

Canadian Association of Professional Employees



ACEP
Association canadienne
des employés professionnels



CAPE
Canadian Association of
Professional Employees

CAPE ANNUAL REPORT • 2006 - 2007

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President's Message

A Year of Accomplishments

It is with great pride that I present to you the 2006 – 2007 Annual Report. Pride because we have accomplished a great many things on behalf of the membership. It has been a very proactive year, and our accomplishments are reflected in this publication.



You will see reflected in this annual report the tremendous labours of all of CAPE's employees, CAPE's National Executive Committee (NEC) and Sub-Committees, and our dedicated and committed Local Leadership, Stewards' network and volunteers.

Committees

Your CAPE NEC has been instrumental in establishing a number of new committees to better gauge and address the needs of the Association – including a Young Members' Advisory Committee, an Audit Committee, a Governance Review Committee, an Equal Opportunities and Diversity Committee, to name but a few, the accomplishments of which you will read later in this Annual Report. You will also see that we have maintained an active and major role on the National Joint Council.

Listening to You

The membership has been consulted on a variety of issues that relate directly to the governance of the Association, and this review will continue into the coming year. The mandates of National Executive Committee members have been extended to three years, and I believe that this will greatly enhance the ability of your NEC to govern and direct the matters of the Association in a much more proactive manner. In the fall of this year, the membership will be asked to vote on other constitutional matters developed by the Governance Review Committee who have conducted exhaustive work in order to generate constitutional changes that will allow the Association to better serve its membership.

Ongoing EC Conversion

EC Conversion has progressed, but not without tremendous resources and efforts on the part of Association employees and volunteers. It has been a lengthy process,

and we will not see the end of it until the EC's ratify a new collective agreement that is currently under negotiations. More on that later in this report.

We are at the Negotiating Tables

It won't be long, and we shall once again find ourselves at three separate and distinct bargaining tables – the EC's, the TR's and the Library of Parliament's. This places considerable demands on our resources, but with the commitment and assistance of our committee and team volunteers, a tremendous amount of work gets accomplished. As you will find in this Report, your collective bargaining committees for both the TRs and the ECs have exchanged proposals with the employer. On behalf of you all I would like to express my thanks to your negotiators and members of the negotiating teams for their commitment and dedication.

E-Communications

This year will see CAPE introducing a new service and tool – on-line surveys, an innovation brought about by the CAPE Communications Committee. We will be running a pilot test using a collective bargaining survey directed to our members at the Library of Parliament. We are anxious to test the survey systems capabilities, and see where we might expand upon its uses. Who knows, the next CAPE election may be conducted electronically!

Another Year of Working Together

In the fall of 2006, the Association membership re-elected me to the position of President. Of this I am proud – proud of the Association, proud of the National Executive Committee and proud of the hundreds of Local Leadership and volunteers that continue to strengthen CAPE and enhance our already considerable reputation in the federal public service and beyond. It has been a busy year, and the momentum will carry through to the upcoming 2007 – 2008 period. I am looking forward to it, and to another year of serving the CAPE membership. ●

José Aggrey

CAPE President

Representation and Consultation

Each year in our Annual Report we take the opportunity to introduce our members to the work of the Association's Labour Relations Officers (LRO's). This year is no different. The LRO's are the face of CAPE. They are the employees of CAPE that members are most likely to meet, either in the workplace or at the CAPE national office. With the challenges in public service legislation, the demands on the Labour Relations Officers are ever-increasing, and as such the number of LRO's employed by the Association has increased as well. In the fall of 2007 the Association has 8 Labour Relations Officers providing consultation and representation to more than 11,000 members.

What follows is only a sampling of the work undertaken by the Association's LRO's.

Acting Pay: An ES member fulfilled the duties and responsibilities of his supervisor, when the supervisor retired, and was not paid at the supervisor's substantive level – ES-05. The member grieved, and the grievance was settled at the final level. The member was awarded a year of acting pay at the ES-05 level.

Classification Grievances and Retroactive Pay Grievances: In a rather remarkable case, an ES member who was classified at the ES-04 level was promoted to the ES-05 position to which the original ES-04 position reported. The member believed that each of the respective positions was under-classified, and tried at length to correct the matter. In the summer of 2006, CAPE filed four grievances on his behalf: a job description grievance for the ES-04 position, retroactive pay for the period of time that the member held that position, a work description grievance for the ES-05 position, and a retroactive pay grievance for the period of time the member held that position. All grievances were allowed.

The reclassification of the ES-04 position to the ES-05 level came into effect March 2001. The member was awarded the corresponding pay

for the period of March 2001 to June 2003, at which time he had moved to the ES-05 position, which was reclassified to the ES-06 level effective June 2003. This constituted a significant financial gain.

Classification: Three SI-01 members filed classification grievances in September 2005, following a classification review of their positions by a committee. Following the recommendations of a classification grievance decision in early 2007, it was decided that the 3 SI-01 members be reclassified at the SI-02 group and level retroactive to November 2003. An SI-03 at the same organization filed a classification grievance at the same time, under the same circumstances. Following the recommendations of a classification grievance decision in late 2006, it was decided that the member be reclassified at the SI-04 group and level retroactive to November 2003.

Harassment: A member filed a harassment complaint against her supervisor, alleging that the supervisor abused his authority. The member filed a detailed complaint which was supported by convincing evidence. The member initially declined to participate in mediation. CAPE convinced the member to accept mediation. After intense mediation, a settlement was

Local RO's are also responsible for consultation – at the departmental level, as well as the national level. Local Leaders also assist in the consultative process, and their input is invaluable.

reached which reflected the majority of the interests that our member was seeking to address.

