



**National Executive Committee Meeting  
Friday, June 24<sup>th</sup>, 2022  
Via Zoom Videoconference**

**MINUTES**

**In Person:** G. Phillips (*Chair*), C. Awada, S. Crawford, C. Lonmo, K. Mansfield, A. Nemec, A. Picotte

**Via Zoom:** J. Brulotte, H. Delnick, M. Collins, P. Ives, J. King, P. Makrodimitris, C. Pageau, M. English, G. Kopytko, S. Rehman, A. Trau, E. Tremblay

**Staff:** J. Courty, A. Lizotte, S. Salter, K. Thériault, J. George and Y. Radwan

**Regrets:** A. Butler, J. Lafontaine, S. Harquail, D. Monafu, R. Kossick, A. Okladov

**Observers:** A. Yeo

**1. Call to Order**

The NEC meeting was officially called to order at 9:03 a.m. and the Chair confirmed quorum was achieved. Newly hired Administrative Assistant Yousef Radwan was welcomed to the meeting. It was stated that R. Kossick has temporarily stepped down from the NEC, as well as various committees as a result of a temporary acting assignment outside of the bargaining unit.

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

**1.1 Approval of NEC Agenda**

A request was put forth to amend today's date reflected on the agenda. In addition, the approval of DDT Committee members will be added under 'Decision Items'.

Motion to adopt the Agenda as amended.

**Moved by:** C. Awada

**Seconded by:** K. Mansfield

**Abstentions (2)**

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

**1.2 Review and approval of NEC public minutes (April 29, 2022)**

Motion to adopt the April 29, 2022, NEC minutes as presented.

**Moved by:** A. Nemec

**Seconded by:** A. Picotte

**Abstentions (4)**

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

**1.3 Review and approval of NEC public minutes (May 27, 2022)**

Motion to adopt the May 27, 2022, NEC minutes as amended.

**Moved by:** C. Awada

**Seconded by:** A. Picotte

**Discussion:** Under agenda item 5.1 "Report on Electoral Reform" (*last bullet point*), a request was put forth to add a period after "as" and begin a new sentence. The amendment was approved by the NEC. In addition, under agenda item 3.6, an amendment was put forth to strike the name of the observer, citing concerns that this may have a detrimental impact. The amendment was rejected by the mover.

Be it resolved that the NEC approve the removal of L. Gillis' name from the minutes

**Moved by:** E. Tremblay

**Seconded by:** C. Lonmo

**Discussion:** Overall comments raised by the NEC indicated the importance of maintaining consistency throughout and adhering to the standard practice without making exceptions.

**In Favour (2), Opposed (8)**

**Abstentions (6)**

***Motion Defeated***

**Vote on original motion:**

**In Favour (8), Opposed (2)**

**Abstentions (6)**

***Motion Carried***

**1.4 Review and approval of SNEC public minutes (May 13, 2022)**

Motion to adopt the May 13, 2022, SNEC minutes as presented.

**Moved by:** A. Picotte

**Seconded by:** E. Tremblay

**Abstentions (6)**

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

**2. Committee Updates**

**2.1 Finance Committee:** The Finance Committee met on the 28<sup>th</sup> of May. In the absence of all supporting credit card receipts, the May financial statements have yet to be reconciled and as a result, no financial statements can be provided at this time. Once compiled, the financial statements for the month of May will be distributed to the NEC. The Finance Department is in the midst of preparing required documentation for the audit process, which has commenced. In addition, a complete overview of current stock market conditions was shared with the Finance Committee at the recent meeting by Cumberland

Wealth Management to discuss prime interest rates growing at an unprecedented pace in the U.S. reserves. The Finance Committee is closely monitoring the status of the investments.

**Action Item:** An invitation will be extended to Cumberland's Portfolio Manager to deliver a presentation to the NEC at the September meeting to discuss inherent risks associated with the investment portfolio and provide an overview of CAPE's assets allocation.

