

ACTRA MONTREAL

EN

PROD.

ROLL

1

SCENE

#5

TAKE

2

DIRECTOR: IRMA SOMERO

CAMERA: OLIVIA KRITTO

DATE: 4/04/24 Day-Night Int Ext Mo

Apprentice Member Handbook

ACTRA Montreal
530-1450 City Councillors St.
Montreal, QC H3A 2E6
514-844-3318 | montreal@actra.ca
www.actramontreal.ca
Updated 2023

Contents

Title:	Page:
Preamble	1-2
Welcome to ACTRA	3-4
Our Jurisdiction	5
ACTRA's Responsibilities	6
Your Responsibilities	7
ACTRA's Structure	8
ACTRA Montreal Branch Committees	9
Collective Agreements	10-11
Problems on Set & Claims	12-14
Payments	15
Becoming a Full Member	16-17
Useful Links	18
Resources	19

Preamble

Purpose of the AMIC

The objective of the Apprentice Member Initiation Course (the "AMIC") is to provide all members with the foundational and fundamental knowledge that they will need throughout their time with ACTRA.

Some of the things you can expect to learn:

- ACTRA's history
- The process of becoming a full member
- What it means to work under collective agreements
- On-set health & safety information
- Tips for success
- When to contact ACTRA
- Harassment prevention in the audiovisual sector

Who takes the AMIC course?

At the time of joining ACTRA, all members are obligated to take the AMIC.

Next Steps: Checklist

- **Attend AMIC course**
- **Complete and submit the online AMIC Self-Assessment Exam**
- **Done! Once we have confirmed your attendance and received your grade for the self-assessment exam, you will have met all of the requirements to complete the AMIC.**

Welcome to ACTRA

The Alliance of Canadian Cinema, Television, and Radio Artists (ACTRA) was started in 1943 by performers just like you!

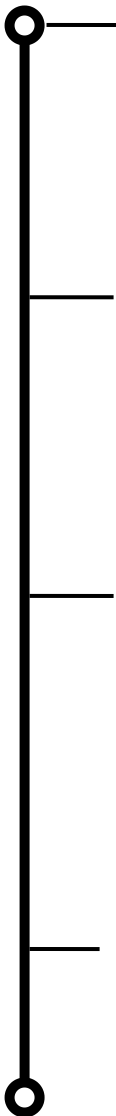
Our Story

ACTRA is a for members, by members non-profit organization.

Since 1943, ACTRA has fought hard to protect the rights of Canadian performers and to make ACTRA the strong national union that it is today. Over the years, ACTRA has made important gains including regulated work hours, minimum pay rates, safer sets, meal periods, residual and use payments, comprehensive health and insurance plans, and protection for children and other performers on sets. This success is only possible with the solidarity of union members – like you!

[WATCH THE VIDEO](#)

Some of our milestones

- 
- 1943 - "A dollar a holler"**

A union is founded by radio artists seeking fairer working conditions and regulated pay rates.
 - 1948 - The alliance is formed**

The iconic name, "the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA)" is formed.
 - 2019 - HAVEN Helpline**

Following industry controversy over sexual violence, ACTRA and the Directors Guild of Canada launches the HAVEN helpline, a 24/7 counselling and listening service.
 - Present - Over 28,000 members**

Currently, ACTRA represents the interests of over 28,000 members across the country.

Our Jurisdiction

All English language recorded media in Canada.

- English-language theatre = Canadian Actors Equity
- Other-language projects = Union des Artistes (UDA)



ACTRA's Responsibilities

- ✓ Negotiate collective agreements
- ✓ Enforce collective agreements
- ✓ Increase work opportunities
- ✓ Solve problems (claims/grievances)



Your Responsibilities

- ✔ Abide by the National and Local By-laws & Constitution.
- ✔ NEVER work non-union.
- ✔ Pay your annual dues.
 - As an apprentice member, failure to pay your yearly dues results in loss of membership and credits
- ✔ Respect your fellow members, your workplace, and your union.



ACTRA's Structure

Branch Council

Volunteer, elected, full-members who represent you as a Montreal member.

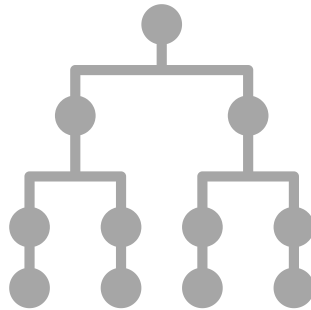
National Council

Set national initiatives/policies. Two (2) Montreal Branch Councilors represent ACTRA Montreal on National Council.

Branch Staff

Non-members who administer and enforce collective agreements, support branch initiatives, provide admin support, etc.

[LEARN MORE](#)



ACTRA Montreal Committees

Committees are groups of ACTRA Montreal members who represent and voice the concerns of a specific industry or social topic. Here are some of our active committees:

- Professional Development
- Young Emerging Actors Assembly (YEAA)
- Diversity, Equity, Inclusion, & Belonging (DEIB)
- ACTRA Montreal Women's Committee (AMWC)
- Stunt
- Honors
- Casting Standards
- LGBTQIA2S+

[LEARN MORE](#)



Collective Agreements

ACTRA collective agreements are legal documents that are jointly negotiated between The Producers and Members of ACTRA. They stipulate wages & working conditions, i.e. how you are treated and how much you are paid.

- You must ALWAYS work under an ACTRA agreement.

