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## PARLIAMENTARY PROCEDURES FOR AIR TRAFFIC CONTROLLERS

At Convention, the role of the chair is to facilitate discussion on all matters brought before the assembly. When not inconsistent with CATCA policy, *Robert's Rules of Order Newly Revised* (Twelfth Edition) shall be in force. The following is a summary of the key rules:

Delegates must obtain the floor (be recognized by the Chair) before speaking. Only one person may speak at a time and only one motion may be dealt with at a time. Delegates should be courteous and address all 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 note is the motion to reconsider a previously decided 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 types 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 ask for the details of the point being expressed and immediately rule on its validity, making any corrections thought 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 or without sufficient information.** If a delegate believes a previous decision was made too hastily 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 from Highest to Lowest Priority of Type

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

In solidarity,

Gordon Howe  
2025 Convention Chairman

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## AGENDA

### 2025 National Convention June 1-4, 2025 The Delta Hotel, St. John's, NL

#### **Sunday, June 1, 2025**

- 12:00 – 18:00 Registration (*Crush lobby*)
- 18:00 – 21:00 OC Welcome Reception – Live Entertainment (*Harbourview Ballroom*).
  - Cocktails in the Harbourview lobby
- 21:30 – 22:30 Screech-in Ceremony (Harbourview Ballroom)
- 22:30 – 01:00 OC Offsite Hospitality Location: The Trinity Pub (8 Becks Cove – “George St.”)

#### **Monday, June 2, 2025 (Avalon Ballroom)**

- 07:00 – 08:30 Registration (*Crush Lobby*)
- 08:30 – 09:00 *Coffee*
- 09:00 – 09:15 Opening Comments
- 09:15 – 10:00 Session 1 – IFATCA – JF Lepage
- 10:00 – 10:45 Session 2 – Tech – Fred Cosgrove
- 10:45 – 11:00 *Coffee Break*
- 11:00 – 12:00 Session 3 – International Round Table
- 12:00 – 13:00 *Lunch*
- 13:00 – 13:45 AGM
- 13:45 – 15:15 Roll Call/Convention Opening
  - Opening of Convention includes Guest Speaker(s)
- 15:15 – 15:30 *Coffee Break*
- 15:30 – 16:30 Session 4 – Will & Estate Planning – Jan Goddard
- 18:15 – 18:30 Meet in main hotel Lobby
- 18:30 – 19:00 Bus to Offsite Event
- 20:00 Nominations for Board of Trustees closes
- 18:30 – 22:00 OC Offsite dinner & drinks (The Rooms, Transportation *provided*)
- 22:00 – 01:00 OC Offsite Hospitality Location – The Trinity Pub (8 Becks Cove – “George St.”)

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### **Tuesday, June 3, 2025 (Avalon Ballroom)**

- 08:30 – 09:00 *Coffee*
- 09:00 Candidates for Board of Trustees announced, and electronic voting begins
- 09:00 – 10:30 Convention business
- 10:30 – 10:45 *Coffee Break*
- 10:45 – 12:15 Convention business
- 12:15 – 13:15 *Lunch*
- 13:15 – 14:15 Keynote Speaker – Marc Garneau
- 14:15 – 14:30 *Coffee Break*
- 14:30 – 16:30 Convention Business
- 16:30 – 17:30 *Debates*
- 18:00 – 19:00 Cocktails
- 19:00 – 22:00 VIP/Regional Dinners
- 22:00 – 01:00 OC Offsite Hospitality Location – The Trinity Pub  
(8 Becks Cove – “George St.”)

### **Wednesday, June 4, 2025 (Avalon Ballroom)**

- 08:30 – 09:00 *Coffee*
- 09:00 – 10:30 Convention business
- 10:00 Voting for Board of Trustees closes
- 10:30 – 10:45 *Coffee Break*
- 10:45 – 12:15 Convention business
- 12:15 – 13:15 *Lunch*
- 13:00 *Board of Trustee Elections results announced*
- 13:15 – 14:15 Guest Speaker – Capt. Bob Pearson (Gimli Glider)
- 14:15 – 15:30 Convention business
- 15:30 – 16:00 Wrap up and Convention Closing
- 18:00 – 19:00 Cocktails and Hors d’oeuvres (*Crush Lobby*)
- 19:00 – 22:00 Final Banquet & Award Ceremony (*Avalon Ballroom*)
- 22:00 – 01:00 OC Offsite Hospitality Location – The Trinity Pub  
(8 Becks Cove – “George St.”)

## **PRESIDENT'S REPORT, CONVENTION 2025**

Submitted by: Nick von Schoenberg

At the time of our last convention in Quebec City in 2022, the company and world were slowly recovering from the profound impact of the COVID-19 pandemic. For CATCA, we were entering a new term facing generational challenges on a number of fronts: inflation levels not experienced in decades, historically low CATCA membership numbers, widespread and growing discontent among our own members, and a severely fractured relationship with our employer—marked by lingering distrust and a lack of consistent, productive dialogue. The situation was further compounded by serious financial instability across the aviation industry, including within NAV Canada and among its customers. Internally, the CATCA office had suffered numerous staff departures around that time, just as a new Board was taking shape—many of us new to our roles— a time when support was most urgently needed. There was a looming question regarding our affiliation with Unifor, as well as the launch of collective bargaining around the corner. The stress and strain on branch volunteers and Board members was apparent and unsustainable.

In short, the task ahead was formidable.

However, despite the very significant challenges and uncertainty the industry, our company, and our association were facing, the environment presented a unique opportunity for us. It was a time for us to build our brand, increase our level of influence and give us a louder voice in the aviation sector and labour movement overall. The aviation sector cannot work without the contribution of the air traffic controller group, and it is appropriate that our level of influence reflect that reality proportionally. Historically, the significance of our role and the value of our contributions have been underrecognized and, in many cases, taken for granted.

### **Our Objectives**

At the outset of this term, I set a personal mission: to make air traffic control the greatest profession in the world. This goal guided the Board through a focused strategic planning session at the outset, helping us identify clear priorities to serve the long-term interests of our members and guide us through the coming term. These strategic objectives were to:

- 1. Repair our broken relationship with NAV Canada.**
- 2. Improve CATCA's internal operations by better supporting our volunteers and rebuilding our national office.**
- 3. Increase our influence with external stakeholders, particularly government and regulators.**
- 4. Enhance the value and effectiveness of our international affiliations and partnerships.**

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The following report outlines our efforts and progress toward these objectives over the past three years, in addition to key developments related to the Unifor referendum and collective bargaining.

### **Unifor Referendum and Collective Bargaining**

A key question on our affiliation with Unifor posed a significant challenge, and threat, for CATCA and demanded careful consideration on how to proceed. Much had changed since the resolution was passed at the convention with a renegotiated affiliation agreement that saw significant improvements and benefits for CATCA. We did not want to let the question linger and, given that all indications were that we were facing a potentially long and very drawn-out period of negotiation ahead, the decision was made to resolve the matter expediently through a CATCA Special General Meeting. This gave us the best prospect of balancing the need to communicate all circumstances and considerations fully and transparently without undermining our strength as a union or our ability to enter negotiations from a position of strength. In the end, delegates voted to reaffirm our affiliation — an outcome that preserved access to vital resources, national labour expertise and influence, and global connections. The debate during that meeting was marked by an incredible display of collective interest, where views were presented, debated and resolved in the most evolved manner imaginable.

Shortly after, we entered one of the most complex and high-stakes rounds of collective bargaining in CATCA history. The bargaining team navigated intense pressure and a highly challenging environment as described at the outset. Beyond the financial expectations created by the inflationary environment, issues regarding job security and technological innovation and the threats that posed were at the forefront. While the eventual outcome did not satisfy every expectation, we secured significant economic gains and improvements in other areas that place our collective agreement at the forefront of those in other jurisdictions.

The referendum and bargaining process tested our solidarity and strength as a union, but they also revealed that when members are informed, engaged, and unified, our voice is powerful.

### **Strengthening Our Relationship with NAV Canada**

At the outset of the term, CATCA's relationship with NAV Canada was deeply damaged. There were signs of improvement beginning to show at the time of our Convention in Quebec, but the degree to which things had deteriorated was alarming and revealed a significant vulnerability for our union. The ability to resolve issues — both big and small — was seriously eroded and we were limited almost entirely to the formal grievance process and other legal avenues which completely undermined our ability to serve our membership efficiently.

We know that a productive relationship requires both a constructive dialogue, consultation and collaboration, as well as well-defined formal mechanisms at all levels. We have since worked with NAV Canada to strengthen our interaction and ensure those mechanisms are in place in the form of formal regular consultations on a variety of matters, as well as a renewed

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emphasis on relationship building at all levels. In addition, regular dedicated technology briefings have been written into the collective agreement and have occurred as planned. This month, there is a dedicated UMC on training, providing us the opportunity to raise ongoing issues and concerns in that area. And, furthermore, during our CATCA Board meetings, we have received targeted briefings from several NAV Canada leaders, including the Vice Presidents of Safety, Finance, Technology, as well as other representatives from labour relations, human resources, level of service, and communications.

In conjunction with our NCBA partners, we have participated in two all-union symposiums that included NAV representatives from the highest levels, including the Chair of the Board, Michelle Savoy, CEO Mark Cooper, CHRO Diana Kelly, Leanne Murphy, Lyne Wilson, as well as others from the Pension Department and the Disability Management group. Beyond these engagements, quarterly union briefings from the CEO have been introduced, and for CATCA specifically, we have established regular bilateral touchpoints with several members of the executive management team, including the CEO.

In addition to the formal meetings, we have also placed an emphasis on evolving our personal approach and interactions to be more effective and constructive. Focused training for the Board and branch chairs—particularly in communication and negotiation skills — has been a key part of this effort. These foundational skills remain a priority for ongoing professional development for the board as well as other union representatives.

While not all outcomes have aligned with our goals, the strengthened relationship has significantly improved our ability to advocate for members and have our concerns heard and matters resolved more positively.

### **Supporting Our Volunteers and Strengthening CATCA from Within**

Over the course of this term, not surprisingly, there has been significant turnover in leadership within many branches across the country. The demands placed on leaders during the Covid period and throughout the recovery were immense and it quickly became clear and obvious that more had to be done to support our volunteers in the future.

I want to acknowledge just how difficult this time was for everyone—and also take a moment to recognize several ACC leaders by name: James Legein, Mike Loftus, Jeff Timmy, Kevin Gauthier, Jonathan Daoust, Mike Wissink, and Wayne Badcock each demonstrated unwavering commitment to our membership. Their countless hours of service and efforts on behalf of their members deserve our recognition and gratitude. This applies to all our volunteers, but the scale of the task for those in the ACCs increases the workload exponentially and warrants special acknowledgement.

In our effort to improve the support our volunteers better, we have introduced dedicated time for branch representatives by implementing 'Unifor' shift coverage, freeing them from

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operational duties and providing dedicated time for union work and advocacy. While this could never fully compensate them for the time they commit to their positions, it represents an important first step in recognizing their efforts and work on behalf of our membership. Additionally, we have also committed to regular training for volunteers in the form of regional and national training seminars, as well as better promotion of additional training opportunities through other avenues such as Unifor training opportunities. Dedicated union training sessions have been held every year by CATCA. The intention here is not only to better equip all of us with more knowledge and skills, but also to broaden union support by improving steward training and participation and build engagement overall. We are committed to continuing these training and education efforts going forward and are currently developing a more comprehensive and systematic onboarding program for all members, stewards, and executives.

An initiative to finally introduce a Professional Standards Program for CATCA is also currently underway. I strongly believe that as a union we must take ownership of our workplace and make it what we want it to be for ourselves. No one else can do that for us. This program will be a significant step towards that goal. One of the greatest parts of this job is the comradery it affords us – I have always had fun coming to work. We must ensure that benefit is extended and available to all members. We are currently targeting fall 2025 to begin rolling out something concrete and commencing training for peers. We have a strong pool of candidates that have already expressed interest in participating and that bodes well for the prospect of future success.

We have made significant strides in accomplishing this first part of this objective and the challenge going forward will be to build on that momentum and continue these efforts.

The second component to this objective was to improve the functioning of our national office. When we began this term, only a junior labour associate and a bookkeeper remained on staff, at a time when we had several new Board members, including myself, while facing immediate issues and challenges as a board and a union.

Over the past three years, we have undertaken a range of initiatives aimed at strengthening the processes, procedures, and overall effectiveness of the national office. These efforts were driven by the need to enhance our efficiency and ensure better long-term continuity in the face of inevitable transitions.

In finance, we hired a new bookkeeper, Brandy Chadala, to replacing the long serving Judy Beattie, and she has proven to be an excellent fit in a difficult role. We've implemented new expense management software, introduced a corporate credit card, and developed clear expense guidelines in an effort to improve oversight and transparency with our finances. We have also implemented an expense app in an effort to reduce the burden on RVPs and allow for better tracking and internal controls. Our Board of Trustees has done an outstanding job of holding us accountable and has been active in proposing changes and suggestions.

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We also conducted a comprehensive communications audit and built a roadmap for improvement in this area. Admittedly, we have stumbled in the implementation and follow through on some of those steps, but we are continuing our attempts to become better in this area. We are putting the right people in place to build on our communications and efforts internally and externally and increase engagement among our members. We have modernized our website, introduced a CATCA app, and developed additional social media platforms in an attempt to reach a broader audience. We have also attempted to streamline administrative tasks and labour relations tracking through the use of new software and a project to develop a system for properly archiving of documents and agreements into a searchable database is currently underway.

Some personnel issues as well as philosophical differences among board members has slowed progress in this area and so we still have some way to go to get the office where it needs to be but we are slowly heading in the right direction.

### **Increasing Our Influence with External Agencies**

Regardless of how much we improve our working relationship with NAV itself, there will always be fundamental differences between corporate priorities and union objectives, and internal advocacy can only take us so far. Increasing influence and effecting meaningful change requires a strong presence beyond the confines of the organization. This became evident towards the end of the pandemic when CATCA was successful in lobbying and campaigning for an end to plans around tower closures and to layoffs. Despite the damage that was done, this was a significant victory by our union. It became clear that this was a largely untapped area with great potential; we built on our early lobby successes and developed a strategy for collective bargaining and beyond that allowed us to capitalize on the influence we could assert beyond the walls of NAV.

Connecting with Senators, Ministers, Deputy Ministers, Directors and other department officials has helped develop relationships, awareness, and advance specific issues and asks. For example, I had the opportunity to testify in person to the Transport Committee, and we have been active in participating in the regulatory CARAC process and on legislative matters. Currently, CATCA is a part of a tripartite working group assisting in the development of the fatigue regulations which are being developed by the regulator. Achieving a direct voice in the development of impending regulation on such an important issue for us is a significant accomplishment. Consultation on other regulatory initiatives is also occurring. During collective bargaining, our advocacy efforts proved highly effective when the then-Minister of Transport, Omar Alhabra, invited the entire CATCA Board to a dedicated one-hour meeting to discuss our priorities and concerns in detail. The timing and visibility of this meeting was a significant achievement.

Beyond government, stronger relationships and more consultation with Unifor, ALPA, COPA, the NTSB, airlines and others have helped to increase our visibility and level of influence in

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other areas. Our participation on the Unifor Aviation Council was instrumental in helping to develop an 'Air Transportation Worker's Charter of Rights' which has become a guiding document for all labour within the Canadian aviation sector and was also adopted globally this past year by the International Transport Workers Federation. Additionally, the potency of the NAV Canada Advisory Council (NCAC) has also been increased dramatically over these last three years. And, while not an external agency, this is a potentially powerful source of influence on corporate decision making that had been allowed to erode significantly since inception - a trend that has now been reversed. Earlier this year we saw for the first time in NAV history that a NAV CEO appeared personally before the Council to face questions and explain NAVs corporate direction and approach in several areas including staffing and training. Increased executive accountability is a very positive development for us.

We have made excellent progress on this objective and will continue to pursue this avenue aggressively to ensure the established relationships are maintained and developed, and new ones are established.

### **Increasing the Value and Effectiveness of International Affiliations and Partnerships**

This objective is perhaps one of the most misunderstood and underappreciated areas of CATCA's work. The broader global context in which air navigation service providers (ANSPs) operate plays a critical role in shaping the development of technology, regulations, procedures, and operational philosophy. These international forces directly influence and constrain how NAV CANADA functions—and that impacts our profession and work directly. This has become especially apparent since the release of last year's critical ICAO audit of Canada ([link](#)). Aviation is a global industry, and effective advocacy requires action at a global level.

In response to the ICAO audit, the Canadian government has placed increased emphasis on compliance with international regulations, standards, and procedures, increasing the importance of this area. For CATCA, it is clear: we cannot afford to allow these international standards to evolve without our knowledge and input. Global bureaucracy may move slowly, but once in motion, it can gather significant momentum and be almost impossible to redirect. That's why it is critical for us to be involved early, exerting influence and contributing from the outset to steer the direction and safeguard our long-term interests as a profession. This is especially important in areas such as licensing, and regulations around new technology, where decisions made today could pose serious risks to our profession in the future.

### **IFATCA**

Following an initial misstep in our relationship with IFATCA early on, CATCA has since reengaged and IFATCA has made some very positive changes. New IFATCA leadership has proven to be highly focused and professional at a time when the industry is becoming increasingly globalized and on the cusp of significant transformation. Our own CATCA

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member, J.F. Lepage, has ascended from his previous role as ANC Liaison Officer to the position of IFATCA Deputy President – a huge point of pride for us and an achievement that reflects well on both him and our organization.

Our approach towards IFATCA has evolved, with a greater focus on meaningful contributions on working papers and active participation in committees and working groups as a way to directly influence the development of policy on issues that will affect our membership. Thanks in particular to Fred Cosgrove, Dan Walker, Sylvie Lemay and, of course, J.F. Lepage, for the many hours of work they have dedicated in this important area.

## **ITF**

CATCA has also become more active in its participation in the work of the International Transport Worker's Federation (ITF). Like IFATCA, the ITF enjoys official status within ICAO and is therefore an important point of access for CATCA to advocate for their interests in policy development in the global aviation arena. Contributions by CATCA to the development of several working papers and inclusion as part of the delegation to the ICAO Air Navigation Conference in Montreal saw papers presented on licensing and cross border operations.

As the world's largest federation of transport unions, the ITF exerts significant clout. The ITF recently opened an office in Montreal next to the ICAO headquarters in an effort to facilitate direct interaction with ICAO and we plan to capitalize on this opportunity and will continue our participation in that group. I was invited to attend as part of the Unifor delegation to the ITF Global Conference this past year and was nominated for chair of the ATM sub-committee within the ITF civil aviation sector. To hold that position is an honour and huge opportunity, and I sincerely thank Unifor for their support. In addition to that nomination, the conference also saw the adoption of the previously mentioned Air Transportation Worker's Charter of Rights as proposed by Unifor ([link](#)).

## **GATCA**

The other significant global affiliation in which we participate is the Global Air Traffic Control Alliance ([The Alliance](#)). Along with other members the U.S., the U.K., Spain, New Zealand and Australia, the Alliance represents the interests of our combined 30,000 members on the global stage. CATCA currently sits as president of the Alliance. Last year saw a major development with the offer of membership within CANSO and this gives us a seat at the table and a direct voice within the organization that is the global organization of Air Navigation Service Providers, and a significant driver and developer of global aviation policy and all practices related to air traffic services provision. This accomplishment is a culmination of many years of work on the part of several of the most respected union representatives of air traffic control in the world and is a testament to the value of their input on issues of concern for ATC globally. This includes our own Peter Duffey, as well as Paul Rinaldi, Paul Winstanley and Tom McRobert.

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CATCA has made excellent progress on this objective but needs to do more to educate and inform our membership of the value of these affiliations and to increase participation by rank-and-file members on working groups, panels, and papers. We are the experts in ATC and need to participate directly to safeguard and define our profession for the future.

## **Looking Ahead**

Gander Oceanic achieved a significant milestone this year when for the first time they reached a traffic count of 500,000 movements. That achievement is symbolic for what lies ahead for us. Air traffic will continue to increase in Canada and around the world, and CATCA's controllers will continue to step up to meet the challenge and move the planes. Despite whatever challenges this union, and its membership, have faced in the past, our ability to make things work under all circumstances has been a constant. That should serve as a point of pride for all of us.

