

July 2025

**THE ROYAL CANADIAN ARTILLERY ASSOCIATION (RCAA)
ARTILLERY FIRES CONFERENCE
AND
140TH ANNUAL GENERAL MEETING (AGM)

OROMOCTO, NEW BRUNSWICK

3 - 4 OCTOBER 2025**

ADMINISTRATIVE INSTRUCTION

INTRODUCTION

1. The Royal Canadian Artillery Association invites all members to attend the 2025 RCAA Artillery Fires Conference and Annual General Meeting. This includes serving, retired, honoraries, and affiliated Association members. This Administrative Instruction and associated Annexes 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, Oromocto, New Brunswick, will offer an opportunity to interact with members of 4th Regiment (General Support) RCA and The Royal Regiment of Canadian Artillery School.
2. This instruction is limited to the important information you require for this AGM. Information on Oromocto and 5 CDSG Gagetown can be found below and at: [Oromocto or 5th Canadian Division Support Base - Gagetown - Canada.ca](#).

GENERAL

3. This year, our 140th AGM is being held on Friday 3rd October and Saturday 4th October 2025 at 5th Canadian Division Support Base - Gagetown, home of 4th Regiment (GS) RCA and the Royal Regiment of Canadian Artillery School. It comprises three different events to be held in different locations at 5th CDSB – Gagetown and Oromocto. This year the AGM will be two full days and will take place in the J7 Building of 5th CDSB – Gagetown. The Meet and Greet will take place at the end of the day on the 3rd at the Oromocto Legion and hosted by the Atlantic Gunners. Finally, the Mixed Special Guest Night will be in the evening of the 4th at the Carleton Barracks Officer’s Mess. Spouses and special guests are welcome to both the Meet and Greet and the Mixed Special Guest Night. Of note, during the dinner, musical accompaniment will be provided by 3Fd Regt RCA and the Canadian Military Wives Choir. Throughout the AGM we will host a silent auction to benefit the Gunner Peer Support Program (GPS).
4. Participation at the AGM is offered both virtually and in-person. It will be comprised of:
 - a. Addresses by Colonel Commandant and Senior Serving Gunner;

- b. Keynote Address by Commander Canadian Army;
- c. Working Groups facilitated by Director Artillery and supporting staff;
- d. RCAA Annual Business (as required by Constitution); and
- e. Briefings by AGM Sponsors.

AGM LOCATION INFORMATION

5. Oromocto – Oromocto is a Canadian town in Sunbury County, New Brunswick. The town is located on the Saint John River at the mouth of the Oromocto River. It is approximately 20 kilometres from Fredericton. It is the administrative headquarters of the Oromocto First Nation band government and the site of 5th Canadian Division Support Base Gagetown, the largest employer in the area. ([Oromocto - Wikipedia](#))
6. Airports – There are two airports within a reasonable distance from Oromocto.
 - a. Fredericton International Airport (YFC) – Approximately 20 kilometres from Oromocto, the airport is serviced by Air Canada and Porter Airlines.
 - b. St. John International Airport (YSJ) – Approximately 100 kilometres from Oromocto, the airport is also serviced by Air Canada and Porter Airlines.

AGM INFORMATION

7. Agenda - The latest Agenda is attached at Annex A. As changes occur, the agenda will be updated on the RCAA website. Overall, the Schedule will permit:
 - a. 3 October – Meeting of the RCAA Board of Directors
 - b. 3 and 4 October – RCAA Artillery Fires Conference and AGM
 - c. 3 October Evening – AGM Meet & Greet
 - d. 4 October Evening – RCAA AGM Mixed Special Guest night
8. Conference and AGM Location – Annex B is a Map of the area highlighting locations for the different AGM activities.
9. 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.
10. Registration fee – Thanks to our generous sponsors we have been able to reduce the registration fee this year. There is a fifteen-dollar fee (\$15.00) for those attending the AGM in-person. This will be collected electronically during the registration process. There is no fee for those attending virtually.
11. 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 2024 AGM;
- b. Financial statements;
- c. Special Resolutions to the Constitution and voting thereof;
- d. RCAA Artillery Fires Conference and AGM 2025 Administration Order; and
- e. RCAA 2025 Agenda.

12. Copies of Presentations - Those giving presentations are requested to email a copy of their slides to Maj (Ret'd) Kathryn Foss, secretary.rcaa.aarc@gmail.com by 25 September 2025 so that they may be uploaded to the IT/AV system. The presentations should be in both official languages.

ADMINISTRATION

13. Medical - Participants requiring emergency care should proceed to one of the hospitals in the area. There is one in Fredericton and one in Oromocto. Information can be found at: [Fredericton Region - Horizon Health Network](#).

14. Accommodation - AGM participants are responsible to arrange their own accommodation. Serving members are encouraged to communicate to confirm availability of quarters at 5th CDSG – Gagetown. The Days Inn & Conference Centre by Wyndham Oromocto, at 60 Brayson Blvd, Oromocto, is a five minute drive from 5th CDSG - Gagetown, has set aside rooms for retired members, honoraries, and those unable to get accommodations on the Base. When making a reservation simply indicate that you are a participant for the RCAA AGM. Any unreserved rooms in this block will be released on September 10th, 2025. Reservations can be made directly with the hotel @ 1-800-225-3297, or locally at 506-801-8548.

15. Dress.

- a. 3 October – Casual. RCAA or Regimental Polo Shirt encouraged. RCAA Polo available for purchase at [The Royal Canadian Artillery Association \(member365.com\)](#). Dress of the day is acceptable for those currently serving.
- b. 4 October – Business, Regimental blazer and tie (or equivalent) are encouraged. Dress of the day is acceptable for those currently serving.

16. Mixed Special Guest night – Participants must register for the Mixed Special Guest Night at the RCAA AGM website. Details will be forthcoming.

INDIVIDUAL EXPENSES

17. Meals.

- a. Light snacks will be provided at the Meet and Greet, 3rd October;
- b. Lunches will be provided on the 3rd and 4th October;
- c. Health breaks will be provided on the 3rd and 4th October; and

- d. These and other AGM expenses are partially subsidized courtesy of the kind generosity of our sponsors.

18. 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 \$110, which does not include wine with each service but will include a glass of port. Wine will be available for separate purchase.

AGM POINTS OF CONTACT

19. Inquiries concerning the AGM should be directed to:

- a. Registration and fees – LCol (Ret'd) Don Hamilton, (treasurer.rcaa.aarc@gmail.com);
- b. Administration – LCol (Ret'd) Leon Jensen, (exdir.rcaa.aarc@gmail.com);
- c. OPI GPS Silent Auction – LCol (Ret'd) Jim Brazill, (jbrazill@rogers.com);
and
- d. IT Support – Maj (Ret'd) Kathryn Foss, (secretary.rcaa.aarc@gmail.com).

20. We all look forward to seeing you in Oromocto. Please do not hesitate to contact the RCAA Organizer should you have any questions.

//Original signed by//

Colonel (Ret'd) Stéphane Boucher, OMM, CD
President Royal Canadian Artillery Association

Attachment:

Annex A - RCAA AGM 2025 Agenda (To be Issued)

Annex B – Map 5 CDSG Gagetown and Oromocto (To be Issued)