

Ottawa Amateur Radio Club

Operational Plan 2025-26 - SUMMARY (DRAFT)

This is a summary of the 2025-26 Operational Plan of the Ottawa Amateur Radio Club (OARC). It has one section for each of the OARC's four Strategic Goals (see the [OARC Strategic Plan 2025-26](#)), plus one additional section for club administration.

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1. Education

Goal 1: EDUCATE

Increase the number of OARC members who are educated and certified Amateur Radio operators.

Objectives: Supporting members in their development of Amateur Radio skills and expertise through courses, workshops, mentorship (“Elmers”), and exam administration. Fostering a club culture of innovation and experimentation by encouraging members to experiment with new technologies.

In 2025-26, the OARC plans to deliver the following **courses**: Basic Courses (with added Get on the Air (GOTA) workshops for students who pass their certification exam), Morse Code (CW) courses, and Amateur Radio Emergency Service (ARES) training courses. The Club is also exploring, in collaboration with Radio Amateurs of Canada (RAC), the delivery of Auxiliary Communications (AuxComm) training. The OARC will not be delivering Advanced Courses this year but can refer members to another provider.

The OARC plans to also deliver the following **workshops**: depending on the level of interest: Get on the Air (GOTA) workshops, soldering-skills workshops, kit building workshops, pico balloon workshops (build, launch, track), and **Geo Foxing and Fox Hunting workshops**. Tools may be provided. A free GOTA workshop will be added to the end of each Basic Course for students who pass their certification exam.

To supplement its traditional **mentors program** (“Elmers”), in 2025-26, the OARC will focus on connecting new hams with the resources they need to explore the hobby and resolve the challenges they may face. This includes improving new-hams content on the OARC website, and encouraging more engagement with the weekly New Hams Net and

on online discussion forums (e.g., #new-hams-net channel on Ottawa Amateur Radio Shack Discord Server.)

In 2025-26, the OARC will connect their students with an examiner accredited by Innovation, Science and Economic Development Canada (ISED) to supervise the following **exams**: Basic Amateur Radio Operator Certificate, Morse code (CW) Qualification, and Advanced Amateur Radio Operator Certificate.

2. Equipment

Goal 2: EQUIP

Improve local Amateur Radio technology

Objectives: Modernizing and maintaining Amateur Radio equipment and infrastructure for use by club members and the community. Making resources and tools accessible for hands-on projects.

In 2025-26, the OARC plans to conduct a full **equipment and infrastructure** assessment and priority-setting exercise, resulting in a comprehensive, multi-year upgrade plan and budget. The Club has three repeaters (VE2CRA). One is located in the Gatineau hills just north of Ottawa, and there are two auxiliary receivers: one in downtown Ottawa and one in Sarsfield, Ontario.

The OARC plans to review all **lease agreements** for the sites of our repeaters and beacons to ensure they still meet our needs.

The OARC sees the value of establishing an **equipment library** for new hams to borrow equipment. This might include radios, power supplies, antennas, antenna analysers, SWR meters, or Go Kits. In 2025-26, the Club plans to inventory available equipment and explore setting up a system to manage borrowing.

As well as making kits available for kit-building workshops (covered under Education), with enough interest, the OARC could coordinate **prepaid bulk purchases** of some equipment such as kits, cables, connectors, or antennas.

In 2025-26, the Club plans to pilot various approaches to **improving its agility** (e.g., Go Kits, trailer rental) to address this emerging need to be able to efficiently set up complete Amateur Radio stations and other supporting equipment at various locations throughout the National Capital Region for club activities.

3. Activities

Goal 3: ACTIVELY INVOLVE

Actively involve OARC members in Amateur Radio activities.

Objectives: Providing opportunities for club members to participate in a variety of OARC activities. Encouraging club members to get involved in providing radio-communications support to community events organized by our served agencies and partners, all of which are non-profit organizations.

In 2025-26, **OARC activities** include: Monthly meetings (Sept to June), Field Day (June), Hamfest (Sept), Radio in the Park (Sept), RAC Canada Winter Contest (Dec), Winter Field Day (Jan), and World Amateur Radio Day (April 18). **Community events**, organized by our served agencies and partners (all of which are non-profit organizations) currently include: CN cycle for CHEO (May), Rideau Lakes Cycle Tour (June), MS Bike (Aug), and the Canadian Ski Marathon (Feb).

Details about OARC activities and community events will be settled as soon as possible, including a description of the roles that need to be filled, the timing and location, a way to register, and a contact person for more information.

4. Partnerships

Goal 4: PARTNERSHIPS

Strengthen strategic partnerships with external organizations to raise awareness about Amateur Radio and the OARC.

Objectives: Increasing awareness and interest in Amateur Radio and the OARC among the members of partner organizations (e.g., West Carleton Disaster Relief) through hands-on activities, knowledge sharing, and capacity building. Sharing resources including radio equipment and space for club activities.

The OARC maintains **mutually beneficial partnerships** with community organizations in the National Capital Region. For the Club, the partnership helps raise awareness of and interest in the Amateur Radio hobby and the OARC. For the community organization, the partnership helps build Amateur Radio capacity, facilitating an increase in trained Amateur Radio operators in their ranks.

The **types of organizations** include: those that have historically been involved with Amateur Radio (e.g., Scouts), and community groups focussed on local emergency preparedness and response to natural disasters (e.g., West Carleton Disaster Relief).

The Club maintains partnerships of **varying levels of formality**. Some partnerships may be defined in a Memorandum of Understanding (MOU) or Terms of Reference (ToR). Others may be more informal, generally characterized by friendly collaborations on more of an ad hoc basis. The OARC also collaborates widely with other local Amateur Radio clubs and Amateur Radio organizations across the country and around the world.

5. Club administration

Like any non-profit organization, the OARC undertakes administrative tasks, financial management, membership coordination, and communications. These ongoing functions support the smooth running of the Club itself, so the Club can focus on delivering on its Goals and Objectives.

OARC **administrative tasks** include those that support the daily operations of the Club, such as organizational systems and processes, IT support including maintaining efficient and secure internal communication, and storage of equipment and supplies.

Financial management refers to the management of funds, the maintenance of a full and accurate account of all assets, liabilities, receipts and disbursements, budgeting, regular financial monitoring and reporting, and year end.

Membership coordination places club members and their experiences with the Club at the centre of everything we do, including education, equipment, activities and partnerships. Coordination also involves member recruitment and retention (including surveys), and smooth and professional membership administration.

Communications engages with OARC audiences to support the delivery of the Club's goals, including education, equipment, activities and partnerships. Activities include website maintenance, a newsletter, surveys and some social media. The communications function is evolving. In 2025-26, communications will be more strategic and better planned.

Monitoring and reporting is a key to the success of OARC across all five areas. Performance indicators with targets and timelines will be established for this operational plan and results will be used to inform next year's plans.

6. Conclusion

In conclusion, by focusing on enhancing educational opportunities, upgrading equipment, expanding activities, and building strategic partnerships, the OARC will grow in a sustainable way and will remain relevant in a rapidly changing world.