

MINUTES
of the
UHEW NATIONAL COUNCIL MEETING
October 24 to 26, 2018

In attendance:

Brother Todd Panas, National President
Sister Shimen Fayad, National Vice-President
Sister Karla Levangie-Connor, RVP, Atlantic
Brother Marc Blanchard, RVP, Scotia-Fundy
Brother Steve Maund, RVP, N.B./P.E.I.
Sister Maryse Veilleux, RVP, Quebec
Brother Benoît Thibault, RVP, Quebec
Sister Rubin Kooner, A/RVP, National Capital Region
Brother Michel Lépine, RVP, National Capital Region
Sister Cheryl Sullivan, RVP, Ontario
Brother Kevin Lundstrom, RVP, Ontario
Sister Faye Kingyens, RVP, Manitoba
Brother Larry Schlosser, RVP, Saskatchewan
Brother Mark Gilchrist, RVP, Prairie and Northern
Sister Darlene Lewis, RVP, Alberta/BC/Yukon
Brother Richard May, RVP, British Columbia/Yukon

Regrets:

Brother Robert Chafe, RVP, Newfoundland/Labrador

1. **CALL TO ORDER**

The meeting of the National Executive was called to order at 9:00 a.m. on October 24, 2018 with Brother Todd Panas, National President, in the Chair.

Administrative information was presented, i.e.: translation devices, microphone etiquette, speakers list and door pass.

2. **HARASSMENT STATEMENT**

The Harassment Statement was read by Sister Julie Lavictoire, Administrative Assistant to the National President. Sister Faye Kingyens, Regional Vice-President – Manitoba and Brother Benoit Thibault, Regional Vice-President – Quebec, were identified as Harassment Coordinators.

3. **HOURS OF SITTING**

It was agreed by consensus that the hours of sitting would be as follows:

October 24th - 9:00 a.m. – Noon; 1:00 p.m. – 5:00 p.m.
October 25th - 9:00 a.m. – Noon; 1:00 p.m. – 5:00 p.m.
October 26th - 9:00 a.m. – Noon.or until completion of business

4. **UHEW HONOUR ROLL**

Janette Bernard, Local 00035

A moment of silence was observed for all members who have passed away during the reporting period.

5. **AGENDA**

MOTION: m/s Lépine/May

That the Agenda be adopted as amended:

- Add:
 - National Director for Regulatory Enforcement (item 12 b))
 - Sub Committee – EG Career Progression - DFO (item 33)
 - Update of EG Group in Regions (to be discussed under item 13)
 - President Handbook – Formal Process (item 14 b i))
- Item 8 and item 13 are combined (for next meeting, Office Operations will be noted under National Vice-President Report)

Carried

6. **APPROVAL OF NATIONAL COUNCIL MINUTES**

MOTION: m/s Fayad/Sullivan

Sister Cheryl Sullivan, RVP-Ontario, was requesting updates on items from the Spring 2018 Council meetings, i.e.: template for RVP reports, Meritorious Award, Finances item 14 c, Investigation report, Convention pictures. It was explained that most were already actioned and for those that were not, will be discussed at this meeting.

Brother Kevin Lundstrom, RVP-Ontario, wishes to be noted in the minutes that he attended the meeting on May 31, 2018.

That the Minutes of the National Council Meeting held May 30-31, 2018 be adopted as amended.

Carried

Sister Shimen Fayad, National Vice-President, assumed the Chair.

7. **REPORT OF THE NATIONAL PRESIDENT**

Point of order: Sister Faye Kingyens, RVP-Manitoba, informs that she didn't receive a copy of the report.

Ruling of the Chair: Not well taken. All reports and Council meeting documentation were shared the week prior to the meeting via Google Drive.

Brother Todd Panas, National President, wished to provided additional information to his report due to new developments since the writing of this report, i.e.:

- Held ISC/FNIHB joint townhall meetings in Winnipeg, Sioux Lookout and Norway House. Visiting the latter gave him an appreciation of living in an isolated area. Following the townhall, there is hope in creating a partnership with Valerie Gideon, ADM-FNIHB to create and start the healing process in the workplaces

- The NBOD held a retreat in Montebello where talks on the future direction of PSAC and negotiations with TB regarding compensation due to the Phoenix fiasco.

