



**CATCA**  **ACCTA**  
VILLE DE QUÉBEC

**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 department, 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,

Jonathan Daoust  
2022 Convention Chairman

## AGENDA

### 2022 National Convention

May 1 – May 4, 2022

Hotel le Concorde, Quebec City

#### Sunday, May 1, 2022

10:00 – 18:30 Registration (*Foyer/Hall*)  
20:00 – 01:00 OC Hospitality Suite (*Foyer/Hall*)

#### Monday, May 2, 2022

07:00 – 08:30 Registration (*Foyer/Hall*)  
09:00 – 10:30 Info session 1 \*  
10:30 – 10:45 Coffee Break (*Foyer/Hall*)  
10:45 – 12:15 Info session 2 \*  
12:15 – 13:15 Lunch (*Jean-Paul Lemieux*)  
13:15 – 14:45 Info session 3\*  
14:45 – 15:00 Coffee Break (*Foyer/Hall*)  
15:00 – 17:00 Opening of Convention and AGM (*Suzor-cote/Krieghoff/Borduas*)  
20:00 – 01:00 OC Hospitality Suite (*Foyer/Hall*)

#### \* Note

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

- Prairie (*Cullen*)
- Pacific & St Laurent (*Morrice/Lismer*)
- Atlantic & Central (*Fortin/Leduc*)

Info sessions will include:

- Technology (Gord Howe)
- Finances (Scott Loder)
- FSAG (Nick von Schoenberg)
- MOS/LTD/LWOP (Ian Thomson)
- SFL/Maternity or Parental Leave/C&N/EOC TOIL/Sick Leave/Retirement (Ben Vachon)
- Pension/Commutated Value (Jerry Brodt)

**Tuesday, May 3, 2022 (Suzor-cote/Krieghoff/Borduas)**

09:00 – 10:30 Convention business  
10:30 – 11:00 *Coffee Break (Foyer/Hall)*  
11:00 – 12:30 Convention business  
12:30 – 13:15 *Lunch (Jean-Paul Lemieux)*  
13:15 – 15:00 Convention business  
15:00 – 15:30 *Coffee Break (Foyer/Hall)*  
15:30 – 17:00 Convention business  
20:00 – 01:00 OC Hospitality Suite (*Foyer/Hall*)

**Wednesday, May 4, 2022 (Suzor-cote/Krieghoff/Borduas)**

08:00 – 09:30 Convention business  
09:30 – 10:00 *Coffee Break (Foyer/Hall)*  
10:00 – 11:30 Convention business  
11:30 – 12:15 *Lunch (Jean-Paul Lemieux)*  
12:15 – 14:00 Convention business  
14:00 – 15:00 Wrap up and Convention Closing  
18:00 – 19:00 Cocktails and Hors d'oeuvres (*Foyer/Hall*)  
19:00 – 21:00 Final Banquet (*Suzor-cote/Krieghoff/Borduas*)  
21:00 – 01:00 OC Hospitality Suite (*Foyer/Hall*)

## **PRESIDENT'S REPORT, CONVENTION 2022**

Submitted by: Nick von Schoenberg

The only suitable beginning for any report related to aviation over the last years is a mention of the COVID pandemic. The impact and implications of the pandemic on our industry have been significant and will be lasting in many ways. And if this historic event were the only challenge we faced since our last Convention as a Union, our task would still have been monumental. But that wasn't all. Instead, there has been a coincidence of events and issues over the last years that have tested and challenged us as a union and as a membership.

CATCA has faced layoff notices (49), the threat of unit closures through level of service studies (seven), and actual unit closures in the case of the TMU West, which cost eight positions. Trainee terminations (170), COVID-19 mandates that have threatened jobs and personal liberties, legal challenges, numerous grievances, an unfair labour practice filing, a national leave program, and a period of a historic and ongoing decline in air traffic and the resulting financial pressures. These issues have played out in an entirely new labour relations climate and corporate approach by NAV Canada. This labour relations climate has been less communicative, less collaborative, less flexible, less helpful, less genuine, and, at times, downright nasty and mean-spirited. No doubt, the pandemic presented real challenges to the Association, to which there were no easy answers. We must acknowledge that, and we do. But there was a vengeful and opportunistic feel to it all, too. That didn't come from the front-line management group we work with day in and day out. They suffered from it, too, as did our brothers and sisters in the other NAV Canada bargaining groups - worse than us. If CATCA is Big Brother in this Company, we just had our little siblings beaten badly right in front of us. It's important to remember that and be sensitive to it. Still, the damage to our Union is also real, and the suffering of many of our members is too. The resulting cost of mental health and well-being is undeniable and deeply troubling.

This new labour relations climate came from the top. It was a consequence, or perhaps a reflection, of a new corporate structure with a new strategic direction and vision. In the past, NAV Canada strove to be "the world's most respected air navigation system" - and we probably were. NAV Canada reached that pinnacle in partnership with arguably one of the most vital and most respected unions as a partner: CATCA. However, a strong, successful Company and a strong, successful Union are not mutually exclusive, and our past proves that.

The new company direction and approach have clarified that we are no longer in the same place. I think it's hard to say precisely where we are. NAV Canada is at the start of a period of ambitious change and restructuring: TBO, digital facilities, airspace modernization and other initiatives are where they are placing their energy and focus. They are reimagining themselves, and the future of Canada's air navigation system and how CATCA fits in is unclear. Instead of building on the strengths that have brought them here, they have chosen to pursue a new approach as they go forward with an increased reliance and dependence on technology.

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Despite the rhetoric, they have allowed the foundation this system has been built on to crumble. A system that has always been reliant on overtime now has even fewer controllers to work with and faces an additional challenge in finding a way to integrate fatigue rules into the schedule.

Even though technology, transformation, innovation, and change have been constant features of our work and occupation since it began, the change that NAV Canada envisions feels threatening and ominous. Air traffic controllers are not afraid of change or innovation, and they are not afraid of technology. But, we are fearful of bad decisions. We are afraid of an unwavering commitment to an answer or a solution that is not adequately informed by the experts who know the business because they do the work. Unfortunately, we are coming out of a period where there has been an abundance of such decisions. We are going into a period where we will be paying the price for those, as an occupation and as employees. So, we are justifiably wary and distrustful instead of excited and engaged. However, as air traffic controllers in Canada, we do not have the option to pick up our tools and leave and nor do we want to. For most of us, we love what we do, and we want to do it with excellence here in this Company that we helped build. We don't want to waste our energy fighting our employer; we want to use it moving airplanes.

Where does that leave us going forward? In many ways, I suppose, it means that we are faced with the burden of having to save NAV Canada from themselves.

Since our last Convention, we have lost a massive amount of knowledge from our Executive Board. Peter Duffey, Doug Best, Dave Doerksen, and Scott Shields represented decades of irreplaceable wisdom and experience. That makes the challenge for us much more formidable. Nevertheless, I am optimistic from what I have experienced over the last year and a half as a board member and the last few months as interim president. First, I am optimistic because our boardroom's mix of strengths and talents has gelled in a powerful way. I love our team. In addition, we have introduced Peter Duffey and Dave Lewis to the Board of Directors of NAV Canada, and there could be no more suitable candidates for those roles. Lastly, I am optimistic because I have been an air traffic controller for 25 years and have been continually amazed at the intelligence and knowledge that exists amongst our members. If we can leverage that collective intelligence and work together, I have no doubt we will find a way to restore CATCA to the place of prominence and respect that it once held in this Company.

In solidarity,

Nick von Schoenberg  
Interim President

## **EXECUTIVE VICE PRESIDENT'S REPORT, CONVENTION 2022**

Submitted by: Scott Loder

As I sit to write this report and reflect on the time since I joined the National Executive to represent CATCA Members as your Executive Vice President, it becomes almost overwhelming to recall the events that have transpired in the last 20 months of my time holding this office.

### **The CATCA Team**

I can't speak highly enough of the CATCA team that I have enjoyed working with since my arrival in August 2020. Although there were a few retirements and, as a result, new additions to the Executive Board, we have come together as a team through the guidance of the board's senior members. When I talk about the CATCA team, it is not just the Executive Board; it includes the National Office staff; it is support from the many volunteers on our Branch Executives, the numerous committee members, and all CATCA members that have allowed us to do our job with the utmost effectiveness. To that end, I extend a sincere thank you to all those that have volunteered their time and stayed strong in supporting CATCA's efforts through historically challenging times.

### **Challenges**

The last two years have brought several firsts that this Association has never needed to consider or deal with. First, the onset of a global pandemic that has lasted far longer than anyone would've fathomed has had a crippling impact on our industry and, in turn, a devastating effect on our relationship with the Company as they attempted on many occasions to take advantage of our Membership, all while blaming their decisions on the pandemic. Against the feedback and recommendations of the CATCA Executive Board, the Company proceeded to terminate all trainees, started seven Level of Service reviews, served 49 Members with lay-off notices, and implemented a federally mandated vaccination policy that threatened to terminate those that remained non-compliant, to name a few.

In response to these actions, the entire Executive Board took part in media training to address our members' concerns and the appalling actions of the Company on several different media platforms and through interviews with various media outlets. We took our fight to the government, where we attended regular meetings with Transport Minister Omar Alghabra and many of his Deputy Ministers and Assistant Deputy Ministers. In turn, we also received a tremendous amount of support from several government officials such as Stephanie Kusie, Niki Ashton, Chris Bittle, Michael Kram and Brian Masse. CATCA hired a consulting/lobbyist group to facilitate meetings with government officials and help us increase our exposure with media outlets to ensure our messages were heard loud and clear by the public and the government.

It is worth mentioning that we are still conducting regular meetings with the Minister of Transport and those within his office.

We have learned some precious lessons that have made CATCA stronger and more knowledgeable on how to attack the issues to have a more significant impact as we move forward.

### **Financials**

Although I'll be making a presentation to the Membership on the first day of convention regarding the financial state of the Union, I will include that CATCA is in a sound financial position with a positive financial outlook moving forward. The fiscal responsibility of the Executive Board while conducting business is key to ensuring that the member's dues are used responsibly and appropriately and everyone has been doing their part. Adjustments will be made for the Fiscal year 2022-2023 as the increased costs of travel will need to be addressed.

### **The Future**

While relations with the Company are strained, we are looking forward to the future challenges before us. With that in mind, after Convention, Collective Bargaining will be among the next of our major hurdles. This December 2022, we will serve notice to NAV Canada of our intention to bargain and present the proposals as submitted by the Membership. Given the current climate of our relationship with the Company, it will come as no surprise that we anticipate an arduous and lengthy bargaining process this time around. Nevertheless, our outlook for CATCA members is positive. We will continue to advocate for the best possible Collective Agreement to continue increasing the quality of our member's working conditions and work-life balance.

In closing, I again can't thank all CATCA members enough for their continued support of your National Representatives over the last two years, in particular, and continuing it into the future. We are only as strong as our members and the countless hours put in by the volunteers that serve to make this Association great. It truly is recognized and appreciated by us all, so Thank You.

In Solidarity,

Scott Loder  
Executive Vice President

## **RVP ATLANTIC REPORT, CONVENTION 2022**

Submitted by: Ian Thomson

It is hard to believe that it has been three years since I wrote my first report to Convention, the time has certainly flown by. The challenges seem to have been never ending over the past couple of years. As anyone who has seen me recently will recognise, I definitely have some extra grey in my beard, so many in fact I am not sure I needed the “fake” one I wore during my time as Santa Claus in support of the Down’s Syndrome Society of NB’s Christmas Parade last year!

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

### **Staffing**

In my 2019 report to Convention, I indicated that three of the five NAV Canada Tower’s in the Atlantic Region were staffed at 100% with the other two not far behind. That unfortunately is no longer the case as there are short staffing issues in four of them and Gander Tower is once again in a critically short staffed situation.

Unfortunately, the staffing situation in Gander and Moncton ACCs is worse.

Since the beginning of the COVID-19 pandemic 21 Trainees in the Atlantic Region had their employment terminated and in an unprecedented move by the Company, 36 members received layoff notices. Fortunately, we were successful in having all the surplus letters rescinded and most of the trainees have been recalled. However, these actions combined with the significant number of retirements since 2019, have placed both ACC’s in the worst staffing positions we have ever seen and will have a significant impact on engagement and fatigue levels for years to come.

Our members in Goose Bay continue to struggle with recruitment and retention issues and are currently short 5 controllers. On a positive note, Serco Canada was successful in their bid to continue providing Air Traffic Control Service at 5 Wing Goose Bay for the next 10 years. This will provide some much-needed stability for our members.

Since the beginning of the COVID pandemic the Atlantic Region has lost a staggering 78 Air Traffic Controllers.

### **Collective Bargaining**

All three Collective Agreements are set to expire in the next calendar year. The members in Serco and Transport Canada have struggled with retention and recruitment issues and we will

be looking for improvements in these areas. The next round of bargaining with all three groups will likely be lengthy and challenging.

### **Management**

The constant changes to NAV Canada management and their theme of commonality has made it near impossible to keep up with who is responsible for what. The GM's have had a number of their responsibilities removed and within the new structure the mid-level managers tend to make decisions without including CATCA in discussions that directly impact our members. In the past calendar year there has been 4 different GMIFR's in Moncton and countless changes at the Unit/Shift manager levels in both regions. These constant changes have made improving the working conditions in both FIR's difficult, however we have had some recent successes in Gander ACC on the scheduling front. I will continue to work with management in a collaborative manner however, the same cannot be said for some of the decision makers on the Management side of the table.

### **Recognition**

The Global COVID-19 pandemic has created challenges in all our lives, and we have seen significant impact in our region, not just to traffic levels but to the mental health of our friends, families and coworkers. The decisions that NAV Canada have made over the past 2 years have caused all of us more than a few sleepless nights. I would like to take this opportunity to thank all of you for your professionalism and dedication during this most difficult of times.

Lastly, on behalf of the Atlantic Membership, I would like to thank the Branch Executives, Branch Councils, and their families. The countless hours of your own time that have been lost to help and support our membership has not gone unnoticed or unappreciated by any of us. Words cannot express my appreciation for all you have done, without your hard work we would not be where we are today!

In solidarity,

Ian Thomson  
Regional Vice President, Atlantic

## **RVP CENTRAL REPORT, CONVENTION 2022**

Submitted by: Gordon Howe

There have been many changes in the three years since the Banff convention, both in personnel and in the labour relations environment. I have only been in the role of RVP for the last 15 months, and this report will cover that period.

### **Staffing**

As everyone knows, the Company decided to respond to the pandemic by offering early retirement incentives to many employees and subsequently terminated nearly all ATC trainees. The effect of these actions was entirely predictable. The Company saved some cash in the short term, and we are left with long-term staffing issues in nearly every unit, just as traffic is rapidly returning to, or exceeding, pre-pandemic levels. This has been combined with the implementation of a new approach to staffing – the Optimal Staffing Strategy – to leave units short-staffed, which had never had ongoing staffing issues previously and units with previous longer-term staffing issues now in dire straits and facing inevitable service disruptions. This deficiency has been compounded by ...

### **Training**

... the lack of an aggressive and focused training program. Training did resume, but months too late to meet immediate staffing needs. The resources needed to run an adequate training program in the Central region are still unavailable. The current program will prove inadequate to meet the current staffing needs, much less account for future requirements. The current staff shortage, the return of traffic faster than the Company anticipated, and the unwillingness or inability of ATS Learning to execute an adequate training program are now leading to ...

