



THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA

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## PARLIAMENTARY PROCEDURE FOR AIR TRAFFIC CONTROLLERS

At Convention, the role of the chair is to facilitate discussion on all matters brought before the assembly. Where it is not inconsistent with CATCA policy, *Robert's Rules of Order Newly Revised* (Eleventh Edition) shall be used to provide structure for the meeting. The following is a brief summary of the rules that will be in place:

Delegates must obtain the floor (be recognized by the chair) before speaking. Only one person may speak at one time, and only one motion may be dealt with at any one time. Delegates should be courteous in their deportment, and address their remarks to the chair. Personalities should never be brought into the debate.

All matters before the assembly are dealt with in the form of a motion. There are four basic types of motions. In order of procedural priority, from lowest to highest, they are: Main Motions, Subsidiary Motions, Privileged Motions, and Incidental Motions.

**Main motions** bring forward items for membership consideration. These are the motions used to introduce or amend CATCA policy on various matters. They cannot be made while any other motion is on the floor, and yield to all other types of motions. **Subsidiary motions** may change the main motion or affect how the main motion is handled. This could include an amendment to the substance of a pending main motion, or to postpone discussion on that motion. **Privileged motions** bring forward urgent or important matters unrelated to the business before the assembly, such as a move to recess. **Incidental motions** question the procedures concerning other motions and must be considered first. Such motions include points of order or an appeal of the decision of the chair.

Beyond these basic types of motion is a special class of motion that would “Bring a Question Again before the Assembly”. Of particular note is the motion to reconsider a previously concluded motion. This particular motion may only be brought forward by someone who voted with the prevailing side of the previous debate, and only on the same day or the next day.

At a CATCA Convention, there are three kinds of votes: Show of voting cards; Division of the House (Roll Call); and Secret Ballot. Where a show of voting cards does not provide a clear outcome of the debate, the chair may order a roll call vote, or it may be requested by ten (10) delegates.

**What is a point of Order?** If a delegate believes the process being followed by the assembly is incorrect, they should address the chair stating they have a point of order. A point of order may interrupt the current debate. The chair will enquire as to the details of the point being expressed and immediately rule on the validity of the point, making any corrections deemed to be necessary.

**What if I disagree with the decision of the chair?** If a delegate believes the chair has erred in a particular decision, they should address the chair stating they wish to appeal the decision. This appeal may interrupt the current debate. The chair will request the details of the appeal. If the chair does not agree with the delegate, the matter will be put to a vote of the assembly for a final decision on the validity of the appeal.

**I like the general concept of the matter at hand, but not the specifics.** If a delegate accepts the general concept being proposed, but not the specifics, they may propose an amendment to the motion at hand. They may not interrupt the present discussion, and require a seconder for the amendment to be discussed. Once seconded, the amendment will be debated and decided before the main motion.

**I am not sure what is meant/intended by the motion being debated.** If a delegate is unsure about the meaning of a particular motion, they should address the chair indicating they request a point of information. The delegate may interrupt the current debate. The delegate may then seek the information required from the mover. This process is not to be used to debate the question on the floor.

**I believe the decision on a previous question was made in haste and/or without sufficient information.** If a delegate believes a previous decision was made too hastily and/or with incorrect or insufficient information they may move to reconsider the previous question. The delegate may not interrupt debate on a current question. The delegate putting forward a move to reconsider must have voted on the prevailing side during the previous debate.

**Debate on this matter has gone on for too long.** There are two ways to deal with a matter that has, in the opinion of a delegate, gone on for too long. The delegate may move to lay the current question on the table. This motion may not interrupt the current debate, and requires a seconder and majority decision. If successful, this motion would put the current decision aside, allowing debate on other matters. The delegate may also move the previous question (call the question). This motion may not interrupt current debate, requires a seconder and a 2/3 majority decision. If successful, this would cause an immediate vote on the pending motion.

## Motions and Their Attributes - Listed in Order of Priority of Type

Type	Motion	Interrupt	Second	Debate	Amend	Vote
Incidental	Point of Order	Yes	No	No	No	Nil
	Appeal Decision of the Chair	Yes	Yes	Varies	No	Majority
	Suspend the Rules	No	Yes	No	No	2/3
	Avoid the Question	Yes	No	No	No	2/3
	Division Of a Question	No	Yes	No	Yes	Majority
	Division of the Assembly	Yes	No	No	No	Nil
	Parliamentary Inquiry	Yes	No	No	No	Nil
	Point of Information	Yes	No	No	No	Nil
Privileged	Adjourn	No	Yes	No	No	Majority
	Recess	No	Yes	No	Yes	Majority
	Question of Privilege	Yes	No	No	No	Nil
	Call for the Orders of the Day	Yes	No	No	No	Nil
Subsidiary	Lay on the Table	No	Yes	No	No	Majority
	Previous Question	No	Yes	No	No	2/3
	Limit or Extend Debate	No	Yes	No	Yes	2/3
	Postpone to a Certain Time	No	Yes	Yes	Yes	Majority
	Refer to Committee	No	Yes	Yes	Yes	Majority
	Amend	No	Yes	Yes	Yes	Majority
	Postpone Indefinitely	No	Yes	Yes	No	Majority
Main	Main Motion	No	Yes	Yes	Yes	Majority
Bring Again	Take from the Table	No	Yes	No	No	Majority
	Rescind	No	Yes	Yes	Yes	2/3
	Reconsider	No	Yes	Varies	No	Majority

In solidarity,

Gordon Howe  
2019 Convention Chairman

## AGENDA

2019 National Convention

April 27 – May 2, 2019

Rimrock Resort, Banff, Alberta

### Sunday, April 28, 2019

- 10:00 – 18:30 Registration (*Prefunction Hall*)
- 20:00 – 22:00 OC Welcome Reception (*Prefunction Hall*)
- 22:00 – 01:00 OC Hospitality Suite (*Hawthorn*)

### Monday, April 29, 2019

- 07:00 – 08:30 Registration (*Prefunction Hall*)
- 09:00 – 10:30 Info session 1 \*
- 10:45 – 12:15 Info session 2 \*
- 12:15 – 13:15 Lunch
- 13:15 – 14:45 Info session 3\*
- 14:45 – 15:00 Coffee Break
- 15:00 – 17:00 Opening of Convention and AGM (*Wildrose Ballroom*)
- 18:15 – 18:30 Meet in Lobby
- 18:30 – 00:00 OC Offsite dinner & drinks (*Wild Bills, transportation provided*)

#### \* Notes

Info sessions: Regions will stay in their room, while presenters will rotate.

- Prairie (*Hawthorn A*)
- Pacific & St Laurent (*Hawthorn C*)
- Atlantic & Central (*Yarrow*)

Info sessions will include:

- Classification (Gord Howe)
- Finances and Town Hall (Peter Duffey and Doug Best)
- Professional Standards (Garth Koleszar, NATCA)

### Tuesday, April 30, 2019 (*Wildrose Ballroom*)

- 09:00 – 10:30 Convention business
- 10:30 – 11:00 Coffee Break (*Prefunction Hall*)
- 11:00 – 12:30 Convention business
- 12:30 – 13:15 Lunch (*Prefunction/Hawthorn*)
- 13:15 – 15:00 Convention business
- 15:00 – 15:30 Coffee Break (*Prefunction Hall*)
- 15:30 – 17:00 Convention business
- 22:00 – 01:00 OC Hospitality Suite (*Hawthorn*)

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**Wednesday, May 1, 2019 (*Wildrose Ballroom*)**

- 09:00 – 10:30 Convention business
- 10:30 – 11:00 *Coffee Break (Prefunction Hall)*
- 11:00 – 12:30 Convention business
- 12:30 – 13:15 *Lunch (Prefunction/Hawthorn)*
- 13:00 – 15:00 Convention business
- 15:00 – 16:00 Wrap up and Convention Closing
- 18:00 – 19:00 Cocktails and Hors d'oeuvres (*Prefunction Hall*)
- 19:00 – 21:00 Final Banquet (*Wildrose Ballroom*)
- 21:00 – 01:00 OC Hospitality Suite (*Hawthorn*)

## **PRESIDENT'S REPORT, CONVENTION 2019**

Submitted by Peter Duffey

Has it been three years already? It doesn't seem that long ago we were in Halifax meeting at our 2016 triennial convention. How quickly time passes, and it is again time to assemble the membership, this time in Banff, to set the direction of the Union for the next three years.

As I write this report, nominations for all positions on CATCA's Executive Board (EB) are about to open. By the time convention arrives, they will be closed, and you will know who your candidates are for each position. Following the direction of previous conventions, the elections for all EB positions are all now aligned to occur in the same year.

When I embarked on my role as President, it was always my intention to retire at the end of this term in June 2019. I have stated on many occasions that I had no interest in running for another term after that. Now that the date is fast approaching, I find I have changed my mind.

The job of President is one that is challenging, rewarding and extremely time-consuming. Even on a daily basis, during the quieter periods, this is the most difficult job I have ever had. Right now, it's a little more challenging than normal. This is an extremely exciting and busy time for CATCA. We are in contract negotiations, National Office will move into a new building this summer, and we still have the day-to-day business to get done. All of these factors have brought me to the conclusion that I am not ready to leave. I feel there is more I can do, and I'm still enjoying this job.

I've spoken at length with my wife Patty, whose support for me continues to be unwavering, and even though she is now retired, she supports my wish to continue in my role as President. You will see my name in 2019 as a candidate for President of this great Association. Of course, as all EB members do, I serve at the will of the membership. I can only hope the work we have done over the last few years will garner me the support I require to be successful in a re-election bid.

As we prepare for Banff 2019, I look forward to a great convention in an amazing venue. Your Organizing Committee is hard at work ensuring this convention will be successful and memorable. Having done a site inspection of the Rimrock Resort, all I can say is that it is, without doubt, the most picturesque location I have ever attended a convention.

CATCA has been through a lot since our 2016 convention, and I am happy to report most of that is positive. We re-established pay for trainees and eliminated the differences in working conditions between control and non-control positions to name two key changes. Both of those achievements brought me a great amount of personal pride. They are key examples of how this Union works to accomplish the goals set out by its membership. I look forward to seeing where convention 2019 will steer us next.



## **Collective Bargaining**

Perhaps the single most important thing CATCA does is collective bargaining. Our 2016/2017 time at the bargaining table occurred when our members' expectations were the highest I had ever personally seen. I have been at the bargaining table every round since 2005, and the expectations of the members during 2016/2017 could only possibly be matched by the expectations of this round. That said, in 2017 we delivered a contract that was ratified by our membership at 82%. It is our primary focus and goal right now to deliver the same results for the collective agreement (CA) currently under negotiation.

Also, in 2017, we reached a new collective agreement for our members in Goose Bay where a new 5-year deal was ratified with a 100% ratification vote. Additionally, CATCA negotiated a new deal with the federal government for our members in Transport Canada. That CA was also ratified at 100%.

As I write this report, we are preparing to return for week five of negotiations with NAV Canada on the current round of bargaining. Although possible, I do not believe we will have a tentative CA prior to convention. No doubt, this will make for some interesting discussions at convention where we will update everyone on the progress being made. I reiterate – at this point, negotiations are proceeding well, and this has been a very productive round. Members should not view missing the expiry date of the current CA as a failure or cause for concern. Instead, they should see it as this Contract Committee making progress on a lot of issues and taking the time to make sure that everything is done correctly.

## **Classification**

In March of 2017, CATCA appointed Gord Howe to the position of CATCA Classification Analyst. In the two years that Gord has been in the position, we have taken steps to make the classification system more transparent and have slowly started making changes to the system in an effort to have a more robust and fair system. The Executive Board knows the frustration of the membership when it comes to this subject, and we also see the frustration members feel about the speed of change. Making changes to the system is a very slow and tedious process as it must be done with the utmost care. Although it seems at times like nothing is happening, nothing could be further from the truth. In the past three or four years, we have made more changes to the system than we did in the prior decade. Changes need to continue, and they will.

Classification will no doubt be the subject of discussion on the convention floor. I know some branches are frustrated with the system, and I know we have members who want to see changes to the system. It will make for interesting debate, but at the end of the day, the system and the changes will be judged by our members.

To the members of the Classification Committee who have worked tirelessly on our members' behalf and often been the brunt of the memberships frustration, thank you. To Mark Bernard, Jerry Fry, Randy Hepner, Gord Howe and Jason Rose, thank you for the work you have done over the past few years. To our newest members, Blair Rowbotham (who replaces Jerry Fry now as a full-time member), and Colin Yukes, who will assume the role of alternate, thank you for stepping forward.

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## **The Electronic Age and Going Green**

The world has gone digital, and CATCA has too. Most members have now engaged in electronic voting. Going forward, all membership votes the Union takes will be done electronically through online voting. We've moved to online membership cards, and we've transitioned to online submission for contract proposals and convention proposals. The paperwork for this convention will be distributed electronically – no paper copies will be available at registration. If you want the resolutions in paper form, you will need to print them off and bring them with you. It's been a long time, but I'm happy to say we have finally eliminated the bulk of our paperwork and gone digital.

## **My Team**

When I talk about "My Team," I refer to the people I interact with daily, the CATCA office staff and the Executive Board. The members you have elected as RVPs are exemplary. We have seen a few changes to our EB since the last convention with Benoit Vachon and Ian Thompson joining us, and both have shown themselves to be excellent member representatives. The dedication of all the RVPs to the membership is something to be marvelled. The Executive Board works hard on a daily basis to represent each and every member of this Association to the very best of their ability. We couldn't have a better group of people representing the interests of the members. In addition to the RVPs, every day in the office, Executive Vice President Doug Best always makes sure the overall operation is running smoothly, that your dues are accounted for and spent wisely.

The National Office team has also seen some changes since our last convention. Judy Beattie joined us as our Financial Assistant, Sumeeta Narula as our Office Administrator, and Grant Boland as our Labour Relations Advisor. Add our Director of Communications, Tania Calverley, and you have the most dedicated office staff you can imagine serving our members. Rounding out my team is Lewis Gotheil, CATCA's legal counsel who provides the legal expertise we so often need to navigate problems. Each and every one of these people works hard every day on the members' behalf, and for that I thank you. This job would be impossible without your continued support. When you see these folks at convention, take a moment to say thank you and acknowledge them for all they do for this Association.

Of course, it goes without saying that the core strength of the CATCA team is our volunteers from coast to coast. The daily efforts of the members who support, challenge, and push us to do our best are what makes CATCA great. Our members care, and they are amazing individuals who not only keep the NAV Canada operation running in the challenging conditions of the past few years, but they also show solidarity and kindness regularly. The financial response to the wildfires in Fort McMurray and the recent cross-border delivery of hundreds of pizzas to our American brothers and sisters are shining examples of the kindness routinely shown by CATCA members. We will honour some of these members at our closing banquet in Banff this year – I am truly looking forward to that evening. To every member who does their part for CATCA, thank you. CATCA is you, and you make CATCA great.

### **See You In Banff**

The role of President affords me a lot of great opportunities, but none are as great as the pleasure of getting to know so many of you. I have had the honour of travelling to every unit in this country, most more than once, and I have met so many members over the years – members who continually inspire me. The work our members do every day to keep this system running smoothly, combined with the kindness and caring they show, make me so proud to be President and I can't thank you enough. I look forward to renewing friendships and forging new ones at convention.

See you in Banff.

In solidarity,  
Peter Duffey  
President

## **EXECUTIVE VICE PRESIDENT'S REPORT, CONVENTION 2019**

Submitted by: Doug Best

When preparing to write this report and reflecting over the last three years, it seems like just yesterday we were working on a collective agreement extension, followed by a full round of negotiating, and we're now back at the table doing it all over again. Those three years have flown by.

Challenges and problem solving – words we face every day. Over the last three years, CATCA has seen its share of challenges – from labour relations to financial planning to communications to the daily workings of this union. CATCA has long had the ability to manage these challenges and problem solve, but it can only do so with good people.

The people I speak of are the CATCA Team. The EB members, Tania (Communications), Judy (Finance), Sumeeta (Admin), Grant (Labour Relations), and Lewis (Legal Counsel). And what can I say about the member volunteers? They work tirelessly every day to further the needs of our organization. I've said it for many years, and I'll keep saying it – we, the CATCA Team, are only as good as the volunteers that support us every day. I would like to take this opportunity to thank each of you. Without you, we would not be where we are today. Facing challenges and solving problems, it's what Air Traffic Controllers do!

The last three years have seen us negotiate three new collective agreements. NAV Canada was first in 2017, followed by Transport Canada several months later, then finally, Serco.

The 5-year deal with Serco was primarily odds and ends, but there were significant increases made with items such as Leave Travel Assistance, medical travel, eyeglasses and additional leave. Wages had been previously negotiated.

The Transport Canada deal saw CATCA reach one of the highest deals in the Public Service. Success also came by adding a new top additional increment, and improvement to supervisory quanta.

At NAV Canada during the last round of Collective Bargaining, the stakes were high. NAV Canada was coming off its best financial year, and they had a new CEO that was finally discussing people and work-life balance. With that in mind, our team set out to fulfill our members' needs. We developed a plan and executed it to the best of our ability which received high ratification from the membership. In this round, times have not changed, and expectations are high for members. I am confident our team will bring a strong collective agreement back to the membership once again.

Most years CATCA hosts training seminars where the National Executive meet with and talk to members about current union issues. For the last decade, one of the mainstays has been my financial presentations. In these presentations, I speak not only about the current state of the union but our future. We are in a very sound financial position and the forecast for the future is the same. Our goal is to make sure the union has the ability to provide the same service to all its members. I want to thank the Executive Board and our National Office staff for their conscientious fiscal accountability with our members' dues.

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I would be remiss if I didn't take the time to thank more volunteers. The CATCA Board of Trustees is made up of James Legein, Scott Loder, Brad Carter and Chris Robichaud. The commitment shown by this group to their mandate has been second to none. Thank you, gents.

In 2017 we appointed Andre Martel, Chad Watt and Jonathan Daoust to the Elections Committee. They were tasked with electronic voting and helping integrate it across the country. With a tremendous amount of work and dedication, this group of volunteers has made it happen. CATCA will now evote for ratification, Executive Board positions, and any referendum. I would also like to include Tania as she supported the group and has a large hand in the election process for CATCA. Well done!

Over the past thirteen years, CATCA has leased the National Office space. After our first lease expired, within 5 years it became apparent that Ottawa market rental costs were increasing. When an analysis was done, it became apparent that the feasibility of renting was declining, and by the end of the second 5-year lease, renting sustainability would end. In 2016, the Board approved my request to find a building for CATCA. The Ottawa commercial real estate market proved to be a formidable foe, taking over two years to secure an appropriate property. In late summer 2018, CATCA was successful in the purchase of our new office. After months of work, the renovation project is set to be completed in mid-June with CATCA moving its offices by July 1. Part of the financial presentation at this year's convention will be the cost savings benefit CATCA will receive.

Staffing. It is difficult to explain the anxiety this word has created for both CATCA members and the Executive Board. In late 2008 NAV Canada decided to short staff units across the country and run the operation on overtime. CATCA was adamantly opposed at that time and the position has not changed. In fact, our voice has become very loud when anybody will listen. From 2009 to now, our operational controllers have been working on average 15-20% short. A full decade of working short. As much as I can say I am proud of the work you have done, I can equally say how disappointed I am with NAV Canada's decision to do this purposely. The cost savings and efficiencies recognized by NAV Canada during this time makes me shake my head in disbelief. NAV Canada owes its successes at home and abroad to every CATCA member for going above and beyond. This air navigation service runs "on our backs."

In closing, I want to echo how I began this report – with a heartfelt thanks to all. This job is not easy, but with everyone's help, we know the job we are doing is working. We work hard to improve the working conditions and lives of those we represent.

The last words go to my family. Without their support, I really could not do this job. They allow me to get the job done. Sacrifices are an understatement.

Better together,

Doug Best  
Executive Vice President

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## **RVP ATLANTIC REPORT, CONVENTION 2019**

Submitted by Ian Thomson

This is my first report to convention having been elected less than a year ago when Gary Roach retired, leaving me with some enormous shoes to fill! I cannot thank Gary enough for the assistance and guidance he has provided, especially during my first few months in the role of Atlantic Regional Vice President.

The Atlantic region is comprised of members employed by three employers: NAV Canada, Serco Canada, and Transport Canada; each governed by separate collective agreements.

The theme of this report focuses on the challenges our members have endured and continue to face on a daily basis. Each unit in the Atlantic region has experienced change since convention 2016 in Halifax. We have seen changes in management, technology, scheduling, training and staffing and will continue to face the challenge of constant change well into the future.

### **Technology**

We are amid some exciting technological changes – the implementation of ADSB in Gander ACC being one of the most significant. During the current round of collective bargaining, Rudy Keller gave a presentation indicating where NAV Canada envisions technology taking us in the future. One of the most significant changes he spoke of was in the area of camera technology at airports and the possibility in the future of controlling airport operations offsite. It is important for CATCA to be involved in the ground floor discussions surrounding these changes to ensure our members' rights and jobs are protected, and the procedures surrounding the use of new technology are implemented correctly.

### **Staffing**

Since convention 2016, NAV Canada has begun to make inroads into the short staffing situations our Atlantic units face. I am pleased to report that three of the five towers in the region are staffed at 100%, with the other two not far behind.

However, the story in the ACCs isn't as rosy, while appendix G schedules in most specialties have helped, we remain critically short-staffed, especially in Gander. Our Goose Bay members continue to face an uncertain future as the Department of National Defence continues its plan to move the PAR approach out of the unit in June. Additionally, the bidding process for retaining Serco Canada as the service provider begins again before our next convention.

### **Management**

There has been no shortage of change on the management side since our last convention. It feels like there has been a change somewhere every month or so: several new/temporary HRBPs in Gander, a new GMIFR and MACCO in Moncton, new shift/unit managers in both FIRs and in Goose Bay. While we have made some significant progress in improving the working conditions and schedules for some of our members, it continues to be a struggle for others. It remains frustrating that while members in Moncton and Gander FIRs both work for NAV Canada, they do not work for the same NAV Canada.

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I am hopeful the management level changes, especially in the labour relations positions, will bring some continuity to all members in the two FIRs.

### **Collective Bargaining**

CATCA and NAV Canada continue to work towards a collective agreement with more dates scheduled. To date, the meetings have been collaborative, and we have made progress in many areas, we are now getting down to the hard work of ensuring our members receive the appropriate monetary recognition for the work they do on a daily basis. I would like to thank Wayne Badcock, Scott Turner and Peter Bryant for their dedication and valuable input as volunteer members of the Contract Committee.

The Transport Canada branch opened collective bargaining with the Treasury Board on March 4, 2019. As they are the smallest union within the federal government, it is expected the process will continue to be long and drawn out.

### **Recognition**

I would like to recognize the work of the volunteers of our union, your time and energy are what make CATCA truly successful. The positions of Branch Chair, Branch Executives, Stewards and committee members are thankless, but vital positions. On behalf of the Atlantic membership, I would like to thank each and every one of you. Without your hard work and dedication, the work of our union would not be possible.

The past 10 months have literally flown by as I have been travelling throughout the region, getting to know as many of my 400+ Atlantic members as I can. Every day I am amazed by the dedication and professionalism shown by the men and women who work to keep our air navigation system one of, if not the, safest in the world.

In solidarity,

Ian Thomson  
Regional Vice President, Atlantic



## **RVP CENTRAL REPORT, CONVENTION 2019**

Submitted by Dave Doerksen

It's hard to believe it has already been three years since Halifax. With collective bargaining and other issues between conventions, the time has flown by. Appendix G has been a significant issue in the Central region over the last couple of years. It's been a struggle to get where we are, but at the end of it all, we now have 16 Appendix G schedules.

### **Staffing**

Across the country, and the Central region, staffing remains a concern. Toronto ACC and Tower are both short staffed, and both London and Toronto Island Towers also need controllers. While the moratorium on seniority bids has opened many seats to ab-initios, the results are yet to be realized as we are only in the middle of the training frenzy. Central region has over 100 students currently in the system. The seniority bid freeze has frustrated many members looking to advance their careers.

### **Grievances**

Many problems are being resolved at the local level, and grievances are at a minimum. Most issues arising seem to stem from staffing and technology in the Ottawa area. With recent changes in management at the regional level, we don't know how relationships will continue in the future, but I remain optimistic.

### **General**

As always, I need to thank the representatives in the Branches. Many of the day-to-day issues are settled within the units, and I truly appreciate the work that is being done. Much of my work deals with MOS, LTD, and Code of Conduct issues that get dealt with in the background to maintain privacy for those concerned.

At the beginning of 2019, Buttonville Tower closed down. Long rumoured to happen over the past 10 years, it finally did. I am happy to report that every member in the tower was placed in an opportunity of their choice.

Since last convention, both Waterloo and Oshawa Towers have been replaced with new buildings. A standard blueprint is being used and, as each installation goes forward, more and more problems are resolved.

