



**National Executive Committee Meeting  
Friday, September 24<sup>th</sup>, 2021  
Via Zoom Videoconference**

**MINUTES**

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

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

**Regrets:** N. Bois, M. English, G. Kopytko

**1. Call to Order**

The NEC meeting was officially called to order at 9:05 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 (September 24, 2021)**

There were no additions requested.

Motion to adopt the agenda as presented.

**Moved by:** C Awada

**Seconded by:** A. Picotte

**Abstentions (1)**

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

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

The following amendments were requested:

- Under item 4.9, Approval of the members of the EC Collective Bargaining Team, the word 'team' will be replaced with 'committee' throughout the paragraph.

- On page 8 under “seconded by”, Peter Ives name was misspelled and will be corrected accordingly.
- On page 9, paragraph 1: the geographical residence was not included in the Doodle Poll as instructed in the minutes, which was acknowledged. In addition, the EC CBC kick-off meeting failed to include alternates which was agreed upon.

**Action Item:** 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 EC CBC kick-off meeting.

- In accordance with Bourinot’s Rules of Order, on page 8 of the minutes it was requested to refrain using the term “unfriendly amendment” moving forward and to simply refer to it as an “amendment”.
- The minutes will reflect Dan Monafu’s attendance at the last NEC meeting under list of attendees.
- Under agenda item 4.9, Bylaw 7.1.1 should be reflected as opposed to Bylaw 7.7.1.

*\*The approval of the June 25, 2021, NEC meeting minutes will be deferred until next month.*

#### **1.4 Review and approval of SNEC public minutes (September 2, 2021)**

Under item 3a: ‘Approval of Position Paper (Employer’s Use of Mandatory Vaccination Policy)’ a request was put forth to strike the words: ‘even informally’ to be replaced with: *‘in the event that an employee requires to briefly return to the workplace or congregate with fellow government employees.’*

Motion to accept the NEC public minutes dated September 2, 2021, as amended.

**Moved by:** A. Picotte

**Seconded by:** A. Nemec

**Abstentions (5)**

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

## **2. Discussion Items**

- a) Member Representation/Number of Outstanding Grievances:** As a follow-up to the request to add “Member Representation” as a standard NEC agenda item, the Chair solicited recommendations on the type of information envisioned by the NEC. Since the NEC retreat, a costing on the Case Management Portal was developed, along with timelines for project completion. Producing reports of this type require more time for completion (around January) in order to assemble the relevant information. The National Office is in the process of contacting other unions’ strategies employed to manage their respective case management system. A contract with Endeavour Solutions will be negotiated and carried through a multi-phase approach, with the final phase focalizing on the portal integration of active cases. General updates on general trends will be shared with the NEC at the next meeting pending a more detailed report in January.

**Comments:** In order to better understand issues faced by the membership, comments by the NEC indicated the need to obtain the total number of outstanding grievances handled by LROs on a monthly basis, coupled with a fulsome review of each case, timeframe of the grievances, workplace issues with a status update, time period and length of time to process cases (*though they will differ and are not correlated with the work of LROs*), number of cases dissolved, number of cases moved to grievances, number of cases succeeded in a month, report of CAPE members' feedback on representation, opinion poll of liberal representations, trackable metrics (*e.g.: outstanding and resolved intakes*), a table format identifying a count of grievances broken down by type (*e.g.: vacation disputes*), along with a monthly snapshot with yearly trends.

**Action Items:** J. Ouellette to prepare materials for the next NEC meeting. In addition, J. Ouellette will 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 will report to the NEC.

**b) By-law 7.1.1 - Discussion around what the NEC intended by alternates to the EC Collective Bargaining Committee:** Contextual background on NEC alternates to the EC Collective Bargaining Committee discussed at the June 25<sup>th</sup> NEC meeting was provided, during which time the Chair recapped what led to the selected composition in an attempt to determine the role of an alternate to the Committee. Although Bylaws 7.1 refers to the use of alternate, which is strictly applicable for Bylaw 7.2.4 as it pertains to the EC Collective Bargaining Team, it does not apply to the Committee. As such, the Chair solicited input on the intention of the NEC to name 2 alternates as well as if they were to become full-fledged members of the EC CBC, and lastly, the difference between a member and an alternate and whether they are acting as substitutes.