### **Fatigue Management**

... a requirement to address problems with fatigue on a scale that we have not seen in many years. NAV Canada continues to stumble with the creation and execution of a proper fatigue management program and apparently finds it difficult to stick with the rules they have created. There has been a lack of commitment to providing adequate meal and relief breaks, especially in all-too-common short-staffed situations, and a general reluctance to develop procedures to address these situations, which leaves our members uncertain about how to proceed and where the limits are. This, in turn, means that ...

### **Grievances**

... fewer problems are being resolved at the local level, and the number of grievances is steadily climbing. In many cases, but certainly, not all, local management cannot resolve issues due to strict policies set in Ottawa and implemented without accountability for the consequences. This leads to situations where problems that might previously have been resolved at the local level now have to be litigated through the grievance process to no one's satisfaction. At the time of

writing, there is little but some evidence that management's approach will change for the better. In addition, underlying all of these immediate issues ...

### **Technology**

... is the ongoing and rapid development of new technology that will eventually reshape the nature and the conduct of our work as air traffic controllers. ADS – B and digital tower technology are already here in some capacity, and Time-Based Separation (TBS) is coming. Further out on the horizon are Digital Hubs, Digital Twin, and Trajectory-Based Operations (TBO), which will transform the delivery of air traffic services. Whether this transformation is desirable, viable, or effective remains to be seen, but these developments cannot be ignored by CATCA or the membership. Collectively these changes could have the most profound impact on the work of ATC since the beginning of the profession.

### **General**

This summer will be dismal and challenging for our members as they try to cope with inadequate staffing and excessive overtime, combined with little relief and the sense that management, particularly at the national level, does not fully appreciate the critical situation. Once again, the delivery of air traffic services will depend on the willingness and ability of our members to perform above and beyond reasonable expectations. This situation will prove to be intolerable, inexcusable, and unsustainable.

A significant load resulting from this situation will fall on the CATCA executives and stewards in the Branches, who try to deal with the impact on the members in their buildings. These Branch officers are volunteers who devote their own time to addressing these problems, often with little satisfaction or success. Yet members continue to step up and try to help their colleagues improve their working lives. Their assistance is also invaluable to their RVP, who has better chances of resolving some issues because of the information and coordination that these volunteers provide.

This volunteer work cannot be measured only by success as there are few supports available and significant demands on personal time and resources. Yet, some members continue to answer the call. I hope our membership shows their appreciation for all the time and effort expended by these dedicated volunteers. I cannot express enough gratitude for the support and assistance provided by the Branch executives and stewards. Unfortunately, it will be required again soon.

In solidarity,

Gordon Howe  
Regional Vice President, Central

## **RVP ST-LAURENT REPORT, CONVENTION 2022**

Submitted by: Benoit Vachon

Convention is always an opportunity to look back on the past three years of the St-Laurent Region. However, I must mention that these three years of my second term as Regional Vice President of the St-Laurent Region have been hectic and out of the ordinary.

This term began with the continuation of the bargaining of the current collective agreement, which was ratified in January 2020 after 13 months of intense negotiations. Subsequently, there were two significant announcements for the St-Laurent Region. First, on January 30, 2020, the Mirabel control tower reopened with a transition plan until the eight FSS already there qualified as air traffic controllers, plus the transfer of two controllers and one hire. In the spring of 2020, the Quebec City tower was finally classified as ATC-4 after a lengthy classification review that began in the fall of 2017. This is more than deserved for the members of the Quebec City tower.

But what about the pandemic that broke out in March 2020 that turned everything upside down!

Having always favoured constant contact with members since I have been RVP St-Laurent, I can confirm that the 18-month period of teleworking has been challenging for me. It has been quite an obstacle in these unprecedented times. Fortunately, the close relationship I have with members makes them feel comfortable contacting me for the information they are looking for or reassuring them during these times of great uncertainty. I still love being of service to members, which is my greatest motivation.

### **COVID-19**

The pandemic has been the biggest challenge ever anticipated. CATCA and all members have had to go through many trials and sacrifices over the past two years. First, schedules had to be changed to a crew system for a few months to ensure segregation to prevent the spread of the virus. This change affected the personal and family lives of members, but the cooperation and flexibility of all were greatly appreciated.

In the fall of 2020, NAV Canada decided to conduct a level of service review with the objective of closing seven control towers, including the St-Jean tower in our region. Fortunately, after much advocacy by CATCA, NAV Canada confirmed in April 2021 that no towers would be closed. However, this was a stressful and challenging time for our members at the St-Jean tower. After 20 retirements of members in the region due to incentives, the unthinkable happened on December 9, 2020, with the announcement of 49 controller layoffs across the country, 11 of which were at the Montreal ACC, in addition to forcing five deployments. This announcement had the effect of a bomb. This situation has created incredible tension within the Montreal ACC as NAV Canada has not respected national seniority by issuing layoff announcement letters only to controllers in four enroute specialties.

With air traffic resuming faster than anticipated by NAV Canada, the layoff letters were rescinded on June 4, 2021, but the scars will take years to heal. One of the consequences of this situation is that member engagement with NAV Canada is at an all-time low.

### **Staffing**

In the spin of financial contractions, NAV Canada announced in September 2020 the unfortunate decision to stop all training and terminate 170 trainees, including 10 in our region. This decision has negatively impacted all towers and specialties for several years, although training has resumed in the fall of 2021. Future qualifications will replace future retirements, not retirements of members who have left in the past two years.

NAV Canada's new staffing strategy, including the one resulting from Workforce Planning, is perplexing in terms of staffing requirements and time in position, optimizations, and leave plans. Some control towers and specialties were almost adequately staffed before the pandemic but are now short-staffed. Critical units will be even more so for several years, to the point that the training plan will not provide an acceptable staffing level in the short to medium term. As a result, despite hiring controllers on terms, all units will be under tremendous pressure for ongoing training.

The new fatigue rules dictated by NAV Canada complicate the task as well. It is difficult to know if the new rules are in effect or not. Sometimes the rules have to be followed when the schedule is posted, but the old rules take over when the schedule is posted. It seems more like an administrative exercise than actual fatigue management. But what is clear is that fatigue is felt by all members as a result of working short-staffed.

### **Labour Relations**

At the regional level, two periods can be distinguished concerning the working relations during this mandate. First, the working relations in the first year of the mandate were extremely tense with the previous general management, so much so that the head office had asked me not to address any manager in the FIR at the request of the previous GM. This was very unfortunate.

In September 2020, despite the challenges of the pandemic and the precarious financial situation of the Company, the change of general manager has brought a new breath to the labour relations, which have become much more cordial and productive in the St. Laurent Region.

Communication is very open with weekly meetings with Jérôme Gagnon (GM) and Myreille Campeau (HRBP). We are consulted on many files, and our opinion is taken into consideration even though there is less room for influence at the local management level with the new decision-making structure of NAV Canada.

## **Recognition**

To get through the trials of the past few years, we had to stand together as a team. I want to thank all the local representatives in the region who have given, and continue to give, so much of their personal time to the members. Without them, it would have been impossible to do my job as effectively and get through this unprecedented crisis. I am incredibly grateful! Thank you!

I want to thank the entire National Executive Board. During this term, Peter Duffey and Doug Best have done an impressive job for our members as Presidents. Peter Duffey, David Doerksen, and Scott Shields retired during this term, and I want to take this opportunity to thank them for their significant contributions to our Association over many years. Along with Scott Loder, Nick von Schoenberg and Gord Howe, who joined the Executive Board, they have helped to maintain a strong and capable team for the membership.

I also want to acknowledge the hard work and dedication of the staff at our national office, who do a great deal of work to help us run this Association. Thank you to Judy, Sumeeta, Debbie and Karty!

I am immensely proud of our Association! I hope that all members feel included and are proud to be part of it as well. Together we will be stronger!

In Solidarity,

Benoit Vachon  
Regional Vice President, St-Laurent

## **RVP PRAIRIE REPORT, CONVENTION 2022**

Submitted by: Jerry Brodt

It has been an amazing and busy three years 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 not to be on a flight every week of the year. Even through COVID, I made a point to travel as much as provincial health restrictions would allow, calling meetings as soon as gatherings were permitted.

It takes a village to raise a child... and many villages to raise a good RVP! With 12 towers and two centres, this statement couldn't be more accurate. I have made so many friends and learned so much from the collective knowledge. We have laughed, cried and been through too many battles to count. We have gained unwavering trust and integrity among our peers and put NAV Canada on their heels.

### **Staffing**

Staffing is still a significant issue in numerous Prairie locations. NAV Canada is scrambling to make sure they have sufficient staff this summer by offering short-term contracts to controllers who have retired. Sadly I cut and copied the sentence above from my 2019 convention report to emphasize how staffing hasn't changed. (Sorry to quote Einstein, but I must!)

**"Insanity is doing the same thing over and over and expecting a different result."**

NAV Canada missed a golden opportunity to staff and train during the COVID downturn. Instead, the disastrous decision to fire Contract ATC and 170 students was their short-sighted reaction to save minimal money for a limited short term. We all know that short-sighted decisions come with short-sighted outcomes. Here we are with a massive deficit of ATC and a bloated training department in YOW of over 70 employees, not pragmatic in any sense. It is obvious that we should have drastically pared down Maggie's team and kept the 170 ATC trainees (members on her team are commensurated ~4x higher than the trainees), but management would never do that to themselves.

This would have been much more prudent and less damaging to the future of ATC training. This will go down as the worst decision in a decade for NAV Canada!! I feel incredibly proud that I screamed from the rooftops that this was utterly wrong. However, I am saddened by their arbitrary decision to ignore CATCA. We must now live the reality of minimum staff and excessive overtime and pushing through trainees as fast as possible.

### **Labour Relations**

On March 25, 2021, I was served with an official Violation of the "Code of Business Conduct and External Social Media Policy" from NAV Canada. This was directly in reference to my social

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media posts and indirectly (in my opinion, to my five TV appearances advocating for CATCA and dispelling what I deemed to be untruth and unjust actions). My posts of NAV Canada's CEO Ray Bohn and many other critiques are still "**Proudly!**" up on social media with no omissions.

Labour relations were greatly strained, and it spoke volumes that NAV Canada acted imperiously towards my constructive and honest dialogue or debate. I stated issues in the most earnest and honest fashion. NAV Canada didn't want the truth to be aired or advertised, and on behalf of CATCA, I wasn't prepared to let that be the case. That will never be the case as long as I am on this National Board! I will always point out NAV Canada's oversteps or untruths. That is my job and fiduciary duty as a National Board member.

I must thank and give an "Honourable" mention to Kevin Youmans (Branch Chair, YQR). His tenacious lobbying was immeasurable, from arranging five television interviews, 30 minutes with the Minister of Highways and Transportation (Honourable Fred Bradshaw), a Regina Mayoral meeting, and many other actions to mention. CATCA National thanks you, and so do I.

### **Projects and Changes**

Digital tower launch and the opening of the newest tower in Red Deer, Alberta.

YQF's transition to a full ATC facility has been a tremendous amount of work, with many collaborative controllers from across the country joining in, making it a success. It has been in the making for over three years and has brought many challenges and learning opportunities to CATCA and our fine members. In addition, we have showcased our members' fantastic talent and resilience to always make projects work.

The digital facility has been flawed with technical issues and has been placed on the shelf. However, the CATCA team was always there to try anything to make it work and was collaborative. Transport Canada and NAV Canada have come to an impasse, with no blame on any CATCA member but praise for our willingness. I am extremely proud of the YQF transition and the work that CATCA has done on all YQF projects and including the making of the NAV Canada upgrade to a tower.

### **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. I've never turned down a request to be in any unit for any 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 fashion possible. I will add that numerous members across the country outside of Prairie contacted me as well during the events of the last two years. As past Prairie alumni and friends of alumni needed a voice or felt comfortable airing their issues with me, I was honoured to answer their calls or emails. I am always there for all. I encourage this practice to continue

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growing CATCA to the strongest Union possible. We all need to use each other's strengths to be the powerhouse I know we are!

My Mantra is simple:  
Every Member!  
Every Issue!  
Every Day!

In solidarity,

Jerry Brodt  
Regional Vice President, Prairie

## **RVP PACIFIC REPORT, CONVENTION 2022**

Submitted by: Nick von Schoenberg

Like the rest of the country, developments within the Pacific region of CATCA over the past several years have played out within the context of the COVID-19 pandemic. Most notably, for the West Coast has been the closure of the TMU West. The increased pressure on ATC staffing that was already in a dire state pre-COVID and the consequent Company response to mitigate the operational impact of the staffing crisis in trying to gain even more efficiencies to keep the lights on in most units. Add to that an introduction of a new fatigue management program. Unfortunately, this has played out in likely the worst labour relations climate this Company has seen since its inception.

The closure of the TMU west was overshadowed by higher-profile union challenges at the time: the level of service studies in the seven towers [which were quite likely a strategic attempt to address staffing] and the layoff notices that were given to 49 controllers throughout the rest of the country. Ironically, one of the ACC's that was initially spared layoff notices, in the end, was the one that lost positions. However, the most concerning about the entire experience was the fashion in which it was carried out. The members involved deserved to be treated with far more dignity and respect than they were. Even though they managed to keep jobs, my biggest regret serving as our RVP Pacific is that I could not do more to represent those members through that process.

Pre-COVID staffing levels in Pacific region units were already so low that forced extensions and rampant overtime demands were the norm in many, if not most, units pre-COVID. The pause in training, an ERI program aimed at reducing headcount, and standard [or more than usual] attrition, have combined to place most units in a crisis position regarding staffing. The lack of available controllers will pose the single biggest challenge for NAV Canada, CATCA, and for individual members for years to come. The pressure created from that situation will be felt in numerous ways: training pressure and training fatigue, forced overtime demands, working short-staffed, pressure on leave programs, as well as other entitlements such as sick leave, care and nurturing, and self-funded leave. A fatigue management program could not come at a more opportune time. Unfortunately, no approach to fatigue management is realistic or achievable without enough controllers to do the work required. Achieving any reasonable balance between the operational demands of the system and the health and safety of individuals to assure system safety will be highly demanding, if not impossible. Some future direct intervention by Transport Canada is not unlikely. Let's hope that it takes the form of minimum rostering requirements as a start and does not follow a path of piece-meal and ill-advised scheduling modifications.

CATCA worked hard with NAV Canada to develop mitigations and protections to address the pandemic. COVID schedules were enacted in some, but not all, units. The larger units -Vancouver ACC and Vancouver Tower - this provided a welcome respite to members from a relentless pace of work to which many had become accustomed. In other ways, it presented challenges as routine overtime evaporated, which amounted to a significant pay cut for many. In other units, where traffic did not decline to the same extent, those schedules were not achievable or sustainable. It is

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notable that throughout a period in which the reduction in air travel and the impact on the industry dominated headlines, in many units, the reduction in traffic was relatively minor and, in some, non-existent. Smaller towers with a handful of controllers continued moving incredible numbers of airplanes. Abbotsford exceeded 2019 numbers at almost 184,000 movements last year. Langley and Pitt Meadows were close to 2019 at 95,000 and 138,000, respectively, with only seven controllers at each unit. Boundary Bay was the busiest airport in the country and did an incredible 217,000 movements with eight controllers available to do it. Most towers across the region, and the country, continued to work incredibly hard, and that story did not get enough recognition.

During this same period, Langley tower was reclassified as a Grade 1 tower from a Grade 2 tower, and that may indicate we still don't have classification quite right yet.