We are entering a period of transformational change and with that will undoubtedly come numerous challenges and disruptions. CATCA will continue to insert itself into the forefront of that change to ensure we protect our members and our profession and to seek out new opportunities for ourselves. That means continuing the path we have started down these last few years and building on our rich history and proven ability to persevere.

On a personal note, these last 3 years have been among the most demanding and challenging of my life. They have also been among the most rewarding. The opportunity to work in the interest of a profession that has afforded me and my family so much, is deeply gratifying and I feel honoured. I am also honoured for the opportunity to have worked with so many people who place such a high value on this profession and pursue our collective interest with so much passion. Thank you all.

In solidarity,

Nick von Schoenberg  
President

## EXECUTIVE VICE PRESIDENT'S REPORT, CONVENTION 2025

Submitted by: Scott Loder

As we gather once again for Convention, it's remarkable to reflect on just how quickly the time has passed since we last met in 2022. The past three years have been a period of intense activity and meaningful progress for our Association. From major events such as hosting a Special General Meeting (SGM), to delivering multiple Regional and National Training Seminars, and engaging in crucial rounds of Collective Bargaining—our efforts have been both ambitious and impactful.

### Collective Bargaining

This term has been exceptionally busy for CATCA, with the most significant development being the commencement of Collective Bargaining early in the term. I am proud to have represented all CATCA members as co-lead negotiator during this historic round of negotiations, particularly given the state of our relationship with the Company at the time. As this was my first experience at the bargaining table, I must acknowledge the invaluable teamwork of the Executive Board and the entire elected committee who represented their members with dedication. Their support, guidance, advice, and the administrative work required throughout the process were essential in achieving a successful conclusion. For those members of the Executive Board and bargaining team with prior experience, your insights proved to be an indispensable resource. At the same time, the fresh perspectives brought by new team members helped inform thoughtful decisions and contributed meaningfully to the positive outcome of these negotiations.

### Strengthening Our Foundation: National Office Initiatives

At the National Office, a major focus has been on improving our internal operations, enhancing financial accountability, and ensuring we provide even greater support to our members and local branches.

We've implemented several key initiatives to modernize how we work and communicate. These include:

- Transition to Microsoft Office 365: This move has significantly improved coordination among National Office staff and between Executive Board members.
- Adoption of QuickBooks Online: Replacing outdated accounting software has allowed for more detailed and accurate financial reporting, better transparency, and improved oversight by both the Executive Board and Board of Trustees.
- Implementation of Concur (Expense Claim App): This tool has streamlined the submission and auditing of monthly expense claims, reduced paperwork, and increased overall visibility and efficiency.

- Launch of the New CATCA Website and Web App: Our upgraded digital platforms have improved our ability to communicate with members and share timely updates. While development is ongoing, progress continues steadily.

### **UNIFOR Shifts**

A major milestone since our last Convention was renegotiating the Merger Agreement with Unifor, alongside Lana Payne and Len Poirier, ahead of the April 2023 SGM. These discussions resulted in significant improvements, most notably:

- Reimbursement of CATCA Dues Paid to Unifor
- Provision of \$300,000 in Shift Coverage, with annual increases aligned with our economic adjustments.
  - These shifts allow Branch Executives and Stewards time off to participate in training and attend to local union business.

This funding has had a measurable impact, increasing both member engagement and the ability of local branches to attend training seminars and the ability to provide more direct support to their branches. Our commitment is to build on this success and continue expanding support to branches using this resource.

### **Financial Stewardship**

Returning to a previous Convention format, financial statements will be presented to all members during the AGM on Day One of Convention, rather than during information sessions. This change reflects our ongoing commitment to transparency and member engagement.

I'm proud to report that CATCA remains in a strong financial position, with a positive outlook for the future. The fiscal responsibility shown by the Executive Board in all business matters has been critical in ensuring that members' dues are used wisely and effectively.

### **Closing Thoughts**

To all CATCA members—thank you. Your ongoing support, especially over the past three years, has been invaluable. We are only as strong as our collective efforts, and it's the dedication of our volunteers, Branch Executives, Stewards, and every engaged member that drives this Association forward. Your hard work does not go unnoticed, and it is deeply appreciated.

In Solidarity,

Scott Loder  
Executive Vice President

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## **RVP ATLANTIC REPORT, CONVENTION 2025**

Submitted by: Ian Thomson

The three years since Convention 2022 in Quebec City have been a blur and are in the rear-view mirror. When Keith Clark made his pitch for Gander to host Convention 2025 in St. John's it seemed like a lifetime away and yet here we are. The organizing committee has done a wonderful job of planning and organizing what is shaping up to be a memorable experience for all attendees, hats off to all of you!

The Atlantic Region is unique in that we are comprised of members employed by three employers: NAV CANADA, Serco Canada and Transport Canada; each governed by separate collective agreements. At time of writing, we are 414 members strong.

### **Staffing**

Unfortunately staffing continues to be an issue across the region. We have had some recent training success and things are trending upward. The specialties in Moncton ACC are staffed at close to 100% with the Towers in the Moncton FIR lagging behind in the 85-90% range. Gander FIR is similar with the ACC specialties all close to 100% and the Towers at 90-95%. This all sounds rosy but the reality in the larger specialties is that there are hundreds of holes in the schedules on publication, so the staffing numbers are nowhere near accurate, simply smoke and mirrors. Training in Goose Bay Tower and Terminal continues in an attempt to improve the ongoing staffing and scheduling issues. Transport Canada has seen some recent hiring however they are a contingent of 11 and in my opinion should be double that many.

### **Collective Bargaining**

The Collective Agreement's with all three employers expired since last convention. Two of the three have successfully been renegotiated with significant gains made for our members. Bargaining with Treasury Board for the Transport Canada group has been extremely challenging as the value of the work this group does is not appreciated by the employer. Unfortunately, we had to declare an impasse last year and have dates scheduled at the end of June with an arbitrator. We never like to give a third party control over decisions however I believe it is the only way we will be able to make the gains this group deserves.

### **Management**

NAV CANADA's decision to eliminate the GM positions across the country has created decision making issues across the region a challenge. Fortunately, we have advocates in operational management and HR positions across the region and these strong relationships that have been developed allow us to solve most issues before they reach the grievance stage.

### **Fatigue**

CATCA has reengaged with NAV to tackle the fatigue issues we face in our units and a working partnership has been developed between Transport Canada Civil Aviation, NAV CANADA and

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CATCA. Nick von Schoenberg and I are the CATCA representatives on this group and the goal is to develop the principles for new regulations to mitigate the risks associated with fatigue in ATC. This new iteration of this group has me optimistic that we will be able to affect some positive change for our members and not the one size fits all approach that was taken by NAV in the past.

### **Occupational Safety and Health**

I was recently tasked with the board oversight for the OSH committee and would like to take this opportunity to thank Kevin Youmans for his professionalism and commitment to Occupational Safety and Health during his time as Chair of this committee. Unfortunately, Kevin has made the difficult decision to step away from the position and that has left us with some big shoes to fill. The OSH Committee plays an extremely important role, and I would like to expand its scope to include a wellness component with a focus on mental health. This additional component and the workload required will be a challenge for a single person so we will have 2 co-chairs, John Tomkinson and Raelene Crowe, and will be looking to expand the committee with the eventual goal of 1 representative from each region.

### **Recognition**

On behalf of the Atlantic Membership, I would like to thank the Branch Executives, Branch Councils, Committee Members 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  
RVP Atlantic

## **RVP CENTRAL REPORT, CONVENTION 2025**

Submitted by: Chris Kenny

I have been in this position since July 1, 2022, and many things have happened during my tenure as Central RVP. I'll touch on a few of those items below.

### **Collective Agreement**

Shortly after being elected to this role as RVP, we entered contract negotiations with NAV CANADA. It was a vigorous process that took several months to complete, and in June 2023 we were successful in obtaining what I felt was a very good deal for our members. It provided significant gains to pensionable earnings and was overwhelmingly supported across the country. The next round of bargaining will begin in Fall 2027.

### **Staffing**

Like most jurisdictions in the world, we are facing significant challenges with staffing. We simply cannot keep up with the attrition and the situation only seems to be getting worse. Term rehires offer some temporary relief in YYZ ACC, but it isn't a long-term solution. West High and NTMU continue to experience the greatest shortages in the ACC, while YHZ and YYZ are the towers most impacted.

### **Training**

While I understand it wasn't a popular decision, your bargaining team negotiated to permit NAV CANADA to contract a 3<sup>rd</sup> party (for a 5-year period) to deliver Generic ATC training only. The first set of graduates was assigned to their units in Spring 2025. The success of the program is unknown, but to gain more licensed controllers we needed to infuse additional students into our training program, without taking away from the current resources.

### **Fatigue Management**

There have been many changes to the company's fatigue management program and those will continue to evolve. CATCA was successful in obtaining some flexibility to the rules which allowed for a better work-life balance. It is expected that Transport Canada will implement fatigue regulations at some point soon which will result in more changes in the coming months and years.

### **Classification**

NTMU and Kitchener Tower were successful in getting their classification grades increased by one level. Other units saw fluctuating traffic numbers and received small increases or decreases to ATPC due to those fluctuations. Unfortunately, the classification LOU signed during bargaining hasn't amounted to much of anything to this point. The joint committee has made recommendations that would have seen YYZ Tower and all CATCA NCR positions get an increase in their overall compensation, however NAV CANADA has been unwilling to accept the

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recommendations that were made. Discussions continue, but so far there has been little progress.

### **Non-control Positions and Flex Work**

Many of these CATCA positions were difficult to staff in the past, but the flexibility on work schedules saw an increased interest within our membership. With the recent announcement from our CEO to bring all employees back into the office, members in non-control positions (specifically those in Bytown and Technology branches) will be seeing a shift in the way they do their jobs. With the return to the office full-time I suspect the number of applicants into these positions will drop, as these necessary roles that support our operations will once again be less desirable.

### **Technology**

There have been numerous technological changes made in the past 3 years. IWP has been installed and is operational in almost every tower across the country. DAATS continues to progress very slowly but is an eventuality at the Kingston Digital Facility. There are many other projects in the works that will impact how we control airplanes in the future. It is important that CATCA remain actively involved in each of these projects to ensure we continue to evolve with these technological changes.

### **Grievances**

While most of the time our relationship with the Company is constructive, over the past 3 years there have been several instances where grievances have been warranted. During my short tenure there has been over 20 grievances filed in my region alone. All but a select few of them have been successfully settled, however it demonstrates that we don't always agree with the Company.

### **Recognition**

I would like to take this opportunity to thank each of my members for the tireless work they put in every day and especially my branch executives who in addition to their work for NAV CANADA, help make my job easier and more enjoyable with the countless hours they devote to CATCA to ensure improved working conditions for all members. It is very much appreciated. I could not do this job without their support.

In solidarity,

Chris Kenny  
Regional Vice President, Central

## **RVP ST-LAURENT REPORT, CONVENTION 2025**

Submitted by: Benoit Vachon

The Convention is always an opportunity to take stock of the past three years in the St-Laurent Region. I'm now completing my third term as Regional Vice-President of this same region. Once again, these three years have been extremely busy, but the constant contact I have with the members, trying to be present in the units as regularly as possible, keeps me motivated as ever.

This third term began once again with collective bargaining. These intense but fruitful negotiations resulted in a historic agreement for all our members that was ratified on July 6, 2023. I played a very active role in this negotiation process, preparing and organizing all the offers and counter-offers made by our Contract Committee. It was a very rewarding experience.

Over the past three years, the St. Laurent region has seen some good news. In February 2023, it was announced that the Mirabel Tower (YMX) classification had been upgraded to ATC-2. Also in February 2023, the arrival of Porter Airlines and the construction of a 9-gate terminal at Saint-Hubert Airport (CYHU) were announced. The plans are ambitious, as the new terminal will have an annual capacity of more than 4 million passengers. Due to delays in construction, the opening is now scheduled for winter 2026. In the coming years, the vocation of YHU airport will undoubtedly change, which will most likely require an upward revision of its classification. It's worth noting again that April 13, 2024 marked the 85th anniversary of the CYHU control tower, the first control tower in Canada!

In the summer of 2023, two flight schools were established at Saint-Jean airport (YJN). By the fall of 2023, the number of movements had increased significantly. By 2024, this number had increased by more than 58% compared to 2022. According to forecasts, this upward trend will continue.

At the national level, one of my portfolios is the national seniority bid program. Over the past few years, I've worked closely with Labour Relations and Talent Acquisition to improve the process, establish clearer rules for bidders and introduce templates for letters to ensure compliance with the collective agreement.

### **Staffing**

Staffing levels in the vast majority of towers/specialties in the St. Laurent region have not evolved positively over the past three years, and several units are at critical levels. Despite the increase in training capacity made possible by the contract awarded to CAE, the impact has not yet been felt. Several units/specialties are regularly understaffed, which increases the workload on controllers while preventing the opening of positions and the number of breaks required. Ad hoc tower closures are now a regular occurrence, with controllers frequently working alone

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in the tower and being forced to close the tower to take a break in order to comply with fatigue limits.

To alleviate some of the staffing shortages, Appendix Gs have been established in almost all towers in the St-Laurent region and in the Montreal ACC specialties, with schedules better adapted to operational requirements. The St-Honoré Tower (YRC) has had an Appendix G (16/12) for more than 10 years. In October 2023, the Ottawa Tower (YOW) moved to an Appendix G (32/24) with 8.5-hour shifts in a 4x5/4+2x6/4 rotation. In March 2024, the Quebec Tower (YQB) adopted the same type of cycle as the YOW Tower. Also in March 2024, the Mirabel Tower adopted an Appendix G (16/12) with 8.5-hour shifts similar to the YRC Appendix G.

Since March 2024, the St-Laurent specialty has finally moved to Appendix G 5/4. The requests and efforts to implement 5/4 in St-Laurent dated back to 2018-2019. The business case was successfully approved in December 2023 for implementation on March 18, 2024. The Montréal-Trudeau (YUL) Tower also received approval for 5/4 in December 2023, with implementation in May 2024.

These two Appendix G 5/4s proved to be effective and opened the door for the negotiation and approval of Appendix G 5/4s in 4 other specialties (North, Capitals, Terminal and South-High) as well as in the Saint-Hubert Tower (YHU). Negotiations were not easy, however, as management wanted to require two mandatory overtime shifts per period for each controller, at management's discretion, depending on operational requirements. After several discussions and demonstrations of the benefits of 5/4, management finally agreed to drop this mandatory overtime requirement. The transition to Appendix G 5/4 took place on April 14, 2025. This leaves only the East specialty, the DSCs and the Saint-Jean Tower (YJN) still on 17/11 work cycles in the St-Laurent region.

It was a great win for the region's towers and specialties to benefit from Appendix Gs tailored to their operational requirements, while improving their work-life balance.

### **Labour Relations**

At the regional level, labour relations are generally very good. However, since the implementation of the current organizational structure in 2023, it has become much more complicated to deal with several different directors rather than a single general manager for the entire FIR. NAV Canada's new siloed decision-making structure is definitely proving to be more cumbersome in terms of administration and relationships.

In the spring of 2024, labour relations became strained when management denied four requests for leave for care and nurturing of pre-school age children over 18 weeks, citing operational requirements. In the spring of 2024, labor relations became strained when management refused four requests for leave to care for preschool-age children over 18 weeks, citing operational needs. The collective agreement is clear, and the interpretation had been the same since 2013: such requests cannot be denied. Management had decided to interpret it

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differently, to the detriment of the members. A grievance was filed and several discussions took place to find common ground so that members could take their leave as they wished. A resolution led to the signing of a letter of understanding in the fall of 2024, confirming that such requests cannot be denied, but that this agreement allows for some flexibility with the agreement of both parties. This episode was intense in terms of labour relations, but they soon became cordial again.

### **Recognition**

To provide the best possible service to our members, we need to be a strong team. Thanks to the new agreement with Unifor, we have organized two regional meetings with all local representatives to provide training and share experiences from each unit, with the goal of consolidating and strengthening our ties. In addition, a national training seminar was organized for all branch chairs in January 2025.

So, I'd like to thank all the local representatives in the region who give up so much of their personal time on behalf of our members. Without them, I couldn't do this job as effectively as I do. I'm extremely grateful to them! Thank you all very much!

I would like to thank the entire National Executive Board. During this term, Nick von Schoenberg has done an impressive job for our members as President. With Andrew Worthington and Chris Kenny joining the Board as RVPs in July 2022, they, along with the other RVPs already in place, have helped move this great Association forward.

I'm extremely proud of our Association! I hope that all members feel included and proud to be part of it. Together we're stronger!

In Solidarity,

Benoit Vachon  
Regional Vice President, St-Laurent

## **RVP PRAIRIE REPORT, CONVENTION 2025**

Submitted by: Jerry Brodt

It has been an amazing 3rd term as the Prairie Regional Vice President (RVP). Covering CATCA's largest region (four provinces and one territory), I'm always in motion. It seems awkward to not be on a flight every week of the year!

I have had some significant personal changes during my time as Prairie RVP. I have two wonderful children (Maxim and Annika) they bring me so much joy. And on September 19, 2024 I suffered a stroke while leaving CFS Las Vegas. I can't thank everyone enough, the kindness brought me to tears too many time to count. I will take a special moment to thank both Steve Kutash and Craig Hosford that got off the plane to tend to my health issues. It takes a village to raise a child... and many villages to raise a good RVP!

### **Staffing**

Staffing is still a major issue in numerous places. Towers are the newest and biggest issues at the moment. for staffing YZF, YYC and YWG are in critical staffing crisis. NAV Canada is scrambling to make sure they have the staff this summer by offering short term contracts to controllers who have retired.

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

I redacted the TPP (as per the LOU, either party was allowed out with reason) - Training Progression Program. It was not utilized correctly and the local managers were not onboarded correctly. It was a program that had tremendous potential until it was grossly mismanaged.

### **Labour Relations**

Labour relations in the Prairie Region has been busy, to say the least, It appears that Labour Relations has hit a full reset and we are no where close to where we were with the amazing Elizabeth Cameron keeping everything running honestly.

### **Projects and Changes**

IWP has been a difficult implementation for Nav Canada, it is still slated to be plugged into many sites. It definitely caught Nav Canada off guard. Nav Canada had expectations of a quick and seamless implementation as IWP was in their opinion another iteration of EXCDS. This

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was a completely misjudged project and would never on any metric be considered a success in anyway.

### **Communication**

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

### **Appendix "G"**

Appendix Gs are gaining favour across the country, with more tested by the Company and getting approvals. Presently, YXE is preparing an Appendix G with great hopes to add extra staff as their traffic has greatly increased . Please put forward your Appendix G requests and have your managers state why or what they need to have it be successful. Going into this summer with limited staff in numerous places, this could bring a solution to issues and help our members enjoy a more preferred schedule.

In Solidarity and Love,

Jerry Brodt  
Regional Vice President, Prairie

## **RVP PACIFIC REPORT, CONVENTION 2025**

Submitted by: Andrew Worthington

Since taking on the responsibility of CATCA RVP for the Pacific Region in July 2022, the 3-year term has gone by in the blink of an eye. Diving in headfirst to Human Relations, Labour Relations and Collective Bargaining (to name a few), the term “drinking through a firehose” could not be more appropriate. It has been an incredible learning opportunity that has allowed me to connect with CATCA members not only in the Pacific Region, but across the country.

The Pacific Region is comprised of 10 Air Traffic Control Towers and the Vancouver ACC. It includes approximately 300 CATCA members.

### **Staffing**

Staffing continues to be a significant issue in the Pacific Region, particularly at YVR Tower which is approximately 20 Air Traffic Controllers short of optimal staffing levels. Delays and flow control are a daily occurrence for most units, yet our controllers continue to keep the system running safely and efficiently under trying circumstances. As we continue to work with significant staff shortages across the Pacific Region, and with summer upon us, continued stress on the system is unavoidable.

### **Training**

Recruitment and training of ATC students continues at a record pace and units continue to receive a steady stream of ab initio trainees. As new ATC licenses are granted, our staffing levels slowly improve, providing much needed relief to some short-staffed units. Multiple qualifications at Towers and the ACC have also allowed some current CATCA members to take advantage of Seniority Bid transfers to other units.

Vancouver Tower is set to receive much needed training support with the addition of a VFR simulator scheduled for later this year. This addition will be a significant improvement to the current training program at YVR Tower.

