



**UNION OF HEALTH AND
ENVIRONMENT WORKERS**

CONVENTION CALL

3rd National Triennial Convention

August 15 – 17, 2023 – Vancouver, BC

January 31, 2023

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

The 3rd National Triennial Convention of the Union of Health and Environment Workers will be held at The Hyatt Regency Vancouver (655 Burrard Street, Vancouver, BC V6C 2R7), beginning, Tuesday, August 15, 2023 and concluding Thursday, August 17, 2023.

Deadline for receipt of Minutes from general meetings where elections were held:	April 1, 2023
Deadline of Local online notification of their delegate, observer and alternate names:	April 5, 2023
Deadline for receipt of resolutions:	May 5, 2023
Deadline for online registration for delegates:	May 14, 2023
Deadline for online registration for observers:	May 21, 2023

Included in this guide are details on how to register the delegates, observers and alternates, how to submit resolutions, as well as information on travel and expense reimbursement. Further details 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 cong2023conv@uhew-stse.ca

It's time again to chart the course for the next three years. I look forward to seeing you at our Convention in August.

In Solidarity,



Shimen Fayad
National President

Delegate Entitlement

As per UHEW By-Law 12:

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
10 – 150 Members	1 Delegate
151 – 400 Members	2 Delegates
401 – 800 Members	3 Delegates
801 – 1200 Members	4 Delegates
1201 Members and above	5 Delegates

Figures for the month of January 2023 will be used to calculate the delegate entitlement. Upon receipt of these figures, UHEW will notify the Locals of their delegate entitlement. Rand deductees are not included when determining the number of delegates who will attend the Convention.

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, 2023**.

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, 2023**.

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 5, 2023**. **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 UHEW By-Law 12, 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/r/CgtZTrkKye>

Delegate Registration

All delegates attending this Convention must be members in good standing of PSAC. A registration link will be provided to only confirmed delegates, as per notification from Locals (see above paragraph). Registration MUST be completed by **May 14, 2023**.

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.

As per UHEW Regulation 16, Locals can access a subsidy of \$3000 per cycle to be used for their members to attend UHEW approved union conferences, conventions or training events. This Local assistance subsidy is to encourage members to attend union 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 21, 2023**.

Resolutions

Resolutions to Convention must be sent to the UHEW National Office by 11:59pm (EST) **May 5, 2023**. Please submit resolutions in electronic format to: cong2023conv@uhew-stse.ca

Submitted resolutions must comply with the following criteria:

Format:

- Is concise, focused and limited to 150 words;
- 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;
- AGM or Special General Meeting minutes MUST be provided to support these resolutions

On Time:

- Resolutions must be submitted no later than 11:59pm (EST) on May 5, 2023 in electronic format via e-mail to cong2023conv@uhew-stse.ca

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 in the following page.

The "Be it resolved" and "Be it further resolved" (or "The PSAC/UHEW will" in clear language format) clauses are the most important parts of the resolution as these are the points delegates will be debating. Therefore, it is important that they are drafted in such a way as to stand alone.

Please note - Bargaining demands will not be accepted as there are other mechanisms in place to address them.

Any resolutions deemed out-of-order by the UHEW National President will be returned to the submitting body, with an explanation on the ruling.

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>

Transportation and Hotel

A block of hotel rooms has been reserved for our Convention at the Hyatt Regency Vancouver for delegates and observers. All room reservations are to be coordinated via the National office. When completing the online registration, participants will be asked to inform the National office of any special needs or requirements.

Travel arrangement are to be made according to the UHEW Convention Travel Policy, which will be provided to participants upon completion of their online registration.

Reimbursement and Loss of Salary

REMINDER: Prior to making travel arrangements, delegates should ensure that they have been granted leave from their employer to attend the UHEW National Triennial 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”. If a delegate chooses not to use this leave code, only vacation or compensatory leave will be reimbursed for working hours lost during the Convention. 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 possible after their travel arrangements have been confirmed.

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.

Expenses

Delegates can be provided with an advance upon request only. They will be asked to complete an expense claim so that the Component can reimburse per diem, travel cost and loss of wages (for those not using leave under code 641). More information will be provided to participants upon completion of their online registration.

A Finance officer will be on-site at the National Triennial Convention to assist you in completing your expense claim.

Accommodation

UHEW strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations identified on the registration form.

No Scents!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, UHEW asks that all participants attending the Convention refrain from using scented products. These include perfume, colognes, as well as scented lotions, hairsprays, deodorants, and other products promoted by the fragrance industry. The hotel can provide scent-free cleaning and scent-free linen upon request.

Greening our Convention

Climate change, global warming and the protection of our environment are union issues. Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by adopting environmentally-friendly practices. UHEW has worked to create a more sustainable Convention to reduce our carbon footprint. Our actions have included reducing the amount of paper and materials distributed, providing clean public water, and recycling and reusing Convention materials. Together, we can make a difference.

All Convention material will be provided electronically. Printed copies of Convention material will only be provided to delegates who request them at the time of online registration.

In Case of Emergency Contact

All Convention delegates, observers and guests will be required to provide the name and contact phone number for an emergency contact person at the time of online registration. Please include your relationship to this individual as well. This information will only be used in the event of an emergency where we need to contact someone for you.

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: cong2023conv@uhew-stse.ca.