

**Report of the PRC Communications Committee  
November 2015**

Our committee has been tasked with addressing General Resolution # 4 (GEN-004) addressing communication within the region. We sent Brother Murray back to his component and asked them to be more specific in how the resolution was to be interpreted. The resulting information from that discussion was how to better communicate with our members at large. We are now to over-see the progress of how the regional representatives are communicating to the members; this will give a way to measure of effective the actioning of this resolution tasked to our committee for “pre” and “post” PRC meetings.

The last time we met was previous to the February PRC meeting, at that meeting we also went over some of the projects we had started during the face to face meeting at the leadership conference. We are scheduled to meet the day before the next PRC in late September/October, now November. We can be looking at:

- Approach the Geo Rep’s before and after PRC
- Deadlines for information
- Feedback to the REVP
- Is this working ? something to measure the affect
- SWAG, ie. Display tents

We will need to do a verbal update at the PRC with what we discussed.

In solidarity,

Timothy Hunt, Chair of the Communications Committee

**Communications Committee:**

Matt Tajani  
Deb Kosteniuk (replaces Sherry Hunt as alternate)  
Murray Pruden  
Deanna Getz

Staff assigned to our committee: Regional Communications Officer (Jeffrey Vallis) for the Prairies

## **November 26<sup>th</sup>, 2016 – Communications Committee - Discussions**

Terms of Reference – our revised notes were submitted to the REVP for proofing and will be presented at the PRC meeting.

Hi-Lites from our meeting on November 26<sup>th</sup>, 2015

**Go-To-Meetings Prairie Region License** – our regional communications officer has apprised our committee that the Prairie Region licence has been purchased and that we can now start using the system for our meetings. The previous PRC meeting on this system were a success, but we were using the Ottawa licence. It is our committees hope our region can now start taking advantage of this great technology. Our committee will be setting up some details on how to use this technology effectively; our first endeavour would be to connect the HRC's, RWC's and AC's for short regional meetings. It's hoped that each of the committees could compare what they are each working on individually and maybe start some regional initiatives that might reach more members.

**WEBSITE update from HQ's** – our region, like others, wanted to update the look of our regional website to coincide with how the national website now looks, our region was recently (Oct 2015) given the green light to start on upgrading the regional website.

SWAG updates – many of our initiatives were undertaken during the summer;

- WAAA stickers for the hand sanitizers – delivered to all the RO's during the summer
- Ethical Shopping bags – tabled to next meeting, costs to high, looking for another vendor
- Table Toppers – eight (8) were ordered and were delivered to the RO's, Lethbridge, Brandon and Prince Albert, positive responses and were used at events during the summer
- Display Tents – the order was to be in by Labour Day 2015, however, the order was not submitted in time. During our meeting we finalized our proposal to the REVP's office for final approval and ordering. We need the tents in the RO's by May 01<sup>st</sup>, 2016 at the latest.

**E-Mail Trees (RO's)** – our committee wants to coordinate with the RO's on what e-mail trees they have, who (components, dcl, etc.) they address and what effect they have for communication.

**Visual Inventory (RO's, Brandon, Lethbridge & Prince Albert)** – we were discussing the way to visually inventory items in each of the offices, it was further suggested that we do a \*.PDF file with the picture and brief description of the items. If outside the RO's there should be a declaration of receipt items and who is warehousing the items (ie. Lethbridge, Prince Albert & Brandon). There have a few instances in the RO's where items go missing and eventually have to be replaced. A visual inventory and sign-out sheet may reduce these instances from happening. Inter-office transfers of

inventory (ie. Recently the search for Pride Flags) will need to be tracked and accounted for also.

**Exit Interviews** – we have lost a lot of experience and sometimes inventoried items; our committee suggests we set up some kind of exit interview for everyone who leaves the PRC. This could include E-Mail trees, contacts, flags, etc. to be given to the alternate. This could also include an update to the by-laws to include property, files, electronics, etc. (speak with Glenn to get the wording right).

