



VIA **E-mail**
TO Chief Stewards and Primary Contacts
CC Assistant, General, Site and OHS Stewards, Members-at-Large and Labour
Council Delegates, Board of Directors
FROM Miriam Sobrino, Director of Communications
DATE July 28, 2021
SUBJECT **Election of Delegates to Fall Regional Meetings; Annual HSA Steward Elections**

With 2022 a bargaining year for the majority of HSA members, the fall of 2021 will be a busy one for HSA and the stewards who support members in the worksite. Each chapter with HSPBA members is mandated to hold bargaining proposal meetings to give all members opportunities to forward proposals to take to the bargaining table next spring, and to elect delegates to Regional Meetings, where delegates will be elected to represent the region at a Bargaining Proposal Conference in November, when HSPBA members will set the priorities for the 2022 round of bargaining.

Members covered by the other public sector collective agreements: Community Social Services, Nursing, and Community Health, will also have an opportunity to represent members at a bargaining proposal conference, and elections will be required to select a representative group of members to set bargaining priorities. Further details will be provided to stewards and members in the coming weeks.

ANNUAL REGIONAL MEETINGS – ALL MEMBERS:

The Regional Meetings are for all HSA members covered by all collective agreements.

Business covered at 2021 Regional Meetings will include reports from President Kane Tse, Regional Directors, and election of members-at-large in even numbered regions. Those members-at-large assume office on conclusion of the 2022 Annual Convention.

In addition, a portion of the Regional Meeting agenda will be set aside for members covered by the HSPBA contract to elect delegates to the HSPBA Bargaining Proposal Conference November 22-23.

*****Chapters electing delegates to the Regional Meetings must hold meetings to elect delegates in time for the registration deadline. Details about delegate entitlement to Regional Meetings will be forwarded to chapter stewards and posted on the HSA website.***

At the November conference, HSPBA delegates will elect nine members to sit on the union bargaining committee. The bargaining committee will include one member from each of the province's health authority employers, one member representing affiliated worksites, and one member representing community-based worksites, in addition to two members of the union's Board of Directors.

Members interested in serving on the HSPBA bargaining committee are strongly encouraged to attend their local Regional Meeting, and stand for election as a delegate to the November HSPBA bargaining proposal conference. Deadlines for registration for regional meetings follow.

REGIONAL MEETING DEADLINES

The Regional Meetings will be online, and a decision whether to hold the Bargaining Proposal Conferences in-person in the Lower Mainland or online will be made by mid-August as we continue to monitor the COVID-19 situation.

REGION	REGISTRATION DEADLINE	MEETING DATE
4/5	September 9	Friday, September 17
3/7	September 12	Monday, September 20
2	September 14	Wednesday, September 22
8/9	September 16	Friday, September 24
1	September 19	Monday, September 27
10	September 21	Wednesday, September 29
6	September 23	Friday, October 1

Following the regional meetings, local chapters with HSPBA members are required to hold local meetings for members to develop bargaining proposals to forward to the November bargaining proposal conference. Deadline for submission of bargaining proposals to the HSA office is November 7, 2021.

Chapter meetings are not required for bargaining proposal submissions for members covered by the Community Social Services, Community Health, and Nurses Bargaining Association collective agreements. All members covered by those collective agreements will be canvassed for their bargaining priorities.

2021/2022 STEWARD ELECTIONS

All HSA chapters are encouraged to hold steward elections and return election results (forms enclosed) to the HSA office no later than Friday, December 17, 2021. If your chapter has already conducted elections to cover the 2021-2022 term, please ensure the information listed on the attached Election Results Form is accurate, and return to the HSA office.

Please note the steward elections form requires chapters to provide a record of the steward elections meeting, *****including date, time, location and number of members attending. Attendance sign-in lists must also be submitted along with the steward election result forms.***

You must notify HSA of the results by Friday, December 17, 2021 so that the union can confirm in writing the results to administration at your facility. Without this confirmation, stewards will not have official status in the chapter.

****Note:** *You must submit this information even if there are no changes to your steward list. In addition, if there are changes to your stewards during the year, it is important to advise HSA in order that stewards are afforded official standing at the worksite.*

Enclosed you will find a form entitled “HSA Steward Elections 2021-2022 – Election Results Form” (*Chief Stewards and Primary Contacts only*). This form must be completed and returned to the HSA office – even if there is no change to your stewards list. A [blank fillable form](#) is also attached, which can be filled in, saved and sent as an attachment.

Please also note that steward elections must be conducted in accordance with HSA’s policy on steward elections ELEC-7.01 STEWARDS. [A copy of the policy](#) is enclosed for your reference.

CONDUCTING STEWARD ELECTIONS

As outlined in the attached policy and procedures, a meeting notice must be posted at least two weeks prior to the chapter meeting advising members when steward elections will take place. Notices must be posted at every work site. HSA will also send meeting notices to members by e-mail. Please forward meeting information (date, time and place) to info@hsabc.org, and a meeting notice will be emailed to members in your chapter.

Meetings and elections may also be held online. For assistance in holding an online vote, please contact your Labour Relations Officer or send an email to info@hsabc.org

Nominations can be received at the chapter meeting or in advance in writing and the vote must be conducted by a member who is not running for election. Voting takes place by secret ballot and the successful candidate is the member who receives the largest number of votes for each position.

Proxy voting is strictly prohibited. This means that a member may not vote on behalf of any other member under any circumstances.