**2.2 Constitution and By-Laws Committee:** The CBLC met on June 14<sup>th</sup> and although quorum was not achieved, no decision items were slated on the agenda so the Committee proceeded with the meeting. Discussions revolved around Bylaw 14 with respect to meeting attendance, to which A. Lizotte will prepare documentation on the matter for the CBLC's review, followed by a final recommendation to the NEC. In addition, further research related to Bylaw 5 regarding disciplinary processes will be conducted based on standard union practices to identify a gradual range of solutions that will result in greater opportunities for an expeditious and informal resolution process. Similarly, recommendations related to the Donation Policy will be gleaned from other union practices in order to inform discussions. A request was put forth by the NEC directing the CBLC to discuss the matter of voting as a priority item to be addressed in the coming weeks.

**Action Item:** The CBLC Chair to organize a meeting at some point during the summer to discuss the voting process as per Bylaw 3.

**2.3 HR Subcommittee:** Nothing to report as no meeting was held this month.

## **HEALTH BREAK**

**2.4 DDT Subcommittee:** The Subcommittee met yesterday and with the addition of new TR rep C. Pageau, the Subcommittee is comprised of a diverse and inclusive regional representation. The Subcommittee's list of all members has been circulated and will be subject to approval under 'Decision Items'. The next meeting is set to take place in September, and over the course of the summer half pagers identifying the 5 priorities will be developed to be presented in the Fall to the NEC for direction (*i.e.: 1) training 2) disruption, 3) job opportunities, 4) identify national policies on digitization along with direct impact on members, 4) ethics*).

M. English will be stepping down as Chair of the DDT Subcommittee and co-Chair G. Phillips will preside the meetings in the interim until a Chair is appointed in September. In response to an inquiry of future workplans, a series of job descriptions for data scientists were drafted and a PowerPoint presentation on survey results with CDOs (Chief Data Scientists) of all departments was developed and will be shared with the NEC.

**2.5 Equity, Diversity & Inclusion Subcommittee:** Co-Chair G. Kopytko announced the addition of 5 voting members to the EDI Subcommittee selected at the recent meeting. NEC members were referred to the Excel spreadsheet submitted via email

for the complete list of EDI Subcommittee members. As a table drop item, this matter was deferred until the afternoon to be addressed under 'Decision Items'.

**2.6 Voting Subcommittee:** Nothing to report. A report will be presented to the NEC at the September meeting.

**2.7 EBDS (Employment & Benefits Defense Subcommittee):** The name of the Subcommittee will be corrected on future agendas. As it stands, there has been no indication of anticipated WFA related actions for the foreseeable future.

### **3. Reports**

**3.1 President's Report:** As part of the cross Canada re-engagement tour, the President has met with several Locals in the Ottawa, Toronto, Edmonton, Calgary, Québec City, Vancouver, Surrey and Montreal regions in the span of two months. The majority of the gatherings were well-attended and the membership expressed appreciation for the updates provided by the President. A recommendation was put forth by one of the Locals to consider engaging in an educational program that highlights the benefits of union participation to the membership, which will be considered.

Continued efforts are underway towards reinforcing activities to address challenges faced at Division C of the RCMP Department. Obtaining a meeting with Commissioner B. Lucki remains a significant challenge.

During the month of June, the President met with Conservative Shadow Minister of Labour C. Lewis, NDP MP R. Blaney and House Leader P. Julian to discuss interpreters' health and safety related issues and potential solutions. In addition, the President took part in several TV interviews, including a segment with Radio Canada which aired during prime time, as well as a first-time interview with the Globe and Mail. In response to a request to obtain a calendar of upcoming regional engagement tours, the National Office will endeavour to share this information; however, as no set schedule has been determined, providing the information in advance may not be feasible until concrete dates have been identified.

A recommendation was put forth to consider developing a one-pager for the AGM that identifies examples of different governance models in order to stimulate discussions on various union best practices and through a consultation process, engage with the membership on their viewpoint of the structure of their respective Locals (*e.g.: regional vs. departmental*). The recommendation will be taken under advisement following adequate review through the proper process.

