



Air Cadet League of Canada (Quebec and Ottawa Valley)

Annual Report July 2022 — June 2023



September 2023

1. The QOVPC

The Air Cadet League of Canada (Quebec and Ottawa Valley) (QOVPC) is a provincial committee authorized by the Air Cadet League of Canada (ACLC). Each provincial committee has an affiliation agreement with the ACLC that defines the roles and obligations of both parties. For example, the ACLC maintains up-to-date lists of ACC-9 submissions and of reports to the Canada Revenue Agency. Provincial committee chairs participate in monthly meetings with the ACLC to discuss new developments and provide updates. Communication between the ACLC and the QOVPC is not limited to these monthly meetings.

The QOVPC has been incorporated in the province of Quebec since 1976. The QOVPC is a not-for-profit organization, incorporated under the laws of the Province of Quebec, and governed by a Board of Directors ("Board") elected at the Annual General Meeting. The Board is responsible for ensuring that the QOVPC respects and fulfills its mission, and complies with applicable laws and national requirements. The Board manages the QOVPC's financial affairs by establishing a budget, but it is the General Manager who manages the QOVPC's day-to-day finances, based on the budget approved by the Board. QOVPC's organizational structure extends to the provincial, regional and local levels.

1.1 Our founding documents

The QOVPC was incorporated by letters patent dated April 8, 1976. These were updated on January 7, 2019. The number of directors eligible to sit on the Board of Directors was increased from 13 to 15 in 2022, following approval by more than two-thirds of the members present at the Extraordinary General Meeting held in October 2022.

1.2 Mission, vision and values

At its November 2022 strategy meeting, the Board updated the QOVPC's mission, vision and values, in line with the review conducted by the League's national headquarters.

Mission: To promote and encourage the youth of Quebec and the Ottawa Valley to develop and maintain an interest in leadership, aviation and citizenship, in partnership with the Canadian Armed Forces and the community.

Vision: A progressive civilian organization focused on excellence in support of its members and the Air Cadet Program.

Values: Integrity, respect, inclusiveness, commitment, teamwork and continuous improvement.

1.3 Our structure

The QOVPC currently has nearly 900 members spread across Quebec and the Ottawa Valley. The majority of these work at the local level on one of our 94 sponsoring committees. There are also regional teams, consisting mainly of regional coordinators and squadron advisors. The 10 regions of the QOVPC are grouped into 5 sectors, as follows:

- North sector: Abitibi and Saguenay/Lac St-Jean/Northern Quebec regions (15 SSCs);
- South sector: Montérégie and North Shore regions (22 SSCs);
- Centre sector: Estrie/Bois-Francs and Mauricie regions (16 SSCs);
- East sector: Quebec and Lower St. Lawrence regions (16 SSCs); and
- West sector: Ottawa Valley, Montreal West and Montreal East regions (25 SSCs).

Each sector reports to a sector vice-chairperson who is a member of the BOD.

1.4 The Board of directors and its committees



For the year 2022-2023, the Board was made up of 12 directors, out of a maximum of 15 permitted, since the outgoing Chairman, Mr. Yvan Roy, chose to retire from the Board shortly after the October 2022 election. The Board met twelve times during the period covered by this report, mainly virtually. Board members met in person in November 2022 for a strategy meeting.

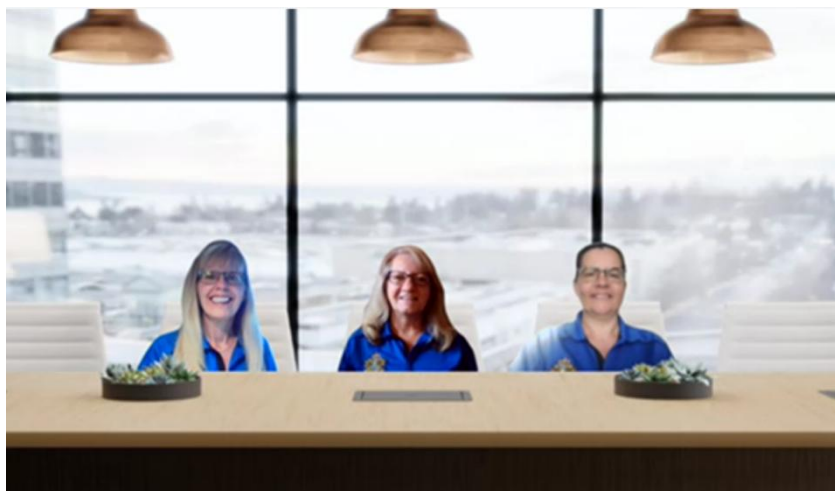
The Standing Committee of Sectors, made up of the Chairperson, 1st Vice-Chair, Secretary and 5 Sector Directors, met virtually three times. Regional coordinators were invited to attend two of the three meetings. Sector reports were shared monthly throughout the period covered by this report.

