



**National Executive Committee Meeting
Friday, April 24th, 2020
Via Teleconference**

MINUTES

In Attendance: G. Phillips (*Chair*), J. Akins, C. Awada, N. Bois, A. Coles, H. Delnick, N. Giannakoulis, G. Kopytko, J. Lafontaine, C. Lonmo, K. Mansfield, A. Nemec, A. Picotte, S. Rehman, A. Trau, E. Venditti

Staff: J. Courty, C. Danik, O. Kahriz, K. Thériault, C. Vézina, J. George

Regrets: M. Stiermann,

1. Call to Order

The NEC meeting was officially called to order at 9:03am and Chair G. Phillips confirmed quorum was achieved.

** At this time, CAPE's Statement on Harassment was read aloud. The meeting's rules of order were also reiterated*

1.1 Review of Agenda

Following a roll call, the April 24th agenda was reviewed and there were no additions requested.

Motion to adopt the NEC Agenda as presented

Moved by: A. Picotte

Seconded by: C. Lonmo

Abstentions (1)

By show of hands: Carried Unanimously

1.2 Review of NEC public minutes (February 28, 2020)

Motion to accept the NEC public minutes dated February 28, 2020 as presented

Moved by: C. Awada

Seconded by: A. Picotte

Abstentions (4)

By show of hands: Carried unanimously

1.3 Review of SNEC public minutes (April 3, 2020)

There were no questions or comments raised.

Motion to accept the NEC public minutes dated April 3, 2020 as presented

Moved by: A. Picotte

Seconded by: C. Lonmo

Abstentions (3)

By show of hands: Carried unanimously

2. Labour Relations

- a) **Elections and Resolutions Committee:** Alongside legal counsel , the Executive Director and Director of Policy met with selected members of the ERC to outline an overview of roles, support that will be provided and work to be undertaken by the committee. A comprehensive review of the constitutional bylaws was also provided by legal counsel . A Chair of the committee will soon be appointed and interest in candidacy for the position must be submitted by June 1st, 2020.
- b) **Locals and Departments (LRO work):** A limited number of files are steadily moving forward. LROs and various departments have expressed interest in holding preliminary discussions to prepare staff to return to work. Discussions at the Board level are underway in handling the COVID-19 situation in the event confinement is extended, as well dealing with the backlog of outstanding grievances. Progress on the Phoenix file has been relatively static.
- c) **CAPE staff/COVID-19 update:** The OHS committee continues to meet on a weekly basis. The latest edition of the newsletter encouraged employees to pursue available training online as an opportunity to strengthen skills and knowledge. Staff morale in general remains intact; however, it is acknowledged that these are trying times.
- d) **Mercer – Structure and new classification standard:** Following a thorough review of CAPE’s classification standard, Mercer contrived a much simpler draft of an assessment rating/criteria and identified deficiencies in the previous standard. The next step will consist of meeting with the HR subcommittee and consulting with the internal union to discuss the potential establishment of a standard that will encompass various management and unionized positions at the office. In addition, Mercer strongly supported the creation of an HR position within the organization directly reporting to the Executive Director.
- e) **Internal staffing:** The staffing process for the IT/Security position began prior to the crisis, and since then an internal staff member was successfully recruited. On the research side, a candidate at a level 3 was recently hired, leaving two positions still vacant. Four suitable candidates have expressed interest for the position of Sr. LRO at a level 6; the outcome remains to be seen. Formal questions will be submitted to all candidates in order to finalize the process.

The Association was recently notified of ESU's intention to associate with or represent members of the CSN on the Quebec side.

- f) **Changes to TB Secretariat's People Management Policy Suites:** No substantive changes have been reported. A request was put forth to apprise the NEC of any changes to the directives.

Action Item: C. Danik will provide a fulsome review of TB Secretariat's People Management Policy Suites at the next NEC meeting, underlining high-level changes related to the members.

- g) **Q&A:** Several questions related to the job descriptions under Mercer's structure arose and were subsequently addressed. A point of clarification in relation to the ERC's involvement regarding the President's contract was also provided.

3. Director of Policy

- a) **MOA with TBS about grievances:** In view of the crisis, interruptions in addressing grievances were anticipated. As a result, an agreement with Treasury Board was reached to maintain the current Collective Agreement in its current version and where necessary, provide extension for individual grievances. On the advice of another union, TBS put forth a proposed MOA requesting a suspension to all work on grievances. The Association has not signed this proposal.
- b) **Code of Ethics:** A first draft has been circulated and is currently under review by management. Comments are to be provided by April 30th. Once completed, the draft will be forwarded to the NEC for review and comments at the next meeting in May so it can be finalized by June and voted on in September. C. Danik informed the NEC of the harassing situation involving the interpreters and members of Parliament. Measures are being taken to provide protection and to address the situation.

There were no questions raised.

