



Alberta Provincial Committee



Supporting Air Cadets In Alberta

**AIR CADET LEAGUE OF CANADA
ALBERTA PROVINCIAL COMMITTEE**

ANNUAL & SPECIAL MEETING

REPORTS OF MEMBERS OF THE BOARD, AND MOTIONS

SEPTEMBER 1, 2019 TO AUGUST 31, 2020

**2020 Annual and Special Meeting
Saturday, October 24, 2020
0900 to 1400
Via Zoom**



Alberta Provincial Committee



Supporting Air Cadets In Alberta

**ALBERTA PROVINCIAL COMMITTEE EXECUTIVE, ASSISTANTS & COORDINATORS
2019-2020**

Directors

Chair – Rhonda Barraclough

Vice Chair – Dawna Morgan

Past Chair – Tom Sand

Director of Finance – Anna Lewis

Director of Air Resources – Derek Blatchford

Director of Netook – Ron Moritz

Director of Public Relations – Brian Lewis

Director, Secretary – Angèle Mullins

Director Camp Worthington – Burt Gillings

Director Camp Wright – Cher Lindley-Scott

Director NW Wing – Carole Reichart

Director NE Wing – Vacant

Director Central Wing – Len Granson

Director Southern Wing – Lorraine Forsen

Coordinators & Assistant Directors

Membership – Cecelia Brugma

Risk Management – Peter Davis

Historian – Brian Andrus

Effective Speaking – Kenn Nixon

Social Media – Jo Hansen

The APC would like to acknowledge all the volunteers who work tirelessly throughout the year on special projects and committees to support all our facilities and programs, as well as those that volunteer at all SSCs and Squadrons throughout the province.

THANK YOU!



Alberta Provincial Committee



Supporting Air Cadets In Alberta

2020 Annual and Special Meeting
Saturday, October 24, 2020 - 0900 to 1400
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AGENDA

| | | |
|---|----------------------|-------------|
| Welcome & Introductions | Rhonda Barraclough | 0900 |
| Notice of Meeting & Registrar's Attendance Report | Angèle Mullins | 0910 |
| Approval of Minutes from 2019 AGM | Rhonda Barraclough | 0920 |
| Nominating Committee Report & Approval | Tom Sand | 0925 |
| Financial Report, Budget, Approvals & Auditor Appointment | Anna Lewis | 0945 |
| Affiliation Agreement & Bylaws – Q&A with Yvonne Chenier | Tom Sand/Rhonda B. | 1015 |
| Quick Break | | 1100 |
| RCSU(NW) Presentation | LCol Denis Letellier | 1110 |
| Director's Reports & Question Period | APC Directors | 1140 |
| Awards Announcements | Rhonda Barraclough | Noon |
| Other Business, Questions & Closing Remarks | Rhonda Barraclough | 1230 |

To Learn, To Serve, To Advance



Alberta Provincial Committee



Supporting Air Cadets In Alberta

October 24, 2020

There is no doubt that 2020 has brought us all many things we could never have imagined. I applaud each and every one of you for your resilience, commitment and support during these unprecedented times. Maintaining the Air Cadet program in Alberta has been a challenge, but there have been so many who have risen to the challenge to ensure we can continue to offer a meaningful program that provides learning opportunities to our Cadets.

From the early onset of reaching out to Cadets to ensure their welfare by Squadron staff, to virtual events including training, Annual Ceremonial Reviews and online summer programs, we have all stepped up to provide support wherever possible. Now for the first time we will hold our Annual Meeting virtually. This follows a successful virtual Battle of Britain celebration and will be followed by a cross border virtual HART celebration. Who would have ever anticipated any of these things?

As the Cadet program continues and some in-person meetings begin, COVID-19 also continues and we must focus on ensuring we keep everyone healthy and safe during the upcoming months by following all protocols, particularly as winter settles in and our access to using the outdoors for meetings and parades is reduced.

Many Squadrons are suffering because they cannot access their parade space, and will have to pay more in a time where raising money is very difficult. Your APC is working to minimize all spending to be able to provide support to SSC's struggling due to this pandemic. We have increased the percentage of calendar sales that will be returned to participating Squadrons and we have created a hardship fund that can be accessed by SSC's who cannot make ends meet during these times.

I know that each and everyone of us have suffered in some way during 2020, whether due to illness, loss of income, loss of connection with loved ones or just the requirement to change how we do things so dramatically. No matter the situation, whether volunteer, DND staff, or program supporter, I want to thank you personally for your hard work and ongoing support. We will get through this together.

Yours truly,

Rhonda Barraclough
Chair,
Air Cadet League of Canada, Alberta Provincial Committee

2019-2020 ALBERTA PROVINCIAL COMMITTEE MOTIONS

26 October 2019

Motion: Tom moved the minutes of the 21 September meeting be approved with correction of two typos: Brugma and Hadfield; seconded by Derek; Carried.

Motion: Dawna moved that we commit to the Four Points by Sheraton Edmonton South for 2021 AGM, seconded by Derek; Carried.

Motion: Todd moved the following Assistant Directors be confirmed for the 2019-2020 Year: Jackie Dewane - Assistant Director Camp Worthington; Dawn Bucholz – Assistant Director Camp Wright, Central Wing – Assistant Directors: Peter Davis, Diane Granson; Southern Wing – Assistant Directors: Joanna Howard, Trudy Loucks, Jessica Bennett; and Peter Davis - Assistant Risk Management; Seconded by Brian Lewis, Carried.

23 November 2019

Motion: Brian moved the minutes of the 26 October meeting be approved; seconded by Todd; Carried.

Motion: Anna moved that Rhonda sign off on the Affiliation Agreement at the SAM, seconded by Carole; Carried.

Motion: Brian Lewis moved we send the bylaws to Yvonne Chenier to review and ensure alignment with the Affiliation Agreement, and to advise if there is a resource and at what cost, to assist with creating a new PPM; seconded by Todd; carried.