Challenge to the Chair: Sister Faye Kingyens, RVP-Manitoba, challenges the appointment of the Administrative Assistant to the National President

Ruling of the Chair: Not well taken. Sections of the By-Laws are read – Duties of the National President and Appointed Officers and Staff.

Sister Kingyens wished to continue to hold the Challenge to the Chair – Challenging the decision of the National President.

Brother Todd Panas, National President re-assumed the Chair.

Brother Panas rebuts the challenge by explaining that the Administrative Assistant to the National President is not an office AA but is in lieu of the two previous Executive Assistants position. A decision had been made to eliminate the Executive Assistants' positions and replace them with an Administrative Assistant to the National President.

The President asks the Council if the Chair is sustained.

The Chair is sustained.

Sister Shimen Fayad, National Vice-President, re-assumed the Chair.

MOTION: m/s Panas/Lépine

That the Report of the National President be adopted.

CARRIED (RV 1)

Brother Todd Panas, National President re-assumed the Chair.

9. **REPORTS OF THE REGIONAL VICE-PRESIDENTS**

(Report not received at time of meeting: Sister Cheryl Sullivan, RVP-Ontario)

Sister Karla Levangie-Connor, RVP-Atlantic, wished to add to her report that her active Local is no longer “so active” due to the Local President and Local Vice-President stepping down. She stated that an AGM is scheduled in two weeks and hopes to have those positions filled.

Action: An initial call-out for reports to be sent 2 months prior to meeting – with recalls.

Reports are to be sent to the National office by end of business day, 30 days prior to Council meeting.

MOTION: m/s Gilchrist/Schlosser

That the reports of the Regional Vice-Presidents be adopted.

Carried

10. **REPORT OF THE STRUCTURE COMMITTEE**

Brother Thibault presented the Committee’s report and provided 3 different options for the delegate formula for the 2020 Convention. Council members can ask for feedback from their Locals but the decision is to be made by the National Council.

The proposed regional UHEW structure will be presented at the Spring 2019 Council meeting in order to be presented at the Regional Conferences in order to be provided with Local/Regional input.

MOTION: m/s Thibault/Maund

That the report of the Structure Committee be adopted.

Carried

11. **REPORT OF THE HONOURS AND AWARDS COMMITTEE**

The report is presented in three different sections.

1. **Awarding of the 2018 UHEW Scholarships**

MOTION: m/s Gilchrist/Lundstrom

That the scholarships be awarded as indicated in the report.

CARRIED (RV 2)

2. **Life Member**

MOTION: m/s Gilchrist/Lundstrom

That a UHEW Life Membership be presented to Jeff Irwin.

CARRIED UNANIMOUSLY (secret ballot)

MOTION: m/s Levangie-Connor/Fayad

That the ballots be destroyed.

Carried.

Action: That the Committee review the removal of the Life Members' cap.

3. **Local Health and Safety Representative Service Award**

MOTION: m/s Gilchrist/Lundstrom

That UHEW present a recognition award to members who perform representative service on their Local Health and Safety Committee.

LOST (RV 3)

MOTION: m/s Gilchrist/May

That the report, as a whole, be adopted.

CARRIED (RV 4)

The sitting of the National Council adjourned at noon for lunch. The meeting was called to order at 1:05 p.m. with Brother Todd Panas, National President, in the chair.

10. **REPORT OF THE STRUCTURE COMMITTEE** *(cont'd)*

The Structure Committee provided clarification regarding one of the proposed regions.

12. **REPORT OF THE ENVIRONMENT COMMITTEE**

The Committee Chairperson presented the Committee's report and added the importance of carbon neutrality, as per the PSAC's Triennial Convention.

MOTION: m/s Blanchard/May

That the report of the Environment Committee be adopted.

Carried.

15. **PRESENTATION BY THE PERSONAL INSURANCE GROUP**

The Personal Insurance Group made a presentation to the Council members of services that could be provided to the UHEW membership and Component.

Sister Shimen Fayad, National Vice-President, re-assumed the Chair.

13. **REPORT OF OFFICE OPERATIONS**

Sister Fayad presents the report on Office Operations – the written report is to be provided at a later date. Sister Fayad reported on Grievance, Phoenix issues, Unionware, Service Standards, Office equipment, ESAs, Website and AGMs.