It was reminded that the rationale for selecting NEC as alternates was in light of the familiarity with the bargaining process, in addition to receiving regular updates at NEC meetings, thus easing transition if replacement is needed. Allowing full participation of 2 alternates on the EC CBC would entail additional costs, hence the reasoning to maintain the number at 18. In addition, allowing 2 alternates requires an amendment to the Bylaws that clearly defines what constitutes an alternate, as well as the role in participation at EC CBC meetings.

**Discussion Points:**

- Several NEC members recognized a benefit in NEC members becoming part of the committee as a means of remaining well-apprised on all communications related to the EC CBC in the event there is a need for alternates to assume the role, in addition to the great amount of interest received this round.
- It was cautioned to avoid the perception of preferential treatment of NEC members.

- A comment was raised that upon the appointment of a Chair, the EC CBC can decide on how they wish to proceed with the participation of alternates at meetings.
- While most NEC members were against the notion of CAPE assuming travel costs and accommodations expenses for alternates in an attempt to minimize costs, a suggestion was put forth to consider salary reimbursement for virtual attendance. In response, as stipulated in the Constitution, it was confirmed that the Chair of the EC CBC is the Chief Negotiator, (the President), who has delegated that authority to A. Lizotte. If the inclusion of an alternate program is to be considered, the NEC should re-consider including members-at-large as alternates as well.
- From a geographical standpoint, a NEC member expressed disappointment in failing to shortlist a representative from Atlantic Canada during the selection process for the EC CBC as previously requested.
- For some NEC members, the understanding was that the alternates would act as observers rather than participants with no voting right until acting as a proxy for an active member, whereas conversely other NEC members' recollection was that in the event a committee member should have to step down from the EC CBC, than NEC members selected as alternates would act as substitutes in the role rather than referring back to the original list.

Motion that alternates be included in all meetings, virtually, and communications of the EC Collective Bargaining Committee as observers, unless required to step in for a member.

**Moved by:** P. Ives

**Seconded by:** D. Monafu

**Discussion:** It was noted that approving this motion undermines the rationale to limiting alternates to NEC members.

**In Favour (10), Opposed (7) Abstentions (2)**

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

Moving forward the 2 alternates will be invited to the EC CBC meeting to attend virtually and will receive all communications from the Committee.

**c) Updates on diversity, equity and inclusion, comprehensive review of Constitution & By-laws and President's compensation:** Direction from the NEC was sought on the establishment of a special committee commissioned to identify and address diversity, equity and inclusion related issues in order for the CBLC to apply the necessary changes to the Constitution and Bylaws. With respect to President's compensation, the amendment to the Constitution was approved by the NEC and the next step is to ensure the process is outlined in the Bylaws, contingent upon the approval of the members of the constitutional change at the next AGM. If approved, the CBLC in consultation with the HR Subcommittee and the Finance Committee will move towards drafting bylaws that will define the process for subsequent NEC review and final approval at the 2022 AGM for member ratification.

**Action Item:** As a reference point for the NEC, the National Office was instructed to forward a list of all committees along with their composition.

## **HEALTH BREAK**

**d) Update on comprehensive review of Constitution and Bylaws:** The CBLC recently determined that while a laudable idea envisioned by the NEC, the lack of resources prevents the ability to undertake an extensive and systematic review of the Constitution and Bylaws at the present time in light of ongoing bargaining activities taking place which require much dedicated time.

**Comment:** In response to the recommendation to taking a different approach to a technical re-write and instead consider a process by which to enable virtual participatory sessions in consultation with the members, the CBLC indicated exploring this possibility in the future. As it stands, the most viable option is to take a gradual approach with emphasis on deficiencies in the Constitution or the Bylaws that require immediate attention and they be brought forward to the NEC. Once more bandwidth from staff members can be made available, a more comprehensive approach can be adopted.