This report could not be complete without mentioning the ongoing conflict surrounding leave programs and entitlements. For years our membership has gone above and beyond to ensure the system runs and planes keep moving despite not having enough people. The Company's response was an attempt to re-introduce a national leave formula during COVID, which they have pursued unsuccessfully for years. If the outcome of the TMU closure is my biggest regret as an RVP, the response by the units in the Pacific region to this initiative by NAV Canada is my source of greatest pride. Ryan Christensen of Kelowna, Paul Evans of Boundary Bay, and James Legein of Vancouver ACC and the entire membership of those units deserve special mention. They have pushed back hard against NAV's initiative, and I recognize that this has come at a personal cost for themselves and their members. However, the entire CATCA membership should be grateful to them for being at the forefront of this fight. The arbitration to resolve the grievance filed by the Vancouver ACC is ongoing, and the resistance within the units persists.

Finally, I would like to acknowledge the numerous human challenges and tragedies that have befallen our ranks over the last years. Illnesses, accidents, and other tragedies have reduced our numbers and deeply tested our members in various ways. Those events have been a source of deep personal sadness and served as inspiration. Yet, on the other hand, I have witnessed incredible demonstrations of courage, empathy, generosity, support, and understanding from so many individuals within and outside of CATCA. Our problems as a Union and employees may seem daunting at times, but those personal challenges and tragedies lived out over the past years put our challenges in perspective.

Thank you all for the opportunity to work on your behalf, and please continue to support and respect each other while working to keep CATCA strong and make NAV Canada a better place to work for all.

In solidarity,

Nick von Schoenberg  
Regional Vice President, Pacific

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## **BOARD OF TRUSTEES REPORT, CONVENTION 2022**

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, conferences calls occur as required.

At this time, the Board of Trustees consists of three members appointed by the Board of Directors.

Jeff Timmy, Winnipeg ACC  
Brad Carter, Toronto ACC  
Jonathan Daoust, Montreal ACC

Since the 2019 Convention there has been a near wholesale change in the makeup of the Board of Trustees, with the exception of Brad Carter. James Legein, Chris Robichaud, and Charly Stratton ended their terms on the Board in that time. Scott Loder was elected to EVP. The Board would like to acknowledge and thank those members for the time and attention they brought to the work of the Board of Trustees.

The Board of Trustees usually meets in person twice per year; once in the Spring and once in the Fall. This schedule was significantly interrupted during the pandemic, and we relied on Zoom meetings more than usual.

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. Notably, since the last Convention CATCA changed Auditors; Parker Prins Lebano now audits CATCA financials. In addition, the Board of Trustees may make recommendations to the CATCA Executive Board on issues of the day after discussions with the Executive Vice President.

- The Board of Trustees met via teleconference July 3, 2019. At the time the Board was comprised of James Legein, Scott Loder, Brad Carter and Chris Robichaud. The final purchase and renovation of the building at 1573 Laperriere Ave was the focus of discussion.
- The Board of Trustees met in person at 1573 Laperriere Ave November 25, 2019. We discussed draft financials for the previous fiscal year, Auditor performance, and sick leave reserves.
- James Legein's term on the Board came to an end December 31, 2019.
- Jonathan Daoust of Montreal ACC was named to the Board January 1, 2020.

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- The Board of Trustees met via Zoom June 10, 2020. The Board discussed pandemic-related office closure and workload, National Office staffing changes, surplus and possible dues rebates, sick leave reserves, and changes in CATCA leadership.
- In the summer of 2020, Scott Loder became CATCA Executive Vice President and Chris Robichaud retired from NAV Canada.
- October 5, 2020 Charly Stratton and Jeff Timmy were named to the Board of Trustees.
- The Board of Trustees met via Zoom May 11, 2021 to receive the financial statements to June 30, 2020 for review. CATCA finance structure was explained to new members of the Board. Convention 2022 and sick leave reserves were discussed.
- The Board of Trustees met via Zoom May 18, 2021 to meet with the Auditor for discussion of the union's financial statements. The union's corporate structure was discussed, as was our relationship with Unifor.
- The Board of Trustees met in person at 1573 Laperriere Ave October 27, 2021. The Board received the union's draft financial statements to June 30, 2021 and heard the Auditor's report. The Board of Trustees recommended a dues holiday for December 2021. The CATCA Executive Board subsequently passed a resolution to grant the dues holiday.

In general, the Board of Trustees is satisfied with the fiscal responsibility shown by the Board of Directors. 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,

Brad Carter  
Board of Trustees

## **ELECTIONS COMMITTEE REPORT, CONVENTION 2022**

Submitted by: Andre Martel

Since the last convention, the Elections Committee has convened 3 virtual meetings as the vast majority of the period since then has been during the COVID-19 pandemic.

During that period we have overseen several national votes with the new process of using electronic voting. Thus far, we are extremely pleased to report successful outcomes and positive feedback based on the following elections:

- Contract Ratification January '20
- Referendum on COVID-19 proposals from NAV Canada April '20
- National President Election June '20
- National EVP Election August '20
- Pacific RVP Election November '20
- Central RVP Election February '21

Although we didn't 'meet' as often as usual due to COVID-19 we had several exchanges via email and Zoom to address any issues and discuss better ways forward.

Also, during the period, the premise of virtual Town Hall meetings became a 'thing'. The Committee acted as impartial observers to assist volunteers in Central and Pacific regions with the selection of questions for candidates to ensure fairness and impartiality.

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

Sincerely,

Andre Martel  
Elections Committee Chair

## **OCCUPATIONAL SAFETY AND HEALTH POLICY REPORT, CONVENTION 2022**

Submitted by: Ryan Curr

As required by the Canada Labour Code (Part II) for a company of our size, the NAV Canada OSH Policy Committee (NCOSHPC) is comprised of an equal number of managers and union representatives who are required to meet at least quarterly to address issues that cannot be dealt with by local health & safety committees. This most often involves serving as a forum for the employer and appointed union representatives to consult on OSH policy changes that may have a regional or national impact, but can also include assisting local OSH committees with investigations or complaints, participating in studies or OSH education initiatives, and monitoring safety data reports.

I began serving as our CATCA representative in January 2020 and have been grateful to have had Mark Bernard, our former representative and a wealth of OSH related knowledge, provide initial handover training as well as ongoing support when needed.

As with all areas of our business the pandemic has impacted the normal functioning of the committee. Since the onset of the pandemic in 2020 we shifted to meet virtually which has presented technical challenges and introduced a meeting format that is more a series of presentations rather than a productive collaborative discussion, but I am hopeful we will be able to return to the in person format sooner rather than later.

As well, the establishment of the NEMT and REMTs to respond to ongoing developments throughout the pandemic saw the NCOSHPC effectively sidelined when it came to proposed COVID-19 related OSH policy changes. While the use of these teams has been necessary to address rapid developments (ie. local or regional outbreaks, changing government mandates, etc.), it was frustrating at times to see OSH policy changes concerning non-time sensitive COVID-19 matters also come from the NEMT and REMTs without first engaging with the NCOSHPC for review and feedback. This feedback has been shared by myself and others with the committee as a learning point for the future. I believe, where time and circumstances allowed, better utilizing the existing process could have resulted in some COVID-19 related OSH policy decisions being clarified or adjusted at the drafting stage to avoid confusion they created.

Over the past two years I have supported several tower and ACC OSH committee reps as they worked through local OSH issues or complaints. I would flag that almost all of those reaching out were from the Vancouver FIR, likely since they knew myself or Mark in the region. I've recently begun working to contact local OSH committee reps at each branch so that I can introduce myself as a support. I'd like to do the same here by inviting anyone to reach out with any questions or requests for help that I might be able to assist with. I'll include my contact details below.

In terms of active issues, the committee is currently working on the following:

- COVID-19 Updates from NEMT

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- Each meeting the committee is provided with updates by the employer
  - Discussion has taken place about what moving to stage 5 will look like in terms of triggers and the gradual return to (new) normal once conditions allow
- Investigating several instances of tinnitus among current and recently retired CATCA members
  - The employer, ATSAC and CATCA reps are working to collect data on incidence rates amongst FSS & ATC active & retired members to determine if it indicates above expected numbers either on the whole, or for any individual site(s).
  - Working to find past studies, internal and external, that examined potential risk from workplace exposure. Unfortunately, so far most of what's been found has primarily focused on assessing the risk of hearing loss rather than of developing tinnitus.
- Investigating HVAC systems in remote areas for ability in fire season to meet regulatory filtration standards
  - Concerns were brought forward that several FSS sites and the Kelowna Tower may not be meeting these standards
  - As well, the HVAC systems have previously been set to maximize drawing in external air as a measure to combat COVID-19, but this needs to be reversed for facilities during fire season. Work is being done with Facilities to ensure this need is remembered and met in time for the coming summer months.
- Several non-CATCA related matters such as:
  - Confined space policy changes
  - Telework from home policies
- Updates on local OSH committee meetings compliance rates, as well as regional audits conducted by EOSH services.

In solidarity,

Ryan Curr  
Pitt Meadows Tower  
[e.curr@telus.net](mailto:e.curr@telus.net)  
c. 778 846 2877

## UNION BYLAWS

### 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

## SECTION II: UNION BY-LAWS

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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.

- 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;

## SECTION II: UNION BY-LAWS

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- 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 prerequisites:
- 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)

## SECTION II: UNION BY-LAWS

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- 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.

## SECTION II: UNION BY-LAWS

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- 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.
- 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, Mirabel, 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, 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, Red Deer, 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.

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- 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 and Health 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.

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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.

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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;

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- 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

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- 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

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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 2022. 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.

## PROPOSED BY-LAW AMENDMENTS

|                       |   |
|-----------------------|---|
| <b>BY 1</b>           | <b>Regina Tower</b>   |
| <i>Reference</i>      | Section I and II  |
| <i>Paragraph</i>      | Section I A: Fundamentals, Section II: Bylaw 1.1 and Section II Bylaw 3.1 |
| <i>Subject Matter</i> | Affiliation with Unifor   |

### Proposed Wording

- Whereas CATCA is a chartered local union of Unifor and pays approximately \$1,000,000/year for the privilege of being part of Unifor; and
- Whereas the biggest selling point to continue to pay a million dollars per year to UNIFOR was that it gets us into the highest political offices in Canada; and
- Whereas the last two years will show Unifor were not successful in helping CATCA get inside of the federal government offices during Level of Service Reviews or cuts to staffing.

BE IT RESOLVED THAT: "CATCA will no longer be affiliated with, or a chartered local Union of Unifor."

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                         |
|-----------------------|-------------------------|
| <b>BY 2</b>           | <b>Regina Tower</b>     |
| <i>Reference</i>      | New                     |
| <i>Paragraph</i>      | Proposed New Appendix B |
| <i>Subject Matter</i> | Declaration of Recusal  |

**Proposed Wording**

- 21.5 Whereas this Association has been found guilty by the Canadian Industrial Relations Board (CIRB File 32572-C) of a failure of Duty of Fair Representation (section 37 of the Canada Labour Code) and that parts of this file (32572-C) revealed an inadequate means of CATCA representatives to declare a conflict of interest and/or recusal from an investigation, and,
  
- 21.6 Whereas the Association did knowingly permit the Employer (Nav Canada) to continue communications with a CATCA Representative that had verbally recused himself from an investigation;

BE IT RESOLVED THAT: "to amend the CATCA National By-laws to include an Appendix B Declaration of Recusal form to be used when any real or perceived conflict of interest may exist in relation to representation of a CATCA Member. Once filled out and completed, copies of the recusal form will be provided to the CATCA Executive and the Employer through the Nav Canada Executive Vice-President of Human Resources, so that the recused party will no longer be privileged to access information in the declared ongoing matter or involved in any discussion of said matter."

BE IT FURTHER RESOLVED THAT: "any Member of the Executive that hears any verbal declaration of conflict of interest from another member will have that member making the verbal declaration fill out an Appendix B and forward a copy to all required parties as above."

Declaration of Recusal

Due to reasons known to me and the CATCA Executive, I,

Member Name \_\_\_\_\_,

Member's CATCA Position \_\_\_\_\_,

Hereby recuse myself from the matter of \_\_\_\_\_,

I understand that I am not to contact any party involved, regarding this matter and that CATCA and Nav Canada will not discuss with me any details, so long as the matter is ongoing.

If called, I may still testify to cooperate as a witness in any investigation but I may not provide council.

Signed \_\_\_\_\_ Date \_\_\_\_\_".

*Comments:*

*Opinion:*

PASSED

DEFEATED

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

|                       |   |
|-----------------------|---|
| <b>BY 3</b>           | <b>Regina Tower</b>                                       |
| <i>Reference</i>      | Section 2-7   |
| <i>Paragraph</i>      | Section II Bylaw 7.23 f (new)                             |
| <i>Subject Matter</i> | Amendment to Bylaw 7.23 – Vacancy and Removal from Office |

**Proposed Wording**

- Whereas this Association has been found guilty by the Canadian Industrial Relations Board (CIRB File 32572-C) of failure of (DFR) Duty of Fair Representation (section 37 of the Canada Labour Code); and
- Whereas any Member of CATCA Executive, Branch Chair, Shop Steward or any other Member providing representation to another member, has a duty to fulfill this obligation without prejudice to the greatest extent possible; and
- Whereas any Member of CATCA Executive, Branch Chair, Shop Steward or any other Member providing representation to another member is also representing the reputation of this Association and is obliged to do so to the greatest extent possible; and
- Whereas the members of this Association find the DFR to be of a particularly heinous nature.

BE IT RESOLVED THAT: "Any Member of the Executive Board found in a civil, criminal, administrative or investigative action, as being responsible, whether wholly or in part, for not providing a Duty of Fair Representation to any member of CATCA."

*Comments:*

*Opinion:*

PASSED

DEFEATED



**BY 5**

**Vancouver ACC**

*Reference*

Section 2-7

*Paragraph*

New

*Subject Matter*

Allowing retired members to seek election to the Bargaining Committee

**Proposed Wording**

BE IT RESOLVED THAT: "Bylaws be amended to allow a retired member to seek election to the Bargaining Committee within a certain amount of time TBD".

**Rationale**

Is it possible that the association benefit from bringing in some outside help?

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |  |
|-----------------------|--|
| <b>BY 6</b>           | <b>Vancouver ACC</b>                       |
| <i>Reference</i>      | Section II                                 |
| <i>Paragraph</i>      | Bylaw 5.4                                  |
| <i>Subject Matter</i> | Amend Section II Bylaw 5.4 – Voting Rights |

**Proposed Wording**

BE IT RESOLVED THAT: "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, **hold elected positions**, and vote on any matter affecting the Association as hereinafter provided. (Conv. 2004)."

**Rationale**

- This would eliminate any member not in good standing from running for office.

*Comments:*

*Opinion:*

PASSED

DEFEATED

**BY 7**

*Reference*

*Paragraph*

*Subject Matter*

**Vancouver ACC**

Section 2 - 8

Appropriate amendments and additions to Bylaws 8.1 & 8.2

Split the Prairie Region

**Proposed Wording**

BE IT RESOLVED THAT: " the Union split the Prairie RVP region into 2 regions that more equitably distributes representation."

**Rationale**

- The current jurisdictions no longer qualify as fair<sup>2</sup> representation. Prairie region is currently a voting block that does not represent the distribution of population accurately across the country.

