

## National Joint Health & Safety Committee Meeting Minutes

14<sup>th</sup> Sep 2022

### Attendance:

CPC	CUPW
Alice Laferty	Marc Roussel
Virginie Trembley	Sylvain Sicotte
Sebastien Roy	Alvaro De La Cruz
	Julee Sanderson (Guest)

Guests			
Steve Clark	Cassandra Mackinnon	Danny Goddu	
Nancy Darcy	Leah Lewis		
Carolyn James	Ardis Mcdonald		

Advisor	Sohail Mirza
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### Agenda

Sr.	Topics	Presenter
0	Safety Pause/Mental Health/ Diversity safe moment	All
1	Opening Remarks	Committee Members
2	Minutes Review	Committee Members
3	Fleet Update/Fire Incident/Vehicle Tires	Steve Clark
4	Driver Safety Month + Driver Safety Training/Safety Talks	Cassandra Mackinnon
5	Mental Health Strategy	Leah Lewis
6	Frequently Injured Person	Danny Goddu
7	Menstrual Products pilot	Ardis Mcdonald
8	Appendix DD Update	Darcy Angus
9	H&S Projects Tracker Review	Sohail & Sebastien

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### **Standing Items**

#### **1. Opening Remarks**

CUPW opened the meeting by discussing the need for a structured mechanism to update the committee on Canada Post pilot projects. CUPW wants it to be a standing item for future meetings. CPC said that they have developed a project tracker and will have it reviewed by the committee later in the day. CUPW added that this tracker would help provide visibility and ease assigning support when necessary.

CUPW asks to have all the pilots be carried in Ottawa because travelling sometimes is a hassle and not convenient. CPC replied that we could try, but this will take the Pilot away from certain users who might not be available in Ottawa. CPC added that the Ottawa plant is tiny compared to other locations and might not have specific conditions, machinery, material or manpower for that Pilot, but will look at potentially leveraging the new innovation center to showcase pilots as we have done with the automated ISPS induction proposal this summer. CUPW reminded CPC that in the past, many pilots happened in Ottawa, like CMBS, Automated Parcel Lockers etc. CUPW understands for some equipment and machinery, Ottawa might not be suitable, but if there is a possibility, it should be held in Ottawa. Moving MMHE and small equipment/machines should not be an issue, and if STF Simulator should be here first, the support from CUPW would likely have been different for this Pilot.

CUPW highlighted that the 2<sup>nd</sup> risk assessment on SSFI Project had not been shared with the committee. CPC said they would share the standardized method and risk assessment updates. CUPW replied that we should not rush the implementation without the committee review. CPC agreed to send a recap on the situation and mentioned an outstanding item that needed to be resolved with the support of H&S. CUPW asked to put SSFI on hold. CUPW wants to review the Montreal pilot results before putting it at the PPC Vancouver plant.

CUPW wants that there should be a start and end time field on the LJHSC meeting minutes form. This will help calculate the time spent on H&S matters by each committee and will provide the opportunity to make it more effective and efficient. CPC agreed to update the form with the time field.

#### **2. Reviewing Minutes**

CUPW did not review the minutes shared for the July meeting due to time constraints. A review session will be planned for consensus.

#### **3. Fleet Update | Steve Clark**

##### **Ford Truck Fire in BC**

CPC shared that Ford has completed the fire investigation, and the cause of the fire is short-circuiting due to the new starter wiring harness, a part purchased at NAPA and replaced 5 months prior. Earlier CPC anticipated that the rodents might have chewed the wiring, but the all the vehicles from that site were inspected to see if rodents were chewing any other the harnesses, though there were no signs of rodents on any other vehicle.

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CUPW asked if management will be inspecting all the cars Nation Wide. CPC replied not at the moment; first, management plans to reach out to NAPA on the starter failure, as they were the replacement part provider and investigation concluded the part to be a defect.

### **Tires Program**

CPC explained the tire replacement program currently in use at Canada Post. Management developed a national tire program in 2010 incorporating industry best practices, tire manufacturers' recommendations, benchmarking, incident reports and input from the CPC fleet. CPC shared the background and history of the tire program deployed in 2010-2011, and an overview of the discussions held at NJHSC at the time. The national tire program was developed to uphold the safety of our employees and the general public. The program respects all applicable federal and/or provincial laws and helps minimize our environmental footprint with tire recycling through effective tire retreading programs. The program standardized the fleet vehicle tire options and provided fleet Managers and front-line Supervisors with contracted vendors and tire retread facilities with clear direction.