Traffic is up at almost all the units in the region, especially with the remnants of Buttonville's traffic going to Oshawa.



## Technical

The greatest challenges lay ahead, and I increasingly see the technical aspect of the RVP Central position to be busy. While the CATCA Technical Committee is just being formed, its purpose needs to be re-examined. It was first envisioned as a means of communication to the membership, its future role really needs to take on the issues arising with new technology and the impact on our careers. Space-based ADS-B and remote tower technology are here and need to be dealt with. The Company has been less than forthcoming with intentions and rather than avoiding the subject it needs to be addressed head-on.

I intend to spend more time at the TSC in the next term in an effort to stay up to speed on new tech.

In solidarity,

David Doerksen  
Regional Vice President, Central

## **RVP ST-LAURENT REPORT, CONVENTION 2019**

Submitted by Benoit Vachon

Convention is always a great opportunity to look back on the last three years, and I must say, these years (the first three of my mandate as RVP St-Laurent) have enriched my experience and knowledge. I've tried to visit my units as regularly as possible, and that contact I've had with members has been incredibly motivating. Throughout my term, I've tried to demonstrate that the role of RVP is not only about solving problems – it's also about being a resource; providing members with the best possible information to address their questions and concerns. I believe that the relationship I have with my members has made them feel comfortable reaching out to me for information or reassurance. I love serving the members of this region and want all of them to feel included in our Association.

During my time as RVP, the workload has been unrelenting, with two rounds of contract negotiations and many other ongoing files. Plus, in early January 2019, an announcement was made regarding the reopening of the Mirabel control tower. An effective transition plan will be needed to convert the FSS station into a control tower. Some controllers will be transferred to the Mirabel tower, in addition to Flight Service Specialists who will have the opportunity to be trained as controllers. The news was very well received and is motivating. CATCA will have more members with an additional unit in place.

### **Staffing**

Staffing of some units/specialties has improved in the last three years in the St-Laurent region. However, some specialties, such as Montreal-Terminal, Capitals, and St-Hubert tower, are still critical. Despite hiring term employees, these units are in high demand for ongoing training. Members are also experiencing fatigue from working in under-staffed conditions.

Staffing was reviewed for all the specialties and towers of the region. After consultation with the members, some units reduced their staff slightly. Staffing for the St-Hubert and St-Honoré towers was increased on two occasions: St-Hubert went up from 15+1 to 17+2, and St-Honoré increased twice from 7+1 to 9+1, though a third increase is needed given the growth in traffic.

### **Classification**

In the last three years, a new matrix was created for factors 2, 3 and 7 in the classification system, and a fixed timetable for tower reviews was implemented in the spring of 2017. In the St-Laurent region, Quebec, Ottawa and St-Honoré towers were reviewed in 2017 and 2018, resulting in a points increase for all three. St-Honoré tower moved to level ATC-2, including the ATC-2 premium. This occurred following a significant increase in the annual number of movements to over 108,000, as a result of the arrival of Cargair in July 2016 for the training of 75 Chinese pilots annually, in addition to the CQFA (Quebec aviation training centre). The review for Quebec and Ottawa towers resulted in the towers maintaining their current classification level. CATCA has been developing a new classification system for towers that redefines factors 1 (knowledge) and 5 (impact) and members will be presented with this system at convention.

We hope this will be positive, as Ottawa tower had requested a review of factors 1 and 5 in December 2016, to achieve ATC-5, even before the systematic review timetable was implemented.

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If this system is implemented, the towers who have already been reviewed under the matrix will be reassessed, including Ottawa and Quebec.

The classification system also includes the ATC premium. This premium is systematically evaluated every year since it's linked to the number of movements. It considers the average number of movements in the last three years, applying a consistency factor (STI). This method has flaws that CATCA is also attempting to address. STI is a known problem that can be very detrimental to our members. The Ottawa tower ATC premium was reduced on January 1, 2018, following a drop in traffic.

At St-Hubert tower, the number of movements decreased drastically in 2016 and 2017. This decrease can be attributed directly to construction at the airport and the imposition of restrictions. The staffing shortages prevented a sufficient number of positions to be opened and restrictions to be put in place. Although there is a period of wage protection, the ATC premium was reduced two years in a row. We realise we have to take steps to protect our members' salaries going down as a direct result of staffing shortages. The problem with classification is that everything must be negotiated with NAV Canada and it is a very slow process. We are making progress and we hope to solve some of the issues soon.

### **Labour Relations**

Communication is open, with weekly meetings with Lyne Moreau (GM), Jérôme Gagnon (MACCO), Myreille Campeau (HRBP) and Julie Bergeron (HRBA). Since January 2019, Jonathan Daoust (ACC Branch Chair who is replacing Stéphane Roy), has also been in attendance. We have been consulted on a number of files, even if management does make some unilateral decisions usually against our advice. We continue to do our part to try and keep a collaborative culture.

### **Recognition**

To offer our members the best service, we need to be a team. I would like to thank all the local representatives in the region who give much of their personal time to our members. Without them, I could not do this job effectively. Once again, I would like to thank and congratulate Jonathan Daoust, recipient of the St-Laurent region CATCA Volunteer Service Award for his intense involvement in CATCA over several years.

I would like to thank the entire National Executive team, particularly Peter and Doug, who are doing incredible work. The other RVPs have made me feel welcome and helped me from the start of my term. Together we are a strong, competent team for our members. I would also like to underline the excellent work done by our National Office staff. They have done so much to help us run this great Association. Thank you to Tania, Judy, Sumeeta, Grant and Lewis!

I'm incredibly proud of our Association, and I want our members to feel included and proud as well.

In solidarity,

Benoit Vachon  
Regional Vice President, St-Laurent

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## **RVP PRAIRIE REPORT, CONVENTION 2019**

Submitted by Jerry Brodt

It has been an amazing 4-year term as the Prairie Regional Vice President (RVP). Covering CATCA's largest region (four provinces and one territory), I'm always in motion. It seems awkward to not be on a flight every week of the year!

I have had some significant personal changes during my time as Prairie RVP. I've had two wonderful children (Maxim and Annika) and suffered the loss of my dear father. I would like to thank everyone who helped my family and I during these events. It takes a village to raise a child... and many villages to raise a good RVP!

### **Staffing**

Staffing is still a major issue in numerous places. YBW tower and East Low in YWG ACC are the newest and biggest issues at the moment. Four maternity leaves between the two branches, coupled with existing low staffing have caused a panic. NAV Canada is scrambling to make sure they have the staff this summer by offering short term contracts to controllers who have retired.

NAV Canada has also been trying different training techniques – to be met with mixed results, and resistance. They have hired numerous staff in various training roles to bring success rates up as high as possible. In doing so, it has caused serious friction and distrust in many units and specialties. CATCA has been in constant communication over these issues in the Prairie region, intending to have NAV Canada understand how hard-working and professional my members are in working in training for success.

### **Labour Relations**

Labour relations in the Prairie Region has been busy, to say the least, with some members being terminated, then reinstated after lengthy suspensions or placed in other regions for a fresh start.

Both FIRs have new Human Resources Business Partners (HRBPs) – Sarah Dann in Winnipeg, and Matt Chapelsky in Edmonton. As they are both new to NAV Canada, I have spoken with them about many issues and topics, trying to help them learn our industry. In all honesty, this process has been quite challenging and fatiguing. Can you imagine not knowing our contract (MOS, SNSC, Airport identifiers etc.)? With a number of completed transactions between us, there is now a more solid relationship.

### **Projects and Changes**

The major project underway in the Prairie Region is the Edmonton Centre renovation. It has been a cause of major anxiety for many of its members. There is great concern over building toxicity and safety issues. The renovation has been ongoing for three years, with rising costs due to additional work and asbestos remediation. At last contact with the YEG ACC GM, the project is now over \$40 million.

Stemming from the YEG ACC health and safety issues is the concern about the loss of four active controllers to cancer since I began my role as RVP. It has been hard on co-workers to lose their friends in such a short period of time. My deepest sympathies go out to their families and friends. CATCA has elevated their concerns about these circumstances to the national OSH committee, and the issue is now being dealt with there.

### **Communication**

Prairie Region is the largest region in both members and geography. My goal is to always be the most vocal and easiest RVP to find or talk with. I pride myself on answering the phone and/or emails ASAP. To date, I've never turned down a request to be in any unit for union reason and will continue to be there for my members 24/7/365. I take pride in my communication skills and always share my thoughts and disseminate information with my members in the timeliest way possible.

### **Appendix "G"**

Appendix Gs are gaining favour across the country, with more tested by the Company and getting approvals. Presently, both of our DSC shops have them. Winnipeg tower was offered an Appendix G but opted to take an extra shift instead. Please put forward your Appendix G requests and have your managers state why or what they need to have it be successful. Going into this summer with limited staff in numerous places, this could bring a solution to issues and help our members enjoy a more preferred schedule.

In solidarity,

Jerry Brodt  
Regional Vice President, Prairies

## **RVP PACIFIC REPORT, CONVENTION 2019**

Submitted by Scott Shields

Convention 2019 in Banff will be my 5<sup>th</sup> convention as the Pacific Regional Vice President. Where has the time gone? Whistler doesn't seem like that long ago. One thing is for sure – some things never change. As you will see from my report below, many of the past membership struggles continue. This is not to say that we haven't made tremendous gains and accomplished a lot as a union. One thing I have learned is no convention is the same. For this reason, I am excited to get to the beautiful city and setting of Banff, and I look forward to being part of the lively debates.

The CATCA Executive Board continues to work together as a constructive, collaborative, and respectful team. We are focussed on serving the membership and fighting for our members' rights and the recognition they deserve.

Many of the national issues will be covered off in the reports of the President and Executive Vice President. However, one item I would like to report on is the new national office building. I began my tenure as RVP in our building in Nepean, on Cleopatra. Shortly after becoming RVP, the CATCA BoD made the decision to sell the building and lease our current office. Recently, the decision was made to purchase a building and again move our National Office. Current timelines see us moving in early fall, 2019. My Executive Board colleagues and I are looking forward to our new national office. Many thanks to Doug and Peter for their hard work and perseverance in taking on this project.

### **Staffing**

Throughout the region, staffing levels in many units remain at or near crisis levels. While the suspension of the National Seniority Bid program was meant to help ease the staffing situation, problems remain. There continues to be a sense of urgency, and many of management's solutions are simply short-term fixes to situations which require long-term solutions. I continue to believe that management should be selectively utilizing seniority bids to augment ab-initio training. The philosophy of allowing employees to work where they want to, and therefore be happier (at both home and work), engaged and more productive, seems to be lost. This summer will certainly bring increased stress and workload to many of the already short-staffed units.

NAV Canada's past staffing plan of intentionally short-staffing units has continued to cause problems, including excessive overtime, inability to release seniority bid candidates, and reduced access to time off via annual leave and TOIL. Unfortunately, due to upcoming vacancies left by the approaching retirement wave, there seems to be no end in sight to this problem.

### **Labour Relations**

Over the past couple of years, at times local labour relations have been a struggle. The fact that the collective agreement hinders management's needs and desires sometimes leads to conflict. I have to remind management (and sometimes members) that, while the collective agreement may not make sense, it is there for a reason. The collective agreement provides direction for a work environment which is fair for everyone. While it sometimes takes longer than we would like, we continue to effectively solve problems as they arise. I am pleased to report I have no outstanding grievances in my region.

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At the national level, we continue to have a cordial, respectful and healthy relationship with the Employer. Fortunately, this relationship helps solve regional problems which can't be worked out locally.

As I write this report, we are in the middle of collective bargaining. By the time we reach convention, bargaining could be completed, or we could be working without a collective agreement. I am going to touch on the fact that, to date, negotiations have been going well and we have made some good gains and improvements. However, the "real" issues are yet to be addressed. Satisfactorily solving these issues will be what decides if we have a ratified collective agreement by convention or not. Given the staffing situation I have outlined above, it is clear that "labour peace" and a happy membership is essential to NAV Canada and, ultimately, the flying public getting through the busiest time of the year – summer. Hopefully, NAV Canada and its Board of Directors realize this and reward the men and women of CATCA with a collective agreement which recognizes our past and future contributions to the success of this company.

### **Recognition**

I would like to take the time to recognize the work of the volunteers of our union – the Branch Chairs, Branch Reps, Stewards and Committee members. These are the thankless but necessary positions that make our union what it is. I would not be able to do my job without the time, energy and enthusiasm of these people. I would like to personally thank you as well as on behalf of the Pacific membership.

Once again at convention this year, the CATCA Executive Board will be giving out the CATCA Volunteer Service Awards. These awards are meant to recognize the great contributions our members have made to the Association. It is unfortunate we are only allowed to recognize one person per region, as I know there are many worthy candidates across the country. I look forward to presenting this year's regional award to a worthy recipient at the closing banquet.

The staff in National Office continues to work hard to support the work of our union. This year we have welcomed Sumeeta to the team. Staff contributions often go unnoticed. Thank you, Tania, Judy and Sumeeta for your continued support, dedication and hard work. Members will surely see them hard at work during the convention. Be sure to say hello and pass along your thanks.

### **Convention 2019**

I look forward to welcoming all of the delegates, member observers, members and invited guests to in Banff. I know the convention Organizing Committee has some fun and exciting plans for us at the social events. I am especially looking forward to successful business sessions in which the delegates and members provide guidance and direction to ensure the continued success of our union.

Safe travels and see you in Banff.

In solidarity,

Scott Shields  
Regional Vice President, Pacific

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## **BOARD OF TRUSTEES REPORT, CONVENTION 2019**

Submitted by Brad Carter

### **Background**

The Board of Trustees (BoT) consists of four members appointed for three-year terms by the Executive Board. The BoT usually meets in person twice per year; once in the spring and again, in the fall. Additionally, conference calls occur as required.

#### **2016**

- The Board of Trustees met in November after which Tony Zaychuk and Terry Ross left the Board after many years of service. CATCA thanks Tony and Terry for their time and commitment to the Board of Trustees.

#### **2017**

- The BoT met in May and November.
  - The May meeting welcomed Scott Loder and Chris Robichaud to the Board.
  - A conference call was conducted June 26, 2017 regarding the building purchase.

#### **2018**

- Meetings took place in June and November.
  - The November meeting included a visit to the newly purchased building at 1573 Laperriere Avenue in Ottawa.

#### **2019**

- The BoT will meet in April 2019, prior to convention.

The main objective of the meetings is to review the finances of the Association (budgets, current accounts and investments) and discuss the financial statements with the Auditor. The Auditor's Report is reviewed in detail when presented. In addition, the BoT may make recommendations to the Executive Board on key issues of the day after discussions with the Executive Vice President. The BoT has been actively involved in the decision to look for new accommodations for the CATCA National Office, and ultimately in the purchase and renovation of the building at 1573 Laperriere Avenue.

### **Points of Discussion**

Significant topics of discussion in the meetings listed above were:

- Analysis of the costs and benefits associated with CATCA's relationship with UNIFOR.
- Analysis review of the benefits of leasing versus the purchase of office space.
  - After several years of monitoring the Ottawa area for a suitable space, the building at 1573 Laperriere Avenue was identified as a viable option.
  - The BoT was kept informed of progress as the purchase was approved by the CATCA Executive Board.
  - After the purchase closed, the BoT visited the site, and reviewed plans, costs and timelines for renovation.



- The Board of Trustees recommended an increase to per diem amounts in line with inflation and the NAV Canada Joint Council (NCJC) expenses policy.
  - A report was delivered to the CATCA Executive Board recommending the per diems be increased effective January 1st, 2018. The report was accepted as written.

### **Conclusion**

The Board of Trustees is satisfied with the fiscal responsibility shown by the Executive Board. All financial affairs of the Association have been found to be in good order and are accepted as such by the Board of Trustees.

In solidarity,

### **CATCA Board of Trustees**

James Legein, Vancouver ACC  
Brad Carter, Toronto ACC  
Scott Loder, Edmonton ACC  
Chris Robichaud, Moncton ACC

## **ELECTIONS COMMITTEE REPORT, CONVENTION 2019**

Submitted by Chad Watt

Since the last convention, the Elections Committee has convened four meetings which took place in March 2017, November 2017, May 2018, and March 2019.

We utilized these meetings to formulate and implement CATCA's transition to conducting all elections exclusively via an electronic platform. Thus far, we are extremely pleased to report successful outcomes and positive feedback based on the following elections:

- Atlantic RVP
- Contract Committee positions (YZ ACC and tower, Prairie towers, EG ACC, VR ACC and tower)
- YYZ ACC branch election

Our latest meeting was focused on the upcoming election for the CATCA Executive Board and the next collective agreement ratification.

We continue to work on ensuring the system works well for the membership and make modifications as required.

Sincerely,

Chad Watt

# **OCCUPATIONAL SAFETY AND HEALTH POLICY REPORT, CONVENTION 2019**

Submitted by Mark Bernard

The Canada Labour Code (Part II) requires employers with three hundred (300) or more employees to establish a Health and Safety Policy Committee. This Committee must be comprised of managers and employees, with at least half the members being employees. The Code also defines duties required by this Committee.

Currently, the NAV Canada OSH Policy Committee (NCOSHPC) has employee members representing each union except IBEW, which has a separate OSH Policy Committee as per their Collective Agreement. The CATCA representative on the Committee also represents the Association of Canadian Financial Officers (ACFO), at their request. I am also currently the employee co-chair of the Committee. As required by the Code, the Committee meets quarterly, and I have attended all of the scheduled meetings in person.

The meetings are mostly administrative covering topics such as:

- Updates on local workplace meetings (where a Committee is required due to more than 20 employees, that Committee must meet at least 9 times per year.)
  - In the past, there were many sites in non-compliance.
  - Now, if we see them falling behind, we follow-up with the units early in the year. We also escalate to GMFIR (and above) if required.
  - Compliance is very good at the moment – much better than in the past.
- Migration of OSH meetings minutes (national and local) to use a commercial web-tool called WebOHS.
  - Montreal FIR remains and will be completed by end of the year.
  - The product has been well received, and helps keep track of the local meetings.
- Regulatory updates that might affect NAV Canada, such as:
  - Cannabis legislation
  - The ability to now post applicable regulations electronically, versus in printed form.
    - This is still being discussed, and the Committee will not proceed in this direction until the relevant information is easier to locate on the Employer's intranet.
- National Policies
  - Manager and Supervisor EOSH Handbook
  - Hazard Prevention Program
    - Job Hazard Identification and Risk Assessment (JHIRA) for various (broad) jobs
  - Driver's Policy
- Updates on any regional audits conducted by EOSH services.

I also assist members and local OSH representatives, as required. I've recently been tasked with helping look into what appears to be an abnormally high occurrence of cancer in the Edmonton ACC.

In solidarity,  
Mark Bernard  
Vancouver ACC

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## **SECTION II: BY-LAW**

### **1. NAME**

- 1.1 The name of this organization is CATCA/Unifor Local 5454. In this By-law, it is also known as “the Association” or CATCA.

### **2. HEAD OFFICE**

- 2.1 The Head Office of the Association shall be in the City of Ottawa, in the Province of Ontario, Canada.

### **3. PURPOSE, OBJECTS AND PRINCIPLES**

#### **Purpose**

- 3.1 The Association is a national association and a chartered local union of Unifor, Canada’s leading private sector union. Its purpose is to provide a national structure to present and pursue issues of common concerns and interest to its members and to support the activities of bargaining units composed in whole or in part of persons who are members of the Association.

#### **Objects and Principles**

- 3.2 The objects of the Association are as follows:
- a. To promote and conduct collective bargaining for the improvement of working conditions of the membership;
  - b. To promote safety and efficiency in the control of air traffic;
  - c. To promote the unsurpassed professionalism and performance of members with a view to improving the status of the Air Traffic Control services;
  - d. To promote the health, safety and welfare of the members of the Association. (Conv. 2016)
- 3.3 English and French shall be the official languages of the Association.

### **4. DEFINITIONS**

- 4.1 “Active Member” means all employees employed in the provision of air navigation services and falling within a bargaining unit represented by the Association and not having been previously suspended or expelled from membership.
- 4.2 “Member in Good Standing” means an active member who is not in arrears in payment of any membership fees or other monies to the Association. (Conv. 2004)
- 4.3 “Associate Member” means a person referred to in Sub-Article 5.7.
- 4.4 “Association” means CATCA/Unifor Local 5454.

## SECTION II: UNION BY-LAWS

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- 4.5 "Board" means the governing body of the Association, the Executive Board. The Board shall be comprised of the President, the Executive Vice President, and the Regional Vice Presidents, subject to Article 7.
- 4.6 "By-Law" means this By-law which shall govern the Members.
- 4.7 "Corporate Affiliate Member" means an entity referred to in Sub-Article 5.10.
- 4.8 "Delegate" means an individual identified in writing as a person entitled to attend and participate at the National Convention or a Special General Meeting held in accordance with Article 14: Meetings of the Members.
- 4.9 "Executive Board Member" means an individual who has been elected or appointed to the Board pursuant to Article 7: Executive Board.
- 4.10 "Honorary Member" means a person referred to in Sub-Article 5.9.
- 4.11 "Member" shall include Active, Associate, Honorary, Retired and Corporate Affiliate Members.
- 4.12 "Officer" means the Officers of the Association who shall be the President and Executive Vice President.
- 4.13 "Regions" means those Regions initially identified by the Board pursuant to Article 8: Regions and such other Regions as may be determined from time to time thereafter by the Board.
- 4.14 "Retired Member" means a person referred to in Sub-Article 5.8.

### **5. MEMBERSHIP**

- 5.1 All Active Members shall be entitled to active membership in the Association upon filing an application with the head office of the Association and upon payment of the required membership and/or initiation fee.
- 5.2 Notwithstanding Sub-Article 4.1, where in the opinion of the Board, an Active Member has ceased to be employed in the provision of air navigation services, or within a bargaining unit represented by the Association, directly or indirectly as a result of any activity relating to the interests of the Association, such a person shall continue to be qualified as an Active Member of the Association and the Branch/Facility to which he/she belonged prior to the termination of his/her employment or his/her leaving the Bargaining Unit. This right is subject only to such restrictions on voting matters relating to collective bargaining as may be required by any Act of the Parliament of Canada.
- 5.3 Where any applicant for membership has been previously suspended or expelled from membership for non-payment of dues or for any other cause, such application shall be submitted to the Board for consideration and membership shall only be granted where, in the opinion of the Board, it is expedient to do so and upon such conditions as the Board may require.

## SECTION II: UNION BY-LAWS

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- 5.4 Only Active Members who are in good standing, subject to Sub-Article 4.2, are entitled to the rights and privileges of the Association and are eligible to serve on committees and vote on any matter affecting the Association as hereinafter provided. (Conv. 2004)
- 5.5 Subject to the Executive Board Member eligibility requirements outlined in Sub-Article 7.8, Active Members shall be entitled to hold any elected office within the Association.
- 5.6 No Active Member may hold more than one (1) elected office at any given time. Should an Office Holder decide to run for a vacancy of another office and win that position, he/she shall be required to resign from the office he/she initially held. An appointment by the Board, and a corresponding election to fill the subsequent vacancy will then be carried out pursuant to this By-law, as the position vacated may be a Branch position.
- 5.7 Any person not qualified to be an Active Member but wishing to support the aims and objects of the Association may, at the discretion of the Board, be admitted to membership as an Associate Member. Any Active Member of the Association who becomes excluded from their bargaining unit on the basis of occupying a managerial or confidential position shall be automatically transferred to Associate Member status, providing that such transfer is not contrary to any Act of the Parliament of Canada.
- 5.8 Any Active Member of the Association who retires shall automatically cease to be an Active Member and shall have the option of becoming a Retired Associate Member.
- 5.9 The Board may grant membership to any person as an Honorary Member for outstanding contributions to the Air Traffic Control Service or to the Association.
- 5.10 The Board may grant membership as a Corporate Affiliate Member to any corporation or other business entity that has an interest in the promotion of safety and efficiency in air traffic control. Corporate Affiliate Members shall designate a representative who shall officially represent such Member.
- 5.11 Associate Members, Retired Associate Members, Honorary Members, and Corporate Affiliate Members shall be entitled to all the rights and privileges of the Association except that they may not hold elective office or participate in or vote on any matter connected with any aspect of collective bargaining or consultation provided for by any Act of Parliament of Canada or with employer/employee relations or any other matter affecting the Association. Where the Board decides to do so, it may limit the rights of Associate Members, Retired Associate Members, Honorary Members and Corporate Affiliate Members to participate in Association insurance programs. Where in the opinion of the Chairperson of any meeting the interests of the Active Members so require, Associate Members, Retired Associate Members, Honorary Members and Corporate Affiliate Members may be excluded from such meeting.

- 5.12 Any Member may withdraw from membership in the Association by submitting notice in writing to the Executive Vice President or to the Board who shall remove the name from the list of Members and notify the affected Branch/Facility. Any Member withdrawing from membership shall continue to be liable for payment of arrears of dues and there shall be no reimbursement of dues paid in advance.

