

**NATIONAL EXECUTIVE MEETING MINUTES**  
**Held January 23-25, 2019**  
**UNE Boardroom**

**PRESENT WERE**

Kevin King, National President  
 Andrew Shaver, National Executive Vice-President  
 Daniel Toutant, National Vice-President for Human Rights  
 Kate Hart, Assistant National Vice-President for Human Rights  
 Angela Decker, Regional Vice-President, Atlantic  
 Bill Bennett, Assistant Regional Vice-President, Atlantic  
 Mary Anne Walker, Regional Vice-President, Ontario  
 Prabir Roy, Human Rights Representative, Ontario  
 Yvon Beaudoin, Regional Vice-President, Quebec  
 Yann Boudreau, Assistant Regional Vice-President, Quebec  
 Patrice Rémillard, Regional Vice-President, NCR (SE)  
 Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
 Virginia Noble, Regional Vice-President, Ottawa (TB)  
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
 Christopher Little-Gagné, Regional Vice-President, Manitoba  
 Sandra Ahenakew, Regional Vice-President, Saskatchewan  
 Janette Husak, Assistant Regional Vice-President, Saskatchewan  
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
 Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
 Shirley Torres, Regional Vice-President, BC and Yukon  
 Linda Woods, Assistant Regional Vice-President, BC and Yukon  
 Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
 Keith Lemoine, Equity Representative for GLBTQ+  
 Franco Picciano, Coordinator Member Services  
 Greg McNamara, Communications & Research Officer  
 Aurelie McDonald, Communications & Research Officer  
 Johanne MacAndrew, Executive Assistant to the National President and NEVP  
 Ateau Zola, Assistant to the National Executive and Human Rights Committee

**1. CALL TO ORDER**

The National President, Brother Kevin King called the meeting to order at 9:00 a.m.

**2. PRESIDENT'S REMARKS**

Brother Kevin King He welcomed everyone to the National Capital Region and recognized that we were meeting on the traditional, unceded and unsundered territory of the Kitchippi peoples of the Algonquin nation.

- a) House Keeping  
Brother Kevin King reminded everyone of the importance to know basic rules of order to conduct our meetings in a respectful manner that allows everyone to be heard and make decisions without confusion. Our mission, vision and values statements address our commitment to establish our framework.
  
- b) General Remarks  
Brother Kevin King advised everyone on his progress in French language training.
  
- c) Standard Local Bylaws Update  
Locals that are not in conformance with the bylaw requirement will be contacted for an update by June 30<sup>th</sup> to have their local bylaws in order.

**3. HOURS OF SITTING**

M/S/C Cindy D’Alessio and Patrice Rémillard

**THAT** the hours of sitting be adopted as follow:

Wednesday, January 23, 2019	— 9:00 a.m. - 11:45 a.m. — 11:45 a.m. - 1:00 p.m. (Coordinating Committee Meeting) —1:00 p.m. – 3:00 p.m. —3:15 p.m. – 5 p.m. (In-Camera Session)
Thursday, January 24, 2019	— 9:00 a.m. –11: 45 a.m. — 1:00 p.m. – 5: 30 p.m.
Friday, January 25, 2019	— 9:00 a.m. – 11: 45 a.m. — 1 p.m. – 5: 00 p.m. (or Close of Business)

**4. ADOPTION OF THE AGENDA (Appendix “A”)**

M/S Angela Decker and Chris Little Gagné

**THAT** the agenda be adopted as amended to add the following:

- 11) G) Locals in Trusteeship (Reactivation/removal)

- H) Announcement – PSAC EVENT – Phoenix Shutdown – Motion

**\*Recorded Vote 1: CARRIED**

**5. CHECK-IN ROUND - NATIONAL EXECUTIVE**

A check-in ensued.

**6. MOMENT OF SILENCE**

Brother Kevin King asked everyone who was able to do so to stand for a moment of silence in memory of the following members who have recently passed away and for all members who have suffered losses:

Liesbeth Bakker, Mother of Brian Bakker (ARVP of BC and Yukon)  
 Diane Thibaudeau, Mother of Patrice Rémillard (RVP of NCR-SE)  
 Gertrude-Caroline O’Neil, Mother of Anne Kelly (former UNE Staff)  
 Paul Minski, Local 30067  
 Anja Vanbekk Throop, Local 70181  
 Judy Booth, Local 70080  
 Greg Ahenakew, Brother of Sandra Ahenakew  
 Former UNE President Daniel Kinsella’s mother

**7. OATH OF OFFICE**

Brother Kevin King administered the oath of office to the following Officers:  
 Bill Bennett, Assistant Regional Vice-President – Atlantic (NL & Labrador)  
 Prabir Roy, Human Rights Representative – Ontario  
 Virginia Noble, Regional Vice-President, NCR (TB)

Sister Isabelle Beaudoin joined the meeting.

Brother Andrew Shaver assumed the Chair.

**9. REPORTS OF THE EXECUTIVE**

**A) National President (Appendix “B”)**

M/S Kevin King and Patrice Rémillard

**THAT** the report of the National President be adopted as presented.

**\*Recorded Vote 2: CARRIED**

Brother Andrew Shaver relinquished the Chair to Kevin King.

\*\*\*\*\*  
**RECESS**  
\*\*\*\*\*

**A) National Executive Vice-President (Appendix “C”)**

M/S Andrew Shaver and Chris Little-Gagné

**THAT** the report of the National Executive Vice-President be adopted as presented.

**\*Recorded Vote 3: CARRIED**

**B) National Vice-President for Human Rights (Appendix “D”)**

M/S Daniel Toutant and Jaison Van Tine

**THAT** the report of the National Vice-President for Human Rights be adopted as presented.

**\*Recorded Vote 4: CARRIED**

\*\*\*\*\*  
**RECESS**  
\*\*\*\*\*

**Wednesday, Janvier 23, 2019 - AFTERNOON SESSION**  
**Reconvened at 1: 15 p.m.**

**PRESENT WERE**

Kevin King, National President  
 Andrew Shaver, National Executive Vice-President  
 Daniel Toutant, National Vice-President for Human Rights  
 Kate Hart, Assistant National Vice-President for Human Rights  
 Angela Decker, Regional Vice-President, Atlantic  
 Bill Bennett, Assistant Regional Vice-President, Atlantic  
 Mary Anne Walker, Regional Vice-President, Ontario  
 Prabir Roy, Human Rights Representative, Ontario  
 Yvon Beaudoin, Regional Vice-President, Quebec  
 Yann Boudreau, Assistant Regional Vice-President, Quebec  
 Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
 Virginia Noble, Regional Vice-President, Ottawa (TB)  
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
 Christopher Little-Gagné, Regional Vice-President, Manitoba  
 Sandra Ahenakew, Regional Vice-President, Saskatchewan  
 Janette Husak, Assistant Regional Vice-President, Saskatchewan  
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
 Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
 Shirley Torres, Regional Vice-President, BC and Yukon  
 Linda Woods, Assistant Regional Vice-President, BC and Yukon  
 Rose Touhey, Assistant Regional Vice-President, Outside Canada  
 Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
 Keith Lemoine, Equity Representative for GLBTQ+  
 Franco Picciano, Coordinator Member Services  
 Greg McNamara, Communications & Research Officer  
 Aurelie McDonald, Communications & Research Officer  
 Johanne MacAndrew, Executive Assistant to the National President and NEVP  
 Ateau Zola, Assistant to the National Executive and Human Rights Committee

**REGRETS**

Patrice Rémillard, Regional Vice-President, NCR (SE)

**9. REPORT OF THE NATIONAL EXECUTIVE**

**C) National Vice-President for Human Rights (Appendix “E”)**

M/S Daniel Toutant and Jaison Van Tine

**THAT** the report of the National Vice-President for Human Rights from April 30 to October 28 be adopted as presented.

**\*Recorded Vote 5: CARRIED**

**8. MINUTES OF PREVIOUS MEETINGS**

**A) National Executive Meeting – October 23-25, 2018**

M/S Virginia Noble and Daniel Toutant

**THAT** the National Executive minutes of October 23-25, 2018 be adopted as presented.

**\*Recorded Vote 6: CARRIED**

**10. ONGOING BUSINESS**

**A) Bargaining**

i) Treasury Board

Brother Andrew Shaver reported that the employer has declared that they had not been at the negotiation table long enough to declare an impasse. The Employer petitioned the federal public service labour relations and employment board and the board has requested the parties to return to the bargaining table February 11 - 15, 2019.

ii) Parks Canada

Sister Angela Decker reported that the bargaining team met in Caucus in September to review proposals. The bargaining team and the employer would be exchanging bargaining demands on the last week of January.

iii) Statistical Survey Operations

Sister Mary Anne Walker reported that the arbitration for SSO Bargaining negotiations has been set for January 29 and 30, 2019.

iv) The National Battlefields Commission

Brother Yvon Beaudoin reported that this employer was moving slowly and moving to impasse. A mediator has been requested for meetings near the end of January.

v) Social Sciences and Humanities Research Council

Sister Mylene Seguin reported that had a call for bargaining demands. Further extension of time is required as they tend to follow the pattern of the PA table at Treasury Board.

