

# SUNSpots

2018 ANNUAL MEETING ISSUE

OFFICIAL NEWSLETTER OF THE SASKATCHEWAN UNION OF NURSES

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2017

## Year in Review

April 2017 to March 2018

2018

## Annual Meeting

April 25 & 26 ■ Moose Jaw

Please bring this issue of SUNSpots to the Annual Meeting

# A Year in Review: President's Message

“Leverage the strength and innovation of registered nurses and SUN to positively shape transformational change for the betterment of safe patient care.”



A powerful statement summing up who we are as a profession and as a Union. This single strategic direction, set by the SUN Board of Directors, has served as a touchstone and constant reminder of our purpose over the course of a year marked by unprecedented change.

If there is one thing I know about registered nurses, it's that we are resilient, adaptable and most importantly, we are extremely resourceful in the face of change and adversity. This willingness to embrace the unknown certainly comes with the territory of our amazing profession.

As the largest group of direct care providers, we view the system from a unique vantage point. It's this frontline, hands-on insight into what is and isn't working and where opportunities for improvements might exist, that perfectly positions us to be leaders in health.

We are leaders not only because of our clinical knowledge and expertise, but also because of where we work. Registered nurses touch the lives of thousands of patients and families,

in every corner of our province and health system, every single day. This has equipped us with a wealth of knowledge that can be drawn upon to make things better for everyone.

I can honestly say, with a great sense of pride, that SUN members and our Union have risen to every challenge this past year, with integrity and determination. We knew heading into 2017 that things weren't going to be easy, but we were ready for what lay ahead, and I know our Union is in a stronger position today, than 12 months ago.

## **A lot can happen in a year**

### **And then there was one**

In January 2017, the provincial government announced they will be moving from 12 distinct health regions to a new single Saskatchewan Health Authority in an attempt to curb costs as well as streamline and centralize administrative and managerial services. By December of the same year, this amalgamation had taken place with very little fanfare,

but still leaving many unanswered questions about the future.

## **Budgeting to beat the deficit**

Massive health system restructuring wasn't Saskatchewan's only challenge this past year. With the province facing one of its most significant economic downturns in decades and a 1.2 billion dollar deficit, 2017 was riddled with controversial announcements and decisions.

The 2017 provincial budget only served to further fuel a growing uncertainty about the fiscal state of the province. Rampant cuts impacting numerous industries and multiple ministry portfolios became the hallmark of what turned out to be one of the province's most controversial budgets in recent history.

The announcement of a 3.5% wage rollback target for all public-sector workers, along with a nominal 0.7% health spending increase that failed to keep pace with current patient needs and a then projected inflation rate of greater than 2%, left many

SUN members extremely concerned about the future.

For registered nurses on the frontlines of ensuring patient safety in the province, the 2017 budget only served to amplify the pressures they were already feeling. Growing registered nurse burnout due to the demands of increasing patient acuity and complexity, short-staffing and a decade of population growth, were realities that did not align with the persistent downward pressures of the cost-cutting priorities being mandated by government.

### **A new Premier at the helm**

After Brad Wall's surprise August 2017 announcement he was resigning, and the ensuing Saskatchewan Party leadership race, Scott Moe was sworn in as the province's new Premier on February 2, 2018. While only time will tell whether Premier Moe will persist with the proposed budgetary rollbacks of his predecessor, having new leadership in government will provide SUN, and the province, with opportunities to forge new relationships and perhaps chart a new, less radical, course forward.

### **Listening to understand**

On top of the essential core member support functions SUN provides in the areas of labour relations and professional practice, we also undertook a new initiative this past year to strengthen our two-way communications with members. Our focus was twofold: to get out into the field and meet our members, face-to-face, in their own communities and workplaces, on their own terms; and most importantly, to listen.

Our goal was to create opportunities for members to drive conversation and tell us about what's keeping them up at night, or even about what's working well and could be built upon. It was about fostering

existing relationships, forging new ones and letting all SUN members know their union is listening and responsive to their concerns – an enhanced connectivity that was critically needed with so many changes underway.

At the end of the summer of 2017, it was all hands-on deck, from the SUN the Board of Directors and management to officers and support staff, for our first ever cross-province member engagement tour. I am so pleased to report that this initial run connected us with close to 800 members and certainly provided us with critical insight into what members are thinking and feeling during these changing, and often unsettling, times.

### **Registered nurse leadership**

#### **Advocating for better, safer care at the bargaining table**

SUN contract negotiations are about so much more than wages and benefits. They are an opportunity for true problem-solving with government and the Employer. By looking at all the factors negatively impacting the registered nurse workforce's ability to provide safe patient care, parties can work together towards solutions that will protect patients while ensuring SUN members can maintain a healthy work-life balance.



The November 2017 Bargaining Conference, held in Regina, once again highlighted the pressures SUN members are facing everyday in their workplaces as they strive to provide the highest quality and safest care possible.

Excessive workloads continued to be a burning area of concern for the majority of members in attendance at the Conference. From the outset of the day, a common theme emerged: caring for a sicker, older and growing patient population, in environments that were increasingly resource-strained and understaffed, is creating the perfect storm for higher rates of registered nurse (and in fact the entire healthcare team) burnout, depression and turnover. When registered nurses are feeling so depleted, patient safety suffers. The fact is, burnout is a very real occupational hazard for patients that has an enormous emotional toll on care providers.

While simply maintaining what SUN members already have in their contract in terms of wages and benefits was important to the Conference delegates, protecting and enhancing their ability to keep their patients as safe as possible was a priority that far outweighed any other. This is a virtue registered nurses and SUN members possess that never ceases to instill in me an immense amount of pride and purpose in our profession and Union. The reality is, collective bargaining continues to be one of the most important advocacy tools for protecting our patients.

SUN was served notice to bargain on January 31, 2018; at the time of publication no bargaining dates had been set with the Employer.

*Paul Kuling RN, Second Vice-President and Chair of the Negotiations Committee, addresses the members during the 2017 Bargaining Conference (November).*

## Putting leadership into practice

On November 15, 2017, Saskatchewan's registered nurses demonstrated their leadership by uniting provincial healthcare stakeholders for the 2017 Health Innovation Summit: Inspiring Tomorrow's Healthcare — a Saskatchewan first.

The event was inspired by the announcement that the amalgamation of the province's former 12 health regions was officially taking place on December 4, 2017. The summit aimed to motivate forward-thinking and creative idea-sharing with the goal of identifying opportunities and tackling challenges through collective community involvement.

Recognizing that everyone in Saskatchewan has a vested interest in our health system and a shared ownership in its success, the summit created a space for groups that traditionally wouldn't be together in the same room at the same time to unite around a common purpose. Delegates included: business, community and health leaders, frontline care providers, regulatory bodies, health sector professional associations, school boards, patients, educators, students and technology entrepreneurs.