## **6. DUES AND ASSESSMENTS**

- 6.1 The Board shall have the authority to establish dues from time to time and to implement any rules regarding the payment of dues. The dues shall become effective at the date designated by the Board in its sole discretion.
- 6.2 The Board may, in its sole discretion, waive all or any portion of a Member's dues for any specified period of time.

## **7. EXECUTIVE BOARD**

### **General**

- 7.1 The Board shall be initially comprised of the President, the Executive Vice President, and five (5) Regional Vice Presidents.
- 7.2 The Board shall be composed of a minimum of five (5) and a maximum of nine (9) Executive Board Members at any time.

### **Functions and Duties of the Board**

- 7.3 The Board is a continuing entity and shall exercise the authority of, and act on behalf of, the Association on all matters, subject to the By-laws and to policy decisions of Convention. The Board, without limiting the generality of the foregoing, may:
- a. Govern, determine, control and administer the affairs of the Association;
  - b. Enter into or make or cause to be entered into or made, contracts or agreements which the Association may lawfully enter into or make;
  - c. Authorize committees of the Board to exercise and carry out any of the powers conferred by this By-law;
  - d. Establish membership fees, if any;
  - e. Expend such monies as it considers necessary to conduct the affairs of the Association;

- f. Propose By-laws and enact Regulations for the exercise and carrying out of powers and without limiting the generality thereof may make rules respecting:
  - the management of the Association and the appointment of members to committees;
  - the representation from other organizations, groups, associations and committees on the Board;
  - the expenses to be paid to Officers of the Association;
  - the conduct of the affairs of the Association, Board and committees including the duties to be performed by the officers and members thereof.
- g. Prescribe such rules and regulations not inconsistent with this By-law relating to the management and operation of the Association as it deems appropriate, provided that such rules and regulations shall be confirmed at the next National Convention and in default of such confirmation shall cease to have force and effect.

**Term of Office – Executive Board Members**

- 7.4 Executive Board Members shall serve for a term expiring at the end of day immediately preceding the turn-over date next following their appointment or election, or until his/her successor is appointed or elected in accordance with the By-law.
- 7.5 Upon expiration of the term, an Executive Board Member shall be eligible for re-election.
- 7.6 The turnover date means June 30, 2019, and every three years thereafter.

**Executive Board Member Eligibility**

**Non-Compete / Non-Disclosure**

- 7.7 All incumbents on the Executive Board of as of July 1, 2016 and all candidates for office on the Executive Board thereafter, shall sign the agreement attached hereto and marked as Appendix A forthwith after July 1, 2016, or before taking office, respectively. A failure to sign the agreement shall disqualify the candidate or incumbent as the case may be, from assuming or holding office. (Conv. 2016)
- 7.8 Any Executive Board Member elected in accordance with the By-law must satisfy the following pre-requisites:
  - a. Must be an individual; be at least eighteen (18) years of age, and have the power under law to contract;
  - b. Must have been an Active Member in good standing of the Association for a period of at least one (1) year prior to the date of nomination.
  - c. Must sign the agreement attached hereto and marked as [Appendix A](#), as a condition for running for office. (Conv. 2016)

**ELECTION PROCEDURES**

**General**

- 7.9 Nominations for Executive Board candidates shall run for seven (7) days and shall close two (2) weeks prior to Convention. (Conv. 2016)
- 7.10 The elections for all Executive Board positions shall be completed no later than June 30 of the Convention year. (Conv. 2016)



- 7.11 The Board or its designate shall establish election procedures for all elected offices, provided that such procedures are not in conflict with the By-law.
- 7.12 A candidate must receive a majority of the votes cast to be declared elected.
- 7.13 In the event no candidate receives an outright majority of votes cast, the candidate receiving the lowest number of votes shall be eliminated, and the voting process (or where a single preferential ballot is used, the counting process) shall be repeated until such time as a candidate has received a majority of the eligible votes cast.
- 7.14 All voting shall be conducted by secret ballot.
- 7.15 If the same number, or fewer candidates, are nominated than the number of positions to be filled, the Executive Vice President or a designate of the Executive Board shall declare those candidates to be elected.

The President

- 7.16 The President shall be elected only by the Active Members.

Executive Vice President

- 7.17 The Executive Vice President shall be elected only by the Active Members.

Regional Vice Presidents

- 7.18 The Regional Vice President shall be elected only by the Active Members from within the Represented Region. During his/her term of office, a Regional Vice President must be a member of a Branch/Facility from within the Represented region.
- 7.19 The term of office for Regional Vice Presidents shall be as outlined in Sub-Article 7.6, or in the event a Region is eliminated, the date established for the elimination of the Region.

**VACANCY AND REMOVAL FROM OFFICE**

General

- 7.20 Upon the occurrence of a vacancy on the Board, a successor, who is qualified to fill the unexpired term of the Executive Board Member, shall be appointed by the Board within thirty (30) days. The Board shall conduct an election to replace the Executive Board Member thereafter and in no circumstances later than ninety (90) after the vacancy occurs.
- 7.21 Notwithstanding Sub-article 7.23, should any Board position become vacant, for any reason, in the last six (6) months of the term, the Board shall not be required to conduct an election and the appointment may stand until the expiration of the term.
- 7.22 In the interim, during the vacancy, the Executive Board Members remaining in office may exercise all powers of the Board provided that a quorum of Executive Board Members remains in office.

## SECTION II: UNION BY-LAWS

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- 7.23 An Executive Board Member, shall not be eligible to continue to hold office in the following circumstances:
- a. If he or she dies;
  - b. If he or she resigns, by delivery of a written resignation to the Board of the Association;
  - c. If he or she is found by a legal Court to be of unsound mind;
  - d. If he or she is found guilty of an indictable offence and a majority of the Board determines that such conviction justifies the removal of the Executive Board Member from office;
  - e. If he or she ceases to be an Active Member in good standing of the Association.

### President

- 7.24 The President may be removed from office upon the unanimous vote of all of the Executive Board Members, other than the President, at a special meeting of the Executive Board Members called for that express purpose. Upon the occurrence of such a unanimous vote, the Executive Board Members shall forthwith require the matter to be put to a vote by the Active Members of the Association. A vote of at least seventy (70%) percent of the Active Members of the Association shall be required in order to remove the President from office for the balance of his or her term.
- 7.25 A referendum may also be called to determine whether the President should be removed from office in the instance of the Board receiving a petition containing, at least, the names of forty (40%) percent of the Active Members of the Association. If the Board receives such a petition, the Board shall forthwith call a referendum for that express purpose. To be successful, a vote of at least seventy (70%) percent of the Active Members of the Association shall be required in order to remove the President from office for the balance of his or her term.

### Executive Vice President

- 7.26 The Executive Vice President may be removed from office upon the unanimous vote of all of the Executive Board Members, other than the Executive Vice President, at a special meeting of the Executive Board Members called for that express purpose. Upon the occurrence of such a unanimous vote, the Executive Board Members shall forthwith require the matter to be put to a vote by the Active Members of the Association. A vote of at least seventy percent (70%) of the Active Members of the Association shall be required in order to remove the Executive Vice President from office for the balance of his or her term.
- 7.27 The Executive Vice President may be removed by means of a referendum, which referendum shall be called by the Board upon receipt of a written petition containing the names of forty percent (40%) of the Active Members of the Association. If the Board receives such petition, then the Board shall forthwith require the matter to be put to a vote by the Active Members of the Association. A vote of at least seventy percent (70%) of the Active Members shall be required in order to remove the Executive Vice President from office for the balance of his or her term.

Regional Vice President

- 7.28 A Regional Vice President may be removed from the Board by means of a referendum, which referendum shall be called by the Board upon receipt of a written petition containing the names of forty (40%) percent of the Active Members of the Region which elected the Regional Vice President. If the Board receives such a petition, then the Board shall forthwith require the matter to be put to a vote by the Active Members of the Region from which the Regional Vice President was elected. A vote of at least seventy (70%) percent of the Active Members of the Region shall be required in order to remove the Regional Vice President from office for the balance of his or her term.

Remuneration of Regional Vice-Presidents

- 7.29 The Association shall reimburse each Regional Vice President for reasonable expenses incurred in the execution of his/her duties.

**8. REGIONS**

- 8.1 The Association shall consist of five (5) Regions: Atlantic; St. Laurent; Central; Prairie; and Pacific. The Board shall have the authority to make all determinations relating to the composition of the Regions and to eliminate or create new Regions as it may in its discretion deem advisable, provided that in no circumstance shall a Region consist of less than one hundred (100) Active Members.
- 8.2 The Regions shall be made up as follows:
- a. The Atlantic Region shall be comprised of Moncton ACC, Gander ACC, and the Gander, Moncton, St. John's, Fredericton and Halifax Towers, SERCO Happy Valley-Goose Bay and the Transport Canada Branch.
  - b. The St. Laurent Region shall be comprised of Montreal ACC, and the Dorval, Quebec, Ottawa, St-Honoré, St. Hubert, and St. Jean Towers;
  - c. The Central Region shall be comprised of Toronto ACC and the Toronto, Oshawa, Waterloo, Windsor, Sault Ste Marie, Buttonville, Hamilton, London and Toronto City Centre Towers, and the Bytown and Outaouais Branches.
  - d. The Prairie Region shall be comprised of the Edmonton ACC, Winnipeg ACC and the St. Andrews, Thunder Bay, Edmonton International, Villeneuve, Winnipeg, Yellowknife, Saskatoon, Regina, Calgary, Fort McMurray and Springbank Towers.
  - e. The Pacific Region shall be comprised of the Vancouver ACC and the Vancouver, Victoria, Vancouver Harbour, Boundary Bay, Abbotsford, Prince George, Pitt Meadows, Langley, Kelowna, and Whitehorse Towers.
- 8.3 The Regional Vice President for the St. Laurent Region shall be bilingual. Any member of the Association requiring bilingual services may obtain those services from the St. Laurent Regional Vice President by first contacting their own Regional Vice President.

- 8.4 Should the number of Active Members shown on the membership roll for the previous January confirm the number of Active Members in any Region to be less than 100 and should that situation continue for a period of one full year, then the Board shall take the necessary steps to eliminate the Region and to transfer and/or assign all members of the Region to other existing Regions, in consultation with the region's members.
- 8.5 Should the Executive Board Members deem that any Branch or Facility is more suited to a Region other than its own; the Board shall take the necessary steps to transfer and/or assign all members of the Branch or Facility to the other Region, in consultation with the Branch or Facility members.

## **9. BRANCHES**

- 9.1 The Regional Vice President shall have the authority to establish a Branch of the Association at any location having, at least, seven (7) Active Members in good standing. The establishment of separate Branches, representative of occupational specialties, is permissible, however, no more than one Branch which is representative of such an occupational specialty shall be authorized within the same building.
- 9.2 The Board may establish a Branch on a nationwide basis. Such Branches would report to a Regional Vice President as decided by the Board.
- 9.3 If the Regional Vice President does not establish a Branch for any group of members who may qualify to be constituted as a Branch, or where the location has less than seven (7) Active Members, the Regional Vice President shall after consultation with the members concerned, assign the members to a Branch/Facility within the Region.
- 9.4 Members who are participating in the Retraining portion of the Early Retirement Program are not assigned to any Branch/Facility but their records are held separately by the National Office.
- 9.5 Each Branch shall have a Branch Executive consisting of a Chairperson, one Vice-Chairperson or more, a Secretary and a Treasurer. The positions of Secretary and Treasurer may be either combined or cancelled providing that the responsibilities of the position(s) are redistributed among the other members of the Branch Executive.
- 9.6 Members of the Branch Executive shall also be known as Office Holders. Such Office Holders must be employed within the Branch, except for members of the Branch whom the Board has found pursuant to Sub-Article 5.2 to be entitled to continue to be Active Members of the Association.
- 9.7 The Branch Executive shall take such action as will ensure that the directives established by the National Convention and the Board, and the resolutions of the Branch will be affected. The Branch Executive will also ensure that there are a sufficient number of Stewards to serve the needs of the Branch.

**Terms of Office:**

- 9.8 Branches may elect Office Holders for 1, 2, or 3-year terms as decided by the Branch policy.
- 9.9 Appointment/Election of Stewards: Stewards may be appointed by the Branch Executive or elected by their fellow members, whichever policy is decided by the Branch.
- a. Election of Stewards may be by the full Branch or restricted to crews, shifts, specialties, or sub-units, whichever is decided by the Branch. Members of the Branch Executive are automatically Stewards on election, and should not additionally be shown as Stewards on lists supplied to management or the National Office. Sufficient Stewards should be appointed or elected to ensure that, with the Branch Executive, there is provision in the larger units for at least one Union Steward on each shift, except the midnight shift, at each unit.
  - b. The Regional Vice President shall be informed of all Branch elections and appointments in writing.

**9.10 Duties of Office**

**Chairperson**

*Responsibilities*

- Local Branch authority on the Union policy;
- Responsible for general supervision of the Branch's activities;
- Accepts or assigns responsibility for maintaining records and documentation of all grievances;
- Assigns responsibilities and oversees their execution;
- Locally the Union spokesperson and contact with local community and aviation bodies;
- Ensures that outlying units are visited regularly by members of the Branch Executive and are adequately represented in the administration of the Branch and at the National Convention;
- Liaison with Regional Vice President;
- Signing authority on cheques issued by the Branch

*Meetings/Committees*

- Ensures that the local Executive meets regularly and expedites Union business;
- Branch meetings should be held at least four (4) times per year, with a minimum of one (1) per year, at the call of the Chairperson of the Branch. Additional meetings may be called by the Chairperson, or upon the written request of fifty (50) percent of the members of the Branch, or ten (10) members, where the number of members in the Branch exceeds twenty (20). A Branch meeting so requested by the members shall be held within fifteen (15) days of the date on which the request was made;

- A quorum at any session of a Branch meeting shall be at least fifteen (15) percent of the Branch members, or four (4) members of a Branch, whichever number is greater.
- Ensures that the required Branch Committees are set up and operate efficiently;
- Ex-officio member of all Branch Committees.
- A minimum agenda for all Branch meetings should include:
  - Treasurer's report
  - Chair's report
  - OSH Committee Report
  - Other Reports

**Vice-Chairperson**

**Responsibilities**

- Specific responsibilities assigned by the Chairperson which usually include the Safety Committee and may include other Committees, member/Steward training, etc.;
- Acts for Chairperson in his/her absence;
- Signing authority on cheques issued by the Branch.

**Secretary-Treasurer**

**Branch Records and Files**

- Maintains Branch files, membership records and financial records; ensures correspondence is processed expeditiously.

**Branch Minutes**

- Records proceedings of Executive, Branch Council and Branch meetings;
- Ensures information is posted for members;
- Distributes minutes of all Branch meetings and Branch Council Meetings to facilities associated with the Branch within fourteen (14) days after the meeting and ensures that they are posted on the appropriate notice boards or otherwise made available to all members.

**Branch Elections**

- Under the direction of the Branch Chairperson, organizes and supervises elections and referendum votes in accordance with the By-laws.

**Branch Finances**

- Administers the Branch's finances as directed by the Executive and has cheque signing authority.

**Branch Executive Responsibilities**

- New employees in the Bargaining Unit should be approached as soon as possible by the Branch Executive or Steward and given information on the Union and its responsibilities to the membership;
- On Union matters of general interest, Branch Executives should address themselves in the first instance to their Regional Vice President. If they are dissatisfied with the response, they may then refer the matter to the National Office, with a copy to the Regional Vice President;
- Correspondence with local management or other agencies should be copied to the Regional Vice President.

**Steward Responsibilities**

- Responsible for advising members on the provisions of the Collective Agreement;
- Assists members in grievance process;
- Accompanies members when requested by them to attend meetings with management;
- The Union spokesperson at the complaint stage of the grievance procedure;
- Stewards who encounter weaknesses in the Collective Agreement should point these out to their local Executive who, in turn, should pass them on to their Regional Vice President in order that, when a new agreement is negotiated, these weaknesses may be considered when proposals for negotiations are prepared;

**Other Duties**

- Contacts new employees and provides information on the Union;
- Assists Secretary-Treasurer in maintaining membership records;
- Stewards can contact every member and through discussions or meetings keep them up to date on the Union's activities. The members' attitude towards the Union depends a great deal on the Steward.

**Branch Organization**

**9.11 Council**

Each Branch consisting of more than thirty (30) members shall establish a Branch Council consisting of the Branch Executive, the Stewards, and such other Active Members of the Branch as the Branch may decide.

Each Branch consisting of thirty (30) members or less may establish a Branch Council consisting of the Branch Executive, the Stewards, and such other Active Members of the Branch as the Branch may decide.

The Branch Council should all meet a minimum of four (4) times per year, with a minimum of one (1) per year and may establish Branch policies which are not in contravention of those previously established at Branch meetings.

The Branch policies established at any Branch Council meeting shall be subject to approval or rejection at the next Branch meeting.

**9.12 Proxy Voting at Branch Meetings**

Subject to the following provisions, Branches may set their own policy on the use of proxy votes at Branch Meetings:

- i. Written authorization for a member to use another member's proxy must be deposited with the Branch Secretary and must specify the items on the published agenda for which the proxy may be utilized;
- ii. The Branch Executive, in publishing the agenda, shall indicate whether proxy votes will be accepted;
- iii. Should the Branch Executive, having given notice that proxy votes will not be accepted, be over-ruled by the meeting, the published agenda will not be proceeded with but will be deferred to a later meeting so that notice of the acceptance of proxies can be given;
- iv. Proxy votes may not be used to establish a quorum;
- v. Proxy votes may not be used for elections.

**10. FACILITIES**

10.1 The Regional Vice President shall have the authority to establish a Facility of the Association at any location having less than fifteen (15) Active Members in good standing. The establishment of separate Facilities, representative of occupational specialties is permissible, however, no more than one Facility which is representative of such an occupational specialty shall be authorized within the same building.

10.2 Facility meetings should be held at least four (4) times per year, with a minimum of one (1) per year, at the call of the Facility Steward, and additional meetings may be called by the Steward, or upon the written request of fifty (50) percent of the members of the Facility. A Facility meeting so requested by the members shall be held within fifteen (15) days of the date on which the request was made;

- a. A quorum at any session of a Facility meeting shall be at least fifteen (15) percent of the Facility members, or four (4) members of a Facility, whichever number is greater.

10.3 The Board may establish a Facility on a nationwide basis. Such facilities would report to a Regional Vice President as decided by the Board.



- 10.4 If the Regional Vice President does not establish a Facility for any group of members who may qualify to be constituted as a Facility, or where the location has less than seven (7) Active Members, the Regional Vice President shall after consultation with the members concerned, assign the members to a Branch/Facility within his/her Region.
- 10.5 Each Facility shall have a Steward.
- 10.6 The Facility Steward shall also be known as an Office Holder. Such an Office Holder must be employed within the Facility, except for members of the Facility whom the Executive Board has found pursuant to Article 5.2 to be entitled to continue to be Active Members of the Association.
- 10.7 The Facility Steward shall take such action as will ensure that the directives established by the National Convention and the Executive Board and the resolutions of the Facility will be affected.

**Term of Office**

- 10.8 Facilities may elect Office Holders for 1, 2, or 3-year terms as decided by the Facility policy.

**10.9 Duties of Office**

Responsibilities

- Responsible for advising members on the provisions of the Collective Agreement;
- Assists members in grievance process;
- Accompanies members when requested by them to attend meetings with management;
- The Union spokesperson at the complaint stage of the grievance procedure;
- Stewards who encounter weaknesses in the Collective Agreement should pass them on to their Regional Vice President in order that, when a new agreement is negotiated, these weaknesses may be considered when proposals for negotiations are prepared.

Other Duties

- Contacts new employees and provides information on CATCA/Unifor Local 5454;
- Maintains membership records;
- Stewards contact every member and through discussions or meetings keep them up to date on the Union's activities. The members' attitude towards the Union depends a great deal on the Steward.

**11. OFFICERS**

- 11.1 The Officers of the Association shall be the President and the Executive Vice President.

**DUTIES OF OFFICERS**

President

- 11.2 The President or his/her designate shall act as Chair at all meetings of the Board.
- 11.3 The President shall be an ex officio member of all committees.

- 11.4 The President shall be responsible for liaison with other agencies, associations, government bodies, and individuals, when necessary or relevant for promoting the purpose or goals of the Association or the interests of its members.
- 11.5 The President or his/her designated alternate shall oversee and direct employees in the head office.

Executive Vice President

- 11.6 The Executive Vice President shall be responsible to carry out the affairs of the Association under the supervision of the President and shall attend all meetings of the Board and act as a clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Executive Vice President shall give or cause to be given notice of all meetings of the Board. The Executive Vice President shall also give or cause to be given notice of Annual Meetings, the National Conventions and Special General Meetings. The Executive Vice President shall perform such other duties as may be specified by the president or determined by the board as a whole.
- 11.7 The Executive Vice President shall be the Chief Financial Officer of the Association and shall perform the duties incidental to the office of Treasurer. The Executive Vice President shall keep or cause to be kept custody of the funds and securities of the Association and shall keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association and shall deposit or cause to be deposited all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The Executive Vice President shall disburse or cause to be disbursed the funds of the Association in accordance with direction given and shall render to the President and the Board, at the regular meetings of the Board, or whenever required otherwise, an accounting of all transactions and a statement of the financial position of the Association.
- 11.8 The Executive Vice President shall be required to live in close proximity to the Head Office of the Association, during the term of office.

**12. COMMITTEES**

- 12.1 The Board may establish or terminate, by resolution, committees on such terms and conditions as the Board deems appropriate, whose members will hold office at the discretion of the Board or as otherwise determined by the Board. The following are mandatory requirements:
- a. Committee Chairs and committee members shall be appointed by resolution of the Board or by the President with the approval of the Board;
  - b. The Board may from time to time establish policies concerning the responsibilities and membership of the committees, which policies shall be consistent with the By-law;

- c. Meetings of the committees shall be held at a time and place to be determined by the members of the committee;
- d. Each committee shall report to the Board concerning all matters upon which it has acted;
- e. Notice of all meetings of committees shall be given to the members thereof, not less than twenty (20) days, except as otherwise provided, prior to the meeting, and to the President, whom shall have the right to attend and participate in the deliberations of all committees;
- f. A majority of the members of each committee shall constitute a quorum for the transaction of business;
- g. The act of a majority of the members of any committee present in person at a meeting at which a quorum is present shall be the action of the committee.

### **13. MEETINGS OF THE BOARD**

- 13.1 There shall be at least four (4) meetings of the Board during the calendar year: one generally each quarter of the year.
- 13.2 A meeting of the Board may be called by the President in his/her sole capacity when required, and must be called by the President per Sub-Article 13.1 above.
- 13.3 A majority of the Board Members may require that the President convene a meeting of the Board.
- 13.4 Executive Board Members shall be given at least four (4) weeks' notice, except as otherwise required, of the time, place and purpose of all Board meetings.
- 13.5 An Executive Board Member may, with the consent of the majority of other Board members present, participate in a meeting of the Board by means of a telephone, which will permit all participants to hear each other simultaneously. An Executive Board Member participating in the meeting by such a means is deemed to be present in person at the meeting and shall be entitled to vote by means of the telephone.
- 13.6 Where, for any reason, a Regional Vice President is not able to attend a Board Meeting, a designated replacement who meets the eligibility requirements as described in this By-law and who is an Active Member, in good standing, from the applicable Region, shall be entitled to attend and participate in the Board Meeting. A designated replacement shall enjoy all of the rights and privileges of the Regional Vice President whom he/she replaces. In order to vote, the designated replacement shall be required to file with the Board a written proxy from the Regional Vice President confirming the designated replacement is empowered to vote in his or her place at the particular meeting.
- 13.7 The presence of at least sixty (60%) percent of Executive Board Members shall constitute a quorum for the transaction of business at any meeting of the Board.

- 13.8 When there is no quorum present within thirty (30) minutes after the time for which the meeting was called, the meeting may be adjourned by a majority of the Executive Board Members present at such meeting.
- 13.9 Each Executive Board Member shall be entitled to exercise one (1) vote at meetings of the Board. At all meetings of the Board, every question shall be determined by a majority of votes cast at the meeting. In the event of an equality of votes, the President shall have a casting vote.

