

MINUTES
of the
UHEW NATIONAL COUNCIL MEETING
November 5 - 6, 2017

In attendance:

Brother Todd Panas, National President
Sister Shimen Fayad, National Vice-President
Sister Karla Levangie-Connor, RVP, Atlantic
Brother Robert Chafe, RVP, Newfoundland/Labrador
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 Jayne Powers, 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

1. **CALL TO ORDER**

The meeting of the National Executive was called to order at 9:04 a.m. on November 5, 2017 with Brother Todd Panas, National President, in the Chair.

2. **HARASSMENT STATEMENT**

The Harassment Statement was read by Brother Larry Schlosser, Regional Vice-President, Saskatchewan, who was also identified as the Harassment Coordinator.

3. **HOURS OF SITTING**

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

November 5th - 9:00 a.m. – 11:45 a.m.; 1:00p.m. – 5:00 p.m.
November 6th - 9:00 a.m. – 11:45 a.m.; 12:45 p.m. until completion
of business

4. **UHEW HONOUR ROLL**

Judy Diotte, Local 70742
James Funk, Local 50012
Joey Habib, Local 00009
Devon Kuntz, Local 50012
Guy Lafond, Local 70742
Ivan Pylypuik, Local 50012
Michel St-Amour, Local 70742
Linda Rose, Local 80019
Alain Bélanger, Local 10042
Nikki Kish, Local 00144

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

5. **AGENDA**

MOTION: m/s Lépine/Veilleux

That the Agenda be adopted as amended:

Add:

33a. Motion for Donation (C. Sullivan)

Remove

10. Report of the Local 70008 Trustees (moved to in-camera session)

Agreed by Consensus

6. **APPROVAL OF NATIONAL COUNCIL MINUTES**

MOTION: m/s Fayad/Kingyens

That the Minutes of the National Council Teleconference held April 25, 2017 be adopted.

CARRIED (RV 1)

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

7. **REPORT OF THE NATIONAL PRESIDENT**

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.:

- Appreciation to office staff and Sister Shimen Fayad, National Vice-President, for the National office set-up and organizing
- Up-coming changes to office staff due to retirement and assignments
- Workplace interventions at PHAC and HC

MOTION: m/s Panas/Levangie-Connor

That the Report of the National President be adopted.

CARRIED (RV 2)

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

8. **REPORT OF THE NATIONAL VICE-PRESIDENT**

Sister Shimen Fayad, National Vice-President, wished to provided additional information to her report due to new developments since the writing of this report, i.e.:

- Grievances input in UnionWare
- Assistance with Local 70008 Trusteeship
- Staff Job Descriptions

MOTION: m/s Fayad/Schlosser

That the report of the National Vice-President be adopted.

CARRIED (RV 3)

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

(Reports not received at time of meeting: Brothers Steve Maund, RVP-NB/PEI, Robert Chafe, RVP-Newfoundland/Labrador and Kevin Lundstrom, RVP-Ontario)

Brother Mark Gilchrist, RVP-Prairie and Northern, wished to add to his report that he had created a new syllabus for the Joint Learning Program. Although it was well received, a new module cannot be created yet, due to lack of funding.

Sister Karla Levangie-Connor, RVP-Atlantic, spoke on the different grievance procedure regarding pay related issues and having those issues added to the agenda of the RUMCC and the importance to have it raised in all the regions.

MOTION: m/s Blanchard/Sullivan

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

Agreed by Consensus

11. **RATIFICATION OF THE MINUTES OF THE TELECONFERENCE HELD
SEPTEMBER 26, 2017**

MOTION: m/s Maund/Gilchrist

That the minutes of the Teleconference call held September 26, 2017 be adopted.

CARRIED (RV 4)

12. **RATIFICATION OF EMAIL VOTE ON LOCAL 70008 COMMITTEE AND MANDATE**

MOTION: m/s Fayad/Levangie-Connor

That the online vote held September 28 and 29, 2017 on Local 70008 Structure and Mandate be ratified, i.e.:

In favour: 13
Against: n/a
Abstain: 4

CARRIED (RV 5)

13. **PSAC CONVENTION**

b. *UHEW Caucus*

Brother Todd Panas, National President informed that travel Toronto for the UHEW delegation would be April 25, 2018 as the UHEW Caucus will be held on April 26 and 27, 2018. The PSAC Convention will start on April 29, 2018 at 1:00 p.m. More information will be provided on location and time for this Caucus.

a. *PSAC Convention Committees*

The following Council members have been appointed to the PSAC Convention Committees:

Finance - *Sister Shimen Fayad*
Constitution - *Brother Todd Panas*
Collective Bargaining - *Brother Marc Blanchard*

The National President then requested those interested in sitting on the General Committee to provide their name. Sister Faye Kingyens and Brothers Richard May and Kevin Lundstrom offered. Following a secret ballot, *Brother Kevin Lundstrom* was elected to sit on the PSAC General Committee.