CPC added that the program impacted CUPW group 3 employees in repair facilities by having fewer tire skew on a rack and easing the matching of tires on vehicles during tire or wheel changes. CPC shared a copy of the Field Process Manual to CUPW, launched in 2011 updated over the years and currently in use.

CPC explained the retreading process using CPC vendors like KALTire, Bandag and Bridgestone on the retreading question. CPC uses KALTire services for most retreading jobs.

For light vehicles, less than 4500 Kg CPC uses all-weather tires and for heavy vehicles, greater than 4500 Kg CPC has two options LT RIB Steer Tires or LT Traction Drive Tires. The all-weather tires are not the same as all-season tires; they are built for winter and bear a snowflake mark.

CPC explained that all-weather tires stay on all year, and mechanics rotate the tires based on established guidelines. CUPW inquired about using studs, to which CPC replied that studs are banned for most parts and only allowed in certain areas because of the hazards. It also poses storing issues as we have to remove it after the season and store it.

CUPW asked what the spec is to take off the retreaded tire. CPC replied that the BDLT is used and is mentioned in the fleet process manual. CUPW suggested that in areas with more snow and inclement weather, CUPW recommends using studs. CUPW further added that, for example, if a tire depth is 7 at the beginning of the winter, it will be at 4 in the spring and need to be changed; CUPW inquires if tires at 7 could be changed sooner as a pro-active measure, otherwise drivers may risk driving on a tread 4 at sometime in the later months of winter. CPC replied that mechanics had provided depth gauges to measure the tread. CPC is already two folds above the legislation in replacing tires. CPC replaces a tire when 4 is achieved compared to 2 by the legislation. CUPW proposed a process in place to send HO Comms to each committee by the End of Aug (before Fall and Winter-readiness campaign) to ensure tire depth measurements before winter are shared with VSDs, so the mechanics can prepare if a tire(s) needs replacement. CPC added that fleet members work alongside LJHSCs, CPC is in favour of working with LJHSCs, but it will be very hard as CPC has 17 supervisors for the country. CPC said that we have winter readiness communication coming on September 28; we can add that if a tire is approaching its end of life, the site should connect with their local VSD to assess if it could be replaced before winter. In the long term, the fleet can share a tire depth measurement form for LJHSC to

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check and record all the tread depths, and handover to their local fleet supervisor. CPC added that for future years, they would be more specific in the winter readiness checklist and provide the tire depth gauge part number and job-aid for ease of purchase.

CUPW agrees to implement a tire safety prevention program in parallel to winter readiness. CPC said it would provide clarification for this upcoming communication to connect with VSD for the right now, and plan to launch in August 2023 a more formal and standard tire verification plan for LHSCs ahead of the winter readiness activities, in order to provide sufficient time for VSDs to coordinate. CPC fleet will look at initiating a tire audits and will discuss the results at the September 2023 NJHSC meeting to revisit the preventive early replacement suggestion from CUPW.

### **New Light Delivery Vehicle – C250**

CPC updated the committee on the progress of C250. Two C250s will be shipped to Mississauga for the emission test, then one will be sent to Ottawa for review with NJHSC. CPC will invite the NJHSC to review the vehicle for a visual inspection and hands-on experience. CUPW asked whether C250s would be deployed to all RSMCs with old vehicles. CPC shared the specific deployment plan with the committee. CPC explained that Atlantic is preferred because of early winters and requires only 100 vehicles at this moment. CPC will then cover Northern Ontario then Northern Quebec, places where we expect bad weather and roads, no suburban areas. It will then finish the province of Quebec deployment, then moving to the rest of Ontario. CUPW suggested management should reconsider deploying entirely in each province from East to West and avoid doing back-and-forth between regions. Such way the deployment would be uniform. CUPW requested that any deployment be done after CUPW checks the vehicle first.