Service Standards – the document was presented. Council members provided input and voted in favour for these Standards.

Sister Sullivan, RVP-Ontario stated that she didn't believe it was up to the RVPs to inform Locals regarding information to be sent to the National office following their AGMs. Sister Fayad informed that this process follows the Communication protocol. All were informed if RVPs had problems ensuring that documents were completed and sent in, the National office would communicate with the Local.

Action: Share Duties and Job Description (Membership Administrators and Administrative Assistant to the National President)

Grievance statistics to be a standing item (number of 3rd level grievances coming into the National office, number of grievances presented per Service Officer)

Council members interested to work with a Service Officer to develop a grievance matrix are to provide their name to the National President

UHEW National Office to send out Service Standards to structure.

Provide information on former justification on past ESA

New Website to contain actual Collective Agreement vs link; a member login section to access private or sensitive information; AGM Checklist containing Oath of office, AGM forms, AGM meeting process

Point of privilege: Sister Rubin Kooner, RVP-National Capital Region, requests that item 32 k, in the Discussion items, be removed from the agenda as it has been presented in Sister Fayad's report.

MOTION: m/s Fayad/Maund

That the report on Office Operations be adopted.

CARRIED (RV 5)

16. **SERVICE STANDARDS POLICY**

The standards were discussed during the presentation of the Operations report. There is discussion that the standards should not only be for the National office but for National officers and Locals.

Action: Communique on Service Standards to indicate the expected behavior of staff, elected officers and Locals to be sent to structure.

The sitting of the National Council adjourned at 4:35 p.m.

October 25, 2018

The meeting was called to order at 9:00 a.m. with Brother Todd Panas, National President, in the chair.

14. **FINANCES**

a. *Financial Statements for the period ending September 30, 2018*

MOTION: m/s Fayad/Schlosser

That the Financial Statements for the period ending September 30, 2018 be adopted.

CARRIED (RV 6)

Action: Fall Financial Statements will be for period ending August 31 and Spring Financial Statements will include the audited statements and budget variance

UHEW to provide RVPs with updates of Locals not in compliance.

b. *S. Fayad Relocation Agreement*

Following the Spring National Council meeting, the National President, in consultation with the Finance Officers, came to an agreement with Sister Fayad. The proposal is in two parts; the first part is as per the NJC Policy and Directive on relocation and the second part is to move Sister Fayad to her 3rd salary increment at the date that the agreement was reached (August 9, 2018), 7 months earlier than the prescribe date of the increment. The next increment will be March 2020.

MOTION: m/s Panas/Kingyens

That Sister Shimen Fayad be moved to her 3rd salary increment as of August 9, 2018.

CARRIED (RV 7)

Point of order: Sister Rubin Kooner, RVP-NCR, indicates that the Council needs to deal with item 12 b) National Director for Regulatory Enforcement.

Ruling of the Chair: Well taken.

12 b) **NATIONAL DIRECTOR FOR REGULATORY ENFORCEMENT**

Brother Todd Panas, National President, explains that Brother Jeff Irwin has recently retired and has provide his final report to the Council. As such, the National President will be seeking nominations for the position of NDRE.

Brother Steve Maund, RVP-NB/PEI, proposes two name, whom he believes have the abilities, knowledge and interest in being the next NDRE, Brothers Rae McCleave (Local 80166) and Todd Davies (Local 60727).

Point of Privilege: Sister Cheryl Sullivan, RVP-Ontario, wishes to nominate Sister Rubin Kooner, RVP-NCR.

The Chairperson rules the point of privilege out of order, stating that the appointment to the position of National Director for Regulatory Enforcement is made by the National President and an Elected National Officer cannot be appointed to the NDRE position.

Action: A call out with a strict 10-day deadline to be sent to Locals and RVPs to have names and bio provided to the National President. Candidates must be activists and must have some knowledge on all Enforcement for all departments represented by UHEW.

Prepare resolution for 2020 Convention include an alternate to the National Director for Regulatory Enforcement

14 b i) **PRESIDENT'S HANDBOOK**

MOTION: m/s Schlosser/Levangie-Connor

That a Committee be struck to develop a Local President's Handbook

CARRIED (RV 8)

It was suggested that the handbook contain information on the structure of the Component, Employer, Local and their interactions. The handbook should also be made as a Local officer handbook rather than just a President's handbook.

