

CAPE Executive Committee

Minutes of April 20, 2006

CAPE National Office

Boardroom

5:45 p.m.

PRESENT: J. Aggrey (Chair), D. Brackley, R. Oslund (teleconference), C. Card, M. Holyk (teleconference), M. Korol, C. Lakaski, R. McVicar, J. Patterson, P. Rosen, C. Therrien (teleconference), M. Zinck (teleconference), C. Danik, D. Martin.

GUEST: Tom Foran, Auditor

APOLOGIES: A. Picotte, S. Spak.

Presentation on an Audit Committee

T. Foran provided a verbal presentation on the purpose, benefits and roles and responsibilities of what an Audit Committee would do for the Association and who should be members of such a Committee.

Mr. Foran answered a number of questions on the subject. He strongly urged the Association to establish such a Committee given the recent unethical events in the financial community. He suggested that it would be beneficial if someone volunteering had some financial background. He also recommended that if an Audit Committee was established it should be a standing Committee of the Association.

It was moved by P. Rosen, seconded by M. Zinck, that the National Executive Committee establish a three (3) member Audit Committee.

In favour = 8, Opposed = 2, Abstention = 2. **Motion Carried.**

It was moved by D. Brackley, seconded by C. Therrien, that the establishment of an Audit Committee (see above motion) be tabled as the Association does not have a charter in place for this Committee.

In favour = 4, Opposed = 8, Abstention = 0. **Motion Defeated.**

Approval of Agenda

The following items were added under “Matters Arising”

Server Replacement
PSMA/PSEA Strategy
New Government Strategy in relation to the TR’s
Impact of Dues Increase
Electronic Communication Strategy
Recommendation from Finance Committee on PSMA/PSEA training

It was moved by M. Zinck, seconded by M. Korol, that the agenda be approved ,
as amended. **Motion Carried.**

Approval of Previous Minutes

It was moved by D. Brackley, seconded by P. Rosen, that the minutes be
approved. **Motion Carried.**

Approval of Steward

D. Brackley noted that consistent with the Constitution Article 6.3 and 20.4 Locals
approve their own stewards and that this should be forwarded to the British Columbia
Local.

Update on server proposals

D. Martin mentioned that the space available on the server continues to be a problem
and that Requests for Proposals are being prepared as quickly as possible.

Update on PSMA/PSEA

C. Danik mentioned that one of the ideas that was discussed at the National Executive
Committee Retreat was for CAPE to establish a Political Action Committee which could
develop strategies to address issues related to the implementation of the PSMA/PSEA.
Meanwhile, he said that the information sheets provided at the retreat were also going
to be distributed to the Local Leadership.

Update on New Government Strategy on TR’s

J. Aggrey mentioned that he had written a letter to Mr. Fortier, Minister of PWGSC in
order to schedule a meeting to discuss the concerns of our TR members but we have
had no reply to date and that we are continuing to try to contact the Minister.

Update on Impact of Dues Increase

It was mentioned that an update would be provided at the May meeting.

Update on Electronic Communication Strategy

M. Korol mentioned that the Communications Committee would be meeting in early May and that they were waiting for any further matters that may arise from the recent National Executive Committee retreat.

It was noted that the final part of the retreat would not be taking place until May 18th and that they may wish to postpone a meeting of the Communications Committee until afterwards.

Recommendation from Finance Committee on PSMA/PSEA Training

C. Danik mentioned that staff is being consulted and this training course was not previously budgeted but that it will be included for the fall training sessions.

Creation of Sub-Committees

This item was deferred to the Constitution and By-Laws Committee in order to create By-Laws on the process for establishing Committees of the Association.

Volunteers to Elections Committee

It was moved by P. Rosen, seconded by D. Brackley, that all the volunteers be approved as members of the Committee. **Motion Carried unanimously.**

The members are: Janson LaBond, Olivier Lalande, David Aubry, Michael Dewing, Jason Jacques, Zhiyong Hong , Larry Deters, Robert Palinic, H  l  ne Gagnon, Ross Holden, Nick Giannakoulis, Bev Miller, Seth Sazant, Salma Jaroudi, Riley Brockington.

Volunteers to Young Members Advisory Committee

It was moved by P. Rosen, seconded by C. Lakaski, that all the volunteers be approved as members of the Committee. **Motion Carried.**

The members are: Megan Brown, Marilou Dufour, Tammy Belliveau, Ben Black, Tomo Yokoyama, David Welsh, Richard Duranceau, Martin Tremblay, Caroline Raymond, Marie-Eve Neron, Seth Sazant, Erin Weir, Jonathan Wallace,

Heather Anderson, Ashifa Jiwa, Sarah Lawson.

Volunteers to Equal Opportunities & Diversity Committee

It was moved by M. Korol, seconded by D. Brackley, that all the volunteers be approved as members of the Committee. **Motion Carried.**

The members are: Tammy Belliveau, Anna Sipos and Tomo Yokoyama.

