



**National Executive Committee Meeting  
Friday, June 25<sup>th</sup>, 2021  
Via Zoom Videoconference**

**MINUTES**

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

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

**Regrets:** D. Monafu

**1. Call to Order**

The NEC meeting was officially called to order at 9:13 am and Chair G. Phillips confirmed quorum was achieved.

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

**1.2 Approval of NEC Agenda (June 25, 2021)**

A request was made to add 'Approval of stewards' and 'Real Strategy' under Decision Items. Approval of the budget will also be included under Decision Items and discussed before 'Membership Dues'. Lastly, the 'RAND campaign' will be discussed under Discussion Items.

Motion to adopt the Agenda as amended.

**Moved by:** N. Bois

**Seconded by:** H. Delnick

**Abstentions (1)**

*By show of hands: Carried unanimously*

**1.3 Review and approval of NEC public minutes (May 28, 2021)**

There were no amendments requested.

Motion to accept the NEC public minutes dated May 28, 2021, as presented.

**Moved by:** C. Awada

**Seconded by:** J. Lafontaine

**Abstentions (3)**

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

## **2. Discussion Items**

**a) Misc. Topics:** A poll to consider an amendment to the Constitution to include mandatory competencies to be considered to run for President was recently sent out and generated 14 responses. Three options were proposed:

1. Preserving the rules as status quo (*i.e.: member in good standing*),
2. Imposing a list of mandatory competencies,
3. Listing assets and competencies candidates can speak to or not

Five were in favour of option #1, two were in favour of option #2 and eight endorsed option #3. As such, the prevailing option will be considered by the CBC who will formulate a proposal to the NEC identifying a list of assets and competencies for approval at the September meeting. Although a bylaw or policy change will be warranted, a recommendation was put forth to defer the matter to the HR Subcommittee as no constitutional amendment is required.

**Action Item:** A. Lizotte to appraise committee jurisdiction/suitability to address the matter

In addition, as per the Constitution, Bylaws and policies, the CBC is looking into inclusivity within any obstacles and will report back to the NEC on its findings.

**b) RAND Campaign:** Next steps involved the development of a campaign structure in the fall concurrent with the release of the new membership database. Following the Elizabeth Bernard v. Canada decision, the Employer has been providing a list of members on the bargaining units on a quarterly basis to identify any omitted from the database. As a result, a mail-out campaign to identify access information beyond the mailing address will be launched. This initiative has been budgeted for and approved at the Finance Committee level. Strategies on engaging with the locals throughout the campaign will be explored.

## **3. Action Items**

Following is the status of the action items arising from the most recent NEC meeting:

**a)** J. Ouellette will amend the sentence to reflect that the validity of the petition will not be determined by the NEC: ***Completed***

- b) The National Office was requested to develop a communiqué intended for locals to use during the OHS Committee meeting highlighting minimum standards to achieve, dangers of earbuds, best practices etc.: **Completed**
- c) Rules of Order Training: The management team to search for an external expert willing to assess the training to ensure it is functionally sound: **In progress: *Although no external expert has been secured, governance training has been developed internally and a 2-hour block will be set aside at the NEC retreat and training to be delivered by Education Officer A. Poliquin***
- d) Digital Presidential Elections qualifications: A Doodle poll will be sent to gauge the interest of the NEC for the CBC to further pursue this matter: **Completed**
- e) Voting Platform: The Executive Director to confirm whether full access to Insight's database has been granted: **Completed; It was confirmed full access is granted.**
- f) Public Service Health Care Plan negotiations: Request representative Debbie Cooper to provide a more fulsome report and extend an invitation to a future NEC meeting when new updates arise: **Completed. J. George made contact and ascertained a willingness to attend, however as negotiations are ongoing, and confidentiality must be maintained, this has to be deferred for now.**
- g) New Committee: Look into establishing the subcommittee on voting and schedule the inaugural meeting with a Research Officer in attendance to provide assistance: **Completed**

#### **4. Decision Items**

**4.1 CAPE Scholarship Program:** The impetus for this item was to consider an improvement in benefits for members given the Association's continuous growth in revenues and investments. As such, the creation of a CAPE Scholarship Program as a new member benefit was proposed, which also coincides with the upcoming RAND campaign.

