

## **CAPE Executive Committee**

**Minutes of June 27, 2007**  
**CAPE National Office**  
**Boardroom**  
**7:30 p.m.**

**Present:** J. Aggrey (Chair), J-R. Benoit, C. Card (teleconference), G. Dussault, C. Lakaski, S. Lawson, R. McVicar, A. Picotte, S. Spak, C. Therrien, M. Zinck (teleconference), C. Danik, J. Ouellette, D. Martin.

**Apologies:** M. Holyk, M. Korol, L. Perrin, A. Sipos, S. Spano.

### **Approval of Agenda**

S. Spak moved and C. Lakaski seconded, that the agenda be approved. **Carried unanimously.**

### **Approval of Previous Minutes of May 30, 2007**

M. Zinck moved and S. Lawson seconded, that the minutes be approved. **Carried unanimously.**

### **Atlantic Canada Regional Forum**

A proposal to hold a Forum for the Local Leadership in the Atlantic Regions in September 2007 was reviewed.

M. Zinck moved and C. Lakaski seconded, that the proposal be approved.

In favour = 9, Opposed = 0, Abstention = 2. **Motion Carried.**

### **Matters Arising**

#### **Young Members Advisory Committee**

S. Lawson, member of YMAC reported that the social event took place and that a small survey was distributed to those in attendance to obtain information on what concerns the members have.

**Action:** A formal report will be presented to the National Executive Committee in September.

#### **National Joint Council Seminar**

Due to work commitments M. Zinck withdrew from attending the seminar. J. Aggrey

proposed that S. Lawson attend as his replacement. **Carried unanimously.**

### **Policy on Absence from CAPE National Committee Meetings**

J. Aggrey presented a proposed policy for discussion in order to address the issue of consistent absences from CAPE Committee meetings:

#### **Proposed policy**

A member of the National Executive Committee or of any CAPE National Committee who misses either three consecutive meetings, or four meetings during a calendar year whether consecutive or not, shall be deemed to have resigned from that Committee. The National Executive Committee may on a case-by-case basis consider the circumstances for the member not attending Committee meetings and waive application of this Policy.

A round table discussion took place.

C. Therrien moved and C. Lakaski seconded, that all references to the National Executive Committee be removed and to change the word “National” to “Sub”.

The amended motion reads:

“A member of any CAPE Sub-Committee who misses either three consecutive meetings, or four meetings during a calendar year whether consecutive or not, shall be deemed to have resigned from that Committee”.

S. Lawson asked to keep the last sentence. This was ruled Out of Order.

**Action:** J. Aggrey stated that he would come back with a policy for National Executive Committee members' absence.

D. Therrien stated that this is covered by the Constitution under clause 18.2.

G. Dussault asked if the Finance Committee was considered a Sub-Committee.

C. Therrien requested the Governance Review Committee or the Constitution and By-laws Committee review the definition of CAPE's various Committees.

S. Spak moved and J-R Beniot, seconded that the amended motion be approved.

In favour = 9, Opposed = 1, Abstention = 1. **Motion Carried.**

## **Finance Committee Recommendation**

The Finance Committee presented the following recommendation for NEC's approval.

### **Recommendation:**

The FC proposes that the Governance Review Committee consider a Constitutional amendment which allows the NEC to allocate to the Contingency Fund over and above the approved Contingency Fund as long as the overall spending is within the total budgeted spending.

The pros and cons of the recommendation were vigorously debated. Following that,

A. Picotte moved and B. McVicar seconded, that the recommendation be approved.

In favour = 4, Opposed = 5, Abstention = 1. **Motion Defeated.**

## **President's Report**

J. Aggrey reported that June had been quite a busy month for him. He attended many meetings including Local AGMs, SGM, Local Leaders Meeting and others. He noted that one of the issues of interest, perhaps the issue that generated most interest at the Local AGMs was the EC Classification. Here is a summary of his June report.

