

Minutes of the Ottawa Area Council Meeting
July 13th, 2022

Present

Name	Component & Local #	Position
Ruth Lau MacDonald	UNE 70501	Chair
Louise Sicard	UHEW 70008	Treasurer
Kerry Gervais	UHEW 70008	Director
Will Tait	GSU 70013	Director
Luke Periard	UHEW 70712	Observer
Diane Girouard	UHEW-RVP Local 70008	Delegate
Virginia Noble	UNE RVP	Delegate
Danielle Moffet	Agriculture Union Local 70138	Delegate
June Dale	UNE 70059	Delegate

Staff

Stephanie Penwarden: Regional Representative

Guests

N/A

Regrets

Name	Component & Local #	Position
Sina Agah	GSU 70013	Secretary
Jennifer Tattersall	UHEW 70018	Director
Margarita Brovina	GSU 70013	Alternate Director
Alex Silas		REVP-NCR

*Ottawa Area Council
July 13th, 2022*

Agenda

5:00pm	Called to Order 5.06pm Land Acknowledgement Motion to approve agenda: Moved by Louise Sicard	Chair
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	<p>Seconded Will Tait Carried</p>	
5:10pm	<p>Motion to approve the Meeting Minutes from the May 11th 2022 meeting of the OAC</p> <p>Moved by Louise Sicard Seconded Will Tait Carried</p>	Chair
5:30pm	<p>Chair's Updates - See Report in Annex 1 document.</p> <ul style="list-style-type: none"> • Change in the Executive – Margarita taking role of secretary • For decision: Pride Donation Recipient (Zoom poll) <p>Diane Girouard asked how the money would be spent, were there requests made for donations, should the money not be kept for OAC pride activities.</p> <p>Ruth explained the process that half the pride budget would go to OAC and half to a community group. Diane supplemental, would funds go to PSAC pride event if one is organized.</p> <p>Ruth, none of the money would go to the PSAC pride organization group, the money would be used for pride flags for members participating in pride this year.</p> <p>Virginia Noble, were prospective donation recipients vetted for where donations would go.</p> <p>Luke Periard: What percentage of the budget is being discussed.</p> <p>Discussion of process of due diligence for possible donations, and rebuilding OAC</p> <p>Diane Girouard emphasized monies should go to rebuilding OAC events.</p> <p>Motion to table all discussion on all pride donations until more details on how money will be utilized.</p> <p>Diane Girouard moved that vote on the pride donations be tabled for next meeting August 2022 Seconded by Louise Sicard Motion to table vote carried</p>	Chair
5:50pm	<p>Treasurer's Update</p> <ul style="list-style-type: none"> • Funding request form (See Annex 1 document) • Proposed Budget <p>Louise presented funding request form and asked for any changes from the members. Diane Girouard, if it is a request from a PSAC NCR committee should there be a line in the form stating that a</p>	Treasurer

	<p>motion was passed by that committee, “Can there be a line in the form, asking the requestor's committee to attach their committee's approved motion?” it could read the "Is the requestor's PSAC-NCR committee motion included to the request for funding" Louise accepted the changes. Virginia Noble suggested “Name of Committee” to be a line on the form to clarify PSAC NCR Committee.</p> <p>Luke Periard questioned the line “will this event move forward without OAC funding, and how does this align with OAC objectives” (found will this event move forward as being peculiar). Discussion of question. Rephrase suggested “How will the non-funding by the OAC affect your event?” Diane explained the history of donations and how the question is important. Ruth asked if the form satisfied the members and if the form could be used as a base for a donation form. Louise said this could be an agenda item for the next Executive Meeting.</p> <p>Virginia explained the request for funding versus a donation. She also explained that the form could be used as a trial.</p> <p>Motion to accept the form as amended Moved by Will Tait Seconded by Diane Girouard Carried</p>	
6:10pm	<p>Director's Report: Will Tait</p> <ul style="list-style-type: none"> • Report (EN/FR) • For Decision: OAC post-rally event (Zoom Poll) <p>Will presented his report on Labour Day. Question June Dale: wants to know where most of our members reside, is wondering about reasons for hosting an event downtown rather than where members live. Discussion: members are fairly spread out and the logistics of hosting an event so far away from the location of the march would be challenging.</p> <p>Ruth made motion to remove two options from the poll. Remove bbq's outside of the core and the hike in Gatineau park. Seconded Will Tait</p> <p>With a new list to vote from, the majority voted in favour of a BBQ event near city hall. Carried See Report in Annex 1 document.</p>	Will

