

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

PRESENT WERE

Kevin King, National President
 Andrew Shaver, National Executive Vice-President
 Kate Hart, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities
 Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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 9:05 a.m.

2. PRESIDENT'S REMARKS

Brother Kevin King welcomed everyone to the National Capital Region and acknowledged that we were meeting on the traditional, unceded and unsundered territory of the Anishinaabe people 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. The rules of procedure will be more stringent as we enter into more formal proceedings including the upcoming convention in 2020.

3. PRESENTATION OF NEW OFFICERS

Brother Kevin King administered the Oath of Office to the following Officers:

Rose Touhey, Regional Vice-President, Outside Canada
 Diane Levola, Regional Vice-President, Ontario
 Ellen Cross, Newly elected Assistant Regional Vice-President, Atlantic
 Chelsea Cameron, New Human Rights Representative, BC and Yukon
 Archie Campbell, Newly elected Assistant Regional Vice-President, Outside Canada
 Jacqueline Nanali, Human Rights Representative, Manitoba (Returning from Maternity Leave)

4. 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:

Erin Barrett, Local Y0102
 Robert Ahenakew, Brother of Sandra Ahenakew
 Henri Beaudoin, Father of Yvon Beaudoin
 Jacques Brunet, Father of Michelle Brunet
 Louis Adanto Ahodekon, Brother of Celine Ahodekon
 Sylvie Larivée, spouse of Jacques Lévesque of Local 10206
 Adelina Stihovic, Aunt of Franco Picciano
 Nicola Della Penta, Uncle of Franco Picciano
 Giuseppina Della Penta, Aunt of Franco Picciano

5. HOURS OF SITTING

M/S/C Angela Decker and Sandra Ahenakew

THAT the hours of sitting be adopted as presented.

6. ADOPTION OF THE AGENDA (Appendix “A”)

M/S Andrew Shaver and Virginia Noble

THAT the agenda be adopted as amended by adding the following items under 11) New Business:

- 11) H) Parks Canada – Isolated Post Policy – Fitness to Work Evaluation – G. Ryan
- I) Debrief – Women’s Conference – D. Levola

***Recorded Vote 1: CARRIED**

7. CHECK-IN ROUND - NATIONAL EXECUTIVE

A check-in ensued.

8. MINUTES OF PREVIOUS MEETING

M/S Jaison Van Tine and Andrew Shaver

THAT the minutes of the previous meeting of the National Executive held March 19-21, 2019 be adopted as amended.

***Recorded vote 2: CARRIED**

Brother Andrew Shaver assumed the chair.

9. REPORTS OF THE EXECUTIVE

A) Report of the National President (Appendix “B”)

M/S Kevin King and Angela Decker

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

***Recorded Vote 3: CARRIED**

Brother Andrew Shaver relinquished the Chair to Brother Kevin King.

RECESS

9. REPORTS OF THE EXECUTIVE

B) National Executive Vice-President (Appendix "C")

M/S Andrew Shaver and Cindy D'Alessio

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

***Recorded Vote 4: CARRIED**

D. Regional Vice-Presidents Reports (Appendix "D")

i) Inactive Locals Reports by Region:

Ontario

M/S Sandy Bello and Rose Touhey

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

***Recorded Vote 5: CARRIED**

Quebec

M/S Yvon Beaudoin and Patrice Remillard

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

***Recorded Vote 6: CARRIED**

BC and Yukon

M/S Shirley Torres and Virginia Noble

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

***Recorded Vote 7: CARRIED**

Outside Canada

M/S Rose Touhey and Angela Decker

THAT the inactive locals report of the outside Canada region be adopted as presented.

***Recorded Vote 8: CARRIED**

NCR – SE

M/S Patrice Remillard and Yvon Beaudoin

THAT the inactive locals report of the NCR-SE be adopted as presented.

***Recorded Vote 9: CARRIED**

Ottawa (TB)

M/S Virginia Noble and Angela Decker

THAT the inactive locals report of the Ottawa (TB) be adopted as presented.

***Recorded Vote 10: CARRIED**

10. ONGOING BUSINESS

C) 2019 NE Meeting Dates

The following dates were provided as reminders:

- September 26 in the morning – Kairos Blanket Exercise
- **Human Rights Committee Meeting**
September 26 – September 28

D) 2020 NE Meetings Dates

- January 21-23, 2020
- June 4-6, 2020 – NE Meeting
- June 7-10, 2020 – UNE Convention Committee Meetings
- August 20-22, 2020 – NE Meeting
- August 23-28, 2020 – UNE National Triennial Convention

11) NEW BUSINESS**A) Human Rights conference:**

Brother Kevin King reminded that the UNE Human Rights Conference would be held November 14-17, 2019 at the Hilton Lac Leamy. The deadline for submitting applications would be October 4.

B) CLC Convention

Brother Kevin King encouraged members of the National Executive to attend the CLC Convention or send their alternates in their place. The Convention would be held May 4-8, 2020 in Vancouver, BC.

RECESS

Monday, September 23, 2019 - AFTERNOON SESSION**Reconvened at 1: 15 p.m.****PRESENT WERE**

Kevin King, National President
 Andrew Shaver, National Executive Vice-President
 Kate Hart, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities

Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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 Joyce Romanchuk assumed the seat for the Saskatchewan Region.

9. REPORTS OF THE EXECUTIVE (Cont'd)

C) National Vice-President for Human Rights (Appendix "E")

M/S Daniel Toutant and Yvon Beaudoin

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

***Recorded 11: CARRIED**

11) NEW BUSINESS (Cont'd)

E) Remembrance Day Wreath Laying Ceremony

Brother Kevin King advised that he will be laying the Component wreath at the Remembrance Day ceremonies at the national war memorial.

C) 2023 UNE National Triennial Convention

M/S Andrew Shaver and Jaison Van Tine

THAT the 2023 UNE National Triennial Convention be held at the Sheraton Toronto.

***Recorded Vote 12: CARRIED**

G) Amethyst Women's Addiction Centre:

Brother Andrew Shaver reported on the ongoing Amethyst funding proposal.

H) Parks Canada - Isolated Post – Fitness to Work Evaluation

Brother Geoff Ryan informed the National Executive that contrary to Isolated Post policy, members working at an isolated post have also been asked to undergo a

medical assessment for the employer even if at a current post or have permanently resided at an isolated post location.

Brother Kevin King responded by stating that this matter would be reviewed in a labour relation setting with corporate Human Resources at Parks around the second week of October. If no immediate resolution, the matter would be brought forward to the Parks Canada National Labour Management Meeting on November 7, 2019.

10) ONGOING BUSINESS

B) Phoenix Pay System

Regional Team members expressed frustration with respect to persistent issues related to the Phoenix pay issues and have asked for a more comprehensive plan from PSAC for the pursuit of damages and reconciliation of all past pay issues.

12) COMMITTEE REPORTS

G) Francophone Committee (Appendix "F")

Policy NEN 4

M/S Yvon Beaudoin and Daniel Toutant

THAT Policy NEN 4 be amended as follows:

Policy NEN 4

Language training

The Union of National Employees promotes and supports Canada's official bilingualism policy. The National President will consider requests for language training from the members of the executive, assistant regional vice-presidents and the human rights committee, provided each request:

1. is submitted in writing;
2. is submitted for prior approval of the National President;
3. is for French or English-language training;
4. is offered by a recognized organization;
5. includes a proposed schedule and budgetary assessment;
6. be carried out within the scope of the budget allocated over the three-year cycle.

***Recorded Vote 13: CARRIED**

M/S/C Andrew Shaver and Angela Decker

THAT the following motion be referred to the Education Committee with the following instruction:

To review the new Policy NEN 4 for consideration for the purposes of inclusion of indigenous languages.

M/S Yvon Beaudoin and Daniel Toutant

THAT the Francophone Committee report be adopted as a whole.

***Recorded Vote 14: CARRIED**

M/S/C Chris Little-Gagné and Jaison Van Tine

THAT we move in-camera.

In Camera Session of the National Executive

END of In-Camera Session

Trusteeship Local 70027

M/S Cindy D'Alessio and Andrew Shaver

THAT UNE Local 70027 remain in trusteeship, until specific conditions are met, as identified by the following motions

- i. That the local receive financial training, to be delivered by UNE, and,
- ii. That the local finances be subject to an external financial audit dating back to the year 2017 and on-going until the year 2020, to be conducted by a 3rd party assigned by UNE, with cost for these audits, borne by the Local.
- iii. That the Trustee of the Local appoint local stewards, with respect to the day-to-day local representation activities during the period of on-going trusteeship, and
- iv. That the local stewards and other identified local leaders take part in mandatory local training, delivered by UNE, at a place to be determined

- by UNE, with any costs associated with this training, including members' out of pocket expenses, to be borne by the local and
- v. That the local operations, including management of finances and all assets, remain the sole responsibility of the Trustee during the on-going period of trusteeship;
 - vi. That standard local bylaws conform with UNE Policy LOC 7, with any changes to the standard bylaws approved by the National President, and
 - vii. That the release from trusteeship may only be granted once items i-vi above are resolved to the satisfaction, by way of a vote (in camera), of the National Executive of UNE at a future meeting.

***Recorded Vote 15: CARRIED**

M/S/C Patrice Remillard and Jaison Van Tine

THAT the Report of progress.

Trusteeship Local 70125

M/S Rose Touhey and Andrew Shaver

- THAT** That UNE Local 70125 remain in trusteeship, until specific conditions are met, as identified by the following motions
- i. That the local receive financial training, to be delivered by UNE, and,
 - ii. That the Trustee of the Local continue to appoint local stewards, with respect to the day-to-day local representation activities during the period of on-going trusteeship, and;
 - iii. That the local stewards and other identified local leaders take part in mandatory local training, delivered by UNE, at a place to be determined by UNE, with any costs associated with this training, including members' out of pocket expenses, to be borne by the local, and;
 - iv. That the local operations, including management of finances and all assets, remain the sole responsibility of the Trustee during the on-going period of trusteeship;
 - v. That the local trustee be included in all meetings pertaining to the local and be copied into all communications relating to the local operations and activities during the period of on-going trusteeship.
 - vi. That the release from trusteeship may only be granted once items i-v above are resolved to the satisfaction, by way of a vote (in camera), of the National Executive of UNE at a future meeting.

Recorded Vote 16: CARRIED

M/S Rose Touhey and Virginia Noble

THAT the National Executive authorise the National President to investigate the recent financial transactions between the presumptive elected officers of Local 70125 and their financial institution.

***Recorded Vote 17: CARRIED**

RECESS

Tuesday, September 24, 2019 - MORNING SESSION
Reconvened at 9 a.m.

