



Local 071 Annual General Meeting

Minutes

Friday, June 18, 2021

9:00am – 5:00 pm

Via Zoom

1. Call to Order

- 9:02am

2. Roll Call

- 31 of 32 reps present (see attached for full list).

3. Statement of Equality and Land Acknowledgement

4. Moment of Silence

5. Introductions & Welcome

Chair & PE Rep- Peter Steward (Bow Valley College- 011)

Vice Chair- Leslie Marquardt (NorQuest College- 010)

Secretary- Jenn Carkner (Bow Valley College- 011)

Treasurer- Karl Marten (Lethbridge College- 001)

OH&S Liaison- Michael Doughty (Lethbridge College- 001)

Staff Rep- Prisca Ryan

Guests- See attached list.

6. Adoption of Agenda

- Moved- Peter Steward, Second- Melissa Reed-Boogaart, 23 in favour- Carried

(M/S/C)

7. Adoption of Minutes- January 30, 2021

- Moved- Peter Steward, Second- Leslie Marquardt, 20 in favour- Carried

(M/S/C)

8. Business Arising from Minutes

- All items are complete.

9. Reports of the Officers

9.2 Chair & PE Rep

- Moved- Peter Steward, Second- Melissa Reed-Boogaart, 24 in favour- Carried

(M/S/C)

9.3 Vice-Chair

- Moved- Leslie Marquardt, Second- Jenn Carkner, 22 in favour- Carried

(M/S/C)

9.4 Secretary

- Moved- Jenn Carkner, Second- Leslie Marquardt, 23 in favour- Carried

(M/S/C)

9.5 Treasurer

- Moved- Karl Marten, Second- Bill Gardner, 24 in favour- Carried

(M/S/C)

9.6 OH&S Liaison

- Moved- Michael Doughty, Second- Daniel Gibbons, 24 in favour- Carried

(M/S/C)

10. Presentation from Guy Smith

11. Elections- will run 11am- 1pm

11.2 Chair

- Nominations- Peter Steward (accepted), Melissa Reed Boogaart (declined)
- **Peter Steward** is Chair by acclamation

11.3 Vice-Chair

- Nominations- Leslie Marquardt (accepted), Jill Siewert-Lemieux (accepted), Cydney Howey (declined), Melissa Reed-Boogaart (declined)
- **Jill Siewert-Lemieux** elected Vice-Chair

11.4 Secretary

- Nominations- Jenn Carkner (accepted)
- **Jenn Carkner** is Secretary by acclamation

11.5 Treasurer

- Nominations- Karl Marten (accepted)
- **Karl Marten** is Treasurer by acclamation

11.6 PE Rep

- Nominations- Peter Steward (accepted), Leslie Marquardt (accepted)
- **Peter Steward** has been elected PE Rep

11.7 Alt PE Rep

- Nominations- Leslie Marquardt (accepted)
- **Leslie Marquardt** is Alt PE Rep by acclamation

11.8 OH&S Liaison

- Nominations- Michael Doughty (accepted)
- **Michael Doughty** is OH&S Liaison by acclamation

11.9 Young Activist Committee (YAC) Liaison

- Nominations- Amanda Howlett (accepted)
- **Amanda Howlett** is YAC Liaison by acclamation

11.10 Finance Sub-Committee Members (6)

- Nominations- Colin Taylor (accepted), Melissa Reed-Boogaart (accepted), Lonnie Boothman (accepted), Jenn Carkner (accepted), Randy Butler (accepted), Cydney Howey (accepted), Leslie Marquardt (accepted), Lisa Bigstone (declined)
- **Colin Taylor, Melissa Reed-Boogaart, Lonnie Boothman, Jenn Carkner, Randy Butler, and Cydney Howey** have been elected as Finance Sub-Committee Members.
- **Motion to make Leslie Marquardt first alternate to Finance Sub-Committee. (M/S/C)**
 - o Moved- Peter Steward, Second- Melissa Reed-Boogaart, Carried

12. Committee Reports & Recommendations (see attached for actual motions)

12.2 Local Executive Committee

- Motion #1- Housekeeping
 - o Moved- Peter Steward, Second- Melissa Reed-Boogaart, Carried
- Motion #2- Convention
 - o Moved- Peter Steward, Second- Karl Marten,
 - o Amendment proposed by Karl Marten and seconded by Peter Steward (see attached)
 - o Amended motion Carried
- Motion #3- Social Sub-Committee
 - o Moved- Peter Steward, Second- Jenn Carkner, Carried
- Motion #4- Local Life Members

- Stephen Caughie- Moved- Peter Steward, Second- Jenn Carkner, Carried
- Cindy Fyfe- Moved- Peter Steward, Second- Melissa Reed-Boogaart
 - Amended- Cindy's last name is spelled Fyfe.
 - Carried as amended

12.3 Finance Sub-Committee

- Motion #1- Chapter Funding Disbursements for 2021/2022
 - Moved- Karl Marten, Second- Jill Siewert-Lemieux, Carried
- Motion #2- 2021-22 Budget
 - Moved- Karl Marten, Second- Jenn Carkner, Carried
- Motion #3- Chapter Gifts and Prizes
 - Moved- Karl Marten, Second- Melissa Reed-Boogaart
 - Amendment proposed by Rhonda Marshall, Second- Michael Doughty, Carried (20 in favour, 5 against)
 - Motion as amended Carried (23 in favour, 3 against)
- Motion #4- Local Life Member Gifts
 - Moved- Karl Marten, Second- Jenn Carkner, Carried (25 in favour)
- Motion #5- Social Accommodations
 - Moved- Karl Marten, Second- Melissa Reed-Boogaart, Carried

12.4 Collective Agreement Sub-committee

- Melissa Reed-Boogaart moved her report; Karl Marten seconded, Carried
- Motion #1- Gender Neutral Language in Collective Agreements
 - Moved- Melissa Reed-Boogaart, Second- Jill Siewert-Lemieux, Carried

13. Old Business

13.2 PE Strategic Plan (Peter)- Local focus for 2021-22

- Reps will take this back to Chapters, and Local Exec will work to determine how we can support Chapters to work towards the goals set out in the PE plan.

14. New Business

14.2 Convention delegates (26 in total)

- Chapter 001 (3);
 - Michael Doughty
 - Jill Siewert-Lemieux
 - Emory Hache
- Chapter 002 (1+1);
 - Colin Taylor
 - Marla Grossman
- Chapter 004 (2 +1);
 - Lonnie Boothman
 - Kathy Williams
 - Donna Horpstead
- Chapter 005 (1);
 - Deb Henly
- Chapter 006 (1);
 - Megan Kirk
- Chapter 007 (1);
 - Alana Kazmer

- Chapter 008 (1);
 - o Coral Kratchmer
- Chapter 009 (1);
 - o Cleo Carifelle
- Chapter 010 (3 +1);
 - o Katharine Carmichael
 - o Jes Santos
 - o Molly Garstad
 - o Jody Wadsworth
- Chapter 011 (3);
 - o Nikki Guyett
 - o Kym Brown
 - o Jenn Carkner
- Chapter 012 (1);
 - o Jane Arndt
- Chapter 013 (3);
 - o Dan Gibbons
 - o Cameron Reirson
 - o Robert Brown
- Chapter 014 (2)
 - o Terry Oakley
 - o John Marshall
- 1 additional credential distributed via lottery to Olds College (002) for a total of 2 delegates from that Chapter.
- Convention Alternates will be chosen in the following order:
 - o Chapter 009
 1. Anshumail Singh
 2. Kuranda Bellerive
 3. Aboubakrine Mbaye
 4. Jillian Bishop
 - o Chapter 004- No alternates nominated.
 - o Chapter 013
 5. Mario Tellez
 6. Kevin Quinn
 7. Danny Sanghera
 8. Stepan Turishyn
 9. Jorge Restrepo
 10. Dave Turner
 - o Chapter 005
 11. Kathy Patton
 12. Jenn Nabess
 - o Chapter 008
 13. Debbie Jansen
 14. Charlene McAdam
 15. Doug Furgasson

