



Minutes
Procès Verbal

**National Union Management Consultation Committee/
Comité national de consultation patronale-syndicale (CNCPS)**

May 12 / Le 12 mai 2015

9 :30/ 9 h 30

6th Floor Large Boardroom/Grande salle de conférence au 6^e étage

Present: Nathan Gerelus, Yannick Laberge, David Peters, Jean-Sebastien Laforest, Aaron Swerdlyk, Bill Shea, Rick Eisele, Katie Hoskins, Teri Friday, Bob Kingston, Gord Miles, John Mann, Ruth Moulton, Randy Dennis, Stefan Wagener

1. Welcome /Bienvenue

Gord Miles chaired this meeting.
Chair welcomed two new members and introductions took place.

2. Opening Remarks / Mot d'ouverture – Elwin Hermanson

Chief Commissioner provided members with an update on activities.

Consultations :

Members were provided with an update on the Feed Mills and Wheat Class Review consultations that have taken place.

Licensing of Feed Mills consultations– February 9 to April 9, 2015 the CGC consulted with grain producers, feed mills, licensed grain companies and industry stakeholders on a proposal to license feed mills. Under the proposal, feed mills may be required to provide security as a condition of licensing. We have received a number of responses, these will be summarized and a specific proposal will be put forward to stakeholders for further consultation. If changes are to be made, the target date would be August, 2017.

Wheat Class Modernization consultations – Consultation period ended April 20th, 2015. The objective of the proposal is to review the current Canadian wheat classes; enhance the consistency of Canadian wheat classes to support marketability; and add a new wheat class to address emerging requests from producers and markets. We received a number of submissions from a diverse range of stakeholders.

Federal Grain Inspection Services (FGIS) – CGC visited FGIS last fall and this spring they came to visit our operations. There are a number of issues we have in common and we will continue to meet via video conference or face-to-face.

License renewal – The CGC as of May 9th, 2015 did not renew the licensee for Naber Speciality Grains Ltd of Melfort, Saskatchewan.

2015-2016 Budget – The 2015 – 2016 CGC budget was approved by the Commission last week.

Bill C-48 – Legislation has been before parliament for some time. Proposed amendments would strengthen producer protection, clarify grain safety, give access to AMPS program. Bill C-48 is stalled, maybe the Union can assist in this regard! Union president noted that he can try and find out about the bill, however he thinks it is just not a government priority.

Chair open discussion on review of agenda. Following items were added to the agenda under 'Other'

- Chronic IT problems
- Need for Time Sheets

Agenda was accepted as amended.

3. Standing Item / Point permanent - ICMS /SGIC

John Mann, Randy Dennis, Nathan Gerelus, David Peters, Bob Kingston, Stefan Wagener, Gord Miles

Christine Rogers was present for discussion on this item.

Members were provided with an update of ICMS's 8th anniversary this year. The level of knowledge has really grown in terms of ICMS. John Mann shared his experience regarding the distribution of the ICMS gifts in Vancouver and how there was lots of positive energy and good discussions with employees. It brought forward the realization that we work in an organization that cares about their employees and in turn the employees care about their organization. Given the changes we have had to go through it was good to see that the environment is positive and healthy. It is important for us to continue to remember to value the employees and provide them with opportunities and programs.

The ICMS officer is currently doing annual interviews with ICMS and Peer supporters. There is a need to have more Peer supporters on the waterfront and in our regions. Members were provided with a copy of a proposal to extend Peer Supporter activities to include Psychological Health and Safety at Work.

There is a need to have people out there as first responders. Proposing to provide the ICMS Peer Support members (27 people) and a group of interested middle managers (up to 14 managers representing all divisions/regions) with training (2 days) in Mental Health First-Aid provided by the Canadian Mental Health Commission. Committed volunteers will expand their skills to not only support the existing ICMS, but also contribute to psychological health and safety and engagement at work.

Discussion:

Union thinks this is a great idea and support having the NOSH people involved and recommend adding an assessment piece. Suggestion was put forward that we do an assessment of what we already have and then track it and continue monitoring.

In terms of numbers, we would be looking at having 40 people tops. The plan would be to have this rolled out to other employees and this would be the initial wave.

COO sought the Union presidents' confirmation that what we are proposing seems consistent with what the PSAC/Employer taskforce is proposing? Yes, this is very consistent other than the assessment piece is missing.

One point that is missing in the proposal is dealing with the stigma that comes with the whole issue of mental health and will this be something that will be considered? Union president noted that this is a huge factor, however there is a lot of work to do in this regard.

Discussion took place on the timeframe and it was noted that it is sometimes slower in the regions from January to March.

Decision:

Members agreed with the proposal and will be provided with an update in the fall.

