



**National Executive Committee Meeting  
Friday, October 29<sup>th</sup>, 2021  
Via Zoom Videoconference**

**MINUTES**

**In Attendance:** G. Phillips (*Chair*), C. Awada, J. Brulotte, S. Crawford, H. Delnick, P. Ives, J. King, G. Kopytko, R. Kossick, J. Lafontaine, K. Mansfield, A. Nemec, A. Okladov, A. Picotte, S. Rehman, A. Trau, E. Tremblay

**Staff:** J. Courty, A. Lizotte, J. George, K. Thériault, J. Ouellette, S. Salter

**Regrets:** N. Bois, C. Lonmo, M. English, M. Collins

**1. Call to Order**

The NEC meeting was officially called to order at 9:03 am and Chair G. Phillips confirmed quorum was achieved.

*\* At this time, CAPE's Statement on Harassment was read aloud. J. Ouellette was identified as the Anti-Harassment resource person for the meeting and concerns should be directed to his attention via email.*

**1.2 Approval of NEC Agenda (October 29, 2021)**

A request was put forth to add List of Resolutions under "Discussion Items".

Motion to adopt the Agenda as amended.

**Moved by:** H. Delnick

**Seconded by:** A. Picotte

**Abstentions (2)**

***By show of hands: Carried unanimously***

**1.3 Review and approval of NEC public minutes (June 25, 2021)**

Motion to adopt the June 25, 2021, NEC minutes as presented.

**Moved by:** C Awada

**Seconded by:** J. Lafontaine

**In Favour (10), Opposed (2), Abstentions (3)**

***By show of hands: Motion Carried***

**1.4 Review and approval of NEC public minutes (September 24, 2021)**

Motion to accept the NEC public minutes dated September 24, 2021, as amended.

**Moved by:** C. Awada

**Seconded by:** H. Delnick

**In Favour (10), Opposed (2), Abstentions (3)**

***By show of hands: Motion Carried***

**2. Discussion Items**

**a) Local Rebates:** The topic of Local rebate arose during the September Finance Committee meeting, mainly around the oversight on rebates paid to Locals to ensure annual updates on spending are reported in accordance with Bylaw 4. Upon review by the Finance Committee, several inconsistencies were discovered whereby supporting financial information is not always provided, which precludes conducting a meaningful analysis. Some locals submit requests for rebates to the National Office for approval, whereas others are receiving annual lump sum allocations at the beginning of each fiscal year. A concern was brought forward whereby in some cases some locals have accumulated large sums of money in bank accounts. In the event of surpluses by the Locals, the Finance Committee recommends that the amount be returned to the National Office.

**Comments:**

- It should be considered that Locals' limited expenditures may be attributed to the COVID pandemic, coupled with reduced amounts of in-person meetings and consequently reduced spending on meals and swag for the membership.
- In response to a question, it was stated that there are at least 2 Locals carrying a balance in excess of \$20K, which has been ongoing for an extended period of time.
- A NEC member objected to this and raised concern that this allegation is unfounded and seemingly targeted towards Locals 503 and 512. There is a need to be cognizant larger departments receive a larger rebate and any attempt to claw back funds without justification may result in a complaint being filed.
- Overall comments indicated the NEC being opposed to the recommendation to relinquish unused funds. As an alternative, consideration should be given to setting an allotment no greater than the amount for 2 years as a means to resume normalcy.
- In response to seeking the identity of whomever raised the matter, the NEC was advised to refer to the minutes of the Finance Committee meeting which have been posted online.
- When examining the allocation based on the number of members as per Bylaw 4, a recommendation was put forth to instead review the allocation

based on the member, as average dollars per member is not operatively practical and perhaps Bylaw 4 requires review.

The Chair put a close to the discussions stating that the Finance Committee will be provided with an opportunity to present a different option in the future.