Discipline: A member received a one day suspension for alleged dishonesty. CAPE argued that due process was not applied fairly because the investigation took a great deal of time, which prejudiced our member's rights. In addition, management accepted the Association's argument that the burden of proof for allegations of dishonesty is higher than the balance of probabilities which was adopted by management following their investigation. The one day suspension was lifted.

Discipline: A member received a disciplinary letter that she wanted to grieve. CAPE encouraged her to explore other options or solutions before grieving this matter, as it is not adjudicable. The Labour Relations Officer recommended to the employee that she provide a letter of rebuttal to the letter of warning that would be put on the same file. The department agreed to this action.

Bilingual Bonus: A member was in a bilingual non-imperative position, but maintained that he performed many duties in the French language. Enough information and documentation was gathered to support the member's claim that he was providing significant bilingual services. A formal request was provided to departmental officials and following a thorough review of the submissions, the department agreed to convert the position to bilingual. The department agreed to pay the bilingual bonus retroactive to the date he passed his French language testing in 2006.

Overtime: CAPE has consistently reminded our members that overtime should not be a gift to the employer. They are entitled to remuneration. Even if they have to grieve to obtain it. Which, unfortunately, they sometimes have to do. In one such case, two SI members grieved an alleged inequitable distribution of overtime for multiple shifts. As a result of the grievances, the grievours were paid at the applicable rate of lost overtime opportunities for each missed shift.

Often, the nature of complaints and grievances are such that the details of the resolutions are **confidential**. In one such instance, the matter was resolved when an agreement was reached that saw the member reimbursed \$13,000.00.

Appeals: Many appeals that were filed before the recourse mechanism was changed to provide for complaints with the Public Service Staffing Tribunal were dealt with during the course of the last year.

In one such instance an employee appealed his fifth place result in a competition to staff four SI-03 positions. The appeal was upheld and the competition cancelled in its entirety since the selection committee had not used options to shorten the staffing procedure. The poster was issued on October 14, 2004 and the testing of candidates was held on February 24, 2006. It was held that the merit principle had not been respected as the delay was unreasonable and it had created a situation whereby some candidates were at a disadvantage. The employer will have to start the process anew un-

der the provisions of the new Public Service Employment Act and complete it in a reasonable period of time.

Health and Safety Issues: At Health Canada, CAPE successfully intervened to address an asbestos removal problem at 110 Somerset Street in Ottawa, affecting 50 employees. CAPE ensured that appropriate communication and monitoring of air quality occurred. The Association also intervened at Ottawa's Brooke Claxton Building to ensure that appropriate safety measures are observed, after two pieces of the building fell from its exterior.

And, as is the case every year, not all matters are carried forward by the LRO's, and not all cases are successful...

Workers' Safety and Insurance Board: The claimant in a case brought to the Workers' Safety and Insurance Board (WSIB) objected to the denial of: 1) loss of earnings, 2) initial entitlement and 3) traumatic mental stress. At the initial level of the WSIB appeals process, a decision from an adjudicator was rendered and it was recognized that the employee did suffer a work related injury. The adjudicator did not allow any loss of earnings benefit due to the fact that the employer had offered suitable accommodation to the injured worker. The merit of this case related to the duty to accommodate and the employer's obligation in accommodating the physical limitation caused by the work related accident. In her decision the Appeals Resolution Officer found that the employer did make all possible efforts in trying to accommodate the claimant and the appeal was denied.

Consultations:

LRO's are also responsible for consultation – at the departmental level, as well as the national level. Local Leaders also assist in the consultative process, and their input is invaluable. With EC conversion consultations intensifying in the last year, it has been a particularly busy period.

As is reflected in the previous case summaries, Health and Safety has been an important and consistent area of consultation, as have staffing policies, harassment investigation procedures and again, EC conversion. Labour Relations Officers have consulted on Labour Management Consultation Committees at all departments where there are CAPE members. They consulted regarding the development of official language policies, human resource policies, employment equity policies, the results of the Public Service Survey, language training policies, human resources modernization, implementation of internal electronic communications (intranet), information and technology application policies, values and ethics, recruitment policies and strategies, whistleblowing legislation – the Accountability Act, reorganizations, equal opportunities and diversity policies, hours of work policies, as well as consultations regarding the implications of the 2007 federal budget. And this is far from being a complete list.

CAPE also is a significant presence at the National Joint Council. We sit on the Dental Care Board of Management, the Official Languages Committee, the Workforce Adjustment Committee, the Joint Employment Equity Committee, Service-Wide Occupational Health and Safety Committee as well as the Public Service Commission Advisory Council. The Association is represented on the Public Service Pensions Advisory Committee by CAPE President José Aggrey. Mr. Aggrey also represents the Association at the Professional Employees Network.

As stated elsewhere in this report, the contributions of our Local Leaders, our Stewards and other volunteer representatives cannot be overstated. They, along with the LRO's, have been responsible for establishing two **new locals** over the course of the past year - a regional local representing members in New Brunswick and a local at Elections Canada in the National Capital Region. ●

Collective Bargaining and Negotiations

TR Collective Bargaining and EC Collective Bargaining both began in the early spring of 2007.

