

Minutes
PSAC National Union / Management
Consultation Committee Meeting
Canadian Food Inspection Agency

December 17, 2010
Tower 3-1-313, 1400 Merivale Road
9:30 a.m. to Noon

Present

CFIA

Ms. Carole Swan
Dr. Brian Evans
Mr. Omer Boudreau
Mr. Cameron Prince
Dr. Martine Dubuc
Mr. Stephen Baker
Mr. Paul Mayers
Mr. George Shaw
Mr. Peter Everson
Ms. Veronica McGuire
Ms. Shalene Curtis-Micallef
Ms. Ginette Workman
Ms. Lynn Burge
Ms. Nancy Darling

PSAC

Mr. Bob Kingston (Chair)
Ms. Debbie Forsythe
Mr. Denis Sicard
Mr. Fabian Murphy
Mr. Howard Willems (by phone)

Opening Remarks

Ms. Swan welcomed everyone and noted that we had a lot of important issues on the agenda. She advised that Mr. Da Pont would not be attending the meeting but that he sent his regards.

Mr. Kingston also welcomed the group and stated that he looked forward to seeing the product of these discussions brought to fruition.

1. Issues Arising from the Previous Minutes

Minutes of the June 22, 2010 PSAC NUMCC were approved and posted on Merlin prior to this meeting.

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The following item was discussed:

Conversion of Long-Term Term Employees

Mr. Sicard raised an issue that new EG employees are being hired indeterminately, while there are some long-term term EG's who have not been converted to permanent positions. Mr. Prince advised that he reviews each term extension for long-term terms and where possible they are converted. As in previous years, a review of long-term terms will be carried out at the end of March.

Mr. Kingston mentioned that there are some positions that are staffed on a continuous basis using term employees.

Action: Human Resources and Management to carry out a review of Long-Term Terms as of the end of March 2011.

Action: Mr. Boudreau to determine if People-Soft can be used to identify situations where positions have been staffed on a continuous basis using term employees.

2. EG-02 to EG-03 Progression

Mr. Prince discussed the National Recruitment Strategy and indicated that with the enhanced training program for EG's in Meat, the recruitment at the EG 2 level will no longer be the norm in the foreseeable future. Existing EG-02's will continue to follow the established process.

3. Compliance Verification System (CVS)

A. CVS Review

Mr. Kingston raised issues with the approach taken with the CVS Review. He asked for a meeting to discuss the methodology used to determine the number of inspectors required on a plant-by-plant basis. He also expressed concern that Occupational Health and Safety (OHS) responsibilities may not have been fully considered. Mr. Prince responded that he is prepared to meet with the Union to further discuss.

Mr. Sicard commented that some Inspectors do not have cell phones, which results in less efficient use of their time. Mr. Prince stated that additional cell phones had been distributed, however, he would look into this further.

Action: Mr. Prince to meet with the Union to share information and discuss concerns regarding the CVS Review.

Action: Mr. Prince to review the issue of cell phones.

B. Role of Veterinarian in Charge (VIC) in the Corrective Action Request (CAR) process.

Ms. Forsythe indicated that some VICs are making verbal agreements on CARs. Mr. Prince recognizes that Inspectors need to be involved and be aware of the outcome and that proper procedures and documentation are necessary. He has followed up on this issue and will continue to do so.

Action: Mr. Prince to follow up on the process to be carried out when dealing with Corrective Action Requests (CAR).

4. EG Staffing for Non-Meat Hygiene

Ms. Forsythe raised the Union's perception that while CFIA is focussing on staffing meat hygiene positions, other non-meat hygiene EG positions are being left vacant. Mr. Boudreau noted that there has been a net increase in Inspection staff and that direction from Mr. Prince has been to continue to staff positions in all commodities. The National Recruitment Strategy is designed to address this. One of the benefits will be a pool of pre-qualified candidates that may be accessed very quickly to fill vacancies. While initially it is being used for Meat Hygiene positions, it is expected to be utilized for other positions in the next year.

Mr. Kingston has asked to review the assessment tools for the National Recruitment process.

Mr. Sicard asked if recourse was available to CFIA employees when they apply on an external process.

Action: Mr. Prince to share the tools being used for National Recruitment with the Union.

Action: Mr. Boudreau to advise the Union regarding recourse rights for CFIA employees when they apply on an external process.

5. National Consultation for the Implementation of Irregular Hours of Work

As a result of the Weatherill Report and U.S. Daily Requirements, Mr. Pince discussed the need for irregular hours of work in establishments across the country. This will have an impact on our current and new employees. Consequently, national consultation will take place in the near future.

Ms. Workman acknowledged grievances that have been received on this matter and suggested that, as part of the consultation process, there be a discussion on how best to deal with them.

Action: Mr. Prince to begin national consultation on irregular hours early in 2011.

Dr. Charlebois and Ms. Workman to lead the national consultation process on irregular hours.

Action: Ms. Workman to initiate a discussion with the Union on how best to deal with the grievances on these issues..

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Memoranda of Understanding (MOU)

Mr. Kingston discussed the existence of Memoranda of Understanding (MOU) in various locations across Canada. From the Union's perspective, these have worked well. Mr. Prince advised that the MOUs had only recently come to his attention and before making a determination on this issue, he will be reviewing the existing MOUs with a view to national consistency.

