



**National Executive Committee Meeting
Friday, November 26th, 2021
In-Person / Via Zoom Videoconference**

MINUTES

In Person: G. Phillips (*Chair*), C. Awada, S. Crawford, P. Ives, R. Kossick, K. Mansfield, M. English, E. Tremblay

Via Zoom: N. Bois, J. Brulotte, A. Picotte, G. Kopytko, C. Lonmo, A. Nemeč, H. Delnick, A. Okladov, A. Trau, J. Lafontaine, J. King, S. Rehman

Staff: J. Courty, A. Lizotte, J. George, S. Salter, K. Thériault and J. Ouellette (*in-person*)

Regrets: M. Collins, D. Monafu

1. Call to Order

The NEC meeting was officially called to order at 9:03 a.m. 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 (November 26, 2021)

There were no additions requested.

Motion to adopt the Agenda as presented.

Moved by: C. Awada

Seconded by: E. Tremblay

Abstentions (1)

By show of hands: Carried unanimously

1.3 Review and approval of NEC public minutes (October 29, 2021)

Motion to adopt the October 29, 2021, NEC minutes as amended.

Moved by: C Awada

Seconded by: M. English

Discussion: Referring to item 2g 'List of Resolutions for 2021 AGM', it was noted that the proposed recommendations put forth by E. Tremblay pertaining to receiving resolutions ahead of time for validation, extracting elements of the Code of Ethics to manage conflict, as well as providing an explanatory note for the proposed resolutions were not reflected in the final document circulated. A. Lizotte acknowledged the omission and confirmed the suggestions were approved. In addition, the additional comma after 'disqualified' will be removed. Lastly, Sharon Salter's name will be added as "Present".

Abstentions (2)

By show of hands: Carried unanimously

1.4 Review and approval of SNEC minutes (October 28, 2021)

Motion to accept the SNEC public minutes dated October 28, 2021, as amended.

Moved by: R. Kossick

Seconded by: A. Picotte

Discussion: It was requested to add Sharon Salter and S. Crawford's names under "Present", as well as removing J. Lafontaine's name under "Regrets" to reflect attendance accurately.

Abstentions (8)

By show of hands: Carried unanimously

2. Reports

2.1 President's Report: Despite experiencing disruptive construction noises towards the end of the meeting, the National AGM proceeded successfully. Of the 500 members who registered to attend in-person, 204 were in attendance. Focus of discussion revolved mainly around the dues increase, the budget and new Bylaws. Technical issues encountered pertaining to the voting system as a result of failing to upload all information were ultimately rectified. Results of the votes/resolutions will be announced this afternoon.

Attendance at local AGMs continues. Subsequent to the most recent NEC meeting, the President attended AGMs for Global Affairs Canada, Toronto, Nova Scotia, Heritage Canada, Environment & Climate Change Canada, NRC, Crown-Indigenous Relations and Northern Affairs and PEI. Lower turnout was attributed to local AGMs being held virtually.

The MOU regarding lifting the moratorium on vacation compensatory leave cash out is set to expire on March 31st, 2022 and has yet to be signed due to concerns raised by other bargaining agents. For the past year, the President has been collaborating with the Employer to minimize the potential negative impact on the membership by proposing various alternatives to members being compelled to cash out leave balances at the end of this year, one of which is to consider transferring all excess leaves into a retirement or separate special leave bank accessible for member use. The Employer was not amenable to this proposal, citing the change in the system as an obstacle. Once the MOU is signed, automatic cash out will be carried over a 5-year period effective March 31st, 2022 until

March 31st, 2026 whereby members will be cashed out 20% of the current bank every year for the next 5 years, hence precluding the ability to carry over more than 35 vacation days of new leaves in a year. Further details will be provided once available.

On November 24, 2021, the President was a presenter at the annual Translation Bureau Award Ceremony. This year's recipient of the Language Professional Award of Excellence was CAPE member Isabelle Buteux. This award is presented to employees to recognize significant contributions to the Bureau's national or international outreach.

The President has been participating on the joint NextGen Union Management Committee where meeting discussions target the new HR pay system under development to replace Phoenix. The services of new vendor Ceridian have been retained for the 18-month design and experimentation phase of this initiative with a key focus on accessibility for people with disabilities and visual impairments, as well as the data aspect of the official language requirement. Canadian Heritage will be the first department to participate in the pilot project, and contingent on its success, other departments will be considered.

Although the budget process has begun, the AGM voting results will impact the overall numbers. Further details will be provided during the Finance Committee report.