TR Collective Agreement

The TR collective agreement expired on April 18, 2007. The TR collective bargaining committee sent out an input questionnaire in March of 2007, in preparation for negotiations that began in August. With an almost 50% response rate to the questionnaire, the committee was provided with a clear indication of the concerns and priorities of the TR membership. The bargaining team began meeting with the employer on August 15, and at the time of this writing, several more dates have been scheduled for the fall of 2007. As in the previous round of negotiations, the parties agreed to use interest based bargaining. As such, they did not exchange proposals – instead they put together a set of problems brought to the table by both parties. These problems will be examined and discussed over the next few months, in order to identify solutions that are viable for both the employer and employees.

EC Collective Agreement

The EC collective agreement expired on June 21, 2007. This was a one year contract negotiated under special circumstances that took into consideration the delays that were a result of the EC conversion. Because this current round of bargaining will see the conversion of SI and ES positions to the EC classification, it is anticipated that this will be a lengthy round of negotiations, and will make significant demands in terms of time and resources. In addition, the EC collective bargaining committee conducted a survey of the EC membership prior to negotiating the one year contract, and

compiled a comprehensive package of proposals reflective of the group's concerns and priorities. Bargaining began in earnest on September 11 and 12, 2007. At that time the parties reviewed and explained their respective proposals. Some of CAPE's proposals were not presented, as they are related to the EC Conversion. CAPE will table detailed proposals on these matters only after it has had an opportunity to analyze the EC Conversion database, which should be made available some time this fall.

TR Financial Incentive Plan

While the TR's Financial Incentive Plan negotiating team went to the table with only four primary concerns, the employer refused to address them in any meaningful way. Because of this, CAPE has made clear that it intends to raise some of the issues discussed at the bargaining table in other arenas – in particular at the TR collective agreement bargaining table. CAPE, the Translation Bureau and Treasury Board agreed in March 2007 to continue the Plan with only minor administrative changes.

Analysts and Research Assistants at the Library of Parliament

The Analysts and Research Assistants at the Library of Parliament received a salary increase of 2.5% in June 2007, prior to the expiration of their collective agreement on June 15, 2008. In November, CAPE will be seeking volunteers to participate on the collective bargaining committee. Once established, the collective bargaining committee's first task will be

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José Aggrey
CAPE President

to develop a bargaining questionnaire. CAPE members at the Library of Parliament will be the first to try out our new on-line survey system by having access to the bargaining questionnaire on our website. One of the bargaining priorities for the next round will be the Library-wide review of classification. The Employer had agreed to undertake this during the life of the current collective agreement in the hopes of addressing the relativity concerns that CAPE raised in relation to the Clerks at the House of Commons and at the Senate. ●

The Pension Surplus Litigation

In brief, the Canadian Association of Professional Employees, the Professional Institute of the Public Service of Canada, the Public Service Alliance of Canada, the Armed Forces Pensions/Annuitants' Association of Canada and RCMP employee associations have launched a legal challenge against pension legislation passed by the government in 1999 – Bill C-78. This legislation allowed the government to appropriate over \$30 billion in pension surplus in the three pension plans – the Public Service Superannuation Plan, the Canadian Forces Superannuation Plan and the RCMP Superannuation Plan. The action, filed in the Ontario Superior Court of Justice, claims ownership of the pension surplus for federal government employees.

In the first phase of the trial, held in November 2005, Justice Panet ruled that 128 internal government documents were admissible into evidence, over the objections of the government's lawyers. The documents in question consisted mostly of policies, communications and statements by high level government officials indicating that during the 1990's the government was using questionable accounting techniques to appropriate the surplus and pay down the deficit. They also revealed disagreements between Treasury Board and Ministry of Finance officials over the ownership of the surplus.

In a unique approach to a common cause, the major unions and associations involved in this litigation established a committee comprised of their communications specialists, with the goal of increasing public awareness of this case. From this interaction flowed pamphlets, pins, posters, and letter campaigns, and increased media attention.

In October, 2006, the parties participated in a Trial Management Conference, to ensure that the trial would proceed in a timely and efficient manner.

Rumours began circulating in early 2007, regarding the possibility of a settlement between the parties. All of these rumours were unfounded. CAPE had not, and has not, been approached regarding settling the matter out of court.

The trial took place in February, March, April and May of this year. In their opening statements, the government lawyers made clear that their position was that the surplus is not real. They argued that the superannuation accounts consist of accounting entries, and are simply a means to track the government's liabilities. More than this, the government's representatives repeatedly highlighted how generous the benefits are under the current pension plans – suggesting that employees and retirees should not be entitled to anything more. Several expert witnesses were called on behalf of the claimants, including actuary John Christie, public accountant Scott Milne and pension analyst Don Lee. Mr. Christie was on the stand for three days – he testified about the funding and management of the pension plan, including the government's amortization of the surplus during the 1990's.

According to Mr. Christie, this amortization amounted to unauthorized contribution holidays by the government. Mr. Milne, in his testimony, shared Mr. Christie's professional opinion that the superannuation accounts contain real assets. Mr. Lee testified regarding the amount of pension surplus that is attributable to employee and pensioner contributions in each of the three superannuation plans.

During this same period of time, lawyers for both parties had filed detailed written arguments.

On May 9, 2007 the lawyers for both parties completed the trial.

We await the decision of Justice Panet. Having said this, it is very likely that the unsuccessful

party or parties will appeal the decision of the Trial Court. If such is the case it is possible that the litigation could continue for another decade.

