



PSAC · Ontario
Public Service Alliance of Canada

ONTARIO AREA COUNCIL & COMMITTEE GUIDELINES



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It is important that PSAC Ontario Area Councils and Committees have clear guidelines on how they should function and maintain accreditation. Accountability and transparency are paramount in the operations of Area Councils and Committees and will help ensure stability and fairness.

Guidelines to Achieving Accreditation

Area Council/Committee Accreditation:

For Area Councils and Committees to be accredited, they must have met at least four (4) times in the previous calendar year.

At the end of each calendar year, all Area Councils and Committees are required to submit the following documentation to the REVP's office to maintain accreditation, remain in good standing, and receive funding for the upcoming year:

- **Executive Contact Information:** Current contact information for all executive members.
- **Annual Financial Statement:** A signed financial statement for the calendar year.
- **Bank Statements:** Copies of each monthly bank statement from January through December, including copies of honoured cheques, where applicable.
- **Meeting Minutes:** Minutes of all meetings held during the calendar year. All minutes must be approved by the members of the Area Council or Committee at a meeting and forwarded to the REVP's office within thirty (30) days of each meeting, in accordance with the PSAC Constitution.
- **Completed Audit Report:** A completed audit report for the year.
- **Budget:** A proposed budget for the upcoming year.

Failure to meet these requirements may affect an Area Council/Committee's standing, accreditation, and eligibility for funding.

Donations

A maximum of 10% of an Area Council/Committee's annual allocation may be provided to any one charity. If additional funding is being requested beyond the approved allocation, a proposal must be submitted to the REVP's office for approval.

- An Area Council/Committee must not allocate more than 30% of its annual funding to charitable donations in total.
- Donations that have not been included in the Area Council/Committee's approved yearly budget, must be passed at an Area Council/Committee meeting with a 30 days-notice. In cases where time does not allow for this process, then a proposal must be sent to the REVPs office for consideration and approval. The proposal must include a rational, requested budget breakdown and an account balance of what remains in the Area Council/Committee's bank account.
- The selection of a charity should align with the Area Council/Committee's work and complement existing campaigns. The goal of a donation is meant to help foster linkages to community and non-profit organizations that do work that is applicable to the Area Council/Committee's work.

Convention/Conference Funding

- Area Councils/Committees may cover only the registration (i.e. they cannot cover loss of salary, per diem, accommodation, travel), for one (1) Area Council/Committee member to attend as an Observer to a PSAC National or PSAC Ontario Conference or Convention. A maximum of \$400 can be spent on registrations per calendar year.
- Area Councils/Committees cannot fund Observers to Component Conferences, Conventions or events.
- Area Councils and Committees may fund observers to attend external organizations conferences or events (i.e. OFL Convention) if they are affiliated with the organization. Requests must be submitted to the REVPs office for approval, with a proposal outlining registration costs up to a maximum of \$400 per calendar year.

Expenses

- All expenses must be accompanied by a receipt or invoice for payment. Cheques require the signing authority of two (2) Executive Officers (i.e. Chair, VP, or Treasurer). An individual cannot sign a cheque that is payable to themselves.

Gift Cards

- Gift cards cannot be distributed at public events or given to the public, staff, or family of members. Gift cards can only be used as a raffle prize in a closed union event to members of the Area Council/Committee.

Funding

- National and Regional funding to Area Councils/Committees are distributed after receiving all necessary documents (i.e. approved meeting minutes and financial documents), as per the PSAC Constitution, by the deadline provided by the REVPs office.
- Area Councils/Committees are not permitted to fund events or activities that are taking place outside of their accredited service area, nor donate or transfer funds to another Area Council or Committee.

Speakers Fees

- Speaker fees must not exceed \$500 per event and should support organizations, charities, and non-profits aligned with the Area Council/Committee's priorities, work, or PSAC campaigns.
- Purpose: Strengthen connections with local organizations, link Area Council/Committee work to the community, and support groups working on shared issues and campaigns.

- Eligible recipients: Fees should primarily support local organizations, charities, and non-profits. Direct payments to individuals require a justified proposal submitted to the REVP's office.
- Ineligible recipients: Speakers fees cannot be paid to PSAC members, PSAC elected officials, and elected representatives within the Labour Movement (e.g., other unions, OFL, and CLC).
- Honorarium: If an organization provides a speaker or presentation at no cost, the Area Council/Committee may donate up to \$500 to support its work.