### **Collective Bargaining**

In 2023 the CATCA Collective Bargaining Committee negotiated and ratified a historic 5-year contract. The Pacific Regions support of the new contract was tremendous. A huge thank you to the Pacific Region Committee members James Legein and Steve Pawluk for their participation and unwavering dedication to the Committee. This contract will be remembered as one of the best CATCA has ever negotiated.

### **Classification**

The last couple of years Abbotsford Airport has seen a significant increase in traffic levels, as well as updates to airspace structure and procedures. As a result, a Classification Review was conducted and YXX was rewarded with an increase from ATC-3 to ATC-4. The increase in traffic

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volume at YXX also led to a premium increase from ATCP-6 to ATCP-7. Kelowna Tower recently underwent a Level of Service study and, after recommendations from the study are implemented, they will be subject to a Classification review. Lastly, 2024 traffic movements resulted in two Pacific Region Towers, YPK and ZBB, receiving an ATC Premium update.

### **Recognition**

I'd be remiss if I didn't start with my wife Linnae. Whether it be Board Meetings, Conferences, or visiting units across the region, significant time away from home is often the case. Linnae has been nothing but supportive and has allowed me to jump into the RVP role with both feet. I'd also like to recognize the CATCA Executive Board. Thank you to President Nick von Schoenberg, Executive Vice President Scott Loder and RVP's Ian Thomson, Benoit Vachon, Chris Kenny and Jerry Brodt. I have asked a million questions, and the EB has been there to support me every step of the way. Thank you also to Pacific Region CATCA members for your professionalism and hard work, especially the Branch volunteers that work tirelessly to support CATCA. The work you do and the support you provide, all on your own time, is invaluable and greatly appreciated. Thank you to each and every one of you.

The last three years as Pacific RVP have made me realize what an honour it is to be a CATCA member. It has been an incredible privilege to represent the Pacific Region.

In solidarity,

Andrew Worthington  
Regional Vice President, Pacific Region

## **BOARD OF TRUSTEES REPORT, CONVENTION 2025**

Submitted by: Brad Carter

At this time, the Board of Trustees consists of four members appointed by the Board of Directors:

Chris Chapieski – Vancouver ACC

Jeff Timmy - Winnipeg ACC

Brad Carter – Toronto ACC

Johnathan Daoust – Montreal ACC

Since the 2022 Convention in Quebec City the Board of Trustees has added one member, Mr. Chris Chapieski of Vancouver ACC.

The Board of Trustees usually meets in person twice per year, once in the Spring and once in the Fall. The main objective of the meetings is to review the finances of the Association (budgets, current accounts, and investments) and discuss the financial statements with the Auditor. The Auditor's Report is reviewed in detail when presented. In addition, the 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 June 26, 2022. We received the proposed budget for 2022/2023 and had an opportunity to review and ask questions of the EVP. No concerns identified.
- The Board of Trustees met in person at 1573 Laperriere Ave on November 2, 2022. We received the independent auditor's report and CATCA's draft financial statements to June 30, 2022. The Board was joined by CATCA EVP Scott Loder in person and Lauren Sloan the independent auditor from Parker Prins Lezano.
- The Board of Trustees met via teleconference March 28, 2023. Topics of discussion were:
  - 1) the decision to call a Special General Meeting in Toronto in April of 2023 and associated costs, and
  - 2) a request for an opinion on costs acceptable for CATCA reimbursement.
- March 30, 2023: The Board of Trustees issued a Letter of Recommendation regarding expense guidance to the National Executive.
- The Board of Trustees met in person April 23, 2023 at the Delta Hotel in Toronto. Chris Chapieski joined the Board of Trustees and was welcomed to his first meeting. The entire Board was already in Toronto for the SGM. The Trustees reviewed Collective Bargaining costs, National Office operations and staffing changes, and the implementation/processing of newly negotiated "UNIFOR days".

- The Board of Trustees met via teleconference June 6, 2023 to discuss budgeting for international meetings and appropriate airfare.
- The Board of Trustees met in person at 1573 Laperriere Ave on June 12, 2023. We discussed the budget for Fiscal Year 2023, the proposed budget for Fiscal Year 2024, with a line-by-line breakdown of items and expenses. Lauren Sloan from Parker Prins Lebano presented the audited financial statements. The Board of Trustees received an investment accounts summary.
- The Board of Trustees met via teleconference October 10, 2023 to discuss budgeting for training and international commitments, airfares, RVP budgets, new accounting systems and procedures. We also discussed candidates for the Finance Assistant position selection process.
- The Board of Trustees met in person at 1573 Laperriere Ave on October 20, 2023. Lauren Sloan from Parker Prins Lebano presented the audited financial statements. The auditor confirmed that her firm's audit finds CATCA's finances to be in good order without outstanding issues. We reviewed CATCA's draft financial statements as of June 30, 2023. The Board found the union's finances to be in order. The Board of Trustees submitted recommendations for more frequent expense management reports, detailed financial statements in advance of Board of Trustees meetings, and international commitments and travel guidelines.
- January 11, 2024 the Board of Trustees received via email several documents for review: 2024 Travel Program Meal and Mileage Rates, Budget to Actuals updates, investment account updates, and RVP budget updates. The Board of Trustees found the union's finances to be in good order.
- The Board of Trustees met via teleconference March 29th, 2024 to discuss previously submitted recommendations to the National Executive Board and costs related to Presidential relocation.
- The Board of Trustees met in person at 1573 Laperriere Ave on April 9, 2024. We reviewed the 2024-25 Draft Budget and Summary, Budget to Actuals 2024 for National and the RVPs, income statement and investments account information, future budgeting information, and the Sick Leave Reserve.
- Discussion via email occurred leading up to July 10, 2024 regarding CATCA Expense Claim Guidelines. The Board of Trustees was generally in favour of the proposal but requested more time to study.
- The Board of Trustees met in person at 1573 Laperriere Ave on October 20, 2023. We received the Fiscal Year 2024 Audited Financial Statements draft, Budget to Actuals summaries for Year End 2024 and July and August 2024, investment details and summary for July and August 2024, and RVP Budget Reports for Fiscal Year 2025 to date.
- January 29, 2025 The Board of Trustees discussed changes to Canadian airfares and the impact on travel to Convention 2025. We issued a recommendation to the Executive Board to

that “Flex Fares” become the default fare choice for travel to Convention and all union travel and supplied a draft Policy Amendment Proposal for the Executive Board to consider bringing to Convention.

- The Board of Trustees will meet April 8, 2025 for the routine Spring meeting.

Concerns were raised in the past 3 years concerning the vetting of large expense items including Bargaining and Convention, as well as National Office business affairs. The Board of Trustees had the opportunity to ask questions and provide guidance, all while trying to remain within our mandate. The Board of Trustees finds CATCA’s finances to be in good order.

24 February 2025  
CATCA Board of Trustees

## **ELECTIONS COMMITTEE REPORT, CONVENTION 2025**

Submitted by: Chad Watt

The Elections committee has convened three in-person meetings since the last convention. In addition to the meetings there have been numerous group emails and online conversations to tackle questions brought to us.

Electronic voting continues to be a valuable addition to CATCA elections across the country and we are pleased to announce that there haven't been any problems associated with its performance. We did spend some time however adjusting and tweaking the approved procedures for the use of Survey Monkey as an electronic voting platform.

Some of the items we have been involved with include:

- Election for RVP Pacific
- Ratification vote on Collective Agreement
- Election for RVP Central
- Ranked voting process reviewed & instituted
- Process and rules for Board of Trustees election
- Numerous branch elections (dealing with ties)
- Attended SGM

We continue to always be available, tackle questions as they arise and investigate ways to better the system with every opportunity presented.

In solidarity,

Chad Watt  
Elections Committee

## **OCCUPATIONAL SAFETY AND HEALTH POLICY REPORT, CONVENTION 2025**

Submitted by:

No report submitted.

# TECHNOLOGY COMMITTEE REPORT, CONVENTION 2025

Submitted by: Fred Cosgrove

## **Background**

The CATCA Technology Committee will examine the development and role of technology in the future of NAV CANADA, the role of our membership in its design and development, and the implications of this technological program for the work of all members and their conditions of employment.

The *technology committee* is not a decision-making body. Rather it is a body intended to provide valuable perspectives and recommendations for considerations by the CATCA Executive Board (EB), composed of CATCA Technology branch members and regional CATCA members occupying the role of Data Systems Coordinator.

## **Committee Members**

- Carrie Amell, CATCA Technology Branch
- Serge Arsenault, Moncton ACC Branch
- Chad Baker, Edmonton ACC Branch
- Jerry Brodt, RVP Prairie (co-chair)
- Fred Cosgrove, CATCA Technology Branch (co-chair)
- Simon Lefebvre, CATCA Technology Branch
- Pat McCallum, Winnipeg ACC Branch
- Peter Pastras, Toronto ACC Branch
- Dwayne Puddister, Gander ACC Branch
- Brent Salter, Vancouver ACC Branch
- Catherine Thebeau, CATCA Technology Branch
- Eric Vezina, Montreal ACC Branch



## **Activity**

Multiple virtual meetings discussing

- DSC Role Review
- New equipment – VCS replacements, DAATS, etc.
- Frontline communication process for equipment issues
- Equipment release process

## **Produced**

- Regular reports to EB about technology and committee activities
- Letter of Recommendation to EB for B&F to members and DSCs
- Briefing Note to EB about the Future of ATC and CATCA Roles
- Tech Notes – 5 editions published to date

## **Comments from Co-Chairs**

The committee has demonstrated strong collaboration and responsiveness to requests from the EB as needed. The EB is pleased with the quality of the committee's work, including its reports and recommendations. Contributions to the new *Tech Notes* publication have been commendable, with the majority of members actively participating in its development. We are encouraged by the continued engagement of committee members and the growing interest from others in joining the committee. Moving forward, the committee will remain committed to raising awareness among the EB and general membership regarding emerging technologies that may impact CATCA members.

# 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.

**4.5** "Board" means the governing body of the Association, the Executive Board. The Board shall be comprised of the President, the Executive Vice President, and the Regional Vice Presidents, subject to Article 7.

**4.6** "By-Law" means this By-law which shall govern the Members.

**4.7** "Corporate Affiliate Member" means an entity referred to in Sub-Article 5.10.

**4.8** "Delegate" means an individual identified in writing as a person entitled to attend and participate at the National Convention or a Special General Meeting held in accordance with Article 14: Meetings of the Members.

**4.9** "Executive Board Member" means an individual who has been elected or appointed to the Board pursuant to Article 7: Executive Board.

**4.10** "Honorary Member" means a person referred to in Sub-Article 5.9.

**4.11** "Member" shall include Active, Associate, Honorary, Retired and Corporate Affiliate Members.

**4.12** "Officer" means the Officers of the Association who shall be the President and Executive Vice President.

**4.13** "Regions" means those Regions initially identified by the Board pursuant to Article 8: Regions and such other Regions as may be determined from time to time thereafter by the Board.

**4.14** "Retired Member" means a person referred to in Sub-Article 5.8.

## **5. MEMBERSHIP**

**5.1** All Active Members shall be entitled to active membership in the Association upon filing an application with the head office of the Association and upon payment of the required membership and/or initiation fee.

**5.2** Notwithstanding Sub-Article 4.1, where in the opinion of the Board, an Active Member has ceased to be employed in the provision of air navigation services, or within a bargaining unit represented by the Association, directly or indirectly as a result of any activity relating to the interests of the Association, such a person shall continue to be qualified as an Active Member of the Association and the Branch/Facility to which he/she belonged prior to the termination of his/her employment or his/her leaving the Bargaining Unit. This right is subject

only to such restrictions on voting matters relating to collective bargaining as may be required by any Act of the Parliament of Canada.

**5.3** Where any applicant for membership has been previously suspended or expelled from membership for non-payment of dues or for any other cause, such application shall be submitted to the Board for consideration and membership shall only be granted where, in the opinion of the Board, it is expedient to do so and upon such conditions as the Board may require.

**5.4** Only Active Members who are in good standing, subject to Sub-Article 4.2, are entitled to the rights and privileges of the Association and are eligible to serve on committees and vote on any matter affecting the Association as hereinafter provided. (Conv. 2004)

**5.5** Subject to the Executive Board Member eligibility requirements outlined in Sub-Article 7.8, Active Members shall be entitled to hold any elected office within the Association.

**5.6** No Active Member may hold more than one (1) elected office at any given time. Should an Office Holder decide to run for a vacancy of another office and win that position, he/she shall be required to resign from the office he/she initially held. An appointment by the Board, and a corresponding election to fill the subsequent vacancy will then be carried out pursuant to this By-law, as the position vacated may be a Branch position.

**5.7** Any person not qualified to be an Active Member but wishing to support the aims and objects of the Association may, at the discretion of the Board, be admitted to membership as an Associate Member. Any Active Member of the Association who becomes excluded from their bargaining unit on the basis of occupying a managerial or confidential position shall be automatically transferred to Associate Member status, providing that such transfer is not contrary to any Act of the Parliament of Canada.

**5.8** Any Active Member of the Association who retires shall automatically cease to be an Active Member and shall have the option of becoming a Retired Associate Member.

**5.9** The Board may grant membership to any person as an Honorary Member for outstanding contributions to the Air Traffic Control Service or to the Association.

**5.10** The Board may grant membership as a Corporate Affiliate Member to any corporation or other business entity that has an interest in the promotion of safety and efficiency in air traffic control. Corporate Affiliate Members shall designate a representative who shall officially represent such Member.

**5.11** Associate Members, Retired Associate Members, Honorary Members, and Corporate Affiliate Members shall be entitled to all the rights and privileges of the Association except that they may not hold elective office or participate in or vote on any matter connected with

any aspect of collective bargaining or consultation provided for by any Act of Parliament of Canada or with employer/employee relations or any other matter affecting the Association. Where the Board decides to do so, it may limit the rights of Associate Members, Retired Associate Members, Honorary Members and Corporate Affiliate Members to participate in Association insurance programs. Where in the opinion of the Chairperson of any meeting the interests of the Active Members so require, Associate Members, Retired Associate Members, Honorary Members and Corporate Affiliate Members may be excluded from such meeting.

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

## **6. DUES AND ASSESSMENTS**

**6.1** The Board shall have the authority to establish dues from time to time and to implement any rules regarding the payment of dues. The dues shall become effective at the date designated by the Board in its sole discretion.

**6.2** The Board may, in its sole discretion, waive all or any portion of a Member's dues for any specified period of time.

## **7. EXECUTIVE BOARD**

### **General**

**7.1** The Board shall be initially comprised of the President, the Executive Vice President, and five (5) Regional Vice Presidents.

**7.2** The Board shall be composed of a minimum of five (5) and a maximum of nine (9) Executive Board Members at any time.

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

**7.3** The Board is a continuing entity and shall exercise the authority of, and act on behalf of, the Association on all matters, subject to the By-laws and to policy decisions of Convention. The Board, without limiting the generality of the foregoing, may:

- a. Govern, determine, control and administer the affairs of the Association;
- b. Enter into or make or cause to be entered into or made, contracts or agreements which the Association may lawfully enter into or make;
- c. Authorize committees of the Board to exercise and carry out any of the powers conferred by this By-law;

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

#### **Term of Office – Executive Board Members**

**7.4** Executive Board Members shall serve for a term expiring at the end of day immediately preceding the turn-over date next following their appointment or election, or until his/her successor is appointed or elected in accordance with the By-law.

**7.5** Upon expiration of the term, an Executive Board Member shall be eligible for re-election.

**7.6** The turnover date means June 30, 2019, and every three years thereafter.

#### **Executive Board Member Eligibility**

##### **Non-Compete / Non-Disclosure**

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

**7.8** Any Executive Board Member elected in accordance with the By-law must satisfy the following pre-requisites:

- a. Must be an individual; be at least eighteen (18) years of age, and have the power under law to contract;
- b. Must have been an Active Member in good standing of the Association for a period of at least one (1) year prior to the date of nomination.

c. Must sign the agreement attached hereto and marked as Appendix A, as a condition for running for office. (Conv. 2016)

## **ELECTION PROCEDURES**

### **General**

**7.9** Nominations for Executive Board candidates shall run for seven (7) days and shall close two (2) weeks prior to Convention. (Conv. 2016)

**7.10** The elections for all Executive Board positions shall be completed no later than June 30 of the Convention year. (Conv. 2016)

**7.11** The Board or its designate shall establish election procedures for all elected offices, provided that such procedures are not in conflict with the By-law.

**7.12** A candidate must receive a majority of the votes cast to be declared elected.

**7.13** In the event no candidate receives an outright majority of votes cast, the candidate receiving the lowest number of votes shall be eliminated, and the voting process (or where a single preferential ballot is used, the counting process) shall be repeated until such time as a candidate has received a majority of the eligible votes cast.

**7.14** All voting shall be conducted by secret ballot.

**7.15** If the same number, or fewer candidates, are nominated than the number of positions to be filled, the Executive Vice President or a designate of the Executive Board shall declare those candidates to be elected.

### **The President**

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

### **Executive Vice President**

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

### **Regional Vice Presidents**

**7.18** The Regional Vice President shall be elected only by the Active Members from within the Represented Region. During his/her term of office, a Regional Vice President must be a member of a Branch/Facility from within the Represented region.

**7.19** The term of office for Regional Vice Presidents shall be as outlined in Sub-Article 7.6, or in the event a Region is eliminated, the date established for the elimination of the Region.

## **VACANCY AND REMOVAL FROM OFFICE**

### **General**



**7.20** Upon the occurrence of a vacancy on the Board, a successor, who is qualified to fill the unexpired term of the Executive Board Member, shall be appointed by the Board within thirty (30) days. The Board shall conduct an election to replace the Executive Board Member thereafter and in no circumstances later than ninety (90) after the vacancy occurs.

**7.21** Notwithstanding Sub-article 7.23, should any Board position become vacant, for any reason, in the last six (6) months of the term, the Board shall not be required to conduct an election and the appointment may stand until the expiration of the term.

**7.22** In the interim, during the vacancy, the Executive Board Members remaining in office may exercise all powers of the Board provided that a quorum of Executive Board Members remains in office.

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.
- f. Upon the conclusion of a thorough and formal investigation, if any union Executive Board Member is found to have not fulfilled their Duty of Fair Representation to a CATCA member, that Executive Board Member will be removed from their board position. (Conv. 2022)

#### 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 Billy Bishop Toronto City Towers, and the Bytown and Technology Branches.
- d. The Prairie Region shall be comprised of the Edmonton ACC, Winnipeg ACC and the St. Andrews, Thunder Bay, Edmonton, 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

**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.

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

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

#### **9.12 Proxy Voting at Branch Meetings**

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

- i. Written authorization for a member to use another member's proxy must be deposited with the Branch Secretary and must specify the items on the published agenda for which the proxy may be utilized;
- ii. The Branch Executive, in publishing the agenda, shall indicate whether proxy votes will be accepted;

iii. Should the Branch Executive, having given notice that proxy votes will not be accepted, be over-ruled by the meeting, the published agenda will not be proceeded with but will be deferred to a later meeting so that notice of the acceptance of proxies can be given;

iv. Proxy votes may not be used to establish a quorum;

v. Proxy votes may not be used for elections.

## **10. FACILITIES**

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

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

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

**10.4** If the Regional Vice President does not establish a Facility for any group of members who may qualify to be constituted as a Facility, or where the location has less than seven (7) Active Members, the Regional Vice President shall after consultation with the members concerned, assign the members to a Branch/Facility within his/her Region.

**10.5** Each Facility shall have a Steward.

**10.6** The Facility Steward shall also be known as an Office Holder. Such an Office Holder must be employed within the Facility, except for members of the Facility whom the Executive Board has found pursuant to Article 5.2 to be entitled to continue to be Active Members of the Association.

**10.7** The Facility Steward shall take such action as will ensure that the directives established by the National Convention and the Executive Board and the resolutions of the Facility will be affected.



## **Term of Office**

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

## **10.9 Duties of Office**

### *Responsibilities*

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

### *Other Duties*

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

## **11. OFFICERS**

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

### **DUTIES OF OFFICERS**

#### President

**11.2** The President or his/her designate shall act as Chair at all meetings of the Board.

**11.3** The President shall be an ex officio member of all committees.

**11.4** The President shall be responsible for liaison with other agencies, associations, government bodies, and individuals, when necessary or relevant for promoting the purpose or goals of the Association or the interests of its members.