Action: A draft copy is to be presented at the Local Presidents' Conference in October 2019

16. **SERVICE STANDARDS POLICY (cont'd)**

As previously stated, this item was dealt within the Operations report.

Action: Item to be added at the next Council meeting (Spring 2019) – Values and ethics for staff and Elected officers

17. **NATIONAL VS REGIONAL AGENDA ITEMS – COUNCIL MEETINGS**

The National President indicated that Regional items should not be dealt with at the National level. In the past, a seminar day was set aside where discussions on common issues and/or general discussions was held. It is suggested that a seminar day be held at the spring 2019 Council meeting. Agenda items to the National office will be reviewed by the National President. Items deemed “regional” or “discussion” will be set aside for the Seminar day. Those items not added to the agenda will be returned to the RVP with an explanation. Should RVPs have questions on specific issues, conference calls can be arranged with the National Vice-President and Service Officers.

It is also mentioned that for certain departments, i.e.: ECCC, HC, ISC, regional UMCC are not effective. Those RVPs who chose to pull away from these venues can participate at the National UMCC via conference call.

18. **REGIONAL CONFERENCES**

It is identified that attrition costs were a large problem during this round of Regional Conferences. It is also noted that all regional conferences are to be 2.5 days.

a) **Communications:**

Julie Lavictoire, Administrative Assistant to the National President, will be the coordinator for the Regional conferences. A deadline of 3 weeks prior to the conference will be set for changes in participants, when alternates are named; if

there no alternates, a participant cannot be appointed. RVPs are to be the point of contact for their Regional Conference and communicate with their Locals.

b) Overview of 2018 – Round table:

R. May: There was some value in having a large conference (Western Conference) in order meet and learn from others, but may not hold such a large conference again.

K. Levangie-Connor: All went well at the Atlantic Conference

B. Thibault: Locals did not send their full allotted participants at the Quebec Conference.

D. Lewis: Western Conference was too big

M. Veilleux: The Quebec Conference went well but as previously mentioned, the lack of full complement of participants.

M. Lépine: Wishes to thank Rubin for the NCR Conference as it went well.

S. Maund: The Atlantic Conference went well

F. Kingyens: The Western Conference was too big and not what she would have wanted for her members. There were communications issues.

M. Blanchard: The Atlantic Conference went well

K. Lundstrom: There were communication issues for the Ontario Conference. It is the first Conference since the merger therefore some growing pains. Some Locals were not present at the conference.

L. Schlosser: The Western Conference did what is was intended to do but will prefer a smaller conference in the future.

R. Kooner: The NCR Conference went well, as per the great participants' reviews.

M. Gilchrist: The Resolution Writing during the training session that Western Conference was well worth it but wishes for a more intimate conference in the future.

C. Sullivan: She indicated that she would follow-up with her Locals via email following the National office's call (best practice suggestion). The Ontario Conference came together well as did the training session

S. Fayad: It was indicated that it was not necessary to go to her for the training session (content and travel days). She also indicated that communication for future conferences will note that information on the expense claim forms must be complete, what expenses are allowed during and that participants must attend all sessions of the regional conference for reimbursement.

As indicated, RVPs will be responsible of setting up their own Conferences, with the assistance of Sister Lavictoire – when and where necessary, but contracts are to be signed by the National office. All are reminded to consider the various training offered by PSAC, i.e.: Bargaining, OSH. When looking for a hotel, a check list can be prepared i.e.: attrition costs, hospitality room, break out rooms, booking of coffee and snacks for breaks.

Brother Schlosser suggests that a wrap-up report be sent and shared after the conferences.

Action: Brother Maund is to share the online registration tool (same tool used for the Atlantic Conference).

c. 2019 Calendar:

A deadline is to be set for providing dates for the regional conferences.

The sitting of the National Council adjourned at 12:05 p.m. for lunch. The meeting was called to order at 1:05 p.m. with Brother Todd Panas.

