - 845	PTAA CFTA
CASARA FOUNDATION ATSAC (AIR TRAFFIC SPECIALISTS ASSOCIATION OF CANADA)	500	W02 W01	Alex	Beck	PE - 327	PTAA
KOBE AWARD	300	FSgt	Henry	Charlton	ON - 534	PTAA
BC EX-AIR FORCE POW AWARD	300	WO2	Julian	Glass	BC - 759	PTAA
BOMBER HARRIS AWARD	300	Sgt/s	Olivier	Laflamme	QOV - 776	PTAA
426 THUNDERBIRDS SQUADRON ASSOCIATION AWARD	300	WO2	Arnav	Malhorta	ON - 132	PTAA
JIM GOODHAND AWARD	300	WO2	Iraj	Moutameni	AB - 604	PTAA
CANADIAN FIGHTER PILOTS	300	FSgt	Alexander	Nie	ON - 534	PTAA
BC EX-AIR FORCE POW AWARD	300	W01	Yaaska	Pandit	BC - 759	PTAA
DODO BIRD CLUB AWARD DODO BIRD CLUB AWARD	300 300	WO2 FSgt	Avi Cathy	Raina Xie	ON - 540 AB - 781	PTAA PTAA
	300	Fogi	Catily	XIE	AD-781	PTAA
MUSIC						
MUSIC PIPE BAND MUSICIAN +ACL Watch	350	FSgt	Travis	Taylor-Sheilds	ON - 94	Newmarket
MUSIC MILITARY BAND MUSICIAN ACL WATCH +	350	WO1	Lucas	Upwards	NL - 511	Cornerbrooke
SCHOLARSHIPS						
YOUNG CITIZEN FOUNDATION	5,000	WO1	Ferguson Ivan	Groves	ON-242	Ross Ferguson
BIRCHALL SCHOLARSHIP 1	2,500	WO1	Nicole	Xie	QOV-338	Junior Wildcats Brossard Optimist
BIRCHALL SCHOLARSHIP 2	2,500	WO1	Kailey Pin-Han	Qiu	ON-351	Silver Star
BIRCHALL SCHOLARSHIP 3	2,500	WO1	Tommy	Zou	QOV-784	Saint-Vincent-de- Paul
BIRCHALL SCHOLARSHIP 4	2,500	WO2	Wing Yin	Leung	BC-692	BCIT Aerospace
DALE SCHOLARSHIP 1	2,500	W01	Lucas	Upward	NL-511	Humber
DALE SCHOLARSHIP 2	2,500	WO2	lan	Xiang	ON-121	Red Arrows
CAE LIMITED 1 CAE LIMITED 2	2,500	W01	Alexei	Marti-Aguilar	QOV-706	Snowy Owl
LEGION NATIONAL FOUNDATION	2,500 2,500	WO2 WO2	Akshita Karam	Jain Albatal	SK-702 QOV-687	Lynx Richelieu Laval
THOMAS COLFER 1	2,500	W02 W02	Ronak	Patel	ON-296	City of Cambridge
THOMAS COLFER 2	2,500	W01	Bhumi	Shah	ON-104	Starfighter
RCAFA - 3	2,500	WO2	Nadem	El Gazzar	ON-102	Barrie Silverfox
KC LETT SCHOLARSHIP 1	2,500	WO2	Georgia	Greenough	SK-40	Snowbird
KC LETT SCHOLARSHIP 2	2,500	WO2	lan	Xiong	ON-351	Silver Star
KC LETT SCHOLARSHIP 3	2,000	WO2	Parthi	Shah	SK-107	Spitfire
KC LETT SCHOLARSHIP 4	2,000	W01	Ashley	Taylor	ON-121	Red Arrows
KC LETT SCHOLARSHIP 5	2,000	W02	Jasmine	Lee	BC-692	BCIT Aerospace
KC LETT SCHOLARSHIP 6 KC LETT SCHOLARSHIP 7	2,000 2,000	W02 W01	Emma Malia	Creelman Maciuszonek	NS-615 MB-249	Bluenose Beausejour
KC LETT SCHOLARSHIP 8	2,000	W01	Laura Clara	Carville	NL-567	Random
KC LETT SCHOLARSHIP 8	2,000	W01 W01	Jacob	Watson	ON-532	Maitland
ALEX VENABLES	2,000	W01 W02	Jin Hao	Gong	BC-59	Vancouver
DR WILLIAM WESTON SCHOLARSHIP	1,000	F/ Sgt	Elva	Ly	BC-754	Phoenix
ADVISORY COUNCIL	1,000	WO2	Alex Jean James	Harris	NB-101	Moncton
ANTHONY A. MARTIN	1,000	WO2	Marcus	Ng	ON-351	Silver Star
RCL CADET OF YEAR	1,000	W01	Aiyana	Barrieau	NS-517	Flt/Lt. Graham





COMMUNICATIONS COMMITTEE REPORT

- 1. The Communications Committee, with representatives from all P/TCs, met regularly from September 2024 through May 2024.
- 2. The new Public Relations Handbook, part of the gradually increasing number of helpful links under Communications Tools on the ACL website, was reviewed by Public Affairs colleagues with the Cadets and Junior Canadian Rangers Group. Once their suggested "Consent for Images of Cadets" paragraph has been incorporated, the slightly-revised English-language Handbook will be in final form. It will be sent for translation during Spring/Summer 2024, so that a full French version is also available online.
- 3. A Branding Standard, Guidelines and Visual Identity Policy now exists in the ACL Policies and Procedures Manual. Further to that reference, the Communications Committee continues to work on developing a Brand Style Guide, a product that will complement the new PR Handbook and be aligned with the Branding and Visual Identity Policy.
- 4. As approved by the National Executive Committee, British Columbia-based NG Media was contracted to produce a 30-second Public Service Announcement designed to attract new Volunteer members to join the Air Cadet League. The Communications Committee worked up an accepted voice-over narrative script, and sourced various images of current ACL volunteers; these were complemented by pre-2020 images of Air Cadets, obtained courtesy of the CJCR Group using its evergreen imagery folders.

The final version English PSA was produced and began airing the week of May 6, 2024 on available Public Service slots on various television channels carried by the Rogers West / Rogers East / Bell Media / Telus broadcasters. A French-language voiced-over / subtitled version of the PSA has also been produced, so that it can be made available to interested francophone broadcasters / cable companies.

As the content of the PSA is evergreen, i.e. not limited by a particular date or window within which it can be shown, this product also lends itself to being used on other platforms, for example, radio stations, social media platforms, etc. that are followed by potential future ACL volunteers.