CUPW inquired about the routes and depot selection. CPC responded that routes that have a RHD RSMC with their personal cars with 250 RMBs are prioritized. CUPW asked if RSMC has a private RHD they can purchase it. CPC replied they could not, but they had a choice if they wanted to drive CPC RHD. CUPW added if there are criteria in place to avail this option. CPC answered that management hasn't penned down it yet. For the routes, CPC shared the routes, depots and number of vehicles with the committee.

## **4. Driver Safety Month | Cassandra Mackinnon**

CPC shared the Driver Safety & Compliance team is celebrating the month of October as Road Safety Month. This will help bring driver safety awareness and resources before peak seasonal changes weather changes such as fall and winter. CPC will provide the tools and resources to help drivers adopt a preventive nature when driving. Each week comms will issue HO comms with links to resources and videos on different topics and areas, e.g. Professional driving techniques, Ready for the Road, Driving Defensively and Mechanical Fitness/Eco Driver. CUPW requested to share content and documents to review. CPC said that it is still in development and will share once completed. CPC added that dissemination of resources at the regional level would be through LHSCs and nationally from HO Comms and SBN to ops and non-ops.

On a recent H&S Alert, CUPW inquired if it was referring to any particular accident. CPC said yes, it is one from the last year where the investigation confirmed that the driver was not wearing a seat belt. CUPW agreed the use of the seatbelt is important. CUPW added that they have noted that drivers are being followed by CPC safety audit teams which is very dangerous as it stresses out and develops anxiety which distract drivers and could result in an accident. CUPW believes the drivers are not adequately trained in emergency driving situations. Such behaviour is putting CUPW drivers, the CPC representative and the surrounding public at risk. And CUPW believes that lately, this

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is a huge reason for distracted driving. CPC explained that if drivers are driving properly there is no need to be stressed or distracted on the road. During an observation, the observer and the driver have a conversation and discuss what was observed. CPC explained observation conversations overall have been very positive. CPC explained that the Health and Safety teams are out to observe safe driving behaviours and are not intended to be police. CUPW explains this is not what is being seen in the field, the CPC representatives collect information about situations they see as an infraction and share back to local management, which leads to automatic suspension. As a corporation we need to ensure that drivers are demonstrating safe behaviours on the road. CPC said this had been communicated to all through Life Safety Alerts, HO Comms and SBNs. CUPW reiterated that they disagree with this methodology as this is not an appropriate way to coach. CPC added that management needs to ensure drivers follow safety protocols and processes. A member suggested that we use the jump seat to observe the driving in the cabin. CUPW replied that the jump seat is suitable for training and refresher purposes. CPC duly noted the reservations and will explore ideas to make them more professional.

Furthermore, CUPW reiterate that members feel stressed to be scrutinized.. CUPW does not agree on the disciplined approach to promote workplace health and safety. CPC explained that operations should be following the proper process through coaching, and discipline. CUPW wants to review all the documentation on the observation procedure. CUPW inquired how the team determines who to follow, what route, and if CPC uses telematics. CPC reiterated that the driver safety and compliance team is not using telematics data to determine specific routes and they are randomly chosen. The team doesn't have any information about the driver. They observe the driver on the road and share the information with the team leader to discuss behaviours if necessary.

### SMITH® Training

CPC shared that we are looking to roll our 60 mins online SMITH® collision avoidance training to RSMCs. This interim solution provides awareness to RSMCs after two Rural fatalities occurred this year. CUPW wants to review the content of the 60 mins training. CPC replied that it is an off-shelf course and will share the links to review. This online course is supplemental to the in-class session, CPC is considering making it a mandatory course before taking the in-person training. Members are required to take the course within working hours. The roll-out date is still to be figured out and separate consultation will be scheduled.

## 5. Mental Health Strategy | Leah Lewis

### Homewood Sessions

CPC raised an item that had been flagged by the Ontario team regarding feedback from CUPW in London, Ontario region about an in-service provided by Homewood Health. This was organized by the HR team in response to an incidence of aggressive customer behaviour and was intended as a support service. CUPW expressed concern that this was H&S training that had not been vetted through the proper process as outlined in the CA. CUPW also expressed the requirement for the LJHSC to be aware and involved in discussion when/if these are planned. CPC did not view this as H&S training, but as an awareness session that may supplement H&S training. CPC committed to ensuring LJHSCs are involved and recommended the catalogue of Homewood sessions be reviewed through CCB and if any appear to be H&S training that these be reviewed through the NJHS committee. CUPW alleges this is training and should be considered as such. CUPW alleges CPC is playing with words and attempts to go around their obligations regarding training.

