

ACEP
Association canadienne
des employés professionnels



CAPE
Canadian Association
of Professional Employees

ANNUAL REPORT 2020

JANUARY – DECEMBER

***STRENGTH IN
ADAPTABILITY***

MESSAGE FROM THE PRESIDENT

How can we sum up a year like 2020? Unprecedented, challenging, grueling – those are a few words that come to mind. On the other hand, I can also think of words such as resiliency, solidarity, and mutual support to qualify how our members, our staff, the National Executive Committee and the broad union community responded to what 2020 delivered.

CAPE started the year on a high note by forging strong relationships with the newly appointed President of the Treasury Board Secretariat (TBS), which served us well when the pandemic forced our nation to go into lockdown at the beginning of March. We would never have guessed how crucially important this relationship with the President would become.

What CAPE members demonstrated in 2020 is the very definition of “Strength in Adaptability”, the theme we chose for the National Annual General Meeting, which is reflected in this year’s annual report. You have had to adapt to new working environments, whether from behind a piece of plexiglass or at your kitchen table; you have had to do with inadequate equipment, shifting work protocols, and unreliable internet connections. On top of it all, many of you lacked childcare and struggled to juggle work and family responsibilities. Meanwhile, leaders of our government and millions of Canadians were able to rely on your hard work to provide much needed assistance at a time of great need.

We are proud of our members for delivering their utmost for the people of Canada and for stepping up when Canadians needed even more from their federal public service. You were at the centre of the pandemic response and you rose to the occasion despite facing your own hardships. I know you will continue to be integral as we move to the pandemic recovery phase in the coming months and years.



We are proud of our members for delivering their utmost for the people of Canada and for stepping up when Canadians needed even more from their federal public service.

I also want to thank CAPE staff who adapted to working remotely while continuing to support and represent our more than 18,500 members across the country. The staff worked tirelessly to continue providing you with needed assistance during this challenging year.

Other important events shaped this year as well, including a much-needed reignition of the fight against systemic racism, particularly anti-Asian, anti-Black and anti-Indigenous racism. This shined a light on workplace rights and discrimination faced by members and their colleagues. At CAPE, we fight for social justice in the workplace and we condemn racism and racial discrimination in all its forms.

The year 2020 kept us busy and we stayed focused despite incredibly difficult circumstances. December 2020 marked the end of the National Executive Committee's three-year mandate, which had started in 2018. I would like to thank our vice-presidents and directors for their services throughout their mandate and thank the members for their support of our work. I am privileged to serve as your National President.

I wish you the best during these challenging times and thank you for your support.