**e) NEC Contact/Communications:** The impetus for this agenda item arises from a lack of communication tools for NEC members and Committee members in order to collaborate. During the training on governance, it was strongly suggested that NEC members gain a greater understanding of the level of support prior to introducing a motion at the table. Furthermore, it was deemed conducive to enable an open platform that will enhance communication. As such, a recommendation was put forth to consider the creation of a dedicated email available for members-at-large to reach members of the NEC, in addition to a Microsoft Teams platform for the exchange of information and ideas which will lead to a more efficient and productive work environment, as well as for transparency's sake.

Be it resolved that the National Office establishes an open platform to connect the NEC members to allow for free-flowing conversations between formal NEC meetings.  
(*Microsoft Teams, Slack or others*) by November 2021.

**Moved by:** S. Crawford

**Seconded by:** E. Tremblay

**Discussion:** NEC members debated the pros and cons of the motion, and it was stated that in addition to the potential increase in workload and limited capacity, approving this motion may delay work involved with the Case Management System. It was also confirmed that the Association has the capability to create an email address exclusively for NEC activities. The issue of being unnecessarily copied on certain emails was echoed

by several NEC members. It was suggested reaching a common understanding on the definition of “transparency” and its associated limitations to ensure proper justification. All NEC members were of the opinion not to generate additional workload and rather to consider an alternative platform to adopt such as Slack.

An amendment was put forth to amend the motion to reflect that NEC members will identify agreement with being copied on those emails, with the option for blind copy should that be preferred. The amendment was accepted. The amended motion now reads: *Be it resolved that the NEC establishes an open platform to connect the NEC members to allow for free-flowing conversations between formal NEC meetings (Teams, Slack or others). Be it further resolved that future NEC communications include the email addresses of NEC members who opt to have their emails shared.*

While some NEC members were in favour of having a CAPE email to allow contact from members, others opposed this notion mainly in light of the associated costs and privacy aspect whereby @cape emails /domain become the intellectual property of the Association and therefore can be verified by anyone with the authority to do so. The Executive Director confirmed that when personal information or data is requested, consent would be required prior to accessing it.

**Action item:** A recommendation was put forth to come to a consensus on rules of engagement while using the platform.

**Results of motion which reads:**

Be it resolved that the NEC establishes an open platform to connect the NEC members to allow for free-flowing conversations between formal NEC meetings (*Teams, Slack or others*). Be it further resolved that future NEC communications include the email addresses of NEC members who opt to have their emails shared.

**In Favour (10), Opposed (2) Abstentions (5)      *By show of hands: Motion Carried***

**Next Steps:** NEC members were instructed to inform J. Courty on their preference to either be cc'd or bcc'd on email correspondences. The National Office will explore options such as Microsoft Teams or Slack.

**3. Action Items**

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

- a) CAPE Scholarship Program: The CBLC was directed to further look into the matter and report back in September with a proposal for the NEC's approval: **Completed**
- b) End of vacation leave carry-over: The National Office will work on a communiqué for the members to clear all the confusion related to cashing out vacation leaves: **In progress: Currently TBS prohibit this, however, there have been indications that this policy may change, therefore it's premature to issue a communiqué**
- c) Committees/Reports: Committee Chairs and National Office staff to provide their written report: **Completed**

- d) President compensation: A. Lizotte will look into determining which committee has jurisdiction or is the most appropriate to address the review of the President's compensation (*CBLC or HR subcommittee*): **Completed. According to the Constitution and Bylaws as well as the TOR s for both committees, the Committee responsible for changing the current process in the Constitution and Bylaws is the CBLC whereas the role of the HR committee is to work within the confines of the Constitution and Bylaws. Once a constitutional amendment has been approved, the role of the HR Subcommittee will be defined.**
- e) EC Collective Bargaining Committee: Send a Doodle poll to select NEC members to sit on the Committee and those who will act as alternates: **Completed; the President extended his apologies for omitting to include the geographical representation as per the June 25, 2021 minutes**
- f) Testing/Vaccination campaign: This will be further explored by the National Office who will report back to the NEC once a strategy has been determined: **Completed**
- g) Presidential Elections qualifications: Review and address recommendations put forth by the NEC: **Completed**