Sub-Leasing Office Space

J. Aggrey mentioned that this was an on-going process. He indicated that the staff has expressed some concerns These were distributed to the National Executive Committee.

It was moved by R. Oslund, seconded by C. Therrien, that the National Executive Committee set up a 3 person sub-committee to seek a suitable sub-tenant for as much office space as possible up to a maximum of 20% space for as long as possible, with the understanding that demising walls would be built to accommodate them.

In favour = 3, Opposed = 9, Abstention = 0. **Motion Defeated.**

It was moved by P. Rosen, seconded by M. Korol, that the advertisement reflect the leasable space and the concerns of staff members.

In favour = 9, Opposed = 3, Abstention= 0.

President's Report

J. Aggrey stated that Mr. H. Hao has tendered his resignation on the National Executive Committee.

It was moved by C. Therrien, seconded by R. Oslund that a call for volunteers to fill the vacant position be sent.

In favour = 2, Opposed = 10, Abstention = 0. **Motion defeated.**

It was noted that the upcoming call for elections is to be sent on June 1.

It was moved by C. Card, seconded by C. Lakaski that the National Executive Committee express thanks to H. Hao for his service to the Association. **Carried Unanimously.**

J. Aggrey noted that he had received the legal opinion on the Privacy Policy today and that he would provide a summary for the meeting in May.

Professional Services Report

C. Danik provided updates on the following items:

TR Bargaining

- A new incentive plan is now in force; the term “new” must be qualified though, as most of last year’s plan has been renewed for another year; this in spite of long days of frustrating negotiation during which CAPE bargaining team could make only marginal progress.
- It must be noted that last year’s plan has yet to show that it works; it is very different from those of preceding years.

TR collective agreement

- We go back to the bargaining table on May 2, 3, and 4, then on May 23, 24, and 25.
- Some issues have yet to be addressed.
- The delay, however, is mainly due to the fact that CAPE bargaining team is trying to sign a three year contract.

EC collective agreement.

- members have responded to the input questionnaire; data has been entered and a preliminary report has been produced and sent to the members of the EC CBC today;
- there are 3 weekly evening meetings scheduled for the next 3 weeks to go over the data and prepare proposals further to membership input;
- then, on May 17, the EC CBC has a full day meeting scheduled in order to finalize our proposals for the table; then another meeting to take a final look at the package to be presented at the bargaining table
- we expect to meet with the employer team on June 19 or 20, in order to exchange proposals;
- then, we break for the summer to study the other parties proposals;
- we are hoping to get back to the table in early September;
- the database for pay proposals based on the new EC standard will be ready only in early 2007.

EC Classification Reform.

- For all intents and purposes, work on the new standard is finished;
- accompanying documents to explain how to use the standard are being completed.
- There is a final series of validation testing in May , after which departments should be expected to start the work description and evaluation process.
- Thereafter, there will be a first notification to EC employees when they will be given a copy of a new work description, evaluated under the new standard, with the point rating and level.
- EC employees will have an opportunity to discuss the content of the work description and the classification with their supervisors.
- Later, possibly several months later, after new pay rates are negotiated, EC employees will get a second notification.
- It is on reception of this second notification that they will have an opportunity to grieve the content of the work description and the classification.
- there are seven elements in the new standard: decision making responsibilities; leadership and operational management; interaction; knowledge; research and analysis skills; physical effort; and working conditions.
- there will be 7 levels to the new EC group.

Training Schedule

- steward training is scheduled for the weeks of May 1st and May 8th. This Spring, CAPE will be offering the usual Spring courses, i.e. Stewards Training and Know your Collective Agreement; and, we will be adding the OSH course that we would have normally given in the Fall of 2005 had we had the funds to do so.

Internal review of operations

- Currently, the entire staff of the Association is involved in a review process, the purpose of which is to determine whether can make improvements to certain internal processes. Donna is involved with her staff. I have begun a review of information flows with staff reporting directly to me; we are also looking at how information can be communicated to members. Jean Ouellette is reviewing with the LROs the labour relations services of the Association.

It was moved by P. Rosen, seconded by J. Patterson, that the National Executive Committee express its thanks to the Bargaining Committee and the staff for the preparatory work done on the collective bargaining. **Carried unanimously.**

Other business

Labour Relations Officer Representation

C. Lakaski brought a member's complaint about representation to the attention of the National Executive Committee.

J. Aggrey reminded National Executive Committee members that as a practice, members who have complaints against the employer are confidential. While the subject matter may be discussed at the meetings, the names of members are kept confidential.

C. Danik advised that the Association has a redress procedure in place and that the member should contact the Director of Labour Relations in order to commence the redress procedure.

Adjournment

It was moved by B. McVicar, seconded by J. Patterson that the meeting be adjourned at 8:55 p.m. **Motion Carried.**

Date

J. Aggrey
Chair