- 5. Further to the ACL President's Guidance Dashboard for 2023-2024, the Communications Committee replied to both the Terms of Reference validation request, as well as how to approach its action plan items from the Strategic Plan. Work toward achieving these tasks will be undertaken in 2024 through 2025. One of those tasks involves building a library of photos and stories of ACL volunteers in the field, profiles that will also find their way onto the ACL website. Of note is that the Honours and Awards Committee has kindly offered to assist the Communications Committee by providing it with a list of exemplary volunteers from nominations that have been received this year.
- 6. Another illustration of collaboration between national-level committees is that, going forward, the Communications Committee has been approached by the Revenue Generating Committee about the need to produce an "annual report-like" product. This vehicle would, in an easy-reference format, showcase to existing and potential donors and sponsors key qualitative remarks and quantitative details about the Air Cadet League, and demonstrate why it's an organization well worth investing in.





The Communications Committee has discussed what the framework and contents of this product could consist of, and from Summer 2024 will work to flesh out what this product will look like. The intent ultimately is to produce a product that meets with what the Revenue Generating Committee is hoping to see.

7. Aerospace industry leader CAE, a long-time and important sponsor and partner of the Air Cadet League, recently launched their "From Cadets to CAE" initiative, a series of video vignettes about how Air Cadets inspired CAE members to seek out their roles in today's aviation industry in Canada. In kindred support and appreciation to CAE, their videos have since been shared on the League's Facebook page, as well as added to the home page of the ACL website.

Respectfully submitted,

James Simiana Chair, Communications Committee





EFFECTIVE SPEAKING COMMITTEE REPORT

It's May 4th, 2024, ten cadets from across Canada are ready; Judges and evaluators, all volunteers from the RCAF are ready; Officials from the Air Cadet League, are ready. The 2024 National Effective Speaking Competition is about to begin. This is how this year's National Air Cadet League Effective Speaking Competition began, and what an incredible event it was. It featured ten very talented young future leaders making presentations that impacted all who attended.

2024 marks the 100th anniversary of the RCAF and the Air Cadet League wanted to honour one of our great partners, in the Royal Canadian Air Force. To that end the topics as well as the judges and evaluators were all volunteers from the RCAF. The cadets did a phenomenal job in helping us salute this great institution.

We had representation from all ten provinces in Canada, these cadets were the best of the best. They all had to compete through multiple levels to get here; Local (squadron), Regional/Wing and Provincial competitions. All the Local, Regional/Wing and Provincial competitions were able to hold in-person events, while the national competition, due to travel requirements was held virtually. It was quite clear that we truly had the best at the national competition. The final scores were some of the tightest results we have seen in recent history, with every detail making a difference.

We want to offer our sincerest congratulations to all the cadets, but also highlight the winners:

- Gold Medal FCpl Kamea Lafontaine, 952 WestJet RCACS (Alberta)
- Silver Medal FSgt Michelle Lu, 283 Woodbridge RCACS (Ontario)
- Bronze Medal Sgt Amelia Wood, 574 Dakota RCACS (Saskatchewan)

I want to say a special thanks to the RCAF for their involvement in this year's competition. It was our honour to work with them during this year of celebration.

I also want to thank the volunteers on the National Effective Speaking Committee, it takes many hands and many hours to host a successful event. We know that we are hoping to have the competition in person in 2025 at the National AGM and that is exciting after such a long hiatus.

Our tasks are not yet completed. We are currently reviewing the website as many viewers get confused on our page and we need to clean that up. We know that while the online form worked well for the most part, there is still a few more tweaks that need to be made. We are also looking at the entire handbook plan to break it out into smaller more manageable pieces in order to ensure that all those that want to participate in this amazing opportunity can do so with the information as clear and readily available as possible. Then of course there is the task of determining next year's topics. The board of governors has given some guidance, but the topic suggestions will be submitted shortly for approval in time for the fall cadet season to begin.

It is always a pleasure and an honour for me to get to work with and watch the future leaders of our country as they stand on a stage or in front of a camera and talk about something that they have written themselves and are passionate about. I know that our future is in good hands.

Respectfully submitted,

Vern Toews Chair, Effective Speaking Committee





FINANCE COMMITTEE REPORT

The following report is based on the March 31st, 2024 statements as presented by Lyle Tilley Davidson Chartered Professional Accountants on May 16th, 2024.

The budget for the next 3 years has been modified to reflect our revised plan for in person meetings and activities. Items such as travel costs, in person/virtual AGM costs, virtual SAM expenses, IACE costs and fundraising have all been adjusted going forward to reduce spending to match up with our reduced revenues.

FINANCIALS FOR FISCAL YR APRIL 1ST 2023 TO MARCH 31st 2024

The 2023 – 2024 fiscal year ended with solid numbers in both our balance sheet and income statement. Our extra 2023 AGM spending was covered by the collection of higher PC assessment fees than in the past few years and being underspent on several expense items. Market performance on our trust funds showed an increase in the market value an average of 7%.

Balance Sheet

The balance sheet is in a strong position. Current assets are at **\$471k** compared to last year's **\$824k** and current liabilities sit at **\$102k** compared to **\$323k** in 2023. Our cash balance is currently at \$187k, made up of our operating account and short term investments balance maturing in less than one year. Here are some highlights of the major variances:

Variances

- Our account receivable balance of \$16k is made small amounts owing for awards payable. PC's fees for QOV for \$33,637 for their remaining 2023 assessment fees was written off due to less cadet fees collected from the local level. This has been approved by the BOG with the expectation that QOV will be providing a business plan to ensure future assessment fees will be able to be paid on time and in full.
- Prepaid expenses of \$37k consist of the remaining prepaid insurance premiums. This amount decreases each month as we recognize the monthly insurance expense.
- Our current liabilities balance of \$102k consists of our last credit card statement that was paid in early April, and funds collected for awards that have not yet been paid out.

Income & Expenses

Net income for the year ended at **\$112k** compared to income of \$41k for 2023. Revenues come from the DND grant, PC assessment fees and fundraising. We have transferred \$50k out of our operating account to our Rainy Day Fund, as well as \$103,000 transferred to the Legal Defense Fund during the year, as per our mandate in our trust fund policies to build up this account. Here are the highlights on the main variances:

Variances

- Total fundraising revenue for the year was higher than 2023 at \$65,124, as a result of a push for investment into our President's Club.
- PC assessments were billed at 100% of full value of \$302k which was required to help cover the AGM costs. Most PC's paid their assessment fees in full with the exception of QOV paying 50% of their fees.
- Expenses for the AGM totaled \$124k, coming in over budget of \$110k. IACE activities were held this year with 20 cadets hosted in the National Capital region by QOV, and we did send VP Doug Slowski to the IACEA conference in the fall. The Board passed a motion this year that will see us move to an in person AGM every 2 years to help reduce expenses as well. Our next in person AGM will be in 2025 in Ottawa.
- The cost for insurance has decreased over last year as our policies were put out to bid and the winning bid came in lower than what we had been paying.
- Rental costs for National office are showing much lower now as we lease part of an old school at the Rideau Hub which will cut our annual rent payments to \$17k per year from \$50k. These savings will give us sustainable savings going forward.