Greg Phillips
National President



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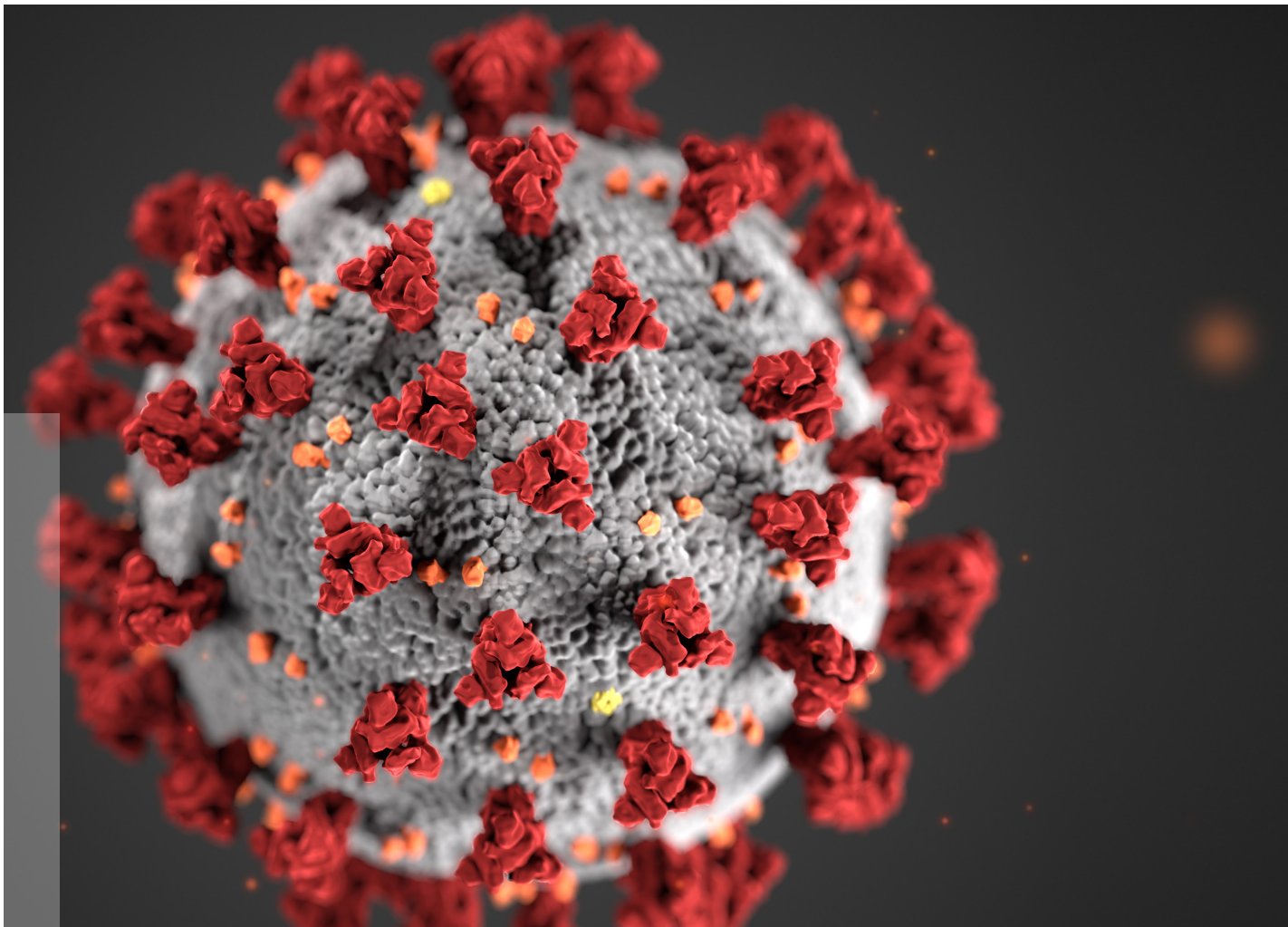
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CAPE AND COVID-19: ADAPTING TO THE PANDEMIC

While the first COVID-19 case was reported in Canada in January 2020, it was in late February and early March when planning really ramped up and different scenarios were prepared and refined to respond to the emergency. Members contacted us from across the country, sharing their confusion and frustration regarding their transition and unique situations getting in the way of their ability to effectively work remotely.

In the early days of the crisis, one of our first accomplishments was the delivery of a set of recommendations to improve internal communications protocols across the Federal government in response to the breakdown of communications between TBS, executives, managers, supervisors, and employees, including thousands of CAPE members. CAPE quickly shared these protocols with TBS.

CAPE was part of the Treasury Board of Canada Working Group, on calls daily to hammer out how to deal with the pandemic. Community transmission forced all provinces and territories to declare states of emergency in mid-March and thousands of our members packed up their offices to work from home or adjusted to new safety protocols within offices. We have continued to be involved in ensuring everyone has the support and resources needed to continue their work safely, whether working remotely or on site.



CODE 699 LEAVE

Many of our members faced serious challenges during the pandemic, including family and health situations, impacting their ability to work. Giving these employees the ability to take special leave under Code 699 was of the utmost importance but it was not being interpreted or applied evenly. CAPE and other bargaining agents became part of a Code 699 Working Group, which helped in the short term. But TBS proposed new, more restrictive Code 699 guidelines for implementation in September, which were strongly opposed by the bargaining agents. Despite our objections, these came into effect in November. Our continuing work is to ensure all employees who require access to Code 699 leave are provided for. CAPE filed a policy grievance to this effect on November 6, 2020.