PRESENT WERE

Kevin King, National President
 Andrew Shaver, National Executive Vice-President
 Kate Hart, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities
 Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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 (Cont'd)**

I) **National Executive Disciplinary Committee**

M/S/C Andrew Shaver and Yvon Beaudoin

THAT the oral report of progress of the National Executive Disciplinary Committee Report be adopted.

C) **Communications and Member Engagement Committee**

M/S/C Andrew Shaver and Shirley Torres

THAT the oral report of progress of the Communications and Member Engagement Committee be adopted.

Note: It was agreed that the communications and Member Engagement Committee report that was presented to the National Executive in March 2019 be laid on the table for discussion and debate at the next National Executive Meeting.

H) **Local Governance and Membership Committee (Appendix "G")**

i) **Bylaw 3 Section 2**

M/S Patrice Remillard and Angela Decker

THAT the proposed changes to Bylaw 3 section 2 be withdrawn.

***Recorded Vote 18: CARRIED**

ii) **Bylaw 4 Sections 1 to 9 (NE Resolution)**

M/S Patrice Remillard and Sandra Ahenakew

THAT the proposed changes to Bylaw 4 1 to 9 be adopted and the remainder of the Bylaw be renumbered (Appendix B).

Bylaw 4
Membership, duties and responsibilities

Types of membership

Bylaw 4 Sec 1**Regular membership**

All employees over whom the UNE has jurisdiction are eligible for membership in a local of the UNE.

Bylaw 4 Sec 2**Honorary membership (employees)**

Any employee of the UNE may be granted honorary membership in the UNE. Decisions for such memberships are made by the national executive.

Bylaw 4 Sec 3**Honorary membership (former members)**

Locals can apply to the national president to grant honorary membership to former members for outstanding service. Decisions for such memberships are made by the national executive.

Bylaw 4 Sec 4**Honorary membership (non-members)**

Any person who is deemed to merit this honour, and who is not eligible for regular membership, can be nominated for honorary membership in the Union of National Employees. Decisions for such memberships are made by the national executive.

Bylaw 4 Sec 5**Honorary membership (general)**

Honorary members are not entitled to vote at meetings or to hold elected office, but have all other rights and privileges of membership.

Bylaw 4 Sec 6**Life membership (UNE)**

Member who has devoted extraordinary time and energy to the affairs of the UNE, and who have given of themselves personally to our affairs, may be awarded a life membership. Decisions for such memberships are made by the national executive.

Bylaw 4 Sec 7**Dues exemptions**

Members are required to pay dues according to the provisions of these bylaws.

***Recorded vote 19: CARRIED**

M/S Patrice Remillard and Sandra Ahenakew

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

***Recorded Vote 20: CARRIED**

9. **REPORTS OF THE EXECUTIVE (Cont'd)**

D) **Regional Vice Presidents**

Inactive Locals

Manitoba

M/S Martin Kaminski and Yvon Beaudoin

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

***Recorded Vote 21: CARRIED**

Point of Privilege

Sister Sandra Ahenakew advised elected Officers present at the meeting with respect to Orange Shirt Day, on September 30th.

Orange Shirt Day is a day of remembrance of the abuses and intolerable conditions indigenous people suffered by way of separation from families and forced attendance at Residential schools.

12. **COMMITTEE REPORTS (Cont'd)**

F) **Finance and Human Resources Committee (Appendix "H")**

July 17, 2019 Report

M/S Andrew Shaver and Cindy D'Alessio

THAT the June 2019 Financial Statements be adopted as presented.

***Recorded Vote 22: CARRIED**

RECESS

12. **COMMITTEE REPORTS (Cont'd)**

F) **Finance and Human Resources Committee (Appendix "H")**

M/S Andrew Shaver and Cindy D'Alessio

THAT the proposed changes to Policy CC 4 Section 2 be adopted as amended:

For Policy CC 4 below:

Note: The Union of National Employees is bestowed a delegate entitlement to the PSAC Triennial Convention based on number of members with signed membership cards, with the formula of one delegate per each of its 400 members, as per provisions of the PSAC Constitution Section 19 Sub-Section 1.

The UNE Membership number (20, 471) is a sample number only and not reflective of the actual membership count.

Policy CC 4

Electing Union of National Employees delegates to the PSAC Convention

Policy CC 4 Section 2

Determining the delegate count to the PSAC Convention:

1. The basic number of delegates is equal to the number of members divided by 400.

Example using sample printouts

$$\frac{20,471}{400} = 51.18$$

This figure is rounded to 51.

2. To this answer, subtract the national executive delegation to arrive at a remaining delegate figure.

Example using sample printouts

$$51 - 13 = 38$$

3. Divide the number of members of the Union of National Employees by the remaining delegate figure.

Example using sample printouts

$$\frac{20,471}{38} = 538.71$$

This figure is rounded to. 539

In this example, 539 is the base number of members. Use this number to determine the number of delegates from each region.

4. To determine the number of delegates from the 11 geographical zones, divide the number of members in the geographical zone by the base number of members (539).

Example using sample printouts**Extra members**

Outside Canada	$\frac{1663}{539}$	= 3, 09 or 3	49
Atlantic	$\frac{1546}{539}$	= 2, 87 or 3	NIL
Quebec	$\frac{1358}{539}$	= 2, 52 or 3	NIL
Ottawa (TB)	$\frac{3470}{539}$	= 6, 44 or 6	237
Gatineau (TB) 539	3905	= 7, 24 or 7	129
N.C.R. (SE) 539	2844	= 5, 28 or 5	151
Ontario	$\frac{1830}{539}$	= 3, 40 or 3	216
Manitoba	$\frac{673}{539}$	= 1, 25	135

		or 1	
Saskatchewan	724 539	= 1, 34	183
		or 1	
Alberta/N.W.T./Nunavut	1379 539	= 2, 56	NIL
		or 3	
B.C. & Yukon	1048 539	= 1, 94	NIL
		or 2	
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	Total	37	

When the figure for each of the 11 geographical zones has been established, the sum may be less than the remaining delegate figure. In this case, the remainder of delegates will be apportioned as follows: one delegate is added to the highest decimal remainder geographical zone, one delegate is added to the second highest decimal remainder geographical zone, etc. until the total number of delegates has been designated.

Summary using sample printouts

Outside Canada =	3	Ontario =	3
Atlantic Canada =	3	Manitoba =	1
Quebec =	3	Saskatchewan =	1
Alberta/N.W.T./Nunavut =	3		
Ottawa (TB) =	6+1		
Gatineau (TB) =	7		
N.C.R. (SE) =	5	B.C. & Yukon =	2
TOTAL		38	

***Recorded Vote 23: Carried**

M/S Andrew Shaver and Cindy D'Alessio

THAT LOC 1 Section 2, 3 and 4 be amended to read as follows:

Policy LOC 1

Union of National Employees Affiliation

The following policy outlines the process to be followed when advocating or attempting to bring about the withdrawal or disaffiliation of any members or group of members from the Union of National Employees.

Policy LOC 1 Section 1

Prohibition

Local Funds or Union of National Employees resources of any kind may not be used for the purpose of assisting in the process of terminating or severing the affiliation with the Union of National Employees or PSAC.

Any member who is involved in the process of terminating or severing the process of affiliation with the UNE or PSAC will immediately step down from any office held with the UNE.

~~**Policy LOC 1 Section 2**~~

~~**Requests for Disaffiliation**~~

~~Requests for disaffiliation will be in writing and must include a detailed outline of all the allegations for disaffiliation including factual evidence and a signed petition featuring the names of at least 25% of the local membership.~~

~~**Policy LOC 1 Section 3**~~

~~Requests for disaffiliation will be presented to the Union of National Employees' President and the respective Regional Vice President.~~

~~**Policy LOC 1 Section 4**~~

~~The Union of National Employees' President may refer the matter to the National Executive Standing Committee on Locals and Membership. The committee will recommend a course of action to be followed to the National Executive.~~

***Recorded Vote 24: CARRIED**

M/S Andrew Shaver and Yvon Beaudoin

THAT the proposed changes to Policy CE 5 sections 6 and 8 be adopted to

read as follows:

Policy CE 5 Sec 6
Monitor and review

Members of the Union of National Employees will review this policy and its guidelines **every** two years after its effective date.

Policy CE 5 Sec 7
References

- *Personal Information Protection and Electronic Documents Act*;
- Collective Agreement between the Union of National Employees and AEU (Unit III); and
- Grievance and Grievance Transmittal Forms.

Policy CE 5 Sec 8
Effective date

This policy is effective as of **September 24, 2019**.

***Recorded Vote 25: CARRIED**

M/S Andrew Shaver and Cindy D'Alessio

THAT Policy CE 8 be amended to read as follows:

Policy CE 8
Records retention and destruction— Union of National Employees office

The Union of National Employees maintains a strict policy on the retention and destruction of all corporate, financial, human-resource, member-record and grievance or complaint documents.

Document-retention procedures

Records should be retained for the following reasons:

1. to facilitate service delivery to members;
2. to provide historical data for future investigations;
3. to minimize risk to the Union of National Employees;
4. to comply with legal requirements;
5. to comply with human-resource functions; and

6. to meet the organization's operational requirements.

Records should be stored in such a way that they maintain the original document's integrity and the confidentiality of any personal information. All records will be stored in dry, secure locations for as long as they are required, and the Union of National Employees will maintain electronic back-ups.

Records will be retained for only as long as the Union of National Employees requires them to meet the reasons listed above. The Union of National Employees will review its document portfolio on a periodic basis to ensure documents are managed according to the records-retention schedules below.

For corporate documents

The Union of National Employees considers the following to be corporate documents:

1. contracts
2. bylaws
3. service agreements
4. insurance policies
5. auditor reports
6. letters patent
7. annual reports
8. strategic plans
9. board documentation

The Union of National Employees will retain original corporate documents in a central location and according to the retention schedule below. Union of National Employees staff will make copies of these documents available to anyone who requests them.

Retention schedule: corporate documents	
Document	Retention length
Organization charter, annual reports, bylaws, letters patent, strategic plans, board documentation	Organization's lifespan, plus five years
Insurance policies (current and previous)	Indefinitely

Contracts and service agreements	Seven years after expiry of contract or agreement
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For member records

The UNE will ensure that all member- and service-related records are stored, retained and destroyed according to this policy and retention schedule.

Retention schedule: member records	
Document	Retention length
Member complaint or grievance files (in hard copy)	One month after paper record is returned from PSAC offices
Member complaint or grievance files (in electronic format)	Indefinitely
Laserfished records of complaints or grievances	Indefinitely
Member files	One month after the file is no longer required
Electronic records	Archived annually
Paper claims	Triennial cycle, plus one year
Member change of information	One month after change has been made
Locals financials statements	Current, plus seven years

For financial documents

The Union of National Employees will maintain the following documents at its place of business:

1. invoices
2. payroll records
3. donation receipts
4. proofs of payment
5. deposit books and records
6. records of all cash disbursements

7. documents that substantiate disbursements
8. any other supporting documentation

The UNE will ensure that all original financial records are stored, retained and destroyed according to this policy and the records-retention schedule below.