Representatives from Alberta Health Services shared lessons from their province's transition to a single health authority in 2009, while the rest of the agenda promoted big-picture thinking, roundtable-discussion and collaboration. Presentations and panel discussions, ranging from how to

*Donna Trainor RN, SUN Executive Director, and Dr. David McCutcheon from the former Regina Qu'Appelle Health Region, share their experiences and successes with "Patient-Centred Collaborative Problem-Solving" during the inaugural Health Innovation Summit (November 2017).*

harness new technologies to improve the delivery of health care to ideas on engaging patients, employers and direct care providers in collaborative problem-solving, rounded out the agenda before delegates participated in a World Café-style afternoon of idea-sharing about the future of Saskatchewan's healthcare system.

Thanks to registered nursing leadership, this Summit raised the bar for how, moving forward, we can and need to work together to solve some of Saskatchewan's biggest healthcare delivery challenges.

## Leave no one behind

Registered nurses have a holistic view on individual and population health and recognize that the best way to make improvements is to address challenges and issues on the front-end by tackling the root causes of poor health.

A key component of SUN's vision statement is to work to promote healthy communities across Saskatchewan. Giving back to organizations who are making a difference in their communities, through our annual community support donations, is one way in which SUN can live up to this vision.

This past year SUN was honoured to support three (3) organizations doing amazing work to raise up the community of Lloydminster and surrounding area.

The Olive Tree received \$20,000 to go towards the incredible work they do in combating hunger, homelessness and education in the community. The organization services up to 475 people weekly, including young mothers, children, seniors and even school boards requesting food or winter clothing.



The Lloydminster Social Action Coalition Society, a 28-bed men's shelter, was the second recipient of \$20,000 in support of the vital food and outreach programs they provide to the community.

Midwest Families was the third organization SUN had the privilege of being able to support in 2017 through our community donation program. They were the recipient of \$10,000 to assist them in the provision of programs and services for families and caregivers in the areas of family support, early learning, parent education and developmental screening.

### Engaging the public in promoting quality health care

The linkages between public understanding about the role registered nurses play in ensuring patient safety and the advancement of quality healthcare in the province cannot be understated.

When those who rely on the health system recognize how important each team member is in the delivery of safe patient care, they demand more of their elected officials and healthcare decision-makers. In 2017, SUN continued to lead the way in educating the public about the value registered nurses bring to the team.

Now in its sixth year, the *Making the Difference* campaign has consistently been a foundational pillar in positioning registered nurses as irreplaceable members of the healthcare team, who are integral to ensuring the safety and wellbeing of our province's patients and families.

Once again, Saskatchewan physicians came forward to talk about their important professional relationship with registered nurses. This collaboration has been key to promoting team unity, while advancing important campaign

messaging in an often-strained healthcare environment.

The campaign's success in reaching Saskatchewan audiences has continued to reach new heights. This can be attributed to SUN's responsiveness to shifting audience opinions and attitudes, gauged through consistent public polling and focus group testing, and evolving media and content consumption practices.

A few highlights: Digital ads were served over 15M times to the people of Saskatchewan in 2017. People were browsing more pages on the campaign website and spending more time on key pages than ever before; indicating higher levels of interest and more information being absorbed. Overall, website sessions were up 25% compared to 2016, with a notable 110% increase in visits to the "About" page. Television, out-of-home, print and digital marketing tactics continued to surpass campaign objectives. For every media dollar invested, SUN received \$1.60 in value. A fantastic return on investment.

Perhaps one of the most promising trends was the growing interest and engagement from the younger, 25-34 year-old demographic. This is a positive reflection of the relevance of core campaign messaging.

### The way forward

The wheels have been set in motion when it comes to health transformation in our province and it is important we, as registered nurses and as a Union, continue to embrace change and forge a path forward that firmly establishes us as leaders. Now more than ever, our patients are relying on our resolve to speak up for them, to be their voice, to advocate for better, safer care, and to defend their rights.

Looking to the year ahead, SUN will continue to explore new opportunities to expand on the innovative and unifying work of the 2017 Health Innovation Summit. We will also continue to foster new partnerships within government, the Saskatchewan Health Authority and the broader healthcare community, that will ensure member concerns and ideas for improvements are being heard.

We will use contract negotiations as an opportunity to elevate member concerns about patient safety to decision-makers and do our utmost to enact changes that will have real and tangible positive impacts on the work lives of registered nurses and experiences of their patients everywhere.

Our Employment Relations and Nurse Practice Officer teams will continue to be our first-line of contact with members, providing invaluable support and expertise in what will no doubt be another challenging year ahead. We will also, however, explore opportunities to build on the successes of our first-ever member engagement tour, seeking out new ways to ensure SUN members always feel connected to, and supported by, their Union.

Finally, we will use the *Making the Difference* campaign as a platform to shine a spotlight on some of the biggest social and healthcare challenges facing Saskatchewan, while also showcasing the incredible work SUN members do on the frontlines of tackling these issues every day.

SUN's mission of ensuring our members are healthy, our union is healthy, and the communities we care for and serve are also thriving and healthy, will course through every initiative we undertake in the year ahead.

Tracy Zambory, RN, President

# Committee Reports

## Constitution Bylaws and Resolutions Committee

The Constitution, Bylaws and Resolutions (CB&R) Committee is made up of Rachel Hyatt-Hiebert, RN, Chair (Local 69), Kushal Sharma, RN (Local 107), Candace Lahoda, RN (Local 75) and Crystal Kuras, RN (Local 14). Our Liaison to the Board of Directors is Jason Parkvold, RN, Region 3 Representative, and we are very grateful for the administration assistance of Carmen Powers, Office Assistant, and Nina Johnson, Executive Administrative Coordinator.

The Committee meets three (3) times a year to review resolutions that have been passed at the 2017 Annual Meeting and to receive and approve resolutions that are to be forwarded on to the Annual Meeting in 2018. This year, the Committee revised our Call for Resolutions form in an attempt to assist members in the proper writing and submission of resolutions. Our hope is that this work will provide clarity and bring consistencies in our processes. The Committee would specifically like to thank Nina Johnson for her knowledge and attention to detail in the making of these changes.

I would personally like to thank all the Committee members for their dedication and hard work this past year.

In solidarity,

Rachel Hyatt-Hiebert, RN, Chair

## Finance Committee

Your Finance Committee consists of, Denise Dick, RN – First Vice-President (Chair), Tracy Zambory, RN – President, Angela Felskie, RN (Local 274) and Monica Yonan, RN (Local 33); ex-officio members are Donna Trainor, RN, Executive Director and Lorna Bingaman, Accountant.

The Finance Committee's role includes making recommendations regarding financial implications of policy and administrative decisions to the Board; the review and recommendation of Annual Budget and Audited Financial Statements to the Board; and overseeing expenditures, revenues and investment portfolios.