WORKPLACE REINTEGRATION

CAPE has been carefully examining TBS's reintegration plans, focusing on protecting the health and safety of all members and colleagues. Most workplaces will have a three-phase reintegration plan, incorporating directives from Health Canada. CAPE continues to advocate for remote work options until the pandemic is declared over and allowing employees to choose the option that best suits their individual needs and circumstances.

CAPE acknowledges the many hardships that members are facing during the pandemic. For those of you who were personally affected, whether contracting COVID-19 yourself or caring for someone who had the disease, we send you our best for a full recovery. If you have suffered the loss of a loved one, we offer you our deepest sympathies. The pandemic has also affected the mental health of countless Canadians. If you are feeling these effects, please contact your Employee Assistance Program or the nearest assistance center.



SECTION 1:

MEMBER SERVICES

I. LABOUR RELATIONS

Because of the pandemic, our Labour Relations Officers had to adjust their ways of working with and representing our members. Officers faced many challenges, including counterparts who had limited or no access to their files and difficult access to employer-side decision makers. Despite these new circumstances, our team worked hard and was able to successfully conclude and advance cases, both formally and informally.

Decisions by the Federal Public Sector Labour Relations and Employment Board (FPSLREB)

We received a few decisions from the Board in 2020.

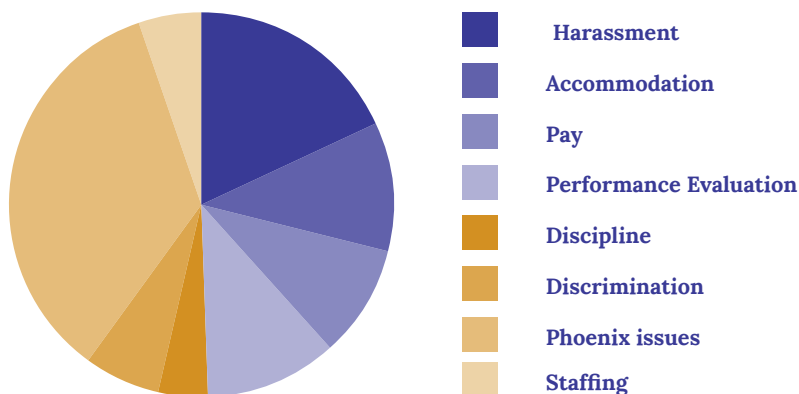
Two decisions dealt with the application of the Work Force Adjustment Directive (WFAD). One circumstance involved the application of the definition of “employee” for the purpose of the Federal Public Service Labour Relations Act. After careful considerations of the Board’s decision and a Federal Court of Appeal’s ruling, CAPE negotiated a settlement for our member, rather than going back to the Board for another determination.

In the other circumstance in the application of the WFAD, CAPE argued that the home and appointing department failed in its obligation to retrain. CAPE was successful in the grievance. The employer has applied for judicial review; we are waiting for a hearing.

Another Board decision dealt with termination for unsatisfactory performance. CAPE successfully represented the member, and the individual was reinstated to the same level and classification.

II. CASE FILES

Issues Affecting CAPE Members.



III. COLLECTIVE BARGAINING

While CAPE was not at the bargaining table in 2020, we have been focused on the interpretation and application of the four agreements signed in 2019 on behalf of our members. We also started preparing for the upcoming 2021 negotiations on behalf of CAPE members in the Office of the Parliamentary Budget Officer group.

CAPE has recommended the creation of a joint committee with TBS to do a post-mortem on 2019's collective bargaining. CAPE would like the adoption of a clear bargaining protocol before entering the next round of bargaining to reduce risks of communications breakdowns during the process, unnecessary delays and the need for mediation.

IV. GOVERNMENT RELATIONS

While COVID-19 and its impact were a significant focus for CAPE in 2020, we did not let up on other issues important to our members, including the Phoenix pay system, pension reform, the collective bargaining process, and labour union outreach and consultation.