In the meantime, members of CAPE have asked whether they should postpone their retirement dates in the hope that the Courts rule in their favour. We are not advising our members to defer their retirement while we await a decision from the Trial Court, and for a final decision if the matter is appealed all the way to the Supreme Court. CAPE has stated on numerous occasions that we will endeavour to obtain redress that will benefit as many past and current superannuation plan participants as possible. ●

We are not advising our members to defer their retirement while we await a decision from the Trial Court, and for a final decision if the matter is appealed all the way to the Supreme Court.

CAPE Elections 2006

Elections were held in late 2006 for several National Executive Committee positions, including the position of President and 5 EC Director positions.

José Aggrey was re-elected to the position of President. The five EC Director positions were filled by Ghislain Dussault, Marcy Holyk, Maurice Korol, Robert McVicar and Anna Sipos.

At the same time, members voted to approve the audited financial statements prepared by the Association's auditor, Thomas Foran, and the proposed budget. The members also voted to approve M. Foran as the Association's auditor for the 2006-2007 fiscal year.

Members voted to approve a By-law amendment effecting changes to Article 3, dealing with CAPE's elections procedures.

And finally, members voted to approve constitutional amendments to Articles 14.2 and 16.3, again dealing with the CAPE elections process, and they voted to approve a proposed new article, Article 11.3.1, which clarifies the composition of the Elections Committee.

All of these documents can be found on the CAPE website at www.acep-cape.ca. ●



National Executive Committee Members' Terms Extended to Three Years: CAPE's Governance Review

In January of 2007, CAPE established a Special Governance Review Committee. The goal of this committee has been to review CAPE's present model of governance, in order to assess its adequacy in meeting CAPE's challenges in providing the best services to members, defending their interests and protecting their rights. In addition, the committee was tasked with reviewing various models of governance and recommend the best model that is conducive to CAPE's future needs, responsibilities and obligations.

An interim report was prepared and presented to the National Executive Committee in May. The report identified several areas that were examined and considered by the committee, including low attendance at Annual General Membership meetings, the terms of office of National Executive Committee Members, and strengthening the role of the Local Leadership. Full text of the Interim Report from the Special Governance Review Committee can be found at the CAPE website at www.acep-cape.ca.

In a ballot sent to the membership in May, the members were asked to vote on a constitutional amendment relating to the matter of the terms of office. Explanatory materials accompanied the ballot, outlining the reasoning behind the proposed amendment...

"Currently, the executive body of the association has little opportunity to debate and decide on direction for the organization, to plan implementation, and to see its initiatives through. As a result, the Executive is forced to be more reactive than proactive, to be more dependent on the employer's agenda than positioned to set the agenda.

The association is almost in a perpetual election mode, with an executive body that is compelled to discuss mostly internal matters. In part, this is due to the staggering of elections; but it has as much to do with the two year mandate which

compresses the amount of time available to executive members to work together rather than in competition with each other or others. CAPE's ability to serve members would benefit from greater stability.

In addition, it should be considered a major building block of a proposed new governance structure that is meant to invigorate the association and that will be presented to you in the fall.

Members can support the three year mandate alone, and then reject the proposed governance changes. However, the three year mandate is a very important part of the proposed governance structure."

Ultimately, the CAPE membership voted to accept the proposed amendment to extend the National Executive Committee members' mandates from two to three years and from staggered to concurrent.

As CAPE President José Aggrey said at the time, *"This change will allow the Association to avoid being in constant election mode. It will save members money from elections related costs. This change alone will allow us to work together and will provide greater stability for CAPE to better serve the members."* ●

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EC Conversion

The EC Classification Standard

http://www.psagency-agencefp.gc.ca/classification/Standards/EC/EC_e.asp

EC Work Description Writing – 2007, CAPE’s perspective Part I (revised) and Part II

http://www.acep-cape.ca/en/PDF-files/ECWritingAdviceJune_07_e.pdf

Guidelines of Work Description Writing

http://www.psagency-agencefp.gc.ca/Classification/Tools/ClassPolicyGuide/WorkDesc/Workdescription_e.asp

Description Plus 2

<http://www.hrmm-mgrh.psagency-agencefp.gc.ca/DescriptionPlus2/Default.aspx?bhcp=1>

After three years of development, fine tuning, and tinkering, the employer has finally produced the EC Classification Standard. This process has claimed a significant amount of CAPE’s resources over a considerable period of time.

Early in the summer of 2007, the employer advised all Chiefs of Classification that departmental evaluation data for all encumbered EC positions was required by the end of September in order to negotiate new pay scales subsequent to the implementation of the new classification standard in the ongoing round of negotiations for the EC group. (ES and SI members will remember that the previous collective agreement was of a single year’s duration – this was done in order to allow the employer time to complete the conversion process. Had CAPE not presented the one year agreement as an option, the ES and SI groups would not have benefitted immediately from a pay increase and a handful of other improvements to the EC collective agreements.)

Following the employer’s notification to all Chiefs of Classification, CAPE contacted each department or agency where we have SI and ES members, to let them know how we evalu-

ated the manner in which they were approaching the EC conversion process. Some departments have been proactive and transparent, while others have been less so. CAPE has kept its fingers to the pulse of the process in each department and agency through various consultative processes – again, some more proactive and transparent, others less so. Those departments or agencies that CAPE believed were not progressing in a timely fashion were called to task – and reminded that after such a lengthy process due diligence must be accorded the task of rewriting the ES and SI job descriptions to conform with the new EC Classification Standard. In addition, departments were reminded that it is preferable that the work descriptions be written in a manner that will facilitate evaluation and rating according to the new standard.

CAPE’s role in the development and implementation of the EC Classification Standard was determined by a process that limited us to observation, advice and comments. It has worked outside the decision making process, and was dependant on the employer for information.