## **14. MEETINGS OF THE MEMBERS**

### **Annual Meeting**

- 14.1 There shall be an annual meeting of the Association held in each year.
- 14.2 At the annual meeting, auditors shall be appointed for the ensuing year. The auditors shall hold office until the next annual general meeting and shall be eligible for re-appointment. At least once every year and as soon as possible after the fiscal year end, the accounts shall be examined and the correctness of financial records be ascertained. At the annual meeting, the Executive Vice President shall present the results of the previous fiscal year. Provision shall be made for a question period. (Conv. 2004)

### **National Convention**

- 14.3 Every three (3) years there shall be a National Convention which shall be held at a time and place determined by the Board. In no circumstances shall the National Convention take place later than the end of June in the year the National Convention is to be held.
- 14.4 Voting at National Conventions shall be by representation. Each Branch/Facility shall have a number of votes that is equal to one (1) vote for every eight (8) Active Members or portion thereof, based upon the number of Active Members shown on the membership roll for the previous January.
- 14.5 All Members of the Board shall attend such National Conventions and be entitled to participate therein but shall not be entitled to vote.
- 14.6 The Board shall determine the delegate entitlement of each Branch based on the number of Active Members shown on the membership roll of each Branch as at the previous January.
- 14.7 Each Facility shall be entitled to send to the National Convention one (1) delegate.
- 14.8 A quorum at any session of a National Convention shall be at least 60% of the delegates.

### **Special General Meetings**

- 14.9 A Special General Meeting shall be called whenever it is:
- deemed necessary by the Board, or
  - the Board is requested to do so by at least forty percent (40%) of the Active Members.

- 14.10 At a Special General Meeting each Branch/Facility shall cast the same number of votes as it would be entitled to cast at a National Convention. Each Branch/Facility shall be entitled to send one (1) delegate.
- 14.11 A quorum at any session of a Special General Meeting shall be at least sixty (60) percent of the delegates.

## **15. REFERENDUM**

- 15.1 All referendums shall be under the authority of the Board.
- 15.2 Except as provided in Article 20: Amendment of By-laws, the majority of the votes cast shall determine the question submitted to a referendum vote.
- 15.3 All Active Members shall be entitled to cast one (1) vote.

## **16. INDEMNIFICATION OF EXECUTIVE BOARD MEMBERS AND OTHERS**

- 16.1 The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the Association, by reason of the fact that he/she is or was an Executive Board Member, Officer, member of a committee, employee or agent of the Association, or is or was serving at the request of the Association as a Director, Officer, employee, or agent of another Association, partnership, joint venture, trust or other enterprise, against expenses, including legal fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding had no reasonable cause to believe his/her conduct was unlawful.
- a. The termination of any action, suit or proceeding by judgment, order or settlement, shall not, of itself, create a presumption that a person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding had reasonable cause to believe that his/her conduct was unlawful.
- 16.2 The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Association to procure a judgment in its favour by reason of the fact that he/she is or was an Executive Board Member, Officer, member of a committee, employee or agent of the Association, or is or was serving at the request of the Association as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. The Association shall indemnify against expenses including legal fees, actually and reasonably incurred by him or her in connection with the defence or settlement of the action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudicated to be liable for negligence or

misconduct in the performance of his/her duty to the Association unless and only to the extent that the court in which the action or suit was brought determines upon application that, despite the adjudication of liability and in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

- 16.3 To the extent that an Executive Board Member, Officer, member of a committee, employee or agent of the Association has been successful on the merits or otherwise in defence of any action, suit or proceeding referred to in Sub-Articles 16.1 and 16.2 of the present Article, or in defence of any claim, issue or matter therein, he/she shall be indemnified against expenses, including legal fees, actually and reasonably incurred by him in connection with the action, suit or proceeding.
- 16.4 Any indemnification under Article 16, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Executive Board member, Officer, Member of the Committee, employee or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in this Article. The determination shall be made by the Board by a majority vote of a quorum consisting of Executive Board Members who were not parties to the action, suit or proceeding, and if such a quorum is not obtainable, or even if obtainable a quorum of disinterested Executive Board Members so directs, by independent legal counsel in a written opinion, or by the members.

## **17. INSURANCE**

- 17.1 The Association shall be required to purchase and maintain insurance on behalf of each and every one of its Executive Board Members, Officers, former Board Members and former Officers against any liability incurred or alleged to have been incurred by them by reason of being or having been Board Members or Officers of the Association. The Association shall purchase insurance in respect of potential liabilities of the Executive Board Members and Officers whether or not the Association would have the power to indemnify them against any such liability.

## **18. BANKING AND SIGNING OFFICERS**

- 18.1 All bonds, debentures, instruments under seal and other indentures shall be executed on behalf of the Association under the hand of two (2) Officers of the Association as designated by the Executive Board.
- 18.2 The Association shall not, without prior approval by the Board make any capital expenditures which, either alone or in conjunction with other capital expenditures in any given financial year of the Association exceed in the aggregate Fifty Thousand (\$50,000.00) Dollars.

## **19. FINANCIAL YEAR**

- 19.1 The Financial Year of the Association shall be from July 1 through June 30 unless otherwise prescribed by the Board.

**20. AMENDMENT OF BY-LAWS**

- 20.1 Any Active Member of the Association may submit proposed amendments to the By-laws of the Association to a meeting of his/her Branch/Facility and, if approved by two-thirds (2/3) of the members voting at that Branch/Facility meeting, they shall be submitted by the Branch Chairperson/Facility Steward to the Executive Board.
- 20.2 All proposed amendments to the By-laws of the Association must be submitted to National Office sixty (60) days prior to the next National Convention, or Special General Meeting for approval except that where the Board or 20% of the membership-at-large consider it expedient to do so, such By-law may be submitted for approval by way of referendum.
- 20.3 Any amendment to the By-laws of the Association shall be on a vote of the membership as follows:
- a. By two-thirds (2/3) of the votes cast by delegates in National Convention or at a Special General Meeting;
  - b. By seventy-five percent (75%) of the votes cast in a referendum vote.
- 20.4 All proposed amendments shall be distributed to each Branch/Facility of the Association in their original form and in the form designed by the Executive Board as proper for incorporation into the By-laws of the Association, at least, thirty (30) days prior to any voting being conducted pursuant to Sub-Article 20.3.
- 20.5 Once a proposed By-law amendment has been through the process outlined in Sub-Article 20.1 to 20.4, it may be amended by the National Convention if at least two-thirds (2/3) of the delegates are in favour of the amendment and the Branch proposing the amendment agrees.
- 20.6 Notwithstanding other provisions of Article 20, the Executive Board shall have the authority to propose amendments to current By-laws or propose new By-laws for consideration by National Convention, referendum or a Special General Meeting, whichever the Board deems appropriate if approved by two-thirds (2/3) of the Executive Board Members voting.

**21. GENERAL  
Implementation**

- 21.1 All general By-laws and amendments thereto of the Association are hereby repealed and the foregoing By-law substituted, therefore.
- 21.2 Such repeal shall not affect the previous operation of any By-law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under any such By-law prior to its repeal.

## SECTION II: UNION BY-LAWS

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- 21.3 During the first year following the implementation of the By-law, the Executive Board may make non-substantive amendments to the By-laws and every amendment after approval by the Active Members shall be signed by the President and Executive Vice President and shall be sealed with the seal of the Association.
- 21.4 Notwithstanding the repeal of former By-laws of the Association, all resolutions of the Executive Board respecting the management and operation of the Association shall remain in full force and effect unless inconsistent with the By-law.



## PROPOSED BY-LAW AMENDMENTS

The following by-law amendments have been submitted to the National Office for debate by the delegates to CATCA Convention 2019. Each is identified with the party that submitted it and comments are printed in bold under the By-law to which they refer.

Your attention is directed to Section II, By-Law, Article 20 of the CATCA Union By-Laws document as they concern the distribution of By-law amendments.

### **20 AMENDMENT OF BY-LAWS**

- 20.1 Any Active Member of the Association may submit proposed amendments to the By-laws of the Association to a meeting of his/her Branch/Facility and, if approved by two-thirds (2/3) of the members voting at that Branch/Facility meeting, they shall be submitted by the Branch Chairperson/Facility Steward to the Executive Board.
- 20.2 All proposed amendments to the By-laws of the Association must be submitted to National Office sixty (60) days prior to the next National Convention, or Special General Meeting for approval except that where the Board or 20% of the membership-at-large consider it expedient to do so, such By-law may be submitted for approval by way of referendum.
- 20.3 Any amendment to the By-laws of the Association shall be on a vote of the membership as follows:
  - a. By two-thirds (2/3) of the votes cast by delegates in National Convention or at a Special General Meeting;
  - b. By seventy-five percent (75%) of the votes cast in a referendum vote.
- 20.4 All proposed amendments shall be distributed to each Branch/Facility of the Association in their original form and in the form designed by the Executive Board as proper for incorporation into the By-laws of the Association, at least, thirty (30) days prior to any voting being conducted pursuant to Sub-Article 20.3.
- 20.5 Once a proposed By-law amendment has been through the process outlined in Sub-Article 20.1 to 20.4, it may be amended by the National Convention if at least two-thirds (2/3) of the delegates are in favour of the amendment and the Branch proposing the amendment agrees.
- 20.6 Notwithstanding other provisions of Article 20, the Executive Board shall have the authority to propose amendments to current By-laws or propose new By-laws for consideration by National Convention, referendum or a Special General Meeting, whichever the Board deems appropriate if approved by two-thirds (2/3) of the Executive Board Members voting.

<b>BY 1</b>	<b>Edmonton ACC</b>
<i>Reference</i>	Section 1
<i>Paragraph</i>	Section 1 Foundational and Section 2 Bylaw 3.1
<i>Subject Matter</i>	CATCA Union Independence

### **Proposed Wording**

BE IT RESOLVED THAT: "The CATCA executive be directed to enter into discussions with UNIFOR to formally remove CATCA from membership within UNIFOR by 2020", and

BE IT FURTHER RESOLVED THAT: "CATCA utilize its own membership funds realized from the decertification from UNIFOR for the purpose of building internal staff capacity to meet the needs of CATCA."

### **Rationale**

[Removal of all UNIFOR References]

- Whereas the Canadian Air Traffic Controllers Association (CATCA) was officially incorporated as a non-profit organization in 1962, aimed at promoting the safety and efficiency of the system and the well-being of its members, and
- Whereas after nearly 40 years of independence, in 2001 CATCA ceased to be an independent professional association and certified its membership within the Canadian Auto Workers (CAW), and
- Whereas the CAW merged into UNIFOR in 2013 becoming a local within the largest private sector union in Canada, and
- Whereas the current CATCA Mission statement is "To promote the status, working conditions, compensation and security of the membership and to promote aviation safety", and
- Whereas the guiding principles of CATCA describes the Association as "a democratic organization", and
- Whereas the resulting membership of CATCA within UNIFOR now costs local members 51% of their union dues pay deductions to be transferred directly to UNIFOR, and
- Whereas UNIFOR activity has not served to measurably advance the CATCA Mission Statement in "promot[ing] the status, working conditions, compensation and security of the membership and to promote aviation safety", and
- Whereas UNIFOR, in identifying that it felt the governance of the Canadian Labour Congress (CLC) did not adequately represent the interests of UNIFOR, motivated UNIFOR to remove itself from the CLC, and
- Whereas UNIFOR, without democratically consulting with its membership by referendum, plebiscite, survey, or any data gathering tool has used considerable CATCA member funds for many activist campaigns of questionable value and possible damage to the reputation and professional stature of CATCA,

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>BY 2</b>	<b>Operational System Requirements (Ottawa TSC)</b>
<i>Reference</i>	Section 2 - 7
<i>Paragraph</i>	7.8 d (new)
<i>Subject Matter</i>	Executive Board Term Limits

### **Proposed Wording**

BE IT RESOLVED THAT: A new sub-paragraph, to be numbered 7.8 d., be added to Section 2 of the Union By-Law to read: "Must not have served two consecutive terms in the same position immediately preceding the election."

### **Rationale**

Limiting office terms ensures that elected members remain in touch with the realities of the membership. This policy would promote ongoing development and succession of the Executive Board.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>BY 3</b>	<b>Springbank Tower (Foothills Branch)</b>
<i>Reference</i>	Section II: By-Law
<i>Paragraph</i>	7.18
<i>Subject Matter</i>	RVP Election Regional Restriction

**Proposed Wording**

BE IT RESOLVED THAT: "Candidates have the ability to run for RVP of a region without living in that specific region."

**Rationale**

The ability to run in a region that has no candidates running in that region.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>BY 4</b>	<b>Vancouver Tower</b>
<i>Reference</i>	Section 2
<i>Paragraph</i>	9.10 Duties of Office (Vice-Chairperson)
<i>Subject Matter</i>	Vice Chairperson responsibilities

**Proposed Wording**

BE IT RESOLVED THAT: "Section 9.10, Vice Chairperson Responsibilities be amended to add the words "and Health" between "Safety" and "Committee".

**Rationale**

Correction to the wording to accurately reflect the meaning.

This clause references the Safety and Health Committee. (There is no reference to a safety committee in any of our documents)"

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>BY 5</b>	<b>Springbank Tower (Foothills Branch)</b>
<i>Reference</i>	New
<i>Paragraph</i>	n/a
<i>Subject Matter</i>	Classification

**Proposed Wording**

BE IT RESOLVED THAT: "There be a Classification revamp, to dissolve the current classification process, and institute a new VFR classification process comprised exclusively of current VFR controllers."

**Rationale**

- VFR controllers have the expertise to classify VFR facilities
- the current system is non representative of actual workload in towers

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

## PROPOSED POLICY RESOLUTIONS

The following resolutions have been submitted to the National Office for debate by the delegates at CATCA Convention 2019. The submissions have been arranged by subject matter in order to facilitate discussion and each is identified by the submitting party.

Where constitutional authorities have offered comments, these are printed in bold under the Resolution to which they refer. Any further Branch resolutions, which may reach the National Office prior to April 29, 2019, will be circulated to Delegates at the Convention.

Your attention is directed to the following paragraph, 10.8 of Section I of the CATCA Policy Book, as they concern the submission of resolution.

### **10.8 Convention Resolutions**

Where possible, Resolutions will be submitted to the National Office at least sixty (60) days prior to the National Convention and will be compiled and circulated to the Branches/Facilities, thirty (30) days prior to the Convention. Resolutions from the floor of the Convention dealing with the policy of the Union must be presented in writing to the Executive Vice President or alternate within twenty-four (24) hours of the opening of the Convention. These resolutions must have been passed at a Board Meeting or a Branch/Facility Meeting, or a Branch Council Meeting. Any other policy resolutions from the Convention floor will require a one-third vote in favour before being brought before the assembly. (Conv. 1991)



<b>POL 1</b>	<b>Executive Board</b>
<i>Reference</i>	1 Administration
<i>Paragraph</i>	10.1
<i>Subject Matter</i>	Convention Delegates

### **Proposed Wording**

BE IT RESOLVED THAT: Section I, Paragraph 10.1, fourth paragraph be deleted and replaced with:

"The Executive Vice President or an alternate as designated by the Executive Board shall notify each Branch in each year in which a National Convention is to be held of the number of delegates and the number of delegation votes to which they are entitled pursuant to the National Office records. The Branch Secretary shall advise the Executive Vice President/alternate not later than one month prior to Convention, the name of each delegate and the number of votes each is entitled to cast pursuant to By-law 15.4. Name changes may be permitted for delegates within one month of convention, however, any costs incurred as a result of the change in delegate (including but not limited to non-refundable airfare), shall be paid by the branch requesting the change."

### **Rationale**

National office needs to have the names of delegates at least one month prior to convention. Currently, there is no restriction on informing us. Last minute changes create workload and last minute flight cancellations cost the association money.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 2</b>	<b>Executive Board</b>
<i>Reference</i>	1 Administration
<i>Paragraph</i>	10.2
<i>Subject Matter</i>	Official Observers

### **Proposed Wording**

BE IT RESOLVED THAT: Section I, Paragraph 10.2 be amended by adding:

"The Branch Secretary shall advise the Executive Vice President/alternate not later than one month prior to Convention, the name of each official observer. Name changes may be permitted for official observers within one month of convention, however, any costs incurred as a result of the change in observer (including but not limited to non-refundable airfare), shall be paid by the branch requesting the change."

### **Rationale**

Same rationale as delegates.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 3</b>	<b>Executive Board</b>
<i>Reference</i>	1 Administration
<i>Paragraph</i>	10.8
<i>Subject Matter</i>	Convention Resolutions

### **Proposed Wording**

BE IT RESOLVED THAT: Section I, Paragraph 10.8 be deleted and replaced with the following:

"Resolutions should be submitted to the National Office at least sixty (60) days prior to the National Convention to allow time for translation and compilation. They will subsequently be circulated to the Branches/Facilities not later than thirty (30) days prior to the Convention. Resolutions not circulated to branches prior to convention may still be submitted provided they are provided to the Executive Vice President (or delegated alternate) not later than one week prior to convention. These late resolutions must have been passed at a Board Meeting or a Branch/Facility Meeting, or a Branch Council Meeting and will require one-third vote of convention delegates in favour of being brought before the assembly. Resolutions from the floor of the Convention dealing with the policy of the Union must be presented in writing to the Executive Vice President or alternate within twenty-four (24) hours of the opening of the Convention. These resolutions will require a one-third vote in favour before being brought before the assembly."

### **Rationale**

We need some time limit to prepare last minute resolutions and the day before convention is not reasonable. Change to a week prior.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 4</b>	<b>Fredericton Tower</b>
<i>Reference</i>	1 Administration
<i>Paragraph</i>	11.7, 11.12, Or maybe it needs to be a whole new paragraph
<i>Subject Matter</i>	Pay Increase Rate in Collective Bargaining

### **Proposed Wording**

BE IT RESOLVED THAT: "During collective bargaining, the Contract Committee shall seek a percentage increase for the top of the scale ATC 7. The resulting dollar value of the increase shall be the increase applied to all ATC grades. The same procedure shall be applied when negotiating increases to the ATC Premium."

### **Rationale**

Since it seems that ATC grades are here to stay for the non complex towers (everyone but the big 4). The rationale being that it will stop the growth of an income differential between ATC1's and ATC6's (ACC Controllers and Complex Towers) Based on the 2018 rates:

- An ATC 1 (level 10) Grade 1 makes \$113,979.00
- An ATC 6 (level 10) Grade 15 makes \$ 191,019.00
- Income differential in 2019 \$77,040.00

\*Assuming 4% growth year after year to 2030\*

An ATC 1 (level 10) Grade 1 makes \$175,465  
 An ATC 6 (level 10) Grade 15 makes \$294,064  
 Income differential in 2030 \$118,599.00

We believe that the difference between the top and the bottom is more than high enough now in 2019, and don't believe the spread in the next 10 years should surpass the current max pay rate for a Grade 1 level 1 tower.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

**THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA**

<b>POL 5</b>	<b>Vancouver ACC</b>
<i>Reference</i>	1 Administration
<i>Paragraph</i>	11.11 ATC Duties
<i>Subject Matter</i>	Part-time/Reduced time work

### **Proposed Wording**

BE IT RESOLVED THAT: Section 1, Paragraph 11.11 be amended by adding the sentence "Part-time/reduced time shall be allowed if initiated by CATCA and is in the best interest of the membership."

### **Rationale**

The demographic and needs of CATCA members have changed a lot since 1991. There are many members who would utilise part-time or reduced time work for different reasons like: retirement transition, caring for aging parents, short term family needs or long-term family needs.

CATCA members may have spouses who have demanding careers as well. This can make it overwhelming for both partners to work full-time causing distractions while working.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 6</b>	<b>Moncton ACC</b>
<i>Reference</i>	2 Finances
<i>Paragraph</i>	2.1
<i>Subject Matter</i>	Dues rebate

### **Proposed Wording**

BE IT RESOLVED THAT: Section II, Paragraph 2.1 be amended to read: "Branches and Facilities which have fewer than 40 members receive a fixed amount of \$240.00 and Branches with 40 or more members receive \$6.00 per member. This monthly amount to be paid every three months beginning in January of each year."

### **Rationale**

There has not been an increase in the amount of dues rebated to the larger units in a long period of time. Inflationary pressures have crept up on these units. Currently the only way a larger unit gets an increase in funds is by an increase in members. National receives an increase not only from an increase in members, but also every time that we achieve an increase in salary as our union dues are tied to a percentage of our income.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

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**THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA**

<b>POL 7</b>	<b>Vancouver Tower</b>
<i>Reference</i>	2 Finances
<i>Paragraph</i>	2.1
<i>Subject Matter</i>	Branch/Facility Rebates

**Proposed Wording**

BE IT RESOLVED THAT: "Section 2.1 be amended by striking the first sentence and replacing with, "Branches and facilities which have 20 members or less receive a fixed amount of \$225.00, those with 21 to 55 members receive a fixed amount of \$275.00, those with 56 or more members receive \$5.00 per member."

**Rationale**

To adequately fund middle sized branches/facilities (with 21 to 55 members); to enable these middle sized units to more adequately fund convention attendance for their size unit. Example: the current system provides a branch of 10 members and a branch of 41 members the same amount.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 8</b>	<b>Vancouver Tower</b>
<i>Reference</i>	2 Finances
<i>Paragraph</i>	7.1 & 7.2
<i>Subject Matter</i>	National Executive and Vice President Salaries

### **Proposed Wording**

BE IT RESOLVED THAT: "Section 7.1 be amended to strike out "26%" and replace with "60%" and Section 7.2 be amended to strike out "13%" and replace with "40%".

### **Rationale**

To provide an appropriate salary to the National Executive and Vice-President positions, to encourage all eligible members to apply without having to take a pay cut. While we don't want members applying for these positions based on salary alone (your vote for the Executive can eliminate that), we do feel it's important to pay an appropriate wage in order to get the best candidates in these very important positions to represent us in the best way possible.

While there are some perks of these jobs there is also significant amounts of time spent away from home, making themselves available day or night as our needs arise and tirelessly coordinating with our Employer to ensure our rights are being upheld.

The current salaries are based on highest salary and premium but do not allow for a calculation of overtime. The President's salary proposal was calculated based on working a moderately high amount of overtime, the Vice-President's salaries was calculated based on working a moderate amount of overtime.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

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THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA



<b>POL 9</b>	<b>Montreal ACC</b>
<i>Reference</i>	Nouveau
<i>Paragraph</i>	Section II: Finances
<i>Subject Matter</i>	National Executive Pay

### **Proposed Wording**

BE IT RESOLVED THAT: Section II, paragraphs 7.1 and 7.2 be amended to read:

#### **"7. NATIONAL EXECUTIVE AND VICE PRESIDENT SALARIES**

##### **7.1 President's Salary**

Top ATC salary, including ATC premium and supervisory bonus, where applicable, plus 28% [formerly 26%] effective July 1, 2019. To calculate the top ATC salary, take one of the following salaries: Either an operational controller including ATC premium and supervisory bonus or non-op salary including supervisory bonus, whichever is higher.

##### **7.2 Executive Vice President and Regional Vice President Salaries**

Top ATC salary, including ATC premium and supervisory bonus, where applicable, plus 15% [formerly 13%] effective July 1, 2019. To calculate the top ATC salary, take one of the following salaries: Either an operational controller including ATC premium and supervisory bonus or non-op salary including supervisory bonus, whichever is higher."

### **Rationale**

Controllers and supervisors who work as many hours as VPs are paid better because their overtime is paid at 2x their hourly rate, and even at 2.25x for the 2 previous summers. This 2% will help make up the difference.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

**THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA**

<b>POL 10</b>	<b>Montreal ACC</b>
<i>Reference</i>	New
<i>Paragraph</i>	Section II: Finances
<i>Subject Matter</i>	EVP salary

### **Proposed Wording**

BE IT RESOLVED THAT: Section II, Paragraph 7.2 be deleted and replaced by the following:

"7.2 Executive Vice President

Top ATC salary including ATC premium and supervisory bonus where applicable plus 19.5%. To calculate the top ATC salary, take one of the following salaries: Either an operational controller including ATC premium and supervisory bonus or non-op salary including supervisory bonuses whichever is higher effective July 1, 2004.

7.3 Regional Vice Presidents Salaries

Top ATC salary including ATC premium and supervisory bonus where applicable plus 13%. To calculate the top ATC salary, take one of the following salaries: Either an operational controller including ATC premium and supervisory bonus or non-op salary including supervisory bonuses whichever is higher effective July 1, 2004."

### **Rationale**

The EVP salary bonus should reflect the job description. The EVP is no longer a secretary treasurer. Although he doesn't have the ultimate status and responsibility that the president has, he still should be paid to a higher level than the RVPs.

\*\* If the other resolution from Montreal is adopted to increase the president's and RVP bonuses to 28% and 15% respectively, this resolution should reflect these changes and the EVP bonus should be at 21.5%.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

**THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA**

**POL 11***Reference**Paragraph**Subject Matter***Vancouver ACC**

3 Communications &amp; Public Relations

New - Addition of 1.13 CATCA Website structure/use

CATCA Internal Communications

**Proposed Wording**

BE IT RESOLVED THAT: "CATCA will investigate the cost and logistics of expanding the CATCA website in order to allow local branches to have their own site within the CATCA website. This site would allow local members, as well as the National Board of Directors, to view local policies, minutes, notices, information and contacts."

**Rationale**

There is no uniform CATCA website for branch information on a National level. It would increase access for local members to local and national policies, while maintaining security and privacy by utilizing the CATCA website member login procedures. It would lead to increased engagement in our union on a local and national level.