**3.2 ED Report:** A written copy of the Executive Director's report was previously circulated to the NEC. An organizational review for the Communications Department will soon be undertaken by Leadership Coach T. Robinson. A 10-min questionnaire will be

submitted to the NEC next week to collect feedback on areas of improvement within the Communications Department. The report is expected to be finalized by the end of August.

Members of the management team are currently developing a CAPE Travel Policy which will be presented to the NEC for review and approval at the September meeting.

Referring to the Resources section of the website under 'Locals', a concern was raised by a NEC member pertaining to the lack of a framework to enable Local Leaders to express an opinion to their respective membership which may differ from the NEC without fear of potential disciplinary actions. In response, it was stated that every Local operates within the CAPE governance model and by and large, the opinion presented must be of a local nature and within the boundaries of the Association. All policy documents have been approved by the NEC and must be adhered to in the best interest of CAPE. In addition, concerns pertaining to the budget or any other membership related matters can be raised at Local Leadership meetings or at the MBM.

**3.3 Senior Advisor Report:** The Library of Parliament has finally secured a Chief Negotiator.. A LoP Bargaining Team meeting will be scheduled next week to review and finalize the proposals stemming from the membership survey. A first bargaining meeting with the Employer is set to take place the week of July 5<sup>th</sup>.

The Mandatory Vaccination Policy has been suspended effective June 20, 2022, resulting in employees no longer being required to be vaccinated as a condition of employment. Employees placed on leave without pay will resume work beginning Monday. Nevertheless, the Employer has reserved the right to re-introduce the Mandatory Vaccination Policy should the Public Health Agency situation change.

***LUNCH BREAK – A. Yeo of ESDC joined the meeting as a guest observer***

**3.4 Director of Communications Report:** An information session was held with the interpreters last Monday to provide a full review of the advocacy and lobbying efforts undertaken during the past 2 years. This outreach has led to a notable increase in media requests. Several parliamentarians have begun noticing a number of meeting cancellations due to the lack of interpreters. All interviews conducted have been posted on the website under the 'News' section.

The deadline for filling out the survey for Locals regarding communication and member capacity has been extended until today. Following the survey closing date, the data will be collected, analyzed and compiled in order to ascertain key emerging themes that will inform next steps. Once finalized, the results will be shared with the NEC and the Locals.

The membership vote on the budget will be held in June. The new 'Simply Voting' platform was introduced to members ahead of time to serve as notice that a third party will contact them via email so that it is not misinterpreted as spam. The ERC Committee will receive the certified results July 5<sup>th</sup>, at which time results will be released to the membership-at-large.

**3.5 Director of Policy & Negotiations and General Counsel Report:** With respect to the mandatory vaccination policy, a number of individual grievances were filed and will go forward for referral to arbitration given that no retro-pay will be indemnified as a result of the Employer's decision to suspend the Policy. The Association has yet to make a determination on whether to pursue the policy grievance filed in light of the suspension of the mandatory vaccination policy.

**Return to the Workplace:** The new guidelines released by Treasury Board on increasing capacity in the workplace have triggered the process for all departments to begin developing plans. The objective is for a consultation with the Employer to ensure health and safety protocols are properly implemented.

The complaint brought forward by the TR Group in regard to health and safety related issues of the interpreters is being addressed. A Labour Canada representative met with both parties last week, during which time the Translations Bureau was instructed to provide an Assurance of Voluntary Compliance (AVC), along with a detailed action plan with implementation dates by June 21<sup>st</sup>. An extension request for June 30<sup>th</sup> was petitioned and granted. In addition, the TR Bargaining group has declared an impasse on negotiations.. A message will be sent to EC members to inform them that efforts towards securing a new collective agreement prior to the expiry date of June 21<sup>st</sup> were not accomplished.