1.5 The provincial office

The provincial office is responsible for the administrative services of the QOVPC and reports to the executive director. The provincial office has 3 employees and hires accounting and IT support services. The Executive Director, Mr. Jean-Pierre Beaulieu retired from the provincial office on June 30, 2023. A process will be initiated in 2023-2024 to hire a new candidate to head the provincial office. In the meantime, some members of the Board of Directors have been providing temporary follow-up for urgent needs.

The provincial office team is the liaison between volunteers, regional coordinators and Board members. This liaison complements the administrative and organizational support provided by the team to members at all levels. In addition to working together on a daily basis to receive, process and respond to incoming e-mails and telephone calls, the office team is dedicated to supporting volunteers in the performance of their duties, providing full support for various requests, needs and events throughout the year.

This small team keeps very busy. According to statistics compiled for the year 2022-2023, the office staff sent out a total of around 30,000 e-mail messages and received over 11,000 e-mails.



Distribution of main tasks:

- Diane Robert handles administrative processing and follow-up, including scholarships, insurance and organization recognition.
- Manon Gravel handles the processing and follow-up of member and SSC files, ensuring the accuracy of forms and the national database.
- Patricia Dagenais is responsible for files that culminate in an event (lottery, public speaking, Annual General Meeting, President's Trophy), as well as managing social networks and translating documents and forms. Patricia also participates in various committees at provincial and national levels.

In addition to the main files described above, our employees share the multitude of tasks that need to be accomplished at the provincial level. A typical day for our employees might include:

- Handle incoming e-mails;
- Answer phones;
- Process password reset requests (5 mins/request);
- Follow-up on outstanding requests (e.g.: responses not received for lottery or insurance coverage; QOVPC-101 and 107 not received);
- Respond to requests for assistance in filling out screening forms or other forms;
- Offer a short training session on how to use our Intranet;
- Transfer access to an e-mail account (10 mins/request);
- Update lists (chairpersons, follow-up on current requests, etc.);
- Process incoming member files;
- Send requests to SQ;
- Update database;
- Translate texts for distribution to members; and
- Plan current events (e.g., preparation of AGM documentation).



2. Partnership with the RCSU

The Air Cadet Program is based on a **partnership** between the Air Cadet League of Canada and the Department of National Defence's Junior Canadian Cadet and Ranger Program. Our partnership is essential at all levels of our organization, and we can only benefit from its success. Communication is essential to prevent problems and to resolve those that do arise. The Quebec provincial chairpersons of the three leagues (Air, Army and Navy) have been taking part in monthly meetings with the Commander and Deputy Commander of RCSU- Eastern. But

it's important to note that communication is never limited to these monthly meetings, and that the RCSU-E command is sensitive to our concerns; the dialogue has been constant and productive.

An example of this partnership is the December 16, 2022 authorization that stated, "In accordance with reference (B. Ord Gp S 9010-3), all Air Cadets and COATS personnel are authorized to voluntarily participate in the sale of Air Cadet Lottery tickets. This e-mail is the participation authority. It is not required for squadrons to send a participation authorization request for this fundraising activity."

Discussions and consultations continue at all levels of the organization regarding the [rescope](#) of the Cadets and Junior Canadian Rangers program. The Rescope Working Group includes representatives from the ACLC, providing an opportunity for input. Among other things, discussions are underway to review the glider program. The current contract does not meet federal Treasury Board standards, and a new contract needs to be negotiated and put in place. The first step in resolving this problem will be to set up lease agreements between the ACLC and each of the provincial committees for the use of the gliders and tow aircraft they own. It is important to note that any contract with the QOVPC involves additional considerations related to the unique legislative framework of the province of Quebec. Given the complexities of the subject, it is unlikely that any significant changes will be made in the near future.