*Comments:*

*Opinion:*

PASSED

DEFEATED

**BY 8**

**Vancouver ACC**

*Reference*

Section 2-7

*Paragraph*

7.8 d New

*Subject Matter*

Assignment of Supervisor Positions by seniority

**Proposed Wording**

BE IT RESOLVED THAT: " retired members be allowed to seek election to the EXECUTIVE BOARD within a certain amount of time TBD."

**Rationale**

- The make up of the board may benefit from bring someone back to sit on it.

*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 2022. 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, 2022, 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)

## PROPOSED POLICY RESOLUTIONS

|                       |                                 |
|-----------------------|---------------------------------|
| <b>POL 1</b>          | <b>Executive Board</b>          |
| <i>Reference</i>      | Section I, Subsection 11        |
| <i>Paragraph</i>      | All                             |
| <i>Subject Matter</i> | Reaffirmation of Union Policies |

### Proposed Wording

BE IT RESOLVED THAT: The Union Policies contained in Section I, Subsection 11: Union Policies - be re-affirmed according to the requirements contained in Subsection 11 (below).

### Rationale

- As per Section I, Subsection 11 – The Union Policies must be reaffirmed 6-years after their adoption or reaffirmation or else they expire. Convention 2022 is the 6-year mark from the last time the Policies were adopted or reaffirmed.

### Amendments to the resolution to reaffirm the Policy Manual, Section 1, Subsection 11

**Amendment 1:** Subsection 11.5: Delete the second sentence.

### Rationale

- This policy as written is an item for collective bargaining. At this point CATCA is also opposed to reductions in staffing levels and imposing a timeframe for notice does not support this.

**Amendment 2:** Subsection 11.10: Delete this subsection.

### Rationale

- This policy has not been implemented properly anywhere and has proven to be ineffective in promoting training success or limiting management's tendency to leave trainees stranded in partially-qualified limbo.

**Amendment 3:** Subsection 11.18: Delete the subsection.

### Rationale

- It involves an inappropriate role for the Executive Board and is in any case covered by Just Culture policy.

**Amendment 4:** Subsection 11.19: Amend "radar" to read "surveillance".

### Rationale

- Updating the policy to reflect current operational language and equipment.

**Amendment 5:** Subsection 11:21: Delete the subsection.

**Rationale**

- This has already happened and this policy is no longer necessary.

**Amendment 6:** Subsection 11.22: Amend “control towers” to read “control purposes”.

**Rationale**

- The issue is becoming broader than just control towers. They will remain covered under this amendment but other facilities may now also be included.

**Amendment 7:** Subsection 11.27: Delete the subsection.

**Rationale**

- This was done and the proposed plan was determined to be too expensive for the benefits provided, and therefore no viable.

**Amendment 8:** Subsection 11.28: Amend the subsection by adding “who want to participate in it” to the end of the sentence.

**Rationale**

- There are members who prefer to be in Part B of the pension plan. CATCA should support informed choice on pension decisions.

**Amendment 9:** Subsection 11.29 Delete the subsection.

**Rationale**

- The Executive Board members are paid entirely in salary and there is no premium. The method of calculation of the salary levels do not themselves constitute a premium.

**Amendment 10:** Subsection 11.30: Delete the subsection.

**Rationale**

- This subsection describes a specific point in time in which the NCJC benefits were being renegotiated. That time has passed and this policy is no longer relevant.

*Comments:*

**Any Policy adopted or reaffirmed at Convention 2019 (11.8, 11.11 – second sentence, 11.15, 11.30 does not need to be reaffirmed at this convention.**

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>POL 2</b>          | <b>Executive Board</b>               |
| <i>Reference</i>      | Section IV, Subsection A: 2          |
| <i>Paragraph</i>      | 2.1 and 2.2                          |
| <i>Subject Matter</i> | Amendment to CATCA Board of Trustees |

**Proposed Wording**

BE IT RESOLVED THAT: The Board of Trustees shall be **elected by the Delegates at Convention** and consist of a Chairperson and not less than two other members. The Board of Trustees shall **advise the Executive Board on the state of the Union’s finances as required and** report directly to the **membership represented at Convention on the conduct of the Union’s finances;**

BE IT FURTHER RESOLVED THAT: The term of office for all members shall **begin on the first Monday following the triennial convention until the end of the subsequent triennial convention. The first election will begin at convention 2025.**

**Rationale**

- The goal of the CATCA Executive Board is to ensure full transparency to the membership through the work of the Board of Trustees. To achieve that, it is felt that the Board of Trustees should be given more oversight authority and not be responsible for answering to those that appoint them. The Board of Trustees shall inform the membership at convention whether the financial affairs of the Union have been properly conducted, whether appropriate financial policies are in place, and whether decisions were taken in accordance with these policies.

*Comments:*

*Opinion:*

PASSED

DEFEATED



|                       |   |
|-----------------------|---|
| <b>POL 4</b>          | <b>Regina Tower</b>                                 |
| <i>Reference</i>      | Section I, Subsection 11                            |
| <i>Paragraph</i>      | New   |
| <i>Subject Matter</i> | Communicate Bargaining Agreement Changes to Members |

**Proposed Wording**

- Whereas after ratification of the Collective Agreement the Executive Board has, in agreement with the employer, as is their right and occasional obligation, made changes to, interpretations of, and amendments to the Collective Bargaining Agreement, including Letters of Understanding; and
- Whereas there has been occasion where such changes (LOU 2019-11) have not been communicated to the membership leading to confusion and misinterpretation.

BE IT RESOLVED THAT: Where the CATCA Executive, in agreement with the employer, makes changes, amendments or interpretations, to any article, definition, or letter of understanding, including changes to valid periods, in a current Collective Agreement, the Board shall communicate such changes, without delay, to the Membership in the form of a Branches and Facilities Bulletin. The change shall include any justification or explanation to help avoid confusion at the regional and branch level.

*Comments:*

*Opinion:*

PASSED

DEFEATED











**POL 10**

**Ottawa Tower**

*Reference*

Section I, Subsection 11

*Paragraph*

New

*Subject Matter*

NAV Canada Executive Board Representation

**Proposed Wording**

BE IT RESOLVED THAT: CATCA establish a working group to explore (in collaboration with Nav Canada management) more employee representation on the Nav Canada board of directors. These additional representatives would be elected by non-management employees.

**Rationale**

- We believe it would be advantageous to both CATCA and Nav Canada if the employees had more representation on the board of directors. For CATCA, it would give us more influence on the running of the company and its strategic direction. For Nav Canada, it would help regain the trust of the employees and encourage a collaborative environment which would help the company remain successful especially in times of crisis.

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                         |
|-----------------------|-------------------------|
| <b>POL 11</b>         | <b>Vancouver ACC</b>    |
| <i>Reference</i>      | Section I, Subsection 4 |
| <i>Paragraph</i>      | New                     |
| <i>Subject Matter</i> | CATCA Clothes for All   |

**Proposed Wording**

BE IT RESOLVED THAT: CATCA is required to always provide Women's sizes and styles of any promotional clothing that is made. Branches, regions, national, convention.

**Rationale**

- It is time to start selecting vendors for our association apparel that provide both men's and women's style clothing and gear.

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                           |
|-----------------------|---------------------------|
| <b>POL 12</b>         | <b>Vancouver ACC</b>      |
| <i>Reference</i>      | Section I, Subsection 11  |
| <i>Paragraph</i>      | New                       |
| <i>Subject Matter</i> | Wearing masks in position |

**Proposed Wording**

BE IT RESOLVED THAT: The Union will press NAV CANADA to take all measures possible to mitigate health and safety concerns prior to encumbering the controller themselves. This will fall in line with direction from Provincial and Federal Health Authorities.

**Rationale**

- Many members struggled to wear masks while working in operational positions. The company did very little in terms of looking at other possible options prior to mandating this policy. NAV should consider ALL options prior to mandating somebody to wear something that may encumber their ability to do the job safely - foggy glasses

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                          |
|-----------------------|--------------------------|
| <b>POL 13</b>         | <b>Vancouver ACC</b>     |
| <i>Reference</i>      | Section I, Subsection 11 |
| <i>Paragraph</i>      | New                      |
| <i>Subject Matter</i> | Seniority                |

**Proposed Wording**

BE IT RESOLVED THAT: CATCA amend the seniority date to reflect the date that the individual walked in the door to train for air traffic control.

**Rationale**

- With members accumulating CATCA seniority from different starting points, is it not time to correct these discrepancies and select one date that stands up for all hires regardless of when or where you started. The current method does not accurately reflect this.

*Comments:*

*Opinion:*

PASSED

DEFEATED

|                       |                          |
|-----------------------|--------------------------|
| <b>POL 14</b>         | <b>Gander ACC</b>        |
| <i>Reference</i>      | Section I, Subsection 11 |
| <i>Paragraph</i>      | New                      |
| <i>Subject Matter</i> | Pension Plan A           |

**Proposed Wording**

BE IT RESOLVED THAT: The bargaining committee and/or executive board can not agree to the ending of pension plan A without a membership vote. Only those in pension plan A can participate in a vote regarding the ending of that plan. Vote requires 80% approval from only the CATCA members currently on pension plan A.

*Comments:*

*Opinion:*

PASSED

DEFEATED



2019 NATIONAL CONVENTION MINUTES (DRAFT)

# 2019 National Convention Minutes



**April 29 – May 1, 2019**  
**Banff, Alberta**

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

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DRAFT

**2019 National Convention  
Rimrock Resort, Banff, Alberta  
April 29 – May 1, 2019**

The meeting was convened at 15:40 on April 29, 2019.

**1. ROLL CALL OF DELEGATES**

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

**Pacific Region**

**Abbotsford Tower**

Pascal Liebault (2)

**Boundary Bay Tower**

Greg Sandhu (2)

**Harbour Tower**

Tanya Trestler (1)

**Kelowna Tower**

Ryan Christensen (2)

**Langley Tower**

James Kerwin (2)

**Pitt Meadows Tower**

Steven Pawluk (1)

**Prince George Tower**

Matt Handford (2)

**Vancouver ACC**

James Legein (4)

Maureen Murdoch (4)

Mark Bernard (3)

Michael Harrington (3)

Mike Hadiken (3)

Chris Chapieski (3)

David Vanspall (3)

**Vancouver Tower**

Charly Stratton (3)

Dennis Sander (3)

**Victoria Tower**

Greg Armitage (3)

**Whitehorse Tower**

Gord Townson (1)

**Prairie Region**

**Calgary Tower**

Todd Gabel (3)

Nicholas Vanaalst (2)

**Edmonton ACC**

Chris Sailes (6)

Matt Lepage (5)

Mike Loftus (4)

Anthony Waggot (3)

John Tomkinson (3)

Robert McKinnon (2)

Ryan Haglund (2)

Jonatan Kutryk (2)

**Edmonton Tower**

Rob Benusic (3)

**Fort McMurray Tower**

Craig Morrison (2)

**Regina Tower**

Kevin Youmans (1)

**Saskatoon Tower**

Paul Mongeau (2)

**Springbank Tower**

Canute Jensen (2)

**St. Andrews Tower**

John Stillwell (2)

**Thunder Bay Tower**

Robert E Smith (1)

**Villeneuve Tower**

Dave Longman (1)

**Winnipeg ACC**

Jeff Timmy (4)

Rob Briscoe (4)

Marcus Hainstock (4)

Ryan Klimack (3)

Andre Martel (3)

Mike Epp (3)

**Winnipeg Tower**

Chad Wassing (3)

**Yellowknife Tower**

Mark Hilman (2)

**Central Region**

**Bytown Branch**

Catherine Thebeau (2)

**Hamilton Tower**

Ken Burley (2)

**London Tower**

Dustin Wywrot (2)

**Oshawa Tower**

Pete Marshall (2)

**Outaouais Branch**

Fred Cosgrove (3)

**Sault Ste Marie Tower**

Rod Smith (2)

**Toronto ACC**

George Avola (5)  
 Charles Russell (5)  
 Kevin Gauthier (5)  
 Tricia Haegeman (5)  
 Miriam Chiasson (5)  
 Paul Berry (3)  
 Jerome Christon (2)  
 Chris Hazlett (2)  
 Jason Turner (2)  
 Penny Reid (2)  
 Michael Wilkes (2)

**Toronto City Centre Tower**

Josh Tone (2)

**Toronto Tower**

Scott Sheppard (4)  
 Josh Moore (3)

**Waterloo Tower**

Gayle Oliver (2)

**Windsor Tower**

Philip Barker (1)

**St-Laurent Region****Montreal Tower**

Jeremie Yelle (4)

**Montréal ACC**

Jonathan Daoust (4)  
 Jean-Francois Lemire (4)  
 Ali Ghazian (4)  
 Nicole Hawley (4)  
 Stephane Roy (4)  
 Kevin Devine (3)  
 Richard Snider (3)

**Ottawa Tower**

Colin Yukes (4)

**Québec Tower**

Mickael Cormier (3)

**St. Honoré Tower**

Mathieu Sergerie (2)

**St. Hubert Tower**

Eric Choquette (3)

**St. Jean Tower**

Francois Pelletier (1)

**Atlantic Region****Fredericton Tower**

Larry Arnold (2)

**Gander ACC**

Craig Churchill (8)  
 Wayne Badcock (4)  
 Neil Collins (4)  
 Marc Simpson (2)  
 Greg King (2)  
 Tony Winsor (2)

**Gander Tower**

Chris White (2)

**Halifax Tower**

Mark Matthews (3)

**Happy Valley - Goose Bay (Serco)**

David Ottway (3)

**Moncton ACC**

Derek Dakin (5)  
 Shawn Murphy (4)  
 Scott Turner (4)  
 Michael Wissink (2)  
 Stephanie Weisner (2)

**Moncton Tower**

Peter Bryant (2)

**St. John's Tower**

Cameron Stoyles (2)

**Transport Canada**

Robert Anderson (1)

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 2019 Convention Chairman, who declared the 2019 Triennial Convention open.

## 3. MINUTE OF SILENCE FOR DECEASED MEMBERS

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

### Active Members

Pierre Arsenault  
Andrew Bonar  
Andrew James  
James "Jimmy" Johnson  
Mark McCrea  
Ken Oates  
Werner Seidel  
Ray Voisey

### Retired Members

Dave Armour  
Laura Bangs  
Doug Barry  
Terrance Bartley  
Paul Bond  
Donald Boyce  
James Boyd  
John 'Jack' Brown  
Vince Campbell  
Alfred (Alf) Carew  
Maurice Corbeil  
George "Scotty" Curran  
Claude Curwin  
John Datzkiw  
Don Deally  
Steve Denike  
Art Derbyshire  
David Blake Doerksen  
Tom Duke  
Cliff Dumville  
Michael Evaschesen  
Maurice Fredrick  
Gord Frost

Allan Fry  
William Glass  
Ron Goyetche  
Arthur "Jim" Grant  
Stephen Hall  
Bob Hamilton  
William Hauschild  
Alvin Hawrylyshen  
Ronald James Hewett  
George "Al" Holt  
Alan Husband  
Robert 'Bob' Ives  
Alain Jacques  
Cliff Johanson  
Michael Jordan  
James "Jim" Jordan  
Al Kazlauskas  
Ken Kirton  
Jerry Kopecky  
Dennis Letkeman  
Terence Lewis  
Tom Linklater  
Elwyn Loewen  
Robert Lush  
Louis Macauley  
Derek Makinson  
John Mason  
David McBride  
James "Jim" McLean  
Patrick McMurray  
Michael McRae  
Don Meredith  
Ron Miller

Allan Morgan  
Terry Murphy  
Ron Ominski  
Reg Paterson  
Cyril Peters  
Victor Pettigrew  
Ray Pilgrim  
Ted Pischak  
Bob Power  
Pierre Proulx  
Ken Ralph  
Robert 'Bob' Randall  
Kenneth Riseborough  
André Rivest  
Bob Rogers  
Gary Russell  
Doug "CG" Sanford  
Howard Saunders  
P. Donald Scharf  
Marv Schiessler  
Roy Sellick  
Douglas Charles Skerritt  
Brian St. Germaine  
Ian St. James  
Eric Glanville Staples  
Ernie Thornquist  
Pierre Toupin  
Lee A. Valiquette  
Gary Vermeulen  
André Versailles  
William A. White  
Gordon Whitehead  
Brad Wise



#### 4. REVIEW OF THE BUSINESS PROCEDURES AND RULES OF ORDER

The Convention Chairman reviewed Robert's Rules of Order. The Chair noted that, under Robert's Rules and CATCA's Policy Book, only delegates may move resolutions and vote. The Chair stated that he intended to take a more flexible approach to speaking at the convention. All active members in good standing of the union may participate in the debate. Any other category of member attending, and the invited guests, may participate only at the discretion of the Chair or of convention.