Motion: Anna moved the financial statements be approved as distributed, seconded by Carole; carried.

14 December 2019

Motion: Anna moved the minutes of the 23 November meeting be approved as distributed; seconded by Angèle; Carried.

Motion: Anna moved we proceed with the process for the 2021 Cash Calendar, seconded by Burt; carried.

18 January 2020

Motion: Anna moved the minutes of the 14 December 2019 meeting be approved as distributed; seconded by Tom; Carried.

Motion: Anna moved we approve the lease agreement for Camp Worthington as presented, with the exception we change e-mail address to be the Camp Worthington address vs. a personal e-mail address, and to be signed by Rhonda as chair; seconded by Burt; Carried.

Motion: Anna recommended we move funds to a Contingency fund GIC until it is required: move \$10,000 from Aircraft maintenance for propeller replacement, \$9,500 from General Budget and \$21,000 from Camp Budget; seconded by Lorraine; Carried.

Motion: Anna moved the financial reports be approved as presented, seconded by Todd; Carried.

23 March 2020

Motion: Derek moved the minutes of the 18 January 2020 meeting be approved as distributed; seconded by Dawna; Carried.

Motion: A motion was made by Dawna to allow Camp Wright to be used by the Alberta Government if required for emergency housing of Alberta vulnerable youth; seconded by Carole; Carried.

25 April 2020

Motion: Derek moved the minutes of the 23 March 2020 meeting be approved with typos amended; seconded by Burt; Carried.

Motion: Tom moved that for the training year 2019-20 that the awards for Top Squadron and Top Cadet be suspended; seconded by Dawna; Carried, one against.

23 May 2020

Motion: Dawna moved the minutes of the 25 April 2020 meeting be approved; seconded by Ron; Carried.

Motion: Dawna move to have the list of NE Wing advisors accepted as follows: 12 Vern Toews, 230 Rhonda Barraclough, 28 Carole Reichert, 341 Andrea Breitzkreuz, 524 Evelyn Hutchings, 533 Howie Cook, 570 Todd Swyers, 664 Ron Ilko, 810 Ron Ilko, 831 Wayne Macleod, 868 Derek Blatchford, including the appoint of Assistant NE Wing Directors, Carole Reichert and Vern Toews, seconded by Anna; Carried.

Motion: Anna moved to approve April Financials as presented, seconded by Angèle; carried.

20 June 2020

Motion: Derek moved the minutes of the 23 May 2020 meeting be approved; seconded by Carole; Carried.

29 August 2020

Motion: Tom moved the minutes of the 20 June 2020 meeting be approved, with correction of the date; seconded by Derek; Carried.

Motion: Anna moved we increase the percentage of proceeds of calendar sales to 75% to SSCs and 25% to APC; seconded by Dawna; Carried.

Motion: Anna moved to accept the invoice from Cactus Construction for emergency repair of the Netook hangar doors, in the amount of \$1,617.08; seconded by Tom. Carried.

Electronic Motions

26 May 2020

Motion: Len moved to approve the slate of Squadron Advisors for the Central Wing as follows: Assistant Director & Squadron Advisor, Peter Davis, Squadron Advisors: Sandra Norman, Jackie Dewane, Damian Lagrange, Tasha Lydom, Kevin Malica and Lyndsay Brewster, seconded by Angèle; Carried.

Motion: Anna moved the APC purchase 20 leather bound notebooks to provide as a gift for guest speakers, etc.. at a total cost of \$800; seconded by Angèle; carried.

COMMITTEE ANNUAL REPORTS

CHAIR'S ANNUAL REPORT

This has certainly been an unprecedented year. I would like to thank all APC members for their hard work and dedication, with a special shout out to Squadron Sponsoring Committees (SSCs); we have all endured a challenging year.

As our Strategic Plan draws to an end and a new one is contemplated, I am thrilled that we have been able to focus on our goals, and I have highlighted some below.

Governance

The Affiliation Agreement between National and the Provinces was signed in November 2019. This is an effort to align all our units and comply with Canada Revenue Agency (CRA) rules and regulations. Our work from this is to continue the chain and develop agreements with SSCs. We are working on the path forward and have engaged a lawyer to help us collectively do this over the next year.

CRA is reviewing charities with a focus on charities that serve youth organizations. They are cleaning up requirements and reporting deficiencies across the country. Our Director Finance, Anna Lewis has been working with SSCs that this pertains to as we all get our governance and authorities sorted out. Bylaws have been collected and a new standard template is under development, simplifying the work for SSCs.

Dawna Morgan, Anna and I have been diligently reviewing the budget and what we can do to offer some relief, if required, to squadrons that may find themselves in a hardship situation. We are carefully monitoring our funds and spending to ensure we can maintain the camps, gliding fields and aircraft even if they are not in use.

Along with the Affiliation Agreements and bylaws, we will need to refresh our policy manuals. We have retained the same legal firm to help us align the policy and procedures manual (PPM) with National's and to make it user friendly so each SSC does not have to create their own. This work will be ongoing over the next year.

We have adopted a subcommittee structure that reports to the Board on specific activities. Currently subcommittees are in place for our camps, for Netook and for establishment of volunteer bonds and viability of registration fees. We have also created an Advisory committee of former APC members and community members who have an interest in the program and are there to give advice and engage community members as needed. These committees are able to help the Directors identify priorities and plan for those as need be. A big thank you everyone who has volunteered on these committees.

Risk management and insurance are ongoing areas we must focus on. The APC supports the National Risk Management Plan and will be moving forward with it both at the APC level and the SSC level over the next year.