A. Lizotte informed the NEC of her upcoming departure after accepting a 5-year Governor General Counsel appointment with the Federal Public Sector Relations Employment Board. Her last day will be on August 5<sup>th</sup>. Our external legal counsel will assist the role of Chief Negotiator and other related work. Moving forward, the National Office will begin the search for a replacement, which may entail engaging the services of a headhunting firm. The remainder of discussions were held in-camera.

**3.6 Director of Finance Report:** The staff pension plan audit has been completed and the management letter was signed off by both the Director of Finance and the Director of Policy & Negotiations and General Counsel. Once completed, the audit for the organization will be underway. Actuaries have been requested to prepare second actuarial valuations given the April 30<sup>th</sup> year-end. The draft financial statements will be presented to the Audit Committee for review in mid to late summer.

A draft Procurement Policy was circulated to the management team, Payroll & Accounting Officer and Office & Procurement Coordinator for input, which will subsequently be reviewed with Deloitte. A second draft will be presented to the Finance

Committee for review and approval. As a next step, a final draft will be presented to the NEC for ratification.

The Finance Department is currently working on formalizing a Credit Card Policy, as well as work of other policy updates.

Investments: As of May 31, \$7.2M is in the Operating Fund and \$9.5M in the Defense Fund.

The Audit Committee met earlier this week and discussed the lack of TR representation as only ECs occupy roles at this time. NEC members were encouraged to contact any non-NEC members that may be interested to sit on the Audit Committee.

Deloitte is providing assistance with the QuickBooks optimization to better streamline the system by removing manual labour, increasing automation, alleviating Payroll & Accounting Assistant assignments considering the existing workload burden. There is a one-time, upfront expense, however over time this will be of long-term value.

#### **4. Discussion Items**

- a) CAPE Travel Policy and Member Travel:** Discussion centered around the notion held that members should be bound by the NJC Travel Policy, versus the concept of a more flexible arrangement to accommodate unforeseen circumstances given recent issues experienced by the travel industry. The comment was made that this should be non-political and evenly applied. It may also be of value to have different interpretations and nuances beyond expenditures (*what constitute breakfast, per diems, minimum meeting length to justify in-person travel to meetings, health and safety issues approval of time-off requests, consider diverse groups with special diets, mileage etc.*). It was recommended to be cognizant of the contradictory perception that may arise as the Association is strongly promoting the benefits of working remotely, while accommodating requests for in person meetings even if only for short meetings.

Although scheduled on the last Friday of the month, the next NEC meeting will be held on September 23<sup>rd</sup> as the National Day for Truth & Reconciliation is observed on September 30<sup>th</sup> and recognized as a federal statutory holiday.

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

- b) Collective Bargaining Committee/Team Process Follow Up:** In response to an inquiry, it was confirmed communication to the alternate for the Collective Bargaining Committee was provided to K. Mansfield; though not the communication

regarding voting as she was not eligible to vote. It was suggested that she could follow-up directly with A. Lizotte if she wanted additional information.

- c) Update on new office space:** C. Awada and J. Courty have been working on finalizing the engineering plans. In accordance with the Procurement Policy, 3 quotes from office furniture stores were secured, and one merchant was subsequently selected. In addition, a number of network cabling and AV companies were contacted to ensure the proper specifications and latest modernized equipment are secured. Notwithstanding any supply chain issues, the official move-in date to the new office space will be January 2023. In addition, a contractor has been arranged to price-sell the existing furniture to maximize value. The interior design company 4té Inc. will be meeting with the staff on June 29<sup>th</sup> to present the two selected concepts, seek input and ultimately have a vote.

**Action Item:** J. Courty to share pictures/blueprints of the office space floor plans with the NEC

- d) TORs for the Defense Fund:** The draft Terms of Reference along with the Defense Fund review document were previously circulated to the NEC. The Finance Committee Chair recommended reversing the order of agenda items and to address the Defense Fund TORs after Agenda item 5.1 as the end-result will dictate the way forward with the Finance Committees' recommendations to restructure the Defense Fund. The NEC was in agreement.

