

CAPE Executive Committee

Minutes of September 13, 2006

CAPE National Office

Boardroom

9:00 a.m.

PRESENT: J. Aggrey (Chair), D. Brackley, R. Oslund, M. Holyk, M. Korol, R. McVicar, A. Picotte, P. Rosen, S. Spak, C. Therrien, M. Zinck, C. Danik (staff), D. Martin (staff), J. Ouellette (staff), S. Wensink (staff).

APOLOGIES: C. Card, C. Lakaski.

J. Aggrey requested that we deal with the Finance Committee item on the agenda immediately after the budget so that the Finance Officer could be excused from the meeting afterwards. There was a **consensus**.

Approval of Proposed Budget

The budget was reviewed line by line and the following amendments were suggested;

line 4 of the French version should read: Indemnité de départ du personnel de la direction,

- delete the word contingency from line 11.6,
- line 12.2 be increased to \$40,000 for the year 2006/07 and
- line 15 be increased by \$2, 500 for each year.

It was moved by D. Brackley, seconded by R. Oslund, that the above amendments be approved, as discussed. **Carried Unanimously.**

It was moved by A. Picotte, seconded by R. Oslund, that Option B be presented to the membership and to add an additional column to include the dollar amount for the 1st year.

In favour = 10, Opposed = 0, Abstention = 1. **Motion Carried.**

It was moved by R. Oslund, seconded by C. Therrien, that no money be spent on promotional items until the budget has been approved by the membership.

In favour = 2, Opposed = 8, Abstention = 1. **Motion Defeated.**

Finance Committee

The financial statements for the months ending May 31st, June 30th and July 31st were reviewed.

Finance Committee Recommendations

1. The Finance Committee recommends to the National Executive Committee that a one page budget, in the form of the roll up sheet, and the 3 page supplementary information be presented to the Membership.
2. The Finance Committee recommends to the National Executive Committee that the balance of the Contingency Funds be used to cover the over spending of line items and that the members be informed that additional funds are needed.

Recommendation 1 – was dealt with under Approval of Budget

Recommendation 2 – matter was **tabled** due to insufficient information.

Final Steps of Planning Session

J. Aggrey presented a summary of the results of the brainstorming exercises from the National Executive Planning Session in March, 2006. He noted that at the NEC's meeting in May to discuss the Report, members expressed the desire to proceed with the implementation of those initiatives that would improve service to the membership.

He further noted that not all the ideas generated required NEC's approval. For example the following; an internal communication review, developing new training modules, reviewing the role of administrative assistants to free LROs' time to address substantive issues.

He requested and obtained NEC's approval in principle for the implementation of the initiatives listed in the document submitted. Time frames associated with the implementation are indicated in the table below.

1. External Relations

i. The Employer

Initiative	Priority	Time frame
Produce Profile of CAPE for Advocacy Purpose It was agreed that this be done In-House and not contracted out.	High	Short Term – prior to upcoming election

ii. Government

Initiative	Priority	Time Frame
Organize CAPE Event on the Hill	High	Within 12 months
Appear before House Committees	High	Within 12 months
PS: This is issue based. Anticipate some research cost.		

iii. Other Unions and Labour Bodies

Initiative	Priority	Time Frame
Joining CLC PS: Membership fee for CAPE's level of membership is over\$95, 000/year, approximately	Low	Long-term – this issue requires further research
Regular discussions with Heads of Public service Unions		Currently Ongoing

2. Governance Structure and Constitution

i. Structure

Initiative	Priority	Time Frame
Establish a Governance Review Committee to make recommendations to NEC		deferred

ii. The Way the NEC Operates

Initiative	Priority	Time Frame
Governance Review Committee to make recommendations to NEC [see (i) above]		deferred
PS: Some of the other ideas suggested are currently being addressed, (e.g. procedure for posting minutes, regular reports from the President, the Executive Director and Manager of Administration		

iii. The Constitution

Initiative	Priority	Time Frame
Work ongoing by the C&BC		deferred

iv. The Role of Locals

Initiative	Priority	Time Frame
Governance Review Committee to make recommendations to NEC		deferred
Improved Communications between the National Office and Locals (e.g., response strategy for issues brought forth by Local leadership, Internet scanning for labor relations issues).		

