

February 20, 2015

**TO: REGIONAL VICE PRESIDENTS  
BRANCHES AND FACILITIES**

### **Advance Notice for the Election of the Contract Committee**

The current collective agreement is set to expire March 31, 2016, which means that notice to bargain can legally be served as early as December 1, 2015. By way of preparation, we will soon move to fill the thirteen (13) elected positions on the Contract Committee. This letter serves as an advance notice explaining briefly how the process will unfold in the coming days and weeks.

The Contract Committee is made up of the following elected members:

- President
- Executive Vice-President
- Five (5) Regional Vice-Presidents
- Thirteen (13) elected positions as follows:
  - YVR ACC & YVR Tower (219 Members)
  - VFR Pacific (97 Members)
  - IFR YEG ACC (208 Members)
  - IFR YWG ACC (153 Members)
  - VFR Prairie (111 Members)
  - YYZ ACC and YYZ Tower (333 Members)
  - VFR Central (87 Members)
  - IFR YUL ACC (201 Members)
  - VFR Bilingual (all towers in Quebec and YOW Tower, 116 Members)
  - IFR YQM ACC (116 Members)
  - IFR YQX ACC (152 Members)
  - VFR Atlantic (76 Members)
  - Non-operational (33 Members)

#### **Roles and responsibilities of Contract Committee:**

- To faithfully reflect and bring forward the views and concerns of the members in each area and facility, as well as the membership as a whole;
- To provide necessary guidance and resources to the negotiators at every stage;

- To regularly communicate with and update the members; and
- To deliver the best possible tentative agreement for the members' approval.

It is important to remember that while the Contract Committee makes all decisions leading up to the tentative agreement, it does not conduct the actual negotiations, nor do Contract Committee members individually bring contract proposals to the table. Contract proposals must be discussed, adopted, and submitted by branch meetings called for that purpose.

The formal call for nominations for the thirteen (13) elected positions will be issued on **March 18, 2015**. The nomination period will run from **April 1, 2015** and will end on **April 14, 2015**.

Detailed information as to voting procedures will be sent out by **April 20, 2015**, and will be posted on the CATCA website.

Voting will open **April 29, 2015** and close **May 12, 2015**. Please note that voting by proxy is not permitted. Results will be released on **May 12, 2015**.

Please note that the first meeting of the Contract Committee will take place in Ottawa from **May 20-22, 2015**. Travel for most to Ottawa will take place on **May 19** and travel home for most will be on the evening of **May 22**.

Please watch for further announcements in coming days, and thank you all in advance for your participation in this important democratic process.

In solidarity,

Peter Duffey  
President

Doug Best  
Executive Vice President