The President continues to meet bi-weekly with new Assistant Deputy Minister, Employment Conditions and Labour Relations S. Diotte. Discussions have been initiated to stimulate the EC Collective Bargaining prior to the contract expiring, with the aim of securing a new collective agreement prior to the expiry of the current agreement. The EC Bargaining Team's involvement will be instrumental throughout the negotiations.

A productive meeting was held with the Federal Black Employee Caucus (FBEC) on November 8, 2021. The Caucus elected its new Chair who met with the President to tackle issues related to defending the rights of Black federal public servants in the workplace.

The President met with the Union Management Relations Committee on November 24th, 2021 to discuss topics for an upcoming in-person Symposium scheduled to take place in Ottawa with a target date sometime in September 2022.

The President also met with Treasury Board and bargaining agents during the NJC (National Joint Council) sessions held on November 2nd and November 16th.

Upcoming scheduled meetings include the Joint Learning Program Steering Committee, as well as an NJC meeting on November 29th and the NJC Bargaining Agents President's meeting to be held on November 30th, 2021, with the full NJC meeting to be scheduled for December 1st, 2021. The next 2 management training sessions with leadership coach Tim Robinson will be held on December 2nd, 2021. A meeting with S. Diotte is scheduled to take place on December 6, 2021. Local AGMs in Manitoba and a meeting with the RCMP will be held December 7th and 9th respectively. The NEC was reminded of the President's extended vacation leave effective December 15th until January 21st, during which time A. Picotte will be acting President.

2.2 ED Report: A written copy of the Executive Director's report was included in the meeting package, outlining the structural content of operational activities accompanied by a detailed breakdown of grievances. In light of the significant workload involved in preparing a fulsome summary, the ED's report will be presented to the NEC on a bi-monthly basis. Any suggestions for potential topics to cover or on the format of the report put forth by the management team can be addressed to J. Ouellette's attention.

With respect to the request by the NEC to consider a discussion platform, advancements have been made in preparing a directive which will be rolled out to the NEC early next week for comments and suggestions on the platform procedures. Once feedback is received, the management team will began working on the creation of email addresses with full implementation and use by January 2022.

Regarding labour relations, efforts related to the vaccination policy prompted a substantial amount of work internally, resulting in the Association hiring J. Baeza as an LRO for a 2-month period to oversee that component with the assistance of both A. Lizotte and CAPE legal counsel I. Petrin to ensure a consistent approach on the terminology adopted related to the grievances, as well as to identify cases to advance.

A Steward and Local Leaders training are scheduled to take place virtually in January and February 2022 with dates to be determined. The Education Officer has been working on instituting new projects, including the development of online tools for the members, stewards and Local Leaders. A recommendation was put forth to consider holding hybrid training to enable members to attend in-person. In response, it was stated that consideration will be given for the March/April training sessions.

The National Office is looking at staffing the translator/revisor position in early January 2022 and is also actively looking to fill the legal counsel position.

The Association has been working with the Employer to negotiate an advance of \$1.4M (*interest free*) of owed compensation as a result of issues stemming from Phoenix to be allocated towards the resolution of cases. These funds are not considered as revenue. A 6-month loan/advance has been disbursed and was received this week. A total sum of \$1.78M must be repaid in the next 36 months. Members of the management team along with the Chair of the Finance Committee will be meeting shortly to determine the proper management and use of the funds.

2.3 Senior Advisor Report: The latest NJC stats as of November 24th, 2021 are as followed: 79 new COVID cases were reported, for a total of 6295 since the beginning of the pandemic with 407 of those cases still active. There has been 1 new work refusal filed at the Canadian Labour Code in the last month for a total of 85 since the beginning of the pandemic. With respect to office closures, 3 new cases have been reported for a total of 11 238 employees affected and 6871 of those cases remain actively affected. With respect to

the vaccine attestation, a privacy concern pertaining to need-to-know arose whereby only immediate supervisors should be privy to personal information in the system as there have been cases where individuals beyond management have been able to access this information. In response, it was recommended holding further discussions offline and directly raising the issue with Treasury Board.

Treasury Board recently published several updated directives, including the Public Service Occupational Health Program COVID-19 guidance released on November 15th which addresses protocols for returning to the workplace and updated in consultation with Health Canada and Public Health Agency. The guidance is not prescriptive and allows for some flexibility in approaching the implementation of preventative practices to ensure its tailored to the department's operational requirements, work setting and employees' functions. The guidance outlines the ability for a gradual increase in building occupancy with potential full occupancy based on occupational requirements, and addresses physical distancing measures. Also included in the guidance is a risk assessment tool to enable departments and agencies to determine an appropriate level of. The policy on vaccine boosters remains evergreen and subject to change as public health guidelines evolve.