3. Government Impact on Members

Initiative	Priority	Time Frame
CAPE Influence	High	Short-term within 6 months – no later than April 2007
First Step: Produce Profile of CAPE for Advocacy Purpose. [Already covered - see item (i), under The Employer, page 2 above].		
Second: Meetings with specific Ministers are being scheduled		

4. Communications

Initiative	Priority	Time Frame
Electronic voting communication process	Medium	12- 18 months
CAPE Promotional Materials		In the process of being purchased
i. Pens (850)		
ii. Pads (1,000)		
iii. Cups/Mugs (576)		

5. Policy and Decision Making Process

Initiative	Priority	Time Frame
Governance Review Committee to make recommendations to NEC.		deferred

6. Membership Participation

Initiative	Priority	Time Frame
Governance Review Committee to make recommendations to NEC.		deferred

Approval of Agenda

The following items were added under “Matters Arising”

Summary of June Local Leadership Meeting
Sub-lease
New Servers
Elections Committee

The following items were added under “Other Business”

NJC costs
Dates of remaining NEC meetings for the year

It was moved by D. Brackley, seconded by A. Picotte, that the agenda be approved, as amended.

In favour = 10, Opposed = 0, Abstention = 1. **Motion Carried.**

Approval of Previous Minutes

It was moved by A. Picotte, seconded by M. Zinck, that the minutes be approved.
Carried Unanimously.

Matters Arising

Summary of June Local Leadership Meeting

D. Brackley asked if the summary of the June 14, 2006 Local Leadership Meeting was transcribed as he did recall seeing them. It was mentioned that these were provided to the Committee previously.

Sub-lease

Our realtor is still working on finding a suitable sub-tenant.

New Servers

D. Martin advised the Committee that the servers were installed over the long week-end of August and we were within budget. All staff is now using Word and Outlook 2003 which is the standard for the government.

Elections Committee

D. Martin provided an update on behalf of the Elections Committee. They met on

September 6th to review the nominations received and would announce the candidates eligibility on September 15th in accordance with the By-Laws.

Privacy Policy

D. Brackley requested that only the last sentence of paragraph two of the policy be deleted and not the entire paragraph.

It was moved by P. Rosen, seconded by M. Zinck, that the policy be approved, as amended. **Motion Carried.**

Creation of Defence Fund

This item was tabled.

Second Local Leadership Meeting

It was agreed that although we have no topics of discussion at this time that we are obligated to hold another Local Leadership meeting in accordance with the Constitution.

It was recommended that it be held in the afternoon prior to the AGM on November 27th.

It was suggested that the Local Leaders be surveyed to determine their preference for meetings during the daytime, combination of afternoon and evening, evening only or on Saturdays.

Replacement Chair

J. Aggrey had to depart for a medical appointment.

It was moved by R. Oslund, seconded by A. Picotte, that D. Brackley chair the remainder of the meeting. **Motion Carried.**

President's Report

Meeting with PSC

Further to my meeting the President of the Public Service Commission, Maria Barrados, I was invited to attend a special presentation of the monitoring and audit functions of the new PSC which described the commission's efforts to adapt its oversight function to the new staffing regime.

Commission officials explained to me how the PSC is using the Act to set up the appropriate monitoring system, and audit actions. The new PSEA requires that delegated authority must be exercised within a framework of accountability.

Departments are required to report to the PSC which in turn reports to Parliament. The Staffing Management Accountability Framework (SMAF) covers governance issues, planning, policy, communication and control. It provides departments with the PSC's general accountability expectations. Deputy heads are required to report on the SMAF indicators, which are mandatory for all organizations, in the manner prescribed by the PSC.

In addition the PSC has revamped its audit function in order to investigate staffing actions that are brought to its attention and that may appear to be questionable to the Commission. The Commission has developed a set of criteria to prioritize its audit actions, and has an array of interventions at its disposal.

It should be noted that Departments can, in the most serious cases, lose their staffing delegation. The revocation of staffing delegation can be at the level of the manager who has acted improperly.

It is important for our members to know that revocation could serve as a deterrent to abuses of the staffing system by managers who would see revocation as a serious obstacle to career development. It could become difficult for a manager to seek a promotion if he or she no longer had the authority to staff.

In my opinion, the Commission needs the appropriate level of resources to achieve its goals and carry out its functions effectively. I am afraid that unless Parliament decides to increase significantly the Public Service Commission's budget, the Commission's efforts are doomed.

