MINUTES OF THE NATIONAL EXECUTIVE MEETING
October 13th to 15th, 2017

The National President, Eddy Bourque called the meeting to order at 9:15 a.m. with the following National Executive members in attendance:

Marco Angeli, NVP for IRB
Lyne Cartier, NVP for Quebec
Paul Croes, NVP for IRCC
Michelle Henderson, NVP for Alberta/NWT/Nunavut
Fabienne Jean-Francois, NVP for Quebec
Travis Lahmalampi, NVP for Ontario
Nicole Ma, NVP for Ontario
Lynda MacLellan, NVP for Women's Issues – Western Region
Jodi MacPherson, NVP for Women's Issues – Eastern Region
Dwight McLeod, NVP for Manitoba/Saskatchewan
Vanessa Miller, NVP for BC/YT
Debbie Morris, NVP for NL/N.S.
Jacques Perrin, NVP for NCR
Rhonda Rumson, NVP for N.B./PEI
Amit Tandon, A/NVP for Human Rights
Crystal Warner, National Executive Vice-President

Regrets: Sebastian Rodrigues, NVP for Human Rights

OATH OF OFFICE

There was no Oath of Office to be administered by the National President at this meeting.

ADOPTION OF THE AGENDA

The proposed agenda was read out by the National President after which the following agenda items were added under New Business:
(h) Creation of a new local in the NCR (*Jacques Perrin*)
(i) Issues at the front end (*Nicole Ma*)
(j) Structure of NLMCC for ESDC (*Fabienne Jean-Francois*)

The agenda was approved with the additions above.
m/s Cartier & Ma
CARRIED

HOURS OF SESSIONS

The hours of sessions are as follows:

- Friday, October 13th 9 a.m. to 5 p.m.
- Saturday, October 14th 9 a.m. to 5 p.m.
- Sunday, October 15th 9 a.m. to 12 noon

The hours of sessions were approved.
m/s Miller & Angeli
CARRIED

READING OF THE ANTI-HARASSMENT STATEMENT

Sister MacPherson read the Anti-Harassment Statement. The Anti-Harassment Committee members for the duration of this meeting will be Sister Catherine Legan and Brother Brad Stoodley who were both in attendance as observers.

READING OF THE POLICY ON UNJUST PROFILING

Sister Cartier and Brother Croes shared in the reading of the Policy on Unjust Profiling.

MOMENT OF SILENCE

The National Executive observed a moment of silence for the members listed below as well as for all trade unionists who have lost their lives since the last National Executive meeting:
Mike Hewey, Local 80224  
David Pelzer, Local 40811  
Christine Lafrance, Local 10437  
Kathy Ward, Local 20937

**Action:** National Office to submit these names to the next meeting of the PSAC National Board of Directors.

**ROUNDTABLE INTRODUCTION**

The National Executive, observers and staff introduced themselves and provided a summary of their background.

**APPROVAL OF THE MAY 13th to 16th, 2017 NE MINUTES**

The National President provided an update on the action items from the May meeting.

In regards to the action item to hold the PSAC Anti-Harassment Training at this meeting for the NE, Brother Bourque advised the National Executive to speak with their respective PSAC Regional Executive Vice-President so as to put pressure on them to offer the PSAC Anti-Harassment Training for members in their region. The National President indicated that he would also raise this issue at the meeting of the National Board of Directors (NBoD) which is being held October 17th to 20th, 2017. Should training not be offered in all the regions, the National President will look at the need to offer this training at one of the NE meetings in the future.

**Action:** That the NVPs speak and put pressure on their PSAC REVP for the region to offer the PSAC Anti-Harassment Training.

**Action:** That the National President raise at the NBoD next week, the need for all PSAC REVP to offer the PSAC Anti-Harassment Training in their region.
The NEVP, Sister Warner, reported back on her action item in regards to the number of CEIU employees that have self-identified. A committee has been put in place with COPE, the union that represents the CEIU employees, and there will be a campaign to improve self-identification figures. These will be shared with the National Executive at a later date.

**Action:** That the NEVP report back on the figures received with the self-identification campaign with COPE once the campaign has been completed.

Sister Jean-François, raised, once again, the issue of the problems with the translation done for CEIU in order to ensure that CEIU looks at the possibility of using someone new for the CEIU translation.

**Action:** That the National Office look at other translators that could provide translation services for CEIU.

The minutes of the May 2017 NE meeting were approved as presented.

m/s Lahnalampi & Cartier
CARRIED

**Action:** That the May 2017 NE minutes be distributed to the Local Presidents by email.

**PRESENTATION ON NATIONBUILDER**

There is presently little communication with members and CEIU is looking at ways to improve communications, in a fast and efficient matter, with its member.

Todd Ferguson, a National Union Representative (NUR) in the CEIU Toronto Regional Union Office provided an update on current campaigns at CEIU, and the ways in which NationBuilder and other tools were being used to better communicate with our members.
It must be noted that the National Executive Vice-President is now in the Chair.

REPORT OF THE NATIONAL PRESIDENT

The National President read his report and answered questions raised by the National Executive. The Report of the National President is attached as Appendix ‘A’.

That the Report of the National President be received.
m/s Jean-François & Miller
CARRIED UNANIMOUSLY

It must be noted that the National President is back as the Chair.

REPORT OF THE NATIONAL EXECUTIVE VICE-PRESIDENT

The National Executive Vice-President read her report and answered questions raised. The Report of the National Executive Vice-President is attached as Appendix ‘B’.

‘Talent Management’ was raised as an issue in some regions and a suggestion that perhaps CEIU should campaign against it. The National President advised the National Executive to ensure that this item is added to the agenda of Regional Union Management Consultation Committee (UMCC) meeting, so that it can also be raised and discussed at the National UMCC table.

Action: That the NVPs add ‘Talent Management’ to the Regional UMCC agendas.

That the National President and the NEVP add ‘Talent Management’ to the National UMCC agendas.

That the Report of the National Executive Vice-President be received.
m/s Perrin & Ma
CARRIED UNANIMOUSLY
RALLY AGAINST THE PHOENIX FIASCO

The National Executive participate in a rally during their lunch hour. The rally in front of the Prime Minister's office, at the corner of Elgin and Wellington, was attended by a few hundred federal public servants protesting to get the Phoenix pay system fix.

DAY 1: OCTOBER 13th – AFTERNOON SESSION

PRESENTATION ON PHOENIX

Howie West, the PSAC Work Reorganization Officer was invited by the National President to address the National Executive on the implementation of Phoenix which has lead to thousands of public servants being affected, and which continue to be affected, with pay issues.

Brother West stated that two separate actions have caused the current pay issues:

1) the new software that doesn’t work well; and
2) the elimination of more than 1,000 experienced Compensation Advisors.

PSAC continues to put pressure on the Employer but it will take a long time before all of these issues are fixed, if they ever are. Unfortunately, the Employer cannot return to the old system. With only 40 experienced Compensation Advisors that moved to Miramichi, the others are not trained for the old system used prior to Phoenix being implemented.

PSAC continues to put pressure on the Employer to get the Phoenix problem fix and to mitigate the harm.

Brother West, and the National President reminded the National Executive to report specific issues that their members are facing because of Phoenix.

Action: That the NVPs report their members' issues with Phoenix to the National President so that a follow up can be done with the PSAC
PRESENTATION ON POLICY HEALTH AND SAFETY COMMITTEES

Denis St-Jean, the PSAC Health and Safety Officer was invited by the National Executive Vice-President to address the National Executive to speak on the Health and Safety Committees and its structure.

TIME FOR OBSERVERS

The National President provided the observers with the chance to speak and ask questions or to comment on the 1st day of the NE meeting.

The observers were happy to have been part of seeing the work of the National Executive and to see its importance.

With the National Executive going in-camera at 3:30 p.m., the observers were asked to exit the room for the remainder of the day.

IN-CAMERA SESSION

The National Executive held an in-camera session to discuss confidential issues.

DAY 2: SATURDAY, OCTOBER 14TH

The National President called the meeting to order at 9:10 a.m. for the 2nd day of meeting.

REPORT OF THE NVPS

The following NVP reports were received:

- Report of the NVP for IRB – Marco Angeli
- Report of the NVP for IRCC – Paul Croes
- Report of the NVP for Women’s Issues
Western Region – Lynda MacLellan
- Report of the NVP for Women's Issues
  Eastern Region – Jodi MacPherson
- Report of the NVP for BC/YT – Vanessa Miller
- Report of the NVP for Manitoba/Saskatchewan – Dwight McLeod
- Report of the NVP for Ontario – Travis Lahnalampi
- Report of the NVP for Ontario – Nicole Ma
- Report of the NVP for Quebec – Lyne Cartier
- Report of the NVP for Quebec – Fabienne Jean-François
- Report of the NVP for NL/NS – Debbie Morris
- Report of the NVP for NB/PEI – Rhonda Rumson

**MOTION:** That all NVP reports be translated and that they be posted on the CEIU website and available to all members.

m/s Croes & Cartier

**MOTION TO DIVIDE:** That the motion above be divided as listed below

m/s Lahnalampi & Morris

CARRIED

That all NVP reports be translated in both official languages.

CARRIED

That the NVP reports be posted on the CEIU website and available to all members.

**Friendly amendment:** and that it only takes effect for the next NE meeting

m/s Ma & MacLellan

DEFEATED

Back to the main motion: That the NVP reports be posted on the CEIU website and available to all members and that this takes effect immediately.

CARRIED

**Action:** National Office to post the NVP reports on the CEIU website and advise the Local Presidents by email that these are available for their members.
The NVPs each provided a short verbal update. Phoenix and a lot of other similar issues are happening all across the country.

That the Reports of the NVPs be accepted.  
m/s Lahnalampi & Croes  
CARRIED

REPORT OF THE BY-LAWS COMMITTEE

Both co-chairs, Sister Jean-François and Brother Lahnalampi presented the Report of the By-Laws Committee. The Report is attached as Appendix ‘C’.

It must be noted that all recommendations made by the By-Laws Committee are moved by Sister Jean-François and seconded by Brother Lahnalampi.

Recommendation # 1: Terms of Reference  
CARRIED (TO DO: Put the revised Mandate on the website)

Action: That the revised Terms of Reference be posted on the CEIU website.

Recommendation # 2: Merger of Local 634 and Local 570  
CARRIED

Action: National Office to advise Membership and Finance for their necessary action.

Recommendation # 3: By-Law 8.2 (c)  
CARRIED

Action: By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.
Recommendation # 4: Policy 24
CARRIED

Recommendation # 5: Policy 24
CARRIED

Action: National Office to make necessary changes to Policy 24.