The Code 699 guidance was also updated and similar to the Public Service Occupational Health Program COVID-19 guidance, was released on November 15th to coincide with the administrative leaves provisions under the Mandatory Vaccine Policy. As it stands, the use of Code 699 will be limited and assessed on a case-by-case basis. Managers are requested to consider the employees' work availability and vaccination status.

Public Health Care Negotiations update: The proposal developed by the bargaining agents was provided in the NEC meeting package in September. Negotiations and were temporarily suspended during a slow down in the summer as well as due to the elections, then resumed on September 24th with the most recent meeting held on November 18th. The appointment of the new Treasury Board President has halted while orientation is underway for this new appointment. Another factor delaying progress is attributed to Treasury Board indicating that any savings generated during negotiations will only be 50% reinvested back into the plan, which runs contrary to bargaining agents' preferred outcomes. In addition, Treasury Board's has expressed reluctance in entertaining previous proposals put forth by the bargaining agents at the table, resulting in exploring mediation as an option.

In the Fall Economic Statement, over \$6M was earmarked by the Government to conduct a review of the Employment Equity Act which aims to remove systemic barriers in federally-regulated workplaces for individuals and groups (*i.e.: women, Indigenous peoples, people with disabilities and members of visible minorities*). A taskforce was appointed in July whereby 13 members were selected to ensure the Act reflects today's realities of the workplace, as well as to prevent any impediments related to recruitment, retention and promotion of members of the 4 designated groups. CAPE submitted a letter expressing interest in engaging in consultations to provide recommendations to inject into the review and is awaiting a response from the taskforce. Assistance from the Diversity, Equity &

Inclusion Subcommittee will be sought in providing a response to be presented to the NEC for review and approval of the submission.

With respect to the LoP bargaining, Chief Negotiator J. George and A. Lizotte are leading the process and met with the bargaining agents on November 5th for a review of bargaining practices. The LoP collective agreement is set to expire on June 16, 2022. The bargaining notice must be served by April 16, 2022. Next steps will entail the development of the survey along with the selection of the Bargaining Team.

2.4 Director of Policy & Negotiations Report: OPBO: A tentative 4-year agreement was signed with a 2.1% increase annually for a total of 8.4%. A meeting was held yesterday with the membership to provide an overview of the tentative agreement. Voting opened yesterday at 5pm and runs until next Friday.

Negotiations preparations for the TR group are progressing well with close involvement of the Chief Negotiator, given the complexities surrounding the dynamic at the Translation Bureau. Treasury Board hired a new Chief Negotiator. The Collective Bargaining Team has been selected and is on track to serve notice to bargain on December 18, 2021. In light of the numerous ongoing challenges experienced by the TR group, options for potential litigation cases are being explored in an effort to address some of the issues experienced by the members.. The issue involving the interpreters has become a growing concern in light of the lack of proper equipment, ultimately resulting in injuries. The Association is contemplating filing a complaint under the Canada Labour Code based on the Health & Safety provisions of the Code. In addition, the Association is looking at filing a policy grievance with respect to the system that manages the time allocation for translators to perform assignments, as insufficient time is being allocated.

The EC survey was released on November 17th using the new Microsoft Dynamic platform. The survey must be completed by December 3rd, 2021. A subsequent meeting will be held on January 13-14, 2022 to complete the proposals and select a Collective Bargaining Team ahead of the next round of collective bargaining. Notice to bargain can be served as early as February 18, 2022.

The Mandatory Vaccination Policy for CAPE staff reflects the guidance adopted by the NEC in its position on vaccines. Currently, the best line of defense is to work remotely on a temporary basis for the duration of the pandemic. Proof of vaccination will be required for staff who come into the workplace, which also extends to contractors and visitors. With respect to the return-to-work protocols, insight from the NEC will be sought on the Association's position in identifying the Employer's role in making this requirement in order to properly equipped Local representatives and LROs through questions to raise at the Health & Safety Committee level. In Ontario, Employers must establish a COVID-19 Safety Plan. The internal CAPE staff Vaccination Policy has been provided to ESU for feedback. CAPE staff do not have provision in the collective agreement for tele-working. A COVID 19 Safety Plan will be developed for the NEC's review for the January or February meeting.