A meeting with the President of Treasury Board of Canada Secretariat, the Honourable Jean-Yves Duclos, and Greg Fergus, Parliamentary Secretary to the President of the Treasury Board and to the Minister of Digital Government, in January 2020 was significant, as it had been several years since CAPE had met with any TBS President. According to CAPE National President, Greg Phillips, this meeting was crucial to raising issues of importance to members

This rekindling of relations served CAPE well as we were actively involved with the TBS response to the pandemic and able to bring our members' concerns to the top of the agenda.

In May, Greg Phillips testified before the House of Commons Procedure and House Affairs Committee (PROC) as part of its "Parliamentary Duties and the COVID-19 Pandemic" study. He spoke on behalf of federal interpreters represented by CAPE, sounding the alarm on the strain and increasing number of injuries being sustained during virtual parliamentary meetings held since the beginning of the lockdown. This has resulted in some corrective measures.

CAPE continues to work on the issue of the transfer of Civilian Members of the RCMP to the federal public service and has raised this issue to both the political level and bureaucratic level. Having these employees transferred while the Phoenix pay system remains unstable and unreliable is unacceptable and we have discussed this with TBS representatives, opposition MPs and RCMP leadership. We encouraged our members to sign a petition tabled by Member of Parliament Lenore Zann (Cumberland-Colchester) to delay this transfer.

Greg Fergus, Parliamentary Secretary to the President of the Treasury Board and to the Minister of Digital Government; Greg Phillips, National President of CAPE; the Honourable Jean-Yves Duclos, President of the Treasury Board of Canada Secretariat



V. ADVOCACY

In addition to labour relations and collective bargaining work, CAPE is strongly engaged in representing its members' interest. Besides COVID-19, other issues of importance were a big part of CAPE's work this year. We actively engaged in committees, councils and working groups such as the Joint Task Force for Mental Health, the Pension Advisory Committee, and the Public Service Health Care Plan Committee.

This past year also shed an important light on systemic racism and the repression of rights for many in Canada.

CAPE is active in its work to be part of ending systemic racism across the country and supporting our members who have faced discrimination in the workplace.

In addition to participating in the Federal Black Employees Caucus Union Advisory Committee and the Advisory Council for the Centre for Wellness, Inclusion and Diversity, CAPE joined with some of its bargaining agent partners in signing a letter to the Canadian Human Rights Commission to denounce longstanding issues of systemic anti-Black racism, Islamophobia, and systemic racial discrimination in the federal workplace. Following discussion with the Commission, CAPE filed a policy grievance about these issues on November 16, 2020.

We support our members in speaking out about the systemic racial discrimination they face in the federal workplace.

The Public Service Employee Survey (PSES) allows federal public employees to share their perspectives on the workplace and identify challenges they face. TBS has been reticent to release the full data set, which would enable CAPE to focus in on actions that must be taken to ensure a safe and supportive environment for its members. Greg Phillips is co-chair of the PSES Consultation Committee, providing advice to TBS on questions and analysis. This leadership position allows CAPE to campaign for further disaggregated data, which may reveal issues that are specific to a certain group, workplace, or population. Successful advocacy by CAPE resulted in this year's survey addressing the COVID-19 pandemic and its effects on federal employees.

VI. EDUCATION AND TRAINING

Knowledge sharing is critical for CAPE. Ensuring that members have the information and tools they need to advocate for themselves and their colleagues in the workplace is an important part of what we do. Our Steward Training program has been in place for 12 years. Annual in-person Steward Training Sessions were suspended this year. CAPE is taking this opportunity to review the training program to improve content quality and explore options for online learning. This past year saw the introduction of a new learning and education program to empower our members with knowledge, information, tools, and resources so they are even more confident in their own advocacy work.

CAPE also wants to create a path for leadership succession that considers human rights, reconciliation, and social justice. The new Speakers' Series kicked off in November with a panel discussion about anti-Black racism in the workplace. This 90-minute discussion touched on the roots of racism in Canada, advocacy being done by groups such as the Federal Black Employees Caucus to raise awareness and encourage action on issues related to systemic racism, allyship, and recourse options.

