



**UNION OF HEALTH AND
ENVIRONMENT WORKERS**

CONVENTION CALL

2nd National Triennial Convention

August 16 – 20, 2021



**UNION OF HEALTH AND ENVIRONMENT
WORKERS**

**SYNDICAT DES TRAVAILLEURS DE LA SANTÉ ET
DE L'ENVIRONNEMENT**

2781, ch. Lancaster Road, Suite 400 • Ottawa, Ontario • K1B 1A7

April 30, 2020

Greetings,

As a result of the COVID-19 pandemic and the direction from both National and Regional Public Health Officials, the Union of Health and Environment Workers has been unable to hold in-person union meetings and will continue to be unable to hold in-person events until restrictions are lifted.

The PSAC National Board of Directors recently passed motions suspending timelines in Local, Component and PSAC Constitution and By-Laws regarding timelines surrounding scheduling AGMs, Conventions, election of delegates to Component and PSAC Convention.

This has allowed the UHEW National Council to put the health of our members first and foremost by passing a motion to postpone our UHEW Triennial Convention to 2021.

As a result, all timelines associated with registration of delegates and submission of resolutions are postponed. We will advise all locals of the new dates once determined.

Wishing you and your families the very best, stay healthy and stay safe!

A handwritten signature in blue ink that reads "Shimen Fayad".

Shimen Fayad
A/National President
UHEW

A handwritten signature in blue ink that reads "Benoît Thibault".

Benoît Thibault
A/National Vice President
UHEW

March 10, 2021

**Attention: Locals
National Council Members
Alternate National Council Members**

The 2nd National Triennial Convention of the Union of Health and Environment Workers will be held via video conference starting Monday, August 16 and concluding Friday, August 20, 2021.

Deadline for receipt of Minutes from general meetings where elections were held:	April 1, 2021
Deadline for receipt of delegate, observer and alternate names:	April 16, 2021
Deadline for receipt of resolutions:	April 25, 2021
Deadline for online registration for delegates:	May 16, 2021
Deadline for online registration for observers:	May 31, 2021

Included in this guide are details on how to register the delegates, observers and alternates, how to submit resolutions, as well as information on reimbursement for loss of salary. Further details will on the Convention will be provided to registered participants and on our Website.

Please contact Julie Lavictoire, Administrative Assistant to the National President, with any questions. She can be reached via email at conv2021cong@uhew-stse.ca

Delegate Entitlement

As per UHEW Policy 8:

CONVENTION REPRESENTATION (DELEGATES, ALTERNATES, OBSERVERS).

Section 1: National Council

Each Elected Member of the National Council, and his/her Alternate will be automatic delegates to the Triennial National Convention.

Section 2: Locals

There are two options for locals to send local delegates to the National Triennial Convention:

- a) *As specified in their Local By-Laws (Local President or her/his Vice-President) are automatic delegates. Note: This must be clearly specified in their local By-Laws.*
- b) *Through an election process as stated below.*

All locals where their By-Laws do not indicate any automatic delegate such as the Local President or have more than one delegate must hold an election.

At least four 4 (months) prior to the opening date of the UHEW National Triennial Convention, at an Annual or General Meeting of its members, each local shall elect a member or members in good standing as a delegate or delegates, and alternate or alternates, to the Convention.

The above meetings must be held with a notice of motion served at least 30 days in advance, announcing the specified meeting with these guidelines attached to that motion.

The standard Component election process will govern these election proceedings with a nominator, seconder, secret ballot process, etc.

Each local shall be entitled to delegates as per the delegate formula in accordance with the table in Section 3.

The official minutes from this Annual or General Meetings SHALL be sent to the National Office along with the names of the accredited, elected delegates, alternates and or observers to ensure compliance with this Policy.

Section 3: Delegate Table

Total of Members in Good Standing in Local	Delegate Entitlement
<i>10 – 150 Members</i>	<i>1 Delegate</i>
<i>151 – 400 Members</i>	<i>2 Delegates</i>
<i>401 – 800 Members</i>	<i>3 Delegates</i>
<i>801 – 1200 Members</i>	<i>4 Delegates</i>
<i>1201 Members and above</i>	<i>5 Delegates</i>

The delegate entitlement calculation, done in conformance with UHEW Policy 8 utilizing figures from the month of January 2020 remains valid for the postponed UHEW National Triennial Convention. UHEW has already notified the Locals in 2020 of their delegate entitlement. Rand deductees are not included when determining the number of delegates who will attend the Convention.

The delegate registration previously done for the 2020 UHEW National Triennial Convention will be confirmed with the submitting bodies. Changes in delegate registration shall be allowed only if there is a change in membership status or the member does not meet the requirements in Policy 8, Section 2 a). The deadline for delegate confirmation shall be April 18, 2021.

Should neither the elected delegate nor alternate be able to attend the postponed UHEW National Triennial Convention, the Local shall be required to conduct a new election for their delegate. This election shall be conducted per UHEW Policy 8. The new delegate must be registered within the period of delegate confirmation defined in this callout to avoid being a late delegate.

In order to register a delegate, a **Local MUST be in good standing and in compliance with the UHEW By-Laws**, i.e., minimum of elected officers (UHEW By-Law 9 Section 6a), financial reports received by National office no later than April 1 (By-Law 9, Section 6c), etc.

Local must also send their *Annual General Meeting minutes* where elections of delegates, observers (if any) and alternates were held no later than **April 1, 2021**.

