



FAQ – Collective Bargaining

At CAPE, we work to secure the best possible collective agreements for you, our members. Our goal is to support, protect and advance your rights and interests — effectively, accountably and for the benefit of all those we represent.

Find below some of the most common questions asked by our members about collective bargaining. You can also check out the [collective bargaining section](#) on our website for additional information.

Collective Bargaining is covered in [By-Law #7 \[PDF\]](#).

1. Who is involved in the bargaining process for CAPE members and what are their roles?

CAPE's negotiator oversees the process working closely with bargaining committees and teams.

Each member classification is represented by two groups with complementary roles: a bargaining committee and a bargaining team.

The **bargaining committee's** roles are to prepare proposals (positional bargaining) or define problems (interests-based bargaining), select the members of the bargaining team, work to an agreement or reject a final offer from the Employer.

The **bargaining team** works closely with our experts and CAPE's negotiator to ready themselves for the negotiations. Their role is to negotiate with the Employer in good faith, following a mandate developed around priorities identified by the members and their bargaining committee.

2. Who sits and can sit on a bargaining committee and on a bargaining team?

A **bargaining committee** brings together a mix of CAPE staff and volunteers chosen through a call for volunteers launched at least three months before your collective agreement expires. The selection process is detailed in [By-Law # 7.1. \[PDF\]](#). Any member can volunteer to sit on a collective bargaining committee.

Members of a **bargaining team** are made-up of member volunteers chosen from and by the bargaining committee.

3. What does the collective bargaining process look like?

The work that goes into drafting and securing your collective agreement involves a robust, and sometimes lengthy negotiation process between your bargaining team and the Employer. Collective agreements are often agreed upon following extensive back and forth between parties.



4. When does CAPE usually start negotiating with the Employer?

CAPE usually starts negotiating with the Employer before the expiry date of your collective agreement.

According to the [Federal Public Sector Labour Relations Act](#), applicable for EC and TR groups, CAPE can send a notice to bargain four months before the expiry date of the collective agreement, at earliest.

As for the Library of Parliament and Office of Parliamentary Budget Officer groups, notice to bargain could be served two months before the expiry date of the collective agreement at earliest as per the [Parliamentary Employment and Staff Relations Act](#).

After notice to bargain collectively is given, CAPE and the employer must meet and commence to bargaining collectively within 20 days, unless the parties agree otherwise.

5. Who decides what to negotiate on?

CAPE members and their bargaining committee do.

Bargaining committees consult the membership on what issues they wish to see negotiated. Members are typically consulted via online surveys managed through emails, weeks or months ahead of bargaining sessions. The information collected helps set priorities and develop proposals to bring to the bargaining table.

Feedback and answers submitted by members are kept strictly confidential and no identifying information is ever disclosed to management, at the bargaining table or elsewhere.

Having your updated email address is a prerequisite to participate in those surveys. Members' email addresses are acquired through [registration](#) and can always be changed later.

6. On what factors is CAPE's negotiation mandate based on?

The 'mandate' can be defined as agreed instructions about the kinds of deals CAPE can explore and agree to at the bargaining table.

CAPE's mandate is developed based on factors such as the membership survey, but also on the research and analysis conducted by CAPE's research team, which look at gains by comparators, CAPE labour relations data and emerging trends.



7. How can I get updates on the collective bargaining process?

Members can follow the progress of negotiations on CAPE’s website via the dedicated [bargaining updates page](#). Updates are also always emailed to members. The information shared in the updates take into account the confidential nature of discussions with the Employer at the bargaining table.

8. How can I make sure to receive email updates on the bargaining process?

Only registered and pending members who have provided CAPE with an updated email address will receive email updates when they are available. Be sure that your registered contact information is up to date.

Reach out to membership@acep-cape.ca if you are not receiving CAPE’s emails.

If you have not registered yet, you can do so [on our website](#).

9. Who are the bargaining committees set for this round of bargaining?

Find below updates for occupation group including Collective Bargaining Committees and their members for each unit.

- [EC Collective Bargaining Committee](#)
- [TR Collective Bargaining Committee](#)
- [LoP Collective Bargaining Committee](#) (coming soon)
- [OPBO Collective Bargaining Committee](#)

10. Do I need to wait for the bargaining process for my grievance resolution?

Individual grievances and dispute resolution processes are separate from collective bargaining: if you feel you have been individually aggrieved, you are encouraged to contact your Labour Relations Officer to discuss your concern and receive advice on the best course of action.

11. Where can I find my current collective agreement?

Collective agreements are on the Employer’s website and links to them are also provided on CAPE’s website:

- [EC](#)
- [TR](#)
- [LoP](#)
- [OPBO](#)