SECTION 2:

LEADERSHIP COMMUNITY

I. NATIONAL EXECUTIVE COMMITTEE

This was the last year of the current National Executive Committee's (NEC) three-year mandate, with a new NEC being elected in late 2020 to serve the membership. Throughout its 2018-2020 mandate, the NEC took CAPE to a new level of engagement and served the members well in this capacity. The NEC is an exceptional and dedicated team that is protecting employee rights and guiding professional representation when members need it.

II. LOCALS

While CAPE is a national organization, our strength comes from the exceptional work being done by our Locals. We are fortunate to have committed volunteers across the country; strong local leadership is what allows the Association to serve its members in an active way. Your local leadership was exceptional this past year, supporting members remotely. Even with the challenges of the pandemic, all Locals held their annual general meetings.

CAPE President Greg Phillips and other members of the management team were able to attend the Annual General Meetings of 11 regional locals across Canada, including 26 departmental locals. Unfortunately, attendance at the AGMs was much lower this year due to the challenges associated with the pandemic.

III. REGIONAL COUNCILS

A Québec Regional Council was created in 2020 to better serve Locals 401 and 402. Among its responsibilities are improving the visibility of CAPE, actively searching training opportunities and giving its opinion on lobbying and the defense of rights in Québec. The first meeting of the Québec Regional Council was held on September 20. The Council also held a steward-recruitment seminar.

CAPE's first regional council, the Atlantic Regional Council, created in 2018, met on June 12 with discussions focusing on COVID-19 and its impact on members, including Code 699 and return to the workplace, as well as the issue of civilian members of the RCMP.

IV. PRESIDENT'S COUNCIL AND LOCAL LEADERSHIP COUNCIL

The Presidents' Council met four times in 2020, in particular to deal with CAPE's ongoing involvement in TBS's pandemic response. A sharing of information from CAPE's President, questions and concerns that Local presidents were hearing from members, and updates from CAPE staff ensured a harmonization of efforts.

The Local Leadership Council met in August 2020 as part of the Budget Review process. The Council was consulted on CAPE's draft budget and delivered its recommendations to the National Executive Committee.

CAPE members approved two changes to the Articles of the CAPE Constitution during the 2020 AGM, stipulating that both the Local Leadership Council and the Presidents' Council must meet once a year (from the previous twice a year) to discuss matters of importance to CAPE Locals.

SECTION 3:

OPERATIONAL UPDATES

I. WORKFORCE PLANNING

New positions and teams were created within CAPE this year to improve how we serve members. There are two new members of the CAPE Management team. The individuals who have joined as Director, Policy and Negotiations, and Senior Advisor to the President bring deep legal and labour relations expertise to the Association.

With our focus on education and training, a new team has been formed, along with the new position of Education and Training Officer, to strengthen our services in this area and ensure members are well-equipped for success.

The newly formed Research and Analysis team is working to improve how we approach, prepare, and undertake CAPE negotiations and relationships with TBS.

With deeper research and more comprehensive analysis through this team, we can focus in on how to best represent members.

II. CAPE WEBSITE: MEMBER RESOURCES AT A CLICK

We asked and we listened! If a member has an issue that CAPE can help them with or needs an update on some of the work we are doing on their behalf, that information should be easily available. This past year, CAPE launched a new website, which acts as a comprehensive Member Resources Centre. As we developed this website, we consulted with members, locals, and leadership on what was needed and where. We used the information provided by many stakeholders as our guide to create your new Member Resources Centre. Check it out at www.acep-cape.ca.



III. MEMBERSHIP MANAGEMENT

CAPE is implementing a new membership management software that will allow key information to be extracted for decision-making purposes. We are finalizing a new and improved member portal where members will be able to access their profiles and register for events and courses, as well as access CAPE related files. Watch for this in 2021.

IV. PARTNERSHIPS

A new agreement with Cumberland Private Wealth provides a new benefit for CAPE members. Normally reserved for high-net-worth clients, members can now access Cumberland's Portfolio Advisor Tool and get premium investment services at discounted fees.