There are many agreements and the rules differ depending on which one you refer to (see next page)



Collective Agreements

Higher budget agreements:

- **Independent Production Agreement (IPA)**
 - Film & TV agreement (also dubbing, corps, animation)
- **National Commercial Agreement (NCA)**
 - Commercial agreement

Lower budget agreements:

- **Member-Initiated Production (MIP)**
 - Work is done for free, but profits are shared equally.
- **ACTRA Independent Production Agreement (AIP)**
 - Very low budget, an average of \$200 per day.
- **Canadian Independent Production Incentive Program (CIPIP)**
 - Discount to regular rates (up to 45%)

Problems on Set & Claims

Emergencies:

- Emergencies on set:
 - Contact ACTRA immediately, or the HAVEN Hotline after hours.
- Time-sensitive or life-threatening: Call 9-1-1
- See page 13 for health & safety guidelines.

Issues on Set: (Breaking agreement terms):

- Contact your local ACTRA branch within 30 days.
- An ACTRA Business Representative is assigned to each project and may assist you.

Harassment, bullying, violence, or sexual violence:

- Reporting: Contact your local ACTRA branch.
- Counseling and support: The HAVEN Hotline.



HAVENHelpline

24/7 counselling and
support service
1-855-201-7823

Problems on Set & Claims

Health & Safety

Members have the right to refuse work if:

- You or someone on set is in a position of imminent danger;
- The working conditions pose a grave concern to health and safety, which could lead to a serious health/safety hazard;
- There is a serious violation of workplace health and safety laws, which could potentially pose a serious risk to health/safety.

In order to refuse work, you must first signal the issue to Production.

- If the risk is not adequately corrected or addressed, you must contact ACTRA (or HAVEN after hours) and the CNESST (a visit from a CNESST inspector may be required).

CNESST GUIDELINES*

* In French only

Problems on Set & Claims

Upgrades

An upgrade is a re-classification of the category based on the requirements of the role in which the performer was engaged.

If you feel you deserve an upgrade,

1. First, determine if your situation is eligible for an upgrade:
<https://www.actramontreal.ca/specializations/upgrades/>
2. Download and fill out the [Performer Upgrade Request Form](#)
3. E-mail it to montreal@actra.ca
4. Wait for a response.

LEARN MORE

Payments

IPA payments are due 14 calendar days from the performance. NCA Session payments are due 15 business days from the performance. NCA Residuals are due 20 business days from the first use date.

Daily Fee (IPA) / Session Fee (NCA) - Paid for time working

- On set or in the studio (minimum call + overtime)
- Rehearsal, wardrobe, travel, etc.

Use Fee (IPA) - Paid for use of your performance

- The amount depends on the choice made by the engager. The same choice has to apply to all performers except background performers who have no use nor royalty payments.

Royalties - Paid years later

- Collected and distributed by the Performers Rights Society (PRS)

Becoming a Full member

Requires 3 credits

- Credits come from qualifying permits purchased for Use/Residual roles

Benefits of Full Membership

- No permits
- Higher Preference of engagement on commercials and background work
- AFBS Insurance & Retirement benefits:
 - 7% of earnings contributed to your RRSP by engager
 - 5% of earnings contributed to your insurance plan by engager
- More control in your union
 - As a full member, you can vote and run for seats on the council

Becoming a Full member

Cost for Full Membership

To join ACTRA as a Full Member, there is a one-time \$1,600 initiation fee, minus permits already purchased

\$1,600.00

- Permit 1
- Permit 2
- Permit 3

Balance

For Full Details

[LEARN MORE](#)

Useful Links

Montreal Talent Agents

<https://www.actramontreal.ca/talent-agents/>

Entertainment Accountants

<https://www.actramontreal.ca/professional-development/entertainment-accountants/>

Upgrades - Eligibility & Forms

<https://www.actramontreal.ca/specializations/upgrades/>

Document Archives

<https://www.actramontreal.ca/document-library/>

National Constitution & By-Laws

<https://www.actra.ca/constitution-national-by-laws/>

Montreal Member Discounts

<https://www.actramontreal.ca/member-discounts/>

Pay Your Dues

<https://www.actra.ca/pay-your-dues/>

ACTRAonline - Casting Database

<https://actraonline.ca/>

Resources

Crush Your Audition

Some helpful hints to get you over the hump at that next audition!

[WATCH VIDEO](#)

Tips for Self-Tape Success

Self-tapes are becoming more common and it's crucial to know how to submit a good one. If only there were some friendly people, nice enough to give you a few pointers.

[WATCH VIDEO](#)

Stay Connected

Follow ACTRA Montreal on social media to stay up-to-date on the latest news, events, and activities at ACTRA's Montreal branch.



[instagram.com/actramtl](https://www.instagram.com/actramtl)



[facebook.com/ACTRAMtl](https://www.facebook.com/ACTRAMtl)



twitter.com/ACTRAMtl



[linkedin.com/company/actra-montreal](https://www.linkedin.com/company/actra-montreal)

The tool casting directors use...

actraonline.ca

**Keep your ACTRAonline account
up-to-date!**

Remember...

- ✓ Be professional
- ✓ Be respectful
- ✓ Respect your obligations
- ✓ Get involved

IT'S YOUR UNION



ACTRA MONTREAL



**1450 City Councillors St., Suite 530,
Montreal, QC H3A 2E6**



514-844-3318



montreal@actra.ca



www.actramontreal.ca

© ACTRA 2023. All rights are reserved and contents, in whole or in part may not be reprinted without permission.