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

#### 5. APPROVAL OF 2016 HALIFAX CONVENTION MINUTES

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

Mover: Kevin Gauthier, Toronto ACC  
Secunder: Mike Epp, Edmonton ACC

**CARRIED UNANIMOUSLY**

#### 6. REPORTS

- **President** – Peter Duffey - No amendments – received as information
- **Executive Vice President** – Doug Best – No amendment - received as information
- **Vice President Atlantic Region** – Ian Thomson – No amendments – received as information
- **Vice President Central Region** – David Doerksen – No amendments – received as information
- **Vice President St-Laurent Region** – Benoit Vachon – No amendments – 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** – Brad Carter – 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 meeting was adjourned at 16:15 on April 29, 2019.*

08:30 April 30, 2019, President, Peter Duffey, introduced Unifor President, Jerry Dias.

- Jerry spoke to the Convention floor and took questions from CATCA members until 9:30.

09:35 April 30, 2019, the Chair declared quorum and the meeting was reconvened.

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

## 7. BY-LAW AMENDMENTS

The Chair stated he had met with the movers of the proposed amendments the evening before regarding procedural issues, which resulted in the order of items changing. For example, By-law amendment #1 is being treated as a policy resolution meaning that the Convention will start with By-law #2.

|                       |   |
|-----------------------|---|
| <b>BY 2</b>           | <b>Outaouais Branch (OSR, 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.

Moved by: Fred Cosgrove, Outaouais Branch

Seconded by: Cameron Stoyles, St. John's Tower

**DEFEATED**

|                       |  |
|-----------------------|--|
| <b>BY 3</b>           | <b>Foothills Branch (Springbank Tower)</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: the second sentence of 7.18, section 2 be deleted and replaced with "An active member in good standing has the right to run for RVP in any region."

**Rationale**

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

Moved by: David Hartwick, Springbank Tower

Seconded by: Fred Cosgrove, Outaouais Branch

**DEFEATED**

**BY 4 Vancouver Tower**

*Reference* Section 2  
*Paragraph* 9.10 Duties of Office (Vice-Chairperson)  
*Subject Matter* 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)"

Moved by: Charly Stratton, Vancouver Tower

Seconded by: Kevin Gauthier, Toronto ACC

**CARRIED UNANIMOUSLY**

**8. POLICY RESOLUTIONS**

*The Chair asks invited guests to leave the room as POL 0A will be a closed session, however the Chair asked if there were objections to having the two Unifor guests remain in the room to observe the debate. There were no objections.*

**POL 0A Edmonton ACC**

*Reference* Section 1  
*Paragraph* Section 1 Foundational and Section 2 Bylaw 3.1  
*Subject Matter* 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

## 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,

Moved by: John Tomkinson, Edmonton ACC

Seconded by: Jeff Timmy, Winnipeg ACC

Call for vote: Chris Kenny, Toronto ACC

**DEFEATED**

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.”

**WITHDRAWN**

**(Out of Order with defeat of above)**

*The Chair recused himself due to conflict of interest with POL OB. Scott Loder, Edmonton ACC acts as Chair.*

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**POL 0B Foothills Branch (Springbank Tower)**

|                       |                      |
|-----------------------|----------------------|
| <i>Reference</i>      | Section 4 Committees |
| <i>Paragraph</i>      | 7.1                  |
| <i>Subject Matter</i> | Classification       |

**Proposed Wording**

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “A simple majority of CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-ATC 5) through attrition.”

**Modified Wording (by mover)**

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “At least 75% of the CATCA representatives shall be controllers from ATC 1 - ATC 5 towers from this point onwards.”

**Rationale**

While we appreciate that IFR knowledge can be beneficial in establishing a classification document, we feel controllers impacted by classification should represent the majority of the committee. Likewise, should an element of classification be introduced to the ACC's, we would expect the majority of that group be comprised of IFR controllers.

Moved by: David Hartwick, Springbank Tower

Seconded by: Andre Martel, Winnipeg ACC

Motion to Table by: Chris Sailes, Edmonton ACC

Seconded by: Charles Russell, Toronto ACC

**TABLED CARRIED  
REVISED AFTER POL 05**

**POL 1 Executive Board**

|                       |                      |
|-----------------------|----------------------|
| <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.

Moved by: Peter Duffey, President

Seconded by: Charly Stratton, Vancouver Tower

### **Amendment #1**

- Moved by: George Avola, Toronto ACC
- Seconded by: Anthony Waggot, Edmonton ACC
  - To delete "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." (The final sentence)

### **Modification to the amendment for clarification**

- Retain the words, "Name changes may be permitted for delegates or observers within one month of convention,"

**AMENDMENT CARRIED AS MODIFIED**

### **Final Resolution**

"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."

**CARRIED AS AMENDED**

|                       |                        |
|-----------------------|------------------------|
| <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.

Moved by: Peter Duffey, President

Seconded by: Jeff Timmy, Winnipeg ACC

### **Amendment #1**

- Moved by: George Avola, Toronto ACC
- Seconded by: Jeff Timmy, Winnipeg ACC
  - To delete "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."

### **Modification to the amendment for clarification**

- Retain the words, "Name changes may be permitted for delegates or observers within one month of convention,"

**AMENDMENT CARRIED AS MODIFIED**

### **Final Resolution**

"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."

**CARRIED AS AMENDED**

|                       |                        |
|-----------------------|------------------------|
| <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 presented 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. 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. 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.

Moved by: Peter Duffey, President

Seconded by: Andre Martel, Winnipeg ACC

Editorial changes

- "proved they are provided" to "provided they are presented"

**CARRIED**

|                       |  |
|-----------------------|--|
| <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

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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.

**WITHDRAWN BY MOVER**

|                       |                             |
|-----------------------|-----------------------------|
| <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.

Moved by: Maureen Murdoch, Vancouver ACC

Seconded by: Kevin Gauthier, Toronto ACC

### **Amendment #1**

- Moved by: Fred Cosgrove, Outaouais Branch
  - Strike the words “part-time/”

**AMENDED WITHOUT OBJECTION FROM CONVENTION**

### Final Resolution

BE IT RESOLVED THAT: Section 1, Paragraph 11.11 be amended by adding the sentence “Reduced time shall be allowed if initiated by CATCA and is in the best interest of the membership.”

**CARRIED AS AMENDED**

*Chair brings POL 0B back to the floor. Chair Gord Howe steps aside, Scott Loder steps in as Acting Chair.*

### **POL 0B Foothills Branch (Springbank Tower)**

|                       |                      |
|-----------------------|----------------------|
| <i>Reference</i>      | Section 4 Committees |
| <i>Paragraph</i>      | 7.1                  |
| <i>Subject Matter</i> | Classification       |

### Modified Wording (by mover)

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “At least 75% of the CATCA representatives shall be controllers from ATC 1 - ATC 5 towers from this point onwards.”

### Amendment #1

- Moved by: John Tomkinson, Edmonton ACC
- Seconded by: Chad Wassing, Winnipeg Tower
  - Strike “At least 75%” and replaced with “80%”, and remove “ATC 1 - ATC 5” replaced with “members from the affected classification type units.”

### Amendment to the Amendment

- Moved by: George Avola
  - Replace “80%” with “at least 80%”

**WITHDRAWN BY MOVER**

### Amendment to the Amendment #2

- Moved by: Eric Choquette, St Hubert Tower
  - Replace “from the affected classification type units” with “possesses a VFR license from a tower of this range (ATC 1-5)”

**CARRIED**

### Amendment to the Amendment

- Moved by: Kevin Youmans
  - Strike the word “type” leaving “from the affected classification units.”

**RULED OUT OF ORDER due to Amendment to the Amendment #2**

### Modified Resolution

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “At least 75% of the CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-5) from this point onwards.”

### Amendment #2

- Moved by: Colin Yukes, Ottawa Tower
- Seconded by: Peter Byrant, Moncton Tower
  - Replace “from this point onward” with “through attrition.”
  - **CARRIED**

### Modified Resolution

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “At least 75% of the CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-5) through attrition.”

### Return to discuss “80%” of Amendment #1

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “80% of the CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-5) through attrition.”

### Amendment to the Amendment

- Moved by: John Tomkinson, Edmonton ACC
  - Replace “80%” with “A simple majority”

**Amendment to the Amendment CARRIED  
Amendment CARRIED**

### Modified Resolution

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “A simple majority of the CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-5) through attrition.”

### Motion to Table

- Moved by Chris Sailes, Edmonton ACC
- Seconded by: Craig Churchill, Gander ACC

**MOTION TO TABLE CARRIED  
(Revisited after POL 19)**

*The Chair declared convention in recess for the balance of the day. Guest presentations were made during the rest of the afternoon.*

\*\*\*\*\*

09:00 Chair calls convention to order on Wednesday, May 1, 2019

- Chair asks all invited guests to leave the room.
- There are no objections to Abe Rosner and CATCA staff staying in session.

**POL 6 Moncton ACC**

Reference 2 Finances  
Paragraph 2.1  
Subject Matter 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.

**WITHDRAWN BY MOVER**

**POL 7 Vancouver Tower**

Reference 2 Finances  
Paragraph 2.1  
Subject Matter 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.

Moved by: Maureen Murdoch, Vancouver ACC

Seconded by: Kevin Gauthier, Toronto ACC

#### **Amendment #1**

- Moved by: Mike Wissink, Moncton ACC
  - Change to “20 or fewer”, “21 to 45”, “46 or more members receive \$6.00 per member”

**AMENDED WITHOUT OBJECTION FROM CONVENTION**

#### **Final Resolution**

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 fewer receive a fixed amount of \$225.00, those with 21 to 45 members receive a fixed amount of \$275.00, those with 46 or more members receive \$6.00 per member.”

**CARRIED UNANIMOUSLY AS AMENDED**

|                       |  |
|-----------------------|--|
| <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

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overtime, the Vice-President's salaries was calculated based on working a moderate amount of overtime.

**WITHDRAWN BY MOVER**

*The Executive Board excuse themselves from the session for POL 9 and POL 10.*

| <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.

Moved by: Jonathan Daoust, Montreal ACC

Seconded by: Chad Wassing, Winnipeg Tower

### **Amendment #1**

- Moved by: Charly Stratton, Vancouver Tower
- Seconded by: Andre Martel, Winnipeg ACC
  - Change "where applicable plus 28%" to "34%" for the President salary and for 7.2, that the "15%" be changed to "27%."

### **Amendment to the Amendment**

- Moved by: Charles Russell, Toronto ACC
  - Change of 34% in 7.1 to 30%
  - Change of 27% in 7.2 to 20%

**WITHDRAWN BY MOVER, WITHOUT OBJECTION**

### **Modified Resolutions**

#### 7.1 President's Salary

Top ATC salary, including ATC premium and supervisory bonus, where applicable, plus 34% [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.

**AMENDMENT CARRIED**

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

Top ATC salary, including ATC premium and supervisory bonus, where applicable, plus 20% [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."

**AMENDMENT CARRIED**

### **Motion to Table**

- Moved by Mike Wissink, Montreal ACC

***The Chair tabled the motion in order to consider POL 10 first and then return to this motion.***

### **POL 10 Montreal ACC**

|                       |                      |
|-----------------------|----------------------|
| <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%.

Moved by: Jonathan Daoust, Montreal ACC

Seconded by: Kevin Gauthier, Toronto ACC

*The Chair called for a vote to separate the EVP and RVP positions – this vote is not attached to numbers. Convention will return to the numbers debate with a combined amended resolution.*

**CARRIED UNANIMOUSLY**

### **Amendment #1**

- Moved by: Mike Wissink, Moncton, ACC
  - That the president would be all of their salaries, and bonuses, and so on and plus 34%,
  - That the Executive Vice-President would be plus 20%, and
  - That the Regional Vice-Presidents would be the plus 16%.

### **Amendment to the Amendment**

- Moved by Charles Russell, Toronto ACC
- Seconded by Chris Sailes, Edmonton ACC
  - For the president, plus 30%,
  - For the EVP, plus 20%,
  - For the RVPs plus 15%

### **Amendment to the Amendment #2**

- Moved by Scott Sheppard, Toronto Tower
  - For the president, plus 30%,
  - For the EVP, plus 23.5%,
  - For the RVPs plus 17%

### **Call the Question**

- Moved by: Chris Sables, Edmonton ACC

**THE QUESTION ON THE AMENDMENTS TO THE AMENDMENT IS CALLED  
WITHOUT OBJECTION FROM CONVENTION.  
AMENDMENT TO THE AMENDMENT #2 CARRIED.  
AMENDMENT #1, AS AMENDED, CARRIED.**

*The Chair combined POL 09 and POL 10*

| COMBINED       | POL 9 & POL 10                        | Montreal ACC |
|----------------|---------------------------------------|--------------|
| Reference      | Nouveau                               |              |
| Paragraph      | Section II: Finances                  |              |
| Subject Matter | National Executive Pay and EVP salary |              |

#### Clarification by Mover

- Jonathan Daoust, Montreal ACC
  - Add “effective July 1st, 2019” after % in each of the 3 paragraphs

#### Modified Resolution

BE IT RESOLVED THAT: Section II, article 7 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 30% [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 effective July 1, 2004.

##### "7.2 Executive Vice President

Top ATC salary including ATC premium and supervisory bonus where applicable plus 23.5% 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 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 17% 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 bonuses whichever is higher effective July 1, 2004."

**Amendment #1**

- Moved by: Canute Jensen, Springbank Tower
- Seconded by: Ryan Klimack, Winnipeg ACC
  - In 7.3, remove “effective July 1, 2019” and replace with “implementation is contingent upon successful negotiation with NAV Canada.”

**DEFEATED****Call the Question**

- Moved by: Chris Sailes, Edmonton ACC

**CARRIED AS AMENDED  
Combined POL 09 and POL 10***Executive Board members and Invited guests return to the convention floor***POL 11 Vancouver ACC**

*Reference* 3 Communications & Public Relations  
*Paragraph* New - Addition of 1.13 CATCA Website structure/use  
*Subject Matter* 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.

Moved by: James Legein, Vancouver ACC  
 Seconded by: Kevin Gauthier, Toronto ACC

**DEFEATED**

**POL 12**      **Outaouais Branch (OSR, Ottawa TSC)**

|                       |                             |
|-----------------------|-----------------------------|
| <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.