INVESTMENTS

Our investments have grown with a return that averaged near 7% or \$72k. Fair market value adjustments made to adjust the funds to March 31, 2024 market values totaled \$129k.Trust funds assets are sitting at a market value of **\$2.27M**, showing an increase from 2023's value of **\$190k**. There were 1 new trust fund created this year – the Music Scholarship Fund, established through donations to our organization for scholarships.

Our investments are all in low to medium risk as we are invested for the long term, so there is no concern about the value of our investments at this time. We will monitor and work with our investment broker if the need arises to move some of our investments.

NRGC FUNDRAISING

Fundraising totals for this year total \$65,124. The report with the details of how these funds were raised was not available from our accountants at the time of this report.

ACC9 STATUS

Results for the **2022/2023 year** end as of April 30, 2024 are listed below. These were due to National office by February 29, 2024 and must be submitted ASAP.

AB – 84.4% BC – 89.5% MB – 100% NB – 81% NL – 14.3% NS – 66.7% OPC – 66.4% PE – 100% Terr – 66.7% QOV – 89.4% SK – 97.1%

Results for the **2021/2022 year** end as of April 30, 2024 are listed below. These were due to National office by February 28, 2023 and must be submitted ASAP.

AB – 100%	BC – 93%	MB – 100%	NB – 100%	NL - 33.3%	NS - 89.7%	OPC - 77.3%
PE – 1	100% Terr -	<mark>- 100%</mark> QOV -	- 94.7% SK –	97.1%		

CRA COMPLIANCE

The initiative to work toward getting all SSC's registered with CRA continues with very slow progress. As of March 31st, we are at an overall compliance rate of 60.0% of SSC's registered as charities with CRA.

CONGRATULATIONS TO PEI - the first PC to reach 100% compliance on CRA registration!!

A breakdown by province will be reviewed at the Finance Committee meeting on June 6th. As SSC's rebuild their volunteer base after Covid, it is expected that more focus will be placed on this effort to get this exercise completed.

	2022/202	3	2021/202	2	2020/202	1	2019/202	20	2018/202	19
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	100.070		100.076		100.078		100.076		100.076	
	NB		NB		NB		NB		NB	
f	17		21		21		21		21	
I	21		21		21		21		21	
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	14.3%		33.3%		47.6%		85.7%		90.5%	
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l	27		20		27		28		30	
	70.4%		89.7%		93.1%		96.6%		100.0%	
1	OPC 81		OPC 92		OPC 104		OPC 112		OPC 105	
l	119		119		104		112		105	
l	68.1%		77.3%		86.7%		93.3%		86.8%	
	00.170		77.370		00.770		55.570		00.070	
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J		ncial S	•	nt Sub	mission	s as o		1 2024		
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2024 ANNUAL GENERAL MEETING OF GOVERNORS AND COMMITTEES ASSEMBLÉE GÉNÉRALE ANNUELLE DES GOUVERNEURS ET COMITÉS 2024



								Т	EPOR	NCE R	MPLIA	CRA CO										
	Total	Total	SK	001/		001/		QOV		TERR	PEI		ONTARIO		NS	NL	NB	MB	c	В		AB
	IULdi	TOLAI	SK		QUV		IERK	PEI		UNTARIO		INS	INL	IND	IVID	L	D		AD			
Registered with CRA			17	798	643	1	551	53	704	201	2	18	125	101	6	583	22	533	7			
Registration revoked - Failure to file or Voluntary			20	799	646	4	795	60	707	227	3	29	508	161	9	609	59	538	11			
Not yet registered			30	801	657	5	825	327	713	242	8	45	510	313	50	637	89	539	12			
			34	803	660	14		641	714	246	10	77	511	314	82	655	103	570	15			
			38	804	670	51			715	253	19	106	512	315	158	676	111	572	24			
May 2024 newly revoked Squadrons			40	806	682	67			718	270	23	154	514	333	170	692	135	577	42			
			41	811	686	75			724	283	27	250	515	334	176	744	147	604	52			
			43	814	687	92			734	288	37	292	537	349	177	746	204	644	65			
			107	815	690	96			735	294	44	299	567	527	179	747	205	664	83			
			171	817	697	100			741	295	58	342	589	580	182	754	222	699	88			
			186	821	706	211			756	296	62	374	617	594	191	759	223	721	124			
			190	827	709	226			758	325	70	507	708	639	199	767	232	733	185			
			300	830	710	282			769	330	79	517	764	640	220	768	243	755	187			
			365	832	711	338			778	337	80	529	774	650	249	777	257	781	225			
			520	834	716	500			779	340	85	545	780	681	263	787	258	810	230			
May 2024 newly registered/reactivated squad			542	838	725	502			789	351	87	562	807	763	301	808	259	831	239			
BCPC - 59, 278			553	839	728	518			792	355	94	569	837	773	303	819	278	859	287			
Manitoba - 191			566	846	729	544			800	364	99	587	840	791	307	828	279	868	341			
			568	867	736	550			809	379	102	591	842	816	317	835	353	874	395			
			574	872	739	555			812	530	104	596	857	866	519	848	363	878	504			
			601	879	742	564			818	532	110	602	905	877	573	858	386	903	524			
			605	881	757	588			820	534	121	615			575	861	396	918	526			
			606	884	761	607			822	535	126	652			677	888	513	952				
			624	890	766	613			826	540	128	689			737	893	521					
			633	894	772	621			844	543	132	693				899	525					
			675	898	775	622			845	547	140	719				902	531					
			691	901	776	626			851	585	142	824				907	552					
			702	911	783	629			856	598	150	865				909	561					
			703	921	784	630			862	600	151	875					581					
			723	953	785	632	1		870	608	153											
			745		796	634			876	611	155											
			752			635			883	614	164											
			797			636			892	618	166											
			802						895	631	167											
			889						900	638	172											
		1							906	645	173											
									908	653	180											
									999	659	183											
										661	188											
										696	197											
										700	200											
	Total	Total	SK		QOV		TERR	PEI		OPC		NS	NL	NB	MB		BC	3	A			
		272	12		76		0	4		89		2	1	10	9		50		19			
		453	35		94		3	4		120		29	21	21	24		57		45			
		60.0%	34.3%		80.9%		0.0%	100.0%	-	74.2%		6.9%	4.8%	47.6%	37.5%		87.	0%	42.2			

Respectfully submitted,

Sue Madden, CPA, CGA Chair, Finance Committee





HONOURS AND AWARDS COMMITTEE REPORT

The National Honours and Awards Committee is pleased to provide support to the Air Cadet League of Canada to recognize the outstanding accomplishments of its volunteers. Through the efforts of members of the Advisory Council, we play an active role in the creation and execution of policies and procedures that enable volunteers to celebrate the contributions of their peers.

