



**National Executive Committee Meeting  
Friday, November 25, 2022  
Hybrid Meeting**

**DRAFT MINUTES**

**In Person:** C. Lonmo, S. Harquail, K. Mansfield, G. Kopytko, A. Picotte, E. Tremblay

**Via Zoom:** G. Phillips (*Chair*), C. Awada A. Nemeç, J. Brulotte, S. Crawford, H. Delnick, M. Collins, J. King, M. English, P. Makrodimitris, A. Okladov, A. Trau (*by phone*), S. Rehman

**Staff:** C. Habarugira, K. Thériault, J. George and Y. Radwan

**Guest/Observer:** M. Glenwright (Local 514) and R. Binette (Local 514)

**Regrets:** A. Butler, J. Lafontaine, P. Ives, C. Pageau, S. Salter, J. Ouellette

**1. Call to Order**

The NEC meeting was officially called to order at 9:01 a.m. and following a roll call, the Chair confirmed quorum was achieved.

*\*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 defer 5c and 6a (Travel Policy) to the January NEC meeting in order to allow the two new EC Directors to contribute to the discussion for the sake of transparency. In addition, a request was put forth to add 'NEC holiday party' as a new agenda item, which will be addressed under 'Decision Items'. The NEC was in agreement.

Be it resolved that the NEC adopt the November 25, 2022, NEC agenda as amended

**Moved by:** A. Picotte

**Seconded by:** C. Lonmo

**Abstentions (2)**

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

## 1.2 Review and approval of NEC public minutes (October 28, 2022)

Be it resolved that the NEC approve the October 28<sup>th</sup>, 2022, NEC minutes as amended.

**Moved by:** A. Picotte

**Seconded by:** C. Awada

**Discussion:** Under “Attendance”, the minutes should reflect that A. Nemec, A. Okladov and J. Lafontaine attended the meeting virtually rather than in-person attendance. It was also noted that A. Trau was present and A. Okladov’s name appeared twice. The revised minutes will be re-submitted accordingly.

**Opposed (1), Abstentions (2)**

***Motion Carried***

## 2. Reports

**2.1 President’s Report:** The President attended the AGM at Local 503 (*Statistics Canada*), which was well-attended. The unions at CIRNAC (*Crown-Indigenous Relations and Northern Affairs Canada*) requested that the President become co-chair of the National UMC, to which he accepted. The President attended a series of AGMs, including CIRNAC on November 8<sup>th</sup>, the National AGM on November 9<sup>th</sup>, the Public Safety AGM on November 10<sup>th</sup> and Heritage Canada’s AGM on November 14<sup>th</sup>.

An emergency Canadian Council meeting of the CLC was held earlier this week to address a CUPE strike in Toronto, and that the Ontario Government imposed the notwithstanding clause to restrict their rights. Due to commitments with the EC Collective Bargaining, the President was unable to attend, therefore Senior Advocacy & Public Affairs Advisor Dina Epale attended as substitute and developed a report which was read out to the NEC.

EC Collective Bargaining mediation sessions at the FPSLREB (*Federal Public Sector Labour Relations and Employment Board*) were recently held and as it stands, no progress has been made on key issues and arbitration has been requested as a result.

The President attended the 55<sup>th</sup> Annual Canadian Benefits Conference in New Orleans held on November 17-23, which presented a rewarding networking opportunity as contacts with other Ontario union leaders and industry professionals were made. The event was hosted by the International Foundation of Employee Benefit Plans (IFEPPB) and offered engaging sessions covering a spectrum of issues and trends related to mental health, healthy workplace environment, pensions and benefits, international political issues, along with other key topic areas.

The President is scheduled to be in Calgary next week to attend the local AGM.

**2.2 Executive Director Report:** On the labour relations side, three of the grievances that were filed as a result of the mandatory vaccination policy have been

identified as test cases and will be scheduled for expedited hearings before the Board. Two of the cases will be heard in the first quarter of the new year. The files deal with various duties to accommodate issues related to the mandatory vaccination policy.

**2.3 Senior Advisor Report:** Negotiations for the CAPE-ESU(CSN) Collective Bargaining are underway. The CAPE side bargaining team is meeting on Monday to elect a negotiator. We will also be meeting with ESU(CSN) on Monday to exchange bargaining proposals.