Retention schedule: financial documents	
Document	Retention length
Annual audited financial statements, general ledger, annual adjusting journal entries, duplicate receipts relating to 10-year gifts to registered charities	Organization's lifespan, plus seven years
Duplicate donation receipts (except those relating to 10-year gifts)	End of fiscal year to which they relate, plus seven years
Payroll-remittance files	Indefinitely
Other financial records, including payroll	End of fiscal year to which they relate, plus seven years

For human-resource records

The UNE will ensure that human-resource documents are stored, retained and destroyed according to this policy and the records-retention schedule below.

Retention schedule: human-resource records	
Document	Retention length
Employee records	Indefinitely
Electronic back-ups	Indefinitely

Recorded Vote 26: CARRIED

NE Recommendation to the 2020 Triennial Convention

M/S Andrew Shaver and Yvon Beaudoin

THAT Bylaw 3 Section 8 be amended to read as follows:

~~Bylaw 3 Sec 8~~

Hiring staff

~~Subject to Bylaw 5, Section 10, locals may hire staff to handle their affairs. Each local is responsible to select, pay and manage its own staff.~~

Bylaw 3 Sec 9 8

Acquiring facilities

Subject to Bylaw 5, Section 10, locals may acquire space and facilities to conduct their businesses. All costs for these facilities are borne by the local.

***Recorded Vote 27: CARRIED**

Note: If the proposed change is adopted at the 2020 UNE Triennial Convention, all other sections of the Bylaws will be renumbered accordingly.

M/S Andrew Shaver and Cindy D'Alessio

THAT the report of the Finance and Human Resources Committee meeting held July 17, 2019 be adopted as a whole.

***Recorded Vote 28: CARRIED**

August 29 Report

M/S Andrew Shaver and Yvon Beaudoin

THAT the July 2019 Financial Statements be adopted as presented.

***Recorded Vote 29: CARRIED**

RECESS

TUESDAY, SEPTEMBER 24, 2019 - AFTERNOON SESSION

Reconvened at 1: 00 p.m.

PRESENT WERE

- Kevin King, National President
- Andrew Shaver, National Executive Vice-President
- Kate Hart, Assistant National Vice-President for Human Rights
- Angela Decker, Regional Vice-President, Atlantic

Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities
 Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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

Brother Kevin King left the meeting owing to an outside appointment to the National Joint Council.

Brother Andrew Shaver assumed the Chair.

Brother Craig Reynolds assumed the seat for the Ontario Region.

Sister Hayley Millington assumed the seat for the Human Rights portfolio.

Point of Privilege

Sister Sandra Ahenakew reminded Executive Officers to consider wearing socks for the Kairos blanket exercise as participants are required to step onto the blanket.

Sister Angela Decker reminded Executive Officers that the deadline for registration to the 2020 PSAC National Women's Conference was November 1st, 2019 for both delegates and observers. The Conference dates are April 3-5, 2020 at the Westin Ottawa Hotel.

10) ONGOING BUSINESS:

A) Bargaining:

- i) Treasury Board – G. Ryan, M. Freeman, H. Millington
The team reported that the employer called them back over the labour day weekend. The team was presented with an offer that was less than the general economic increase accepted by other bargaining agents with Treasury Board as their employer.

This is a continuing pattern of disrespect for the PA, SV, TC and EB negotiating teams acting on behalf of the PSAC membership.

The Public Interest Commission meeting dates for the TB teams are scheduled over the months of December 2019 and January 2020.

TB members should be prepared to mobilize their colleagues in support of bargaining team members in this acrimonious round of TB negotiations.

- ii) Parks Canada – A. Decker, D. Toutant
The team reported that Parks Canada called the negotiating team back to the table in July 2019 but failed to make any earnest progress in the resolution of outstanding matters.

Parks Canada demanded a mediation session at the Federal Public Service Labour Relations and Employment Board in an attempt to stall negotiations. However, when the FPSLREB announced Public Interest Commissions dates in January 2020, Parks Canada withdraw from proposed mediation dates for October.

The game playing by Parks Canada has strengthen the resolve of the PSAC negotiating team to actively mobilize its membership.

- iii) Statistical Survey Operations – K. King
Brother Kevin King reported that the upcoming SSO Bargaining Conference would be on October 16-18, 2019 and that each bargaining unit will have a minimum of 5 conference delegate elected.
- iv) National Capital Commission – P. Rémillard
Brother Patrice Remillard reported that the PSAC has assigned a new negotiator for the upcoming round of negotiations.

- v) Hard Rock International (Rideau Carleton Raceway) – P. Remillard
Brother Patrice Remillard advised that UNE members have ratified a new Collective Agreement and that UNE, with the assistance of the PSAC are working out the details of the implementation of the Collective Agreement.
- vi) The National Battlefields Commission – Y. Beaudoin
Brother Yvon Beaudoin reported that the unit was on strike between June 25 and July 20th. The parties returned to the table on July 15 and the employer met most of the outstanding demands. The membership ratified the agreement and have become a very strong Bargaining Unit with great appreciation and support by the PSAC Quebec Regional Office,.

RECESS

10) ONGOING BUSINESS (Cont'd)

A) Bargaining:

- vii) Unitarian Service Committee – P. Remillard
Brother Patrice Remillard advised that members have ratified a new Collective Agreement.
- viii) Canadian Centre for Occupational Health and Safety – D. Levola
Sister Diane Levola advised that members have ratified a new Collective Agreement.
- ix) Social Sciences and Humanities Research Council – P. Rémillard
Brother Patrice Remillard reported that the Bargaining unit was presently in negotiations.
- x) Canada Council – P. Rémillard.
Brother Patrice Remillard reported that a tentative agreement was ratified on April 24, 2019 and the agreement is in force until 2022.
- xi) Amethyst House – P. Rémillard
Brother Patrice Remillard reported that
- xii) Museum of Nature – P. Rémillard
Brother Patrice Remillard reported that
- xiii) Library of Parliament – P. Rémillard

Brother Patrice Remillard reported that the bargaining unit requested that all outstanding matters be referred to arbitration as of January 14, 2019 and are waiting for a date.

- xiv) House of Commons – P. Rémillard
Brother Patrice Remillard reported that for the Operations and Postal bargaining unit, the PsAC has presented its brief to the Public Service Relations Board on September 12, 2019. We are awaiting a response from the employer side as well as from the board chairperson.
- xv) National Arts Centre – P. Rémillard
Brother Patrice Remillard reported that he was working with local to get demands formatted and properly presented to the PSAC.
- xvi) Office of the Superintendent of Financial Institutions – P. Rémillard
Brother Patrice Remillard reported that the PSAC has assigned a new negotiator to this bargaining unit.
- xvii) Canadian Museum of Human Rights – C. Little-Gagne
Brother Chris Little-Gagne reported that notice of bargaining was sent out by the PSAC on September 12, 2019 for local to submit their bargaining demands by December 1st, 2019.
- xviii) Mohawk Council of Akwesasne – D. Levola
Sister Diane Levola reported that the PSAC has assigned a new negotiator.
- xix) Office of the Auditor General – P. Remillard
Brother Patrice Remillard reported that the employer was looking at a Treasury Board settlement prior to submitting bargaining unit proposals.
- xx) Museum of Science and Technology – P. Rémillard
Brother Patrice Remillard reported that the call out has already been forwarded to the Local on September 12, 2019. The deadline for submitting demands is December 1st, 2019.
- xxi) Senate Canada – P. Rémillard
Brother Patrice Remillard reported that the Bargaining Unit was in arbitration with the employer.
- xxii) Best Thetronics – P. Rémillard
Brother Patrice Remillard reported that the call out has already been forwarded to the Local on September 12, 2019. The deadline for submitting demands is December 1st, 2019.

- xxiii) CMHC Granville Island, BC – S. Torres
Sister Shirley Torres reported that the collective agreement is scheduled to expire in March 2020. And that the bargaining unit is in the process of electing his team and formatting their demands.
- xxiv) Canadian Museum of History – P. Rémillard
Brother Patrice Remillard reported that bargaining unit was in the process of electing their bargaining team.

Brother Craig Reynolds assumed the seat for the Ontario Region.

9. REPORTS OF THE EXECUTIVE

D) Regional Vice-Presidents Reports (Cont'd)

Inactive locals

Atlantic

M/S Angela Decker and Virginia Noble

THAT the inactive locals report for the Atlantic Region be adopted as presented.

***Recorded Vote 30: CARRIED**

Brother Kevin King joined the meeting.

12. COMMITTEE REPORTS (Cont'd)

E) Honours and Awards Report (Appendix "I")

Local Activist Awards

M/S Angela Decker and Virginia Noble

THAT Applicant A be awarded the Local Activist Award.

Vote by Secret Ballot:

Total Ballots Cast: 12
Spoiled Ballots: 0
Total Valid Ballots: 12
2/3 Threshold: 8

In Favour: 12
 Against: 0

CARRIED

Applicant A is Graham Reid of Local 80178

M/S Angela Decker and Virginia Noble

THAT Applicant B be awarded the Local Activist Award.

Vote by Secret Ballot:

Total Ballots Cast: 13
 Spoiled Ballots: 0
 Total Valid Ballots: 13
 2/3 Threshold: 9
 In Favour: 13
 Against: 0

CARRIED

Applicant B is Josée Tremblay of Local 29266

Alfred Papineau Award

M/S Angela Decker and Virginia Noble

THAT Applicant A be awarded the Alfred Papineau Award.

Vote by Secret Ballot:

Total Ballots Cast: 13
 Spoiled Ballots: 0
 Total Valid Ballots: 13
 2/3 Threshold: 9
 In Favour: 13
 Against: 0

CARRIED

Applicant A is Ryan Husk of Local 70181

Life Membership Award

M/S Angela Decker and Virginia Noble

THAT the Life Membership Award information posted on the website, be modified to match the amended Policy MEM1 as adopted by the National Executive.

M/S/C Virginia Noble and Rose Touhey

THAT the ballots be destroyed.

Brother Kevin King assumed the Chair.

D) **Education Committee**

M/S/C Chris Little-Gagne and Shirley Torres

THAT the oral progress report of the Education Committee be adopted.

11. **NEW BUSINESS**

F) **Passport**

Passport looking for engagement strategy. Because of the government reorganisation there is a major issue with respect to allocation of membership as there is a jurisdictional dispute with the CEIU.

Remind members of the resources available to support representation.

I) **Women’s Conference Debrief**

Sister Hayley Millington provided a debrief on the conference.

