



**National Executive Committee Meeting
Friday, May 31st, 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, N. Giannakoulis, G. Kopytko, J. Lafontaine, C. Lonmo, K. Mansfield, A. Nemec, A. Picotte, S. Rehman, A. Trau

Staff: J. Courty, D. Cooper, C. Danik, O. Kahriz, C. Vézina

Via Teleconference: A. Coles

Regrets: F. Lord, M. Stiermann, E. Venditti

1. Call to Order

The NEC meeting was officially called to order at 9:23am and interim Chair Giannakoulis confirmed quorum was achieved.

1.1 Review of Agenda

The Agenda was briefly reviewed, and a request was made to add “Budget approval” under item 2d. In addition, “Voting/Insite” will be added under item 4.4.

Motion to accept the NEC Agenda as amended

Moved by: A. Picotte

Seconded by: C. Awada

Abstentions (1)

By show of hands: Carried unanimously

**At this time G. Phillips resumed chairing the meeting*

1.2 Review of NEC public minutes (April 26, 2019)

NEC members were provided 5 minutes to review the minutes. There were no comments or amendments requested.

Motion to accept the NEC public minutes dated April 26, 2019 as presented

Abstentions (3)

By show of hands: Carried unanimously

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

2. Decision Items – Approval of NEC members to subcommittees

- a) **Health & Wellness Subcommittee/Constitutions & Bylaws Committee/HR Subcommittee/Finance Committee:** S. Rehman volunteered to sit on the Health and Wellness Committee, C. Lonmo and S. Rehman volunteered to sit on the Constitutions & Bylaws Committee, G. Kopytko and J. Akins volunteered to sit on the HR Subcommittee and C. Awada volunteered to sit on the Finance Committee.

Motion to approve all the volunteers to serve on the above subcommittees

Moved by: A. Trau

Seconded by: C. Awada

Abstentions (1)

By show of hands: Carried unanimously

- b) **Governance Review Subcommittee:** As discussed at the NEC Retreat, this subcommittee of the NEC will be tasked to review the governance structure of various locals.

Motion to approve Charlene Lonmo, N. Giannakoulis, André Picotte and Howard Delnick to serve on the Governance Review Subcommittee

Moved by: K. Mansfield

Seconded by: C. Awada

Abstentions (2)

By show of hands: Carried unanimously

- c) **Approval of a DND member as an OHS rep:** The candidate's bio was circulated to the NEC for review. It was however noted that the process was not adequately followed as the standard application form to submit nominations was not used.

Motion to approve the appointment of Stephan Ellington to the OHS Committee, providing that the required application form is properly filled out

Moved by: H. Delnick

Seconded by: A. Picotte

Discussion: It was recommended that in addition to receiving formal OHS training, the individual will be encouraged to undergo steward training and will also be required to sign CAPE's Privacy Policy.

Abstentions (1)

By show of hands: Carried unanimously

d) Approval of CAPE Budget: The CAPE Draft Budget Proposal document was circulated to the NEC for review. Although previously approved by the NEC, a minor amendment to the projected revenue streams line item following a correction to the membership numbers had to be applied, resulting in obtaining secondary approval from the NEC. Conservative figures in predicting revenue dues were used in the revised budget, which were offsetted by decreasing the contingency fund.

Comments: A suggestion was put forth to gauge projected dues revenues by using the Employer's number of 16 000 members. Another recommendation was instead to present the original budget to the membership at the MBM for the sake of transparency, with the caveat that the rationale behind using conservative estimates be provided through a footnote.

Motion to revise the amended budget to reflect the figures provided by Treasury Board (membership of 16 000) so it can be presented at the next MBM with a footnote outlining that estimates revenues are predicated on those figures

Moved by: J. Lafontaine

Seconded by: C. Lonmo

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3. Action Items deriving from the last NEC meeting

- I. Welcome letter to Charlene Lonmo (Constitutions & Bylaws):** *In progress*
- II. Welcome letter to ERC members & setup training:** *Completed*
- III. Welcome letter to Jamie Lafontaine (Finance):** *Completed*
- IV. HR subcommittee TORs to be updated to the masculine tense:** *Completed*

Motion to approve the French version of the HR Subcommittee Terms of Reference

Moved by: H. Delnick

Seconded by: A. Picotte

Abstentions (4)

By show of hands: Carried unanimously

- V. Tablets for 2 NEC members:** *Completed*

Motion to go in-camera at 10:15am

Moved by: A. Picotte

Seconded by: C. Awada

Abstentions (1)

By show of hands: Carried unanimously

(Agenda Item #3VI was reviewed in-camera)

HEALTH BREAK

Discussion on above motion resumed: The 2019/2020 and 2020/2021 revised budget with updated numbers displaying a surplus was distributed and detailed for the NEC. Process-wise, the revised budget will be presented at the next MBM and members will be granted an opportunity until September to provide feedback. Comments and proposed revisions will be reviewed by the Finance Committee at that time and put to final approval by the NEC in October, followed by a membership vote in November.

Abstentions (1)

By show of hands: Carried unanimously

Motion to go in-camera at 10:52am

Moved by: A. Picotte

Seconded by: O. Alarie

Abstentions (1)

By show of hands: Carried unanimously

(Agenda Item #4.1 was reviewed in-camera)

4. Discussion Items

4.2 PSES Survey Update: The PSES Union Management Consultation Collaboration Committee TORs including a number of proposed amendments were circulated, followed by a detailed review by the Chair. The first meeting was held yesterday to discuss the consultation process, collection methodology of data survey and to review the draft TORs. The unions appointed G. Phillips as co-chair of the Collaboration Committee, whose overall purpose is to work with bargaining agents to engage in meaningful dialogue regarding the PSES content, communication, follow up, and other matters agreed upon by the co-chairs.