With the advent of virtual presentations and biennial AGM's the Committee implemented a revised timeline for the H&A process that served to stagger the workload in the National Office and provide the flexibility so awards can be formally presented at Squadron ACR's, the National AGM or P/TC AGM's, whichever is appropriate. Public announcements of the recipients of all our awards were made by press releases and social media posts during National Volunteer Week.

A total of 73 submissions were submitted this year, an increase of 5 from 2023. The approved awards included a Director of the Year, an Officer of the Year, 8 Certificates of Honour, 32 Certificates of Merit and 31 Certificates of Recognition.

Following guidance from the National President asking that we consider a model where the Committee recommends to the EC the names of League members who might be nominated for external awards, either provincial or national. In response, a new External Awards sub-committee has been established chaired by Jim Hunter with Craig Hawkins and Guy Albert as members.

The Committee has also agreed to assist the Communications Committee to increase the library of photos and stories of League volunteers in the field. We will be providing a list of exemplary volunteers from nominations we have received this year.

We want to thank the National Office staff for the incredible amount of administrative work that they perform in support of H&A process. Special thanks go to Josée Woodford who led the work that eliminated the ACC50.1 form and automated the ACC50.

Thanks also to Vice-Chair Brent Wolfe, Committee members Guy Albert and Keith Mann, and the members of the Advisory Council that chair and comprise the 9 award sub-committees.

Special thanks also to the P/TC's that take the time to submit applications for National awards to recognize the contributions of our volunteer from coast to coast to coast.

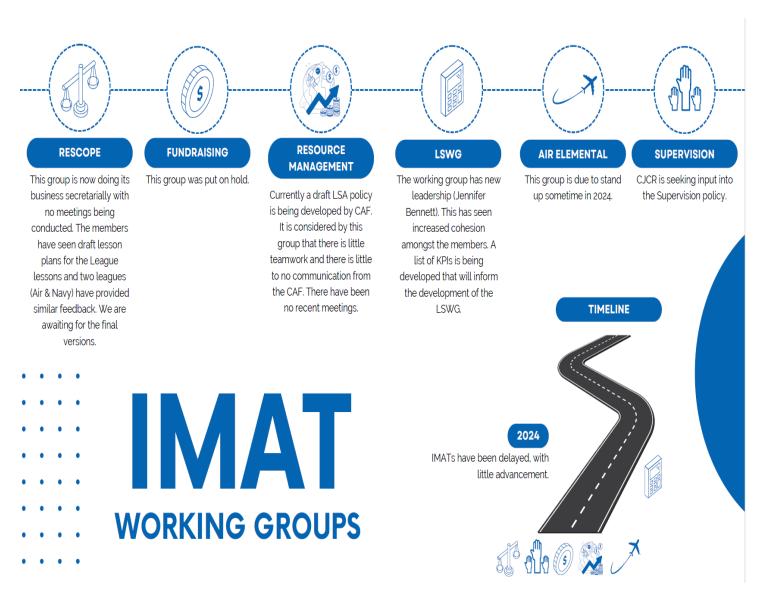
Respectfully submitted,

Jan Reidulff Chair, Honours and Awards Committee





IMAT WORKING GROUPS REPORT



Respectfully submitted,

Jacquie Pepper-Journal, CD Chair, IMAT Working Groups





INTERNATIONAL AIR CADET EXCHANGE COMMITTEE REPORT (IACE)

CJCR have announced IACE will convene In July for 2024, with 10 Air Cadets and 2 CAF Officers visiting the United States , with another 10 Air Cadets and 2 CAF Officers visiting the United Kingdom. In return, 20 inbound Air Cadets from these countries will be visiting the sites, scenery and hospitality QOV has to offer. Congratulations to all the outbound Cadets from across the country who have been selected, you will be great ambassadors for the program.

In 2023, CJCR directed that for the foreseeable future all inbound exchanges will be conducted in the QOV.

I would like to take this opportunity to thank all members of QOV who will be involved in the hosting and wish them much success. The responses from the 2023 inbound Cadets indicated a very favourable program, and very much enjoyed.

We also wish to thank our Deputy Executive Director Josee Woodford for her dedication and support to QOV to ensure the success of the program.

Going forward, the only countries available to exchange for the foreseeable future, are Australia, New Zealand, United States and United Kingdom, homestays are no longer part of the tours. And all cadets must be accompanied by CAF escort Officers.

There has been a change in the CJCR, we welcome back LCdr John Metcalfe as our Military Rep.

The International conference was held in Las Vegas, USA, this past September 2023, attending countries were, Australia, Belgium, Canada, France, Germany, Netherlands, Philippines, South Korea, New Zealand, United States, and via Zoom United Kingdom, Luxembourg, Hong Kong, China. The ongoing covid issues continued to hamper the conference attendance, as many countries were still in lockdown, many have vaccination issues, and there are lingering questions around quarantine, vaccine passports etc.

The 2024 Conference will be held in Manila, Philippines 15th – 20th Sept, and the 2025 Conference is planned for Christchurch, New Zealand.

We are expecting to have the 2025 outbound exchange numbers by August, for conference planning.

Congratulations to ACL past President Hille Viita who will become IACE President at the upcoming 2024 conference.

Respectfully submitted,

Douglas E. Slowski, CD Chair, International Air Cadet Exchange (IACE) Committee





MEMBERS COMMITTEE REPORT

Members Committee, working with the Ad Hoc Training Committee has redone the Terms of Reference and after final review from the PPBLC we were able to get a new TOR approved by the BOG. Moving forward we will be focusing on consolidating training resources and working with representatives from all the P/TC to ensure that we create a comprehensive library accessible to all Provincial/Territorial Committees (P/TCs) for their training needs.

We know that the P/TCs hold the primary training responsibility of their own people. The Members Committee will oversee the training for all national members as well as provide a supportive resource to the P/TCs via a centralized repository of resources that will be a valuable asset for provinces and Territories looking to improve or develop their training programs. The Members Committee remains committed to overseeing mandatory training for all league members such as Spam training for League-controlled email accounts, Harassment and Risk Management training which are essential for maintaining a safe environment within the Air Cadet League.

We're excited to announce our upcoming initiative to centralize resources via a portal, set to launch in the next few months. This effort is poised to significantly enhance the efficiency and effectiveness of the Air Cadet League's training program resources. Our aim is to include contributions from every Province/Territory, ensuring a broad spectrum of resources. We appreciate your continuous support and anticipate keeping you informed of our progress as we move forward.

