

**MINUTES OF THE RCEA EXECUTIVE COMMITTEE MEETING**

**RCEA Office, 5300 Canotek Road, Suite 100, Ottawa, ON**

**October 23, 2017**

**5:00 p.m.**

**Members Present and Absent:**

<b>NRC:</b>		<b>Present</b>	<b>Absent</b>
Fraser, Cathie	President, RCEA	√	
Zaluski, Marvin	1 <sup>st</sup> Vice-President, ICT, M-50	√	
Lévesque, Michelle	2 <sup>nd</sup> Vice-President, Montreal	√	
Holbrook, Bernard	Treasurer, M-36, MSS, Ottawa	√	
Joan Van Den Bergh	Negotiator	√	
Beasley, Jim	AERO, U-61	√	
Birt, Michael	AST, M-2	√	
Fletcher, Shaun	AERO, M-2		√
Hewitt, Daniel	DFS, M-4	√	
Lowery, Mark	CONST, M-24	√	
Lussier, Steve	KM, M-55, AD Chair		√
Pelletier, Cara	HHT, M-54	√	
Robertson, Sandra	AERO, M-13		√
Toll, Floyd	EME, M-12, TO Chair		√
Whetter, Allan	ASPM, M-6	√	
Zerhloul, Amal	CONST, M-23A	√	
Benson, Vaughan	St. John's		√
Cloutier, Martin	Edmonton	√	
Condie, Janet	Saskatoon		√
Desjardins, Véronique	Boucherville	√	
Doucet, Jacques-Andre	Fredericton	√	
El Bahh, Bouchaib	Charlottetown	√	
Gallant, Jeffrey	Halifax	√	
Macfarlane, Michelle	Oakville	√	
Melnychuk, Geoffrey	Victoria		√
Polvi, Sandra	Saskatoon	√	
Saini, Jack	Vancouver	√	
Santos, Nelson	London	√	
Simard, R.-Michel	Saguenay	√	
Tom, Roseanne	Montreal	√	

The meeting was called to order at 4:59 p.m. Cathie Fraser, chaired this meeting.

1. **Approval of Agenda of the Executive Committee Meeting of October 23, 2017**

**MOTION:** “That the agenda of September 26, 2017 be approved.”

Moved by Jim Beasley, seconded by Sandra Polvi

**Approved**

2. (a) **Approval of the Minutes – Executive meeting June 14, 2017.**

**MOTION:** “That the minutes of June 14, 2017 be approved”

Moved by Sandra Polvi, seconded by Allan Whetter

**Approved**

(b) **Approval of the Minutes – Executive meeting September 26, 2017.**

**MOTION:** “That the minutes of September 26, 2017 be approved”

Moved by Sandra Polvi, seconded by Allan Whetter

**Approved**

(c) **Business arising from the Minutes of June 14, 2017 and September 26, 2017.**

From September 26, 2017 - Miscellaneous cost of \$6459, budgeted at \$4000. This account has many items in it. The items that were in this amount:

- S. Till - \$1957 – Before we hired Shelagh on permanently, she came in for a few weeks as a temporary worker.
- M. Landry – \$400 – This was the previous occupant of the new office. We purchased some furniture from the law office (lamps, cabinets, tables, chairs, numerous pictures and clocks, sofa, club chair, side table).
- Water cooler renewal - \$307
- Shredding services - \$354 – Before we left the Stone House, we had some old files that needed to be shredded.
- Plaques - \$350 – For Gord Fougere and Dao Ly.
- Career Joy - \$1243 – Company we had used for hiring in the past.
- Membership card scanning - \$2090 – All hardcopy membership cards were scanned into digital format to digitize office member files.

3. **President's Report** – C. Fraser

- i) Steward Annual Reports – We have received 5 steward reports. These reports can be found in agenda item #8 of the minutes.
- ii) In December there are numerous expiring stewards:
  - Floyd Toll
  - Sandra Robertson
  - Marc Lowery
  - Amal Zerhloul
  - Jim Beasley
  - Jeff Gallant
  - Nelson Santos
  - Michelle Levesque
  - Roseanne Tom
  - Michelle Macfarlane

Vaughan Benson  
Geoffrey Melnychuk  
Bouchaib El Bahh  
Bernard Holbrook  
Michael Birt

A discussion was held on how to send out nomination forms in November; online, mail, email etc....