### Mental Health Strategy

CPC reviewed the 5-year mental health strategy previously presented in February with a focus on what had been

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completed in 2022 and what is being planned for 2023 focusing on the first two pillars, 1- Psychological Health Risk Assessment and 2- Capacity Building.

**Risk Assessment:** The objectives are to assess and address workplace psychological health and safety, identify opportunities through survey findings and develop actions to promote and protect psychological health and safety. This year CUPW members will not be involved. CUPW requested to share the survey form.

The pilot objectives are based upon the National Standard of Canada for Psychological Health and Safety in the Workplace. Since 2013 it has been used nationally in organizations of all sectors and sizes. CPC is using the Guarding Minds at Work Survey for the risk assessment. It is confidential and will ask participants 67 questions. The links have been added to the slides, and CUPW is encouraged to visit the sites. Guarding Minds will collect the responses and share the aggregate data with CPC. CPC said it would like to include LJHSCs within action planning to gauge if CPC can leverage aggregate data to LJHSCs to help with WHPP or through prevention plans. CUPW inquired who would decide on the action plans. CPC replied that they don't have all the details yet, but LJHSC action plans would only include items that they have scope of control over, whereas other items would require national approach/approval.

The Psychological health risk assessment is being implemented in a phased approach through pilots before moving to a national approach. Each wave of pilots is 2-years; year 1 focuses on Team Leaders, and year 2 focuses on Employees. In Wave 1 (2022-2023), 7 operations directorships and 4 non-ops teams (H&S, Engineering, Customer Service and Sales) are included. The following OPS teams are included in Wave 1: PPC, Manitoba, SCLPP, Leo Blanchette, SW Ontario and New Foundland and Labrador. These teams have completed the risk assessment and are preparing action plans to be followed over the balance of the pilot timeline.

In Year 2, CPC plans to reach out to employees; participation is voluntary and will follow the same approach as for Team Leaders. The survey will not require employee details; only the function/team information is required. CPC is still developing the communication plan. But the plan is to mail to homes and talk track for the team leaders with HO Comms. CUPW requested to consult local and regional consultation before rolling out.

In Year 2 of this wave, CPC proposes that LJHSC members pilot the Mental Health 1<sup>st</sup> aid program. CPC will arrange a course this November and invite all NJHSC and Policy committee members to participate. It will be an entire day session, and it is by the Mental Health Commission of Canada. 202 LJHSC Members in 7 directorships will participate in the 2023 training pilot following the NJHSC committee initial course. CUPW said they would like to discuss the Mental Health First Aid as they see it similar to what CUPW Social Stewards do. CPC said CUPW is welcome to review the training content, attend it, and discuss it. CPC clarified that while elements of the training may be common for LJHSC reps and Social Stewards CPC sees a difference in their roles. LJHSC are primarily focused on prevention initiatives for the facility whereas social stewards are primarily working 1:1 with individuals who are in need- a responsive approach.

In Wave 2 (2023-2024), CPC will include 6 ops and 4 non-ops teams with a similar assessment plan.

CUPW said they would have an internal discussion on the mental health strategy and will circle back with their comments at a later time.

### Building Capability

CPC recapped that since 2013 there has been a mental health awareness program for team leaders, the current



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version is entitled *Leadership strategies for supporting Mental Health*. CPC is refreshing the content of this training this year with updated stats and to enhance the content regarding the National Standard for Psychological Health and Safety.

CPC shared that LJHSC/HS Reps mental health first aid course and being a mindful employee training from CCOHS are intended to be piloted in 2023. For HR/HS Subject Matter Experts, courses like The Working Mind, being a Mindful Employee, and Psychological Support will begin in the remainder of 2022.

CPC focuses on two aspects: knowledge awareness and tools and resources provision. Mental Health 101 is mandatory training for all employees. CPC will work next year on the development of the Employee Mental Health 101 program and solicit input from all NJHSC committees as this is developed.

To help add more knowledge over and above the mandatory training, CPC is initiating Mircolearnings. It is a series of bit-sized videos on important psychological support areas. The links to these learning have been provided in the deck to CUPW.

