

REPORT OF THE FINANCE COMMITTEE

Committee members:

Benoît Thibault (Chair), a / National Vice President

Robert Chafe

Larry Schlosser

Shimen Fayad (a/National President)

Due to the COVID-19 pandemic, all planned meetings with the Finance Committee, UHEW Finance Officers and Private Finance Advisers from National Bank Financial (NBF) and the Royal Bank of Canada (RBC), were conducted through Video Conference and regular conference calls.

Both acting National President and acting National Vice President had a first Video Call with UHEW Financial Officers, Sylvain Meilleur and Carmine Pacifico, on April 1st for a Pre-budget meeting.

Next, the committee met for three days on April 6th 7th and 8th. At that meeting, Shimen Fayad appointed Benoît Thibault as committee chair. Both UHEW Finance Officers attended the meeting.

The Committee met again through Video Conference, on May 11th. The Committee also had a few other calls to go over unfinished business, as well as Presentation from the NBF and RBC financial advisors.

The purpose of these meetings / calls was to:

- Provide the Committee with the UHEW 2018-2019-2020 actuals
- Draft the 2020-2023 Budget to be presented to UHEW Convention
- Go over our Portfolio performance and evaluation and the cash flow projection
- Review Regulations with financial impacts
- Draft Financial Resolutions for 2020 Convention

We feel that all modifications and recommendations from the Finance Committee take a prudent and responsible approach.

Please find in the Annexes proposed modification on By-Laws and Regulations, and new Regulations:

ANNEXE 1: FINANCE COMMITTEE MOTION ON BUDGET

ANNEXE 2: PROPOSED REGULATIONS MODIFICATIONS

ANNEXE 3: NEW PROPOSED REGULATIONS

Last revised June 12th 2020.

ANNEXE 1

FINANCE COMMITTEE MOTION Extension of the UHEW Budget until 2021

Whereas; we have been dealing with a global pandemic with social distancing since early March 2020 and we are still banned from large public gatherings;

Whereas; the PSAC National Board of Directors (NBoD) passed a motion in April 28, 2020 to suspend any timelines contained in Local, Branch, DCL, Regional, Area Council, and Component By-Laws regarding the scheduling of Annual General Meetings, Conventions, and the election of delegates to Component and PSAC Conventions be suspended until September 1, 2020. Should this suspension require an extension, such extension shall be by motion of the National Board of Directors;

Whereas; Following the NBoD passed a motion which included postponing PSAC Regional/National and Component Triennial Conventions, UHEW National Council passed a motion to will be postponing our 18th Triennial Convention until August 2021;

Whereas; UHEW current budget cycle approved at the 2017 UHEW Convention is valid until December 31, 2020;

Whereas; UHEW requires a budget to continue Component operations as of January 1, 2021;

Be It Resolved that the UHEW National Council approve the use of the 2020 values up to the next UHEW Triennial Convention to cover UHEW operations for 2021.

ANNEXE 2

**UHEW Standing Finance Committee
REGULATION MOTIONS**

**A. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 - EXPENSES
INTRODUCTION**

WHEREAS the Introduction to UHEW REGULATIONS are meant to provide parameters around expenses

WHEREAS UHEW has separate documents laying out the Policies of UHEW

BE IT RESOLVED the wording for REGULATION 2, INSTRUCTION which reads:

“The aim of this Regulation is to establish a policy indicating expenses...”

Be changed to read;

*“The aim of this Regulation is to establish **parameters** for expenses...”*

**B. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 – EXPENSES
5. REGIONAL VICE-PRESIDENTS
a) Cellular Phones**

WHEREAS Regulation 2, 5, a) provides parameters around the period to be eligible for Cellular Phone allowance;

WHEREAS the Regulation currently has to be changed every cycle to reflect valid eligibility dates and is cumbersome;

BE IT RESOLVED Regulation 2, 5, a) which reads:

*“The amount for the **Aug 2017 – July 2020** period is up to”*

Be changed to read;

*“The amount for **the period between UHEW Triennial Conventions** is up to...”*

**C. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 – EXPENSES
5. REGIONAL VICE-PRESIDENTS
b) Technology**

WHEREAS Regulation 2, 5, **b)** provides parameters around the period to be eligible for the technology subsidy;

WHEREAS the Regulation has to be changed every cycle to reflect current eligible dates and is cumbersome;

BE IT RESOLVED Regulation 2, 5, **b)** which reads;

“The subsidy amount for the **Aug 2017 – January 1, 2020** period is a ...”