Recommendation # 6: Training similar to By-Law 14.1 (t) and 14.2 (o)
CARRIED

Recommendation # 7: Training similar to By-Law 14.1 (t) and 14.2 (o)
CARRIED

Recommendation # 8: Training similar to By-Law 14.1 (t) and 14.2 (o)
CARRIED

Action: By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.

Recommendation # 9: By-Law 14.12 (g)
CARRIED

Action: By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.

Recommendation # 10: By-Law 18.7
CARRIED

Action: National Office to verify with PSAC and By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.
Recommendation # 11: Regulation 3  
CARRIED

Recommendation # 12: Regulation 3  
CARRIED

Recommendation # 13: Regulation 3  
CARRIED

*Action*: National Office to verify with PSAC and By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.

Recommendation # 14: New Regulation – National Young Workers’ Committee  
CARRIED

*Action*: By-Laws Committee with the National Young Workers’ Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.

Recommendation # 15: Regulation 7  
CARRIED

Recommendation # 16: Regulation 7  
CARRIED

*Action*: By-Laws Committee to draft a resolution for the April 2018 NE meeting which will form part of the Report of the By-Laws Committee to the NE.

Recommendation # 17: Policy 12 - Anti-Harassment  
CARRIED

*Action*: National Office to remove Policy 12 and make reference to PSAC Regulation 19.
Recommendation # 18: Policy 5 – Staffing

CARRIED

Action: National Office to make the necessary changes to Policy 5.

Recommendation # 19: CEIU Staffing Policy

MOTION TO REFER: That Recommendation 19 be referred back to the By-Laws Committee to review and provide new wording for this recommendation.

m/s Miller & Angeli

CARRIED

The By-Laws Committee meet briefly and recommends the following new wording for Recommendation 19:

That the National Executive mandate this year’s CEIU Bargaining Committee to table a proposal at the bargaining table with COPE to include in the Collective Agreement a Memorandum of Agreement which ensure the application of equity principles for staffing.

CARRIED

That the Report of the By-Laws Committee be accepted as a whole.

CARRIED

REPORT OF THE FINANCE COMMITTEE

Sister Miller, co-chair of the Finance Committee presented the committee with the help of her co-chair, Brother Jacques Perrin. The Report is attached as Appendix ‘D’.

It must be noted that all recommendations made by the Finance Committee are moved by Sister Miller and seconded by Brother Perrin.
Recommendation #1: Terms of Reference
Changes were made to the Terms of Reference. However, the National Executive will be voting on its acceptance only in the morning since copies of the revised Terms of Reference were not available.

Recommendation #2: Budget Analysis
The budget analysis was explained, for ease of reference, to the National Executive. A revised budget was presented.
CARRIED

The Finance Committee were asked to step down, in order to provide the observers time to address the National Executive. The Committee will continue with their Report in the morning.

The National President advised the observers that the NE would be starting the next morning in-camera and asked the observers to come only around 9:30 a.m. on Sunday.

DAY 3: SUNDAY, OCTOBER 15, 2017

The National Executive started the in-camera session at 9:00 a.m.

IN-CAMERA SESSION

The National Executive held a 2nd in-camera session to deal with confidential issues which remained from their 1st in-camera session on Day 1. The in-camera session ended at 10:05 a.m.

The observers were allowed to return for the remainder of the National Executive’s meeting.

MOTION TO AMEND: That the agenda be amended to move the following items under New Business to be discuss immediately
   ➢ 16 (a) Local 70705 – Trusteeship and
   ➢ 16 (h) Creation of a new local in the NCR
m/s Perrin & MacLellan
CARRIED
LOCAL 70705 – TRUSTEESHIP

Sister Warner, having been named the Trustee for Local 70705 provided an update on Local 70705.

**MOTION:** That CEIU Local 70705 be taken out of trusteeship
m/s Warner & Perrin
CARRIED

**Action:** The NEVP, as trustee, to advise the Local Executive and the appropriate persons (Membership and Finance)

CREATION OF A NEW LOCAL IN THE NCR

The NVP for the National Capital Region provided an update. With recent changes to the reporting structure as employees from ESDC to ATSSC, around 134 members of Local 70709 wish to create their own local with the Union of Solicitor General Employees (USGE) who represents members at ATSSC.

**MOTION:** That the members of the Social Security Tribunal (SST) who are presently members of local 70709 be granted the authority to create a new local under USGE.
m/s Warner & Croes
CARRIED

**Action:** The NVP for NCR to advise the SST members.

REPORT OF THE FINANCE COMMITTEE *(continues from the previous day)*

The co-chairs of the Finance Committee were asked to the front in order to continue to present the remainder of their report.

It must be noted again that all recommendations are moved by Sister Miller and seconded by Brother Perrin.

Recommendation # 3: Training funds carry over
Sister Miller advised the NE that the recommendation put forward should state: for **all** training monies and not just training monies for women's issues.

**MOTION:** That all training funds be allowed to be carried over until the end of December 2018.

m/s Jean-François & Angeli

**CARRIED**

Sister Miller read the amended Recommendation # 3: The regional training funds and the training funds for women's issues will be allowed to be carried over until the end of December 2018. If the money is not used by then, it will be put towards the surplus.

**CARRIED**

That the Report of the Finance Committee be accepted as a whole.

m/s Miller & Perrin

**CARRIED**

**REPORT OF THE ORIENTATION/COMMUNICATIONS COMMITTEE**

The Report of the Orientation/Communications Committee had not yet been received from translation and therefore could not be presented in its entirety.

Sister MacLellan, one of the co-chair, presented the recommendation dealing with the CEIU scholarships so that these could be awarded in a timely manner to the applicants.

Recommendation: That the scholarships be awarded to 30 candidates since there is ample funds available at this time in the scholarship fund.

m/s MacLellan & Henderson

**CARRIED**

The recipients of the 2017 CEIU Scholarship awards are the following:

- Jessica Guthier
- Kelly Gauvin
- Jennifer Saunders
- Alison Bryan
- Maria Heath
- Elisabeth Noonan
- Khalid Massad
- Hannah Gall
- Melanie Rousseau
- Aaron Morin
- Shefaza Esmail
- Julien LeBlanc
- Danica Chrapko
- Marie Verbenkov
- Rebecca Dermody
Elisabeth Shearer
Jameson Cunningham
Jane Dekryger
Angelo Mele
Jordan Gruenhage
Stephanie McMahon
Braden Thompson
Sanjiv Dyal
Brendan Visser
Sarah deVries
Nicole MacDonald
Elizabeth Keras
Samantha Fisher
Melissa DeGrace
Kyle Bofanis

Action: National Office to advise the recipients and send out the cheques.

NE MEETING IN NOVEMBER

MOTION: That a day (November 29th) be added to the PSAC Leadership Training that is being held in Ottawa to allow the National Executive to meet in person to finalize all items on the agenda which will not be dealt with at this meeting due to lack of time.

m/s Croes & Miller
CARRIED

The Finance Committee's Terms of Reference to be reviewed today will be presented at the November meeting with the remaining agenda items not dealt with by the end of today.

Action: To present the Finance Committee's Terms of Reference at the November 29th NE meeting for approval.

SERVICE NEEDS DELIVERY COMMITTEE

Sister Warner advised the National Executive that a Service Needs Delivery Committee will need to be created and will be comprised of the following eight (8) members:

The NVP for BC/YT
1 NVP from the Prairies
1 NVP from Ontario
1 NVP from Quebec
The NVP from NCR
1 NVP from the Atlantic
The National President
The NEVP
The National Executive is to determine amongst themselves who the representatives of their region will be. The NVPs with national portfolio are part of the regions listed above and advise the National President and NEVP.

Action: NVPs to decide amongst themselves and provide the name of the NVP, within the next two (2) weeks, who will be the representative for their region on the Service Needs Delivery Committee.

REPORT OF THE MENTAL HEALTH COMMITTEE

Sister Cartier, the Chair of the Committee presented the Report of the Mental Health Committee. The Report is attached as Appendix ‘E’.

Recommendation # 1: Terms of Reference

MOTION TO AMEND: To amend the present point 3 in the Committee’s Terms of Reference as follows: To ensure that CEIU members sitting on health and safety committees represent the issues related to mental health at these meetings, and in particular, by the establishment of a prevention plan in their workplace and that these be reflected in meeting minutes.

m/s Jean-François & Miller
CARRIED

That recommendation # 1: Terms of Reference be approved, with the amendment above.

m/s Angeli & Croes
CARRIED

Action: To add the new Terms of Reference to the CEIU website.

Recommendation # 2: Privacy Policy

MOTION TO TABLE: That this recommendation be table until the November 29th, 2017 NE meeting.

CARRIED

Action: To add to the November 29th NE meeting agenda
Recommendation # 3: Announcing the creation of the Committee on the website.
CARRIED

Action: To add to the CEIU website.

Recommendation # 4: Updating the Mental Health Section on the website.
CARRIED

The Mental Health Committee was asked to step down to allow time for the observers to speak. The rest of the Report of the Mental Health Committee will be presented at the November 29th, 2017 NE meeting.

Action: That the remainder of the Report be added to the agenda for the November 29th, 2017 NE meeting.

ADJOURNMENT

The meeting adjourned at 11:45 a.m. on Sunday, October 16th, 2017.
CEIU National President’s Report
October 2017 – National Executive

Sisters, brothers and friends,

This is my first report as your National President. I must say I have no regrets running for this position and it is an honour representing all of CEIU members from coast to coast to coast in all 3 departments; IRB, IRCC and ESDC. It is a pleasure going in to work everyday with our CEIU National Office staff and with the awesome staff we have working in our Regional Union Offices representing our members across this country. Even though CEIU was still in trusteeship for a few months following elections of your national leaders, it didn’t stop us from starting to make positive changes. Your NEVP and I have hit the ground running immediately following the CEIU National Triennial Convention held in February.

Your NEVP and I soon realized that we had lots of work ahead with the many changes that transpired during trusteeship and with the new adopted structure of CEIU. One thing we felt was important and committed on doing was to make sure that we both made ourselves available to help each of the regions get established according to the new structure. And help, where needed, modifying their by-laws accordingly, have their finances in order and attend each region’s first Presidents’ Conference. Two third of CEIU’s National Executive are new at the table. I am happy to report that each of our 8 regions has successfully held their first Presidents’ Conference. Also for the first time in CEIU’s history, each region has either appointed a representative or formed committees for each of the following groups; women’s, young workers and Equity groups.

