



**National Executive Committee Meeting
Friday, March 29th, 2019
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (*Chair*), J. Akins, O. Alarie, C. Awada, N. Bois, H. Collins, H. Delnick, J. Lafontaine, C. Lonmo, F. Lord, A. Picotte, S. Rehman, A. Trau

Staff: J. Courty, D. Cooper, C. Danik, O. Kahri, K. Thériault, C. Vézina

Via Teleconference: N. Giannakoulis (*am*)

Regrets: A. Coles, G. Kopytko, K. Mansfield, A. Nemec, M. Stiermann, E. Venditti

1. Call to Order

The NEC meeting was officially called to order at 9:11am. The Chair confirmed quorum was achieved.

** At this time, CAPE's Statement on Harassment was read aloud*

1.1 Review of Agenda

The Agenda was briefly reviewed, and the following items were added under Item #2: Audit Committee and the addition of a new LOP member, audit lawsuit, which will be discussed in-camera, local AGMs, appointment of ERC members and appointment of a Chair for the next NEC. In addition, given recent information provided by the Chair of the HR Subcommittee, it was requested striking agenda item 2d (*Reconsideration of motion regarding the Org chart*)

Motion to accept the NEC Agenda as amended

Moved by: N. Giannakoulis

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

1.2 Review of NEC public minutes (February 22, 2019)

There were no comments or amendments requested.

Motion to accept the NEC public minutes dated February 22, 2019 as presented

Abstentions (3)

By show of hands: Carried unanimously

2. Decision Items

- a) **Audit Committee:** A closer examination of the Audit Committee revealed that it was not properly formed as it currently operates without valid TORs and is missing an LoP member, resulting in the Committee having to temporarily halt their first meeting originally scheduled for this afternoon. Additionally, NEC members were informed that a current non-voting member of the committee is not a member of CAPE; therefore, according to the constitution should not sit on the Audit Committee. After soliciting legal advice, a criterion was revealed that non-members are not eligible to occupy a spot on CAPE committees.

Motion to thank Patrick Warner for his years of service on the Audit Committee, and that the NEC provides notice that his tenure is concluded

Moved by: H. Delnick

Seconded by: J. Akins

Discussion: For context, an historical background on his appointment dating back to 2012 was provided. NEC members deliberated on Section 26.8 of the Constitution (*Rights of Members*). Although there may be value in gaining external perspectives, the NEC must uphold the Constitution.

Abstentions (1)

By show of hands: Carried unanimously

Action Item: As the Audit Committee begins working on their TORs, at their next meeting C. Vézina will relay F. Lord's offer (*supported by the NEC*) to assist in developing a first draft.

Motion to approve LOP Sylvain Fleury as a volunteer to sit on the Audit Committee

Moved by: F. Lord

Seconded by: C. Lonmo

Abstentions (2)

By show of hands: Carried unanimously

Action Item: J. Courty will draft a letter of congratulations regarding the appointment

(Agenda Item #2b was reviewed in-camera)

- c) **Local AGMs:** The objective this year is to extend an invitation to all NEC members wishing to attend some of the regional AGMs alongside the President to imbue a sense of regional circumstances, connect with our membership who can sometimes

feel isolated from CAPE, as well as gain valuable experience about their work environment. Overall comments indicated strong support for this initiative. NEC members were requested to forward their first, second and third preferred choice to J. Courty's attention by the end of next week in order that the President can specify participants and their locations.

- d) TORs for the Constitution & By-Laws Subcommittee:** Circulated beforehand, F. Lord presented the TORs in both official languages for the NEC's approval.

Motion to approve the Constitution & By-Laws Subcommittee TORs as presented

Moved by: F. Lord

Seconded by: O. Alarie

Abstentions (1)

By show of hands: Carried unanimously

- e) Harassment Prevention Policy:** No further comments were received since the Policy was circulated at the last meeting. C. Danik confirmed that training will apply to all parties.

Motion to approve the Harassment Prevention Policy as presented

Moved by: G. Phillips

Seconded by: A. Trau

Abstentions (1)

By show of hands: Carried unanimously

- f) PSES reconsideration:** The NEC unanimously voted to boycott the PSES and since the decision, the President conveyed the concerns raised. During a recent NJC session, the President touched upon the history of the survey, and raised CAPE's concerns about both the lack of consultation and the Association's confidentiality concerns around a private sector company managing our members responses to the questionnaire. CAPE's President raised these issues at a private meeting of the Union Side bargaining agents as well as at the full council with the employer side representatives present. As a result, an informal offer was made by the President to the employer, indicating that should CAPE be offered a seat on a steering committee or some kind of collaboration commit, the Association may reconsider the boycott.