The decision was made to send the nomination forms in the mail and interoffice mail.

- iii) Technical Group (TO) Voting packages have been sent out and the last day for the RCEA office to receive them is end of day Friday, October 27, 2017. After that they will not be accepted. We will start counting ballots on Monday, October 30, 2017, and results will be posted on the website.
- iv) Invited guests and speakers for the AGM are NRC President Iain Stewart and VP HR Isabelle Gingras. They will arrive at the AGM about 5:20 p.m. so we will start the agenda beforehand, and then interrupt the AGM for their speeches and Q&A.
- v) The RCEA will be having an office open house reception on Monday, December 4, 2017, from 3 to 7 p.m. Invitations to all members and numerous committee members, to our lawyers, translators, IT, new office management company, to all NRC Corporate to other bargaining agents, and committee members that the RCEA sit on at the National Joint Council and Treasury Board. This is our chance to show what a great union we are.
- vi) A discussion on the Roles and Responsibilities and make up of various committees at the RCEA:

From RCEA Constitution Article 6 Governance Structure

6.2 1st Vice-President, 2nd Vice-President, Treasurer

The 1st and 2nd Vice-Presidents shall undertake the duties and responsibilities prescribed by the Constitution of the RCEA and assist the President in the discharge of his or her duties.

The Treasurer shall undertake the duties and responsibilities prescribed by the Constitution of the RCEA and shall be responsible for overseeing administration of the financial affairs of the RCEA including the production of an annual financial statement, proposed budget forecasting future expenditures and such other financial reports as may be requested by the Executive Committee.

6.3 Management Committee

The Management Committee shall consist of the President, 1st Vice-President, 2nd Vice-President, Treasurer, and such other members of the Executive Committee as recommended by the President and approved by the Executive Committee.

The Management Committee shall act on behalf of the Executive Committee to decide questions concerning the management of the RCEA and such policy questions as may arise between meetings of the Executive Committee. The Management Committee shall report to the Executive Committee on its activities.

## 6.4 Executive Committee

The Executive Committee shall consist of the officers who make up the Management Committee and all stewards.

Subject to the Constitution of the RCEA, the Executive Committee may serve as the authority determining all decisions and actions taken by the RCEA.

In addition to Committees identified in the Constitution of the RCEA, the Executive Committee may establish such other committees as it deems appropriate to assist in the conduct of the business affairs of the RCEA. Examples would be elections committee, constitution committee, finance committee.

## 6.5 Stewards

The duties, responsibilities and authority of stewards shall be determined by their respective collective agreements, by the Constitution of the RCEA and such policy statements as established from time to time.

From RCEA Steward Training Manual:

A steward's role is probably the most important role, as you are our front line to members. You are the official representative of the union. You are the link between RCEA and the membership, responsible for the flow of information out of the office. You act as a referral and guide to the members who may require RCEA advice and services. You meet new members when they come in and encourage new members and Rands to sign their membership card (online). You bring concerns of members to Exec, local labour management committees, or the office. You answer members questions about the collective agreements. You know where to direct members who need assistance, either to the office or to the employer.

### 4. **Finance Committee:** – B. Holbrook

#### a. Treasurer's Report No. 12 & June Investment Report

B. Holbrook presented the Treasurer's Report for June 2017. There were no questions regarding the statement for June 2017.

B. Holbrook presented the June 2017 Investment Report. There were no questions regarding the investment report for June 2017.

### 5. **Management Committee Recommendations** – M. Zaluski

Nothing to report at this time.

### 6. **Grievance Committee Report** – C. Fraser

There have been no changes since the last meeting.