### **1. June 4 - YMAC Meeting**

This was their meeting before their social event. J. Aggrey said that he was pleased to report that the Committee is running well and that they seem to have a focus on how to reach other young members. He said he had not yet received a report on their social event.

### **2. June 5 – Montreal AGM**

This AGM was well attended. About 13 members had registered but almost 30 showed up. This was Isabelle Germain, our relatively new LRO's, first Local AGM and she did quite well in her presentation and answering questions. Many of the questions centred on the EC Classification.

### **3. June 6 – NJC Bargaining Meeting**

#### **Highlights:**

Michel Paquette was approved as the new BA side NJC Secretary. He replaced Claude Leclair who has retired.

The NJC agreed that more effective consultation with management is needed and is going to form a manageable working group. This will include people from Departments.

The new PSHCP which CAPE was part of the Negotiation Team has now been accepted by the President of Treasury Board.

The priority for the Communications Committee is to promote the NJC as an important body.

#### **4. June 6 – CAPE – SGM for Constitutional Amendment**

J. Aggrey said that he was quite disappointed about the attendance of this meeting. There were less than 40 members present in spite of all the publicity. On the whole, those who attended did support the amendments.

#### **5. June 7 – Library and Archives Local AGM**

Again, this meeting was well attended. J. Aggrey remarked that he was seeing an increase in the number of members in attendance at the Local AGMs over the last three years. Here too, he said there were many questions on the EC Classification. He observed that it appeared Departments and agencies are still not sharing information with the members. The Local also raised the issue of succession planning. He said he planned to meet with the new Deputy, Ian Wilson to raise our members concern.

J. Aggrey said he was sorry to report that Peter Rochon, who had been the President since the Local was established and was acclaimed at the AGM has decided to step down for personal reasons.

#### **6. June 13 – Local Leaders Meeting**

J. Aggrey reported that the meeting provided very few specific suggestions for the Budget. However, there were some suggestions and ideas for improving other areas of the organization, such as:

- i. To hold social events in order to increase participation of membership
- ii. To increase Public Relations – perhaps have a Christmas party on Parliament Hill with MPs and the membership
- iii. To increase Communications to have one page notes posted on the website. For example,
  - important departmental issues
  - briefing notes on NJC Committees
  - Professional Employees Network

- iv. To provide CAPE's position on a departmental issue to the Local Leaders of that department so they are aware of what position to take in meetings with management.
- v. Hold the AGM on a Saturday or during the daytime in the week.
- vi. Have at least three meetings with Local Presidents and the CAPE VPs not one.

## **7. June 14 – TR Leaders**

J. Aggrey reported that he met with Lionel Perrin, VP TRs and Claude Poirier, President of the TR Local to discuss urgent TR issues and to plan a meeting with Francine Kennedy, President of the Translation Bureau. The planned meeting is in the offing.

## **8. June 18 – Membership Participation Committee**

J. Aggrey said that he was pleased to report that this Committee was moving along quite well and its members are having vigorous discussions on a number of issues that will definitely help them provide ideas to improve the participation of members in CAPE. He asked the NEC to stay tuned as the Chair will be reporting to the NEC in September.

## **9. June 20 – Moncton AGM**

J. Aggrey reported that our members in Moncton were very appreciative of the fact that we went there to meet with the Local. The members expressed their concern about the possible negative effect of the EC Classification and were disappointed that they were not being informed by management.

The LRO and the President provided them with the latest information available and asked them to check the CAPE website for updates.

## **10. June 22 – Governance Review Committee Meeting**

J. Aggrey reported that the Committee met to discuss the few suggestions the Local Leaders made at the June 13 meeting. For its Next Steps, the Committee decided that the President, working with Counsel and the Chair of the Constitution and By-Laws Committee and anyone else, if needed, to prepare a draft of the Constitutional changes for the review by the GRC to ensure the changes reflect the recommendation made to the NEC. The package will then be forwarded to the Constitution Committee for a final review and recommendation to the NEC.