Action: Mr. Prince and Human Resources Branch to review the existing MOU's from the perspective of national consistency.

Action: Mr. Kingston to provide relevant jurisprudence on the use of local MOUs.

Seven-Day Work Week (Science Branch)

Dr. Dubuc advised that there will be a six-month review on the implementation of the Seven-Day Work Week in the Laboratories across Canada.

Action: Dr. Dubuc to invite PSAC to participate in the six-month review of the Seven-Day Work Week.

6. Finance Briefing

Mr. Baker discussed the overall CFIA budget and presented a briefing. Highlights of his presentation are as follows:

- The CFIA budget has increased slightly from last year;
- As a result of the Government's Budget 2010: Collective Agreement increases are no longer funded centrally; Departments and Agencies are expected to maintain a cap on travel, hospitality and conferences at the 2008-2009 level; and operating budgets for 2011-2012 and 2012-2013 will be frozen at the 2010-2011 level - except for initiatives approved by Cabinet;
- Effective 2011-2012, the CFIA will have a revised Program Activity Architecture to present information by the following business lines in Estimates documents: Food Safety; Animal Health and Zoonotics; Plant Resources; and International Collaboration and Technical Agreements;
- Business Line Committees (in the new Governance Structure) will determine priorities and provide oversight on program delivery.

Mr. Kingston stated that his members believe that there is not enough money to fill vacancies, or

purchase necessary items in an efficient manner. Mr. Willems raised a specific concern about positions not being filled due to budget constraints.

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Mr. Baker discussed that his Branch will be conducting reviews of processes and fixed costs to reduce Operating and Management expenses (i.e. bulk savings on internet services, improved contracting processes, etc.).

Action: Mr. Prince to look into a case-specific situation raised by Mr. Willems.

7. Enhanced Governance Structure

Ms. McGuire provided an overview of the enhanced governance structure adopted in September 2010 by the CFIA. Some highlights of the presentation:

- the CFIA is renewing its governance structure to further clarify authorities; articulate and simplify decision-making, and bring the Agency approach to governance more in line with business needs;
- governance facilitates a whole-of-Agency approach to planning, executing and ultimately, effective delivery of programs and policies. A streamlined senior decision-making governance structure ensures greater clarity and engagement on issues;
- a change management approach is being adopted in an effort to ensure that the cultural shift contemplated by the revised governance structure is realized;
- the enhanced governance structure is designed to strengthen accountability across the Agency;

- enhancing the governance structure will help to meet the commitment to continuous improvement, a Weatherill recommendation, as well as the need to align with Budget 2010's call for improved efficiency and administrative processes;
- Successful implementation of governance must be underpinned by a set of key principles which guide the behaviour of employees: communication; timeliness; clarity; respect; engagement; execution; and flexibility;
- The structure consists of four senior level committees (Senior Management Committee, Corporate Management Committee, Science and Innovation Committee and Policy and Programs Management Committee). These committees are chaired by the EVP or the CVO/CFISO;
- The Senior Executive Committees are supported by three business line committees and one Horizontal Management Committee chaired by Vice-Presidents with membership including Associate Vice-Presidents, Executive Directors and Directors.

A stock taking will be carried out at the end of March to ensure the process meets the business needs of CFIA.

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In response to Ms. McGuire's presentation, Mr. Kingston stated that it will be important to maintain the rigour of this new framework.

8. Debrief HR Branch / PSAC (December 16/10)

Mr. Boudreau provided the following highlights from the HR Branch / PSAC Meeting on December 16, 2010.

Harassment Prevention Training

A discussion took place regarding the delivery of harassment prevention training, in-class and e-learning. In moving forward, it was agreed that some in-class training will take place along with e-learning. Union and Management have recently revised training material which will be used in a pilot before year end.

It is recognized that the Policy on the Prevention and Resolution of Harassment in the Workplace will need to be updated to incorporate Violence Prevention responsibilities (CLC, Regulation XX).

Action: Training material to be piloted in-class before March 31st, 2011. Union to provide input on preferred location for the pilot.

Action: The Union to be invited to participate in a review and update of the Policy on the Prevention and Resolution of Harassment in the Workplace, including related tools (i.e. training material, guides, etc.)

Union Management Consultation Framework

The importance of the Union Management Consultation Framework was recognized in ensuring effective consultation at various levels of the organization. The Union has provided input on the draft Framework. Once the most recent version has been reviewed by the Union, it will be presented to Senior Management for approval.

Action: Human Resources to distribute the revised Union Management Consultation Framework to the Unions for review and comment.

9. Other Business

National Meat Inspection Committee

Mr. Kingston suggested that the National Meat Inspection Committee would be more efficient if it involved both of the Unions. Management was very supportive of this approach and agreed to discuss it with PIPSC.

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Action: Dr. Evans to raise the possibility of a joint National Meat Inspection Committee with PIPSC.

10. Scheduling of Next NUMCC Meeting

The next meeting will be held in mid-June 2011.

Action: Human Resources to organize the next meeting date.

Mr. Bob Kingston
National President, Agriculture Union
Public Service Alliance of Canada

Ms. Carole Swan
President
Canadian Food Inspection Agency

Date _____

Date: _____

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