- b) Leave of absence of NEC members:** As it stands, both D. Monafu and N. Bois are currently on leave, whereas M. Collins' absence at today's meeting was due to workload obligations but has confirmed her presence at the next meeting. A NEC member reminded that as per the Bylaws, absences of 2 consecutive NEC meetings warrants discussions as it constitutes being unable to commit and may result in quorum issues. In response, the inconsistency in the suspension of NEC members was explained whereby despite a previous motion to exercise suspension, this has not happened and would therefore make it difficult to implement when a NEC member is on approved leave and unable to attend. In addition, the Bylaws provide the same stipulations on the attendance of committee meetings, where several NEC members have failed to attend. Moving forward, the Chair committed to reverting to the approach of conducting a roll call and tracking absences of NEC members.
- c) Budget:** An explanatory note on the 3 calculation errors related to the increase in dues and additional positions was submitted. The latest draft of the Budget was amended and revised accordingly.
- d) NEC subcommittees:** The updated list was included in the meeting package. Although not a committee of the NEC, it was noted that the Audit Committee is reflected on the list while the CBC is not. A. Nemeck also informed the NEC of her resignation from the CBLC and a replacement will later be determined by the Chair of the CBLC.

With the assistance of the Communications team, J. Courty will modify the list for consistency and will ensure the names of the various committees will visibly appear on the website. The NEC was reminded of the constitutional duty to volunteer to sit and participate on some of the subcommittees.

**Action Item:** CAPE staff to amend the NEC subcommittees' list and upload the link to the website. NEC members were encouraged to inform their Locals accordingly.

A recommendation was put forth to consider expanding participation on the various subcommittees beyond NEC members to Local leaders and the membership, as well as ponder on a strategy to spur interest in volunteering.

- e) Update on how members are assigned to departments, regions and Locals:** With tele-working increasing, it has become a challenge to determine which Local a member belongs to as their current workplace may differ from the headquarters or the physical

location of where the Local is situated etc. A document highlighting the procedure for assigning employees to Locals was developed and was based on information provided by the Employer. The document outlines the 3 types of Locals: TRC, which are all assigned to Local 900, the NCR and regional Locals. In the event a member has not been assigned to the proper Local or wishes to switch Locals, a request can be put forth by contacting the National Office. The document will be forwarded to the NEC via email momentarily.

A NEC member recommended considering the establishment of departmental Locals as teleworking is becoming so prevalent. As a result, the Chair suggested striking a Working Group of the NEC tasked to assist J. Ouellette in further examining the matter and proposing other viable options/formulas for a better structure. C. Awada, K. Mansfield, R. Kossick and S. Crawford volunteered. A document clearly describing members' Locals and where they belong will be developed.

**Action Item:** J. Ouellette will determine which internal staff to be designated to oversee the Working Group.

**f) Hybrid NEC meetings:** A NEC member put forth a recommendation to contemplate holding hybrid NEC meetings contingent on the logistics involved to ensure distancing still applies. The size of CAPE's boardroom can accommodate up to 10 people. The ELC confirmed their ability to make arrangements to attend in person at the office, however this would incur associated costs. The option of using ELC's boardroom is also available at an additional cost. A Doodle poll recently conducted indicated that 5 NEC members expressed interest in holding an in-person meeting for October, which led to the decision to hold this meeting virtually. Afterwards, a cost analysis was performed and if a hybrid NEC meeting was held in November, the total expenses would amount to approximately \$9K on top of existing costs. The management team sought clear direction as to the general will of the NEC to hold a hybrid session in November and determine the minimum threshold of attendance in order to proceed towards building the human interaction.

**Discussion:** While several NEC members were supportive of the recommendation and fully endorsed holding hybrid meetings effective next month, others were sensitive to associated costs and satisfied with using the current ZOOM platform and therefore suggested deferring in-person meetings until January 2022.

*\*At this time discussions were temporarily halted to accommodate the presentation from members of the Audit Committee.*

*Discussion resumed*

Motion that the NEC commence hybrid meetings at the next meeting of the NEC in November 2021 for fully-vaccinated members provided that public health guidelines are followed. In-person attendance will be optional for NEC members.

**Moved by:** P. Ives

**Seconded by:** K. Mansfield

**Discussion:** As it stands there are no provisions in the motion for a maximum number of attendees and if the motion passes, everybody can show up, hence the need for the management team to receive ample notice. The NEC should be afforded the option to attend face-to-face meetings and at the discretion of each NEC member. A recommendation was put forth to defer in-person meeting until March 2022 given the uncertainties ahead. The Committee discussed limitations with respect to minimum number of attendees required. Several NEC members raised the issue of isolation and meetings not being as effective when held virtually, thus the need to revert back to in-person meetings as soon as possible.

