



British Columbia

PSAC BC Regional Council Reference Materials:

BC Regional Council Contact Info,
Committee Composition and
Draft Terms of Reference



**BC REGIONAL COUNCIL COMMITTEE
REFERENCE MATERIALS
Subject to RC Approval**

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STAFF AND OFFICE CONTACT INFORMATION

Office of the Regional Executive Vice-President - BC

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Vancouver RO Staff Contacts

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STAFF AND OFFICE CONTACT INFORMATION

Vancouver RO Staff Contacts Continued

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Victoria RO Staff Contacts

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JacksOD@psac-afpc.com

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LittleJ@psac-afpc.com

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Collective Bargaining Branch Office

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Vancouver, BC V5R 6C9

CBB Staff Contacts

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Deb Seaboyer, Grievance & Adjudication Officer (currently Action Regional Education Officer)



2012 BC REGIONAL COUNCIL CONTACT INFORMATION

BC Regional Council Members

Bob Jackson, Regional Executive Vice President-BC	JacksoB@psac-afpc.com
Jayne Johns, Alternate REVP-BC	JohnsJ@psac-afpc.com
Shawna Hall, Metro Vancouver Coordinator	shawna.mc.hall@gmail.com
Terri Lee, Metro Vancouver Coordinator	leet102@shaw.ca
Jamey Mills, Metro Vancouver Coordinator	jameymills77@gmail.com
Antony Paller, East Fraser Valley Coordinator	PallerA@psac-afpc.com
Jennifer Chieh Ho, West Fraser Valley Coordinator	HoJ@psac-afpc.com
Roberta Gourlie, Southern Interior Coordinator	drgourlie@shaw.ca
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Patt Holmes, Northeast BC Coordinator	pattholmes@gmail.com
Benilde Gomes, Northwest BC Coordinator	bgomes@citywest.ca
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Virginia Vaillancourt, South Island Coordinator	VaillaV@psac-afpc.com
Christine Walker, North Island Coordinator	c.walker@telus.net
Heather DuDoward, Aboriginal Equity Coordinator	rhd@haidagwaii.net
Sargy Chima, Racially Visible Equity Coordinator	sargychima@hotmail.com
Tracy Shudo, MWD Equity Coordinator	tjshudo@gmail.com
Kelly Megyesi, Womens Coordinator	MegyesK@psac-afpc.com
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Sam Wiese, Health & Safety Coordinator	WieseS@psac-afpc.com
Jason Salchert, DCL/Small Separate Employers Coordinator	jason_salchert@rogers.blackberry.net
Nic Humphreys, National Officers Coordinator	Nick.Humphreys@NRCan-RNCan.gc.ca
Daphne Ho, Alt. Young Workers Coordinator	HoD@psac-afpc.com



2012 BC REGIONAL COUNCIL COMMITTEE COMPOSITION

The BC Regional Council has nine standing committees to which Council members are appointed.

Below the members for each of the 2012 Committee members are listed. Although not listed, both the REVP and the Alternate REVP are standing members to each of the nine committees. At the request of a Committee, staff of the PSAC Regional Offices and the Office of the REVP may also provide support to the work of the Committee.

In addition to the nine standing Committees, ad hoc subcommittees of the BC Regional Council may be struck and dissolved as required by the Regional Council.

By-Laws Committee

Jayne Johns, Chair	JohnsJ@psac-afpc.com
Shawn Hall	shawna.mc.hall@gmail.com
Cindy Little	LittleC@psac-afpc.com
Jamey Mills	MillsJ@psac-afpc.com
Susan Yaciw	YaciwS@psac-afpc.com

Convention Committee

Virginia Vaillancourt, Chair	VaillaV@psac-afpc.com
Be Gomes	bgomes@citywest.ca
Jamey Mills	MillsJ@psac-afpc.com
Antony Paller	PallerA@psac-afpc.com
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Donations Committee

Tracy Shudo, Chair	tjshudo@gmail.com
Paul Croes	CroesP@psac-afpc.com
Jayne Johns	JohnsJ@psac-afpc.com
Antony Paller	PallerA@psac-afpc.com
Daphne Ho	HoD@psac-afpc.com