Meeting with Union Heads

I met with the President of PIPS to discuss issues of common interests and to explore strategies to work together more collaboratively on a number of fronts and still maintain our individual autonomy. For example, we discussed how the two bargaining agents could establish a committee to review the existing models and approaches of negotiating with the employer with a view to recommend new and more effective way of negotiation that recognizes the contributions of professional employees to Canadians. Also to explore possible ways that both organizations could benefit from economies of scale in purchasing services.

I met with one of the VPs of PIPS separately, to discuss the Agenda for the upcoming meeting of the Professional Employees Network (PEN) in October. In addition, we discussed various ways to strengthen the Network and make it more effective and relevant to our members.

Exploring New Benefits for the Membership

As part of my overall efforts to widen the scope of benefits of being a CAPE member,

earlier this year, I asked a number of companies to make presentations on various products that could be of interest to our members.

As a result, I met with Johnson Insurance Inc., the company that provides Home and Auto insurance to CAPE members to discuss their new product called MEDOC – Travel Health Insurance Plan. Among other things, this Plan will cover members when their trips are cancelled due to medical emergencies, delay of a common carrier in which a member is a passenger, where a personal vehicle is involved in an accident, or when a trip is cancelled due to extreme weather conditions.

Details can be obtained from Johnson.

Public Service Employees and the Harper Government

Recently, there have been media speculations about Harper's government planning to reduce the number of public service employees. My meetings with TB and PSHRMAC senior officials indicate that these are just speculations. While the government may have a set of new priorities, if and when they get a new mandate from Canadians, that in itself is not a reason to expect cuts. It is my understanding that the immediate concern of the Conservative government is to reduce the cost of contracts and consultants and not staff. I am very conscious of how a cut across the board could impact on our members and therefore I am very vigilant.

Among other initiatives to ensure our members are protected, my first strategy is to meet with senior officials including the Clerk of Privy Council to explain to them how the skills of our members are particularly important to carry out the priority objectives of the Conservative government. As many of you will recall, this was understood during the program review. As a result while every other group in the public service experienced cuts, the numbers of the ES and SI employees increased, and the number of TRs decreased marginally.

Professional Services Report

EC Classification Reform

Over the summer, CAPE has been in contact with PSHRMA for the purpose of obtaining documents that would be necessary in order to prepare advice for our members. The Agency has expressed some reluctance to release the documents.

The delay has much to do with the iterative nature of the decision process at PSHRMA on matters relating to the EC standard. Various issues, for example the point rating scales, have not received the final ok.

I will be meeting with officials responsible for the standard on Friday. I have been told that I will be provided with some of the information that I need at that time, and that we

will discuss the timeline for the rest. By the end of October, we will post on the CAPE web site and send to local leaders a copy of a document similar to the document that we prepared for ES and SI members for UCS. The document will explain to members their rights further to the collective agreement, and give advice regarding work description writing in relation to the EC standard.

Collective Bargaining

CAPE signed four agreements in 2006, three collective agreements and one FIP protocol. In fact, since the last NEC meeting, CAPE has signed two agreements with Treasury Board, the agreement for our TR members, and the agreement for our EC members.

Bargaining : FIP and the TR Collective Agreement

Though the year 2006 was very productive at the bargaining table, we are already preparing for three new rounds of negotiations: the 2007-2008 FIP round of negotiations, the 2007 TR collective agreement round and the 2007 EC round of negotiations.

A call for volunteers went out last week for the FIP bargaining committee. The call for volunteers for the TR collective agreement bargaining committee went out yesterday.

José Aggrey, the president of CAPE, has delegated responsibility for negotiating the TR agreement to me.

Whereas responsibility for the FIP negotiations has been delegated to Jean Ouellette, CAPE's director of labour relations.

The previous TR committee carried out a post-mortem analysis that concluded that it may not be useful to send an input questionnaire to the members in the coming round. Very little negotiations will be carried out after the signing date of the TR agreement last June 29th and next April when we are back at the table. Moreover, the previous agreement was for only two years, and there was a sense that many important issues had been withdrawn and should be back on the table. It was proposed that the CAPE web site be used to get input. Using the web site would prove less expensive and just as productive. The next TR bargaining committee has the authority to decide how to proceed.