Respectfully submitted,

Vern Toews Chair, Members Committee





NATIONAL RESOURCE GENERATION & L.I.P. COMMITTEE REPORT

I was appointed to head this committee following the 2023 Annual General Meeting.

Our President informed me verbally that, for the first year of my mandate, the League had no expectations of solicitation, but rather of reconnecting with our donors. More tasks were added, such as:

- 1. Evaluate the qualifications of a philanthropic consultant, Brad Stevenson, who was working with the Ontario Provincial Committee;
- 2. Find a source of funding to transport candidates to the national finals of the public speaking competition.

<u>Mandate</u>

Here are the details of the Committee's mandate:

- Focus on relationship building and planting of seeds for the future financial growth of league
- Review and update contact list of donors and partners in Sumac.
- Cultivate existing donors and partners.
- Find new donors and partners thru ACL member/affiliates personal and business contacts.

- Build a purpose driven campaign to fund raise from Industry, smaller corporations, associations, and individuals expanding from aviation only interests.

To which should be added the following (jointly with Vern Toews)

- Goal is to have Cadets participate in an in-person competition once a year.
- Put together a marketing plan to show Value of sponsorship for the Cadets communities they come from as well as how a National Competition can be used to promote the values of the industry partner.
- Investigate / explore a partnership or working relationship with Toastmaster International that could assist with teaching / organizing in communities to the individual squadrons to providing judges at the national level.

I discovered that the Committee was essentially a committee of one!!!! Being new to the organisation I also had to devote a lot of hours to get up to speed with the numerous policies, procedures, and ways to do things within the League. Still today I would have to spend much more time in this area. Many thanks to Pierre Forgues for his patience with me.

In November/December 2023 I approached some members of the Executive Committee and of the BOG to join the President's Club, explaining to them that it helps a lot when you make solicitations to demonstrate that the leadership of the organisation is also contributing financially. My efforts generated 2 new members namely Hille Viita and myself.





I also engaged with our treasurer in the hope that we could secure a contribution from Irving in relation to the effective speaking competition. This resulted in a contribution of \$3 000 which hopefully will repeat itself and grow in time.

Finally, I started discussions with a firm called Raisin who are specialized in fundraising.

At the end of the day, I quickly realised that to deliver results of substance in fundraising and in the various mandates I was given, I would almost have to be working on a full-time basis which I could not commit to.

Financial results as at year-end

External donations and fundraising generated \$65 124 in 2024 compared to \$22 503 in 2023. This includes the new members of the president's club. Those numbers should in no way (except for the President's Club) be attributed to my efforts. Rather they are just the deliveries from our annual letter and e-mail campaign.

I say that this campaign could probably generate twice as much if not more. All it would require is for all governors and directors to undertake to make follow-up calls to at least the top dollar donors of the last 3 years. All callers would have a scrip and a Q&A. At 20-30 calls per person, one would be surprised of the results.

I also strongly believe in the President's Club, and it would be worthwhile to have one person concentrate on that.

To help in fundraising, I recommend that the League puts together an annual report. A properly put together annual report is a great way to communicate to our various stakeholders what we are doing and the value we are adding to the cadet program. I made some approaches with the communication committee and hopefully something is underway.

This is my first and last report as Chair (!) of the RGC. As I explained to the president, for me to deliver results to the height of my expectations would require and amount of time I do not have.

I thank all of you I dealt with during my tenure. The ACL is a superb organisation that commands the respect and admiration of all those it serves.

Respectfully submitted,

Normand Comeau, CD Chair, National Resource and Generation Committee





NOMINATING COMMITTEE REPORT

The ACL National Nominating Committee (NC) conducted a full and complete process of searching and identifying candidates to fill National Board of Governors (BOG) vacancies for the coming elections at the AGM in June. We also identified candidates for advancement to the National Executive Committee as a Vice President. These candidates will be voted on by the membership at the Virtual AGM taking place this year in June.

Our selection criteria remained basically unchanged from last year. Saying that, I believe it is important that everyone within the ACL be aware of the principles underlying our recommendations. They are:

- > All members of the BOG are elected annually. Renomination should not be considered "guaranteed".
- The primary principle that guides our deliberations is that we will always look for the best candidates for each position, regardless of the region they live in. While we strive to maintain a regional and gender balance, it is difficult to do so with limited positions and the geographical source of applications.
- We base our recommendations on feedback we receive from all parties: this includes provincial committee chairs, members of the advisory council, members of the board of governors and the national executive committee. Feedback from these stakeholders assists the Nominating Committee to shape our final recommendations.
- We are cognizant of the challenging times that we are in and will remain in for the next three to four years. We believe that it will be more important than ever for the Air Cadet League to have strong and forceful leadership during discussions and negotiations as we work through significant challenges to our cadet program.

The committee also made some significant recommendations to the Board in the areas of onboarding & training new governors, establishing a procedure for dealing with ineffective Board members, and some feedback on the new Chief of Staff (COS) position. We are hopeful the board will advance our recommendations to the appropriate committees and individuals.

It should be noted that the committee will be providing recommendations to the new Board for an Honorary President, as our current President Maryse Carmichael will be completing her term in that role at this AGM. We are grateful for her continued support and guidance! Thank you Maryse!

I would like to thank all candidates, and all those who were asked for supplementary information, for their honesty and candor regarding themselves and their views of the Air Cadet League. It was very refreshing to speak with so many of our wonderful ACL volunteers.

I would also like to extend my sincerest thanks to NC members Len Jenks, Brent Wolfe, Merv Ozirny, Craig Hawkins, Don Doern, and Charles Baxter for their time, efforts, and expertise. Each NC member brings different perspectives and experiences to their role on the committee. Working with them has been an honour.

Respectfully submitted,

D.A.(Don) Berrill, CD Chair, National Nominating Committee





POLICY, PROCEDURE & BY-LAWS COMMITTEE REPORT

Committee Members: William Cahill, Chair, Don Berrill, Kevin Robinson Ron Ilko, Guy Albert, Craig Hawkins, Pierre Forgues, Executive Director

Since the Semi-Annual Meeting in November, the PPBLC has endeavoured to meet on a monthly basis and has made progress in working its way through the required amendments the Policy and Procedures Manual (PPM) which were identified for discussion by the PPBLC. Some of the key amendments include:

- (a) **P/TC and SSC liability insurance** Insurance coverage policy needed in the PPM that would require P/TCs to have a minimum amount of liability for items (e.g., property, vehicles, aircraft) that are owned at the provincial and local levels. An amendment to Section 3.1.10.1 of the PMM is being prepared for review.
- (b) **Employment Practices Policy** The ACL Directors & Officers Liability insurance policy requires the ACL, both National and its affiliates, to have documented policies/procedures with regards to employment practices. The PPBLC agrees with the requirement for a employment practices policy. The PPBLC is examining a policy in the PPM with would require the National Office and P/TCs with employees to have policies in place to mitigate risk in this area.
- (c) **Discipline of Affiliates** In September 2022, the ACL lawyer provided advice regarding the discipline of Affiliates. This is an important issue to the PPBLC and we continue to examine the required amendments to the PPM, By-Laws and/or affiliation agreement for presentation at a later date.
- (d) Reimbursement of travel and other expenses The previous PPM had a lengthy Section 3.7.11 outlining policy and procedure regarding member expenses reimbursement policy. This section was replaced in the current PPM with a Section 5.18.17 which only deals with authority to commit expenditures. The Treasurer requested that some of the material in the previous PPM 5.18.7 should be reintroduced (e.g., the need to provide receipts). The revised wording was approved by the BOG in January, 2024.
- (e) **In Camera Guidelines** the ACL lawyer has recommended a policy for the conduct of in camera meetings. The PPBLC agrees with this recommendation and is developing a policy in this regard to provide guidance to the BOG and committees as to the conduct of in camera meetings and the keeping of records in relation to same.
- (f) **Volunteer Agreement –** The PPBLC has identified a number of areas which could be covered in a volunteer agreement. Similar agreements have been adopted by some P/TCs (e.g., Ontario) and the PPBLC is working to develop a draft National volunteer agreement to present to the members and/or screening committee for review prior to approval by the BOG.





The above are the priorities for the PPBLC and as amendments and/or policies are developed, these will be presented to the BOG for approval. In addition to the above, the PPBLC is in the process of reviewing amendments to the terms of reference of the various National committees and has, as required, reviewed and provided comments on by-law amendments from the P/TCs. Several of these reviews have been completed and comments have been well received.

I would like to take this opportunity to thank the members of the PPBLC for their hard work and dedication and we look forward to continuing the committee's important work in the months to come.

Respectfully submitted,

William Cahill Chair, Policy, Procedures & By-Laws Committee





PROVINCIAL/TERRITORIAL CHAIRS COMMITTEE REPORT

Our group of presidents is enthusiastic, hard-working and truly dedicated to the volunteers and cadets of the provinces they represent. They face the same obstacles across the country, and communications at all levels remain difficult.

For the past year, our monthly meetings have been interesting and engaging. They have covered a wide range of topics such as : support and comments on advisory committees (LSTG and others) with our CF partner, support for the new training policy, support for the Resource Committee's initiatives (NRGC), support for obtaining insurance for drone activities for our cadets, support for the Cadet of the Year nomination policy, on the implementation of a new ACC9 for SSC treasurers, support and comments on the public relations user's guide within our organization, support for the implementation of interesting tricks by financing specialists to help provinces accumulate the funds they need for their operations and make the necessary adjustments to the roles and responsibilities of the provincial presidents' committee.

Based on our shared goals and objectives, we will continue to address issues and adopt best practices together, as priorities shift, sometimes from week to week, between the internal needs of the ACLC and the external forces exerted by our partnership with the CAF.

Recruiting and retaining volunteers at the Squadron Sponsoring Committee level is a priority for the ongoing activities of every SSC in every region. The National Communications Committee has contributed significantly to the development of a video to facilitate volunteer recruitment within our organization.

In an ideal world, well-informed and trained Squadron Sponsoring Committees and provincial/territorial team members strengthen the provincial/territorial body and deepen its capabilities, which ultimately increases experience at the national level when provincial delegates hold positions at that level. This requires a great deal of hard work and dedication on the part of the provincial and territorial presidents, who must respond to the day-to-day needs of the RECs and feed the provincial committee.

With increasing workloads and insufficient staff, their mandate is to juggle tight budgets and limited manpower.

I wish Jacquie Pepper Journal all the best as she assumes the Chairmanship of the Committee, and I would like to thank all the Provincial and Territorial Chairmen for their dedicated service and passion for the betterment of the Air Cadet League.

Respectfully submitted,

Marc Lacroix, CD 1st Vice President Chair, Provincial and Territorial Chairs Committee





RISK MANAGEMENT COMMITTEE REPORT

After a very busy 2023 year with the Risk Management Committee providing support and training materials to all Provincial and Territorial Committees, 2024 has been a year of providing support and continued reinforcement of the topic of risk.

The committee heard from members that priorities continued to be around recruiting and developing volunteers to support the local Cadet program, and it was unrealistic to expect significant work on developing risk registers at local levels.

Committee members continued to be available to answer questions and provide support to all P/T Committees as they slowly implement their risk structure. It is the plan for National to complete a risk assessment in the coming year, and the expectation is that information gathered from this process will be used to further support P/T Committees as they complete risk assessments.

We encourage all provinces to continue to present the risk management materials to sponsoring committees and at AGMS. The Risk Committee has also contributed to national newsletters to keep the topic "top of mind".

We will look to setting new targets for the coming year to collect data provincially/ territorially and develop a reporting process on the status of risk management at the league.

My thanks to all current and former committee members who have contributed to the committee's work and the extensive materials and resources available on the website at: <u>https://aircadetleague.com/risk-management/</u>. In addition to these materials, "train the trainer" sessions have been held and our committee members are available if resources are required to implement a risk assessment locally.

Respectfully submitted,

Angèle Mullins Chair, Risk Management Committee





SCREENING & REGISTRATION COMMITTEE REPORT

The Committee's role is to consider issues raised throughout the Air Cadet League and the Canadian Cadet Organizations concerning screening and registration and to prepare recommendations for any required actions.

The Screening and Registration (S & R) committee decided identification of gender is not required for any reason. While none of our volunteer registration forms asks about gender, there is a field in Sumac where gender can be specified. This field cannot be removed but can be left blank. We will instruct all to leave this blank.

This committee would like a volunteer confidentiality agreement in place for all screening and registration members at all levels of the Air Cadet League. Many provinces have volunteer confidentiality agreements in place but there is not one at the National level. This request has been forwarded to the BOG.

The committee have instructed all to remove the military members from Sumac. We suspect that many people within the data base with expired screening fall into this category. As this affects the insurance the ACL pays, these non-members should be archived as soon as possible.

The next undertaking is to review the screening interview questions. One suggestion is to make it more in line with the military screening questions.

My thanks to all the members of this committee for their dedication to the program. A special thanks to Krystel Blanchard for doing one to one training with our members.

Respectfully submitted,

Terri Hinton Chair, Screening & Registration Committee





STRATEGIC PLANNING COMMITTEE REPORT

I am pleased to report that the 2024-2028 has been approved by the NEC and the BOG.

The document has been uploaded to the National website in English and French and is available for everyone to access.

I must thank Kai Chen for his awesome graphics, his work putting the document together, and his translation work. Thanks also go to Josee and Laura at National for their assistance in bringing this work to completion.