- vi) Canadian Museum of Human Rights  
Brother Chris Little-Gagné reported that they have a tentative agreement.
- vii) Mohawk Council of Akwesasne  
The bargaining team is in the process of finalising demands.
- viii) CMHC Granville Island, BC  
Sister Shirley Torres reported that the contract expiration is in 2020.

Brother Patrice Rémillard joined the meeting.

Parks Canada Archaeology Occupation Group

Brother Chris Little-Gagné advised that Parks Canada is planning to move the archaeological artefacts in their possession in Winnipeg to the new climate control location in Gatineau, QC. Parks members in Manitoba would be affected. Consultation with Parks Canada employees did not happen nor did consultation with affected indigenous groups and leadership within Manitoba. UNE is working with REVP for Prairies, Sister Marianne Hladun, for a consultation strategy with both members and indigenous leaders in Manitoba.

\*\*\*\*\*  
**In Camera Session of the National Executive**  
 \*\*\*\*\*

**Information**

An in-camera session took place regarding and a motion was adopted and listed as recorded vote 7.

\*\*\*\*\*  
**END of In-Camera Session**  
 \*\*\*\*\*

**Thursday, January 24, 2019 - MORNING SESSION**  
**Reconvened at 9 a.m.**

**PRESENT WERE**

Kevin King, National President  
Andrew Shaver, National Executive Vice-President  
Daniel Toutant, National Vice-President for Human Rights  
Kate Hart, Assistant National Vice-President for Human Rights  
Angela Decker, Regional Vice-President, Atlantic  
Bill Bennett, Assistant Regional Vice-President, Atlantic  
Mary Anne Walker, Regional Vice-President, Ontario  
Prabir Roy, Human Rights Representative, Ontario  
Yvon Beaudoin, Regional Vice-President, Quebec  
Yann Boudreau, Assistant Regional Vice-President, Quebec  
Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
Virginia Noble, Regional Vice-President, Ottawa (TB)  
Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
Sandra Ahenakew, Regional Vice-President, Saskatchewan  
Janette Husak, Assistant Regional Vice-President, Saskatchewan  
Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
Shirley Torres, Regional Vice-President, BC and Yukon  
Linda Woods, Assistant Regional Vice-President, BC and Yukon  
Rose Touhey, Assistant Regional Vice-President, Outside Canada  
Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
Keith Lemoine, Equity Representative for GLBTQ+  
Franco Picciano, Coordinator Member Services  
Greg McNamara, Communications & Research Officer  
Aurelie McDonald, Communications & Research Officer  
Johanne MacAndrew, Executive Assistant to the National President and NEVP  
Ateau Zola, Assistant to the National Executive and Human Rights Committee

**Regrets**

Christopher Little-Gagné, Regional Vice-President, Manitoba

**Announcement - PSAC Local Y031, Many Rivers Counselling and Support Services**

Brother Kevin King announced that members of PSAC Local Y031 - Yukon Employees Union – on strike since November have reached a tentative agreement. Following a membership meeting and vote, the tentative contract has been ratified.



## 10. ONGOING BUSINESS

### B) Bargaining

- ix) National Capital Commission  
Brother Patrice Rémillard reported that the bargaining unit was working on their demands
- x) Hard Rock International (Rideau Carleton Raceway)  
Bargaining has slowed and the employer has asked for a conciliator.
- xi) Parliamentary Protective Services – P. Rémillard  
Brother Patrice Rémillard reported that the two parties met in December after the labour board decision. A new bargaining team has been established to resume bargaining from the 2017 expiration date of the most recent collective agreement.
- xii) Unitarian Service Committee  
It was noted that a Tentative agreement had been reached in January.
- xiii) Canada Council  
Ongoing progress.
- xiv) Amethyst House  
Ongoing progress.
- xv) Museum of Nature  
Brother Patrice Rémillard reported that negotiations have Started.
- xvi) Library of Parliament  
The parties reached impasse in early December and are seeking mediation.
- xvii) House of Commons  
Bargaining about to be underway.
- xviii) National Arts Centre – P. Rémillard  
Brother Patrice Rémillard reported that no demands have been filed yet and has asked the local president to submit demands to UNE for vetting process.

- xix) Office of the Superintendent of Financial Institutions  
Brother Patrice Rémillard reported that bargaining would soon be underway.
  
- xx) Museum of Science and Technology – P. Rémillard  
Brother Patrice Rémillard reported that the input call has been scheduled for July 2019.
  
- xxi) Senate Canada – P. Rémillard  
Brother Patrice Rémillard reported that Bargaining would soon be underway.
  
- xxii) Best Thetronics  
Input call to local is about to go out in March 2019.
  
- xxiii) Canadian Centre for Occupational Health and Safety  
Sister Mary Anne Walker, on behalf of Sister Sandy Bello, reported that agreements have been reached on number of demands but not on overall. The parties are seeking assistance of a mediator.

**C) Phoenix Pay System**

**i) Gross to Net Pay**

Brother Kevin King advised that the government would no longer require overpaying from gross pay but would be moving to net pay for all repayments.

**ii) Current Dashboard**

Brother Kevin King reported that there are over 400,000 pay action requests still in the queue; not counting 150, 000 pay action request associated with salary revisions of recently signed Treasury Board collective agreements.

**iii) Next Generation Human Resources - Payroll**

Brother Kevin King attended the next generation payroll pop up at 325 terminal avenue in Ottawa prior to the National Executive Meeting. The tablet presentation was a PowerPoint presentation; considerably less than expectations and hopes of every employee impacted by the phoenix pay system fiasco. No subject matter experts or senior compensation managers were made available to describe particular questions of the new pay system and employees

were advised to leave “post it” note comments on the wall behind the presenters.

**D) 2019 NE Meetings Dates**

➤ March 19-21

M/S Mary Anne Walker and Andrew Shaver

**THAT** an extra day be added to the next ne meeting in March (March 18) as a strategic planning session of the NE.

**\*Recorded Vote 8: CARRIED**

➤ Fall NE meeting - September 24-26, 2019  
Provided for information purposes

**9. REPORTS OF THE EXECUTIVE**

**D. Regional Vice-Presidents Reports (Appendix “F”)**

Inactive Locals and Locals not in conformance

BC and Yukon

M/S/C Shirley Torres and Sandra Ahenakew

**THAT** the amalgamation request of Locals Y0104 and Y0105 be referred to the Locals Governance and Membership Committee.

M/S Shirley Torres and Sandra Ahenakew

**THAT** the inactive locals report of the BC and Yukon Region be adopted as presented.

**\*Recorded vote 9: Carried**

Gatineau (TB)

M/S Cindy D’Alessio and Patrice Rémillard

**THAT** the inactive locals report of the Gatineau TB Region be adopted as presented.

**\*Recorded Vote 10: CARRIED**

NCR (SE)

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** the inactive locals report of the NCR (SE) Region be adopted as presented.

**\*Recorded Vote 11: CARRIED**

Outside Canada

M/S Rose Touhey and Patrice Rémillard

**THAT** the inactive locals report of the Outside Canada Region be adopted as presented.

**\*Recorded Vote 12: CARRIED**

Quebec

M/A Yvon Beaudoin and Daniel Toutant

**THAT** the inactive locals report of the Quebec region be adopted as presented.

**\*Recorded Vote 13: CARRIED**

**11. NEW BUSINESS**

**A) Human Rights Conference Dates**

Brother Kevin King advised that due to conflicting dates with a PSAC National Event, the Human Rights Conference dates have been changed to November 14-17, 2019.