Point of privilege

Sister Chelsea Cameron noted that we should try to obtain gender neutrality in our documents.

Special NE Meeting

M/S Andrew Shaver and Angela Decker

THAT the National Executive hold a special meeting to deal with outstanding matters on November 13-14, 2019 at the Hilton Lac Leamy prior to the Human Rights Conference.

Recorded Vote 31: CARRIED

RECESS

Wednesday, September 25, 2019 - MORNING SESSION
Reconvened at 9 a.m.**PRESENT WERE**

Kevin King, National President
 Andrew Shaver, National Executive Vice-President
 Kate Hart, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba
 Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities
 Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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

Brother Kevin King read a letter from PSAC National President Chris Aylward that advises CCOHS, the Museum of Science and Technology and the Canadian Museum of History with respect to PSAC no longer legally pursuing their respective pay equity complaint. The letter would be forwarded to all regional teams as well as locals affected by this decision.

Brother Archie Campbell assumed the seat for the Outside Canada Region.

12. COMMITTEE REPORTS (Cont'd)

E) Honours and Awards Committee (Appendix "I")

Laurier Auger

M/S Angela Decker and Virginia Noble

THAT Applicant C be awarded the Laurier Auger Award.

Vote by Secret Ballot:

Total Ballots Cast:	13
Spoiled Ballots:	0
Total Valid Ballots:	13
2/3 Threshold:	9
In Favour:	13
Against:	0

CARRIED

Applicant C is Rylan Bowen-Colthurst of Prince George, BC.

M/S/C Angela Decker and Cindy D'Alessio

THAT the ballots be destroyed.

M/S Angela Decker and Virginia Noble

THAT the report of the Honours and Awards Committee be adopted as a whole.

***Recorded Vote 33: CARRIED**

Sister Janet Connor assumed the seat for the Ottawa (TB) Region.

Sister Chelsea Cameron assumed the seat for the BC and Yukon Region.

F) Finance and HR Report

August 29, 2019 Report (Appendix "J")

M/S Andrew Shaver and Cindy D'Alessio

THAT Policy FIN1 be amended to read as follows:

Policy FIN 1
Local finances

Policy FIN 1 Section 1
Financial records

In addition to the annual audited statement of local finances required under UNE Bylaws, locals will submit, on a form supplied by the Union of National Employees (Schedule D):

1. the names of the banks and the names and addresses of the branches where their accounts are held;
2. the account numbers;
3. the names and signatures of the officers of the local authorized to sign cheques and other bank documents; and
4. a declaration by each officer referred to in paragraph c) that:
 - i. neither the officer nor, to the best of his or her knowledge, any other person has a bank card or credit card linked to any of the local's financial accounts.
 - ii. the officer has not approved or made a reimbursement of dues to Local members, whether by cash, cheque, gift card, or any other means.

This form will be submitted to the Union of National Employees annually with the required financial statement. It will also be submitted when any change is made to the bank account numbers, branches or banks, or to the officers authorized to sign cheques and conduct banking business.

Policy FIN 1 Section 2

Locals will submit with their financial statements their bank statements or copies of their bankbooks to cover the period up to December 31. They will also submit schedules of investment certificates and balances of mutual funds or investment funds held at December 31.

Policy FIN 1 Section 3

In accordance with UNE Bylaws, locals will maintain financial records and submit annual financial statements.

Policy FIN 1 Section 4

A local with annual revenues of up to but not more than \$5,000 will maintain financial records at least equal to a simple cashbook or daily journal and will submit an annual financial statement that has been independently reviewed either on a form supplied by the Union of National Employees or on a copy of the form.

Policy FIN 1 Section 5

Locals with annual revenues that exceed \$5,000 will keep financial records in a double-entry bookkeeping system or equivalent. They will submit a comprehensive annual financial statement, independently reviewed in accordance with Bylaw 5. This financial statement will be supported by a copy of the annually approved budget, or by minutes of meetings that contain resolutions authorizing expenditures not approved by the annual budget, or that are in excess of financial limits set by the local's bylaws.

Local financial reviews**Policy FIN 1 Section 6**

Independent financial reviews are to be done by professionally designated accountants who are members in good standing as a CA, CGA or CMA for locals with annual revenues (dues rebates and interest) in excess of \$25,000 or assets valued in excess of \$50,000.

Policy FIN 1 Section 7

Independent financial reviews for locals with revenues up to \$25,000 and assets up to \$50,000 may be done by two members of the local other than a professionally designated accountant. These persons will neither be members of the local's executive, nor be signing officers for the local.

Policy FIN 1 Section 8

Independent financial reviews should include, but are not limited to:

1. verification of bank balances through bank reconciliations and bank confirmation;
2. verification of assets including tracking investments, purchasing of furniture, equipment;
3. verification of receipts and appropriate documentation for expense payments,

4. verification that monies properly due to the Government of Canada or the appropriate provincial governments have been paid; and
5. verification that monies owed to the local are recorded and tracked.

Policy FIN 1 Section 9

A regional vice-president may ask that the national executive direct the national president to order an independent audit of the local's financial records

Such audits will include, but not be limited to, verification that the local has adhered to its bylaws and that its expenditures have not contravened any provisions of the Union of National Employees' bylaws or polices.

Following this audit, a full report including recommendations will be submitted to the National President. Costs related to this audit will be borne by the local.

Policy FIN 1 Section 10

Staff may help locals meet audit requirements by providing advice and guidance, but this will not satisfy the conditions described in Section 6, above.

Recorded Vote 34: CARRIED

M/S Andrew Shaver and Cindy D'Alessio

THAT new Policy LOC 9 be adopted as follows:

Locals (LOC)

**Policy Loc 9
Trusteeship**

Policy LOC 9 Section 1 – Local Trusteeship

It is incumbent upon the UNE National Executive to place a Local in trusteeship if there is reasonable evidence that the local has:

- a. Failed in its financial obligations to its members, or
- b. Ceased to function and meet its obligations as per local, UNE, and PSAC governance documents.

- c. Taken any actions that are deemed injurious to the Union of National Employees (UNE), the Public Service Alliance of Canada (PSAC), or any of its constituent bodies.

Policy LOC 9 Section 2 – Trusteeship Order

Any local deemed to have contravened UNE Policy LOC 9, Section 1, may be placed into trusteeship, by a 2/3 majority vote of the members of the UNE's National Executive, at a regular or special meeting.

Policy LOC 9 Section 3 - If in Trusteeship

Any such local placed in trusteeship will have its elected offices deemed vacated, and its financial holdings, including local rebates, held in trust by UNE, with all records, financial and otherwise returned to UNE within 10 days of a notification of the decision by the National Executive of UNE.

Policy LOC 9 Section

Current LOC 2 Section 5 Title Appointment of Trustees

Note to self gender-neutral language to be included

Policy LOC 9 Section 5 - Exit from Trusteeship

A local's duly appointed Trustee(s) may bring forward a motion recommending that the National Executive approve a process by which the local may exit trusteeship. The motion to allow a local to begin exit trusteeship will be by majority vote of the National Executive of UNE.

The Trustee(s) will provide a notification of a general membership meeting to the membership of a local in trusteeship. The purpose of the meeting will be to elect a new local executive, with elected members taking and signing the oath of office described in UNE Bylaws.

M/S Jaison Van Tine and Diane Levola

TO refer Policy LOC 9 to the Finance and Human Rights Committee with the following instruction:

All such decisions will take effect immediately with corresponding revocation to entitlements, privileges etc.

After a brief meeting the Committee provided the following amendment to Policy LOC 9 section 2.

Locals (LOC)

Policy Loc 9 Trusteeship

Policy LOC 9 Section 1 – Local Trusteeship

It is incumbent upon the UNE National Executive to place a Local in trusteeship if there is reasonable evidence that the local has:

- d. Failed in its financial obligations to its members, or
- e. Ceased to function and meet its obligations as per local, UNE, and PSAC governance documents.
- f. Taken any actions that are deemed injurious to the Union of National Employees (UNE), the Public Service Alliance of Canada (PSAC), or any of its constituent bodies.

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Any such local placed in trusteeship will have its elected offices deemed vacated, and its financial holdings, including local rebates, held in trust by UNE, with all records, financial and otherwise returned to UNE within 10 days of a notification of the decision by the National Executive of UNE.

Policy LOC 9 Section

Current LOC 2 Section 5 Title Appointment of Trustees

Note to self gender-neutral language to be included

Policy LOC 9 Section 5 - Exit from Trusteeship

A local's duly appointed Trustee(s) may bring forward a motion recommending that the National Executive approve a process by which the local may exit trusteeship. The motion to allow a local to begin exit trusteeship will be by majority vote of the National Executive of UNE.

The Trustee(s) will provide a notification of a general membership meeting to the membership of a local in trusteeship. The purpose of the meeting will be to elect a new local executive, ~~with elected members taking and signing the oath of office described in UNE Bylaws.~~ **All such decisions will take effect immediately with**

corresponding revocation to entitlements, privileges etc.

***Recorded Vote 35: CARRIED**

M/S/C Andrew Shaver and Yvon Beaudoin

THAT Bylaw 3 Section 16 and 17 be tabled.

***Recorded Vote 36: CARRIED**

M/S Andrew Shaver and Yvon Beaudoin

THAT the report of the Finance and Human Resources Committee meeting held August 29, 2019 be adopted as a whole.

***Recorded Vote 37: CARRIED**

M/S Jaison Van Tine and Sandra Ahenakew

THAT item 12 J) Ad Hoc Committee be postponed until the next NE Meeting.

***Recorded Vote 38: CARRIED**

A) Bylaws and Policy Committee

M/S Jaison Van Tine and Dine Levola

THAT Policy RF be amended to read as follows:

Union of National Employees role and function (RF)

The Union of National Employees supports all our members—regardless of the organization that employs them—in opposing any individuals, organizations or governments that, for any reason, take action to reduce our members' employment security or terminate their employment.

National Executive

The National Executive is responsible for the governance, leadership and overall direction of the Union of National Employees. It includes the national president, the national executive vice-president, the national vice-president for human rights, and all regional vice-presidents. Between conventions, it makes important decisions and manages the operations of the union.

Regions

The Union of National Employees has regions to better serve its members. Some regions are determined by geography, while others bring together employees of a particular workplace.

Each region has its unique qualities. That's why we rely on our regional teams to assist our members and Locals. Members of our regional team work together with our labour relations officers and local union representatives to defend your rights.

Human Rights Committee

The Union of National Employees has long been an advocate for equality rights. Our human rights committee dates back to 1978.

This committee consists of the national vice-president for human rights, the assistant national vice-president for human rights, national equity representatives and regional human rights representatives.

