



The Professional Institute of the Public Service of Canada
Atlantic Regional Executive Meeting Minutes
ZOOM – January 15, 2021

CHAIRPERSON: Kim Skanes

EXECUTIVE: Jennifer Cantwell
Gerald Hill
Carolyn Hynes
Marcel Journeay
Matthew Lee
Christine LeDrew
Scott McConaghy
Mike Pauley
Phil Wilson

STAFF: Catherine Pinks, Recording Secretary

1. Welcome

Kim welcomed everyone to the Regional Executive meeting.

2. Agenda

Under New Business the following items were added:

- c. AYPC
- d. Unions position on members who are anti vaccination

Motion #1 Scott **moved** and Mike **seconded** that the agenda be approved as amended.

CARRIED

3. Minutes

Motion #2 Gerald **moved** and Carolyn **seconded** that the minutes of December 17, 2020, be approved as amended.

CARRIED

4. Action Items

Kim reviewed the Action Items.

Action Items
Atlantic Regional Executive
December 17, 2020
Zoom Conference

#	Action	Item/Completion Deadline	Completed/Progress	BF
1	Kim	Bring forward a request for PIPSC sponsorship for the Canada Student Leadership Conference 2021 in the amount of \$XXX to the Board for consideration.	ONGOING	
2	Christine, Carolyn and Jen	Finalize the deck and speaking notes on Health and Wellness and forward to Catherine.	ONGOING	
3	Mike, Scott and Phil	Complete the NB Portion of the deck and speaking notes on OSH Basics and forward to Catherine.	ONGOING	
4	Kim	Prepare deck and speaking notes on topic of your choice and forward to Catherine.	ONGOING	
5	Catherine	Post the completed Lunch and Learn decks to the Google Drive for the Executive's review.	ONGOING	
6	Kim	Arrange for the Executive to review the Lunch and Learn decks on a future video conference.	ONGOING	
7	Kim	Email the Branch President's in Newfoundland to contribute or support the Dominion workers as they see fit.	DONE	
8	Matt, Gerald and Marcel	Next Executive meeting present the deck on Collective Agreement.	DONE	
9	Catherine	BF Steward Gaps and the results of the inquiry to the Atlantic Constituent Bodies and ERO's for discussion at the next Executive Meeting.	DONE	
10	Kim	Let Mike know how many PIPSC NAV CAN members affected by the layoffs.	ONGOING	

11	Phil	Purchase 10 gift cards in amounts of \$XX each. Purchase from Canadian Tire, Chapters, Kent Building Supplies and Sobeys.	DONE	
12	Catherine	Set up Advanced Grievance Skills March 10, 10:00 -12:00 and March 25, 2:00 pm – 4:00 pm.	DONE	
13	Catherine	Set up Steward Check-Ins with a general question and answer period with an ERO on a Tuesday in February. April and June from 7:00 – 9:00 pm.	DONE	
14	Catherine	Source a provider for a session on Mental Health during COVID in a Virtual environment for weekday evening session in late March early April.	ONGOING	
15	Catherine	Amend the Atlantic Region’s bookings as follows: Cancel the January Training and Executive meetings, cancel February Basic Steward Training, roll the booking for the Regional Training School over to 2022 and cancel the April Training and Executive meetings.	DONE	
16	Catherine	Set up virtual meetings for the Regional Training Committee 9:00 am 12:00 pm, Friday, January 15, 2021 and the Atlantic Regional Executive Committee 1:00 – 4:00 pm, Friday, January 15, 2021.	DONE	

Item 4: The Collective Agreement Deck had been placed on Google Drive for review by the Executive. The only change noted was that the 100th Anniversary logo should be changed to the generic PIPSC logo.

ACTION: Catherine switch out PIPSC 100th Anniversary Logo for the generic PIPSC logo on the Collective Agreement Deck.

ACTION: Catherine send the Collective Agreement Deck for translation.

ACTION: Catherine have the Collective Agreement Deck posted on the Quick Links of the Atlantic page.

ACTION: Catherine advise the Branch and Provincial Group Presidents of the Collective Agreement Deck for Lunch and Learns.