The Harassment Policy must be renewed on an annual basis as per Ontario legislation, which was omitted last year but is currently being addressed. In conjunction, the National Office is also exploring making amendments to the Bylaw 5 process to enable facilitating early interventions/resolutions prior to issues escalating.

Treasury Board Workplace Committees: A Working Group chaired by Jean-Francois Fleury, ADM of TBS was established to discuss the new workplace realities, including the future work-from-home setting. The TBS is seeking input from BAs regarding guidelines being developed on the future workplace. The BAs shared their concerns regarding the current Telework Directive which is based on discretionary approval. The BAs are seeking greater certainty for employees to work remotely if they choose to do so.

2.5 Director of Communications Report: With respect to the interpreters' safety, the launch of an advocacy campaign to increase pressure on the Government is underway in an effort to accelerate the measures for better protection working in a hybrid environment. This may be coupled with a litigation strategy in order to formalize CAPE's position. The intent is to schedule a meeting between President G. Phillips and Treasury Board President Mona Fortier along with Minister of Public Services and Procurement and Receiver General for Canada Filomena Tassi in an effort to expedite the issue.

The webpage dedicated to the NEC is under development and members who have yet to provide a bio were requested to submit it to K. Thériault's attention in the next few days in order to be posted prior to Christmas.

An annual report is being developed along with a RAND registration campaign to reach out to non-registered members. Currently, there are approximately 35% of RAND members. The National Office is working on finalizing the membership list for distribution to the Locals and anticipates completion in the coming weeks. Local Presidents will be required to sign a confidentiality agreement prior to accessing the list.

The AGM voting results will be published later today.

2.6 Director of Finance Report: The process to implement the recommendations contained in the Audit Management letter is underway. With the assistance of the Finance Committee, issues raised are being discussed towards the formalization of procedures and policies along with documented internal controls. A Procurement Policy is also being developed to ensure a robust framework.

The first budget meeting was held yesterday with the Finance Committee to review sections of the budget. A subsequent meeting will be scheduled in early December to conduct in-depth discussions on staffing plans and to formalize the remaining sections of the budget.

The Finance Director has been undergoing cross-training payroll sessions with M. Courty to be able to substitute roles as needed.

LUNCH BREAK

AGM Voting Results: The Insite Report was circulated to the NEC via email. Results were as followed:

The membership approved all the resolutions with the exception of the scholarship and dues increase. The exact number of votes was read aloud. The total vote participation was 1242 members (around 5% of the membership) in contrast to last years 500 member votes. As for next steps, the management team will meet to re-evaluate the situation and devise a robust strategy accordingly. A report to the NEC will subsequently be prepared with an abstained option for each vote.

Discussion Points:

- A suggestion was put forth to consider holding a SNEC meeting on lessons learned on the rejection of dues increase to explore better approaches, scenarios and options involving member consultation
- While the dues increase was not approved, it was confirmed that expenditures were approved and therefore, funds to fulfill the staffing requirements can be drawn from the savings account, the \$1.7M from the Government or money from the reserve funds
- It was inquired as to whether there is an option of changing the Constitution on seeking member approval for the dues increase and allowing the NEC as the governing body to make that decision. In response, it was stated that this proposal would require a constitutional amendment to Section 5.13 in order for the members to relinquish their voting rights on the dues increase which must be approved by a $\frac{2}{3}$ majority vote. Furthermore, as a longstanding practice and for transparency's sake, the membership must be consulted, and circumventing the process currently would be ill-advised and poorly received
- Moving forward, a NEC member asserted the need to require a minimum of 2000 member votes to protect the fate of the Association from a minority group and ensure enhanced member representation
- As an option, a recommendation was put forth to allow the Association to deplete some of the reserve funds, go into a deficit for the next few years, prepare an annual statement demonstrating the shortfall and reintroduce the subject to the membership for reconsideration
- When approaching the membership with another increase, a suggestion was put forth to separate the ask of the dues increase from the perpetual increment, or include both in the budget
- A recommendation was put forth to itemize the plan for the proceeds from a dues increase to inform the membership of the intended usage of funds, as then describe the outcome if those funds are not made available

- A NEC member recommended considering hiring an expert strategist specialized to assist in the future to avoid getting a refusal
- A comment was raised that the dues increase request must be linked to the performance to increase awareness amongst members of the ROI of approving dues increase
- It was reminded of the importance of accepting the membership's decision and that it remains incumbent upon the Association to move forward and diligently provide the membership with affordable services while still protecting the financial interest of the union in an efficient manner