Committees are already working on their year one tasks, which are mostly from the Presidents Guidance.

The Strategic Planning Team are using the Dashboard designed by Chief of Staff Tom Sands to record progress on the tasks. Thanks to Tom for this handy tool!

Again, thanks go out to Dennis and Kevin for their invaluable input over the past year.

We will be following up with all committees that have tasks in the plan to check on their progress, to answer any questions and provide support as needed.

Respectfully submitted,

Dee Davis Chair, Strategic Planning Committee





EXECUTIVE DIRECTOR'S REPORT

This report highlights the support provided by the National Office since AGM 2023 and is organized as follows:

- Operational Management
- CAF Partnership
- Special Projects

OPERATIONAL MANAGEMENT

Legal Claims:

- Claimant: Philip Petrik vs Defendants (ACL, 204 Sqn, DND, individuals):
 - Claim filed with Supreme Court of BC 4 Jan 21
 - $\circ~$ Claim received at National Office 12 Jan 22 (one year later)
 - Insurance broker informed 12 Jan 22
 - $\circ~$ Lawyer retained response filed to the court on 26 Jan 22 $\,$
 - $\circ~$ Claim dismissed by Supreme Court of BC on 29 May 23 $\,$
- Claimant: Hilary and Melissa Lockhart vs Attorney General of Canada
 - $\circ~$ Class action filed with Ontario Supreme Court of Justice 1 Mar 22 $\,$
 - $\circ~$ Class defined as all current and former female cadets from 2000 to present
 - ACL not named in the lawsuit
 - Insurance broker informed 5 April 2022
 - $\circ~$ DND submitted report to the court on 17 May 24 $\,$
 - $\circ~$ Awaiting determination from the court as to whether claim is accepted
- Claimant: Female cadet and His Majesty the King in right of Alberta
 - Filed with court of king's bench of Alberta 28 Feb 24
 - Claim of sexual assault by another cadet at Cold Lake CTC in 2017
 - Damages over \$500K
 - Received Statement of Claim via email 5 March 2024
 - Requested to be removed as defendant as League not involved with CTCs
 - Forwarded to BFL 5 March 2024
 - Lawyer hired and Statement of Defence filed on 9 April 2024
 - Everest (CGL underwriter in 2017) has declared that ACL is not insured
 - **ACL removed from Statement of Claim** by plaintiff on 3 June 2024.

Aviation Insurance Claims:

- Claimant: SKPC aircraft accident
 - GBAZ Scout damaged on 20 June 2022
 - $\circ~$ Claims adjuster appointed on 24 June 2022
 - Damage estimate received on 6 September 2022 (\$65K)
 - Adjuster has accepted the estimate advance of \$30K processed





- $\circ~$ Aircraft repairs expected to be completed in June 2024
- Claimant: OPC aircraft accident
 - $\circ~$ CGIIB glider damaged on 24 September 2023
 - Claims adjuster appointed on 13 October 2023
 - Quote for repairs = \$2,595.28 USD (received on 4 Mar 24)
 - Pilot information provided February 2024
 - All information required by insurance received 5 April 2024
 - Awaiting insurance payment
- Claimant: Atlantic aircraft accident
 - CFTGA L19 damaged on 28 October 2023
 - Claims adjuster appointed on 9 November 2023
 - Quote for repairs = \$39,426 of which \$11,367 is not insured (cost of corrosion repair)
 - o Interim payment of \$22,673 requested from underwriter on 15 Mar 24
 - Aircraft repair completed final invoice received and paid 12 April 2024

Insurance Policies Renewal: The annual renewal process was completed for aviation policies on 1 April 2024 and for all other policies on 1 July 2023. Renewal applications for 2024 have been submitted. Aviation insurance premiums did not increase in 2024.

AVIATION INSURANCE 2024-2025									
	TOTAL	CJCR	ACL	COMMENT					
Commercial Aviation	\$231,591	\$216,111	\$15,480	Cessna 182 surcharge					
General Liability	\$3,285	\$2,628	\$657	CJCR pays 80%					
TOTAL	\$234,876	\$218,739	\$16,137						

2023-24 Financial Audit: Lyle Tilley Davidson conducted the audit during week of 22 April. The results of the audit were presented to the BOG on 22 May.

Royal Canadian Legion Convention: Convention in Saint John, NB, 24-28 August 2024. Army and Navy League Presidents attending. Marc Lacroix will represent the ACL.

<u>RCAFA MOA</u>: An MOA between the RCAF Association and the ACL was signed by both parties on 1 May 2024. The MOA formalizes a relationship that has existed for decades with objective to sustain an investment fund for aviation scholarships.

CAF PARTNERSHIP

Air Cadet Gliding Program (ACGP) Contract: The current ACGP Contract is dated 1 October 2006. The contract was reviewed by DND contracting specialists and was found to be non-compliant with current Treasury Board (TB) regulations. In June 2021, the CJCR advised the ACL that the current contract will be terminated with 12 months' notice and an RFP for a new contract will be issued.

On 6 September 2022, CAF advised that an RFP will not be required. ADM(Mat) has determined that the CJCR and the ACL can negotiate a new contract that will be compliant with TB





regulations. The term of the new contract will be 3 years, with the options of renewing for an additional 2 years (i.e., one year at a time). CJCR has not yet initiated the process of negotiating a new contract due to staff shortages.

In addition to the negotiation of a new contract with CJCR, the following needs to be completed:

- "head leases" need to be put in place between National and each of the provinces
- Provinces need to register liens in Ontario (National will provide legal support as required)
- National needs to secure a new Transport Canada exemption

National Spares: Two gliders, which were donated to the ACL in 2019 and are stored in Mountain View, were registered with Transport Canada and require a Certificate of Airworthiness (C of A). The BOG passed a motion (Sep 2022 meeting) to spend up to \$7500 to pay the costs associated with obtaining a C of A. Support from CJCR/Mountain View is required to complete the C of A. CJCR position is that the national spares are not currently required and therefore getting a C of A is not a priority. No estimate provided as to when this would change.

<u>ADM (RS) Report – Evaluation of the Cadets and Junior Canadian Rangers</u>: An evaluation report was officially distributed to the three Leagues and circulated to the BOG, Advisory Council and PTC Chairs end-January 2021. A Management Action Plan (MAP) in the report identifies several action items (AIs) that are to be completed to address the ADM(RS) recommendations. Action plans with League nexus are addressed through CJCR/League Issues Management Actions Teams (IMATs). While work on action plans continues, these will no longer be tracked by ADM(RS).

2023 DND Cadet Statistical Report: The CJCR released the annual cadet statistical report in May 24. The report shows that the number of air cadets in the program has nearly reached pre-COVID levels.