## **LUNCH BREAK**

*\*The Agenda was re-shuffled to accommodate guest Darren Fleming of Real Strategy*

**6.4 Office Accommodations:** Real Strategy CEO Darren Fleming provided a high-level progress update since the last NEC meeting on net absorption, deliveries and vacancies with a preliminary shortlist. As it stands, the ability to re-use any improvements at 100 Queen St. is deemed to be limited. In light of the projected growth of CAPE's staff increase requirement of 16000 to 18000 sq. ft., Place de Ville can no longer accommodate the needs of the Association. Throughout negotiations with the current landlord, proposed rates were very high for remaining at Queen St. and would have resulted in significantly higher costs long-term, contributing to its rejection. Minto Place's rate was also fairly high. The list was narrowed to Constitution Square.

The next step is to tender an offer to lease the space at Constitution Square, revise the space plan to accommodate the growth and conduct a D class estimate for construction. Some improvement allowance has been allocated to construction, and with the lowest based rental rate and a verbal commitment to negotiate using a portion of the increase improvement allowance, hence reducing the rental rate further. A response is expected by next Wednesday. There are adequate funds in the contingency fund to cover construction costs. From a cost-saving standpoint, overall, the annual average occupancy cost to remain at the current address (including construction costs) is approximately \$1M/year, while 18000sq ft at Constitution Square over 10 years is 10% lower, therefore giving more space for less money. Ratification by the NEC on the conditional deal will be sought and a proposal will be developed for review and final approval at the October meeting.

**Discussion:** It was confirmed CAPE will have access to the entire floor at Constitution Square. Upon completion of the new office set up mid-next year, there is the possibility of

the current landlord being amenable to negotiate a rent reduction on the remaining commitment while the Association continues paying rent should they require access to the floor. In addition, once a deal has been solidified, the Association will petition to secure a sub-lease, however this remains to be seen. The National Office is in the process of selling some furniture and a bid on select items including the boardroom table (worth approximately \$40K) was received. A cost benefit analysis of its removal, sale and replacement purchase is underway. Following negotiations of the fine details, the Accommodations Committee will meet and ESU will be consulted as per the Collective Agreement. The new lease will be presented to the NEC for final approval in October.

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

##### **4.1 Budget Approval**

The draft Budget was approved by the NEC with the exception of the dues increase, which was subsequently modified to reduce the revenue by removing the \$2 dues increase and was also modified to include expenditures associated with the NEC retreat. The President recapped key points emerging from last week's NEC retreat as a result of recommendations put forth by the NEC. The management team met to focus on the reoccurring theme of improving membership representation services in addition to discussions around increasing support and training for local leaders, as well as phones not being consistently answered at CAPE.

The NEC previously approved a 6-month term jr. lawyer position to assist A. Lizotte with work related to the Constitution and Bylaws, legal issues involving staff and member representation. As yet, this position remains unfilled. Also approved was a part time reviser/translator position to assist the Communications team, a position that also remains unfilled. In order to meet the proposed recommendations, the senior management team prepared a 'NEC Retreat follow up Report' and examined each suggestion raised, and as a result a cost analysis document was developed for the NEC's review. The positions being proposed are as followed:

- 4 new LROs, with 2 working on a part time basis in a support role to the Educations Officer to increase training in order to support locals and the staff
- There is also provision allocated for a Jr. LRO who will be tasked to handle more straightforward inquiries received
- Two level 1 Administrative Assistants tasked to answer all phone calls and refer members to their respective LRO within 48-hours
- Hire a lawyer on a permanent basis
- Hire a reviser/translator on a permanent full-time basis
- Hire an HR Officer

The decision is to either maintain status quo or proceed with the proposal. In order to fulfill all the recommendations and needs put forth by the NEC at the Retreat, a dues increase is warranted as these initiatives cannot be fulfilled with the current revenue stream.