4. Review and approval – October 29, 2014 Minutes of proceedings / Examen et approbation du procès-verbal du 29 octobre 2014

October 29, 2014 NUMCC minutes were approved with noted edits.

5. Business Arising / Affaires courantes

Nil

6. Period 11 Financial Statements – Update / Le point sur les états financiers de la période 11

David Peters, Gord Miles, Bob Kingston

Members were provided with highlights of Period 11 Financial Statements:

- Grain volumes are in excess of 14.3MT from budgeted amounts
- Financial Statements continue to forecast \$26.7M surplus on an accrual basis
- On a modified cash basis, CGC is forecasting a \$23.7M surplus
- Forecasting potential lapse of \$1.9M in WFA 'gated funds'
- Total accumulated surplus available as of Period 11 in support of operations is \$63.23M

Ongoing discussions with Treasury Board (TB) regarding the surplus. Funds could be used for major capital renovations or could be taken into account for next 5 year period. These are all things we will be looking at.

Discussion :

Why is line of credit frozen? It was frozen before we were cost recovered, so when we go into the next round of User Fees discussion it will be an item discussion.

7. Colour Deficiency Assessments for Grain Inspectors / Évaluation du trouble de la perception des couleurs chez les inspecteurs des grains

Alan Ashton – subject matter expert; Randy Dennis, Bob Kingston, Aaron Swerdlyk, Bill Shea, Teri Friday,

Acting Director of Industry Services, Randy Dennis informed members of a situation that identified certain CGC employees as having a degree of deficiency in differentiating color spectrums and brought forward the need to be assessed in order to determine the level of their condition and if it impacts their work. Some employees were anxious about why they were being assessed and in turn they were afraid of losing their jobs. Managers wanted to find ways to assist therefore Nathan Gerelus, Anthony Rowan and Randy Dennis, met with the individuals in question as the ability to differentiate color and grade the grain appropriately is a big part of the work they do.

Union president questioned why there is a need to measure this and what are the consequences of having this identified as an issue. What is the CGC doing with the information and what will happen to the inspector(s) in question?

Management noted that similar commodities are being handled across the country and this would affect all our inspectors. What are we doing with the information? We work with the individual to identify the degree of the deficiency.

Concern was raised with respect to the fact that “we are looking for a problem that is not there” and do not see where all of this is going. Union would like to know if everyone is being tested as a result of this, including the Chief Grain Inspector? Management has a concern that if there is an issue on assessing the quality of the grain and it affects the grade, we are responsible to have this assessed. The issue of what would happen if someone would refuse to be tested has not been discussed. This is not something we rushed into, it is something that was identified and we need to address. We started with one individual because [he/she] came forward.

Union noted that they were informed that one of the people in question said they were informed that they would not be allowed to travel and people are concerned as to what this will mean for their careers. Management is not aware of any travel restrictions, however if there is a colour deficiency concern, we ~~may will~~ not allow that person to grade on their own.

Management is seeking Union's support on this and the Union will support Duty To Accommodate. However there is a need to identify what exactly is the impact on the work. “Management could be in violation of the Canadian Human Rights Act and might want to rethink this.” What are the direct impacts, impact on person and this would have to be measured for each case.

Management does agree with Duty to Accommodate, and are not discussing what will be done if people are refusing to participate because as this was felt to be a benefit to the overall health of the employees they had expected support from the union. What management is seeking to do is collect information which supports strongly the Duty To Accommodate.

Union noted that the concern is that management wants to do a test on each inspector, and it is not clear if this is a problem for all inspectors in doing their work. COO noted that this is a learning phase and gathering information. We have heard the Union's concerns and will commit to keeping the Union informed on this matter.

8. Vancouver Continuous Scheduling Project/ Projet de planification Horaire continue à Vancouver

Nathan Gerelus, Bill Shea, Teri Friday, Gord Miles, John Mann

This matter was discussed at the last meeting and agreement was reached to strike a committee (Union/Management) to potentially implement an alternative scheduling model in the port of Vancouver. Meetings were held and the Union expressed a strong preference for the status quo (3 shifts (days/afternoons/graveyards Monday to Friday) and weekend work conducted via overtime). Management is looking to work in a collaborative manner to allow the CGC the ability to provide sustainable service in accordance with client requests without adding pressure on employees' work-life balance. Union noted that at their AGM they took a poll of membership and there was overwhelming support to remain with the status quo.

Management accepts that status quo and respects the members' desire. We use casuals as a way to help with this issue, and we will continue to try and get as many casuals as possible plus staff from the GDP program. However the underlying drivers are not going away and we want to work collaboratively in finding a solution for this.

Decision:

The CGC will continue to monitor this situation and will revisit the matter at the October NUMCC.