*Comments:**Opinion:*☐ PASSED☐ DEFEATED

<b>POL 12</b>	<b>Operational System Requirements (Ottawa TSC)</b>
<i>Reference</i>	4 Committees
<i>Paragraph</i>	2.1 CATCA Board of Trustees
<i>Subject Matter</i>	Board of Trustees

### **Proposed Wording**

BE IT RESOLVED THAT: Section IV, Paragraph 2.1 be amended to read: "The Board of Trustees shall be elected by the membership and consist of a Chairperson and not fewer than two other members."

### **Rationale**

The role of the BoT is to review the financial position of the Union. Essentially a watchdog of the Executive Board, it is disingenuous for them to be appointed by those that they are to oversee. The BoT should be accountable to the membership and not the Executive Board.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

**POL 123***Reference**Paragraph**Subject Matter***Vancouver ACC**

4 Committees

New- Addition of sub-point 9. CATCA/Nav Canada Joint Women's Committee

CATCA/NAV CANADA Joint Women's Committee

**Proposed Wording**

BE IT RESOLVED THAT: "CATCA will pursue Nav Canada in establishing a joint CATCA/Nav Canada Women's Committee."

**Rationale**

In an industry and union predominantly made up of men, women in CATCA are finding it challenging to have our voices, concerns, interests and needs heard and represented adequately by both CATCA and Nav Canada. A Women's Committee would help assist in addressing these issues outside of collective bargaining.

In NAV CANADA's Employment Equity and Diversity Policy it states that Nav Canada will work towards improving designated group representation while supporting diversity. One of these groups referred to is women. The policy also states that Nav Canada will utilize consultation and collaboration in order to achieve their Employment Equity and Diversity Objectives. For these reasons, as well as the fact that for the past 5 years Nav Canada has funded a joint council with the ATSAC FSS Women, it's our belief that CATCA should pursue Nav Canada in creating a joint council, made up of CATCA Women, at Nav Canada's expense.

*Comments:**Opinion:*☐ PASSED☐ DEFEATED

<b>POL 14</b>	<b>Montreal ACC</b>
<i>Reference</i>	New
<i>Paragraph</i>	
<i>Subject Matter</i>	UNIFOR

**Proposed Wording**

BE IT RESOLVED THAT: "The CATCA Executive pursue a union affiliation change: either to no longer be with Unifor or to see if another union could serve us better."

**Rationale**

Pay less and/or benefit from better services.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED

<b>POL 15</b>	<b>Moncton Tower</b>
<i>Reference</i>	New
<i>Paragraph</i>	
<i>Subject Matter</i>	Wage Gap between pay grades

**Proposed Wording**

Whereas the “wage gap” between ATC pay levels has been increasing for 20 years and will continue to do so if nothing is done, therefore,

BE IT RESOLVED THAT: "The CATCA executive will endeavor to develop a plan to keep the gap from increasing during the next round of bargaining."

**Rationale**

To control the increasing wage disparity between ATC pay levels which if left unchecked will benefit the higher paid levels more than the lower levels with continued percentage pay increases.

*Comments:*

*Opinion:*

☐ PASSED

☐ DEFEATED



# 2016 National Convention Minutes

## April 6-8, 2016



## Halifax, Nova Scotia

THE VOICE OF CANADA'S AIR TRAFFIC CONTROLLERS | LA VOIX DES CONTRÔLEURS AÉRIENS DU CANADA



**2016 National Convention**  
**Halifax Marriott Harbourfront, Halifax, Nova Scotia**  
**April 6 – 8, 2016**

The meeting was convened at 15:35 on April 6th, 2016

**1. Roll Call of Delegates**

Roll call of the delegates was conducted by the Regional Vice Presidents.

**Pacific Region**

**Abbotsford Tower**  
 Jeff Rampersad (2)

**Cariboo Branch**  
**(Prince George Tower)**  
 Matt Handford (2)

**Boundary Bay Tower**  
 Wil Giles (2)

**Harbour Tower**  
 Tanya Trester (1)

**Kelowna Tower**  
 Ryan Christensen (2)

**Klondike Branch (Whitehorse Tower)**  
 Ryan Mannen (1)

**Langley Tower**  
 No Delegate

**Pitt Meadows Tower**  
 James Kerwin (2)

**Vancouver ACC**  
 Ryan Brantley (4)  
 Andrew Turner (4)  
 Mark Bernard (4)  
 Josh Rogers (4)  
 David Vanspall (3)  
 Mike Harrington (3)

**Vancouver Tower**  
 Richard Bain (3)  
 Charly Stratton (3)

**Victoria Tower**  
 Evan Kendrick (3)

**Prairie Region**  
**Calgary Tower**  
 Todd Gabel (3)  
 Brent Hobbs (2)

**Edmonton ACC**  
 Scott Loder (6)  
 Liam McNish (5)  
 Scott Williams (5)  
 Mike Loftus (3)  
 Chris Billings (3)  
 Anthony Waggott (2)  
 John Tomkinson (2)

**Foothills Branch (Springbank Tower)**  
 David Hartwick (2)

**Fort McMurray Tower**  
 Bradley Young (2)  
**Edmonton Int'l Tower**  
 Jerry Fry (3)

**Regina Tower**  
 Eric Deutcher (2)

**Saskatoon Tower**  
 Paul Mongeau (2)

**St. Andrews Tower**  
 John Stillwell (2)

**Thunder Bay Tower**  
 John Rowe (2)

**Villeneuve Tower**  
 Lisa Berthiaume (2)

**Winnipeg ACC**  
 Charles Langston (4)  
 Jeffrey Timmy (4)  
 Rob Briscoe (3)  
 Marcus Hainstock (3)  
 Jamie Constantine (3)  
 Jim Russell (3)

**Winnipeg Tower**  
 Ken Carter (3)

**Yellowknife Tower**  
**(Great Slave Branch)**  
 Mark Hilman (2)

**Central Region**  
**Buttonville Tower**  
 Omar Battistella (2)

**Bytown Branch**  
 Sophie Noel (1)

**Hamilton Tower**  
 Brad Fowler (2)

**Kitchener Tower**

Gayle Oliver (2)

**London Tower**

Mike Fitzgerald (2)

**Oshawa Tower**

Peter Marshall (2)

**Outaouais Branch**

Dave Dekker (3)

**Sault Ste Marie Tower**

Rodney Smith (1)

**Toronto ACC**

Paul Berry (6)

Scott Spracklin (5)

Les Boutilier (5)

Miriam Chiasson (4)

Charles Russell (4)

Dave Willoughby (3)

Penny Reid (2)

Timothy Waldroff (3)

Jason Turner (2)

Kevin Gauthier (2)

**Toronto City Center Tower**

Josh Tone (2)

**Toronto International Tower**

Scott Sheppard (4)

Alex Regnier (3)

**Windsor Tower**

Brad Parsons (1)

**St-Laurent Region****Dorval Tower**

Jérémie Yelle (4)

**Montreal ACC**

Benoit Vachon (4)

Jonathan Daoust (4)

Stéphane Roy (4)

Nicole Hawley (4)

Kevin Devine (4)

Jacques Boulard (3)

Catherine Leblanc (3)

**Ottawa Tower**

Jean Coté (3)

**Québec Tower**

Mickael Cormier (3)

**St-Honore Tower**

Bruce Thomson (2)

**St-Hubert Tower**

Eric Lacapitaine (3)

**St-Jean Tower**

François Pelletier (1)

**Atlantic Region****CATCA National**

Steve Dryden (1)

**Fredericton Tower**

Josh Moore (2)

**Gander ACC**

Craig Churchill (5)

Roger Soucy (4)

Jeffrey Saunders (2)

Wayne Badcock (2)

Dennis Mitchell (2)

Des Jesseau (5)

**Gander Tower**Proxy held by St. John's Tower  
(2)**Goose Bay Branch**

Shawn Brown (3)

**Halifax Tower**

Donald Power (3)

**Moncton ACC**

Chris Robichaud (4)

Colleen Adams (4)

Derek Dakin (3)

Brian (Mike) O'Rourke (4)

**Moncton Tower**

Peter Bryant (2)

**St. John's Tower**

Cameron Stoyles (2)

The President and Convention Chairman declared a quorum established.

## **2. Handover of convention**

President Peter Duffey handed over the remainder of the convention proceedings to Gordon Howe, CATCA 2016 Convention Chairman, who declared the 2016 Triennial Convention open.

## **3. Minute of silence for the deceased members**

The Convention Chairman recognized all of the members that had passed away since the previous convention, and a minute of silence was observed in their memory.

## **4. Approval of 2013 Convention Minutes**

**Resolution No. 1:** Be it resolved that the minutes of the previous convention be accepted.

Mover: Bruce Thomson, St-Honore Tower  
 Second: Kevin Gauthier, Toronto Area Control Center

Scott Nystrom, Winnipeg ACC, submitted a list of typographical errors in the minutes. The Chair acknowledged the list and noted that they would be corrected in the final minutes.

**CARRIED UNANIMOUSLY**

## **5. Review of the Business Procedures and Rules of order**

The Convention Chairman reviewed the handout he had prepared at an earlier date, regarding Roberts Rules of Order. He answered all questions.

The Chair noted that, under Robert's Rules and CATCA's Policy Manual, only delegates may speak and vote and that it was traditional to amend the speaking rules at Convention.

**Resolution No. 2:** Be it resolved that all CATCA members and observers have speaking rights at Convention.

Mover: Paul Berry, Toronto ACC  
 Second: Craig Churchill, Gander ACC

**CARRIED**

## 6. Reports

- **President** – Peter Duffey - No amendments – received as information
- **Executive Vice President** – Doug Best – No amendment - received as information
- **Vice President Atlantic Region** – Gary Roach – No amendments – received as information
- **Vice President St-Laurent Region** – Eric Vézina – No amendments – received as information
- **Vice President Central Region** – David Doerksen – One addition, Oshawa Tower will be receiving a new building – received as information
- **Vice President Prairie Region** – Jerry Brodt – No amendments – received as information
- **Vice President Pacific Region** – Scott Shields – No amendments – received as information
- **Board of Trustees** – Tony Zaychuck – No amendments – received as information
- **Elections Committee** – Chad Watt – No amendments – received as information
- **National Occupational Health and Safety Policy** – Mark Bernard – No amendments – received as information

*The Chair asked if there were objections to having invited guests remain for the duration of Convention. Seeing no objections, the Chairman declared the motion moved on.*

*The meeting was adjourned at 17:00 on April 6th, 2016.*

*The Chair declared quorum and the meeting was reconvened at 8:10 on April 7th, 2016.*

*The Chair instructed attendees that the next order of business was the By-law amendments.*

## 7. BY-LAW AMENDMENTS

The Chair stated that the order in which the resolutions would be taken up had been changed. Because the three resolutions from the Board affect all of the other resolutions, By-law numbering, etc., BY 4, 5, and 6 would be debated first.

### **BY 4 CATCA Board of Directors**

*Reference:* NEW – Corporate By-laws

*Original Proposal:*

Be it resolved that the corporate By-laws circulated to the membership via the March 7, 2016 B&F by the CATCA BoD for review be accepted as written so that CATCA conforms to changes mandated under Federal law.

*Rationale:*

- Rationale was circulated independently to the membership via the March 7, 2016 B&F.

*Notation:* Chris Billings, Edmonton ACC noted that the “notice of meetings” does not have an article reference number. Chairman agreed, “11.4” will be added in final Corporate By-law document.

**CARRIED**

### **BY 5 CATCA Board of Directors**

*Reference:* NEW – Union By-laws

*Original Proposal:*

Be it resolved that the Union By-laws circulated to the membership via the March 7, 2016 B&F by the CATCA BoD for review be accepted as written.

*Rationale:*

- Rationale was circulated independently to the membership via the March 7, 2016 B&F.

**CARRIED**

**BY 6 CATCA Board of Directors**

*Reference:* NEW – Policy Book

*Original Proposal:*

Be it resolved that the Policy Book circulated to the membership via the March 7, 2016 B&F by the CATCA BoD for review be accepted as written.

*Rationale:*

- Rationale was circulated independently to the membership via the March 7, 2016 B&F.

**CARRIED**

The Chair pointed out that some of the resolutions were not in the proper format for debate and had been modified to conform to Robert's Rules. The substance of the resolutions had not been altered and the modified resolutions were displayed on screens throughout the hall.

**BY 1 Toronto Tower**

*Reference:* Article 4.2

*Original Proposal:*

Objects and Principles

4.2 The objects of the Association are as follows:

- To promote safety and efficiency in the control of air traffic;
- To promote the unsurpassed professionalism and performance of members with a view to improving the status of the Air Traffic Control services;
- To promote the health, safety and welfare of the members of the Association.

*Rationale:*

- To consider all aspects of a member's wellbeing.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that the words "health, safety and" be added to By-law 1, article 4.2.c (new = Union bylaw section 2, article 3.2d)

**CARRIED**

## **BY 2 CATCA Board of Directors**

*Reference:* Section 2, article 8.0

**ADD NEW: BY-LAW AMENDMENT – NON-COMPETE / NON-DISCLOSURE**

### *Original Proposal:*

Whereas CATCA Local 5454 has the lawful and statutory duty to fairly represent the interests of all members of the Local;

Whereas that lawful duty of the Union is met, fulfilled and surpassed principally, though not exclusively by a senior leadership team consisting of a President, Executive Vice President, and five Regional Vice Presidents;

Whereas each of the aforesaid Officers of the Union make up the Board of Directors of the Union;

Whereas each of the aforesaid Officers has access to and obtains, through various means internal to the Union, confidential information pertaining to the collective bargaining, labour relations and internal political strategies of the union, as well as financial information regarding the expenditures and costs of the Union;

Whereas each of the aforesaid Officers, individually and collectively, have a fiduciary duty to act solely for the benefit of the membership and the Union as a whole, without any hint or prospect for personal gain or advantage arising from his/her representative functions, responsibilities and office;

Whereas the integrity and interests of the Union as a collective bargaining agent and independent institution may be compromised or reasonably appear to be compromised if any member of the Board of Directors receives a personal advantage, benefit, or gain from NAV Canada, without the concurrence of the Union;

**IT IS RESOLVED that the By-laws of CATCA/Unifor Local 5454 be amended by adding the following provision to the end of the current article 8.**

“All incumbents on the Executive Board of as of July 1, 2016 and all candidates for office on the Executive Board thereafter, shall sign the agreement attached hereto and marked as Appendix A forthwith after July 1, 2016, or before taking office, respectively. A failure to sign the agreement shall disqualify the candidate or incumbent as the case may be, from assuming or holding office.”

**CARRIED**

**IT IS FURTHER RESOLVED that article 8.8 of the bylaws of CATCA/Unifor 5454 be amended by adding the following subparagraph (c):**

“must sign the agreement attached hereto and marked as Appendix A, as a condition for running for office.”

#### **Appendix A**

*Agreement Concerning Confidentiality and Non-Disclosure;*

*Agreement Regarding No Future Employment with NAV Canada in a Non-Bargaining Unit Position for One Year*

Whereas CATCA/Unifor Local 5454 has the lawful and statutory duty to fairly represent the interests of all members of the Local;

Whereas that lawful duty of the Union is met, fulfilled and surpassed principally, though not exclusively by a senior leadership team consisting of a President, Executive Vice President, and five Regional Vice Presidents;

Whereas each of the aforesaid Officers of the Union make up the Board of Directors of the Union;

Whereas each of the aforesaid Officers has access to and obtains, through various means internal to the Union, confidential information pertaining to the collective bargaining, labour relations and internal political strategies of the union, as well as financial information regarding the expenditures and costs of the Union;

Whereas each of the aforesaid Officers, individually and collectively, have a fiduciary duty to act solely for the benefit of the membership and the Union as a whole, without any hint or prospect for personal gain or advantage arising from his/her representative functions, responsibilities and office;

Whereas the integrity and interests of the Union as a collective bargaining agent and independent institution may be compromised or reasonably appear to be compromised if any member of the Board of Directors receives a personal advantage, benefit, or gain from NAV Canada, without the concurrence of the Union;

#### **General Declaration and Undertaking**

I declare and agree that I have voluntarily stood for election to the Board of Directors of the Union understanding the obligations spelled out below which I accept and agree to adhere to during and after my tenure as a member of the Board of Directors of the Union and as part of the executive leadership team.



**Part A: No future employment, consulting, or work relationship for gain with NAV Canada**

During my tenure in office, and for a period of one year after ceasing to hold office as a Director of CATCA/Unifor Local 5454 (hereinafter “the Union”) I agree that I shall not seek, apply for, or accept employment with NAV Canada in a non-bargaining unit position, nor shall I engage in a consulting or other non-bargaining unit work/professional relationship with NAV Canada, (outside of my work, activities and duties as a Union Official) , for personal gain, compensation, or profit.

**Part B: Non-Disclosure of Confidential Information**

I understand and agree that during my tenure in office as a Director, and for the purpose of fulfilling my duties and role as a Union Representative, I will be provided confidential information, not disclosed to the public or to any person outside of the Board of Directors about the collective bargaining, labour relations, dispute resolution, institutional strategies, and internal deliberations of CATCA Unifor Local 5454 and its leadership team of Directors. I understand and agree that I will also be furnished confidential information about the financial status of the Union, its expenditures, activities, costs and internal deliberations about these matters.

I agree that I shall keep such confidential information in the strictest of confidence and will not use such information for any purpose other than the conduct of my duties and responsibilities as a Director of the Union. I agree that I shall not, in any circumstance, during my tenure as a Director, or at any time thereafter, disclose such information to any non-bargaining unit employee or Officer or agent of NAV Canada without the Union’s consent, unless required by law and or unless such disclosure is in furtherance of my duties as a Union representative fulfilling the purposes of the Union.

I agree that such confidential information is and will remain the exclusive property of the Union. I agree that upon ceasing to hold office I shall return to the President of the Union (in the case of the President to the Executive Vice President) all paper, digital or electronic media or other material containing such confidential information.

I understand and agree that if I violate or breach any of the commitments made in this undertaking I may be subject to liability for damages and or injunctive relief in a legal action that may be brought against me. The covenants of this Agreement shall be severable, and if any of them is held invalid because of its duration, scope of area or activity, or any other reason, the parties agree that such covenant shall be adjusted or modified by the court to the extent necessary to cure that invalidity, and the modified covenant shall thereafter be enforceable as if originally made in this Agreement.

I understand and agree that this agreement shall be governed by the laws of the province of Ontario.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

BoD Position \_\_\_\_\_

For CATCA/Unifor Local 5454

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

BoD Position \_\_\_\_\_

Signed this \_\_\_\_\_ of \_\_\_\_\_ in the city of \_\_\_\_\_.

*Rationale:*

- The addition speaks to the issue of incumbents signing the non-compete agreement and as well as to the signature of the agreement as a condition of running for and or assuming a position on the Executive Board.

**CARRIED**

**BY 3 CATCA Board of Directors**

*Reference:* Section 2, article 8.0

*Original Proposal:*

ADD in "Election Procedures: General" (before 8.9)

- Nominations for Board of Director candidates shall run for seven (7) days and shall close two (2) weeks prior to Convention.

- The elections for all Board of Director positions shall be completed no later than June 30 of the Convention year.

REMOVE in 8.12

Remove the line "~~Unsuccessful candidates for the President and Executive Vice President positions shall not be bound by the time restrictions detailed in Sub-Article 8.11 should they elect to run for a Regional Vice President position in the same election year.~~"

REMOVE all of 8.21

~~"Voting for the office of Regional Vice Presidents whose terms coincide with those of the President and Executive Vice President shall take place within thirty (30) days after the conclusions of the elections of the President and Executive Vice President"~~

*Rationale:*

Both National Executive officers and all 5 RVPs would be elected at the same time, eliminating the current 6-week offset as well as staggered terms. This change would:

1. Improve the strength, cohesion, and consistency of a single national team over a 3-year common mandate.
2. Be consistent with accepted democratic procedures for national bodies in general (e.g. parliaments).
3. Reduce the workload of branch executives by running only one balloting process.
4. Maintain and enhance the ability of the members, via their convention delegates, to acquaint themselves with national candidates, while allowing greater flexibility for the scheduling of conventions during (e.g. the month of May) than is currently possible.

The Chairman suggested splitting the resolutions into three, which was accepted with no objection from the assembly.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that the words "Unsuccessful candidates for the President and Executive Vice President positions shall not be bound by the time restrictions detailed in Sub-Article 8.11 should they elect to run for a Regional Vice President position in the same election year." be struck from By-law 1, article 8.12 (new = union by-law, section 2, article 7.11).

**CARRIED**

*Modified resolution to conform to Robert's Rules:*

Be it further resolved that Bylaw #1, article 8.21 be struck. (new = union by-law 7.20).

**CARRIED**

*Modified resolution to conform to Robert's Rules:*

Be it resolved that in Section 2 Union Bylaws, article 8.2, the words be added as follows:

Nominations for Board of Director candidates shall run for seven (7) days and shall close two (2) weeks prior to Convention.

The elections for all Board of Director positions shall be completed no later than June 30 of the Convention year.

**CARRIED**

## POLICY RESOLUTIONS

### Introduction

#### I 1 Toronto Tower

*Reference:* Guiding Principles

##### C: GUIDING PRINCIPLES

CATCA/CAW LOCAL 5454 will promote the **health, safety and** welfare of the membership.

*Rationale:*

- To consider all aspects of a member's wellbeing.

The Chair ruled that, since the Policy Book had just been amended and the Guiding Principles removed, the resolution was out of order.

**RULED OUT OF ORDER**

#### I 2 Toronto Tower

*Reference:* Mission Statement

##### B: MISSION STATEMENT

To promote the status, working conditions, compensation, **health, safety** and security of the membership and to promote aviation safety.

*Rationale:*

- To consider all aspects of a member's wellbeing.

The Chair ruled that, since the Policy Book had just been amended and the Mission Statement removed, the resolution was out of order.

**RULED OUT OF ORDER**

## Administration

### A 1 CATCA Board of Directors

Reference: Section 3, article 7.0 BoD Election Procedures

#### *Proposed Resolution:*

New wording for 7.2 National Executive

c. The call for nominations shall be issued by the Returning Officer, through the National Office, three (3) weeks prior to Convention and run for seven (7) days.

- Remove "~~on the 1st Wednesday in April of the final year of the term of office. Nominations as prescribed in these procedures above must be received in the National Office not later than 1200 Eastern Daylight Time fourteen days later.~~"

d. The nomination period shall close two (2) weeks prior to Convention.

f. Elections for both National Executive positions shall be completed no later than June 30 of the Convention year.

- Remove: "~~Voting shall commence on the 1st Wednesday in May of the final year of the term of office and be completed fourteen days later.~~"

New wording for 7.3 Regional Vice President

c. The call for nominations shall be issued by the Returning Officer, through the National Office, three (3) weeks prior to Convention and run for seven (7) days.

- Remove: "~~on the 1st Wednesday in April of the final year of the term of office. Nominations as prescribed in these procedures above must be received in the National Office not later than 1200 Eastern Daylight Time fourteen days later.~~"

d. The nomination period shall close two (2) weeks prior to Convention.

f. Elections for all Regional Vice President positions shall be completed no later than June 30 of the Convention year.

- Remove: "~~Voting shall commence on the 3rd Wednesday in June of the final year of the term and be completed fourteen days later.~~"

#### *Rationale:*

- To align the election procedure policies with the proposed Election By-law amendment.

The Chair suggested splitting the resolutions into two, which was accepted with no objection from the assembly.

#### *Modified resolution to conform to Robert's Rules:*

Be it resolved that Bylaw 1, section 3, article 7.2 be revised by striking the words "on the 1<sup>st</sup>... days later." from sub section c, and the words "Voting shall commence...days later." from subsection e.

**CARRIED**

*Modified resolution to conform to Robert's Rules:*

Be it further resolved that Bylaw 1, section 3, article 7.3 be revised by striking the words "on the 1<sup>st</sup>... days later." from sub section c, and the words "Voting shall commence...days later." from subsection e.

**CARRIED**

**A 3 Toronto Tower**

*Reference:* Workplace Policies, Article 12.10

*Proposed Resolution:*

The policy of this Union is to support, **and actively work on as needed**, any proposed upgrading of individual positions or groups of positions within the bargaining unit on the basis that advances made in one area may provide justification for a general upgrading of working controllers. **The union will also not hold any member, group or unit back from any upgrade out of fear of reprisals from any member, group or unit.**

This policy shall provide for different classifications of ACC's.

*Rationale:*

- To enhance the membership's belief that the union should always be working at advancing and improving the classification and potential rewards received from those gains.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that the policy manual, section 3, article 12.10 workplace policies (new = policy book, section 1, article 11.8) be revised by striking the words "in principle" and adding (after 'support' the words "and actively work on as needed" and adding the sentence "The union will also not hold any member, group or unit back from any upgrade out of fear of reprisals from any member, group or unit."