Support Services

Fund raising and financial support to squadrons has become a major focus of our discussions. We are all feeling the pinch from the pandemic. We have advocated through National for support to squadrons from the CAF, and some has come with increased Local Support Allocation (LSA) and potentially support for rent relief. We have also applied for provincial grant support and reviewed all federal programs. The Cash Calendar was a success this past year and should be again this year. It is our hope we can offer more funds back to the squadrons this year to provide help locally.

In the fall of 2019 all Wings held training sessions for their SSC's. I highly encourage you all to attend the training sessions this year as we will be working hard at aligning our governance and ensuring we all have the same information. The best way to transmit this information and ensure support is there is through the Wings. We are all parts of a larger organization and while the individual squadrons and cadets are our main audience, we do need to look broader for direction. Please attend Wing meetings and make sure you are part of the greater organization. As the CAF Formation develops, we are learning new direction and plans, and you will help your cadets by staying up to date.

Selection Boards are one example of some of the Formation changes. The management and direction for Boards is given by CAF and there were a few growing pains with the changes. Unfortunately, we will not see the outcomes of the selections given the cancelation of all camps and scholarships this year.

Maj. Fisher and Maj. Cater have been holding monthly meetings with all the leagues to take the temperature of the Cadet organization as a whole. All Cadet units are worried about financial responsibilities moving into next year. On a high note, there have been many innovative activities that squadrons and corps have implemented to keep Cadets engaged. Congratulations to all supporters who have helped get people on line and innovative over the last 6-9 months.

The flying program has been halted due to the pandemic. We hope to see renewed energy and plans as the time comes to allow flying operation again.

Recruiting and Accommodations

The cadet program and Air Cadets in particular has had a huge growth in population this last year. This growth has led to challenging consequences and we need to work on recruiting staff and better accommodations for some squadrons. All work we will enthusiastically taken on this coming year.

Rhonda Barraclough
Chair

PAST CHAIR'S ANNUAL REPORT

Following are the highlights of the work done in this area:

Honours and Awards

Revised Honours and Awards Handbook including fillable PDF forms were approved and posted on the website in December 2019. The committee processed a total of 30 nominations for National and Provincial volunteer, and Provincial cadet awards. Certificates will be mailed out to Wing Directors for SSCs to be presented at the LHQs at the earliest opportunity.

It was decided to suspend the awards in the categories for Top Alberta Air Cadet and Top Squadrons for the 2019 - 2020 training year as the year was only approximately 60% completed.

Policy and Procedures Manual

Once the revised bylaws are approved, work will focus on revisions to the Policy and Procedures Manual. This will be a combined APC and contractor effort. The plan is to also revise the structure to make the document easier to use. The concept is to have all the handbooks in one place as sections of an "APC Operations Manual" and to standardize the format. The proposed overview is as follows:

| APC Operations Manual | |
|--|---|
| APC Handbook | Book |
| APC Governance (Bylaws, Affiliation Agreement(s)) | 1 |
| Policies and Procedures | 2A |
| SSC Terms of Reference | 2B |
| Forms | 2C |
| SSC Chair | 3 |
| SSC Advisor | 4 |
| Honours and Awards | 5 |
| Scholarships | 6 |
| Activities (Effective Speaking Competition, Drill Competitions, HART, Sports Competitions) | 7 |
| Screening | 8 |
| Wilderness Camps (Camp Worthington, Camp Wright) | 9 |
| Air Resources Gliding Operations, Netook Operations) | 10 |
| Communications | 11 |
| Historian | 12 |
| Fund Raising | 13 |
| Risk Management | 14 |
| National Forms | http://aircadetleague.com/for-members/forms-documents/ |

Going forward the process will identify and/or confirm Handbook OPIs and start working on content as early as possible after the AGM. The target date for final products is AGM 2021.

APC Squadron Annual Report

Feedback on the annual report indicates it is in need of updating in content and format. A committee comprising representatives of the SSC chairs and the four Wing Directors has been created to conduct the review. The committee is targeting to have the updated report approved is 31 December 2020.

Annual General Meeting

Developed a process to accommodate nominations from the floor at the 2020 AGM which will be held virtually.

2020 Edmonton Airshow Career Fair

Some preliminary work was done on the 2020 Edmonton Airshow Career Fair up to March 2020. The cancellation of in-person cadet activities to 31 August 2020 halted planning.

Tom Sand
Past-Chair

VICE CHAIR ANNUAL REPORT

I am sure I am echoing words from my fellow APC Board members, but what a year and time we have found ourselves in. The start of our 2019-2020 training year was like any other, with our squadrons working on their business and fundraising plans, recruiting new board members, parents, staff and cadets and looking forward to a busy training year. Then the wheels fell off the proverbial bus when we found ourselves in never before anticipated circumstances. I would like to praise and thank everyone for being strong in the face of change and upheaval. The resilience we have all found and displayed is so commendable - thank you.

The Wings started down the path of working with SSCs to understand the changes that will be made with the new affiliation agreements, and the comments that have come forth have been extremely beneficial while we work on the draft by-law templates. We will continue this good work and look forward to many more changes during the 2020-2021 year.

We experienced changes in our Selection Board process, and again our Cadets and volunteers continued to show great leadership and were the champions of change and supported the APC in the new direction. On February 15, 2020 we had 40 volunteers who conducted 97 interviews, with the breakdown as follows:

| | Billets | Interviews |
|-------------|----------------|-------------------|
| IACE | 7 | 13 |
| PPS | 25 | 41 |
| GPS | 27 | 43 |

I would like to again thank all our volunteers and staff who participated in the selection board weekend as well as all those who committed many, many hours preparing our cadets. Sadly, the cadets who were awarded summer camps and courses were unable to attend due to the state of the world we find ourselves in. We do not yet know the status of their 2021 Selection Boards. As soon as we know we will pass that information on to you.

With COVID-19, we also had to cancel our 2020 Provincial Effective Speaking Competition to the great disappointment of the cadets who had prepared to compete. We are looking into having an online competition for 2021, and more details will follow.