MOTION: m/s Maund/May

That the ballots be destroyed.

Carried.

14. **UHEW CONVENTION RESOLUTIONS**

a. *Referral of Unfinished Business from the UHEW Inaugural National Convention*

ii) **Non-concurrence**

MOTION: m/s Sullivan/Lépine

That all resolutions that were recommended as **non-concurrence** by the UHEW Convention committees be tabled.

CARRIED (RV 6)

iii) **Concurrence in principle**

MOTION: m/s Maund/Chafe

That the recommendation of **concurrence in principal** by the Committee of Resolution 31 be adopted.

Carried

i) **Referrals back to Convention Committees**

Resolution no. 7

MOTION: m/s Maund/Blanchard

That the UHEW implements a subsidy of \$1500 per Local, based over three years, as part of a Local Assistance subsidy to encourage members to attend union events and training.

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

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

MOTION: m/s Schlosser/Sullivan

That the question be called.

Carried

Main Motion: CARRIED UNANIMOUSLY (RV 7)

The sitting of the National Council adjourned at 11:45 a.m. for lunch. The meeting was called to order at 1:05 p.m. with Brother Todd Panas, National President, in the chair.

14. **UHEW CONVENTION RESOLUTIONS** (*Cont'd*)

a. *Referral of Unfinished Business from the UHEW Inaugural National Convention*
(*Cont'd*)

i) **Referrals back to Convention Committees** (*Cont'd*)

MOTION: m/s Chafe/Lundstrom

That Resolution 33, which was referred back to its Committee by the Convention delegates, be tabled.

Carried

b. *Referral to Committees*

Resolutions 41C (UHEW Voice Award) and 42B (Meritorious Award) will be forwarded to the Honours and Awards Committee to develop a regulation and criteria for these awards.

15. **NEW DEPARTMENT – INDIGENOUS SERVICES**

This item will be discussed at a later time during this Council session

16. **RVP DINNERS – LOCAL EXECUTIVE – NEW REGULATION**

MOTION: m/s Maund/Lewis

Whereas Resolution No. 13, New Regulation – RVP/Local Executive Meal, was adopted at the UHEW Inaugural National Convention in August 2017, therefore

Be it resolved that the following article be added to Regulation 3, i.e.:

3.XX RVP – Local Executive Dinners

- (a) Each Regional Vice-President may host a breakfast, lunch or dinner meeting with each Local within his/her region with members of the Local Executive once per calendar year, when and where practical.
- (b) The reimbursement for the meeting will be the actual, receipted cost of the meals. However, despite the total of the receipt, the maximum reimbursement can only equal the total number of eligible members (including RVP) present at the meeting, multiplied by the applicable meal rate (cost must include taxes and gratuities and not exceed the applicable meal rate).
- (c) The full name of each of the eligible Local Executive Officers used to base the reimbursement on, must be included on the claim form. The receipt for the meal must therefore be included with the claim form.
- (d) Under this regulation, no other additional travel or accommodation costs will be associated with these dinners.

MOTION: m/s Schlosser/Levangie-Connor

That section (b) be amended to read:

... applicable meal rate (cost must..... **nor include any alcoholic beverages**) **amendment in bold*

Lost

Main Motion: CARRIED (RV 8)

17. **RVP TRAVEL APPROVAL**

A discussion is had regarding the procedures to follow regarding travel approval. The following are guidelines in order to facilitate these approvals by the National office:

- Announcement with core dates is sent, Finance Officers will approve travel as per parameters set in the announcement
- Deviation from core dates set must be approved by the National President
- Regional travel, i.e.: AGM, RUMCC
 - Email must be sent to Finance Officers regarding travel
 - If booking through Vision Travel Solutions, must inform Kathy Morris of reason for travel

Action: Brother Steve Maund, RVP-NB/PEI, will create an online form in order to assist Council members in informing the National office of their travels.

18. **EXPENSE CLAIMS - PROCEDURES**

The National President read Regulation 3, Section 6 to the Council. It was explained that the National office will be more diligent in enforcing the timelines for expense claims, as described in the Regulation.