RF1 Section 1

National President

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the President will:

- a) live in the NCR – defined by UNE as a 50 km radius of the Parliament Buildings of Canada.
- b) be a member of all UNE standing and ad hoc committees with voice but no vote.
- c) delegate, assign, reassign and establish the demarcation of employer group responsibilities to the National Executive Vice-President at the beginning of the mandate
- d) authorize all travel-related expenses of the National Executive.
- e) attend all UNE national conferences where appropriate.
- f) be responsible for selecting all delegates to national conferences with the other national officers.
- g) be responsible for choosing delegates to ad hoc committees.

RF1 Section 2

National Executive Vice-President

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the National Executive Vice-President will:

- a) live in the NCR – defined by UNE as a 50 km radius of the Parliament Buildings of Canada.
- b) chair the UNE National Executive Standing Committee on discipline
- c) chair the UNE National Executive Standing Committee on Finance and Human Resources.

- d) act as alternate chairperson to UNE triennial convention or any UNE special convention.
- e) attend all UNE national conferences where appropriate.
- f) be responsible for selecting all delegates to national conferences with the other national officers.
- g) act as the lead political officer representing UNE, as employer, in staff negotiations.

RF1 Section 3

National Vice-President for Human Rights

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the National Vice-President for Human Rights will:

- a) provide leadership and work with the Human Rights Committee (the committee) to set the objectives for the mandate.
- b) set up and coordinate meetings of the committee throughout the mandate.
- c) ensure participation, follow-up and communication of all members of the committee between meetings.
- d) develop the agenda for all committee meetings.
- e) act as the official spokesperson for the committee within the UNE.
- f) assign work to committee members as needed.
- g) recommends candidates to the national executive for the UNE Human Rights Award.
- h) perform other duties as may be deemed necessary by the committee.

RF 1 Section 4

Vice-Presidents for the Regions

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the Vice-President for each Region provides the primary leadership for the regional team and will:

- a) be accessible and thereby make sure that members and locals under their jurisdiction have a vehicle to communicate their aspirations, opinions and concerns to the national executive between national conventions.
- b) assist locals under their jurisdiction in conducting annual meetings, electing officers and encouraging membership campaigns.
- c) be the principal point of contact for the local executive to provide guidance and assistance with labour relations matters including grievances and staffing complaints by:
 - i. referring requests to the Local executive if this local has active membership;

- ii. reviewing requests with the regional team if the local executive is not active or non-responsive;
 - iii. working with locals to ensure that representational obligations are met;
 - iv. working with UNE staff to obtain any information required to assist locals and their respective members;
 - v. encouraging locals to establish local labour-management consultation committees and, where feasible, help them do so;
 - vi. ensuring their locals keep them advised of administrative and membership problems
- d) acquire a working knowledge of the Collective Agreements in their regions and the applicable legislations which may include; PESRA (Parliamentary Employees Staff Relations Act), FPSLRA (Federal Public Sector Labour Relations Act), OLRA (Ontario Labour Relations Act) , CLC (Canada Labour Code), PSEA (Pubic Sector Employment Act) and OHSA (Occupational Health and Safety Act of Ontario).
 - e) advise members and locals about Union of National Employees' and PSAC's governance documents including: PSAC Constitution, PSAC Regulations, UNE Policies, UNE Bylaws, UNE Presidential Rulings and UNE Resolutions of Record.
 - f) encourage membership education and participation in seminars conferences and conventions.
 - g) ensure that their locals maximize their ability to exercise their rights and responsibilities vis-à-vis the collective bargaining process.
 - h) rank potential attendees for all national conferences for consideration by the national officers.

RF 1 Section 5

Assistant Vice-Presidents for the Regions

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the Assistant Vice-President for each Region under the direction of, the Vice-President for each region, will:

- a) be accessible and thereby make sure that the members and locals under their jurisdiction have a vehicle to communicate their aspirations, opinions and concerns to the Vice President for each region between national conventions.
- b) assist locals under their jurisdiction in conducting annual meetings, electing officers and encouraging membership campaigns.
- c) be a point of contact for the local executive to provide guidance and assistance with labour relations matters including grievances and staffing complaints by:

- i. referring requests to the Local executive if this local has active membership;
 - ii. reviewing assigned requests with the regional team if the local executive is not active or non-responsive;
 - iii. working with locals to ensure that representational obligations are met;
 - iv. working with UNE staff to obtain any information required to assist locals and their respective members;
 - v. encouraging locals to establish local labour-management consultation committees and, where feasible, help them do so;
 - vi. ensuring their locals keep them advised of administrative and membership problems.
- d) acquire a working knowledge of the Collective Agreements in their regions and the applicable legislations which may include; PESRA (Parliamentary Employees Staff Relations Act), FPSLRA (Federal Public Sector Labour Relations Act), OLRA (Ontario Labour Relations Act) , CLC (Canada Labour Code), PSEA (Public Service Employment Act) and OHSa (Occupational Health and Safety Act of Ontario).
- e) advise members and locals about Union of National Employees' and PSAC's governance documents including: PSAC Constitution, PSAC Regulations, UNE Policies, UNE Bylaws, UNE Presidential Rulings and UNE Resolutions of Record.
- f) encourage membership education and participation in seminars conferences and conventions.
- g) ensure that their locals maximize their ability to exercise their rights and responsibilities vis-à-vis the collective bargaining process.

RF 1 Section 6

Assistant National Vice-President for Human rights

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the Assistant National Vice-President for Human rights under the direction of the National Vice-President for Human Rights, will:

- a) work with the Human Rights Committee (the committee) to set the objectives for the mandate
- b) work with the NVPHR to set up and coordinate meetings throughout the mandate.
- c) recommends candidates to the national executive for the UNE Human Rights Award.
- d) perform other duties as may be deemed necessary by the committee.

RF1 Section 7

Human rights regional representatives

In addition to the roles and responsibilities outlined in the bylaws and in subsequent policies, the Human rights regional representatives under the direction of the National Vice-President for Human Rights will:

- a) work with the Human Rights Committee (the committee) to set the objectives for the mandate.
- b) perform other duties as may be deemed necessary by the committee.
- c) promote human rights and equity issues throughout the mandate.
- d) educate the membership within the region throughout the mandate.
- e) organize and coordinate human rights activities including rallies, demonstrations etc. within the region.
- f) participate in educational opportunities in order to assist members in their region with duty to accommodate, accessibility, disability and human rights related issues.
- g) promote and establish employment equity committees within the region.
- h) recommends candidates to the Human Rights Committee for the UNE Human Rights Award.
- i) acquire a working knowledge of the Collective Agreements in their regions and the applicable legislations which may include; PESRA (Parliamentary Employees Staff Relations Act), FPSLRA (Federal Public Sector Labour Relations Act), OLRA (Ontario Labour Relations Act) , CLC (Canada Labour Code), PSEA (Public Service Employment Act) and OHSAA (Occupational Health and Safety Act of Ontario) Canadian Human Rights Act and the Ontario Human Rights Act.

RF 1 Section 8 National Equity representatives

In addition to the roles and responsibilities outlined in the bylaws, in subsequent policies, and in the human rights committee terms of reference, the National Equity representatives under the direction of the Vice-President for Human Rights will:

- a) work with the Human Rights Committee (the committee) to set the objectives for the mandate.
- b) perform other duties as may be deemed necessary by the committee.
- c) promote equity issues for their designated group throughout the mandate from a national perspective.
- d) acquire a working knowledge of the pertinent legislation and policies governing human rights such as the Canadian Human Rights Act and the Ontario Human Rights Act.
- e) recommends candidates to the Human Rights Committee for the UNE Human Rights Award.
- f) perform duties as assigned by the National vice-president for human rights.

Policy RF 2**Workers' rights**

The Union of National Employees advocates improving labour legislation to include provisions that grant Canadian workers the rights to organize, strike, oppose replacement workers and scabs, obtain union certification and participate fully in the political process.

Human rights

The Union of National Employees promotes universal and egalitarian human rights and equity for all members regardless of indigenous status, sex, sexual orientation, gender identity, gender expression, age, mental or physical ability, race, colour, creed, ethnic/national origin, religious belief, political belief, marital status, family status or conviction for which a pardon has been granted.

The Union of National Employees will provide reasonable accommodation to facilitate all members' full participation at component events.

***Recorded Vote 39: CARRIED**

RECESS

Wednesday, September 25, 2019 - AFTERNOON SESSION
Reconvened at 1 p. m.

PRESENT WERE

Kevin King, National President
 Andrew Shaver, National Executive Vice-President
 Kate Hart, Assistant National Vice-President for Human Rights
 Angela Decker, Regional Vice-President, Atlantic
 Ellen Cross, Assistant Regional Vice-President, Atlantic
 Sandy Bello, Regional Vice-President, Ontario
 Craig Reynolds, Assistant Regional Vice-President, Ontario
 Yvon Beaudoin, Regional Vice-President, Quebec
 Carole Maillet, Human Rights Representative, Quebec
 Patrice Rémillard, Regional Vice-President, NCR (SE)
 Virginia Noble, Regional Vice-President, Ottawa (TB)
 Janet Connor, Human Rights Representative, Ottawa (TB)
 Cindy D'Alessio, Regional Vice-President, Gatineau (TB)
 Christopher Little-Gagné, Regional Vice-President, Manitoba
 Martin Kaminski, Assistant Regional Vice-President, Manitoba

Sandra Ahenakew, Regional Vice-President, Saskatchewan
 Joyce Romanchuk, Human Rights Representative, Saskatchewan
 Jaison Van Tine, Regional Vice-President, Alberta, NWT and Nunavut
 Shirley Torres, Regional Vice-President, BC and Yukon
 Chelsea Cameron, Human Rights Representative, BC and Yukon
 Rose Touhey, Assistant Regional Vice-President, Outside Canada
 Archie Campbell, Assistant Regional Vice-President, Outside Canada
 Hayley Millington, Equity Representative, Women
 Mike Freeman, Equity Representative, Members with Disabilities
 Franco Picciano, Director Member Services and Labour Relations
 Georges St-Jean, Director of Administration and Finance
 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
 Archie assumed the chair in the morning.

Sister Rose Touhey assumed the seat for the Outside Canada Region.

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

Brother Patrice Remillard joined the meeting. Missing am attendance.

12) **COMMITTEE REPORTS**

A) **Bylaws and Policy Committee (Cont'd)**

M/S Jaison Van Tine and Diane Levola

THAT Policy NEN 1 be amended to read as follows:

Policy NEN 1

Compensation of the national president

Policy NEN 1 Section 1

Base salary

The annual salary of the National President was set at \$90,473 for 2002 and has been adjusted each year in accordance with Section 2. This salary is based on a seven-hour day, 35-hour workweek. The salary of the National President will be set at:

2014 \$ 118,858

2015 \$ 120,942
2016 \$ 123,071

Policy NEN 1 Section 2

Salary increases

The national president's salary can increase once per year. Such increases take effect on the anniversary of the president's election.