- 16. Jodi Pisarewski
- Chapter 014
 - 17. Randy Butler
 - 18. James Boehmer
 - 19. Cydney Howey
 - 20. Joseph Fittes
 - 21. Anne Marie Watson
 - 22. Abby Kaun
- Chapter 010
 - 23. Amber Wieler
- Chapter 012
 - 24. Stacie White
 - 25. Rhonda Chatman
 - 26. Roxie Bretzer
 - 27. Laurie Martinot
 - 28. Theresa Schueler
- Chapter 011
 - 29. Shahnaz Raja Abid
 - 30. Shanon Fisher
 - 31. Jessica White
 - 32. Iba Boda
 - 33. Sandra Kirby
 - 34. Floralei Neville
 - 35. Drena Dechant
- Chapter 007
 - 36. Charis McBride
 - 37. Shannon Ball
- Chapter 006
 - 38. Peter Redecopp
 - 39. Nate McLeod
 - 40. Bill Gardner
 - 41. Bonnie Mccauley
- Chapter 002
 - 42. Leona Megli
 - 43. Karman DiLisio
- Chapter 001
 - 44. Melissa Reed Boogaart
 - 45. Karl Marten
 - 46. Chase Boogaart

- **Motion to approve the list of 2021 Convention delegates and alternates. (M/S/C)**

14.3 Call for volunteers for Social Sub-Committee

- Jill Siewert-Lemieux (Chair), Rhonda Marshall, Melissa Reed-Boogaart, Kym Brown, Jes Santos.

15. Round Table

- Chapter 001

- 5 more layoffs just announced
- According to management, the layoffs have “been in the works for a while- not related to budget”
- “These layoffs were almost all caretaking, and all related to budget cuts. We still have more layoffs to come with our institutional restructuring from Price Waterhouse Cooper”
- Chapter 002
 - ~4% cut in 2021-22 budget; No current plans for layoffs; AGM had poor turnout due to technical difficulties.
 - Moral is really poor. Staff can’t socialize.
- Chapter 004
 - Similar to others- Morale is really low
 - Working from home
 - Management doesn’t give straight answers
 - Layoffs last year had a really detrimental effect on staff
- Chapter 005
 - No direct layoffs- one partnership ended
 - Pay was restructured for some positions, moved to contract.
 - Morale is low- everyone wants to be back on campus.
- Chapter 006
 - No scheduled furloughs for summer this year, but maybe in Fall.
 - Budget cut was over \$1 million
- Chapter 007
 - Rep had to leave meeting- no update
- Chapter 008
 - Lots of stress in the College
 - Hope that we can improve things through the Union.
 - MSOs have been a huge help.
- Chapter 009
 - No cuts from the 2021-22 budget, even though College took a cut
 - Lots of setbacks, but are hopefully done, and looking forward to engaging members.
- Chapter 010
 - Management came up with a MOU for layoffs (nothing in CA) that was agreeable to members.
 - College Exec has declared July 2 as paid day off (Lethbridge as well; Lakeland gave June 30 and July 2)
 - No layoffs in 2020-21 yet
 - Moving to hybrid work model in fall
 - Focusing on socials with members to promote engagement.
- Chapter 011
 - Much the same as others have said re morale.
 - We have debuted our newsletter “AUPE Buzz”, which has been well received.
- Chapter 012
 - At work- onsite. Almost done the school year
 - School has been proactive with COVID protocols
 - A couple of cut backs, but nothing too bad.

- Chapter 013
 - o \$13 million cutback from province- \$9 million to maintenance
 - o Board paid for benefits throughout temp layoffs- all back to work now.
 - o Some hiring for additional cleaning staff.
 - o In negotiations
- Chapter 014
 - o Now a Polytechnic- Red Deer Polytech
 - o There have been drastic layoffs, and still need to make up another \$1 million in budget.
 - President says there will be no more cuts
 - People are still nervous.

16. Date of Next Meetings

- Tentatively looking at October 21 or 22 for an in-person meeting.
- Local council- should we meet on Fridays or Saturdays?
 - o How much more time-off will the Union need to pay if we meet on Fridays?
 - There's not a huge financial impact
 - o Seems that Friday is preferred, and will be taken into consideration.

17. Adjournment

- 4:48pm

Local Chair/Provincial Executive Report to Local 071

Prepared by: Peter Steward

INTRODUCTION

Hello Local Council Members,

Welcome new and returning Local Council members. I am extremely excited to meet the new faces of Local Council and very much look forward to the work this body is going to accomplish together over the next two years. I would like to thank each of you for taking on this important leadership role, whether you are new to Union activism or a veteran, stepping up makes all difference and shows a commitment to not only support our members, but the labour movement as a whole.

The past fifteen months have been challenging for most with the pandemic and a reckless government decimating education and other public services. We have seen many of our co-workers, friends, and family lose their jobs, and in some cases more. As an optimist, I have a glimmer of hope that the end is almost near, and that we can soon return to some semblance of normal. I look forward to when we can meet in person again.

I would like to thank the Local Executive team Jenn, Karl, and Leslie. The camaraderie and teamwork have been awesome, and key to supporting our Chapters, members, and building a stronger Local. Thank you for all you do!

As we approach our Local AGM, I look back at the past two years and reflect on what a pleasure it has been serving as your Provincial Executive rep, and as of January, your Local Chair. We have accomplished so much but know we are just getting started. I hope that you feel I have represented you well in both roles and have met the expectations I was tasked with when elected to these positions.

Since our last Local Council meeting, Local Chairs have met twice March 15 & June 7. Provincial Executive has met three times, February 4 & 5, April 9 & 10, and June 4 & 5. The April meeting is usually scheduled on a Friday & Saturday when approved at PE. The June 4 & 5 dates were changed from June 3 & 4 to accommodate an extra weekday to host virtual Chapter AGMs. While many updates have been sent via my regular communication to Chapter Chairs and Local Council Reps, additional updates and information follows.

Look forward to seeing you all virtually on the 18th.

LOCAL CHAIR REPORT

LOCAL COMMUNICATION WITH CHAPTERS

When I took over as Local Chair, one of my goals was to increase regular communication between the Chapters and Local, especially since Local Council meetings only take place three times a year. It is important that information and decisions that come out of the Local Chair and Provincial Executive meetings that potentially have an impact on Chapters are communicated in a timely manner. With that, I implemented a regular (every 2-3 weeks) communication to all Chapter Chair and Local Council reps, recently I have decided to include the full Chapter Executive. I hope this information is found to be useful in helping to keep these groups informed and discussed at your Chapter Executive meeting and shared with members as you feel appropriate. Perhaps this will result in these reports being much shorter for you (no promises).

NEW LOCAL 071 WEBSITE

In response to the many complaints around the decommissioning of our old website, and the move to the AUPE website which provide many challenges to access Local specific information, documents, forms, etc. The Local Executive moved forward with the development of our own site. This site is truly dedicated to everything Local 071 and hope it serves the membership, specifically Chapter Executives, easy access to relevant information to make the administration of Chapter business easier. If you have not checked it out, please do www.aupelocal071.com. If there is anything missing, or if you have any suggestions on improvements, please let us know. The cost to administer our own site is approx. \$300.00/year, which is comparable to our old website, so it is not a significant cost to the Local.