Moved by: Fred Cosgrove, Ottawa TSC

Seconded by: Charly Stratton, Vancouver Tower

**Amendment #1**

- Moved by: Fred Cosgrove, Ottawa TSC
  - Change "elected by the membership" to "elected by Convention"

**AMENDED WITHOUT OBJECTION FROM CONVENTION**

**Final Resolution**

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

**DEFEATED AS AMENDED**

**POL 13**      **Vancouver ACC**

|                       |   |
|-----------------------|---|
| <i>Reference</i>      | 4 Committees  |
| <i>Paragraph</i>      | New - Addition of sub-point 9<br>CATCA/Nav Canada Joint Women's Committee |
| <i>Subject Matter</i> | 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**

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

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.

**The mover withdrew the above resolution and substituted the following Resolution:**

BE IT RESOLVED THAT: The Executive Board of CATCA form a CATCA women's committee.

Moved by: Charly Stratton, Vancouver ACC

Seconded by: Catherine Thebeau, Bytown Branch

**Amendment #1**

- Moved by: Andre Martel, Winnipeg ACC
- Seconded by: Jason Turner, Toronto ACC
  - Amend to read "The Executive Board of CATCA form a CATCA diversity committee."

**DEFEATED**

**Call the Question**

- Tim Waldroff, Outaouais Branch

**Final Resolution**

BE IT RESOLVED THAT: "The Executive Board of CATCA form a CATCA women's committee."

**CARRIED**

**POL 14** **Montreal ACC**

*Reference* New  
*Paragraph*  
*Subject Matter* 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.

**WITHDRAWN BY MOVER**

**POL 15** **Moncton Tower**

*Reference* New  
*Paragraph*  
*Subject Matter* 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.

Moved by: Peter Bryant, Moncton Tower

Seconded by: Larry Arnold, Fredericton Tower

**Call the Question**

- Moved by: David Longman, Villeneuve Tower

**QUESTION CALLED WITHOUT OBJECTION  
 MOTION DEFEATED**

**POL 16 Vancouver ACC***Reference* New (late submission)*Paragraph* Section I: Administration, Paragraph 6.9 - add e*Subject Matter* Voting Procedures – Local Votes: Alternate Work Schedules/APPENDIX “G”**Proposed Wording**

BE IT RESOLVED THAT: “A sub-paragraph (e) be added to Section I: Administration, Paragraph 6.9 (Election Procedures, Voting Procedures - Local Votes), to read:

(e) In all instances, ballots created for Appendix G votes will include the option to Abstain. Should a member elect to abstain, their vote will not be counted towards or against the required majority of 6.9 (c), or 6.9 (d).”

**Rationale**

The intent of section 6.9 (created by Convention 2013), was to ensure all members of a unit/speciality would be responsible for the outcome of a proposed schedule change. If you did not participate in the vote, your absence would be counted as a NO vote. Although we agree this type of approach is appropriate for such a major change, not allowing for abstentions forces members to vote on either side. Some members, trainees for example, may not feel they have the appropriate experience or knowledge of the collective agreement to effectively decide if a proposed change is suitable option. Providing these members, and any other member the opportunity to abstain, will ultimately improve the quality of the final results.

Moved by: James Legein, Vancouver ACC

Seconded by: Charly Stratton, Vancouver Tower

**MOTION TO REFER to Elections Committee**

- Moved by: John Tomkinson, Edmonton ACC
- Seconded by: Kevin Gauthier, Toronto ACC

**MOTION TO REFER CARRIED**  
(see Committee report POL 24)

**POL 17** **Bytown Branch**

|                       |   |
|-----------------------|---|
| <i>Reference</i>      | New (late submission)                             |
| <i>Paragraph</i>      | Section I: Administration, new                    |
| <i>Subject Matter</i> | Extended work at the NAV Centre for NCR employees |

**Proposed Wording**

BE IT RESOLVED THAT: CATCA enter into talks with NAV CANADA to reduce the number of consecutive days required by CATCA members from the National Capital Region (NCR) to work at the NAV Centre (Cornwall).

CATCA members in the NCR who are required to travel to the NAV Centre for work will not be expected to stay on-site for periods longer than 2 days/1 night per work week. Employees will be reimbursed for travel expenses at the employer requested-rate. They will also be paid overtime for travel that occurs outside of their workday should they choose to go home in the evenings and be required to return to NAV Centre the following day.

**Rationale**

Employees in the NCR are being tasked with working at the NAV Centre for extended periods of time (ex. 3 weeks in a row), and they should not be expected to remain at the NAV Centre for the duration. This is not their place of work, and it is very disruptive to their home life. If they chose to travel home as per the above, it should be at the employer's expense.

**WITHDRAWN BY MOVER****POL 18** **Bytown Branch**

|                       |  |
|-----------------------|--|
| <i>Reference</i>      | New (late submission)                                |
| <i>Paragraph</i>      | Section I: Administration, new                       |
| <i>Subject Matter</i> | Competitive staffing provisions for vacant positions |

**Proposed Wording**

BE IT RESOLVED THAT: all CATCA positions requiring staffing through the competitive process be run not later than 90 days after becoming vacant. If a competition is not posted within this time frame CATCA will file a grievance to have the competition posted immediately.

**Rationale**

There are several non-control positions that have gone unfilled for extended period in the National Capital Region. These are CATCA positions that we do not want to disappear. There are 32 filled positions and many unfilled CATCA positions in the NCR. The unfilled positions have been vacant for months. These vital CATCA positions are rapidly vanishing with no explanation being given to the branches. The work of these positions supports our brothers and sisters in operations.

Contractually, NAV CANADA is obliged to staff these positions if they have been vacant in excess of nine months. Some of these positions may have been vacant for more than nine months. Regardless, we feel nine months is too long and would like to open the discussion to reducing this time frame.

In addition to NAV CANADA providing the union with a list of all permanent positions within the bargaining unit (32.28) it is also suggested the company provide the union with the length of time the positions have been vacant.

More and more, managers are doing the work of our bargaining unit. Even though the contract allows this, we should fiercely protect our CATCA positions so that our work is not lost to management roles.

**WITHDRAWN BY MOVER**

**POL 19** **Toronto ACC**

*Reference* New (late submission)  
*Paragraph* Section I Administration, Article 11 Miscellaneous  
*Subject Matter* Member benefits

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED**

**Proposed Wording**

BE IT RESOLVED THAT: should NCJC benefits not be resolved by December 31, 2019, CATCA tasks the Executive Board to examine options to remove CATCA from the NCJC.

Moved by: Kevin Gauthier, Toronto ACC

Seconded by: Andre Martel, Winnipeg ACC

**Amendment #1**

- Moved by: John Tomkinson, Edmonton ACC
- Seconded by: Scott Sheppard, Toronto Tower
  - Amend to say “should NCJC benefits not be resolved by the opt-out period...”
  - **CARRIED**

**Modified Resolution**

BE IT RESOLVED THAT: should NCJC benefits not be resolved by the opt-out period, CATCA tasks the Executive Board to examine options to remove CATCA from the NCJC.

**Amendment by the Mover**

- Moved by: Kevin Gauthier, Toronto ACC
  - To change “from the NCJC” to “from the NCJC Benefits Committee.”

**AMENDED WITHOUT OBJECTION****Final Resolution**

BE IT RESOLVED THAT: should NCJC benefits not be resolved by the opt-out period, CATCA tasks the Executive Board to examine options to remove CATCA from the NCJC Benefits Committee.

**CARRIED AS AMENDED****Motion to raise POL 08 from the table**

- Moved by: David Hartwick, Springbank Tower
- Seconded by: James Kerwin, Langley Tower

**CARRIED**

*Chair steps down and Scott Loder steps in as acting Chair.*

**Modified POL 0B Resolution**

BE IT RESOLVED THAT: Paragraph 7.1 be amended by adding “A simple majority of the CATCA representatives shall be controllers who possess a VFR license from a tower of this range (ATC 1-5) through attrition.”

**Motion to withdraw amended resolution**

- Moved by: David Hartwick, Springbank Tower
- Seconded by: Robbie Benusic, Edmonton Tower

**CARRIED & WITHDRAWN****POL 20 Toronto City Center Tower**

|                       |   |
|-----------------------|---|
| <i>Reference</i>      | 11.29 (New) (late submission)           |
| <i>Paragraph</i>      | Section 1 Administration                |
| <i>Subject Matter</i> | Duties/Training/Staffing/Classification |

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED****Proposed Wording**

BE IT RESOLVED THAT: CATCA will work to include ATCP in the calculation of overtime hourly rates.

**Rationale**

ATCP is a relative measure that every controller in CATCA receives as a measure of recognizing workload outside of their classification.

By excluding this from overtime pay, controllers are not being recognized for their workplaces individual ATCP's and therefore generalizing their work and diluting the effects and principle behind ATCP.

A controller who works more than the minimum number of shifts should have their work recognized, by having ATCP payable on every shift in their unit.

This is a measure that will benefit every controller that works overtime across the country.

Moved by: Josh Tone, Toronto City Center Tower

Seconded by: Chris Hazlett, Toronto ACC

**DEFEATED****POL 21 Quebec Tower**

*Reference* (New) (late submission)

*Paragraph*

*Subject Matter* Convention

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED****Proposed Wording**

BE IT RESOLVED THAT: Quebec City will host the 2022 CATCA Convention.

**Rationale**

<https://vimeo.com/333581635>

Moved by: Mickael Cormier, Quebec Tower

Seconded by: Chris Sailes, Edmonton ACC

**CARRIED UNANIMOUSLY**

**POL 22**      **Quebec Tower***Reference*      (New) (late submission)*Paragraph**Subject Matter*      Classification

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED****Proposed Wording**

BE IT RESOLVED THAT: The CATCA EB pursue the classification system for towers that has been presented during the convention.

Moved by: Mickael Cormier, Quebec Tower

Seconded by: Andre Martel, Winnipeg ACC

Chair asks if any objections to his remaining as Chair for this resolution.

- **No objections**

**CARRIED****POL 23**      **Calgary Tower***Reference*      (New) (late submission)*Paragraph**Subject Matter*      Professional Standards Program

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED****Proposed Wording**

BE IT RESOLVED THAT: There be implementation of the Professional Standards Program at the earliest convenience.

Moved by: Nick Vanaalst, Calgary Tower

Seconded by: Kevin Gauthier, Toronto ACC

**CARRIED UNANIMOUSLY**

**POL 24** Winnipeg ACC Response to POL 16

Reference: Section 1 Administration  
 Paragraph: 6.9 c, di, dii  
 Subject Matter: Elections procedures

*The Chair called for a vote to bring the resolution to the floor.*

**CARRIED****Proposed Wording:**

BE IT RESOLVED THAT in 6.9 c, and 6.9 d (i) “70% of the Branch membership” be changed to “70% of the votes cast.” and in and 6.9 d (ii) “70% of the specialty membership” be changed to “70% of the votes cast in the specialty.” And “50%+1 of the specialty membership” be changed to “50%+1 of the votes cast in the specialty.”

Moved by: Andre Martel, Winnipeg ACC  
 Seconded by: Kevin Gauthier, Toronto ACC

**Amendment:**

- Moved by: Andre Martel, Winnipeg ACC
- Seconded by: Charles Russell, Toronto ACC
  - Change “50% plus 1” to “majority of the votes”

**AMENDED WITHOUT OBJECTION****Final Resolution**

BE IT RESOLVED THAT in 6.9 c, and 6.9 d (i) “70% of the Branch membership” be changed to “70% of the votes cast.” and in and 6.9 d (ii) “70% of the specialty membership” be changed to “70% of the votes cast in the specialty.” And “50%+1 of the specialty membership” be changed to “majority of the votes cast in the specialty.”

**CARRIED AS AMENDED**  
**(Committee report re: POL 16)**

**POL 25****MOVE TO ADJOURN**

- Moved by: Chris Sailes, Edmonton ACC
- Seconded by: Mickael Cormier, Quebec Tower

**CARRIED & ADJOURNED**

**APPENDIX A  
EXECUTIVE BOARD MEMBERS AND OFFICIAL 2019 TRIENNIAL CONVENTION ATTENDEES**

Peter Duffey  
**President**

Doug Best  
**Executive Vice President**

Ian Thomson  
**Vice President Atlantic Region**

Benoit Vachon  
**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**

Grant Boland  
**Labour Relations Specialist**

# FINANCIAL STATEMENTS 2021 (DRAFT)

**CANADIAN AIR TRAFFIC CONTROL ASSOCIATION  
/UNIFOR LOCAL 5454  
L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454**

**FINANCIAL STATEMENTS  
ÉTATS FINANCIERS**

**JUNE 30, 2021  
LE 30 JUIN 2021**

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## INDEPENDENT AUDITORS' REPORT

To the Executive Committee and Members of the  
**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454**

### Opinion

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, 2021, and the Statements Of Changes In Net Assets, Operations, and Cash Flows for the year then ended, and Notes To Financial Statements, including a summary of significant accounting policies.

In our opinion, the accompanying 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, 2021, 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.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Canadian Air Traffic Control Association/Unifor Local 5454 in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Matter

There is tremendous uncertainty in regards to the negative economic impact of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in significant negative impact on operational profit. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any potential adjustments or accruals for these potential effects.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

## RAPPORT DES AUDITEURS INDÉPENDANTS

Au comité exécutif et aux membres de  
**L'ASSOCIATION CANADIENNE DU CONTRÔLE DU  
TRAFIC AÉRIEN/UNIFOR LOCAL 5454**

### Opinion

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 2021 et les états de l'évolution des actifs nets, l'état de l'exploitation et des flux de trésorerie de l'exercice terminé à cette date ainsi que les notes annexes, y compris le résumé des principales méthodes comptables.

À notre avis, les états financiers ci-joints 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 2021 ainsi que de sa performance financière et de ses flux de trésorerie pour l'exercice terminé à cette date, conformément aux normes comptables canadiennes pour les organismes sans but lucratif.

### Fondement de l'opinion

Nous avons effectué notre audit selon les normes d'audit généralement reconnues du Canada. Les responsabilités qui nous incombent en vertu de ces normes sont plus amplement décrites dans la section *Responsabilités de l'auditeur à l'égard de l'audit des états financiers* du présent rapport. Nous sommes indépendants de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 conformément aux règles de déontologie qui s'appliquent à l'audit des états financiers au Canada et nous nous sommes acquittés des autres responsabilités déontologiques qui nous incombent selon ces règles. Nous estimons que les éléments probants que nous avons obtenus sont suffisants et appropriés pour fonder notre opinion d'audit.

### Autre point

Les répercussions économiques négatives de la pandémie de la COVID-19 causent énormément d'incertitude. Il se peut fort bien que les revenus baissent considérablement et que l'incapacité de l'organisation de rajuster ses dépenses ait un effet négatif appréciable sur le résultat opérationnel. La capacité de l'organisation de maintenir ses opérations dépendra de différents facteurs. Les présents états financiers ne comprennent pas de rajustement ou de compte de régularisation en fonction de ces effets éventuels.

### Responsabilités de la direction et des responsables de la gouvernance à l'égard des états financiers

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

In preparing the financial statements, management is responsible for assessing the Canadian Air Traffic Control Association/Unifor Local 5454's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Canadian Air Traffic Control Association/Unifor Local 5454 or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Canadian Air Traffic Control Association/Unifor Local 5454's financial reporting process.

#### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Canadian Air Traffic Control Association/Unifor Local 5454's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material

Lors de la préparation des états financiers, c'est à la direction qu'il incombe d'évaluer la capacité de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 de poursuivre son fonctionnement, de communiquer, le cas échéant, les questions relatives à la continuité de l'exploitation et d'appliquer le principe comptable de continuité d'exploitation, sauf si la direction a l'intention de liquider l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 ou de mettre un terme à son activité ou s'il n'y a aucune autre solution réaliste.

Il incombe aux responsables de la gouvernance de surveiller le processus d'information financière de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454.

#### **Responsabilités de l'auditeur à l'égard de l'audit des états financiers**

Nos objectifs sont d'obtenir l'assurance raisonnable que les états financiers pris dans leur ensemble sont exempts d'anomalies significatives, que celles-ci résultent de fraudes ou d'erreurs, et de délivrer un rapport de l'auditeur contenant notre opinion. L'assurance raisonnable correspond à un niveau élevé d'assurance, qui ne garantit toutefois pas qu'un audit réalisé conformément aux normes d'audit généralement reconnues du Canada permettra toujours de détecter toute anomalie significative qui pourrait exister. Les anomalies peuvent résulter de fraudes ou d'erreurs et elles sont jugées significatives s'il est raisonnable de s'attendre à ce que, individuellement ou collectivement, elles puissent influencer sur les décisions économiques que les utilisateurs des états financiers prennent en se fondant sur ceux-ci.

Dans le cadre d'un audit conforme aux normes canadiennes d'audit généralement reconnues, nous exerçons notre jugement professionnel et faisons preuve d'esprit critique pendant l'audit entier. En outre :

- nous identifions et évaluons les risques que les états financiers comportent des anomalies significatives, que celles-ci résultent de fraudes ou d'erreurs, concevons et mettons en œuvre des procédures d'audit en réponse à ces risques, et réunissons des éléments probants suffisants et appropriés pour fonder notre opinion. Le risque de non-détection d'une anomalie significative résultant d'une fraude est plus élevé que celui d'une anomalie significative découlant d'une erreur, car la fraude peut comporter la collusion, la falsification, les omissions volontaires, les fausses déclarations ou le contournement du contrôle interne.
- nous acquérons une compréhension des éléments de contrôle interne pertinents pour l'audit afin de concevoir des procédures d'audit appropriées dans les circonstances et non d'exprimer une opinion sur l'efficacité du contrôle interne de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454.
- nous apprécions le caractère approprié des méthodes comptables retenues et le caractère raisonnable des estimations comptables faites par la direction ainsi que des informations connexes fournies par celle-ci.
- nous tirons une conclusion quant au caractère approprié de la mise en pratique par la direction du principe comptable de continuité d'exploitation et, selon les éléments probants

uncertainty exists related to events or conditions that may cast significant doubt on the Canadian Air Traffic Control Association/Unifor Local 5454's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Canadian Air Traffic Control Association/Unifor Local 5454 to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Parker Prins Lebano Chartered Professional Accountants  
Professional Corporation

Authorized to practice public accounting by the  
Chartered Professional Accountants of Ontario

Ottawa, Canada  
October 27, 2021

obtenus, quant à l'existence ou non d'une incertitude significative liée à des événements ou situations susceptibles de jeter un doute important sur la capacité de l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 de poursuivre son exploitation. Si nous concluons à l'existence d'une incertitude significative, nous sommes tenus d'attirer l'attention des lecteurs de notre rapport sur les informations fournies dans les états financiers au sujet de cette incertitude ou, si ces informations sont insuffisantes, d'exprimer une opinion modifiée. Nos conclusions s'appuient sur les éléments probants obtenus jusqu'à la date de notre rapport. Des événements ou situations pourraient par ailleurs amener l'Association canadienne du contrôle du trafic aérien/Unifor Local 5454 à cesser son exploitation.

- nous évaluons la présentation globale, la structure et le contenu des états financiers, y compris les informations fournies dans les notes, et déterminons si les états représentent les opérations et les événements sous-jacents d'une manière propre à donner une image fidèle.

Nous communiquons aux responsables de la gouvernance notamment l'étendue et le calendrier prévus des travaux d'audit et nos constatations importantes, y compris toute déficience importante de contrôle interne que nous aurions relevée au cours de notre audit.

Parker Prins Lebano Comptables professionnelle agréés Société  
professionnelle

Autorisée à exercer l'expertise comptable par l'organisation  
Comptables professionnels agréés de l'Ontario

Ottawa (Canada)  
le 27 octobre 2021

**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF FINANCIAL POSITION  
AS AT JUNE 30, 2021**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DE LA SITUATION FINANCIÈRE  
AU 30 JUIN 2021**

|  | <u>2021</u>                | <u>2020</u>                |   |
|--|----------------------------|----------------------------|---|
| <b>ASSETS</b>  |                            |                            | <b>ACTIF</b>  |
| <b>CURRENT</b>   |                            |                            | <b>À COURT TERME</b>  |
| Cash   | \$ 1,189,367               | \$ 839,431                 | Encaisse  |
| Accounts receivable (note 4)                                     | 876,811                    | 363,033                    | Comptes débiteurs (note 4)                                      |
| Prepaid expenses   | <u>7,503</u>               | <u>12,754</u>              | Frais payés d'avance  |
|  | <b>2,073,681</b>           | 1,215,218                  |   |
| <b>INVESTMENTS</b>   | <b>3,103,035</b>           | 2,611,302                  | <b>PLACEMENTS</b>   |
| CAPITAL ASSETS (note 5)  | 41,411                     | 48,887                     | IMMOBILISATIONS (note 5)  |
| ADVANCES TO AN<br>ORGANIZATION UNDER<br>COMMON CONTROL (note 13) | <u>2,004,024</u>           | <u>1,999,801</u>           | AVANCES À UNE<br>ORGANISATION SOUS<br>CONTRÔLE COMMUN (note 13) |
|  | <u><b>\$ 7,222,151</b></u> | <u><b>\$ 5,875,208</b></u> |   |
| <b>LIABILITIES</b>   |                            |                            | <b>PASSIF</b>   |
| <b>CURRENT</b>   |                            |                            | <b>À COURT TERME</b>  |
| Accounts payable (note 7)  | \$ 443,541                 | \$ 416,332                 | Comptes créditeurs (note 7)                                     |
| Deferred revenue   | 436,784                    | -                          | Revenus reportés  |
| Provision for sick leave<br>(note 8)                             | <u>47,418</u>              | <u>87,431</u>              | Provision pour congés de maladie<br>(note 8)                    |
|  | <u><b>927,743</b></u>      | <u><b>503,763</b></u>      |   |
| <b>NET ASSETS</b>  |                            |                            | <b>ACTIFS NETS</b>  |
| Restricted (Schedule C)  | 3,103,035                  | 2,611,302                  | Affecté (annexe C)  |
| Unrestricted   | <u>3,191,373</u>           | <u>2,760,143</u>           | Non affecté   |
|  | <u><b>6,294,408</b></u>    | <u><b>5,371,445</b></u>    |   |
|  | <u><b>\$ 7,222,151</b></u> | <u><b>\$ 5,875,208</b></u> |   |

On behalf of the board:

Au nom du conseil:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Directeur

**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2021**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE DU TRAFIC  
AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DE L'ÉVOLUTION DES ACTIFS NETS  
POUR L'EXERCICE TERMINÉ LE 30 JUIN 2021**

|  | Restricted<br>(Schedule C)<br>Affecté<br>(annexe C) | Unrestricted/<br>Non affecté | Total<br>2021       | Total<br>2020       |  |
|--|---|------------------------------|---------------------|---------------------|--|
| <b>NET ASSETS</b>                                  |   |                              |                     |                     | <b>ACTIFS NETS</b>                                       |
| BALANCE, BEGINNING OF YEAR                         | \$ 2,611,302  | \$ 2,760,143                 | \$ 5,371,445        | \$ 4,861,028        | SOLDE AU DÉBUT DE L'EXERCICE                             |
| EXCESS OF REVENUE OVER<br>EXPENDITURE FOR THE YEAR | 6,933   | 916,030                      | 922,963             | 510,417             | EXCÉDENT DES REVENUS SUR LES<br>DÉPENSES POUR L'EXERCICE |
| INTERNALLY IMPOSED<br>APPROPRIATIONS (Schedule D)  | 498,800   | (498,800)                    | -                   | -                   | AFFECTATIONS D'ORIGINE INTERNE<br>(annex D)              |
| INTERNALLY IMPOSED TRANSFERS                       | (14,000)  | 14,000                       | -                   | -                   | VIREMENTS D'ORIGINE INTERNE                              |
| BALANCE, END OF YEAR                               | <u>\$ 3,103,035</u>                                 | <u>\$ 3,191,373</u>          | <u>\$ 6,294,408</u> | <u>\$ 5,371,445</u> | SOLDE À LA FIN DE L'EXERCICE                             |

**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED JUNE 30, 2021**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DE L'EXPLOITATION  
POUR L'EXERCICE TERMINÉ LE 30 JUIN 2021**

|  | Budget<br>(unaudited -<br>non audité) | <u>2021</u>       | <u>2020</u>       |  |
|--|---------------------------------------|-------------------|-------------------|--|
| <b>REVENUE</b>   |                                       |                   |                   | <b>REVENUS</b>   |
| Membership dues  | \$ 4,104,161                          | \$ 4,057,554      | \$ 4,002,331      | Cotisations des membres  |
| Net investment income (note 6)   | -                                     | 7,392             | 25,098            | Produits nets de placements (note 6)   |
| Other revenues (Schedule A)  | <u>710,000</u>                        | <u>616,307</u>    | <u>614,885</u>    | Autres produits (annexe A)   |
|  | <u>4,814,161</u>                      | <u>4,681,253</u>  | <u>4,642,314</u>  |  |
| <b>EXPENDITURE</b>   |                                       |                   |                   | <b>DÉPENSES</b>  |
| Administrative expenses<br>(Schedule B)  | 1,828,600                             | 1,583,687         | 1,573,975         | Frais administratifs (annexe B)  |
| Bank charges   | -                                     | 4,174             | 5,823             | Frais bancaires  |
| Convention   | 170,000                               | (800)             | 1,731             | Congrès  |
| Scholarship fund   | <u>14,000</u>                         | <u>14,000</u>     | <u>18,000</u>     | Bourses d'études   |
|  | <u>2,012,600</u>                      | <u>1,601,061</u>  | <u>1,599,529</u>  |  |
| Union business   |                                       |                   |                   | Affaires syndicales  |
| Branch rebates   | 225,000                               | 216,746           | 223,977           | Remises de cotisations   |
| Collective bargaining  | 350,000                               | 11,834            | 281,319           | Négociation collective   |
| Consultation   | 25,000                                | 24,525            | 24,649            | Consultation   |
| Final level meetings and<br>hearings   | 150,000                               | 185,578           | 84,894            | Auditions et réunions de dernier<br>niveau   |
| IFATCA and international<br>meetings   | 80,000                                | -                 | 59,102            | IFATCA et assemblées<br>internationales  |
| Unifor meetings  | 5,000                                 | -                 | 1,579             | Réunions Unifor  |
| NJC / NCJC   | 15,000                                | 68                | 2,062             | CNM / CMNC   |
|  |                                       |                   |                   | Comité de santé et sécurité au<br>travail  |
| OSH Policy Committee   | 1,500                                 | -                 | 391               | Affaires régionales  |
| Regional business  | 208,000                               | 132,285           | 101,238           | Cotisations - Unifor   |
| Unifor dues  | 1,739,607                             | 1,575,749         | 1,751,439         | Séminaire de formation   |
| Training seminar   | <u>74,000</u>                         | <u>10,444</u>     | <u>1,718</u>      |  |
|  | <u>2,873,107</u>                      | <u>2,157,229</u>  | <u>2,532,368</u>  |  |
|  | <u>4,885,707</u>                      | <u>3,758,290</u>  | <u>4,131,897</u>  |  |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUE OVER<br/>EXPENDITURE FOR THE<br/>YEAR BEFORE<br/>APPROPRIATIONS<br/>(Schedule D)</b> |                                       |                   |                   | <b>EXCÉDENT (INSUFFISANCE)<br/>DES REVENUS SUR LES<br/>DÉPENSES POUR<br/>L'EXERCICE AVANT<br/>AFFECTATIONS (annex D)</b> |
|  | \$ <u>(71,546)</u>                    | \$ <u>922,963</u> | \$ <u>510,417</u> |  |

**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DES FLUX DE TRÉSORERIE  
POUR L'EXERCICE TERMINÉ LE 30 JUIN 2021**

|   | <u>2021</u>                | <u>2020</u>              |   |
|---|----------------------------|--------------------------|---|
| <b>CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES</b>          |                            |                          | <b>FLUX DE TRÉSORERIE LIÉS AUX ACTIVITÉS D'EXPLOITATION</b>         |
| Excess of revenue over expenses                                 | \$ 922,963                 | \$ 510,417               | Excédent des revenus sur les dépenses                               |
| Non-cash items  |                            |                          | Éléments hors caisse  |
| Amortization of tangible capital assets                         | 10,033                     | 8,279                    | Amortissement des immobilisations corporelles                       |
| Net change in working capital (note 11)                         | <u>(84,547)</u>            | <u>(8,218)</u>           | Variation nette d'éléments du fonds du roulement (note 11)          |
|   | <u>848,449</u>             | <u>510,478</u>           |   |
| <b>CASH FLOWS (USED FOR) FROM INVESTING ACTIVITIES</b>          |                            |                          | <b>FLUX DE TRÉSORERIE LIÉS AUX ACTIVITÉS DE PLACEMENT</b>           |
| Net change in appropriated bank balance                         | (491,733)                  | (423,637)                | Variation nette l'encaisse grevée d'affectation                     |
| Disposition of investments                                      | -                          | 369,342                  | Disposition des placements  |
| Net changes in advances to an organization under common control | (4,223)                    | (29)                     | Variation nette des avances à une organisation sous contrôle commun |
| Acquisition of capital assets                                   | <u>(2,557)</u>             | <u>(31,543)</u>          | Acquisition d'immobilisations                                       |
|   | <u>(498,513)</u>           | <u>(85,867)</u>          |   |
| <b>NET INCREASE IN CASH</b>                                     | <b>349,936</b>             | <b>424,611</b>           | <b>AUGMENTATION NETTE DE L'ENCAISSE</b>                             |
| <b>CASH, BEGINNING OF YEAR</b>                                  | <u><b>839,431</b></u>      | <u><b>414,820</b></u>    | <b>ENCAISSE, AU DÉBUT DE L'EXERCICE</b>                             |
| <b>CASH, END OF YEAR</b>  | <u><b>\$ 1,189,367</b></u> | <u><b>\$ 839,431</b></u> | <b>ENCAISSE, À LA FIN DE L'EXERCICE</b>                             |

## 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 its 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.

### **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 measure*

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

## 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.

### **Actifs et passifs financiers**

#### *Évaluation 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 transactions afférents.

#### *Évaluation ultérieure*

À 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).

## 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

With respect to financial assets measured at the 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.

### **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 the membership commencing when application of the member 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, the rental of the boardroom 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.

## 2. PRINCIPALES MÉTHODES COMPTABLES (suite)

En ce qui a trait aux actif 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.

### **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 accepté 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, de la location de la salle de réunion 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.

**2. SIGNIFICANT ACCOUNTING POLICIES  
(continued)**

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

**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.

**Tangible capital assets**

Tangible capital assets acquired are recorded at cost. When the Association receives contributions of tangible capital assets, their cost is equal to their fair value at the contribution date.