Policy NEN 1 Section 3

Salary increases are applied to the initial salary grid before each Triennial Convention and take effect upon the election or re-election of the national president. Increases will reflect the average percentage of increases of the collective agreements of Union of National Employees members. The component will make two calculations to determine the average increase: first, it will calculate the average increase of members covered by collective agreements with Treasury Board, then it will calculate the average increase of members covered by collective agreements of Union of National Employees separate employers. The component will then prorate those increases according to the ratio of Treasury Board members to separate employer members in the Union of National Employees.

Such increases will be calculated for the three-year period preceding each Triennial Convention and divided into three equal increases, effective on the election or re-election of the national president and on the anniversary of that date. The period used to calculate the average of members' increases is the three-year period immediately preceding April 1 of each convention year.

Policy NEN 1 Section 4

Retroactive pay

No retroactivity is applied to the period leading up to the convention where an increase takes effect (i.e., the salary grid for the three-year period preceding convention is not recalculated once it has been implemented).

Policy NEN 1 Section 5

Overtime

There is no compensation for overtime during the week. Overtime on weekends and holidays is compensated. This remuneration will not exceed seven and a half (7.5) hours per day and will be paid at a rate that is equivalent to the average wage of a Union of National Employees member. No compensatory time can accrue in lieu of this remuneration.

Policy NEN 1 Section 6**Annual leave**

The national president is entitled to annual leave of 25 days per year in a first mandate, thirty 30 days per year in a second or further mandate. The maximum carry-over is 35 days; amounts in excess of this will be cashed out within 45 days of December 31.

Policy NEN 1 Section 7**Sick leave**

Sick leave is 1.25 days per month when 10 days' pay has been received.

Policy NEN 1 Section 8**Severance pay**

Severance pay amounts to one week per year of service.

Policy NEN 1 Section 9**Adjustment allowance**

Adjustment allowance, which is paid at the end of a term when the incumbent is leaving office, amounts to 10 percent of the last annual salary.

Policy NEN 1 Section 10**Benefit coverage**

Premiums for coverage by the extended health-care benefit plan, dental benefit plan, long-term disability insurance, etc., is paid in accordance with the Union of National Employees group plans.

Policy NEN 1 Section 11**Pension contributions**

Pension contributions are in accordance with current practice: The Union of National Employees pays employer premiums for the incumbent's employer pension plan, as well as employer premiums to the PSAC pension plan for the difference between the incumbent's substantive salary and the actual salary of the national president.

Policy NEN 1 Section 12**Relocation allowance**

Relocation allowance is paid in accordance with Policy FIN 10, *Relocation expenses for paid political positions*.

Policy NEN 1 Section 13

Bilingual bonus

A bilingual bonus is paid in accordance with a national executive motion, which states, "If the incumbent was paid a bilingual bonus in the position they held with the employer and/or if the incumbent qualifies for a bilingual bonus (has attained a minimum BBB level), then they are to be paid the bilingual bonus while they occupy the position of national president."

Policy NEN 1 Section 14**Other terms**

Any other terms and conditions of employment not covered in this policy will be consistent with those accorded to the unionized staff of the Union of National Employees.

***Recorded Vote 40: CARRIED**

M/S Jaison Van Tine and Diane Levola

THAT Policy NEN 6 be amended to add the UNE Prevention of Harassment Policy as an appendix.

***Recorded Vote 41: CARRIED**

M/S Jaison Van Tine and Diane Levola

THAT Policy CC 1 be amended to read as follows:

Policy CC 1**National Convention Resolutions**

A resolution submitted to the Union of National Employees by an executive officer of a local or six members in good standing will have the appropriately affixed signatures. If the submitting body is a local, the proof that the resolution was approved by the local at a general meeting is required. Whether the submitting body is a local or six members in good standing the name and telephone number of the contact person who can provide clarification will be provided. A resolution will not deal with more than one subject, will refer to the direction(s) proposed and should not exceed 150 words.

***Recorded Vote 42: CARRIED**

M/S Jaison Van Tine and Patrice Rémillard

THAT Policy CC 2 be amended as follows:

Policy CC 2

Attendance to UNE Conventions, Conferences and Seminars

For the health and safety along with financial accountability:

Delegates and participants attending conventions, conferences and seminars at the expense of the Union of National Employees are required to be present at all of the convention's or conference's sessions. Non-attendance at sessions will result in immediate revocation of credentials, all corresponding entitlements and the member being sent home, unless the delegate can provide an immediate justification acceptable to the vice-president for the region.

A local is empowered to apply the same provisions to alternates and observers attending using local funds.

***Recorded Vote 43: CARRIED**

Sisters Virginia Noble and Hayley Millington joined the meeting.

M/S Jaison Van Tine and Patrice Rémillard

THAT Policy CC 8 be amended to read as follows:

Policy CC 8

Observers at executive meetings

All locals will be advised in writing of the dates, times and locations of executive meetings. Such notice is to be provided to locals at the same time as the executive is notified in writing of an executive meeting.

Requests to attend a National Executive meeting as an observer must be made to the member's regional vice-president.

Such requests must be made at least 3 weeks prior to any National Executive meeting and will be reviewed and approved by the National President subject to available space.

All expenses incurred by observers attending any National Executive meeting are the responsibility of the individual observer or their local.

All such observers will have neither voice nor vote.

***Recorded Vote 44: CARRIED**

M/S Jaison Van Tine and Diane Levola

THAT Policy CE 3 be amended to read as follows:

Policy CE 3
Code of Conduct and Ethics

The following code was developed to meet the Union of National Employees' obligation for the provision of a code of conduct and ethics. This code applies to elected officials, members and staff.

This code should not be read in isolation, but in concert with all bylaws and policies that deal with conduct and ethics. This code sets a framework for ethical decision making by establishing a common understanding of the standards of behaviour expected of all officials (elected and appointed) and staff. Individuals will be held accountable for their own behaviours and are expected to model ethical behaviour for others. Officials, senior managers, staff and members should always foster an atmosphere that reflects our mission, vision and values.

Policy CE 3 Section 1
Principles

Officials, members and staff are required to acknowledge and agree to uphold the principles and practices described in this code under the terms of their contract or terms of employment, office or membership.

Officials, members and staff are expected to act in the membership's interest and demonstrate ethical behaviour as they execute their official duties. This code has been developed because officials and staff have responsibilities by virtue of their positions of authority as well as their high levels of accountability for decision making and leadership.

While the code cannot address all possible ethical challenges that individuals may face, it provides guidance in ethical decision making. On some occasions, there will be a need to balance competing interests or values. Officials and staff are encouraged to discuss difficult-to-resolve issues with the national officers or Union of National Employees' management.

Policy CE 3 Section 2
Personal and professional behaviour

To maintain membership confidence in the integrity of the component, officials and staff will:

1. perform their duties impartially, with professionalism, objectivity and integrity; and
2. avoid conflicts of interest and act in the best interests of the membership.

As they perform their duties, officials and staff are expected to:

1. exercise their best possible technical or professional judgment;
2. comply with any legislative, industrial or administrative requirements relevant to their positions and any official policies concerning the performance of their duties.
3. ensure equity in the employee-selection processes, manage staff equitably, ensure the workplace is free from discrimination and harassment, and promote employment equity;
4. treat members with respect, be sensitive to members' rights, provide appropriate examples, guidance and assistance;
5. ensure that resources are used efficiently; and
6. lead by example and encourage colleagues to exercise similar qualities of personal and professional behaviour.

Officials and staff have a responsibility to ensure fairness and transparency in decision making. When they make decisions concerning individual matters, they are expected to consider:

1. fairness; and
2. the substance and effect of decisions on individuals and the membership at large.

When required to give references to, or make reports on officials and staff, individuals have a duty to provide frank and accurate comment and avoid making statements that could be regarded as malicious. Situations in which a report potentially could be regarded as malicious include the following:

1. where the report knowingly includes false allegations;
2. where the language of the report is deliberately or unnecessarily strong and might unreasonably harm the person being reported on; and
3. where extraneous material is deliberately introduced or where omissions are made so as to create a misleading impression.

Policy CE 3 Section 3

Relationships among senior managers and members of the national executive

Senior managers report to the president and members of the national executive and support them in implementing decisions. Senior managers are also responsible for carrying out decisions and implementing programs promptly, conscientiously and with full regard for component policy.

There may be some circumstances in which a senior manager strongly disagrees with a direction or request received from the president and national executive. Such circumstances may fall into one of the following categories:

1. where the act of following instruction from the president or national executive appears to contravene law; and
2. where the act of following instruction from the president or national executive appears to conflict with professional standards or component's governance documents.

A senior manager will not knowingly follow a directive that contravenes component bylaws and policies or breaches the law and will not require subordinates* to do so. In any circumstance where a senior manager strongly disagrees with a direction or request received from the president or national executive, they have the right to obtain such a direction in writing. Senior managers are expected to resolve such differences or concerns by open negotiation.

Senior management may approach Informal Conflict Management System (ICMS) coordinators for assistance when the above steps have failed to resolve ethical issues.

A senior manager may also approach ICMS coordinators if they feel that taking a particular ethical position on an issue has resulted in discrimination against them.

* Staff are empowered to not knowingly follow a directive that contravenes component Bylaws and Policies or beaches the law.

Policy CE 3 Section 4 Public comment

Public comment encompasses public speaking engagements (including comments on radio and television), expressing views in letters to the press or in books or notices, or social media platforms or where it is reasonably foreseeable that publication or circulation of the comment will enter the public domain.

Except where required by law, only officials and staff specifically authorized by the national president is expected to provide comment on behalf of the component.

In their private capacity as members of the community, officials and staff have the right to make public comment and enter into public debate on political and social issues. Officials and staff need to be sensitive to the fact that their responsibility and status will tend to implicate the component, even when the public comment is made in private. They may need to state at the time of the comment that the discussion in question reflects personal opinions only.

Public comment is inappropriate:

1. where an official or staff member is directly involved in advising on or directing the implementation of component bylaws and polices, and the public comment compromises their ability to continue in an efficient and professional manner; and
2. where the public may perceive such comment to contradict Union of National Employees' bylaws and policies.

Officials and staff are expected, where legally possible, to try to resolve complaints about component administration internally, without recourse to public comment or criticism.

Policy CE 3 Section 5

Use of official information

Other than as required by law, when called to give evidence in court or when proper authority has been given, officials and staff will ~~should~~ not disclose confidential information or documents acquired in the course of their tenure or employment. Officials and staff will not misuse information gained in their official capacities such as seeking to take advantage for personal reasons of another person on the basis of information about that person held in official records or trying to obtain unauthorized information.

Officials and staff should maintain the integrity and security of any official documents or information for which they are responsible.