In order to carry out these duties, the Committee met two (2) times in 2017-2018:

- October 13, 2017: Met with a representative from RBC Dominion Securities, to review SUN's investment portfolio and ensure SUN's investment policy remains relevant. In addition, the Committee reviewed the presentation of proposed 2018 budget and recommended approval to the Board of Directors.
- March 6, 2018: Reviewed the Audited Financial Statements in detail with the Auditor; recommended acceptance of the respective statements to the Board of Directors.

The 2018 Budget was approved by the Board of Directors on October 24, 2017, with assumptions based on 8,600 members. Details of the 2018 Budget will be discussed during the

First Vice-President's Report to the Annual Meeting in Moose Jaw.

To ensure accountability, as well as ensure SUN continues to follow best practices and sound accounting principles, SUN's financial statements are reviewed on an annual basis by an independent auditor. MNP LLG conducted an audit of SUN's financial records in February 2018; the audited statements can be found starting at page 10 of this publication.

Denise Dick, RN, Chair

## Nominations Committee

The Nominations Committee meets three (3) times a year and coordinates SUN Provincial elections prior to the Annual Meeting. The Committee consists of Garth Wright, RN, Chair (Local 276) and Shannon Mychan, RN (Local 62), and has one vacant position, which we hope to fill at the Annual Meeting.

This year, elections are focused on the Board of Directors, as well as two (2) by-elections to fill vacant positions:

- First Vice-President
- Regional Representatives: Regions 2, 4 and 6
- Regional Representative: Region 7 (by-election)
- Base Hospital Representatives (Regina and Saskatoon)
- Nominations Committee (by-election; 1 position)

We appreciate the members who took the time to encourage and nominate their fellow SUN members to run for an elected position. Thank you and congratulations to all the

members who let their name stand and subsequent acclamation into their positions.

Following the nominations deadline, we have two (2) positions which remain vacant: Region 7 Representative on the Board of Directors (by-election to a one-year term) and one position on the Nominations Committee (by-election to a one-year term). Both positions will be open for nominations, and election, at the Annual Meeting in Moose Jaw in April.

Please see page 24 for the official results. If you have questions, please contact the SUN Regina office for our contact information.

Garth Wright, RN, Chair

### Program Committee

Each year, the Committee is tasked with researching organizations and recommending programs for SUN's annual community donation (Membership Policy 030-M- 2007). We look for organizations and projects that align with the goals of SUN's mission, vision and values, and have a strong component of the social determinants of health.

The Committee meets three (3) times per year. In September, we research and contact charitable and non-profit organizations to determine potential candidates for the donations. In November, we meet to share the results of our research and shortlist potential recipients of funding; these organizations are sent letters and criteria, inviting them to submit proposals. In February or March, the submissions are reviewed against a standard set of criteria and considerations, and recommendations are made to the Board to allot community donation funding to one or more deserving projects.

The 2018 donation will go to the community of Martensville. At the time of submission several organizations have been invited to submit proposals.

The Program committee consists of Carole Smullan, RN (Locals 9, 246, and 290); Bonnie Nelson, RN (Local 68); Jeff Bogdan, RN (Local 75); Lorraine Wilson, RN (Local 151); Michelle Rae, RN, Chair (Local 276); and Mark Henderson, RN, Board Liaison (Local 75).

Michelle Rae, RN , Chair

### Provincial Negotiations Committee

The Provincial Negotiations Committee is comprised of 12 SUN members representing various sectors of SUN's membership. The Committee began its work during the summer months in 2017, following an orientation into their new role, as well as an in-depth look at the environment around us.

In September 2017, the Committee met to discuss the bargaining priorities set by the Board of Directors and began development of the principles package which was presented and ratified, at the Bargaining Conference (November 2017).

With the transition to the single provincial health authority now underway, SUN Provincial has been meeting with Employer representatives to determine the process moving forward in terms of negotiations, under the new Saskatchewan Health Authority. At the time of publication, SUN has been served notice to bargain (received January 31); however, no dates have been set.

The Negotiations Committee encourages all SUN members to stay connected and up-to-date on their

progress at the bargaining table by visiting SUN's web site ([www.sun-nurses.sk.ca](http://www.sun-nurses.sk.ca)) and following us on Twitter and Facebook.

Your Negotiations Committee is:

- Tracy Zambory, RN  
President
- Paul Kuling, RN  
Second Vice-President and  
Committee Chair
- Pamela Todd, RN (Local 105)  
Regina Base Hospitals  
Representative
- Janet Dziadyk, RN (Local 75)  
Saskatoon Base Hospitals  
Representative
- Leah Puetz, RN (Local 62)  
Regional Hospitals Representative
- Pat Smith, RPN (Local 126)  
Long Term Care Representative
- Warren Koch, RN/RPN (Local 109)  
Member from the North
- Candace Bellegarde, RPN (Local 266)  
Mental Health Representative
- Tamsen Dierker, RN (Local 285)  
Public Health Representative
- Sheila Bear, RN (Local 78)  
Community Based Facilities  
Representative
- Lenore McMillan, RN (Local 220)  
Home Care Representative
- Aubrey Tollefson, RN (Local 31)  
Integrated Facilities Representative
- Donna Trainor, RN  
Executive Director
- Donna Ottenson, RN  
Employment Relations Officer
- Colin Hein, RN, BSN  
Nurse Research and Practice Advisor
- Touly Katsiris  
Office Assistant

Paul Kuling, RN, Chair



Clockwise from above left:  
 CFNU Biennial Convention Rally (June 2017); SFL Convention (October 2017); Phoenix Rally with PSAC (February 2018); Negotiations Committee joins staff on strike at Holiday Inn Express in Regina (September 2017); Connecting with nursing students at the CNSA National Conference (January 2018); Local 75 – Nurses Week (May 2017)





Clockwise from above left:  
 Tracy Zambory, CFNU Bread and Roses Award recipient (June 2017);  
 Connecting with nursing students from the University of Saskatchewan (February 2018); Lobby on the Hill for national pharmacare plan (February 2018); CFNU Biennial Convention in Calgary (June 2017); Members engage in World Café style discussions during Bargaining Conference (November 2017)



# Financial Statements

Saskatchewan Union of Nurses

December 31, 2017

## Management's Responsibility

To the Members of Saskatchewan Union of Nurses:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Finance Committee are composed entirely of Directors who are neither management nor employees of the Saskatchewan Union of Nurses ("SUN"). The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Finance Committee has the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The Committee is also responsible for recommending the appointment of SUN's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Committee and management to discuss their audit findings.