It is anticipated that the new EC Classification Standard will establish a new internal relativity of each ES and SI position to every other ES

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and SI position in the federal public service. In practice, however, there may not be significant changes overall. The new classification standard may result in re-establishing, for the most part, existing relativities.

In response to the EC Classification Standard, CAPE produced “*EC Work Description Writing – 2007, CAPE’s Perspective Part I (revised) and Part II*” as a tool to assist our ES and SI members in exerting some control over the conversion process. This document was mailed out in hard copy to all ES and SI members in our database. This document is actually a revision and extension of a document prepared in the fall of 2006, entitled “*EC Work Description Writing – 2007, CAPE’s Perspective Part I*” and distributed to ES and SI members at that time.

In the “*EC Work Description Writing – 2007, CAPE’s Perspective Part I (revised) and Part II*”, members are advised of the process that has been put in place to shepherd in the conversion. The actual process of the preparation of work descriptions will vary from one department or agency to the next.

ES and SI members will receive an Advanced Personal Notification (APN) in the fall of 2007 – this meaning that ES and SI members will be advised of their anticipated EC Classification level. CAPE has emphasized time and again that members should take the opportunity to involve themselves in the discussion of the content of their work descriptions – particularly following receipt of their APN, if they have not already done so. The APN will pro-

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vide members with an opportunity to review and comment on the content of their work descriptions.

The next step in the process is the Official Personal Notification (OPN). This will occur only once new pay scales are negotiated and a new EC collective agreement has been ratified. CAPE does not anticipate that this will occur before the latter part of 2008. This means that members will have several months to identify and address any disagreements on the matter of the content of their work descriptions. And it is only at the time of the OPN that members will be in a position to file an EC work description grievance and/or classification grievance.

The “*EC Work Description Writing – 2007, CAPE’s Perspective Part I (revised) and Part II*”, provides members with guidance and instructions on the preparation and/or review of their work descriptions. The EC work description is comprised of three sections: Client-Services Results, Key Activities and the demands according to each element. Each work description considers four factors and nine elements (the point rating given to each element is indicated in parenthesis) as follows:

Factor 1: Responsibility

Element 1: Decision Making (21%)

Element 2: Leadership and Operation Management (14%)

Factor 2: Skill

Element 3: Communication (18%)

Element 4: Knowledge of Specialized Fields (10.5%)

Element 5: Contextual Knowledge (10.5%)

Element 6: Research and Analysis (21%)

Factor 3: Effort

Element 7: Physical Effort (1.5%)

Element 8: Sensory Effort (1%)

Factor 4: Working Conditions

Element 9: Working Conditions (2.5%)

Throughout the entire process of development of the EC Classification Standard, CAPE Labour Relations Officers, CAPE Local officials and members have worked hard, and continue to do so, in consultation with departments in order to produce EC work descriptions. Their efforts and contributions on behalf of their colleagues and the Association have been monumental.

EC members have been and continue to be strongly encouraged to consult the documents listed at the beginning of this article. ●

The EC work description is comprised of three sections: Client-Services Results, Key Activities and the demands according to each element. Each work description considers four factors and nine elements.

CAPE's Committees Gain Momentum

This past year has seen significant growth and strengthening in the number and nature of CAPE sub-committees, each with clear mandates and goals. In addition, the Association has implemented a new policy which sees the minutes of each of these committees posted on the CAPE website once they have met with final approval.

The **Audit Committee** was established with the goal of providing additional transparency to the functions of the Finance Committee. Several years ago, the then SSEA's Auditor agreed that an Audit Committee would assure the integrity of and confidence in the Association's Financial Statements. At that time the NEC thought it wise to establish an Audit Committee, but was unable to move on this initiative because of the ongoing process to merge.

Following a presentation in November of 2005 by the auditor to the Finance Committee on the benefits of having an Audit Committee, the Finance Committee unanimously supported the idea. In February of 2006, the Association's President met with the Auditor to identify the key requirements and criteria for establishing an Audit Committee.

Essentially, the Audit Committee performs an oversight function to the National Executive Committee's fiduciary responsibility to the Association, reviews the financial statements to ensure that they accurately reflect the Association's finances, and reviews the financial statements to ensure they are understandable by members.

The **Equal Opportunities and Diversity Committee** was established to provide the National Executive Committee with advice and recommendations on all matters relating to employment equity and issues unrelated to employment equity but considered part of a diverse workforce such as age, marital status,

family status, etc.. (The entire list of elements may be found in the *Canadian Human Rights Act*, section 2.) The fundamental responsibility of this committee is to ensure that the NEC is well informed of equal opportunity and diversity challenges facing CAPE members so that the Association can contribute positively to the successful implementation of equal employment opportunity and diversity in the workplace.

The **Task Force on Membership Participation** was established to identify ways in which the Association can increase the participation of CAPE members in the affairs of the Association. In order to do this, Task Force members have been tasked with examining the root cause of the problem, and identifying new approaches to address this problem, and to engage members' interests. The Task Force will be providing its recommendations to the National Executive Committee in the Fall of 2007, and is expected to recommend innovative, cost-effective and pragmatic approaches to increase the rate of members' active and passive participation in Association affairs.

While not a new committee, the **Communications Committee** has undertaken several significant projects over the past year, all with the goal of increasing the visibility and accessibility of the Association. They have addressed such issues as on-line voting and on-line surveys, and will be undertaking a pilot survey with respect to the upcoming round of negotiations at the Library of Parliament. If all goes

well with the pilot the Association should be in a position to have a pilot for voting some time in the first half of 2008.

