



**LOCAL • 70712**  
*Union of Environment Workers*  
**SECTION LOCALE • 70712**  
*Syndicat des travailleurs de l'environnement*



## Action Plan 2016

(updated : Dec2016)

Position	Name
President	Rubin Kooner
Vice-President	Mike Lister
Treasurer	Naveed Ahmad
Secretary	Naveed Ahmad
Chief Steward	<i>vacant</i>
Steward 1 (River Rd/NWRC)	Dave Buote
Steward 2 (NRCAN)	Annmarie Hussar-Lucas
Steward 3 (CEAA/LaSalle)	Marie-Josée Boudreau
Steward 4 (LaSalle) <i>Non-Exec</i>	Pierre Vallieres

The following tables are Actioned Items for the Local 70712 Executive to be worked on for 2016.

### 2016 Local 70712 Training, PSAC Events, Conferences, Committees, & Networking Activities Schedule

*\*\*Note: Forward all training requests to the President to bring to the Executive*

Once any Training, Conference etc., have been completed, a written report must be provided to the Local Executive and to be published on the Website.

Course / Event	Scheduled Date	Location	Attendees	Course Length	Status
Talking Union Basics	March 18-19 Sept 23-24	Ottawa	D. Buote P. Vallieres	2 days	Completed
Union Development Program	March 31-April 3	Halifax	MJ. Boudreau	3 days	Completed
PSAC NCR New Local Officer Conference	April 12-14 9:00 – 4:30	Museum of war	No Attendees Interrupted Local Executive Meeting	3 days	Registration deadline April 4, 2016 To register: <a href="http://psac-ncr.com/registration-winter-2016-english-bilingual-courses-oro">http://psac-ncr.com/registration-winter-2016-english-bilingual-courses-oro</a>
Human Rights Conference	Sept 23-25	Ottawa	HR Rep alt - N. Ahmad	2.5 Days	Completed
Regional Conference <i>Pre-req: PSAC Courses</i> 2 Delegates 1 Regional HR Rep	June 16-18	Niagara Falls Delta	1 – D. Buote 2 – AM. Hussar-Lucas HR Rep (R. Kooner) <u>Alternates:</u> 1 – MJ. Boudreau 2 – N. Ahmad	3 days	Completed <b>Attended:</b> Steward 1 (D. Buote) President (R. Kooner) Steward 3 (MJ. Boudreau)

CLC – Summer School	July 3-8	Port Elgin	<b>No Attendees</b>		- Mental health in the Workplace - Taking unions to the next generation - Member engagement - Member action
CLC – Women School	July 10-15	Port Elgin	<b>No Attendees</b>		
Mobilization Committee	TBD 5:00 – 9:00pm	Ottawa	R. Kooner MJ. Boudreau		<b>ON GOING</b>
PSAC NCR Annual General meeting 1 delegate	May 7-8 9:00 – 5:00pm	Ottawa	<b>No Attendees</b>	2 days	Registrations must be received by April 18, 2016. Resolutions will be accepted until April 13, 2016 Vice President (M. Lister) to find out info
Ottawa Area Council (OAC) Committee (Political Action)	TBD 5:00 – 9:00pm	Ottawa	R. Kooner MJ. Boudreau		<b>ON GOING</b>
NCR PSAC Health & Safety Conference 1 delegate	May 28-29	Ottawa	D. Buote	2 days	<b>Completed</b> <b>Attended:</b> Steward 1 (D. Buote)
National PSAC OHS Conference Applications for delegates	Nov 18-20	Montreal	R. Kooner D. Buote		Filled in Applications; awaiting approval <b>Not selected</b>
Ontario PSAC Website Webinars on Grievance	\$50 per module completed	N/A	All		<b>ON GOING</b>
NCR Area Council (OAC) Committee (Political Action)	Sept 23-25	Ottawa	MJ. Boudreau	2 days	<b>Completed</b>
Grievance Handling Course	October 21-22	Ottawa	D. Buote AM. Hussar-Lucas P. Vallieres	2 days	<b>Completed</b>
2017 PSAC Equity Conference	March 2017	Toronto	R. Kooner		All encouraged to apply
Steward as a Problem Solver	Sept 26	Ottawa	AM. Hussar-Lucas P. Vallieres	5-8pm	<b>Completed</b>
Mental Health in the Workplace (PSAC)	Nov 28	Ottawa	D. Buote MJ. Boudreau	5-8pm	<b>Completed</b>

