



## *Air Force Association of Canada – Canada's Air Power Voice*

### **Patron**

*Sa Majesté la reine  
Her Majesty the Queen*

1504-1-2009

11 August 2009

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*Our Vision – An exemplary and  
enthusiastic source of Canadian  
military air power knowledge and  
support*

*Sustaining the interest of all Canadians in  
aerospace issues and the country's air  
force, is our goal. We introduce young  
Canadians to aerospace careers. We  
advocate for a well-prepared, well-  
equipped, operationally ready air force for  
Canada. Promoting Canada's rich air  
force history is a popular, effective part of  
our mission.*

### **Distribution List**

## **NOTICE OF ANNUAL GENERAL MEETING AND CONVENTION**

For our association's members, the launch of the Silver Dart in February 1909 and its demonstration to military officers in Camp Petawawa, later that year, are the cornerstones of an air power foundation we commemorate this year. On this foundation our members have built up a structure composed of personal experiences that derive strength from two things: a willingness to share those experiences with others; and, artifacts. The role artifacts play in providing a better understanding of our experiences cannot be ignored. This is why from a heritage perspective our members place so much importance in the National Air Force Museum of Canada and the Royal Canadian Air Force Memorial Air Park. The museum's collection brings life to our narrative by putting on display items that honour the people who defined our air forces, the ideas they marshaled to great effect, and the things (aircraft and other items) they crafted in pursuit of ever more effective air power capabilities. These are the elements of a "sacred" narrative. Members of the Air Force Association of Canada will gather for their Annual General Meeting in Trenton, Ontario from 16 to 18 October 2009 in the National Air Force Museum of Canada – home of the Royal Canadian Air Force Memorial Collection and Air Park. We do so because we have a "sacred" narrative to share and a story with yet more chapters to write.

**1. As per the Canada Corporations Act, 1970, c. C-32, Part I, Article 105(3):** Hear Ye! Hear Ye! Hear Ye! Notice is hereby given, as required by the Constitution and By-Laws, that the 60<sup>th</sup> Annual General Meeting of the Air Force Association of Canada will be held in Quinte West (Trenton), Ontario from 16 to 18 October 2009, with convention headquarters located at the Holiday Inn, Glen Miller Rd. The theme of this year's convention is presented above. The following events are planned to occur during the business sessions:

- a. Receive the reports of the National Executive Council;
- b. Consider By-Laws that require approval or ratification (if any);
- c. Receive the Audit report;
- d. Elections for and appointments to the National Executive Council;
- e. Consider resolutions that require approval or ratification (if any); and
- f. Undertake such other business as may be required and appropriate.

**2.** Should addresses reflected in Booklet 107 not be up-to-date, and this letter reaches the wrong person, please pass it along to your successor. Then, please advise National HQ of the new incumbent's name and address.

## ACCREDITED WING DELEGATES

3. Under procedures established in 1991, numbered Delegate Registration Forms will be distributed directly to Wings. Wings are granted accredited delegates commensurate with the number of Wing members (one delegate for 1 to 99 members; 2 delegates for 100 to 199 members; 3 delegates for 200 to 299 members; and so on. Membership statistics for end-March 2009 may be used to determine the number of delegates authorized per Wing, rather than end-June, since at the time of writing this notice not all Wings had reported their statistics. See the web-site at <http://airforce.ca/about/wings/> for a copy of these statistics. Booklet 103 refers. Exceptions or disputes may be brought to the attention of the Executive Director.

4. It is important that Wing accredited delegates be selected early and that they be quickly registered in writing with the Association HQ at PO Box 2460 Stn "D", Ottawa, ON, K1P 5W6 Fax (613) 995-2196. E-mail: [contact@airforce.ca](mailto:contact@airforce.ca). **If your Wing is not sending a delegate, it is imperative that the Group President and the Ottawa staff at association headquarters be advised.**