March 20, 2018



Executive Director



President

## Independent Auditors' Report

To the Members of Saskatchewan Union of Nurses:

We have audited the accompanying financial statements of Saskatchewan Union of Nurses, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Saskatchewan Union of Nurses as at December 31, 2017 and its statements of operations and changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Regina, Saskatchewan

March 20, 2018

**MNP LLP**

Chartered Professional Accountants

**Saskatchewan Union of Nurses**  
**Statement of Financial Position**  
*As at December 31, 2017*

	2017	2016
<b>Assets</b>		
<b>Current</b>		
Cash	757,086	469,529
Marketable securities (Note 3)	5,345,343	11,109,523
Accounts receivable	887,291	866,292
Prepaid expenses and deposits	144,523	146,338
Inventory	42,577	44,611
	7,176,820	12,636,293
<b>Investments (Note 4)</b>	<b>10,163,756</b>	<b>4,173,765</b>
<b>Capital assets (Note 5)</b>	<b>1,479,232</b>	<b>1,584,327</b>
	18,819,808	18,394,385
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	740,677	631,031
Employee accruals (Note 7)	932,710	972,176
	1,673,387	1,603,207
<b>Net Assets</b>		
Appropriated net assets (Note 8)	12,557,856	12,273,803
Available net assets	4,588,565	4,517,375
	17,146,421	16,791,178
	18,819,808	18,394,385

Approved on behalf of the Board

Tracy M. Zambory

Janise Dick

The accompanying notes are an integral part of these financial statements

## Saskatchewan Union of Nurses Statement of Operations

*For the year ended December 31, 2017*

	2017 Budget (note 10)	2017	2016
<b>Revenue</b>			
Member dues	11,424,151	11,607,954	11,328,331
Investment income	305,000	289,776	181,753
Unrealized (loss) gain on investments	-	(54,011)	74,384
Other revenue	81,010	140,745	170,085
<b>Total revenue</b>	<b>11,810,161</b>	<b>11,984,464</b>	11,754,553
<b>Expenses</b>			
Salaries and benefits - staff	6,169,567	5,322,411	5,302,862
Salaries and benefits - members	1,577,208	1,360,638	1,631,728
Promotions and advertising	1,436,945	1,170,318	1,576,269
Administration and occupancy (Note 11)	1,133,274	1,120,937	962,470
Professional fees	587,043	659,120	538,076
Travel	691,530	450,408	501,386
Meetings	414,044	413,908	454,242
Affiliations	347,666	390,353	390,728
Accommodation	574,828	289,132	232,913
Amortization	112,200	172,364	99,889
Donations	154,250	142,328	141,164
Grants	171,000	117,534	119,170
Condo expenses	22,364	19,770	19,256
	<b>13,391,919</b>	<b>11,629,221</b>	11,970,153
<b>Excess (deficiency) of revenue over expenses</b>	<b>(1,581,758)</b>	<b>355,243</b>	(215,600)

The accompanying notes are an integral part of these financial statements

**Saskatchewan Union of Nurses**  
**Statement of Changes in Net Assets**  
*For the year ended December 31, 2017*

	<i>Appropriated net assets</i>	<i>Available net assets</i>	<i>2017</i>	<i>2016</i>
Net assets, beginning of year	12,273,803	4,517,375	16,791,178	17,006,778
Excess (deficiency) of revenue over expenses	(1,724,876)	2,080,119	355,243	(215,600)
Transfers from available net assets	2,008,929	(2,008,929)	-	-
<b>Net assets, end of year</b>	<b>12,557,856</b>	<b>4,588,565</b>	<b>17,146,421</b>	<b>16,791,178</b>

**Saskatchewan Union of Nurses**  
**Statement of Cash Flows**  
*For the year ended December 31, 2017*

	<i>2017</i>	<i>2016</i>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Cash received from members	11,727,700	11,625,542
Operating expenses paid	(4,660,314)	(4,937,755)
Cash paid for salaries and benefits	(6,722,515)	(6,891,062)
Cash received for interest	9,954	5,821
	<b>354,825</b>	<b>(197,454)</b>
<b>Investing</b>		
Net proceeds (purchase) of marketable securities	-	533,103
Purchase of capital assets	(71,193)	(253,718)
Proceeds on disposal of capital assets	3,925	1,675
	<b>(67,268)</b>	<b>281,060</b>
<b>Increase in cash resources</b>	<b>287,557</b>	<b>83,606</b>
<b>Cash resources, beginning of year</b>	<b>469,529</b>	<b>385,923</b>
<b>Cash resources, end of year</b>	<b>757,086</b>	<b>469,529</b>

*The accompanying notes are an integral part of these financial statements*

**1. Incorporation and nature of the organization**

Saskatchewan Union of Nurses (“SUN”) is registered under the Trade Unions Act of Canada. The Organization’s primary purpose is to play an advocacy role to protect the rights of members, individually and collectively, and to enhance the socio-economic and general welfare of members through collective bargaining, research and education.

SUN is exempt from income taxes under Section 149 of the Income Tax Act, Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada using the following significant accounting policies:

***Marketable securities and investments***

Marketable securities and investments are recorded at fair value. Changes in market value are reported in the statement of operations as unrealized investment gains (losses).

***Capital assets***

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives. Amortization on leasehold improvements is provided using the straight line method over the term of the lease.

	<b>Rate</b>
Buildings	4 %
Computer equipment	30 %
Computer software	5 years
Furniture and fixtures	20 %
Leasehold improvements	10 years
Land improvements	8 %
Incorporation costs	7 %

***Revenue recognition***

Member dues are recognized in operations in the period to which they apply.

Investment income and other revenue is recognized in operations when earned. Other revenue relates to income earned on parking, condominium rental, administrative fees, annual meeting, and novelty items.

***Appropriation***

Net assets are appropriated for specified purposes by policy of the Board of Directors. Appropriations are initially determined by an allocation of member dues and adjusted for related expenditures and transfers from (to) available net assets. The purpose of the appropriations is to set aside funds for expenditures anticipated in future years. The Board approves all transfers.

***Fund accounting***

SUN follows the deferral method of accounting for contributions and reports using fund accounting, and maintains 8 funds: The Operating Fund, Collective Bargaining Defense Fund, Campaign Fund, Legal Challenge Fund, Legal Assistance Fund, Member Education Fund, Capital Fund, and Convention Fund.

- The Operating Fund is used to account for all revenues and expenses related to general and ancillary operations of SUN.
- The Collective Bargaining Defense Fund is used to defend collective bargaining including providing strike and/or lock out pay, covering member and staff expenses associated with collective bargaining as well as strike or labour dispute averting or supporting campaigns and covering staff and legal expenses associated with running and settling a labour dispute.
- The Campaign Fund is used to reduce the financial burden on the budget while undertaking multi year campaigns.

**2. Significant accounting policies** *(Continued from previous page)*

- The Legal Challenge Fund is used to fund costs associated with legal and legislation challenges that have an impact on members.
- The Legal Assistance Fund is used to fund the legal assistance costs for members.
- The Membership Education Fund is used to fund members unbudgeted internal or external education opportunities.
- The Capital Fund is used to reduce the financial burden on the yearly budget to cover major capital expenditures.
- The Convention Fund is used to reduce the financial burden on the yearly budget to cover member attendance at various conventions.

**Measurement uncertainty (use of estimates)**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives. Leasehold improvements are amortized using the straight-line method over the term of the lease.