A friendly amendment was put forth by A. Nemec to stipulate that NEC members must follow the health regulations of their originating provinces, which was seconded by J. Lafontaine. Although rejected, the mover was amendable to revise the motion to reflect: *'provided public health guidelines are followed'*, which was amended accordingly.

**Recorded vote:**

**In Favour (14):** C. Awada, J. Brulotte, S. Crawford, P. Ives, J. King, G. Kopytko, R. Kossick, J. Lafontaine, K. Mansfield, A. Nemec, A. Okladov, A. Picotte, S. Rehman, E. Tremblay

**Opposed (2):** A. Trau, H. Delnick

**Abstentions (1):** G. Phillips

***Motion Carried***

NEC members were supportive to the suggestion of organizing a special/social celebration either the night prior to the November meeting or potentially in January 2022 as a meet-and-greet with new NEC members. A Doodle poll will be sent to gauge the preference of the NEC to ensure full participation.

**g) List of Resolutions for 2021 AGM:** The premise for this agenda item was to ensure advance copies of the resolutions were provided. The constitutional amendments document was included in the meeting package. Clarification was sought pertaining to Bylaw 3.4 where it states that *'any supporting names beyond the required number shall be discarded'*. It was confirmed that the Bylaws now stipulate that in the event an excessive number of names are put forward, candidates will not be disqualified. A recommendation was put forth to amend the document by adding an explanatory note to better reflect this statement for greater clarity on the process for the membership. A review of the document by the management team is currently underway and this amendment will be noted and applied accordingly. The NEC was instructed to review the list of resolution document by Monday of next week and forward comments directly to the attention of the President in order for the amendments to be promptly applied.

**Action Item:** A. Lizotte to amend the wording of the document based on NEC members' feedback.

## **HEALTH BREAK**

### **3. Action Items**

Below is the status of the action items arising from the last NEC meeting in September 2021:

- a) Approval of members of the LoP CBC: Confirm C. Awada's eligibility to sit on the LoP Collective Bargaining Committee: **Completed**
- b) CAPE Scholarship Program: Prepare a proposal highlighting the fine details of what the Scholarship will entail: **In progress**
- c) Membership dues increase: Prepare a cost analysis on the proposed positions on a 5-month basis starting effective December 2021: **Completed**
- d) Updates on diversity, equity and inclusion, comprehensive review of Constitution & By-laws and President's compensation: **Completed**
- e) Member Representation/Number of Outstanding Grievances: Prepare materials for the next NEC meeting. In addition, attempt to ascertain the reason some cases are stagnant, as well as the source of uptick of intakes in order to assist in identifying underlying issues and report to the NEC: **In progress**
- f) Review for approval of NEC public minutes (June 25, 2021): The minute taker to re-listen to the June 25<sup>th</sup> NEC recording to confirm the validity of this section of the minutes, particularly pertaining to A. Lizotte's statement that alternates would be included in the ECCBC kick-off meeting: **Completed**

## **LUNCH BREAK**

**6.4 Office Accommodations:** Real Strategy CEO Darren Fleming provided a high-level strategy facility plan update since the last NEC meeting. CAPE has increased its needs to occupy the full floor at Constitution Square. The renewal proposal provided for our current location went up quite a bit. It made the cost of staying put basically the same as going to Constitution Square with an increase of 15% in space at the new location. There is more operating cost, but this makes more sense for our needs. The current lease is expiring in mid-2023 and the final recommendation is to proceed to move in at Constitution Square by July of next year. Next steps will consist of facilitating a lease offer at Constitution Square, negotiating and finalizing the lease agreement along with the design and tender process.