Let me tell you there was no bigger joy within our CEIU National Office and staff than the day CEIU came out of trusteeship on April 3rd.
APPENDIX “A”

This has been an exceptional year for Crystal (NEVP) and I as we got to experience at the beginning of our mandates the pleasure of attending the various Regional Triennial PSAC Conventions across the country and which abled us to meet so many of CEIU’s activist. I had the pleasure of attending the Quebec, North, Ontario and Atlantic conventions and met many great activists. CEIU has many great leaders and upcoming future leaders among our membership.

My platform at convention was to rebuild from the grass roots and make sure more training was available for all members. I have been encouraging, at all levels of CEIU, the importance of making funds available to support training for our activists. I encourage every member out there to get engaged with your local by participating at various events, meetings and rallies. We need support by all members to show our employer and this government that we are strong and we demand respect.

Our number one issue that is affecting the majority of our members at this moment is the payroll Phoenix issues. There are so many sad stories relating to Phoenix and still no positive results of it being fully resolved in the near future. Please make sure to bring all issues forward, regardless if they are minor or major issues. The employer needs to be aware of just how many employees this fiasco is impacting and that you deserve to get paid the right amount and on time.

Another issue is our fight against the closing and relocation of the Case Processing Centre in Vegreville to Edmonton, Alberta where we have hundreds of members that will be forced to make what the department calls “a choice” to either quit their job or interrupt not only their lives but their family lives by either commuting or moving, if they still want to be employed within the federal government. CEIU and PSAC will not give up on these members and will continue to fight this department and this government to do what is right.

Sisters, Brothers and Friends, we need all of your support by contacting your Member of Parliament and addressing these issues. Together UNITED we can make a difference!
During the last six months within all of the various conventions and conferences there has been lots of changes within the leadership for many of the PSAC regions and components including our very own CEIU National Executive. Times are changing and we need to be open and willing to adapt to changes.

Finally, we also had our collective agreement ratified this summer after many years and now will soon be entering in a new round of bargaining as it will be expiring in 2018. At the moment, there is a call out for bargaining demands. I would encourage all members who would like to see changes on specific articles or new ones to be added, please contact your Local Executive to find out the process of putting them forward.

CEIU is moving towards electronic voting for the future and to try and minimize cost for this approach one thing CEIU requires from the membership is a home email address. So please, participate in CEIU's Text campaign and provide your information to your union to help better stay in touch.

In closing, I would like to thank all of our CEIU staff that works so hard each and every day to make a difference and try to improve the lives of our members. I also want to thank all of our wonderful CEIU union activist that we have across the country that volunteer so many hours away from their families, friends and loved ones to support our Sisters, Brothers and Friends with the many challenges that we face within our workplaces each and every day. There are so many ways members can help to make a difference, one just needs to step up and inquire, so please do.

In Solidarity always,

Eddy Bourque
CEIU National President
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<tr>
<th>APRIL AVRIL</th>
<th>ACTIVITIES ACTIVITÉS</th>
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| 3           | Conference call with IRB re Update on Organizational Structure / Téléconférence avec la CISR pour faire la mise à jour sur le mode d'organisation  
Staff meeting / Réunion du personnel |
| 6-10        | Quebec Presidents' Conference / Conférence des président-e-s pour la région du Québec |
| 11-12       | Interviews for the position of Administrative Assistant for Finance and Administration in the National Office / Entrevues pour le poste d'adjoint-e aux Finances et à l'Administration au bureau national |
| 12          | Meeting with the ESDC Terms of Reference Working Group / Réunion du groupe de travail EDSC - Mandat |
| 19          | Briefing on human relations matters with CIC  
Breffage sur des questions de ressources humaines avec CIC |
<p>| 20-23       | PSAC Quebec Regional Convention / Congrès régional de l'AFPC Québec |
| 25          | Pre-meeting of the ESDC National Labour Management Consultation Committee (NLMCC) – for unions only / Réunion préalable du Comité national consultatif patronale-syndicale (CNCPS) pour EDSC – pour les syndicats seulement |</p>
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>26</td>
<td>Meeting of the ESDC National Labour-Management Consultation Committee (NLMCC) Réunion du Comité national de consultation patronale-syndicale (CNCPS) pour ESDC</td>
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<td>27</td>
<td>Meeting of the NCR Council / Réunion du Conseil de la RCN</td>
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<td>28-30</td>
<td>Presidents’ Conference for Newfoundland-Labrador/Nova-Scotia Conférence des président-e-s pour Terre-Neuve-Labrador/Nouvelle-Écosse</td>
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**MAY MAI**

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<th>Date</th>
<th>Activities Activitys</th>
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<tr>
<td>2</td>
<td>Conference call with Stephanie Beck, CIC Téléconférence avec Stephanie Beck, CIC Information meeting/conference call with ESDC bargaining agents / Réunion d’information/téléconférence avec EDSC pour l’initiative des dossiers personnels à l’intention des agents de négociation</td>
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<td>3</td>
<td>Special NBoD meeting / Réunion spéciale du CNA</td>
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<td>4</td>
<td>Conference call to get an update and determine was the next steps will be in regards to Vegreville / Téléconférence pour faire le point et déterminer les prochaines étapes dans le dossier de Vegreville</td>
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<td>5</td>
<td>Conference call to discuss Vegreville / Téléconférence pour discuter de Vegreville</td>
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<tr>
<td>5-7</td>
<td>New-Brunswick/PEI Presidents’ Conference / Conférence des président-e-s pour le Nouveau-Brunswick/I.P.É</td>
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<td>8-12</td>
<td>Canadian Labour Congress (CLC) Convention / Congrès du Conseil du travail du Canada (CTC)</td>
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<td>13-16</td>
<td>1st National Executive Meeting / 1er réunion de l'Exécutif national</td>
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<td>16</td>
<td>Introduction meeting with Barbara Wyant, IRB / Réunion d'introduction avec Barbara Wyant, CISR</td>
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<tr>
<td>17</td>
<td>Pre CEIU Health and Safety Committee meeting / Réunion préparatoire pour le Comité sur la santé et la sécurité au SEIC</td>
</tr>
</tbody>
</table>
| 18      | Meeting with the PSAC National President in regards to a Privacy Complaint / Réunion avec la présidente nationale de l'AFPC en ce qui concerne une plainte sur la confidentialité  
Meeting, by conference call, of the CEIU Health and Safety Committee / Réunion, par téléconférence, du Comité sur la santé et la sécurité du SEIC |
| 23      | Meeting with ESDC to discuss Personnel File Initiative / Réunion avec EDSC sure l'initiative des dossiers sur le personnel  
Conference call with the WFA Committee / Téléconférence avec le comité sur le RE |
| 24      | Meeting of the WFA Committee with CIC / Réunion du Comité sur le RE avec CIC |
| 26-27   | PSAC Ontario Regional Convention / Congrès de l'AFPC pour la région de l'Ontario |
| 31      | Meeting to discuss a Privacy Protocol / Réunion pour discuter du protocol sur la confidentialité  
Conference call with the CEIU Regional Union Office staff / Téléconférence avec le personnel des bureaux syndicaux régionaux |
<table>
<thead>
<tr>
<th>JUNE</th>
<th>ACTIVITIES ACTIVITÉS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meeting with ESDC to do a briefing on a new technology: Data Loss Prevention / Réunion avec EDSC pour faire un breffage sur une nouvelle technologie: la prévention de la perte de données</td>
</tr>
<tr>
<td>2</td>
<td>Conference call to discuss Vegreville / Téléconférence pour discuter de Vegreville</td>
</tr>
<tr>
<td>6-9</td>
<td>PSAC National Board of Directors / Réunion du Conseil national d'administration de l'AFPC</td>
</tr>
<tr>
<td>9</td>
<td>Conference call to discuss the Vegreville Campaign / Téléconférence pour discuter de la campagne à Vegreville</td>
</tr>
<tr>
<td>10-11</td>
<td>Meeting of the National Human Rights Race Relations (HR/RR) Committee and Meeting of the National Immigration and Refugee Board (IRB) Advisory Committee / Réunion du Comité des droits de la personne et des relations interraciales (CDPRI) et réunion du Comité consultatif national de la Commission de l'immigration et du statut de réfugié (CISR)</td>
</tr>
<tr>
<td>12</td>
<td>ESDC Mental Health Peer Support Program – Stakeholders' Consultation / EDSC Programme de soutien par les pairs en santé mentale – séance de consultation des intervenants.</td>
</tr>
<tr>
<td>13</td>
<td>Meeting of the ESDC National Labour Management Consultation Committee / Réunion du Comité national de consultation patronale-syndicale pour EDSC</td>
</tr>
<tr>
<td>16-19</td>
<td>PSAC North Regional Convention / Congrès de l'AFPC pour la région du nord</td>
</tr>
<tr>
<td>20</td>
<td>Meeting with the PSAC National President / Réunion avec la présidente nationale de l'AFPC</td>
</tr>
</tbody>
</table>
| 20-25 | Visit of Locals in the Atlantic / Visites rendues aux sections locales de l'Atlantique  
PSAC Atlantic Regional Convention / Congrès régional de l'AFPC-Atlantique |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>Meeting with IRCC for an update on modernization / Réunion avec IRCC pour une mise à jour sur la modernisation</td>
</tr>
</tbody>
</table>
| 27    | Meeting of the WFA Committee / Réunion du Comité de RE  
Meeting with ESDC re the Employee Pulse Survey / Réunion avec EDSR concernant le sondage éclair auprès des employé-e-s  
Meeting to discuss Classification linked to the Cyclical Review / Réunion pour discuter de classification liée à l'examen critique |
| 28-30 | Visit to Vegreville / Visite à Vegreville |

<table>
<thead>
<tr>
<th>JULY JUILLET</th>
<th>ACTIVITIES ACTIVITÉS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Meeting with Service Canada - re Service Delivery Harmonization / Réunion avec Service Canada re : Harmonisation de la livraison des services</td>
</tr>
<tr>
<td>6</td>
<td>Conference call re IRB/IRCC Job Description / Téléconférence re : Description de travail CISR/IRCC</td>
</tr>
<tr>
<td>10</td>
<td>Meeting re Local Trusteeship / Réunion concernant la tutelle d'une section locale</td>
</tr>
</tbody>
</table>
| 12           | Grievance Hearings / Audiences de grief  
Meeting of the WFA Committee / Réunion du Comité de RE |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Visit from Nycole Turmel to CEIU National Office / Visite de Nycole Turmel au bureau national du SEIC</td>
</tr>
<tr>
<td>18</td>
<td>Meeting re ESDC's Staffing Risk Assessment Framework / Réunion - Cadre d'évaluation des risques en dotation – EDSC</td>
</tr>
<tr>
<td>19</td>
<td>Conference call with the WFA Committee / Téléconférence avec le Comité sur la RE</td>
</tr>
</tbody>
</table>
| 25    | Internal Meeting to discuss various issues / Réunion interne pour discuter de diverses questions  
WFA Information Session – by Webbex / Session d’information sur la RE – par Webbex  
Relocation information session – by Webbex / Session d’information sur le déménagement – par Webbex |
| 27    | NE Conference call / Téléconférence avec l’E.N. |
| 28-31 | On holidays / En vacances |