\*\*\*\*\*  
**RECESS**  
\*\*\*\*\*

Sister Linda woods assumed the seat for BC and Yukon.

## 12. COMMITTEE REPORTS

### G) Francophone Committee (Appendix "G")

M/S Yvon Beaudoin and Rose Touhey

**THAT** the report of the Francophone Committee be adopted as a whole.

**\*Recorded Vote 14: CARRIED**

### E) Honours and Awards Committee (Appendix "H")

M/S Sandra Ahenakew and Mary Anne Walker

**THAT** Policy MEM 1 be adopted as amended:

#### **Membership, duties and responsibilities (MEM)**

##### **Policy MEM 1**

##### **Life members**

##### **Policy MEM 1 Section 1**

##### **Privileges**

Life membership entitles a member to honorary rights and privileges of membership, free of charge, for life. Life members will not be entitled to vote at meeting or be elected to office in the component.

##### **Policy MEM 1 Section 2 (New 01/2013)**

##### **Recognition**

A life member will receive a suitably framed certificate and will be entitled to attend as a guest, at component expense, the Union of National Employees Triennial Convention which follows the Convention at which the honour is conferred.

##### **Policy MEM 1 Section 3**

##### **Affiliation**

A life member is a member of the specific local that nominated them for life membership. In instances where the national executive made the nomination, the life member is a member of the local to which they previously paid dues.

**Policy MEM 1 Section 4 (New 01/2011)**

**Process to nominate members for Life Membership**

1. Locals and/or the National Executive will submit nominations to the president of the Union of National Employees;
2. All nominations will be reviewed by the Honours and Awards Committee using the established criteria;
3. The Committee will forward all nominations to the National Executive with their recommendation;
4. The National Executive will conduct a vote, by secret ballot, to determine whether a life membership will be conferred on a nominee.
5. All decisions in awarding life memberships will, in all circumstances, require a two-thirds majority vote of the National Executive assembled in a regular meeting and voting by secret ballot.

M/S/C Mary Anne Walker and Virginia Noble

**THAT** Policy MEM 1 be referred back to the Committee for further review.

Staff Recognition Award

The Committee reported that they had a general conversation regarding Staff Recognition Awards.

M/S Sandra Ahenakew and Mary Anne Walker

**THAT** the Honours and Awards Committee Report be adopted as a whole.

**\*Recorded Vote 15: CARRIED**

**A) Bylaws and Policies Committee (Appendix "I")**

MS Jaison Van Tine and Patrice Rémillard

**THAT** the report of the Bylaws and Policies Committee held October 22 be adopted as a whole.

**\*Recorded Vote 16: CARRIED**

M/S Jaison Van Tine and Patrice Rémillard

**THAT** the report of the Bylaws and Policies held January 10 as a whole

**\*Recorded vote 17: CARRIED**

\*\*\*\*\*

**RECESS**

\*\*\*\*\*

**THURSDAY, January 24, 2019 - AFTERNOON SESSION**  
**Reconvened at 1: 20 p.m.**

**PRESENT WERE**

Kevin King, National President  
Daniel Toutant, National Vice-President for Human Rights  
Kate Hart, Assistant National Vice-President for Human Rights  
Angela Decker, Regional Vice-President, Atlantic  
Bill Bennett, Assistant Regional Vice-President, Atlantic  
Mary Anne Walker, Regional Vice-President, Ontario  
Prabir Roy, Human Rights Representative, Ontario  
Yvon Beaudoin, Regional Vice-President, Quebec  
Yann Boudreau, Assistant Regional Vice-President, Quebec  
Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
Virginia Noble, Regional Vice-President, Ottawa (TB)  
Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
Christopher Little-Gagné, Regional Vice-President, Manitoba  
Sandra Ahenakew, Regional Vice-President, Saskatchewan  
Janette Husak, Assistant Regional Vice-President, Saskatchewan  
Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
Shirley Torres, Regional Vice-President, BC and Yukon  
Linda Woods, Assistant Regional Vice-President, BC and Yukon  
Rose Touhey, Assistant Regional Vice-President, Outside Canada  
Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
Keith Lemoine, Equity Representative for GLBTQ+  
Franco Picciano, Coordinator Member Services  
Greg McNamara, Communications & Research Officer  
Aurelie McDonald, Communications & Research Officer  
Johanne MacAndrew, Executive Assistant to the National President and NEVP  
Ateau Zola, Assistant to the National Executive and Human Rights Committee

**Regrets**

Andrew Shaver, National Executive Vice-President

Sister Shirley Torres assumed the seat for BC and Yukon Region.

Brother Prabir Roy assumed the seat for Ontario Region.

**9. REPORTS OF THE EXECUTIVE**  
**D. Regional Vice-Presidents Reports**

*Inactive Locals and Locals not in conformance*



Manitoba

M/S Chris Little-Gagné and Cindy D'Alessio

**THAT** the inactive locals report of the Manitoba Region be adopted as presented.

**\*Recorded Vote 18: CARRIED**

11. **NEW BUSINESS**

B) **Request for Language Training**

M/S Jaison Van Tine and Yvon Beaudoin

**THAT** funding be provided in the amount of \$3,840.00 for a 24-week language training request for Sister Rose Touhey in accordance with UNE Policy NEN 4 – Language Training.

**\*Recorded Vote 19: CARRIED UNANIMOUSLY**

12. **COMMITTEE REPORTS**

H) **Local Governance and Membership Committee Meeting held January 16, 2019 (Appendix “J”)**

Split of Local 70367

M/S Patrice Rémillard and Angela Decker

**THAT** local 70367 be split into two locals. The locals will be 70367 Nordion and a new local number be assigned to BWXT.

**\*Recorded Vote 20: CARRIED**

Division of Assets for Nordion and BWXT local split

M/S Patrice Rémillard and Angela Decker

The Union of National Employees, at its next scheduled National Executive meeting, temporarily suspend UNE Policy LOC 5, to specifically, allow, for the purposes of one vote, for transfer of monies between Nordion and BWXT, based upon the respective percentages of employees that UNE/PSAC represents, between the two (2) companies) effective December 31, 2018

**\*Recorded Vote 21: CARRIED**

M/S Patrice Rémillard and Angela Decker

**THAT** the report of the Local Governance and Membership Committee Report be adopted as a whole

**\*Recorded Vote 22: CARRIED**

\*\*\*\*\*  
**RECESS**  
\*\*\*\*\*

**12. COMMITTEE REPORTS**

**H) Local Governance and Membership Committee Meeting held November 14, 2018 (Appendix “K”)**

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** the proposed changes to Policy LOC 1 Sections 2, 3,& 4 be adopted.

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** previous motion be withdrawn until the Bylaws and Policies Committee make substantive changes to the Policy.

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** the proposed changes to the appendix - Union Of National Employees Local Annual General Meeting Checklist - of Policy LOC 8 be adopted.

**\*Recorded Vote 23: CARRIED**

M/S/C Patrice Rémillard and Sandra Ahenakew

**THAT** the editorial changes to the appendix LOC 8 – Local Bylaws Amendment Process – be adopted.

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** the proposed changes to Policy LOC 8 Sec 5 be adopted as follows:

**Policy LOC 8 Section 5**

**Local executive health and safety representative**

Local executives will name a member of their executive to hold responsibility for health and safety. Ideally, this position will be distinct from other executive positions.

The local executive health and safety representative will:

1. Act as the local representative on health and safety issues;
2. Participate as one of the union's representatives on the joint union-management health and safety committee;
3. Encourage members' attendance and participation at health and safety conferences, courses and events;

**\*Recorded Vote 24: CARRIED**

M/S Patrice Rémillard and Sandra Ahenakew

**THAT** the report of the Membership Governance and Membership Committee be adopted as a whole.

**\*Recorded Vote 25: CARRIED**

Sister Isabelle Beaudoin assumed the seat for the Outside Canada Region.

