

A|M|A|P|C|E|O

MEMBER NEWS

The Association of Management, Administrative and Professional Crown Employees of Ontario

Message from the President

Election Season

Gary Gannage

This Fall seems to be the season for elections. In addition to the provincial and municipal campaigns, AMAPCEO's own election process is also now underway. This issue of *AMAPCEO Member News* is devoted, primarily, to publicizing the Association's nomination and election process, as well as the other activities leading up to the 2003 Annual Delegates' Conference scheduled for November 14 and 15.

As with any election, this one is accompanied by the need to say goodbye to a number of our colleagues who have decided not to seek another term of office. On the one hand, it is sad to lose activists who have contributed to the organization; on the other hand, however, renewal is positive and it is good for the Association to continue to have a mix of new and experienced members on its governing bodies. The following Chapter Chairs have decided to step down and, on behalf of their colleagues, I want to thank them for their work on behalf of the Association: **SHERRY FLOOD** (MTO, Sudbury); **CATHY MCPHERSON** (Cit Tour Cul Rec, Toronto); **ELLEN OLSON** (ORC Northwest Ont); **DAPHNE PEER** (OMAF, Guelph) and **DIONNE SINCLAIR** (PSS Ottawa).

Following June elections, Cathy McPherson was succeeded by **MARIA ARIGANELLO**, former Chair of the Citizenship, Tourism,

Culture and Recreation AMERC, and Dionne Sinclair has been succeeded in the Ottawa Chapter by **JONAS FOSSITT** of MTO. In the Guelph/OMAF Chapter, **GRAHAM HOWE** has been Acting Chair, pending this Fall's election. Many thanks to Maria, Jonas and Graham for taking on these additional responsibilities.

I would also like to welcome three new AMERC representatives: **SHARYN BIR** and **LINDA BALLANTYNE** in Consumer and Business Services and **JUDITH KILLORAN** in Finance.

I encourage all members to consider becoming more active in your Association. Positions are up for election in every Chapter and on both the Board of Directors and the Audit Committee. Please see inside for further details on the process and visit the AMAPCEO Web site for a nomination form in time to meet the October 3 nomination deadline.

Finally, I would like to encourage as many members as possible to participate in the upcoming Chapter teleconferences or meetings, at which Vice-President Bob Stambula and I will be reporting on a number of issues, including the results of the recent collective bargaining survey and recent developments related to health and safety issues in the OPS workplace. The Board is recommending the names of Negotiating Team members to Provincial Council this month, so we also hope to be able to report on our bargaining team. Members in each Chapter will be notified of times and dates when these are finalized.

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MEMBER MOBILIZATION AND DEVELOPMENT



Both of Provincial Council's special committees are now up and running. As reported in the June issue of *AMAPCEO Member News*, the Member Mobilization Committee has been established with the following members: **DENISE ASHBY** (Finance, Toronto), who is chair of the committee; **LESLIE KOHSED-CURRIE** (A-G, Toronto), **KEVIN KILLOUGH** (PSS, London); **MARK KITELEY** (Cit Tour Cul Rec, Toronto); and **BILL MCNAMARA** (CFCS, Kingston). This committee was struck by the Council to "consider, prioritize and recommend initiatives to encourage member mobilization as part of the strategic planning for the next round of collective bargaining". The committee has now met three times and a number of initiatives are either under consideration or have already been recommended.

In addition, the Council established a Membership Development Committee and, in June, finalized the composition: **SHARYN BIR** (CBS, Toronto); **IRENE BUTENKO** (Educ, Toronto); **JEAN MCDERMOTT** (MTO, St Catharines); **TERRY PETERS** (MTO, Kingston); and **LINDA SULLIVAN** (Lab, Toronto). This committee is intended to look at ways to "encourage employees in the bargaining unit to sign up as members-in-good-standing and to promote the engagement of individual members in the governance of the Association". The committee is scheduled to hold its first meeting this month.

Anyone with suggestions or comments that relate to the mandates of these two committees is encouraged to contact directly any of the committee members or **MICHAEL MOURITSEN**, Director of Operations and Planning (ext 2427 or by e-mail at <mouritsen@amapceo.on.ca>).

2. AMAPCEO SEPTEMBER / 03

CALL FOR RESOLUTIONS

The Annual Delegates' Conference is scheduled for Friday and Saturday, November 14 and 15, 2003, at the Novotel Hotel in Toronto. The ADC's Resolutions Committee has issued a call for resolutions for consideration at the Conference. The deadline by which all resolutions must be received by the Secretary of the Association at the AMAPCEO offices is 12:00 noon on Friday, **October 3, 2003**.

Resolutions that are adopted by the Delegates become policies and procedures of the Association. The following are entitled to submit resolutions: Delegates, Chapters, Association committees, the Board of Directors and the Provincial Council. Individual members interested in seeing resolutions brought forward to the Conference should contact their Chapter Chairs or Delegates and/or raise the issue at a Chapter meeting.