## **5. Decision Items**

**5.1 Implementation of Finance Committees' recommendations to restructure the Defense Fund:** The following motion was put forth:

Be it resolved that the NEC approve implement changes to the Defense Fund as recommended by the Finance Committee and submit a resolution to CAPE membership for a vote on the matter

**Moved by:** H. Delnick

**Seconded by:** A. Picotte

**Discussion:** In response to the absence of a backgrounder or brief overview of the proposed recommendation that could provide additional context, the Finance Committee stated that the Defense Fund review document has all-encompassing information required. E. Tremblay was requested to declare a conflict of interest with the Defense Fund TORs as written, which she recognized. Prior to recusing herself, E. Tremblay requested the removal of the provision in the TORs that provides access to funds for the legal defense of the Association. The Chair deemed the statement in nature to be a conflict of interest. At this time, direction from the NEC on how to proceed was sought. The remainder of discussions was held in-camera.

*\* Observer A. Yeo momentarily stepped out of the meeting*



*\* Observer A. Yeo returned to the meeting*

Prior to resuming discussions on the Defense Fund TORs in-camera, E. Tremblay was provided an opportunity to address the NEC off-camera. She raised a concern related to the analysis conducted on the need of the Defense Fund as it fails to accurately reflect the threat of an eventual and likely new Conservative government that could potentially act inhospitably towards the Association, which historically has led to budget cuts and deficits as a result of reduced income and increased demand for services. E. Tremblay cautioned against depleting the Defense Fund and suggested the addition of a provision in the TORs that would identify a threshold triggered in the event of a reduction of income or membership. At this time E. Tremblay recused herself from the meeting. The remainder of discussions was held in-camera.

*\*Observer A. Yeo and E. Tremblay momentarily stepped out of the meeting*

*From the in-camera minutes:*

*Motion to call the question*

*Moved by: J. Brulotte*

*Seconded by: G. Kopytko*

*Recorded Vote:*

*In Favour (10), A. Picotte, A. Nemeč, J. Brulotte, C. Pageau, G. Kopytko, H. Delnick, S. Crawford, C. Awada, A. Trau, C. Lonmo,*

*Opposed (4) M. English, K. Mansfield, J. King, S. Rehman*

*Abstentions (1) G. Phillips*

*Motion Carried*

*Original motion:*

*Be it resolved that the NEC approve implement changes to the Defense Fund as recommended by the Finance Committee and submit a resolution to CAPE membership for a vote on the matter*

*Moved by: H. Delnick*

*Seconded by: A. Picotte*

*Discussion: In response to the need for seeking membership approval on the TORs, the Finance Committee Chair explained that this was as a result of a misunderstanding, and that the motion should instead be amended to reflect that the TORs will be submitted to the NEC for approval. A point of order was raised that calling the question earlier pertained to the original motion as written and therefore, the motion cannot be amended at this time. The NEC proceeded to the vote on the motion as written.*

*Recorded Vote:*

*In Favour (9), K. Mansfield, J. King, A. Picotte, S. Rehman, C. Pageau, G. Kopytko, H. Delnick, C. Lonmo, P. Yves*

*Opposed (5) A. Nemeč, S. Crawford, M. English, J. Brulotte, A. Trau,*

**HEALTH BREAK – E. Tremblay and observer A. Yeo returned to the meeting**

**5.2 Appointment of additional NEC members to the Finance Committee:** The genesis for this item was to address concerns previously raised in regard to NEC members expressing interest in contributing to the Finance Committee. In an effort to facilitate a decision on the matter and solicit additional NEC volunteers effective today, the following motion was raised:

Whereas Section 12.5 of the Constitution states that the members of sub-committees are selected, and may be removed for cause, by the NEC; and whereas, Section 13.1 states that there shall be a Finance Committee of at least five members (*with no maximum NEC membership limit*), motion to call for additional NEC volunteers who wish to be appointed as of June 24, 2022, as permanent and voting members of the NEC Finance Committee

**Moved by:** S. Crawford

**Discussion:** A request was put forth to amend the motion to reflect the names of the volunteers. M. English and C. Pageau volunteered to sit on the Finance Committee. In addition, it was noted for the record that E. Tremblay recognized her conflict of interest and therefore did not put her name forward.