After two decades of growth, CAPE strengthened its position within the Canadian labour movement when members voted to join the Canadian Labour Congress. Our new relationship will allow CAPE to be more connected and involved in decision making about the labour movement and access to the services and research conducted by the CLC.

V. INFORMATION TECHNOLOGY AND MANAGEMENT

CAPE has migrated to cloud technology using the Microsoft platform. This has increased the overall security for the Association and allowed for a smooth transition during the pandemic. The Microsoft platform has enabled the Association to save on server costs while increasing productivity by leveraging the Microsoft SharePoint platform for file sharing.

We have worked extensively to increase security, reducing spam and phishing attempts, as well as training staff to be aware of external threats. We will be deploying new tools to protect CAPE from cyber attacks and other online threats.



SECTION 4:

FINANCE & BUDGET

CAPE IN NUMBERS

 MEMBERS

18,500+



11,500+
women



7,200+
men

FINANCE

CAPE continues to implement the external Auditor's recommendations, as well as improving procedures to strengthen accountability of its expenditures. We have produced an official Financial Process Manual for staff to ensure transparency, segregation of duties and accountability. By leveraging technology, the Finance Department is improving efficiencies for operations, which has resulted in a fiscal year-end surplus of more than \$3M. During the 2020 Fiscal Year, CAPE collected \$10.4M in membership dues and earned \$260,000 in investment returns. Investment returns increased to more than \$500,000 by the end of December 2020. CAPE and its investment partner, Cumberland Private Wealth, have been able to maximize returns on investments.

CAPE has a new finance system, which is more robust and less expensive. Each system transaction contains a matching receipt with the appropriate approvals in place, which leads to a reduced expense from the external Auditor during the Audit.

Budget 2020

CAPE Fiscal Year is May 1 to April 30. Budgets for each fiscal year included in the calendar year are reflected here.

