



FACT SHEET: Committees and Shop Stewards

Elections are held each November for Local 517's Committees and Shop Stewards. This document provides an overview of each committee and lists all currently elected members and shop stewards.

Standing Committee members are nominated and elected at the Annual General Meeting, held the first Wednesday in November. Shop Stewards are elected on the job and by work area in the month of November.

Members in good standing willing to accept a nomination to serve on a committee, but who are unable to attend the AGM, may express their willingness to do so by completing a [proxy acceptance form](#). Completed forms are to be returned to Wendy Clayford, 2nd Vice-President, by October 31, 2017.

STANDING COMMITTEES

Communications Committee:

- **Purpose and role:** This committee's role is to assist in sharing important information, to develop educational information sessions, to promote the benefits of the union, and to increase transparency by providing updates on office and union matters. The committee works together with the Union Executive and other standing committees to ensure information is timely and relevant.
- **Special Considerations:** skill variety including technical, creative writing, newsletter layout and editing, event planning
- **Number of Members¹:** 6 to 8
 - Committee chair: Sarah Pilgrim
 - Current members: Mandy Chan, Chris Clarke, Mandy Ellis, Troy Gebhart, TJ Janz, Cole Schooner, Katarina Stoyko, Taleen Tchakedjian and Long Xue.

Employee and Family Assistance Program (EFAP):

- **Purpose and role:** This **joint union-management** committee consists of two management and two union members. The committee meets twice a year with Morneau Shepell's Senior Account Manager to review the usage rate of the [services provided by Morneau Shepell](#). Morneau Shepell was hired to provide work, health and life issues guidance for VFPA employees and this service is free of charge. Committee members promote the benefits of the program, encourage employees to use it when necessary and answer related questions.
- **Special Considerations:** none
- **Number of Members¹:** 3
 - Committee co-chair: Theora West
 - Current members: Patrick Murphy and Wally Oyama.

Grievance Committee:

- **Purpose and role:** The Grievance Committee receives and vets grievances on behalf of the union and assists members in navigating the grievance processes outline in Article 10 of the [Collective Agreement](#). The committee helps bargaining unit members understand what their rights are for

¹ Suggested/optimal number of members unless special considerations indicate otherwise.

grieving, and when necessary recommend a course of action to the union executive, during second step proceedings as outlined under Article 10.

- **Special Considerations:** This committee requires a level of consistency and commitment from year to year due to the complexity of collective agreement language interpretation and to maintain a historical perspective relative to past negotiations at the committee table for example. Accordingly, the membership is best served by those willing to commit to at least 2 years. As a reminder to members, there are avenues available to help you resolve issues, so please speak to a committee member if you are interested in obtaining more information.
- **Number of Members¹:** 5
 - Committee co-chairs: Sinead Deery and Linda Wilson
 - Current members: Jennifer Anderson, Mandy Chan, Ram Chungh, TJ Janz, Candace McLellan, and Doug Mills.

Harassment and Discrimination Committee:

- **Role & Purpose:** This **joint union-management** committee is responsible for promoting an environment free from harassment and discrimination by making employees aware of behaviours that may be considered discriminatory or harassing. Committee members help to ensure that employees are aware of the procedure for dealing with concerns and complaints. Training is provided to committee members so that they may assist in helping staff members who feel harassed, bullied or discriminated against. Committee members work with the union member and employer to achieve a positive outcome in a confidential manner.
- **Special Considerations:** Commitment required of Union members is to serve two or more years on the committee due to training requirements.
- **Number of Members¹:** 5
 - Current members: Wendy Clayford (2008/09), Yves Gauthier (2012/13), Heather Watson (2012/13), Gord Tycho (2016-17) and Linda Wilson (2005/06).