A comment was raised that Chairs of Committees should be afforded the discretion on the composition to ensure proper functionality, as well as being made aware ahead of time of potential interested volunteers wishing to join a committee prior to making a decision at the NEC level. A NEC member responded that historically, Committee Chairs have not had veto power to appoint members to the committee, thus the need for allowing broader participation.

A point of contention arose whereby the Finance Committee Chair deemed this motion out of order seeing that the process of appointing members to the Finance Committee was not followed. As previously agreed at the February 2022 NEC as per the minutes, Chairs of each Committee will identify any shortfall of committee members so that a call for volunteers could be issued accordingly. The Finance Committee Chair expressed that this circumvention of the system felt motivated with personal ill intention. The mover disagreed, stating that the motion was presented to the NEC in a respectful manner, and provided assurances that there was no personally directed malice and a complete absence of hidden agendas or personal assailment. This was acknowledged and an apology was extended to the mover.

Another point of contention arose as a NEC member cited the imbalance of representation of the membership and divisiveness. At this time, a point of privilege was raised by the Chair, requesting the NEC member to further elaborate on the comment pertaining to the imbalance. The comment was further expanded on whereby K. Mansfield alluded to the lack of women on committees, overall lack of diversity, and a large presence of Statistics

Canada delegates that can sway votes in one direction. Statistics Canada representative A. Nemec reassured that there is no collusion. While operating from the perspective of Stats Can, it was re-affirmed that the fiduciary responsibility is taken seriously and actions are always taken in her capacity as a NEC member. K. Mansfield retracted the comment regarding Stats Can and extended an apology, which was accepted.

Be it resolved that the NEC approve M. English and C. Pageau to the Finance Committee

**Moved by:** S. Crawford

**Seconded by:** K. Mansfield

**Recorded Vote:**

**In Favour (10),** J. King, E. Tremblay, M. English, A. Trau, A. Picotte, K. Mansfield, A. Nemec, C. Pageau, S. Crawford, C. Awada, S. Rehman

**Opposed (1)** H. Delnick

**Abstentions (2)** C. Lonmo, G. Phillips

**Motion**

**Carried**

**5.3 Appointment of volunteers to the DDT Subcommittee:** The names were previously circulated.

Motion to approve the list of volunteers to sit on the DDT Subcommittee minus Vanessa Lang

**Moved by:** M. English

**Seconded by:** C. Lonmo

**Abstentions (2)**

**By show of hands: Carried unanimously**

**5.4 Appointment of additional NEC members to the EDI Committee:** The names of voting members were highlighted on the list.

Motion to approve the list of volunteers to sit on the EDI Subcommittee

**Moved by:** M. English

**Seconded by:** C. Lonmo

**Abstentions (2)**

**By show of hands: Carried unanimously**

## **6. Action Items**

Below is the status of the action items arising from the May 27, 2022, NEC meeting:

- a) K. Mansfield to translate the backgrounder on Local 514's demand and forward to the attention of J. Courty: **Deferred until the next meeting**

- b) Update on benefits of CAPE's Affiliation with the CLC: A document will be developed accordingly and presented to the NEC once the review is complete: ***Deferred until the next meeting***
- c) The Executive Director's quarterly NEC Report to be submitted to the NEC ahead of the June monthly meeting: ***Deferred until the next meeting***

**The NEC meeting adjourned at 6:09 p.m. EDT.**

\* \* \* \* \*

*The above minutes are accepted as a true representation of the National Executive Committee meeting held on June 24<sup>th</sup>, 2022.*

**APPROVED by:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date