## REGISTRATION

5. The registration fee is \$165.00 per person. All delegates, accredited and fraternal must register. The purpose of a registration fee is to guarantee a minimum commitment to the use of hotel facilities in order to secure a suitable chamber for meetings and the Awards Banquet at the lowest possible cost. Should sufficient registrations be submitted, facilities could be provided at no cost. Therefore, we encourage potential delegates to register. An "Early-bird" registration incentive will close 25 September 2009. Registration fees cover the cost of the President's Reception, two luncheons, the awards banquet, and coffee breaks for delegate sessions. A Companion's Delegate Program will be held on Saturday 17 October 2009. The Sunday night wind-down party is optional, and is hosted by 413 (Air Commodore Birchall) Wing (Trenton). The cost of the Wind-down party is \$20.00 per person, subject to participation, and there will be a cash bar. If you plan to stay for the Sunday night Wind-down, please indicate as much on your Registration Form. Cheques are to be made payable to **AFAC 2009 Registration**. Mail payment along with a completed registration form (see Attached "Sample" form) to Air Force Association, PO Box 2460, Stn "D", and Ottawa, ON, K1P 5W6. Forms may also be filled out on-line (<http://airforce.ca/uploads/airforce/2009/07/agmregform20091.pdf>).

6. Owing to the exigencies of federal statutes, (*Canada Corporations Act*) post-dated cheques cannot be accepted. The tendering of bulk cheques from Wings on behalf of more than one individual cannot be accepted also, for the same reason.

## ACCOMMODATION

7. All arrangements for accommodation must be made with the Holiday Inn (Glen Miller Rd). Approximately 108 rooms have been reserved at a rate of \$98.95 plus taxes. In the event more rooms are required additional accommodation arrangements have been made with a nearby Comfort Inn, as well as with the Holiday Inn Express in Belleville, Ontario (approximately 20 minutes from the Holiday Inn on Glen Miller Rd). Shuttle bus transport arrangements have been made for delegates attending the AGM. For reservation, payment details or general accommodation information, contact the Holiday Inn (Glen Miller Rd) at 613-394-4855, or visit their web-site at [www.holidayinn.com/trentonon](http://www.holidayinn.com/trentonon). Please mention you are with the Air Force Association convention. The address for the hotel is: 99 Glen Miller Rd, Trenton, ON, K8V 5P8. Alternate accommodation arrangements have been made with the Comfort Inn at 68 Monogram Pl., Trenton, ON, K8V 6S3 (613-965-6660). The Comfort Inn is located across the street from the aforementioned Holiday Inn on Glen Miller Rd. Additionally, a number of other rooms have been block-booked at the Holiday Inn Express Hotel & Suites in Belleville, ON, at 291 North Front Street, Belleville, ON, K8P 3C3 (877-863-4780).



**Figure 1 – Local Map**

The map at left shows the location of the Holiday Inn at the intersection of Hwy 401 and Glen Miller Rd. The 413 Wing (AFAC) location and the location of the National Air Force Museum of Canada are also shown. All business sessions, as well as the Aviator's of the Year Luncheon, will be held at the Holiday Inn, while all other events (Opening and Closing Ceremonies, President's Reception and the Awards Banquet) will take place at the Museum. The Wind-down will be held at the 413 Wing (AFAC) location.

## **REGISTRATION – FRATERNAL DELEGATE**

8. Instructions found at paragraphs 5, 6 and 7, above, also apply to the registration of fraternal delegates. **Registration Forms for Fraternal delegates are not numbered.** These un-numbered forms can be printed from the association web-site. (<http://airforce.ca/uploads/airforce/2009/07/agmregform20091.pdf>). Booklet 100-A and Booklet 103 refers.

## **REGISTRATION – MEMBERS-AT-LARGE**

9. Members-at-Large register as Fraternal Delegates. If any number of Members-at-Large are in attendance, they are encouraged to form a group, as a group is entitled to appoint one voting delegate for each 25 (or portion thereof) members (-at-large) in attendance. Booklet 100-A and Booklet 103 refers.

## **PAST NATIONAL PRESIDENTS – NATIONAL ADVISORY COMMITTEE**

10. If in attendance, a Past National President is entitled to one vote (no proxy allowed). Past National Presidents will be reimbursed for individual Registration fees, following the event, by submitting a receipt along with a covering letter to the National President. To qualify for reimbursement, Past National Presidents must be in attendance at all business sessions (AGM 42/90).