The Committee has also developed several ongoing improvements to the CAPE website, and a redesign of the site will be undertaken in late 2007.

The Young Members Advisory Committee was established with the goal of providing a forum for sharing ideas and for discussion of issues that pertains to young members, as well as providing a forum for the development and betterment of communication between young members, and to increase young members' participation and awareness of the role, responsibilities, activities and affairs of the Association.

Elsewhere in this report you will read about the progress and accomplishments of the **Governance Review Committee** and the **Constitution and By-Laws Committee**.

CAPE's **Finance Committee** is without question one of the most important CAPE committees. During the past year it held 9 scheduled meetings and 5 unscheduled meetings. This committee is responsible for the preparation of the Association's budget, the review of the Association's finances, and ensures transparency and accountability in the Association's finances.

CAPE volunteers have contributed enormous time, effort and energy to these committees and the benefits are marked and significant. ●

*Y*our CAPE NEC has been instrumental in establishing a number of new committees to better gauge and address the needs of the Association.

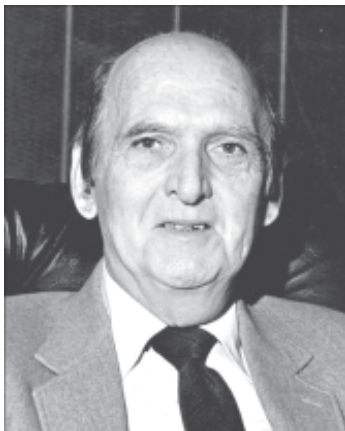
José Aggrey
CAPE President

Past Presidents Portraits Adorn CAPE National Office

As indicated elsewhere in this report, over the past year the Communications Committee undertook several projects with the goal of raising the Association's visibility, increasing our accessibility and recognizing the contributions made by the many members who contribute to our success as an organization, including stewards, local leaders, and past Presidents.

On June 27, CAPE hosted the unveiling of portraits of several of the past Presidents associated with CAPE's roots, including Jack MacKinnon, who was President of the Economists Sociologists and Statisticians Association (ESSA) during the years 1983 to 1991, Michel Dubois, who was President of the Canadian Union of Professional and

Technical Employees (CUPTE) during the years 1985 to 1992, and Bill Krause, President of the Economists Sociologists and Statisticians Association, then the Social Science Employees Association (SSEA), and finally the Canadian Association of Professional Employees (CAPE), during the years 1991 to 2004. ●



Jack MacKinnon

ESSA President
1983 - 1991



Michel Dubois

CUPTE President
1985 - 1992



Bill Krause

ESSA President 1991 – 1994
SSEA President 1994 – 2003
CAPE President 2003-2004

Stewards' Training and a New Stewards' Manual

It has always been the responsibility of the Association's Labour Relations Officers to provide training that is offered by the Association. In the Spring of 2007, and again in the Fall, the following courses were offered in both official languages to those of our members who volunteer their skills, time and energy to act as Association stewards.

Please keep in mind, only members who are Association Representatives (Stewards and Local Leaders) or who have made a commitment to becoming an Association Representative (Steward or Local Leader) can take the following courses.

Basic Stewards' Training

The Basic Stewards' Training Course is a one-day course that is given to familiarize Association Representatives with the role and responsibilities of CAPE Stewards.

Duty to Accommodate

The Duty to Accommodate Training Course is a one-day course that is given to familiarize Association Representatives with the Duty to Accommodate and their role in that matter. This training course is usually given once a year, normally in the Fall; separate sessions are provided in French and English.

Know Your Collective Agreement EC and Know Your Collective Agreement TR

The Know Your Collective Agreement Course has been extended from a one-day course, to a one and a half day course, that is given to familiarize Association Representatives with the collective agreement that applies to their members. This training course is usually given once a year, normally in the Spring; separate sessions are provided in French and English.

Occupational Health and Safety

The Occupational Health & Safety Course is a half-day course that is given to familiarize Association OHS Representatives with their roles, rights and responsibilities as occupational health and safety representatives. Only members who are Association OSH Representatives or who have made a commitment to becoming an Association OSH representative can take the course. This training course is usually given once a year, normally in the Spring; separate sessions are provided in French and English.

In addition, the Association also offers a Collective Bargaining Training Course

The Collective Bargaining Course is a one-day course that is given to familiarize Association members on the juridical and strategic issues of collective bargaining and with the principles of positional bargaining (traditional bargaining) and interest based bargaining. The roles and responsibilities of the members of the bargaining committee and of the negotiations committee are also discussed during the course.

Only members who intend to submit their candidacy to sit on the collective bargaining committee of their bargaining unit can take the course. Priority is given to members who have not previously sat on a collective bargaining committee.

The New Stewards' Manual

CAPE has been providing all of our Local Leaders who have completed CAPE's Stewards' Training Course since 2000, and all of the members of CAPE's National Executive Committee, with a copy of CAPE's new Stewards' Manual. In the future, members who complete a Stewards' Training Course will receive a copy of the manual. This manual grew from our basic Stewards' Training Course, and has matured

into a tool that we hope will provide a broad understanding of the nature of the field of labour relations, and the role of the union and union representatives within that field.

This manual has been designed with the goal of assisting CAPE volunteer representatives in carrying out their roles and responsibilities which are, foremost, to be the eyes and ears of the Association in the workplace. ●

This manual grew from our basic Stewards' Training Course, and has matured into a tool that we hope will provide a broad understanding of the nature of the field of labour relations.