We continued to work on the last year of our 5 year Strategic Plan, and in the fall of 2020 we will be in the process of creating our new 5 year Strategic Plan which will help guide us into our future.

Thank you everyone for your continued support of our great program.

Dawna Morgan
Vice Chair

DIRECTOR OF FINANCE ANNUAL REPORT

Here are some highlights from the past year:

Online AGM registration

With no costs to attend, and a virtual AGM in 2020, this process is not required. Look for it to resume in 2021 as we plan for our AGM and Conference next year.

Cash Calendar

Our first Cash Calendar fundraiser was a great success provincially, which prompted us to continue with the program. The 2020 calendar had a higher return rate of 27% with a total gross revenue of \$146,360. After prizes and production costs, total profit was \$89,992, down 21% from prior year but still an excellent fundraiser, with 50% distributed back to squadrons. It is always a banner day when I print cheques to all SSCs for their share 😊.

This continued success prompted us to make the Cash Calendar an annual event and the 2021 Cash Calendar is underway, and all have been distributed to SSCs for the training year. Due to the pandemic and the slow start to the year, we have requested an extension of one month from AGLC in the time to sell the calendars, moving the draw date to the end of January. Draws are coordinated all on one day and winners are called every week based on the published draw date. Although this is lots of work, it is a great call to make to give money away. This year we are increasing the share returned to the SSCs to 75%. This is a fundraiser that can be done by families and supporters without Cadet involvement so please focus on making this a success as funds help both the APC and your squadron directly.

ACC9's

Thank you to all the people who have contributed to helping the squadrons complete their ACC9's and pay their Assessments Fees on a timely basis.

To receive the \$10 discount on Assessment Fees a **completed and balanced** ACC9 must be received by December 1 but they are actually due by October 31. A few reminders when submitting your ACC9:

- Use the same version of the ACC9 that was used last year
- Page 4 line 1700 and line 3400 **MUST** equal
- Page 4 **MUST** signed by the CO and dated.
- Page 4 **MUST** be signed by the Sponsoring Chair and the Treasurer and dated.
- Bank statements for the final month (August) with reconciliation (if required) **MUST** accompany your ACC9.

Failure to follow the above points to ensure your ACC9 is complete and balanced will result in your ACC9 being rejected and could jeopardize earning the discount.

National has rolled out a new ACC9 version which we are reviewing as it has its challenges. Until we have accepted its use, please continue to use the same ACC9 version that was used last year.

Budget and Audited Financial Statements

As in prior years, we have followed the same process by providing you non-audited financial statements and a proposed budget for early review. In early October, an "unaudited" financial statement with a "proposed" budget was emailed out to Wing Directors for distribution to Squadrons. This included a detailed listing of the categories used by the audit company as well as a "highlights" page to show the change from the financials to the budget.

I request that any questions be submitted to me by October 16th to give time for answers to be completed and shared with the membership. I anticipate only minor changes in the financial statements from unaudited to the final version. Depreciation and deferred revenue are typically the areas that change. The "audited" Financial Statements for 2019/2020 and "final" Budget for 2020/2021 (plus 4 years) will be available at the AGM.

Anna Lewis
Director, Finance

SECRETARY ANNUAL REPORT

My focus for the year was to support the APC and the Cadet program in any manner that I can. This includes being part of the organizing committee for the AGM, and helping with Selection Boards and Effective Speaking , in addition to the day to day governance duties.

I have also taken on roles at the national level of the Air Cadet League, first representing Alberta on the Risk Management Committee and then joining and becoming an active member of the Committee, and also acting as the Alberta representative to the National Music Committee, which has seen minimal activity this year due to the passing of Howard Mar, its long time chair, and the onset of COVID-19 limiting the access to the music program.

As in prior years, I participated in several activities for the program. The 2020 Selection Boards went smoothly with fewer Cadets eligible to attend due to the program change. I had planned to assist with Effective Speaking before the program was derailed due to COVID-19, and many of the Cadet programs I would normally participate in did not occur due to the restriction on in person gatherings.

As an active member of the National Risk Management Committee for the Air Cadet League, I have worked on materials and presentations on risk. Overall plans to implement the program were slowed due to other challenges SSCs faced this year, but the committee released a COVID-19 specific risk assessment to help SSCs as they begin the re-entry process. There has never been a more relevant time to use risk management tools in our daily activities and I welcome your questions and will assist any group in their process as you manage your risk.

I attended the National Air Cadet League AGM virtually this year, which was a good opportunity to evaluate “best practices” in hosting a virtual AGM. We used some learnings in designing our APC AGM and I hope the process is smooth. More activities are moving to a virtual format and I have assisted several SSCs in the process of hosting their virtual AGMs and regular meetings over the course of the last several months.

I had the opportunity to represent the APC at the BCPC AGM and Conference in the fall of 2019. This was a very insightful opportunity, seeing how other provinces operate and helping to bring back ideas to the APC. I also delivered their Risk Management presentation along with their provincial representative.

I hope you find value in this AGM & Report Book. As we all become more comfortable with electronic materials and interaction, the cost savings is substantial as a result of no printing and no travel costs. It is certainly nice to get together on occasion, but taking advantage of virtual representation at least some of the time is very economical.

I always invite your comments and suggestions. Please send me a note at abacprovsec@gmail.com if you think we can improve our processes or you have any suggestions.

I wish everyone a healthy and safe year ahead.

Angèle Mullins
Director, Secretary

Director Air Resources Annual Report

The Air Cadet flying program in North West Region continues to have problems and this year the program was further impacted by the Pandemic.

The majority of 2019 GPS course Cadets from RCSU(NW) did not complete training in Gimli last summer. The intent was to complete their training at Cadet Flying Sites (CFS). Villeneuve was underway with this training when it was stopped in October due to the Commander CJCR Sp Gp's concerns regarding regional and national oversight. Cadets slated to complete their training at Netook were unable to get any training done as we were unable to source a replacement for our still unrepaired Scout for use at Netook. A proposal to complete glider training on winch was submitted by the RCA OpsO but was denied by CJCR Sp Gp.