Education Committee

Susan Yaciw, Chair	YaciwS@psac-afpc.com
Heather DuDoward	rhd@haidagwaii.net
Jennifer Ho	HoJ@psac-afpc.com
Sam Wiese	WieseS@psac-afpc.com
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Environment Committee

Nic Humphreys, Chair	Nick.Humphreys@NRCan-RNCan.gc.ca
Be Gomes	GomesB@psac-afpc.com
Terri Lee	leet102@shaw.ca
Jason Salchert	jason_salchert@rogers.blackberry.net
Roberta Gourlie	drgourlie@shaw.ca

Finance Committee

Cindy Little, Chair	LittleC@psac-afpc.com
Sargy Chima	sargychima@hotmail.com
Nic Humphreys	Nick.Humphreys@NRCan-RNCan.gc.ca
Kelly Megyesi	kelly.megyesi@gmail.com
Christine Walker	c.walker@telus.net

International Solidarity Committee

Paul Croes, Chair	CroesP@psac-afpc.com
Shawna Hall	shawna.mc.hall@gmail.com
Jennifer Ho	HoJ@psac-afpc.com
Patt Holmes	pattholmes@gmail.com
Kelly Megyesi	kelly.megyesi@gmail.com

Political Action Committee

Sam Wiese, Chair	WieseS@psac-afpc.com
Heather DuDoward	rhd@haidagwaii.net
Terri Lee	leet102@shaw.ca
Jason Salchert	jason_salchert@rogers.blackberry.net
Virginia Vaillancourt	VaillaV@psac-afpc.com

Subsidies Committee

Sargy Chima, Chair	sargychima@hotmail.com
Patt Holmes	pattholmes@gmail.com
Christine Walker	c.walker@telus.net
Roberta Gourlie	drgourlie@shaw.ca



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BC Regional Council Committee Draft Terms of Reference



BC PSAC Regional Council By-Laws Committee

Terms of Reference

The following Terms of Reference have been drafted and adopted by the B.C. Regional Council By-Laws Committee:

- The BC Regional Council By-Laws Committee shall be established and report per Section 12 of the By-Laws of the BC Regional Council.
- The By-Laws Committee will select a chairperson from among the Committee members.
- The By-Laws Committee shall meet in conjunction with Regional Council in-person meetings, between Regional Council meetings as required and at others times as called by the Regional Executive Vice-President.
- The By-Laws Committee will ensure that any issues that could have an impact on the By-Laws of the BC Regional Council are referred to the Regional Council to consider.
- The By-Laws Committee will also perform any additional work assigned by the Regional Executive Vice-President.



BC PSAC Regional Council Convention Committee

Terms of Reference

Goals

The Convention Committee aims to make each Convention a vital inclusive event where members feel they are an integral part of the Convention. Create an environment for formal and informal networking. To ensure the Convention is a milieu for all Union Activists to be well informed on current campaigns and are provided an opportunity to debate resolutions on the floor and to elect their representatives for the next three years following Convention.

Terms of Reference

1. On behalf of the Council, work collaboratively and in consultation with the PSAC BC REVP's Office and RO staff in the development of and planning of the PSAC BC Triennial Convention
2. To engage in a process of continuous quality improvement through a cycle of evaluation, planning and action
3. Deal with business referred to the Committee by the PSAC BC REVP and/or the PSAC BC Regional Council
4. To contribute to the advancement of union knowledge, education and training
5. To promote a spirit of inclusiveness regarding the Convention within the PSAC BC's membership
6. To consider the comments of the members at the previous Convention and make adjustments for the upcoming Convention
7. The Committee will seek to make decisions by consensus.
8. All donation monies raised at the PSAC BC Triennial Convention will be allocated to one or more charitable organizations or Social Justice causes to be decided in advance of Convention.
9. The Committee Chair will liaise with the PSAC BC REVP's Office regarding recommendations and questions from the Convention Committee and will report back to the Committee.