#### **Discussion Points:**



- Overall, there was great support for the quick turnaround of the document provided given the level of details outlined.
- A NEC member recommended to consider limiting to 1 admin position.
- Any increases in dues are given legitimacy and credence when justified as displaying benefit to members.
- In response to the rationale for increased revenues in settlements of employees, it was confirmed that no re-occurring costs will apply, and is only relevant to this fiscal year costs as those issues are now resolved. It was strongly suggested learning lessons from past mistakes and ensuring better contracts are put in place.
- At an operational level, a recommendation was raised to hold broader discussions on examining internal processes that can be improved upon in addition to accumulating resources in order to uncover existing gaps and issues faced by the members with regards to representation.

### ***HEALTH BREAK***

**MBM Meeting:** The recently held MBM meeting yielded a low turnout with around 40 members in attendance. A motion was put on the floor to breakout the President’s salary and benefits as a budget line item. 8 voted in favour, 6 opposed with 4 abstentions. In his preamble, the President expressed feelings of harassment about the Association’s continuous inquiries pertaining to his employment contract, which has been previously discussed at length countless times in the past. Additionally, it’s un-union-like to willfully and knowingly attempt to be in breach of an employment contract, as well as being offensive and an ongoing nuisance.

*\*The remainder of the discussion was held in-camera\**

Motion to include a note in the budget that explains that the President is paid by Article 36 of the Constitution, in the EX-2 level and also receives benefits commensurate with that of the staff of CAPE.

**Moved by:** A. Nemec

**Seconded by:** A. Picotte

**In Favour (9), Opposed (5) Abstentions (4)**

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

### **4.2 Membership dues increase**

This impetus for this agenda item was to introduce a proposal for membership dues of \$10/month. The increase of the proposed positions is in alignment with the growth of the membership. The Association’s union dues have remained static since 2014 at \$48. If matched to inflation, this amounts to approximately \$7 over the past 7 years. This increase would result in \$1.6M to move forward with the cost analysis developed. The additional \$3 increase is intended to cover staff expenses to carry their functions, as well as additional leeway to allow for fluctuations in membership and avoid being in a deficit budget. The rationale for the overall \$10 increase is based on estimates required to support the

positions highlighted in the proposal as per the NEC suggestions at the retreat. The additional increase would be in perpetuity in conjunction with the EC Collective Agreement increments. Therefore, dues would increase from \$48/month to \$58/month.

Motion for the NEC to approve a membership dues increase of ten dollars (\$10.00) per month for all bargaining units, in support of additional operating expenditures for member services projects presented by the Executive Director, and to move this matter forward for a CAPE membership vote.

**Moved by:** H. Delnick

**Seconded by:** A. Picotte

*\*Upon request, it was confirmed this is not deemed as a motion to reconsider the previous motion for a \$2 increase but rather a new one*

Motion to challenge the Chair's ruling

**Moved by:** E. Tremblay

**In Favour (2), Opposed (7), Abstention (6)      *By show of hands: Motion Defeated***

**Discussion (cont'd):** It was confirmed the recommendation for the \$10 increase was put forth by the Finance Committee on September 14, 2021. Several NEC members viewed this inflationary increase as excessive and unlikely to be endorsed by the membership as it represents a 20% increase, hence the need to link this proposal to a comprehensive analysis for members to refer to. Work on a communication campaign is underway. NEC members were requested to put forth their names if wishing to provide assistance to the Communications teams.

**Result on original motion:**

**In Favour (10), Opposed (6), Abstention (1)**

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

Motion to accept the proposed new expenditures put forth by the Management Team entitled 'NEC Retreat Follow-ups', contingent to the membership's approval of the \$10 dues increase

**Moved by:** A. Picotte

**Seconded by:** C. Awada

**Discussion:** A recommendation was put forth to strictly proceed with previously approved positions as this would not require an increase in dues, whereas the additional positions, it would not be prudent to proceed. As a result, the assumptions presented may require modifications in that the amounts may be too high for 2021. Therefore, when submitting the final documents, the calculations used should be highlighted. In the event this motion is adopted, the Executive Director will endeavour to cost the totals on a 5-month basis commencing December and it was confirmed the dues increase will not be effective until March 2022. The revised budget will be presented to the membership.