## **EXCEPTION TO THE RULE**

11. The National President has the right to seek delegate approval during the first business session for any exceptions to the rule.

## **GENERAL MEETING AND CONVENTION INFORMATION**

12. Like-minded people join associations to share an identity and common experiences and to exchange information, ideas and initiatives. For more than sixty years the Air Force Association of Canada has been doing precisely this. We affiliate to pursue a common goal, to inculcate in Canadians some truth and/or to foster some feeling by the encouragement of a great example. Many would agree that a common goal to which members of

the Air Force Association of Canada are devoted is a well-equipped, well-trained and operationally ready Canadian air force; a truth members wish to inculcate in all Canadians is that such an air force is critical for their security; and, the foremost example, from which has been derived great encouragement, and which continues to evoke a feeling of pride, has been the war-time era and post-war Royal Canadian Air Force from which the Air Force Association of Canada derived its original name. Since then, thousands of Canadians have added to this bedrock RCAF example, as evidenced by the dedication and commitment of the men and women who have served and continue to serve in Canada's air force through countless peacekeeping operations and combat around the world – altogether a great source of pride for all Canadians. The like-minded citizens permitted to join an association like ours understandably seek value in the act of affiliation. Participation in our Association's Annual Convention is one of the most valued aspect of membership.

13. To this end, various reports, resolutions and agendas relevant to the Association Meeting will be distributed in the delegates' packages prior to the first Business session. Attendees and prospective attendees are encouraged to consider the aforementioned issues, and to read the information to be provided and to be ever mindful of the fact that what you get from affiliating with others in the Air Force Association of Canada, is directly proportional to what you put in to the Association. The members shape their association to suit their perceptions of the mission of the association. All members of the Air Force Association of Canada are invited to participate to their fullest extent in the Youth-Heritage-Advocacy activities to be pursued.

14. Finally, members of the National Executive Council have been invited by the National President to an orientation session scheduled to take place on Thursday, 15 October 2009. Only members of the NEC need attend; the Financial and Ceremonial Advisors are also invited.

## **PROXIES**

15. Wing Proxies may only be carried and exercised by Registered Accredited delegates. (NEC 133/02). In respect of the Canada Corporations Act, 1970, c., C-32, Part II, Article 108.2(4) in addition to the requirements, where applicable, of section 108.6, a proxy shall contain the date thereof and state the appointment and name of the nominee and may contain a revocation of a former proxy and restrictions, limitations or instructions as to the manner in which the issues for which the proxy is given are to be voted. Most importantly, issuers of proxies and holders of proxies are hereby compelled to entrust and respect the proxy process. Holders of proxies are obligated and expected to do more than just vote, in accordance with the issuer of the proxy. The holder of the proxy shall represent the issuer, speaking in their defence, standing up in their defence, and voting in support of those issues for which the proxy was issued. Proxy forms may be downloaded and printed from the association web-site (<http://airforce.ca/about/agm2009> ). All completed proxy forms must be registered with the Executive Director before the Business Sessions begin on Saturday 17 October 2009. Wing Presidents and Group Executives are requested to bring photocopies of the proxy forms to issue to the Executive Director upon arrival.

## CORRESPONDENCE

16. As previously outlined, **Accommodation** requirements should be communicated directly with the Holiday Inn (Glen Miller Rd) as outlined above. **Registration Forms** may be completed on line (<http://airforce.ca/uploads/airforce/2009/07/agmregform20091.pdf>) or may be faxed or sent to the National Headquarters at the address shown on page 1, to this letter, or to the address shown on the association web-site contacts page.

