

**Minutes of the National Union - Management Consultation (NUMC)  
Canadian Pari-Mutuel Agency and the Agriculture Union (PSAC)**

**July 3, 2008**

**In Attendance:**

Ms. C. Courcy  
Executive Director  
Canadian Pari-Mutuel Agency, AAFC

Mr. B. Kingston  
National Vice-President  
Agriculture Union, PSAC

Mr. R. Sawchuk  
Director, Policy and Planning  
Canadian Pari-Mutuel Agency, AAFC

Ms. E. Massie  
Service Officer  
Agriculture Union, PSAC

Mr. R. Nichol  
Director, Operations  
Canadian Pari-Mutuel Agency, AAFC

Mr. S. Suttie  
Director, Corporate Services  
Canadian Pari-Mutuel Agency, AAFC

Ms. Bernadette Jetté  
Financial Management Advisor  
Canadian Pari-Mutuel Agency, AAFC

Ms. L. Smith  
Labour Relations Advisor  
Human Resources Branch, AAFC

Minutes prepared by: Ms. K. Dicaire  
Executive Assistant to Executive Director  
Canadian Pari-Mutuel Agency, AAFC

**Review and Approval of January 15<sup>th</sup> minutes;** minor changes were made and both parties signed.

**Regulatory Review:**

R. Sawchuk provided an update on the CPMA's Regulatory Review and explained that the Minister reviewed proposals and approved all proposals except those regarding Outstanding tickets and Photo Finish and Video Race Surveillance. The CPMA consulted with Provincial Regulatory Bodies (PRBs). The CPMA is now early into the regulatory amendment process.

The CPMA has engaged Department of Justice; drafters have been assigned, and have prepared draft timelines. The proposed regulatory changes are expected to come into effect spring 2009 (well in advance of the approval process for applications for 2010 licences).

E. Massie inquired about the CPMA's proposal to train staff. R. Sawchuk indicated the CPMA may provide information sessions and printed documentation. As well, staff workshops using a "before and after" approach are being considered for bringing staff up to speed on any change to their responsibilities in applying the new regulations.

C. Courcy explained that she has been providing regular updates to staff on the Regulatory Review process (eg. emails); R. Sawchuk indicated that Agency Officers have also been providing input into the process through regionally scheduled teleconferences, held in conjunction with other stakeholder meetings (most recently in October 2007).

R. Sawchuk will resend Internet link to B. Kingston to access Regulatory Review updates on-line.

#### **Governance Review:**

C. Courcy provided background surrounding the CPMA Governance review. Recommendations from the Regulatory Review included hiring Government Consulting Services from PWGSC to conduct a review on where CPMA fits within government. Reports key recommendations:

CPMA Provided pie chart of its expenditures for 2007-2008 (attached). CPMA is now working on various financial scenarios for upcoming years (status quo, cadillac version). Photo Finish and Video Race Surveillance (PFVRS) money was expected to have been reallocated to Drug Control (DC) costs, but due to Minister's decision to continue to provide PF and VRS, these funds are not available for reallocation. This issue is more surrounding CPMA's ability to provide programs (DC and PFVRS), not impact to staff.

#### **VSSA:**

Human Resources provided an update on feedback received from Treasury Board Secretariat (TBS). While TBS felt that the last paragraph under "Operations" was redundant, both parties agreed to leave it in the document.

Both parties made revisions to the document (tentative Master shift schedule), including the removal of the section on "Duration". CPMA would like to maintain reference to negative time balances in the VSSA and Management to follow up with TB.

#### **Designated Paid Holidays (DPH):**

The Agriculture Union raised the issue of how the Employer was recording hours worked on a designated holiday for the purposes of calculating hours worked under a Variable Shift Schedule Arrangement (VSSA). The Union indicated that this issue was

a longstanding one which required a response. CPMA indicated that they had raised the issue with Treasury Board Secretariat (TBS) some time ago and were still waiting for a response. CPMA committed to respond to this outstanding issue upon receipt of TBS's direction.


**Assigned Work Week (AWW):**

CPMA recognizes the importance of part-time employees having an accurate AWW and the impact it has on pension, disability and death benefits. CPMA has recently undertaken a project to review the AWW of all their part-time employees to ensure the accuracy of AWW's. Given the industry that the CPMA is in (busy periods in summer and quieter in the winter), it is important that the Agency has procedures in place to ensure that an employee's AWW reflects as closely as possible the actual hours they work.


**Administrative note to staff:**

S. Suttie presented the committee with a copy of a draft note to staff regarding vacation leave paid in cash, submission of travel claims and a reminder of the CPMA's policy on the use personal vs. rental vehicles for government travel. E. Massie expressed concern related to this note to staff in terms of timeframes required to complete and submit travel claims. She also suggested that it was her understanding that the CPMA would develop a blanket travel authority for employees to use when working at specific worksites.

S. Suttie agreed to send the memo to E. Massie electronically and she would provide additional comments once she had reviewed the draft more thoroughly.

  
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**C. Courcy**  
Executive Director  
Canadian Pari-Mutuel Agency

for

  
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**B. Kingston**  
National Vice-President  
Agriculture Union