CENTRALIZED LOCAL MAILBOX AND FILES

Working with Jenn Carkner, Local Secretary, we have implemented a new centralized mailbox and file archive. It was recognized that when we took over in these positions mid-term, we did not have access and were not provided any historical data for Local records, other than what had been archived from the old Local 071 website, which made the transition challenging. To ensure that this does not happen to future Local Executive members, primarily in the Chair and Secretary positions, we have implemented a centralized mailbox and file archive system so that when a new

individual steps into these positions they can access all historical data needed to easily transition and be successful in these roles.

NEW LOCAL FINANCE PROCESSES

Working with Karl Marten, Local Treasurer, we have started to look at some of the processes of Local financials, to help make the financial administration easier for our Chapters. A couple of the changes that have been implemented so far are:

- Conducting Chapter treasurer training virtually following the close of the last Chapter AGM. With many new Chapter Treasurers, it was recognized that it was not a fair expectation that these individuals would have the tools and knowledge of the expectations for the role simply by reading the Chapter Treasurers Handbook. In previous years, Chapter Treasurer training did not take place until September or sometimes January. As they were unaware of the policies and requirements, specifically with year end procedures and year end being June 30th, many Chapter books were submitted incomplete and with missing information. This then resulted in a lengthy audit report of the Local year end financials. We are hoping by holding this training early on, before year end, Chapter Treasurers will have all the tools and knowledge of what is required before submitting the books and minimize the number of recommendations included in our yearly audit report.
- Disbursements of Funds was another challenge in that it was taking too long to get requested funds to Chapters. Since AUPE has not authorized Chapters to move to online banking, and as all cheques require two signatures, Karl would receive the disbursement request, need to create, sign, and mail the cheque to me, I would then need to sign the cheque and mail it to the Chapter. This resulted in a long wait time for the Chapter to receive those funds (snail mail) which could impact members of that Chapter, specifically if they had covered any costs personally and the Chapters did not have the funds available in their account to cover those costs. Going forward, as Chair, once I receive the cheque from Karl, I have committed to depositing those cheques directly into the Chapter bank account. We are hoping this will result in a total processing time of a ten-business day turn around from the time Chapters request funds to when those funds will be available in their account to access. This will include AGM reimbursements and any Chapter funding distributions.

PROVINCIAL EXECUTIVE REPORT – MEETING DATES: APRIL 9 & 10, JUNE 4 & 5

KEY UPDATES TO LOCAL COUNCIL

- PE passed the 2021/2022 budget. This is usually done at the September PE to be forwarded to Convention. As Convention is pushed this year until December, passing the budget before the fiscal year end allows predictability in ensuring necessary operations are properly resourced to support AUPE objectives and the strategic plan. Click the link to view the [AUPE budget for 2021/2022](#).
- Bargaining in all areas continue to be extremely challenging with nothing but rollbacks and concessions being sought by employers. Some bargaining tables are being intentionally delayed by the employers (i.e. in health care) while some are being pushed quickly to impasse (i.e. in GoA and PSE).

There is a growing perspective that the GoA, and potentially some PSE employers, are pushing towards a lockout of their workers to try and force concessions. This can only be done once ESAs are in place and formal mediation has occurred. Both conditions will likely be met regarding GoA bargaining within the next few months, so a potential lockout could follow soon after.

Much work is being done to build communication plans and develop picket captains at GoA worksites. Progress on this is going well; but it is a massive undertaking. If members end up on picket lines it is crucial that all other AUPE Locals and members give as much support as possible however they can. The outcome of the confrontation with the government in bargaining will have direct and lasting impact on all our other bargaining units in negotiations.

- The Executive Committee will be discussing what, if any, changes should be made to the current restrictions on member gatherings, meetings, events, etc. While we all desperately want to see the end of the pandemic, we are also committed to ensuring, as much as possible, the health and safety of members when they are engaged in union business.

The Executive Committee will be making an assessment based on the fact that PE formerly endorsed the “Zero Covid” strategies which call for much stricter societal restrictions in an effort to eliminate (not just mitigate) Covid. Whereas it will be impossible to achieve this without broad based action throughout society, they remain committed to the principles PE adopted when making decisions about relaxing restrictions.

Operations directors and managers will be engaging in discussions with the AUPE staff union, through the JWH&SC, to determine the safest and most prudent approach to reintegrating staff into their worksites.

Updates on the approaches above will be provided once those discussions have occurred and decisions are made. Stay tuned!

- AUPE takes possession of the new HQ on July 1. When members and staff can start using the building is subject to the decisions made around pandemic restrictions set forth by the Executive Committee. It has been assessed that if the new HQ had started to have been built now it would likely have cost an additional \$15 million compared to what was agreed upon when the actual build started.
- PE identified and assessed several risks that could impact our ability to implement the PE Strategic Action Plan fully and successfully. Primarily, these were risks to AUPE resources by way of increased budgetary pressures due to increased costs and potential decreased income as a result of government and employers' actions. PE will continue to monitor and assess the risk factors and mitigate those risks where possible.

EXECUTIVE REPORTS AND COMMITTEE SUMMARIES

- [President & Executive Officer Reports](#)
- [AUPE Standing Committee Summaries](#)

MOTIONS CARRIED

Executive Committee

- MOTION: To recommend to Provincial Executive amendments to Policy 2-9 and the deletion of Policy 2-3.
 - These policy articles were amalgamated as they both dealt with Convention elections and to make the process and responsibility of the PE Elections Committee clearer.
- MOTION: To recommend to the Provincial Executive to submit the proposed Constitutional Resolution amending Article 30, for presentation at the 2021 Convention.
 - The resolution, if passed at Convention, would add provisions to allow the Executive Committee to make decisions in between PE meetings in urgent and emergent situations. As a note, the Convention is the governing body of AUPE,

PE is the governing body in between Conventions and is accountable to Convention, the Executive Committee is the governing body in between PE meetings and is accountable to PE.

Finance Committee

- MOTION: To recommend to Provincial Executive that Policy 5-13 be amended.
 - Policy 5-13 was amended to a guideline to provide guidance to components around the issuance of honorariums to component officers.
- MOTION: To recommend to Provincial Executive that Policy 5-39 be amended.
 - Policy 5-39 refers to the internal investment policy. This was updated in consultation with our investments holder (ATB) to bring in line with current practice.
- MOTION: To recommend to the Provincial Executive the acceptance of the Financial Statements of March and April. [Click her to view the financial statements for March and April.](#)
- MOTION: To recommend to the Provincial Executive for review and acceptance of the draft Proposed 2021/2022 Budget as submitted by the Finance Committee. See key updates to Local Council.
- MOTION: To recommend to the Provincial Executive to allocate the 2020/2021 Excess Revenue over expenses into the Contingency Cash and Operational Fund.
 - While we will not be sure the total amount of excess revenue over expenditures until the audit is complete following fiscal year end. The excess revenue will be used to offset the deficit budget proposed for 2021/2022, primarily to cover the cost of the furniture for the new building and first year's mortgage payment.
- MOTION: To recommend to the Provincial Executive that in the event of a lockout or strike, the Finance Committee will allocate and distribute the defence funds proportionally according to the number of members of that bargaining unit who may be walking picket lines in the face of a lockout or strike. The formula used during this time will be the best estimate at the time of each action.
 - This will ensure that the defence fund is evenly distributed between bargaining units/sectors to ensure one does not drain the entire defence fund.

