

**CANADA SCHOOL OF PUBLIC SERVICE**  
**National Labour Management Consultation Committee**

**Minutes of**  
**May 5, 2009 meeting**

**Attendees:**

**Ruth Dantzer**

President  
Canada School of Public Service

**Meraiah Krebs**

National Director  
Agriculture Union  
Public Service Alliance of Canada

**Deborah Forsythe**

First National Executive V.P.  
Agriculture Union  
Public Service Alliance of Canada

**Sylvie Rochon**

Service Officer  
Agriculture Union  
Public Service Alliance of Canada

**Lionel Saurette**

Labour Relations Officer  
Canadian Association of Professional  
Employees

**Pierre Ouellet**

Labour Relations Officer  
Professional Institute of the Public  
Service of Canada

**Amanda Coderre**

Ombudsman  
Canada School of Public Services

**Michelle Brenning**

Vice-President  
Planning, Governance and Communications  
Canada School of Public Services

**Penny Gotzaman**

Vice-President and Registrar  
Canada School of Public Services

**James Meddings**

Vice-President  
Organizational Leadership and Innovation  
Canada School of Public Services

**Donna Achimov**

Vice-President  
Individual Learning  
Canada School of Public Services

**Pierre Richer de La Flèche**

Director General  
Human Resources  
Canada School of Public Services

**Jamie Tibbets**

Director General  
Corporate Services  
Canada School of Public Services

**Marc Leclaire**

Director  
Labour Relations  
Canada School of Public Services

**Paulene Bourgault**

Labour Relations Program Manager  
Canada School of Public Services

**Martha Anderson**

Executive Assistant to the President  
Canada School of Public Services

**Sandra Labelle**

Administrative Assistant  
Labour – Management Relations  
Canada School of Public Services

1. **Welcoming Remarks and Introduction (R. Dantzer and Meraiah Krebs)**

The President of the Canada School of Public Services, Ruth Dantzer and her co-chair Meraiah Krebs, Agriculture Union national Director, welcomed members to the meeting.

Ms. Dantzer updated committee members on the School's progress and changes since the last National Labour Management Consultation Committee (NLMCC) in September '08:

- Introduced James Meddings as the new Vice-President of Organizational Leadership and Innovation
- Discussed Strategic Review – 20% reduction in budget but no impact on staff
- Newly named Chief Human Resources Officer, Michelle d'Auray

PSAC inquired whether minutes could be prepared instead of action items (even though the latter is viewed as helpful). CAPE supported the idea and requested that the different bargaining agents' positions be noted on all matters of interest. The co-chairs agreed.

2. **Update of Action Items from last NLMCC (R. Dantzer)**

Action items from the last meeting were reviewed. All action items were completed. No comments or questions were raised.

3. **Integrated Learning Management System (ILMS) update (Registrar Branch)**

An update was provided to the Committee by the Canada School on the progress of this major initiative:

- Recap of the reasons for the project
- Received approval from TBS this past winter
- Contracts now in place with SABA and IBM for development and installation
- Contractors to configure, but our IT personnel will work with them
- CAPE asked about training that employees will require for this new system. The Committee was assured that all required training on the system will be provided. This is part of the contract.

**Action Item 1** – An update on the status of the project is to be provided at the next NLMCC

#### 4. **Employee Survey (Human Resources Branch)**

Additional background information was presented on the Canada School's last internal Survey (Fall 2008) Recent PS Survey results were not yet available for the meeting but no surprises were expected because of our regular survey.

- CAPE asked whether Q 38 was clear enough as to the difference between harassment and discrimination. Management agreed to work with the bargaining agents to find the appropriate wording.
- PSAC inquired on how the tabulation of CSPA survey results was done. The Canada School informed the Committee that the tabulation was done internally, but results were not published when there were 10 individuals or less in a group (cell). This follows StatsCan's policy. The next CSPA survey will drill down to the division (Director) level in order to address any specific issues that may not be common across the School.
- PSAC asked if Q 48 could be stated "as compared to other departments and agencies". Canada School management has agreed to look at this possibility.