CAPE National Executive Committee

To contact any member of CAPE's Committees or Local Leadership, please call our National Office at 613-236-9181 or 1-800-265-9181.

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Canadian International Development
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National Defense

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Sarah Lawson
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Natural Resources Canada

Robert McVicar
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Sebastian Spano
LoP Director
Library of Parliament

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Statistics Canada

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Veterans Affairs Canada

Claude Danik
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Director of Labour Relations
CAPE

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Agency

Lionel Perrin

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Correctional Service Canada

John Aboud

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Canada

Joanne Kelly

Correctional Service Canada

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Finance Canada

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Privy Council Office

Sarah Lawson

Natural Resources Canada

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Ben Black

Public Works and Government Services

Daniel Spanu

Finance Canada

Julie Parisien

Administrative Clerk
CAPE

Local Leadership

National Capital Region Representatives

Agriculture and Agri-Food Canada (Local 507)

President	Luc Tanguay
Vice-President	Salma Jeroudi
Secretary/Treasurer	Roy Blais
Stewards	Steve Baril Maurice Korol Mai Dangl
Employment Equity Representative	Maurice Korol
Health & Safety Representative	John Wheeler

Canadian Human Rights Commission

Steward	Donna Duvall
---------	--------------

Canadian International Development Agency

President	Ghislain Dussault
Vice-President	Sandra Gagnon
Secretary / Treasurer	Pierre Bernier
Alternate	Khalid Hilal

Canadian Radio-Television & Telecommunications Commission

Steward	Hermina Harris
---------	----------------

Elections Canada (Local 518)

President	Steve Skorenky
Vice-President	Louise Lussier
Treasurer	Éric Bolduc
Secretary	Jean Roy
Directors	Dawn Borutskie Stacey Paquette Alain P. Tremblay

Foreign Affairs & International Trade (Local 516)

President	Archie Campbell
Vice-President	Anna Sipos
Treasurer	Karen Diechun
Directors	John About Sylvie-Aimée Anseme-Baha Charles Lasalle Christine Pendragon Nancy Stewart Bill Wilson

Health Canada (Local 512)

President	John Horvath
Vice-President	Richard Duranceau
Treasurer	Martine Brault-Krzan
Communications Officer	Ron Wall
Stewards	Sandra Chatterton Ida Henderson Patrick Laffey Pierre Levasseur Carol Milstone

Human Resources and Social Development Canada

President	Bob Billings
Vice-President	Janson LaBond
Secretary	Bianca Ligondé
Directors	Michael Dawson Normand Faulkner Jeanne To-Thanh-Hien Geraldine Briggs
Ex-Officio member	Barry Maloney

Immigration and Refugee Board (Local 501)

President	David Aubry
Vice-President	Elaine Yardley
Secretary Treasurer	Louise Carriere
Stewards	Sean Dineen Christine Sarafian Sean Stewart Suzanne Tomek

Indian & Northern Affairs (Local 502)

President	Patrick Sampson
Treasurer	Jean Fisk
Stewards	Saajida Deen Steve Rozak Nancy Stewart Steve Rozak
Health & Safety Representative	

Industry Canada (Local 508)

Directors	Jeff Corman Hélène Gagnon John Morton Jim Taggart
-----------	------------------------------------------------------------

Justice Canada (Local 513)

Directors	Paula McLenaghan Litsa Papatathanasopoulou
Stewards	Josée Baril Roseanne Kelly Joanne McGoldrick Shelly Sutherland Lisa Raymond
Health & Safety Representatives	

Library and Archives Canada (Local 519)

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Vice-President	Diane Giroux
Treasurer	Jean-Rony Benoit
Director	Cathy Vye
Steward	Gabriel Breton

Library of Parliament (Local 515)

Directors	Frédéric Beauregard-Tellier Michael Dewing Andrew Kitching Sonia Norris Philip Rosen Sebastien Spano
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National Parole Board

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Natural Resources Canada (Local 520)

President Carol Fairbrother
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 Secretary/Treasurer Franco Bello
 Directors Margot Ashfield
 Sarah Lawson
 Melissa Ryan

Public Safety Canada

Occupational Safety and Health Representative Yannick Leclair

Public Service Commission (Local 509)

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 Steward Debbie Romain

Statistics Canada (Local 503)

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 Treasurer Mike Monaghan
 EC Conversion Greg Phillips
 Employment Equity Officers Clayton Therrien
 Mike Monaghan
 Anna Morrone
 Greg Phillips
 Clayton Therrien
 Health and Safety Policy Committee Anna Morrone
 Clayton Therrien

Human Resources Modernization in the Public Service
 Informal Conflict Management System Clayton Therrien
 Antoin Chretien
 Greg Phillips
 Clayton Therrien

Labour Management

Consultation Committee Clayton Therrien
 Local Communications Committee Gordon Davies
 Clayton Therrien
 Recruitment & Development Committee Klaus Kostenbauer
 Clayton Therrien
 Clayton Therrien

SI IT stream Conversion
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 Occupational Health and Safety Anna Morrone
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 Guy Fortin
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 Anna Morrone
 Kenneth Ogin
 Gregory Phillips
 Roland Cornellier
 Lucy Opsitnik

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 Agriculture Les Macartney

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 Industrial Org. & Finance Victor Brown
 Roland Cornellier

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 Manufacturing, Construction & Energy Don Grant
 Operations Research and Development Division Brendan Touhey
 Services Konstantine Anastopoulos
 Transportation Antoine Chrétien