Just as Gliding Site personnel were preparing to commence operations in April of this year, COVID-19 shut down all cadet activities across the country. Flying operations are still at a standstill and are not slated to commence until April 2021. The date will be reassessed and is not guaranteed due to this pesky disease.

With the cancellation of summer training due to the pandemic, BGen Cochrane sent a letter to all Power candidates in May explaining the reasons for decisions made regarding their training. There was clarification provided that the PPS and GPS are not scholarships but rather training opportunities. In order to further clarify this, the courses have been renamed Power Pilot Training Course (PPTC) and Glider Pilot Training Course (GPTC). Courses are provided and fully funded from the Canadian government through the CAF and such monies are subject to Treasury Board regulation. There is no means to provide cash substitution of any kind and those who age out are not entitled to anything beyond their 19th birthday as specified in the National Defence Act regarding the Cadet Program.

Those that are still of age will be allowed to compete again in 2021. There was an opportunity for some Power Pilot candidates to participate in an online Certified Ground School from the Flying Training Units contracted to provide the PPTC. There were 25 Alberta PPTC cadets and 24 opted to participate. All but three cadets passed (pass mark of 70) with an average mark of 82.5%. Those who passed will be given advance standing for 2021 PPTC selection.

When gliding operations recommence, emphasis will be placed on the training and development of staff cadets in the program. This is essential in order to rebuild the ACGP across the country. This may result in less availability of Cadet familiarisation flying or "Gliding Days" in the near future.

There is a shortage of glider instructors across the country, and it is more acute in NW Region due to Gimli being challenged with course completion since 2017, and now further impacted with cancellations due to COVID-19. It can take a cadet three years or more after being licensed to be ready for instructor training. Opportunities to gain this experience have been reduced by the need to complete training for Cadets who do not finish during the summer.

Several plans were developed for the ACGP spring and summer 2020 programs, including the following. The plan is to implement them for 2021 training:

- Re-vamped training plan at NW Region CFS to complete glider pilot training for Cadets who did not finish at Gimli in 2018 and 2019
- A glider familiarization flying operation at 4 Wing Cold Lake in conjunction with the CTC
- Redistribution of NW GPTC candidates to other regions for 2020 summer training, reduce the load on Gimli from 60 Cadets to 35 Cadets. Sadly, these encouraging advances are on the shelf until 2021.

An analysis of the results of the flying award exams is not available as the APC is no longer provided with this information from RCSU(NW) due to program changes.

Work on our Scout C-GSSV is very near completion and we hope to see it back in Netook in spring 2021. A glider borrowed from Saskatchewan to augment the program in Alberta has been sent to Gimli for SIRP and is expected to be ready for our use the spring.

A number of reasons have been identified that prevents the ACGP spring and fall familiarisation program from being as effective as it could be. Follow up and continued review is ongoing.

- We are documenting justification for more gliders in Alberta to ensure that reduced capability of the ACGP in Alberta is not due to the number of aircraft we provide
- We, along with RCSU (NW) Air Ops and CJCR Sp Gp National Cadet Air Operations, are in the process of having another airfield in the Edmonton area certified for use as a CFS as a replacement or to augment Josephburg facilities.
- RCSU (NW) is reviewing those factors affecting the regional fam flying program under their purview
- Sp Gp – National Cadet Operations - is conducting a study of the national ACGP to ascertain what equipment, facilities and League support across the country make sense to the future of the program. League involvement in this review has not yet been requested.

I have also been involved with some fund-raising activities for the APC, and specifically the flying program, that have been postponed until 2021. I continue to be an SSC Advisor to 868 Sqn Ft. McMurray.

Mr Ron Moritz and I are involved in Risk Management activities for both Netook and our support to the flying programs.

I welcome your questions at any time: aviation.director@aircadetleague.ab.ca

DC Blatchford
Director Air Resources

NETOOK DIRECTOR ANNUAL REPORT

As my first year as director of the Netook facility, I've enjoyed taking on this role and contributing as best I can given the circumstances. This has been a very different for everyone but we have made some progress at Netook.

We were pleasantly surprised after the crops came off this spring, our payment was \$8467. We have yet to receive fall payment, but the crop is off and in the bin so we should do OK. The runways were only cut three times this year so maintenance costs will be down in this area.

No gliding or any other operations happened this year so maintenance to the facility was minimal. We did get the pressure system moved to the back of the wash house, and the old well is stripped and filled in now. The final invoice is not in yet but is expected to be in line with budget. I would like to thank the support we received from Raury at Wildrose Water Wells and Shane at Webb's Excavation for directional drilling the wire in to minimize the mess to the lawn and driveway.

The Calgary Flying Club used our runways this summer as our strip was much less busy than Springbank. They enjoyed using our grass strip.

Some repairs were required to the tracking system on the old hangar door as the old posts all rotted off. This project is now complete.

The new caretaker moved in last October and is working well and responding well to requests and is supportive of our operational requirements.

Ron Moritz
Director, Netook

CAMP WORTHINGTON DIRECTOR ANNUAL REPORT

As with all facilities, Camp Worthington saw little activity in the spring and fall of 2020 and is not anticipated any significant increase in rentals for some time.

The season was focussed on repairs and clean up at camp, including:

- Work continues on cabin siding repair with two buildings complete and a 3rd well underway.
- Plans to complete repairs to siding on the mess hall prior to fall, leaving only one building for completion
- Continue to work on the quad trail reclamation; there is a substantial amount of deadfall remaining to be cleaned out

Recent rental opportunities for non-Cadet groups include:

- We were able to rent the camp out to a group from Southern Alberta which generated \$545 in revenue
- An armed forces training school did a RECCE in the camp in August for a possible winter exercise in February 2021

There are a few items to be looked after in the new budget year. Our insurance company requires the chimneys and stoves be inspected annually, and it is a legal requirement that the camps' fire extinguishers be serviced annually. As well, six smoke detectors and two carbon monoxide detectors need to be replaced. The septic tanks should be emptied before winter.