Motion for the President to direct the Constitutions and Bylaws Committee to put forward a proposal to the NEC for a new Bylaw to establish a CAPE Scholarship Program, to be implemented no later than January 2022, including: 1) funding structure (*i.e.: number of scholarships and funding level*) 2) eligibility criteria 3) submission process 4) selection process 5) timelines for implementation 6) budget requirements (*e.g.: promotional materials, updates to website/member portal*).

**Moved by:** J. Lafontaine

**Seconded by:** N. Bois

**Discussion:** While the majority of NEC expressed strong support of this initiative, political implications, preferential treatment as well as timing for a January 2022 implementation were recognized as potential caveats, hence the need to ensure equitable application throughout. A suggestion was put forth to consider the establishment of a membership committee tasked with selecting the winning scholarship. It was also recommended extending this benefit beyond the membership.

**In Favour: (17), Opposed (1) Abstentions (1)**

***Motion Carried***

**Action Item:** The CBC was directed to further look into the matter and report back in September with a proposal for the NEC's approval.

#### **4.2 Budget Approval**

A copy of the draft budget was previously circulated to the NEC. The Chair reiterated this is the preliminary stage of the approval process and then would be followed by an endorsement from the Local Leaders Council and finally the MBM. Approval from the NEC is being sought to advance to the next step. Acknowledgement was imparted to the staff and NEC members who participated in this process for their diligence and professionalism.

Main changes to the budget were highlighted by the Finance Committee Chair, consisting of an exhaustive reassessment of various financial line items (*e.g.: expenditures of capital assets*), a re-evaluation of the accounting of purchase assets to ensure they cease to appear in the budget, and the process of creating a CAP EX budget and sub-ledger as a control mechanism is underway. In addition, adjustments to anticipated revenues were based on the bud list provided by Treasury Board (*approximately 20 000 members*).

**Comments:** In reference to line 13.2 (Meetings and NEC), a request was put forth to consider the inclusion of Section 12 under Travel along with a detailed breakdown that illustrates to members the variance between years impacted by Covid compared to normal years. It was also requested to confirm whether interpretation costs are covered under Travel Costs. Since travel expenses have been artificially low this year, it was noted that 2022/23 projections should be budgeted accordingly. A potential duplication of CLC membership line item was noted and will be looked into it.

**Action Item:** All the above recommendations will be addressed and J. Ouellette will report back to the NEC.

Motion to approve the proposed 2022-2023 CAPE budget as presented.

**Moved by:** H. Delnick

**Seconded by:** G. Phillips

**Abstentions (2)**

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

#### ***HEALTH BREAK***

**4.3 Real Strategy Update:** Real Strategy CEO Darren Fleming prefaced his presentation with an overview of activities accomplished to date and provided a high-level summary of key takeaways derived from the staff survey. The presentation underlined the recognition of the work undertaken by LROs, the need for upgraded technology, as well as essential requirements for the winning bid. Overall staff survey responses surmised the following criteria for the new office space: easy access to members, ample public parking onsite, centrally located, significant or complete offset relocation costs and potential costs

savings. On that basis, the preliminary shortlist is as followed: the renewal of 100 Queen St., relocate to Constitution Square or Place de Ville.

The Accommodations Committee took part in a selection process to engage with the services of a space planner/architect that will be assigned to conduct initial preliminary space planning, and then devise a plan and vision for the purpose of creating a budget. Once determined, a more comprehensive construction strategy while simultaneously commencing initial lease negotiations will get underway.

Although the ultimate decision is within the President's purview as an operational process, he stated that making a unilateral decision would not be received as being transparent. Therefore, as per the Constitution, the President delegated authority to the NEC. The Accommodations Committee sought approval from the NEC to accept the shortlist of the 3 buildings in order to begin negotiations and define costs with the goal of presenting a proposal to the NEC in September for review and discussion, followed by a final decision in October.

Motion to endorse the following 3 options as a shortlist of potential buildings to negotiate a new lease for the Association: 100 Queen St., Constitution Square and Place de Ville.