3. Committee Updates

3.1 Finance Committee: On November 16th, the Finance Committee received the year-to-date financial statements as of October 2021, which included a list of cheques over \$500. Due to the confidential nature of the names on cheques along with sensitive information attached, they were not posted online and therefore, have yet to be fully reviewed and approved. The President, C. Awada and H. Delnick met at the CAPE office last Monday to review all cheques exceeding \$500 and while there were no major issues, minor items requiring further clarity will require additional review. As such, a subsequent meeting has been scheduled to undertake a more thorough review of matters to address. Once an in-depth analysis of the expenditures is conducted, the financial statements will be presented to the NEC for approval. In response to a NEC member's inquiry, the President confirmed that Section 13.3.3 of the Constitution under the "Authorities of the Finance Committee" stipulates that the powers in reviewing the Association's expenditures rest with the Finance Committee, not the NEC.

The next Finance Committee meeting is scheduled for December 16, 2021.

The rationale for starting the budget process early this year is to propose a future amendment to the calendar/fiscal year of the Association's budgeting process to the month of June or July and explore all viable options. The Finance Committee is working diligently towards the modernization of the financial component of the organization in an effort to present the budget prior to taking effect. In addition, the current timeframe of budgeting process coincides with CAPE's fiscal year-end, which results in heavy workload for the Finance Department in preparing the closing of ledgers and working with the accountants during that time, as well as added work for the finance staff in reconciling the Association's fiscal year, as well as the employees' pension fiscal year end.

A meeting was held with wealth management firm Cumberland to review the Association's portfolio at which time a decision was made to modify the asset allocation by reducing bond holdings and increasing equity holdings. A review of the portfolio is supposed to occur every 6 months as per the agreement; however, this has not been happening. The Director of Finance has been in contact with Cumberland and an analysis will be undertaken of the entire investment holdings and discussions for the \$1.7M in order to ascertain the optimal method to grow the funds. A NEC member recommended

reviewing the portfolio investment lines through a more social strategic lens by focusing on carbon-based acquisitions.

E. Tremblay requested to become a member of the Finance Committee. In response, the Chair of the Finance Committee stated that no calls have been put out for additional members but upon the appointment of new NEC Directors, the Finance Committee will review the composition and if at that time additional members are needed, submissions for the role can be made. At this time, E. Tremblay called upon the broader NEC membership for support of candidacy to sit on the Finance Committee. With the majority of NEC members on the call, she pleaded for support from the NEC to integrate to the Finance Committee earlier rather than later. H. Delnick requested for the Harassment Officer to intervene and review the comments made by E. Tremblay.

Action Item: J. Ouellette to review comments made by E. Tremblay.

3.2 Constitution and Bylaws: In light of the logistics and inability to achieve quorum, no meetings were held this month. The Chair of the CBC met with A. Lizotte to discuss ongoing projects and reported to the NEC on some of the projects identified for priorities to undertake as a committee, including the President's compensation, the scholarship which is now moot, and changes to the year-end to assess the pros and cons, etc. C. Lonmo will be submitting a report to the Chair of the Finance Committee on this matter. In addition, the CBC will be working on the governance aspect with the intent of optimizing the timing for various processes by looking at the sequence of events in an effort to smooth out the staff workflow in different areas. Lastly, the CBC will be looking at making changes to Bylaw 5 to initially give a more informal approach to dealing with issues before involving legal counsel.

A questionnaire was sent out to the chairs of each of the committees as it relates to issues in recruiting volunteers, time etc. Committee Chairs were requested to respond regardless of whether there are any noteworthy issues.

3.3 HR Subcommittee: A HR Subcommittee Chair has yet to be appointed. Upcoming discussions will mostly revolve around the membership's refusal of the dues increase proposal. A recommendation was put forth to consider A. Butler on the basis of experience having served as Chair in the past.

Action Item: J. Ouellette to organize the next HR Subcommittee meeting to discuss staffing needs and administrative review.

HEALTH BREAK

3.4 DDT Subcommittee

The drafting of the TORs presented minor challenges given the rapid evolution of the technology, which led to the development of a broad Terms of Reference document. The top 3 technologies will be presented to the NEC on an annual basis to ensure maintaining trends with advancements. In addition, volunteers from the NEC, specifically from the TR group, were sought to sit on the DDT Subcommittee. K. Mansfield volunteered. A friendly amendment was put forth and accepted to amend the TORs to extend the DDT composition to non-NEC members, with the total maximum composition to be determined.