M/S/C Chris Little-Gagné and Daniel Toutant

**THAT** the issue with respect to Trusteeship be dealt with during an In-Camera Session on Friday at 11: 30 a.m.

Sister Kate Hart assumed the seat for Human Rights

M/S Kate Hart and Prabir Roy

**THAT** the Human Rights recommendations be referred to the FHR Committee for costing as separate resolutions:

Bylaw 2, 18;  
Bylaw 2, 21  
Bylaw 2, 24

As well as any impacted bylaw and be reported back at the march  
National Executive meeting.

The technical advisor for the Bylaws and Policies Committee will  
be invited to attend discussion on this.

\*\*\*\*\*

**RECESS**

\*\*\*\*\*

**FRIDAY, JANUARY 25, 2019 - MORNING SESSION**  
**Reconvened at 9 a.m.**

**PRESENT WERE**

Kevin King, National President  
Andrew Shaver, National Executive Vice-President  
Daniel Toutant, National Vice-President for Human Rights  
Kate Hart, Assistant National Vice-President for Human Rights  
Angela Decker, Regional Vice-President, Atlantic  
Bill Bennett, Assistant Regional Vice-President, Atlantic  
Mary Anne Walker, Regional Vice-President, Ontario  
Prabir Roy, Human Rights Representative, Ontario  
Yvon Beaudoin, Regional Vice-President, Quebec  
Yann Boudreau, Assistant Regional Vice-President, Quebec  
Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
Virginia Noble, Regional Vice-President, Ottawa (TB)  
Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
Christopher Little-Gagné, Regional Vice-President, Manitoba  
Sandra Ahenakew, Regional Vice-President, Saskatchewan  
Janette Husak, Assistant Regional Vice-President, Saskatchewan  
Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
Shirley Torres, Regional Vice-President, BC and Yukon  
Linda Woods, Assistant Regional Vice-President, BC and Yukon  
Rose Touhey, Assistant Regional Vice-President, Outside Canada  
Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
Keith Lemoine, Equity Representative for GLBTQ+  
Franco Picciano, Coordinator Member Services

Greg McNamara, Communications & Research Officer  
 Aurelie McDonald, Communications & Research Officer  
 Johanne MacAndrew, Executive Assistant to the National President and NEVP  
 Ateau Zola, Assistant to the National Executive and Human Rights Committee

Sister Janette Husak assumed the seat for the Saskatchewan Region

Sister Kate Hart assumed the seat for Human Rights

## 11. NEW BUSINESS

### B) Human Rights Committee's Recommendations (Cont'd)

M/S/C Kate Hart and Virginia Noble

**THAT** the Human Rights Committee's recommendations be referred to the Bylaws and Policies Committee for review and recommendation to the National Executive at the March Meeting; and

Bylaw 2, 18;  
 Bylaw 2, 21  
 Bylaw 2, 24

**THAT** the committee review any other bylaw that may be impacted by these recommendations.

Brother Daniel Toutant assumed the seat for Human Rights from Sister Kate Hart.

## 12. COMMITTEE REPORTS

### C) Communications and Member Engagement Committee (Appendix "L")

M/S Andrew Shaver and Shirley Torres

**THAT** UNE Policy NEN 7 be amended as follows:

#### **Media Relations Responsibilities**

All media requests should immediately be directed to the UNE communications officer or, in their absence, a PSAC communications

officer.

**Failure to comply**

Any members who fail to comply with the above provisions may be subject to the governance document of the UNE.

**\*Recorded Vote 26: CARRIED**

M/S Andrew Shaver and Shirley Torres

**THAT** Policy CE 7 – Email Protocol - be amended as follows:

An email is a dynamic document; a medium of written communication between a sender and one or more recipients. Exercise caution when communicating in emails. Be aware that once you send an email, its content enters the public domain and becomes a direct reflection of you. The Union of National Employees considers email communication among our members and staff to be a privilege. We encourage our members to use email but urge them always to exercise caution. Here are some important considerations for the courteous and effective use of email:

1. Think before you select your target audience and select only the appropriate recipients.
2. Your email's subject line will be complete and will capture the document's essence. Ensure your email includes a proper signature block that identifies you as the author.
3. Always convey respect and professionalism in emails. Because it is impossible to convey body language or tone of voice in emails, ensure that your message is clear and diction respectful.
4. Email correspondence is subject to the Public Service Alliance of Canada's Policy No. 23: *Harassment in the Workplace*. The written word, used improperly, can lead to litigation and other severe consequences.
5. Emails that address a group, third party, or national audience may need to be translated and submitted in both official languages. Ask a regional team member or contact the national office for further guidance.
6. Avoid unnecessarily replying to all recipients.
7. Clearly identify the action you expect a recipient to take as a result of your email. If you expect a recipient to respond or take action, include their name in the email's "to" line. Do not expect responses from recipients listed in the email's "cc" line. If you expect a response to your email, provide a date by which you expect the recipient to act.

8. Set realistic expectations with regard to email-response times. Never assume recipients will act immediately on your emails.
9. When in doubt about an email's appropriateness, contact a member of your regional team or a national officer.
10. Insert email confidentiality disclaimers in all outgoing messages sent electronically (SEE - Policy CE 2, Section 7).

**\*Recorded Vote 27: CARRIED**

M/S Andrew Shaver and Shirley Torres

**THAT** the report of the Communications Committee be adopted as a whole.

**\*Recorded Vote 28: CARRIED**

**D) Education Committee (Appendix "M")**

M/S Chris Little-Gagné and Cindy D'Alessio

**THAT** Policy NEN 8 be amended as follows:

**Policy NEN 8**

**Executive planning and study session**

The Union of National Employees executive will hold a planning and study session within the first three months post-convention.

The planning and study session will be organized by a committee struck by the national officers in consultation with the national executive 1 year prior to Convention. That Committee will present their plan at the National Executive meeting immediately preceding Convention. A mid-term planning meeting will be scheduled at a time consistent with the Local Presidents Conference. The session will serve as a forum in which the participants identify goals, set objectives, obtain relevant training and develop skills and strategies for achieving priorities.

The session will include the national executive, assistant regional vice-presidents and human rights committee.

**\*Recorded Vote 29: CARRIED**

M/S Chris Little-Gagné and Cindy D'Alessio

**THAT** Policy CC 7 be amended to read as follows:

## **Policy CC 7**

### **Types of seminars**

The Education Committee recommends that the Union of National Employees structure two types of seminars: regional seminars and special seminars.

A regional seminar brings together members within the region to deal with current regional and national issues, impart knowledge, provide networking opportunities, share workplace experiences and promote human rights issues.

A special seminar brings together members within the region to deal with time-sensitive regional matters and issues specific to bargaining units that may fall outside the normal regional seminar cycle.

### **Regional seminars**

1. The regional seminar should be conducted once during the term of office. In addition, the date of any Union of National Employees seminar should be established by the regional team(s) in consultation with the national president.
2. Regional seminars will be hosted by the regional team, and the regional team will be responsible, in consultation with the national president, for ensuring a sufficient level of participation by national officers and Union of National Employees staff.
3. Agenda items may include:
  - organization of PSAC and Union of National Employees;
  - requirements of locals within the Union of National Employees;
  - servicing provided by the Union of National Employees;
  - role and purpose of elected officers;
  - collective bargaining (update and local/component/PSAC procedures); and
  - occupational safety and health.

Other agenda items may be submitted by attending locals.



Note: Pursuant to Policy CC 5, the regional team will organize a youth caucus during the regional seminar to elect youth delegates for the Union of National Employees Triennial Convention.

- a) Planning should begin at least four months prior to the anticipated date of the seminar. The call-out to members should take place minimum of 10 weeks prior to the event.
- b) The seminar agenda, with the time and location of the seminar, will be given to participants prior to the seminar.
- c) Regional vice-president(s) should chair the seminar, introduce participants and participate in open discussions. The president and/or the national vice-president(s), if they attend, should speak on their role, participate in open discussions, and assist with modules or presentations, as requested by the regional vice-president(s). The regional vice-president(s) may invite component staff to attend the seminar. Staff who have been invited may speak on agenda items and assist with the co-ordination of administrative matters.