19. **UHEW STRUCTURE COMMITTEE - APPOINTMENT**

This item will be discussed at a later time during this Council session

20. **REGULATION 3 - MOTIONS**

a) National Officer Luggage Allowance

MOTION: m/s Maund/Sullivan

Be it resolved that the following article be added to Regulation 3. Expenses, i.e.:

3.XX National Officer Luggage Allowance

UHEW recognizes that National Council members travel extensively on business during their term and use their personal luggage for business use. Therefore, the National Council members will be entitled to a luggage allowance of \$250.00 during each term. Should a Council member opt to use this allowance, a request shall be submitted to a Financial Officer of UHEW, with receipt.

CARRIED (RV 9)

b) RVP Office Equipment

MOTION: m/s Maund/Lépine

Be it resolved that the following article be added to Regulation 3, Expenses, i.e.:

3.XX National Officer Office Equipment

UHEW recognizes that there are necessary tools required to perform the role of a National Officer over his/her term(s) of office.

Prior to purchasing any equipment, National Officers must seek the approval from the National President and/or Financial Officer(s).

Equipment acquired during a term of office is expected to last for the three (3) year term of that National Officer. Replacement of any equipment will be considered in consultation with the National Office.

Equipment that may be required and maximum cost:

- Chair - \$200 (per 3 year term)
- Desk - \$200 (one-time purchase)
- Filing cabinet - \$100 (one time purchase)
- Pull case/Briefcase- \$200 (per 3 year term)
- Wireless router - \$100 (one time purchase)
- Printer/scanner - \$200 (per 3 year term)

Following discussion, it is agreed that an Ad-hoc Committee, comprised of Sisters Faye Kingyens and Darlene Lewis and Brother Richard May, will edit the motion as per suggestions made and will present the amended motion at a later time during this National Council meeting.

It was agreed to proceed with quick discussion items from the Agenda in order to expedite business.

28. **UHEW LOGO**

A new call was sent out on October 28, 2017. The Honours and Awards Committee will review the submissions and provided their recommendations to the Council for a vote on the Logo.

Although the original deadline date was December 15, 2017, it was agreed to move that date up to December 1, 2017 in order to provide enough time for the Committee to review the submissions, provide their recommendation and have the Council vote before the end of the year.

29. **UHEW OPEN HOUSE**

An open house (wine and cheese) will be held on December 1, 2017 from 4 p.m. to 8 p.m. This date was chosen in order to maximized on the fact that most RVPs and union leaders will be in Ottawa for the PSAC Leadership training.

The PSAC National Board of Directors, RVPs, Locals within the Region and Departmental senior managers (DM, ADM, Directors) are to be invited.

Buses from the Westin Hotel will be provided.

30. **RVP HANDBOOK**

The Handbook will be ready to be sent electronically once finalized, if any amendments are needed following this meeting and Council training.

For those wishing for a paper copy and are unable to print one, are to inform the National office.

31. **2020 UHEW CONVENTION LOCATION**

Suggestions for the 2020 UHEW Convention site are requested, keeping in mind that a city with a hub airport is more advantageous. It is also requested to discuss the month in which the Convention is held.

The following cities were suggested:

Vancouver	Montreal
St. John's (NL)	Victoria
Winnipeg	Quebec City

As Vancouver and Montreal were the most popular, a vote via show of hands was requested: Vancouver 12, Montreal 5. The UHEW 2020 Convention will be held in Vancouver.

Following discussion, a 6-week window within July and August will be used to review the best value during that time period.

22. **COMMUNICATION/EMAIL PROTOCOL**

The communication quick reference guide is explained. It is also explained that there is no need to copy the National President on all emails if no action is required from him.

Amendments are made to the document and it requested to add that Local issues are to be communicated to the RVP. The Communication Protocol will be sent to Locals and posted on the Web site.

A list of pay escalator for each department is to be provided to the RVPs.

23. **GRIEVANCE PROTOCOL**

The document is presented and explained and further discussions will be had during the RVP training. It is suggested to add the document “Frequently Filed Grievances” as reference for grievance wording – this document is already available on the Web site.

24. **COMMUNICATION TO LOCALS**

b. *Grievance information to be sent to RVP*

It is requested that a communiqué be sent to Locals to inform them to communicate with their RVP before filing a grievance and that all grievance information is to be sent to their RVP for 2nd level presentation.

a. *Changes to AGM Calendar*

Although RVP are to communicate with their Locals regarding the AGM calendar, it is requested that the National office send a communiqué to the Locals to inform them of the new 6-month window for the AGM season.

