



**National Executive Committee Meeting
Friday, October 25th, 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. Delnick, N. Giannakoulis, G. Kopytko, J. Lafontaine, C. Lonmo, F. Lord, A. Nemeč, M. Stiermann, A. Trau

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

Via Teleconference: A. Coles, K. Mansfield, A. Picotte

Regrets: S. Rehman, E. Venditti

1. Call to Order

The NEC meeting was officially called to order at 9:07am and Chair G. Phillips confirmed quorum was achieved.

** At this time, CAPE's Statement on Harassment was read aloud in both official languages*

1.1 Review of Agenda

The Agenda was briefly reviewed and it was requested adding the Governance Committee update under Item 6.5. In addition, the NEC was informed that discussion on the 3-person investigation sub-committee report will be deferred until further notice, and therefore was removed from the agenda.

Motion to adopt the NEC Agenda as amended

Moved by: C. Awada

Seconded by: C. Lonmo

Discussion: An issue related to the amended agenda arose and was discussed in-camera

Opposed (1), Abstentions (2)

By show of hands: Motion Carried

1.2 Review of NEC public minutes (September 27, 2019)

There were no comments raised.

Motion to accept the NEC public minutes dated September 27, 2019 as presented

Moved by: H. Delnick

Seconded by: C. Awada

Abstentions (4)

By show of hands: Carried unanimously

1.3 Mercer Presentation

CAPE has entered into a contract with Mercer to begin a top-down review of the organization's compensation and benefits. Mercer representatives were in attendance to provide a detailed summary of the engagement process along with an overview of phase 1 which emphasizes the management structure, defining roles and responsibilities, identifying gaps and/or deficiencies, along with the analysis of job evaluation systems and existing classification framework.

2. Discussion Items

- a) **NEC Retreat Report:** The Governance Committee was tasked to review the recommendations and next steps emerging from the retreat. All NEC members were in agreement to share the NEC Retreat Report with the membership. Procedure-wise, NEC members were requested to forward any comments to the attention of the Governance Subcommittee Chair C. Lonmo in the next couple of weeks in order for them to be reviewed and synthesized. Selected recommendations by the Governance Subcommittee will then be submitted to the attention of the Director of Communication and the President for final approval.

HEALTH BREAK

- b) **Investment Policy:** The Finance Director provided a synopsis of the investment portfolio performance. A draft Investment Policy was developed with the assistance of the Investment Portfolio Manager. A request was put forth to receive monthly financial statements during NEC meetings, which was accepted. Overall comments from NEC members indicated that consideration should be given to what types of companies the Association should consider avoiding for investment; an ethical Policy approach that embraces the core principles of the Association should be employed while still relying on the expertise of Cumberland Private Wealth. The Finance Director will contact Cumberland Private Wealth to ascertain whether a similar policy exists that addresses investment needs for unions that can be reviewed as a guide.
- c) **IT Renewal:** With the tablets pilot project having encountered difficulties having been done in silos, the Finance Committee is seeking to set a budget of up to \$100K

to retrofit the audio-video system in order to better equip the conference room to adopt more robust and user-friendly technology. The NEC's shared sentiment was to engage the services of various consulting firms to procure tenders within the budgeted amount for new IT infrastructure, which was agreed upon.

- d) Language Policy:** The draft Language Policy was circulated for review. An electronic copy will be forwarded and NEC members were requested to submit additional comments within the next 2 weeks.
- e) NEC's Local AMG Attendance Policy:** Similar to the Language Policy, an electronic copy will be forwarded and NEC members were requested to submit comments within the next 2 weeks.
- f) AGM Update:** This year's AGM will be held on November 13th at the Canadian War Museum. The official invitation will be sent out to all membership on Monday. Canadian Labour Congress Executive Vice-President Larry Rousseau was invited as one of the guest speakers to further expand the notion of diversity and inclusion. NEC members were requested to provide feedback, ruminate on possible themes over the weekend submit comments to the attention of the Director of Communications.

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

LUNCH BREAK

(M. Stiermann departed the meeting at 1:22pm)

3. Action Item deriving from the last NEC meeting

J. Courty to add CAPE Recognition Awards Policy to binders: *Completed*

4. Decision Items

4.1 Bylaw 5 amendment: The document highlighting the amendments was presented to the NEC along with a notice of motion to pass the entire proposed Bylaw 5 amendment at the next NEC meeting in November.

(M. Stiermann re-joined the meeting by conference call at 1:41)

The final draft will be submitted in both official languages one week prior to the meeting. Comments must be submitted to F. Lord's attention within the next 2 weeks, who will be available to NEC members seeking a face to face meeting to discuss any particular issue. The volume of comments received will dictate how much time will be allocated to this matter on the next agenda.