**11.5** The President or his/her designated alternate shall oversee and direct employees in the head office.

#### Executive Vice President

**11.6** The Executive Vice President shall be responsible to carry out the affairs of the Association under the supervision of the President and shall attend all meetings of the Board and act as a clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Executive Vice President shall give or cause to be given notice of all meetings of the Board. The Executive Vice President shall also give or cause to be given notice of Annual Meetings, the National Conventions and Special General Meetings. The Executive Vice President shall perform such other duties as may be specified by the president or determined by the board as a whole.

**11.7** The Executive Vice President shall be the Chief Financial Officer of the Association and shall perform the duties incidental to the office of Treasurer. The Executive Vice President shall keep or cause to be kept custody of the funds and securities of the Association and shall keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association and shall deposit or cause to be deposited all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The Executive Vice President shall disburse or cause to be disbursed the funds of the Association in accordance with direction given and shall render to the President and the Board, at the regular meetings of the Board, or whenever required otherwise, an accounting of all transactions and a statement of the financial position of the Association.

**11.8** The Executive Vice President shall be required to live in close proximity to the Head Office of the Association, during the term of office.

## **12. COMMITTEES**

**12.1** The Board may establish or terminate, by resolution, committees on such terms and conditions as the Board deems appropriate, whose members will hold office at the discretion of the Board or as otherwise determined by the Board. The following are mandatory requirements:

- a. Committee Chairs and committee members shall be appointed by resolution of the Board or by the President with the approval of the Board;
- b. The Board may from time to time establish policies concerning the responsibilities and membership of the committees, which policies shall be consistent with the By-law;
- c. Meetings of the committees shall be held at a time and place to be determined by the members of the committee;
- d. Each committee shall report to the Board concerning all matters upon which it has acted;

- e. Notice of all meetings of committees shall be given to the members thereof, not less than twenty (20) days, except as otherwise provided, prior to the meeting, and to the President, whom shall have the right to attend and participate in the deliberations of all committees;
- f. A majority of the members of each committee shall constitute a quorum for the transaction of business;
- g. The act of a majority of the members of any committee present in person at a meeting at which a quorum is present shall be the action of the committee.

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

**13.1** There shall be at least four (4) meetings of the Board during the calendar year: one generally each quarter of the year.

**13.2** A meeting of the Board may be called by the President in his/her sole capacity when required, and must be called by the President per Sub-Article 13.1 above.

**13.3** A majority of the Board Members may require that the President convene a meeting of the Board.

**13.4** Executive Board Members shall be given at least four (4) weeks' notice, except as otherwise required, of the time, place and purpose of all Board meetings.

**13.5** An Executive Board Member may, with the consent of the majority of other Board members present, participate in a meeting of the Board by means of a telephone, which will permit all participants to hear each other simultaneously. An Executive Board Member participating in the meeting by such a means is deemed to be present in person at the meeting and shall be entitled to vote by means of the telephone.

**13.6** Where, for any reason, a Regional Vice President is not able to attend a Board Meeting, a designated replacement who meets the eligibility requirements as described in this By-law and who is an Active Member, in good standing, from the applicable Region, shall be entitled to attend and participate in the Board Meeting. A designated replacement shall enjoy all of the rights and privileges of the Regional Vice President whom he/she replaces. In order to vote, the designated replacement shall be required to file with the Board a written proxy from the Regional Vice President confirming the designated replacement is empowered to vote in his or her place at the particular meeting.

**13.7** The presence of at least sixty (60%) percent of Executive Board Members shall constitute a quorum for the transaction of business at any meeting of the Board.

**13.8** When there is no quorum present within thirty (30) minutes after the time for which the meeting was called, the meeting may be adjourned by a majority of the Executive Board Members present at such meeting.

**13.9** Each Executive Board Member shall be entitled to exercise one (1) vote at meetings of the Board. At all meetings of the Board, every question shall be determined by a majority of votes cast at the meeting. In the event of an equality of votes, the President shall have a casting vote.

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

### **Annual Meeting**

**14.1** There shall be an annual meeting of the Association held in each year.

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

### **National Convention**

**14.3** Every three (3) years there shall be a National Convention which shall be held at a time and place determined by the Board. In no circumstances shall the National Convention take place later than the end of June in the year the National Convention is to be held.

**14.4** Voting at National Conventions shall be by representation. Each Branch/Facility shall have a number of votes that is equal to one (1) vote for every eight (8) Active Members or portion thereof, based upon the number of Active Members shown on the membership roll for the previous January.

**14.5** All Members of the Board shall attend such National Conventions and be entitled to participate therein but shall not be entitled to vote.

**14.6** The Board shall determine the delegate entitlement of each Branch based on the number of Active Members shown on the membership roll of each Branch as at the previous January.

**14.7** Each Facility shall be entitled to send to the National Convention one (1) delegate.

**14.8** A quorum at any session of a National Convention shall be at least 60% of the delegates.

### **Special General Meetings**

**14.9** A Special General Meeting shall be called whenever it is:

- deemed necessary by the Board, or
- the Board is requested to do so by at least forty percent (40%) of the Active Members.

**14.10** At a Special General Meeting each Branch/Facility shall cast the same number of votes as it would be entitled to cast at a National Convention. Each Branch/Facility shall be entitled to send one (1) delegate.

**14.11** A quorum at any session of a Special General Meeting shall be at least sixty (60) percent of the delegates.

## **15. REFERENDUM**

**15.1** All referendums shall be under the authority of the Board.

**15.2** Except as provided in Article 20: Amendment of By-laws, the majority of the votes cast shall determine the question submitted to a referendum vote.

**15.3** All Active Members shall be entitled to cast one (1) vote.

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

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

**16.2** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Association to procure a judgment in its favour by reason of the fact that he/she is or was an

Executive Board Member, Officer, member of a committee, employee or agent of the Association, or is or was serving at the request of the Association as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. The Association shall indemnify against expenses including legal fees, actually and reasonably incurred by him or her in connection with the defence or settlement of the action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudicated to be liable for negligence or misconduct in the performance of his/her duty to the Association unless and only to the extent that the court in which the action or suit was brought determines upon application that, despite the adjudication of liability and in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

**16.3** To the extent that an Executive Board Member, Officer, member of a committee, employee or agent of the Association has been successful on the merits or otherwise in defence of any action, suit or proceeding referred to in Sub-Articles 16.1 and 16.2 of the present Article, or in defence of any claim, issue or matter therein, he/she shall be indemnified against expenses, including legal fees, actually and reasonably incurred by him in connection with the action, suit or proceeding.

**16.4** Any indemnification under Article 16, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the Executive Board member, Officer, Member of the Committee, employee or agent is proper in the circumstances because he/she has met the applicable standard of conduct set forth in this Article. The determination shall be made by the Board by a majority vote of a quorum consisting of Executive Board Members who were not parties to the action, suit or proceeding, and if such a quorum is not obtainable, or even if obtainable a quorum of disinterested Executive Board Members so directs, by independent legal counsel in a written opinion, or by the members.

## **17. INSURANCE**

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

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

**18.1** All bonds, debentures, instruments under seal and other indentures shall be executed on behalf of the Association under the hand of two (2) Officers of the Association as designated by the Executive Board.

**18.2** The Association shall not, without prior approval by the Board make any capital expenditures which, either alone or in conjunction with other capital expenditures in any given financial year of the Association exceed in the aggregate Fifty Thousand (\$50,000.00) Dollars.

## **19. FINANCIAL YEAR**

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

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

**20.1** Any Active Member of the Association may submit proposed amendments to the By-laws of the Association to a meeting of his/her Branch/Facility and, if approved by two-thirds (2/3) of the members voting at that Branch/Facility meeting, they shall be submitted by the Branch Chairperson/Facility Steward to the Executive Board.

**20.2** All proposed amendments to the By-laws of the Association must be submitted to National Office sixty (60) days prior to the next National Convention, or Special General Meeting for approval except that where the Board or 20% of the membership-at-large consider it expedient to do so, such By-law may be submitted for approval by way of referendum.

**20.3** Any amendment to the By-laws of the Association shall be on a vote of the membership as follows:

- a. By two-thirds (2/3) of the votes cast by delegates in National Convention or at a Special General Meeting;
- b. By seventy-five percent (75%) of the votes cast in a referendum vote.

**20.4** All proposed amendments shall be distributed to each Branch/Facility of the Association in their original form and in the form designed by the Executive Board as proper for incorporation into the By-laws of the Association, at least, thirty (30) days prior to any voting being conducted pursuant to Sub-Article 20.3.

**20.5** Once a proposed By-law amendment has been through the process outlined in Sub-Article 20.1 to 20.4, it may be amended by the National Convention if at least two-thirds (2/3) of the delegates are in favour of the amendment and the Branch proposing the amendment agrees.

**20.6** Notwithstanding other provisions of Article 20, the Executive Board shall have the authority to propose amendments to current By-laws or propose new By-laws for consideration by National Convention, referendum or a Special General Meeting, whichever the Board deems appropriate if approved by two-thirds (2/3) of the Executive Board Members voting.

## **21. GENERAL Implementation**

**21.1** All general By-laws and amendments thereto of the Association are hereby repealed and the foregoing By-law substituted, therefore.

**21.2** Such repeal shall not affect the previous operation of any By-law so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under any such By-law prior to its repeal.

**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 2025. 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.

**NOTE:** The resolutions in **Proper Form** are the ones that will be debated and voted on at Convention. Resolutions in **Original Form** are provided for reference, as per Union By-Laws, Section II, Paragraph 20.4, cited above.

## PROPOSED BY-LAW AMENDMENTS

### BY 1

### Toronto ACC – ORIGINAL FORM

#### Reference

Section II: By-Law

#### Paragraph

7.6 Term of Office – Executive Board Members

#### Subject Matter

Timing of terms of office for the National Executive

### ***Proposed Wording:***

The turnover dates will fall on June 30, and every three years thereafter for each position. The President, Executive Vice President and Regional Vice President positions will be offset for election by one year each. (The following dates are used as example; President, July 1 2025 to June 30 2030, and every three years thereafter; Executive Vice President, July 1 2025 to June 30 2029, and every three years thereafter; Regional Vice Presidents, July 1 2025 to June 30 2028, and every three years thereafter).

### ***Rationale:***

To reduce the concerns of a reduction of continuous service while positions are switched over. Having individuals who can assist in the transition who are already in place instead of everyone being “new” in their roles. This will ensure current board members can run for a different position (ie EVP or President) without forfeiting their current position if unsuccessful. If successful, the Section 5.6 will apply. (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.) Previous rationale to align dates and campaign at Convention is no longer required to ensure a fair process, as it has been mitigated by the increased ability and reliability of virtual meetings. The staggered dates can be accomplished with either longer initial terms or shorter initial terms as necessary.

☐ PASSED

☐ DEFEATED

<b>BY 1</b>	<b>Toronto ACC – PROPER FORM</b>
<i>Reference</i>	Section II: By-Law
<i>Paragraph</i>	7.6 Term of Office – Executive Board Members
<i>Subject Matter</i>	Timing of terms of office for the National Executive

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 7.6 be deleted and replaced by the following, to read:**

**"The turnover dates will fall on June 30, and every three years thereafter for each position. The President, Executive Vice President and Regional Vice President positions will be offset for election by one year each."**

**[The following dates are used as example; President, July1 2025 to June 30 2030, and every three years thereafter; Executive Vice President, July 1 2025 to June 30 2029, and every three years thereafter; Regional Vice Presidents, July 1 2025 to June 30 2028, and every three years thereafter.]**

***Rationale:***

To reduce the concerns of a reduction of continuous service while positions are switched over. Having individuals who can assist in the transition who are already in place instead of everyone being “new” in their roles. This will ensure current board members can run for a different position (ie EVP or President) without forfeiting their current position if unsuccessful. If successful, the Section 5.6 will apply. (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.) Previous rationale to align dates and campaign at Convention is no longer required to ensure a fair process, as it has been mitigated by the increased ability and reliability of virtual meetings. The staggered dates can be accomplished with either longer initial terms or shorter initial terms as necessary.

**o PASSED**

**o DEFEATED**

**BY 2**

**Executive Board – PROPER FORM**

*Reference*

Section II: By-Law

*Paragraph*

7.23 (f) Vacancy and Removal from Office

*Subject Matter*

Removal from Office for Failure of Duty of Fair Representation

***Proposed Wording:***

**WHEREAS Section II, 7.23 (f) was a By-Law addition at Convention 2022; and**

**WHEREAS some of the language requires editorial changes without changing the intent of the addition;**

**BE IT RESOLVED THAT The Union Bylaws, Section II, subsection 7.23 (f) be amended, to read:**

**"f. Upon the conclusion of a thorough and formal investigation, if any union Executive Board Member is found to have not fulfilled their Duty of Fair Representation to a CATCA member, that Executive Board Member will be removed from their board position and the position declared vacant. (Conv. 2022)"**

***Rationale:***

**o PASSED**

**o DEFEATED**

<b>BY 3</b>	<b>Edmonton ACC – ORIGINAL FORM</b>
<i>Reference</i>	Section II: By-law
<i>Paragraph</i>	8.1 Regions
<i>Subject Matter</i>	Creation of the “Rockies” Region

***Proposed Wording:***

Current: 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.

Change to: The Association shall consist of six (6) Regions: Atlantic; St. Laurent; Central; Prairie; Rockies 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.

***Rationale:***

The Prairie region is very large. With 2 centers, 12 towers, 4 time zones, 4 provinces and 2 territories included, it has become imperative that this region gets the split it requires so that the nigh on 600 members can get the representation and attention they deserve. It is unreasonable to continue to do business with a single RVP with the many points of contact with whom they now have to deal. Nav Canada's new interest in bloating their management ranks has helped put even more strain on the branches and the RVP. The adding of a new RVP is not only a reasonable ask, but one that should be, at this point, easily justifiable to Nav Canada and to the membership at large.

o PASSED

o DEFEATED

<b>BY 3</b>	<b>Edmonton ACC – PROPER FORM</b>
<i>Reference</i>	Section II: By-law
<i>Paragraph</i>	8.1 Regions
<i>Subject Matter</i>	Creation of the “Rockies” Region

***Proposed Wording:***

**BE IT RESOLVED THAT** Section II, Paragraph 8.1 be amended, to read:

**"The Association shall consist of **six (6)** Regions: Atlantic; St. Laurent; Central; Prairie; **Rockies** 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."**

***Rationale:***

The Prairie region is very large. With 2 centers, 12 towers, 4 time zones, 4 provinces and 2 territories included, it has become imperative that this region gets the split it requires so that the high on 600 members can get the representation and attention they deserve. It is unreasonable to continue to do business with a single RVP with the many points of contact with whom they now have to deal. Nav Canada's new interest in bloating their management ranks has helped put even more strain on the branches and the RVP. The adding of a new RVP is not only a reasonable ask, but one that should be, at this point, easily justifiable to Nav Canada and to the membership at large.

☐ PASSED

☐ DEFEATED

**BY 4****Toronto Tower – ORIGINAL FORM***Reference*

Section II: By-Law

*Paragraph*

7.1 Executive Board, 8.1 Regions and 8.2

*Subject Matter*

Creation of a 4 Majors RVP

***Proposed Wording:***

Be it resolved CATCA will negotiate and create a new RVP position drawn from the membership at the 4 Majors Towers. If unsuccessful in negotiations with NAV CANADA, CATCA will pay the expenses of creating a new RVP position or seek to create a new RVP position during the next round of collective bargaining.

Amend paragraph 7.1 to read:

The Board shall be initially comprised of the President, the Executive Vice President, and six (6) Regional Vice Presidents.

Amend paragraph 8.1 to read

The Association shall consist of six (6) Regions: Atlantic, St Laurent, Central, Prairie, Pacific and 4 Majors. 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.

Amend paragraph 8.2 to read:

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 Mirabel, Quebec, Ottawa, St-Honore, St. Hubert, and St. Jean Towers.
- c. The Central Region shall be comprised of Toronto ACC and the Oshawa, Waterloo, Windsor, Sault Ste Marie, Hamilton, London and Billy Bishop Toronto City Towers, and the Bytown and Technology Branches.
- d. The Prairie Region shall be comprised of the Edmonton ACC, Winnipeg ACC and the St. Andrews, Thunder Bay, Edmonton, Villeneuve, Winnipeg, Yellowknife, Saskatoon, Red Deer, Regina, Fort McMurray and Springbank Towers.
- e. The Pacific Region shall be comprised of the Vancouver ACC and the Victoria, Vancouver Harbour, Boundary Bay, Abbotsford, Prince George, Pitt Meadows, Langley, Kelowna and Whitehorse Towers.
- f. The 4 Majors Region shall be comprised of the Toronto, Vancouver, Calgary and Dorval Towers.

*Rationale:*

The failure of CATCA to adequately represent the membership of the 4 Majors at the regional level illustrates the need for real leadership that understands the demands placed on the 4 majors.

☐ PASSED

☐ DEFEATED



<b>BY 4</b>	<b>Toronto Tower – PROPER FORM</b>
<i>Reference</i>	Section II: By-Law
<i>Paragraph</i>	8.1 Regions and 8.2
<i>Subject Matter</i>	Creation of a 4 Majors RVP

***Proposed Wording:***

**BE IT RESOLVED THAT CATCA will negotiate and create a new RVP position drawn from the membership at the 4 Majors Towers. If unsuccessful in negotiations with NAV CANADA, CATCA will pay the expenses of creating a new RVP position or seek to create a new RVP position during the next round of collective bargaining.**

**BE IT FURTHER RESOLVED THAT Section II, Paragraph 8.1 be amended, to read:**  
**The Association shall consist of six (6) Regions: Atlantic, St Laurent, Central, Prairie, Pacific and 4 Majors. 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.**

**BE IT FURTHER RESOLVED THAT Section II, Paragraph 8.1 be amended, to read:**  
**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 Mirabel, Quebec, Ottawa, St-Honore, St. Hubert, and St. Jean Towers.**
- c. The Central Region shall be comprised of Toronto ACC and the Oshawa, Waterloo, Windsor, Sault Ste Marie, Hamilton, London and Billy Bishop Toronto City Towers, and the Bytown and Technology Branches.**
- d. The Prairie Region shall be comprised of the Edmonton ACC, Winnipeg ACC and the St. Andrews, Thunder Bay, Edmonton, Villeneuve, Winnipeg, Yellowknife, Saskatoon, Red Deer, Regina, Fort McMurray and Springbank Towers.**
- e. The Pacific Region shall be comprised of the Vancouver ACC and the Victoria, Vancouver Harbour, Boundary Bay, Abbotsford, Prince George, Pitt Meadows, Langley, Kelowna and Whitehorse Towers.**
- f. The 4 Majors Region shall be comprised of the Toronto, Vancouver, Calgary and Dorval Towers.**

*Rationale:*

The failure of CATCA to adequately represent the membership of the 4 Majors at the regional level illustrates the need for real leadership that understands the demands placed on the 4 majors.

o PASSED

o DEFEATED

<b>BY 5</b>	<b>Executive Board – PROPER FORM</b>
<i>Reference</i>	Section II: By-law
<i>Paragraph</i>	8.1 Regions
<i>Subject Matter</i>	Regions

***Proposed Wording:***

**WHEREAS the makeup of each Region as per By-Laws Section II, subsection 8.2 has changes that need to be incorporated;**

**BE IT RESOLVED THAT The Union Bylaws, Section II, subsection 8.2 be amended, to read:**

**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 Montreal/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 Technology Branches.**
- d. The Prairie Region shall be comprised of the Edmonton ACC, Winnipeg ACC and the St. Andrews, Thunder Bay, Edmonton, 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.**

***Rationale:***

**o PASSED                      o DEFEATED**

<b>BY 6</b>	<b>Montreal ACC – ORIGINAL FORM</b>
<i>Reference</i>	Section II – By-Law
<i>Paragraph</i>	9.1 Branches
<i>Subject Matter</i>	Add

***Proposed Wording:***

Be It Resolved That: 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, Add: with the exception of terminal units in the 4 majors (Calgary, Montreal, Toronto and Vancouver) which may, at their option and following a referendum within their specialty and tower, be attached to the tower branch of their control tower.

***Rationale:***

Major terminals would be better represented if they were attached to the tower rather than the ACC.