Any intellectual property created by officials and staff while employed by the Union of National Employees is the property of the component, unless otherwise agreed in writing.

Policy CE 3 Section 6

Use of membership funds

Membership funds will be used only for the purposes for which the component has appropriated them, and as authorized by officials and staff.

Policy CE 3 Section 7

Use of official facilities and equipment and services

Officials and staff will not use the services of colleagues or employees for personal purposes where perceived abuses of power could be construed. Official facilities will not be used for personal purposes, unless official permission has been granted by the president.

Policy CE 3 Section 8

Financial and other private interests: disclosure and conflicts

Officials and staff will disclose in writing to the president or national executive any financial or other interests held by them when they become aware that a potential conflict between personal interest and official duty has arisen or may arise. The elected

official or staff will discuss the matter with the president or national executive to decide

whether they should:

1. continue their duties;
2. divest themselves of the interest; or
3. rearrange or transfer their duties to an equivalent position with duties involving no such actual or potential conflict.

The president or the national executive will decide upon the most appropriate course of action.

Policy CE 3 Section 9

Bribes, gifts, benefits, travel and hospitality

Officials and staff will not solicit or accept any bribe or other improper inducement. Where any offer or suggestion of a substantial gift is made, either directly or indirectly to an elected official or staff member, they will report the facts at the first opportunity to the president or national executive. Substantial gifts may be accepted only under exceptional circumstances (for example, if the gift's refusal may incur negative cultural implications or if the gift is offered as part of a formal exchange between representatives from another organization). In such cases, the gift should be treated as property of the component and may be purchased by the official or staff. Officials and staff may accept unsolicited token gifts or moderate acts of hospitality in some circumstances. The decision to accept these gifts or benefits will be left to the discretion of the individual concerned. They will, however, be satisfied that acceptance will not compromise or appear to compromise the integrity of their position. Component policies on the subject will be taken into account, and the elected official or staff member will bear personal responsibility for any decision to accept a gift or benefit.

Officials and staff:

1. will not accept any gifts or benefits that may be offered as a means to influence, or appear to influence, individuals in their official capacity;
2. should avoid situations in which the provision of hospitality or benefits may be perceived as an attempt to secure influence or favour; and
3. should take all reasonable steps to ensure that spouses, children and staff members do not receive benefits that could give the appearance of an indirect attempt to secure the influence or favour of another individual or organization.

Policy CE 3 Section 10

Political participation

The use of an office or resources for internal Union of National Employees political activity is not acceptable and is contrary to the component's policies (see Policy FIN 9, National executive election-campaign expenses).

Staff should not participate in the internal Union of National Employees political process outside of their work duties.

Officials involved in the political arena—whether as independent candidates, spokespersons, representatives, fundraisers of a political party, cause or movement—should be aware of potential conflicts of interest.

If an official or staff becomes aware that a potential conflict, whether real or apparent, has arisen or is likely to arise, they should immediately inform the president or national executive. If a conflict of interest exists, the official or staff member may be asked to withdraw from the political arena or resign their duties.

Staff members who are nominated as public electoral candidates, or candidates will take leave for election-campaigning purposes on the day of their nominations to avoid potential conflict between their political interests and current employment. Officials who are nominated as public electoral candidates, or candidates will take leave from their official position for election-campaigning purposes on the day of their nominations to avoid potential conflict between their political interest and current positions.

Officials who seek election may do so without resigning their UNE office subject to the Component Bylaws.

Policy CE 3 Section 11

Outside employment

Officials or staff members will report any outside employment that may be, or be perceived to be, a conflict of interest (see Policy CE 4, Conflicts of interest).

The president or national executive should consider whether a conflict may arise

between an official or staff member's outside duties and their corresponding component responsibilities. Special consideration should be given to whether the company or organization concerned is in, or is entering into, a contractual relationship with the component.

Any outside activities should be performed wholly in the official's or staff member's private time and should not affect performance of their component position. Officials or staff members should not, at any time, allow their decisions to be influenced by future employment prospects.

Policy CE 3 Section 12

Reporting code of conduct violation

Violations of the code of conduct will be reported. Officials or staff members should be protected against reprisals for voluntarily reporting such matters. All reports should be made to the component President, if the allegation is against the President, it should be reported to the national executive vice-president.

Officials and senior managers are expected to support staff who make or intend to make protected disclosures and maintain the utmost confidentiality. Alleged violations should be reported to the National President, unless the National President is named in the alleged violation then it should be reported to the National Executive Vice-President.

Policy CE 3 Section 13

Sanctions

For UNE staff a breach of this code represents a breach of terms and conditions of employment and could result in discipline up to and including termination.

For elected officers, a breach of this code represents a breach of the oath of office and could result in discipline up to and including removal from office and possible suspension from membership.

For members a breach of this code represents a breach of the PSAC Constitution and could result in discipline up to and including possible suspension from membership.

Although this code prescribes standards of conduct for most circumstances, the absence of a specific standard of behaviour does not necessarily mean that the action would be condoned. It may still be subject to disciplinary action.

Policy CE 3 Section 14

Responsibilities of national executive and staff who leave the Union of National Employees.

When an official or staff member considers accepting a job offer that bears any close or sensitive connection with their current activities, they will be expected to declare the conflict to the president or national executive in good faith.

Officials or staff members who leave the Union of National Employees are expected to return all documentation and any equipment provided or obtained as part of their work. During subsequent employment and activities, they are expected to respect the confidentiality of information gained in their official capacity. (See component bylaws regarding oath of office)

***Recorded Vote 45: CARRIED**

M/S Jaison Van Tine and Diane Levola

THAT Policy CE 4 be amended to read as follows:

**Policy CE 4
Conflicts of interest**

Elected officials, members and staff will act in the best interest of the Union of National Employees and perform their official duties and arrange personal affairs and off-site working arrangements such that the public confidence and impartiality of the Union of National Employees is upheld.

Definition of conflict of interest

A conflict of interest occurs when an elected official, member or staff uses information, influence or resources from the Union of National Employees to benefit themselves, a relative, friend, past or present member, business associate or to benefit some other personal interest in a manner that may be deemed to be inappropriate. Conflicts of interest can be subtle and not easily recognized.

1. Elected officials, members and staff will take all reasonable steps to avoid the exercise of any influence on Union of National Employees' decisions in which they may have conflicts of interest.
2. Elected officials, members and staff are responsible for declaring all perceived or real conflicts to the national president in order to prevent misunderstanding and ensure the interest of members of the Union of National Employees is not jeopardized. Should the conflict of interest involve the national president, they will declare so to the national executive vice president.
3. Elected officials, members or staff conflicts of interest may include but are not limited to:

- a. receiving gifts or money for personal benefit;
- b. having financial interests or undertakings that are or may be in conflict with the interests of the Public Service Alliance of Canada or any of its components;
- c. carrying on financial dealings with any person or organization with whom or with which the component carries on a business relationship and the elected officials, members or staff would personally benefit;
- d. providing to any individual third-party representation or a legal opinion privately that may constitute a conflict of interest;
- e. entering into a supervisory or subordinate reporting relationship with a relative or person living in a family-type situation;
- f. being involved in the hiring, promotion, transfer, discipline or termination of a relative or person living in a family-type situation;
- g. taking on a representation role for someone they know personally, when that relationship could reasonably prevent them from providing objective advice and effective representation;
- h. establishing a personal relationship with members that may compromise objectivity and lead to abuse of information gained through employment at Union of National Employees; and
- i. placing themselves in a situation in which opposing loyalties are owed to both the union and a personal or outside interest. ~~(e.g. if an elected official, member or staff writes a book about knitting, there is no conflict, but if a member or staffer were to write a book about unions then there would have to be prior decisions made regarding the situation.~~

4. Elected officers, members and staff may accept gifts, subject to the *UNE Code of Conduct and Ethics*. ~~All gifts will be reported to the national president.~~

5. If there is a conflict of interest, appropriate action will be determined and communicated to the elected official, member or staff by the national president.

6. In the case of potential conflicts of interest involving the national president, the national executive vice-president ~~or national vice-president, human rights,~~ would intervene.

Anyone who believes that the conflict of interest policy has been violated can submit their specific concerns in writing to the national president ~~or the national executive vice-president, or national vice-president, human rights.~~

Any ruling of conflict of interest can be appealed to the national executive. ~~These are the principles that rule in all cases of conflict of interest. In practice, there are many situations where, even though the conflict is not obvious, interests are actually in conflict.~~

~~As well, some situations have the appearance of conflict of interest and cause dissension and animosity. To prevent divisiveness, all appearances of conflict of interest should be avoided.~~

***Recorded Vote 46: CARRIED**

RECESS

Sister Virginia Noble assumed the seat for the Ottawa (TB) Region.

12) COMMITTEE REPORTS

A) Bylaws and Policy Committee (Cont'd)

M/S Jaison Van Tine and Patrice Rémillard

THAT Policy LOC 8, Sec 7 be amended to read as follows:

**Policy LOC 8 Section 7 (New 10/13)
Local Stewards**

For many members, the Steward is the face of the union. The Steward is the visible presence of the union in the workplace. He/she works with and interacts with the members at the workplace and represents them in a specific work area. Stewards are elected or appointed within the Local but are not considered to be a member of Local Executive.

Local Stewards will:

1. Act as the link between members and their elected local officials
2. Serve as local builders who unite members, organize locals, and get members involved
3. Deal with management on workers' on issues
4. Get to know the membership they represent
5. Make themselves available to the membership
6. Meet with members to hear individual or group concerns or complaints
7. Be proactive in identifying and solving problems, rather than waiting and reacting to problems
8. Talk informally to supervisors to address members' issues
9. Mobilize members when management breeches the collective agreement, their own policies or the law
10. Provide representation to members on grievances
11. Organize and participate in workplace actions
12. Work with and take direction from local executive and union staff
13. Engage members in union campaigns

Stewards must take the following oath of office that will be administered by the Vice-President for the Region or designate immediately before taking office.

Steward's Oath

"I, _____, having been appointed/elected as a steward of Local _____ of the Union of National Employees, Public Service Alliance of Canada, solemnly declare that, for my term, I will work with the Officers of the Local to represent the members, and fulfill the obligations and responsibilities of my position as Steward to the best of my ability. I will maintain and uphold the dignity of the union, will always keep confidential all matters concerning the affairs of the union that are brought to my attention, and will promptly deliver to the local or component all monies, records, and other property of the union in my possession at the close of my term."

The Oath will be administered by a member of the UNE Regionally Elected Team.