18. **REGIONAL CONFERENCES** (cont'd)

c. 2019 Calendar: (cont'd)

The following regions have provided dates for the conferences:

Atlantic Region (Joint conference): May 29, 30 and 31
Quebec: May 8, 9 and 10
Ontario: week of June 24
NCR: June 12, 13 and 14
Alberta/BC/YT and BC/YT: July 10, 11, 12

Council meeting:

Spring: April 9, 10 and 11 (Committee to meet on April 8th) – Location to be determined

Fall: October 4, 5 and 6 (Following the Local Presidents' Conference and to be held at the UHEW National office)

Sister Rubin Kooner wishes to move a motion to have the Spring Council meeting to be held in another location than Ottawa.

The Chairperson rules this proposal out of order as the Council is currently dealing with dates.

It is decided that the Council members will travel back from the Local Presidents' conference to their hotel in Ottawa on October 3 and travel home on October 7.

As for holding a Spring Council meeting outside of Ottawa, the National Vice-President will check with the Finance Officers in order to have an estimate.

19. **PARTICIPANT ATTENDANCE**

As some of the discussions on participants attendance during the previous agenda item, it is reiterated that RVPs are to ensure participants are in attendance during regional conferences. Stronger language can be added to the call letter in this regard. RVPs are to notify the National office for those who did not attend the full session of a conference; salary may be deducted.

Action: The National Vice-President is to draft a motion to add consequences of non-attendance to all sessions to Policy.

Sister Cheryl Sullivan, RVP-Ontario offered their best practise during the Ontario Regional Conference

20. **RVP**

There is discussion regarding RVP work, workload and role.

Suggestions are discussed and possible proposals to be presented as resolutions for the next UHEW Covention.

Action: Share the electronic version of the RVP Handbook via Google Drive.

21. **COMMUNICATIONS**

Concerns are raised regarding delays in replies for grievance. The National Vice-President explained the steps taken when a grievance is sent to the National office (mail vs email). Some of the concerns were also dealt with when the new Service Standards were presented. Grievance matrix table also discussed.

When items are requested for RUMCC, background and/or speaking points are to be prepared. Administrative Assistant to communicate National and Branch UMCC schedule and minutes.

Locals should have a communication protocol.

Action: Local communication protocol to be added to Local Officer Handbook.

The enhanced communication protocol is explained.

It is suggested that calls should only go to one person in order to be routed to proper person. It is also suggested that there is no need to copy the National President on all emails – unless action is required.

It is also suggested that not only to hold calls with Service Officers in order to resolve issues, but more should be done at the RVP level. In order to build capacity, RVPs should reach out to each other. i.e. for best practises.

22. **RVP TRAVELS**

- a) Travel booking are to be done 35 days in advance. If no notification is received by cut-off date, rooms will be cancelled.

Travel and room cancellation are explained.

Action: Booking deadline and cut-off date to be noted in future communiqué.

- b) Brother Steve Maund presents an online form RVP can use to have their travel approved.

Action: Brother Maund and Sister Fayad are to work together and verify with the Finance Officers what other information is required on the forms

This form and all other Council documentation to be put on share drive.

23. **PRESIDENTS' CONFERENCE**

As per By-Laws, Alternate to RVPs can attend the Conference. Discussion to continue during the Spring Council in regards to alternates to Local Presidents.

Point of privilege: Brother Michel Lépine, RVP-NCR, wishes to inform all that Sister Jennifer Higdon's mother has passed away. Sister Higdon is the alternate RVP, Newfoundland/Labrador.

24. **UNION ROLE VS SUPERVISORY/MANAGERIAL ROLE**

Information is provided regarding the union role when there are member vs member complaints. Information is also provided regarding a member holds a union position and is in a managerial role.

Action: Sister Fayad to provided link to PSAC information on member vs member complaints

Add information table (member vs member, when member is a supervisor) to the RVP Handbook

Add this item (member vs member complaint) to the Presidents' Conference agenda – request training from PSAC

25. **VOTING PROCESS**

It is requested that any future online voting be done via Google Form instead of via email.

26. **AGM - BOOKING**

There is discussion in creating an email account to add AGM dates with access to all RVPs.

Locals wishing to have the National President attend their AGM are to check with their RVP when booking dates. As a best practise, it is suggested that a block of dates be provided for regions/locals to book AGMs.