Item 9: Steward Gaps where are we going with this? Discuss with the President's and suggest they work on filling the gaps. Marcel pointed out that it is about developing relationships. Kim will speak about this at the next Regional Director's meeting.

ACTION: Kim discuss steward gaps at the next Regional Director's meeting.

Jenn mentioned that our priority should be checking in and retaining the stewards we have.

ACTION: Catherine send Phil mailing address for the Case Law and Trends draw winner.

ACTION: Catherine arrange to pick up gift cards from Phil.

5. Calendar of Events

Kim noted that our next large meeting for 2022 is slated for NL and asked if we want to consider changing the location for potentially our first face to face meeting? She suggested we could change it to Halifax as it is central and requires the least amount of travel. Following discussion it was decided to look for space in Halifax or Moncton for 2022 and 2023 for St. John's.

ACTION: Catherine release 2022 ARC space at the Delta St. Johns.

ACTION: Catherine secure ARC space for 2022 in Halifax and if not space in Halifax, then Moncton.

ACTION: Catherine book ARC space for 2023 at the Delta St. John's.

6. Regional Director's Update

Kim reported the Board has not met since our last Executive meeting. The CLC convention slated for last May in BC will be held virtually in 2021 with dates and location yet to be determined. Matt inquired if National Elections are being planned for this year and Kim responded they will be going ahead.

7. Financial Report

Phil referred to the financial documents posted in the meeting binder in Google Docs. The Income Statement is the year end position for 2020 showing a surplus. The last tab shows the estimated allowance based on the assumption that nothing will have changed and the numbers of members will be the same as 2019. Phil proposes the budget for 2021 will be the same as 2020 unless the Executive has some suggestions of things requiring change. The Executive's 2019 financial documents are being reviewed and Phil recommends the same person could review the 2020 records.

Motion #3 Phil **moved** and Marcel **seconded** that we proceed with the review of the 2020 Regional Executive Financials and provide the reviewer with a \$XX honorarium.

CARRIED

Phil will take care of getting the documents submitted for the Regional Executive's 2021 annual allowance.

Motion #4 Phil **moved** and Jenn **seconded** Regional Executive Financial report be accepted as presented.

CARRIED

8. Training Committee Chairperson's Report

Carolyn reported the Training Committee met in the morning and the following items were discussed and to be brought forward to the Regional Executive for approval.

The region is requesting a Virtual Basic Steward Training (Virtual BST) take place by the end of April with 25 participants. We currently have 29 stewards in waiting.

We are also requesting Paul set up a meeting with our one Virtual BST candidate, staff, Regional Director, Training Committee Chairperson, PEI Branch Chairperson – Craig Bradley as well as any stewards in Agriculture Canada within PEI.

The Training Committee reviewed the Steward Activity Report and noted there have been a number of resignations and non-renewals of late. This seems to be the trend across the Institute.

The evaluations on the Case Law and Trends presented by Max and Elissa were reviewed. They both did a great job and this was reflected in the evaluations.

Based on the feedback received from the Stewards, the Training Committee is proposing the following sessions:

- A New Steward Session (less than 2 years and Stewards in Waiting) a meet and greet type with the ERO's and Atlantic Executive on an evening in February.

- A second Advanced Steward Session in February preferably or by the end of April on Representing Members at Discipline Hearings.

The RAND Cheat Sheet and an accompanying letter were finalized and will be posted to the quick links on the Atlantic page of the PIPSC websites distributed to Branch and Provincial Group Presidents.

Motion #5 Carolyn **moved** and Scott **seconded** that the Training Committee Report be accepted as presented. **CARRIED**

9. New Business

a. 2021 Atlantic Regional Council and Steward Council Proactive Planning: Kim indicated she doesn't expect the ARC will go forward in person so we should be proactive and begin planning a virtual one. We have to look at elections – whoever was up last year will be up for election this year. Phil noted he will be finished on the Executive in May. There will be 5 positions for two years and 1 for one year. Some questions to consider - would we need an outside company to provide the platform or can we work with ZOOM? Do we want to have an outside chairpersons or parliamentarian? How do we hold the election – at the meeting or prior to the meeting? Would we hold an optional zoom session for the candidates to make their 3 minute address to the delegates. Marcel noted that he would like to see the speeches done during the meeting. Would we allow observers?

