

# Canadian Association of Professional Employees

## Budget Consultations 2006 – Follow-up

Each year in preparing the annual budget the Finance Committee meets with the Local Leadership to seek its input.

On June 14, 2006, CAPE's Local Leadership communicated the membership's priorities to the Finance Committee. The three priorities were: representation (grievances, appeals, complaints, etc), communications, and training of the Local Leadership.

Further to these recommendations additional monies were allocated to the appropriate line items of the budget. These allocations were subsequently approved by the membership. As a result the Association was able to take action on these matters, including the following:

### 1. Representation

- An additional Labour Relations Officer was hired in January 2007, bringing the contingent of LROs up to eight full-time officers.
- One LRO has been on unpaid leave. Her position is being filled by an officer hired for the period of the leave.
- In order to address the matter of accumulated workload, language training for three officers has been temporarily suspended.

### 2. Communications

- Management and staff conducted an internal review of information and communications processes that has resulted in reducing the timeline for posting information on CAPE's web site.
- New control mechanisms have been established to improve the quality of communications.
- A new and improved e-mail system was set up.
- A new multi-function photocopier was purchased which facilitates and accelerates the conversion of documents into various formats.
- A web scan service and a press clipping service were offered to the Local Leadership.
- In order to reinforce the role of the Local Leadership, CAPE has increased communication with the members with the assistance of the Local Leadership by means of memos, updates and other forms of information.

- Staff, with the assistance of a consultant, is reviewing the web site. The review has resulted in many decisions, including:
  - i. the selection by the Communications Committee of a service provider which will allow the association to have electronic voting and electronic questionnaires on its web site;
  - ii. the elaboration of a process and designation of a space on the web site for the posting of news from locals;
  - iii. the design of a new “look” for the web site, with a more user-friendly structure.
- Promotional items have been purchased and distributed in order to increase the organization’s profile in the membership’s workplace.
- Part I of a guide to writing EC work descriptions was distributed to the Local Leadership for further distribution to members; it was also posted on the CAPE web site.

### **3. Training of Local Leaders**

- In the fall of 2006, the Association increased the number of training sessions that it normally delivers from three to five. The two new courses offered in both French and English were: Collective Bargaining, and Duty to Accommodate. These courses were added to the Stewards’ Training course, the Know your TR Collective Agreement course and the Know your EC Collective Agreement course.
- This spring, CAPE is offering the three core courses identified above, as well as a course on occupational health and safety.
- The spring courses have been entirely revamped in order to bring the content up-to-date with changes in our labour relations environment.
- For the 2006-2007 fiscal year, CAPE has returned to its practice of offering training twice a year. In 2005-2006, for budgetary reasons, the Association was only able to provide one session of courses, in the spring of 2006.
- New training tools have been developed for the spring 2007 courses.
- In addition, on an *ad hoc* basis CAPE has met with local members to provide short information sessions on changes to the staffing system.
- *Professional Dialogue* has been given a new mandate: to provide members, including the Local Leadership, with analytical rather than informational articles.