**Moved by:** G. Phillips

**Seconded by:** J. Lafontaine

**Abstentions (2)**

*By show of hands: Carried unanimously*

#### **4.4 Membership dues increase**

This matter arose during the budget review, and the Finance Committee subsequently passed a motion seeking an endorsement from the NEC for the approval of a dues increase, as highlighted in the previously circulated draft budget. The \$2 increase represents approximate annual revenue of \$540K.

Motion that the NEC recommends the approval of a membership dues increase of two dollars (\$2.00) per month/per member for all bargaining units, and to move this matter forward for a CAPE membership vote.

**Moved by:** H. Delnick

**Seconded by:** A. Picotte

**Discussion:** NEC members debated the matter and several comments indicated the necessity to justify and demonstrate the need to the membership. Other concerns raised pertained to the timing of introducing an increase in dues. While the majority of NEC members were against the increase, some support was expressed for the notion of indexing dues. It was stated that the plan was to implement the dues increase and the indexing would take effect afterwards. A point of contention arose as various NEC members expressed having felt misled as the information was improperly divulged and therefore recommended the proposed budget be revised as it was predicated on the approval of a \$2 increase, followed by a re-vote.

Prior notice is required in order to rescind a motion as it cannot be debated at the same meeting, which would entail scheduling a SNEC meeting. Following a brief offline consultation with J. George, the President determined that the draft budget was circulated a week ahead of time, which outlines the dues increase and that the Finance Committee Chair did not consider the change to be sufficiently noteworthy to highlight and did so with no ill intent. As a corrective measure, a recommendation was put forth to allow the President to suspend the rules of order to enable approving the budget as written, subject to amending the revenue income and reverting to its original state pre-dues increase in the amount of \$48. The validity of the vote is contingent on obtaining unanimous agreement. Should the NEC accept the proposal for dues increase following this motion, the budget will be amended accordingly.

Motion to suspend the rules of order and have a re-vote based on an amended budget where the income reflects \$48/month dues.

**Moved by:** G. Phillips

**Seconded by:** A. Picotte

**Comments:** Several NEC members expressed concerns on the lack of transparency in the way the budget was presented, be it deliberate or not, reiterating the need to avoid any recurrences.

**Opposed: (1), Abstentions (1)**

***Motion Defeated***

Motion to rescind the approval of the budget

**Moved by:** A. Nemeč

**Seconded by:** Scott Crawford

It was determined that this motion will be put forth in writing in order to discuss the revised budget at a SNEC meeting. During the Local Leadership Council meeting, members will be made aware of the discussions held at this meeting and that the NEC welcomes any recommendation by the local leaders to revise the numbers, and subsequent vote on a new budget.

### ***LUNCH BREAK***

#### ***(Discussion on membership dues increase resumed)***

*\*The NEC was informed that, because the meeting is running late, the agenda will be rearranged based on urgency of topics.*

Vote result on original motion to recommend dues increase:

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

***Motion Defeated***

The NEC was informed that the budget didn't need to be amended because they will have another opportunity to revisit it following the comments from the LL Council meeting and the MBM. Members at both meetings will be informed that the NEC did not vote to approve the \$2 increase and that the change to that line item in the budget will be made at the Sept NEC meeting,

**4.5 Membership dues Indexing:** This proposal was discussed at length at the Finance Committee and subsequently approved.

Motion for the NEC to approve to index and annually increase monthly membership dues, for all bargaining units, at a rate equal to the annual negotiated pay rate increment contained in the EC Collective Agreement, and to move this matter forward for a CAPE membership vote.

**Moved by:** H. Delnick

**Seconded by:** C. Lonmo

**Discussion:** Several NEC members supported the notion of avoiding revisiting this issue with membership each year, and that this allows for a confluence with inflationary costs while hedging against a dues decrease. A recommendation was put forth to consider linking the indexing to the CBA and CBA renewals. NEC members debated the with some agreement that linking to indexing and inflation is a solid rationale to present to membership; however, the Finance Committee’s rationale to match dues increases to the EC Collective Agreement demonstrates a community of interest, since inflation may not be supported by members who feel their salaries didn’t augment with inflation.

Motion to defer this motion until we start negotiating the new EC Collective Agreement or closer to its ratification.

