

**LOCAL • 70712**  
*Union of Health and Environment Workers*  
**SECTION LOCALE • 70712**  
*Syndicat des travailleurs de la santé et de l'environnement*

**Action Plan 2017**

*(updated : Dec2017)*

<b>Position</b>	<b>Name</b>
President	Rubin Kooner
Vice-President	Mike Lister
Treasurer	Naveed Ahmad
Secretary	<i>vacant</i>
Chief Steward	<i>vacant</i>
Steward 1	Justin Cooke
Steward 2	Pierre Vallieres
Steward 3	Dave Buote
Steward 4	<i>vacant</i>
Steward 5	<i>vacant</i>

**The following tables are Actioned Items for the Local 70712 Executive to be worked on for 2017.**

**2017 – 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.**

<b>Course / Event</b>	<b>Scheduled Date</b>	<b>Location</b>	<b>Attendees</b>	<b>Course Length</b>	<b>Status</b>
Talking Union Basics		Ottawa	J. Cooke	2 days	<b>INCOMPLETE</b>
PSAC NCR New Local Officer Conference	April 18-20 9:00 – 4:30	Ottawa	D. Buote P. Vallieres J. Cooke	3 days	<b>CLOSED</b> \$450 training
Duty to Accommodate / PSAC	Mar 3-4 9:00 – 5:00	Ottawa	<b>No Attendees</b>	2 Days	----
UHEW Convention 2017 <i>Pre-req: PSAC Courses</i> 2 Delegates 1 Regional HR Rep 1 Official Observer	Aug	Toronto Sheraton	1 – M. Lister 2 – N. Ahmad HR Rep (R. Kooner) <u>Observers:</u> 1 – D. Buote 2 – J. Cooke 3 – JF. Trudeau	5 days	<b>Must participate in Resolutions Committee</b> <b>CLOSED</b>
Convention Procedures	April 24 5:30 – 8:00pm	Ottawa	D. Buote R. Kooner	2.5 hrs	<b>CLOSED</b>

CLC – Retirement Course	TBD	River Road			Discussed with CLC and postponed to when members show more interest <b>CLOSED</b>
PSAC NCR's 7th Triennial Convention	May 5-7	Ottawa	<b>2 Delegates</b> N. Ahmad <b>No Attendees</b>		<b>CLOSED</b>
Mobilization Committee	TBD 5:00 – 9:00pm	Ottawa	Monthly		<b>ON GOING</b>
Ottawa Area Council (OAC) Committee	TBD 5:00 – 9:00pm	Ottawa	Monthly		<b>ON GOING</b>
Ottawa Area Council Elections and AGM 2017	Mar 8 5:00 – 9:00pm	Ottawa	<b>No Attendees</b>		<b>CLOSED</b>
Ontario PSAC Website Webinars on Grievance	\$50 per module completed awarded to Executive	N/A	All J. Cooke		<b>ON GOING</b> <b>Take on own</b>
Grievance Handling Course	TBD	Ottawa	J. Cooke	2 days	<b>INCOMPLETE</b>
2017 PSAC Equity Conference	March 23-28	Toronto	R. Kooner	5 days	\$230 training <b>CLOSED</b>
OFL Bargaining Conference	Nov	Toronto	No attendees		<b>Due to budget</b> <b>CLOSED</b>
UHEW RVP Training Course		Halifax	R. Kooner	5 days	<b>CLOSED</b>
PSAC Bargaining Course	March 2018	Ottawa	J. Cooke R. Armstrong R. Kooner	5 days	<b>INCOMPLETE</b>