Line #		2019/2020	2020/2021
1	Revenue	9,326,688	9,732,422
	1.1 Dues	9,266,688	9,522,022
	1.2 Associate dues	-	-
	1.3 Interest (Investments)	60,000	200,000
	1.4 Recovery of unsupported expenses	-	10,400
2	Salaries & Benefits	4,913,000	5,340,095
	2.1 Management	1,000,000	1,089,512
	2.2 Staff	2,600,000	2,912,713
	2.3 Pension	501,000	669,125
	2.4 Benefits	732,000	550,000
	2.5 Comp/Vacation	80,000	88,745
	2.6 Vice-Presidents	-	30,000
3	Staff Severance Pay	48,000	58,202
4	Management Severance Pay	75,000	94,925
5	Communication	165,000	193,000
	5.1 External Printing	5,000	-
	5.2 Postage	5,000	3,000
	5.3 Translation	55,000	75,000
	5.4 Telephone	40,000	50,000
	5.5 Internet	10,000	10,000
	5.6 Promotional Material	50,000	55,000
6	Training and Development	225,000	250,000
	Members' and Stewards' Training		
	6.1 Accommodations/Food	25,000	25,000
	6.2 Travel	40,000	65,000
	6.3 Salary reimbursement	30,000	30,000
	6.4 Staff development	60,000	60,000
	6.5 Mgt. Development	30,000	25,000
	6.6 President Development		10,000
	6.7 Language training	40,000	35,000
7	Professional Fees	885,000	995,000
	7.1 Legal - Members	200,000	200,000
	7.2 Legal -Bylaw 5, Constitution	100,000	100,000
	7.3 Legal - Internal	100,000	200,000
	7.4 Legal - Contingency Fund	85,000	85,000
	7.5 Mgmt fees - Cash and Pension Investments	150,000	200,000
	7.6 Consultants fees	200,000	150,000
	7.7 Audit	50,000	60,000
8	Office Expense	150,000	134,000
	8.1 Supplies	50,000	40,000
	8.2 Rental of equipment	3,000	10,000
	8.3 Reference material	20,000	20,000
	8.4 Repairs and maintenance	20,000	5,000
	8.5 Delivery	3,000	5,000
	8.6 Insurance	30,000	30,000
	8.7 Bank charges	4,000	4,000
	8.8 Miscellaneous	20,000	20,000
9	Capital Asset Purchases	125,000	155,000
	9.1 Business Equipment	50,000	105,000
	9.2 Office Furniture	50,000	50,000
	9.3 Computers and related equipment amortization	25,000	-
10	Rent and Operating Expenses	856,400	861,400
	10.1 Rent	420,000	425,000
	10.2 Operating	436,400	436,400
11	Computer Expense	358,000	312,500
	11.1 Web site/DLT	90,000	60,000
	11.2 Maintenance	226,000	190,000
	11.3 Minor capital Purchases (<\$1,000)	2,000	15,000
	11.4 Software	20,000	27,500
	11.5 Programming	20,000	20,000
12	Travel	85,000	135,000
	12.1 Member serv. & consultation	45,000	50,000
	12.2 Conferences	35,000	73,000
	12.3 President travel	5,000	12,000
13	Meetings	398,500	546,500
	13.1 AGM/MBM	75,000	100,000
	13.2 National Executive	110,000	200,000
	13.3 Committees	45,000	45,000
	13.4 LLC / Presidents Council	30,000	15,000
	13.5 Transportation	7,000	7,000
	13.6 Salary reimbursement	100,000	102,000
	13.7 Business Luncheons	2,500	5,000
	13.8 Staff	4,000	7,500
	13.9 Mobilization, Engagement, Educ.	10,000	10,000
	13.10 Candidate's Forum	5,000	15,000
	13.11 Regional councils	10,000	35,000
	13.12 President Regional Council Travel		5,000
14	Collective Bargaining	150,000	75,000
15	Fees Affiliation	15,000	25,000
16	Local Rebates	125,000	160,000
	16.1 Local Rebates	25,000	35,000
	16.2 Nationally Managed Local Exp.	100,000	100,000
	16.3 Travel to Locals: President		25,000
17	Contributions	2,500	2,500
18	Defence Fund 1	-	-
19	Contingency	650,000	350,000
	19.1 Executive	300,000	150,000
	19.2 Administrative	150,000	100,000
	19.3 Leasehold improvements	200,000	100,000
Total expenses		9,226,400	9,688,122
Surplus (deficit) end of period		100,288	44,300

NATIONAL EXECUTIVE COMMITTEE

2018-2020

#	Name	Role	Affiliation	Category
1	Greg Phillips	President	President	
2	Nick Giannakoulis	Vice-President	Public Health Agency of Canada	EC / LoP
3	André Picotte	Vice-President	Translation Bureau-Public Services and Procurement Canada	TR
4	Nicolas Bois	Director	Translation Bureau-Public Services and Procurement Canada	TR
5	Andreas Trau	Director	Statistics Canada	EC
6	Janet Akins	Director	Health Canada	EC
7	Anthony Coles	Director	Public Health Agency of Canada	EC
8	Kelly Mansfield	Director	Indigenous Services Canada	EC
9	Camille Awada	Director	Statistics Canada	EC
10	Howard Delnick	Director	Statistics Canada	EC
11	Mathieu Stiermann	Director	Public Health Agency of Canada	EC
12	Jamie Lafontaine	Director	Indigenous Services Canada	EC
13	Granda Kopytko	Director	Statistics Canada	EC
14	Elizabeth Venditti	Director	Transport Canada	EC
15	Charlene Lonmo	Director	Statistics Canada	EC
16	Ann Kurikshuk-Nemec	Director	Statistics Canada	EC
17	Sami Rehman	Director	Health Canada	EC

MANAGEMENT TEAM

Claude Vézina - Executive Director, Privacy and IT Security Officer

Claude Danik (Retired in 2020) - Director of Policy

Audrey Lizotte - Director, Policy and Negotiations

Jennifer George - Senior Advisor to the President

Omid Kahriz - Director of Finance

Katia Theriault - Director of Communications

Julie Courty - Executive Assistant to the President, Secretary to the National Executive Committee (NEC)



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