



**National Executive Committee Meeting
Friday, April 29th, 2022
Via Zoom Videoconference**

MINUTES

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

Via Zoom: H. Delnick, J. Lafontaine, P. Makrodimitris, A. Nemec, S. Rehman, A. Trau, P. Ives, C. Pageau, A. Picotte, A. Okladov

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

Regrets: A. Butler, J. Brulotte, J. King, M. Collins and D. Monafu

1. Call to Order

The NEC meeting was officially called to order at 9:02 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.*

1.1 Approval of NEC Agenda

A request was put forth to address item 5.2 (TR Directors positions) as a first order of business to enable full participation by new Director C. Pageau. The Chair stated that while the Constitution stipulates that the appointment is effective at the next NEC meeting, this may be subject to interpretation. C. Pageau momentarily stepped away from the call to allow NEC members to deliberate on the matter. Following a brief discussion, a formal request was put forth to immediately address agenda item 5.2

Motion to address Agenda Item 5.2 (TR Directors positions) following the approval of the minutes

Moved by: K. Mansfield

Seconded by: A. Picotte

Abstentions (2)

By show of hands: Carried unanimously

An additional request was put forth to address agenda item 4b) at 2:00 pm in order to accommodate the presenter's brief absence.

Motion to adopt the agenda as amended.

Moved by: C. Awada

Seconded by: A. Picotte

Abstentions (1)

By show of hands: Carried unanimously

1.2 Review and approval of NEC public minutes (March 25, 2022)

Motion to adopt the March 25, 2022, NEC minutes as presented.

Moved by: C. Awada

Seconded by: A. Picotte

Opposed (1) Abstentions (2)

Motion Carried

5.2 TR Director Positions

Bios of both candidates were previously circulated to the NEC for review. The NEC followed the procedures as outlined in Article 21 of the Constitution.

Be it resolved that the NEC approve C. Pageau and S. Harquail as the new TR Directors

Moved by: C. Awada

Seconded by: A. Picotte

Abstentions (2)

Motion Carried Unanimously

**It was confirmed the Solemn Declaration was signed by C. Pageau, who subsequently re-joined the meeting*

2. Committee Updates

2.1 Finance Committee: The financial statements for the month of February were approved at the most recent Finance Committee meeting and the financial statements for the months of March and April will be approved in May. The Finance Committee held discussions on the review of the Defense Fund and on the proposed amendment to change the fiscal year-end to match the calendar year, in addition to reviewing the Association's investments. The Local Leaders meeting of April 14th was held primarily to address questions related to the budget, and suggestions by Local Leaders were well-received and acknowledged and will be given consideration by the Finance Committee. Context for the undercurrents of the meeting was described to the NEC, raising concern for the conduct exhibited by a couple Local Leaders during discussions related to the consultation with Locals and Steward training.

Discussion: A recommendation was put forth strongly urging the Anti-Harassment Policy be enforced at all times to avoid contentious situations from occurring to maintain a safe and professional setting for members. The NEC was reminded that it is not the role of

the Anti-Harassment officer to interrupt a meeting to enforce the policy, but they respond when a participant expresses a concern, so the policy is indeed enforced at all times already. A NEC member stated that as a result of comments and insinuation raised at the LLC meeting, stewards at Local 503 were advised by their Local President to submit an email to the attention of the Anti-Harassment resource person for the meeting in the event similar behavior is experienced. AAA NEC member from Local 516 mentioned not having received the invitation to the LLC meeting, which was attributed to a technical issue with the system and will be followed up on.

2.2 Constitution and Bylaws Committee: Discussions at the most recent CBLC meeting focussed on the proposed fiscal period request and identifying provisions within the Constitution that will require an amendment. Process-wise, the Finance Committee will bring this request officially to the NEC for approval, which will be addressed further down the agenda. If approved, the matter will be reverted to the CBLC for action and implementation. In addition, the President's compensation was discussed and the proposed amendment to the Bylaws will be presented to the NEC for review and approval later on the agenda.

2.3 HR Subcommittee: Being an ad hoc committee, there was nothing to report as no meeting was held last month.

2.4 DDT Subcommittee: The DDT Subcommittee membership has grown with the recent addition of K. Mansfield. M. English reported on priority areas which revolve around supporting internal committees of the NEC. The DDT will be working with the Bargaining Committee alongside R. Kossick as ex-officio, as well working with the WFA Subcommittee. As a next step, a curtailed briefing on areas of focus will be presented to the NEC at the June meeting. Considering the anticipated impact on the TRs, newly appointed TR Director C. Pageau volunteered to sit on the DDT Subcommittee.