The remainder of the updates were shared in-camera.

**2.4 Director of Communications and Public Affairs Report:** The hybrid AGM was well-attended with 50 members attending in-person and up to 120 members attending virtually. While a record-breaking 60 questions were submitted ahead of the AGM, not all could be answered at the AGM. Members were informed that outstanding questions would be addressed in writing. During the AGM, it was observed that several participants were not making use of headsets and microphones, subjecting interpreters to unnecessary auditory health risks. It was mentioned that a summary of the AGM along with photos and videos would be published on the website in 2023. In an effort to be better prepared for future AGMs and avoid redundancy, a recommendation was put forth to assign a dedicated member of the Communications team the task of reviewing all the questions submitted by the membership so they can be analyzed and determine which inquiries have already been addressed prior to or during the presentations.

The new SimplyVoting platform was used during the AGM and proved to be successful as no complaints or issues were reported with regards to the use of this new platform. The Director of Communications and Public Affairs also confirmed a meeting with the ERC would take place during lunchtime to review the voting results, to be announced to the NEC and the entire membership around 2:00pm EDT.

A memo was submitted to the Committee on Official Languages to inform Bill C-13 that will amend the Official Languages Act. Information will soon be posted on CAPE's website.

November was a busy month for the Communications and Public Affairs unit in managing emails to members, mainly pertaining to updates on EC group negotiations and reminders to join the AGM and upcoming vote after the AGM. A memo related to CUPE was submitted, while at the same time invitations to attend the EC candidates' debates were also sent.

The remainder of the report was shared in-camera.

**Action Item:** A request was made to post the most recent approved minutes of all subcommittee meetings on the website.

**2.5 Director of Finance Report:** The NEC was informed that the balance sheet reflects a surplus. NEC members were directed to forward any questions to the attention of Clarisse and responses will be reflected as an appendix to the final minutes.

### ***HEALTH BREAK***

## **3. Committee Updates**

**3.1 Finance Committee:** At the meeting on November 16<sup>th</sup>, the Finance Committee reviewed the financial statements and cheques over \$500. As a follow up to the discrepancy related to an expenditure for the President's engagement tour in Montreal, the Delta hotel will reimburse approximately \$14K for overcharged expenses. The Procurement Policy co-developed with Deloitte is currently undergoing a review by the management team for approval and will be further discussed at the January Finance Committee meeting. The next Finance Committee meeting will be held on December 1<sup>st</sup>, during which time the Committee will proceed to work on drafting a budget for the new fiscal year, pending approval by the membership. The financial statements reflect that ROIs were favourable in October and a significant portion of losses in valuation have been recuperated.

**3.2 Constitution and By-Laws Committee:** The CBLC met on November 14<sup>th</sup> to discuss 4 main items: the re-structuring of the existing elements within Bylaw 14 (Suspension due to Absenteeism) to render it more user-friendly and gain a better understanding of the sequence of processes, Locals budget and rebates (*i.e.: recommendation to limit to a maximum of 2 years of accumulated funds*), review of optimal size of the NEC and lastly, the ranked choice voting method whereby all of the sections within the Constitution and Bylaws that will be impacted or changed will be identified.

With respect to the Locals rebates, concerns arose that the National Office should not be exploring the matter and instead allow Locals Presidents and Leaders to make the determination on the management of funds. Regarding the size of the NEC, a NEC member sought clarity on the rationale for the CBC to review the matter based on the notion that the growth of the NEC should proportionally reflect the representation. In response, the CBC Chair stated that this subject is relevant and of interest to the Committee given the financial implications of increased costs, as well as time constraints involved. The CBC will examine other organizations' strategies to ensure members interests are properly represented.

### ***LUNCH BREAK***

**3.3 HR Subcommittee:** No meeting was held last month.

**3.4 DDT Subcommittee:** The Digital Disruption & Transformation Subcommittee met yesterday. A Doodle poll with options will be sent to the existing DDT

Subcommittee members and members-at-large to determine schedule availability for the next meeting. The draft Action Plan developed will be closely examined with the goal that the subcommittee and various appointed leads will oversee the Plan to increase information and to develop documents for CAPE to utilize. The DDT Subcommittee is still seeking to increase TRs participation. The DDT Chair will have a better understanding of associated costs related to meeting expenditures by the next NEC meeting and will present a budget if necessary.