☐ PASSED

☐ DEFEATED

<b>BY 6</b>	<b>Montreal ACC – PROPER FORM</b>
<i>Reference</i>	Section II – By-Law
<i>Paragraph</i>	9.1 Branches
<i>Subject Matter</i>	Add

***Proposed Wording:***

**BE IT RESOLVED THAT** Section II, Paragraph 9.1 be amended by adding language, to read:

**"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, with the exception of Terminal units associated with the 4 major Towers (Calgary, Montreal, Toronto and Vancouver) which may, at their option and following a referendum within each Terminal specialty and associated Tower, be combined with the Tower branch into a single new branch. Such a referendum will be a combined vote of both associated units and will be decided by a simple majority of combined votes of the units."**

***Rationale:***

Major terminals would be better represented if they were attached to the tower rather than the ACC.

☐ PASSED

☐ DEFEATED

<b>BY 7</b>	<b>Executive Board – PROPER FORM</b>
<i>Reference</i>	Appendix B
<i>Paragraph</i>	
<i>Subject Matter</i>	Declaration of Recusal Form

***Proposed Wording:***

**WHEREAS Appendix B was a By-Law addition at Convention 2022; and**

**WHEREAS some of the language requires editorial changes without changing the intent of the addition;**

**BE IT RESOLVED THAT The Union Bylaws, Appendix B be amended, to read:**

**"APPENDIX B**

**Declaration of Recusal Form**

**A Declaration of Recusal form is to be used when any conflict of interest may exist in relation to representations concerning a CATCA member-to-member situation. 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.**

**Any Member of the Executive Board that hears a verbal declaration of conflict of interest from a member, assigned to represent 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. (Conv. 2022)**

**The Board will design an Appendix B."**

*Rationale:*

**o PASSED**

**o DEFEATED**

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## POLICY RESOLUTIONS

The following resolutions have been submitted to the National Office for debate by the delegates at CATCA Convention 2025. 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 March 31, 2025, 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>Toronto Tower</b>
<i>Reference</i>	Section I: Administration
<i>Paragraph</i>	4.5 (New)
<i>Subject Matter</i>	Retirement Planning

### ***Proposed Wording:***

**BE IT RESOLVED THAT a new Section I, Paragraph 4.5 be added, to read:**

**"CATCA National will endeavour to create retirement material which will outline the step-by-step retirement process, important dates and an emphasis on the use of EOC balances."**

**and the existing paragraph 4.5 be renumbered.**

### ***Rationale:***

Inadequate information is provided through NAV CANADA retirement planning sessions when it comes to specific CATCA programs such as EOC. To better support members, comprehensive documentation outlining the steps and important dates will help all members to better plan for retirement.

**o PASSED**

**o DEFEATED**



**POL 2**

*Reference*

*Paragraph*

*Subject Matter*

**Vancouver ACC**

Section I: Administration

6.2 and 6.3: National Executive and Regional Vice-President Elections

Notice of Compensation

***Proposed Wording:***

**BE IT RESOLVED THAT** Section I, Paragraph 6.2 and 6.3 be amended by adding a new paragraph d., to read:

**'Full details of total compensation, including pensionable components, for all Executive Board roles be communicated prior to the call for nomination.'**

***Rationale:***

Some positions have compensation that has been grandfathered. Going forward compensation will be negotiable as per Amanda Sarginson's letter to CATCA. Currently Board compensation is not guaranteed, open or transparent.

o PASSED

o DEFEATED

<b>POL 3</b>	<b>Executive Board</b>
<i>Reference</i>	Section I: Administration
<i>Paragraph</i>	6.4 (New)
<i>Subject Matter</i>	Board of Trustees Elections

***Proposed Wording:***

**BE IT RESOLVED THAT** a new Section I, Paragraph 6.4 be added, and subsequent paragraphs renumbered, to read:

**'Full details of total compensation, including pensionable components, for all Executive Board roles be communicated prior to the call for nomination.'**

**"6.4 Board of Trustees Elections**

- a. **Board of Trustee elections will be conducted electronically.**
- b. **All prospective Candidates shall be prepared to carry out the duties as described in the Policy Book Section IV: Committees; Sub-section 2.3.**
- c. **The signatures of 10 active members shall accompany nominations for the Board of Trustees.**
- d. **The call for nominations shall be issued by the Returning Officer, through the National Office, two (2) weeks prior to Convention and run for fourteen (14) days.**
- e. **The nomination period shall close at 8pm Local Time on the first day of Convention.**
- f. **The Returning Officer shall review each nomination received to determine that the nomination is valid, and a list of Candidates shall be published at the beginning of the second day of Convention.**
- g. **The designated campaigning period will be considered the time between announcement of the eligible candidates by the Returning Officer until voting has been completed. During this time campaign material may be distributed electronically.**
- h. **Only Delegates at National Convention are eligible to vote.**
- i. **Elections for all Board of Trustee positions shall begin from the opening of business on day 2 and will be completed by 1000 Local Time on the last day of Convention. Results will be announced by 1300 Local Time on the last day of Convention.**
- j. **With respect to Section IV: Committees; Sub-section 2.1 of the Policy Book, if the results produce more than one member from the same region, the candidate with the highest number of votes shall be affirmed. In the event of a tie for candidates from the same region, a run-off vote shall be conducted to determine the successful candidate from that region.**

- k. **This process will continue until the final results reflect a maximum of only one representative from a region in order to meet the required number of Trustees as determined by the Executive Board.**
- l. **In the event that the number of elected Trustees is less than the required minimum per Section IV: Committees; Sub-section 2.1, the Executive Board shall appoint the required number of additional Trustees to constitute a full committee.”**

*Rationale:*

☐ PASSED

☐ DEFEATED

**POL 4                      Toronto ACC**

*Reference*                      Section I: Administration  
*Paragraph*                      6.4 (g) and 6.8 (j): Voting Procedures  
*Subject Matter*                      Change to the Requirement for Voting Ballots

***Proposed Wording:***

**BE IT RESOLVED THAT** Section I, Paragraphs 6.4 g. and 6.8 j. be amended by adding the following (in red) to the second paragraph, to read:

**The electronic voting system shall employ the preferential ballot procedure when more than two candidates appear on the ballot. Candidates are to be ranked in order of preference, by placing the number 1 (one) beside the first choice, the number two (2) beside the second choice, the number three (3) beside the third choice, etc. *There shall be no requirement to rank all candidates, the minimum shall be the first ranked candidate.***

**In the event no candidate receives an outright majority, the candidate receiving the lowest number of votes shall be eliminated. The ballots for the eliminated candidate are then to be recounted, and the second choice of these voters is then distributed to the appropriate remaining candidates and tabulated. *Ballots with no second choice shall be exhausted ballots and no longer be counted in the election.***

***Rationale:***

Voters on a ranked ballot are forced to offer support for a candidate that they may not normally support. In a situation with 2 candidates, a voter is only required to offer support for the one candidate that they would like to elect or not vote at all to offer no support for either candidate. When there are more than 2 options, voters have no ability to simply offer support to one candidate, and either have to abstain from voting at all or arbitrarily select a second and third choice, which may not actually represent support for those second and third candidates. In a very tight election, these mandatory ranked votes could improperly skew the result.

**o PASSED**

**o DEFEATED**

<b>POL 5</b>	<b>St-Honore Tower</b>
<i>Reference</i>	Section I: Administration
<i>Paragraph</i>	10.19 (New)
<i>Subject Matter</i>	Convention Registration Fees

***Proposed Wording:***

**BE IT RESOLVED THAT Section 1, Paragraph 10 be amended by adding a new paragraph 10.19, to read:**

**"Convention registration fees shall either be abolished or deducted from branch rebates sent to units. The Executive Board shall determine which option is implemented."**

***Rationale:***

Since these costs are reimbursed by the branch anyway, we could save ourselves a lot of red tape by simply eliminating them.

☐ PASSED

☐ DEFEATED

**POL 6**

*Reference*

*Paragraph*

*Subject Matter*

**Toronto ACC**

Section I: Administration

11.3: Official Training Institute for ab initio Training

A direction that CATCA does not support third-party training for Nav Canada ATC positions

***Proposed Wording:***

**BE IT RESOLVED THAT Section I, Paragraph 11.3 be amended by adding a new paragraph, to read:**

**"All ATC training for positions within Nav Canada must be delivered by CATCA local 5454 members in good standing."**

***Rationale:***

It is understood that Nav Canada cannot cancel an existing contact (CAE), but CATCA should not support its extension in the future. The actual experience level and ability of existing third-party instructors is unknown, so training should either be administered in-house, or CAE instructors must be CATCA 5454 members in good standing. *Comments:*

o PASSED

o DEFEATED

<b>POL 7</b>	<b>Calgary Tower (McCall Branch)</b>
<i>Reference</i>	Section I: Administration
<i>Paragraph</i>	11.30: Pension Plan Restoration
<i>Subject Matter</i>	Pension Restoration

***Proposed Wording;***

**BE IT RESOLVED THAT Section I, Paragraph 11.30 be amended by adding a second paragraph, to read:**

**"Notwithstanding the first paragraph of Paragraph 11.30, the Executive Board shall pursue the removal of ad-hoc indexing and ensure 100% CPI indexation of the Plan B pension."**

***Rationale:***

The Part B pension has not indexed to full CPI recently. To avoid a drain of controllers to overseas opportunities, it is in the interest of the union to improve the Part B pension.

☐ PASSED

☐ DEFEATED

<b>POL 8</b>	<b>Winnipeg ACC</b>
<i>Reference</i>	Section I: Administration
<i>Paragraph</i>	11.31: Splitting Prairie Region into 2 Regions
<i>Subject Matter</i>	Splitting Prairie Region

***Proposed Wording:***

**WHEREAS** Prairie Region is too large for 1 RVP to represent, both in geographic size and CATCA membership, and

**WHEREAS** NAV CANADA's regional management structure does not align with CATCA's regional VP structure, and

**WHEREAS** the existing policy, as written, does not provide CATCA National Executive clear direction, nor does it adequately reflect the desire for change from Prairie Region CATCA members;

**BE IT RESOLVED THAT** Section I, Paragraph 11.31 be amended by deleting the first paragraph and replacing it with the following, to read:

"CATCA National Executive will immediately and meaningfully negotiate with NAV CANADA for funding the salary and benefits package for a 6th Regional Vice President position. Minutes of any meetings related to this matter will be taken, and relevant information will be shared with Branch Chairpersons upon request. If successful, the Executive Board shall create a 6th region (Rockies), may be composed of the following branches: Edmonton ACC, Calgary Tower, Edmonton Tower, Springbank Tower, Villeneuve Tower, Yellowknife Tower, Red Deer Tower, and Fort McMurray Tower. Prairie Region may be composed of the following branches: Winnipeg ACC, Winnipeg Tower, St. Andrews Tower, Saskatoon Tower and Regina Tower. "

***Rationale:***

YWG Tower: The Prairie region is spread over four provinces and one territory, covers 3 time zones and is the largest region by CATCA membership. Its size is restrictive, both for members who wish to communicate with their regional vice president and for those who may wish to take on the role as vice president in the future. Splitting the region in half fixes those issues and potentially adds valuable voices to the national executive.

YYC Tower: The Prairie region covers a vast area with a large population of controllers. No other existing region has a combination of large area and large membership numbers. We are seeking guidance from the delegates to determine timing of the split, and options for the incumbent to retain an RVP position.

o PASSED                      o DEFEATED

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**POL 9***Reference**Paragraph**Subject Matter***Toronto ACC**

Section I: Administration

11.36 (New)

A Direction for CATCA to Support Consideration of Cost-of-Living Allowances During Bargaining

***Proposed Wording:***

**BE IT RESOLVED THAT Section I, Paragraph 11 be amended by adding a new paragraph 11.31 and renumbering the succeeding paragraphs, to read:**

**"CATCA supports the principle of cost-of-living allowances for its membership with the purpose of equalizing the quality of life across Canada."**

***Rationale:***

Certain facilities lie in regions that may have an unreasonable high cost of living relative to the ATC grade or ATCP that is warranted for that location. Providing a Cost-of-Living adjustment may assist those members and also encourage an increased demand for seniority bids and better staffing.

o PASSED

o DEFEATED

**POL 10          Toronto Tower**

*Reference*                      Section I: Administration  
*Paragraph*                    11.36 (New)  
*Subject Matter*                Hourly Rate of Pay

**Proposed Wording**

**BE IT RESOLVED THAT a new Section I, Paragraph 11.36 be added, to read:**

**"CATCA National policy is that the calculation of the hourly rate of pay for overtime shall include base salary and ATCP."**

*Rationale:*

As it currently stands, hourly rate of pay is determined only based on base salary. In order to better reflect the level and complexity of work completed at each unit, the base salary should include ATCP in addition to base salary. This would result in an overtime shift being compensated in the correct proportion to a shift on straight time.

☐ PASSED

☐ DEFEATED

**POL 11            Moncton ACC**

*Reference*                      Section II: Finances  
*Paragraph*                    2.1: Branch/Facility Rebates – Monthly Amounts  
*Subject Matter*                Branch Rebates

***Proposed Wording:***

**BE IT RESOLVED THAT** Section II, Paragraph 2.1 be amended by deleting the dollar amounts and replacing them as indicated below, to read:

**"Branches and facilities which have 20 members or fewer to receive a fixed amount of \$275 [old - \$225], those with 21 to 45 members to receive a fixed amount of \$330 [old - \$275], those with 46 or more \$7.25 [old - \$6.00] per member."**

***Rationale:***

Inflation since this was last changed has totalled 20.3 percent, Raises have totalled 25.3 percent. CATCA national has received an influx of funds that has not trickled down to the branches.

☐ PASSED                      ☐ DEFEATED

**POL 12            Vancouver Tower**

*Reference*                      Section II: Finances

*Paragraph*                    2.1: Branch/Facility Rebates – Monthly Amounts

*Subject Matter*              Branch/Facility Monthly Rebate

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 2.1 be amended by adding a sentence, to read:**

**"Retroactive to the beginning of the current contract (April 1, 2023) but without retroactive payment, the Branch/Facility monthly rebate increase annually at the same rate as negotiated hourly rate of pay increases."**

***Rationale:***

As our wages go up, the ability to provide shift coverage for things like convention, meetings, etc. continues to decrease. This will ensure that we can cover the same number of shifts as needed in the future.

The \$225 amount would become \$258 for the next rebate period.

The \$275 amount would become \$315 for the next rebate period.

The \$6/controller amount would become \$6.88 for the next rebate period.

o PASSED

o DEFEATED

**POL 13            Dorval Tower**

*Reference*                      Section II: Finances

*Paragraph*                    4.3: Per Diem

*Subject Matter*                Propose to have Monetary Limitations for Meals (per diems) and Alcohol Limits on CATCA Convention, Bargaining and Events.

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 4.3 be amended by adding a new penultimate paragraph, to read:**

**"At some pre-approved events (e.g. Convention banquet, Bargaining Committee final dinner, international meeting banquet, etc.), actual expenses may exceed the per diem and group meals can be reimbursed, in which case the actual expenses must be itemized. The list of approved events will be decided by the Board on a annual basis, with assistance from the Board of Trustees. Unless approved in advance by the Board, no more than two (2) alcoholic beverages will be reimbursed, per attending member or guest, at any CATCA event or meal."**

***Rationale:***

Nav Canada at last bargaining applied the NCJC limits to their employees and I feel we need to better budget the money for big events such as bargaining or convention

o PASSED

o DEFEATED

**POL 14            Dorval Tower**

*Reference*                      Section II: Finances

*Paragraph*                    4.4: Accommodation

*Subject Matter*              Each Delegate and Official Observer will be Supplied a Private Hotel Room for Convention.

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 4.4 be amended adding a sentence to the last paragraph, to read:**

**"Each Delegate and Official Observer to National Conventions will be supplied a private hotel room for Convention."**

***Rationale:***

Currently the delegate has to pay half the room if he decides to bring his family. I have always seen the convention as a thank you for the voluntary work done by delegates in between conventions and delegates should be able to bring their family at no cost to them.

☐ PASSED

☐ DEFEATED

**POL 15            Dorval Tower**

<i>Reference</i>	Section II: Finances
<i>Paragraph</i>	4.6 (e) (New): Travel Outside of Canada
<i>Subject Matter</i>	Limit International Executive Board Travel to ATC-Related Conventions or Events

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 4.6 be amended by adding a new clause e., to read:**

**"4.6.e. CATCA's international presence shall be limited to events specifically relevant to air traffic control. International events will be attended by the President or her/his delegate and, when deemed necessary, one (1) additional board member, except for participation in IFATCA as outlined in Section VI."**

***Rationale:***

I believe our presence on the world stage is important but also believe that spending on international travel should be limited to ATC-related conventions or meetings and be represented by President / EVP and 1 RVP.

☐ PASSED

☐ DEFEATED

**POL 16          Dorval Tower**

*Reference*                      Section II: Finances

*Paragraph*                    4.14 (New) CATCA Corporate Accounts

*Subject Matter*              Create a corporate credit card account as well as hotel accounts to maximize refunds or points that belong to CATCA to be used on future expenses or events.

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 4 be amended by adding a new Paragraph 4.14, to read:**

**"CATCA Executive Board Members shall use corporate credit cards or corporate accounts for all expenses related to conducting union business."**

***Rationale:***

Currently a lot of expenses are charged to multiple credit cards. Using a corporate credit card system and hotel points system could help offset the costs of future CATCA expenses and simplify business.

o PASSED

o DEFEATED



**POL 17**                      **Vancouver ACC**  
*Reference*                      Section II: Finances  
*Paragraph*                      4.14 (New)  
*Subject Matter*                      Reimbursed Shift Entitlements

***Proposed Wording:***

**BE IT RESOLVED THAT Section II, Paragraph 4 be amended by adding a new paragraph 4.14, to read:**

**"UNIFOR-reimbursed shifts shall be allocated as per the national delegate count such that each branch's entitlement will be reflected in number of shifts."**

***Rationale:***

New UNIFOR shifts, started last year. It should be added to our bylaws how they should be defined – by shifts vs dollar amount. Every year CATCA gets \$300k+ spread around the country, split among the various units.

☐ PASSED                      ☐ DEFEATED

**POL 18            Yellowknife Tower (Great Slave Branch)**

*Reference*                      Section IV: Committees

*Paragraph*                    10 (New)

*Subject Matter*                Establish a National Committee for Disaster Preparedness and Response

***Proposed Wording:***

**WHEREAS natural disasters, public health crises, and other emergencies are increasing in frequency and intensity, posing significant risks to the safety, livelihoods, and well-being of CATCA members, their families and communities; and**

**WHEREAS recent emergencies have highlighted Nav Canada’s unwillingness to work with front-line staff to minimize the impact of these events on staff and their families, or to listen and learn from them after the event in order to better deal with the next event; and**

**WHEREAS CATCA members are often on the front lines of disaster response and recovery efforts for their respective communities, and deserve support for these efforts in addition to the support they deserve to be able to continue to perform on the job under some of the most difficult of circumstances; and**

**WHEREAS CATCA has a critical role to play in advocating for the provision of resources, encouraging Nav Canada to properly plan for potential risks, and rallying support efforts during times of distress for other CATCA members; and**

**WHEREAS responding effectively to disasters, emergencies and other situations of distress requires sacrifices from not only employees but also from their families that often go unrecognized and undervalued by Nav Canada;**

**BE IT RESOLVED THAT CATCA establish a National Committee for Disaster Preparedness and Response to lead efforts in addressing these challenges and promote the safety and resilience of our members and their families.**

**BE IT FURTHER RESOLVED THAT the National Committee for Disaster Preparedness and Response shall:**

- 1. Engage with Other like-minded organizations: Continue the dialogue with the NATCA Disaster Response Committee and develop collaborative relationships with other agencies to further enhance effective response.**
- 2. Advocate for Policy Change: Collaborate with Nav Canada to strengthen disaster preparedness plans, disaster response and relief policies, and equitable access to adequate relief resources for employees and their families.**
- 3. Support Other Unions: Provide guidance and support to other unions in developing workplace-specific emergency plans, negotiating disaster-related contract provisions, and addressing member needs during crises.**

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**4. Foster Partnerships:** Build relationships with community organizations, emergency management agencies, and other stakeholders to enhance collective disaster response capabilities.

**5. Monitor Emerging Threats:** Stay informed about evolving risks such as climate/weather events, pandemics, and technological hazards to proactively address potential challenges.