3. The 2022-2023 year

After the pandemic-related slowdown of recent years, the activities and processes of the QOVPC are gradually returning to normal:

- The lottery restarted in 2022-2023 after a two-year absence. The repercussions of the pandemic are evident in car prices, and the L'Auto-cadet has been replaced by the Air Cadet Lottery to offer cash prizes rather than a car.
- Face-to-face meetings have gradually resumed, but still pose challenges given the financial considerations of the squadrons and the QOVPC.
- Elections for the 2023-2024 sponsoring committees were held primarily in the spring of 2023, rather than in the fall as during the pandemic.

3.1 Awards

3.1.1 Effective speaking

The provincial public speaking competition was held on April 22, 2023 in Drummondville. Cadets representing eight of our regions took part in this first face-to-face competition since the pandemic. First place went to Sgt Diana Peters of 500 Outaouais squadron; FSgt Karam Albatal of 687 Richelieu Laval squadron came in second, and third place went to FCpl Catherine Dong of 555 Maple Leaf squadron.



The provincial winner, Flight Sergeant Diana Peters of 500 Outaouais Squadron, represented the QOVPC at the national competition on June 3, 2023, in which she placed second.

Congratulations to all participants!

3.1.2 Chairman's Award 2021-2022

Royal Canadian Legion Air Cadet: Each year, an air cadet is chosen as the Royal Canadian Legion Air Cadet of the Year, to represent all Canadian air cadets at the national Remembrance Day ceremony in Ottawa. When this honor falls to a QOVPC cadet, the previous year's Chairman's Award winner (since this award is presented in the fall) is automatically nominated by the QOVPC. This year, Warrant Officer 1st Class Alek Guitard of 921 L'Ancienne-Lorette Squadron was named Royal Canadian Legion Air Cadet of the Year 2023. WO1 Guitard will represent air cadets from across the country by participating in the Remembrance Day ceremony on November 11 at the National War Memorial as part of the Vice-Royal Suite.



3.2 Publications

One of the Board's priorities is to update documentation. The following documents have been developed or updated this year:

- Expense reimbursement policy (October 2022) - CPQVO-412
- Squadron sponsoring committee assistance policy (March 2023) - CPQVO-410
- Information Sheets for SSCs - Meetings (March 2023) - CPQVO-140
- Information Sheets for SSCs - Annual Ceremonial Reviews (March 2023) - CPQVO-141
- General by-laws (September 2023) - CPQVO-401

These documents are posted on the QOVPC intranet. Other policies and fact sheets are under development and will be announced when available.

3.3 Training courses

A standing committee has been set up for 2022-2023 to ensure training continuity. Training programs targeting the following groups have been developed:

- New members;
- SSC Chairpersons;
- SSC Treasurers;
- SSC Secretaries; and
- Regional Coordinators.

The Training Committee is made up of Raynald Bouchard, Serge Philibert, Roch Leblanc and Jean-Guy Chartier.

3.4 Financing

Post-pandemic, there are a few opportunities for non-profits to seek funding. Unfortunately, there are many organizations targeting the same opportunities. Several requests for grants or donations were made during the year, but to no avail. The League's funding model, at both national and provincial levels, needs to evolve, and the QOVPC is looking for individuals who can help us in this direction.

3.5 International exchange



The international exchange program was back again this summer. Ten Canadian cadets went to the United States and ten to Great Britain. At the same time, ten cadets from Great Britain and ten from the United States arrived in Canada, more specifically in Quebec and the Ottawa Valley. A team of RCSU-E officers and two Board members coordinated the foreign cadets' Canadian adventure.

The region covered by the QOVPC is the one that will receive the foreign cadets participating in the International Exchange for the next few years.

4. Our challenges for the coming year

Key issues for the coming year will include the hiring of an Executive Director, the recruitment and retention of volunteers at all levels, and member training.