2.5 Equity, Diversity & Inclusion Subcommittee: Co-Chair J. Lafontaine acknowledged operating on the traditional unceded Algonquin territory. The EDI Subcommittee met on April 12 to discuss Director of Communications, a similar briefing will be presented to the NEC in the near future. There were also discussions pertaining to subcommittees membership as well as reviewing the application forms and Public Affairs and the process to recruit and select committee volunteers. The need to ensure a diverse and balanced membership. Advocacy and Public Affairs Advisors election was emphasized. Sr. D. Epale provided the EDI with an update on outreach project undertaken by the Communications Section regarding National Federal 'equity-deserving' groups, working from a list of 9 groups to potentially connect with. A separate meeting was held on April 21 with the Director of Communications and Public Affairs onto review the presentation for the EDI info-session that will be delivered to the NEC at the May meeting with special guest

M. Albert, Director of Partner Relations at CCDI. The next EDI meeting is scheduled for May 5th, 2022.

2.6 Voting Subcommittee: The Voting Subcommittee Chair reported on the meeting held April 28th during which the Subcommittee discussed the final recommendations on a proposed voting system to present to the NEC at the May meeting, contingent on the timely translation of the document. A suggestion was made to hold discussions on how to engage the membership as a whole throughout the consultation process to stimulate participation that will lead to a greater number of votes being cast.

HEALTH BREAK

2.7 WFA Subcommittee: The Chair acknowledged draft TORs were a table drop. The Subcommittee's TORs have been finalized this week and circulated to the NEC for review. If approved, the Subcommittee will be renamed to EBDS (*Employment & Benefits Defense Subcommittee*). Barring unforeseen issues, the short notice for this inclusion was due to the prospect of the Government conducting program reviews, hence the need for CAPE to take a proactive stance in addressing the matter as it may result in potential layoffs. A call out will then be issued to the membership at-large to volunteer to sit on the Subcommittee, with consideration to include local stewards or local presidents as non-voting members. The Subcommittee must be comprised of the President, 2 VPs and minimum of 5 NEC members.

3. Reports

3.1 President's Report: The President undertook a re-engagement strategy with the Locals and the members. Though expanded upon, the agenda developed by the Atlantic Regional Council was utilized as a starting point for the Locals engagement tour. The session in Toronto was well-attended and yielded productive feedback from the members and during the 1 on 1 with the Local President, the outreach was deemed an overall success. The potential establishment of an Ontario Regional Council to increase interest and participation by members is being considered... The next stop on the tour is scheduled for Quebec City.

Further to the Finance Committee report, it was stated that despite the record attendance at the LLC meeting, there were several concerns related to the timing of the meeting being held ahead of the Easter long weekend. Consequently, a few LLC members requested receiving 3 weeks notice of the scheduled meeting date. Another key takeaway was a request for sharing more substantive information about the budget in an effort to increase transparency that will lead to greater clarity. A number of LLC members requested gaining access to a communication platform in order to reach out to their peers and collaborate on a platform such as MS Teams. The majority of LLC members are eagerly awaiting the deployment of the distribution of membership list.

Last week the President met with MP M. Beaulieu from the Bloc Quebecois alongside C. DeBellefeuille from BOIE (*Board of Internal Economy*) to discuss challenges related to the Health and Safety faced by interpreters on the Hill. The meeting was productive, during which time support to CAPE was offered. A takeaway of the meeting was the understanding of the seriousness of the matter and that the Bloc Quebecois is keen to help champion this initiative and put forth recommendations for implementation that will preserve bilingualism.

3.2 ED Report: The staffing of the additional positions is well underway with interviews having started 2 weeks ago. The Executive Director will confer with the HR Subcommittee Chair to schedule a meeting to provide an update of ongoing progress and next step on staffing initiatives.

The first draft of the report on the Labour Relations Operational review is expected to be released next week.

With respect to the Vaccination Policy, the most recent numbers of individual grievances were shared with the NEC, stating that 104 are challenging the application of the Policy. An additional 48 members have contacted the National Office but chosen not to file a grievance. A detailed breakdown by department has been compiled and will be forwarded to the NEC via email.

The process to grant access to membership lists for Local is expected to be released next week. A comment was raised as to the use of an internal CAPE email address for facilitating the membership list distribution to Local Leaders. This is being taken under advisement.

With respect to the provision of CAPE email addresses and collaboration site to NEC members, it was stated that this will be used to streamline the submission of NEC meeting documents, including meeting calendar invitation, as well as to increase efficiencies for the Secretary when sending information for NEC members with CAPE email addresses.