**6. Continuously Learn and Adapt:** Take lessons from each event and incorporate the lessons learned into future preparation and response efforts.

**BE IT FURTHER RESOLVED THAT** the National Committee for Disaster Preparedness and Response be allotted a budget that will allow for in person or video meetings of the committee as needed.

**BE IT FURTHER RESOLVED THAT** the National Committee for Disaster Preparedness and Response will report on its progress in a manner that will ensure transparency, accountability, and continued input from union members.

*Rationale:*

\* The recent evacuation of Yellowknife, in August of 2023, highlighted managements' lack of preparation to the threat of wildfire and possibility of evacuating the city. The resulting scramble led to an unsafe and chaotic response, with contradictory direction from different levels of management. The way Nav Canada managed the event set controllers up to fail instead of succeed, and the assistance they proudly claimed to provide had numerous conditions and restrictions and was far short of covering the expenses and stress caused by management's failure to plan and prepare. In the aftermath, controllers were purposely left out of the assessment meetings of what went right and wrong, and some managers were actually proud of the fact that they didn't include any front-line workers. Since then, repeated requests for Nav Canada to recognize employees who went above and beyond under the circumstances of this particular event have been ignored or treated with contempt.

\* A National Committee would have the potential to improve almost every aspect of preparedness and response to disasters. It is our firm belief that among Air Traffic Controllers lies a vast untapped expertise that has the potential to not just improve preparedness and response but actually be world leaders in the field.

\* Currently, the extra workload of dealing with unit(s) affected by any disaster falls to the RVP who would likely have to put aside existing issues while dealing with the more immediate needs of members affected by the disaster. To have a National Committee as a focal point for information and to advocate for members on the myriad of issues that inevitably come up, would reduce the burden on RVPs and offer another CATCA voice to advocate for and assist members.

\* Suggested number of committee members: At least 4 as there will be plenty of work required to get the committee up and running.

\* Suggested amount for funding: \$35,000 to allow for 3 in person meetings per year. Additional funding ideas (to create a fund for assisting members when affected by events): NATCA has a

program where controllers volunteer to give 3-5\$ per paycheck which is collected by the union and distributed by the committee when needed.

☐ PASSED

☐ DEFEATED

**POL 19**                      **Vancouver ACC**  
*Reference*                      Section IV: Committees  
*Paragraph*                      10 (New)  
*Subject Matter*                      Work of the Bargaining Unit

***Proposed Wording:***

**BE IT RESOLVED THAT Section IV, Paragraph 10 be added, to read:**

**"A committee be formed to define ATC work, with consideration given to FSS encroachment and technology changes."**

***Rationale:***

To define the work of ATC as it pertains to FSS roles and responsibilities:

- FSS MATS changed to include “can you”, allows FSS to assign runways, etc.
- Effectively allows FSS to do “ATC-light” type work, which is an overstep. All these small steps keep pushing further and further into the ATC realm, becomes “death by 1000 paper cuts”.
- Allowing FSS to do ATC type work also allows the company to argue against upgrading level of service at certain sites from FSS to ATC.
- Pilot is responsible for the safety of their aircraft. ATC also takes responsibility for the safety of the aircraft under their control. FSS does not, so why should FSS be able to make control decisions like active runway when they aren’t responsible for the outcome?

o PASSED

o DEFEATED

<b>POL 20</b>	<b>Executive Board</b>
<i>Reference</i>	Section IV: Committees
<i>Paragraph</i>	10 (New)
<i>Subject Matter</i>	CATCA Council

***Proposed Wording:***

**BE IT RESOLVED THAT CATCA establish a CATCA Council composed of all Branch and Committee Chairs.**

**BE IT FURTHER RESOLVED THAT said Council shall meet a minimum of once annually.**

**BE IT FURTHER RESOLVED THAT the Council shall receive a report from the Executive Board on the work of the Association and, in turn, provide reports and engage in discussions related to Association business.**

***Rationale:***

☐ PASSED

☐ DEFEATED

**POL 21            Montreal ACC**

*Reference*                      Section V: Collective Bargaining  
*Paragraph*                    1.1 Contract Committee – Composition and Responsibilities  
*Subject Matter*                Composition

***Proposed Wording:***

**BE IT RESOLVED THAT** Section V, Paragraph 1.1 be amended, to read:

**“1.1 Composition and Responsibilities**

The contract committee shall be comprised of 21 elected members, representing the following:

1. President
2. Executive Vice President
3. RVP Pacific
4. RVP Prairie
5. RVP Central
6. RVP St-Laurent
7. RVP Atlantic
8. Vancouver ACC (excluding Vancouver Terminal)      **Note: [delete "and Tower"]**
9. Toronto ACC (excluding Toronto Terminal)              **Note: [delete "and Tower"]**
10. Edmonton ACC (excluding Calgary Terminal)
11. Winnipeg ACC
12. Gander ACC
13. Moncton ACC
14. Montreal ACC (excluding Montreal Terminal)
15. Central Towers (excluding Toronto Tower)
16. Prairie Towers (excluding Calgary Tower)
17. Atlantic Towers
18. Pacific Towers (excluding Vancouver Tower)
19. Bilingual Towers (all Quebec Towers including Ottawa Tower, **excluding Dorval Tower**)
20. Members in Non-Control Positions
- 21. Vancouver Tower and Vancouver Terminal, Calgary Tower and Calgary Terminal, Toronto Tower and Toronto Terminal, Dorval Tower and Montreal Terminal”**

***Rationale:***

o PASSED

o DEFEATED

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**POL 22          Toronto Tower**

*Reference*                      Section V: Collective Bargaining

*Paragraph*                    1.1 Contract Committee – Composition and Responsibilities

*Subject Matter*              Composition of the Contract Committee

***Proposed Wording:***

**BE IT RESOLVED THAT Section V, Paragraph 1.1 be amended, to read in part:**

**“The contract committee shall be comprised of the following 21 elected members**

**...**

**8. Vancouver ACC**

**9. Toronto ACC**

**...**

**16. Prairie Towers (excluding Calgary)**

**...**

**19. Bilingual Towers (all Quebec Towers including Ottawa Tower, excluding Dorval)**

**...**

**21. 4 Major Towers (Toronto, Vancouver, Calgary and Dorval)”**

***Rationale:***

The failure of CATCA and Nav Canada to hear the voices of the 4 Majors and live up to the LOU that was part of the 2023 contract requires we be represented better at the bargaining table.

CATCA will add an additional member of the bargaining team that is drawn from the membership at the 4 Majors.

**o PASSED**

**o DEFEATED**



**POL 23**            **Dorval Tower**  
*Reference*            Section VI: IFATCA  
*Paragraph*            1.3: IFATCA Conferences  
*Subject Matter*       IFATCA Presence

***Proposed Wording:***

**BE IT RESOLVED THAT** Section VI, Paragraph 1.3, second paragraph ["Normally, the Union will send four delegates to the annual Conference. The President, or his/her designate, and the IFATCA Liaison Officer will automatically be included on the delegation. CATCA representatives on IFATCA Standing Committees will be given priority in filling other delegate positions. Members of the Executive Board may fill any remaining positions on a rotating basis. (Conv. 1997)"] be deleted and replaced by a new second paragraph, to read:

**"Normally, the Union will send four delegates to the annual Conference. The President, or his/her designate, and the IFATCA Liaison Officer will automatically be included on the delegation. CATCA representatives on IFATCA Standing Committees will be given priority in filling other delegate positions. Members of the Executive Board, members of local executives or committee members may fill any remaining positions if deemed appropriate. (Conv. 1997)".**

***Rationale:***

To give the chance to branch chairs to attend international ATC conferences.

o PASSED                      o DEFEATED

**POL 24            Dorval Tower**

*Reference*                      Section VI: IFATCA

*Paragraph*                    2.1: Liaison Officer to IFATCA

*Subject Matter*              The IFATCA Liaison Officer shall be Elected by the Executive Board

***Proposed Wording:***

**BE IT RESOLVED THAT** Section VI, Paragraph 2.1 ["The Executive Vice President shall be the IFATCA Liaison Officer."] be deleted and replaced with new Article 2.1, to read:

**"The Executive Board will elect the IFATCA Liaison Officer, initially no later than 6 months after national elections have been held and then each year following. The Liaison Officer will serve a term of 12 months."**

***Rationale:***

Again, this measure is to rotate opportunities amongst Executive Board members to take on positions and be able to attend large ATC conferences.

o PASSED

o DEFEATED

2022 NATIONAL CONVENTION MINUTES (DRAFT)



# 2022 National Convention Minutes



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

**May 2 – May 4, 2022**  
**Quebec City, Quebec**

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

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**2022 National Convention  
Hotel Le Concorde, Quebec City,  
Quebec May 2 – May 4, 2022**

The meeting was convened at 15:00 on May 3, 2022.

## ROLL CALL OF DELEGATES

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

### Pacific Region

#### **Abbotsford Tower**

Darren Barkey (2)

#### **Boundary Bay Tower**

Glen McGarrigle (2)

#### **Harbour Tower**

Kevin Hobbes (2)

#### **Kelowna Tower**

Ryan Christensen (2)

#### **Langley Tower**

Peter Carmichael (2)

#### **Pitt Meadows Tower**

Steven Pawluk (2)

#### **Prince George Tower**

Matt Handford (2)

#### **Vancouver ACC**

Mike Harrington (2)

Chris Chapieski (4)

Kari Johansson (4)

Brandon Schaufele (4)

Curt Granewall (2)

Maureen Murdoch (4)

#### **Vancouver Tower**

Dennis Sander (3)

Andrew Worthington (2)

#### **Victoria Tower**

Steve Beselt (3)

#### **Whitehorse Tower**

Gord Townson (1)

### Prairie Region

#### **Calgary Tower**

Todd Gabel (2)

Brett Zubot (2)

#### **Edmonton ACC**

Mike Loftus (4)

Matt Lepage (4)

Dale Forbes (4)

Laura Foote (4)

Ryan Clarke (4)

Neil Fulton (3)

Cody Wasik (2)

#### **Edmonton Tower**

Kristin Wicks (3)

#### **Fort McMurray Tower**

Daelan Davies (2)

#### **Red Deer Tower**

Anders Rosene (2)

#### **Regina Tower**

Kevin Youmans (2)

Saskatoon Tower

Paul Mongeau (2)

#### **Springbank Tower**

Knute Jenson (2)

#### **St. Andrews Tower**

John Stillwell (2)

#### **Thunder Bay Tower**

Bob (Robert) Smith (2)

#### **Villeneuve Tower**

David Kenyon (replaced Lisa B) (2)

#### **Winnipeg ACC**

Jeff Timmy (4)

Ryan Klimack (4)

Robert Briscoe (4)

Steve Molloy (3)

Andrew McLaren (3)

#### **Winnipeg Tower**

Chad Wassing (2)

#### **Yellowknife Tower**

Mark Hilman (2)

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Central Region**Bytown Branch**

Christian Lambert (2)

**Hamilton Tower**

Chad Watt (3)

**London Tower**

Marc Mallet (2)

**Oshawa Tower**

Pete Marshall (2)

**Outaouais Branch**

Fred Cosgrove (3)

**Sault Ste Marie Tower**

Chris Imrie (2)

**Toronto ACC**

Kevin Gauthier (5)

Brad Carter (4)

Miriam Chiasson (4)

Devan Jones 4()

Darren Johnston (4)

Chris Kenny (3)

Wayne Bell (3)

Charles Russell (3)

Rejean Bourgeois (3)

**Toronto City Centre Tower**

Stefan Zangov (2)

**Toronto Tower**

Craig Trimble (3)

Blaine Matthews (3)

**Waterloo Tower**

Andrea Kosior (2)

**Windsor Tower**

Katherine Fischer (2)

St-Laurent Region**Mirabel Tower**

Dominique Bouffard (2)

Montreal Tower

Jérémie Yelle (4)

Maxime Collette (0)

**Montreal ACC**

Éric Vézina (3)

Alexandre Regnier (4)

Alexandre Grenier (4)

Jean-François Lemire (4)

Stéphane Roy (4)

Joel Langlois (4)

**Ottawa Tower**

Colin Yukes (3)

**Quebec Tower**

Mickaël Cormier (2)

**St-Honore Tower**

Mathieu Sergerie (2)

**St-Hubert Tower**

Éric Choquette (2)

**St-Jean Tower**

Caroline Dazé (1)

Atlantic Region**Fredericton Tower**

Josh Armstrong (2)

**Gander ACC**

Wayne Badcock (5)

Keith Clark (5)

Neil Collins (5)

Marc Simpson (2)

Rodney Penney (2)

**Gander Tower**

Tanya Keaugh(2)

**Halifax Tower**

Leslie Boutilier (3)

**Happy Valley – Goose Bay (SERCO)**

Shawn Brown (3)

**Moncton ACC**

Michael Wissink (4)

Shawn Murphy (3)

Stephanie Weisner (3)

Ryan Edison (3)

**Moncton Tower**

Peter Bryant (3)

**St. John's Tower**

Sean Manning (2)

**Transport Canada**

Martin Gagnon (voted by proxy) (2)

The President and Convention Chairman declared a quorum established.

## HANDOVER OF CONVENTION

Interim President Nick von Schoenberg handed over the remainder of the convention proceedings to Jonathan Daoust, CATCA 2022 Convention Chairman, who declared the 2022 Triennial Convention open.

## MINUTE OF SILENCE FOR DECEASED MEMBERS

The Convention Chairman called on the Interim 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

Dave Morrow

### Retired Members

Chris Rasley

Edward (Ed)

Lesage Cliff

Strachan

Wilfred Gordon Summers

George Machum

Carl Ross

AlBarnett

Mike Lompart

Bart Green

Steve Shewchuk

Keith Steeves

Ronald Dobson

Glen Shewfelt

Tim Creaghan

Bob Delahunt

Bernard Lévesque

Steve Wells

Robert Desjardins

Donald MacIntyre

Robert McDermott

Allan Otto

Mark Stebbings

Judy Strome-

Wilson Louis

Doucet

Ronald (Ron)

McFarlane Ron Chafe

Blaine Beverly-

Peterson James Kilburn

Gus Morier

George Porayko

Hester Trites

Gerald Robert Mead

John (Jack) Butt

Jean-Yves Dupré

Fred Petrauskas

Maureen Swatman

Tom Adams

Bernie Burgess

Will (Fred)

Hare

Warren Whitehouse

William (Jim) Doyle

Reg Batson

Dudley Matthews

Larry Ellis

Robert James Forbes

Larry Beaudry

Brad MacDonald

Thomas ArtCauty

Brian Lewis

Allan Coley

Pierre Jones

Grant Price

SteveElmhirst

Don Lundgard

William (Bill) Schartz

Ray Brien

Nelson Greene

Bill Grouchy

Gordon Logan

MichaelMcBurney

Terry McGiveron

RayMorinville

Joe Owen

Patrick Penny

Keld Peterson

Tom Tomlin

Mark Borden

## 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.*

## APPROVAL OF 2019 BANFF CONVENTION MINUTES

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

Mover: Jean-François Lemire, Montréal ACC  
Secunder: Kevin Gauthier, Toronto ACC

**CARRIED**

## REPORTS

- **Acting President** – Nick von Schoenberg - No amendments – received as information
- **Executive Vice President** – Scott Loder – No amendment - received as information
- **Vice President Atlantic Region** – Ian Thomson – One amendment to the report – received as information "Serco Canada was successful in their bid to continue providing Air Traffic Control Service at 7 Wing Goose Bay for the next 10 years is in fact 20 years length." - received as information
- **Vice President Central Region** – Gordon Howe – 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
- **Acting Vice President Pacific Region** – James Legein – 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** – Ryan Curr – No amendments – received as information

*The meeting was adjourned at 16:00 on May 2, 2022.*

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09:00 am May 3, 2022, the Chair declared quorum and the meeting was reconvened.

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

08:00 am May 4, 2022, the Chair declared quorum and the meeting was reconvened.

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

## BY-LAW AMENDMENTS

### BY 2

### REGINA TOWER

Reference	New
Paragraph	Proposed New Appendix B
Subject Matter	Declaration of Recusal

## PROPOSED WORDING

- 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,
- 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 representations concerning a CATCA member to member situation. 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, assigned to represent 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."

The Board will design an Appendix B.

### Declaration of Recusal

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

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

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

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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 \_\_\_\_\_”.

#### **AMENDMENT CARRIED AS MODIFIED**

##### **Final Resolution**

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 conflict of interest may exist in relation to representations concerning a CATCA member to member situation. 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, assigned to represent 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."

The Board will design an Appendix B.

#### **CARRIED AS AMENDED**

##### **BY 3**

##### **REGINA TOWER**

<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.

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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."

**AMENDMENT CARRIED AS MODIFIED**

**FINAL RESOLUTION**

BE IT RESOLVED THAT:

"Upon the conclusion of a thorough and formal investigation if any union executive is found to have not fulfilled their Duty of Fair Representation to a CATCA member, that executive will be removed from their board position."

**CARRIED AS AMENDED**

**BY 5**

**VANCOUVER ACC**

*Reference*  
*Paragraph*  
*Subject Matter*

Section 2-7  
New  
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?

**WITHDRAWN BY 6 VANCOUVER ACC**

*Reference*  
*Paragraph*  
*Subject Matter*

Section II  
Bylaw 5.4  
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 in by-law 5.4, 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.

**TABLED**

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**BY 7****VANCOUVER ACC**

*Reference*  
*Paragraph*  
*Subject Matter*

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."

The union split the Prairie region into 2 regions along the EG/WG FIR boundary, and amend 7.18 to read:

7.18 The Regional Vice-President shall be elected only by the Active Members from within the Represented region.

a. During his/her term of office, a Regional Vice-President must be a member of a Branch/Facility from within the Represented region, with the exception of 7.18b

b. If a region is split during the term for which the current RVP has been elected or acclaimed, the current RVP will be permitted to select the region they will represent for the balance of the term.

**RATIONALE**

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

**FINAL RESOLUTION**

BE IT RESOLVED THAT: The union split the Prairie region into 2 regions along the EG/WG FIR boundary.

**WITHDRAWN**

**BY 8****VANCOUVER ACC**

*Reference*  
*Paragraph*  
*Subject Matter*

Section 2-7  
7.8 d New  
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 bringing someone back to sit on it.

**WITHDRAWN**

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## POLICY RESOLUTIONS

### POL 0a

#### REGINA TOWER

*Reference*

Section I and II

*Paragraph*

Section I A: Fundamentals, Section II: Bylaw 1.1 and Section II Bylaw 3.1

*Subject Matter*

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 hold a referendum on the question of no longer being affiliated with, or a chartered local Union of Unifor."

**AMENDMENT CARRIED AS MODIFIED**

### FINAL RESOLUTION

BE IT RESOLVED THAT: "CATCA will hold a referendum on the question of no longer being affiliated with, or a chartered local Union of Unifor. Referendum shall take place in a reasonable time."

**CARRIED AS AMENDED**

### POL 0B

#### MONTREAL DORVAL TOWER

*Reference*

New

*Paragraph*

New

*Subject Matter*

Assignment of Supervisor Positions by seniority

### PROPOSED WORDING

BE IT RESOLVED THAT: "Supervisor positions are to be awarded by seniority bid."

### RATIONALE

- During the pandemic, we have seen the company protect certain members or specialties. I feel that any CATCA positions should be awarded by seniority.

**WITHDRAWN**

### POL 1

#### EXECUTIVE BOARD

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

<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).