**AUGUST**  
**AOUT**  

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td>On holidays / En vacances</td>
</tr>
<tr>
<td>8</td>
<td>Conference call with IRCC re Vegreville / Téléconférence avec l’IRCC re Vegreville</td>
</tr>
</tbody>
</table>
| 9     | Meeting of the WFA Committee / Réunion du Comité sur le RE  
Presentation of a Policy Grievance with David Orfald of the PSAC / Présentation d’un grief de principe avec David Orfald de l’AFPC |
<table>
<thead>
<tr>
<th>11-12</th>
<th>Meeting of the Regional Executive CEIU Quebec / Réunion de l'Exécutif régional SEIC Québec</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Conference call with Paul Armstrong of CIC / Télécroférence avec Paul Armstrong de CIC</td>
</tr>
<tr>
<td>18</td>
<td>Conference call to receive an Update on Respect Vegreville with the PSAC Prairies REVP / Télécroférence pour une mise à jour sur la campagne « Respect pour Vegreville » avec la VPER des Prairies de l’AFPC</td>
</tr>
<tr>
<td>19-20</td>
<td>Meeting of the CEIU National Call Centre Committee / Réunion du Comité sur les centres d’appels pour le SEIC</td>
</tr>
<tr>
<td>21-23</td>
<td>NUR staffing process in Edmonton / Procèsus de dotation pour le poste de RSN à Edmonton</td>
</tr>
<tr>
<td>25</td>
<td>WFA Committee Meeting / Réunion du Comité sur le RE Briefing on Asylum Seekers with CIC/ Breffage sur les demandeurs d’asile avec CIC</td>
</tr>
<tr>
<td>27</td>
<td>Ottawa Pride Parade / Parade Fierté à Ottawa</td>
</tr>
<tr>
<td>28</td>
<td>Special NBoD meeting / Réunion spéciale du CNA</td>
</tr>
<tr>
<td>29</td>
<td>Tour of the PSAC Facilities / Visite des installations de l’AFPC</td>
</tr>
<tr>
<td>31</td>
<td>Meeting to discuss Informal Conflict Management pilots / Réunion pour discuter des pilotes sur la gestion informelle des conflits</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SEPT.</th>
<th>ACTIVITIES ACTIVITÉS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-10</td>
<td>Training and meeting of the B.C./YT Regional Council / Formation et réunion du Conseil régional de la C.-B. et du Yukon</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>Meeting of the WFA Committee / Réunion du Comité sur le RE</td>
</tr>
<tr>
<td></td>
<td>Meeting with our representative at The Personal Insurance / Réunion avec notre représentante à l’assurance LaPersonnelle</td>
</tr>
<tr>
<td>13-17</td>
<td>Prairies Presidents’ Conference / Conférence des président-e-s des Prairies</td>
</tr>
<tr>
<td>20</td>
<td>National Joint Council (NJC) Seminar / Séminaire du Conseil national mixte (CNM)</td>
</tr>
<tr>
<td>21</td>
<td>NCR Presidents’ Conference / Conférence des président-e-s pour la RCN</td>
</tr>
<tr>
<td>22-24</td>
<td>Alberta/NWT/Nunavut Presidents’ Conference / Conférence des président-e-s pour la région de l’Alberta/T.N.O/Nunavut</td>
</tr>
<tr>
<td>25-27</td>
<td>Pension sessions for the members in Vegreville / Sessions sur la pension pour les membres à Vegreville</td>
</tr>
<tr>
<td>28-30</td>
<td>Ontario Presidents’ Conference / Conférence des président-e-s pour l’Ontario</td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>ACTIVITIES ACTIVITÉS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Ontario Presidents’ Conference / Conférence des président-e-s pour l’Ontario</td>
</tr>
<tr>
<td>11-12</td>
<td>CEIU Staff Conference / Conférence du personnel du SEIC</td>
</tr>
<tr>
<td></td>
<td>Meetings of the National Executive Standing Committees / Réunions des comités permanents de l’Exécutif national</td>
</tr>
<tr>
<td>13-15</td>
<td>National Executive Meeting / Réunion de l’Exécutif national</td>
</tr>
</tbody>
</table>
I was elected to serve the members of the Canada Employment and Immigration Union (CEIU) as their National Executive Vice-President (NEVP) in February of 2017 at the CEIU National Convention. Following the close of Convention, I arrived at CEIU National Headquarters (NHQ) the next day at 8am, ready to begin my mandate.

As the NEVP of CEIU, my role and responsibilities are outlines in the CEIU National By-Laws. One of my primary responsibilities is to oversee the staff of CEIU. To that end, on my first day in the office, I wrote a letter to all CEIU staff – thanking them for their dedication to CEIU throughout the trusteeship, and introducing myself and our newly elected National President, Eddy Bourque.

The following weekend, Eddy and I attended the PSAC National Equity Conference in Toronto. We were both proud of our members as we took note that CEIU had the largest delegation at this conference. Because Eddy and I have both self-identified in equity groups, we were able to participate with our members in various caucuses and engage in training around diversity and human rights. We also held a host suite for CEIU members which was incredibly well received, and an opportunity for our members to hear from their new leadership as we celebrated the end of our trusteeship.

Something that Eddy and I realized early on was how important it was for our members to see and hear from their leadership. Coming out of the trusteeship, we made a commitment to the National Vice-Presidents (NVPs) with regional responsibilities that we would endeavor to participate at all of their first regional Presidents Conferences, in order to provide necessary support to our regions as they transitioned following the introduction of our new structure and new national bylaws and guidelines following Convention.

During the same time period, the regional PSAC conventions were occurring. In this case, the National President and I split the Conventions in half and ensured that one of us was present to participate and provide leadership to our members in every region of the PSAC.
APPENDIX "B"

Report of the National Executive Vice-President
To the October 2017 National Executive Meeting

All of this involved a lot of travel, and time away from our homes and families. It was also during this period that my husband had to leave his job at Service Canada (CFOB) in Vancouver, rent out our home, pack up our lives and our two cats, and travel to Ottawa. We lived in a hotel for three months before we were able to purchase a home in Russell, Ontario, where we have now settled.

But it was also during this time that we were able to connect with our grassroots membership base. This was a necessary experience that served to familiarize us with the unique needs of each of our regions. Respecting the cultural and geographic differences that help shape the needs of our members. We did site visits in nearly every one of our regions, and all three departments. We visited call centers, Service Canada Centres, IRB registry staff, and of course, Vegreville.

While our National President has diligently worked on the Vegreville WFA file, I have been assisting with mobilization efforts as well as political pressure initiatives to reverse the Liberal government’s decision to close the Case Processing Centre in Vegreville, Alberta.

The National President has delegated several files to me in my capacity as NEVP. I serve the members of CEIU on all national employer committees – all three departmental National Policy Health and Safety Committees, as well as serving as co-chair of the Service Canada Human Resources Union Management Committee, and as a member of the three departmental National Labour Management Meetings. I also co-chair ad-hoc national committees with the employer as delegated by the National President, including over the last several months the Call Centre Implementation committees with both Service Canada and IRCC.

In addition to these responsibilities with the employer, I am also responsible for overseeing the work of CEIU’s six national committees – the Women’s Committee, Young Worker Committee, Human Rights/Race Relations Committee, Call Centre Committee, and the IRB and IRCC national committees.
APPENDIX "B"

Report of the National Executive Vice-President
To the October 2017 National Executive Meeting

I have also taken a large role in the national communications strategy for CEIU. Over the last several months, CEIU has launched several new initiatives in an effort to modernize the manner in which we communicate and engage with our members, including the Phoenix #SometimesIGetPaid campaign, a text message outreach initiative, and working towards the introduction of electronic voting to CEIU. Looking forward, CEIU is hoping to further expand our communication tools using modern technology such as Nationbuilder, which could include revamping our national website to include regional and even local pages.

The failed Phoenix pay system remains the number one issue facing our members, and part of the reason it is so necessary to reconsider the way in which we engage our base is so that we have the capacity to take collective action against threats to the wellness of our members. The staff and National Executive will be participating in membership engagement training as we begin to reconsider our approach. Training manuals over the coming months will also be renewed and updated, so that our National Union Representatives across the country are able to provide up to date training to our activists. At a national level, on-going training needs of the members of the National Executive are also being considered and where possible addressed.

Internally, the trusteeship left a lot of work that needed to be addressed with our staff. A lack of consistent leadership over the last several years has without question been felt within the organization and there is still much work to do in restoring a healthy and productive working environment for our staff. In the last several months, we have experienced a number of personnel changes, including welcoming new staff in Edmonton and Toronto. I have visited every Regional Union Office (RUU) and conducted one on one meetings with the members of our staff. With the assistance of Claude Danik (Special Advisor to the National President), who has decades of experience with management and oversight of national unions, we have been working diligently for several months on assessing the internal structure, supports, resources, and staff of CEIU. This assessment has helped us identify several gaps in the ways in which we support our staff, as well as provide and deliver services to our members.
APPENDIX "B"

Report of the National Executive Vice-President
To the October 2017 National Executive Meeting

A large part of this assessment has involved the way in which we manage grievances and staffing complaints internally within our union. To that end, I have been working collaboratively with staff to develop Standard Operating Procedures (SOP) for file management at CEIU. This has been labour intensive and required much consultation with the PSAC representation unit, as well as Unionware staff.

I have also undertaken the task of revising internal staffing policies and procedures which have not been updated since 2006, as well as job descriptions.

Finally, over the last six months, I served as Trustee of CEIU's largest local, boasting nearly 1,300 members, Local 70705 from the NCR. I am happy to report following a challenging period for the members of this Local, we recently held an AGM where a large new local executive was elected, and with them new bylaws and regulations, as well as improved financial accountability; measures which have now all been put into place. I am proud of the work done in this local and wish the new executive well.

Without question, this is an era of great transition for CEIU. Both politically and internally. At every level, structure and functions are being considered with an eye to maximizing the way in which we provide the highest possible level of service to our members. Moving forward, I will be focusing my attention on the administration of our locals, as well as working more closely with our national committees.