## Action Plan 2017

Item #	Scheduled Completion Date	Action Item	Responsible	Completion Date	Notes
<b>Local Communications</b>					
1	Monthly	Monthly Newsletters	President (R. Kooner)	ON GOING	
2	Monthly	Facebook Officer	President (R. Kooner)	ON GOING	
3	Monthly	Website updates	Treasurer (N. Ahmed) President (R. Kooner)	ON GOING	
4	March 10	Email Accounts	Treasurer (N. Ahmed)	Completed July	
5	Monthly	PR Officer	President (R. Kooner)	ON GOING	
6	April 15	Membership Lists	All Lead - Vice President (M. Lister) President (R. Kooner)	Waiting for updated list ON GOING	Forward each section to responsible Stewards and Contacts
7	March 30	Business Cards	President (R. Kooner)	Completed Aug	
8	N/A	Communication Posters/Cards etc. for Events	President (R. Kooner) Vice President (M. Lister) Treasurer (N. Ahmed)	ON GOING	- SWAG - \$5 Tim Gift cards - Thank you cards (50)
<b>Local Finances</b>					
1	Feb 23	Expenses Training Course	President (R. Kooner)	Completed Feb 23	
2	Feb 23	Electronic Signature Training for Expenses	President (R. Kooner)	Completed Feb 23	All to switch to Electronic Signatures
3	Feb 23	Expense Claim template update	President (R. Kooner)	Completed Feb	
4	April 30	New Expense Excel Spreadsheet or buy Quick books	Treasurer (N. Ahmed) President (R. Kooner)	Completed	New Excel sheet created by President / reviewed by Treasurer Trial basis for Q1 & Q2
5	May 30	Q1 Review - 1 Exec - 1 Member	Treasurer (N. Ahmed) President (R. Kooner) Chief Steward (D. Buote) Steward (P. Vallieres)	Completed April 15	
6	July 31	Q2 Review - 2 Exec	Treasurer (N. Ahmed) President (R. Kooner) Steward (J. Cooke) Steward (D. Buote)	Completed	

<b>7</b>	October 31	Q3 Review - 2 Exec	Treasurer (N. Ahmed) President (R. Kooner) <del>Vice President (M. Lister)</del> <del>NWRC Building Contact</del>	<b>Completed</b>	
<b>8</b>	December 15	Q4 Review - 2 Members-Exec	Treasurer (N. Ahmed) President (R. Kooner)	<b>Completed</b>	
<b>Training Development</b>					
<b>1</b>	Feb 23	Local Grievance Steward Training Course	President (R. Kooner)	<b>Completed Feb 23</b>	
<b>2</b>	Feb	Full Day for Union Development	All	<b>Completed Feb 23</b>	
<b>3</b>	Feb 23	Grievance Tracking Table / Steward Log	President (R. Kooner)	<b>Completed Feb 23</b>	<b>Send updates monthly to President</b>
<b>4</b>	Feb 23	New system to track Member issues	President (R. Kooner)	<b>Completed Feb 23</b>	
<b>Committees (HR, Occupational Health and Safety, etc.) &amp; Labour-Management Meetings</b>					
<b>1</b>	Monthly	OHS Meeting – River Road	President (R. Kooner) Vice President (M. Lister) Steward (J. Cooke)	<b>ON GOING</b>	<b>Attended:</b> July – M. Lister Oct – M. Lister
<b>2</b>	Monthly	OHS Meeting – Carleton	L. Periard	<b>CLOSED</b>	<b>Attended:</b> Building Contact attends monthly
<b>3</b>	Monthly	OHS Meeting – LaSalle	Steward (P. Vallieres)	<b>ON GOING</b>	<b>Attended:</b> <b>Oct</b>
<b>4</b>	Monthly	OHS Meeting – NRCAN	AM. Hussar-Lucas	<b>CLOSED</b>	<b>Attended:</b> Building Contact attends monthly
<b>5</b>	Monthly	OHS Meeting – CEAA	Vice President (M. Lister) President (R. Kooner)	<b>ON GOING</b>	<b>Attended:</b> Committee still forming
<b>6</b>	May 23	LMCC (EC) National	<del>Vice President (M. Lister)</del> President (R. Kooner)	<b>Completed May 23</b>	<b>Attended:</b>
<b>7</b>	Mar 28 Dec 11	LMCC (CEAA)	Vice President (M. Lister) President (R. Kooner)	<b>Completed April 28 Dec 11</b>	<b>Attended:</b> M. Lister attended April
<b>8</b>	TBD	UMCC (NRCAN)	Vice President (M. Lister) President (R. Kooner)	<b>Postponed</b>	
<b>9</b>	May 1	UMCC (S & T)	<del>Vice President (M. Lister)</del> President (R. Kooner)	<b>Completed May 1</b>	
<b>10</b>	May 30 TBD	UMCC (Enforcement)	Steward (J. Cooke) President (R. Kooner)	<b>Completed May 30</b>	

