



**National Executive Committee Meeting  
Friday, June 26<sup>th</sup>, 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,

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

**Regrets:** M. Stiermann, E. Venditti

**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*

**1.1 Review of Agenda**

Following a roll call, quorum was confirmed, and the June 26<sup>th</sup> agenda was reviewed. There were no additions requested.

Motion to adopt the NEC Agenda as presented

**Moved by:** H. Delnick

**Seconded by:** A. Trau

**Abstentions (1)**

***Carried Unanimously***

**1.2 Review of NEC public minutes (May 29, 2020)**

There were no amendments requested.

Motion to accept the NEC public minutes dated May 29<sup>th</sup>, 2020 as presented

**Moved by:** A. Picotte

**Seconded by:** C. Lonmo  
**Abstentions (1)**

*Carried unanimously*

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

### **3. Decisions**

- a) Approval of OHS volunteer:** A member representing the Department of Fisheries and Oceans Canada has expressed interest in sitting on the OHS Committee and completed the form to become a steward despite not having undergone the steward training course. As such, the NEC agreed that a cursory training with the stewards must take place beforehand. C. Vézina will follow up with the respective LRO on the matter.

Motion to approve the candidacy on the premise of successful steward training  
**Abstentions (1)** *Carried unanimously*

- b) NEC meetings over the summer months:** A suggestion was put forth to consider holding NEC meetings throughout the summer. Due to bylaw stipulations that preclude NEC meetings in July and August, meetings would be designated as SNEC. Overall, this proposal was acceptable by NEC members but only in the event of emergency or necessity. The NEC was requested to keep July 31<sup>st</sup> and August 28<sup>th</sup> available in the event a meeting becomes essential.
- c) Move NEC meetings to video conferencing:** A suggestion was brought forward that it would be beneficial to upgrade infrastructure with a new videoconferencing platform to facilitate document access, translation etc. With some NEC members in agreement, it was noted that face-to-face remains a valuable system and should remain as an option. Additional details to be outlined in the upcoming presentation by the Director of Finance.

### **4. Discussion**

**Member representation:** The issue of members' dissatisfaction vis-à-vis certain LROs was brought forward for discussion and input and suggestions from the NEC were sought. Several recommendations were raised, including the development of a satisfaction survey to capture feedback, identify gaps and areas of improvements to ensure no oversights of files. Also suggested was improved communication between LROs and management, and furthermore featuring the SOP on either the website splash page (*protocols 1 and 2*) or the Member Portal in an effort towards clarity and transparency. All recommendations will be considered, and this matter will become a standing agenda item going forward. In addition,

a request was put forth to provide the NEC with the number of unresolved complaints or LRO issues, as well as their duration (*i.e.: length of time the file has remained open*)

## ***HEALTH BREAK***

### **5. Labour Relations**

**Summary of Policies:** A copy of the Executive Director's report highlighting updates on COVID-19, nominations communications and general internal matters was previously circulated and briefly presented. A request was put forth to edit the nominations form to clearly indicate two VPs: a TR and an EC, currently sit on the NEC, as well as identify the number of vacant Directors' positions.

With respect to the summary of policies, a list of policies under review by Treasury Board to respond to urgent needs was prepared and circulated to the NEC. Further discussions on a particular policy must be directed to the attention of the National Labour Consultation Table. Policies deemed to require CAPE's involvement can be brought to the attention of G. Phillips or C. Danik who will reach out to Treasury Board.

### **6. Director of Policy**

**Barrier review under the Inclusiveness and Equity Policy:** The CBC was reminded of the requirement under the Inclusiveness and Equity Policy to review the constitution, bylaws, and policies of the organization with participation by the membership. The deadline for conducting the review is December 31<sup>st</sup>, 2020.

A copy of the draft Code of Ethics was previously circulated and NEC members were requested to provide feedback by September 1<sup>st</sup> to allow for review and incorporation of comments, followed by a presentation at the September meeting and subsequent vote at the October NEC meeting.