**Action Item 2** – Q 38 wording to be looked at and discussed with the BA's prior to next survey

**Action Item 3** – Q 48 proposed PSAC wording to be considered

**Action Item 4** – Share PS Survey results with the bargaining agents and to be discussed at the next NLMCC

#### 5. **Workplace Well-Being Working Group (Human Resources)**

A Workplace Well-Being Working Group (WWBWG) was created in response to feedback from the survey and the President's meetings with employees. The purpose of the WWBWG is to find ways to make the Canada School a better workplace and one that attracts people.

- PSAC asked whether Occupational Health and Safety (OHS) was part of the WWBWG's mandate. The School noted that it had set up a National OHS Committee which is functioning quite effectively
- PSAC wanted to know whether the regions were represented in this group. The Committee was informed that regional representation was assured through the participation of one of the regional directors. The PSAC also wondered as to the classification mix of the members of the working group. They were informed that the classifications vary from AS to EX and a list of the members and their classifications will be provided.
- CAPE enquired as to the confidentiality of Exit Interviews. The Committee was informed that exit interviews were conducted by an independent consultant and that results from the Exit Interviews were aggregated and never attributable.
- PSAC asked if reports from the WWBWG could be shared with the bargaining agents during our informal discussions with HR. HR agreed.

**Action Item 5** – The Canada School to provide a membership list of the WWBWG with members' classifications to the bargaining agents

**Action Item 6** – Minutes from the WWBWG meetings will also be provided and will be discussed at the next Informal HR meeting.

## 6. **Employment Equity Plan (Human Resources)**

The Canada School's three year Employment Equity Plan is required to be renewed this fiscal year. The Human Resources Branch made a presentation on the subject.

Highlights were:

- Consultations with bargaining agents will begin this fall
- The School is currently meeting all employment equity targets except for visible minority (off by 0.4%)
- There is an 88% self-identification rate (exceeding the CHRC target of 80%)
- All selection board managers at the Canada School must have completed the on-line course "Find the Right Fit Using the Objective Eye" before participating on a board.
- The Canada School does not have a formal Employment Equity Committee, but we do report twice yearly to CSPA Management Committee as the HR Plan calls for regular 6 month updates.

**Action Item 7** – Consultations with BA's will begin in September

## 7. **Anti-Harassment Training Update (PSAC / HR)**

Courses are to begin mid-May (Vancouver, Edmonton, NCR, Halifax), and the MOU is ready to be signed with the Joint Learning Program.

**Action Item 8** – Status report to be presented to bargaining agents at next NLMCC

## 8. **Compensation Transition Update (HR)**

As a result of our agreement with PWGSC's Shared Services coming to an end this summer, the Canada School is setting up a compensation unit. The transfer should be completed July '09.

**Action Item 9** – To be discussed at next informal meeting

## 9. **Open Discussion**

Corporate Services Branch informed the Committee that the School was well prepared for the HINI flu, and that notices were posted everywhere, including on the intranet.

The Ombudsman indicated that from her perspective communications between management and employees has improved significantly over the past year.

Human Resources Branch requested an informal meeting with the unions be organized before the summer in order to discuss the PSES survey results.

It was noted by members of Senior Management that

- The School won an important award for innovation;
- The OLI Leadership team was recognized at GTECH;
- The Language Training Centre is also being recognized, and the School is receiving very positive feedback from the departments on its in-house delivery of language training;
- The School has successfully redesigned the Orientation course for new PS employees;
- 17 new leadership courses have been introduced by the School over the past 3 years.

PSAC and CAPE stated that they had already provided input into the Code of Conduct to TBS and supported the suggestion that awards information be shared with the employees and the unions.

The President invited the unions to participate at this year's awards ceremony and will have the information and invitation forwarded to them.

**Action Item 10** – PSAC to provide comment on Code of Conduct – Comments provided directly to TBS – No further action required.

**Action Item 11** – CSPS to share information with unions on any communiqués sent to staff on Code of Conduct

**Action Item 12** – Unions to be invited to CSPS award ceremony during PS Week (June) and CSPS to provide unions with award notices so that they may put on their web sites.

## 10. **Closing Remarks / Next Meeting**

End of October/Early November