Should a Local not proceed with elections of delegates, observers and alternates at their AGM, a *Special General meeting* must be held, elections conducted and minutes provided no later than **April 1, 2021**.

Members of the National Council and their Alternates are automatic delegates – registration will be as per section noted below “*Delegate Registration*”.

Notification from Locals

The deadline for receipt of delegate, observer and alternate names is **April 18, 2021**. **UHEW will not accept any names after this date.**

Locals are to complete the online form where they will register the name of their elected delegate(s), observer(s) if any and alternate(s) by the above noted deadline.

Locals **SHALL**, as per Policy 8, send the official minutes from their AGM or special general meeting where the elections were held for their delegates, observers and alternates – these are to be sent to the National office by **April 1st**. Should Local By-Laws specify automatic delegates, these **MUST** also be provided.

Link to online form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=NgM54GCi9UytdDqwhGSaHUmwTV2bBh1GoBrLBZiwrdZUMjhGVE9BNkEzMUdaQk1TRkdCSUJPTUxKWi4u>

Delegate Registration

All delegates attending this Convention must be members in good standing of PSAC. Registration is to be done by completing the online registration form. The link will be provided to confirmed delegates **only**, once their names have been received by the UHEW National office. Registration **MUST** be completed by **May 16, 2021**.

Observers

Any member in good standing of the Component shall be entitled to attend a National Triennial Convention as an observer, but without voice or vote, and at no expense to the Component. Observers must be duly elected at an Annual or General Meeting.

Please note that at its Fall 2017 meeting, the National Council voted unanimously in favour of implementing 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.

This assistance will be made available to Locals to encourage members to attend union events such as Regional Conferences and Conventions, i.e.: as observers. Local Executives are encouraged to seek guidance from their RVP on this initiative.

Registration is to be done by completing the online registration form. The link will be provided to confirmed observers only, once their names have been received by the UHEW National office. Registration must be completed by **May 31, 2021**.

Resolutions

Resolutions to Convention must be sent to the UHEW National Office by 11:59pm (EST) **April 25, 2021**. Please submit resolutions in electronic format to: conv2021cong@uhew-stse.ca

Submitted resolutions must comply with the following criteria:

Format:

- Is concise and focused;
- Utilize either the traditional or clear language format and include the title, and Local number;
- Not include any special formatting such as boxes or drawings;
- In Microsoft Word format

Approved:

- Resolutions cannot be submitted by individual members. THEY MUST BE VOTED ON AND ENDORSED BY THE APPROPRIATE ORIGINATING BODY (I.E. LOCAL OR NATIONAL COUNCIL) PRIOR TO BEING SUBMITTED;
- Local Executive meeting, AGM or Special General Meeting minutes MUST be provided to support these resolutions

Content:

- Addresses just one topic (issue) and has one major objective;
- In simple wording, clearly identifies the issue and the action(s) required;
- Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;
- Does not call for an action or outcome that contradicts or contravenes the UHEW By-Laws or PSAC Constitution;
- Ensures that the action proposed is within the jurisdiction of the organization to implement;
- Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;

- Allows for flexibility in implementation, as it's the end result that counts;
- Is not calling for something that is already enacted;
- Applies the Who, What, When, Why and How test

Examples of traditional and clear language format resolutions are included below.

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><i>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</i></p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><i>MENTAL HEALTH AWARENESS IN THE WORKPLACE</i></p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>

[Reimbursement and Loss of Salary](#)

REMINDER: Delegates should ensure that they have been granted leave from their employer to attend the UHEW National Triennial Convention.

Actual loss of salary will be reimbursed for working hours lost during the Convention. As the National Triennial Convention is an eligible activity for “Leave for Union Business” under article 14.12 of your collective agreement, delegates are encouraged to use the leave code “641”. There will be no overtime compensation. Those members who are on shift work are requested to provide a copy of their shift schedule when submitting their expense claim.

Those delegates requiring the “Leave for Union Business” letter will have them issued as soon as they request it from the National office via the Registration form..

Members who are attending Component fully funded events and are receiving loss of salary and or component rate of pay and fail to attend or are absent from the sessions could be subject to partial or up to full salary deduction on their expense claims. Any Member or National Officer may report these absences in writing to the National President where they will review the incident and advise the Finance Officers on any action(s). Where members are continuously late or significantly late for a session, it will be reviewed by the National President and could result in a reduction of salary on their expense claim. These situations will be addressed on a case by case basis, looking at all circumstances.

Connectivity

Registered delegates will be provided with information on the technical requirements necessary in order to participate in the UHEW National Triennial Convention. Delegates will be asked to confirm their ability to connect to the virtual convention platform in advance and UHEW will assist with delegates’ convention connectivity. Training on the virtual convention platform will be provided to delegates and observers in advance of the Convention.

General

Details of the UHEW National Triennial Convention agenda, rules of procedure, copies of resolutions and committee reports as well as other items of interest will be made available to participants in due course.

Should you have any questions on the above, please communicate with:

Julie Lavictoire
Administrative Assistant to the National President
Email: conv2021cong@uhew-stse.ca

I recognize that conducting our National Triennial Convention virtually is a big change for all but we will strive to recreate – to the extent possible – the Convention that was to take place in Vancouver in August 2020. Although we will miss spending time with our members, in person, we do look forward to seeing you virtually at the UHEW National Triennial Convention.

It's time to chart a new course for the next two years!

In Solidarity,



Shimen Fayad
National President