Employee benefit accruals include estimates for vacation, overtime and retiring allowance that have been earned.

Accounts payable and accruals include an estimate for member leaves of absence. Member leaves of absence are based on the pay rates and the number of hours of leave for each of the members.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

**Financial instruments**

SUN recognizes its financial instruments when the SUN becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, SUN irrevocably elected to subsequently measure cash, marketable securities and investments at fair value. SUN subsequently measures all other financial assets and liabilities at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

**Financial asset impairment:**

SUN assesses impairment of all of its financial assets measured at cost or amortized cost. Management considers whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, SUN determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, SUN reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenues over expenses.

SUN reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess (deficiency) of earnings in the year the reversal occurs.

**Saskatchewan Union of Nurses**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**3. Marketable securities**

Marketable securities, held by brokers, are comprised of the following:

	2017	2016
Cash account	1,686	505,681
Guaranteed investment certificates, investment savings account	5,343,657	10,603,842
	<b>5,345,343</b>	<b>11,109,523</b>

**4. Investments**

SUN has various long term investments with interest rates ranging between 1.40% to 2.09% (2016 - 1.45% to 1.76%) and maturity dates ranging between April 2019 to December 2019 (2016 - February 2018 to December 2018). Investments are recorded at fair value.

	2017	2016
Guaranteed investment certificates	10,163,756	4,173,765

**5. Capital assets**

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Land	181,000	-	181,000	181,000
Buildings	1,585,438	639,632	945,806	1,004,552
Computer equipment	476,882	319,807	157,075	175,875
Computer software	188,072	37,614	150,458	174,579
Furniture and fixtures	261,584	228,468	33,116	39,407
Leasehold improvements	22,719	18,381	4,338	829
Land improvements	24,551	17,211	7,340	7,978
Incorporation costs	704	605	99	107
	<b>2,740,950</b>	<b>1,261,718</b>	<b>1,479,232</b>	<b>1,584,327</b>

**6. Financial instruments**

SUN, as part of its operations, carries a number of financial instruments. It is management's opinion that SUN is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

**Credit concentration**

SUN's accounts receivable consist of member dues receivable, the majority of which are from government-related entities. Management believes that there is no unusual exposure associated with the collection of these receivables.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

Marketable securities consist primarily of commercial high-grade guaranteed investment certificates and an investment savings account. Accordingly the portfolio maximizes coverage under the Canadian Deposit Insurance Corporation and provides for a return that is low risk and of the most favourable interest rates.

Interest rate risk is mitigated due to the relatively short term nature of the marketable securities and investments.

**Saskatchewan Union of Nurses**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**7. Employee accruals**

Accrued employee benefits consist of the following:

	2017	2016
Vacation pay	465,922	449,898
Overtime pay	88,694	91,449
Retiring allowances	374,783	429,915
Other	3,311	914
	932,710	972,176

The retiring allowance is available to employees having 15 years of service at SUN and whom are at least 55 years of age. Upon either retirement or resignation, each employee shall receive this pay which shall be in the amount of 5 days multiplied by the employee's daily pay rate multiplied by the employee's number of years of service at SUN.

**8. Appropriated net assets**

	Balance, beginning of year	Net income (expenses)	Transfers	Balance, end of year
Collective Bargaining Defense fund	-	(442,326)	6,378,712	5,936,386
Strike fund	5,514,507	-	(5,514,507)	-
Negotiations fund	864,204	-	(864,204)	-
Campaign fund	2,348,201	(798,567)	1,500,000	3,049,634
Legal assistance fund	250,000	-	-	250,000
Member education fund	250,000	(9,933)	9,933	250,000
Capital fund	884,400	-	(71,194)	813,206
Legal challenge fund	1,200,000	(143,908)	70,189	1,126,281
Convention fund	962,491	(330,142)	500,000	1,132,349
	12,273,803	(1,724,876)	2,008,929	12,557,856

**9. Commitments**

SUN has entered into various lease agreements with estimated minimum annual payments as follows:

2018	192,297
2019	172,573
2020	152,595
2021	152,595
2022	4,163
	674,223

**10. Budget information**

During the year, the Board approved its operating budget based on planned expenses and current year sources of revenue. The budget balances have been attached for information purposes only and are unaudited.

**Saskatchewan Union of Nurses**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**11. Administration and occupancy expenses**

Administration and occupancy expenses are comprised of the following:

	<b>2017</b>	<b>2016</b>
Books and subscriptions	<b>59,490</b>	48,219
Contract services	<b>263,566</b>	197,918
Courier	<b>13,139</b>	25,737
Equipment rentals	<b>123,003</b>	132,344
Insurance	<b>26,624</b>	26,038
Miscellaneous	<b>14,636</b>	9,910
Office rent and utilities	<b>188,553</b>	177,355
Office supplies	<b>64,102</b>	62,027
Postage	<b>66,245</b>	66,931
Property taxes	<b>28,233</b>	24,959
Repairs and maintenance	<b>155,981</b>	78,321
Telephone	<b>117,365</b>	112,711
	<b>1,120,937</b>	<b>962,470</b>

**12. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

## Agenda Notes

Bylaw 3.02 – A tentative agenda for the Annual Meeting will be printed in the Annual Meeting issue of SUNSpots. A final agenda, if different than the tentative agenda, shall be available at the Annual Meeting prior to the vote on adoption of the agenda.

Urgent Resolutions can be submitted until 1300 hours, April 25, 2018.

# 44<sup>th</sup> Annual Me

## April 25 & 26, 2018 ■ Mosaic Place,

As speakers and presentations are confirmed, our agenda will evolve. Please visit SUN's website to view a recent copy of the agenda; the final version will be presented at the Annual Meeting prior to the vote on the adoption of the agenda.

Note: Banquet will be held at the Moose Jaw Exhibition and Convention Centre.

### Wednesday, April 25, 2018 – Business Day

0730 to 0900

Annual Meeting Registration

0815 to 0845

Constitution, Bylaws and Resolutions Committee  
– New Delegate Orientation

0900 Call to Order

O Canada Video

Announcements

Greetings from Host City

Appointment of Credentials Committee and Scrutineers

Introductions: Board of Directors, Planning Committee,  
Guests, Parliamentarian

Credentials Committee Report

Approval of Agenda

Approval of Minutes

Disposition of 2017 Resolutions

President's Address

First Vice President's Report

Auditor's Report

Lifetime Membership Presentation

Nominations Committee – Elections Announcement

1000 Refreshment Break

1030 TBA

1200 Lunch (provided)

1300 Committee Reports:

Constitution, Bylaws and Resolutions Committee Program Committee

## Don't Forget Your SUN Membership Card!

Proper identification is required by all delegates in attendance of the Annual Meeting. Your SUN Membership Card acts as your identification.

You will be asked to produce a current SUN Membership Card upon registration at the Annual Meeting, and upon each entry into the meeting room.