J. Burt Gillings
Director, Camp Worthington

CAMP WRIGHT DIRECTOR ANNUAL REPORT

Camp Wright Team

While some of the members have changed, we continue to enjoy a core group of volunteers who come out to assist with the many projects at Camp Wright. We had three volunteer weekends this past year where we worked on major projects and there is ongoing weekend work of snow removal, grass cutting, and sanitation. We are incredibly grateful for all our volunteers who give up their vacation days and long weekends to keep the camp healthy.

Grounds and Buildings

The grounds are now in relatively good condition with continual maintenance required. A 30-foot dumpster was brought in to remove the remaining junk that accumulated in the large parking lot. Without the thousands of feet trampling through the camp we had an ongoing battle with saplings growing everywhere, but we managed to stay on top of it. The trails have become overgrown and will need attention come Spring 2021.

The major equipment in the buildings has been maintained, and only minor repairs to furnaces, hot water tanks and plumbing were required. Cabin floors are now all completed, windows and door frames that were not encased are now done, and by the end of October the trailer will finally be ready for use. We have reduced the beds in Cabin 1 and 6 and added a small table and a few chairs to make it a bit more user friendly for family/cohort families to use.

Utilities

While our utility bills are down due to limited usage, we are still paying the "on demand" charges on electricity based on previous years billings. We need to maintain heat in all buildings that have water to protect our pipes from freezing.

Bookings

Our fall bookings were at full capacity which lead into an immediate full booking for January through March. There were no bookings from mid March through June. Our summer marketing campaign was slow to take off, but we were able to generate reasonable business for mid July through mid September. I am in contact with our user groups and everyone has fingers crossed that life may return to our new normal come Spring. Our summer bookings have generated some repeat business and we already have four family reunions booked in for Summer 2021.

Going Forward

With the no overnight rules in place for Cadets and the limit of one hour travel time for day exercises, we do not expect to have Cadet activities until September 2021. We are looking at other things that can help keep the lights on.

We are discussing a strategy to reap some benefit of our great open skies at the Camp for Sky watchers. From mid October to November is the best time for viewing the Northern Lights. I have been in discussion with our friends from the Observatory that is located at the end of our airstrip, and they are willing to send out someone to talk on the night sky in conjunction with our campaign. Due to the COVID guidelines they will not be able to provide tours of their facility, but they are willing to give a talk or night sky tour to our guests.

For 2020-2021 we are hoping that along with the dining room, the classroom trailer will draw small groups that want to engage in crafts such as scrapbooking, quilting or painting as it has its own furnace, good lighting and open spaces for large tables that will make it much easier to maintain physical distancing.

It is important that we encourage Squadrons to keep the word out that Camp Wright is operational year round and the more their families use it the less we need to rely on their sponsor support to subsidize the expenses that are not going away such as heating and utilities.

Cher Lindley-Scott
Director, Camp Wright

PUBLIC RELATIONS DIRECTOR ANNUAL REPORT

H.A.R.T.

Once again the cooperation of the Civil Air Patrol (CAP) and Alberta Cadets provided a program that was extremely successful. This program is the highest public relations representation we have as it entails an international profile. We reduced the overall costs and incorporated the opportunity for anyone interested to attend at a very low cost.

We continue to welcome the attendance by anyone who is interested – the 2020 event will be held virtually.

National Communications Committee & ABM

A monthly Communications tried in each province. Alberta attends regularly and is actively trying to conform and influence the outcome of the national profile.

The National AGM was also held virtually.

Dream Flyer

We have located the dream flyers in the north and south of the province and maintained them to the best of our ability. We continue to upgrade the computers and make the units as efficient as possible.

Website

I continue to support our Social Media Coordinator, Jo Hansen, with whatever we can do. Activity has been low due to COVID-19.

Other Activities

This year has presented a whole new dynamic in the cadet program with many new words and old ones “redeployed” like isolation, personal bubbles and physical distancing. Activities including the Calgary Stampede PR Tent and Effective Speaking were cancelled. Online meetings and content were our major focus.

Brian Lewis
Director, Public Relations

NORTH WING DIRECTOR ANNUAL REPORT

For the 2019-20 year, we once again ran the north wing primarily as a combined entity. I am very thankful to Carole Reichart who has managed the majority of the North West Wing for the year and Todd Swyer who was new to the role but took over for part of the year for the North East Wing. It continued to be an excellent opportunity for all SCS in the north to get together in larger groups for training sessions and to share knowledge and practices amongst Squadrons.

We have many strong SSC Advisors in the north wings and I want to thank them for their continued contribution, support and experience sharing. They have helped make the wing more successful. COVID-19 curtailed many of our activities, but we continued to have strong support in preparing Cadets for the Board process, and had the summer training gone as planned, we would have had several Cadets from the Wings participating.

Training space is always a challenge and continues to be more so as we must find new accommodations for Squadrons that cannot resume training in public facilities like schools. We are working through these challenges with all partners and hope for success.

We have learned many new things this year – including virtual change of commands, virtual ACRs and virtual Merit Boards. Although these may not be the ideal situations, we are making the best of the situation and will continue to do that as we move forward through the pandemic.

Thank you to all the volunteers, Commanding Officers and staff, parents and guardians and Cadets, who continue to make our program successful and so beneficial in the development of our youth.

Dawna Morgan
Vice Chair & North Wing Director

CENTRAL WING DIRECTOR ANNUAL REPORT

As everyone knows, 2019-2020 was a difficult training year. I am proud of the way Central Wing squadrons coped. There was a surprising number of innovative ways squadrons were able to work together with officers to provide a program during these COVID-19 times.