Motion that the NEC accepts Terms of Reference for the Digital Disruption and Transformation Subcommittee as amended.

Moved by: M. English

Seconded by: S. Crawford

Abstentions (2)

By show of hands: Carried unanimously

Action Item: Present the final DDT Subcommittee TORs to the NEC at the January meeting.

3.5 Diversity, Equity & Inclusion Subcommittee: The last meeting was held on October 31st at which time items presented by the NEC on October 29th along with the Subcommittee Action Plan and linkages in establishing a list with federal EDI networks were discussed. On November 7th, co-Chairs J. Lafontaine and G. Kopytko received the first draft of the primary objectives stemming from the TORs. It was also confirmed that the Subcommittee name change to EDI (Equity, Diversity & Inclusion) Subcommittee was approved and will be reflected accordingly in the TORs. This will also be reflected on the NEC agenda moving forward.

On the advice of the Communications Team, J. Lafontaine attended the Government of Canada's Diversity & Inclusion Conference that took place on November 4th, 2021. A follow up meeting was held on November 23rd with members of communications to discuss the outcome of the Conference.

A meeting is scheduled for December 2nd to discuss how to collaborate with FBEC (Federal Black Employee Caucus) as previously outlined in the President's report.

3.6 Voting Subcommittee: A. Nemeč updated the NEC on the meetings held from July to November 2021, at which time E. Tremblay joined the Subcommittee. An additional volunteer from the NEC will be sought in the near future. The Subcommittee's mandates focus on addressing issues related to increased member participation rate, particularly low voter turnouts from a member-centric perspective, exploring ways to encourage members voting on CAPE-centric resolutions (*e.g.: RAND programs, education and outreach programs*), as well as to review the voting system to determine what is being used by other unions (*i.e.: The Alliance, ACFO*). In the interim, the Research Team developed a paper outlining the different options used by the unions which will be presented in its final format to the NEC at a future meeting. Given the adoption of the new Microsoft

Dynamics platform, priorities may shift and further research on its capabilities will be considered.

A. Nemec further expanded on the status of the specifications based on the paper developed by the Research Team entitled “single ballot simple majority system” and based on the recommendations put forth to the Subcommittee, PIPSC’s voting system model was highly endorsed as it enables voters the opportunity to rank the list of candidates. The technicality of ranking will indicate the statistical majority whereby victory is not determined by the most votes, but rather the highest statistical majority, the goal to have a more representative outcome. This was demonstrated to the NEC via screen share to gain a better visual understanding of the hybrid system used by PIPSC. The Voting Subcommittee will hold further discussions to determine the appropriate thresholds and explore electronic vs. conventional voting/ballots models etc. NEC members were requested to reflect on potential options and consider the 2 new NEC Directors to sit on the Voting Subcommittee.

4. Decision Items

4.1 NEC members to ESU/CAPE Collective Bargaining Team (A. Lizotte)

The collective agreement is set to expire on April 30th, 2022. NEC volunteers were sought to sit on the Collective Bargaining Team and participate in the upcoming round of collective bargaining. The Bargaining Team is expected to meet in December or early January to review the proposals that will be put forth. In the event that more than 3 NEC members put their names forward, a Doodle poll will be conducted.

Motion that the NEC select three (3) volunteers from the NEC to sit on the CAPE Collective Bargaining Committee for the renewal of the collective agreement between CAPE and the CAPE Staff Union (ESU) set to expire on April 30, 2022

Moved by: C. Awada

Seconded by: A. Picotte

Abstention (1)

By show of hands: Carried unanimously

NEC members H. Delnick, G. Kopytko, A. Okladov, K. Mansfield, R. Kossick and E. Tremblay volunteered to sit on the Collective Bargaining Team. A Doodle poll was conducted and as a result, G. Kopytko, A. Okladov, and R. Kossick were selected.

5. Discussion Items

- a) Audit - Management letter:** The memo on potential courses of action was provided and work on implementation by the Finance Director S. Salter is underway. This will be added as a standing NEC agenda item.

6. Action Items

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

- a) Updated DEISC Terms of Reference: ***Completed***
- b) Member Representation/Number of Outstanding Grievances: ***Completed***
- c) Updated DEISC TORs: ***Completed***

The NEC meeting adjourned at 3:52 p.m. EDT.

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on November 26th, 2021.

APPROVED by:

Chairperson

Date