EC Collective Bargaining

At the last meeting of the NEC, the EC bargaining committee was still at the table. I had reported at that time confidential information explaining that the committee had decided to propose a one-year agreement to Treasury Board in order to secure an immediate agreement on major issues. I am sure that you know by now that, not only did we

secure a tentative agreement with the employer; EC members voted in record numbers in support of the agreement; the agreement was signed almost a month ago; and. members have been benefiting from the new provisions since August 14.

As I explained in June, our bargaining committee considers the agreement an interim measure, necessary because PSHRMA is not ready with the data base required to negotiate the EC pay scales.

The committee wishes to complete negotiations next spring. This raises the matter of the composition of the bargaining committee. As far as I am concerned, the coming round of negotiations is not a separate round, but only a continuation of the round that we began last June. Our one-year strategy was for the sole purpose of getting immediate improvements to the collective agreement for our EC members. By securing the agreement, there was never the intention to throw away the other proposals of our package.

The package of proposals that was prepared by the current EC bargaining committee was never tabled for negotiation. The work of preparing a questionnaire, receiving responses, analyzing the data, debating proposals, etc. has yet to be concluded.

I had mentioned at the last meeting that I would ask the NEC to pass a motion allowing the current members of the negotiating committee to complete their work starting again in the spring of 2007.

This would mean that there would not be a new call for volunteers.

I would also propose, similarly to what I would propose to the TR committee, that the bargaining committee request proposals on our web site. Again, the association could save money and time. But, most importantly, the organization would allow the current members of the bargaining committee to finish their work.

It was moved by M. Korol, seconded by B. McVicar, that a thank-you note be sent to the Committee for all their work. **Motion Carried.**

It was moved by M. Korol, seconded by B. McVicar, that the NEC reconfirms the 2006 EC Bargaining Committee in order that it continue its negotiations/work from this year.

In favour = 7, Opposed = 0, Abstention = 1. **Motion Carried.**

Internal Matters

We are about to complete our analysis of information and communications process within CAPE's national office. I will remind you that since the month of May our research

and communications division has been reviewing information needs within the office and, the manner in which we communicate information to the membership. Further to a review that identified more than 150 combinations of information sources, types of information and clients, we spent a good part of the summer organizing our data, analyzing the data and drafting procedures.

At this time, I have prepared 23 protocols covering various matters including the role of administrative assistants in the communication process, as well as the types of information that the national office could provide daily to its local leadership.

The draft protocols are being translated. As soon as I have versions in both French and English, I will begin a final consultation process within the office for the purpose of working out the operational details.

Other Matters

- The June 2006 issue of *Professional Dialogue* appears to have been well received. The feedback that we received was consistent. Members said that they appreciated the analytical perspective which goes beyond simply reporting events. One member commented that it was refreshing to read articles that offered insight and explanation.
- CAPE is in the process of preparing its analysis of the 2006 Public Service Survey results. We are a little behind schedule. We will complete our analysis of the data and provide the NEC with a summary, if all goes well, for the next meeting in October. Local leaders have access to department specific information which is more useful to them than a general analysis for each bargaining unit. However, it would be useful to the collective bargaining committees to have the more comprehensive data.
- The Labour Relations Officers have been asked to raise the issue of program cuts at the LMCCs.
- It was **agreed** that a template of By-Laws for the use of Locals would be beneficial. This was deferred to the Constitution and By-Laws Committee in order to look into the process.

Administration Report

D. Martin provided her report under Matters Arising.

Financial Statements from Locals

It was mentioned that the Association is not receiving this information in accordance with By-Law 4.7 and that we will now be ensuring this is done.

Young Members Advisory Committee

They are preparing their mandate and it will be ready for the next meeting of the NEC.

Equal Opportunities and Diversity Committee

There was a consensus to send a third call for volunteers.

Other Business

CAPE's policy on member representation

This item was withdrawn as the Association already has a policy. It was **agreed** to provide a copy at the next meeting.

CAPE's policy on paying for legal advice for members complaints under the Discipline Bylaw

This item was **tabled**.

NJC Seminar costs

A clarification as to who pays for Executive members to attend the NJC seminar was requested. It was mentioned that the Employer pays for the three days but that the Association pays for the bargaining agent meeting and any additional days required for traveling.

Date of Next meetings

The next meeting is scheduled for October 11 at 5:45 p.m.