



CALL LETTER

***PSAC-NCR
8th REGIONAL TRIENNIAL CONVENTION***

October 30th, 2019

TO: All NCR Local/Branch Presidents
National Board of Directors
Component Full-Time Vice-Presidents of the NCR
NCR Regional Council
NCR Area Councils
NCR Regional Women's Committees
NCR Equity Seeking Committees
National Indigenous Peoples Circle Representatives of the NCR
NCR Young Workers Committee
NCR Council Executive Members

RE: Triennial Regional Convention April 17-19, 2020

Deadline for receipt of credentials: February 3rd, 2020

Deadline for receipt of resolutions: January 20, 2020

Deadline for delegate registration: February 3rd, 2020

Here is the information related to the upcoming Regional Triennial Convention for the NCR.

The 8th Regional Triennial Convention of the NCR of the Public Service Alliance of Canada will be held at the Hotel Lac Leamy (3, Boulevard du Casino, Gatineau Qc J8Y 6X4) at the Mozart room.

Delegate Entitlement

At the 2018 PSAC National Triennial Convention, Section 16 of the PSAC Constitution was amended to define the delegate entitlement to all PSAC Regional Triennial Conventions. This Constitutional definition therefore supersedes the language regarding Regional Convention participation in our PSAC-NCR.

SECTION 16

COUNCILS AND REGIONAL TRIENNIAL CONVENTIONS

Sub-Section (5)

Regional Conventions shall take place over three (3) days commencing on a Friday.

Sub-Section (6)

For the purpose of representation at a PSAC Regional Triennial Convention:

- (a) *Each local (Components and DCLs) shall be entitled to one (1) delegate for the first one (1) to two hundred and fifteen (215) members and one (1) additional delegate for each additional two hundred and fifteen (215) members or fraction thereof.*
- (b) *Up to twenty (20) members of their respective Regional Councils shall be delegates;*
- (c) *Each active Area Council shall be entitled to elect one (1) delegate;*
- (d) *Each active Regional Women's Committee shall be entitled to elect one (1) delegate;*
- (e) *Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;*
- (f) *Two (2) elected regional National Indigenous Peoples' Circle representatives shall be delegates;*
- (g) *Each Regional Young Workers Committee shall be entitled to elect (1) delegate;*
- (h) *Component national officers shall be delegates in the region in which they live or work.*
- (i) *Members of the NBoD and full time Component Vice-Presidents shall be entitled to delegate status in the caucus they have elected to participate in as per Section 19, Sub-Section 5 b)*

Sub-Section (7)

- (a) *Component officers as defined in Component By-Laws that meet the following criteria shall be delegates to their respective Regional Convention:*
 - i) *the officer must be a full voting member of the Component executive and elected by the Component Convention delegates or the membership at the national or regional level; and*
 - ii) *the officer must live or work in the Region.*
- (b) *Delegation to a Regional Convention of any Component officer not included in (a) above will require a recommendation from the National President and approval from the NBoD.*

Sub-Section (8)

Remuneration of delegates shall be in accordance with Section 24, Sub-Section (21).

Sub-Section (9)

No member shall attend more than one Regional Convention as a delegate per convention cycle.

Credentials

PSAC-NCR will solicit the delegates name(s) from each Local/Branch and union body as outlined in Section 16, Sub-Section (6) of the PSAC Constitution – see above section on Delegate Entitlement.

The deadline for receipt of **delegate credentials is February 3rd, 2020.**

An accounting of the highest number of members for the period of 12 months prior to the date of the Convention Call, as provided by the office of the PSAC Director of Finance Branch, will be used to determine the number of delegates each Component Local/Branch and DCL is entitled to send to Convention, as per Section 16, Sub-Section (6)(a) of the PSAC Constitution.

Delegate Registration

All delegates attending this Convention must be members in good standing of PSAC. The registration fee for each delegate is \$150. Registration is to be done by completing the online registration form. Cheques may be made out to **PSAC-NCR**. Please indicate on the cheque the DCL/Component/Local/Branch number or Committee and the name of the delegate(s) it is for. Cheques should be received to the REVP's office no later than **February 12, 2020** (233 Gilmour Suite 603, Ottawa ON K2P 0P1). **There will be no refunds of registration fees after February 21st, 2020.**

Observers

Members in good standing who wish to attend Convention as an observer must complete the online registration form. The registration fee for each observer is \$150 and must be submitted no later than **February 12, 2020.** Cheques may be made out to **PSAC-NCR**. Please indicate on the cheque the DCL/Component/Local/Branch # and the name of the observer(s). **There will be no refunds of registration fees after February 21st, 2020.**

PSAC-NCR is not responsible for **any costs** incurred as observers. Due to space limitations, the number of observers is limited on a first come, first served basis.