3.3 Senior Advisor Report: The LoP Bargaining Committee met 3 times between November and February. The Bargaining Team was selected from amongst the members of the Bargaining Committee Draft proposals, based on the LoP survey results were prepared by the Research Team and will be reviewed by the Bargaining Team at the meetings scheduled for May 11 and 12th. The LoP is in the tendering process for a Chief Negotiator. It was agreed with the LoP that the notice of bargain would be sent out shortly and subsequently put on hold temporarily while they try to finalize the tendering process. Tentative dates for bargaining have been set aside for July and will be confirmed by the LoP next week. An email to LoP members will be sent out shortly to provide an update on bargaining,.

CAPE provided its submissions to the Employment Equity Act Review Taskforce on April 28th. Our recommendations will be forwarded to the NEC ahead of the next meeting.

The last NextGen Pay and HR meeting was held Thursday. The system is in the design and implementing phase. The pilot program was broadened to include additional partner departments (*i.e.: Canadian Economic Development for the Quebec region, DFO, Indigenous Services Canada and Crown Indigenous Relations & Northern Affairs Canada*) in order to test the French user-experience, regional experience, as well as complex scheduling and pay scenarios. The ADM of NextGen HR and Pay, S. Benzvy Miller reiterated her Teams availability to meet with and provide a more fulsome update to the NEC.

3.4 Director of Communications and Public Affairs Report: The 2022 Federal Budget was reviewed this month and a report with key highlights was developed for CAPE members. In addition, an article on the Federal Budget has been published and has been uploaded to the website.

With respect to the interpreters, the Association has made progress on the advocacy and government relations front. NDP Member of Parliament G. Johns has made a commitment to address the matter of interpreters' lack of safety in the workplace at a future House of Commons session. The Communications team is working on formulating questions to be directed to Minister of Public Services and Procurement F. Tassi, who recently declined a request for a meeting with CAPE.

On the membership engagement strategy and outreach front, a call for volunteers to sit on various NEC subcommittees was recently launched. The process concluded last week with several members expressing interest in a number of subcommittees, particularly the EDI and Communications Advisory Committee. The list of all applications received will be shared with the NEC next week and Chairs of all the interested subcommittees will be contacted. A shortlist of applicants will be presented to the NEC for approval at the May meeting.

In regard to the dues increase campaign, a post-mortem was held with members of the management team, Communications section and members of the Dues Increase Committee team; next steps is to examine learnings from this campaign and how to apply them to a future dues increase campaign, should the NEC decide to go down this path again.

With the process to grant access to membership list to locals soon to be released, all members will be informed of upcoming changes that will govern the Association's policies and rules of conduct to ensure the members privacy. In addition, members will be made aware of the proper mechanism to report issues on how the email information is handled. A Local Emails Management manual highlighting communications management in accordance with best union practices will be developed.

The review of the draft Local Leaders consultation survey has been completed. Comments and feedback received have helped improve the survey, which will be sent to Local Leaders next week, as much as possible, with hope to present results at the May NEC

meeting, if possible. An existing information gap related to the launch of various consultations activities was identified and will be corrected shortly.

For Pride month, CAPE will change its logo to reflect the Pride colours, which will also be highlighted in the main entrance of the National Office, on stickers and lapel pins to wear throughout the month in the spirit of acceptance and solidarity for the LGBTQIA2S+ community.

Advocacy and Public Affairs Advisor D. Epale apprised the NEC of the detailed summary on last week's submission to the Board of Internal Economy: the governing body of the House of Commons and has been uploaded to the website. Since migrating to virtual/hybrid meetings, the number of hazard reports has significantly increased, leading to serious hearing injuries. Alongside the International Association of Conference Interpreters, media coverage and advocacy efforts have proven to be productive. However, while some practices and equipment have improved, major sound system issues remain. Following numerous attempts to address the matter of interpreters' health and safety concerns with the Translation Bureau, the Procedure and House Affairs Committee, the Official Languages Committee, and MPs from all political parties stemming from May 2020, CAPE has put forward 5 key recommendations as urgent preventative measures that should be immediately implemented.

Presentation – International Association of Conference Interpreters (AIIC Canada):

AIIC Canada guest representatives L. Fitchett, N. Gagnon and J. Thompson were welcomed to the meeting following a round of self-introductions. A slide deck presentation highlighting the organization's mandate, work and go forward plan was delivered to the NEC. With the Translation Bureau struggling to keep up with demand from Parliament, there is a critical shortage of accredited interpreters in Canada. As a result, there is a need to attract more interpreters to work for the Translation Bureau and on the Hill. Considering the commonalities with CAPE and AIIC, the convergence of both organizations presents an opportunity to work closely in raising awareness on the matter to improve the interpreters' safety, preserve a pool of dedicated professionals and achieve linguistic equality in the Federal Government.