**Committee Photo Galleries** – our committee talked about what the best practices could be with regards to putting up events and pictures after the event has taken place. Through discussions with Lisa (Manager of the Prairies Staff) it was determined that we would try to get all the RO admins up-to-date on getting pictures and reports on the individual RO's websites.

## **TERMS OF REFERENCE COMMUNICATIONS COMMITTEE**

### **I. PURPOSE**

The Committee shall endeavour to promote, encourage and improve communications in an effort to ensure that communication at all levels of the PRC is effective, efficient and responsive to the needs of the union and its members

### **II. COMPOSITION AND OPERATIONS**

The Committee shall be comprised of members of PRC, constituting of a Chairperson and a minimum of three (3) members from Prairie Regional Council for a term of three (3) years. The REVP will appoint a staff advisor.

The Committee shall develop and periodically update a PRC communications strategic plan for PRC approval.

The Committee shall provide input on the implementation of the internal and external communications programs of PRC, which may include, but not be limited to, the development and maintenance of the PSAC Prairies website.

The Committee shall ensure that each Committee member is well-informed on matters affecting the PSAC Prairies.

The Committee shall provide advice to the REVP and PRC, as appropriate, on communications matters as they arise.

#### **Meetings**

Meetings shall be convened on an as-needed basis but no less than quarterly.

Meetings may be held in person, by telephone or on-line forum.

The Committee shall meet at the call of the chairperson and approved by the REVP.

#### **Quorum**

Quorum shall be a majority of the membership of the Committee.

### **III. DUTIES AND RESPONSIBILITIES**

The Committee shall make recommendations to the PRC and REVP on all aspects of communication.

The Committee shall deal with communication issues referred to it by PRC and the REVP.

The Committee shall provide input and suggestions for the Prairies newsletter.

The Committee shall review the Prairies website to ensure that it is current and informative and make recommendations for improvement of the website to the REVP.

The Committee shall develop and regularly review policies relating to communications and recommend necessary revisions.

The Committee shall make recommendations to PRC to ensure that we use technology to enhance our ability to communicate to the membership.

The Committee shall develop and implement an effective protocol for dissemination of membership worthy correspondence.

The Committee shall promote the recognition and awareness of the PRC as an organization defending the interests of its members.

The Committee shall provide advice to the REVP and PRC, as appropriate, on communications matters as they arise

### **Responsibility of the Chair**

Schedule meetings, request conference call line from REVP office, ensure reports are submitted to PRC, take meeting minutes or assign a committee member to take minutes.

Liaison to and from the committee to the PRC and the REVP.

### **IV. ACCOUNTABILITY AND GOVERNANCE**

Recommendations and decisions of the Communications Committee shall be made by consensus.

The Communications Committee shall report to the PRC.

## **COMMUNICATIONS COMMITTEE (November 2015)**

## **Regional H & S Conference held in Winnipeg, Nov 21<sup>st</sup> & 22<sup>nd</sup>, 2015**

The conference was held with 62 participants from across the 3 Prairie Provinces.

The conference was hosted at the Winnipeg Fairmont. The Fairmont is a full service hotel in downtown Winnipeg. The only drawback to this hotel is it is not close to many restaurants etc., so when the weather is less than perfect, it is an island. The Fairmont is attached to Winnipeg Square via underground tunnels but unfortunately all businesses close at 6 pm on Friday & don't re-open until Monday a.m.

Workshops held:

Three workshops were held with participants attending any 2 out of the 3. Every participant got their first & second choices to attend. They were;

### **Representing Members in DI & WCB concerns**

1. Representing members with DI & WCB concerns. This workshop explained the similarities & differences between Disability Insurance (DI) & Workers Compensation Board (WCB) claims and how Stewards could assist in helping members with these claims. Another aspect of this workshop was helping Stewards design return to work (RTW) programs for claimants. There are many pitfalls in designing RTW programs & this workshop dealt with a few different scenarios to help navigate through the scenarios.