**DEFEATED**

**A 4 Winnipeg ACC**

*Reference:* Workplace Policies, Article 12.11

*Proposed Resolution:*

Be it resolved that CATCA more strictly enforces its policy against partial qualification(s) (12.11) where local branches are not experiencing the advertised benefits of this company-initiated program.

Furthermore, in locations where there are significant benefits to controllers where using partial qualifications, CATCA will endeavour to secure full ATC-6 status from the time of initial licensing.

*Rationale:*

Administratively, for all members in a unit/specialty partial qualifications can create an undue hardship. While Branches can work with local management to mitigate these issues (Overtime, leave, scheduling, currency, time in position/breaks between training, break rotation, etc.), we are often experiencing substantially diminishing returns for the membership at large. Furthermore, the official CATCA National Policy (12.1) is against part-time employees and partial qualifications come very close to being such. This also violates CATCA's National Policy (12.9) against having more than one pay grade inside the same ATC unit.

The partially qualified controller works as an ATC5 and is only considered to be on "acting type" status when working on their own license where they then receive ATC6 "back pay". The partially qualified controller is not accruing increments towards their ATC6 salary nor eligibility towards FAM flights. Partial qualifications earning comp time while working as ATC 6 have it paid out at ATC 5. Further to that, there is no tracking for activity while earning Lieu days throughout the year but all Lieu days are paid out at ATC 5 even if they'd worked as ATC 6 on the day it was earned.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that CATCA more strictly enforces its policy against partial qualification(s) (12.11) where local branches are not experiencing the advertised benefits of this company-initiated program.

*Be it resolved that Resolution A4 be laid on the Table*

Moved by: Charles Langston, Winnipeg ACC  
Seconded by: Edmonton ACC

**TABLED**

The Chair stated that the second resolution would now come forward but that, since it was directly related to the first resolution, it would also be tabled unless anyone objected. There were no objections.

Be it further resolved that policy manual, section 3, workplace policies article 12.11: Furthermore, in locations where there are significant benefits to controllers where using partial qualifications, CATCA will endeavour to secure full ATC-6 status from the time of initial licensing.

**TABLED**

## A 5 Winnipeg ACC

*Reference:* Workplace Policies, Article 12.35

### *Proposed Resolution:*

Propose removing from the reference below, "VHF/DF" and replacing with, "other surveillance technologies such as MLAT."

#### "12.35 Provision of Radar Equipment for VFR Operations

In the interests of flight safety, considering the wide divergence of types of aircraft involved and the mix of IFR and VFR operations, CATCA/Unifor Local 5454 supports the necessity of radar displays being available in all control towers where there is adequate radar coverage. At those control towers where there is inadequate radar coverage, CATCA/Unifor Local 5454 supports the installation of a VHF/DF. (January 1991)"

### *Rationale:*

- VHF/DF is not a supported technology. MLAT, fusion etc. are and the policy manual should keep up with the times. CATCA should support and endeavor to have proper surveillance tools available to ALL Tower controllers.

### *Modified resolution to conform to Robert's Rules:*

Be it resolved that policy manual, Section 3, workplace policies, article 12.35 (new = policy book, section 1, article 11.17) be revised by striking the words "VHF/DF" and adding the words "other surveillance technologies such as MLAT."

### *Amendment #1*

Be it resolved that the words "such as MLAT" be struck from the resolution.

Moved by: Charly Stratton, Vancouver Tower

**AMENDMENT ACCEPTED BY WINNIPEG ACC  
WITHOUT OBJECTION FROM CONVENTION**

### *Final Resolution:*

Be it resolved that policy manual, Section 3, workplace policies, article 12.35 (new = policy book, section 1, article 11.17) be revised by striking the words "VHF/DF" and adding the words "other surveillance technologies".

**CARRIED AS AMENDED**



## A 6 Winnipeg ACC

*Reference:* Workplace Policies, Article 12.39 **NOTE:** Reference is to an old Policy manual – this reference to MANOPS no longer exists in current manual

### *Proposed Resolution:*

Editorial Change- Propose removing the reference to "MANOPS" and replace with, "company documentation" from the below reference.

CATCA National Policy: "MISCELLANEOUS"

12.39 Lunch Room Standards/Provision of Lockers

The following standard has been approved as the minimum standard recommended by CATCA/Unifor Local 5454 for lunch room facilities in Canadian ATC units.

The minimum requirement for lunch room facilities, to be supplied by the Employer at ATC Units as described in MANOPS company documentation and at Regional and Air Services Training Schools, will be as follows:"

### *Rationale:*

- MANOPS is being replaced by MATS.

The Chair ruled that, since the Policy Book had just been amended and this policy had been removed, the resolution was out of order.

**RULED OUT OF ORDER**

## A 7 Toronto Tower

*Reference:* Workplace Policies, Article 12.46

### *Proposed Resolution:*

12.46 The Union will insist that the company install and maintain an appropriate number of Automated External Defibrillator (AED) devices in all units. With the intention of having at least 1 unit in the operational area and at least 1 more in other area(s) of the facility. Training for this equipment is to be provided by the company to all employees.

### *Rationale:*

- To consider all aspects of a member's wellbeing.

### *Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy manual, section 3, workplace policies be revised by adding the following article 12.46: The Union will insist that the company install and maintain an appropriate number of Automated External Defibrillator (AED) devices in all units.

With the intention of having at least 1 unit in the operational area and at least 1 more in other area(s) of the facility. Training for this equipment is to be provided by the company to all employees. (new Policy Book section 1, article 11.21)

*Further Modified by Toronto Tower (Proposing Branch) to:*

Be it resolved that Policy manual, section 3, workplace policies be revised by adding the following article 12.46: The Union will insist that the company install and maintain an appropriate number of Automated External Defibrillator (AED) devices in all units.

*Amendment #1*

Add the sentence "Training for this equipment is to be provided as required by the Company."

Mover: John Tomkinson, Edmonton ACC

Second: Scott Sheppard, Toronto Tower

**AMENDMENT ACCEPTED BY TORONTO TOWER  
WITHOUT OBJECTION FROM CONVENTION**

*Amendment #2:*

Replace "provided" with "offered"

Mover: Peter Duffey, President

Second: Scott Sheppard, Toronto Tower

**AMENDMENT ACCEPTED BY TORONTO TOWER  
WITHOUT OBJECTION FROM CONVENTION**

*Final Resolution:*

Be it resolved that Policy manual, section 3, workplace policies be revised by adding the following article 12.46: The Union will insist that the company install and maintain an appropriate number of Automated External Defibrillator (AED) devices in all units. Training for this equipment is to be offered as required by the company

**CARRIED UNANIMOUSLY AS AMENDED**

## A 8 Toronto Tower

*Reference:* Workplace Policies, Article 12.47

*Proposed Resolution:*

12.47 The Union will insist the company to ensure all members receive First Aid training at no cost to the employee.

*Rationale:*

- To consider all aspects of a member's wellbeing.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy manual, section 3, workplace policies, be revised by adding the following article 12.47 ((new Policy Book section 1, article 11.22): The Union will insist the company will ensure all members are offered receive First Aid training during their hours of work at no cost to the employee.

*Amendment #1*

Strike "The Union will insist the company will ensure all members are offered receive First Aid training during their hours of work at no cost to the employee." And replace with "The company will offer all members initial and recurrent First Aid training during hours of work at no cost to the employee."

Mover: Scott Sheppard, Toronto Tower

Seconder: John Tomkinson, Edmonton ACC

**AMENDMENT CARRIED**

*Final Resolution:*

Be it resolved that Policy manual, section 3, workplace policies, be revised by adding the following article 12.47: The company will offer all members initial and recurrent First Aid training during hours of work at no cost to the employee.

**CARRIED AS AMENDED**

## A 9 Winnipeg ACC

*Reference:* Workplace Policies, NEW ADDITION

### *Proposed Resolution:*

The Union's policy is opposed towards operational controllers interacting with or developing any form of synthetic voice or artificial human ATC system – whether for training purposes or operational use. Further, as these forms of technology are at odds with the stated goals of the Union in that their use and/or development could conceivably replace human controllers, the Union will take steps to ensure its members do not contribute to the development of synthetic-like controller replacement technologies.

### *Rationale:*

Technology that supports the Controller in their duties and/or decision-making process should be supported (COPR, CA, MTCD, MSAW etc.). This is in keeping with ICAO principles related to how technology interacts with humans and is not dissimilar to the ACAS/ ATC responsibility distinction. Technology that makes decisions for the controller to monitor, or that in any shape could be considered a "synthetic" controller (such as voice recognition), should not be developed or supported by CATCA members.

It is our firm belief NAV CANADA is working as fast as is possible on technologies with the intent to convert many Air Traffic Controllers into Air Traffic Managers. This was in fact the stated goal espoused by the CEO during a 2007 cross Canada tour. The new VP Operations, Rob Thurgur seems to echo those commitments in his latest address to operations. With the launch of Aerion and NAV Canada's heir apparent to provide ADS-B to the world, the influence our operations and decisions will have to our brothers and sisters world-wide should not be understated. We believe voice recognition technology/software and the latest company push for expansion and development of, are not essential to the training process nor in the best interests of controllers.

### *Modified resolution to conform to Robert's Rules:*

Be it resolved that policy manual, section 3, workplace policies, be revised by adding a new article 12.46, as follows: The Union's policy is opposed towards operational controllers interacting with or developing any form of synthetic voice or artificial human ATC system – whether for training purposes or operational use. Further, as these forms of technology are at odds with the stated goals of the Union in that their use and/or development could conceivably replace human controllers, the Union will take steps to ensure its members do not contribute to the development of synthetic-like controller replacement technologies. (new = policy book section 1 article 11.19).

*Motion to Lay Resolution A9 on the Table:*

Mover: Dave Dekker, Outaouais Branch

Seconder: Kevin Devine, Montreal ACC

**TABLED**

**A 10 Springbank Tower**

*Reference:* Article 11 Convention Requirements, NEW ADDITION

*Proposed Resolution:*

Management attendance at Convention

CATCA Convention attendance and participation are limited to past and current CATCA members that are not currently employed as Managers with NAV Canada.

*Rationale:*

- While we are all NAV Canada employees, members should be free to discuss CATCA issues freely and openly without concern of Management in attendance, including at social events.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy manual, section 3, article 11.16 (new = policy book section 1, article 10.16) be revised by inserting the words "Past and current members that are currently employed as managers with NAV Canada shall not be invited to any session or non-working gathering of the Convention."

**DEFEATED**

**A 11 Springbank (Foothills) Tower**

*Reference:* Article 8 National Executive and Vice Presidents, NEW ADDITION

*Proposed Resolution:*

All candidates running for CATCA Vice President or National Executive positions must sign a declaration that they will not accept a Management position during their elected term or within 1 year of leaving their position. Current Board Members will not be bound by this new policy and it will take effect at such time a new member is elected to a role, whenever that may take place.

*Rationale:*

Members can, and have, developed a lack of trust for past leadership due to the acceptance of Management positions. We elect our leaders to act in good faith for CATCA first and entrust that they stand for election to improve our union, not for personal gain.

While every member should have the opportunity to improve their income and career opportunities, Board of Director positions should be held to the highest standard of accountability and respect for the members that elected them to those positions. We believe that our current Board of Directors have those values and should be grandfathered as such in good faith.

**WITHDRAWN**

## **A 12 Edmonton ACC**

*Reference:* Article 8 National Executive and Vice Presidents, NEW ADDITION

### *Proposed Resolution:*

The Union RVP's, President, and VP National specifically agrees that for a period of 12 months after their office is vacated or no longer elected to CATCA National office, the Union official will not engage, directly or indirectly, as a manager for NAV Canada or known entities. Compensation for this clause is a one-time stipend of \$100.00. Penalty of breach, 12 months' previous pay to the union official will be rescinded and must be repaid within 30 days of vacating office or no longer elected to CATCA National office.

The covenants of this Agreement shall be severable, and if any of them is held invalid because of its duration, scope of area or activity, or any other reason, the parties agree that such covenant shall be adjusted or modified by the court to the extent necessary to cure that invalidity, and the modified covenant shall thereafter be enforceable as if originally made in this Agreement. National Union officials agree that the violation of any covenant contained in this Agreement may cause immediate and irreparable harm to the Union. Union members have the right to equitable relief by injunction and or in addition all other rights and remedies afforded by law.

### *Rationale:*

A Non-Compete Agreement is a contract between two parties, where one party agrees not to compete with the other for a period of time. The Agreement is often entered into at the end of employment or the end of a business relationship, but it can also be a pre-condition to a business relationship. The Agreement lessens the possibility that knowledge gained by an employee or business partner will be used in the future to compete against them. In exchange for not competing, the party is paid a fee (or it's a condition of their engagement). In most cases, the Non-Compete Agreement would prevent someone who signed it from competing directly, or from working for a competitor. This agreement outlines the duration of the agreement, any geographical limitations, and what subjects or markets it covers.

**WITHDRAWN**

### A 13 Winnipeg ACC

*Reference:* Section 3 Admin, Part 12 Workplace policies

*Proposed Resolution:* NEW: "Undesirable" Non-Op Positions

Be it resolved that CATCA endeavour to attain equitability in terms and conditions of employments for all ATC by:

1. Potentially the elimination of the non-operational concept for the IPS and UPS positions; or
2. Through consultation with NAV Canada, making adjustments to classification, hours of work, pay, pension, shift-work premiums and Lieu days for Lieu days worked.

*Rationale:*

Non-Operational support positions are critical to Air Traffic Controllers from an operational assistance perspective as well as a career advancement/change opportunity. We should desire and entice our most qualified members into these positions and they should not be penalized financially or schedule wise in doing so. While controllers exercising the privileges of an ATC License should always receive the highest TOTAL compensation, that does not mean there aren't avenues to make these other positions more desirable and penalty free.

Concepts to explore such as but not limited to:

- Higher shift premiums for controllers controlling
- Higher classification for support positions (equal to a Supervisor?)
- Elimination of pension penalties (if maintaining a LVC?)
- Hours of work - 34 Hour work week
- Receiving Lieu Days for Lieu Days worked

*Amendment # 1*

Strike "or the IPS and UPS positions" And replace with the words "... all non-operational concept..."

Mover: Tim Waldroff, Toronto ACC

Seconder: Kevin Devine, Montreal ACC

**AMENDMENT CARRIED**

Be it resolved that CATCA endeavour to attain equitability in terms and conditions of employment for all ATC by:

1. Potentially the elimination of the non-operational concept for all non-operational positions; or
2. Through consultation with NAV Canada, making adjustments to classification, hours of work, pay, pension, shift-work premiums and Lieu days for Lieu days worked.

*Amendment #2:*

Strike “1. Potentially” and the remainder of point 1 made a single sentence.

Mover: John Tomkinson, Edmonton ACC

**AMENDMENT #2 ACCEPTED BY WINNIPEG ACC**  
**WITHOUT OBJECTION FROM CONVENTION**

Be it resolved that CATCA endeavour to attain equitability in terms and conditions of employment for all ATC by the elimination of the non-operational concept for all non-operational positions; or through consultation with NAV Canada, making adjustments to classification, hours of work, pay, pension, shift-work premiums and Lieu days for Lieu days worked.

*Amendment #3:*

Strike all the words after “non-operational positions;”

Mover: Charles Langston, Winnipeg ACC

Seconder: Kevin Gauthier, Toronto ACC

**AMENDMENT #3 CARRIED**

Be it resolved that CATCA endeavour to attain equitability in terms and conditions of employment for all ATC by the elimination of the non-operational concept for all non-operational positions.

*Amendment #4*

Strike the words “for all non-operational positions” be deleted

Mover: Charles Langston, Winnipeg ACC

Seconder: Dave Dekker, Outaouais Branch

**AMENDMENT #4 ACCEPTED BY WINNIPEG ACC**  
**WITHOUT OBJECTION FROM CONVENTION**

*Final Resolution:*

Be it resolved that CATCA endeavour to attain equitability in terms and conditions of employment for all ATC by the elimination of the non-operational concept.

**CARRIED UNANIMOUSLY AS AMENDED**

Kevin Devine, Montreal ACC, rose on a point of order to thank Convention on behalf of their non-operational colleagues.



## A 14 Toronto ACC

*Reference:* Section 3 Admin, part 12.42 Workplace policies - Pension Plan (New)

### *Proposed Resolution:*

With regard to any and all pension-related issues, CATCA shall consider each group as separate for the purposes of contract negotiations. Additionally, in order to ensure one group or the other isn't unfairly represented, despite potentially disproportionate membership in a given plan, each group will have the exclusive right to ratify their particular pension changes. This will restrict members from voting on pension changes that do not affect them, allow members to vote in their own best interest without pressure to do otherwise, and guarantee that each group will not be undermined by the other in collective bargaining.

### *Rationale:*

StatsCan has confirmed what we already know to be the case in Canada, unions are on the decline. As of 2012, only 30% of workers in Canada are now unionized, down from 38% in 1981. With that said, CATCA has remained one of the strongest voices in Canadian labour and that is a testament to the intestinal fortitude of the membership, as well as a reflection of the unique and important service we provide. In a time of diminishing returns for unions, CATCA has continued to seek, and get, favourable agreements with the company and made no noteworthy concessions. No noteworthy concessions that is, but one: a two-tiered pension plan. While this was an unfortunate necessity, my concern is that as the demographic within our union changes, this could become the single most divisive issue ever to have faced this union and may ultimately break us if we are not careful. This has opened the door to something that the company can use in the future to pit two distinct groups within our union against each other. To that end, I would like to propose the following amendment

### *Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy Manual, section 3, article 12.42 be added as follows: With regard to any and all pension-related issues, CATCA shall consider each group as separate for the purposes of contract negotiations. Additionally, in order to ensure one group or the other isn't unfairly represented, despite potentially disproportionate membership in a given plan, each group will have the exclusive right to ratify their particular pension changes. This will restrict members from voting on pension changes that do not affect them, allow members to vote in their own best interest without pressure to do otherwise, and guarantee that each group will not be undermined by the other in collective bargaining. (New policy book, section 5, new article 4.7)

The Chair ruled that the amendment concerning the Board casting a deciding vote was out of order, based on comments from Legal Counsel, but that, in the interests of having a debate on the issues, the main motion could proceed for debate.

**WITHDRAWN WITHOUT OBJECTION FROM CONVENTION**

**FRIDAY APRIL 8, 2016**

**FINANCES**

**F 1 Hamilton Tower**

*Reference:* Branch/Facility Rebates, Article 2.1 Monthly Amount

*Proposed Resolution:*

Branches and Facilities which have less than 40 members receive a fixed amount of \$200.00 and Branches with 40 or more members receive \$5.00 per member. This monthly amount to be paid every three months beginning in January of each year.

*Rationale:*

- Increase from \$175.00 to \$200.00 as the cost of running a branch has increased over the last 17 years.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy Manual, section 4 article 2.1 be revised by striking the number \$175 and adding the number \$200.

*Amendment #1:*

Change "\$200" to "\$225".

Mover: Brent Hobbs, Calgary Tower

Seconder: Scott Sheppard, Toronto Tower

**AMENDMENT #1 CARRIED**

*Final Resolution:*

Be it resolved that Policy Manual, section 4 article 2.1 be revised by striking the number \$175 and adding the number \$225.

**CARRIED AS AMENDED**

## F 2 Toronto ACC

*Reference:* Article 7 NEW: Pensionable Salary

*Proposed Resolution:*

Be it resolved that CATCA supports the premium paid to the President, Executive Vice President, and Regional Vice Presidents as being part of the pensionable salary for the position.

*Rationale:*

- All members should be afforded the opportunity to maximize their pension regardless of whether they have an elected position or not. This will hopefully encourage people to step forward and take a more active role in our Association.

*Modified resolution to conform to Robert's Rules:*

Be it resolved Policy Manual, Section 4, article 7 be amended by adding a new article 7.4 as follows: CATCA supports the premium paid to the President, Executive Vice President, and Regional Vice Presidents as being part of the pensionable salary for the position.

(New = policy book, section 2, new article 7.4)

**CARRIED**

## Communications and Public Relation

### C-PR 1 Vancouver Tower

*Reference:* Public Relations, Article 3.2 CATCA Scholarships

*Proposed Resolution:*

Change "son or daughters" and "sons and daughters" to dependent children.

A Scholarship Award Program, sponsored by CATCA/Unifor Local 5454, provides financial assistance to **dependant children** of Active Members of the Union who are in pursuit of full-time post-secondary education or undertaking NAV Canada ATC training (Fall 2009). ..... The program will be open to **dependant children** of Active Members who are in good standing Eligible students must be enrolled in a full-time post-secondary educational program or the NAV Canada ATC Training program.

*Rationale:*

- Family dynamics have changed significantly; this change will simply take those changes into account ensuring the intent of the Scholarship program is carried forward for our Members.

- Excerpt from NAV Canada Scholarship Application:  
Definition of Dependant  
For the purpose of this scholarship application, a dependant is defined as your child or child in the custody of your spouse living with you, including an adopted child, a stepchild, or a child for whom you or your spouse is the legal guardian.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that Policy Manual section 5, article 3.2 (new = policy book section 3, article 3.2) be amended by striking the words "sons or daughters" and "son or daughter" and inserting the words "dependent children" in their place.

**CARRIED UNANIMOUSLY**

## **Collective Bargaining**

### **CB 1 CATCA Board of Directors**

*Reference:* Section 7, article 1.0 (NEW)

*Proposed Resolution:*

- Proposed wording: The Contract Committee that was elected for the 2015 round of collective bargaining shall remain in place for the next round of collective bargaining. Any member who is no longer eligible for the seat they held, or who chooses not participate again, shall be re-elected as necessary.

*Rationale:*

The CATCA BoD feels the committee that was elected by the membership did not fulfill the roles and responsibilities of a typical bargaining team due to the contract extension being negotiated. Since we will return to the bargaining table in one year's time, the CATCA BoD feels the same team should return.

The decision for whether this team should return rests with the membership. If this resolution is not passed, the contract committee will be elected for the next round following normal procedure.

*Modified resolution to conform to Robert's Rules:*

Be it resolved that: The Contract Committee that was elected for the 2015 round of collective bargaining shall remain in place for the next round of collective bargaining. Any member who is no longer eligible for the seat they held, or who chooses not participate again, shall be re-elected as necessary.

*Amendment #1*

Change “next round” to “2016 round”

Mover: Andrew Turner, Vancouver ACC

Seconder: Dave Dekker, Outaouais Branch

**AMENDMENT ACCEPTED BY BoD**  
**WITHOUT OBJECTION FROM CONVENTION**

*Final Resolution:*

Be it resolved that The Contract Committee that was elected for the 2015 round of collective bargaining shall remain in place for the 2016 round of collective bargaining. Any member who is no longer eligible for the seat they held, or who chooses not participate again, shall be re-elected as necessary.

**CARRIED AS AMENDED**

**CB 2 Toronto Tower**

*Reference:* Section 7, article 2.1

*Proposed Resolution:*

- Add a #21: Complex Towers (CYUL, CYYZ, CYYC, CYVR)
- (Remove the Towers from the ACC listings)

*Rationale:*

- To provide a unique voice and representation for the issues faces by complex towers.

*Modified resolution to conform to Robert’s Rules:*

Be it resolved that the policy manual, section 7, article 2.1 (new = policy book, section 5, article 1.1) be revised by adding the words “21. Complex Towers” and striking the words “and Tower” in row #s 8 and 9.

**DEFEATED**

**RESOLUTION TO RECONSIDER**

Be it resolved that resolution F1 be reconsidered.

Mover: Mark Bernard, Vancouver ACC

Seconded: Chad Wassing, Winnipeg Tower

**CARRIED**

The Chair stated that Resolution F1 was now on the floor.

**FINANCES****F 1 Hamilton Tower***Amendment #2:*

Add the words “with 40 or more members receive \$5.63”.

Mover: Chris Billings, Edmonton ACC

The Chair called for a seconder. No one seconded the amendment.

**FAILED FOR LACK OF A SECONDER**

*Amendment #3*

Be it further resolved to strike “40” in both cases and adding “45” in both cases.

Mover: Mark Bernard, Vancouver ACC

Seconded: Chad Wassing, Winnipeg Tower

**AMENDMENT #3 CARRIED**

*Final Resolution:*

Be it resolved that Policy Manual, section 4 article 2.1 be revised to read: Branches and Facilities which have less than 45 members receive a fixed amount of \$225.00 and Branches with 45 or more members receive \$5.00 per member. This monthly amount to be paid every three months beginning in January of each year.

**CARRIED AS AMENDED**

### CB 3 Toronto Tower

Reference: Section 7, article 5.1

*Proposed Resolution:*

5.1 National Pay Scale: It is the policy of this Union that it will bargain only on a national level and for a national pay scale, as well as to maintain at least one available pay scale and premium level(s) above the highest scale and or level(s) in use at the beginning of bargaining. The union will also develop a pension credit system for high-density unit operational time.