- MOTION: To recommend to the Provincial Executive that during the event of any lockout or strike action it will be the involved Locals' responsibility to pay for any additional food, materials, and or miscellaneous costs. Executive Secretary Treasurer will inform the locals what these costs may be in coordination with the Local Treasurer following any lockout or strike.
 - Locals have substantial investments in the Local ATB investment accounts, these funds are there for the purpose of defending our members. The AUPE defence fund will be used for payment of strike pay under the strike policy and Locals will be responsible for any additional costs, which may also include strike pay should the bargaining unit exhaust their allotted portion of the defence fund as per the previous motion.

Legislative Committee

- MOTION: To recommend to Provincial Executive to adopt new Code of Procedure – Complaint Review and Appeal Committee as new Policy 25-3.
 - The Complaint Review and Appeal Committee is elected from PE members. This committee is responsible for reviewing all complaint appeals under Article 29 of the constitution.

OH&S Committee

- MOTION: That Provincial Executive recommends that the OH&S Committee submit amendments to Constitutional Resolutions 18.03c)i), 21.07 and 22.07 to the 2021 Convention.
 - This resolution, if passed at Convention, would require Locals to establish a Local OH&S sub-committee and the Local OH&S Liaison would be the Chair of such committee.
- MOTION: To develop and implement an actions and decisions register log to document all recommendations, decisions, actions are put forth to/determined by the Provincial Executive, are added and review of the decisions and action log is added as a standing agenda item to each Provincial Executive Meeting.
 - This motion was put forward to ensure accountability that all recommendations that have been approved or rejected by the Provincial Executive are documented and can be easily accessed to review and so members are not required to sift through all previous meeting minutes and also allows new PE members to see history of decisions and outstanding items.

Visit the AUPE website <http://www.aupe.org> for the most up-to-date union news, bargaining updates and campaign information. Always ensure your personal contact information is up to date by using the [Member Information Update Form](#). For Local specific information visit www.aupelocal071.com.

Thank you for taking the time to read my report, I hope you have an opportunity to review the additional reports and documents linked throughout. Should you have any questions or would like additional information please feel free to contact me. This report will be presented for discussion at our June 18, 2021 Local Council AGM.

In Solidarity,

Peter Steward

Local 071

Local Chair/Provincial Executive Rep

P: 403-650-7678

E: chairlocal71@outlook.com

Local 71 Local Chair Report

Welcome to the 2021 Local 71 AGM. I am hopeful that the next AGM will be held in person. I look forward to that time.

Because of Covid, I have not been able to do much during this time. I attended two AGM's as a panelist. I unfortunately had to miss one that I was planning to attend due to internet issues.

My chapter AGM was held on April 23 and I was once again chosen to be the Chapter Chair.

I attended Local Executive meetings as they were scheduled.

I have enjoyed my tenure as the Vice-Chair of Local 71. I look forward to serving you further.

Thank you for your support,

In solidarity,

Leslie Marquardt

Local 71 Vice-Chair



Secretary's Report to Local 071 Annual General Meeting

Prepared by: Jenn Carkner

Hello, Fellow Members!

Welcome to all new and returning Local Reps. I'm looking forward to seeing you all on Friday! Many of you will recognize my name from your inboxes, reminding you to submit your Time off Requests. Although I have only been privileged to hold the post of Local Secretary for a few months, it's been a very rewarding experience, and I have been pleased to serve the Local, and to work with my fellow Executive Committee members.

Since the last Local Council Meeting, your Executive has met twice- on February 11th and April 27th, and I participated in the first two meetings of the Collective Agreement Sub-committee on April 26th and June 4th. I have organized all of these meetings, ensured that Time of Requests are processed in a timely manner, and taken minutes.

During my time as Secretary, I have also worked with our Chair, Peter Steward, to centralize and re-organize our Local files and mailbox. This will ensure continuity in future so that incoming Executive members will have access to all Local records with minimal difficulty.

You can contact your Local Executive at aupelocal071@outlook.com, or via our website at <https://www.aupelocal071.com/>.

Thank you so much for the opportunity to serve as Local Secretary. I look forward to hopefully seeing you all in person someday soon, and virtually on Friday!

In Solidarity,
Jenn Carkner

Local 071 Secretary
P: 403-617-9097
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Treasurer's Report – June 2021 AGM

Financial Reporting

I've included the financial statements up to the end of May. Our disbursements from AUPE HQ will be about \$10,000 short of our budgeted amount and about \$20,000 less than we had the year prior. Staffing cuts across our sector has hit our Local hard: Our Local is down about 450 members over this time last year.

We were able to transfer \$100,000 from our chequing account into our investment contributions with AUPE however, mainly because we did not hold in-person meetings this year – you can see how much money was saved by reviewing the budgeted vs. actual figures.

Audit Report 2019/2020

We recently received our Audit Report for 2019/2020. Overall, the Local books were good, but Chapter books need work. I will be hosting a Treasurer Training Seminar on June 23 where I have requested ALL treasurers, new and old, to attend. I especially want long-time treasurers to attend as some of the issues were identified by the auditors where the treasurer has been in place for a while.

As a result of the audit, and the issues identified with gift cards, the Chair and I will be sponsoring a motion to the sub-finance committee to no longer allow physical gift cards to be issued – we have had gift card issues every single audit and I believe we no longer have a choice but to only allow e-gift cards or actual gifts.

A reminder that mileage will be based on Google maps mileage (when we get back to actual physical meetings). I'll be providing my claim form checkers with a standard mileage rate based on Google maps so if you know your mileage exceeds the "standard", expect to be able to verify your route – come prepared with a printout of Google maps showing your route to attach to your claim form (yes, this is the result of another audit recommendation).

Chapter Financing

I know this past year was a rough year for all Chapters and many Chapters did not get any financing during 2020/2021, and, based on their bank balances for June 2021, may not get the full financing for the 2021/2022 fiscal year. The executive are aware of this and we are seeing what we can do in light of the fact that many institutions are planning to be back in person in September. We need member engagement! It is imperative that each and every one of us promote AUPE, Local 71, and their Chapter to the members.

Respectfully submitted,

Karl Marten

Karl Marten

Local 71 Treasurer

AUPE Local 071
Balance Sheet
As of May 31, 2021

	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
1111 Bank Chequing	264,972.07
1116 Bank Savings	16,131.09
Total Cash and Cash Equivalent	\$ 281,103.16
1134 A/R - Member	0.00
1136 A/R - Member Expense Advances	0.00
1212 Investment - AUPE HQ	200,000.00
Total Current Assets	\$ 481,103.16
Non-current Assets	
1328 Capital Assets	6,855.94
1329 Accumulated Amortization - Capital Assets	-4,113.57
Total Non Current Assets	\$ 2,742.37
Total Assets	\$ 483,845.53
Liabilities and Equity	
Liabilities	
Current Liabilities	
3111 Accounts Payable - AUPE HQ	0.00
3112 Accounts Payable - Member	0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
Opening Balance Equity	351,807.86
Retained Earnings	0.00
Profit for the year	132,037.67
Total Equity	\$ 483,845.53
Total Liabilities and Equity	\$ 483,845.53