<b>11</b>	Feb 8	Joint Learning Program session: Mental Health River Road	President (R. Kooner) With PIPSC	<b>Completed</b> INFO	
<b>12</b>	Quarterly	Joint Learning Program sessions: - CEAA / NCR Mental Health	<del>President (R. Kooner)</del> Vice President (M. Lister)	<b>Completed</b>	Vice President (M. Lister) introduced JLP on Feb 2
<b>13</b>	Jun 19	Joint Learning Program sessions: - CEAA / Toronto Mental Health	President (R. Kooner) J. Gabon (UHEW Toronto0)	<b>Completed</b>	Asked J. Gabon from UHEW Local to present at lunch hour mini discussion
<b>14</b>	Sept	Joint Learning Program sessions – River Road Duty to Accommodate Collective Agreement	Steward (D. Buote) Steward (J. Cooke)	<b>Incomplete</b>	
<b>15</b>	TBD	Joint Learning Program sessions - NRCAN	Vice President (M. Lister) Building Contact (AM. Hussar-Lucas)	<b>Incomplete</b>	
<b>16</b>	TBD	Joint Learning Program sessions - LaSalle	Vice President (M. Lister) Steward (P. Vallieres)	<b>Incomplete</b>	
<b>17</b>	TBD	Joint Learning Program sessions - Carleton	Vice President (M. Lister) Building Contact (L. Periard)	<b>Incomplete</b>	
<b>18</b>	June 30	Resolutions Committee - Convention 2017	People attending Convention	<b>Completed</b> <b>April</b>	
<b>19</b>	Dec 15	Resolutions Committee - Local 70712 AGM 2018	All	<b>Completed</b> <b>Nov 1</b>	
<b>20</b>	Quarterly	CEAA Mental Health Committee	Steward (D. Buote)	<b>ON GOING</b>	<b>Attended:</b> Via teleconference and in person Oct
<b>Membership Engagement, Public Relations and Recognition</b>					
<b>1</b>	June	Meet & Greet / Member Appreciation – River Road BBQ	Lead – Steward (J. Cooke) Min 2 Exec	<b>Incomplete</b>	
<b>2</b>	March	Meet & Greet / Member Appreciation – Carleton PIZZA	Lead - Building Contact (L. Periard) Min 2 Exec	<b>Completed</b> <b>May 24</b>	
<b>3</b>	TBD	Meet & Greet / Member Appreciation – LaSalle COFFEE & DONUTS	Lead - Steward (P. Vallieres) 2 more Exec	<b>Incomplete</b>	
<b>4</b>	TBD	Meet & Greet / Member Appreciation – NRCAN COFFEE & DONUTS	Lead – Building Contact (AM. Hussar-Lucas) 2 more Exec	<b>Incomplete</b>	

<b>5</b>	TBD	Meet & Greet / Member Appreciation – CEAA COFFEE & DONUTS	Lead - Vice President (M. Lister) Min 2 Exec	<b>Incomplete</b>	
<b>6</b>	N/A	Building boards – River Road	Steward (J. Cooke) Steward (D. Buote)	<b>ON GOING</b>	
<b>7</b>	N/A	Building boards – Carleton	Building Contact	<b>ON GOING</b>	
<b>8</b>	N/A	Building boards – LaSalle	Steward (P. Vallieres)	<b>ON GOING</b>	
<b>9</b>	N/A	Building boards – NRCAN	Building Contact	<b>ON GOING</b>	
<b>10</b>	N/A	Building boards – CEAA	Vice President (M. Lister)	<b>ON GOING</b>	

### Local Information Management

<b>1</b>	July 30	Updating Storage of files	President (R. Kooner) Treasurer (N. Ahmed)	<b>Incomplete</b>	
<b>2</b>	July 30	Control of supplies and files	Vice President (M. Lister) Treasurer (N. Ahmed) President (R. Kooner)	<b>ON GOING</b>	Keys for storage closet (J. Cooke)
<b>3</b>	Dec	Local 70712 - Annual General Meeting 2017 (AGM2017)	All	<b>Completed Dec 12</b>	
<b>4</b>		Determination of LMCC Dates by locations	President (R. Kooner)	<b>Completed April</b>	
<b>5</b>	<b>ASAP</b>	Suspended Members	President (R. Kooner) Vice President (M. Lister) President (R. Kooner)	<b>CLOSED No solution from PSAC</b>	Contact PSAC RVP
<b>6</b>		New Members	All	<b>ON GOING</b>	Waiting for list from PSAC
<b>7</b>		RAND Members	Vice President (M. Lister) President (R. Kooner)	<b>ON GOING</b>	Waiting for list from PSAC
<b>8</b>	N/A	Purchase Supplies	Vice President (M. Lister) Treasurer (N. Ahmed) President (R. Kooner)	<b>ON GOING</b>	
<b>9</b>	April 15	Update and Translate all 2016 documentation to files, hard drive and website	President (R. Kooner) Treasurer (N. Ahmed)	<b>Completed April</b>	
<b>10</b>	Dec	Local 70712 - Annual General Meeting 2017 (AGM2017) Venue	President (R. Kooner)	<b>Completed Nov</b>	

**\*Note:**

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