Finding proper facilities for squadrons is always a tough issue but several squadrons had the good fortune of settling into great new facilities including 733 Drayton Valley and 644 Camrose. The feel good story is 572 Coyote squadron – they completed their move to Stettler and the numbers of cadets on parade kept increasing weekly.

Central Wing hopes to continue to be an asset to the provincial program and there will be changes to its personnel. Diane Granson is stepping away as Assistant Director and Peter Davis is stepping up as Central Wing Director. I will be stepping back as an Assistant Director and Squadron Advisor.

I would like to thank both Diane and Peter as well as everyone in the Wing for their help during my time as Central Wing Director.

Len Granson
Central Wing Director

SOUTHERN WING DIRECTOR ANNUAL REPORT

Southern Wing had a very busy first half of 2019-2020 Year.

Cadet recruitment is up across the wing and that is a reflection the hard work of the Sponsoring Committees, Cadets, and officer staff.

Effective Speaking was very successful at the squadron level with almost all squadrons running local programs. We had 26 cadets scheduled to participate in the Wing Competition (which ultimately had to be cancelled due to COVID-19 restrictions).

HART 2019 was also a great success with cadets from all over central and southern Alberta as well as six US States participating.

As COVID-19 changed the look of Cadets starting in March of this year, our squadrons became very innovative with their ways to keep connected virtually as they continued to find ways to learn and engage with each other.

I was privileged to attend several virtual ACRs this year.

Our SSC's also rose to the challenge as they found ways to continue working to support the program through virtual technology. They found ways to meet, plan budgets, and keep the day to day business of the squadrons going. This was no easy task and I commend all the SSC Chairs, Advisors and Commanding Officers for working together in these trying times.

As we look to 2020-2021 year of cadets, we don't know what it will look like, but I am confident that Southern Wing will rise to the challenge.

Finally, thank you to the SSC Chairs and your teams for all the hard work you have put in over the last year - your Cadets appreciate it!!!!

Lorraine Forsen
Southern Wing Director



MEMBERSHIP COORDINATOR ANNUAL REPORT

Currently, there are 1,519 active screened members in Alberta. With the new training year beginning, and with the COVID-19 Pandemic in progress, I have received fewer than normal volunteer applications. Screening of new volunteers is still ongoing, although the process that squadrons follow to obtain applications and interviews must change. Please use telephone, video meetings and email to conduct screening. Applications will be processed and cards will be sent out as approved.

Please remember to keep me updated on members who are no longer active with your squadron, so that I can update their information to inactive in the data base. For quick reference, my contact information is as follows:

Cecelia Brugma

Mailing Address: 191 Sunmills Drive SE, Calgary, AB T2X 2P1

Phone: 403.710.0975 or Email: membership@aircadetleague.ab.ca

SUMAC – National Screening Database

The APC and National are working together to import screening information for each province into the new national screening database, SUMAC. This should not have a significant impact on the screening process, and I am still using the old database until everything is completed in SUMAC. In the near future, new screening cards issued will be plastic.

Screening

Several squadrons continue to use Sterling Talent Solutions for their screening process. While there is a cost to this service of \$26 plus GST per person, it has several advantages, including:

- Application for the check can be done on-line
- Individual receives a copy of the report which can then be used for other organizations
- Copy of the report is sent directly to the Provincial Membership Coordinator via email

Things to remember

- **Original documents are still required;** during the pandemic I have been accepting emailed applications, but I require the paper documents to follow; original documents include: Application, Reference Checks, Interview Form and Police Records check if done at a local detachment
- Applications must be **complete - providing all information and necessary signatures**
- While the candidate is required to provide four references, only two completed references are required
- Application packages should be mailed as soon as completed with a tracking number. This will ensure that squadrons are aware when their packages were delivered and make it easier to follow up on if they are not received within a reasonable time period
- **Police Security Checks are only valid for six months from the date of issuance**
- Members who are 30 days past their expiry date will be removed from the Wing Reports and identified as “Inactive” on the National database
- Members who do not renew their membership within six months of expiry are required to complete the full application process
- All membership applications completed at the squadron level, both approved and rejected, **must** be sent to me along with an explanation regarding the rejection so that it can be recorded in the database, and a discussion can be had with the Provincial Chair
- **Police Screenings that have come back with ANY convictions need to be reviewed by the Provincial Chair before an approval is granted, even if they have been approved at the squadron level.**
- Squadrons wishing to obtain a Credit Report for those people handling finances are encouraged to request a credit score, which is a free service at this time. A credit score can be obtained from Borrowell (<https://www.borrowell.com>)

Cecelia Brugma
Membership Coordinator

HISTORIAN ANNUAL REPORT

For the first time a Historian position has been appointed within the APC. I have been working with the cadet units, sponsoring committees and APC to record past activities and history of the units within the province. This portfolio is in its infancy compared to British Columbia Provincial Committee. It will be a challenging task to collect and document our Alberta air cadet history. Little over 10% of the cadet units have indicated a history on their cadet unit websites. Some units are very detailed while others have only a brief overview of their history. It would be remarkable if all units had something on their history.

Some of the history collected will overlap with the Royal Canadian Air Cadet Museum of Canada (RCACMC) and it is intended to share this information. The first phase of this project will be to establish a database to store the information. Several packages are available but at a cost. The next component to this is: how is this going to be stored for historical purposes. Currently a spreadsheet is being used. Then the question is: what photos will be recorded in what format.

In addition to documenting the provincial cadet units, we will also collect information on summer cadet camps and activities in the province. This will include Summer Camp training at Camp Wright, Penhold Air Cadet Summer Training Centre and the Senior Leaders Course, which was held in Cold Lake. Over time all three of these camps have been discontinued and new ones are evolving. All occurred in Alberta and are part of the national air cadet museum archives.