**In Favour (9), Opposed (3), Abstention (2)**

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

**Action Item:** The Executive Director to calculate the costs of the positions.

**4.3 CAPE Scholarship Program:** The proposed amendments to the Bylaws were previously circulated to the NEC for review and to outline a new bylaw to fund the CAPE Scholarship Program. The particulars will be developed in the form of a policy that will describe suggestions including but not limited to the number of students and what it entails.

Motion to approve a proposed Bylaw amendment to reflect the CAPE Scholarship Program as amended

**Moved by:** C. Lonmo

**Seconded by:** J. Lafontaine

**Discussion:** A recommendation was put forth to amend section B.16.1 so it reads: CAPE 'may' provide scholarships for post-secondary education through a Scholarship Program, rather than 'will', in the event that it's not feasible at some point, thus alleviating any commitment. The amendment was accepted (reflected in the motion). Although the Bylaw does not specify a maximum/ceiling on annual disbursement, the amount shall not exceed half of one percent (0.5%) of the annual membership dues for the preceding year. The decision resides with the NEC.

**In Favour: (11), Opposed (1) Abstentions (3)**

**By show of hands: Motion Carried**

**Action Item:** The CBLC was directed to further look into the details of the policy to enable the scholarship program and report in October with a proposal for the NEC's review and approval.

#### **4.4 Approval of members of the LoP CBC**

Stephanie Feldman, Andrej Litvinenko, Gabrielle de Billy Brown and Geneviève Gosselin have put their names forward to sit on the LoP Collective Bargaining Committee. Only 4 names of volunteers were received, as such a recommendation was put forth to accept all applicants. The NEC's approval may be sought at a later time for a 5<sup>th</sup> member.

Motion to approve the list of 4 individuals to sit on the LoP Collective Bargaining Committee.

**Moved by:** C. Lonmo

**Seconded by:** H. Delnick

**Discussion:** As part of the National Office, C. Awada volunteered to sit on the Bargaining Committee. It was stated that as per the Constitution and Bylaws, only members of the LoP are eligible, which precludes NEC members from becoming part of the Bargaining Committee as they are not members of the bargaining unit. However, it was contended that as Vice-President of ECs and LoPs, C. Awada is eligible to be a member of the LoP Collective Bargaining Committee. It was pointed out that when the Committee decreases to below

50%, the NEC may appoint an LoP to the NEC pending the acclamation at the AGM in November.

**Abstentions (1)**

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

**Action Item:** A. Lizotte to further look into C. Awada's eligibility to sit on the LoP Collective Bargaining Committee.

**4.5 Approval of TOR for the Voting Subcommittee:** The mandate of the Subcommittee primarily consists of reviewing the issue of low voter turnout within the Association, make recommendations to the NEC, provide guidance on the implementation of activities and resources designed to increase efforts to boost the Association's membership voting numbers and review the voting system types to propose new methods such as ranked voting and voting thresholds for specific types of votes.

Motion to approve the Voting Subcommittee Terms of Reference

**Moved by:** A. Nemec

**Seconded by:** H. Delnick

**In Favour (12), Abstentions (2)**

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

**Next step:** Interested NEC members were instructed to inform the President of their intention to sit on the Voting Subcommittee.

**4.6 Position Paper (Mandatory Vaccine):** The Position Paper was revised accordingly. There were no questions or concerns raised.

Motion to endorse the Mandatory Vaccine Position Paper.

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

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

## **5. Reports**

**5.1 President's Report:** A NEC retreat was held last week, in addition to the MBM. The NEC was informed of the President intention to take a few days off next week during which time, C. Awada will preside.

**5.2 ED Report:** New LRO François Paradis started on September 20<sup>th</sup> and another LRO (Marie-Claude Chartier) is expected to begin on Monday. A new Director of Finance has been hired and the employment contract has been signed. Newly hired administrative assistant Stéphanie Cousineau started last month.