### **Special seminars**

Regional budgets allow each regional officer to hold such seminars as long as they have the funds available in their regional budgets. Special seminars should be organized in consultation with the national president.

### **Location of seminars**

The regional team(s), in consultation with the national president, will select the location for their seminar based on the following criteria:

- a) It must be a unionized facility.
- b) The facility must be accessible.
- c) It must be a suitable venue.
- d) It must conform to the total projected cost

Note: For further information please refer to the attached Union of National Employees Seminar 'To Do' Checklist.

## **Participation and attendance**

- a) The Union of National Employees will endeavour to ensure that members do not experience barriers to participation and attendance at seminars because of age, race, colour, sex, marital status, family status, national or ethnic origin, disability, sexual orientation, gender expression, gender identity or language.
- b) The Union of National Employees will fund two delegates per local and a locally-elected youth delegate to attend the regional seminar. Members who have not previously attended a seminar should be given priority. The local president or designate should be one of the two local delegates.
- c) Participation at special seminars will be determined by the regional team in consultation with the national president.
- d) When locals are selecting delegates or electing youth delegates to attend a seminar, equity standards should be applied and locals should encourage attendance by members from under-represented groups i.e., members with disabilities; gay, lesbian, transgender and bisexual members; Indigenous (First Nations, Métis and Inuit) members; racially visible members; and women.
- e) Component Human Rights Committee members or alternates in their own regions will be asked to attend their respective seminars to speak on Human Rights Committee matters including how to increase the attendance of women; racially visible members; gay, lesbian, transgender and bisexual members; Aboriginal (First Nations, Métis and Inuit) members; and members with disabilities. They will also be asked to speak on how to improve the communications networks between members of these target groups.
- f) PSAC representatives may be invited to speak.
- g) Members who have been elected to regional positions within the respective region(s) will be allowed to attend regional seminars as delegates. Their attendance at special meetings will be determined by the regional vice-president(s) and will be by invitation.
- h) If available, the Union of National Employees' president and national vice-presidents will attend.

### **Administrative arrangements**

- a) The organization of seminars must adhere to established Union of National Employees deadlines. Please refer to the attached Union of National Employees Seminar 'To Do' Checklist for specific deadlines.
- b) Confirmed participants will be advised by telephone, fax, email or regular mail that they have been selected.
- c) Late delegates are responsible for any difference in accommodation costs.
- d) Participants should be advised to bring some money with them because any advance cheques provided during the seminar may not be cashable at the time of the seminar. Advance cheques will be distributed at the seminar.
- e) Participants should make travel arrangements in accordance with Policy FIN 6 using the Union of National Employees' approved travel agent.
- f) Airfare will be approved by the coordinator, finance and administration.
- g)** Non-conventional travel arrangements will be approved in advance by the coordinator, finance and administration in consultation with the regional vice-president and the national president.

### **Costs**

#### **Regional seminars and special seminars**

Each delegate who participates in a Union of National Employees regional seminar and special seminar will be reimbursed the following:

- a) normal travel expenses in accordance with Policy FIN 6 and other applicable component policies;
- b) the regular component per diem for each day of the seminar; and
- c) loss of salary when a delegate is scheduled to work.

**Note:** Where a seminar terminates early or is extended, normal expenses will be paid with respect to actual travel and accommodation.

The Union of National Employees encourages further participation of each local at seminars. Expenses for additional local members are to be borne entirely by the local.

\*\*\*\*\*  
**IN-CAMERA SESSION**  
\*\*\*\*\*

11) **NEW BUSINESS**

**G) Locals in Trusteeship (Removal/Reactivation from Trusteeship)**

M/S Rose Touhey and Chris Little-Gagné

**THAT** we start the process of the removal of Local 70125 out of trusteeship.

**\*Recorded Vote 30: CARRIED**

\*\*\*\*\*  
**RECESS**  
\*\*\*\*\*

**FRIDAY, JANUARY 25, 2019 - AFTERNOON SESSION**  
**Reconvened at 1 p.m.**

**PRESENT WERE**

Kevin King, National President  
Andrew Shaver, National Executive Vice-President  
Daniel Toutant, National Vice-President for Human Rights  
Kate Hart, Assistant National Vice-President for Human Rights  
Angela Decker, Regional Vice-President, Atlantic  
Bill Bennett, Assistant Regional Vice-President, Atlantic  
Mary Anne Walker, Regional Vice-President, Ontario  
Prabir Roy, Human Rights Representative, Ontario  
Yvon Beaudoin, Regional Vice-President, Quebec  
Yann Boudreau, Assistant Regional Vice-President, Quebec  
Mylène Seguin, Assistant Regional Vice-President, NCR (SE)  
Virginia Noble, Regional Vice-President, Ottawa (TB)  
Cindy D'Alessio, Regional Vice-President, Gatineau (TB)  
Christopher Little-Gagné, Regional Vice-President, Manitoba  
Sandra Ahenakew, Regional Vice-President, Saskatchewan  
Janette Husak, Assistant Regional Vice-President, Saskatchewan  
Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut  
Danielle Palmer, Human Rights Representative, Alberta, NWT and Nunavut  
Shirley Torres, Regional Vice-President, BC and Yukon

Linda Woods, Assistant Regional Vice-President, BC and Yukon  
 Rose Touhey, Assistant Regional Vice-President, Outside Canada  
 Isabelle Beaudoin, Assistant Regional Vice-President, Outside Canada  
 Keith Lemoine, Equity Representative for GLBTQ+  
 Franco Picciano, Coordinator Member Services  
 Greg McNamara, Communications & Research Officer  
 Aurelie McDonald, Communications & Research Officer  
 Johanne MacAndrew, Executive Assistant to the National President and NEVP  
 Ateau Zola, Assistant to the National Executive and Human Rights Committee

## 12. **COMMITTEE REPORTS**

### D) **Education Committee (Appendix “M”)**

M/S/C Chris Little-Gagné and Cindy D’Alessio

**THAT** Policies CC 5 and CC 7 be referred to the Bylaws and Policies Committee to ensure congruence with our election process for electing youth delegates.

M/S/C Mary Anne Walker and Angela Decker

**THAT** A one day training be added to the National Executive every tree year cycle to train and enhance members of the National Executive and if the subject was equity based, the training will be offered to National Equity Representatives.

M/S Chris Little-Gagné and Cindy D’Alessio

**THAT** the report of the Education Committee be adopted as a whole.

**\*Recorded Vote 31: CARRIED**

### F) **Finance and Human Resources Committee (Appendix “N”)**

1. **Financial Statement to October 31, 2018**

M/S Andrew Shaver and Yvon Beaudoin

**THAT** the Financial Statement to October 31, 2018 be accepted as presented.

**\*Recorded Vote 32: CARRIED**

2. Membership Statistics  
The Committee reviewed the membership statistical report. The average yearly number of members is 20,929 as of October 2018.
3. Regional Budgets  
The committee reviewed the Regional Expenses Report.
4. Overtime  
The Committee reviewed the Staff Overtime expense as of October 2018.

Brother Patrice Rémillard left due to a prior commitment.

Sister Mylene Seguin assumed the seat for NCR (SE).

5. Donations  
The Committee reviewed the Donations as of October 2018.
6. Inactive locals  
The committee reviewed the report including the monies being held and the number of months for which the Locals have been in non-conformance.

Brother Jaison Van Tine Left due to prior commitment

Sister Danielle Palmer left due to prior commitment.

7. Component Per Diem 2019

M/S Andrew Shaver and Cindy D'Alessio

**THAT** the 2019 per diems be set as follows:

All Provinces		Yukon	
Breakfast	\$ 22.00	Breakfast	\$ 22.00
Lunch	21.00	Lunch	23.00
Dinner	52.00	Dinner	62.00
Incidentals	<u>19.00</u>	Incidentals	<u>19.00</u>
Total	\$114.00	Total	\$126.00

NWT

Nunavut

Breakfast	\$ 28.00	Breakfast	\$ 29.00
Lunch	30.00	Lunch	40.00
Dinner	66.00	Dinner	93.00
Incidentals	<u>19.00</u>	Incidentals	<u>19.00</u>
Total	\$143.00	Total	\$181.00

**\*Recorded Vote 33: CARRIED**

\*\*\*\*\*

**RECESS**

\*\*\*\*\*

**12. COMMITTEE REPORTS**

**F) Finance and Human Resources Committee (Cont'd) (Appendix "N")**

8. Component Average Hourly Rate

M/S Andrew Shaver and Yvon Beaudoin

**THAT** the UNE average hourly rate be \$28.00 for 2019 as the average salary.

**\*Recorded Vote 34 : CARRIED**

9. Kilometre Rates

The committee reviewed the standing motion regarding kilometre rates. 2019 rates have been calculated accordingly and updated on the UNE website.