*\*At this time, A. Nemec provided a brief update on the work of the subcommittee related to Appendix H of the ESU Agreement pertaining to CAPE's Pension Plan.*

### **7. Director of Communications**

- a) **Advocacy Success:** A chronological update on the issue of virtual Parliament and interpreters' injuries was provided. CAPE submitted a series of recommendations in June on the matter, which was tabled in PROC's final report published on May 15<sup>th</sup>.
- b) **COVID-19 Survey:** Following the launch of CAPE's survey on the current teleworking situation, the number of respondents was a significant success at 5496, which represents approximately 30% of the membership and is the highest response rate to any vote/survey in the history of CAPE. Assistance from NEC

members for the next survey in July 2020 was sought, and interested members were requested to contact the Director of Communications directly.

- c) **Website:** A copy of the project timeline was previously circulated. The targeted launch date is September 1<sup>st</sup>, 2020.

## 8. Director of Finance

**Videoconferencing Solutions for Local/National AGMs:** O. Kahriz delivered a slide presentation, identifying a variety of options and considerations explored as tasked by the NEC. Though intended for the upcoming AGMs, the NEC will eventually be included in that scope. Overall comments indicated strong support of the options presented and recommended adopting an effective platform that coincides with systems currently in use by various departments (*i.e.: Microsoft Team or ZOOM*), taking into account the complexities involved. Feedback from the NEC will be considered when a decision is reached.

## 9. Senior Advisor to the President

- a) **NJC Covid-19 Calls:** TBS calls will shift to once a week in light of little new information reported during these discussions. The guidebook published by Treasury Board has been posted on the webpage.

Effective July 8, the Employer will be increasing the premium rate of the Public Service disability insurance plan, thereby affecting the monthly contribution for both parties. Rationale provided to support the increase is due in part to currently operating at a deficit as well as an increase in the volume of claims filed to the insurance company, necessitating an increase to fund the plan.

- b) **General Update:** The Presidents Council meeting was held on June 11<sup>th</sup>, during which time questions related to integration protocols and CAPE's survey to members were raised. Several Presidents have expressed interest in participating in the upcoming survey.

A meeting between TR locals and the Translation Bureau was held last week to discuss the ongoing issue of substandard work being rendered by TR freelance contractors and the impact on members. The Translation Bureau has agreed to provide additional information, and once received work can begin towards a resolution.

- c) **Employee Wellness Support Program Overview:** A written update was provided in J. George's report previously circulated.
- d) **Black Lives Matter:** A question was raised by a member regarding CAPE's position on supporting increased police funding for greater access to mental health support.

As it stands, the Association is in the midst of drafting an official response; however, prior to completion, the President extended the NEC the opportunity to provide input on this matter. Based on comments raised, it was determined that similar to previous requests of support, a consistent message expressing CAPE's stance of neutrality on current political and social events will be provided in the response. NEC members wishing to propose a more robust strategy on drafting a public statement were requested to directly contact G. Phillips or C. Danik.

## **10. Committee Updates**

**10.1 Finance Committee:** The Finance Committee met a week ago and made some decisions to finalize the budget for the week of July 6, with the goal of reporting back to the NEC by the end of July during the SNEC meeting.

**10.2 HR Subcommittee:** Nothing to report.

**10.3 Constitution & Bylaws Committee:** Nothing to report. A meeting will be scheduled in July to resume some of the work.

**10.4 Governance Committee:** Nothing to report.

**10.5 Communications Subcommittee:** The Subcommittee has been on hiatus for several weeks but intends on re-engaging with members of the Committee in the fall.

**10.6 CLC Subcommittee:** The Subcommittee has unsuccessfully attempted to solicit information from the requestors of the resolutions on the report to members prepared by the Director of Communications, which captures essential information on joining the CLC. NEC members were encouraged to provide comments on the report. Next step entails having the document translated once the content is agreed upon. Questions pertaining to the CLC campaign can be directed to the Chair of the Subcommittee H. Delnick.

**11. Closing Remarks:** As a reminder, the point was asserted that there is an importance in maintaining unity as the NEC.

**The NEC meeting adjourned around 2:09 p.m. EDT**

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*The above minutes are accepted as a true representation of the National Executive Committee meeting held on June 26<sup>th</sup>, 2020*

**APPROVED by:**

\_\_\_\_\_  
Chairperson

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Date