Be it resolved that CAPE proceeds with finalizing the lease agreement at Constitution Square

**Moved by:** C. Awada

**Seconded by:** A. Picotte

**Discussion:** A comment was raised to consider the new reality of the ‘work from home’ setting and inquired as to the necessity of having an office space in downtown Ottawa. It was therefore recommended deferring any decisions until firmer timelines on returning to the workplace have been established, especially since a great number of staff have indicated a preference in tele-working. In response, it was stated that most departments are transitioning to returning to work, and in addition the benefit of having a physical location enables holding meetings with members on occasion, as well as allow for in-person NEC meetings contingent upon the go forward plan. ESU did not raise any issues during the Town Hall meeting pertaining to employees not returning to the workplace. It was reminded that no penalties will apply for moving in prior to the end of the current lease as any remaining liabilities have been offset with the rent of the new location at Constitution Square. A comment was raised that deferring the move will result in paying much higher rental costs at World Exchange Plaza with outdated space.

It was confirmed that the new boardroom table in the new office will have enough space to accommodate all of the NEC members as it will be larger. The current space also does not provide CAPE with opportunity for growth. Real Strategy stated that the current space is tired and old, and CAPE has some new staff and revamping would be just as expensive as moving to give them a fresh office. Given the state of the market, CAPE may not be saving money today, but it will have a much better experience and much better utilisation out of the space. If in 3 to 5 years from now, it is found that CAPE has too much space because hybrid worked out better than thought, the nice thing about Constitution Square as opposed to WEP is that it has 3 big towers, and they always have turnover and so there is a very good chance that CAPE could right size its space should it need to do so.

**Recorded vote:**

**In Favour (15):** C. Awada, J. Brulotte, S. Crawford, P. Ives, J. King, R. Kossick, J. Lafontaine, K. Mansfield, A. Nemec, A. Okladov, A. Picotte, S. Rehman, E. Tremblay, H. Delnick, A. Trau,

**Abstentions (2):** G. Phillips, G. Kopytko,

***Motion Carried***

**Next Steps:** Once finalized, the management team will report to the NEC with a final synopsis on the progress and terms of the lease agreement.

**4. Decision Items**

**4.1 Approval of Financial Statements (A. Butler)**

New Director of Finance Sharon Salter was officially introduced to the NEC. Mario Navas of McCay Duff LLP briefly highlighted key points underlined in the Independent Auditor’s report, financial statements and statement of operations, followed by A. Butler who provided a condensed overview of the audited financial statements. It was noted that the Audit Committee is comprised of 13 members, 3 of which possessing extensive experience. Despite the steep learning curve, it was satisfactory, coupled with the training provided by P. Engelmann and his team on roles, responsibilities and mandate, which proved to be informative and beneficial. The Audit Committee commended J. Ouellette for fully disclosing the information requested in a timely manner. With respect to the management letter, the objective is to retain the services of Deloitte to assist in the implementation of the recommendations outlined. Moving forward, additional time for the presentation and

approval of the financial statements will be allocated to afford NEC members adequate time to disseminate the information and for a Q&A session.

**Discussion:** A poll was conducted to determine whether to defer the approval until this afternoon or to hold the vote now. 6 NEC members were in favour of postponing the approval of the motion and 4 NEC members indicated their preference to hold the vote now given the lack of contentious issue. As a result, both Mario Navas and Alex Butler have committed to return in the afternoon to continue the presentation for an additional 15mins at 3:30pm.

**Discussion (cont'd):** Upon the return of A. Butler and M. Navas, the NEC resumed discussions and the floor was open for questions.

Referring to the management letter regarding the derailment of internal controls due to loss of continuity, it was inquired as to the steps taken the year prior to the former Finance Director's departure to ensure segregation of duties and whether actions have been taken to prevent re-occurrence. In response, the auditor assured that no resistance was ever received since working with CAPE and stated that the transition of the new Finance Director was attributed to the inconsistencies of the implementation of all internal controls. Moving forward, full implementation is expected with the assistance of Deloitte providing step-by-step strategies. To ensure full compliance and enforcement, it was asked as to CAPE's internal control policies, to which the Audit Committee noted that while informal ones have been put in place, they are not consistently adhered to and in the absence of an official operation manual, have resulted in infrequent implementation. The management team is aware of the issue and will address the matter in the foreseeable future.