The Executive broke in three breakout groups for 15 to come up with some suggestions.

Group #1 - Kim, Marcel and Matt:

A Zoom meeting on a Saturday limited to Resolutions, Election and Reports. Regional Director, Training Chair, Financial Report, Regional Manager's Report in the Virtual binder only. The Regional Director's report will be done verbally with questions. Presidential report possible pre-recorded in the virtual binder. Elections notice goes out as always and if the candidate is not a delegate then they could join as an observer and given their 3 minutes to address the delegates.

Group #2 - Christine, Jenn and Carolyn:

Feel it is important that the vote for elections to be private. Provide time for delegates to discuss among themselves the candidates running for election – for example an extended health break. Speeches 2 minutes. Just business. Meeting held on a weekday not weekend. Keep the Regional Director as Chair.

Group #3 - Scott, Phil, Mike and Cathy:

Elections, Resolutions and Financials would form the agenda. Regional Director chair if they are comfortable with it. We have individuals in the region who could be approached to be parliamentarian. Elections would be run the same as always, nominations from the floor, 3 minutes, videos accepted if you can't attend. Didn't discuss day of the week. Good with Saturday.

It was noted that the polling function in Zoom can be anonymous.

ACTION: Catherine practice setting up the election ballot in ZOOM and report back to the Executive.

In preparation for the ARC the Executive struck an Election Committee: **Marcel (Lead)**, Phil, Gerald and Carolyn.

Christine, Mike, Matt, Scott, Phil and one vacation position are up for election (5 two year 1 one year).

ACTION: Catherine draft the Election notification and forward it to the Elections Committee for review.

It was agreed the ARC would go ahead on Saturday, May 29, 2021. We will require translation services. Catherine and Kim will work on drafting an agenda for review by the Executive.

ACTION: Catherine and Kim draft an ARC agenda for review by the Regional Executive.

An ARC Delegate Gift was discussed and the Executive agreed Head Sets branded with the Regional Logo with a microphone 3.5 ml Jack. The Executive also wished to look at a \$XX Gift Card that could be used in all Atlantic Provinces.

ACTION: Catherine source headsets with microphone branded with the regional logo.

ACTION: Catherine source a food gift card that can be redeemed in all Atlantic Provinces.

The Executive agreed to hold off on planning a virtual Steward Council at the moment to see what the direction from the Board is going forward.

b. Executive and Steward of the Year Awards: Kim asked if the Executive wanted to proceed with the region's awards in 2021. The Executive agreed that we should move forward with the Executive of the Year Award as it is associated with our Regional Council. Steward of the Year will be reviewed at a later date.

c. Atlantic Young Professionals Committee (AYPC): Christine reported she had put in a request for the AYPC Committee to meet on February 18 and the invite will include the three new youth who were selected in the 2020 call for new committee members. Kim suggested

that the AYPC discuss if they would be interested in using their budgeted funds to hold a one day forum of Youth from the Atlantic Region. It could potentially be led by the committee, subject to the approval of the Regional Executive. Christine will add this to the AYPC agenda for discussion.

d. Anti-Vaccinations: Mike wanted to discuss how PIPSC will deal with members in the workplace who refuse to get vaccinations. Let's start the conversation.

ACTION: Kim bring forward to the Board, what is PIPSC's position on members in the workplace who refuse to get COVID vaccinations.

10. Round Table

Marcel asked going forward with members working from home when their residence is located in a different region than their headquarters – what region will the member be associated with.

ACTION: Kim seek clarification from Membership/Board on which region a member belongs to going forward with more members working from home there is the potential to live in a different region.

Jenn reported that 699 Leave is becoming an issue again. It is tough if your boss is asking you to use vacation leave if all of your family leave is exhausted.

Kim confirmed she will be unavailable for the month of February so contact Marcel with any issues and cc Kim to keep her in the loop.

The meeting adjourned.