Accountability

1. The Convention Committee is a standing Committee of the PSAC BC Regional Council and reports to the Regional Council meetings and to the Office of the REVP through the Convention Committee Chair.
2. The Committee will receive prior approval from the PSAC BC REVP before all correspondence, printed materials, public statements, etc. are produced.
3. The Convention Committee will provide updated status reports to the Regional Council at meetings as required and upon request to the REVP's Office.
4. Prior to the adjournment of a meeting, the Committee will establish, whenever possible, the next meeting date for the Committee.
5. Following the PSAC BC Triennial Convention, the Convention Committee shall debrief within one (1) month either in person or via teleconference to review the comments and suggestions from the Convention Delegates, Observers and guests, and to review what went well, what didn't and what things need to change. The Committee will create a debrief report, which will be presented within two (2) months following Convention at a PSAC BC Regional Council meeting.

Membership

The Convention Committee will be made up of up to five (5) Regional Council members as assigned by the REVP BC.



BC PSAC Regional Council Donations Committee Guidelines for Making Donations/Contributions to Organizations and Campaigns

Categories:

1. Sustaining Contributions
2. Campaign Contributions
 - Labour organizations (strike fund, awareness raising, education)
 - Solidarity organizations (regional or international)

Areas of Focus:

Donations or contributions may be granted to an organization or activity that falls into one or more of the three areas below:

1. Public Service - Globalization, anti-privatization, anti-poverty, environmental issues, water rights, etc.
2. Social Justice - Human rights, equity, community, international solidarity, etc.
3. Labour - Events that celebrate labour history, international solidarity, etc.

Recommendations:

1. Donations may be given to those organizations that solicit funds from the PSAC or that the Regional Council proposes as an organization/activity it wishes to support.
2. The Donations Committee will meet twice per year to prepare donation recommendations for the Regional Council.
3. The budget allocation for donations will be set by the Regional Council.
4. The Donations Committee shall work to ensure that funds are
 - a. focused on local (BC) organizations, campaigns and events
 - b. distributed throughout the region
5. The Regional Council, by simple majority, can exceed the recommended dollar amount of a donation.
6. Each Regional Council Coordinator has the option of using a reasonable amount of their own budget to make contributions to organizations/campaigns in their area of responsibility provided the above guidelines are applied and their RC activities are still adequately funded.



PSAC BC Regional Council Education Committee

Terms of Reference

The PSAC BC Regional Council is committed to a dynamic, relevant and accessible program of union education for PSAC members in BC. To this end, the Education Committee will:

1. Actively promote the education program to members, locals, regional committees and regional leadership;
2. Identify current needs, anticipate emerging issues and seek broad-based union input for the Regional Education Plan;
3. Formulate recruitment strategies for education activities and; in cooperation with the Regional Offices (RO), other members of the Regional Council, regional committees and local executives; actively recruit members for scheduled education courses;
4. On behalf of the Regional Council, work collaboratively with the Regional Education Officer (REO), RO staff and the Regional Executive Vice-President (REVP) in development of the Regional Education Plan; and
5. Review and discuss issues relating to PSAC education in BC and, where applicable, formulate recommendations for consideration by the full BC Regional Council.

The Committee will consist of at least two (2) and not more than seven (7) members from the BC Regional Council. In appointing Committee members, **consideration shall be given based on** recommendations of the REO and representation needs relating to geography, equity and employer status, as well as members' commitment to the goals, principles and standards set out in the PSAC Policy on Membership Education.

The Committee will be chaired by a member of the Committee. The Chair will be selected by the Committee and will serve a designated term.

The Committee will meet in conjunction with meetings of the BC Regional Council and at other times as called by the REVP, **the REO or the Committee**. Meetings may be face-to-face or by conference call, whichever is most economical and feasible given the meeting agenda.



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The REO will assist in coordinating Committee meetings. **The Chair of the Committee shall establish the agenda, be responsible for maintaining and forwarding the minutes of the meetings to the REO and the Committee members.** Additionally, the Chair of the Committee or a designated Committee member shall provide a report to at Regional Council meetings.

The Committee will seek to make decisions by consensus.



BC PSAC Regional Council Environment Committee

Terms of Reference

The following Terms of Reference have been finalized by the Environment Committee with the understanding that they are fluid and can be changed at any time by a simple majority vote of Committee members.