25. **COMMUNICATION – CHAIN OF COMMAND**

This item was addressed during the Communication Protocol discussion. A communiqué will be sent to the Locals.

The sitting of the National Council adjourned at 4:30 p.m.

November 6, 2017

The meeting was called to order at 9:05 a.m. with Brother Todd Panas, National President, in the chair.

19. **UHEW STRUCTURE COMMITTEE – APPOINTMENT** *(Cont'd)*

The National President provided information regarding the commitment needed from the Committee members, number of meetings to be held and what is expected from them in regards to a new UHEW regional structure and a new delegate formula.

This Committee will be comprised of himself as ex-officio and 4 to 5 members representing each region: East, West/Prairies, NCR/Ontario, Quebec. It is also explained that the Committee composition will be fluid in order to produce the best recommendations for the 2020 Convention.

The UHEW Structure Committee will be a standing item on the National Council agenda and it is requested that the UHEW Structure be on AGM and Regional Conference agendas.

Those interested in participating in this Committee were to provide their names to Sister Shimen Fayad by the end of day – Alternate RVP could also participate in this Committee. The Advisory Committee will be deciding on the Committee members.

26. **CREATION OF AD-HOC ENVIRONMENT COMMITTEE**

Brother Marc Blanchard, RVP-Scotia/Fundy, addressed the Council on the merit of having an ad-hoc Environment Committee and provided ideas of what such a Committee could do.

MOTION: m/s Blanchard/Chafe

That this Council establish an Environment ad-hoc Committee.

Carried unanimously

Volunteer for this Committee was solicited – Brothers Richard May, Robert Chafe and Marc Blanchard will sit on the new Environment ad-hoc Committee. Brother Blanchard will submit the Committee's mandate at the next National Council meeting.

27. **RATIONAL FOR REQUIREMENT OF PROOF OF LEAVE**

An explanation was provided for such a requirement.

32. **NATIONAL LMCC – SHARING OF MINUTES**

The Administrative Assistant will be providing the National Council with all Department National LMCC minutes once received in the National office.

Action: Brother Steve Maund is tasked to create a UMCC section within the Google Share Drive in order to have RVP share Regional UMCC issues/items

21. **MEETINGS**

c. *Local Annual General Meetings*

Locals must ensure that their By-Laws reflect the new AGM season as voted upon by the delegates at the UHEW Inaugural Convention, i.e.: October 1 – March 31.

Those Locals wishing to have the National President attend their meeting are to coordinate these dates with the Administrative Assistant. Due to departmental issues/problems, Brother Panas wishes to attend the HC and PHAC Local AGM.

It is also suggested that to bloc multiple AGMs within the region in the same time-frame in order to be cost-effective and less time consuming.

b. *National Council Meetings*

It is decided that all National Council Meetings will be held in Ottawa, with the exception of the spring 2020 meeting, which will be held at the UHEW Convention site.

Spring 2018 Council meeting – Week of May 28 – June 1

Fall 2018 Council meeting – Week of October 22 – 26

a. *Regional Conferences*

Atlantic Regional Conference (Atlantic, Newfoundland/Labrador, Scotia-Fundy and New-Brunswick/Prince-Edward-Island regions) June 19 – 22, 2018 in Halifax

Western Regional Conference (Manitoba, Saskatchewan, Prairie & Northern, Alberta/British-Columbia/Yukon and British-Columbia regions) June 11 – 15, 2018 in Western Alberta

Ontario Regional Conference: October 10 – 14, 2018 in Thunder Bay

Quebec: June 4 – 8, 2018 in Montreal

National Capital Regional Conference: September 19 – 21, 2018

Council members are reminded, as per Policies, that each Local can send 3 representatives (or more at the Local's expense or use the new Local Assistance). Regional Conference are 2 days, or may have add a third for training.

33. **JOINT WORKPLACE INTERVENTIONS AT HC AND PHAC**

The National President provided information regarding interventions in workplaces. He also spoke on an action plan to “heal your workplace” and how he wishes to implement this in all departments.

33a. **MOTION FOR DONATION**

MOTION: m/s Sullivan/Gilchrist

Whereas Niki Kish passed away on October 24, 2017, as a result of mental illness, and

Whereas Niki was a member of the Local Executive of Local 00144, and

Whereas Niki's husband, Todd Kish is also a member in good standing of Local 00144, and

Whereas Niki and Todd have two young children, Jordyn and Colton, and

Whereas a ‘GogetFunding’ page has been set up to raise money to help Todd pay for initial expenses and then the majority of those funds will be redirected to an RESP for the children's education, and

Whereas, UHEW is a strong advocate for both issues concerning Mental Health as well as Education for our members children; therefore

Be it Resolved that the UHEW take \$500 from surplus to be directed to the GogetFunding page for the Kish family in support of their children.