## Fragrance & Smoke Free Event

*Membership Policy 012-M-2007 – Business and banquet rooms at all SUN functions/ meetings shall be maintained as smoke free and fragrance free environments.*

This is a "Scent-Free" event to ensure a pleasurable environment for our members with allergies. Please refrain from wearing any scented colognes, lotions or hair products during the Annual Meeting and affiliated events.

Smoking is permitted in designated areas only.

# eting Agenda

## Moose Jaw

Nominations Committee

Constitution, Bylaws and Resolutions – CB&R Committee

Candle lighting in recognition of members who have lost their lives over the past year

1430 Refreshment Break

1500 Constitution, Bylaws and Resolutions – CB&R Committee

Nominations Committee – Deadline for Nominations Forms

1600 Adjournment

Banquet Dinner and Dance

Moose Jaw Exhibition and Convention Centre, 250 Thatcher Drive East

1800 Cocktails (cash bar)

1845 Banquet: “Greased Lightning”

### Thursday, April 26, 2018 – Business Day

0830 to 0900

Annual Meeting Registration

0900 Call to Order Announcements

Larry Hubich, SFL President Credentials Committee Report

Linda Silas, CFNU President

1000 Refreshment Break

1030 Directors Report

1100 Nominations Committee – Elections

1200 Lunch (provided)

1300 Membership Survey Results Public Survey Results

TBA

1415 Refreshment Break

1430 New Business Unfinished Business

Announcement of 2019 Annual Meeting Date and Location

Election Results – Nominations Committee

Introduction of Board of Directors – Nominations Committee

President’s Address

Adjournment

## Registration for the 2018 Annual Meeting has gone paperless!

**Online registration — it’s quick, it’s easy and it’s accessible from anywhere.**

Register at [www.eply.com/2018SUNAM](http://www.eply.com/2018SUNAM) from any device with access to the internet. It’s that simple — no more paper forms to worry about.

Online registration offers three (3) ways to pay — cash, cheque made payable to SUN, or by VISA or Mastercard. Simply complete the form, submit your registration and fees, and you are done.

Registration for the 2018 Annual Meeting was announced on March 1st, via email to all SUN members.

Didn’t get the email? Please check your spam or junk mail folders.

Still no email? No problem — please contact [communications@sun-nurses.sk.ca](mailto:communications@sun-nurses.sk.ca)

Registration closes at 1300 on April 18, 2018.

Visit [www.sun-nurses.sk.ca](http://www.sun-nurses.sk.ca) for information regarding hotels, funding options, youth funding available, and frequently asked questions.

Members seeking funding through their Local are to contact their Local President and/or Local Executive for information regarding the local process for registering to attend the Annual Meeting.

Having troubles registering online? No problem — call the Regina SUN office (800) 667-7060 or (306)525-1666, we are happy to walk you through the form.

# 2018 Amendments to Constitution, Bylaws and Resolutions

To preserve accuracy and intent, these proposed amendments have been reproduced as submitted to SUN without editing. Routine re-numbering of articles by any amendments or resolutions will be done following the Annual Meeting by the Constitution, Bylaws and Resolutions Committee.

## Proposed Bylaw Amendments

1

Amend Bylaw 1.07 to reflect actual process at Bargaining Conference.

If amended:

1.07 Bargaining Conference means a meeting convened for the purpose of conveying information on and ratification of bargaining proposals principles presented by the negotiations committee. At the first opportunity, the agenda of the conference will include a standing motion to accept the proposal principles package.

*Constitution, Bylaws & Resolutions Committee*

Carried  Amended  Defeated

2

Amend Bylaw 5.05.3 by moving x) to 5.05.2 xiii) and renumber accordingly.

If amended:

First Vice-President

5.05 2. The First Vice-President shall:

- xii) Be the Chairperson of the Finance Committee.
- xiii) Orientate and oversee the scrutineers at General Meetings of the union.

- xiv) Be a Vice President to the Executive Council of the Saskatchewan Federation of Labour.

Rationale – to reflect current practice

*Constitution, Bylaws & Resolutions Committee*

Carried  Amended  Defeated

3

Amend Local Bylaws Prototype 5.02 by adding as new:

- vi) The current Local Executive shall choose a member(s) in good standing to be the Returning Officer and Scrutineer(s) if running single and/or multiple polls.
- vii) The Local Returning Officer/Scrutineer(s) must not be a candidate in the ongoing elections.
- viii) The current Local Executive will pick the Returning Officer and Scrutineer(s) prior to the voting process occurring.
- ix) All voting shall be by secret ballot with a voting booth to ensure privacy.
- x) Polling stations should be in a neutral site accessible by members and the Local Returning Officer and Scrutineer(s) shall run the polls.
- xi) The current Local Executive will provide a current list of SUN members to the individuals sitting at the polls.
- xii) Voting members need to produce their SUN card or a valid government picture ID. No proxy votes are allowed.

- xiii) Once members have voted they must exit the polling station.
- xiv) The Returning Officer and Scrutineer(s) shall be responsible for counting of ballots immediately after all polls are closed.
- xv) All ballot boxes for advance polls must be sealed and signed until all polls are closed and then included in the counting of ballots.
- xvi) The Returning Officer shall notify the local and SUN Provincial of the results of the election in writing to maintain confidentiality of the election process.
- xvii) After conclusion of the election process, all ballots must be kept in a secure location and boxes must be sealed and signed. All ballots shall be destroyed after one year.
- xviii) If the results of the election are contested, notice of same shall be sent to the Executive Director who will cause an impartial recount of ballots and will advise the local of the results of that recount.

*Constitution, Bylaws & Resolutions Committee*

Carried       Amended       Defeated

**4**

Amend Bylaw 8.02 by deleting "in which the member has worked".

If amended:

8.02 Every Local shall establish a Local dues structure of at least five dollars (\$5.00) per member per month in which the member has worked in addition to the Union dues which are determined from time to time by the membership.

Rationale – Members receive representation from their Locals. A Local's monetary policy may include a paid education day, education opportunities, and/or meal with meeting, etc. Therefore, be it resolved that all members shall pay the local monthly dues.

*Pat Smith, Local 126 and Lorraine Wilson, Local 151*

Carried       Amended       Defeated

**Proposed Policy Amendments**

**5**

That 021-M-2007 (Local or District Briefs) be amended by including that SUN Provincial approval be applied to Local or SDC educationals.

*SUN Board of Directors*

Carried       Amended       Defeated

**6**

That 023-M-2007 (Nominations-Elections) be amended to clarify what information be provided at Annual Meeting in the announcement of election results.

*SUN Board of Directors*

Carried       Amended       Defeated

**7**

That 026-M-2007 (Reimbursement for Educational Events) be amended by including process of selection to be by random draw.

*SUN Board of Directors*

Carried       Amended       Defeated

**8**

That 029-M-2007 (Life and Honourary Memberships and Allied Personnel) be amended by removing Honourary Memberships; and further be amended by moving reference to student's eligibility for expense reimbursement at General Meetings of the Union to 038-M-2007.