## EVENTS

17. The following events and activities are being planned, for the timings shown. Registered (Accredited and Fraternal) delegates must wear their lanyard/name-tag with the appropriate access ticket visible. Tickets will be issued at time of registration. Please consult with the web-site ([http://airforce.ca/uploads/airforce/2009/07/AGM2009RegistrationFormFrontPage\\_small.pdf](http://airforce.ca/uploads/airforce/2009/07/AGM2009RegistrationFormFrontPage_small.pdf)) for additional information:

### **Thursday 15 October (NEC members only)**

- 8:30 AM to 4:00 PM - Orientation Information Session for NEC members
- 5:30 to 7:00 PM - Admin-Fin Committee (Loyalist Room - Holiday Inn)
- 7:15 to 8:15 PM - Aviation Affairs Committee (Loyalist Room - Holiday Inn)

### **Friday 16 October**

- 8:00 AM to 4:00 PM - National Executive Council Pre-AGM Meeting (Loyalist Room - Holiday Inn)
- 6:15 PM - Opening Ceremonies (Halifax Room – National Air Force Museum of Canada - NAFMoC)
- 7:00 PM to 9:00 PM - National President's Reception (Halifax Room - NAFMoC)

### **Saturday 17 October**

- 8:00 AM to 4:30 PM - Annual General Meeting (Harvest Ballroom - Holiday Inn)
- 8:45 AM to 3:00 PM - Companions' Trip to Wellington, ON Pumpkin Festival
- 12:00 PM to 1:15 PM - Aviator's of the Year Luncheon (Harvest Ballroom - Holiday Inn)
- 6:00 PM to 10:00 PM - Annual Awards Banquet (Halifax Room - NAFMoC)

...and...

### **Sunday 18 October (see next page)**



## Sunday 18 October

- 8:00 AM to 10:00 AM - Annual General Meeting (Harvest Ballroom - Holiday Inn)
- 10:45 AM to 12:00 PM - Closing Ceremony and Parade (Halifax Room - NAFMoC)
- 12:00 PM to 1:45 PM - Unique Awards Luncheon (Halifax Room - NAFMoC)
- RCAF Association Trust Fund Board of Trustees Meeting (Loyalist Room - Holiday Inn)
- National Executive Council Post-AGM Meeting (Loyalist Room – Holiday Inn)
- Wind-down Party at 413 Wing, with Ginny Mcilmoyle. See (<http://www.ginny.ca/>).

## CEREMONIAL ACTIVITIES

18. The ceremonial is an important aspect of the Air Force Association of Canada's mission. To this end, the association's Ceremonial Advisor C.L. "Tommy" Thomas is in charge of arrangements respecting the Opening and Closing Ceremonies of which the latter includes a Remembrance Parade in the RCAF Memorial Air Park. Dress for these events will be association dress (blues and greys) with medals, or equivalent uniform for serving personnel. Wing banner bearers are encouraged to contact Mr. Thomas ([cthomas53@sympatico.ca](mailto:cthomas53@sympatico.ca)) through 413 Wing, should they have any questions regarding the events.

19. The 413 Wing Pipes and Drums have offered their services for the aforementioned parade and events, for which the association is grateful. The Air Force Association of Canada's charitable entity – the RCAF Association Trust Fund – has been a source of support for the 413 Wing Pipes and Drums over the years. Members of the association look forward to hearing and seeing the musicians of this fine organization.

## HOSTS AND VOLUNTEERS

20. The 2009 Annual General Meeting is not hosted by a particular Wing, this year. Instead, we are graced with the volunteer services of members from three local Wings (413, 415 and 418). The members of the Air Force Association of Canada extend their gratitude to these Wings for volunteering to assist with certain activities.

*Per Ardua Ad Astra – Sic Itur Ad Astra*



Dean C. Black, CD  
Executive Director  
Air Force Association of Canada  
613-232-4281

## DISTRIBUTION LIST

National Executive Council  
Wing Presidents  
Past National Presidents  
RCAFA Trust Fund Chairman – Ron Coleman  
National President, Air Cadet League of Canada  
Royal Canadian Legion – Dominion Secretary  
Senior Contact Officer – Chief of the Air Staff  
Director Air Force Public Affairs – Chief of the Air Staff  
Director History and Heritage – Chief of the Air Staff  
413 Wing  
415 Wing  
418 Wing  
Wing Commander 8 Wing (Trenton)  
Louise Sandercock – Holiday Inn Trenton