There is discussion about the Chair of the election and Oath of office if a RVP or the Alternate cannot attend the AGM.

It is also noted that meetings with RDGs, RUMCCs and site visits can be planned around AGMs when the National President is to attend in order to maximize his visits

There is discussion of creating another calendar for AGMs, but since the current National President's calendar already has contains that information, providing viewing access to Council members would be less confusing.

Action: Brother Maund will ensure that members of the National Council can view the National President's calendar, as all activities are within.

27. **FNIHB CALL CENTRES**

Although there were rumors of closure, this will not happen yet. They will eventually through devolution.

Action: "Devolution" is to be a standing item on ISC UMCCs (Regional and National).

28. **NATIONAL LMCC**

All are informed that any agenda items proposed for a National UMCC meeting must have been discussed at the Local/Regional level prior. Documentation and background information must also be provided. General discussion is held regarding UMCCs.

Action: Investigate on sharing minutes on Google Drive

Note last updated minutes when posted on Website

Brother Maund is to review on the possibility of syncing the meeting calendar with the Website

29. **MINUTES FROM NATIONAL MEETINGS**

Dealt with in previous item.

The sitting of the National Council adjourned at 5:00 p.m.

October 26, 2018

The meeting was called to order at 9:00 a.m. with Brother Todd Panas, National President, in the chair.

30. **USE OF BOTH OFFICIAL LANGUAGES**

It is requested that when sending emails to members to ensure that they are bilingual. RVPs who lead on certain files must be cognisant of this also.

31. **PHOENIX GRIEVANCES AT 2nd LEVEL**

Discussions are stemming from ECCC approaching members regarding their Phoenix grievances with proposals if grievances are removed. There is an agreement in place that Phoenix grievances will remain in abeyance until the pay system issues are resolved. Council members are also informed that any MOU and/or MOA are to be reviewed by the National office.

32. **DISCUSSION ITEMS**

a. *UHEW Finances*

For the Fall meetings, the financial statements presented will be as of August 31. As for Spring, there is hopes of having the Audit in early March. If and when possible, financial statements will be provided 2 weeks prior to the Council meeting.

b. *LR Interference*

Experiences are shared. Evidence is needed to create a fact sheet to be raised at UMCC. Questionable decisions need to be challenged and/or raised to higher level. Managers should be informed/educated to not only rely on LR but also the Union. It is suggested to hold Labour Relations UMCC vs Human Resources UMCC not only nationally but regionally.

c. *Violence in the Workplace*

For continued violence, complaints need to be filed. Need concrete statistics as complaints are sometimes hidden under ICMS. Investigators need to be neutral. A list is being developed (it is suggested that a short Bio be attached). It is also considered to track those members who do not wish to file a complaint; for serious cases, i.e. threats, physical violence, police involvement might be considered.

To note, during this discussion, Bill C-65 received its royal assent.

Action: creation of a package informing of members' rights, using Agriculture Union's guidelines and possibly CRA's, Regulation XX

d. *ISC Transition – OSH Committee*

As a Regional Vice-President, one can sit on the Committee, regardless the department. Local OSH representatives must be from that department they represent. A general discussion is held on ISC reorganization and townhalls.

e. Call Centre's Employees' Rights

Calls can be recorded if all involved are informed of such. Members are afraid they can be used for PMAs. Union can be involved should any disciplinary action be taken. Members in call centres should be made aware not to take any personal calls on those lines. Locals must be made aware of benchmarks.

f. Aboriginal Competencies

Sister Darlene Lewis, RVP, AB/BC/YK provided some background information. The National President will discuss with FNIHB Senior ADM.

Point of Privilege: Brother Mark Gilchrist, RVP-Prairies and Northern, informed the Council that he will be sending each member their two best pictures from which they can pick to be used as the profile picture to be posted on the new Website.

The outstanding discussion items (G to Q) are to be discussed during the Conference to be scheduled at a later date; location of the Spring Council meeting and possible seminar day will also be discussed during this Conference call. For any pressing issues, Council members can communicate with the National office.

MOTION: m/s Maund/Lepine

That the Council move to the in-camera session.

Carried.

MOTION: m/s May/Kingyens

That the Fall Council meeting be adjourned.

Carried