Included in our archive will be other cadet activities: gliding programs, effective speaking competitions, course selection boards, HART ceremony and sports and drill competitions. The APC history with infrastructures they own, such as Netook, Camp Wright and Camp Worthington, will also be included.

A few facts:

- 45 active squadrons
- 22 disbanded units
- 1 unit number reassigned, 287 Lamont is now 287 Beaumont
- At least 3 cadet units acquired a T33; Edson, Leduc, St. Albert all have their T33 mounted within their community
- 6 units have a history link on their websites

Within this portfolio, many levels of information could evolve with an enormous amount of information and dates yet to be investigated. In the second phase there will be collection of data including former Commanding Officers, charter dates, former notable cadets, major squadron awards, sponsoring committee and their history. A form is being developed to capture important information to archive and will be sent to the cadet units before the end of 2020. The third phase will collect and document photos from the units. The last phase will be to acquire artefacts, but this will require appropriate storage to accommodate this material so units should secure these items for a future call out.

This position is a challenging one and will evolve over time, as history does. Collecting and organizing this information will be important and will determine how the archives grow and eventually how they will be showcased. Input from all stakeholders will dictate how well we record our history. It is important to have units collect and research their history now as the National League and DNDHQ have not documented our history. Any available information can only be retrieved from the National Archives of Canada in Ottawa. If you are interested in assisting with this project, please contact me – your assistance would be appreciated!

Brian Andrus
APC Historian

EFFECTIVE SPEAKING COORDINATOR ANNUAL REPORT

2019-2020 was an unprecedented year to have the Wing and National Effective Speaking competitions cancelled. All wings in Alberta were on the verge of completing their competitions and the North West Wing did complete their competition.

After a great deal of discussion with the National Effective Speaking committee it was determined it was not practical or logistically feasible to conduct a national competition and the various wings across Canada were not set up to do virtual competitions. The idea of virtual competitions was discussed a great length but did not meet the criteria and purpose of the Air Cadet Effective Speaking program.

The national committee is reviewing and attempting to come up with ways to continue the program for the coming year. There is an effort being made to develop appropriate training and a format for a competition. Further information will be provided as soon as these resources become available. Please continue to encourage cadets to become involved in the Effective Speaking Program. As it stands presently, we are projecting that the competitions will continue in the same format as in the past. This will depend on direction from our Military partners and the National ACL.

The national committee has developed a new list of topics for the 2020-21 competitions. We encourage everyone to look at these and work with your cadets to take part. The topics are:

1. How should we remember and honour the sacrifices made on our behalf by those who serve our nation?
2. What are the greatest challenges facing the aviation industry?
3. Describe a historical event and what it meant to Canada?
4. Describe a Canadian hero and the impact they made on our society.
5. What does bravery mean to you?
6. What have I learned from the COVID-19 pandemic?
7. What does diversity mean to you?
8. What I can do to be a good Environmental Steward.
9. Cadet Choice: Science & Technology, Aviation, Canadian History, Citizenship

The Air Cadet effective speaking program has proven to be an excellent training ground for youth effective speaking. Honourable Lois Mitchell, Lieutenant Governor of Alberta sponsored a competition for youth to look at the Victory in Europe. The following cadets took the top three places for all cadets; Gold – Julian Tan, 918 Griffon Squadron, Silver – Jerusalem Cooper, 15 Medicine Hat Squadron, and Arnav Patil, 781 Calgary Squadron.

Honourable Lois Mitchell made the following comment:

“I was deeply impressed by the skill and the appreciation for our men and women in uniform that the contest winners brought to their speeches. I know our heroes would be proud to see the understanding, gratitude and pride that they inspired in these future leaders.”

Kenn Nixon
AB Effective Speaking Coordinator

SOCIAL MEDIA CO-ORDINATOR ANNUAL REPORT

HART

My first official function was the HART ceremony in Lethbridge in November 2019. Having been out of the cadet organization for years, I had forgotten how infectious the energy and enthusiasm of our youth can be. It was a very enjoyable weekend, and I was able, along with the help of Elise Jones, to get some great video and pictures. Some of these went on the Alberta Air Cadet League's Facebook page.

Cash Calendar

I met with Anna and Brian Lewis at the Horton Road Legion Centennial Branch #285 in December, for the 2020 draw of the Cash Calendar. Brian's students built a drum for the draw to make it easier to mix the tickets. We all took turns drawing winning names and even enlisted several Legion members to draw as well. I posted pictures of the evening on our Facebook page. It was a fun evening. I look forward to taking part in the next draw, should we be allowed to meet in person.

Up until March of this year, I came up with several ideas for bringing more awareness to the ACL and the Air Cadet Gliding Program-Alumni Facebook pages. I began to implement some of the ideas, but when COVID-19 began and the Cadet Program halted, those ideas were also put on hold. I followed the Squadrons throughout the remaining cadet year and posted some Change of Commands and aging out stories that occurred virtually. With the cautious restart of the Cadet program in October and with guidance from the ACL, I hope to continue with these ideas.

As the Cadet program restarts, I will follow posts from the squadrons and hopefully post some of the experiences that the squadrons are encountering during this cadet year.

Jo Hansen
Social Media Co-Ordinator

Thank You to Our 2019-20 Donors!

**You provide the support we need to
create a first-class experience for
Cadets in Alberta's Air Cadet Program!**

700 (Edmonton) Wing RCAFA

In memory of Fred Johnson

- Darlene LaRoche
- Tom Taborowski

Anna Lewis

Brad Olson

Brian Lewis

Carole Reichert

Dawn Bucholz

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The Air Cadet League of Canada, Alberta Provincial Committee welcomes donations as a charitable organization (Charity #75031 8319 RR0001). For information or to make a donation, contact our Director, Finance at finance@aircadetleague.ab.ca