Keynote/Guest Speakers

- Keynote speakers at events and meetings held by an Area Council/Committee **must not** be PSAC members themselves. The only exceptions for this are the PSAC National President, PSAC National Executive Vice-President or Regional Executive Vice-President for Ontario.
- Council members who hold an equity or geographic portfolio can be provided up to 10 minutes to speak on their roles as Council members if appropriate (i.e. Ontario Council Racialized Members Representative attending a Racialized Committee meeting) but are not keynote/guest speakers.
- Members of national bargaining teams or separate agency units represented by PSAC (i.e. Treasury Board, CRA, Parks, etc.), can attend meetings to speak on negotiations and mobilization efforts. PSAC staff in certain cases can also be guest speakers, for example legal officers, Health and Safety officers, Organizer, Negotiators, and Research Officers. However, a proposal must be submitted to the REVP's office for approval.

Swag/Promotional Items

All swag/promotional items must be Canadian, Union made, or Indigenous made!

- Committee/Area Council holding a special event (i.e. a meet and greet, commemorative day event, or participate in a rally such as International Women's Day), should approach both their PSAC Regional Office and the REVP's office to see if there are items available for distribution.
- Area Councils/Committees must not spend more than \$500 a year on swag/promotional items. The distribution of these items must be linked to an

event that the Area Council/Committee is hosting for a strategic reason (i.e. increasing member participation on a campaign).

- Swag/promotional items should be limited to PSAC members. In cases of community events, where swag/promotional items would be given to the public, a proposal with a rational, budget costing and remaining bank balance must be sent to the REVP's office for approval.

Election and Delegate Selection

- Elections must be held with a minimum of thirty (30) days-notice to the membership at an AGM or special meeting.
- Delegate selections for Conferences, Summits and Conventions must be held at a meeting of the membership within the timeframe outlined in the event call out letter before the registration deadline. The meeting results will only be valid based on the Area Council's/Committee quorum requirements within the Area Council/Committee by-laws.

Changes to By-laws and Terms of Reference

- Any changes proposed to existing Area Council/Committee by-laws and terms of reference must be submitted to the REVP's office for review **prior to scheduling** an Area Council/Committee meeting for a vote to approve said by-laws or terms of reference.
- The REVP's office will review the suggested amendments and provide feedback based on the PSAC Constitution, the PSAC Ontario By-laws, current practices and any applicable PSAC policy and regulation.
- Once the amendments have been approved by the REVP's office, then an Area Council/Committee meeting can be scheduled with a minimum of 30-day's notice, only open to their applicable membership.
- Area council/Committee meetings holding elections or a meeting approving finances, cannot be open to non-members of that Committee/Area Council. These meetings cannot be combined with events, or open to the public and/or other members.

Organizing Events

- Area Councils/Committees must create a plan for the year at the start of each year. The plan should lay out your meeting dates for the year and any events you want to hold. Plans can change and be amended throughout the year, based on the Area Council/Committee's objectives and/or PSAC priorities.
- It is important that Area Councils/Committees can maintain their flexibility. Joining strike lines, taking part in elections, attending demonstrations, are all important work Area Councils/Committees should be undertaking.
- Other Committees/Area Council can assist in organizing events within their accredited service area. For example, the Kingston Area Council wishes to hold a community BBQ, they can approach the Kingston Committees to help organize and cost-share.
- Committees/Area Council's do not have the jurisdiction to create or host training events. Training is part of the PSAC staffs bargaining unit work.

Meetings/Event Notices

- Area Councils/Committees should be working with their assigned PSAC staff representative on the selection of a date to ensure that the staff representative is available to attend and support the meeting/event and assist with logistics. This will also ensure that the meeting/event does not coincide with another PSAC event on the same day. Meetings should be promoted as much in advance as possible, with a minimum of thirty (30) days-notice.
- The PSAC Regional Office assigned to your Area Council/Committee is responsible for collecting the RSVPs for the meeting/event and sending out communications to the members in the area. This ensures that PSAC maintains a safe space, meets the self-id requirements, and builds our email networks.
- Area Councils/Committees are encouraged to set up their own communications networks to amplify our union's messages and help spread the word about meetings/events to members. This can be done via your own email trees and/or social media channels (Facebook, Instagram, etc.).