### **Medical Privacy, Who should get what information & what stays Confidential**

2. Medical Privacy concerns dealt with what information employers are allowed to have in a case & what members are entitled to keep confidential. There were actual letters that Insurance companies had sent to members requesting information, this would also be used for Employer requests. This workshop educated members on what the insurance companies & employers is entitled to know & what is to be kept confidential by the member.

### **Mental Health First Aid**

3. Mental Health First Aid dealt with assisting supervisors recognizing members in crisis & how to get them help so that no stigma is attached to the member by others. There were scenarios discussed on how to deal with co-workers reactions to someone in crisis.

There were also speakers in plenary sessions that everyone felt gave them empowerment on different topics.

### **Plenary Speakers & Topics**

Dr. Leigh Quesnel, the Keynote Speaker at the conference did a very colourful lecture on **Bullying & Harassment** from all sides of the issue. Whether you were a bystander or the one being bullied. Other material covered included Why a respectful workplace

was introduced, because it's the Law was the answer ! Dr. Quesnel's presentation was taped & the committee hopes to post it on the PSAC regional website when it has been edited down from the raw footage.

There were two presentations on **Violence Prevention in the Workplace**. One was from Clint Wirth our own H&S representative in the Regional Office, while the other from a slightly different perspective was from Bob Kingston the National President of Agriculture component. While Clint's presentation was more the basics of getting to know the terms etc. Bob's presentation was about making sure that all bases were covered from the Canada Labour Code (Part 2) and making sure to focus on violence as opposed to conflict or harassment.

A fourth workshop was on **Strengthening Local Health & Safety committees**. Topics included, the right representation on the local committees as well as making sure union reps have time to participate in meetings, investigations & reporting. These are all EMPLOYER responsibilities, if the employer doesn't give time to attend meetings etc. The labour co-chair needs to talk to the employer to remind them this is a legislated commitment. There was a general discussion on the responsibilities of all parties in Health & Safety matters.

There was a panel discussion held taking questions from the participants. The panel included Bob Kingston, Marianne Hladun & Clint Wirth who fielded questions on any topic of interest.

#### Participants Assessment

It was a jam packed two days with everyone being pleased with the outcome. One hit was the binder handed out to all participants with backgrounds, biographies & outlines of all the lectures. One remark we heard at the end of the conference when one participant stood up to say that he usually doesn't have much to take home after this type of event, but this one gave him a huge volume of useful information to take home this time.

We also brought up the contents of General Resolution 050 in regards to forming a Regional Health & Safety committee where we discussed the composition & mandate of this type of committee. Some good input was given which we will take to the PRC for some decision making.

A full report will be presented at the February 2016 PRC meeting with more details & the Keynote Speaker's address attached.

On behalf of the PRC H&S Committee,

Ben Lemon & Gus Mardli

Report of the PRC By-Laws Committee  
November 2015

Members of the Committee:

Samuel Akinsanya  
Satinder Bains  
Glen Johnston  
Michelle Lang  
Jackie Nettleton

The Prairie Region Bylaws Committee met in Edmonton on the 26<sup>th</sup> of Nov to continue the work since the February PRC meeting.

The Agenda for the meeting was set as follows:

Terms of Reference  
Definition for PSAC Prairie Regional Office Area  
Regulations  
Review of Bylaws

The Committee began the day with discussions on the terms of reference and what we thought the mandate of the Bylaws Committee should include. After much discussion and consultation with the REVP, Sister Hladun, the Committee finalized their terms and have submitted them with this report for consideration by the Prairie Region Council.

The definition of the PSAC Prairie Regional Office Area was up next for the Committee and once again we ran into difficulty in defining the areas that these offices cover. After consultation with the Regional Coordinator, Sr Garnier, a short, concise and comprehensive definition could not be given for all areas. The Committee felt that if questions arose then a quick call to the closest Regional office would be more productive.