*SUN Board of Directors*

Carried       Amended       Defeated

**Proposed Business Resolutions**

**9**

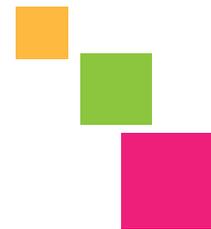
On-line Constitution, Bylaws and Resolutions Forms – That the Constitution, Bylaws and Resolutions Committee desires to increase member engagement and accessibility to all related forms.

Rationale – SUN to investigate the creation of on-line forms and implement as and when the appropriate measures/ resources are in place.

*Constitution, Bylaws & Resolutions Committee*

Carried       Amended       Defeated

# SUN Provincial Elections



Nominations for the 2018 SUN Elections closed on January 16, 2018. Thank you to everyone who allowed their name to stand for a nomination.

## **Congratulations!**

The following individuals have been ACCLAIMED as the successful candidate:

### **First Vice-President:**

Denise Dick, RN, Local 68

### **Regional Rep, Region 2:**

Darcy McIntyre, RPN, Local 259

### **Regional Rep, Region 4:**

Maureen Arseneau, RN, Local 68

### **Base Hospital Rep, Regina:**

Laurelle Pachal, RN, Local 106

### **Base Hospital Rep, Saskatoon:**

Mark Henderson, RN, Local 75

## **Good Luck!**

The following position will be ELECTED BY MAIL-IN BALLOT. Please visit our website to read each candidate's position statement.

### **Regional Representative, Region 6**

- Lynne Eikel, RN, Local 141
- Pat F. Smith, RPN, Local 126

As per Bylaw 4.12, ballots were delivered to eligible members no later than the last business day of the third week in February.

As per Bylaw 4.18, Regional Representatives shall be elected by the members of the region who are employed in their respective regions except those employed at base hospitals.

**Ballots must be received at the Regina SUN office by 1630 hours, April 13, 2018.**

## **Looking for Nominees ...**

As per Bylaw 4.14, the following positions will be ELECTED DURING ANNUAL MEETING in Moose Jaw.

### **Regional Rep, Region 7**

(One (1) year term to fill current vacant position) – 1 to be elected

### **Nominations Committee**

(One (1) year term to fill current vacant position) – 1 to be elected

**Check out our website for more  
Annual Meeting details.  
[sun-nurses.sk.ca](http://sun-nurses.sk.ca)**

# Climate Goals

## Collectivity

- We actively seek information and involvement before we decide and act.
- We acknowledge and value the views of each member but work together for the benefit of the whole.
- When decisions have been made, we act and talk in concert.

## Democracy

- We stop, listen to, and seek understanding of ideas that are different from our own.

## Equality

- There is equality, fairness and respect in all our dealings with each other.

## Honesty, Integrity

- There is consistency and congruency between each person's words and actions.
- People freely express and listen to concerns, feelings and facts.
- When conflicts arise we seek resolution face to face, and in ways that are personal and respectful.

## Caring, Compassion and Social Justice

- We tackle problems, not people.
- We treat each other as individuals and find ways to offer each other tangible support and care.

# Rules and Privileges

- SUN climate goals will be honoured by all those in attendance.
- SUN members will be identified by wearing SUN membership cards.
- Members are required to sign in at the start of the meeting. This will be used to determine quorum.
- Speakers will use a microphone when addressing the chair.
- Speakers must be acknowledged by the chair before addressing the assembly.
- A speaker addressing the chair will state his/her name, local number and name, and SUN district.
- All remarks must be addressed to the chairperson and confined to the question before the assembly.
- All members in good standing may address the convention. (NOTE: Honorary members are not entitled to make motions.)
- Each member in attendance, with the exception of honorary members, will be entitled to one vote.
- When the doors are tiled/sealed for a standing vote or during the election process, no one will be allowed to enter or exit the meeting room.
- Staff and guests can address the convention if requested by the assembly but have no vote.
- Motions and amendments must be presented in writing to the chair.
- Urgent resolutions may be submitted to the CB&R Committee by the deadline announced.
- The SUN Annual Meeting shall follow Robert's Rules of Order.
- All pagers and cell phones are to be turned off or on vibrate during the meeting.

# Robert's Rules of Order

When conducting business meetings, such as the Annual Meeting and the Bargaining Conference, SUN follows Robert's Rules of Order. The following is a brief overview to assist members during the meeting.

The purpose of "Robert's Rules of Order" includes the following:

- Ensure majority rule
- Provide order, fairness and decorum
- Facilitate the transaction of business and expedite meetings

## Basic Principles

- All members have equal rights, privileges and obligations
- Full and free discussion of every motion is a basic right
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- No person can speak until recognized by the chair
- Personal remarks are always out of order
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate)

## Role of the Presiding Officer

- Remain impartial during debate — the presiding officer must relinquish the chair in order to debate the merits of a motion

- Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) — exception: the presiding officer may vote on any vote by ballot
- Introduce business in proper order
- Recognize speakers
- Determine if a motion is in order
- Keep discussion germane to the pending motion
- Maintain order
- Put motions to a vote and announce results

## General Procedure for Handling a Motion

- A member must obtain the floor by being recognized by the chair. Remember to state your name and local number.
- Member makes a main motion (See Quick Reference Guide on page 28)
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable)
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any Subsidiary motions (e.g. "I move to amend the motion

by ...", Privileged motions (e.g. "I move to postpone the motion to ...") and Incidental motions (e.g. "I move to divide the question.")

- Debate on Subsidiary, Privileged and Incidental motions (if debatable) takes precedence over debate on the main motion and must be decided before debate on the main motion can continue
- Debate is closed when: Discussion has ended, or a two-thirds vote closes debate ("Call the question")
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote, by a show of hands, asking "All in favor?" "All opposed?" and finally asking "All abstained?"
- The chair announces the result

## General Rules of Debate

- No members may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than once to each motion — does not preclude points of information that may be raised
- All remarks must be addressed to the chair — no cross debate is permitted

- It is not permissible to speak against one's own motion (but one can vote against one's own motion)
- Debate must address issues not personalities — no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- Members may not disrupt the assembly
- Rules of debate can be changed by a two-thirds vote



*Bargaining Conference (November 2017)*

# Tips for Speaking

SUN members are encouraged to ask questions and provide their feedback during discussion of resolutions, discussion papers, and/or following presentations and reports. The floor during all SUN meetings, including the Annual Meeting, is intended to be a safe and welcoming environment for all SUN members to feel free to speak their minds in a respectful setting.