*Rationale:*

- To make it a priority to protect members from a “glass ceiling” situation where they are approaching a new level that is not there. As well as to recognize the work performed in high-density units and sectors across the country.

*Modified resolution to conform to Robert’s Rules:*

Be it resolved that policy manual section 7, article 5.1 (new = policy book, section 5, article 4.1) be revised by adding the words “...as well as to maintain at least one available pay scale and premium level(s) above the highest scale and or level(s) in use at the beginning of bargaining. The union will also develop a pension credit system for high-density unit operational time.”

*Further Modified by Toronto Tower*

*They have withdrawn the line* “The union will also develop a pension credit system for high-density unit operational time.”

Be it resolved that policy manual section 7, article 5.1 (new = policy book, section 5, article 4.1) be revised by adding the words “...as well as to maintain at least one available pay scale and premium level(s) above the highest scale and or level(s) in use at the beginning of bargaining.

**DEFEATED**

## NEW RESOLUTIONS FROM THE FLOOR

### A15

#### *Proposed Resolution:*

Be it resolved that (new) Policy Book, Section 1, article 11.9 be removed in its entirety from the policy book.

Mover: Liam McNish, Edmonton ACC

Second: Charles Langston, Winnipeg ACC

**WITHDRAWN WITHOUT OBJECTION FROM CONVENTION**

### A16

#### *Proposed Resolution:*

Be it resolved that CATCA National set aside \$20,000 for election years, as a fund to assist all candidates with the financial burden of campaigning for the President and Executive Vice President positions. No Candidate shall receive more than \$5,000 and in cases where there are more than four (4) total candidates for both positions the \$20,000 will be distributed evenly between all candidates.

Mover: Charles Langston, Winnipeg ACC

Second: Scott Sheppard, Toronto Tower

#### *Rationale:*

Undertaking a National campaign is a financial burden, and this would assist those candidates that may otherwise be deterred.

#### *Amendment #1*

To strike “receive” and replace with “shall be reimbursed”

Mover: John Tomkinson, Edmonton ACC

Second: David Hartwick, Foothills Branch

**AMENDMENT ACCEPTED BY EDMONTON ACC**  
**WITHOUT OBJECTION FROM CONVENTION**

#### *Final Resolution:*

Be it resolved that CATCA National set aside \$20,000 for election years, as a fund to assist all candidates with the financial burden of campaigning for the President and Executive Vice President positions. No Candidate shall be reimbursed more than \$5,000 and in cases where there are more than four (4) total candidates for both positions the \$20,000 will be distributed evenly between all candidates.

**DEFEATED**



**A 4 Winnipeg ACC (REVISITED)**

*Reference:* Workplace Policies, Article 12.11

*Motion:* Be it resolved that resolution A4 be taken from the table.

Mover: Charles Langston, Winnipeg ACC

Second: Kevin Gauthier, Toronto ACC

**MOTION TO TAKE FROM THE TABLE CARRIED**

*Modified resolution to conform to Robert's Rules:*

Be it resolved that CATCA more strictly enforces its policy against partial qualification(s) (12.11) where local branches are not experiencing the advertised benefits of this company-initiated program.

Be it further resolved that policy manual, section 3, workplace policies article 12.11: Furthermore, in locations where there are significant benefits to controllers where using partial qualifications, CATCA will endeavour to secure full ATC-6 status from the time of initial licensing.

*Amendment #1 (by Substitution):*

Strike both the original proposed resolutions and replace with:

Be it resolved that a new article be added to the policy book:

CATCA supports progressive training plans provided that:

1. The Branch is in support locally, and
2. Upon initial qualification, the trainee receives compensation equal to the standard unit grade. (new = policy book, section 1, article 11.09 TBC)

Mover: Charles Langston, Winnipeg ACC

**AMENDMENT ACCEPTED BY WINNIPEG ACC  
WITHOUT OBJECTION FROM CONVENTION**

*Amendment #2:*

Strike item #1 and replace it with:

1. Ability to use progressive training in a Branch is supported by CATCA.

Mover: Peter Duffey, President

Second: Charles Russell, Toronto ACC

**AMENDMENT #2 CARRIED**

*Final Resolution:*

Be it resolved that a new article be added to the policy book: CATCA Supports progressive training plans provided that:

2. Ability to use progressive training in a Branch is supported by CATCA.
3. Upon initial qualification, the trainee receives compensation equal to the standard unit grade. (new = policy book, section 1, article 11.09 TBC)

**CARRIED AS AMENDED**

**A17:***Proposed Resolution:*

Be it resolved that the Union establish and maintain a CATCA Technical Committee (CTC) to provide for a flow of information on current and upcoming technology changes and establish Regional Technology Committees (RTC) to provide for a flow of information between the CTC and members at all sites. These RTC's shall provide feedback on current technology to OSR on an as needed basis outside the established NAV Canada process.

Be it further resolved that a qualified Union member at each of the national and local levels certify all current and future ATS technology.

Be it further resolved that the Union compel the Company to establish a Manual of Automation to provide national guidance and standards to protect our Members from any consequences that may arise from inadequate system functionality/failure attributed to configuration and control of automated systems.

Mover: Dave Dekker – Outaouais Branch

Seconder: Charles Langston, Winnipeg ACC

*Motion to Divide the Question into three (3) separate Resolutions*

Mover: Tim Waldroff, Toronto ACC

Seconded: Dave Dekker – Outaouais Branch

**MOTION TO DIVIDE CARRIED**

*Amendment #1 to first Resolution:*

Change “establish and maintain” to “re-establish”

Mover: Tim Waldroff, Toronto ACC

Seconded: Nicole Hawley, Montreal ACC

**AMENDMENT CARRIED**

**Final Resolutions:**

Be it resolved that the Union re-establish a CATCA Technical Committee (CTC) to provide for a flow of information on current and upcoming technology changes and establish Regional Technology Committees (RTC) to provide for a flow of information between the CTC and members at all sites. These RTC's shall provide feedback on current technology to OSR on an as needed basis outside the established NAV Canada process.

Be it further resolved that a qualified Union member at each of the national and local levels certify all current and future ATS technology.

Be it further resolved that the Union compel the Company to establish a Manual of Automation to provide national guidance and standards to protect our Members from any consequences that may arise from inadequate system functionality/failure attributed to configuration and control of automated systems.

*Motion to Refer all three (3) Resolutions to the Executive Board for further review.*

Mover: Paul Berry, Toronto ACC

Second: Brad Fowler, Hamilton Tower

**MOTION TO REFER CARRIED**

**A 18**

*Proposed Resolution:*

Be it resolved that the Executive Board pursue the restoration of a single superior pension plan to the benefit of all members.

Mover: Miriam Chiasson, Toronto ACC

Second: Scott Sheppard, Toronto Tower

*Amendment #1*

To strike "a single superior pension plan" and replace with "Part A of the NAV Canada Pension Plan".

Mover: Scott Sheppard, Toronto Tower

Second: Anthony Waggott, Edmonton ACC

**AMENDMENT #1 CARRIED**

*Amendment #2*

To strike the resolution and replace with: Be it resolved that the Executive Board pursue the ability of all members to choose either Part A or Part B of the pension plan.

Mover: John Rowe, Thunder Bay Tower

The Chair ruled that Convention had just passed an amendment that was exactly the reverse of this proposed amendment. Had the previous amendment been defeated then this amendment could have gone forward but since Convention had already made a decision on this topic then the proposed amendment was out of order.

**RULED OUT OF ORDER***Final Resolution:*

Be it resolved that the Executive Board pursue the restoration of Part A of the NAV Canada Pension Plan to the benefit of all members.

**CARRIED AS AMENDED****A 19:***Proposed Resolution*

Be it resolved that, if seniority is used to establish a priority list for leave selection, CATCA's national seniority list shall be used.

Mover: Mickaël Cormier, Tour de Québec

Seconder: Jonathan Daoust, CCR de Montréal

*Rationale:*

We want to eliminate the 2 for 1 deals, etc.

*Amendment #1*

Be it resolved that a referendum be put to CATCA members asking "if seniority is used to establish a priority list for leave selection, CATCA's national seniority shall be used."

Mover: Nick Jordan, Calgary Tower

Seconder: Lisa Berthiaume, Villeneuve Tower

**AMENDMENT #1 DEFEATED**

*Amendment #2*

To change “if seniority” to “where seniority”

Mover: Anthony Waggot, Edmonton ACC

Seconder: Josh Rogers, Vancouver ACC

**AMENDMENT #2 ACCEPTED BY TOUR de QUEBEC  
WITHOUT OBJECTION FROM CONVENTION**

Paul Berry, Toronto ACC, requested a roll call vote for the resolution. The request was supported by more than ten other delegates.

*Amendment #3*

To replace the existing resolution with:

Be it resolved that the CATCA national seniority list shall be used for leave selection,

Mover: Paul Berry, Toronto ACC

Seconder: Josh Rogers, Vancouver ACC

**AMENDMENT #3 DEFEATED**

*Final Resolution:*

Be it resolved that where seniority is used to establish a priority list for leave selection, CATCA’s national seniority shall be used.

**Pacific Region****Abbotsford Tower**

Jeff Rampersad (2) - A

**Cariboo Branch**

Matt Handford (2) - A

**Boundary Bay Tower**

Wil Giles (2) - Y

**Harbour Tower**

Tanya Trester (1) - Y

**Kelowna Tower**

Ryan Christensen (2) - Y

**Klondike**

Ryan Mannen (1) - A

**Langley Tower**

No Delegate

**Pitt Meadows Tower**

James Kerwin (2) - Y

**Vancouver ACC**

Ryan Brantley (4) - Y

Andrew Turner (4) - Y

Mark Bernard (4) - Y

Josh Rogers (4) - N

David Vanspall (3) - Y

Mike Harrington (3) - Y

**Vancouver Tower**

Richard Bain (3) - Y

Charly Stratton (3) - Y

**Victoria Tower**

Evan Kendrick (3) - Y

**Prairie Region****Calgary Tower**

Todd Gabel (3) - N

Brent Hobbs (2) - N

**Edmonton ACC**

Scott Loder (6) - Y

Liam McNish (5) - Y

Scott Williams (5) - Y

Mike Loftus (3) - Y

Chris Billings (3) - Y

Anthony Waggett (2) - Y

John Tomkinson (2) - Y

**(Springbank) Foothills**

David Hartwick (2) - Y

**Fort McMurray**

Bradley Young (2) - N

**Edmonton International**

Jerry Fry (3) - N

**Regina Tower**

Eric Deutcher (2) - Y

**Saskatoon Tower**

Paul Mongeau (2) - Y

**St. Andrews Tower**

John Stillwell (2) - A

**Thunder Bay Tower**

John Rowe (2) - N

**Villeneuve Branch**

Lisa Berthiaume (2) - Y

**Winnipeg ACC**

Charles Langston (4) - Y

Jeffrey Timmy (4) - Y

Rob Briscoe (3) - N

Marcus Hainstock (3) - Y

Jamie Constantine (3) - Y

Jim Russell (3) - Y

**Winnipeg Tower**

Ken Carter (3) - N

**Yellowknife**

Mark Hilman (2) - Y

**Central Region****Buttonville Tower**

Omar Battistella (2) - Y

**Bytown**

Sophie Noel (1) - A

**Hamilton Tower**

Brad Fowler (2) - N

**Kitchener Tower**

Gayle Oliver (2) - Y

**London Tower**

Mike Fitzgerald (2) - Y

**Oshawa Tower**

Peter Marshall (2) - N

**Outaouais**

Dave Dekker (3) - A

**Sault Ste Marie Tower**

Rodney Smith (1) - Y

**Toronto ACC**

Paul Berry (6) - N  
 Scott Spracklin (5) - N  
 Les Boutilier (5) - N  
 Miriam Chiasson (4) - N  
 Charles Russell (4) - N  
 Dave Willoughby (3) - N  
 Penny Reid (2) - N  
 Timothy Waldroff (3) - N  
 Jason Turner (2) - N  
 Kevin Gauthier (2) - N

**Toronto City Center Tower**

Josh Tone (2) - N

**Toronto International Tower**

Scott Sheppard (4) - Y  
 Alex Regnier (3) - Y

**Windsor Tower**

Brad Parsons (1) - N

**St-Laurent Region****Dorval Tower**

Jérémie Yelle (4) - Y

**Montreal ACC**

Benoit Vachon (4) - Y  
 Jonathan Daoust (4) - Y  
 Stéphane Roy (4) - Y  
 Nicole Hawley (4) - Y  
 Kevin Devine (4) - Y  
 Jacques Boulard (3) - Y  
 Catherine Leblanc (3) - Y

**Ottawa Tower**

Jean Côté (3) - Y

**Québec Tower**

Micka'el Cormier (3) - Y

**St-Honore Tower**

Bruce Thomson (2) - Y

**St-Hubert Tower**

Eric Lacapitaine (3) - Y

**St-Jean Tower**

François Pelletier (1) - Y

**Atlantic Region****CATCA National**

Steve Dryden (1) - A

**Fredericton Tower**

Josh Moore (2) - Y

**Gander ACC**

Craig Churchill (5) - N  
 Roger Soucy (4) - Y  
 Jeffrey Saunders (2) - N  
 Wayne Badcock (2) - N  
 Dennis Mitchell (2) - Y  
 Des Jesseau (5) - N

**Gander Tower**

Proxy Held by St. John's Tower (2) - Y

**Goose Bay**

Shawn Brown (3) - Y

**Halifax Tower**

Donald Power (3) - Y

**Moncton ACC**

Chris Robichaud (4) - Y  
 Colleen Adams (4) - Y  
 Derek Dakin (3) - Y  
 Brian Mike O'Rourke (4) - Y

**Moncton Tower**

Peter Bryant (2) - Y

**St. John's Tower**

Cameron Stoyles (2) - A

**Roll Call Results:**

Yes = 176

No = 79

Abstentions = 14

Total = 269

**CARRIED AS AMENDED**

**A20:***Proposed Resolution:*

Be it resolved that the Executive Board determine the feasibility of a Retiree Dental Plan.

Mover: Kevin Gauthier, Toronto ACC

Seconded: Brad Fowler, Hamilton Tower

**CARRIED**

**A2 – 2019 Convention Bid:***Proposed Resolution:*

Be it resolved that Calgary Tower, Springbank Tower and Edmonton ACC co-host the 2019 CATCA Convention.

Mover: Calgary Tower

Seconded: Springbank Tower and Edmonton ACC

**CARRIED**

**A 21***Proposed Resolution:*

Be it resolved that the CATCA 2016 Convention be adjourned.

Mover: Kevin Devine, Montreal ACC

Seconded: David Hartwick, Foothills Branch

**CARRIED**

*The Chairman thanked the delegates.*

*CATCA 2016 adjourned at 16:30 April 8, 2013.*



**APPENDIX A****BOARD MEMBERS AND OTHER OFFICIAL ATTENDEES  
AT THE 2016 TRIENNIAL CONVENTION**

Peter Duffey  
**President**

Doug Best  
**Executive Vice President**

Gary Roach  
**Vice President Atlantic Region**

Eric Vézina  
**Vice President St-Laurent Region**

David Doerksen  
**Vice President Central Region**

Jerry Brodt  
**Vice President Prairie Region**

Scott Shields  
**Vice President Pacific Region**

Joel Fournier  
**Unifor National Representative**

Gordon Howe  
**Convention Chairman**

Lewis Gottheil  
**Legal Counsel**

Avrum (Abe) Rosner  
**Labour Relations Consultant**

**Association canadienne du contrôle du trafic  
aérien/Unifor Local 5454  
Canadian Air Traffic Control Association/Unifor Local  
5454**

**États financiers  
Financial statements**

**30 juin 2018  
June 30, 2018**

**Association canadienne du contrôle du trafic  
aérien/Unifor Local 5454  
Canadian Air Traffic Control Association/Unifor Local  
5454**

**États financiers  
au 30 juin 2018**

**Financial Statements  
June 30, 2018**

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## **Rapport de l'auditeur indépendant**

Au Comité exécutif et aux membres de  
l'Association canadienne du contrôle du  
trafic aérien/Unifor Local 5454

Nous avons effectué l'audit des états  
financiers ci-joints de l'Association  
canadienne du contrôle du trafic  
aérien/Unifor Local 5454 qui  
comprennent l'état de la situation  
financière au 30 juin 2018 et les états  
des résultats, de l'évolution de l'actif net  
et des flux de trésorerie pour l'exercice  
terminé à cette date, ainsi qu'un résumé  
des principales méthodes comptables  
et d'autres informations explicatives.

### **Responsabilité de la direction pour les états financiers**

La direction est responsable de la  
préparation et de la présentation fidèle  
de ces états financiers conformément  
aux Normes comptables canadiennes  
pour les organismes sans but lucratif,  
ainsi que du contrôle interne qu'elle  
considère comme nécessaire pour  
permettre la préparation d'états  
financiers exempts d'anomalies  
significatives, que celles-ci résultent  
de fraudes ou d'erreurs.

## **Independent Auditor's Report**

To the Executive Committee and  
Members of the Canadian Air Traffic  
Control Association/Unifor Local 5454

We have audited the accompanying  
financial statements of the Canadian  
Air Traffic Control Association/Unifor  
Local 5454, which comprise the  
statement of financial position as at  
June 30, 2018 and the statements of  
operations, changes in net assets and  
cash flows for the year then ended, and  
a summary of significant accounting  
policies and other explanatory  
information.

### **Management's responsibility for the financial statements**

Management is responsible for the  
preparation and fair presentation of  
these financial statements in  
accordance with Canadian  
accounting standards for not-for-profit  
organizations and for such internal  
control as management determines is  
necessary to enable the preparation  
of financial statements that are free  
from material misstatement, whether  
due to fraud or error.

### Responsabilité de l'auditeur

Notre responsabilité consiste à exprimer une opinion sur les états financiers, sur la base de notre audit. Nous avons effectué notre audit selon les normes d'audit généralement reconnues du Canada. Ces normes requièrent que nous nous conformions aux règles de déontologie et que nous planifions et réalisons l'audit de façon à obtenir l'assurance raisonnable que les états financiers ne comportent pas d'anomalies significatives.

Un audit implique la mise en œuvre de procédures en vue de recueillir des éléments probants concernant les montants et les informations fournis dans les états financiers. Le choix des procédures relève du jugement de l'auditeur, et notamment de son évaluation des risques que les états financiers comportent des anomalies significatives, que celles-ci résultent de fraudes ou d'erreurs. Dans l'évaluation de ces risques, l'auditeur prend en considération le contrôle interne de l'entité portant sur la préparation et la présentation fidèle des états financiers afin de concevoir des procédures d'audit appropriées aux circonstances, et non dans le but d'exprimer une opinion sur l'efficacité du contrôle interne de l'entité. Un audit comporte également l'appréciation du caractère approprié des méthodes comptables retenues et du caractère raisonnable des estimations comptables faites par la direction, de même que l'appréciation de la présentation d'ensemble des états financiers.

Nous estimons que les éléments probants que nous avons obtenus sont suffisants et appropriés pour fonder notre opinion d'audit.

### Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

À notre avis, les états financiers donnent, dans tous leurs aspects significatifs, une image fidèle de la situation financière de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 au 30 juin 2018 ainsi que des résultats de ses activités et de ses flux de trésorerie pour l'exercice terminé à cette date, conformément aux Normes comptables canadiennes pour les organismes sans but lucratif.

### Autre point

Les données budgétaires présentées à l'état des résultats pour l'exercice terminé le 30 juin 2018 ont été préparées par la direction sur la base d'hypothèses comptables, financières et statistiques; conséquemment nous n'exprimons pas d'opinion d'audit sur ces chiffres.

Comptables professionnels agréés  
Expert-comptables autorisés

Ottawa, Canada  
DATE

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Canadian Air Traffic Control Association/Unifor Local 5454 as at June 30, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations

### Other matter

Budget figures in the operations statement for the year ended June 30, 2018 have been prepared by management on the basis of accounting financial and statistical assumptions; consequently we do not express an audit opinion on these figures.

Chartered Professional Accountants,  
Licensed Public Accountants

Ottawa, Canada  
DATE

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Résultats**

pour l'exercice terminé le 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Operations**

Year ended June 30, 2018

	<b>Budget (Non audité - Unaudited)</b>	<b>2018</b>	<b>2017</b>	
		\$	\$	
<b>Produits</b>				<b>Revenues</b>
Cotisations des membres	3,712,696	3,754,848	3,554,862	Membership dues
Produits nets de placements (note 5)		54,117	36,830	Net investment income (Note 5)
Autres produits (annexe A)	339,000	285,586	895,301	Other revenues (Schedule A)
	<u>4,051,696</u>	<u>4,094,551</u>	<u>4,486,993</u>	
<b>Charges</b>				<b>Expenses</b>
Frais administratifs (annexe B)	1,348,511	1,348,610	1,236,781	Administration expenses (Schedule B)
Congrès (annexe D)	218,000	5,119	1,154	Convention (Schedule D)
Frais bancaires		10,571	10,054	Bank charges
Bourses d'études	16,000	12,000	13,955	Scholarship fund
Conférence d'IFATCA de 2017			352,956	IFATCA 2017 conference
	<u>1,582,511</u>	<u>1,376,300</u>	<u>1,614,897</u>	
Affaires syndicales				Union business
Remises de cotisations	200,000	201,830	207,320	Branch rebates
Négociation collective (annexe D)	185,000	44,843	751,465	Collective bargaining (Schedule D)
Consultation	25,000	24,041	7,713	Consultation
Auditions et réunions de dernier niveau	150,000	83,244	72,043	Final level meetings and hearings
IFATCA et assemblées internationales	55,000	63,148	31,917	IFATCA and international meetings
Réunions Unifor	5,000	6,134	2,960	Unifor meetings
CNM / CMNC	7,500	6,352	7,955	NJC / NCJC
Comité de santé et sécurité au travail	1,500	1,480	708	OSH Policy Committee
Affaires régionales	208,000	195,180	133,012	Regional business
Cotisations - Unifor	1,584,000	1,588,389	1,614,767	Unifor dues
Séminaire de formation	69,000	68,103		Training seminar
	<u>2,490,000</u>	<u>2,282,744</u>	<u>2,829,860</u>	
	<u>4,072,511</u>	<u>3,659,044</u>	<u>4,444,757</u>	
<b>Excédant (insuffisance) des produits par rapport aux charges (annexe D)</b>				<b>Excess (deficiency) of revenues over expenses (Schedule D)</b>
	<u>(20,815)</u>	<u>435,507</u>	<u>42,236</u>	

Les notes complémentaires et les annexes font partie  
intégrante des états financiers.

The accompanying notes and schedules are an integral  
part of the financial statements.

**Association canadienne du contrôle  
du trafic aérien/Unifor Local 5454  
Évolution de l'actif net**

pour l'exercice terminé le 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454  
Changes in Net Assets**

Year ended June 30, 2018

	<u>2018</u>		<u>2017</u>		
	Affecté (annexe C) / Restricted (Schedule C)	Non affecté / Unrestricted	Total	Total	
	\$	\$	\$	\$	
Solde au début	<b>3,694,292</b>	<b>1,017,426</b>	<b>4,711,718</b>	4,669,483	Balance, beginning of year
Excédant des produits par rapport aux charges	<b>35,756</b>	<b>399,751</b>	<b>435,507</b>	42,236	Excess of revenues over expenses
Affectations d'origine interne (annexe D)	<b>356,444</b>	<b>(356,444)</b>			Internally imposed appropriations (Schedule D)
Virements d'origine interne	<b>(1,647,725)</b>	<b>1,647,725</b>			Internally imposed transfers
Solde à la fin	<b>2,438,767</b>	<b>2,708,458</b>	<b>5,147,225</b>	4,711,718	Balance, end of year

Les notes complémentaires et les annexes font partie intégrante  
des états financiers.

The accompanying notes and schedules are an integral part of  
the financial statements.



**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Flux de trésorerie**

pour l'exercice terminé le 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Cash Flows**

Year ended June 30, 2018

	2018 \$	2017 \$	
<b>ACTIVITÉS DE FONCTIONNEMENT</b>			<b>OPERATING ACTIVITIES</b>
Excédant des produits par rapport aux charges	435,507	42,236	Excess of revenues over expenses
Éléments hors caisse			Non-cash items
Amortissement des primes et des escomptes sur les placements	(17,685)	(7,765)	Amortization of investment premiums and discounts
Amortissement des immobilisations corporelles		14,785	Amortization of tangible capital assets
Amortissement des apports reportés afférents aux immobilisations corporelles		(3,906)	Amortization of deferred contributions related to tangible capital assets
Variation nette d'éléments du fonds de roulement (note 11)	(412,043)	(246,121)	Net change in working capital items (Note 11)
Flux de trésorerie liés aux activités de fonctionnement	5,779	(200,771)	Cash flows from operating activities
<b>ACTIVITÉS D'INVESTISSEMENT</b>			<b>INVESTING ACTIVITIES</b>
Variation nette de l'encaisse grevée d'affectation	756,235	(193,629)	Net change in appropriated bank balance
Dispositions des placements	516,975	339,020	Dispositions of investments
Avances à une organisation sous contrôle commun	(2,006,190)		Advances to an organization under common control
Flux de trésorerie liés aux activités d'investissement	(732,980)	145,391	Cash flows from investing activities
<b>Diminution nette de l'encaisse</b>	(727,201)	(55,380)	<b>Net decrease in cash</b>
Encaisse au début	1,222,794	1,278,175	Cash, beginning of year
Encaisse à la fin	495,593	1,222,794	Cash, end of year

Les notes complémentaires et les annexes font partie  
intégrante des états financiers.