(N. Giannakoulis joined the meeting in person at 10:21am)

Motion to reconsider boycotting the PSES, precondition that a seat on a Steering Committee/decision-making body with meaningful collaboration over the direction of the PSES is offered to CAPE on an ongoing basis

Moved by: F. Lord

Seconded by: A. Picotte

Discussion: NEC members weighed on the pros and cons of maintaining the boycott, recognizing the significance of the PSES in determining trends, policies and future direction of each department. Reconsideration would entail relinquishing the

boycott with the objective of a long-term gain of having meaningful input into future iterations of the survey.

Abstentions (1)

By show of hands: Carried unanimously

HEALTH BREAK

g) Appointment of a Chair for the upcoming NEC meeting: The President will be out of the office during the next NEC meeting. As per the Constitution, the NEC must appoint a chair during his absence (*i.e.*: A. Picotte or N. Giannakoulis). Paper ballots were circulated to NEC members for casting their votes. J. Courty and C. Vézina served as scrutineers during the process. **Result of the votes:** N. Giannakoulis was selected to preside over the NEC meeting in April.

h) HR Subcommittee TORs: Although having raised no concerns, council's legal opinion suggests the composition of members is too numerous and recurrence of meetings too frequent. For consistency with the Constitution, a recommendation was put forth proposing the French TORs to only reference terms in the masculine tense, which was agreed by the NEC. To simplify the approval process of subcommittees and facilitate updates as needed, it was also requested having more commonality with the terminology along with a standardized format. While supportive of the idea, the Chair suggested this be undertaken once additional resources, time and staff becomes available and then brought back to the NEC for approval thereafter.

Motion to approve the HR Subcommittee Terms of Reference, subject to linguistic corrections

Moved by: H. Delnick

Seconded by: A. Picotte

Discussion: Although not ex-officio members and with no mention under Article 10, C. Vézina provided a rationale for allowing both VPs to sit on the HR Subcommittee, explaining being on the basis that both VPs serve on a union management committee that addresses a number of HR issues, which represents a value added by their participation on the HR Subcommittee. Additionally, in the absence of the President they can act in lieu.

Abstentions (1)

By show of hands: Carried unanimously

i) Tablet Trial- 2 NEC Volunteers: O. Alarie and J. Lafontaine volunteered to partake in the trial period. There was unanimous consensus among the NEC to approve both members.

Action Item: O. Kahri will work with them on the installation process.

- j) **Communications Subcommittee:** The final list of volunteers was distributed to the NEC for review and approval. Discussion was had about the size of the committee. After some discussion it would not be prudent to accept everyone.

Motion to approve a modified list and subject to final approval by the President

Moved by: H. Delnick

Seconded by: C. Awada

Abstentions (2)

By show of hands: Carried unanimously

3. Action Items deriving from the last NEC meeting

- I. **Register A. Coles for Broadbent Institute:** *Completed*
- II. **Launching of widespread campaigns on the Inclusiveness Policy:** *K. Thériault initiated conversations with the Director of Policy and will continue to provide progress updates during her monthly reports*

4. Discussion Items

4.1 Green Initiative: With the membership having passed a resolution to operate as eco-friendly, ongoing efforts are being made to adhere accordingly. In addition to launching the tablets initiative, the Finance section has shifted towards EFT for reimbursement of expenses, thereby reducing the use of paper. The Association will also be active for Earth Day in April. O. Alarie put forth the recommendation to start using actual plates, which will require a collective effort to ensure use of the new dishwasher. The recommendation was unanimously endorsed by the NEC. Once the current stock is exhausted, management will focus on the removal of paper plates and cups from the lunchrooms and the procurement of new cutlery. It was also suggested considering the acquisition of swag (*e.g.: coffee cups etc.*)

Action Item: O. Alarie volunteered to reach out to other unions to obtain insight into green initiatives being implemented and will report back to the NEC

4.2 NEC Retreat: J. Courty was acknowledged for her tremendous efforts with the preparation of this undertaking. The NEC Retreat will take place on April 11 and 12th in Mont-Tremblant. A facilitator is in the process of being identified, and recommendations from NEC members are welcome. A draft agenda mainly structured around breakout sessions has been developed. Transportation and logistical information were clarified. NEC members experiencing logistical issues were directed to contact the President and/or J. Courty in order for cases to be assessed on an individual basis.