Motion to accept and endorse the audited financial statements presented by McCay Duff LLP to be put forward to the membership's approval at the AGM

**Moved by:** G. Phillips

**Seconded by:** C. Awada

**In Favour (13), Opposed (1), Abstention (1)**

***Motion Carried***

Motion that the NEC instructs the Audit Committee to proceed no later than February 22, 2022, with an RFP process to select and recommend to the NEC an audit firm for the 2021-2022 fiscal year audit

**Moved by:** G. Phillips

**Seconded by:** C. Awada

**Discussion:** It was confirmed discussions were held at the Audit Committee level, during which time a strategy was developed whereby a proposal will be put forth to the NEC by February for approval, which will be followed by a membership vote for ratification.

**In Favour (13), Opposed (1), Abstention (1)**

***Motion Carried***

Be it resolved that after consulting with the Chair of the Finance Committee and the Executive Director, that the Chair of the Audit Committee report to the President in



February 2022 on progress made regarding the implementation of the recommendations contained in the 2021 McCay Duff LLP Management Letter

**Moved by:** G. Phillips

**Seconded by:** C. Awada

**In Favour (12), Opposed (1), Abstention (2)**

***Motion Carried***

#### **4.2 Approval of DEISC Terms of Reference**

Co-chair of the DEISC (Diversity, Equity and Inclusion Sub-Committee) J. Lafontaine reported on the first meeting held August 9, 2021. The Terms of Reference (TORs) were prepared by staff and reviewed by the committee with minor modifications subsequently applied. Approval by the NEC on the TORs was sought.

Motion to approve the TORs for the DEISC (Diversity, Equity and Inclusion Sub-Committee)

**Moved by:** J. Lafontaine

**Seconded by:** C. Awada

**Discussion:** A recommendation was put forth to extend participation on the Sub-Committee beyond NEC members by broadening it to the membership at large. It was confirmed inclusion of the membership will be extended at a later stage and reflected in the TORs. Another recommendation was put forth to consider renaming the committee to EDI (Equity, Diversity & Inclusion) for alignment with the Employer, which was agreed. The motion will reflect both recommendations. The motion was amended accordingly.

**In Favour (15), Abstention (2)**

***Motion Carried***

**Action Item:** J. Lafontaine to forward the amended draft of the TORs to J. Courty's attention for subsequent distribution to the NEC.

**4.3 CCDI Membership:** As described in the information contained in the meeting package, the CCDI (*Canadian Centre for Diversity and Inclusion*) is a national charitable organization with the mandate to help individuals and organizations be inclusive, free of prejudice and discrimination, as well as to create awareness, dialogue, and action for people to recognize diversity as an asset. The EDI Committee will be developing an action plan that addresses discrimination and other institutional barriers. The recommendation put forth is for CAPE to join the CCDI Employer Partner program. The enrollment/subscription cost is \$5500 and valid for 50 to 60 employees. The EDI Committee also believes that joining this organization is a suitable investment and aligns with EDI Committee objectives. Having met with their representatives, it appears they can assist with work objectives.

Motion that the NEC recommend the approval of CAPE becoming a partner with the CCDI in support of addressing discrimination and other institutional barriers to equitable access

**Moved by:** J. Lafontaine

**Seconded by:** C. Awada

**Discussion:** In response to an inquiry, it was confirmed that CAPE would be joining as a provider, Employer, and as a volunteer-based organization. A suggestion was raised to defer approval until it is determined whether the membership will ratify the proposal for dues increase. It was confirmed this item has been factored into a budget line item.

**In Favour (11), Opposed (5) Abstention (1)**

***Motion Carried***

**4.4 Bureau for the 66<sup>th</sup> Session of the United Nations Commission on the Status of Women:** The 2022 session theme is geared towards achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental and disaster risk reduction policies, and programs. The session is scheduled to take place in New York over a 2-week period from March 14-25, 2022. There are no registration fees and the only associated costs would pertain to the participation (*e.g.: travel expenses*). It has yet to be determined whether the session will be held in-person, hybrid or on a virtual basis. This session is in alignment with the mandate of the EDI and is looking to bring a perspective to the priorities identified by the Bureau for the 66<sup>th</sup> Session of the United Nations Commission on the Status of Women. As a member of the CLC, CAPE has the opportunity to put forward a participant's name to attend this session, which must be provided by November 8, 2021.