CARRIED (RV 10)

15. **NEW DEPARTMENT – INDIGENOUS SERVICES** (*Cont'd*)

The National President provided information regarding the new department. He also spoke on the first FNIHB Sectoral UMCC and how the new department should be on both the Sectoral and National UMCC agendas as a standing item. The National office is requesting Locals and Regions to add this as a standing item on their Local/Regional UMCC agendas.

The Department has been tasked to create/set-up a Q&A in order to keep their employees informed and also to provide explanations on the process. Unions are to be involved throughout the process via monthly meetings.

The sitting of the National Council adjourned at 11:40 a.m. for lunch. The meeting was called to order at 1:00 p.m. with Brother Todd Panas.

20. **REGULATION 3 – MOTIONS** (*Cont'd*)

b) **RVP Office Equipment** (*Cont'd*)

The Ad-hoc Committee (Sisters Faye Kingyens and Darlene Lewis and Brother Richard May) presented the amended motion but discussion ensued where some friendly amendments were proposed. It was also decided to vote for the equipment to remain in this new regulation.

Point of order: Sister Karla Levangie-Connor, RVP-Atlantic, mentions that during the discussion for the Regulation on RVP Technology Allowance, during the Council meeting on August 25, 2017, that printers were to fall under that allowance, therefore why would it be mentioned in the office equipment regulation.

Ruling of the Chair: Not well taken. The Council is still voting on each individual pieces of equipment to be included in this new Regulation and hasn't passed to the voting of the Regulation.

The Council was informed that should any equipment be required by a Council member in order to perform their duties, a business case is to be presented to the National President for approval.

MOTION: m/s Kingyens/May

Be it resolved that the following article be added to Regulation 3, Expenses, as amended:

3.XX National Officer Office Equipment

UHEW recognizes that there are necessary tools required to perform the role of a National Officer over his/her term(s) of office.

Prior to purchasing any equipment, National Officers must seek the approval from the National President and/or Financial Officer(s). *Receipts are to be provided to the National office.*

Equipment acquired during a term of office is expected to last for the three (3) year term of that National Officer. Replacement of any equipment will be considered in consultation with the National office.

The subsidies are for the August 2017 to January 1, 2020 period. If a Regional Vice-President does not fulfill the full 3-year term, the cost will be prorated for the term the officer serves. There is no option to return the equipment to the National office once a purchase has been made.

Equipment that may be required and maximum cost:

- Chair - \$200 (per 3 year term)
- Filing cabinet - \$100 (one time purchase)
- Pull case/Briefcase - \$200 (per 3 year term)
- Printer/scanner - \$200 (per 3 year term)

Point of order: Sister Karla Levangie-Connor, RVP-Atlantic, reiterates that during the discussion for the Regulation on RVP Technology Allowance, during the Council meeting on August 25, 2017, that it was discussed and assumed that printers were included as technology and included in the Technology allowance.

Ruling of the Chair: Well taken. The National President and National Vice-President will listen to the recording of the meeting. Should the printer be included with the Technology Allowance, it will be removed from the Office Equipment allowance.

CARRIED (RV 11)

34. **OPEN FORUM**

The open forum provided the opportunity for Council members to ask general questions, receive feedback from different regions and have general discussions on various subjects, such as, but not limited to: Phoenix, new hires, devolution.

RVPs are informed to put Phoenix and pay issues as standing items on LUMCC and RUMCC; any escalating pay issues are to be sent to the NEVP of PSAC. New hires are also to be a standing item on RUMCC as departments are to inform unions of new hires.

A discussion was had on the possibility of a Phoenix day of action – pros and cons were provided, as were other suggestion, which will be provided to PSAC.

Possible changes to Tobacco Officers classification will be added to the December National UMCC (HC).

The sitting of the National Council adjourned at 3:40 p.m. in order to enter the in-camera session.

MOTION: m/s Maund/Schlosser

That this Council meeting be adjourned.

Agreed by Consensus

ADDENDUM

Following the meeting, Sister Fayad, National Vice-President, listened to the recording of the post Convention meeting and there was no mention of including printers/scanners with the “Technology Allowance” therefore, purchase of printers/scanners for National Officers will be included with the “National Officer Office Equipment” allowance.