On the employer side, each department has presented unique challenges. At Service Canada, one of my primary areas of concern have been the functionality of the regional health and safety committees. We have initiated NJC grievances as the employer is in violation of the NJC policy on regional committees. The usage of talent management for staffing is another area that has taken a lot of my attention, and has been and will continue to be raised nationally. At the IRB and IRCC, the recent refugee influx has taken a lot of our attention, and ensuring the wellness of our members working under extreme volume demands is a priority. Mental health initiatives require constant vigilance as the employer struggles to build a structure that works for our members.
There would no way to capture the day to day considerations involved in overseeing the well-being of 18,000 members working in three departments, across eight different regions. From the local, to the regional and national structures that we operate in, the reality of our roles as national leaders means that work/life balance simply does not exist. Never mind the politics of the labour movement that also require our attention. There is ongoing assessment and changes needed within our structure in order to attract and engage new activists, but also to retain those that we have and prevent ‘burn out.’

I need to thank the NVPs of CEIU for the support and collaboration they have displayed since their elections. I have the privilege of speaking too many of them regularly, and appreciate the consultation and solidarity they have all displayed over the last several months. I must also thank the staff of CEIU, who work hard for our members every day.

I must also thank our National President. It is a privilege every day to serve the members of CEIU alongside someone who has my full and complete respect. We even manage to have a little fun along the way.

In closing, I want to thank the members of CEIU. You are the reason I have the privilege of coming into work every day to do a job that I love. I am committed to working diligently throughout the remainder of my mandate to improve the lives of our members both in and outside of their place of work and to leave CEIU in a better way then I found it. The future, truly is now.

In solidarity,

Crystal Warner
National Executive Vice-President
## APPENDIX “B”

### Activities – National Executive Vice-President
**April to October 2017**

### Activités de la vice-présidente exécutive nationale
**Avril à Octobre 2017**

<table>
<thead>
<tr>
<th>APRIL/AVRIL</th>
<th>ACTIVITIES/ACTIVITÉS</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>Organisational Structure Update (conf. call) / Téléconférence pour faire le point sur le mode d’organisation</td>
</tr>
<tr>
<td></td>
<td>Staff Meeting (conf. call) / Réunion du personnel (téléconférence)</td>
</tr>
<tr>
<td>4</td>
<td>NPHSC and NLMCC for IRB / CNOSS et CNCPS de la CISR</td>
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<tr>
<td></td>
<td>YW NCR Meeting / Jeunes travailleuses et travailleurs de la RCN</td>
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<tr>
<td>7-10</td>
<td>Quebec President’s conference / Conférence des président-e-s du Québec</td>
</tr>
<tr>
<td>12</td>
<td>Terms of Reference (ToR) - working group / Mandat du groupe de travail</td>
</tr>
<tr>
<td>19</td>
<td>Briefing with Unions on HR matters / Breffage avec les syndicats sur des questions de RH.</td>
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<tr>
<td></td>
<td>Briefing with NCR NUR’s / Breffage avec les RSN de la RCN</td>
</tr>
<tr>
<td>20-23</td>
<td>Winnipeg RUO / BSR de Winnipeg</td>
</tr>
<tr>
<td>25</td>
<td>ESDC NLMCC Pre-Meeting (Unions only) / Réunion préalable à celle du CNCPS d’EDSC (syndicats seulement)</td>
</tr>
<tr>
<td>26</td>
<td>Update: National Labour-Management Consultation Committee (NLMCC) / Mise à jour : Comité national de consultation patronale-syndicale (CNCPS)</td>
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<tr>
<td></td>
<td>Mental Health IRB Report / Rapport de la CISR sur la santé mentale</td>
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<tr>
<td>27</td>
<td>NCR Council meeting / Réunion du Conseil de la RCN</td>
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### MAY/MAI

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<thead>
<tr>
<th>MAY/MAI</th>
<th>ACTIVITIES/ACTIVITÉS</th>
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<tbody>
<tr>
<td>2</td>
<td>HRSB Personnel File Initiative / Initiative de la DGSRH concernant les dossiers sur le personnel</td>
</tr>
<tr>
<td>Date</td>
<td>Activities/Activités</td>
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<tr>
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</tr>
<tr>
<td>1</td>
<td>Data Loss Prevention (DLP) / Prévention de la perte de données (PPD)</td>
</tr>
<tr>
<td>2</td>
<td>Vegreville call / Téléconférence sur Vegreville</td>
</tr>
<tr>
<td>3</td>
<td>NBoD meeting / Réunion du CNA</td>
</tr>
<tr>
<td>4</td>
<td>Vegreville update and Next steps conference call / Téléconférence pour faire le point et déterminer les prochaines étapes dans le dossier de Vegreville</td>
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<tr>
<td>5</td>
<td>Rally against anti-pension Bill C-27 / Rassemblement contre le projet de loi C-27 compromettant les pensions</td>
</tr>
<tr>
<td>9</td>
<td>NE Meeting (David’s report) / Réunion de l’EN (rapport de David)</td>
</tr>
<tr>
<td>13-16</td>
<td>NE Meeting / Réunion de l’EN</td>
</tr>
<tr>
<td>18</td>
<td>CEIU Health &amp; Safety committee meeting (Conf. call) / Réunion du Comité du SEIC sur la santé et la sécurité</td>
</tr>
<tr>
<td>23</td>
<td>HRSB Personnel File Initiative / Initiative de la DGSRH concernant les dossiers sur le personnel</td>
</tr>
<tr>
<td>24</td>
<td>Conference call with WFA Committee members / Téléconférence avec des membres du comité sur le RE</td>
</tr>
<tr>
<td>24</td>
<td>WFA Committee - CPC Vegreville / Comité sur le RE – CTD de Vegreville</td>
</tr>
<tr>
<td>25</td>
<td>Vegreville Rally in Edmonton / Rassemblement sur le CTD de Vegreville à Edmonton</td>
</tr>
<tr>
<td>26-27</td>
<td>PSAC Ontario Convention – Toronto / Congrès ontarien de l’AFPC à Toronto</td>
</tr>
<tr>
<td>30</td>
<td>ESDC PHSC Employee Member Pre-Meeting / Réunion des représentant-e-s des employé-e-s préalable à celle du COMSS d’EDSC</td>
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<tr>
<td></td>
<td>PHSC meeting / Rencontre du COMSS</td>
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<tr>
<td></td>
<td><strong>JUNE/JUIN</strong></td>
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**APPENDIX “B”**
<table>
<thead>
<tr>
<th>Date</th>
<th>Activities/Activités</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>Vegreville Campaign Update call / Mise à jour sur les champions de Vegreville</td>
</tr>
<tr>
<td>15-18</td>
<td>PSAC BC Convention / Congrès de la C-B de l'AFPC</td>
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<tr>
<td>20-25</td>
<td>Atlantic Local visits / Visites rendues aux sections locales de l'Atlantique</td>
</tr>
<tr>
<td></td>
<td>Atlantic PSAC Convention / Congrès de l'Atlantique de l'AFPC</td>
</tr>
<tr>
<td>26</td>
<td>IRCC and CEIU - Update on Modernization / IRCC et SEIC – Mise à jour sur la modernisation</td>
</tr>
<tr>
<td>27</td>
<td>Classification Meeting Linked to the Cyclical Review / Réunion de classification liée à l'examen critique</td>
</tr>
<tr>
<td><strong>JULY/JUILLET</strong></td>
<td><strong>ACTIVITIES/ACTIVITÉS</strong></td>
</tr>
<tr>
<td>5</td>
<td>National Labour-Management Consultation Committee (NLMCC) / Comité national de consultation patronale-syndicale (CNCPS)</td>
</tr>
<tr>
<td>6</td>
<td>IRB/IRCC Job Description / Description de travail CISR/IRCC</td>
</tr>
<tr>
<td>7</td>
<td>Joint Union-Management Consultation Group (Collective Agreement Changes for Call Centre Employees) / Groupe de consultation patronale-syndicale (Changements au sein de la convention collective pour les employé-e-s des centres d'apps)</td>
</tr>
<tr>
<td>11</td>
<td>Grievance Hearings / Audiences de grief</td>
</tr>
<tr>
<td>12</td>
<td>Service Canada Call Centre sub group discussion / Discussion du sous-groupe de Service Canada sur les centres d'apps</td>
</tr>
<tr>
<td>13</td>
<td>Nycole Turmel visit to CEIU National Office / Visite de Nycole Turmel au bureau national du SEIC</td>
</tr>
<tr>
<td>14</td>
<td>Debrief of CMO Meeting in Toronto / Débreflage sur la réunion avec le CPM à Toronto</td>
</tr>
<tr>
<td></td>
<td>Joint Union-Management Consultation Group (Collective Agreement Changes for Call Centre Employees) / Groupe de consultation patronal-syndical (Changements au sein de la convention collective pour les employé-e-s des centres d'apps)</td>
</tr>
<tr>
<td>18</td>
<td>ESDC's Staffing Risk Assessment Framework / Cadre d'évaluation des risques en dotation d'EDSC</td>
</tr>
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<td>Date</td>
<td>Activity</td>
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<td>-------</td>
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</tr>
<tr>
<td>20</td>
<td>13:00 EST: New Collective Agreement articles - employees working in call centers / 13 h HNE:</td>
</tr>
<tr>
<td></td>
<td>Nouveaux articles de la convention collective applicables aux employé-e-s travaillant dans les</td>
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<td></td>
<td>centres d'appels</td>
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<tr>
<td>21</td>
<td>Joint Union-Management Consultation Group (Collective Agreement Changes for Call Centre</td>
</tr>
<tr>
<td></td>
<td>Employees) / Groupe de consultation patronal-syndical (Changements au sein de la convention</td>
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<td></td>
<td>collective pour les employé-e-s des centres d'appels)</td>
</tr>
<tr>
<td>27</td>
<td>Caucus RE: Call Centre/Service Canada / Caucus sur les centre d'appels de Service Canada</td>
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<tr>
<td>28</td>
<td>Joint Union-Management Consultation Group (Collective Agreement Changes for Call Centre</td>
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<td>Employees) / Groupe de consultation patronal-syndical (Changements au sein de la convention</td>
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<td>collective pour les employé-e-s des centres d'appels)</td>
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**AUGUST/AOUT**