**Moved by:** K. Mansfield

**No Secunder**

***Motion Defeated***

**Vote on original motion:**

**In Favour (13), Opposed (7), Abstentions (2)**

***Motion Carried***

**Next step:** A communications campaign will be launched to announce the indexing of a dues increase, which has not been included in the budget.

**4.6 End of vacation leave carry-over (March 31, 2022):** The President indicated actively pursuing negotiations with Treasury Board to explore alternatives to deal with excess leaves in an effort to alleviate the pressures on employees to use vacation leave.

*\*The remainder of the discussions were held in-camera.*

**4.9 Approval of the members of the EC Collective Bargaining Team:** The list of candidates was circulated to the NEC for review. 72 individuals expressed interest in participating and volunteering to sit on the EC Collective Bargaining Team. In accordance with Bylaw 7.7.1, the NEC shall appoint no more than 18 members to the EC CBC and as a result, 20 individuals were shortlisted with 2 acting as alternates. The selection process was described to the NEC. Of the list of volunteers, 7 were identified as NEC members. As NEC members would be better acquainted with the EC Bargaining Collective process than members at large, it was proposed that the alternates be NEC members selected via a poll

whereby the NEC can determine who will become part of the EC Collective Bargaining Team, and who will act as alternates. Alternatively, a Bylaw amendment will be required to enable accepting all 20 candidates.

Motion to adopt the proposed list of individuals to be appointed to the EC CBC with the addition of two alternates.

**Moved by:** C. Lonmo

**Seconded by:** A. Trau

Motion to amend the Bylaws to enable the expansion of the EC Collective Bargaining Committee to 20 members

**Moved by:** S. Crawford

It was noted that this would require approval by the membership in the fall, and failing so 2 members will be required to remove themselves from the EC Collective Bargaining Committee.

***Motion Withdrawn***

K. Mansfield put forth a friendly amendment to accept all 7 NEC members and have the two alternates from the EC list

**Seconded by:** P. Yves

A friendly amendment was put forth to the friendly amendment to task the EC CBC to select the 2 alternates of the 20 amongst themselves, which was rejected by the mover. The recommendation was then put forth as an unfriendly amendment

**Moved by:** M. Collins

**Seconded by:** E. Tremblay

This motion was ruled out of order and overturned by the Chair as it goes against the bylaws given that the NEC has authority to appoint the individuals to the EC Collective Bargaining Committee.

***Motion Defeated***

The friendly amendment put forth by K. Mansfield was defeated. Moving forward, it was suggested avoiding using the word "unfriendly". The recommendation was noted for future consideration.

**Vote results on original motion:**

**In Favour (7), Opposed (10), Abstentions (5)**

***Motion Defeated***

In light of the discussions, a friendly amendment was put forth to reconsider the previous withdrawn motion by S. Crawford, which was rejected by the mover and deemed out of order by the Chair as it differs from the intent of the original motion.

Motion to defer the original motion pending a decision on a bylaw amendment

**Moved by:** R. Kossick

**Seconded by:** S. Crawford

**Discussion:** E. Tremblay stated for the record that Bylaw 15 was adopted without undergoing the CBC process. With respect to regional representation, a recommendation



was put forth to consider indicating the geographical residences of those listed. In addition, it was suggested to consider holding an introductory meeting to clarify the amount of work involved.

**In Favour (11), Opposed (8), Abstentions (1)**

***Motion Carried***

**Next steps:** In the absence of an EC Collective Bargaining Committee, the work will roll into October unless this matter is resolved through a SNEC meeting. Time permitting, this matter will be revisited towards the end of this meeting.

***(Agenda Item 5 was discussed in-camera)***

**4.10 Approval of Call for Volunteers to form the LoP Collective Bargaining Committee:** There were no questions/comments raised.

Motion to approve the Call for Volunteers to form the LoP Collective Bargaining

**In Favour (15), Abstentions (1)**

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

**Next step:** A callout for volunteers will be issued shortly.

**4.11 Application for Stewards:** There were no questions/comments raised.

Motion to approve the application for stewards.

**In Favour (13), Abstentions (1)**

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

**Next step:** Applicants will be informed shortly.

**4.16 Call for NEC volunteers for Diversity, Equity, and Inclusion sub-committee:** G. Kopytko, J. Lafontaine and J. Brulotte volunteered to sit on the subcommittee.