A Town Hall meeting for the staff will be held on October 12. Completion of the conversion of the classification plan is anticipated by the end of this year.

**5.3 Senior Advisor Report:** Treasury Board reported that no work will be undertaken regarding a mandatory policy on vaccination until after the elections as

direction is needed from the Government. Once received, bargaining agents can expect a draft of the framework in the coming weeks where CAPE will be called upon to provide feedback. The Position Paper will help inform the Association's comments and stance.

The Public Service Health Care Plan Negotiations Committee held their first meeting today and updates from that meeting are anticipated. With regards to the Phoenix agreement catch-up clauses, employees should anticipate receiving additional payments in the Fall if they are still awaiting money. The claims process will be available for former or retired employees starting December 2021.

**5.4 Director of Policy & Negotiations Report:** The OPBO began the bargaining process earlier this summer and the first meeting with the Employer was held in August. It was subsequently agreed to suspend upcoming meetings until after the elections. With the election now concluded, 3 new meeting dates have been scheduled in October and November.

EC Group: the first introductory meeting was held on Monday with all 18 committee members in attendance. The morning session focused on training for new members and the afternoon was dedicated to describing how the development of the survey will unfold, followed by a brainstorming session to identify potential issues that may arise in the upcoming bargaining round. The next step is to set up an in-person meeting in October or early November with the aim to launch the survey in December.

TR Group: the survey has been released and is being voted on by the membership. Dates to commence bargaining with the Employer remains to be determined as a result of the departure of the Employer's Chief Negotiator.

**5.5 Director of Communications Report:** The National Office is working on connecting with the elected official that will be appointed and will be looking towards rebuilding a relationship with Treasury Board's new President, who is currently unknown.

Following allegations made to the Canadian Human Rights Commission (CHRC) that were filed by some of its Black employees, the Association has joined forces with the Association of Justice Council (AJC) and PSAC to put pressure on the Commission to review the matter and proposed solutions. CAPE signed a letter drafted by the AJC addressed to the Office of the Auditor General of Canada to raise collective concerns and request a full audit of the Commission's employment practices and its effectiveness in addressing racial discrimination and systemic racism. CAPE is currently working on its own advocacy plan in order to leverage its connection to continue to apply pressure on the CHRC.

The Communications Team will prepare an information campaign describing the rationale for the proposed dues increase where members will be afforded the opportunity to comment prior to the November 10<sup>th</sup> AGM and November 11<sup>th</sup> vote.

The activities of the NEC Communications Advisory Committee will resume shortly and NEC members who volunteered will receive an invitation to the first meeting.

**6. Committee Updates:**

**6.1 Finance Committee:** A report will be presented at the next meeting.

**6.2 Constitution and Bylaws:** Already discussed.

**6.3 Audit Committee:** Updated financial statements were received today and an Audit Committee meeting is scheduled to take place shortly.

**7. Other Business (Diversity, Equity and Inclusion Subcommittee)**

As part of the work of the Diversity, Equity and Inclusion Subcommittee, recommendations will be put forth to the NEC to ensure proper services for representation are provided and that as an Employer, employment practices are inclusive and equitable. Given their expertise, CAPE is looking at partnering with the Canadian Centre for Diversity and Inclusion (CCDI) through their consulting services where a rebate would be made available on training, work and access to all their materials. The Subcommittee is using their model and methods to provide assistance on systemic discrimination and influence how representation is addressed going forward.

Motion to authorize that ACEP-CAPE becomes a member of the Canadian Centre for Diversity and Inclusion (annual membership cost is \$3000)

**Moved by:** J. Lafontaine

**No Seconder**

Motion to defer the motion until the next NEC meeting

**Moved by:** J. Lafontaine

**Seconded by:** H. Delnick

Mover of the original motion withdrew his motion

***Motion Deferred***

**The NEC meeting adjourned at 5:15 p.m. EDT.**

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*The above minutes are accepted as a true representation of the National Executive Committee meeting held on September 24<sup>th</sup>, 2021.*

**APPROVED by:**

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Chairperson

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Date