**ACTIVITIES/ACTIVITÉS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7-13</td>
<td>Montreal site visits / Visites rendues à des lieux de Montréal</td>
</tr>
<tr>
<td>8</td>
<td>Prep for September HRUMCC / Préparation à la réunion de septembre du CCPSRH</td>
</tr>
<tr>
<td>11</td>
<td>HRUMCC agenda – conference call / Téléconférence sur l'ordre du jour du CCPSRH</td>
</tr>
<tr>
<td>14-15</td>
<td>Ontario RUO (Admin interviews) / BSR de l'Ontario (entrevues administratives)</td>
</tr>
<tr>
<td>18</td>
<td>Respect Vegreville update / Mise à jour sur la campagne « Respect pour Vegreville »</td>
</tr>
<tr>
<td>19-20</td>
<td>Call Centre Committee / Comité sur les centres d'appels</td>
</tr>
<tr>
<td>25</td>
<td>Briefing on Asylum Seekers / Breffage sur les demandeurs d'asile</td>
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<tr>
<td>28</td>
<td>CEIU caucus RE: ESDC call centre guidelines / Caucus du SEIV sur les lignes directrices d'EDSC</td>
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<td>relatives aux centre d'appels</td>
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<td>29</td>
<td>Joint Union-Management Consultation Group (Collective Agreement Changes for Call Centre</td>
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<td>Employees) / Groupe de consultation patronal-syndical (Changements au sein de la convention</td>
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<tr>
<td>31</td>
<td>iscussion on informal conflict mangement pilots / Discussion sur les pilotes sur la gestion informelle des conflits</td>
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<td>SEPT.</td>
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<td>1</td>
<td>Preparation for HRUMCC meeting on Sep 13, 2017 / Préparation à la réunion du 13 septembre 2017 du CCPSRH</td>
</tr>
<tr>
<td>7</td>
<td>NCR Mental Health training / Formation en santé mentale de la RCN</td>
</tr>
<tr>
<td>11</td>
<td>Union Pre-Meeting to HRUMCC Meeting with ESDC / Réunion de préparation à la réunion du CCPSRH avec EDSR</td>
</tr>
<tr>
<td>13</td>
<td>Human Resources Union-Management Consultation Committee (HRUMCC) / Rencontre du Comité de consultation patronale-syndicale sur les ressources humaines (CCPSRH)</td>
</tr>
<tr>
<td>20</td>
<td>NJC Seminar / Séminaire du CNM</td>
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<tr>
<td>21</td>
<td>NCR President’s conference / Conférence des président-e-s dla RCN</td>
</tr>
<tr>
<td>21-24</td>
<td>Alberta Prairie conference / Conférence de l’Alberta</td>
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<tr>
<td>26</td>
<td>National Policy Health and safety committee / Comité national d'orientation en matière de santé et de sécurité</td>
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<tr>
<td>OCT.</td>
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<tr>
<td>11-12</td>
<td>CEIU Staff Conference / Conférence du personnel du SEIC</td>
</tr>
<tr>
<td>13-15</td>
<td>NE Meeting / Réunion de l’E.N</td>
</tr>
<tr>
<td>13</td>
<td>Update on Transformation and Integrated Service Management Branch and key files / Mise à jour la transformation et de la Direction générale des services de gestion intégrés et sur les dossiers clés</td>
</tr>
</tbody>
</table>
REPORT OF THE BY-LAWS COMMITTEE

The Committee met in Ottawa for a full day on Wednesday, October 11th and for an hour on Thursday, October 12th.

The members of the Committee are as follows:

Fabienne Jean-François
Travis Lahnamiami
Dwight McLeod
Debbie Morris

Sue Séguin (Technical Advisor/Minute Taker)

Co-chairs

With only two (2) of the members interested in being a co-chair, both Sister Fabienne Jean-François and Brother Travis Lahnamiami have been named as co-chairs of the By-Laws Committee.

Sister Jean-François chaired the morning session, and Brother Lahnamiami chaired the afternoon session of the Committee’s meeting.

Reading of the Anti-Harassment Statement

Brother McLeod read the Anti-Harassment Statement.

Reading of the Unjust Profiling Policy

Sister Morris read the Unjust Profiling Policy.

Approval of the agenda
The agenda for the By-Laws Committee was submitted as follows:

1) Review of the Committee's Terms of Reference
2) Request for Merging of Local 634 with Local 570
3) Follow ups from the May 2017 NE meeting for the By-Laws Committee
   a) By-Law 8.2 (c)
   b) Merging Locals – strike fund
   c) By-Law 14.1 (t) and By-Law 14.2 (o)
   d) By-Law 14.12 (g) and (h)
   e) By-Law 18.7
   f) Regulation 3
   g) Regulation 22 – Section 9.3
   h) Regulation re National Young Workers Committee
   i) Regulation 7 – Review of the NJC Directive on Relocation
   j) CEIU Policy 12

4) Awards for Life Membership or Honorary Membership
5) Policy 5 – Staffing (from November 2015 NE meeting)
6) Policy on Charitable Organization Donations/Protocol (from November 2015 NE meeting)
7) CEIU Policy 18 – Elections
8) Regulation 18A and 18B – changes with the addition of Electronic Voting

The following items were added to the agenda.

9) Regulation 16 – Services in the two official languages
10) Resolutions of Records

Agenda item no. 10 will be a standing agenda item going forward.

With the two items added, the agenda was approved.
APPENDIX "C"

Review of the Committee’s Terms of Reference

The Committee reviewed the mandate which was last modified in March 2012.

The changes/additions to the Terms of Reference are the following:

➢ The addition of the third bullet which reads as follows: To review and make recommendations on the CEIU Resolutions of Record

➢ A modification to the third last bullet which now reads as follows: To review and make recommendations on the CEIU By-Laws, Regulations and Policies.

The revised version can be found as Appendix ‘A’ to this Report.

The By-Laws Committee recommends the following:

Recommendation 1: That the National Executive approve the revised Terms of Reference, as found in Appendix ‘A’ of this Report.

Request for Merging Local 634 with Local 570

A request, with all the necessary documents was received in order to merge Local 634 with Local 570. Both locals agreed to this merger. Brother Lahnalampi provided an update on this request.

Recommendation 2: That the National Executive approves the merging of Local 634 with Local 570 known as Mississauga – ESDC – Service Canada

Follow-ups from the May 2017 NE meeting for the By-Laws Committee

The By-Laws Committee reviewed the follow-ups from the May 2017 NE meeting.
By-Law 8.2 (c)
The Committee discussed what should be the minimum standard that is required in order to be considered "trained members who are prepared to accept the responsibilities of Local Executive" as is stipulated in By-Law 8.2 (c).

The By-Laws Committee makes the following recommendation to the NE:

**Recommendation 3:** That the following be added at the end of the present By-Law 8.2 (c).

*CEIU will provide basic start up training to the Local Officers. The Local Officers are expected to take the PSAC Talking Union Basics (TUB) course and the Introduction for Local Officers’ Training at the first available opportunity.*

If the National Executive agrees to the recommendation above, a resolution will be prepared by the By-Laws Committee to be submitted to the Spring 2018 NE meeting for approval, so that it can be sent to the 2020 CEIU Convention.

**Merging Locals – Strike Fund**
The Committee discussed the concerns that the NE had raised in regards to what happens to locals that merge and only one of the two locals has a strike fund.

The Committee feels that local funds takes into consideration strike fund and its recommendation to the National Executive will only reinforce this.

**Recommendation 4:** That Policy 24, point 9.1 under the title Local funds be changed to read:

*All Local funds should be divided and/or combined on a pro-rata basis when Locals merge, reorganize or when members transfer from one local to another because of departmental reorganization or restructuring.*
This division or combination of money would provide immediate access to any support and representation needed.

The Committee further make the following recommendation:

**Recommendation 5:** That the following be added at the beginning of point 4.3:

*All locals’ funds shall be combined when local merge. Locals shall not exhaust their monies in anticipation of a dissolution or merger. All monies shall be allocated to the receiving local(s) on a pro-rata basis.*

**By-Law 14.1 (t) and By-Law 14.2 (o)**

By-Law 14.1 (t) and By-Law 14.2 (o) reads: undertake the following training within three (3) weeks of starting his/her duties: CEIU Finance, Resolutions, By-Laws, Regulations and Policies as well as the PSAC Constitution.

The Committee discussed how a similar training could be passed on to the regional councils as well as who could provide this training.

The Committee agrees that such a training should indeed be passed on to the regional councils and makes the following recommendation to the NE:

**Recommendation 6:** That the National Executive must, at their first NE meeting following each Triennial Convention, be provided with a one-day training on the CEIU Finance, Resolutions, By-Laws, Regulations and Policies as well as the PSAC Constitution. This training could be provided by the respective National Office staff persons.

In order to provide the training to the regional councils, the Committee makes the following recommendation:
**APPENDIX “C”**

**Recommendation 7:** That, following their own training, the NVPs, with the NUR from their region, provide the training to their Regional Council.

And, further, the Committee recommends:

**Recommendation 8:** That the cost of the training to the regional councils be paid from the National training budget allocation.

**By-Law 14.12 (g) and (h)**
The Committee reviewed the present 14.12 (g) and (h), and discuss if these two points where still needed know that 14.12 (o) has been added after the 2017 CEIU Convention.

The Committee makes the following recommendation:

**Recommendation 9:** That By-Law 14.12 (g) be removed from the By-Laws and that 14.12 (h) be kept because of its importance.

If the National Executive agrees to the recommendation above, a resolution will be prepared by this Committee and submitted to the Spring 2018 NE meeting for approval, so that it can be sent to the 2020 CEIU Convention.

**By-Law 18.7 – Ratification Votes**
The Committee suggested that this By-Law be sent to the PSAC National President to review and to rule if it is in contravention of the PSAC Constitution. With the PSAC being the bargaining agent and the ones that do the ratification votes, perhaps our present By-Law 18.7 is in contravention of the PSAC Constitution.

Should the PSAC National President rule that this By-Law is not in contravention of the PSAC Constitution, the Committee would like to make the following recommendation:

**Recommendation 10:** That the By-Laws Committee prepare a resolution to present to the next NE meeting requesting the removal of
By-Law 18.7 in its entirety, which, if approved at that time by the NE, would then be sent to the 2020 CEIU Convention.

**Regulation 3 – Per diems**

The Committee was tasked with the possibility of adding a *Note 5* to Regulation 3 as per the request of the NE from the May meeting.

The Committee recommends the following:

**Recommendation 11:** That a *Note* be added to Regulation 3 to read as follows:

*Note 5: If a meal is being provided at a CEIU activity, the appropriate per diem amount as per the Treasury Board rate for that specific meal will be deducted for workdays and for days of rest from the allocated allowance given to the member.*

In reviewing this Regulation, the Committee also discussed the present *Note 4* which reads as follows: *Notwithstanding the above Regulation, CEIU members on negotiating teams and/or any other PSAC Committee shall be reimbursed their expenses at a rate not less than that paid by the PSAC.*

The CEIU members on negotiating teams are definitely reimbursed their expenses by the PSAC and this part should be removed from *Note 4*.