AUPE Local 071
Income Statement
 July 2020 - May 2021

	Total
INCOME	
5111 Revenue - Rebate	164,482.79
5211 Revenue - Interest	6,342.95
Total Income	\$ 170,825.74
GROSS PROFIT	\$ 170,825.74
EXPENSES	
7154 Office Supplies	572.31
7171 Telephone & Fax	1,530.00
7197 Postage	248.23
7198 Courier	44.97
7256 Time-Off	2,566.51
7270 Chapter - AGM	12,600.00
7272 Chapter Financing	
001 Lethbridge College	0.00
002 Olds College	0.00
004 Lakeland College	5,040.00
005 Medicine Hat College	2,783.70
006 Alberta University of the Arts	0.00
007 Fairview College Campus GPRC	930.44
008 Portage College AVC	4,080.00
009 Northern Lakes College	0.00
010 Norquest College AVC	0.00
011 Bow Valley College	3,810.00
012 Living Waters #42	0.00
013 Edmonton Catholic School	2,003.35
014 Red Deer College	0.00
Total 7272 Chapter Financing	\$ 18,647.49
7342 Website Hosting	357.59
7350 Gifts - Executive	810.97
7352 Gifts, Awards, Presentation - Members	1,410.00
Total Expenses	\$ 38,788.07
PROFIT	\$ 132,037.67

AUPE Local 071
Budget vs. Actuals: FY20/21 Budget - FY21 P&L
 July 2020 - June 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
5111 Revenue - Rebate	164,482.79	190,000.00	-25,517.21	86.57%
5211 Revenue - Interest	6,342.95	1,000.00	5,342.95	634.30%
Total Income	\$ 170,825.74	\$ 191,000.00	-\$ 20,174.26	720.86%
Expenses				
7154 Office Supplies	572.31	1,500.00	-927.69	38.15%
7171 Telephone & Fax	1,530.00	2,000.00	-470.00	76.50%
7197 Postage	248.23	150.00	98.23	165.49%
7198 Courier	44.97	50.00	-5.03	89.94%
7250 Parking	0.00	50.00	-50.00	0.00%
7252 Mileage	0.00	30,000.00	-30,000.00	0.00%
7253 Accommodation	0.00	26,000.00	-26,000.00	0.00%
7254 Meals	0.00	10,000.00	-10,000.00	0.00%
7255 Travel - Overnight Expenses	0.00	2,000.00	-2,000.00	0.00%
7256 Time-Off	2,566.51	20,000.00	-17,433.49	12.83%
7258 Travel - Taxi & Bus	0.00	200.00	-200.00	0.00%
7259 Travel - Other	0.00	0.00	0.00	0.00%
7260 Childcare Expenses	0.00	1,500.00	-1,500.00	0.00%
7262 Social Activities	0.00	12,000.00	-12,000.00	0.00%
7265 Promotion/Advertising	0.00	1,400.00	-1,400.00	0.00%
7270 Chapter - AGM	12,600.00	26,000.00	-13,400.00	48.46%
7272 Chapter Financing				
001	0.00	3,810.00	-3,810.00	0.00%
002	0.00	3,080.00	-3,080.00	0.00%
003	0.00	0.00	0.00	0.00%
004	5,040.00	4,440.00	600.00	113.51%
005	2,783.70	3,080.00	-296.30	90.38%
006	0.00	2,720.00	-2,720.00	0.00%
007	930.44	2,720.00	-1,789.56	34.21%
008	4,080.00	4,080.00	0.00	100.00%
009	0.00	4,080.00	-4,080.00	0.00%
010	0.00	4,810.00	-4,810.00	0.00%
011	3,810.00	3,810.00	0.00	100.00%
012	0.00	4,080.00	-4,080.00	0.00%
013	2,003.35	4,810.00	-2,806.65	41.65%
014	0.00	3,810.00	-3,810.00	0.00%
Total 7272 Chapter Financing	\$ 18,647.49	\$ 49,330.00	-\$ 30,682.51	37.80%
7342 Website Hosting	357.59	315.00	42.59	113.52%
7350 Gifts - Executive	810.97	2,500.00	-1,689.03	32.44%
7351 Awards - Executive	0.00	0.00	0.00	0.00%
7352 Gifts, Awards, Presentation - Members	1,410.00	1,000.00	410.00	141.00%
7400 Convention		5,000.00	-5,000.00	0.00%
Total Expenses	\$ 38,788.07	\$ 190,995.00	\$ (152,206.93)	756.14%
Net Income	\$ 132,037.67	\$ 5.00	\$ 132,032.67	-35.27%

Local 71 OHS Liaison Report – June 10, 2021

Michael Doughty

Since being elected as Local 71 interim Occupational Health and Safety Liaison, I have had a steep learning curve in the issues around OHS, legislative changes, and the evolving role of Joint Worksite Occupational Health & Safety Committees (JWOHSC) functions. I would like to thank Bonnie Gostola, AUPE Vice President and Chair of the AUPE Occupational Health and Safety Committee, and Paulette Harrison, Committee Member, for their support and assistance in this new role.

COVID-19 has forever changed our world, particularly how we work. While vaccination and curve-flattening efforts continue, many questions around COVID-19 and workplace safety remain unresolved. As workers, it is up to us to ensure we remain safe for ourselves, our families, our co-workers and our communities. We will accomplish this in part by ensuring our employers are following the best evidence-based recommendations on workplace safety and re-entry. Our JWOHSC members at each chapter will play a critical role in ensuring our members safety concerns are heard and addressed.

In addition to reporting workplace safety concerns to the employer, members are encouraged to complete the [AUPE OHS Reporting Form](#). This form is sent to the AUPE occupational health and safety (OH&S) department for review. After review, they will respond to you and will forward this information to your assigned Membership Services Officer (MSO), so they are aware of the work site concern. AUPE does not send this information to your employer on your behalf.

Occupational Health and Safety Committee

[Standing Committee – Occupational Health and Safety](#)

AUPE's Constitution sets out the duties of the Occupational Health & Safety Committee as follows:

The Occupational Health & Safety Committee shall:

1. review the practices and procedures relating to the Occupational Health and Safety of the members of the Union;
2. promote the Occupational Health and Safety education of the union members;
3. ensure that the membership is informed of all relevant information on Occupational Health and Safety;
4. promote any policy on Occupational Health and Safety as adopted by Convention;
5. review and spearhead occupational health and safety legislation and regulations and lobby for positive change;
6. draft policies, briefs and other presentations on issues of concern;
7. initiate action and participate in meetings, conferences, conventions and education courses on issues of concern relating to Occupational Health and Safety and co-ordinate these with other committees and organizations; and
8. regularly communicate with each Local's elected Occupational Health and Safety liaison.

[JWOHSC TOR Guidelines](#) – Terms of Reference (TOR), also known as Rules of Procedure, are a critical and legally required component of a health and safety committee. They provide the framework that guides the committee members in how to carry out their duties in their particular workplace. In a way, they are like a mini collective agreement for the health and safety committee. A TOR document is required under the Alberta Occupational Health and Safety Legislation, OH&S Code- Part 13.

[JOHSC Committee TOR Sample](#) – This is a sample TOR document that JWOHSC members can reference when creating and/or updating their worksite TOR. It is important to have a clear TOR that is reviewed and updated regularly.

Committee Meeting - Feb 10, 2021

Bill 47

“Bill 47 is the UCP’s latest attack on working people in Alberta. It would roll back recent improvements to Workers Compensation Board and Occupational Health and Safety standards.

Here’s the scariest thing about Bill 47: it would let bosses fire injured workers instead of re-employing them after recovery, an outrageous proposal which would impact not only AUPE members, but especially our fellow workers in the building trades and oil & gas industry.

Bill 47 would also eliminate the independent Fair Practices Office and Medical Panels Office, which help injured workers make their way through the WCB system. The last thing injured workers need is to navigate WCB’s confusing, stormy waters without support.”

<https://www.aupe.org/news/news-and-updates/kenneys-empire-strikes-back>

AUPE’s Occupational Health and Safety Committee has resources available to chapter JWOHSC to help members understand the new legislation and how these regulations affect them. Chapters are encouraged to engage members with these resources to increase member awareness and build solidarity.