6:25pm	<p>Director's Report - Kerry Gervais</p> <ul style="list-style-type: none"> • Social Media • RAND Drives <p>Luke and Stephanie discussion of rand drive. Discussion of Rand drive ideas / activities – June suggests parks outside the core. June, question about electronic sign up if employer is on the electronic sign up. June needs bi-lingual email to send out to Rand members. Asked for off campus advertised drives. Ruth to Kerry are you considering a swag bag for sign up, Kerry yes.</p> <p>See Report in Annex 1 document.</p>	Kerry
6:40pm	<p>Open Floor</p> <p>Ruth discussed upcoming events and possible speakers.</p>	All
7:00pm	<ul style="list-style-type: none"> • Action items • Roles and responsibilities • Timeline for meeting notes <p>Meeting adjourned – 7.11</p>	Thank you!

To Do List:

- Sub-committees: leadership, membership, etc.
 - Planning group for Labour Day
 - Planning group for September 30th
- OAC member list: increased outreach and meeting attendance
 - Emails to local and component leadership will be coming out soon - please keep an eye out!

Looking Ahead:

- Capital Pride: Sunday, August 28th
- Labour Day: Monday, September 5
- Future guest speakers to OAC meetings:
 - [Nicholas Marcus Thompson](#) with the Black Class Action Lawsuit
 - Larissa Crawford founder of [Future Ancestors Services](#)
 - Fae Johnstone Executive Director/Co-Owner of [Wisdom2Action](#)
 - [ACORN Canada](#) Mobilizing Team

Have a suggestion? Email us at oac-cro@psac-afpc.com

Ottawa Area Council Meeting: Annex 1

July 13th, 2022

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1- Chair's Updates

Chair's Report to OAC

Noteworthy:

- Sina Agah is stepping down as Secretary to the OAC, this will be his last meeting. Margarita Brovina has graciously stepped up to support our work and serve as Secretary for the remainder of the year. She was elected to the position by majority vote at the OAC Executive meeting on June 29th. Other alternate Directors were notified of the opportunity but did not attend the meeting. Sina will work with Margarita this month to support a smooth transition, he will give up his role on the OAC on July 30th. Margarita's term will begin on August 1st 2022. Thank you for your work with the OAC Sina, it has been a pleasure getting to know you!
- Member lists and regional engagement. The OAC **could** have 275 delegates plus 7 delegates representing area committees. Over the last 8 weeks I have been working with regional staff to review and refine our delegate list. In the next week I will be reaching out to component and local leaders via email to introduce myself, our work, and to encourage them to send delegates to our meetings. This work is slow but will pay off in the long run!

Upcoming Events

July 18th

- AEC/CEA meeting listed on our calendar of events. Please reach out to Alex directly if you have questions or concerns.

August 28th

- This year's parade takes place Sunday, August 28, kicking off at 1 PM in Centretown.
- The NCR does not have a Pride committee this year - they were unable to hold their AGM. As an interim measure to support the PSAC's involvement, a Pride working group has been struck. For more information please reach out to Carole Garneau: garneac@psac-afpc.com
- The OAC will support 2022 Capital Pride by promoting the event, encouraging members to attend/march in the parade, through the purchase of Progress Flags for use at the parade (specific items tbd) and via a donation of 500\$ to a local 2SLGBTQ+ organization with non-profit status.

September 5th

- Planning for Labour Day 2022 has begun! Will Tait will present updates and solicit feedback from the OAC during his time on the Agenda.
- Details and information provided by the Ottawa District Labour Council can be found [here](#)

Looking Back:

RVAC Meeting: June 16th

- Before my time on the agenda, an RVAC delegate spoke about the importance of Anti-racism training within our union structures. I would encourage Executives to look at the resources available on our [website](#).
- I attended virtually and spoke for 10 minutes. I introduced myself to the RVAC delegates and spoke to them about the foundation we are laying for the OAC and for our hopes/plans as outlined in our proposed budget. One delegate asked about the OAC's interest in collaborating with RVAC for an upcoming activity related to Islamophobia.