This Committee provides advice to the Regional Executive Vice-President and the PSAC BC Regional Council on environmental issues of concern to all PSAC members. The Committee's purpose and objectives include, but are not limited to, the following:

1. Recommend measures, programs and campaigns to the Regional Council to ensure that environmental issues remain a priority for the Union
2. Invite the Regional Council to refer environmental issues to the Committee for discussion and advice
3. Increase PSAC members' knowledge of environmental issues
4. Support PSAC members in developing and carrying out work on environmental campaigns
5. Assist in the development of resolutions related to national, provincial and local environmental issues
6. Serve as a mechanism to gather and vocalize environmental concerns of PSAC members
7. Liaise with environmental groups around the province on issues of mutual interest or concern
8. Participate in environmental conferences and forums



BC PSAC Regional Council Finance Committee

Terms of Reference

The following Terms of Reference have been drafted by the B.C. Regional Council Finance Committee with the intent that they be fluid to the extent that they may be amended as required by a simple majority vote of Finance Committee members.

- The BC Regional Council Finance Committee shall be established and report per Section 12 of the By-Laws of the BC Regional Council.
- The Finance Committee will elect a chairperson from among the Committee members.
- The Finance Committee shall meet during BC Regional Council meetings, between Regional Council meetings as required or at the call of the Regional Executive Vice-President.
- The Finance Committee shall submit a written report of their activities to the BC Regional Council meeting and the BC Regional Triennial Convention per Section 12 of the By-Laws of the BC Regional Council.
- The Finance Committee, in conjunction with the Office of the REVP, shall prepare the financial statements for the BC Regional Council.
- The Finance Committee shall be responsible for initiating an independent annual review of the BC Regional Council finances and expenditures.
- The Finance Committee will prepare a projected 3-year priority proposal for approval by the BC Regional Council prior to the BC Regional Triennial Convention.



BC PSAC Regional Council International Solidarity Committee Terms of Reference



Mandate

The International Solidarity Committee believes that human, labour, and equity, rights are issues that connect us globally. We will endeavor to support our partners and allies as it strengthens our rights in Canada. To carry out our mandate, the Committee will facilitate partnerships with other organizations and PSAC staff to support International Solidarity and Human rights by:

- Broadening discussion of issues relating to International Solidarity within the leadership and membership of PSAC BC.
- Making recommendations to the REVP and Regional Council on issues relating to international solidarity.
- Working with various regional committees to promote local activities and Events
- Supporting and developing the principles of the PSAC Social Justice fund

Composition

The REVP will appoint a minimum of three members to the committee and the chair will be elected from within the committee. The Committee would welcome a contact staff person when feasible.

Roles

The role of the individual committee members is to participate fully at and between meetings. The role of the Chair is to schedule meetings, prepare meeting agendas, consult with other members prior to meetings, and to lead the committee. The role of contact staff person (if applicable) is to act as a resource to the committee, provide support and advice, and participate in committee discussions with a voice but no vote.

Budget

The Committee requests a budget to cover operational expenses related to the International Solidarity activities.

Reports

Minutes will be kept as a record of Committee meetings. The Committee will prepare semi-annual reports for the BC Regional Council.



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BC PSAC Regional Council Political Action Committee

Terms of Reference

No written Terms of Reference was received from the Political Action Committee.



BC PSAC Regional Council Subsidies Committee

Terms of Reference

No written Terms of Reference were received from the Subsidies Committee.

New Regulation Regarding Convention and Conference Subsidies

(adopted at the March 29-31, 2012 Regional Council meeting)

Requests for convention and conference subsidies should

- Be in writing (email or paper) to the REVP's office
- Be received 3 weeks prior to registration deadline
- Contain a rationale why this convention or conference would be valuable for the applicant
- Give an indication how the information/experience obtained at the convention or conference will be used by the participant in union activities
- Indicate any other efforts the applicant has made to obtain funding

All requests will be forwarded to the Subsidies Committee for approval.

The following considerations will be used to award subsidies:

- Is the convention or conference labour, political or social activism related?
- Will the Region benefit from the member's participation in this event?
- Has the applicant been awarded previous subsidies for a convention or conference? If so, when?
- Normally, we will not fund more than 3 participants for the same convention or conference.
- Exceptions to the above should be mostly in the lower-cost category.

Subsidies:

Convention or Conference outside BC: \$500.00

Convention or Conference in BC, and participant has to fly: up to \$500.00

Convention or Conference in BC and no need to fly: \$250.00

There shall be a written report to the REVP's office within one month of the event.