10. Deadline for Expense Claims

The Committee would like to remind members of the National Executive that the final deadline for submitting expense claims for which expenses were incurred in 2018 is January 25, 2019.

11. National Executive Hospitality Allowances

The committee was informed that the payment of the National Executive hospitality allowances will be made during the week of February 4, 2019.

12. Staffing Update

The committee was provided with a staffing update.

13. Policy NEN 2 - Compensation of the National President  
The committee reviewed Policy NEN 2 and agreed that more research was required prior to making further recommendations. The committee agreed to review the policy at its next FHR meeting.

14. Policy NEN 9 – Acquisition and disposal of assets

M/S Andrew Shaver and Yvon Beaudoin

**THAT** Policy NEN 9 be amended as follows:

**Policy NEN 9**

**Acquisition and disposal of assets (10/11)**

Equipment acquired during a term of office is expected to last for the term and remains the property of the Union of National Employees.

The national executive, assistant regional vice-presidents and human rights committee members have the option to purchase these assets, subject to approved financial policies. Otherwise, assets purchased with component funds will be returned to the Union of National Employees office.

Items that may be required but are not listed in this policy may be requested, accompanied by rationale and costs, to the national president.

Capital-asset expenditures of more than \$300 per item will be pre-approved by the national president. If an officer is elected or moved to a subsequent Union of National Employees position, the officer is allowed to request a review of all IT hardware and operating systems. The component may supply IT assets or any other asset to a member should the national president recognize and approve a need.

The national executive, assistant regional vice-presidents and human rights committee members are entitled to a basic start-up package.

Note: All IT hardware procured by the national executive requires written pre-authorization from the Union of National Employees.

**Basic start-up package:**

1. Personal computer—laptop with docking station preferred, or stand-alone;
2. Smart phone and protective cover



3. Internet connection
4. Carrying case—for laptop,(Maximum \$150 per term)
5. Multifunction printer;
6. Shredder

All ongoing applicable expenses emanating from the start-up package should be charged to the regional budget.

### **Variables**

Regional expenses will be approved by regional vice-presidents; human rights representatives' expenses will be approved by the vice-president, human rights. These include:

1. Computer desk (Maximum \$200 one time)
2. Computer Chair (Maximum \$ 200 per term)
3. Filing Cabinet (\$100 one time)  
fax and additional reasonable cost for additional fax line to personal home phone
4. Suitcases (maximum \$ 250 per term)

For further clarification refer to Policy FIN 7, *Executive expenses*.

### **Disposal of assets— Union of National Employees' office:**

1. Items will be depreciated according to financial policies.
2. Fair market value will be considered in determining the disposal price.
3. Union of National Employees staff will be offered a chance to purchase items. If more than one staff member is interested in purchasing an item, a lottery will be used.
4. Items not claimed will be offered for purchase to the national executive and assistants and human rights committee members.

Items not claimed will be donated to charitable organizations or disposed of.

### **Disposal of assets—items in possession of national executive and assistants and human rights committee members:**

1. Items will be depreciated according to financial policies.
2. Fair market value will be considered in determining the disposal price.

3. Union of National Employees executive, assistants and human rights committee members will be offered a chance to purchase items.

In the case that the national executive, assistants and human rights committee members are not interested, the Union of National Employees will determine fair-market value and method of disposal.

**\*Recorded Vote 35: CARRIED**

Sister Kate Hart assumed the seat for Human Rights.

15. Policy LOC 6 – Expenditures and investment of local funds

M/S Andrew Shaver and Cindy D’Alessio

**THAT** Policy LOC 6 be amended as follows:

**Policy LOC 6**

**Expenditure and investment of local funds**

Local executives carry a special responsibility toward the membership. They have been entrusted with the responsibility of managing the local’s dues. Local officers will uphold this trust and bear this fiduciary responsibility in mind when investing or spending members’ money.

Local executive members will abide by the financial provisions of their local bylaws and those of the Union of National Employees. Local executives should also consider the following policies when establishing the local’s annual budget and developing financial policies for the local’s expenditures:

1. the local may consider establishing a strike fund by setting aside a certain percentage of its dues.
2. The local bylaws should clearly establish minimum and maximum expenditures for ongoing activities such as:
  - transportation expenditures;
  - *per diems* when on local business; and
  - allowable hospitality expenditures
  - allowable expenditures for general membership meetings
3. Criterias should be set if a local chooses to make donations.

4. If a local wishes to issue taxable benefits such as honorariums or scholarships to any of its members, they must contact the UNE office for guidance.
5. A local should have no more than \$200 on hand as petty cash. Receipts are always required to replenish used petty cash.

Local executive members should also ensure that local expenditures are thoroughly detailed including the name of the person who made the expenditure, the amount of the expenditure and the reason for the expenditure. These expenditures should be reported at every local executive and general membership meeting.

**\*Recorded Vote 36: CARRIED**

16. Policy FIN 1 -Local Finances  
The committee reviewed Policy FIN 1 and agreed to review this at its next meeting.

17. New Policy FIN 2 - Financial assistance to members and locals

M/S Andrew Shaver and Cindy D'Alessio

**THAT** Policy FIN 2 be amended as follows:

**Policy FIN 2**

**Financial assistance to locals**

**Policy FIN 2**

**Grants**

The Union of National Employees may make a grant of \$500, when a regional vice-president makes such a request or when a new local makes a written request to the Union of National Employees. Grant requests will be submitted to the national executive for approval.

**\*Recorded Vote 37: CARRIED**

M/S Andrew Shaver and Yvon Beaudoin

**THAT** New Policy FIN 3 be adopted as follows:

**Policy FIN 3**

**Financial assistance for courses and conferences**

The Union of National Employees will not assist locals in attending courses or conferences offered by another organization when these courses (or similar ones) are available through PSAC. In the event that a PSAC course or conference is not offered at a particular time and place, the local or member may ask the Union of National Employees' education committee (through their RVP) for an exemption. This request will meet all of the following criteria for assistance:

1. The request will include a rationale for attending the course or conference, including a needs analysis for the skills, knowledge and benefit it will bring to the local and the membership.
2. Each request will be accompanied by a copy of the latest local financial statement and a justification for requesting Union of National Employees funds instead of using local funds.
3. The request will be accompanied by a complete costing for attending the course or conference, including travel, loss of salary, meals, incidentals, child/family care and any additional costs related to accommodation. This costing will include what portion will be borne by the member or local, if any, and what portion is being sought from the component.
4. Each request will be accompanied with a course or conference outline and any other supporting documentation (i.e. registration form, etc.).

#### **Reviewing requests**

Once the education committee receives all of the documentation listed above, it will review the request and make a recommendation to the national executive. Every effort will be made to respond to requests within six weeks.

#### **\*Recorded Vote 38: CARRIED**

18. New Policy FIN 3 - Financial assistance for representation

M/S Andrew Shaver and Yvon Beaudoin

**THAT** Policy FIN 3 be amended as follows:

## **Policy FIN 3**

### **Financial assistance for representation**

#### **Policy FIN 3 Section 1**

##### **Final-level grievances**

Once a final-level hearing has been scheduled for a grievance, and should the grievor wish to attend the hearing, they will notify the local or the regional vice-president about the matter.

The regional vice-president will discuss with the appropriate staff person and the national president the particulars of the grievance and their recommendation about whether it would be beneficial to have the grievor present. The national president makes the final determination, including whether the grievor should attend at the component's expense. This decision will be communicated in writing to the local and the member in question.