NCRC Meeting: June 18-19th

- I attended the NCRC Meeting in my capacity as OAC Chair and member of the NCRC Executive
- I attended the Separate Employer Caucus on June 18th and was able to speak to the delegates about the OAC and our plan for the year (as outlined in our proposed budget).
- Unfortunately, we didn't have quorum during some portions of the meeting. However, we were able to vote on (and passed) committee and area council reports, as well as member at large reports. We also completed all elections. To access the reports submitted and other references documents please check [online](#).

IAC Meeting: June 22nd

- Attended in person as a guest.
- Was able to speak to members of the Circle about our hopes for an action or campaign on September 30th – emphasized that the OAC wants to work in collaboration with, or under the direction of, the IAC.
- Future meetings focusing on September will be planned, and a 1:1 between myself and the Chair of the IAC will be scheduled for sometime in the coming weeks.
- Note: all PSAC members in good standing are welcome to attend: as a guest if you do not self-identify as Indigenous or as a delegate if you are First nations, Metis or Inuit.

Pride Working Group: June 28th

- The Pride committee was not able to elect a chair at their AGM and so a small group has convened as a working group to organize PSAC NCR's involvement with Capital Pride.
- Attended as Chair of the OAC.
- Budget for Pride is unclear. Carole (Gatineau regional office) will do an inventory of supplies/swag currently stored at 233 Gilmour.
- The theme proposed for this year is "Two Spirit & Indigenous members".

July 4th

- Demonstration on Parliament Hill in response to SCOTUS decision re. reproductive rights protections set out under Roe v. Wade. Thank you to those who attended!

2- Treasurer's Update: Funding Request Form



Request for Funding

Name of Organization or PSAC NCR Committee	
Title of Event/Activity	
Date of Event/Activity	
Location of Event/Activity:	
Contact Person (Event/Activity Lead) Name: Tel: Email:	
Name of Organization/Committee Treasurer, if applicable. Name: Tel: Email:	
Amount requested:	
Event/Activity Description:	
Rationale for Funds requested:	
How does this event/activity align with the OAC's objectives? (OAC By-law 2 – Objectives: Section 4)	

Has a previous request ever been submitted to the OAC? If so, please specify.	
Have other funds been secured through other Regional Committees or through the Regional budget? If so, please specify.	
Is this event/activity part of your current budget/plan? (emerging issue/emergency funding/ unanticipated costs)	
How will the non funding by the OAC affect your event / activity?	

Process:

- Funding requests must be submitted at least 5 days before the regularly scheduled OAC meeting. Ideally, requests for funding will be submitted at least 2 weeks before OAC so that the executive can review the request and speak with the event/activity lead.
 - Emergency requests must be submitted at least 48 hours ahead of a regularly scheduled OAC meeting with a majority vote in favour of adding the request to the meeting agenda.
 - Closing reports are mandatory when funds have been issued by the OAC. A closing report will include:
 - the information submitted at the time the request was made;
 - A summary of the event/activity that will include: approximate # of people reached. Total amount spent. Surplus materials/swag or other items purchased.

In the event that the event/activity is cancelled, funds will be returned to the OAC within 60 days of the scheduled event/activity.

OAC By-Law 2 – Objectives - Section 4

Objective A: OAC shall consist of such activities as community, social and recreational affairs

within the communities in which the Area Council functions

Objective B: Promotion and Coordination of PSAC campaigns assigned by the NBoD, or the AEC, or the NCR Council, such as political action

Objective C: Promotion of Federations of Labour and District Labour Councils

Objective D: Dissemination of information as well as workshop and seminar-type education in matters directly relating to the functions of the Area Councils.

Please
return to:

Ottawa Area Council- PSAC Ottawa
Regional Office 233 Gilmour, Suite 603
Ottawa, ON K1K2P 0P1
or by email OAC-CRO@psac-afpc.com

3- Director's Report: Will Tait

Director's Report – OAC July 13, 2022

Since the last general meeting, I have begun preliminary planning for the OAC's involvement in this year's Labour Day celebrations in Ottawa. The plan is contingent on the final allocation of budget funds from PSAC. The Labour Day 2022 Planning document (see below and on the OAC Google Docs shared drive) was presented to the executive on June 29, 2022.