Did You Know...

That just because you pay dues, you do not become a member-in-good-standing until you sign a membership form? Please visit the AMAPCEO Web site and click on "Membership" for more details.

That the AMAPCEO membership records are based on information from your WIN file? Please be sure to keep your WIN contact information current to continue receiving Association material such as this newsletter.

Subscribe to Web Site Alerts



One of the recent additions to our Web site is a subscription service that enables members to receive e-mail alerts every time something new is posted on the site. If you would like us to let you know when we post a new item, usually on the same day, please visit <www.amapceo.on.ca> and sign up.

Member Input Invited on AMAPCEO Operations

Although most of the operations of AMAPCEO fall under the aegis of the Board of Directors, the Annual Delegates' Conference elects three independent committees that are intended to operate at arm's length from the Board in three specific areas: Audit, Elections and Credentials and Resolutions. We are profiling these three committees in this issue of *AMAPCEO Member News*, and also on the Web site, as part of an initiative to encourage members to provide input to the committees in the areas of their mandates.

The *Audit Committee* consists of five members, with responsibility for monitoring and evaluating financial policies, internal control procedures, the accounts of the Association and the external auditor's report. The committee recommends the process and criteria for selecting an external auditor, recommends to the Board the external audit firm to be engaged, has the right to meet with the auditors and AMAPCEO staff, has access to all relevant documents and can recommend special audits. The full terms of reference for the Audit Committee are found in By-law 3, which is posted on the Web site. Current members are: **CAROLANNE ALLEN** (A-G, Toronto); **TIM AZAB** (Fin, Oshawa); **PETER BURNS** (MMHA, Toronto), *Chair*; **ARTHUR MOHIPP** (MBS, Toronto); and **CATHERINE MILLER** (MCFCS, Peterborough). Members who wish to comment on any of the issues falling within the Audit Committee's mandate should feel free to contact either the Chair of the committee, **PETER BURNS** (at 416 585 7562), or **ANGELA STEWART**, Director of Administration, at the AMAPCEO office (416 595 9000 ext 2702).

The *Elections and Credentials Committee* also consists of five members, currently: **ROGER BANGS** (MTO, Sault); **TOM BERTRAND** (MTO, London); **WALTER FELL** (Labour, Sudbury); **DOMENIC FRAGALE** (MCFCS, Toronto), *Chair*; and **RAY WRIGHT** (MTO, Sault). The committee is responsible for supervising the nomination and election process for the Board of Directors, Audit Committee, Delegates, Alternate Delegates, Chapter Chairs and Chapter Executive Committees, and for ensuring the validity of Delegate credentials at the Conference. The committee operates under rules set out in By-law 1, which is posted on the Web site. Although the by-law reflects the results of a recent major overhaul of AMAPCEO's election procedures, the committee wants to be sure the new rules are working and that no gaps remain, and therefore invites members to draw any

nomination or election issues to the attention of either the Chair of the committee, **DOMENIC FRAGALE** (at 416 326 6858), or **MICHAEL MOURITSEN**, Director of Operations and Planning, at the AMAPCEO office (416 595 9000 ext 2724).

The *Resolutions Committee* consists of seven members - five elected by the Annual Delegates' Conference, one appointed by the Board of Directors and, as an *ex officio* member, the Secretary of the Association. Current members include: **KEITH BAIRD** (Educ, Toronto), *Board appointee*; **SHARYN BIR** (CBS, Toronto); **FRANK CERILLI** (PSS, North Bay); **DAVE COLVIN** (MNR, Sudbury), *Secretary of the Association*; **MIKE KUJAN** (Health, Newmarket); **CATHY MCPHERSON** (Cit Tour Cul Rec, Toronto); **STEVE SMITH** (CFCS, Whitby), *Chair*. Resolutions adopted by the Delegates become policies and procedures of the Association. The committee is responsible for inviting resolutions to be considered at the Annual Delegates' Conference, publicizing the resolutions process, advising the ADC on the resolutions process, reviewing resolutions that are submitted and making recommendations on how Delegates should vote on resolutions. The full terms of reference of the committee are currently posted on the Web site as part of the Call for Resolutions for the 2003 ADC. Members who would like to comment on any aspect of the AMAPCEO resolutions process are encouraged to contact either the committee Chair, **STEVE SMITH**, at 905 665 1030 (ext 236), or **MICHAEL MOURITSEN**, Director of Operations and Planning, at the AMAPCEO office (416 595 9000 ext 2724).