*Amortization*

Tangible capital assets are amortized on a declining basis over their estimated useful lives at the following annual rates:

|                  | Rates       |
|------------------|-------------|
| Office equipment | 10% and 20% |

*Write-down*

When the Association recognizes that a tangible asset no longer has any long-term service potential, the excess of the net carrying amount of the tangible capital asset over its residual value is recognized as an expense in the statement of operations.

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

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.

**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 l'acquisition ou rachetables en tout temps sans pénalité. Les soldes bancaires affectés ne sont pas inclus dans la trésorerie et les équivalents de trésorerie.

**Immobilisations corporelles**

Les immobilisations corporelles acquises sont comptabilisées au coût. Lorsque l'Association reçoit des apports sous forme d'immobilisations corporelles, le coût de celles-ci correspond à la juste valeur à la date de l'apport.

*Amortissement*

Les immobilisations corporelles sont amorties en fonction de leur durée probable d'utilisation selon la méthode de l'amortissement base déclinante aux taux annuels suivants :

|                    | Taux         |
|--------------------|--------------|
| Mobilier de bureau | 10 % et 20 % |

*Réduction de valeur*

Lorsque l'Association constate qu'une immobilisation corporelle n'a plus aucun potentiel de service à long terme, l'excédent de la valeur comptable nette d'immobilisation corporelle sur sa valeur résiduelle est comptabilisé en charges à l'état des résultats.

**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 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.

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

**4. TRADE AND OTHER RECEIVABLES**

|   | <u>2021</u>       |
|---|-------------------|
| Trade accounts receivable (a)                   |                   |
| Membership dues receivable                      | \$ 331,778        |
| Others  | 530,543           |
| Advances to administrators,<br>without interest | <u>14,490</u>     |
|   | <u>\$ 876,811</u> |

(a) As at June 30, 2021, amounts owing from one customer represent 99% of the total trade accounts receivable (98% at June 30, 2020).

(b) included in the June 30, 2021 balance is \$527,573 of ATC premiums recoverable, which have been collected as of the audit report date.

**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 les 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.

**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.

**4. COMPTES CLIENTS ET AUTRES CREANCES**

|  | <u>2021</u>       | <u>2020</u>    |
|--|-------------------|----------------|
| Comptes clients (a)                          |                   |                |
| Cotisations des membres à recevoir           | \$ 333,337        | 333,337        |
| Autres                                       | 5,326             | 5,326          |
| Avances aux administrateurs, sans<br>intérêt | <u>14,490</u>     | <u>24,370</u>  |
|  | <u>\$ 363,033</u> | <u>363,033</u> |

(a) Au 30 juin 2021, un des clients représente 99 % du total des comptes clients (98 % au 30 juin 2020)

(b) le solde au 30 juin 2021 comprend 527 573 \$ de primes recouvrables des contrôleurs aériens ayant été perçues à la date du rapport de vérification.

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(continued)  
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**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
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NOTES AFFÉRENTES AUX ÉTATS FINANCIERS  
(suite)  
LE 30 JUIN 2021**

**5. CAPITAL ASSETS**

|                          | <u>2021</u>      |
|--------------------------|------------------|
| Cost                     |                  |
| Office equipment         | \$ 62,570        |
| Accumulated amortization |                  |
| Office equipment         | <u>21,159</u>    |
|                          | <u>\$ 41,411</u> |

**5. IMMOBILISATIONS**

|                      | <u>2020</u>      |
|----------------------|------------------|
| Coût                 |                  |
| Mobilier de bureau   | \$ 60,013        |
| Amortissement cumulé |                  |
| Mobilier de bureau   | <u>11,126</u>    |
|                      | <u>\$ 48,887</u> |

**6. NET INVESTMENT INCOME**

|   | <u>2021</u>     |
|---|-----------------|
| Investments measured at<br>amortized cost |                 |
| Interest income                           |                 |
| Unrestricted                              | <u>\$ 7,392</u> |

**6. PRODUITS NETS DE PLACEMENT**

|   | <u>2020</u>      |
|---|------------------|
| Placements évalués au coût après<br>amortissement |                  |
| Produits d'intérêts                               |                  |
| Non affectés                                      | <u>\$ 25,098</u> |

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

|   | <u>2021</u>       |
|---|-------------------|
| Accounts payable and accrued<br>liabilities | \$ 391,269        |
| Branch rebate payable                       | <u>52,272</u>     |
|   | <u>\$ 443,541</u> |

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

|                                      | <u>2020</u>       |
|--------------------------------------|-------------------|
| Comptes fournisseurs et frais courus | \$ 360,666        |
| Remises de cotisations à payer       | <u>55,666</u>     |
|                                      | <u>\$ 416,332</u> |

**8. PROVISION FOR SICK LEAVE**

|                                 | <u>2021</u>      |
|---------------------------------|------------------|
| Balance, beginning of year      | \$ 87,431        |
| Amount recognized in operations | 1,381            |
| Payments during the year        | <u>(41,394)</u>  |
|                                 | <u>\$ 47,418</u> |

**8. PROVISION POUR CONGÉS DE MALADIE**

|                                | <u>2020</u>      |
|--------------------------------|------------------|
| Solde au début de l'exercice   | \$ 131,600       |
| Montant constaté aux résultats | (14,269)         |
| Paiements au cours de l'année  | <u>(29,900)</u>  |
|                                | <u>\$ 87,431</u> |

## 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, the investments of a financial institution and the advances to an organization under common control since failure of any of these parties to fulfil their obligations could result in important financial losses for the Association.

### Market Risk

The Association's financial instruments expose 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 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. RESTRICTED NET ASSETS

During the year, the executive committee has approved internal appropriations from the unrestricted net assets for an amount of \$154,000 to the convention reserve and for an amount of \$344,800 to the collective bargaining reserve.

## 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, les placements d'une institution financière ainsi que les avances à une organisation sous contrôle commun, étant donné que le manquement d'une de ces parties à ses obligations pourrait entraîner des pertes financières importantes 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 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. 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 154 000 \$ à la réserve pour congrès et 344 800 \$ à la réserve pour négociation collective.

**11. INFORMATION INCLUDED IN CASH FLOWS**

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

|  | <u>2021</u>        |
|--|--------------------|
| Trades and other receivables                   | \$ (513,778)       |
| Prepaid expenses                               | 5,251              |
| Trade payables and other operating liabilities | 27,209             |
| Deferred revenue                               | 436,784            |
| Provision for sick leave                       | <u>(40,013)</u>    |
|  | <u>\$ (84,547)</u> |

**12. RELATED PARTY TRANSACTIONS**

Payments were made to Unifor, an organization with significant influence, in the amount of \$1,575,749 (2020 - \$1,751,439) for union dues. Payments of \$616,737 (2020 - \$613,139) were received from Unifor for reimbursement of shared services costs.

These transactions were concluded in the normal course of operations and measured at the exchange amount.

**13. ADVANCES TO AN ORGANIZATION UNDER COMMON CONTROL**

This balance represents advances to an organization under common control that were used for the purchase of a building and the subsequent renovation costs. This amount does not bear interest and has no set repayment terms.

**11. INFORMATIONS SUR LES FLUX DE  
TRESORERIE**

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

|             | <u>2020</u>       |   |
|-------------|-------------------|---|
| \$ (35,703) |                   | Comptes clients et autres créances                      |
| 5,600       |                   | Frais payés d'avance                                    |
| 66,054      |                   | Comptes fournisseurs et autres dettes de fonctionnement |
| -           |                   | Revenus reportés  |
| (44,169)    |                   | Provision pour congé de maladie                         |
|             | <u>\$ (8,218)</u> |   |

**12. OPERATIONS CONCLUES AVEC DES  
APPARENTES**

Des paiements ont été faits à Unifor, une organisation avec influence notable, au montant de 1 575 749 \$ (2020 - 1 751 439 \$) pour des frais d'unions. Des paiements de 616 737 \$ (2020 - 613 139 \$) ont été reçus d'Unifor pour le remboursement des frais de services partagés.

Ces opérations ont été conclues dans le cours normal des activités et sont évaluées à la valeur d'échange.

**13. AVANCES À UNE ORGANISATION SOUS  
CONTRÔLE COMMUN**

Ce solde est celui des avances accordées à une organisation sous contrôle commun qui ont servi à l'achat d'un bâtiment et au paiement des frais de rénovation engagés subséquemment. Le montant ne porte par intérêt et ne comporte pas de conditions de remboursement fixes.

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**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
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**SCHEDULE A**

**ANNEXE A**

|   | Budget<br>(unaudited -<br>non audité) | <u>2021</u>       | <u>2020</u>       |   |
|---|---------------------------------------|-------------------|-------------------|---|
| <b>Other revenues</b>                     |                                       |                   |                   | <b>Autres produits</b>                          |
| Reimbursement of shared<br>services costs | <u>\$ 710,000</u>                     | <u>\$ 616,307</u> | <u>\$ 614,885</u> | Reimbursement des frais<br>de services partagés |

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**SCHEDULE B**

**ANNEXE B**

|   | Budget<br>(unaudited -<br>non audité) | 2021                | 2020                |  |
|---|---------------------------------------|---------------------|---------------------|--|
| <b>Administrative Expenses</b>          |                                       |                     |                     | <b>Frais administratifs</b>                    |
| Amortization of tangible capital assets | \$ -                                  | \$ 10,033           | \$ 8,279            | Amortissements des immobilisations corporelles |
| Rent                                    | 40,000                                | 60,000              | 62,830              | Loyer  |
| Insurance                               | -                                     | 8,074               | 7,016               | Assurances                                     |
| Maintenance and repairs                 | 30,000                                | 1,063               | 86,048              | Entretien et réparations                       |
| Parking expense                         | -                                     | -                   | 8                   | Frais de stationnement                         |
|   | 70,000                                | 79,170              | 164,181             |  |
| Administration expenses                 | 25,000                                | 5,249               | 6,035               | Frais administratifs                           |
| Association promotion                   | 90,000                                | 61,046              | 74,114              | Promotion de l'Association                     |
| Audit and accounting fees               | 15,000                                | 15,425              | 29,125              | Audit et comptabilité                          |
| Board meetings                          | 80,000                                | 12,750              | 40,823              | Réunions du conseil                            |
| Board of trustees                       | 20,000                                | -                   | 11,083              | Comité des fiduciaires                         |
| Communications                          | 20,000                                | 12,345              | 9,158               | Communications                                 |
| Elections committee                     | 10,000                                | 551                 | 4,930               | Comité des élections                           |
| Equipment                               | 82,000                                | 56,041              | 66,671              | Équipement                                     |
| Executive meetings                      | 1,500                                 | 177                 | -                   | Réunions de l'exécutif                         |
| Legal fees                              | 40,000                                | 38,558              | 5,635               | Frais juridiques                               |
| Postage and courier                     | 4,500                                 | 2,639               | 1,409               | Postes et messageries                          |
| Relocation                              | 100,000                               | 71,330              | -                   | Délocalisation                                 |
| Salaries and benefits                   | 1,190,000                             | 1,176,961           | 1,126,183           | Salaires et avantages sociaux                  |
| Sick leave provision                    | -                                     | 1,381               | (14,269)            | Provision pour congés de maladie               |
| Stationery and office supplies          | 8,000                                 | 7,063               | 11,794              | Papeterie et fournitures                       |
| Subscriptions and books                 | 10,000                                | 8,355               | 2,188               | Abonnements et livres                          |
| Telephone and facsimile                 | 30,100                                | 31,416              | 26,099              | Téléphone et télécopieur                       |
| Training - Board and Executives         | 5,000                                 | 578                 | -                   | Formation des membres du conseil/exécutif      |
| Training - Staff                        | 20,000                                | -                   | 6,049               | Formation des employés                         |
| Translation                             | 7,500                                 | 2,652               | 2,767               | Traduction                                     |
|   | <u>\$ 1,828,600</u>                   | <u>\$ 1,583,687</u> | <u>\$ 1,573,975</u> |  |

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**SCHEDULE C**

**ANNEXE C**

**RESTRICTED NET ASSETS**

**ACTIF NET AFFECTÉ**

|  | Contingency/<br>Prévoyance | Convention/<br>Congrès/ | Collective<br>Bargaining/<br>Négociation<br>Collective | Relocation/<br>Relocalisation | Venture<br>Fund/Fonds<br>d'investissement<br>FCCST | 2021<br><b>Total</b>       | 2020<br><b>Total</b> |   |
|--|----------------------------|-------------------------|--|-------------------------------|--|----------------------------|----------------------|---|
| Balance, beginning of year                     | \$ 518,715                 | \$ 291,788              | \$ 986,915   | \$ 392,998                    | \$ 420,886   | \$ <b>2,611,302</b>        | \$ 2,557,007         | Solde au début de l'exercice              |
| Excess of revenues over expense                | 1,362                      | 808                     | 2,655  | 1,032                         | 1,076  | <b>6,933</b>               | 37,295               | Excédent des revenus sur les dépenses     |
| Internally imposed appropriations (schedule D) | -                          | 154,000                 | 344,800  | -                             | -  | <b>498,800</b>             | 517,000              | Affectations d'origine interne (annexe D) |
| Internally imposed transfers (note 12)         | -                          | -                       | -  | -                             | (14,000)   | <b>(14,000)</b>            | (500,000)            | Virements d'origine interne (note 12)     |
| Balance, end of year                           | <u>\$ 520,077</u>          | <u>\$ 446,596</u>       | <u>\$ 1,334,370</u>                                    | <u>\$ 394,030</u>             | <u>\$ 407,962</u>                                  | <u>\$ <b>3,103,035</b></u> | <u>\$ 2,611,302</u>  | Solde à la fin de l'exercice              |

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**SCHEDULE D**

**ANNEXE D**

|  | Budget<br>Unaudited -<br>Non audité | <u>2021</u>       |  |
|--|-------------------------------------|-------------------|--|
| <b>Impact of internally imposed restrictions on the budget</b> |                                     |                   | <b>Impact des affectations d'origine interne sur le budget</b> |
| Excess of revenues over expenses before appropriations         | \$ (71,546)                         | \$ 922,963        | Excedent des revenus sur les dépenses avant affectations       |
| Internally imposed appropriations                              |                                     |                   | Affectations d'origine interne                                 |
| Convention   | -                                   | (154,000)         | Congrès  |
| Collective Bargaining  | -                                   | (344,800)         | Négociation Collective   |
|  | -                                   | (498,800)         |  |
|  | <u>\$ (71,546)</u>                  | <u>\$ 424,163</u> |  |

The excess of revenues over expenses for the year does not include the internally imposed appropriations of \$154,000 to the convention reserve and \$344,800 to the collective bargaining reserve. These amounts are by the Association and are transferred to reserves to provide for future funding for the these projects. Actual costs related to these projects incurred during the year are recorded in expenses. The total for expenses and internally imposed appropriations relating to the convention project amount to \$153,200 compared to a budget of \$170,000. The total for expenses and internally imposed appropriations relating to the collective bargaining project amount to \$356,634 compared to a budget of \$350,000.

L'excédent des revenus sur les dépenses n'inclus pas les affectations d'origine interne de 154 000 \$ à la réserve pour congrès et 344 800 \$ 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 153 200 \$ avec un budget de 170 000 \$. Le total des dépenses et affectations d'origine interne pour le projet de négociation collective totalise 356 634 \$ avec un budget de 350 000 \$.