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 Maria Shin
 Stewards Teresa Edwards
 Teresa Finik

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 Regional TR Representative Kate Forster
 Francophone Translators Representatives André Picotte
 Marc Vallée
 English Translators Representative Ellen Garmaise
 Multilingual Translators Representative Peter Schmolka
 Interpreters Representative Teresa Beauregard
 Terminologists Representative Iliana Auverana
 Parliamentary Translators Representative
 CAPE TR Vice-President Lionel Perrin

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 Lucie Verreault

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 Government Services Rachelle Doiron
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 Public Safety Canada Caroline Raymond

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 Languages of the Americas Bruno Loblrichon

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<i>IPTD</i>			
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		Francine Roy	
		Roland Sarot	
Debates		Maryse Bertrand	
Parliamentary Documents		Stephen Mullen	
Parliamentary Interpretation		Paule Antonelli	
		Carol Card	
		Carole Lévesque	
<i>Terminology</i>			
Professional Development		Cathryn Anne Arnold	
Human Sciences		Iliana Auverana	
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Charlottetown		Lyne Perrotte	
Moncton		Claude J. Poirier	
Montréal			
			Economics and Legal Services Informatics Unit
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			Geneviève Thibault-Gosselin
			Marc-André Descôteaux
			Julie Paradis
			Raymonde Leclerc
			Kate Forster
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			Military Translation
			Montreal Regional Unit
			Quebec
			Large Project
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			Danièle Lévy
			Rie Yamagishi
			Paulette Caillé
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			Vancouver
			Winnipeg
			Transport Canada (Local 506)
			Director
			Jeff Harris

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	Sarina Daviduck
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	Mike Haberl
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Health and Safety Representative	Ghada Ahmed

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Secretary	Michelle Boyd
Directors	Mei-Ling Lam
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Vice-President	Anne-Marie Leger
Secretary Treasurer	Charles Gilbert
Alternate	Ian Tench
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Ontario

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Amanda Aitchison
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Ed Frankow
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Sault Ste-Marie

Steward

Mercedes Aquilina

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Marilou Dufour

Chantal Labonté
Sylvie Lanoie
Michel Morin
Yves Proulx
Hélène Puskas
Jean-Pierre Racine
Sylvie Thévenin
Caroline Ranger

Québec - Québec City/Ste-Foy (Local 401)

President
Steward

Bruno Levesque
Frederick Lessard

Saskatchewan Local 701 (Northern Region)

Directors

Deqiang Gu
Linda Lazarescu-King
Joyce Olson
Laurie Desaultels
Lori Warring

Saskatchewan (Southern Region)

Steward

Rob Raisbeck

Yukon-Whitehorse

Department of Justice
Occupational Safety and Health

Darlene Mataseje

Membership Distribution*

Department or Agency	EC	AN/RA	TR	Total
Statistics Canada	2265			2265
Public Works & Government Services	359		1180	1539
Social Development Canada	1136			1136
Health Canada	966			966
Indian and Northern Affairs	523			523
Justice Canada	463			463
Public Health Agency of Canada	422			422
Natural Resources Canada	401			401
Agriculture and Agri-Food Canada	399			399
Industry Canada	393			393
Finance Canada	349			349
Environment Canada	332			332
Treasury Board	329			329
Transport Canada	326			326
Foreign Affairs Canada	269			269
Library and Archives	233			233
Canadian Heritage	216			216
Fisheries and Oceans	212			212
Penitentiary Services	204			204
International Development Agency	153			153
Library of Parliament	129			129
Citizenship and Immigration Canada		128		128
Indian Residential Schools Resolution Canada	119			119
Privy Council Office	106			106
National Defense	99			99
Elections Canada	95			95
Public Safety Canada	94			94
Royal Canadian Mounted Police	57			57
Veterans Affairs	56			56
Canada Public Service Agency	54			54
Atlantic Canada Opportunities Agency	52			52
Immigration & Refugee Board	51			51
Infrastructure Canada	48			48
Public Service Commission	42			42
Canada Border Services Agency	37			37
Federal Regional Development (Quebec)	30			30
Western Economic Diversification	28			28
Canadian Transportation Agency	26			26
Canada School of Public Service	25			25
Status of Women	18			18
Passport Canada	18			18
Canadian Human Rights Commission	15			15
Patented Medicine Prices Review Board	15			15
Canadian Environmental Assessment Agency	14			14
Canadian Radio-Television & Telecommunications	12			12
Canadian Grain Commission	9			9
Supreme Court of Canada	9			9
Canadian International Trade Tribunal	8			8

Membership Distribution cont'd....

Department or Agency	EC	AN/RA	TR	Total
Canadian Space Agency	8			8
Registry of the Tax Court of Canada	7			7
Canadian Dairy Commission	7			7
Information and Privacy Commission	7			7
Transportation Safety Board	6			6
Commissioner of Official Languages	5			5
Canadian Artists and Producers Professional Relations Tribunal	2			2
Canada Industrial Relations Board	2			2
Commissioner of Federal Judicial Affairs	2			2
Military Police Commission	1			1
NAFTA Secretariat	1			1
Office of the Registrar of Lobbyists	1			1
National Parole Board	1			1
Total:	11265	129	1180	12574
Associate Members:	17			17
GRAND TOTAL:	11282	129	1180	12591

*Based on the most recent information provided by Treasury Board

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ACEP
Association canadienne
des employés professionnels



CAPE
Canadian Association of
Professional Employees