

**CAPE Executive Committee**

**Minutes of May 30, 2007**

**CAPE National Office**

**Boardroom**

**5:45 p.m.**

**Present:** J. Aggrey (Chair), C. Card, G. Dussault, M. Holyk, M. Korol, C. Lakaski, S. Lawson R. McVicar, L. Perrin, A. Picotte, A. Sipos, S. Spak, M. Zinck, C. Danik, J. Ouellette, D. Martin.

**Apologies:** J-R. Benoit, S. Spano, C. Therrien.

**In Camera**

L. Perrin chaired this portion of the meeting.

C. Danik provided an update on the In-Camera matter. J. Aggrey resumed the Chair at the end of the "In Camera" section.

**Approval of Agenda**

M. Zinck moved and seconded by B. McVicar, that the agenda be approved.  
**Carried unanimously.**

**Approval of Previous Minutes of April 25 Meeting**

The Committee suggested that the first paragraph under "President's Report" - Item 1 – Meeting with DM, Agri-Canada be reworded for clarity.

The new paragraph reads:

Ms. Yaprak Baltacioglu understood the issues raised with her because she was once a member of the ES group.

With this modification, B. McVicar moved, seconded by A. Picotte:

"That the minutes be approved as amended". **Carried unanimously.**

**Finance Committee Recommendation**

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

**Recommendation**

The FC will request funds from the Executive Contingency Fund to cover a shortfall in a line item only when the shortfall has exceeded \$2,000. All other shortfalls less than \$2,000 will be reconciled with funds from the Executive Contingency Fund at the end of the fiscal year.

After a brief discussion, A. Picotte moved, seconded by M. Zinck:

“That the recommendation be approved”. **Carried unanimously.**

### **Approval of new Audit Committee member**

J. Aggrey noted that it was preferable for the composition of this Committee to reflect members from each of the three CAPE’s bargaining units. However, he had tried but was unable to find a member from the TR group. Therefore, he recommended Sylvain Noël, an ES, to be approved as the third member. Mr. Noel’s biography was reviewed and discussed.

S. Spak moved, seconded by L. Perrin:

“That Sylvain Noël’s appointment be approved”.

In favour = 12, Opposed = 0, Abstention = 1. **Motion carried.**

### **Finance Committee Recommendation – Investment Strategy**

The Committee reviewed the legal opinion provided by counsel on the Association’s current Investment policy. The opinion concluded that the current practices do not comply with the provisions of the Constitution. After considerable discussions, the National Executive Committee agreed that a policy on investment strategies need to be developed and an investment advisor should be retained. Therefore, the NEC requested the President to have a policy developed. The matter was therefore **tabled**.

**Action: J. Aggrey to have an Investment Policy developed.**

### **Protocol # 5 – Distribution of membership lists**

J. Ouellette informed the Committee that this matter is linked to the Privacy Policy and that the Labour Relations Officer’s have some concerns. For this reason, he said changes will be made to the privacy policy as it is currently not operational and the Policy will be removed from the website. Therefore, the item was tabled until the fall.

**Action: Jean Ouellette would provide management with changes to the Privacy Policy.**

## **Governance Review Committee (GRC) Interim Report**

The National Executive Committee reviewed the report and each NEC member was given an opportunity to provide comments. The following is a summary of their comments.

- i. On the whole, the NEC members said they were pleased with the Report
- ii. On Recommendation 3.(i) - Local Leadership Council, the GRC was asked whether it had looked at different levels and how they feed into each other.

The answer was “yes”. The GRC said it had looked at various governance structures of public sector organizations in their research.

- o The GRC was asked if the Local Leadership Council would have the power to approve/elect the National Executive Committee members?

The answer was “no”.

- o On the issue of Annual General Meeting, the NEC wanted to know if members who attend the AGM would have the power to vote or whether they would just be making recommendations to the NEC?

The answer was that the members would have the power to make recommendations to the NEC. And that the NEC would be obligated to report back to the members on their recommendations.

- o The GRC was asked to explain what it meant by the NEC having the status of observers.

What the GRC meant by this recommendation was that at AGMs, NEC members' role would be to listen to members, respond to their questions and provide information when necessary but not to be part of any recommendations coming from the members which would ultimately go to the NEC itself for consideration.

- o The GRC was asked if it had set a timeframe and work plan as it still has further work?

The GRC explained that it had a work plan and that it was working in phases. The first phase was the recommendations it had presented in the Interim Report and that its work is ongoing.

As a final comment, the NEC suggested that the next report after the GRC's consultations with the Local Leadership should define how the NEC should report back to the Local Leadership on the latter's recommendations. [Ref.]

Recommendation (ii), under **Item 3: Local Leadership**, the Interim Report].

The NEC was informed that the consultation meeting with the Local Leadership is scheduled for June 13<sup>th</sup> at 5:30 p.m. at the Crowne Plaza Hotel.