Be changed to read;

“The **technology** subsidy amount is applicable during the **term which starts immediately after the UHEW Triennial Convention to January 1st in the year of the next UHEW Triennial Convention** is a...”

**D. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 – EXPENSES
5. REGIONAL VICE-PRESIDENTS
c) Internet**

WHEREAS Regulation 2, 5, **c)** provides parameters around the period to be eligible for Internet allowance

WHEREAS the Regulation would have to be changed every cycle to reflect current eligible dates and this is cumbersome

BE IT RESOLVED Regulation 2, 5, **a)** which reads:

“The amount for **Aug 2017 – July 2020** period is up to”

Be changed to read;

“The amount for **the period between UHEW Triennial Conventions** is up to...”

**E. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 – EXPENSES
6. CLAIMS PROCEDURES**

WHEREAS situations and circumstances that could prevent the RVP from submitting claims may be personal in nature;

WHEREAS the Standing Finance Committee is responsible for examining financial records as necessary to ensure appropriate use of funds as per UHEW By-Laws;

WHEREAS the National Council meetings have full agendas in order to make decisions on UHEW operations between Conventions and time is limited;

BE IT RESOLVED Regulation 2, 6 wording which reads;

“after the 90day period will not be authorized for payment unless the **National Council** reviews...”

Be changed to read;

“after the 90day period will not be authorized for payment unless the **UHEW Standing Finance Committee** reviews...”

Rationale:

Reviewing RVP expense claims per Regulation 2, 6, should not take up the precious time the Council has to deal with specific UHEW business and often Council meetings cannot complete their full agenda. The Standing Finance Committee is tasked with ensuring appropriate use of UHEW funds therefore a review by the Committee should be sufficient for these expense claims.

**F. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 2 – EXPENSES
7. APPEALS**

WHEREAS claims denied should not go to the same body for an appeal;

WHEREAS the Standing Finance Committee is responsible for examining financial records as necessary to ensure appropriate use of funds as per UHEW By-Laws;

BE IT RESOLVED Regulation 2, 7 wording which reads;

“All appeals regarding financial claims shall be directed to the **National President.**”

Be changed to read;

“All appeals regarding financial claims shall be directed to the **UHEW Standing Finance Committee to render a decision.**”

Rationale:

The National President has the authority to deny claims as per UHEW Regulations however if a member wants their claim reviewed it should not go to the same body. The Standing Finance Committee is comprised of 3 additional National Council members therefore they should be the body that receives claim appeals and should have the authority to render a final decision.

**G. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 5
TERMS AND CONDITIONS OF EMPLOYMENT
FOR THE NATIONAL PRESIDENT AND NATIONAL VICE-PRESIDENT**

WHEREAS it is prudent to have a process specific for reviewing the claims of full time paid UHEW elected officers;

WHEREAS the Standing Finance Committee per the UHEW By-Laws must oversee the financial administration of the UHEW

BE IT RESOLVED a new section be included in Regulation 5 to provide guidance on the submission of claims for the National President and National Vice-President;

BE IT FURTHER RESOLVED the new section be point 4 reads as follows:

4. *Expense claims*

National President travel claim submission

- The National President shall submit all travel claims to the Finance Officers for validation and processing and claims will be subsequently provided to the Standing Finance Committee for a review on a quarterly basis.

National Vice President travel claim submission

- The National Vice-President shall submit all travel claims to the National President for authorization and the Financial Officers will validate and process these claims. The claims will be subsequently provided to the Standing Finance Committee for a review on a quarterly basis.