To ensure that members have ample opportunity to vote, particularly at larger work sites, multiple voting times may be scheduled. Ballots must not be counted until all voting has taken place. If multiple in-person voting times are scheduled, a member must take responsibility for ensuring the security of the ballot box in between voting times.

CHAPTER STEWARD ENTITLEMENT

HSA Constitution – Article 12: Stewards Section 1. Representation

(a) There will be a minimum of one Steward per Chapter - the Chief Steward.

(b) Chapters with two and up to and including 49 members are entitled to two Stewards - the Chief Steward and the Assistant Chief Steward.

(c) Individual facilities within a Chapter that have more than 49 members are entitled to one additional Steward - General Steward - for each additional 25 members or portion thereof.

(d) In addition to the provisions of (b) and (c), there will be a minimum of one steward per site in a Chapter comprised of two or more sites.

(e) There will be a minimum of one Occupational Health and Safety Steward and one alternate Occupational Health and Safety Steward per Chapter. In those Chapters which have more than one site, there will be a minimum of one Occupational Health and Safety Steward where practical, per site.

(f) Chapters may apply to the Board of Directors for consideration of increased steward representation.

The enclosed steward election form indicates the number of stewards your chapter is entitled to elect.

Where possible, the Chief Steward and Assistant Chief Steward should come from different disciplines. The additional stewards (General Stewards) may be elected from any department, but a reasonable distribution of General Stewards among departments is encouraged, to ensure good communications throughout the chapter. Chapters with more than one site should elect at least one steward for each site.

If your chapter wishes to continue with a larger number of stewards than specified on the Current List of Stewards form, you are free to do so. However, for the purposes of delegate entitlement to convention and other meetings, HSA will recognize only the number of stewards indicated.

STEWARD REPRESENTATION IN LOWER MAINLAND CONSOLIDATED EMPLOYERS STRUCTURE

Under the consolidated employer structure now in place in the Lower Mainland, stewards should be elected to ensure there are employer-based stewards available to represent members.

This means that at a worksite with employees of Fraser Health, Provincial Health Services, Providence Health Care, and Vancouver Coastal Health Authorities, the union must make every effort through chapter elections to ensure the steward complement includes representation from each of the employers (i.e., those stewards must be employees of those employers.)

For example: Peace Arch Hospital includes employees of FHA (all employees not covered by a consolidated employer), PHSA (Lab), VCHA (Imaging) and Providence (BMET and Health Records). The steward complement must include representation from each of the employer groups. This principle should also be applied to election of Joint OHS committee representatives.

If you have any questions about steward representation, please consult your Labour Relations Officer.

OCCUPATIONAL HEALTH & SAFETY STEWARDS / REPRESENTATIVES

Chapters must also elect a minimum of one HSA Occupational Health and Safety Steward and one alternate OH&S Steward. These stewards/representatives represent the interests of HSA members on the chapter or worksite Joint Occupational Health and Safety Committees (JOHS Committees). The WorkSafe BC Act provisions require JOHS Committees at all worksites, and it is mandatory to have worker representation on these committees. These representatives are selected by the union – not the employer.

If your facility has more than one JOHS committee, and/or if your committee provides for two HSA representatives, then please ensure that you elect enough OH&S stewards or reps for all OH&S committee positions.

You should have enough safety stewards to cover the number of positions on each JOHS committee at your worksite, plus an alternate for each HSA member of the committee.

Those chapters that have more than one site should have a minimum of one OH&S steward per site, where practical. All HSA members in the chapter are entitled to vote on who fills the position(s).

****Note:** *Human resources departments have been working on the development of more robust and representative joint occupational health and safety committees at many worksites. Please check with your human resources department about the number of JOHS committees that require HSA representation, or contact OHSupport@hsabc.org if you have questions.*

LABOUR COUNCIL DELEGATES

Chapters that participate in their local Labour Council should also elect or re-confirm their delegates to the Labour Council. Names of Labour Council delegates must be forwarded to jmatten@hsabc.org for formal confirmation by the HSA Board of Directors. These appointments are made in consultation with the Regional Director and may be limited by the Labour Council's delegate entitlement formula.

Chapters that have not been participating in their Labour Council may decide to begin participating and, in this case, should also elect a delegate and send the delegate's name to jmatten@hsabc.org for formal appointment by the board.

TRANSITION OF RECORDS

Current HSA stewards and committee members who do not carry on to serve in the coming year must pass all records, documents, and supplies to the newly elected stewards. These materials include HSA's Steward's Manual and Health Science Professionals Contract Interpretation.

If your OH&S steward(s) do not continue to serve, they must pass on HSA's OH&S Steward's Manual, the WCB OH&S Regulation and minutes of the Joint OH&S Committee meetings. Newly elected stewards should receive assistance from the outgoing steward to ensure a smooth transition.

HSA EMAIL ADDRESS AND STEWARD PORTAL ACCESS

Newly elected stewards will be provided an HSA email address, and given access to the Portal, HSA's online grievance handling and tracking tool. HSA e-mail addresses for departing stewards will be de-activated, and access to the Portal will be terminated.

NO STEWARDS AT YOUR WORKSITE?

If there are no stewards at your worksite to organize an election or HSPBA bargaining proposals meeting, please contact HSA at info@hsabc.org for support to organize a meeting.

QUESTIONS

If you have any questions about conducting steward elections, please contact your LRO or info@hsabc.org

MS:pm

Attachments [[Chief Stewards & Primary Contacts only](#)]