The accompanying notes and schedules are an integral  
part of the financial statements.

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Situation financière**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Financial Position**

June 30, 2018

	2018 \$	2017 \$	
<b>ACTIF</b>			<b>ASSETS</b>
Court terme			Current
Encaisse	495,593	1,222,794	Cash
Comptes clients et autres créances (note 4)	338,385	121,390	Trade and other receivables (Note 4)
Frais payés d'avance	146,563	87,244	Prepaid expenses
	<u>980,541</u>	<u>1,431,428</u>	
Long terme			Long-term
Placements (note 6)	2,438,767	3,694,292	Investments (Note 6)
Avances à une organisation sous contrôle commun, sans intérêt ni modalités d'encaissement	<u>2,006,190</u>		Advances to an organization under common control, without interest or repayment terms
	<u>5,425,498</u>	<u>5,125,720</u>	
<b>PASSIF</b>			<b>LIABILITIES</b>
Court terme			Current
Comptes fournisseurs et autres dettes de fonctionnement (note 7)	131,403	271,558	Trade payables and other operating liabilities (Note 7)
Provision pour congés de maladie (note 8)	146,870	142,444	Provision for sick leave (Note 8)
	<u>278,273</u>	<u>414,002</u>	
<b>ACTIF NET</b>			<b>NET ASSETS</b>
Affecté (annexe C)	2,438,767	3,694,292	Restricted (Schedule C)
Non affecté	2,708,458	1,017,426	Unrestricted
	<u>5,147,225</u>	<u>4,711,718</u>	
	<u>5,425,498</u>	<u>5,125,720</u>	

Les notes complémentaires et les annexes font partie  
intégrante des états financiers.

Pour le conseil

Administrateur / Director

The accompanying notes and schedules are an integral  
part of the financial statements.

On behalf of the Board

Administrateur / Director

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Notes complémentaires**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Notes to Financial Statements**

June 30, 2018

**1 - STATUTS ET OBJECTIF DE  
L'ASSOCIATION**

L'Association a été établie dans le but de favoriser la sécurité et l'efficacité du contrôle de la circulation aérienne, d'inciter ses membres à une efficacité et à une conduite qui accentuent la qualité des services de contrôle de la circulation aérienne et de travailler au bien-être de ses membres. L'Union est une association avec des droits et responsabilités régulés par les lois fédérales du travail et est exempté de l'impôt sur le revenu comme syndicat selon la Loi de l'impôt sur le revenu (Canada).

**2 - PRINCIPALES MÉTHODES  
COMPTABLES**

**Base de présentation**

Les états financiers de l'Association sont établis selon les Normes comptables canadiennes pour les organismes sans but lucratif.

**Estimations comptables**

Pour dresser les états financiers, la direction de l'Association doit faire des estimations et poser des hypothèses qui ont une incidence sur les montants présentés dans les états financiers, les notes y afférentes et les annexes. Ces estimations sont fondées sur la connaissance que la direction possède des événements en cours et sur les mesures que l'Association pourrait prendre à l'avenir. Les résultats réels pourraient être différents de ces estimations.

**1 - GOVERNING STATUTES AND PURPOSE  
OF THE ASSOCIATION**

The Association has been established to promote safety and efficiency in the control of air traffic, to promote the efficiency and conduct of members with a view to improving the status of the air traffic control service and to promote the welfare of members. The Union is an association with rights and responsibilities regulated by Federal labour laws and is exempt from income tax as a labour organization under the Income Tax Act (Canada).

**2 - SIGNIFICANT ACCOUNTING POLICIES**

**Basis of presentation**

The Association's financial statements are prepared in accordance with Canadian accounting standards for not-for-profit Organizations.

**Accounting estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the amounts recorded in the financial statements, notes to financial statements and schedules. These estimates are based on management's knowledge of current events and actions that the Association may undertake in the future. Actual results may differ from these estimates.

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Notes complémentaires**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Notes to Financial Statements**

June 30, 2018

**2 - PRINCIPALES MÉTHODES  
COMPTABLES (suite)**

**Actifs et passifs financiers**

*Evaluation initiale*

Lors de l'évaluation initiale, les actifs et les passifs financiers de l'Association sont évalués à la juste valeur qui est, dans le cas des actifs financiers ou des passifs financiers qui seront évalués ultérieurement au coût après amortissement, majorée ou diminuée du montant des commissions et des coûts de transaction afférents.

*Evaluation ultérieure*

A chaque date de clôture, les actifs et les passifs financiers de l'Association sont évalués au coût après amortissement (incluant toute dépréciation dans le cas des actifs financiers).

En ce qui a trait aux actifs financiers évalués au coût après amortissement, l'Association détermine s'il existe des indications d'une possible dépréciation. Dans l'affirmative et si l'Association détermine qu'il y a eu, au cours de l'exercice, un changement défavorable important dans le calendrier ou le montant prévu des flux de trésorerie futurs d'un actif financier, une réduction sera alors comptabilisée à l'état des résultats à titre de moins-value. La reprise d'une moins-value comptabilisée antérieurement sur un actif financier évalué au coût après amortissement est comptabilisée aux résultats au cours de l'exercice où la reprise a lieu.

**2 - SIGNIFICANT ACCOUNTING POLICIES  
(Continued)**

**Financial assets and liabilities**

*Initial measurement*

Upon initial measurement, the Association's financial assets and liabilities are measured at fair value which, in the case of financial assets or financial liabilities that will be measured subsequently at amortized cost, is increased or decreased by the amount of the related financing fees and transaction costs.

*Subsequent measurement*

At each reporting date, the Association measures its financial assets and liabilities at amortized cost (including any impairment in the case of financial assets).

With respect to financial assets measured at amortized cost, the Association assesses whether there are any indications of impairment. When there is an indication of impairment, and if the Association determines that during the year there was a significant adverse change in the expected timing or amount of future cash flows from a financial asset, it will then recognize a reduction as an impairment loss in operations. The reversal of a previously recognized impairment loss on a financial asset measured at amortized cost is recognized in operations in the year the reversal occurs.

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Notes complémentaires**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Notes to Financial Statements**

June 30, 2018

**2 - PRINCIPALES MÉTHODES  
COMPTABLES (suite)**

**Constatation des produits**

*Cotisations des membres*

Les produits de cotisations des membres proviennent de cotisations de membres appartenant à une unité de négociation représentée par l'Association. L'Association constate les cotisations des membres, dont le montant est déterminé par le Conseil d'administration de l'Association, selon la méthode linéaire sur la durée de l'adhésion lorsque celle-ci devient recevable, c'est-à-dire que la demande d'adhésion du membre a été acceptée et que le recouvrement est raisonnablement assuré.

*Autres produits*

Les autres produits proviennent d'ententes avec d'autres associations pour couvrir les frais de services partagés et des droits d'inscription à la convention. Ils sont constatés lorsqu'il y a une preuve convaincante de l'existence d'un accord, que le service a été rendu ou que la convention a eu lieu, que le prix de vente est déterminé ou déterminable et que le recouvrement est raisonnablement assuré.

*Produits nets de placements*

Les opérations de placement sont comptabilisées à la date de transaction et les produits qui en découlent sont constatés selon la méthode de la comptabilité d'exercice.

Les produits nets de placements incluent les produits d'intérêts ainsi que les gains et pertes sur cession de placements.

Les produits d'intérêts sont constatés en fonction du temps écoulé et incluent l'amortissement linéaire des primes et des escomptes sur les placements en obligations.

**2 - SIGNIFICANT ACCOUNTING POLICIES  
(Continued)**

**Revenue recognition**

*Membership dues*

Revenues from membership dues are derived from members of a bargaining unit represented by the Association. The Association recognizes membership dues, with amounts determined by the Board of Directors of the Association, on a straight-line basis over the term of membership commencing when application has been accepted and collectability is reasonably assured.

*Other revenues*

Other revenues consists of agreements with other organizations to cover the cost of shared services and registration fees to the convention. They are recognized when persuasive evidence of an arrangement exists, the service has been rendered or the Convention has occurred, the price was established or is determinable and collection is reasonably assured.

*Net investment income*

Investment transactions are recorded on the transaction date and resulting revenues are recognized using the accrual method of accounting.

Net investment income includes interest income and gains and losses on disposal of investments.

Interest income is recognized on a time apportionment basis and includes the straight-line amortization of bond investment premiums and discounts.

**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Notes complémentaires**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Notes to Financial Statements**

June 30, 2018

**2 - PRINCIPALES MÉTHODES  
COMPTABLES (suite)**

**Trésorerie et équivalents de trésorerie**

La politique de l'Association est de présenter dans la trésorerie et les équivalents de trésorerie les soldes bancaires incluant les placements dont l'échéance n'excède pas trois mois à partir de la date d'acquisition ou rachetables en tout temps sans pénalité. Les soldes bancaires affectés ne sont pas inclus dans la trésorerie et les équivalents de trésorerie.

**3 - DESCRIPTION DE L'ACTIF NET AFFECTÉ**

**Prévoyance.** Des déboursés ne sont autorisés qu'avec l'approbation de soixante-quinze pourcent des administrateurs.

**Congrès.** Des actifs nets sont affectés au congrès en vue d'en répartir les frais, selon l'estimation qu'en fait le conseil, sur les trois années le précédant. Les sommes affectées sont virées de l'actif net de l'exercice.

**Négociation collective.** Affectation servant à répartir, sur trois années, les frais de négociation collective. Les sommes affectées sont virées de l'actif net de l'exercice.

**Relocalisation.** Affectation servant à répartir les frais de déménagement, selon l'estimation qu'en fait le conseil, sur les trois années précédant l'élection des membres de l'Exécutif. Les sommes affectées sont virées de l'actif net de l'exercice.

**2 - SIGNIFICANT ACCOUNTING POLICIES  
(Continued)**

**Cash and cash equivalents**

The Association policy is to present in cash and cash equivalents bank balances, including investments with a maximum maturity of three months from the acquisition date or redeemable at any time without penalty. Appropriated bank balances are excluded from cash and cash equivalents.

**3 - DESCRIPTION OF RESTRICTED NET  
ASSETS**

**Contingency.** Expenditures may be made from these restricted net assets only on approval of seventy-five percent of the Board of Directors.

**Convention.** The restricted net assets for the convention were established to amortize the future convention costs over the three-year period preceding the convention, based on the Board's estimate of the expenses to be incurred for the convention. Funds are restricted from the net asset of the year.

**Collective bargaining.** The restricted net assets for Collective Bargaining were established to amortize the cost of Collective Bargaining over three years. Funds are restricted from the net assets of the year.

**Relocation.** The restricted net assets for Relocation were established to amortize the costs of relocation of the permanent officers over the three-year period preceding elections of the Executive based on an estimate of the expenses to be incurred for the relocation. Funds are restricted from the net assets of the year.



**Association canadienne du  
contrôle du trafic aérien/Unifor  
Local 5454**

**Notes complémentaires**

au 30 juin 2018

**Canadian Air Traffic Control  
Association/Unifor Local 5454**

**Notes to Financial Statements**

June 30, 2018

**3 - DESCRIPTION DE L'ACTIF NET AFFECTÉ  
(Continued)**

**Fonds d'investissement - FCCST.** Affectation à partir de l'actif net de l'exercice servant à des fins d'éducation, de formation, du progrès technologique et des causes sociales apparentées.

**Locaux.** Affectation à partir du produit de disposition de l'immeuble et placés selon les politiques de l'Association en vigueur. Les revenus générés par ces actifs nets sont utilisés pour défrayer les dépenses afférentes aux locaux.

**4 - COMPTES CLIENTS ET AUTRES  
CRÉANCES**

Comptes clients (a)  
Cotisations des membres à recevoir  
Autres  
Avances aux administrateurs, sans intérêt

2018
\$
319,617
18,768
<u>338,385</u>

(a) Au 30 juin 2018, un des clients représente 100 % du total des comptes clients (93 % au 30 juin 2017).

**5 - PRODUITS NETS DE PLACEMENT**

Placements évalués au coût après amortissement  
Produits d'intérêts  
Non affectés

2018
\$
54,117
<u>54,117</u>

**3 - DESCRIPTION OF RESTRICTED NET  
ASSETS (Continued)**

**Venture Fund.** Restricted from the net asset of the year for Education, Training, Advancement of Technology and other related issues.

**Accommodation.** Restricted from the proceeds of disposition of a building and invested according to the established policies of the Association. The income generated by these net assets is used to cover rental and accommodation expenses.

**4 - TRADE AND OTHER RECEIVABLES**

Trade accounts receivable (a)  
Membership dues receivable  
Others  
Advances to administrators, without interest

2017
\$
108,045
13,345
<u>121,390</u>

(a) As at June 30, 2018, amounts owing from one customer represent 100 % of the total trade accounts receivable (93 % as at June 30, 2017).

**5 - NET INVESTMENT INCOME**

Investments measured at amortized cost  
Interest income  
Unrestricted

2017
\$
36,830
<u>36,830</u>

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**6 - PLACEMENTS**

	<u>2018</u>	<u>2017</u>	
	\$	\$	
Encaisse grevée d'une affectation	1,960,876	2,717,111	Appropriated bank balance
Obligations, obligations à coupons détachés et coupons détachés			Bonds, stripped bonds and coupons
Gouvernement fédéral		59,197	Federal government
Gouvernement provincial	108,004	270,140	Provincial government
Institution financière	369,887	647,844	Financial institution
	<u>2,438,767</u>	<u>3,694,292</u>	

**7 - COMPTES FOURNISSEURS ET AUTRES  
DETTES DE FONCTIONNEMENT**

	<u>2018</u>	<u>2017</u>	
	\$	\$	
Comptes fournisseurs et frais courus	80,883	221,153	Accounts payable and accrued liabilities
Remises de cotisations à payer	50,520	50,405	Branch rebate payable
	<u>131,403</u>	<u>271,558</u>	

**7 - TRADE PAYABLES AND OTHER  
OPERATING LIABILITIES**

**8 - PROVISION POUR CONGÉS DE MALADIE**

	<u>2018</u>	<u>2017</u>	
	\$	\$	
Solde au début	142,444	136,297	Balance, beginning of year
Montant constaté aux résultats	4,426	6,147	Amount recognized in operations
Solde à la fin	<u>146,870</u>	<u>142,444</u>	Balance, end of year

**8 - PROVISION FOR SICK LEAVE**

**9 - RISQUES FINANCIERS**

**Risque de crédit**

L'Association est exposée au risque de crédit relativement aux actifs financiers comptabilisés à l'état de la situation financière. L'Association a déterminé que les actifs financiers l'exposant davantage au risque de crédit sont les comptes clients et autres créances ainsi que les avances à une organisation sous contrôle

**9 - FINANCIAL RISKS**

**Credit risk**

The Association is exposed to credit risk regarding the financial assets recognized in the statement of financial position. The Association has determined that the financial assets with more credit risk exposure are the trade and other receivables and the advances to an organization under common control since



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**9 - RISQUES FINANCIERS (Suite)**

commun, étant donné que le manquement d'une de ces parties à ses obligations pourrait entraîner des pertes financières pour l'Association.

**Risque de marché**

Les instruments financiers de l'Association l'exposent au risque de marché, plus particulièrement au risque de taux d'intérêt, lequel découle des activités d'investissement.

*Risque de taux d'intérêt*

L'Association est exposée au risque de taux d'intérêt relativement aux actifs financiers portant intérêts à taux fixe.

Les placements en obligations portent intérêt à taux fixe et exposent donc l'Association au risque de variations de la juste valeur découlant des fluctuations des taux d'intérêt.

**Risque de liquidité**

Le risque de liquidité de l'Association est le risque qu'elle éprouve des difficultés à honorer des engagements liés à ses passifs financiers. L'Association est donc exposée au risque de liquidité relativement à l'ensemble des passifs financiers comptabilisés à l'état de la situation financière.

**10 - ENGAGEMENT**

L'Association s'est engagée en vertu d'un bail venant à échéance en juin 2019 à verser une somme de 44 866 \$ pour la location d'un bâtiment.

**9 - FINANCIAL RISKS (Continued)**

failure of any of these parties to fulfil their obligations could result in financial losses for the Association.

**Market risk**

The Association's financial instruments exposes it to market risk and in particular, to interest rate risk resulting from its investing activities.

*Interest rate risk*

The Association is exposed to interest rate risk with respect to financial assets bearing fixed interest rates.

The bond investments bear interest at a fixed rate and the Association is therefore exposed to the risk of changes in fair value resulting from interest rate fluctuations.

**Liquidity risk**

The Association's liquidity risk represents the risk that the Association could encounter difficulty in meeting obligations associated with its financial liabilities. The Association is therefore exposed to liquidity risk with respect to all of the financial liabilities recognized in the statement of financial position.

**10 - COMMITMENT**

The Association has entered into a long-term lease agreement ending in June 2019 which calls for lease payments of \$44,866 for the rental of a building.

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**11 - INFORMATIONS SUR LES FLUX DE  
TRÉSORERIE**

La variation nette d'éléments du fond de roulement se détaille comme suit :

	<u>2018</u>
	\$
Comptes clients et autres créances	<b>(216,995)</b>
Frais payés d'avance	<b>(59,319)</b>
Comptes fournisseurs et autres dettes de fonctionnement	<b>(140,155)</b>
Provision pour congé de maladie	<b>4,426</b>
	<u><b>(412,043)</b></u>

**12 - ACTIF NET AFFECTÉ**

Au cours de l'exercice, le comité exécutif a approuvé une affectation interne de l'actif net non affecté pour un montant de 216 122 \$ à la réserve pour congrès et 140 322 \$ à la réserve pour négociation collective.

Au cours de l'exercice, le comité exécutif a approuvé un virement de 160 780 \$ de la réserve pour prévoyance, 303 200 \$ de la réserve pour congrès et 1 183 745 \$ de la réserve pour locaux à l'actif net non affecté.

**11 - INFORMATION INCLUDED IN CASH  
FLOWS**

The net change in working capital items is detailed as follows:

	<u>2017</u>	
	\$	
	(98,383)	Trade and other receivables
	(68,500)	Prepaid expenses
	(85,385)	Trade payables and other operating liabilities
	6,147	Provision for sick leave
	<u><b>(246,121)</b></u>	

**12 - RESTRICTED NET ASSETS**

During the year, the executive committee has approved internal appropriations from the unrestricted net assets for an amount of \$216,122 to the convention reserve and for an amount of \$ 140,322 to the collective bargaining reserve.

During the year, the executive committee has approved the transfer of \$160,780 from the contingency reserve, \$303,200 from the convention reserve and \$1,183,745 from the accommodation reserve to the unrestricted net assets.

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**Schedules**

Year ended June 30, 2018

**ANNEXE A**

**SCHEDULE A**

	<b>Budget</b> (Unaudited - Non audité)	<b>2018</b>	<b>2017</b>	
		\$	\$	
<b>Autres produits</b>				<b>Other revenues</b>
Amortissement des apports reportés afférent aux immobilisations corporelles			3,905	Amortization of deferred contributions related to tangible capital assets
Hôte de la conférence annuelle de 2017 IFATCA			363,794	Host of the 2017 IFATCA conference
Autres produits	<b>339,000</b>	<b>285,586</b>	527,602	Other revenues
	<b>339,000</b>	<b>285,586</b>	<b>895,301</b>	

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**ANNEXE B**

**SCHEDULE B**

	<b>Budget (Non audité - Unaudited)</b>	<b>2018</b>	<b>2017</b>	
		\$	\$	
<b>Frais administratifs</b>				<b>Administration expenses</b>
Frais afférents aux locaux				Accommodation expenses
Amortissement des immobilisations corporelles			14,785	Amortization of tangible capital assets
Loyer	46,859	46,859	46,175	Rent
Assurances		5,168	3,954	Insurance
Entretien et réparations	78,712	54,153	48,935	Maintenance and repairs
Frais de gestion		5,305	5,013	Management fees
Frais de stationnement		5,097	5,085	Parking expense
	<b>125,571</b>	<b>116,582</b>	<b>123,947</b>	
Frais administratifs	25,000	10,291	8,600	Administration expenses
Promotion de l'Association	80,000	78,847	42,334	Association promotion
Audit et comptabilité	10,000	11,017	10,735	Audit and accounting fees
Réunions du conseil	80,000	91,511	47,687	Board meetings
Comité des fiduciaires	20,000	15,294	23,472	Board of Trustees
Communications	30,000	21,505	25,258	Communications
Comité des élections	10,000	8,205	2,954	Elections Committee
Équipement	25,500	25,511	24,872	Equipment
Réunions de l'exécutif	1,500	353	1,658	Executive meetings
Frais juridiques	10,000	1,304	7,065	Legal fees
Postes et messageries	3,200	1,741	3,127	Postage and courier
Salaires et avantages sociaux	874,000	922,562	873,257	Salaries and benefits
Provision pour congés de maladie		3,685	6,147	Sick leave provision
Papeterie et fournitures	10,000	5,302	7,213	Stationery and office supplies
Abonnements et livres	500			Subscriptions and books
Téléphone et télécopieur	25,740	29,164	24,644	Telephone and facsimile
Formation des membres du conseil / exécutif	5,000	201		Training - Board and Executives
Formation des employés	5,000			Training - Staff
Traduction	7,500	5,535	3,811	Translation
	<b>1,348,511</b>	<b>1,348,610</b>	<b>1,236,781</b>	

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**ANNEXE C**

**ACTIF NET AFFECTÉ**

**SCHEDULE C**

**RESTRICTED NET ASSETS**

	2018						2017	
	Prévoyance / Contingency	Congrès / Convention	Négociation Collective / Collective Bargaining	Relocalisation / Relocation	Fonds d'investissement FCCST / Venture Fund	Locaux Accommodation	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$
Solde au début	654,316	70,208	1,005,468	378,351	423,532	1,162,417	3,694,292	3,625,277
Excédant des produits par rapport aux charges	10,323	691	7,365	3,647	(7,598)	21,328	35,756	
Affectations d'origine interne (note 12)		216,122	140,322				356,444	69,015
Virements d'origine interne	(160,780)		(303,200)			(1,183,745)	(1,647,725)	
Solde à la fin	503,859	287,021	849,955	381,998	415,934		2,438,767	3,694,292

Les notes complémentaires et les annexes font partie intégrante  
des états financiers.

The accompanying notes and schedules are an integral part of  
the financial statements.

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**ANNEXE D**

**SCHEDULE D**

	<b>Budget (Unaudited - Non audité)</b>	<b>2018</b>	
	<b>\$</b>	<b>\$</b>	
<b>Impact des affectations d'origine interne sur le budget</b>			<b>Impact of internally imposed restrictions on the budget</b>
Excédant (insuffisance) des produits par rapport aux charges	<b>(20,815)</b>	<b>435,507</b>	Excess (deficiency) of revenues over expenses
Affectations d'origine interne			Internally Imposed appropriations
Congrès		<b>(216,122)</b>	Convention
Négociation Collective		<b>(140,322)</b>	Collective Bargaining
	<b>(20,815)</b>	<b>(356,444)</b>	
		<b>79,063</b>	

L'excédent des produits par rapport aux charges n'inclus pas les affectations d'origine interne de 216 122 \$ à la réserve pour congrès et 140 322 \$ à la réserve pour négociation collective. Ces montants sont budgétés par l'Association et sont transférés en réserve afin de pouvoir subvenir aux besoins futurs de ces projets. Les coûts réels de ces projets encourus durant l'exercice sont inclus dans les dépenses. Le total des dépenses et affectations d'origine interne pour le projet du congrès totalise 221 241 \$ avec un budget de 218 000 \$. Le total des dépenses et affectations d'origine interne pour le projet de négociation collective totalise 185 165 \$ avec un budget de 185 000 \$.

The excess of revenues over expenses for the year does not include the internally imposed appropriations of \$216 122 to the convention reserve and \$140,122 to the collective bargaining reserve. These amounts are budgeted by the Association and are transferred to reserves to provide for future funding for these projects. Actual costs related to these projects incurred during the year are recorded in the expenses. The total for expenses and internally imposed appropriations relating to the convention project amount to \$221,241 compared to a budget of \$218,000. The total for expenses and internally imposed appropriations relating to the collective bargaining project amount to \$185,165 compared to a budget of \$185,000.