LUNCH BREAK

3.5 Director, Policy and, Negotiations, and General Counsel: The EC Collective Bargaining Team is continuing its preparation work for the continuation of negotiations. Several dates have been secured to meet with the Employer between May and June, and extensive research has been undertaken to ensure preparedness in advance of the meetings. The goal remains to obtain a collective agreement prior to the expiry date on June 21st. The Collective Bargaining Committee composition has changed following the recent departure of one of the members. As a result, K. Mansfield is now confirmed as a full-fledged member of the Collective Bargaining Committee and is no longer acting as an

alternate. As for the Collective Bargaining Team, with M. Collins, A. Butler and S. McGuire will be stepping down, A. Trau has been appointed to the Bargaining Team, and S. Rehman and R. Arijulari will act as the 2 alternates.

The TR Collective Bargaining Team met with the Employer on April 19th to April 21st and several dates in May and June have been scheduled. The objective is also to attempt to negotiate a new collective agreement expeditiously.

With respect to membership representation, the PSAC has succeeded in challenging Treasury Board's Policy regarding Code 699 leave. Yesterday, CAPE sent a message to the members informing them of the decision and encouraging that requests for Code 699 leaves be re-submitted to management for re-consideration of the previous decision rendered. Given the nuances in the decision, requests will be assessed on a case-by-case basis. Treasury Board have yet to share their views on next steps.

Return to work plan: Treasury Board recently issued an updated guidance document on hybrid work. A synthesized version highlighting key points will be drafted for the membership. A guidance document for LROs and Locals regarding points to raise during consultations is underway.

The Health & Safety Complaint for the Interpreters filed with Labour Canada was reverted to the Occupational Health & Safety Committee in an effort to find a resolution. The Committee developed a report last week indicating their lack of expertise in addressing the matter. The complaint has been reverted to Labour Canada and pressure is now being applied to move the complaint forward and obtain a resolution.

Vaccination Policy: Treasury Board have failed to perform a review of their mandatory Vaccination Policy by April 6 and have been non-committal on providing a timeline to issue its update on the Policy. In the event recommendations put forth by CAPE fail to be incorporated, or if the TBS fails to update its policy by May 11, a policy grievance will be filed.

Pay Simplification Working Group: The first meeting is scheduled for May 16 with the goal of reaching a consensus on common language for the NextGen HR Pay System and review some of the major issues to address. With different collective bargaining units and CAPE's own unique community of interests, there is a need to ensure the interest of CAPE members are protected throughout these discussions.

3.6 Director of Finance Report: No proposed changes to the Budget were requested during the Local Leadership Council meeting. The main question pertained to funds allocated towards members and Stewards training, which will be better labeled in the budget ahead of the Membership Budget Meeting (MBM). The MBM is scheduled for next week.

The year-end audit is scheduled to commence in May, during which time McCay Duff will perform a review of the Association's books, as well as the pension plan for employees. An update will be provided at the next NEC meeting. Recommendations stemming from 2021 last year's Management Letter have been or are in the process of being implemented.

4. Discussion Items

- a) **Local Leadership Engagement Strategy:** Already discussed under the Director of Communications and Public Affairs report.
- b) **CAPE Local Leaders Support:** S. Rehman provided context related to the issue of accessing subject-matter information from LROs and/or the National Office. A recommendation was put forth for CAPE to develop a central information/reference repository to support Local Leaders in their presentations to raise members' awareness and establish a dialogue. The recommendation will be taken under advisement as part of the Local engagement strategy and the Chair confirmed a process is underway to determine the needs of the Locals by compiling a list of recommendations for the NEC to review and prioritize accordingly. In addition, CAPE is striving towards the establishment of a streamlined document management process with the goal of developing position papers on various topics once the Labour Relations / Education Officer positions and the Local Support Coordinator position are staffed. The Management Team is set to meet on May 9th to discuss priorities for the coming year and support to the Locals has already been identified as one of the main areas of focus.
- c) **CAPE Fiscal Year-End:** Following several discussions at the CBLC and Finance Committee level, approval from the NEC was sought in changing CAPE's current fiscal year-end to December 31). The reasoning behind this proposed amendment is to coincide with the Federal Government year-end and with CAPE's revenues being payroll-based, operating on a calendar-year end cycle would be sensible.

Be it resolved that the NEC directs the Director of Finance to amend CAPE's current fiscal year-end to a calendar year.