### Dash Board & Metrics

CPC shared a conceptual dashboard to measure the Leading and Lagging indicators visually. It is more centric on leading indicators. There are no targets planned at this time, rather the intent is to understand our current state and to learn how the programs implemented under the strategy may impact these. CPC is exploring ideas on the best use of this information. CPC added that the focus is on prevention and less on reaction. CUPW suggested presenting the data over 2-3 years instead of a single year. CUPW further suggested that it is possible to see the spending on prevention vs reaction. CPC said they might be able to share the ratio as part of the dashboard.

## 6. Frequently Injured Person | Danny Goddu

Joint Discussion Template was shared in September 2021, and CPC has incorporated CUPW's feedback and finalizing the template form in both languages. CUPW inquired if there was a national report on Frequently Injured Persons, and CPC replied we do not have any national reporting being pushed. CPC has provided a self-served PowerBI dashboard where team leaders can extract the data for their own org unit only. This data is for local teams to review, and assess each IMS log, to further engage if required on improvement plans and discussions jointly with LJHSC and union representatives as per the process flow.

CUPW highlighted that Article 54 from the collective agreement disapproves LJHSCs' involvement in any member-specific discussion. LJHSCs don't have the authority or any training to discuss work accommodations. CUPW added that CPC considers all the previous incidents when discussing with the employee, which is not the right approach. CPC disagreed with the comments and said that the Employee profile is only used to gather Lost Time and Off time information by the team leader to help discussing better preventive measures to prevent the employee potentially getting hurt again in the future. CPC highlighted that if an employee has any disability and/or limitation, CPC realigns the discussion toward the accommodation process as per Article 54. CUPW added that management should avoid using the LJHSC involvement altogether.

CPC reiterated that reallocating an employee to a different position is seldomly leverage as a last resort, there is one scenario across the country in discussion at this time, and it shouldn't hinder the use of the template to guide the joint conversation. CUPW added that management is displacing people based on this Joint Discussion Template. CPC answered no; it is never the management's intent. CPC wants to make people safe, do work safely, and make it

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home. The goal is not to move people away from their jobs when they are hired as a delivery agent; a very small percentage might not be successful, but CPC is open to any constructive feedback on solutions to further support an employee be successful in their functions.

CPC further explained that reports were shared with the names in the past but now we only have the self-serve Power BI dashboard where the details and names stay concealed. CUPW asked what the reasons are for starting a discussion with an employee. CPC replied that one reason could be that the employee stands out regarding the number of recordable injuries they sustained (medical aid and above). CUPW states that many injuries requiring medical attention are not accounted as medical aid injuries. CUPW claims the collective agreement is not being followed as it should be when dealing with its members.

CUPW said that forcing members to take part in a discussion and review of reported injuries is unfair and creates a culture of not reporting injuries. This approach is discriminatory and could be humiliating for an employee to be subject to this process and invited for a discussion. CUPW believes this approach is psychologically harmful to members as they are labelled frequently injured employees. CUPW is seeking clarifications on the goals, rationale, objectives and expected outcomes, how long CPC will continue to use this process, and if the results are effective. CPC responded that at the NJHSC meeting of September 2021, we shared in detail the purpose of this initiative. The meeting tone and matter are meant to be positive. The goal is to ensure employees make it safe and make it home at the end of their shifts. CPC is trying to help employees, and it is the employer's responsibility to make employees work safely. This is part of CPC's due diligence efforts. CPC has provided all the tools, support and resources to achieve this process positively. CUPW responded the union doesn't feel comfortable. CUPW continues to doubt the intention and purpose of this initiative, and their legal team is looking into this initiative and will update the committee with the union's decision.

### **7. Menstrual Products Pilot | Ardis McDonald**

CPC shared that it plans to conduct a 6-month pilot at a few sites across the country where menstrual supplies will be made available in the workplace for employees in the demographic group that would require them. The Pilot is anticipated to launch in late Q1, 2023.

The purpose of the Pilot is to assess the utilization, cost and process in advance of proposing broader application after the anticipated implementation of incoming federal regulations.