Motion to recommend the submission of G. Kopytko's name as a participant at the UNCSW66 from CAPE and M. Collins as the alternate, and for CAPE to pay for any expenditures. Furthermore, the participant is required to provide a written report to the Association and report to the NEC. Attendance is contingent on public health guidelines being followed.

**Moved by:** J. Lafontaine

**Seconded by:** C. Awada

**Discussion:** Some NEC members were supportive of the initiative and suggested expanding it to other NEC members for fairness. Several NEC members asserted that this is outside of CAPE's mandate as a bargaining agent and focus should be placed on collective bargaining. It was inquired as to the rationale for the names selected, to which it was explained that as a new Subcommittee, priority was given to NEC members who expressed interest based on their involvement as well as given gender-based priority of attendance. Some believed that supporting this initiative invites other social issue advocates to assert their cause for acceptance, and several NEC members expressed concerns as to the precedent this will set. A recommendation was put forth to conduct a survey to gauge the membership's desire to pursue this. A comment was raised as to the lack of information provided, which precludes the ability to make an informed decision. Major concerns arose in pursuing this proposal as the membership might be apprehensive in approving expenditures allocated towards initiatives outside of the mandate of the union, which is to carry work related to collective bargaining and member representation.

E. Tremblay put forward a friendly amendment to delay the decision by the NEC on financial support for in-person attendance pending the CLC's selection on the delegation.

**Seconded by:** H. Delnick

**Discussion:** It is not necessary to seek external sources for CAPE to undertake work and advocacy work on diversity and inclusivity through research and analysis. A comment was raised stating that if augmenting CAPE's image as an inclusive Association is a goal, then involvement in matters such as diversity and gender equality are pertinent to the membership and the union mandate extends beyond collective agreement and member representation as systemic barriers and learning from international efforts, as well as improving as an organization and taking advantage of benefits deriving from the CLC. As a national union, a comment was shared that CAPE must set an example as a leader and become the voice for a cause affecting a vast range of members.

**Vote on original motion as amended which now reads:** *Be it resolved that the NEC put forward the names of G. Kopytko as delegate and M. Collins as alternate to participate in the CLC delegation to the 66<sup>th</sup> Session of the Commission on the Status of Women. Pending their selection by the CLC to become delegates, the NEC will discuss a further resolution whether or not to allow covering the costs of their participation in person or remotely, depending on options that are available. Furthermore, the participant is required to provide a written report to the Association and report back to the NEC. Attendance is contingent on public health guidelines being followed*

**In Favour (6), Opposed (7) Abstention (1)**

***Motion Defeated***

**4.5 Collective Bargaining Committee:** As this item was previously discussed at length, the proposal put forth was deemed as a motion to reconsider by the Chair. The mover clarified this is considered as a new motion and alluded to NEC members who attended the election debate on Wednesday as there were 6 candidates, 2 of which function on the CBC as members This was not a consideration during the original motion at the June 25, 2021, NEC meeting.

Motion that in the event that the current CBC members are successful (*one or both*) in the upcoming NEC elections that the current cap of NEC members on the ECCBC be removed

**Moved by:** K. Mansfield

**Seconded by:** P. Ives

**Discussion:** The Chair confirmed that the intention was not to apply a cap on the number of EC Directors on the ECCBC, but rather to select 5 out of the 7, which doesn't mean that it would be limited to 5 as a motion to that effect would be deemed unconstitutional seeing that the Bylaws do not prohibit the number of members. Furthermore, the distinction between 'select' and 'limit' was clarified as it does not put a ceiling on the number of members allowed to sit. In response, it was stated that this may cause confusion and therefore the motion might have been misunderstood as alternates should be allowed to step in and participate in the absence of the assigned members. To that, the Chair explained that the Association does not use proxies and the only provision for an alternate in accordance with the Bylaws is explicitly provided for the Bargaining Team, not the Bargaining Committee. The 2 NEC members selected as alternates on the ECCBC are acting in an observer capacity.