## **11. June 26 – Consultation with LOP Executive**

J. Aggrey reported that he consulted with the LOP executive members to seek their support for a pilot project for establishing E-Voting system for CAPE. The pilot will

assure CAPE of the viability of the system and will allow CAPE to eliminate any bugs and kinks before it is introduced to all CAPE members.

J. Aggrey said that he was happy to report that the LOP Executive is on board and very supportive of the initiative and are willing to bring their members on board for the pilot.

## **Comments**

Director Michael Zinck commended the Communications Committee on its work regarding the electronic voting initiative. He noted that he had supported this initiative during his time on the Communications Committee and applauds the LOP group for agreeing to be the pilot for this very important work. He looks forward to hearing the results of the pilot.

## **12. June 27 – Meeting with Accelerated Economists Trainees**

J. Aggrey reported that he was invited to make a presentation to a new crop of trainees in the program. He said he provided them information on the Association, why it is important for them to become members and what the Association will do for them when they need help to resolve conflicts in the work place. He said he encouraged them to register and gave them registration cards, pens, pads and cups.

## **Professional Services Report**

### **Negotiations**

- The TR table:
  - The bargaining committee has not met since the last Executive meeting;
  - Two days of preparation for the bargaining table are scheduled for August 13 and 14.
  - Two days of bargaining are scheduled for August 15 and 16.
- The EC table:
  - Since the last Executive meeting, the EC collective bargaining committee met once, on June 7.
  - The EC proposals were finalized; contract wording was reviewed for a few proposals further to requested changes from the previous meeting. Introductory remarks were added. The package has been completed.
  - Notice to bargain was given by CAPE to Treasury Board on June 8.
  - We are having problems getting a date for an exchange of proposals to begin bargaining.
  - CAPE had asked to exchange proposals before the end of June.
  - Unfortunately, the compensation specialist for Treasury Board's EC bargaining team has been on sick leave for a while.
  - I am still hopeful that we can proceed with an exchange before mid-July.

## **Service Wide Consultations**

- The EC classification standard:
  - There has been no official announcement yet, however it is our understanding that the EC classification standard has been approved by Treasury Board ministers.
  - CAPE will be posting before the end of the week on its web site a document about EC work descriptions.
  - The document provides information and advice to members on various matters relating to the new EC classification standard and to the appropriate information that should be included in an EC work description.
  - You may remember that CAPE released a similar document in November: it was entitled EC Work Description Writing: CAPE's Perspective, Part I.
  - We are now releasing Part II, as well as an updated version of Part I.
  - CAPE will be sending a copy of the 21-page document to each EC member before the end of July.
  - In terms of their careers, the EC Work Description Writing document is probably one of the most important documents that they will receive as it explain just about everything about the conversion, the standard and how to make the standard work for our members.
  - On a related matter: CAPE is sending a letter to Deputy Ministers on the matter of the conversion.
  - There are two versions of the letter: one version thanks the department for its hard work, the other version expresses concerns.
  - The LROs have decided for their departments which version would be appropriate.
  - Both versions remind the employer to keep their ES and SI employees well informed of what is happening in the department.
  - They also remind departments that special attention should be given to group allocation, because CAPE has the option of filing complaints before the PSLRB if it feels that a department has reclassified an ES or SI work description in the wrong group by moving it to a group other than the EC group.
  - The letter will be going out on Friday.
- The EC qualification standards:
  - The CPSA approached CAPE last month for the purpose of consultations on their draft EC qualification standards.
  - I reviewed the draft and provided my comments.
  - In essence, I reminded the Agency that the standards needed to take into account the diversity of the EC group, and the diversity of the required educational backgrounds.
  - The CPSA is leaning towards different qualification standards, according

- to streams of work as identified in the group definition.
- In essence, members will not experience any changes in their own status or career opportunities.
- Some flexibility has been added that may enhance SI mobility into the ES group, where SI work is closely related to ES work, for example at STC.