9. Staffing Update (Eastern Region) / Le point sur la dotation (région de l'Est)

Nathan Gerelus, Jean-Sebastien Laforest, Yannick Laberge, Aaron Swerdlyk, Randy Dennis, Bob Kingston

Alan Ashton was present for discussion on this item.

Members were informed of staff changes as follows:

- Operations ~~supervisors~~managers in Thunder Bay – Troy Pilatzke and Chatham – Matthew Atkins. Currently working on process of getting exclusions for these positions.
- Regional management team – Dennis Tong-Ly is on development assignment with Statistics Canada (April 2015 – August 2016). Yannick Laberge is acting in the position of Manager, Operations.
- Montreal, Quebec and Baie Comeau currently have anticipatory positions that will be filled via staffing process
- Have 3 concurrent GDP programs going. Will do assessment before summer and intake during the fall
- ~~One~~A couple of GDP moving from Montreal to Quebec and an inspector from Vancouver moving to Chatham

Staffing units and Yannick Laberge were commended for the work done in regard to these processes.

Concern was raised by Union, Joanne Princen and Yannick Laberge with respect to having eight to nine fully qualified GDP, however only five are fully qualified for the whole St. Lawrence. Vacation leave has not been approved yet and this is a concern. It was noted that we have people in Bayport and Thunder Bay that can travel to the East to cover operations. Management noted that vacation will be allowed however we will be looking to other locations to help in the fall. Union member noted that in Thunder Bay they are all fully qualified and see a need to have a GDP in Thunder Bay up and running as soon as possible. Question was raised to confirm if we are looking to have the GDP work on certain types of grains. The short answer to this question is yes, it is commodity and location specific as well as the type of experience they have gained.

10. Study of clerical duties nationally (specific to the PI group) / Étude des tâches de bureau à l'échelle nationale (propre au groupe PI)

Bill Shea, Bob Kingston, Aaron Swerdlyk, Gord Miles, Randy Dennis, John Mann

Union president noted that there appears to be different work descriptions for the East and West. In Thunder Bay Inspectors are now having to do more paper work and it is taking away inspectors time from doing grading. Inspectors are not trained to do clerical duties and question if this should be their responsibility?

Members were provided with an explanation of the East Vessel program vs. OSCAR. The goal was to eliminate this program with OSCAR coming in, however OSCAR cannot, at this point in time, capture all the necessary data.

Management are working on making improvements, it has been flagged from an application standpoint and these have been put in a priority listing with IT.

Union president questioned as to why we are not using the same system across the country. Management noted that there are big differences between regions and this also allows an opportunity to do some training.

11. Standing Item / Point permanent

Transformation of Pay Administration Services / Tranformation des services d'administration de la paye

Bill Shea, Katie Hoskins, Aaron Swerdlyk, John Mann, Teri Friday, David Peters, Ruth Moulton

Michael Parker, subject matter expert was present for discussion on this item.

Pay Consolidation - All files have been moved to Miramichi, have not heard any concerns or issues regarding this move.

Pay Administration – implementation of new Phoenix system is scheduled to roll out October 2015 with a wider range of self service for employees. Communications are being prepared to go out to staff informing them of training 1 month prior to implementation date. When Phoenix in place extra duty payments will come out on a bi-weekly pay, however only one bank account will be permitted. Members noted that they were pleased with the bi-weekly pay which will make things more easily reconciled.

Questions:

- Were employee files that are not related to pay also transferred to Miramichi? Only performance agreements were kept here, however will have to look into the matter and determine if we need to keep on file at HQ.
- Will travel pay be separate? Yes
- Will something be done about accessing system on Saturday night? This is an issue, as far as we know there will not be any significant down time.
- It takes forever to pay new employees, will this system improve this? When the pay Centre is experiencing high volumes of hires, i.e. student hire time, or around large transfers of files to the Center, we will likely still have delays. What is important to keep in mind is that we are all now paid in arrears and there is a 7 day process time between the input of the information in PeopleSoft and the payment issuance. Therefore a 1 month delay in start of pay is the norm. Having said that, we do expect Phoenix to improve upon those timelines but that has yet to be confirmed.
- Is it possible to send detailed process to management on how this system will be working? This information will be provided.

Members were reminded of importance to bring any issues regarding the new Phoenix system forward to Michael Parker, because meetings are being held weekly to discuss these matters. We are currently looking at how to best communicate information to staff.

12. Standing Item / Point permanent

People Planning / Planification des ressources humaines

Michael Parker, subject matter expert was present for discussion on this item.

People (HR) Planning is being finished up for 2015-16 and will incorporate the PSES and ESR results.

This year we are developing a CGC-wide plan (people goals and priorities from strategic planning and central agency requirements). Also we are developing divisional people plans that will outline how to support the business and research objectives of the divisions and contribute to the CGC-wide priorities.