## Action Plan 2016

Item #	Scheduled Completion Date	Action Item	Responsible	Completion Date	Notes
<b>Local Communications</b>					
1	Monthly	Monthly Newsletters	Steward 3 (MJ. Boudreau) President (R. Kooner)	<b>ON GOING</b>	August - Phoenix
2	July 30	Facebook Officer - Create FB page - Invite executive as members	Steward 3 (MJ. Boudreau) President (R. Kooner)	<b>Completed Oct 2016</b>	
3	July 30	Create new Website - Layout & documents	President (R. Kooner)	<b>Completed Nov 2016</b>	
4	N/A	Website Officer	Treasurer (N. Ahmed)	<b>ON GOING</b>	
5	April 30	Email Accounts	Treasurer (N. Ahmed)	<b>May Completed</b>	Change over CEAA
6	N/A	PR Officer	All	<b>N/A CLOSED</b>	All taking the role
7	July 15	Membership Lists	All Lead - Steward 3 (MJ. Boudreau) <b>adding</b> President (R. Kooner)	<b>ON GOING Updated by MJ Dec 2016</b>	Forward each section to responsible Stewards and Contacts
8	May 15	Business Cards & Banner	President (R. Kooner)	<b>May 10 Completed</b>	Stewards left (to be done after grievance course)
9	N/A	Communication Posters/Cards etc. for Events	President (R. Kooner) Vice President (M. Lister) Treasurer (N. Ahmed)	<b>ON GOING</b>	- SWAG - \$5 Tim Gift cards - Thank you cards (100) - President to get banner and Thank you cards
10	April	Updating to Standard Documentation Layout	President (R. Kooner)	<b>April 11 Completed</b>	
<b>Local Finances</b>					
1	April	Expenses Training Course	Treasurer (N. Ahmed) President (R. Kooner)	<b>May 25 Completed</b>	
2	May 1	Electronic Signature Training for Expenses	President (R. Kooner)	<b>May 25 Completed</b>	All to switch to Electronic Signatures
3	April	Expense Claim template update	Treasurer (N. Ahmed) President (R. Kooner)	<b>May 25 Completed</b>	
4	May 30	Procurement of Adobe	Treasurer (N. Ahmed)	<b>Not needed CLOSED</b>	
5	May 30	Q1 Review - 1 Exec - 1 Member	Treasurer (N. Ahmed) Vice President (M. Lister) Steward 1 (D. Buote)	<b>Completed Aug 01</b>	Vice President (M. Lister) done and passed to Steward 1 (D. Buote)

6	August 31	Q2 Review - 2 Exec	Treasurer (N. Ahmed) Steward 1 (D. Buote) Vice President (M. Lister)	<b>Completed Aug 31</b>	
7	October 31	Q3 Review - 2 Exec	Treasurer (N. Ahmed) S Steward 1 (D. Buote) Vice President (M. Lister)	<b>Completed</b>	- 2 Members assisted
8	December 15	Q4 Review - 2 Members	Treasurer (N. Ahmed) 2 Members	<b>Completed Dec 2016</b>	- Advertise in November newsletter for 2 Members - Compensated with Gift Card
<b>Training Development</b>					
1	May 25	Local Grievance Steward Training Course	President (R. Kooner)	<b>May 25 Completed</b>	
2	May 25	Full Day for Union Development at UEW	All	<b>May 25 Completed</b>	
3	April	Grievance Tracking Spreadsheet / Table	President (R. Kooner)	<b>Completed Developed April 21 ON GOING</b>	<b>- Send updates monthly to President</b>
<b>Committees (HR, Occupational Health and Safety, etc.) &amp; Labour-Management Meetings</b>					
1	June Nov	OHS Meeting – River Road	1 Exec Vice President (M. Lister) Steward 1 (D. Buote)	<b>Completed June</b>	<b>Attended:</b> June - Steward 1 (D. Buote)
2	June Nov	OHS Meeting – Carleton	1 Exec L. Periard	<b>CLOSED</b>	<b>Attended:</b> Building Contact attends monthly
3	June Nov	OHS Meeting – LaSalle	1 Exec Vice President (M. Lister) Steward 4 (P. Vallieres)		<b>Attended:</b>
4	June Nov	OHS Meeting – NRCAN	1 Exec Steward 2 (AM. Hussar- Lucas)		VP to look into and inform Steward 2 <b>Attended:</b>
5	Sept Nov	OHS Meeting – CEAA	1 Exec Steward 3 (MJ. Boudreau)	Setting up committee	<b>Attended:</b>
6	June 29 Fall	LMCC (EC)	Vice President (M. Lister) President (R. Kooner)	<b>June – N/A</b>	<b>Attended:</b> June – Not invited
7	June 30 Fall	LMCC (CEAA)	Vice President (M. Lister) President (R. Kooner) Steward 3 (MJ. Boudreau)	<b>Completed June 30</b>	<b>Attended:</b> June 30 - President (R. Kooner)
8	Fall	UMCC (NRCAN)	Vice President (M. Lister) President (R. Kooner) Steward 2 (AM. Hussar- Lucas)	<b>N/A</b>	