In regards to the reference of CEIU members on other PSAC Committees, the By-Laws Committee will need to verify with the PSAC to ensure that members are indeed reimbursed their expenses by the PSAC when participating on PSAC Committees. If that is the case, then note 4 should be removed in its entirety.

The Committee therefore recommends the following:

**Recommendation 12:** That *Note 4* be removed from Regulation 3 in its entirety if the response from the PSAC is that they do reimburse members' expenses for
participating on PSAC Committees. If the PSAC does not reimburse, then the latter part of the present Note 4 would remain.

The Committee also discussed the participation of members for a half day CEIU activity and the reimbursement of the per diem. The Committee would like to put forward the following recommendation for the National Executive to consider.

**Recommendation 13:** That if a CEIU activity is less than three hours, which includes travel, that only half of the day of rest per diem for that day be reimbursed to members.

**Regulation 22 – point 9.3: Ex-officio members**
The possibility of adding ex-officio members raised a lot of discussions with the Committee members.

Should the NVP for HR and the NVP for Women’s Issues become ex-officio in order to attend all executive committee and general meetings of a Local and NVPs with a departmental portfolio as ex-officio to locals of their respective departmental portfolio?

This discussion raised the issue of responsibilities of the Regional NVPs versus the NVPs with departmental portfolios and equity portfolios. Adding these NVPs as ex-officio could raise issues with the regional NVPs where the local is situated.

The Committee realizes that education is important and the regional NVPs have a responsibility to promote to their locals the roles and responsibilities of the NVPs with departmental portfolio and the NVPs with equity portfolio.

The Committee also believes that NVPs with regional portfolios should be encouraging their locals to invite the NVPs with departmental portfolios and the NVPs with equity portfolios to their general meetings and/or executive committee meetings.
National Young Workers’ Committee
With the resolution that was carried by the delegates at the 2017 CEIU Convention which allows for the establishment of the National Young Workers’ Committee, the Committee is recommending the following:

**Recommendation 14:** That a Regulation be created titled: Regulation governing the National Young Workers’ Committee similar to the present Regulation 23 for the National Women’s Committee.

If this recommendation is accepted by the NE, the By-Laws Committee would, with the feedback received from the National Young Workers’ Committee from their 1st meeting, and with the creation of the Committee’s Terms of Reference, prepare a Regulation and that it be presented to the Spring 2018 NE meeting for approval.

**Regulation 7**
The Treasury Board Administrative Policy Manual as listed in Regulation 7, point 1, no longer in existence. This Manual has been replaced by the National Joint Council Relocation Directive.

The Committee therefore recommends:

**Recommendation 15:** That, under point 1 of Regulation 7, the present wording of ‘Treasury Board Administrative Policy Manual’ be changed to read, ‘the National Joint Council Relocation Directive’.

In reviewing the NJC Relocation Directives, the By-Laws Committee is of the opinion that the present 2(b) and (c) of our Regulation 7 contravenes the NJC Directive which allows for up to a 6-month period for private accommodation. Our Regulation presently only allows a 3-month period.
APPENDIX "C"

The Committee recommends the following:

**Recommendation 16**: That the present point 2 (b) and (c) be removed from Regulation 7.

**CEIU Policy 12 – Anti-Harassment**

CEIU Policy 12 is in contravention of PSAC Regulation 19. The By-Laws Committee therefore recommends the following:

**Recommendation 17**: That CEIU Policy 12 Anti-Harassment be repealed and that we follow PSAC Regulation 19: the Regulation governing membership discipline.

**Life Membership and Honorary Membership**

The By-Laws Committee has been made aware that an interpretation of our By-Laws that retired members could not receive a Life Membership or Honorary Membership was contrary to the PSAC Constitution. The Committee wishes to advise the NE that Life Membership or Honorary Membership can be bestowed to a CEIU member who is retired.

For reference, should someone wish to nominate a member or former member of CEIU, please refer to CEIU Regulation 11 which stipulate the procedures for nominations for Life Membership and to CEIU Regulation 12 which stipulates the procedures for nominations for Honorary Membership.

**Policy 5 – Staffing**

The Committee would like to remind the NE that this policy is for our members and not for the staff of CEIU. This has created confusions in the past and continue to do so.

In order to ensure that Policy 5 is used correctly, the committee recommends the following:
APPENDIX “C”

**Recommendation 18:** That the title of the present CEU Policy 5 – Staffing be changed to **CEIU Policy 5 – Staffing within the Federal Public Service.**

As per the request made at the November 2015 NE meeting that the By-Laws Committee add an amendment to Policy 5 in regards to First Nations/Metis, which the Committee believes was intended for our internal staff and not for our members, but confirmation will need to be done with the NVP for HR.

The By-Laws Committee is very much aware that there are two (2) Resolutions of Record in our present RoR Booklet and would like to recommend the following:

**Recommendation 19:** That the NE mandate the CEIU Bargaining Committee for this round of bargaining to establish a Staffing Policy for CEIU staff in consultation with COPE to ensure that the two (2) Resolutions of Record are fully implemented.

**Adjournment**

With a full agenda, the By-Laws Committee did not have time to complete all of their agenda items. These items will be part of the agenda for the Committee’s Spring 2018 meeting.

The meeting adjourned at 5:05 p.m.
APPENDIX “C”

TERMS OF REFERENCE

CEIU BY-LAWS, REGULATIONS, AND POLICY COMMITTEE
(established in May 1986)
(amended March 2012)
(amended October 2017)

➢ To act as an advisory body to the National President, the National Executive Vice-President and the National Executive.

➢ To review and recommend on resolutions referred to it by the National Executive and/or the Triennial Conventions (CEIU and PSAC).

➢ To review and make recommendations on the CEIU Resolutions of Records

➢ The Committee, through its co-chairs, will provide notice of motion for resolutions at the next Executive meeting. This will include resolutions based on input by the National President, the National Executive Vice-President and/or the National Executive.

➢ To receive and examine nominations for Life and Honorary memberships, certificates of merit and long service awards in the case of elected officers, members and former members, and to make recommendations to the National Executive.

➢ To review and make recommendations on the CEIU By-Laws, Regulations and Policies.

➢ To consider and make recommendations on all matters referred to it by the National President, the National Executive Vice-President, a National Vice-President, or a national or regional committee in terms of the Union’s By-laws, regulations and policies.

➢ To prepare and present a report at each National Executive meeting.
APPENDIX "D"

REPORT OF THE CEIU FINANCE COMMITTEE
October 11, 2017
CEIU NATIONAL OFFICE BOARDROOM

Members:

Nicole Ma (NM), NVP Ontario
Jodi MacPherson (JM), NVP Women’s Issues
Vanessa Miller (VM), NVP BC
Jacques Perrin (JP), NVP NCR

Eddy Bourque (EB), National President – ex-officio

Technical Advisor:

Alain Normand (AN), CPA, CMA, MBA, Director of Finance & Administration

The meeting was called to order at 9:10 am.

Eddy Bourque, as National President, welcomed everyone to the meeting. EB mentioned that he would not be present at the meeting all day, he would need to leave to meet with the other committees and would be back towards the end of the day. The CEIU Policy on Unjust Profiling was read by JM, the CEIU Statement on Harassment was read by VM.

The agenda has a list of 10 items, EB asked if there were any questions or additions to the agenda, NM asked to add Travel Policy to the agenda. Motion to adopt the agenda as modified, moved by VM, second by JM, all in favor. Agenda carried.

1. Terms of Reference

The committee read and reviewed the current terms of reference. The committee agreed to the modification under "Members" section #5 and added the following sentence. "The Committee agreed that the National President will be asked to vote in case of a split decision within the Finance Committee" as the committee is a 4-member group and could have split votes. Motion to adopt the Terms of Reference as modified, moved by NM, second by JP, all in favor. Terms of Reference carried.
2. **Election of Co-Chairs**

Two members put their names forward for the positions of co-chairs, Jacques Perrin and Vanessa Miller. Both were acclaimed to the positions.

3. **Line item descriptions (AN)**

As a new committee, a review of the line items was explained by AN in order for the committee to be well versed in the expenditures of the CEIU.

4. **Budget Analysis**

AN explained the budget analysis and the concept of the revised budget for 2017. There was discussion about the Retro Pay, if regions have paid their members for Loss of Salary, they should contact the Director of Finance and Administration to discuss the process they need to follow for Retro Pay.

A reminder will be given to the NE to send in their expense claims on a monthly basis, per the financial guidelines. Timely process of expense claims helps to get accurate numbers to the finance committee and track how much money is left in the budget.

5. **Finance Structure for Regional Activities**

AN explained the new financial structure for regional activities and how it will work. It will provide the regions with a better breakdown of expenses per activities/committees. The regions will be responsible to identify the activities/committees where the expenses need to be charged to when sending the expenses/invoices.

6. **Local Finances**

AN updated the finance committee with the Local’s financial statements. It was agreed that the NVPs will be updated on the Locals that have outstanding financial statement and try to get those Locals to submit their outstanding financial statements in a timely manner.

7. **Balance Sheet Analysis**

AN went over the balance sheet analysis, which included provisional accounts, scholarship funds and surplus distribution.
8. Legal Costs Report

EB explained the amount spent for the legal costs by CEIU for staff and membership related issues.

9. Investments

AN went over the investment portfolio and it was agreed upon that a list of the companies that we currently have invested money into will be provided to the NE to allow for any contentious investments to be flagged and discussed.

10. New Business

- Monthly reports will be provided to Regions and NVP
  Region and NVP will now be receiving monthly reports.

- Credit cards in the Regions (NVP)
  Discussion about providing the NVPs with a BMO credit card for small regional expenses. Monthly statement would be sent to the NVPs for them to identify the expenses so accounting can code the expense to the proper account.

- Training funds carry over
  *Recommendation:* The money for training will be allowed to be carried over till the end of December 2018, if the money is not used by then it will be put towards the surplus. All in favor.

- The Personal Insurance (EB)
  EB mentioned that he was in negotiation with The Personal Insurance on renewing the agreement.

- Travel Policy (NM)
  There is no travel policy in place, if one is needed we need to go to the policy committee.

- Request from the By-Laws Committee
  Out of order, we cannot amend a By-Law, only a resolution at convention can change a By-Law.
After a lengthy agenda that the committee successfully completed there was a consensus that this committee worked well together and will continue to work in a positive and effective manner. The Committee is committed to work closely with our staff resources to ensure all decisions are done in accordance to Accounting Principles.

The meeting adjourned at 5:40 pm.

In Solidarity,

Vanessa Miller  
Co-Chair

Jacques Perrin  
Co-Chair
CEIU FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE

ROLE

1. The Finance and Administration committee supports the National Executive (NE) with its governance responsibilities and makes recommendations to the NE.