**3.5 Equity, Diversity & Inclusion Subcommittee:** Co-Chair G. Kopytko briefly reported on the subcommittee's efforts to seek additional Pride volunteers. The next meeting will focus on a report from Local 514, and coordination with the Communications Department in organizing a joint activity to recognize Black History Month is underway.

**3.6 Voting Subcommittee:** The Voting Subcommittee reached out to the National Office for staff support to continue activities and assist in scheduling the next meeting. The subcommittee is focusing on tackling 2 of the 3 mandates, which are low voter turnout and putting forth recommendations to the NEC, and to provide guidance on the implementation of resources designed to increase efforts to boost the Association membership voting numbers. An invitation was extended to NEC members to sit on the Voting subcommittee. K. Mansfield and S. Harquail volunteered.

**3.7 Employment and Benefits Defence Subcommittee (EBDS):** The first meeting of the Employment & Benefits Defence Subcommittee (EBDS) had to be rescheduled due to scheduling conflict.

**Action Item:** National Office to confirm E. Tremblay is added to the list of invitees.

#### **4. Presentation on Gender-Neutral Writing Guidelines**

Guest presenter and CAPE's Translator-Reviser, N. Bois, provided some background on CAPE's gender-neutral language guidelines project and its objectives, mentioning the fact that it was the most complete guidelines of its kind in Canada. The guides are intended to help CAPE deliver content that is gender-neutral and that promotes gender-inclusive writing style and vocabulary. The guidelines outline principles and best practices for writing inclusive texts and describes practical techniques to use in various contexts.

#### **5. Discussion Items**

- a) **Return to Office/Hybrid Work:** Despite the Employer's assertions that a return to the workplace is safe, the overarching concerns relate to the notion that if the environment is indeed safe, why do operations differ from pre-pandemic conditions? The vaccine and mask mandates have been rescinded yet at certain offices, distancing measures between cubicles have been implemented. As a result, a recommendation was put forth to request to the Employer that mandates and restrictions be lifted, and rather they be at personal discretion or optional.

**Discussion:** Overall comments by the NEC indicated a lack of consistency within the federal public service with regards to the enforcement of the rules, which leads to confusion. A comment was raised that as a union, CAPE could advocate to obtain an agreement in writing from the Employer and therefore, consider drafting a letter to Treasury Board's President to request more consistency. Conversely, it was cautioned to exercise prudence in taking a stance on the matter given the different perspectives on the issue and members experiencing health issues, and therefore it is the responsibility of the various OHS Committee to determine workplace health and safety. As an alternative, a recommendation was put forth requesting the Employer to consider designating a floor or specially designated place for those who opt to wear masks. The suggestions will be considered.

**b) Voting Results:** The results were shared on-screen with the NEC and posted on the website. The Director of Communications and Public Affairs announced that all resolutions put forward were approved, including the two member resolutions. The National Office will engage the services of external consultants given the lack of internal resources to implement those resolutions. A special one-time levy will be collected from members to finance the member resolutions. The management team will meet to discuss an action plan moving forward.

**Discussion:** Several concerns arose regarding the low voter turnout despite the number of outreach and engagement tours undertaken as decisions on resolutions are being made by only four percent of the entire membership, which raises concern. In an effort to increase voter turnout and engagement, it was strongly recommended to go beyond voting reminders and explore other mobilization strategy to strengthen the sense of responsibility and urgency among the members. It was mentioned that adding reminders at the tail end of the election period could also positively affect voting results. There were concerns raised around technical issues experienced with password reset, which may have precluded certain members from voting. The entire issue of voting will be followed up at the January 2023 NEC meeting. A recommendation was put forth to tie the elections to the two main issues of interest to the members: return to the office and collective bargaining, as an incentive to vote. As a cost cutting measure the National Office was suggested to consider conducted consultations via ZOOM meetings.