The Committee next looked at the Regulations and have submitted only one change under Regulation 1. The committee felt that clarity needed to be given to the definition of a Committee/Council in good standing.

After some discussion on the next subject we discussed the need to scrutinize the Bylaws for any areas of concern or areas that needed clarification. As such the Committee decided to adjourn for the day and review the Bylaws in an environment with fewer distractions. Any business that arose could then be discussed through email, conference call or other electronic means.

Respectfully submitted,

Glen Johnston  
Chair Pr Bylaws Committee



## **Proposed Changes:**

### **Glossary**

**PSAC Prairie Regional Office Area** – The area serviced by the regional office in question. (for enquiries call the Office closest to your work location)

**PSAC Prairie Region (PR)** – The region includes the provinces of Alberta, Saskatchewan, Manitoba and remote areas in other provinces and territories, where members pay dues and are served by the PSAC Prairie Region.

### **REGULATION 1**

#### **DEFINITION OF REGIONAL COMMITTEE/AREA COUNCIL IN GOOD STANDING** (as per Section 10, Sub-Sections [4] and [5] of the Prairie Region By-Laws)

Committees/Councils shall hold at least four meetings per year. One such meeting shall be known as the Annual Meeting at which time officers shall be selected/elected and financial and other reports presented.

Committees/Councils shall forward to the REVP, minutes of all meetings no later than thirty (30) days following the date on which each meeting is held per Section 14, Sub-Section (13) (a) of the PSAC Constitution.

The budget of all Committees/Councils will be published on the appropriate website once the budget has been passed.

The reports of each Chair/President shall be in writing and shall be published on the appropriate website.

## **Terms of Reference Prairie Region Council Bylaws Committee**

### 1. Mandate

The mandate of the Prairie Region Council (PRC) Bylaws Committee is to review the Prairie Region (PR) Bylaws for compliance with the PSAC Constitution, submit resolutions for consideration to the PRC, review and address any Bylaws related issues that are brought to our attention by the PRC or members in the Prairie Region.

### 2. Composition and Operation

The Bylaws Committee shall be comprised of at least three members of the PRC with the appointment of additional members as deemed necessary.

The Chair of the Committee shall be elected from among its members.

The Committee shall meet, at a minimum, twice per year by the most economical means.

Additional meetings shall be scheduled as necessary.

The Chair shall endeavour to schedule meetings ensuring the most optimal time for participation by all members of the Committee.

Quorum shall be met when the majority of Committee members are present at the meeting.

Committee members shall be expected to attend all meetings.

A Staff person may be assigned to assist the Committee at the discretion of the REVP/Regional Co-ordinator.

### 3. Duties and Responsibilities

The Bylaws Committee shall:

- a) At the completion of the Prairie Region Triennial Convention ensure all changes to the PR Bylaws that are adopted at the Convention have been entered into the Bylaws.
- b) At the completion of the PSAC Triennial Convention ensure that the PR Bylaws remain in compliance with the PSAC Constitution.

## Appendix D

- c) During the tenure of the Committee, the members shall review the PR Bylaws and seek input from the PRC on any areas of concern that may arise.
- d) The Committee members may also bring forward for discussion issues from members of the Prairie Region that may impact the PR Bylaws.
- e) The Committee shall submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention. The Chair shall prepare the written report and ensure consensus with the members of the Committee before submission.
- f) The Committee shall submit resolutions for consideration to the PRC on recommended changes to the PR Bylaws.
- g) Under the direction of the REVP, the Committee shall review all PR Area Council Bylaws and PR Committee's Terms of Reference to ensure compliance to the PR Bylaws and the PSAC Constitution and report back to the REVP on any areas of concern.
- h) The Chair shall be the point of contact for the Committee with the REVP and the PRC.

### 4. Accountability

The Committee shall ensure compliance with the PR Bylaws in all its activities.