### *11. UNION POLICIES*

*Union policies remain valid until the end of the second convention after their adoption or reaffirmation (6 years). Policies must be reaffirmed by the end of the second subsequent convention or else they expire. (Conv. 2016)*

## 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.

### **11.5 Minimum Staffing**

*Union policy requires a minimum staff of two (2) operational controllers at all units during operating hours (Conv. 1981). CATCA requires a period of 56 days' prior notice to any decreases in staffing levels at any ATC unit, following a period of meaningful consultation (Conv. 2010).*

## 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.

### **11.10 Progressive Training Plans**

*CATCA Supports progressive training plans provided that:*

- the ability to use progressive training in a Branch is supported by CATCA;*
- upon initial qualification, the trainee receives compensation equal to the standard unit grade. (Conv. 2016)*

## 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.

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### **11.18 Use of Tapes or Transcripts in Disciplinary Proceedings**

*It is the policy of this Union that we will not agree to the use of tapes or transcripts in disciplinary or incompetency cases without the consent of the involved controller unless the tapes are released on the authority of at least two-thirds of the members of the Executive Board after the involved member has been given an opportunity to address the Board on the subject. (April 1979)*

#### **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”.

### **11.19 Release of Radar Data**

*The Union opposes the release of radar data to any third party, except where as provided by Article 15 of the CATCA/Unifor Local 5454/NAV Canada Collective Agreement. (Fall 1994)*

#### **RATIONALE**

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

**Amendment 5:** Subsection 11.21: Delete the subsection.

### **11.21 Provision of Radar Equipment for VFR Operations**

*In the interests of flight safety, considering the wide divergence of types of aircraft involved and the mix of IFR and VFR operations, the Union supports the necessity of radar displays being available in all control towers where there is adequate radar coverage. At those control towers where there is inadequate radar coverage, the Union supports the installation of other surveillance technologies. (January 1991, Conv. 2016)*

#### **RATIONALE**

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

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

### **11.22 Equipment Fit for Brightly Day-lit Room**

*The Union's policy is that any new and existing equipment destined for control towers meet the requirement of being clearly visible in a brightly day-lit room with the appropriate eye protection being worn. (Conv. 1999)*

#### **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.

**11.27 Retiree Dental Plan**

*The Executive Board shall determine the feasibility of a Retiree Dental Plan. (Conv. 2016)*

**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.

**11.28 Pension Plan Restoration**

*The Executive Board shall pursue the restoration of Part A of the NAV Canada Pension Plan to the benefit of all members. (Conv. 2016)*

**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.

**11.29 Pensionable Salary**

*CATCA supports the premium paid to the President, Executive Vice President, and Regional Vice Presidents as being part of the pensionable salary for the position. (Conv. 2016)*

**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.

**11.30 Member Benefits**

*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. (Conv. 2019)*

**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.

**AMENDMENT CARRIED AS MODIFIED**

**FINAL RESOLUTION**

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



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

**11.5 Minimum Staffing**

*Union policy requires a minimum staff of two (2) operational controllers at all units during operating hours (Conv. 1981).*

**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 4:** Subsection 11.19: Amend “radar” to read “surveillance”.

**11.19 Release of Radar Data**

*The Union opposes the release of surveillance data to any third party, except where as provided by Article 15 of the CATCA/Unifor Local 5454/NAV Canada Collective Agreement. (Fall 1994)*

**RATIONALE**

Updating the policy to reflect current operational language and equipment.

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

**11.21 Equipment Fit for Brightly Day-lit Room**

*The Union's policy is that any new and existing equipment destined for control purposes meet the requirement of being clearly visible in a brightly day-lit room with the appropriate eye protection being worn. (Conv. 1999)*

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

**11.27 Pension Plan Restoration**

*The Executive Board shall pursue the restoration of Part A of the NAV Canada Pension Plan to the benefit of all members who want to participate in it. (Conv. 2016)*

**RATIONALE**

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

*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.**

**CARRIED AS AMENDED**

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## POL 2

## EXECUTIVE BOARD

*Reference*

Section IV, Subsection A: 2

*Paragraph*

2.1 and 2.2

*Subject Matter*

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.

**AMENDMENT CARRIED AS  
MODIFIED**

#### Final Resolution

#### 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. No CATCA regions shall have more than one member. 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**;

**CARRIED AS AMENDED**

**POL 3****REGINA TOWER**

*Reference*  
*Paragraph*  
*Subject Matter*

Section I, Subsection 11  
New  
Investigation not communicated to members

**PROPOSED WORDING**

- Whereas this Association has been found responsible 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 the first paragraph of CATCA Union Bylaws Appendix A states CATCA/Unifor Local 5454 has the lawful and statutory duty to fairly represent the interests of all members of the Local; and
- Whereas the CIRB decision on file 3572-C was not communicated to the general membership from the CATCA National Executive or Unifor.

BE IT RESOLVED THAT: The Association will immediately communicate to the CATCA Membership any and all decisions where CATCA/Unifor Local 5454 or any Member of the Board of Directors, while executing the duties of office, is found in a civil, criminal, administrative or investigative action, as being responsible, whether wholly or in part, in any conduct that violates our fundamental mission or principles. These communications will also provide copies of relevant investigation documents or indicate where to find the documents relating to the investigation and/or decision.

**AMENDMENT CARRIED AS MODIFIED**

**FINAL RESOLUTION**

BE IT RESOLVED THAT: The Association will immediately communicate to the CATCA Membership any and all published decisions which form part of the public record where CATCA/Unifor Local 5454 or any Member of the Board of Directors, while executing the duties of office, is found in a civil, administrative or investigative action, as being responsible, whether wholly or in part, in any conduct that violates our fundamental mission or principles.

**CARRIED AS AMENDED**

**POL 4****REGINA TOWER**

*Reference*  
*Paragraph*  
*Subject Matter*

Section I, Subsection 11  
New  
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

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- 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.

**CARRIED**

**POL 5**

**WINNIPEG ACC**

<i>Reference</i>	Section I, Subsection 11
<i>Paragraph</i>	New
<i>Subject Matter</i>	Mandatory Call-In and Split Shifts

**PROPOSED WORDING**

- Whereas, Technical Services within Nav Canada is actively attempting to reduce Data Systems Coordinator coverage within the FIRs; and
- Whereas, Nav Canada's plan is to replace this coverage with an ability to have DSCs on call and potential split shifts, and this ability does not exist in the CATCA Collective Agreement so will therefore require Nav Canada to achieve this at the bargaining table; and
- Whereas, the implementation of such concepts could eventually creep to all CATCA members.

BE IT RESOLVED THAT: CATCA is opposed to:

- a) scheduling of mandatory on-call time outside of the employee's regular working hours, without compensation at the overtime rate or greater, and,
- b) scheduling of split shifts at any time.

CATCA will not entertain these items during Collective Bargaining.

**RATIONALE**

- Nav Canada is attempting to erode our working conditions by death of a thousand cuts. As we know, they have found themselves in staffing crisis in every department and are desperate to find ways to leverage their capacity. Their attempt to eliminate actual coverage and replace it with mandatory call in is only one such attempt in what will be an assault on our CBA. We must be vigilant to protect ourselves and not allow them the start of the slippery slope.

**DEFEATED**

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**POL 6****WINNIPEG ACC**

*Reference*  
*Paragraph*  
*Subject Matter*

Section I, Subsection 11  
New  
Elimination or Reassignment of Duty DSC coverage

**PROPOSED WORDING**

- Whereas, Technical Services within Nav Canada is actively attempting to eliminate duty Data Systems Coordinator coverage within the FIRs.

BE IT RESOLVED THAT: CATCA is opposed to the elimination or reassignment of the duty DSC activities that directly support our CATCA members in the delivery of Air Traffic Services.

**RATIONALE**

- Nav Canada believes that there is a cheaper solution to duty coverage for the air traffic controllers; that being the movement of our work to Technical Operations Coordinators (TOC) who are not only members of a different bargaining agent but also a group that is not equipped with knowledge of ATC to provide this support.

**AMENDMENT CARRIED AS MODIFIED**

**FINAL RESOLUTION**

BE IT RESOLVED THAT: CATCA is opposed to the elimination or reassignment of the duty DSC activities. CATCA will make all efforts to protect this work in its entirety.

**CARRIED AS AMENDED**

**POL 7****Prince George Tower (Caribou Branch)**

*Reference*  
*Relations Paragraph*  
*Subject Matter*

Section III: Communications and Public  
New  
Updated Seniority List on the CATCA website

**PROPOSED WORDING**

BE IT RESOLVED THAT: CATCA national will maintain and publish the most recent copy of the national seniority list on the CATCA website (catca.ca).

**RATIONALE**

- Currently, members do not have access to the national seniority list on catca.ca. Members often have to request seniority lists from the EB or their RVP. An up-to-date list on the website would ensure easy verification of seniority dates in the event that multiple trainees show up at a unit simultaneously. With the high number of staffing changes ongoing in the company, this would be an efficient way of maintaining the integrity of all seniority-based activities in a unit.

**AMENDMENT CARRIED AS MODIFIED**

**FINAL RESOLUTION**

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

## PROPOSED WORDING

BE IT RESOLVED THAT: CATCA national will obtain and publish the most recent copy of the national seniority list on the CATCA website (catca.ca) for members only.

**CARRIED AS AMENDED**

### **POL 8**

*Reference*

*Paragraph*

*Subject Matter*

### **Prince George Tower (Caribou Branch)**

Section III: Communications & Public Relations

1.6 – Amend Paragraph 3

CATCA Communication of Minutes

## PROPOSED WORDING

BE IT RESOLVED THAT: the Minutes of the National Convention, Executive Board's Meetings, and National Consultation Meetings will be copied to all Branches, Facilities, and CATCA Website within 90 days.

## RATIONALE

- Currently, there is no timeline to post and distribute minutes of Executive Board Meetings and National Consultation Meetings. As per Section 1-10.17, minutes of Union conventions shall be published and posted for membership no later than 4 months after the close of convention. Members deserve to review and share minutes of Board Meetings and Consultation meetings in a timely manner. As of February 2022, on the CATCA Website, the last minutes posted were of the Annual General Meeting in September 2020. Members understand that the COVID pandemic has affected CATCA National from posting and distributing minutes after meetings, but there should be some timeline in place for minutes to be published for all to see.

**AMENDMENT CARRIED AS MODIFIED**

### **Final Resolution**

### **Proposed Wording**

BE IT RESOLVED THAT: the Minutes of the National Convention, Executive Board's Meetings, and will be copied to all Branches, Facilities, and CATCA Website within 120 days.

**CARRIED AS AMENDED**

### **POL 9**

*Reference*

*Paragraph*

*Subject Matter*

### **VANCOUVER ACC**

Section I, Subsection 11

Amend 11.14 a. and b. Add 11.14 c.

Re-affirmation of Union Policies

## PROPOSED WORDING

BE IT RESOLVED THAT: a. The Union is opposed to the reassignment of airspace/work from one Area of Responsibility (AOR) to another, except where there has been full and open consultation with the Union. In the event that NAV Canada transfers airspace/work from one region to another, the Union's policy is that full and complete training by currently qualified personnel will

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occur prior to any new controllers assuming responsibility for controlling in that airspace/work. (Post 1995 Conv.)

b. That the Union oppose any initiatives of NAV Canada regarding the realignment of airspace/**work**, or the closure or transfer of ATC units, until such time that NAV Canada has developed a national airspace and an accompanying human resources plan that has been approved by the Executive Board of CATCA/Unifor Local 5454. Such opposition may include withdrawal from any related studies. (Conv. 1997)

**C. Contraventions of the above will be handled as such: any RVP can request a vote of majority amongst the Executive Board to determine if a member(s) should be held to be 'not in good standing (by-laws 5.4)' as a result of violation of ownership of work and or policy 2.3. Authority to withhold rebates should be applied to the branch/facility.**

## **RATIONALE**

- As NAV Canada continues to diminish our jobs, and looks for ways to achieve more with less. It has become increasingly more clear that our own members will need to do their best to look out for each other. By strengthening the wording, this would further discourage anyone from actively participating in taking work off another unit or position - Lets collectively do our best to keep these jobs.

**DEFER TO EXECUTIVE BOARD**

## **POL 10**

### **OTTAWA TOWER**

*Reference*  
*Paragraph*  
*Subject Matter*

Section I, Subsection 11  
New  
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.

**CARRIED**

## **POL 11**

### **VANCOUVER ACC**

*Reference*

Section I, Subsection 4

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*Paragraph*  
*Subject Matter*

New  
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.

**AMENDMENT CARRIED AS MODIFIED**

#### Final Resolution

#### Proposed Wording

BE IT RESOLVED THAT: CATCA shall endeavour to make available inclusive clothing for all members sizes and styles of any promotional clothing that is made. Branches, regions, national, convention.

**CARRIED AS AMENDED**

### POL 12

### VANCOUVER ACC

*Reference*  
*Paragraph*  
*Subject Matter*

Section I, Subsection 11  
New  
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.

**AMENDMENT CARRIED AS MODIFIED**

#### Final Resolution

#### 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.

### RATIONALE

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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. This will fall in line with direction from Provincial and Federal Health Authorities.

**CARRIED AS AMENDED**

**POL 13**

**VANCOUVER ACC**

<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.

**DEFER TO EXECUTIVE BOARD**

**POL 14**

**GANDER ACC**

<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.

**WITHDRAWN**

**POL 15**

**MONTREAL ACC**

<i>Reference</i>	Section I, Subsection 11
<i>Paragraph</i>	New
<i>Subject Matter</i>	Seniority

**PROPOSED WORDING**

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That new trainees be members and represented by CATCA from the day they are hired, day 1 on the generic course. If necessary or required, we could create a sub-category of membership, such as junior member or apprentice member, until the day they start their PDPI course.

That trainees be considered CATCA members and that their seniority date be their generic course start date (retroactive after certification) Art 31.03

## **RATIONALE**

We saw during the pandemic the importance of trainees being represented. As soon as the employer can exercise leverage, employees should be represented. Members of other unions at Nav are immediately represented when they are hired, why not new interns.

**DEFEATED**

### **POL 16**

*Reference*  
*Paragraph*  
*Subject Matter*

### **TORONTO TOWER**

I. Administration  
11.8 Union classification policy  
Classification

## **PROPOSED WORDING**

Be it resolved that CATCA pursue a comprehensive review of the classification system that applies to all members of the bargaining unit or, in the alternative, the development and implementation of a new classification system.

## **RATIONALE**

Whereas the first few attempts at creating an adequate classification system early in NAV Canada's history were short-lived; the current system has been in place since 2006 with no serious review. The original Deloitte report on which it is based had several limitations immediately identified, and the additional report of the classification working group in 2016 indicated a need for further improvement.

Whereas there is no more OFP pay ceiling, it is clear that the current compensation structure, especially its counting methodology, does not adequately reflect the increasing volume and complexity faced by a number of units across Canada.

Whereas on a broader scale, there is an acute staffing shortage at nearly every unit, which is quickly approaching a critical point. The surest way to attract, recruit and retain talent is by offering adequate compensation, which must be addressed both in and outside the bargaining environment. This is especially true today, in the face of rampant inflation and exorbitant costs of living in many areas of Canada.

**CARRIED**

### **POL 17**

*Reference*

### **CALGARY TOWER**

Section 1, Subsection 11

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*Paragraph* New  
*Subject Matter* Equitable distribution of shifts in a 24-hour unit

### PROPOSED WORDING

Any member that works in a 24 hour unit can only be accommodated for up to 6 months maximum.

### RATIONALE

Midnights among other shifts are less preferable and it causes unequal distribution of undesirable shifts.

**AMENDMENT MODIFIED**

### Final Resolution

#### Proposed Wording

Proper process be followed in all instances of accommodation in the workplace.

**TABLED**

### POL 18

#### TECHNOLOGY

*Reference* 11 - Equipment/Facilities  
*Paragraph* New  
*Subject Matter* Require a CATCA member to certify equipment for operational use.

### PROPOSED WORDING

CATCA **will** ensure that a CATCA member is required to be an official signing authority for certification **and operational readiness** of any equipment or systems intended for ATC operational use. This requirement will apply to any and all instances where equipment or systems are being put into service and/or being returned to service.

### RATIONALE

CATCA members are the only people in the company that can actually use the equipment/systems in the real world or have the knowledge of how the equipment/systems will be used in an ATC environment. All other personnel in the company do not have the same level of knowledge and expertise to fully understand the impacts of the equipment/systems.

**CARRIED**

### POL 19

#### MONTREAL ACC

*Reference*  
*Paragraph* New  
*Subject Matter*

### PROPOSED WORDING

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Be it resolved that contractual employees always be assigned overtime as a last resort, both at the publication of the schedule or for call-ins. At the time of qualification the term employee be assigned a value of overtime hours equal to the highest member in the unit plus one hour.

## **RATIONALE**

We would like to propose a ruling to make sure contractual workers are viewed as last resort for overtime purposes.

## **AMENDMENT MODIFIED**

### **Final Resolution**

#### **Proposed Wording**

Be it resolved that contractual temporary employees always be assigned overtime as a last resort, both at the publication of the schedule or for call-ins.

## **WITHDRAWN**

### **POL 20**

Reference

Paragraph

Subject Matter

### **Edmonton ACC**

Section #, Subsection ##

New

Splitting Prairie Region into 2 Regions

### **Proposed Wording**

BE IT RESOLVED THAT: The CATCA National Executive commence negotiations with NAV CANADA to fund a 6<sup>th</sup> Regional Vice President position, and when successful, the Executive Board will investigate the feasibility of creating a 6<sup>th</sup> region. If it is deemed to be feasible the board will use the authority granted under CATCA Bylaw 8.1 to amend all required Bylaws to split Prairie Region into 2 regions. The recommended regions would be

The Prairie Region shall be comprised of the Winnipeg ACC and the St. Andrews, Thunder Bay, Winnipeg, Saskatoon, Regina towers.

The new region shall be comprised of the Edmonton ACC and the Edmonton International, Villeneuve, Yellowknife, Red Deer, Calgary, Fort McMurray and Springbank Towers.

## **RATIONALE**

The current Prairie region consists of 2 ACCs and 12 towers spread over 4 provinces 1 territory and 3 time zones, making it difficult to manage for a single RVP.

## **AMENDMENT CARRIED AS MODIFIED**

## **FINAL RESOLUTION**

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

BE IT RESOLVED THAT: The CATCA National Executive explore negotiations with NAVCANADA to fund a 6<sup>th</sup> Regional Vice President position, and if successful, the Executive Board will investigate the feasibility of creating a 6<sup>th</sup> region. The recommended regions would be The Prairie Region may be comprised of the Winnipeg ACC and the St. Andrews, Thunder Bay, Winnipeg, Saskatoon, Regina towers. The new region may be comprised of the Edmonton ACC and the Edmonton International, Villeneuve, Yellowknife, Red Deer, Calgary, Fort McMurray and Springbank Towers.

**CARRIED AS AMENDED**

<b>POL 21</b>	<b>Toronto ACC</b>
Reference	Section I, Subsection 11
Paragraph	New
Subject Matter	

### **Proposed Wording**

BE IT RESOLVED THAT: The Executive Board, Bargaining Committee or any other appointed or elected entity related to CATCA may not make changes, modifications, or close any Part (Part A, Part B, or any future Parts) of the pension plan without a membership vote. The vote would need to be ratified by only the members in the affected Part to a result of 80% or greater.

### **Rationale**

Should there be future amendments proposed to change, contravene or modify the above policy, these changes, amendments or modifications would need to be ratified by the entire membership of each Part separately. Successful changes will require a vote in each separate Part, with each Part's vote result individually generating a result of 80% or greater in favor of the changes. Results shall be calculated separately and not combined.

**WITHDRAWN**

<b>POL 22</b>	<b>Ottawa Tower</b>
Reference	
Paragraph	New
Subject Matter	

### **Proposed Wording**

BE IT RESOLVED THAT: Members from one unit will be allowed to work overtime in other units which they were previously qualified. They will only be eligible for unfilled shifts.

## **Rationale**

This idea came from a member in Ottawa Tower who recently took a job at OSR. They feel it would be better that at their new job if the member still had “one foot in the game”, and be able to help us out in short staff situations.

**DEFEATED**

## **POL 23**

## **Moncton ACC**

Reference

Paragraph

Subject Matter

## **Proposed Wording**

BE IT RESOLVED THAT: the hosting regions delegation be placed at the centre of the convention floor rather than the current practice of seating geographically.

## **Rationale**

**CARRIED**

**POL 24**

**St John's Tower and Gander ACC**

Reference

Paragraph

Subject Matter

**Proposed Wording**

BE IT RESOLVED THAT: that Gander ACC and St John's Tower host CATCA Convention 2025 in St John's.