One of the main goals for this year is to identify a limited number of key strategies that can support multiple objectives.

These plans and strategies can then help us with our necessary reporting back to Central Agencies including:

- What we are doing to act on our PSES results
- How we are addressing requirements such as Values and Ethics and Employment Equity
- What steps we are taking to move forward initiatives like Blueprint/Destination 2020

Information in the people plans will be communicated to staff organizationally and/or divisionally. The strategies will be implemented by individuals and teams across the organization. People plans will be monitored and the results will be reported on internally (EMC) and externally, where necessary.

13. Standing Item / Point permanent

Employment Equity / Équité en matière d'emploi

Michael Parker, subject matter expert was present for discussion on this item.

Members provided with a summary of the Employment Systems Review (ESR).

The results of the ESR concluded that the CGC is a great place to work and that good strides have been made in achieving its Employment Equity goals, including the reduction of previous gaps. It also identified barriers that have likely contributed to the representation gap for women in the technical category, and issues related to the other designated groups.

Next steps will be the communication of the results to the organization as well as the development of a new three year Employment Equity and Diversity Plan. The National Employment Equity and Diversity Committee are meeting this week to begin drafting of this plan.

Question:

One of the things noticed that people who do not have English as their first language really struggle with being successful in competitions. Is there anything we can do as an organization in this regard? We could look at different approaches.

13.1 Public Service Employee Survey (PSES)

Members were provided with the key results of the 2014 Public Service Employee Survey for information.

The response rate for the CGC was 73% , and over 95% of the questions were rated higher for the CGC than the Public Service average. Some questions had a significant increase from the last Survey results including improvements indicating that employees are assessed against identified goals and objectives. Information on the survey is available on the Treasury Board website.

Next steps will be to identify strategies to address the results which will be included in organizational people plans.

Comment:

In Eastern region, 50% of the employees are concerned about being harrassed if they bring concerns to their manager; an other issue is not being able to work in the language of choice. Union president indicated that if this statistic is for more than one region, is there a way of addressing it? COO noted that this is something we will take note of and take steps to address.

14. Standing Item / Point permanent

Official Languages / Langues officielles

David Peters, Nathan Gerelus, Jean-Sebastien Laforest, Bob Kingston, Gord Miles

Members were provided with an update on the Official Languages (OL) activities.

- OL Annual Report will be required this year, timeline May 2015
- OL 3 – 5 year action plan will be reviewed and updated prior to summer
- Mango on-line language learning is being used by employees
- Contributed to the progress report on Blueprint 2020
- CGC Thunder Bay engaging a French language service provider to perform in-house classroom training

Management noted that all the staffing actions in St. Lawrence were set at bilingual and this was a judgement call.

Union noted that the although they recognize that the BBB requirement is an asset, however some employees see it as discrimination. Management is open to ideas as we have done this both ways but there are challenges.

15. Other / Autres

Bill Shea, Bob Kingston, Gord Miles, Teri Friday, Nathan Gerelus, Stefan Wagener, Ruth Moulton, Jean-Sebastien Laforest, Yannick Laberge, David Peters

15.0 - Chronic IT problems

Union noted that the way the computer systems works in the regions is very frustrating, e.g. in one terminal the mounting that was holding the computer system is coming off the wall, and from a health and safety perspective this is very dangerous. "We have a surplus, yet we are not upgrading our computers at the waterfront." Management will look into what we can be done to ensure the health and safety of our employees and address some of the Windows issue.

Union would like to know if IT can provide 24/7 service for Vancouver staff? Employees in Vancouver feel like they are not getting the service required to provide proper service to the Industry.

Management has expressed to the employees that they will advocate for them, however employees have to communicate this information to their managers and to client services when faced with IT challenges so that they are aware and matters can be addressed. The IT internet access will be brought to IT's attention.

Overtime form issue will be discussed off table.

15.1 Need for Time Sheets

Union president commented on the fact that the CGC is the only organization that still makes their employees punch in to work. A/Director of Human Resources questioned as to what location we require time sheets? The manager of operations has asked that question from time to time. The only time sheet that is used is a source for financial document that identifies mileage, OT, etc... Members were informed that this matter will be resolved with the new Phoenix system.

Union inquired as to why employees have to fill the timesheets? A/CFO noted that employees are not only working day shifts and Finance needs a record. COO noted that this is an IS management issue that will be discussed off table.

15.2 National PI-04 Forum Update

Members were informed that the first ever National PI-04 Forum went extremely well and created some team bonding and support. Union member noted that it really felt like someone is listening to us!

16. Date of next meeting / Date de la prochaine réunion

Next meeting will be Wednesday October 14th, 2015