In an effort to add clarity to the original motion pertaining to the ECCBC, the following motion was proposed:

Motion that in the event any current sitting member of the ECCBC become a NEC Director that they be allowed to continue to sit on the ECCBC

**Moved by:** H. Delnick

**Seconded by:** J. Lafontaine

**Discussion:** A recommendation was put forth to revisit the composition of the CBC to ensure fair representation and to increase the size of the Bargaining Committee, recognizing gender, visible minorities as well as regional representation from Western Canada as the NEC was prescriptive on the requirements. The motion raised at the June 25<sup>th</sup> NEC meeting does not refer to a cap and the Chair's interpretation of the discussions is consistent with the NEC's decision and with the Bylaws and Constitutions. Therefore, it was stated that there is no need for a motion to reconsider, as a cap does not apply. As a result, both motions (*moved by K. Mansfield and H. Delnick*) were deemed unconstitutional and ruled out of order. K. Mansfield then proposed amending the motion by removing the term "cap" and instead reflect that all NEC members be permitted to participate on the ECCBC. The Chair stated it is redundant to affirm a right already in place.

Motion to invoke closure on the subject and move on to the next order of business

**Moved by:** H. Delnick

**Seconded by:** A. Trau

**In Favour (8), Opposed (6) Abstentions (2)**

***Motion Carried***

#### **4.6 Approval of 2 additional members for the LoP CBC**

Following a request at the previous NEC meeting on C. Awada's eligibility to sit on the LoP, it was confirmed that in accordance with the Constitution and Bylaws an argument can be made. However, given that several LoP members have put their names forward since then, in an effort to encourage participation it was requested to appoint Brendan Neve and Holly Portis as member of the LoP. C. Awada will act as an alternate. In addition, it was requested removing the name of Andrej Litvinjenko given that he is not a member of the LoP. The NEC was in agreement with the recommendation put forth.

Motion to approve those 2 individuals to sit on the LoP Collective Bargaining Committee.

**Moved by:** H. Delnick

**Seconded by:** E. Tremblay

**In Favour (14), Abstentions (1)**

***By show of hands: Carried unanimously***

***(Agenda Item 4.7 was discussed in-camera)***

*\*In the interest of time, it was decided to forego a lengthy review of the management reports and Committee updates and the NEC was instead requested to raise any questions if any.*

## **5. Reports**

**5.1 President's Report:** The President informed the NEC of his intention to extend his holiday vacation starting mid-December, during which time A. Picotte will serve as acting President.

**5.2 ED Report:** When compiling the information pertaining to the Locals, a request was put forth to seek clarity on how the numbers of members per Local was derived for the purpose of situating the Bargaining Committee.

A comment regarding the need for the establishment of a platform for collaboration was reiterated as it was deemed beneficial to serve as a conduit to discuss items related to Bylaw 4 or hybrid NEC meetings, in addition to saving time spent on addressing such matters. The Chair mentioned that while the objective is to move toward an online platform, he cautioned against the NEC being held in an open forum where discussions are unmonitored and may potentially infringe on the transparency. The management team examined platforms such as SLACK, and the cost would amount to \$3200/year and capped at 15 people per group discussion. Therefore, the recommendation is to consider MS TEAMS, which has no cap and would cost of \$2400/year. Prior to proceeding, guidelines will be set and approval by the NEC will be sought in securing an @acep-cape domain email address. Guidelines will be provided by the NEC at the next meeting.

**5.3 Senior Advisor Report:** There were no questions.

**5.4 Director of Policy & Negotiations Report:** There were no questions.

**5.5 Director of Communications Report:** There were no questions.

## **6. Committee Updates:**

**6.1 Finance Committee:** The Finance Committee has begun the process of preparing the 2022-2023 draft budget and is anticipated to be finalized by January 2022.

**6.2 Constitution and Bylaws:** There were no questions.

**6.3 Audit Committee:** There were no questions.

**6.4 HR Subcommittee:** There were no questions.

**6.5 DDT Subcommittee:** There were no questions.

**6.6 Voting Subcommittee:** There were no questions.

**The NEC meeting adjourned at 5:52 p.m. EDT.**

\* \* \* \* \*

*The above minutes are accepted as a true representation of the National Executive Committee meeting held on October 29<sup>th</sup>, 2021.*

**APPROVED by:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date