## **President's Report**

### **1. Conference**

I attended a conference on Leadership from May 2 and 3 in Toronto organized by the Maytree Foundation. A significant message from the conference is that an organization such as ours, should find ways and means of interacting with Canadians at the community level in order raise our profile and to gain recognition for our contribution to the Canadian society. That is, we should not limit our support of the community to the United Way campaign only.

### **2. Local AGMs**

Earlier in the month, I attended the TRs Local AGM. I informed that since January, I have been meeting with the TR Leadership, Claude Poirier, the Local President, Carol Card, Lionel Perrin, André Picotte and Claude Danik to try and identify their priorities and to discuss what needs to be done, practically, to foster greater understanding between the TRs and the ECs. These meetings will be ongoing and I will report to the NEC of outcomes.

I attended the Local AGMs in Winnipeg and Halifax. Both meetings went very well. I am happy to report that we are seeing increases in the number of members that are participating in our Local AGMs. In Winnipeg, we expected 23, and we ended up with about 29. We were pleasantly surprised when a mother came in with her baby in her hands. We moved a motion to make the baby an Associate Member of CAPE to the delight of all.

At both meetings I explained to members the rational behind the proposed Constitutional amendments. In my opinion, the members' reaction to the change was positive, they said it made sense and were quite supportive. I encouraged them to remember to vote.

I know that after the meeting Stan, the President of the Winnipeg Local sent an email reminding the members to support the amendments.

### **3. Members' Issues**

From time to time, I spend considerable amount of time with members who have workplace conflicts and who contact me directly. Almost all the time, I refer these matters to the Director, Labor Relations and sometimes in his absence, to the LROs for resolution. The telephone conversations, the listening alone, followed, sometimes with meetings take quite a bit of my time. It also takes time to explain to the Director and the LRO these requests for intervention. For examples, a member was denied his acting pay, another was on the verge of losing her job and hadn't received her salary. Another involved a member who wrote an insulting letter to a DM. I had to intervene to resolve the situation quietly.

#### **4. Operational Issues**

On daily basis, I devote quite a bit of time to meetings with the Executive Director, Director of Labor Relations and Manager of Administrative services on for operational issues.

#### **5. Regular Internal Committee Meetings**

In preparation for the various Committee meetings, I assist the secretaries to make sure the Agenda and Minutes are prepared in a consistent manner. So far this month, I have attended meetings of the following Committees:

- i. Finance Committee
- ii. Task Force on Participation
- iii. Communications Committee
- iv. Governance Review Committee

#### **6. External Committees**

Public Service Pension Advisory Committee Retreat

The Committee had a two-day retreat to discuss Policy Forward agenda. Please note as a member of the Advisory Committee I am bound by confidentiality and can only talk in generalities about some of the topics discussed.

- i. Pensions – International Context. This was to compare our pensions with other countries to identify where improvements are needed.
- ii. Phased Retirement – As part of the PAC Policy Forward Agenda and review of the Public Service Superannuation Act, phased-in retirement has been identified as a policy that warrants further research. The objective of phased retirement is to encourage older workers to remain in the workforce.
- iii. Survivor Benefits – Is the amount payable to a spouse or common law partner whether death occurs before or after retirement. The objective of

the Committee is to review the formula for survival benefits which has essentially been unchanged since 1954.

## **7. Meeting with Munir Sheikh, DM, HRSDC**

This was a meet and greet meeting. However, I raised the issue of lack of consultation with the Association on many of the changes taking place in the Department which could affect our members. I also talked about our concern for the lack of career movement for the ES 5s and 6s. He indicated his willingness to work with the Association to ensure the interest of the members are protected. We agreed to follow up on these issues at future meetings.

## **Professional Services Report**

### **Negotiations**

- EC Collective Bargaining :
  - The committee met yesterday evening to review a final set of proposals.
  - The proposals that will be going to the bargaining table will be finalized on Friday and provided to the members of the committee for approval.
  - A meeting is schedule for Thursday of next week.
  - The committee has chosen its six-member bargaining team; the members of team are Derek Brackley, Ghislain Dussault, Marcy Holyk, Anna Sipos and Clayton Therrien; because there are only ten members on the committee, it was decided that the four remaining members would be alternates.
  - I spoke this morning to Guy Lauzé, the negotiator designated by Treasury Board for the EC table.
  - I proposed to him a 90-minute meeting in the last week of June for the parties to exchange proposals. He will contact the members of his team to see if they are available.
  - I informed him also that I would be sending early next week CAPE's notice to bargain for the EC group.
  - The plan is to exchange proposals at the end of the month, then to review management's proposals during the summer and prepare research materials in support mostly of a pay position that is yet to be finalized.
- TR Collective Bargaining :
  - Since the last NEC meeting, the committee met for three full days of work, on May 9, 10 and 16.
  - The members of the bargaining team have been chosen; thee are: Matthew Ball, Suzanne Dumas, Luc Gervais, Lionel Perrin, André Picotte and Claude Poirier.
  - The negotiator on the employer side will be Daniel Langevin; Daniel Langevin has been hired on contract by Treasury Board. He comes to the table with a

great deal of experience. He worked for several years as negotiator at the board and negotiated several agreements at the TR table.

