

**ROYAL CANADIAN ARTILLERY ASSOCIATION (RCAA)
ANNUAL GENERAL MEETING (AGM)**

OTTAWA, ONTARIO

18 - 19 OCTOBER 2024

ADMINISTRATIVE INSTRUCTION

INTRODUCTION

1. The Royal Canadian Artillery Association invites all members to attend the 2024 RCAA Annual General Meeting. This includes serving, retired, honorary and affiliated Association members. This Administrative Instruction and associated Annex will provide you with most of the information required to make your participation at this AGM worthwhile and enjoyable. The AGM will offer participants the opportunity to engage in an exchange of information that is vital both to the conduct of the RCAA and to various “stakeholders” in attendance. At the same time, the location of the AGM, Ottawa, Ontario, will offer an opportunity to visit our nation’s capital.
2. This instruction is limited to the important information you require for this AGM. Information on the city of Ottawa can be found below and at: [Ottawa Tourism](#) or [City of Ottawa](#).

GENERAL

3. This year, our 139th AGM is being held on Friday 18th October and Saturday 19th October 2024 at Morrison Artillery Park, home of 30th Field Artillery Regiment, RCA – The Bytown Gunners. It comprises three different events all held at Morrison Artillery Park: the Meet and Greet is during the evening of the 18th; the formal portion of the AGM will be held the afternoon of the 18th and on the 19th, and the Mixed Special Guest Night will be in the evening of the 19th. Spouses and special guests are welcome to both the Meet and Greet and the Mixed Special Guest Night. Of note, during the dinner, the Canadian Military Wives Choir will perform and a silent auction will be held in support of the Gunner Peer Support Program (GPS).
4. Participation at the formal AGM is offered in two ways, virtual and in-person. It will comprise briefings on administrative and policy issues of the RCAA; updates on Canadian Artillery; operational briefs; and updates on personnel policies.
5. The Cultural Programme, scheduled for the 17th is being developed and will be issued and placed on the RCAA AGM website when ready.

CITY INFORMATION

6. Ottawa – Ottawa is situated on the traditional land of the Algonquins people. It is located in the southeastern Ontario, where the Ottawa and Rideau Rivers meet. Ottawa borders Gatineau, Quebec, and together form the National Capital Region (NCR). Ottawa

was chosen as the capital for two primary reasons. First, Ottawa's isolated location, surrounded by dense forest far from the Canada–US border and situated on a cliff face, would make it more defensible from attack. Second, Ottawa was approximately midway between Toronto-Kingston, and Montreal-Quebec City making the selection an important political compromise.

7. Climate – Ottawa has a temperate climate. Fall temperatures are normally in the high 22° to low -1°C range. This range makes for beautiful colours in October. For cultural outings, please be prepared for unseasonable conditions and have appropriate dress.

AGM INFORMATION

8. Agenda - The latest Agenda is attached at Annex. As changes occur, the agenda will be updated on the RCAA website. Overall, the Schedule will permit:

- a. 18 Oct AM – Meeting of the RCAA Board and Executive
- b. 18 Oct PM – RCAA AGM and Meet & Greet
- c. 19 Oct – RCAA AGM and Mixed Special Guest night

9. AGM Location –The three events of the AGM will be held at Morrison Artillery Park. Parking is available.

10. Online Participation - All members of the RCAA who have registered to participate at the AGM virtually will be sent a video joining link in the days leading up to the events, by E-mail. The attendee will be required to join the video conference by clicking on the hyperlink at the appropriate time, according to the schedule. You will be asked to join before the event timing starts, and at the beginning of the AGM, there will be administrative briefings shortly before the event begins.

11. Registration fee - There is a thirty-dollar fee (\$30.00) for those attending the AGM in-person. This will be collected electronically during the registration process. There is no fee for those attending virtually.

12. Access to documentation - Members who have registered for the AGM will be given access to the RCAA AGM webpage. The webpage will have links to all pertinent information for review prior to the AGM, including:

- a. Minutes of the 2023 AGM;
- b. Financial statements;
- c. Special Resolutions to the Constitution and voting thereof;
- d. RCAA AGM 2024 Administration Order; and
- e. RCAA AGM 2024 Agenda.

13. Voting Procedures - As per normal for those attending in person and via Teams for those attending virtually.

14. Copies of Presentations - Those giving presentations are requested to email a copy of their slides to Col (Ret'd) LHPS Boucher, ypres.rcaa.aarc@gmail.com by 7 October 2024 so that they may be uploaded to the IT/AV system. The presentations should be in both official languages.

ADMINISTRATION

15. Medical - Participants requiring emergency care should proceed to one of the many hospitals in the area. Information can be found at: [Hospitals - Ottawa Public Health](#).
16. Accommodation - AGM participants are responsible to arrange their own accommodation. The Days Inn Ottawa Airport, a five minute walk from the Morrison Artillery Park, has set aside rooms for the AGM. The group code for this block is **CGRCA7**. This code should be quoted by participants when making reservations to ensure the special rate. Any unreserved rooms in this block will be released on September 25th, 2024. Reservations can be made directly with the hotel @ [1-866-468-4442](tel:1-866-468-4442), locally at [613-739-7555](tel:613-739-7555) or through Central Reservations @ 1-800-DAYS INN.
17. Dress -
- a. 18 October – Casual. RCAA or Regimental Polo Shirt encouraged. RCAA Polo available for purchase at [The Royal Canadian Artillery Association \(member365.com\)](http://TheRoyalCanadianArtilleryAssociation(member365.com)). Dress of the day is acceptable for those currently serving.
 - b. 19 October – Business. Regimental blazer and tie are encouraged. Dress of the day is acceptable for those currently serving.
18. Mixed Special Guest night – Participants must register for the Mixed Special Guest Night via the registration link. This is a formal event, open to all registered participants, spouses, relatives and guests.

INDIVIDUAL EXPENSES

19. Meals.
- a. Light snacks will be provided at the Meet and Greet, 18th October;
 - b. Lunch will be provided on the 19th October;
 - c. Health breaks will be provided on the 19th October.
 - d. These three food activities, and other AGM expenses are partially subsidized courtesy of the kind generosity of our sponsors.
20. Additional Costs - The following additional charges are to be noted for those who have indicated they will participate in these events:
- a. Mixed Special Guest Night –The cost per person for this activity is \$120, which does not include wine with each service but will include a glass of port. Wine will be available for separate purchase.

- b. Cultural Programme – This programme is being developed. The exact cost per person will depend upon participation in the various activities. When details are available, they will be placed on the RCAA AGM website.

AGM POINTS OF CONTACT

- 21. Inquiries concerning the AGM should be directed to:
 - a. Registration and fees – LCol Don Hamilton, (treasurer.rcaa.aarc@gmail.com);
 - b. Logging on to AGM / IT queries – Col (ret'd) LHPS Boucher, (vpres.rcaa.aarc@gmail.com).
- 22. We all look forward to seeing you in Ottawa. Please do not hesitate to contact the RCAA Organizer should you have any questions.

//Original signed by//
Leon Jensen, OMM, CD
Lieutenant - Colonel (Ret'd)
President Royal Canadian Artillery Association

Attachment:

RCAA AGM 2024 Agenda