[AUPE Bill 47 Lunch & Learn PowerPoint – Feb 17,2021](#)

[Alberta.ca – Workplace Health & Safety Changes](#)

[AUPE – Bill 47 Frequently Asked Questions](#)

[Alberta Federation of Labour - Bill 47 – Changes to WCB Legislation - YouTube Presentation](#)

[Parkland Institute – Bill 47 Pt. 1 - Making Alberta Workplaces Less Safe](#)

[Parkland Institute – Bill 47 Pt. 2 - Less Compensation for Work-related Injuries](#)

[Alberta Federation of Labour - Webinar on Bill 47: What it means for your safety at work](#)

Committee Meeting – May 12, 2021

Constitutional Amendments

Two amendments were motioned and seconded (attached)

Motion 1: Seeks to introduce Articles 21.07 and 22.07 to establish a Local Occupational Health and Safety Sub-Committee

Motion 2a: (If Motion 1 passes) Seeks to amend Article 18.03 (c) i) be amended to read: (The Local Occupational Health & Safety Liaison) will chair the meetings of the Occupational Health & Safety Sub-Committee

Motion 2b: (If Motion 2 fails) Seeks to amend Article 18.03 (c) i) be amended to read: (The Local Occupational Health & Safety Liaison) will chair the meetings of the Occupational Health & Safety Sub-Committee, if such exists

Information from Chapters

Local OHS Liaisons have been tasked with gathering the following information from each chapter:

- JWOHSC Names and contacts
- Worksite Inspections
- Incident Reports
- OH&S Training
- Terms of Reference
- OH&S Policy or any other relevant policies
- What are the top three OH&S issues at your worksite?

To facilitate this, I would ask each chapter to provide one contact name and email from their JWOHSC by emailing me at mike1975a@gmail.com. I will contact those members in the next month to gather more information so that we can begin the process of building out our communication on OHS policies, procedures, and areas of concern.



JOINT WORK SITE HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE GUIDELINES

ALBERTA UNION OF PROVINCIAL EMPLOYEES



AUPE
OCCUPATIONAL
HEALTH & SAFETY
COMMITTEE



WHAT ARE TERMS OF REFERENCE?

Terms of Reference (TOR), also known as Rules of Procedure, are a critical and legally required component of a health and safety committee. They provide the framework that guides the committee members in how to carry out their duties in their particular workplace. In a way, they are like a mini collective agreement for the health and safety committee. A TOR document is required under the Alberta Occupational Health and Safety Legislation, OH&S Code- Part 13.

WHAT SHOULD THEY COVER?

The Terms of Reference must, at a minimum, fulfil the requirements of the province's Act, Regulation and Code. This usually includes the process that will be used to comply with all the legal requirements and duties of the committee, such as conducting meetings, inspections, and submitting recommendations to resolve health and safety concerns. However, to ensure a well functioning committee, comprehensive rules should go beyond the basic legal requirements. While the legislation will establish what your committee does, your Terms of Reference establish how your committee will fulfill this mandate.

What should be included in a TOR?

There are many elements that make up a successful Terms of Reference document. Elements in a TOR document cannot create standards below the requirements found in the Alberta Occupational Health and Safety legislation, or in some cases for our members, the Canada Labour Code. Here is a list of elements that you may want covered in a TOR for your committee, in no specific order of importance:

Mission Statement/Purpose Statement

A mission statement is much like a preamble. It sets the expectations and goals of the committee, making it clear what the purpose and function of the committee will be. While a mission statement is not required, you may find it useful to create one, setting the tone for the committee.

Membership/Composition of the Committee

Here you should indicate what the membership to the committee will look like, length of time each committee member will serve on the committee (one year minimum), how vacancies on the committee will be addressed, and whether there can be guests/visitors/advisors attending meetings (non-committee members do not have a voice in decision making and are there for information purposes only). It should also address processes for selections of employer and worker representative co-chairs, and how long each co-chair will serve in that position.

Section 22 of the OH&S Act outlines that a committee must consist of a minimum of 4 people, half of which are not affiliated with management. It also outlines that, where unionized workers exist in a facility, only the union representing those workers can be the ones to appoint their members to the committee through that unions selection process. Non-union workers must elect their representative to the committee through selection process completed by those workers. The employer appoints management representatives. The TOR should also identify how the secretary position will be filled.

There are specific requirements for quorum of an OH&S committee meeting. The requirements are that at least half of the committee must be present, and out of those in attendance, at least half must be worker representatives. If you do not meet the requirements for quorum, then your meeting is not an official meeting and no business can be completed.

Functions of the Committee

Within this element, you would list the functions/duties/roles of the committee. There are duties outlined within the OH&S Act and what you choose to list here, should meet and/or build upon the requirements found under Section 19 of the OH&S Act, which lists:

- The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers;
- Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site;
- The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures;
- Cooperation with an officer exercising duties under the act, the regulations and the OH&S code;
- The development and promotion of programs for education and information concerning health and safety;

- The making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers;
- The inspection of the work site at regular intervals; (part 13 of the OH&S code specifies the work site shall be inspected at least once before each quarterly meeting);
- The participation in investigations of serious injuries and incidents at the work site in accordance with section 40;
- The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee;
- Such other duties as may be specified in this act, the regulations and the OH&S code.

Member Responsibilities

Here is where you list responsibilities of members on the committee. Examples of member responsibilities include but are not limited to:

- Being a positive role model for health, safety and wellness at the work site;
- Attend required training to assist your role as a OH&S committee representative;
- Attendance at joint work site health and safety committee meetings;
- Participate in OH&S committee business and duties as required by the committee;
- Be prepared for all committee meetings, having reviewed all necessary material. Review and preparation are considered to be committee related business;
- Where possible and where supported, work towards consensus based decisions. Consensus is achieved without a formal voting process, meaning discussion based decision making;
- Be prepared to participate in inspections, OH&S investigations, and work refusal investigations as required;
- Any requirement found within the OH&S act, regulations, and code, or as required by an OH&S officer.

Entitlement of Committee Members

As a committee member, legislation now specifies time allotted for members to be able to fulfil their required duties and roles. You may want to reinforce this in the TOR document, making it clear that, as a member, you are permitted time to complete the requirements.

Section 30 specifies what is considered to be committee work, and how this work should be dealt with by way of compensation. Section 30 states:

- 30(1) A member of a joint work site health and safety committee or a health and safety representative is entitled to take the following time away from the member's or the representative's regular duties:
- (a) The period of time that the committee or representative determines is necessary to prepare for each committee meeting or meeting with the employer or prime contractor as applicable;
 - (b) The time required to attend each meeting of the committee, or with the employer or prime contractor, as applicable;
 - (c) The time required to attend health and safety training, as approved by the committee and the employer, or by the representative's employer;
 - (d) Such time as the committee or representative determines is necessary to carry out the member's or the representative's duties as a committee member or representative under this act, the regulations and the OH&S code.
- (2) A member of a joint work site health and safety committee or a health and safety representative is deemed to be at work during the times described in subsection (1) and is entitled to be paid for those times by the member's or the representative's employer at the member's or representative's applicable rate of pay.

Under Section 25 of the OH&S Act, committee co-chairs or assigned designates may be required to accompany an OH&S Officer during inspections. As well, Section 40 of the OH&S Act outlines that a committee must be a participant in serious incident investigations, meaning a committee member is entitled to be a part of that investigation.

Under Section 31 of the OH&S Act, during a work refusal investigation process, a worker co-chair or worker committee member must be involved.