Consensus on the following items was reached:

- 1) OAC will partner with Ottawa and District Labour Council (ODLC) on co-ordination of our involvement.
- 2) The proposed OAC budget line for Labour Day @ \$3,500.00 will be allotted and additional funding of up to \$1,500.00, if required, from the Equipment and OAC Promotional Material budget line is approved.
- 3) We intend to deliver a progress report every two weeks and post these on the OAC shared drive.
- 4) A poll will be conducted at the OAC general meeting on July 13, 2022 to determine the preference of the council on what type of post-march event. The **five suggestions** for the poll are listed below.
 - a) Carnival type event at the end of the march route: games and family friendly activities with tabling area for all organizations to engage with members of the community.
 - b) Centralized OAC BBQ by donation with funds raised going to a community organization that supports worker's rights or non-for-profit Employment Resource Centre.
 - c) Community-based BBQs (East/Centre/West) to extend our reach to members outside the core (ambitious but possible).
 - d) "Hiking in Gatineau park". Hike with OAC, a group walk in the park with interested members, snacks and water provided by the council.
 - e) "Music, Solidarity & Respect" a park event where members / musicians / DJs bring their own instruments and play to show solidarity, engage and peacefully and celebrate labour day. Food / snacks and soft drinks provided by the council.

Since the executive meeting on June 29, I have reached out to the ODLC to co-ordinate initial planning and to clarify some of the items raised in the initial planning document. I am awaiting their response. The OAC President and PSAC staff will take stock of the OAC locker to see what items can be used for the post march event. We have reached out to PSAC staff to co-ordinate communications / translation / social media for the event and PSAC is coordinating orders for promotional material. A call for volunteers will be made once the event type is decided upon at the general meeting.

OAC Labour Day Planning. June 2022

Title: Labour Day 2022 Planning

Report Submitted by: Will Tait

Date: 24 June 2022

Activity Description: Labour Day 2022 organization and mobilization of membership - Planning – Objectives / Rational / Goals and Reporting are listed below.

Outcomes: Promotion of Federations of Labour and District Labour Councils.

Outputs: Co-development and early planning of Labour Day with partners.

Summary: This is the initial planning report. See notes below on importance of decision making at June 29 2022 Executive meeting.

Funding: OAC budget line for Labour Day @ \$3,500.00. Additional funding may be required from the Equipment and OAC Promotional Material budget line which is proposed at \$3,500.00 See notes below.

Looking ahead: If you have questions please contact me at taitW@psac-afpc.com Additional planning meetings with PSAC staff and the Ottawa and District Labour Council (ODLC) will be initiated after June 29 2022. Updated reports will be posted every two weeks on the OAC shared drive as well at OAC Executive and General Meetings monthly.

Links:

<https://www.facebook.com/ottawalabour/>

<https://twitter.com/ottawalabour>

Title:	Labour Day (September 5, 2022)
Activity Lead:	Will Tait
Purpose:	The purpose of this activity is to promote Federations of Labour and District Labour Councils as per the OAC by-laws.
Activity Description:	After the hiatus caused by the pandemic OAC's participation in this event in 2022 will be to re-establish PSAC's Labour Day profile in the labour community and to emphasize the importance of this day amongst our members. The lead in this event is the Ottawa and District Labour Council (ODLC). Last year the ODLC organized a Labour Day March and Picnic Celebration and this year OAC will seek to partner with the ODLC in a similar event.
Audience:	The audience for this event will be all PSAC members in the National Capital Region.

Materials:	Fathia and Ruth are evaluating the Labour Day materials that are stored in a OAC locker. Depending on what type of event is decided upon at the OAC Executive meeting on 29 June 2022, the materials required could be food purchases, promotional clothing, giveaways and printed material.
Funds required:	The funds will come from the 2022 proposed OAC budget line for Labour Day @ \$3,500.00 Additional funding may be required from the Equipment and OAC Promotional Material budget line which is proposed @ \$3,500.00 Only a portion of this budget line may be required dependent on the decision of the executive on 29 June 2022. All funding is tentative pending PSAC approval of the OAC three-year proposed budget for 2022-2024.
Staff Resources:	Staff will be required for translation of promotional materials, sourcing promotional clothing / giveaways and promoting the event to our membership.
Translation timelines:	Timelines for publication of materials requiring translation would ideally be Mid-July for English handouts and drafts for social media promotions. This would allow two weeks for translation to French for printing and release of social media promotions in early August 2022.
Partners:	The event will be in partnership with the ODLC, contacts will be established in late June early July to co-ordinate planning.
# of volunteers needed:	TBD – Dependent on what type of event is planned.
Safety concerns & planning:	<ul style="list-style-type: none"> Does the event require a permit? Does the event require a team of safety marshalls? Will the event have volunteers trained in first aid? Does the event require a safety plan? <p>The event will need all of the above, however, this should be coordinated with ODLC to determine if they will be addressing all of these responsibilities.</p>
Accessibility:	<ul style="list-style-type: none"> Does the web content conform with WCAG 2.0, Level A per the PSAC Accessibility plan? Will the event be held in a space that is accessible? (I.e. nearby parking, wheelchair accessible, public restrooms nearby, etc) <p>Again, the event will need all of the above, however, this should be coordinated with ODLC to determine if they will be addressing all of these responsibilities.</p>
Links:	https://www.facebook.com/ottawalabour/ https://twitter.com/ottawalabour