(A. Picotte left the conference call at 2:00pm)

4.2 Constitutional Amendments: Two recommendations pertaining to amendments to Article 10 were briefly reviewed by the NEC. The first recommendation relates to VPs participation on committees. Following a lengthy discussion, the following motion was put forth:

Motion to direct the President to refer recommendation #1 to Legal Counsel to seek his legal opinion to ensure constitutional validity

Moved by: A. Nemec

No seconder

Motion Defeated

Motion to thank the CBC for efforts but to reject recommendation #1

Moved by: H. Delnick

Seconded by: A. Trau

In Favour: (4), Opposed: (3), Abstentions: (9)

By show of hands: Motion Carried

The second motion alludes to the reduction in the number of mandatory annual Local Leadership Council and Presidents' Council meetings.

Motion to accept recommendation #2 put forth by the CBC

Moved by: H. Delnick

Seconded by: N. Bois

Abstentions (2)

By show of hands: Carried unanimously

Motion to refer the approval of Environment and Climate Change Canada (ECCC) bylaws to the CBC for review

Moved by: G. Phillips

Seconded by: F. Lord

Abstentions (2)

By show of hands: Carried unanimously

(Agenda Item #4.3 was reviewed in-camera)

(Agenda Item #5 was reviewed in-camera)

6. Committee Updates

6.1 Finance Committee: The Committee met yesterday and reviewed the financial statements as of end of August. A shortfall in CAPE's internal pension was uncovered but will be closely monitored. The NEC was informed of the potential classification of the Association as a trade union under CRA rules, whereby HST would be waived for all operational expenses. Though in the preliminary stages, a call with the auditors is scheduled to take place on Tuesday to discuss further.

6.2 HR Subcommittee: Nothing further to report.

6.3 Constitution & Bylaws Subcommittee: The Committee is in the midst of reviewing the VP remuneration with a report to be developed thereafter. As a community

of interest, it was recommended for members of the PBO to be situated under the EC/LOP portfolio. The CBC will reach out to the members of the PBO to discuss representation on the NEC.

(A. Picotte re-joined the meeting via conference call at 2:41pm)

In addition, the CBC sought a general directive from the NEC to perform a review of the Constitution to ensure consistent grammar and terminology throughout. Notwithstanding the possibility of substantive changes arising, it was strongly recommended that efforts of the CBC be focused on higher priorities rather than using resources to wordsmith extraneous issues, and to take a holistic approach towards reviewing the Constitution as opposed to piecemeal fashion.

Action Item: The Chair will retrieve the report prepared by Legal Counsel in regard to the constitutional amendment process

Motion to refer the budget cycle to the CBC for review

Moved by: C. Awada

Seconded by: A. Trau

Abstentions (1)

By show of hands: Carried unanimously

HEALTH BREAK

(C. Awada departed the meeting at 3:01pm)

6.4 Elections and Resolutions Committee: Nothing further to report.

6.5 Governance Subcommittee: The Governance Subcommittee's inaugural meeting was held on October 22nd during which time C. Lonmo was elected as Chair by acclamation. The Committee will concentrate on developing their TORs as an advisory body. A variety of themes will be proposed to the NEC who in turn will set priorities for the Committee. The next meeting is scheduled to take place on November 14th and subject to timing, will report to the NEC at the next meeting.

7. Reports

7.1 President's Report: The monthly meetings with the Translation Bureau have been seeing progress. The Translation Bureau is receptive to the idea of contacting PSES in order to add questions to the survey to help determine the number of informal translations being conducted by untrained professionals. Treasury Board has also expressed interest in gleaning statistics on this. Similar to ACFO, the President continues advocating efforts on behalf of CAPE to gain access to a pool of funds dedicated to TRs in preparation of the AI sphere. An invitation was extended to the President to attend the Translation Bureau annual Award Ceremony to deliver a brief oration and an award to a TR recipient.

7.2 VP's Report: Nothing to report.

7.3 Executive Director Report: Training this week was well-attended and generated positive feedback along with increased participation. The same training is running next week in French with 11 registrants. In lieu of introducing the AI presentation at the AGM, ACOA representatives have agreed to meet with all the LROs the first week of December in Ottawa and will hold strategic discussions regarding when to begin discussions with Treasury Board and explore the possibility of integration into ECs work description, as well as to assess the impact on the membership. In the event of more funds provided by the Employer, consideration will be given to establishing a computer lab for ECs to assist in advancing training on AI materials.

7.4 Director of Policy Report: The Director and the Research Officer are meeting with CAPE Labour Relations Officers to review the four collective agreements that have been negotiated recently. The main focus are changes to the agreements. But explanations are being provided on the bargaining process, the history of older language and the interrelationship of some clauses. There have been two meetings so far. A third meeting is scheduled.

7.5 Director of Communications Report: A written report was distributed to the NEC. The Director of Communications reported that though a major undertaking, the outreach initiative which involved surveying over 300 political candidates across Canada to seek their insight on issues facing members was an overall a positive exercise and precipitated constructive responses from representatives from most of the parties. In addition, an advocacy expert from the Hill was recently hired under the Communications department.

7.6 Finance Director Report: The payroll system for staff went live and to date, feedback has been favourable. As a result of tax overpayments by the former Finance Manager, the Association will be subject to an upcoming payroll audit by the CRA, which will take place at the National Office on November 15th.

The NEC meeting adjourned at 5:09 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on October 25th, 2019

APPROVED by:

Chairperson

Date