## **Representation**

- Four TR members each filed an individual grievance under the new article 40.01 of the collective agreement whereby the employer is obliged to provide a complete and current work description. The most recent work description these members had dated from 1989. Following the presentation of these grievances at the first level, the employer acknowledged that the members' work descriptions were not complete or current. The services of an outside consultant will be retained shortly to draft a new work description. This new article in the TR collective agreement may have a snowball effect, because a number of TR group work descriptions are no longer current.
- A member filed a complaint following the TR-03 competition. After an exchange of information, the Association submitted three allegations demonstrating abuse of authority by the selection board. Following the submission of these allegations, management contacted us to arrange for mediation. During mediation, the employer agreed to the member's being reinstated in the selection process, and interviewed. The member was successful in the interview, and was subsequently appointed to a TR-03 position.
- A request by management that an employee leave the workplace, and return only after obtaining a note from a doctor confirming their fitness for work. Management refused to pay for the days the employee was absent, but following representations by the Association, changed its mind and decided to pay for the days the employee was absent from work.
- An ES member wished to buy back previous pensionable service at her previous level: PM-02. The employer insisted that the buyback had to be made at the ES-04 level. The Association persuaded the employer that it was wrong, and that the member did not have to pay by reason of the fact that it had lost the relevant documents. The member will therefore be able to buy back her previous service at the PM-02 level.
- A CSC member filed a harassment complaint against her Director on the grounds that the Director abused his authority. The member filed a detailed complaint which was supported with convincing evidence. We encouraged her to accept mediation which she initially turned. After explaining the advantages of mediation, the member agreed to mediate her differences with the Director. After two (2) days of intense mediation, a settlement was reached. The



settlement reflected the majority of the interests that our member was seeking to achieve. The Member is pleased with the outcome and a review of the situation will be done in 4 months.

## **Training**

- Tentative dates for the Fall courses : last week of October (English) and first week of November (French)
- Changes to the duration of courses:
  - Occ. Health and Safety = half day
  - Know Your Coll. Agreement TR & EC = one and half days
  - Basic Steward Training = one day
- Steward's manual – to be distributed as follows:
  - September meeting of the NEC (all NEC members)
  - subsequently by mail to all local officers who have attended the steward's course since 2000 (explanations for those who took the course before 2000)
  - subsequent updates by mail

## **Internal Matters**

- ESU-CAPE collective bargaining
  - Ghislain Dussault, Maurice Korol and Micheline Lasalle (CAPE Bargaining Team) met with ESU on June 25 and 26 and the next negotiations are scheduled for July 9 and 10.

Director Zinck offered his thanks to Jean Ouellette for his examples of recent LRO activities which are included in the NEC minutes. He noted these are very good examples and show the importance of and the high quality of service provided by our LRO's to our members.

Regarding Stewards training, M. Zinck said that he has had no complaints or issues raised by PEI members. He further noted that he makes it clear in his email to members on the courses that CAPE covers travel, accommodation and salary replacement costs. He suggested that this issue might be re-iterated to Local Leaders in the event questions that Clayton posed are occurring.

M. Zinck commented that, regarding the issue of holding courses outside of Ottawa, he thought Jean Ouellette provided excellent reasoning on why to bring the Stewards to Ottawa. M. Zinck said he continues to support this policy.

## **Administration Report**

### **Database Server**

D. Martin advised that she was looking into the replacement of the database but that a new quote was requested in order to take into consideration the future needs of the Association and upcoming new technology.

### **Thank you to Administrative Clerks**

D. Martin expressed her thanks to her staff and said that she was very impressed with the work of the administrative staff in spite of various ongoing personal matters that they had been going through. She remarked that they stayed focused and had carried out their responsibilities throughout this time and had had their work completed within the deadlines.

## **Adjournment**

B. McVicar moved and M. Zinck seconded, that the meeting be adjourned at 9:40 p.m.. **Carried unanimously.**