Much of the initial planning is dependent on the consensus reached at the executive meeting on June 29, 2022. Once the type of event is decided and confirmation of the budget lines are approved co-ordination with partners and confirmation / delivery of the above items can begin in earnest.

We intend to deliver a progress report every two weeks and post these on the OAC shared drive.

4- Director's Report: Kerry Gervais

Submitted July 6, 2022

Since our last meeting I have been brainstorming with colleagues and at our most recent OAC Executive Council meeting a proposal to sign up RAND members in order to assist PSAC Mobilization efforts within the NCR was proposed. It is a well-known fact that many locals have copious amounts of unsigned members who not only will be ineligible to vote, but will also not received Strike Pay if it should come to that. This initiative will require the support of locals, the OAC and staff members at the PSAC.

Over the past couple of years, it has become apparent that many of our new members have not been apprised of the benefits of becoming a full member as well as their rights to be able to vote at ratification votes as a result of the lack of face-to-face interactions. As there are still challenges with meeting in public, the suggestion was to hold this event in person and also virtually, hence this proposal.

Per my report we intend to request funding from our REVP as we are aware there is a mobilization budget item and will use these funds to purchase items for giveaways for those who sign up. Status reports will be delivered as the plan further develops in-step with the Labour Day event.

Activity #1	
Title:	RAND Sign-up Drive
Activity Lead:	Kerry Gervais
Purpose:	The purpose of this activity is to sign up RAND members for the upcoming Mobilization strategies. It can/will be a part of the Labour Day festival/carnival. We would have a booth, as can locals if they choose
Activity Description:	RAND sign-up drive We will promote via social media, the newsletter and other varied sources to get the word out that there will be a membership drive in order to ensure we have all members who can vote are able to.
Audience:	ALL members of the NCR PSAC

Materials:	RAND Sign-up forms, clipboards, pens, prizes
Funds required:	\$5,000 - will ask A.S. first re. his budget for Mobilization
Staff Resources:	Staff required after the fact to input the information received
Translation timelines:	Submit all documents by mid-August in order to ensure inclusion in the upcoming Newsletter, email blasts and on social media
Partners:	Request locals to assist
# of volunteers needed:	Physical: 10, Virtual: 3
Safety concerns & planning:	As this will be a tag along to the Labour Day Carnival, these concerns have already been discussed in WT's Activity Planning
Accessibility:	Also included in WT's Activity Planning

Activity #2	
Title:	Social Media Engagement
Activity Lead:	Kerry Gervais & Ruth Lau MacDonald
Purpose:	The purpose of this project is to establish an online presence for the OAC on social media platforms. As a first step we will establish a facebook group as our main engagement space with the possibility of using TikTok or Twitter in the future.

Activity Description:	<p>Social Media Plan</p> <p>Item 1: Create page (July 20th)</p> <p>Item 2: Scheduled promotions ahead of OAC events (Timelines tbd/elaborated by August meeting)</p> <p>Item 3: Creating content for OAC campaigns</p> <p>Item 4: Guidance on outside content the OAC page will promote</p>
Audience:	ALL members of the NCR PSAC, labour councils and community at large
Materials:	N/A - possibly QR code for print materials
Funds required:	N/A
Staff Resources:	<p>Translation</p> <p><i>Possible</i> graphic design</p>
Translation timelines:	Minimum 1 week before content is posted
Partners:	OAC Delegates ; locals with existing social media platforms
Safety concerns & planning:	N/A
Accessibility:	<p>All content developed, including graphics and images uploaded to the social media will adhere to the following guide: https://www.aoda.ca/accessible-digital-design/</p> <p>Where an image does not meet the AODA standards, a description will be added to the post.</p>