4. Director of Communications

- a) **COVID-19 – membership outreach:** A number of resources pages have been created for members to access up-to-date information while in confinement. A process is underway to launch a brief survey directed at members to better understand their current state.
- b) **Website:** Progress is underway, and the Comms team continues to collaborate with editors to ensure content is accurate. The tentative launch date is targeted for July 6th.

- c) **CLC Vote:** The first meeting with the Chair of the CLC steering committee was held on Thursday April 23rd. Working closely with members of the CLC Steering Committee, the Comms team will organize an information campaign ahead of the vote that will highlight the pros and cons of joining the CLC.
- d) **AGM planning:** A rule book has been developed for the November AGM. It may be necessary to consider an alternative plan such as virtual meetings in the event of prolonged confinement.
- e) **Q&A:** While there were no questions raised, all NEC members echoed their appreciation for all the hard work achieved by the Communications Dept in supporting staff and members.

5. Director of Finance

- a) **IT Infrastructure:** To ensure the data on IT infrastructure is kept current and membership information remains private and confidential, a process for the infrastructure is in the midst of development to ensure the impartiality and transparency of the membership management system is adequately maintained, as well as enable tracking members and obtaining pertinent information required to render key decisions.
- b) **Finance update:** An overview of the dashboard outlining the top 10 expenses of the year and month was provided. The Association is forecasting a surplus of approximately \$2.6M for fiscal year end.
- c) **Procurement:** In line with the President's directive, two money saving initiatives benefitting the members were initiated: new board chairs were purchased from Staples as opposed to standard vendors, and also examining video/audio solutions for the NEC. As such, different providers with interpretation capabilities and enhanced security features have been tested (e.g.: ZOOM). NEC members interested in participating in the test run were requested to email the Director of Finance, and cc J. Courty.
- d) **Accommodations/Office Lease:** Due to the COVID-19 pandemic, this matter has been postponed. An email blurb outlining intended actions will be circulated to members in the next two weeks.
- e) **Q&A:** With respect to videoconference solutions and web conferencing systems, concerns arose that ZOOM is not a platform supported by Government in light of privacy breaches and security issues that have occurred in the past. A recommendation was put forth to consider '*BigBlueButton*' as an alternative or considering what the Alliance is currently using. The Director of Finance will probe all recommendations and feedback provided by the NEC and undertake further

research. With respect to the Finance Report, a recommendation to the dashboards was put forth and noted.

6. Senior Advisor to the President

- a) Transition:** The process of transferring the LRO file to C. Archambault is ongoing.
- b) Covid-19 (planning):** Medium and long-term strategies for re-integration to the workplace are being examined during weekly calls with PBS to determine 'return to work' protocols to establish. Bargaining agents are requested to submit questions to the PBS team.
- c) Employee Wellness Support Program:** One meeting has been held thus far. A fourth subcommittee was struck to analyze various aspects of the program. The Senior Advisor to the President will take part in the case management and service delivery model subcommittee to review the type of services that will be offered. As requested by the President, in the coming months J. George will prepare a holistic presentation describing the nature of the Wellness Support Program, as well provide an overview of benefits, etc. in order to ensure the NEC is properly apprised.
- d) Q&A:** With respect to the T-2200 tax form, the question as to whether employees working from home may qualify for tax deductions was submitted to the CRA for review to ensure the interpretation of eligibility. Treasury Board will report back once the CRA has made a determination. In regard to the issue of parking fees, TBS stance is that the matter should be addressed directly between the employee and the employer/department to settle. Assistance from the President in reaching out to PSPC was sought.

7. Committee Updates

7.1 Finance Committee: The Finance Committee met yesterday and held a high-level discussion related to next steps on the budget process, along with mandatory consultation with the Local Leadership Council prior to the budget being recommended to the membership. The aim is to finalize the budget for the NEC's review 2 weeks prior to the next meeting, then final approval in June. Concerning the Investment Policy, a legal opinion was sought and a legal firm performed a review of the Policy relative to the constitutional aspects. Minor amendments were applied and the revised Investment Policy was approved by the Finance Committee as of yesterday.

7.2 HR Subcommittee: The HR Subcommittee's last meeting scheduled in March was cancelled due to the COVID-19 pandemic and has been rescheduled for April 27th to discuss the President's contract to ensure the constitutional bylaws are abided by and for the sake of transparency towards the ERC.

7.3 Constitution & Bylaws Committee: Nothing to report.

7.4 Governance Committee: The Governance Committee's last meeting scheduled for March 18th was also cancelled due to the COVID-19 pandemic and has yet to be rescheduled. Chair of the Committee C. Lonmo will contact members of the Committee to determine areas of focus moving forward.

7.5 Communications Subcommittee: The meeting scheduled for March 15th was cancelled; however, it is the hope that this can be rescheduled for some time in May. The subcommittee will explore methods to proceed in the future such as virtual meetings.

8. Closing Remarks: CAPE as an organization is functioning well despite the COVID-19 pandemic. The management team is working well and every effort is being made to perform effectively under the circumstances.

The NEC meeting adjourned around 12:17 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on April 24th, 2020

APPROVED by:

Chairperson

Date