

**Friday, November 15, 2019 – 15:00 to 22:30**

15:00-21:00: REGISTRATION Desk Open: Sheraton Conference Centre Foyer

15:00-16:30: TRADE SHOW Open: Sheraton Conference Centre Foyer

16:00-17:00: CADET WORKSHOP Check-In: Best Western Lobby  
Must Attend: All Workshop Cadets

16:00-17:00 ADVISORY COMMITTEE MEETING: Thornhill Room  
Must Attend: Advisory Committee Members  
Private Meeting, by Invitation Only

16:30-17:30: PLENARY SESSION: RISK MANAGEMENT: Richmond Hill Ballroom  
Must Attend: SSC Chairs, Squadron Directors, Regional Directors, OPC Governors  
May Attend: CIC Personnel, SSC Treasurers and other SSC Members

17:00-21:00: CADET WORKSHOP Session and Dinner: Thornhill Room  
Must Attend: All Workshop Cadets

17:30-19:00: DELEGATE DINNER BREAK: \*Select from Area Restaurants or the Sheraton Lobby Restaurant\*

19:00-20:30: AIR CADET DOCUMENTARY AND RECEPTION: Richmond Hill Ballroom  
All delegates are invited to join us for a screening of *To Learn, To Serve, To Advance* and Light Hors D'oeuvres \*Cash Bar\*

21:00-22:30: OPC NETWORKING SUITE: Suite# TBC \*BYOB\*

**Saturday, November 16, 2019 – 7:00 to 23:00**

7:00-12:00: REGISTRATION DESK: Sheraton Conference Centre Foyer

7:00-8:30: CADET WORKSHOP Breakfast with OPC VIPs: Markham Room  
Must Attend: All Workshop Cadets

7:30-8:30: DELEGATE BREAKFAST: Richmond Hill Ballroom

8:30-11:30: CADET WORKSHOP: Session: Markham Room Must Attend: All Workshop Cadets	
8:30-10:00: ANNUAL GENERAL MEETING: Richmond Hill Ballroom Must Attend: SSC Chairs, Squadron Directors, Regional Directors, Governors, Life Members May Attend: SSC Treasurers and other SSC Members	8:30-10:00: DND TRAINING AND COMMANDERS' FIRESIDE CHAT Vaughan East Room Must Attend: CIC Personnel
10:00-10:30: DELEGATE BREAK & TRADE SHOW OPEN: Sheraton Conference Centre Foyer/Richmond Hill Foyer	
10:00-10:30: BOARD OF GOVERNORS' MEETING: Vaughan West Must Attend: All 2019/2020 Governors Private Meeting, by Invitation Only	
10:30-11:30: DELEGATE WORKSHOP: LOTTERY TICKETS AND FUNDRAISING BEST PRACTICES: Vaughan East Room Must Attend: SSC Lottery and Fundraising Coordinators, SSC Chairs and Treasurers, CIC Personnel May Attend: All other SSC Members	10:30-11:30: DELEGATE WORKSHOP: SQUADRON DIRECTOR TRAINING: Vaughan West Room Presenter: Mike Boyle, OPC Governor and Trainer Must Attend: Squadron Directors, Regional Directors Private Meeting, by Invitation Only
11:30-12:00 TRADE SHOW Open: Sheraton Conference Centre Foyer	
12:00-13:30 CADET AWARDS LUNCHEON: Richmond Hill Ballroom Must Attend: All Workshop Cadets Delegates are invited to join us to Celebrate the Top Cadets in Central Region	
13:30-14:30 CADET WORKSHOP: Cadet Presentations to VIPs Must Attend: All Workshop Cadets	
13:30-14:00 TRADE SHOW Open: Sheraton Conference Centre Foyer	
14:00-15:00 AVIATION COMMITTEE MEETING: Markham Room Must Attend: Aviation Committee Members New Members Welcome – Must hold a valid Commercial or Private Pilot's License	
14:00-15:00 DELEGATE WORKSHOP: SUMMER TRAINING AND RECREATIONAL TRIPS: Vaughan East Room Must Attend, SSC Chairs and Unit COs	14:00-15:00 DELEGATE WORKSHOP: TREASURER TRAINING Vaughan West Room Presenter: Jessie Nguyen, OPC Financial Services Coordinator Must Attend: SSC Treasurers, Squadron Directors