						Trenc	since 2019
						%	#
Year - Année	2019	2020	2021	2022	2023		
Sea - Marine	7973	7867	6695	5720	6280	-21.2%	-1693
Army - Armée	17961	17618	15209	13898	15374	-14.4%	-2587
Air - Air	28391	28650	24468	23269	27642	-2.6%	-749
Total	54325	54135	46372	42887	49296	-9.3%	-5029

SPECIAL PROJECTS

<u>**Computer Security Awareness</u>**: This training must be conducted annually for members that use a computer network at the national or provincial level. The training, which is a requirement of the Cyber Insurance policy, was conducted in November 2023 and is tentatively scheduled for November 2024.</u>





ACL Kit Shop: The kit shop will be opened once everything is in place. Outstanding items requiring attention include: website page design; Canada Post shipping interface; and legal requirements for online business, including:

- 1. <u>Income tax/charity law</u>: The impact of operating a store on your charitable status.
- 2. <u>GST/HST</u>: Sales tax implications of selling goods.
- 3. <u>Privacy law</u>: How to handle the personal information collected.
- 4. <u>Terms and conditions for the sales</u>: An agreement between you and your customers in connection with the sale of goods.

<u>Career Expo 2024</u>: Career Expo that was tentatively scheduled for October 2024 in Ottawa is postponed to April 2025.

Tri Service Music Award: A former cadet and musician, Darren Fung, heads a group of cadets that want to raise funds for a Tri Service Music Awards. A working group is being formed with Chair Cadet Scholarship & Awards Committee, Darren Fung, Army and Navy League reps, and CJCR rep, to determine award parameters.

<u>King Charles Coronation Medal</u>: 57 medals assigned to ACL by the Governor General's office. NEC has approved the selection criteria recommended by the H & A Committee. Information on nomination process to follow.

<u>Privacy Policy</u>: Legal advice received regarding privacy policy is being implemented:

- Privacy/cookie policy amended and posted on the National website
- Online donor form to include link to privacy policy
- Privacy Statement (for volunteers) on screening application and renewal forms
- Volunteer Confidentiality Agreement (under development)
- National Office employee privacy policy
- Privacy breach response protocol (under development)

<u>New ACC9</u>: Our volunteer ACC9 software developer, Associate at Large André Guilbault, has produced and released a new version of the ACC9 for use by SSCs in FY 24/25. This new version was tested before it's released by a team of volunteers from OPC, NBPC, BCPC, QOVPC, and ABPC.

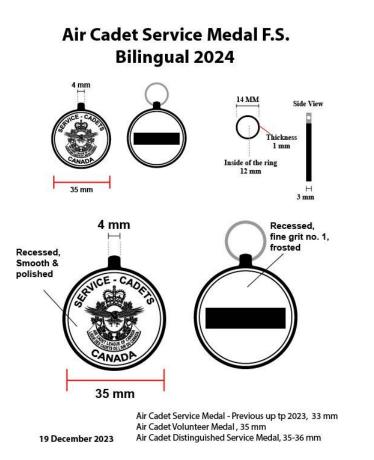
Industrial and Technological Benefits (ITB): In a letter to League Presidents dated 25 October 2019, the Comd CJCR indicated that ITBs could be applied to provision of facilities, scholarships, and Career Expo. Current Comd has indicated a willingness to apply ITB to any League expenses. Have had fruitful discussion with ISED representative on 19 April. Will continue to explore potential opportunities.

<u>New ACL Cadet Service Medal</u>: We have an opportunity with our new supplier to change the ACL Cadet Service Medal to make it bilingual. Stocking requirements will be reduced as only one medal will need to be stocked. The new medal will also align with that used by the Royal Canadian Sea Cadets. The National Scholarships & Awards Committee has reviewed & approved the frosted design of the new medal (see below). The new medal version will be slightly larger than the old one.

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National Committee Support: The National Office supports all National Committees as required, and currently provides a staff member on the following committees:

 Communications (Deputy ED) Effective Speaking (Deputy ED) Finance Committee (ED) Honours & Awards (Deputy ED, Adm O) IACE (Deputy ED) 	 Policy, Procedures, and Bylaws (ED) P/TC Chairs (ED) Scholarships (Deputy ED, Adm O) Screening (ED, Adm O) Staff Management (ED)

Yours sincerely,

Pierre Forgues National Executive Director





ANNUAL GENERAL MEETING INVITEES

Board of Governors

Tom Taborowski President Hille Viita. CD Imm. Past President Marc Lacroix, CD 1st Vice-President Vice-President Doug Slowski, CD V-P & Treasurer Sue Madden Jacquie Pepper-Journal, CD Vice-President William Cahill Normand Comeau, CD Dee Davis Terri Hinton Angèle Mullins John Nolan, CD Kevin Robinson Thomas Sand, CD Arlo Speer Vern Toews

Members at Large

André Guilbault Duane Schippers James <u>Simiana</u>, CD

Advisory Council

Charles Baxter Robert Parsons David Hayden, CD Robert Goudie, CD Fred Hopkinson, CD Leonard Jenks, CD Ron Ilko Gilles Cuerrier, CD Brent Wolfe Guy Albert, CD Craig Hawkins, CD Jan Reidulff, CD Bob Robert, CD Thomas White, CD Keith Mann Don Doern, CD Don Berrill, CD Merv Ozirny, CD Jim Hunter, CD

Provincial/Territorial

Delegates Adnan Ali Edgar Allain Jim Bell , Derek Blatchford Mike Bovle Mark Brickwood Stephen Chait Peter Davis Dennis Dillon John Drover Gail Elgert Barry Franklin Ryan Gordon Susan Harris Daniel Hutt Andrew King Marc Lèvesque Anna Lewis Colleen McCourt Greg Merrill Vèronique Morisset Lorne Parker Tom Powell Phillip Rennison Dave Ronson Angela Sargent Lisa Tadgell Lydia Ting **Gregory** Tzemenakis

Provincial/Territorial

Chairpersons Dawna Mercier (AB) Glen Watson (BC) Dale Crouch (MB) Chuck Nicolle (NB) Jackie Smith (NL) Dave Wilson (NS) Nishika Jardine (ON) Rona Fradsham (PANT) Kendra Mellish, CD (PEI) Marie Christine Lalonde (QOV) Curtis Bousfield (SK)

National Office Staff

Pierre Forgues, Executive Director Laura Weinrauch, Administrative Assistant Josée Woodford, Deputy Executive Director

Special Guests

Comd CICR, Brigadier General Dominique Brais Comd Civil Air Patrol, Major General Ed Phelka Comd Designate Civil Air Patrol, Brigadier General Regena Aye



Canadian Fighter Pilots Association

Thomas Colfer Dale Family Allan DeQuetteville Dodo Bird Club



Charles (Chuck) Nicolle Thomas Taborowski Hille Viita Harry Zamonski