Motion to approve the 3 NEC members and extend an offer to NEC members absent from the call who wish to sit on the Diversity, Equity, and Inclusion subcommittee.

**Moved by:** H. Delnick

**Seconded by:** A. Nemeč

**In Favour (11), Abstentions (3)**

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

**4.8 Approval of Temporary Measures (requirement for signatures during lock down periods)** The proposed new policy was circulated to the NEC for review. This initiative was previously raised by the Chair of the CBC and endorsed by the NEC. The temporary measure is to provide for an alternative to wet signatures and enable members to provide signatures electronically. To ensure the validity of signatures, a

recommendation was put forth that a process be administered by the staff at the National Office using DocuSign technology. This policy will be broadened and made available to candidates interested in coming forward for the 2021 election process, along with other instances when signatures are required. The ERC will be made aware of this policy for consideration.

Motion to approve the proposed Temporary Measures Policy for signatures while the National Office and CBC work on formalizing what is necessary to make those measures permanent

**Moved by:** E. Tremblay

**Seconded by:** J. Lafontaine

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

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

**Next step:** A communications campaign will be launched to inform the membership.

**4.14 President's compensation:** The revisions highlighted in the document reflect the recommended changes to the Constitution and Bylaws endorsed by the NEC. Changes consist of the removal of clause 35.9 and the amendment of clauses 36.1 to 36.5.

Motion to accept the recommendations put forth by the Constitution and Bylaws Committee as presented and put it for a vote to the membership.

**Moved by:** C. Lonmo

**Seconded by:** J. Lafontaine

**In Favour (10), Opposed (4), Abstentions (3)**

***Motion Carried***

**Next step:** The proposed amendment will be forwarded to the ERC and Communications Department to be put forward as a membership vote in October.

**4.13 Stewards Training:** This pertains to the introduction of a new Bylaw that will require mandatory training for stewards to learn how to perform their role efficiently within their local. This decision would take effect immediately.

Motion to approve new Bylaw 4.8 for mandatory steward training

**Moved by:** C. Lonmo

**Seconded by:** H. Delnick

**In Favour (13), Abstentions (3)**

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

**Approval of the members of the EC Collective Bargaining Committee (*discussion cont'd*):** If approved, a constitutional amendment to the Bylaws will be required.

Motion to amend the Bylaws to allow up to 20 members to sit on the EC Collective Bargaining Committee

**Moved by:** S. Crawford

**Seconded by:** J. Lafontaine

**Discussion:** Several NEC members were opposed to amending the Bylaws. Conversely, support was expressed for increases commensurate with the growth of membership.

**In Favour (5), Opposed (7), Abstentions (5)** *Motion Defeated*

Motion to adopt the original motion to accept A. Lizotte's recommendation

**Moved by:** A. Trau

**Seconded by:** G. Kopytko

**In Favour (12), Opposed (2), Abstentions (2)** *Motion Carried*

**Next step:** A doodle poll will be sent to select NEC members to sit on the Committee and those who will act as alternates.

Though off topic, a recommendation was put forth for the National Office to consider a communiqué on the Association's stance on testing and vaccine, expressing support as well as a message of endorsement. While in theory the idea was well-received, political sensitivities and implications must be considered.

**Action Item:** This will be further explored by the National Office who will report to the NEC once a strategy has been determined.

## **6. Reports**

**6.1 President's Report:** The President will be taking 2 weeks off mid-July and has delegated his authority to C. Awada

**6.2 ED Report:** Will be provided in writing.

**6.3 Senior Advisor Report:** Will be provided in writing.

**6.4 Director of Communications Report:** Will be provided in writing.

**6.5 Director of Finance Report:** Will be provided in writing.

## **7. Committee Updates**

**7.1 Finance Committee:** Will be provided in writing.

**7.2 Constitution and Bylaws:** Will be provided in writing.

**7.3 Audit Committee:** Will be provided in writing.

**7.4 Office Accommodations:** Already discussed during the Real Strategy presentation.

**The NEC meeting adjourned at 5:30 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 25<sup>th</sup>, 2021.*

**APPROVED by:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date