***Recorded Vote 47: CARRIED**

Recommendation to the 2020 National Triennial Convention:

M/S Jaison Van Tine and Diane Levola

THAT the following recommendations be forwarded to the 2020 National Triennial Convention as National Executive Resolutions:

a) Bylaw 2 section 8

Bylaw 2 Sec 8 9

Substitutions at UNE Regional meetings and forums

When the vice-president for the region cannot attend meetings, they are replaced by an assistant vice-president for the same region. If an assistant vice-president cannot attend, the vice-president is replaced by the human rights representative for the region if asked to do so by the vice-president or, if the vice-president has not provided instructions, by the assistant vice president.

~~When the vice-presidents cannot attend meetings, they are replaced by assistant vice-presidents for the same region. If the assistant vice-presidents cannot attend, the vice-presidents are replaced by the human rights representative for the region if asked to do so by the vice-president or, if the vice-president has not provided instructions, by the assistant vice president.~~

***Recorded Vote 48: CARRIED**

b) Bylaw 2 section 9

Bylaw 2 Sec 9-8

Substitutions at national executive meetings

When regional vice-presidents cannot attend executive meetings, they are replaced by the assistant regional vice-president. If the assistant regional vice-presidents cannot attend, regional vice-presidents are replaced by the human rights representative for the region if asked to do so by the regional vice-president or, if the regional vice-president has not provided instructions, by the assistant regional vice-president.

In addition, the regional assistant vice-presidents can attend national executive meetings as observers at least once a year and at the expense of the UNE.

When the national vice-president for human rights cannot attend national executive meetings, that officer can be replaced by the assistant national vice-president for human rights. If the assistant national vice president for human

rights cannot attend, the national vice-president for human rights is replaced by a National Equity representative if asked to do so by the national vice-president for human rights or, if the national vice-president for human rights has not provided instructions, by the assistant vice-president for human rights. ~~the national president will appoint the chairperson.~~

In addition, the assistant national vice-president for human rights attends meetings of the national executive as an observer once a year and at the expense of the UNE.

***Recorded Vote 49: CARRIED**

c) Bylaw 2 section 10

Bylaw 2 Sec 10

Substitutions at human rights meetings and forums

When the national vice-president for human rights cannot attend meetings, that officer is replaced by the assistant national vice-president for human rights. If the assistant national vice-president for human rights cannot attend, the national vice-president for human rights is replaced by a national equity representative if asked to do so by the national vice-president for human rights or, if the national vice-president for human rights has not provided instructions, by the assistant national vice-president for human rights.

***Recorded Vote 50: CARRIED**

d) Bylaw 2 section 8

Bylaw 2 Sec 15-16

Notwithstanding **the provisions of these bylaws, nationally or regionally elected officers** who are assigned to another component or transferred out of their region will resign their position ~~on the national executive~~ within one month.

As well, when **nationally or regionally elected officers** accept employment for a consecutive period of greater than six months with an employer other than one for which PSAC is the bargaining agent or for which the UNE has jurisdiction, they will resign **their position**.

***Recorded Vote 51: CARRIED**

Duties of officers

Bylaw 2 Sec 16-17

The national president:

- a) is a full-time paid officer;
- b) lives in the National Capital Region;
- c) functions as the chief executive officer of the UNE and, as such, supervises the affairs of the UNE and signs all official documents;
- d) follows and implements the decisions taken by the national executive;
- e) represents the UNE on the National Board of Directors of the Public Service Alliance of Canada as required by the PSAC Constitution;
- f) calls and presides at all regular and special meetings of the national executive in accordance with Bylaw 2, Section 7;
- g) is an *ex-officio* member of all committees of the national executive;
- h) presides at all sessions of the UNE Triennial Convention or special conventions;
- i) interprets the bylaws of the UNE, **unless a bylaw interpretation is reversed by a decision of the national executive while in session or the UNE triennial convention;**
- j) establishes – in consultation with the national executive vice-president, the national vice-president for human rights and the vice-presidents for each region – all national executive committees;
- k) ensures that the national executive carries out the directives, policies, aims and aspirations of the union as established by the National Conventions of the Public Service Alliance of Canada and of the UNE;
- l) ensures that members of the national executive carry out their duties as described in these bylaws and gives them direction where necessary;
- m) ensures that the national executive is informed of all UNE affairs that affect the members they represent, and that such information is delivered to the national executive in a complete, relevant and timely manner;
- n) ensures that the national executive vice-president is informed of all matters relevant to UNE affairs;
- o) presides at all meetings of the UNE senior management team, which comprises the national president and excluded managerial staff. Such meetings will occur, at a minimum, once a month;
- p) ensures that the UNE senior management team carries out its day-to-day duties and that it implements decisions of the Triennial Conventions of both PSAC and the UNE;
- q) assesses and addresses—in consultation with the senior management team and the national executive vice-president—the staffing requirements of the UNE to ensure that the members are well served;
- r) abides by the UNE’s budget, as established by the Triennial Convention, and does not enter into any contractual or discretionary spending over \$5,000 that has not been pre-approved by the national executive;

- s) reports in writing on the president's activities and those of the UNE senior management team at all meetings of the national executive and forwards a copy to the presidents of all UNE locals;
- t) reports in writing to the UNE Convention on the president's activities, and on the activities of the national executive and the UNE senior management team. The report should also include recommendations for continuing the aims and objectives of the UNE and the Public Service Alliance of Canada;
- u) is the chief spokesperson for the UNE in dealings with the media, the public, and with the national heads of departments and agencies that fall within the jurisdiction of the UNE;
- v) is accorded all the rights and privileges of and performs such other duties as are within the authority of presiding officers of deliberative bodies; and
- w) performs other duties assigned by the national executive.

***Recorded Vote 52: CARRIED**

Bylaw 2 Sec 1718

The national executive vice-president:

- a) is a full-time paid officer;
- b) lives in the National Capital Region;
- c) follows and assists the national president in implementing the decisions taken by the national executive;
- d) performs the duties of the national president when the national president asks, when the national president is absent or if the national president resigns;
- e) attends all regular sessions of the national board of directors and represents the UNE at these sessions, if required;
- f) attends all meetings of the national executive;
- g) chairs the finance committee of the national executive and participates in other national executive committees, as required;
- h) participates in UNE joint union/management meetings and meetings of the UNE's senior management team, as required;
- i) reports, in writing, on ***their*** activities at all meetings of the national executive and at the UNE Triennial Convention. This report forms part of the minutes of these meetings and will be forwarded to all locals of the UNE;
- j) attends all sessions of the UNE and PSAC conventions;
- k) represents the UNE on PSAC committees and in other forums as requested by the national president or the national executive;
- l) assists—at the direction of the national president or the national executive—regional officers as they carry out their duties;
- m) pre-approves the leave and overtime requests of the national president; and

- n) performs other duties assigned by the national president or the national executive.
- o)

***Recorded Vote 53: CARRIED**

Bylaw 2 Sec 19 20

The vice-president for each region:

- a) **must be an UNE member and maintain employment within the UNE region in which elected office is sought for which they were elected;**
- b) follows the decisions taken by the national executive and the Triennial UNE and PSAC conventions;
- c) attends all meetings of the national executive and submits a written report of regional activities annually by April first. This report forms part of the minutes of the next national executive meetings and will be forwarded to all the locals in their respective regions;
- d) participates in the committees of the national executive as required;
- e) represents the UNE at meetings ~~of the national board of directors~~, on PSAC committees or in other forums as required;
- f) files a report to the national executive on the vice-president's activities and recommendations **for improvements** four months prior to the UNE Triennial Convention. This report is forwarded to the national executive and to local presidents and convention delegates from the region;
- g) is responsible to the national president and national executive for the affairs of the region and performs regional duties required by the national executive;
- h) contacts locals within the region on a regular basis and is available to visit locals upon reasonable request;
- i) has authority to attend any local meeting and to examine the records and accounts of any local of the UNE within the region;
- j) participates in PSAC activities in the region and encourages locals within the region to do the same;
- k) provides guidance to locals in the region;
- l) coordinates and monitors the activities of the assistant vice-president for the region;
- m) works cooperatively with the assistant vice-presidents for the region, the human rights representative ~~and the alternate human rights representative~~ and meets with them at least once per quarter;
- n) encourages membership participation in PSAC and other union-sponsored education;
- o) organizes and coordinates regional seminars within the region in accordance with the budgetary policies set at convention. ~~(In lieu of regional seminars, the vice-president for the region of countries outside Canada will visit twice per~~

~~term an overseas location where members can assemble for membership services and educational courses); and~~

- p) performs other duties as assigned by the national president or the national executive.

***Recorded Vote 54: CARRIED**

Bylaw 2 Sec 20 21

The assistant vice-president for each region:

a) **must be an UNE member and maintain employment within the UNE region in which elected office is sought;**

- a) seeks direction from, and reports to, the vice-president for the region;
- b) performs the duties of the vice-president of the region as requested by the vice-president or if the vice-president is absent or resigns;
- c) follows the decisions taken by the national executive and the Triennial UNE and PSAC conventions;
- d) attends one meeting per year of the national executive and submits a written report of the assistant vice-president's regional activities annually by April first. This report forms part of the minutes of the next national executive meetings and will be forwarded to all locals in the assistant vice-president's region;
- e) attends additional meetings of the national executive in the absence of the vice-president for the region;
- ~~f) participates in the committees of the national executive if requested to do so by the regional vice-president and if required by the committee in question;~~
- g) files a report to the national executive on the assistant vice-president's activities and recommendations **for improvements** four months prior to the UNE Triennial Convention. This report will be forwarded to the national executive and to the local presidents and convention delegates from the jurisdiction in question;
- h) is responsible to the vice-president of the region for the assistant vice-president's activities within that region and performs regional duties assigned by the vice-president for the region or by the national executive;
- i) at the request of the vice-president for the region, the national president or the national executive, contacts the locals within the region on a regular basis and is available to visit locals upon reasonable request;
- j) at the request of the vice-president for the region, the national president or the national executive, has authority to attend any local meeting and examine the records and accounts of any local of the UNE within the region;
- k) works cooperatively with the vice-president ~~of the region~~ and the human rights representative ~~and the alternate human rights representative~~ in the region;
- l) participates in PSAC activities in the region and encourages the locals to do the same;

- m) provides guidance to the locals in the region;
- n) encourages membership participation in PSAC and other union-sponsored education; and
- o) performs duties assigned by the vice-president for the region or the national president or the national executive.

***Recorded Vote 55: CARRIED**

M/S Jaison Van Tine and Sandra Ahenakew

THAT all outstanding business and any urgent matter be referred to the next NE Meeting.

***Recorded Vote 56: CARRIED**

B) Collective Bargaining Committee

M/S/C Patrice Rémillard and Jaison Van Tine

THAT the oral progress report of the Collective Bargaining Committee be adopted.

M/S Jaison Van Tine and Sandra Ahenakew

THAT the meeting adjourn.

The meeting adjourned at 5: 20 p.m.