BE IT FURTHER RESOLVED the subsequent numbers in Regulation 5 be changed incrementally

**H. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 5
TERMS AND CONDITIONS OF EMPLOYMENT FOR THE NATIONAL
PRESIDENT AND NATIONAL VICE-PRESIDENT
6. LEAVE SUBMISSION**

WHEREAS UHEW National Council is responsible for ensuring adherence to the Regulations regarding terms and condition of employment of UHEW full time elected officers;

WHEREAS it is prudent to have a process specific for reviewing the leave requests of UHEW full time elected officers;

WHEREAS the Standing Finance Committee per the UHEW By-Laws must oversee the financial administration of the UHEW

BE IT RESOLVED Regulation 5, 6, a) which reads;

“...shall submit all leave to **the Financial Officers for validation and all recording and reporting...**”

Be changed to read;

“...shall submit all leave to **the Standing Finance Committee for approval and validation, recording and reporting will remain with the Finance Officers.**”

**I. FINANCE COMMITTEE MOTION
UHEW REGULATIONS
REGULATION 7
TERMS OF REFERENCE OF THE UHEW FOSTER PARENT PLAN**

WHEREAS the UHEW National Council currently has numerous Committees;

WHEREAS the Standing Finance Committee per the UHEW By-Laws must oversee the financial administration of the UHEW

BE IT RESOLVED Regulation 7, 3, a) which reads;

“The Union of Health and Environment Workers Foster Parent Plan shall be **administered by an Administrative Committee of three (3) members of the National Council, one of which shall be the National President, and two (2) members of the National Council appointed by the President and ratified by the National Council.**”

Be changed to read;

“The Union of Health and Environment Workers Foster Parent Plan shall be **administered by the Standing Finance Committee.** “

BE IT FURTHER RESOLVED Regulation 7, 3, b) be removed

“The chairperson of the Administrative Committee shall be the National President.”

BE IT FURTHER RESOLVED Regulation 7, 3, d) be removed;

“Meetings of the Union of Health and Environment Workers Foster Parent Plan Committee shall be held annually, or at the call of the Chairperson or upon request of a majority of the members of the Committee. Notice of meetings shall be published one month in advance.”

BE IT FURTHER RESOLVED a new Regulation 7, 3, b) read as follows;

“All disbursement of funds must be approved by a majority of the members of the Committee.”

ANNEXE 3

A. Regulation (**new 13 **) Purchase Limits of Component President

Whereas currently the president of UHEW has the authority to make purchases of any amount;

Whereas large purchases that have not been pre-approved by the National Council do not have to be vetted through the Finance Committee, so there is no accountability of such purchases before they are made;

Whereas the Finance Committee, a subcommittee of the National Council, is mandated to ensure the components finances are in line with the approved budget and used in a responsible manner;

Be it resolved any purchases that have not been pre-approved by the National Council over \$5000 must be presented to the Standing Finance committee for approval;

Be it further resolved records of the Standing Finance Committee be kept by the National Vice President.

Reviewed & completed: April 28, 2020

B. Regulation 14 (**new**) Investment Management

Whereas the authority and power vested under the By-Laws of the Union of Health and Environment Workers in Bylaw-7 Section 4(e) The Finance Committee will ensure that funds of the Union of Health and Environment Workers are being properly administered;

Whereas some responsibilities include reviewing operating statements quarterly, reviewing financial statements and making recommendations to the National Council on amendments to policies or regulations in the interest of the prudent administration of finances;

Be it resolved a new Regulation be created to read as follows;

Investment Management

Any changes (meaning any additions, liquidations and or transfer of any funds from The UHEW current portfolio) to our current investments must be presented to the UHEW standing Finance Committee for review by a visual presentation and detailed written explanation of the changes from the Fund Management Company. Once reviewed by the standing Finance Committee the recommended action will be presented to the National Council for approval.

The National Council will vote on the recommendations and advise the National President to action as approved.

Review & Completed: April 28, 2020