9	?	UMCC (S & T)	Vice President (M. Lister) President (R. Kooner)	N/A	Vice President (M. Lister) to talk to UEW to set this up
10	Oct	<u>Joint Learning Program sessions:</u> Mental Health Collective Agreement Duty of Accommodate	Steward 3 (MJ. Boudreau)	Completed INFO	Steward 3 (MJ. Boudreau) to create survey for members on what they would like to see
11	Sept 30	Resolutions Committee - Regional - Local 70712 AGM 2017 - Convention 2017	All	Completed Oct 31	
12	Nov 1	Joint Learning Program sessions - CEAA	Steward 3 (MJ. Boudreau)	Completed Collective Agreement	
13	Jan	Joint Learning Program sessions – River Road	Vice President (M. Lister)		
14	TBD	Joint Learning Program sessions - NRCAN	Vice President (M. Lister) Steward 2 (AM. Hussar-Lucas)		
15	TBD	Joint Learning Program sessions - LaSalle	Steward 4 (P. Vallieres)		
16	TBD	Joint Learning Program sessions - Carleton	Vice President (M. Lister)		
<b>Membership Engagement, Public Relations and Recognition</b>					
1	Sept 29	Meet & Greet / Member Appreciation – River Road BBQ	Min 2 Exec	Completed	
2	TBD	Meet & Greet / Member Appreciation – Carleton COFFEE & DONUTS	Min 2 Exec		
3	April 30	Meet & Greet / Member Appreciation – LaSalle PIZZA	Lead - Steward 3 (MJ. Boudreau) 2 more Exec	May 24 Completed	Attended: President, VP, Treasurer, Steward 1, & Steward 3
4	TBD	Meet & Greet / Member Appreciation – NRCAN PIZZA	Lead - Steward 2 (AM. Hussar-Lucas) 2 more Exec		
5	TBD	Meet & Greet / Member Appreciation – CEAA PIZZA	Min 2 Exec		
6	N/A	Building boards – River Road	Steward 1	ON GOING	
7	N/A	Building boards – Carleton	Building Contact	ON GOING	
8	N/A	Building boards – LaSalle	Building Contact	ON GOING	
9	N/A	Building boards – NRCAN	Steward 2	ON GOING	
10	N/A	Building boards – CEAA	Steward 3	ON GOING	

Local Information Management					
1	April 30	Updating Storage of files	President (R. Kooner) adding Treasurer (N. Ahmed)	ON GOING	
2	May 10	Control of supplies and files	Vice President (M. Lister) Treasurer (N. Ahmed) President (R. Kooner)	ON GOING	
3	Dec	Local 70712 - Annual General Meeting 2017 (AGM2017)	All	Completed Oct 31	
4		Determination of LMCC Dates by locations	Vice President (M. Lister)		
5	May 1	Move over to Electronic Signature for expenses & Local Business	All	May 25 Completed	All to switch to Electronic Signatures
6	May 10	Procurement of Supplies for Union Development Training	Treasurer (N. Ahmed) President (R. Kooner)	May Completed	
7		Pick up Cards for New Members and RANDS	Vice President (M. Lister)	June Completed	Steward 1 (D. Buote) picked up cards - Stock at River road
8	June 30	New Storage Location at RR	Vice President (M. Lister)	Completed	President (R. Kooner) worked with Building Services and found storage
9	N/A	Purchase Supplies	Vice President (M. Lister) Treasurer (N. Ahmed) President (R. Kooner)	ON GOING	
10	June 30	Update and Translate all 2016 documentation to files, hard drive and website	President (R. Kooner) Steward 3 (MJ. Boudreau)	Completed Nov 2016	Waiting to update new website once completed
11	Sept 30	Local 70712 - Annual General Meeting 2017 (AGM2017) Venue	Treasurer (N. Ahmed) President (R. Kooner)	Completed Nov 2016	
<p><b>*Note:</b></p> <p><b>*Note:</b></p>					