15:00-15:30 DELEGATE BREAK & TRADE SHOW OPEN: Sheraton Conference Centre Foyer/Richmond Hill Foyer	
15:30-16:30 DELEGATE WORKSHOP SUMMER: AVIATION INFORMATION: Vaughan East Room	15:30-16:30 DELEGATE WORKSHOP: CONFLICT MANAGEMENT AND MOU CASE STUDIES: Vaughan West Room
16:30-17:00 TRADE SHOW Open: Sheraton Conference Centre Foyer	
16:30-17:50 DELEGATE BREAK	
17:00-19:05 REGISTRATION DESK Open: Sheraton Conference Centre Foyer	
17:30-19:00 AWARDS RECEPTION: Richmond Hill Foyer: Light Hors D'oeuvres *Cash Bar*	
19:00-21:00 AWARDS GALA DINNER: Richmond Hill Ballroom: Dinner and *Cash Bar*	
21:30-23:00: OPC NETWORKING SUITE: Suite# TBC *BYOB*	
<b>Sunday, November 17, 2019</b>	
ADDITIONAL MEETINGS AS REQUIRED Private Meeting, by Invitation Only	

Session Descriptions:

**Friday: 16:30-17:30: RISK MANAGEMENT: Richmond Hill Ballroom**

Must Attend: SSC Chairs, Squadron Directors, Regional Directors, OPC Governors

May Attend: CIC Personnel, SSC Treasurers and other SSC Members

**Saturday: 10:30-11:30: LOTTERY TICKETS AND FUNDRAISING BEST PRACTICES: Vaughan East Room**

Must Attend: SSC Lottery and Fundraising Coordinators, SSC Chairs and Treasurers, CIC Personnel

May Attend: All other SSC Members

- SSC Best Practices
- Success Stories – Case Studies
- Parent Involvement
- Role of the SSC Chair and CO
- Q&A

**Saturday: 10:30-11:30: SQUADRON DIRECTOR TRAINING: Vaughan West Room**

Presenter: Mike Boyle, OPC Governor and Trainer

Must Attend: Squadron Directors, Regional Directors

Private Meeting, by Invitation Only

- Squadron Director Roles and Responsibilities
- Regional Director Roles and Responsibilities
- Squadron Operations Council Roles and Responsibilities
- Programs and Services Coordinators Roles and Responsibilities
- Resources and Key Contacts

**Saturday: 14:00-15:00: SUMMER TRAINING AND RECREATIONAL TRIPS: Vaughan East Room**

Presenters: Captain Ken Reid and

Must Attend, SSC Chairs and Unit COs

- Screening and Registration, OPC Process and Timelines.
- Role Clarity SSC, CV, CI, CIC.
- Role of the SSC Chair and CO
- Summer Training Selection Process and Role of the OPC and RCSU
- Q&A

**Saturday: 14:00-15:00: TREASURER TRAINING: Vaughan West Room**

Presenter: Jessie Nguyen, OPC Financial Services Coordinator

Must Attend: SSC Treasurers, Squadron Directors

- Role of the SSC Treasurer
- Reporting: ACC9 and T3010
- Treasurer Best Practices
- Q&A
- Each Attendee will receive an updated 2019/2020 Treasurer's Binder

**Saturday: 15:30-16:30: AVIATION INFORMATION: Vaughan East Room**

Presenters: Major James Lawson, RCA OPS and Greg Merrill, OPC Aviation Committee Chairman.

- Gliding Schedules
- Flying Opportunities
- New Communications Plan: Squadrons and Area CFS
- Q&A

**Saturday: 15:30-16:30: CONFLICT MANAGEMENT AND MOU CASE STUDIES: Vaughan West Room**

Presenter: Craig Hawkins, OPC Past Chair and Trainer

Must Attend: SSC Chairs, Unit COs, Squadron Directors, Regional Directors

- Strategies to Defuse Conflicts at the Local Level
- Roles and Responsibilities of AEAs, Area OICs, Squadron Directors and Regional Directors
- Introduction to the OPC Operational Guide for SSC Chairs and Squadron COs
- Success Stories – Case Studies
- Q&A