## **Category and Group Committee Reports**

a) Administrative Support Group (AD) – J. Van Den Bergh

NRC has not yet come back a final time. They are still waiting to get their final mandate, particularly as it relates to the compensation advisors. We have told NRC that we want the same change for AD and AS with respect to performance assessment. NRC came back and asked for some housekeeping and editorial things that were agreed to in TO agreement. NRC has gone back to Treasury Board to get a new mandate and we are waiting for them to come back to us with their next proposal. Bargaining teams will then meet to review those proposals. If the proposals are acceptable, they will go out for a ratification vote.

b) Administrative Services Group (AS) – J. Van Den Bergh

NRC has not yet come back a final time. They are still waiting to get their final mandate, particularly as it relates to the compensation advisors. We have told NRC that we want the same change for AD and AS with respect to performance assessment. NRC came back and asked for some housekeeping and editorial things that were agreed to in TO agreement. NRC has gone back to Treasury Board to get a new mandate and we are waiting for them to come back to us with their next proposal. Bargaining teams will then meet to review those proposals. If the proposals are acceptable, they will go out for a ratification vote.

c) CS Group (CS) – J. Van Den Bergh

NRC has made a revised proposal. We have gone back to them and indicated that we wanted to see one of the changes that we negotiated into the TO agreement (regarding CTE – whoever does your CTE has to have been aware of or observed your performance for at least half the time under review). There was also a question of the date one of pay changes would come into effect. NRC has gone back to Treasury Board to get a new mandate and we are waiting for them to come back to us with their next proposal. Bargaining teams will then meet to review those proposals. If the proposals are acceptable, they will go out for a ratification vote.

d) Operational Category (OP) – J. Van Den Bergh

Bargaining dates are set for November 22, 2017, December 6, 2017, and December 7, 2017.

e) Purchasing Group (PG) – J. Van Den Bergh

NRC has made a revised proposal. We have gone back to them and indicated that we wanted to see one of the changes that we negotiated into the TO agreement (regarding CTE – whoever does your CTE has to have been aware of or observed your performance for at least half the time under review). NRC has gone back to Treasury Board to get a new mandate and we are waiting for them to come back to us with their next proposal. Bargaining teams will then meet to review those proposals. If the proposals are acceptable, they will go out for a ratification vote.

f) Technical Group (TO) – J. Van Den Bergh

The TO group ratification votes will be counted on Monday, October 30, 2017.

## Steward Annual Reports

### a) Saskatoon – S. Polvi

From our members, we have mostly been getting enquiries regarding collective bargaining and the state of collective bargaining. There have been some concerns from some of the TOs and mostly it was about the opportunities for advancement within the TO levels and how it is done. Some of the concerns were that, as there are projects and such assigned, sometimes TOs are assigned to work on a project, but it is at a lesser level than their substantive pay and they are wondering how do we advance if we are doing this work at a lesser level? There has also been some concern with the TO4s that they have had certain duties revoked from them and they have been moved out of their area.

On a personal note, this will be my last union meeting as I plan to retire in April 2018. I would like to thank the union for all it has done and for the friendships that I have had.

### b) Montreal – R. Tom and M. Levesque

As NRC's centennial activities wane, we busily thrust into the beginning of NRC's 2nd century. What do we do after 100 years? We deal with personnel & cyber-security. We grapple with succession issues, protocol documentation, while pursuing & committing ourselves to Excellence.

While embracing Green practices & our green, orange and blue zones, we cannot neglect our Mental health. We're pressured to perform faster at high and higher throughput speed, for industrial partners. NRC's Dialogue report alluded to employee wellness this year. We hope the NRC walks the talk & promotes career development. Many TOs were reclassified upwards, (surprising, really?) while the Reclassification Office was inundated with justifications and appeals.

After AGM 2016, the LLMCC was re-instated at Royalmount. The LLMCC was shelved since the creation of the flagship-program-portfolio structures. We had 4 meetings, of which 2 were to amend the LLMCC terms of reference to reflect the multi-portfolio representation under the same Royalmount roof.

NRC-Royalmount, formerly Biotechnology Research Institute, is relatively young compared to the NCR and other regions in the country. After 32 years, the membership has been going through its first large round of retirements in the last couple of years. We started 2017 with about 185 members and after summer, we're down 7% to 170. In the next 2 years another 6% will retire. We're experiencing a hiring freeze which sounds like "No Hire, No Fire, Just Retire". The HHT portfolio had 35 appointments without competition where 27 RCEA members converted; 25 of them were at Royalmount, making 85% of the workforce as continuous employees. The Rand status is down to 3%, if not better.

The following are percentages of the membership per category, portfolio/department.