CUPW asked how many employees would be impacted at the pilot sites. CPC said they are still assessing this metric as sites are still being finalized. . Regarding site selection criteria, CPC replied it is a mix of different site sizes and regions. CUPW requested to revisit the selected sites and add more medium and smaller locations in regions. CUPW will provide the list and ask for a site in Ottawa to be added for ease of the visit due to location. CPC will consider the sites that CUPW will provide and reiterate that this is a pilot; therefore, the number of sites selected needs to be of a smaller scope/group.

CUPW inquired if CPC has followed up with the Canadian Government on legislation. CPC replied that management is regularly reviewing to see if any updates have been communicated. CUPW anticipates the legislation will come into effect around Q2 2023. CUPW asked if, after the Pilot, there was any plan to extend it or roll it out nationally. CPC reiterated that the Pilot is being completed proactively in anticipation of upcoming legislation and that CPC would align further extension/expansion with such legislation.



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CUPW further asked what the Pilot was examining and if the results will be shared with CUPW. CPC said it would gauge the usage (supply-demand, abuse), site-specific preferences and replenishment measures

Around the environmental consideration query, CPC replied that ESG is part of the initiative, but it heavily depends on the products CPC can procure from the suppliers. At the end of the Pilot, a survey will be carried out to capture feedback to help us decide on the products.

CUPW asked if there were any communication plans developed. CPC replied that the development of the Pilot is in its infancy, and management will continue their communication with the committee once it has been further developed.

### **8. Appendix DD - LJHSC Update | Darcy Angus**

CPC shared that Metrix was awarded the project on developing the LJHSC training module and development of the new joint training is underway. Metrix has provided their senior and most experienced people to work on this project. Names and roles of the entire team (Metrix and CPC/CUPW) were presented.

CUPW raised the issue around where the separate breakout sessions splitting CUPW and CPC would be positioned (totalling 4 hours). CUPW said that the training structure and flow must remain the same as it was before and are not be moved. CUPW maintains the first breakout on day 1 around 10 am – 12 pm after the intro portion of the new training, as it is in the current training. They stated that training should resume at 1 pm after lunch, and then the last breakout session would be on the 3<sup>rd</sup> day following the afternoon break after the training. CPC argued that breakout sessions should be either before and/or after the joint training. Management is not eliminating any breakout sessions but is positioning them outside the joint training to ensure a better flow of material and a better participant experience. CUPW restated that if they don't agree on breakout session position(s) on the CPC's plan, then CUPW won't continue to participate in the review of the new training material and won't be moving forward on Appendix DD, as this would go against the previously agreed format as understood by both parties during the initial discussions which led to the established training in its current form. Furthermore, CUPW will discuss this internally and get back to CPC later.

CPC stated CUPW could further discuss their position, but content development does not require to be halted and should continue. CPC added that the content is not dependent on the breakout session positioning. CPC reiterated that it agrees on the existence of the 4-hour breakout, but it should be positioned or split before and/or after the training. It is also important to consider that there are also management members in training who would be affected by the interruption of the training flow for a CUPW break-out session. CPC said having a breakout in the middle will not encourage the committee goals of trust, respect, and collaboration between members as well as disturbing the training flow.

CUPW reminds that the current training is identical to the format CUPW wants to continue, citing that this format is working very well at the moment. CUPW and CPC agreed that it is not up to Metrix to decide where to put the breakout sessions.

CPC explained that it is highly interactive training and requires good participant collaboration. The facilitated session should be entirely together with the breakouts immediately before and/or after. CPC shared the options of

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the positioning of the breakout session with CUPW and will let CUPW decide on their preferred option, while both parties (as represented on the project team) continue to work on the content development and finalization. CUPW agreed to continue finalizing the content and move to the next steps.

CUPW requested that whenever CPC wants to meet Metrix, it should be in the presence of CUPW members. CPC said if the meeting is for logistics purposes, they will keep CUPW in the loop via email and that members can decide if they attend or not, and for all other meetings will continue to ensure all project team members' presence.

### 9. Projects Tracker | Sohail Mirza, Sebastien Roy

CPC shared the draft project tracker. CUPW liked the concept and requested to add more visibility to the pilot projects. CUPW suggested some improvements in the tracker and requested a special meeting (frequency to be agreed) to have the pilot project leads come and present the update on the pilots.

#### Meetings Held in 2022:

February 24 (X)	May 5 (X)	July 7 (X)	September 14 (X)	November 10
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