Job Evaluation (JE) Committee:

- **Role & Purpose:** This **joint-union management** committee was formed in 1987 following the establishment of the federal [Equal Wages Guidelines, 1986](#). The union's committee members work with their management counterparts to rate positions in our organization in order to ensure fair compensation. Twice yearly they attend job evaluation sessions to review new positions, significant changes, appeals, and five year reviews. The committee strives to ensure that the union's best interests are represented during this process. Visit the committee's [Hub page](#) for more info.
- **Special Considerations:** Due to the fact the committee normally meets only twice a year, the relatively steep learning curve and complexity of the work, membership is best served through consistency and commitment from year to year and a staggered 3-year cycle is required. The benefit of this has been borne out in the superior results and success rate of the committee.
- **Number of Members¹:** 7, 3 core
 - Committee co-chair: Shane Pittman (Mem2012/13; Obs2011/12)
 - Current members: Candace McLellan (Mem2011/12; Obs2008/09), Gary Olszewski (Mem2015/16; Alt2013/14; Obs2012/13)
 - Rotating alternates: Jennifer Anderson (Alt2013/14; Obs2012/13), Kevin Ball (Mem2014/15, 2011/12; Obs2008/09), Ram Chungh (Alt2013/14; Obs2012/13) and Gerry Marino (Obs2014/15)
 - Observers: Carol Macfarlane (Obs2016-17)

Nominations & Elections (N&E):

- **Purpose and role:** The role of this committee is to facilitate any nominations and elections processes required at the local, regional, or international level for 517 members, and to ensure that such processes are carried out in accordance with the governing constitution and bylaws. The committee is responsible for administering the annual nominations and elections period for the local's Executive Board, and facilitating any secret ballot votes that may be additionally required throughout the year. Every other year the committee administers the election of the officers of the ILWU Canada Executive Board for 517 members, by secret ballot vote. When a secret ballot vote is required, the committee undertakes a great deal of work in a short period of time, setting up balloting stations for all work sites.
- **Special Considerations:** Meets 1-2 times a year, though much work is completed in a short period of time
- **Number of Members¹:** 4
 - Committee chair: Steve Burtenshaw
 - Current members: Kim Drinkwater, Troy Gebhart, Jeff Marshall, Gary Olszewski, Sarah Pilgrim, and Satnam Senghera.

Occupational Health & Safety Policy Committee (OH&S):

- **Purpose and role:** This is a **joint union-management** committee. The committee is co-chaired (union and management) and they alternate chairing the meetings. The committee develops the VFPA's OH&S Policy in compliance with Human Resources and Skills Development Canada (HRSDC) regulations. Acting for Management are Helen Jackson (Co-Chair), Chris Wellstood, Willy Yung, Cozmin Radu and Dean Readman. Visit the committee's [Hub page](#) for more info.
- **Special Considerations:** at least one member from Executive and a member can either be on the OH&S Policy or Safety but not both
- **Number of Members¹:** 4
 - Committee co-chair: Darcy Lesueur
 - Current members: Sean Baxter, Linda Tom, and Linda Wilson.

Safety:

- **Purpose and role:** This is a **joint union-management** committee comprised of union members who represent our bargaining unit's various work locations. The committee meets monthly to discuss, resolve and ensure issues of health and safety in our work environment are in accordance with Human Resources and Skills Development Canada (HRSDC) regulations and pursuant to the VFPA's OH&S Policy. Visit the committee's [Hub page](#) for more info.
- **Special Considerations:** representation is required from all functional areas
- **Number of Members¹:** 7
 - Committee co-chair: Gerry Marino
 - Current members: Anika Calder, Yves Gauthier, Ritch Haselhan, Jeff Marshall, Richard Pendziwol and Satnam Senghera.

Sunshine:

- **Purpose and role:** This committee helps bring "light" to members experiencing an unpleasant or tragic event such as sickness, injury or loss of family member. The committee will arrange to send a card or flowers when appropriate on behalf of the members of Local 517.
- **Special Considerations:** none
- **Number of Members¹:** 1-2
 - Current chair and committee member: Betty Perverzov.