**Rationale**

**CARRIED**



## APPENDIX A

### EXECUTIVE BOARD MEMBERS AND OFFICIAL 2022 TRIENNIAL CONVENTION ATTENDEES

Nick von Schoenberg  
**Interim President**

Scott Loder  
**Executive Vice-President**

Ian Thomson  
**Vice-President Atlantic Region**

Benoit Vachon  
**Vice-President St-Laurent Region**

Gordon Howe  
**Vice-President Central Region**

Jerry Brodt  
**Vice-President Prairie region**

James Legein  
**Acting Vice-President Pacific Region**

Bruce Snow  
**UNIFOR National Representative**

Jonathan Daoust  
**Convention Chairman**

Karty Singh  
**Legal & Labour Relations Associate**



## 2024 FINANCIAL STATEMENTS

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

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Unifor Local 5454  
Section Locale 5454 d'Unifor

**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, 2024  
LE 30 JUIN 2024**

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**PARKER PRINS LEBANO**  
**Chartered Professional Accountants**  
Professional Corporation

**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, 2023, 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, 2023, 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.

**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.

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.

**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 2023 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 2023 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.

**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.

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.

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 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.

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 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.

- 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.

- 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 Chartered Professional Accountants  
Professional Corporation

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

Ottawa, Canada  
April 15, 2025

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 15 avril 2025

**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF FINANCIAL POSITION  
AS AT JUNE 30, 2024**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DE LA SITUATION FINANCIÈRE  
AU 30 JUIN 2024**

	2024	2023	
<b>ASSETS</b>			<b>ACTIF</b>
<b>CURRENT</b>			<b>À COURT TERME</b>
Cash	\$ 999,230	\$ 1,384,645	Encaisse
Accounts receivable (note 4)	999,715	393,687	Comptes débiteurs (note 4)
Prepaid expenses (note 5)	89,816	6,334	Frais payés d'avance (note 5)
	<b>2,088,761</b>	<b>1,784,666</b>	
<b>INVESTMENTS</b>	<b>2,882,399</b>	<b>2,303,757</b>	<b>PLACEMENTS</b>
CAPITAL ASSETS (note 6)	21,202	26,502	IMMOBILISATIONS (note 6)
ADVANCES TO AN ORGANIZATION UNDER COMMON CONTROL (note 14)	<b>2,016,336</b>	<b>2,004,024</b>	AVANCES À UNE ORGANISATION SOUS CONTRÔLE COMMUN (note 14)
	<b>\$ 7,008,698</b>	<b>\$ 6,118,949</b>	
<b>LIABILITIES</b>			<b>PASSIF</b>
<b>CURRENT</b>			<b>À COURT TERME</b>
Accounts payable (note 7)	\$ 748,910	\$ 630,860	Comptes créditeurs (note 7)
Provision for sick leave (note 8)	10,633	9,347	Provision pour congés de maladie (note 8)
	<b>759,543</b>	<b>640,207</b>	
<b>NET ASSETS</b>			<b>ACTIFS NETS</b>
Internally restricted (Schedule C)	2,882,399	2,303,757	Affecté (annexe C)
Unrestricted	<b>3,366,756</b>	<b>3,174,985</b>	Non affecté
	<b>6,249,155</b>	<b>5,478,742</b>	
	<b>\$ 7,008,698</b>	<b>\$ 6,118,949</b>	

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, 2024**

**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 2024**

	Internally Restricted (Schedule C & note 11) Affecté <u>nnexe C &amp; note 1</u>	Unrestricted/ <u>Non affecté</u>	<b>Total</b>  <u>2024</u>	<b>Total</b>  <u>2023</u>	
<b>NET ASSETS</b>					<b>ACTIFS NETS</b>
BALANCE, BEGINNING OF YEAR	\$ 2,303,757	\$ 3,174,985	\$ 5,478,742	\$ 5,962,550	SOLDE AU DÉBUT DE L'EXERCICE
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE FOR THE YEAR	104,354	666,059	770,413	(483,808)	EXCÉDENT (INSUFFISANCE) DES REVENUS SUR LES DÉPENSES POUR L'EXERCICE
INTERNALLY IMPOSED APPROPRIATIONS (note 11)	474,288	(474,288)	-	-	AFFECTATIONS D'ORIGINE INTERNE (note 11)
INTERNALLY IMPOSED TRANSFERS	-	-	-	-	VIREMENTS D'ORIGINE INTERNE
BALANCE, END OF YEAR	<u>\$ 2,882,399</u>	<u>\$ 3,366,756</u>	<u>\$ 6,249,155</u>	<u>\$ 5,478,742</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, 2024**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DE L'EXPLOITATION  
POUR L'EXERCICE TERMINÉ LE 30 JUIN 2024**

	Budget (unaudited - non audité)	2024	2023	
<b>REVENUE</b>				<b>REVENUS</b>
Membership dues	\$ 4,454,825	\$ 4,642,134	\$ 4,192,449	Cotisations des membres
Net investment income (note 9)	-	105,357	96,126	Produits nets de placements (note 9)
Other revenues (Schedule A)	1,215,500	1,532,122	923,749	Autres produits (annexe A)
	<u>5,670,325</u>	<u>6,279,613</u>	<u>5,212,324</u>	
<b>EXPENDITURE</b>				<b>DÉPENSES</b>
Administrative expenses (Schedule B)	1,888,515	1,827,548	1,591,614	Frais administratifs (annexe B)
Convention	210,000	4,834	29,407	Congrès
Scholarship fund	16,000	14,000	14,000	Bourses d'études
	<u>2,114,515</u>	<u>1,846,382</u>	<u>1,635,021</u>	
Union business				Affaires syndicales
Branch rebates	220,000	221,614	216,477	Remises de cotisations
Collective bargaining	240,000	82,489	1,133,248	Négociation collective
Consultation	215,000	164,987	144,423	Consultation
Final level meetings and hearings	182,500	225,879	117,887	Auditions et réunions de dernier niveau
GATCA and international meetings	100,000	100,388	77,624	GATCA et assemblées internationales
Unifor meetings	10,000	6,708	16,596	Réunions Unifor
NJC / NCJC	5,000	1,660	1,753	CNM / CMNC
OSH Policy Committee	1,500	646	-	Comité de santé et sécurité au travail
Regional business	207,500	205,386	136,477	Affaires régionales
Unifor dues	2,234,200	2,321,645	2,069,579	Cotisations - Unifor
CATCA/Unifor shift				Quarts de remplacements de l'ACCTA/Unifor (annexe A)
Coverage (schedule A)	300,000	247,926	-	Séminaire de formation
Training seminar	107,000	83,490	147,047	
	<u>3,822,700</u>	<u>3,662,818</u>	<u>4,061,111</u>	
	<u>5,937,215</u>	<u>5,509,200</u>	<u>5,696,132</u>	
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE FOR THE YEAR BEFORE APPROPRIATIONS (note 11)</b>				<b>EXCÉDENT (INSUFFISANCE) DES REVENUS SUR LES DÉPENSES POUR L'EXERCICE AVANT AFFECTATIONS (note 11)</b>
	\$ (266,890)	\$ 770,413	\$ (483,808)	



**CANADIAN AIR TRAFFIC CONTROL  
ASSOCIATION/UNIFOR LOCAL 5454  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2024**

**L'ASSOCIATION CANADIENNE DU CONTRÔLE  
DU TRAFIC AÉRIEN/UNIFOR LOCAL 5454  
ÉTAT DES FLUX DE TRÉSORERIE  
POUR L'EXERCICE TERMINÉ LE 30 JUIN 2024**

	<u>2024</u>	<u>2023</u>	
<b>CASH FLOWS (USED FOR) FROM OPERATING ACTIVITIES</b>			<b>FLUX DE TRÉSORERIE LIÉS AUX ACTIVITÉS D'EXPLOITATION</b>
Excess (deficiency) of revenue over expenses	\$ 770,413	\$ (483,808)	Excédent (insuffisance) des revenus sur les dépenses
Non-cash items			Éléments hors caisse
Amortization of tangible capital assets	5,301	6,626	Amortissement des immobilisations corporelles
Net change in working capital (note 12)	<u>(570,175)</u>	<u>297,188</u>	Variation nette d'éléments du fonds du roulement (note 12)
	<u>205,539</u>	<u>(179,994)</u>	
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			<b>FLUX DE TRÉSORERIE LIÉS AUX ACTIVITÉS DE PLACEMENT</b>
Net change in appropriated bank balance	(578,642)	614,288	Variation nette l'encaisse grevée d'affectation
Net changes in advances to an organization under common control	<u>(12,312)</u>	<u>-</u>	Variation nette des avances à une organisation sous contrôle commun
	<u>(590,954)</u>	<u>614,288</u>	
<b>NET (DECREASE) INCREASE IN CASH</b>	<b>(385,415)</b>	<b>434,294</b>	<b>(DIMINUTION) AUGMENTATION NETTE DE L'ENCAISSE</b>
<b>CASH, BEGINNING OF YEAR</b>	<u><b>1,384,645</b></u>	<u><b>950,351</b></u>	<b>ENCAISSE, AU DÉBUT DE L'EXERCICE</b>
<b>CASH, END OF YEAR</b>	<u><u><b>\$ 999,230</b></u></u>	<u><u><b>\$ 1,384,645</b></u></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 actifs financiers évalués au coût après amortissement, l'Association détermine s'il existe des indications d'une possible dépréciation. Dans l'affirmative et si l'Association détermine qu'il y a eu, au cours de l'exercice, un changement défavorable important dans le calendrier ou le montant prévu des flux de trésorerie futurs d'un actif financier, une réduction sera alors comptabilisée à l'état des résultats à titre de moins-value. La reprise d'une moins-value comptabilisée antérieurement sur un actif financier évalué au coût après amortissement est comptabilisée aux résultats au cours de l'exercice où la reprise a lieu.

### **Constatation des produits**

#### *Cotisations des membres*

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

#### *Autres produits*

Les autres produits proviennent d'ententes avec d'autres associations pour couvrir les frais de services partagés, 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	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	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.

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**3. DESCRIPTION OF INTERNALLY 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.

**Shift Coverage Fund:** This fund will hold the excess amounts paid to the association by Unifor for shift coverage until such times that they are charged for the shifts by NAV Canada.

**4. TRADE AND OTHER RECEIVABLES**

	<u>2024</u>
Trade accounts receivable (a)	
Membership dues receivable	\$ 987,025
Others	1,894
CATCA Corporation	<u>10,796</u>
	<u>\$ 999,715</u>

(a) As at June 30, 2024, amounts owing from one customer represent 99% of the total trade accounts receivable (98% at June 30, 2023).

**3. DESCRIPTION DE L'ACTIF NET RESTREINT  
À UNE AFFECTATION INTERNE**

**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.

**Fonds de couverture des quarts :** Ce fonds servira à garder les montants excédentaires versés à l'Association par Unifor à l'égard des quarts de travail jusqu'à ce que NAV Canada lui facture les quarts.

**4. COMPTES CLIENTS ET AUTRES CREANCES**

	<u>2023</u>
Comptes clients (a)	
Cotisations des membres à recevoir	\$ 391,793
Autres	1,894
CATCA Corporation	<u>-</u>
	<u>\$ 393,687</u>

(a) Au 30 juin 2024, un des clients représente 99 % du total des comptes clients (98 % au 30 juin 2023)

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**5. PREPAID EXPENSES**

Prepaid expenses consist of prepaid insurance, annual fees, flights and convention deposits that relate to future periods.

**5. FRAIS PAYÉS D'AVANCE**

Les charges ou dépenses payés d'avance comprennent les assurances payées d'avance, les frais annuels, les frais des vols et les dépôts aux fins du congrès pour des périodes futures.

**6. CAPITAL ASSETS**

	<u>2024</u>	<u>2023</u>	
Cost			Coût
Office equipment	\$ 62,570	\$ 62,570	Mobilier de bureau
Accumulated amortization			Amortissement cumulé
Office equipment	<u>41,368</u>	<u>36,068</u>	Mobilier de bureau
	<u>\$ 21,202</u>	<u>\$ 26,502</u>	

**6. IMMOBILISATIONS**

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

	<u>2024</u>	<u>2023</u>	
Accounts payable and accrued liabilities	\$ 693,437	\$ 576,085	Comptes fournisseurs et frais courus
Branch rebate payable	<u>55,473</u>	<u>54,775</u>	Remises de cotisations à payer
	<u>\$ 748,910</u>	<u>\$ 630,860</u>	

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

**8. PROVISION FOR SICK LEAVE**

	<u>2024</u>	<u>2023</u>	
Balance, beginning of year	\$ 9,347	\$ 9,347	Solde au début de l'exercice
Amount recognized in operations	1,286	-	Montant constaté aux résultats
Payments during the year	<u>-</u>	<u>-</u>	Paiements au cours de l'année
Balance, end of year	<u>\$ 10,633</u>	<u>\$ 9,347</u>	Solde à la fin de l'exercice

**8. PROVISION POUR CONGÉS DE MALADIE**

**9. NET INVESTMENT INCOME**

	<u>2024</u>	<u>2023</u>	
Investments measured at amortized cost			Placements évalués au coût après amortissement
Interest income			Produits d'intérêts
Unrestricted	<u>\$ 105,358</u>	<u>\$ 96,127</u>	Non affectés

**9. PRODUITS NETS DE PLACEMENT**

## 10. 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.

## 11. INTERNALLY RESTRICTED NET ASSETS

During the year, the executive committee approved internal appropriations from the unrestricted net assets for an amount of \$145,000 to the convention reserve, \$40,000 to the contingency reserve, \$160,000 to the collective bargaining reserve, and \$50,000 to the relocation reserve. An amount of \$79,288 was appropriated to the new shift coverage fund, however, the funds were not transferred to the fund at June 30, 2024.

## 10. 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.

## 11. ACTIF NET RESTREINT À UNE AFFECTATION INTERNE

Pendant l'année, le Comité exécutif a approuvé l'affectation interne de 145 000 \$ de l'actif net sans restriction à la réserve pour le congrès, de 40 000 \$ à la réserve pour éventualités, de 160 000 \$ à la réserve pour la négociation collective et de 50 000 \$ à la réserve pour réinstallation. Un montant de 79 288 \$ a été affecté au nouveau fonds de couverture des quarts, mais ce montant n'avait pas été transféré au fonds au 30 juin 2024.

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**11. INTERNALLY RESTRICTED NET ASSETS  
(continued)**

The excess of revenues over expenses for the year presented in the statement of operations does not take into account the internally imposed appropriation noted above. This amount is approved yearly by the Association and is transferred to the reserve to provide for future funding for the applicable project. Actual costs related to these projects incurred during the year is recorded in expenses. The total for expenses relating to the convention project and collective bargaining project in the current year amount to \$4,834 and \$82,489 respectively.

**11. ACTIF NET RESTREINT À UNE  
AFFECTATION INTERNE (suite)**

L'excédent des revenus sur les dépenses de l'année qui est indiqué dans l'état des résultats d'exploitation ne tient pas compte des affectations internes susmentionnées. Ce montant est approuvé annuellement par l'Association et transféré à la réserve afin d'assurer le financement futur du projet approprié. Les coûts réels des projets engagés pendant l'année sont comptabilisés en tant que dépenses. Les totaux des dépenses relatives au projet du congrès et au projet de la négociation collective engagées au cours de l'année courante sont respectivement de 4 834 \$ et de 82 489 \$.

**12. INFORMATION INCLUDED IN CASH FLOWS**

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

	<u>2024</u>
Trades and other receivables	\$ (606,028)
Prepaid expenses	(83,482)
Trade payables and other operating liabilities	<u>118,049</u>
	<u>\$ (570,175)</u>

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

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

	<u>2023</u>	
	\$ 317,295	Comptes clients et autres créances
	(1,038)	Frais payés d'avance
	<u>(19,069)</u>	Comptes fournisseurs et autres dettes de fonctionnement
	<u>\$ 297,188</u>	

**13. RELATED PARTY TRANSACTIONS**

Payments were made to Unifor, an organization with significant influence, in the amount of \$2,321,645 (2023 - \$2,069,579) for union dues. Payments of \$1,204,908 (2023 - \$923,749) 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. OPERATIONS CONCLUES AVEC DES  
APPARENTES**

Des paiements ont été faits à Unifor, une organisation avec influence notable, au montant de 2 321 645 \$ (2023 - 2 069 579 \$) pour des frais d'unions. Des paiements de 1 204 908 \$ (2023 - 923 749 \$) 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.

**14. 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.

**14. 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 subséquentement. Le montant ne porte par intérêt et ne comporte pas de conditions de remboursement fixes.



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**SCHEDULE A**

**ANNEXE A**

	Budget (unaudited - non audité)	2024	2023	
<b>Other revenues</b>				<b>Autres produits</b>
CATCA/Unifor shift				Quarts de remplacements
Coverage	\$ 300,000	\$ 327,214	\$ -	de l'ACCTA/Unifor
Reimbursement of shared services costs	1,215,500	1,204,908	923,749	Remboursement des frais de services partagés
	<u>\$ 1,515,500</u>	<u>\$ 1,532,122</u>	<u>\$ 923,749</u>	
 CATCA/Unifor shift Coverage Fund				 Quarts de remplacements de l'ACCTA/Unifor
Revenue	\$ 300,000	\$ 327,214	\$ -	Revenus
Expense	300,000	247,926	-	Dépenses
Shift coverage fund	<u>\$ -</u>	<u>\$ 79,288</u>	<u>\$ -</u>	Fonds de couverture des quarts

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**SCHEDULE B**

**ANNEXE B**

	Budget (unaudited - non audité)	2024	2023	
<b>Administrative Expenses</b>				<b>Frais administratifs</b>
Amortization of tangible capital assets	\$ -	\$ 5,301	\$ 6,626	Amortissements des immobilisations corporelles
Rent	60,000	60,000	51,087	Loyer
Insurance	-	-	9,656	Assurances
Maintenance and repairs	30,000	985	21,509	Entretien et réparations
	90,000	66,286	88,878	
Administration expenses	12,500	2,373	4,866	Frais administratifs
Association promotion	75,000	94,395	52,145	Promotion de l'Association
Audit and accounting fees	13,500	13,736	13,317	Audit et comptabilité
Board meetings	92,350	81,301	49,078	Réunions du conseil
Board of trustees	14,000	8,743	8,026	Comité des fiduciaires
Communications	15,000	1,930	19,947	Communications
Elections committee	7,000	5,363	-	Comité des élections
Equipment	31,000	20,604	24,356	Équipement
Executive meetings	3,000	5,859	-	Réunions de l'exécutif
Legal fees	20,000	-	24,861	Frais juridiques
Postage and courier	3,000	3,192	2,175	Postes et messageries
Relocation	50,000	-	-	Délocalisation
Salaries and benefits	1,371,115	1,452,166	1,244,424	Salaries et avantages sociaux
Sick leave provision	-	1,286	(94)	Provision pour congés de maladie
Stationery and office supplies	9,050	9,635	9,881	Papeterie et fournitures
Subscriptions and books	10,000	20,290	6,114	Abonnements et livres
Telephone and facsimile	34,500	32,127	27,080	Téléphone et télécopieur
Training - Board and Executives	10,000	2,802	1,032	Formation des membres du conseil/exécutif
Training - Staff	20,000	319	11,217	Formation des employés
Translation	7,500	5,141	4,312	Traduction
	<u>\$ 1,888,515</u>	<u>\$ 1,827,548</u>	<u>\$ 1,591,615</u>	

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**SCHEDULE C**

**ANNEXE C**

**INTERNALLY RESTRICTED NET ASSETS**

**ACTIF NET RESTREINT À UNE AFFECTATION INTERNE**

	Contingency/ Prévoyance	Convention/ Congrès/	Collective Bargaining/ Négociation Collective	Relocation/ Relocalisation	Venture Fund/Fonds d'investissement FCCST	Shift Coverage Fund/Fonds quarts de remplacements	2024 Total	2023 Total	
Balance, beginning of year	\$ 539,840	\$ 333,118	\$ 736,855	\$ 303,577	\$ 390,367	\$ -	\$ 2,303,757	\$ 2,918,045	Solde au début de l'exercice
Excess of revenues over expense	24,762	14,425	34,512	12,748	17,907	-	104,354	95,601	Excédent des revenus sur les dépenses
Internally imposed appropriation (note 11)	40,000	145,000	160,000	50,000	-	79,288	474,288	150,000	Affectations d'origine interne (note 11)
Internally imposed transfers	-	-	-	-	-	-	-	(859,889)	Virements d'origine interne
Balance, end of year	<u>\$ 604,602</u>	<u>\$ 492,543</u>	<u>\$ 931,367</u>	<u>\$ 366,325</u>	<u>\$ 408,274</u>	<u>\$ 79,288</u>	<u>\$ 2,882,399</u>	<u>\$ 2,303,757</u>	Solde à la fin de l'exercice