Public Sector Rated Highly in New Report

According to a recent report on public service performance, Canadians overwhelmingly rate the quality of government services as equal to or higher than the quality of those delivered by the private sector. *Citizens First 3* is the third in a series of assessments of government services, prepared by Erin Research for the Institute of Public Administration of Canada and the Institute for Citizen-Centred Services. A majority of the 9,000 survey respondents also revealed that their confidence in government is determined by the quality of service that governments provide.

Briefly Noted

Study finds companies are not family-friendly

Most companies still do not foster climates that promote the integration of work and family through formal workplace practices, according to a new federal report by Human Resources Development Canada and Statistics Canada.

Two-thirds of companies do not have formal policies, such as part-time work, flexible work hours or child and elderly care services, which could foster a climate that promotes the integration of their employees' work and family responsibilities, says the report titled, "Part-time Work and Family-Friendly Practices".

Further, the existence of family-friendly policies has more to do with the company's size and the industry than any attempt to help employees balance their work and family life. It was virtually unrelated to the personal needs or family characteristics of its employees.

By not offering family-friendly working conditions and practices, companies are hurting themselves as well, states the report. Family-friendly practices may increase the worker's commitment to their employers, which in turn can enhance productivity.

Retirement Crisis

The Institute of Public Administration of Canada, a non-profit organization, recently commissioned a study that asked about 80 senior public servants: "What are the big public management issues facing you/your organization over the next few years?" Senior executives at all levels of the government stated that the massive retirement bulge facing the public service was the key management issue.

"During the next decade, a significant portion of the public sector will retire. There is a pressing need to find ways to transfer essential knowledge and experience to new staff," says Alphonsus Faour, president of the Institute of Public Administration of Canada.

While senior bureaucrats have been worrying about the retirement crisis since the mid 90s, Mr. Faour said that

survey revealed that those worries are now compounded by government cutbacks and more restrictive budgets. "The fact governments are facing fiscal and human capital pressures at the same time is unprecedented for our modern public services," says Mr. Faour.

The major cause of the upcoming retirement wave is due to aging baby boomers. Government will need to focus on issues such as recruiting and retention.

Survey respondents also emphasized the importance of making the public service a more attractive place to work in the coming years. Many suggested swapping best practices in recruitment, retention, leadership training and employee development as solutions.

Aftermath of the Blackout

Members have complained about the failure of emergency backup generators in the Macdonald Block in Toronto following the black-out on August 14. We have also learned of similar failures at 250 Yonge Street. Employees in these buildings were forced to evacuate in complete darkness and people were stalled in elevators when the power went out. AMAPCEO has insisted that MBS conduct a thorough review of what happened and report its findings as soon as possible.

AMAPCEO also asked, at the September 9 meeting of ACERC (our central employee relations committee), that MBS review its position that individuals who were on approved vacation in the week following the black-out should be required to use vacation credits for that week.

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Call for Nominations

AMAPCEO is an organization that is accountable to, and run by, its members. Nominations (including self-nominations) are now being invited by the Elections and Credentials Committee to fill a number of elective positions in the Association's governing structure, at both the central and Chapter levels.

The nomination deadline for all positions is 12:00 noon on Friday, October 3, 2003, which is when all nominations must be received by the Chief Returning Officer at the AMAPCEO office.

The nomination form is posted on the AMAPCEO Web site (www.amapceo.on.ca). Copies can also be obtained at the reception desk in the AMAPCEO office (you can pick one up in person or call and ask that one be mailed to you).

Please note that you must be a signed-up "member in good standing", with a home position in the AMAPCEO bargaining unit, in order to be nominated for any position or to vote. To be nominated for a position in a Chapter, your home position must be in the same Chapter as the position. Nominators, if other than the candidate, must also be signed up members in good standing from any Chapter.

Nominations for Chapter Positions

Please visit the AMAPCEO Web site for a list of elective positions that are open in your Chapter. If you are not sure which Chapter you are in, please call the AMAPCEO office.

Nominations are being invited to fill the following positions at the Chapter level, all with a term of two years:

1. Chapter Chair
2. Member of the Chapter Executive Committee
3. Delegate to the Annual Delegates' Conference.

These Chapter positions are filled through election by Chapter members. If there are more candidates nominated than vacant positions, the Chief Returning Officer circulates a ballot by mail to all Chapter members, along with voting instructions, a candidate statement and a postage-paid return envelope. Candidates are asked to submit, with the nomination form, a candidate statement (no longer than one 8.5" x 11" page) that can be included in a mail-ballot package, if required.

Responsibilities of a Chapter Chair

AMAPCEO consists of 24 regional and ministry Chapters, through which members participate in elections. Each Chapter Chair presides over Chapter meetings, including the Chapter Executive Committee, and acts as a communication link between the AMAPCEO office and the Chapter membership. Chapter Chairs sit on Provincial Council, which meets six times a year, and are automatically members of the Delegates' Conference. Chairs of ministry Chapters are also automatically members of their ministry AMERCs (AMAPCEO-Ministry Employee Relations Committees). Chapter Chairs receive appropriate paid leave and reimbursement of expenses to attend meetings.