OTHER COMMITTEES

Constitution Committee:

- **Purpose and role:** This Committee is composed on ad-hoc basis for the purpose of reviewing the Constitution for required updating and amendments.
- **Special Considerations:** knowledge of subject matter through experience and service
- **Number of Members¹:** 1-2
 - Committee chair: Wayne Leslie
 - Current members: Steve Burtenshaw, Mandy Chan, Wally Oyama and Raymond Tsow.

Defined Benefit:

- **Purpose and role:** This Committee meets with management approximately once per year to review the status of the VPA Defined Benefit Pension Plan.
- **Special Considerations:** A member hired before March 1, 1999 and to whom the Defined Benefit Pension Plan applies.
- **Current member:** Raymond Tsow

Defined Contribution:

- **Purpose and role:** This Committee meets with management approximately once per year to review the status of the VFPA Defined Contribution Plan (Group RRSP).
- **Special Considerations:** A member to whom the Group RRSP plan applies.
- **Current member:** Gavin Beaudin-Ball

Employment Equity:

- **Purpose and role:** Members of this **joint union-management** committee promote employment equity principles. Committee members communicate the purpose of employment equity and encourage employees to complete and update the self-identification survey. They review and communicate the employment equity plans and act as advocates for the employment equity plan. They work to develop strategies to remedy any identified equity gaps in the VFPA's employment data (among the identified groups of women, Aboriginal peoples, persons with disabilities and visible minorities). Visit the committee's [Hub page](#) for more information.
- **Current members:** Wendy Clayford, Sarah Pilgrim, and Raymond Tsow.

Incentive Bonus Program Dispute Resolution:

- **Purpose and role:** The role of this ad hoc **joint union-management** committee is to gather feedback from the bargaining unit regarding the Individual Incentive Bonus Program, including any issues, disputes, disagreements and/or appeals relating to the Program.
- **Special Considerations:** none
- **Number of Members¹:** 4
 - Committee co-chair: Darcy Lesueur
 - Current members: Sean Baxter, Rene Carriere, Lisa Fox, and Yumi Mooney.

SHOP STEWARDS – FAQ's

What is a Shop Steward?

A Shop Steward is a member of our Local who represents and protects the interests and rights of the membership and acts as a liaison between the union and management.

What are a Shop Steward's duties?

A Shop Steward is available to assist members in understanding their rights and in the handling of grievances at Step 1. At the employee's request, a Shop Steward may attend a conduct and discipline meeting between an employee and management.

What kind of qualifications does a Shop Steward need?

Most Shop Stewards have been members of the Local for some time and are familiar with the Collective Agreement and its interpretation, the workplace and its policies, the Canada Labour Code, the BC Labour Relations Code, and any other human rights legislation applicable in BC and Canada.

How many Shop Stewards do we need?

The number is not fixed, but ideally there is at least one Shop Steward per VFPA job area.

Who are our current Shop Stewards?

<u>Name</u>	<u>Work Area</u>	<u>Name</u>	<u>Work Area</u>
Mandy Chan	16K	Ram Chungh	10K
Mimi Chung	16K	Rene Carriere	Boat Crew
TJ Janz	16K	Derek Birch	Canada Place Operations
Mike Macfarlane	16K	Marcel De Vries	Canada Place Operations
Gerry Marino	21K	Jeff Marshall	Canada Place Operations
Andy Sekhon	21K	Stephen Burtenshaw	Maintenance

If I need assistance, do I need to use the Shop Steward from my work area?

No. You may seek assistance from any Shop Steward.

I'm interested in becoming a Shop Steward, is there training available?

Yes. The Vancouver & District Labour Council is offering a three-day course titled *Grievances: From Initiation to Arbitration*, which runs Wednesday-Friday, November 22-24. Speak to Sarah Pilgrim, Membership Trustee if you're interested in attending.

Additionally, the Canadian Labour Congress hosts an annual event over January and February called Winter School that offers a variety of week-long labour-oriented courses, including Stewarding Levels 1 and 2. Based on need and interest, the local may elect to send members for training.