2. The Finance and Administration committee supports the NE with its responsibilities to ensure that the CEIU efficiently conducts and manages its resources, its projects and activities in accordance with CEIU's By-Laws, Policies and Regulations.

3. In particular the committee oversees the organization’s performance to ensure that the CEIU:
   a) Maximizes its financial and other resources and uses these resources efficiently and effectively;
   b) Has adequate financial management systems and internal control structures to discharge its corporate governance and financial management responsibilities;
   c) Undertakes effective and efficient planning, monitoring and reporting of finances and other resources;
   d) Complies with accounting policies and standards, applicable laws and regulations and with CEIU By-Laws, Policies and Regulations.

OBJECTIVES

4. The Finance and Administration Committee will under the direction of the National President and the Director of Finance and Administration:
   a) Provide expertise to enhance the quality of the NE discussion on financial matters, including strategic direction, and facilitate effective NE decision-making in this area;
   b) Determine the adequacy of CEIU’s internal financial controls and procedures for financial reporting to the NE, members and PSAC;
   c) Review CEIU’s financial statements on a regular basis to monitor adherence to GAAP (Generally Accepted Accounting Principles);
   d) Develop and oversee the implementation of policies to safeguard CEIU’s assets and revenue streams;
APPENDIX "D"

e) Evaluate and monitor the performance of CEIU’s financial and other resource management systems and strategies to ensure compliance with agreed budgets;

f) Provide information and recommendations to the NE with regard to CEIU’s financial performance and position, financial and other resource planning, any significant variation in activity, and compliance with agreed strategies and standards;

g) Provide information and recommendations to the NE with regard to the CEIU’s Locals and Regions financial position, and compliance with their relevant policies and regulations;

h) Review and approve the scope of the annual audit and recommend annually to the NE the appointment of the auditor;

i) Ensure the NE is promptly informed of any problems, issues or concerns raised by the auditor;

j) As required, receive reports and advise the NE on any material government investigation, litigation, contractual dispute or legal matter;

k) As required, periodically discuss with the Auditors, without management being present, their judgments about the quality and appropriateness of CEIU’s accounting principles and financial disclosure practices as applied in its financial reporting to the NE;

l) Perform such additional tasks as may be delegated to the Committee by the NE from time to time.

MEMBERS

5. The committee members will be CEIU National Executive members representing the membership from coast to coast. Additionally, the National President and the Director of Finance and Administration are technical advisors, with voice but no vote.

The Committee agreed that the National President will be asked to vote in case of split decision within the Finance Committee.

MEETINGS

6. At the first meeting of the three-year term the committee will elect two members as Chair and co-chair of the committee.

7. The Director of Finance and Administration will serve as technical advisor and recording secretary.
8. There will be no provision for proxies should members be unable to attend the meeting.

9. The Finance Committee will meet semi-annually, in person one day prior to the National Executive Meeting but may meet by teleconference between NE meetings if required to do so.

10. The committee meetings could be two days if the co-chairs feel agenda items warrant the addition on a supplemental day.

11. Minutes of the meetings will be reviewed, endorsed and signed by the Co-Chairs of the committee.

12. Minutes of the meetings will form part of the minutes of the National Executive meetings which are distributed to all local presidents.

**GENERAL**

13. The committee will review these terms of reference at least annually but sooner if needed.

BUDGET ANALYSIS

THE NUMBERS

PERIOD ENDING AUGUST 31, 2017
## CEIU BUDGET ANALYSIS

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<td>Salaries and Benefits (Section B)</td>
<td>4,379,641</td>
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<td>2,968,648</td>
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<td>616,600</td>
<td>415,258</td>
<td>574,854</td>
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<td>293,893</td>
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<td>773,165</td>
<td>25,100</td>
<td>(3,900)</td>
<td>(20,900)</td>
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(1) Revised budget as approved by the National Executive on May 14, 2017 applying surplus from 2014.
## CEIU BUDGET ANALYSIS

### THE NUMBERS

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<th>2017 Aug-17</th>
<th>2018 Budget</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
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<td>Average Member Dues Percentage - Base</td>
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<td>0.7303%</td>
<td>0.7303%</td>
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<tr>
<td>Additional dues approved at 2017 Convention</td>
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<td>0.0000%</td>
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<td>0.0017%</td>
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<tr>
<td>Total Member Dues percentage</td>
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<td>0.7303%</td>
<td>0.7320%</td>
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<td>Deductee Projected Salary Increases</td>
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Draft CEIU Budget Analysis at August 31, 2017
# CEIU Budget Analysis

## Members' Expenses

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<td>234,307</td>
<td>400,431</td>
<td>(96,569)</td>
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<td>Triennial Convention</td>
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<td>Training</td>
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<td>221,000</td>
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<td>Organisation &amp; Support</td>
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<td>Transfer to Locals</td>
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<td>Special Needs</td>
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<td>Employer share of Benefits for LOS</td>
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<td>-</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,501,800</strong></td>
<td><strong>1,511,800</strong></td>
<td><strong>1,210,517</strong></td>
<td><strong>2,034,131</strong></td>
<td><strong>542,331</strong></td>
<td><strong>1,507,400</strong></td>
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Draft CEIU Budget Analysis at August 31, 2017
## APPENDIX "D"

### CEIU BUDGET ANALYSIS

#### OPERATING EXPENSES

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<td>Other Operating Expenses</td>
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<tr>
<td><strong>Total</strong></td>
<td>521,700</td>
<td>616,600</td>
<td>415,258</td>
<td>574,654</td>
<td>52,954</td>
<td>616,500</td>
<td>616,500</td>
<td>616,500</td>
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<tr>
<td>Rent</td>
<td>476,227</td>
<td>450,000</td>
<td>293,693</td>
<td>445,000</td>
<td>(111,307)</td>
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<td>Amortization of Capital Assets</td>
<td>-</td>
<td>80,000</td>
<td>53,960</td>
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<td>???-4900 Training / Formation</td>
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<td>???-XXXX-20 Presidents Conference / Congrès des présidentes et présidents</td>
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<td>???-XXXX-25 District Meeting / Rencontre de regroupement</td>
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<td>???-XXXX-50 CEIU National Convention / Congrès national du Seic</td>
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<td>???-XXXX-55 Regional PSAC Convention / Congrès régional de l'AFPC</td>
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<td>???-XXXX-72 Policies Committee / Comité des politiques</td>
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<td>???-XXXX-73 Health &amp; Safety / Santé et Sécurité</td>
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<td>???-XXXX-75 Political Action / Action politique</td>
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<td>???-XXXX-80 First Nations-Metis-Inuit / Premières nations-Métis-Inuit</td>
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<td>???-XXXX-84 Equity Committee / Comité - Équité</td>
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<td>???-XXXX-86 Young Workers Committee - Comité des jeunes travailleurs</td>
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### CANADA EMPLOYMENT AND IMMIGRATION UNION
SYNDICAT DE L'EMPLOI ET DE L'IMMIGRATION DU CANADA

**FINANCE STRUCTURE FOR REGIONAL ACTIVITIES**
STRUCTURE FINANCIÈRE POUR LES ACTIVITÉS RÉGIONALES

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<td>LOCAL SUPPORT / FRAIS D'ASSISTANCE</td>
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<td>XXX-XXXX-89</td>
<td>COLLECTIVE BARGAINING / NÉGOCIATION COLLECTIVE</td>
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<td>XXX-XXXX-90</td>
<td>AD HOC COMMITTEES / COMITÉS AD HOC</td>
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<td>XXX-XXXX-91</td>
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**OTHER OPERATIONAL FEES / AUTRES FRAIS D'OPÉRATIONS**

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<td>XXX-6900-00</td>
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CEIU Mental Health (MH) Committee

October 11th, 2017 Meeting Minutes

Presents
Sister Lyne Cartier, brothers Marco Angeli and Paul Croes
Technical Support: Luc Pomerleau

Committee Chair Election
Paul proposed that Lyne should take the role of the Committee Chair, seconded by Marco, adopted unanimously

Agenda
Adopted as presented with the addition of varia

Terms of Reference (ToR)
Adoption of the ToR developed by the members: Proposed by Paul, seconded by Lyne, adopted unanimously. Annex A

Privacy Policy
The committee is recommending to the National Executive (NE) to have CEIU adopting its own Privacy Policies. Proposed by Marco, seconded by Paul, adopted unanimously.

Workplan of the Committee

Communication
The committee is recommending that CEIU announces the creation of the committee on its website and communicate this to all Locals. Proposed by Lyne, seconded by Marco, adopted unanimously.

The Committee is recommending that the NE accepts that the Committee would be able to update the MH section on the website. Proposed by Lyne, seconded by Paul, adopted unanimously.
MH Initiatives from the departments

The table on the status of the various MH initiatives in the three departments was revised. Annex B

Workplan of the Committee – Short Term (6 months)

- Update the MH section on the website to include members’ information and mandate of the Committee
- Find a logo or other visual that would help to find the MH section and identify it clearly on the website
- Find links and existing information that could be added on the MH section of the website
- Review existing documentation (World Health Organization, NJC, etc.) on the MH that could be used by the Committee for its work
- Identify MH Policies from the three departments
- Determine the communication channels to be used with members to received their feedback effectively

Workplan of the Committee – Mid / Long Term

- Develop/share tools for the members such as summaries, diagrams, etc.
- Develop a questionnaire to better know the current situation in various workplaces
- Other elements TBD later on

Adjournment

Proposed by Lyne, seconded by Paul, adopted unanimously.
CEIU National Mental Health Committee
Terms of Reference

This Committee, established by the National Executive, is composed of at least three members from the National Executive representing the three departments (ESDC, IRB, IRCC) and its meetings need a simple majority;

- To elect a Chairperson for the Committee for a three-year term at the first committee meeting, after each CEIU Convention, once the committee members have been confirmed;

- To establish mechanisms and provide various forms of communication to, from and with members – especially members sitting on health & safety committees (policy + workplace) – and to ensure the timely distribution of information to CEIU members in particular through the mental health section on CEIU website;

- To ensure that CEIU members sitting on health & safety committees represent the issues related to mental health at these committee meetings, and in particular, by the establishment of a prevention plan in their workplace and that these be reflected in meeting minutes;

- To develop a strategy to ensure that the three departments (ESDC, IRCC, IRB) adhere to the recommendations from the Federal Mental Health Technical Committee;

- To share amongst CEIU members best practices put in place from the three departments;

- To report to the National Executive following its meeting and to advise and make recommendations to the National President, the National Executive Vice-President and the National Executive on all matters related to mental health.

N.B.: This Committee is governed by the PSAC Privacy & Confidentiality Policies in all of its communications, actions, and reports.

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