Resolutions

Resolutions to the Regional Convention can be submitted by the Regional Council, Locals, Branches, Regional Women's committees, Area Councils, Equity Committees and recognized PSAC regional committees. All resolutions are to be received by the Office of the PSAC-NCR REVP **no later than January 20, 2020.** Please submit resolutions in electronic format to: 2020NCRConvention-CongresRCN2020@psac-afpc.com.

Submitted resolutions must comply with the following criteria:

Format:

- ✓ Formatted in 14-point Arial font;
- ✓ Is concise, focused, and limited to 150 words;
- ✓ Utilize either the traditional or clear language format and include the title, originating body and language of origin;
- ✓ Not include any special formatting such as boxes or drawings;

Approved:

- ✓ Resolutions cannot be submitted by individual members. They must be voted on and endorsed by the appropriate originating body (i.e. Local, Area Council, etc.) prior to being submitted;

Content:

- ✓ Addresses just one topic (issue) and has one major objective;
- ✓ In simple wording, clearly identifies the issue and the action(s) required;
- ✓ Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;
- ✓ Does not call for an action or outcome that contradicts or contravenes the PSAC Constitution;
- ✓ Ensures that the action proposed is within the jurisdiction of the organization to implement;
- ✓ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- ✓ Does not duplicate an existing Resolution of Record;
- ✓ Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;
- ✓ Allows for flexibility in implementation, as it's the end result that counts;
- ✓ Is not calling for something that is already enacted;
- ✓ Applies the Who, What, When, Why and How test;

On Time:

✓ Resolution is submitted by **January 20, 2020.**

EXAMPLES OF GOOD RESOLUTIONS

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><i>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</i></p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><i>MENTAL HEALTH AWARENESS IN THE WORKPLACE</i></p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>

Transportation and Hotel Reservations

Mileage for delegates travelling more than 40 km **one way** from home to the event venue will be reimbursed per PSAC mileage rates.

A block of hotel rooms has been reserved for our PSAC-NCR Convention requirements at Hotel Hilton Lac Leamy (3 boulevard du Casino, Gatineau, QC). All room reservations must be made through PSAC and must utilize the PSAC block of hotel rooms at Hotel Hilton Lac Leamy.

Delegate registration must be completed prior to making any hotel and travel arrangements.

Reimbursement and Loss of Salary

REMINDER: Prior to making travel arrangements, delegates should ensure that they have been granted leave from their employer to attend the Regional Convention.

Actual loss of salary will be reimbursed for working hours lost during the Regional Convention. There will be **no** compensation of salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of official work or shift schedule. There will be no overtime compensation.

Family Care

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent **delegates** from participating fully in union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at <http://psacunion.ca/family-care-policy>.

On-site child care is intended to remove a barrier to a delegate's ability to participate at the PSAC-NCR Regional Convention and is provided only for those who could not otherwise attend, had the service not been available.

Family care arrangements will be provided based on requests identified on the registration form.

Accommodation

PSAC strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations identified on the registration form.

No Scents!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, PSAC asks that **all participants** attending the Regional Convention refrain from using scented products. These include perfume, colognes, as well as scented lotions, hairsprays, deodorants, and other products promoted by the fragrance industry.

Greening our Convention

Climate change, global warming and the protection of our environment are union issues. Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by adopting environmentally-friendly practices. PSAC has worked to create a more sustainable Convention to reduce our carbon footprint. Our actions have included reducing the amount of paper and materials distributed, providing clean public water, and recycling and reusing Convention materials. Together, we can make a difference.

To this effect, we suggest that you bring your laptop to the Convention. Details of the agenda, rules of order and other documents will be available on our website. The audited financial report and the resolutions report will only be available in hard copy. We will also distribute copies for those who made the request on the registration form.

Elections

A call for nomination for the office of the Regional Executive Vice-President (REVP) and Alternate REVP, will be sent under separate cover.

- a) Regional Executive Vice-President
- b) Alternate Regional Executive Vice-President
- c) Treasurer
- d) Members – at – large & alternates
- e) Standing Finance Committee

Training

Training sessions and courses related to Convention, including resolution writing and rules of order, will be posted on the PSAC-NCR website here: <http://psac-ncr.com/events/courses>

For first time delegates there will be a Convention orientation prior to start of Convention

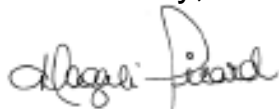
General

A copy of the PSAC-NCR Regional Bylaws is available on the regional website: <http://psac-ncr.com/bylaws/laws-national-capital-region-council>.

For any other questions, please contact Claudine Prophete by email at 2020NCRConvention-CongresRCN2020@psac-afpc.com or by phone at (613) 560-4381.

I look forward to seeing you.

In Solidarity,



Magali Picard
PSAC National Vice-President
A/ Regional Executive Vice -President (PSAC-NCR)