Responsibilities of a Chapter Executive Member

Each Chapter Executive Committee consists, at a minimum, of a Chair and two "at large" members who typically are designated Vice-Chair and Secretary-Treasurer. The two Executive members assist the Chapter Chair and assume other responsibilities as they arise. One member of the Executive is designated as a permanent alternate for the Chair if the Chair is unable to attend any meetings of Provincial Council. The Chapter Executive Committee also includes all Delegates from the Chapter as ex officio members.

Responsibilities of a Delegate

The Delegates' Conference is AMAPCEO's highest governing body, responsible for electing the Board of Directors, approving the annual budget, authorizing membership dues, adopting amendments to the Constitution and By-laws and approving bargaining priorities. In addition, Delegates are automatically members of their Chapter Executive Committee.

One Delegate is elected on the basis of every fifty signed up members (or portion thereof) within each Chapter. In addition, members of the Board of Directors and Chapter Chairs are automatically Delegates. The Conference always consists of a mix of Delegates whose terms are continuing and those who are newly-elected or re-elected. Delegates receive appropriate paid leave and reimbursement of expenses to attend the Conference and its committees.

Nominations for Central Positions

Nominations are being invited to fill the following positions at the central level, all with a term of two years:

1. Secretary of the Association
2. Treasurer of the Association
3. Member of the Board of Directors (3 positions to be filled)
4. Member of the Audit Committee (3 positions to be filled).

These central positions are filled through election at the Annual Delegates' Conference, which is scheduled for Friday and Saturday, November 14 and 15, 2003, at the Novotel Hotel in Toronto. Eligible voters consist of all Delegates. Candidates are asked to submit, with the nomination form, a candidate statement (no longer than one 8.5" x 11" page) that is circulated to Delegates in advance of the Conference. Candidates for Secretary, Treasurer and Member of the Board of Directors are permitted to give a speech to the Conference and to participate in a question and answer session with Delegates. The term of office for all central positions begins at the conclusion of the Annual Delegates' Conference.

Responsibilities of the Secretary

The Secretary of AMAPCEO is one of four central officers who comprise the Executive Committee, and functions as the corporate secretary of the Association and its central governing bodies, including the Delegates' Conference, the Provincial Council, the Board of Directors and the Executive Committee. The Secretary records minutes of meetings of these bodies, ensures that agendas are circulated, maintains a registry of elected representatives and members of the Association and has responsibilities with regard to internal communication with members. The Secretary receives appropriate leave and reimbursement of expenses to fulfill the responsibilities.

Responsibilities of the Treasurer

The Treasurer of AMAPCEO is one of four central officers who comprise the Executive Committee, and functions as the chief financial officer of the Association. The Treasurer is responsible for oversight of funds and assets, financial records, the collection of dues and the disbursement of funds. The Treasurer prepares financial reports for the Board, Provincial Council and the Delegates' Conference, is instrumental in preparing the annual budget and sits on the Board, Provincial Council, Delegates' Conference and the Board's Finance Committee and attends (as a non-voting resource) meetings of the Audit Committee. The Treasurer receives appropriate leave and reimbursement of expenses to fulfill the responsibilities.

Responsibilities of a Member of the Board

The Board of Directors is responsible for "the management of the affairs of the Association" and consists of nine members: President, Vice-President, Secretary, Treasurer and five additional Directors. Article 42 of the AMAPCEO Constitution outlines specific authority and responsibilities of the Board. Terms are staggered so that the Secretary, Treasurer and three Directors are elected one year and the President, Vice-President and two Directors are elected the next year. Of the five incumbent Directors, the terms of Linden Holmes and Phyllis Waugh continue for another year; the terms of Keith Baird, Margaret Kipp and Keith Zehr expire this year, so nominations are now being invited for three Director positions.

Directors are members of the Board, Provincial Council and the Delegates' Conference and usually sit on one or more committees of the Board or Conference. The Board meets once each month, the Council meets six times each year and the Delegates meet annually, although special meetings of all three bodies may be held from time to time. Meetings are typically held in Toronto and Directors receive appropriate paid leave and reimbursement of expenses to attend meetings.

Responsibilities of the Audit Committee

The AMAPCEO Audit Committee is elected by the Delegates' Conference. The committee consists of five members: three are elected one year and two the next. This year, there are three positions on the committee to be filled. The full terms of reference of the committee are contained in By-law 3. The committee is responsible for advising the Board of Directors on the selection of the Association's external auditors, reviewing the annual auditor's report and protecting the independence of the audit function. The committee meets a few times each year and members receive appropriate paid leave and reimbursement of expenses to attend meetings.

Nomination Deadline: 12:00 noon on Friday, October 3, 2003