**Action Item:** The matter of voting will become a standing NEC agenda item moving forward

**Action Item:** The Finance Committee was requested to provide an estimate for the itemized lists stemming from the resolutions and present to the NEC for review.

## **HEALTH BREAK**

### **6. Decision Items**

**6.1 ERC Volunteers 2023:** In accordance with By-law 3, new members must be appointed to the ERC (Elections and Resolutions Committee) by February 2023. Given past challenges in recruiting volunteers, the NEC was requested to approve launching the recruitment process in December until mid-January in order for members to swiftly begin training.

Motion to approve the proposed expedited process put forth by the Communications Team to begin the process for a call for volunteers to sit on the ERC.

**Moved by:** C. Lonmo

**Seconded by:** S. Harquail

**Abstentions (2)**

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

**6.2 CLC Lobby on Parliament Hill (February 7, 2023):** The report from the CLC sent to the President was read aloud, whereby lobbying efforts on Parliament Hill will be held on February 7<sup>th</sup> to mainly focus on the following areas: the Anti-Scab legislation, investments in the care economy and jobs in a sustainable economy. A mandatory planning and training session will be held on February 6<sup>th</sup>, 2023, at the Shaw Centre. The President will be the registered lobbyist speaking on behalf of CAPE. Direction from the NEC was sought on whether the Association should participate.

**Discussions:** A recommendation was put forth to send a call out to the entire membership to volunteer for this event and join CAPE President, for a total of five participants. S. Harquail volunteered to attend. The overall majority of the NEC expressed support for membership participation and support towards the CLC, as alignment is pivotal and can impact legislation as a CLC-led activity. The NEC deliberated on how to select participants and a straw poll with three options was conducted. The results were as followed: three were in favour of yielding the decision to the National Office, seven were in favour in deciding through an electronic vote and three were in favour of scheduling a SNEC meeting to make the determination. With those results, the decision was made to select the four participants through an electronic vote, noting that the deadline for nominations is by the end of January.

Motion to allow the Association to participate in this ongoing event with up to 5 people in attendance, with 3 from the National Capital

Moved by: C. Awada

Seconded by: E. Tremblay

**Abstentions (1)**

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

**Next Step:** The selection process will be determined through an electronic vote.

*\*Laurie Gillis, Local 514, joined at 3:56pm as observer.*

**6.3 NEC Christmas Party:** To recognize the hard work, efforts accomplished and to bolster interpersonal relationships, the NEC was requested to consider hosting a party to

celebrate Christmas sometime in January as a lunch or dinner to allow new NEC members to join. From a cost standpoint, budget parameters must be set.

Motion to schedule a NEC holiday party in the New Year in the first 2 weeks of January, location TBD

**Moved by:** K. Mansfield

**Seconded by:** G. Kopytko

**Discussion:** A NEC member recommended having a Ukrainian Christmas hosted in the NCR, which was unanimously supported by the NEC. Budget-wise, it was agreed not to exceed the previous hosted Christmas party +20%, and not to exceed \$10K. The National Office will come back to the NEC with a proposal for electronic approval. A recommendation was put forth to consider scheduling the party in conjunction with the January NEC meeting, possibly the evening prior, in this case January 26.

**Abstentions (1)**

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

G. Kopytko will forward the information to the proposed restaurant.

## **7. Action Items**

Below is the status of the action items arising from the October 28<sup>th</sup>, 2022, NEC meeting:

- a) Director of Finance to forward the Finance balance sheet in an Excel format rather than PDF: ***Completed***
- b) National Office to video record new premises and present it to the NEC at the next meeting: ***Deferred to the January meeting***
- c) The Finance Committee to report back on the matter of costs related to lease hold improvements at the next NEC meeting: ***Completed***
- d) National Office to forward the list of the 7 out of 10 committees where CAPE is represented with names of people to the attention of the NEC: ***Completed***
- e) National Office to re-submit the revised draft Travel Policy, outlining the deadline for NEC members to provide feedback: ***Completed***

**The NEC meeting adjourned at 4:16 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 25<sup>th</sup>, 2022.*

**APPROVED by:**

\_\_\_\_\_  
Chairperson

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Date