- Before approaching the microphone, take a moment to gather your thoughts, write them down to ensure you are clear and concise in your question/comment.
- When it is your turn to speak, don't forget to state your name, local #, and whether you are a first time speaker before you state your question or comment. First time speakers get a prize!
- Questions and comments must be presented to the Chair of the meeting and address the motion or discussion before the assembly, **not** individuals. Everyone's comments and opinions are valuable and should be treated with respect and dignity. This key principle is what ensures we have a safe and welcoming environment for members to speak and be heard.
- Be sure to speak clearly and directly into the microphone. Try not to move or look around as you speak. Make sure you are an appropriate distance from the microphone — not too far and not too close. While awaiting your turn to speak, adjust the microphone (not the stand) to ensure you are speaking into the microphone and can be heard.

# A Quick Reference Guide

## MOTIONS IN ORDER OF PRECEDENCE

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
MAIN MOTION (may be moved only when no other motion is pending)	I move that ...	Yes	Yes	Yes	Majority*	Introduces business to assembly.
1. RAISE A QUESTION OF PRIVILEGE	I rise to a question of privilege	No	No	No	2/3	Privileged motion. Ruled upon by chair.
2. CALL FOR ORDERS OF THE DAY	I call for orders of the day	No	No	No	None	Privileged motion. Enforced by demand of one member.
3. LAY ON TABLE	I move to lay the motion on the table	Yes	No	No	Majority	Lays aside a motion when more urgent business arises.
4. CALL THE QUESTION	I move to call the question	Yes	No	No	2/3	If adopted, closes debate.
5. LIMIT/EXTEND DEBATE	I move to limit debate to ___ minutes	Yes	Yes	Yes	2/3	May change length of speeches or length of debate.
6. POSTPONE DEFINITELY	I move to postpone the ... motion till next meeting	Yes	Yes	Yes	Majority	Debate confined to merits of postponing question.
7. COMMIT/RECOMMIT	I move to refer this motion to a committee	Yes	Yes	Yes	Majority	Debate confined to merits of referring motion to committee.
8. AMEND	I move to amend the motion by ...	Yes	Yes	Yes	Majority	Debatable only if applicable motion is debatable.
9. POSTPONE INDEFINITELY	I move to postpone this motion indefinitely	Yes	Yes	No	Majority	Debate may go into merits of main motion. Adoption kills motion.

\*Except when bylaw requires 2/3 or when changes something already adopted.

**QUORUM** is the number of registered members that are entitled to vote who must be present in order to legally transact the meeting's business. SUN's Bylaw 3.10 (vi) states that the quorum for a general meeting of the union shall be a majority of those members registered in attendance on each day of the meeting. Therefore, if on any given day 300 members are registered, quorum would be 151 members. If at least 151 members remain at the meeting, business, including voting on resolutions, can proceed.

**NOTE: Quorum and the number of votes required to carry a motion are two separate issues.** For example, x number of members are registered on any given day. A majority of those constitute a quorum to carry on the business of the day. Of that quorum, a majority or 2/3 of the members present and voting will determine if a motion passes or is defeated.

# for Motions

## MOTIONS WITH NO SPECIAL ORDER

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
POINT OF ORDER	I rise to a point of order	No	No	No	None	Ruled upon by chair. May interrupt a speaker.
APPEAL	I appeal the decision of the chair	Yes	Yes	No	Majority	Move at time of ruling by chair. Non-debatable if pending motion is not debated.
COMMITTEE OF THE WHOLE	I move to suspend the rule and ... and ...	Yes	No	No	2/3	Bylaws may never be suspended.
OBJECTION TO CONSIDERATION	I object to consideration of this question	No	No	No	2/3	In order only until debate on main motion begins.
COUNTED VOTE	I request a vote on the motion	No	No	No	None	To confirm the result of a vote one member may demand a rising vote.
DIVISION OF MOTION	I move to divide the motion by ...	Yes	No	Yes	Majority	Separates motion if feasible.
POINT OF INFORMATION	I rise to a point of information	No	No	No	None	Answered by Chair. May interrupt a speaker if important.
RECONSIDER	I move to reconsider the vote on the motion re ...	Yes	Yes	No	Majority	Must be made by member who voted on prevailing side. Non-debatable if motion to be reconsidered is not debatable.
TAKE FROM THE TABLE	I move to take the motion re ... from the table	Yes	No	No	Majority	Brings a tabled motion back to the assembly.
WITHDRAW A MOTION	I ask permission to withdraw the motion	Yes	No	No	Majority	Usually done by unanimous consent.

### ROLE OF THE PARLIAMENTARIAN

The parliamentarian is a consultant whose role is purely an advisor and resource person for the chair and the meeting. Duties include: respond to questions of clarification about Rules of Order either by the chair or the assembly; discreetly draw to the attention of the chair any errors in following the Rules of Order; and acts as an expert on the Rules of Order to help facilitate the business of the assembly.

**NOTE: A parliamentarian does not vote or debate the issues before the assembly.**

# Statement on a Harassment-free Convention

We, as SUN members, agree that everyone here has equal value.

## Harassment Divides the Union

Racism, sexism, and other forms of harassment pit groups of workers against one another and divide unions. Division undermines our struggle for social and economic justice.

## Harassment Hurts People

Racist and sexist remarks and graffiti create unease and stress among people. Victims of the remarks never know what other forms of harassment this will lead to. We must ensure our words are not empty, not defeated through any action that embarrasses, insults, humiliates or degrades.

## When a Joke is Not a Joke

Racial, ethnic, and sexist jokes originated in those times when groups of people were socially under attack and lacked the power to respond effectively. These jokes are a reminder of this history. They can create an environment where more serious forms of discrimination and abuse can happen.

## What to Do

Complaints of harassment at SUN events will be taken seriously and will be investigated immediately. If you believe you are being harassed, act immediately:

1. If possible, make it clear you do not welcome such behavior. You can do so either on your own, verbally or in writing, or with the assistance of another party. Indicate you will take further action if the behavior continues.

2. If the inappropriate behavior persists, approach one, or both, of the designed representatives who will investigate the matter.

You may seek out the designated anti-harassment representatives in the first instance, if you are unwilling to approach the harasser because of the impact the action(s) have on you.

## Equality and Solidarity

We must all work together to advance the cause of working people. Harassment divides us. It has no place at this convention. As sisters and brothers we will not make comments or gestures, or commit any acts that are humiliating or derogatory, or cause another member to feel uncomfortable.

We declare this a harassment-free convention, and encourage SUN members to challenge issues, not individuals.

# Moose Jaw

## Venues and Mosaic Place Parking



Mosaic Place  
110 – 1st Avenue NW



Moose Jaw Exhibition and Convention Centre  
250 Thatcher Drive East



**P-1** **P-2**

SUN has rented two parking lots for member use – free of charge; both lots are located on 1st Avenue NW, directly across from the main doors of Mosaic Place.

There are both metered and non-metered parking spots (over 1,900) within 500m of Mosaic Place; please take note of any time limits. Metered spaces are free of charge for evening and weekend events at Mosaic Place. Out of town visitors can get free meter parking passes from Moose Jaw City Hall.



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