If the grievor wishes to attend the hearing despite the decision of the national president, they will submit a formal request through the appropriate regional vice-president to the full national executive. This request will include the details of the grievance and the justification for the grievor being present. The decision of the national executive is binding.

In situations where a final-level grievance hearing is scheduled prior to a national executive meeting, the component will reschedule the hearing to a date following the next meeting. If the department or agency is unable or unwilling to reschedule the date, the national president will submit all written documentation relating to the decision and appeal to the national executive for an emergency vote.

##### **Criteria to attend final-level grievance hearings**

1. The member has additional information that may influence the outcome of the hearing;
2. the grievance could set a precedent for a group of members;
3. the grievance deals with a potential discharge situation; or
4. special circumstances exist whereby the component deems it necessary for  
the member to attend.

## Policy FIN 3 Section 2

### Assistance to locals representing outside of their headquarters area

Locals are encouraged to represent members outside the local's headquarters area. When financial assistance is required for such representation, a local will submit a request in writing to the appropriate regional vice-president.

The regional vice-president reviews all applications for financial assistance using the following criteria:

1. whether the member was represented by the local at first level and the local has completed all relevant documentation;
2. whether the representation is cost effective for the local;
3. if there will be no representation in person; or
4. if the financial resources of the local do not allow such representation.

#### \*Recorded Vote 39: CARRIED

19. renumbered Policy FIN 4 – Family-care policy

M/S Andrew Shaver and Cindy D'Alessio

**THAT** renumbered Policy FIN 4 be amended as follows:

#### Policy FIN 4

#### Family-care policy

The Union of National Employees understands that our members may use the term *family* to define a multitude of living arrangements. Our family-care policy (FCP) supports this diversity, helping all our members cover the care costs they incur while attending authorized activities on behalf of the Union of National Employees.

**What the FCP covers**

A Union of National Employees member may claim expenses relating to the care of any of the following family members who live full-time or part-time with the member:

1. children under 18 years of age;
2. persons with disabilities; and
3. dependent adults who need care.

The FCP is intended to cover costs for care provided during normal business hours (from 7:30 a.m. to 5:30 p.m.), but members who are sole caregivers may also use the FCP to claim costs for care overnight (from 5:31 p.m. to 7:29 a.m.).

The Union of National Employees will make every effort to offer on-site child-care services led by early childhood educators or other certified caregivers. We will also attempt to make these caregivers available for hire during the evening sessions that form part of our regular schedule of events.

**What the FCP does not cover:**

1. Family-care costs that would normally have been incurred during work hours had the member otherwise been at work.
2. Costs for care provided by a spouse, partner or relative who resides in the member's household.
3. Costs normally paid by other sources.

**Costs compensated**

Family-care expenses will be reimbursed as follows:

1. Where someone other than a spouse/partner or licensed agency or caregiver provides care, the FCP will pay:
  - actual costs up to \$50 per day for the first family member;
  - actual costs up to \$25 per day for each additional family member; and
  - actual costs up to \$30 per night, per family member for overnight care.
2. If a licensed agency or attendant provides care, the FCP will reimburse all costs.

3. Where the Union of National Employees provides on-site childcare, the FCP will pay the cost of meals for the duration of care, as well as any additional shared accommodation costs.

**\*Recorded Vote 40: CARRIED**

20. renumbered Policy FIN 5 – Payable allowances (Appendix G)

M/S Andrew Shaver and Cindy D'Alessio

**THAT** the proposed changes to Policy FIN 5 be adopted:

**Policy FIN 6**

**Payable allowances (09/11)**

Members, officers and staff authorized to travel on Union of National Employees business are entitled to reimbursement for their travel expenses in accordance with Union of National Employees policies.

**Policy FIN 6 Section 1**

***Per diem***

The current Union of National Employees *per diem* is paid in all circumstances where it is appropriate. In the event an individual travels but does not require the full *per diem*, the component pays the applicable portion.

**Policy FIN 6 Section 2**

**Salary**

1. Reimbursement for an individual's loss of salary or leave from his or her place of employment, or loss of employment insurance or disability insurance are paid according to the employer's job classification system unless this rate is less than the minimum rate established by the national executive.
2. Adjustments are made for salary increases that result from promotions, contract settlements and periods in which a member collects acting pay.

**Policy FIN 6 Section 3**

**Submitting claims**



Expense claims will be submitted to the Union of National Employees for payment no later than the third Monday of the month following the month in which expenses were incurred.

#### **Policy FIN 6 Section 4**

##### **National Capital Region members**

Members of the Union of National Employees who work in the National Capital Region and are required to attend national executive meetings during working hours are entitled to claim the daily *per diem*.

#### **Policy FIN 6 Section 5**

##### **Private accommodation**

Component members, officers and staff members who stay in private accommodation during travel are entitled to an allowance of \$50 per night. This allowance is in lieu of any other accommodation expense.

**\*Recorded Vote 41: CARRIED**

#### **21. Policy FIN 6 – Travel Expenses (Appendix H)**

M/S Andrew Shaver and Cindy D'Alessio

that the proposed changes to Policy FIN 6 be adopted.

#### **Policy FIN 7**

##### **Travel expenses**

Where the Union of National Employees is responsible for the payment of travel costs, the following will be adhered to:

1. All airfare will be at economy or lower rates except where upgrading or an alternate form of travel is required for a medical condition, or in an exceptional situation as determined by the national president or his or her designate. First-class air travel is strictly prohibited. Business-class or executive-class air travel, or their equivalent, will be preauthorized by the national president or his or her designate.
2. Where it is economically more feasible to depart or return on a weekend, the Union of National Employees pays additional *per*

*diem* and hotel costs. This occurs only when the reduced cost of airfare is a greater saving than the additional cost of the *per diem* and hotel and possible loss of salary. The component will advise the individual of this option; however, the final choice remains with the individual involved.

3. The Union of National Employees applies a time of return home policy. If the member is able to return to his or her home by 10 p.m. on the day of an event's closing, travel will take place on that day. If travel time prevents arrival home by 10 p.m., an overnight stay will be approved. **(10/12)**
4. Wherever possible, all services and products used by the Union of National Employees, its executive and staff should be purchased from unionized businesses.
5. If travel by personal automobile is approved, transportation rates for the use of an individual's car are paid at the component rate up to the equivalent lowest airfare available, as per part 1. No additional money is to be paid if the kilometre rate is used as a result of a personal request. Individuals who use a personal vehicle for a Union of National Employees business or function will ensure that they are appropriately insured. Insurance costs will be assumed by the individual using the vehicle.
6. Where appropriate, car rentals at a rate of compact or mid-size may be approved rather than the individual using their personal vehicle. All associated costs due to the rental will be covered by the Union of National Employees.
7. Where an advance has been issued and no claim has been received to substantiate it, no further advances will be issued until the outstanding claim is received.
8. Taxi, train, bus and ferry fares will be paid up to the equivalent of the lowest airfare available as per part 1 when they are incurred for Union of National Employees business and when receipts are provided.

**\*Recorded Vote 42: CARRIED**

22. Policy FIN 7 – Executive Expenses

M/S Andrew Shaver and Yvon Beaudoin

**THAT** the proposed changes to Policy FIN 7 be adopted.

**Policy FIN 8**

**Executive expenses**

The following policies apply to all members of the national executive (as defined by Bylaw 2, Section 1), their assistants as well as members of the Human Rights committee:

**Policy FIN 8 Section 1**

**Pay**

They are paid on days of rest and holidays while they are on Union of National Employees business. This pay does not exceed 7.5 hours per day and is paid at a rate equivalent to the average wage of a Union of National Employees member and is paid only when required to work outside their home. They can also be paid up to 7.5 hours per month for hours worked from home on a day of rest. Such hours should be clearly identified on the expense claim. Component business also includes travel time as defined in the next paragraph. The minimum average wage of component members is reviewed at the first national executive meeting of each calendar year.

**Policy FIN 8 Section 2**

**Travel**

Travel time is paid for all travel while the member is in travel status (more than 60 km away from one's headquarters or home). Remuneration is paid according to the standard established in the paragraph above. This applies to all national executive members, and the assistant Regional vice-presidents, as well as members of the human rights committee.