TO	AD	AS	CS	PG	OP
72	11	6	4	2	0.5

HHT	ACRD	EME	ASPM	ITS	HRB	BMS/KM/FB
60	6	13	5	3	2	5

We acknowledge & thank Cathie, Joan, Laurette and Shelagh's hard work all year round. Hope you're happy in the new Canotek digs!

c) Charlottetown – B. El Bahh

RCEA membership in Charlottetown currently stands at 14 members. During this fiscal year, one member has changed group and is now affiliated with the PIPSC group, another member has left for another portfolio (HHT- NRC Ottawa) and a third member has left the NRC (contract ended and not renewed). A fourth member has returned from an extended (11.5 months) leave.

I've been RCEA rep for Charlottetown for 1 year. I have attended RCEA meetings via teleconference and I also sit on the building Committee for Occupational Safety and Health. There were no labour relation issues brought forward in our location here in Charlottetown since I became the RCEA rep.

Some members from the TO group are voicing some concerns regarding the recent changes introduced by the new generic job description. They are mainly concerned by the changes that restrict their involvement in project management. The senior TOs (TO4) consider the project management as a valuable tool to build their resumes and gain new expertise that are necessary for their career advancement.

As mentioned by the former steward in the last year report, members are still voicing concerns about the continual pressure for technical staff to reach 70% utilization on contracts/projects, which for the most part, they have no control over.

Thank you for giving me the opportunity to serve my team in this capacity.

d) Saguenay – R-M. Simard

We are pleased to attend this year's meeting. The Saguenay Site has actually 23 members, including a new member.

We do not have any RAND'S at Saguenay.

About the file of generic posting, the Saguenay steward has not received any communication/information from management. The TO description seems to be completed or will be completed next. For the PG group, some information said that it will be completed in November or December.

Finally, thank you to the member of RCEA executive, the office staff, the bargaining officer and the president for their hospitality and support.

e) Penticton – A. Hoffman

This will be my last steward report as I will be retiring from NRC as of 20 September 2017. Union membership has decreased slightly at Penticton down to 11 members as some positions have been reclassified to RCO. There are no outstanding issues or grievances at our site currently. I have checked around and there are a couple of people willing to fill the steward position after my retirement. I wish the RCEA the best of luck going forward and it has been my honour to have represented the union here for the last 14 years.

## 7. New Business

(a) 1<sup>st</sup> Vice President Election Results – C. Fraser

C. Fraser gave the results of the RCEA 1<sup>st</sup> VP position election, and congratulated Marvin Zaluski on being acclaimed for another 2-year term. This term will end in December 2019. Congratulations.

(b) Election of 2<sup>nd</sup> Vice President – C. Fraser

C. Fraser asked for any nominations for 2nd VP. R. Tom nominated Michelle Levesque. S.Polvi seconded. No other nominations. Michelle Levesque was acclaimed. This term will end December 2019. Congratulations.

(c) Financial Support Request from Boucherville Activity Committee – V. Desjardins

The Boucherville Activity Committee put forward a request for financial support for the Boucherville Christmas Lunch.

**Policy Manual of the RCEA**  
**Policy #9 Gifts**

The use of the Association's funds for the purpose of flowers, memorial wreaths, personal gifts, and any other form of donations to individuals or groups is permitted with the approval of the Executive Committee with the following limitations

- a) Any donation or gift in excess of \$5000 must be approved by the membership.
- b) No funds may be given, for any reason, to any political party or person running for public office, or to any charitable or religious organization.

A lengthy discussion and a vote occurred. Due to the limited RCEA finances, the Executive Committee believe that, if the Association cannot offer this to all members in all locations, they could not approve the request for Boucherville.

## 8. Adjournment

Motion to adjourn: M. Birt

The meeting adjourned at 6:42 pm.

Minutes prepared by S.Till

### **Frequently Used Acronyms**

BAS	Bargaining Agents Side
COSH	Committee on Occupational Safety and Health
HRG	Human Resource Generalist
JCC	Joint Consultation Committee
LLMCC	Local Labour Management Consultation Committee
MOU	Memorandum of Understanding
NCOSH	National Committee on Occupational Safety and Health
NJC	National Joint Council
PIPSC	The Professional Institute of the Public Service of Canada
PSAC	Public Service Alliance of Canada
SWOSH	Service-Wide Committee on Occupational Safety and Health
TBS	Treasury Board Secretariat
UMR	Union Management Relations Committee