- Louise Labrie will also be at the table. Madame Labrie is a Treasury Board negotiator who will take over collective bargaining with CAPE at the TR table in the next round. The current round will be used in order to become familiar with group, its concerns and how it negotiates.
- The first meetings at the table with the employer are scheduled for August 15 and 16. We expect to meet again in early November.

### **Service Wide Consultations**

- EC Qualification Standards :
  - I had a meeting yesterday with representative of the Canadian Public Service Agency, formerly known as the Public Service Human Resources Management Agency or PSHRMA.
  - They presented to me a draft of what they are preparing as the new EC qualification standards.
  - The CPSA has been consulting ES and SI user departments to determine the needs of managers.
  - Essentially, managers want flexibility which at least in this instance is good for our members.
  - The end result of CPSA's work so far does not change significantly the existing standards.
  - I was given a copy of the draft and will be providing comments to the CPSA on June 15.
  - Just as a reminder: qualification standards establish minimum qualifications to enter an occupational group. They are not related to classification.
- EC Classification Standard :
  - It is our expectation, certainly our hope that the standard will be approved shortly and that it will enter the public domain within the next month.
  - As soon as the standard is made public, CAPE will release Part II of the advice document that it made available to members earlier this year.
  - The Advance Personal Notification is scheduled for September 21.
- TR Classification Standard :
  - I have been invited to discuss with Translation Bureau management the state of the TR standard.
  - I will be attending a LMCC meeting where the issue will be raised; and I will meet with a consultant hired by the Bureau to review the benchmark work descriptions in the standard.

- The TR standard is different type of classification instrument than the EC standard. The EC standard is a point rating system based on the evaluation of a set number of elements of work. Whereas the TR standard is a descriptive standard, based on level descriptions and BMPDs. There are also BMPDs in the SI and ES standards; but they simply serve a general illustrative purpose. In the TR standard, the BMPDs are very important as they substantiate the short level descriptions.
- Hence the importance of discussing with the Bureau and its specialist on their intent to change the BMPDs.

### **ESU/CAPE Bargaining Committee**

J. Ouellette informed the Committee that S. Spano had resigned from the Bargaining Committee due to family commitments and that J. Aggrey had found M. LaSalle, a TR, as his replacement.

After a very brief discussion, C. Card moved, seconded by S. Spak:

“That M. LaSalle, M. Korol and G. Dussault be approved”. **Carried unanimously.**

### **Administration Report**

#### **i        Server for database**

D. Martin reported that the database server has run out of disk space. She said the matter had been brought to the attention of the Finance Committee and she was in the process of getting quotes to replace it with an up to date server with larger capacity hard drives.

She advised that the current server cannot be upgraded as there is not enough room to add larger hard drives. She pointed out that the server is about five years old and the life expectancy is about to run out. She expressed her concern that there is no guarantee how much longer the server will continue to be operational.

#### **ii.       2007 Elections Committee**

D. Martin informed the NEC that the Elections Committee held its first meeting on May 23<sup>rd</sup> and elected Mr. Michael Dewing from the Library of Parliament as the Chair, and Ms. Margaret Fuller, from Veteran Affairs Canada, as the Co-Chair.

The EC reviewed and approved the call for nominations and resolutions. D. Martin informed the NEC that the office is in the process of completing mailing the documents to the membership and that she was confident the June 1<sup>st</sup> deadline would be met.



### iii. Constitutional Amendment Documents

D. Martin reported that the documents were mailed out to the membership on May 15<sup>th</sup>. The deadline to return ballots is June 18<sup>th</sup> at noon. She informed the NEC the SGM was being held at the Crowne Plaza on June 6<sup>th</sup> at 5:30 p.m. and that detail information was posted on the website.

### iv. Local Leadership Meeting

D. Martin reported that material for the above meeting was mailed out to the membership on May 25<sup>th</sup>. She reminded the NEC members to R.S.V.P. no later than June 6<sup>th</sup>. All information was posted on the website.

### v. Hiring of temporary staff person

D. Martin informed the Committee that she has hired a temporary administrative clerk by the name of Mark Courty to replace Sharon Wilson who is on a leave of absence.

## **Finance Committee**

The monthly financial statements were presented for information. The NEC suggested that henceforth all materials presented be numbered. The NEC also recommended that the Finance documents be moved forward in the Agenda for review.

Accordingly, C. Lakaski moved, seconded by A. Sipos:

“That the Finance Committee be moved up on the agenda for the National Executive Committee meetings and that all materials provided by the Finance Committee be paginated” **Carried unanimously.**

## **Young Members Advisory Committee**

S. Lawson, member of YMAC reported that a social event was being organized by the Committee for June 5, 2007 for CAPE members. She said the YMAC decided to organize the event outside the national office to make it informal.

## **Adjournment**

B. McVicar moved, seconded by S. Spak:

“That the meeting be adjourned”. **Carried unanimously.**

Meeting adjourned at 9:25 p.m.