LUNCH BREAK

4.3 Federal Budget: The Analytical Working Group examined the Budget and subsequently developed a report currently available on the website. Great interest was generated as the report was the most popular published articles since last November with the average reader spending a little over 2min. Next steps will be determined once the Budget Implementation Act is unveiled. The goal will be to establish the Research Team by next year in order that greater insight can be gleaned, and benefit can be derived from their expertise.

The NEC discussed the budget and the fact that it is once again a deficit budget. Concerns were raised that the government is not living up to their 2015 campaign promise to present a balanced budget. A wholesome discussion was had about the non-partisan stance of the organization.

(Agenda Item #4.4 was reviewed in-camera)

5. In-Camera Issues

(Agenda Item #5 was reviewed in-camera)

6. Committee Updates

6.1 Finance Committee: N. Giannakoulis summarized the budget planning process and expanded on minor follow up items requiring mandatory consultation with the Local Leadership Council. The next Local Leadership Council meeting is scheduled for May 2nd and the MBM will take place on June 18th. The Finance Committee is in the process of finalizing software updates for internal financial systems, as well as streamlining the preparation of financial statements. A tentative Finance Committee meeting has been scheduled for April 9th, during which time the February 2018 Financial Statements will be presented.

6.2 HR Subcommittee: Nothing further to report.

6.3 Constitution & Bylaws Committee: Comments received on Bylaw 5 proposal continue to be reviewed. There remain some areas to resolve however progress is being made.

6.4 Elections and Resolutions Committee: The approval of ERC members was tabled until next month in order to identify an LOP member to sit on the Committee.

6.5 Analytical Working Group: Previously discussed.

7. Reports

7.1 President's Report: Based on a review of the agenda, it is evident that much hard labour was performed and the president has a very busy schedule.

7.2 VP's Report: Nothing to report.

7.3 Executive Director Report: A more condensed 3-day training will be offered to local leaders. Both English and French training will begin on the last week of April until the beginning of May, and dates will be posted on the website once confirmed. With 2 LROs on maternity leave and to ensure a well-balanced workload, a replacement was sought whereby a staff member was promoted to full time LRO, with a good portion of the other portfolio diverted to Claude Archambault. To facilitate the implementation of the organizational chart, a consultant was retained to review the classification standards and the approved org chart, to analyze the impact on the organization and to ensure CAPE meets its obligations under the Pay Equity Act of Ontario. The review resulted in the amendment of one of the standards, which has been reflected in the draft and will be presented to the HR Subcommittee on April 9th. A significant amount of the Executive Director's time in the coming months will be dedicated towards this substantial project.

7.4 Director of Policy Report: A written copy of the report was previously circulated to NEC members and included in the meeting binder. There were no questions

7.5 General Counsel Report: Previously discussed in-camera

7.6 Director of Communications Report: A written copy of the report was circulated to NEC members last week via email. With respect to the recruitment of the web design firm, while the goal was to present a proposal to the NEC, a meeting held yesterday revealed the need to perform additional research on the 2 finalists. The Director of Communications will report back to the NEC with a final selection shortly. In addition, K. Thériault was approached by A. Picotte who requested considering the preparation of a policy brief for the ongoing consultation around the review of the Official Languages Act ending in June. As such, he put forth a recommendation to strike an ad hoc steering committee comprised of himself, O. Alarie, C. Danik and K. Thériault to develop a written narrative and framework in the coming weeks. Specifically aimed at the TR group, the objective is to establish a link between the Translation Bureau and the Official Languages Act. The NEC was in agreement.

7.7 Finance Manager Report: The Finance Department was able to reconcile financial numbers as of February 28th and effective March 1st. O. Kahri also reported on the new financial software, detailing its enabling capabilities to run and synthesize reports with more customized views. The Finance section is currently working on setting up a new database for the membership with the potential option of keeping the information in-house rather than outsourced through a 3rd party. The management team is also exploring options for moving files into a cloud-based system to eliminate the need for in-house servers while enhancing security, also representing major cost savings.

The NEC meeting adjourned at 2:17 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on March 29th, 2019

APPROVED by:

Chairperson

Date