**Policy FIN 8 Section 3**

**Supplies**

Supplies acquired by executive members are paid provided the member can produce receipts and has not made unreasonable purchases. For example, supplies could include postage, paper, envelopes etc.

#### **Policy FIN 8 Section 4**

##### **Meetings**

Members of the national executive are paid actual and reasonable expenses when they attend meetings within their headquarters area. (Hotel accommodation must be approved by the National President.)

#### **Policy FIN 8 Section 5**

##### **National Capital Region**

Members of the national executive in the National Capital Region who are not in travel status and who attend meetings of the national executive are paid the same *per diem* as other members of the national executive.

#### **Policy FIN 8 Section 6**

##### **Other**

The Union of National Employees may consider other costs when the executive member can show that the cost was incurred as he or she carried out responsibilities as an elected member of the national executive.

**\*Recorded Vote 43: CARRIED**

23. Policy FIN 8 – Hospitality and public-relations expenses

M/S Andrew Shaver and Cindy D'Alessio

**THAT** the proposed changes to Policy FIN 8 be adopted.

#### **Policy FIN 9**

##### **Hospitality and public-relations expenses**

##### **Purpose**

Sometimes, hospitality or public-relations expenses incurred in connection with official Union of National Employees business are in the best interest of the component and its members. The following is a guide to executive officers and staff to ensure that the use of such expenses is consistent with union principles and the fiduciary responsibility of the component. It is understood that any expense should be incurred in the most cost-efficient manner possible.

This policy applies to activities that promote the Union of National Employees to the public and component members. It establishes

and communicates the rules governing the allowance of hospitality and public relations expenses, including reimbursement to the executive and staff.

This policy should be read in conjunction with Policy FIN 8, *Executive expenses* and Policy CE 4, *Conflicts of interest*.

## **Definitions**

### ***Hospitality expenses***

Expenses incurred to purchase or provide meals, refreshments or small tokens of acknowledgment incurred for promotional or members' business.

### ***Allowable hospitality expenses***

Expenses approved when they are directly related to component business are:

1. appropriate to the occasion;
2. reasonable in amount; and
3. serve a *bona fide* component purpose.

### ***Seminar/convention hospitality***

Expenses incurred for the purpose of providing hospitality to members and invited guests at component seminars, conventions and other component-sponsored events.

### ***Gifts***

Non-cash items of nominal value presented to individuals as a token of appreciation for their work or service.

### ***Memorial donations***

Upon notification to the president's office, an amount not to exceed \$100 will be donated in memory of a deceased person, usually the parent or child of a national executive officer, staff member or member of the national board of directors. Other memorial donations will be considered by the national executive on a case-by-case basis.

### ***Receptions***

Normally, a reception provided during a component-sponsored

event with cash-bar service only for alcoholic beverages. Refreshments could include soft drinks, juices, coffee, tea and hors d'oeuvres. The cost of these events is charged against the event being held. No more than \$30 per attendee should be incurred for such activities, including room rentals, gratuities and taxes.

### ***Solidarity contributions***

Contributions to striking locals' or unions' activities, other than those of Union of National Employees community contributions, such as support for local or union activities.

### **Requirements for reimbursement:**

1. For expenses of less than \$100, original receipts will be submitted on a Union of National Employees expense claim form, including information regarding the circumstances of the expenditure and the names of those present. Expenses incurred in the regions will be charged against the appropriate regional budget.
2. For expenses that are projected to be greater than \$100, pre-approval is required from the national president. Requests should be forwarded to the national president in writing, including an estimate of the total cost, the location of the event, date of the event, the number of attendees, benefit to the Union of National Employees or region and the reason for the proposed expenditure. Hospitality expenses incurred in the regions will be charged against the appropriate regional budget.
3. During Union of National Employees seminars, conferences and conventions, a hospitality suite will normally be maintained with the hours determined by the national executive members hosting the event. The amount to be spent is determined by the national executive and costs are charged to the specific event provided that no more than \$10 per attendee per day will be incurred.
4. Hospitality expenses and meal *per diems* cannot be claimed simultaneously. If the hospitality expense includes a meal and the expense is claimed and reimbursed, no meal *per diem* can be claimed.
5. Staff who expect to incur or offer hospitality will seek approval from their supervisors to claim reimbursement.
6. Appropriate hospitality expenses do not normally include those incurred for family members or staff unless approved in advance.

7. No alcohol expenses are reimbursed for staff events.

**\*Recorded Vote 44: CARRIED**

24. Policy FIN 9 – National executive election-campaign expenses

M/S Andrew Shaver and Yvon Beaudoin

**THAT** the proposed changes to Policy FIN 9 be adopted.

**Policy FIN 10**

**National executive election-campaign expenses**

One of the cornerstones of unionism is open democratic elections. They enable the membership to choose and empower its organizational leadership. Through this dynamic process, individuals can seek leadership roles, express different perspectives on issues and promote new directions for the organization. This open process will be balanced with some fundamental guiding principles to ensure an ethical and legal context as defined in Sections 1 and 2 below.

**Policy FIN 10 Section 1  
Expenditures**

1. The spending limits for candidates for national executive will not exceed \$5,000.
2. The cost of a suite or room is not included in the spending limit.
3. The monetary value of donated literature, posters, handouts, buttons and other paraphernalia, food and refreshments will be included in the spending limit.
4. Receipts for campaign expenses, along with a detailed accounting of all materials, materials in kind, monetary donations and expenditures incurred will be submitted to the Union of National Employees' financial officer within 90 days of an election. Following the 90-day limit, the financial officer will make a report to the national executive meeting listing the candidates who have submitted receipts and those who have not. This list will include candidates running for all national executive positions, including

regional vice-presidents and assistants and members of the human rights committee.

**Policy FIN 10 Section 2**  
**Ethical considerations**

Prospective candidates are prohibited from:

1. using component funds;
2. using material, services and equipment from the Union of National Employees office;
3. using other material, service and equipment that lead to additional costs to the component;
4. soliciting the assistance of any staff member; or
5. using the component logo, trademark or any facsimile thereof on campaign material.

Prospective candidates:

1. will obtain the approval of one of the three national officers for any material that is included in Union of National Employees mailings;
2. will avoid personal attacks and slanderous comments;
3. will be provided with a list of all members who are eligible to vote; and
4. will be treated equally by the component. For example, if any candidate is allowed to give a campaign speech at a union meeting, all candidates for that position should be given the same opportunity.

Prospective candidates will be provided with a reasonable period prior to the election for campaigning. What constitutes a reasonable period depends on the circumstances, including the method of nomination, the number of members eligible to vote, and the geographic area involved. (These parameters are determined by the national president and will be in accordance with any applicable component bylaws.)

**\*Recorded Vote 45: CARRIED**



M/S Andrew Shaver and Yvon Beaudoin

**THAT** the report of the Finance and Human Resources Committee be adopted as a whole.

**\*Recorded Vote 46: CARRIED**

Brother Andrew Shaver assumed the Chair.

M/S/C Kevin King and Sandra Ahenakew

**THAT** the Human Rights committee will be working on a policy on Reconciliation to become an integral part of the UNE governance document.

### **Mass mobilisation on Feb. 28**

M/S Kevin King and Sandra Ahenakew

**THAT** the National Executive mobilize its membership for an Ottawa Day of Action demonstration on Thursday, February 28, 2019:

1. Within the National Capital region and environs, to a 250km Radius
2. That members able to attend this day of action, be able to claim
  - a. Up to half day for those in the NCR and attending the demonstration, at the members salary or the base salary rate of UNE, whichever is higher
  - b. Up to a full day for those busing from out of town and attending the demonstration, at the members salary or the base salary rate of UNE, whichever is higher;
3. Bus Transportation, if applicable, and if not otherwise covered by PSAC
4. Lunches to be provided by PSAC for those arriving from out of town...
5. That a funding envelope be made available for UNE for this demonstration with a preliminary costing of \$50,000, based upon 150 members at an average of 250 dollars a day plus possible promotional and in-kind items, with this matter assigned to the non-recurring line item of UNE.

**\*Recorded Vote 47: CARRIED**

Brother Kevin King assumed the chair.

**13. ROUND TABLE CHECK-OUT**

Check-out ensued.

**14. ADJOURNMENT**