Moved by: H. Delnick

Seconded by: A. Picotte

Discussion: A request was put forth to be provided with a 1-page document clearly outlining the rationale along with the pros and cons in order to make an informed decision. From an accounting standpoint, a calendar year is more practical. A milestone document with a Gant chart describing the tasks, impact on the budget and audit was shared with the CBLC and can be forwarded to the NEC for additional information. Notwithstanding a one-time higher cost for the audit fee, there is no downside in changing to a calendar year and no impact from a workflow perspective. Concerns arose with respect to the timing of the

AGM, as well as the absence of any timelines of a budget process to review as the NEC, which were not produced.

Motion to defer the original motion

Moved by: E. Tremblay

Seconded by: K. Mansfield

Discussion: Several NEC members were in support of obtaining the scheduling and timeline of the financial activities that take place (*i.e.: meeting dates with the Finance Committee Chair, dates of audits, audit calendar vs. budget approval calendar etc.*) A comment was raised that adopting a calendar year poses a challenge as audited financial statements would not be available until February/March, which may prompt the need to change the AGM and MBM dates.

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

Motion Carried

Action Item: The motion to change the fiscal year end will be tabled at the SNEC meeting in May and a detailed timeline document will be shared in advance of the meeting.

HEALTH BREAK

5. Decision Items

5.1 Amendment to Bylaw 16 (new) and 3.7 (modification): As a follow up to the previous NEC meeting, the CBLC met to discuss the various options presented regarding the President's Compensation structure and is recommending the model similar to PIPSC be adopted. The proposed amendments to the Bylaws regarding the process along with a background research document were previously circulated to the NEC. The salary-scale option and the fixed salary base with annual increase adjustments model were presented to the NEC. The CBLC is recommending that the NEC approve the model resembling the PIPSC one which includes a salary scale.

Be it resolved that the NEC approve the proposed amendments to the Bylaws regarding the process of specifying the CAPE President's compensation, with the provision that the PIPSC salary-scale model is adopted.

Moved by: C. Lonmo

Seconded by: C. Awada

Discussion: Process-wise, it was confirmed that amendments to the Bylaws are effective immediately however, they must subsequently still be then approved by the membership after at the next AGM. It was confirmed that the National Office has not yet sought the services of a compensation firm to review the President's contract as it will require the NEC's consent prior to doing so. A comment was raised indicating the need to preserve the fixed-salary option given that a review of the President's compensation will be performed tri-annually by third party external experts. Additionally, awareness of salary parameters for the next 3 years for a potential candidate promotes transparency. The National Office was strongly urged to develop robust communication around the change in order to

provide clarity and gain support from the membership, especially following the recent decision on the dues increase.

In Favour (8), Opposed (5) Abstentions (3)

Motion Carried

5.2 TORs for Employment & Benefits Defense Subcommittee (EBDS): The Terms of Reference of the Employment and Benefit Defense Committee were previously circulated to the NEC for review. A Chair will be selected at the inaugural meeting. In addition to the President, 2VPs and a minimum of 5 NEC members, the composition should encompass at least 10 members-at-large to represent the diversity of our membership.

Motion to approve the Employment & Benefit Defense Subcommittee TORs

Moved by: S. Crawford

Seconded by: M. English

Motion to defer the motion

Moved by: A. Nemec

Seconded by: No seconder

Motion Defeated

Discussion on original motion: A recommendation was put forth to consider a name change to Benefits & Employment Defense Subcommittee (BEDS). Following a brief discussion, the NEC was in agreement.

Abstentions (2)

Motion Carried Unanimously

6. Action Items

Below is the status of the action items arising from the March 25, 2022, NEC meeting:

- a) ERC: ***Completed – Next meeting scheduled for the upcoming week and a template for the flowchart is underway***
- b) Classification of Data Scientist: ***Completed – Two staff have been identified and a meeting has been scheduled next week to meet with both employees***
- c) WFA Committee: ***Completed***
- d) TBS Vaccine Policy: ***Completed***
- e) Return to Work protocols: ***Completed***
- f) Policy on membership lists for Locals: ***Completed – The list will be released next week***
- g) Procedure for CAPE email addresses for NEC members: ***To be released in the Month of May.***

- h) Sponsorship: *Completed***
- i) Issue of which Locals members belong to: *A meeting was held yesterday. Principles will be drafted, options will be explored and subsequently presented to the NEC***
- j) Bylaw regarding President's compensation: *Completed***
- k) Call for volunteers for committees: *The Chair of the Subcommittees will be contacted next week***

The NEC meeting adjourned at around 4:00 p.m. EDT.

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The above minutes are accepted as a true representation of the National Executive Committee meeting held on April 29th, 2022.

APPROVED by:

Chairperson

Date