Administrative Processes

Within this element of the TOR, you should be listing things, which are of high importance to the function of the committee. Examples are:

- Scheduling of meetings. Under the OH&S act, the first meeting must be held within 10 days of the committee being established, and quarterly throughout the year. Any committee can decide to add more meetings throughout the year, but you cannot set meetings below the quarterly requirement;
- Process for minutes and how to approve those minutes, along with where the minutes will be posted/kept. Minutes must be posted at the work site no later than 7 days following the meeting- this can include electronic posting so long as everyone at the work site has access to review them;
- You should also be identifying processes for submission of agenda items and when the agenda and other related documentation would be sent out to all committee members so they can prepare for the meeting;
- You should also note the requirement of quorum, and that without quorum, business cannot be transacted and the meeting is not considered to be valid. According to the OH&S act quorum is met when at least half the committee is present, and out of those present, half are worker representatives;
- If the committee wishes to allow guests/visitors/advisors into the meeting, you should outline permission processes such as co-chairs must be notified;
- Required by Part 3 of the OH&S Act, a committee must identify a dispute resolution process in the event consensus decision-making cannot be achieved. You should be including this process into the terms of reference. You may wish to review your collective Agreement and identify if one currently exists. If you do have a process identified in the Collective Agreement, you should indicate this process in the TOR. If you do not have a process, collaborate with your committee on a process. The OH&S Act specifies for issue resolution:

- 21(1) If the joint work site health and safety committee or health and safety representative brings a health and safety matter to the attention of the employer, self employed person or prime contractor, and makes recommendations to remedy the matter,
 - (a) If the matter can be resolved by the employer, self employed person or prime contractor within 30 days, the employer, self employed person or prime contractor shall do so and inform the committee or representative,
 - (b) If the matter cannot be resolved by the employer, self employed person or prime contractor within 30 days, the employer, self employed person or prime contractor shall respond in writing, stating how the concern will be addressed and when the concern will be addressed, including
 - (i) A timetable for implementing changes to address the matter, and
 - (ii) Any interim control measures that the employer, self-employed person or prime contractor will implement to address the matter, or
 - (c) If the employer, self-employed person or prime contractor disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the employer, self-employed person or prime contractor shall give reasons why the employer, self-employed person or prime contractor disagrees with any recommendations or does not accept or believe there are any health and safety concerns.
- (2) Where the parties cannot resolve a problem or address a concern after the provision of written reasons by the employer, self employed person or prime contractor under subsection (1), the employer, self employed person, prime contractor, joint work site health and safety committee, a member of the joint work site health and safety committee or the health and safety representative may refer the matter to an officer.
- (3) Nothing in this section limits the right of a worker to refer a health and safety concern directly to an officer.

Training for Committee Members

As a committee member, you are entitled to training to assist you in your role. You may want to include this entitlement in your TOR document, as it will act as a further reminder of professional development for all committee members. Section 29 of the OH&S Act states:

- 29(1) Where a joint work site health and safety committee is established, an employer or prime contractor, as applicable, shall ensure that the co-chairs of the committee receive training respecting the duties and functions of a committee.

- (2) Where a health and safety representative is designated, an employer shall ensure that the representative receives training respecting the duties and functions of a representative.
- (3) Where a member of a joint work site health and safety committee or a health and safety representative gives reasonable notice, an employer shall permit the member or representative to take time away from the member's or the representative's regular duties to attend health and safety training programs, seminars or courses of instruction.
- (4) The amount of time allowed annually for training under subsections (1), (2) and (3) is the greater of
 - (a) 16 hours, or
 - (b) the number of hours the worker normally works during 2 shifts.

Review and Approval of the Terms of Reference

At the very end, you should be including information such as how often the TOR will be reviewed, as well as signature spots for both the worker co-chair and management co-chair. Some TORs are reviewed annually, some every two years. As a committee you should decide what is best for you. As an example, you may wish to indicate "These terms of reference can be reviewed and amended at any time with the agreement of both co-chairs, but must be reviewed at least annually."

General OHS Committee Reminders

The work site health and safety committee is established to ensure that health and safety related concerns impacting all workers at the work site are properly addressed. The committee is meant to be a part of the internal responsibility system and where required, make recommendations to the employer to assist in the resolution of concerns/incidents. When making recommendations, a consensus-based approach is recommended, one that does not require physical voting. Physical voting is not the preferred method as it may lead to positions being taken by parties to the committee, and does not allow for the facilitation of full discussion on the topic. By coming to consensus based on discussion and dialogue, once everyone supports the recommendation, it is placed to the employer for final resolution. If the employer decides not to follow the recommendation, any committee member may refer the matter to an OHS Officer. Remember, also required for all joint work site health and safety committees, is the posting of committee membership listings at the work site. It is recommended that, as a committee, you establish where the membership listing will be posted, and what contact information is put on the listing. It is recommended that you place work contact information (work email and phone number if applicable) on the posting, rather than your personal contact information. Membership listings must be posted in conspicuous (clearly visible) locations so that all workers know how to contact the committee.

Constitutional Resolution:

Whereas Occupational Health and Safety is one of the foundational collective right of all workers; and

Whereas Education and open communication is key to our member's safety; and

Whereas Coordination of responses to specific issues on worksite, by profession, and or by sector is necessary to keep workers safe; and

Whereas information shared to a larger group is key to putting issues at the forefront of member safety.

Therefore, be it resolved; new article 21.07 and 22.07 be created to state:

Article 21.07 and Article 22.07 There will be established a local Occupational Health and Safety committee either in a Local Council meeting, a local executive board meeting, or a general meeting of the Local. The terms of reference of this committee shall be established by the convening meeting.

Therefore, be it further resolved; that all subsequent Articles will be renumbered.

Constitutional Resolution #2

OHS Standing Committee:

Option 1: to be presented if the Constitutional Resolution for mandatory Local OHS sub-committee passes.

Whereas the Local Occupational Health and Safety Liaison plays an important role in the affairs of the Local; and,

Whereas, the Local Occupational Health and Safety Liaison has a constitutional obligation to report to both the Local Council and the AUPE OHS Committee; and,

Whereas the Local Occupational Health and Safety Liaison needs to be the lead in the coordination of OHS issues that face the members of the Local;

Therefore, be it resolved, Article 18.03 (c) i) be amended to read;

~~Attend~~ **Will chair** the meetings of the Occupational Health and Safety Sub-Committee. ~~if such exists;~~

Rationale: Chairing the sub-committee is If the previous resolution is carried is as detailed in the Whereas', a Sub-Committee would exist.

Option 2: to be presented if the Constitutional Resolution for mandatory Local OHS sub-committee does not pass.

Whereas the Local Occupational Health and Safety Liaison plays an important role in the affairs of the Local; and,

Whereas, the Local Occupational Health and Safety Liaison has a constitutional obligation to report to both the Local Council and the AUPE OHS Committee; and,

Whereas, the Local Occupational Health and Safety Liaison needs to be the lead in the coordination of OHS issues that face the members of the Local;

Therefore, be it resolved, Article 18.03 (c) i) be amended to read;

~~Attend~~ **Will chair** the meetings of the Occupational Health and Safety sub-committee, if such exists.

Recommendations to Local Council

From Executive Committee

1. Housekeeping

M/S/C

To recommend to Local Council that the term "Sub-Finance Committee" be amended to "Finance Sub-committee" in all Local 071 documentation including Local 071 Policies and Procedures.

Rationale: This will bring Local 071 documentation into alignment with the AUPE Constitution.

2. Convention Motion

To recommend to Local Council that, two weeks prior to Convention, the Local Secretary be given full discretion to fill any last-minute convention vacancies.