Motion to accept that the terms and conditions of the previous motion for consultation have met the requirements of the NEC, and that the NEC will no longer boycott the PSES

Moved by: A. Trau

Seconded by: J. Lafontaine

Discussion: Although personal identifiers were removed, there was a privacy and confidentiality concern raised related to Treasury Board still having access to the metadata and having yet to confirm whether procedures to deal with this issue have been put in place. As a member of the Collaboration Committee, the Chair will ensure this matter is addressed. One of the NEC members suggested deferring the tabling of this motion until the Committee convenes its first substantive meeting.

Opposed (1)

Abstentions (3)

By show of hands: Motion Carried

4.3 Creation of local at ISC: As a new department no longer affiliated with Health Canada, ISC expressed interest in creating their own local and information on the necessary democratic steps was sought. In order to meet the obligations under the Constitution, the Director of Policy explained this will entail 10 employee signatures, followed by approval by the NEC. The Chair confirmed this matter will become a standing agenda item and that other steps will be followed up on. In the interim, K. Mansfield endeavoured to collect the required 10 signatures by the next NEC meeting.

4.4 Voting/Insite: Further clarity on the voting process established by Insite was requested and provided. Though not yet formalized, the Association is actively moving away from Insite and will be exploring a new system. O. Kahriz confirmed work is currently underway to select another provider, most likely Microsoft Dynamics, that will enable a wider array of tools with enhanced capabilities that will set CAPE apart from other unions.

LUNCH BREAK

5. In-Camera Issues ***(Agenda Item #5 was reviewed in-camera)***

6. Committee Updates

6.1 Finance Committee: Following the recently held Local Leadership Council meeting, the Committee requested convening a separate meeting last week to review the Budget which generated fruitful conversations around the process and provided an opportunity to give further clarification on the Investment Strategy.

6.2 HR Subcommittee: Nothing to report.

6.3 Constitution & Bylaws Committee: In the absence of F. Lord, the update will be deferred until the next NEC meeting.

6.4 Elections and Resolutions Committee: Nothing to report. Training will begin on Monday.

7. Reports

7.1 President's Report: The President has been attending his regional AGM tour with a few locals' visits remaining. Stats Canada's AGM will be held on June 17th and NEC members were invited to attend as observers. The President noted having observed an increase in attendance at those meetings and a sense that members are overall supportive of the direction that CAPE and the NEC is taking. An informative presentation on AI (Artificial Intelligence) was delivered by Matthew English during the Atlantic Regional

Council meeting. As a result, the President extended him the offer to present it to the NEC, and potentially at the AGM.

Despite the former RCMP Commissioner agreeing not to move their civilian members onto the Phoenix system until it has reached a stable state, the new Commissioner has decided to proceed nonetheless. Consequently, PIPSC members have been strongly encouraged to contact the Commissioner directly. Similarly, CAPE is in the process of sending a communiqué addressed to RCMP civilians, ESS and TRL members urging them to directly reach out to the Commissioner. In addition, the President drafted and signed a letter requesting the rationale for taking such a detrimental step and suggested reconsidering. Should this fail to sway, the President will request a meeting with the Commissioner to convey an explicit and unequivocal stance that this decision will hinder future collaborative activities.

(N. Giannakoulis departed the meeting at 3:50pm)

7.2 VP's Report: A. Picotte reported on an upcoming initiative/tour on official languages reform led by Canadian Heritage Minister Mélanie Joly and requested CAPE's participation during the different consultation meetings scheduled to be held. A memoir was drafted and signed by the President and is ready to be presented to the Minister before long. The President also intends on meeting with Minister Joly to defend issues outlined in the memoir as well as discuss ongoing issues occurring at the Translations Bureau.

7.3 Executive Director Report: On the LR front, following a recent resignation along with two unexpected long-term absences, the Association retained the services of a retired Labour Relations Officer to offer assistance. Alongside legal counsel C. Vézina attended an arbitration hearing on May 23rd with respect to outstanding unfair labour practice on grievances/complaints filed by the TRs and the ECs. Information on those compensated and those not as of April 1st, 2019 was shared by Treasury Board's legal counsel and detailed for the NEC. A meeting is set to take place in September and an update report for the arbitrator will be forthcoming. It was elucidated to the arbitrator that given that payment delays are attributed to Phoenix-related issues, further compensation for damages will be sought at the Board level.

7.4 Director of Policy Report: An additional update on collective bargaining will soon be posted on the website. C. Danik met with Treasury Board representative on a matter related to classification (*i.e.: the new occupational group definitions for ECs and TRs*) and a meeting to discuss potential impact has been requested.

(S. Rehman departed the meeting at 4:20pm)

7.5 General Counsel Report: Report previously circulated

7.6 Director of Communications Report: A Copy of the Director of Communications report was distributed and reviewed by the Chair.

7.7 Finance Manager Report: Although time on the agenda was allocated to receive the Investment Strategy presentation prepared by O. Kahriz, scheduling constraints did not allow for a briefing and therefore, NEC members were urged to thoroughly review the PowerPoint at their convenience. Extensive work was dedicated toward the development of the new financial statements format. CAPE's audit process was initiated and will officially begin on June 17th. The Audit Committee is scheduled to meet on June 4th during which time a Chair will be selected, and the Committee's TORs will be revised.

The NEC meeting adjourned at 4:43 p.m. EDT

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on May 31st, 2019

APPROVED by:

Chairperson

Date