Rationale: This motion was passed for Convention 2019, and was a great help in ensuring that Local 071 presented a full delegation to Convention. We would like to ensure that we can do so again.

Amendment:

M/S/C

To recommend to Local Council that section 9.2(e) of Local 071 Policy be amended to include: Two weeks prior to Convention, the Local Secretary be given full discretion to fill any last-minute convention vacancies.

3. Social Sub-Committee

M/S/C

To recommend to Local Council to create a Local Social Sub-Committee. This committee will be responsible for planning social events for the Local. The Local Social Sub-Committee will be chaired by the Local Vice Chair and membership will include four volunteer members from the Local Council.

4. Local Life Members

To recommend to Local Council to accept the nomination of Stephen Caughie for Local Life Membership.

To recommend to Local Council to accept the nomination of Cindy Fife for Local Life Membership.

Rationale: Both members have been nominated, and meet all criteria. We feel it is fitting recognition for their years of service.

Amendment:

M/S/C

To recommend to Local Council to accept the nomination of Cindy Fyfe for Local Life Membership.

From Finance Sub-Committee

1. Chapter Funding Disbursements for 2021/2022

M/S/C

To recommend to Local Council that any funds deducted from a Chapter's disbursement for the 2021/2022 fiscal as required under Local 071 Policy 10.1.(a) shall be held in abeyance for that Chapter, and should that Chapter exhaust their funding disbursement for 2021/2022 before May 31, 2022, they shall be able to request such funds held in abeyance for the Chapter strictly for the purpose of hosting member engagement activities before June 30, 2022.

Rationale: This will provide Chapters who were unable to use their 2020/2021 disbursement, due to the pandemic, additional resources for additional member engagement activities in the 2021/2022 fiscal.

2. 2021-22 Budget

M/S/C

To recommend to Local Council that the proposed 2021-22 Budget be approved.

3. Chapter Gifts & Prizes

To recommend to Local Council to amend Local 071 Policy 10.1.(b) as follows:

Items purchased and distributed by a Chapter shall not exceed two-hundred and fifty dollars (\$250.00) per item and shall be distributed in the fiscal year of purchase.

Chapters shall not purchase or distribute physical gift-cards or gifts where the recipients' signature cannot be obtained unless the item is shipped directly to the recipient and the receipt or proof of purchase includes the recipients mailing address, or email address when distributing e-gift cards.

Rationale: Limit on item cost is so that more members have an opportunity to win a prize or gift. Changes to distribution of physical gift cards/gifts as a result of the issues outlined from the 2019/2020 audit report.

Amendment:

M/S/C

Items purchased and distributed by a Chapter ~~shall not exceed two-hundred and fifty dollars (\$250.00) per item and~~ shall be distributed in the fiscal year of purchase.

Chapters shall not purchase or distribute physical gift-cards or gifts where the recipients' signature cannot be obtained unless the item is shipped directly to the recipient and the receipt or proof of purchase includes the recipients mailing address, or email address when distributing e-gift cards.

4. Local Life Member Gifts

M/S/C

To recommend to Local Council to amend and add to Local Policy 11: (h) Local Life Members will receive an honorary gift from the Local, the total cost of which shall not exceed two hundred and fifty (\$250.00). All other articles to be renumbered as required.

Rationale: Life Members deserve a nice gift in recognition of their service to the Local, and this will give us some leeway to ensure the gift suits the members being honoured.

5. Social Accommodations

M/S/C

To recommend to Local Council that all Local Council members shall be entitled to hotel accommodations for the night of the next Social hosted by Local. The cost will be covered by the funds to host a Local Social approved at the January 30, 2021, Council meeting.

Rationale: As per AUPE policy, members are not entitled to hotel accommodations if they reside within 150km of an event. This will provide opportunity for all Local Council Members to participate.

From Collective-Agreement Sub-Committee

1. Gender-neutral language in Local 071 Collective Agreements

M/S/C

In the spirit of inclusivity, all Chapters within Local 071 will commit to working toward replacing gendered language in their Collective Agreements with gender-neutral language.

Local 071 AGM 2021 Attendance

Name	Chapter	Present?	Notes
Karl Marten	Chapter 001 - Lethbridge College	Y	
Jill Siewert-Lemieux	Chapter 001 - Lethbridge College	Y	
Melissa Reed Boogaart	Chapter 001 - Lethbridge College	Y	
Michael Doughty	Chapter 001 - Lethbridge College	Y	
Colin Taylor	Chapter 002 - Olds College	Y	
Amanda Howlett	Chapter 002 - Olds College	Y	
Andrea Kastendieck	Chapter 004 - Lakeland College	Y	
Thom McAleer	Chapter 004 - Lakeland College	Y	
Lonnie Boothman	Chapter 004 - Lakeland College	Y	
Kathy Patton	Chapter 005 - Medicine Hat College	N	Notified us that she is ill.
David Restoule	Chapter 005 - Medicine Hat College	Y	
Bill Gardner	Chapter 006 - Alberta University of the Arts	Y	
Shannon Ball	Chapter 007 - Grande Prairie Regional College	Y	
Linda Ulliac	Chapter 008 - Portage College	Y	
Aboubakrine Mbaye	Chapter 009 - Northern Lakes College	Y	
Lisa Bigstone	Chapter 009 - Northern Lakes College	Y	
Leslie Marquardt	Chapter 010 - Norquest College	Y	
Cristina Rodriguez	Chapter 010 - Norquest College	Y	
Jessica Santos	Chapter 010 - Norquest College	Y	
Molly Garstad	Chapter 010 - Norquest College	Y	
Peter Steward	Chapter 011 - Bow Valley College	Y	
Jenn Carkner	Chapter 011 - Bow Valley College	Y	
Kym Brown	Chapter 011 - Bow Valley College	Y	
Nadine Penalagan	Chapter 011 - Bow Valley College	Y	
Stacey White	Chapter 012 - Living Waters School Division #42	Y	
Daniel Gibbons	Chapter 013 - Edmonton Catholic School Division	Y	
Shane Schery	Chapter 013 - Edmonton Catholic School Division	Y	
Rob Brown	Chapter 013 - Edmonton Catholic School Division	Y	
Dean Malo	Chapter 013 - Edmonton Catholic School Division	Y	
Cydney Howey	Chapter 014 - Red Deer College	Y	
Randy Butler	Chapter 014 - Red Deer College	Y	Will be in and out of meeting due to an
Rhonda Marshall	Chapter 014 - Red Deer College	Y	
Non-voting			
Iba Boda	Chapter 011 - Bow Valley College	Y	Observer
Guy Smith	AUPE President	Y	Guest
Kevin Barry	AUPE VP	Y	Guest
Bobby-Jo Borodey	AUPE VP	Y	Guest
Susan Slade	AUPE VP	Y	Guest
Jason Heistad	AUPE Secretary-Treasurer	Y	Guest
Prisca Ryan	MSO	Y	Staff Rep

Average Chapter Membership Listing 2015/2016 to 2020/21

Chapter	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
1	346	338	345	353	363	274
2	178	163	162	165	169	150
3	23	27	27	19	n/a	n/a
4	280	283	280	281	288	242
5	153	171	166	165	164	132
6	65	88	87	87	93	60
7	64	63	59	59	58	38
8	127	119	123	120	118	91
9	106	104	109	114	119	97
10	248	295	323	370	394	348
11	289	314	324	328	339	280
12	92	120	95	103	93	67
13	330	340	349	353	375	343
14	277	312	298	300	296	182
Total	2,577	2737	2746	2815	2869	2305