



# Minutes

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

October 29, 2014

9 :30 – 4 :30pm

6th Floor Large Boardroom/Grande salle de conférence au 6<sup>e</sup> étage

**Present :**

Gord Miles, Bob Kingston, Patrick Okeif, Murray Bradford, Rick Eisele, Michelle Holigroski, Teri Friday, John Mann, Nathan Gerelus, Dennis Tong-Ly, Cheryl Blahey, Brian Lemon, Ruth Moulton A/Director HR, Twylla McKendry A/Director GRL

**Regrets:**

Jean-Sebastien Laforest

**Recorder:**

Yolande Le Quéré

**Guests:**

Elwin Hermanson

**Item 1**

**Welcome / Bienvenue**

**Co-chairs /Co-présidents**

Gord Miles chaired this meeting  
Round table to open meeting and introductions of everyone around the table.

**Item 2**

**Opening Remarks /Mot d'ouverture – Elwin Hermanson**

**Co-Chairs / Co-Président**

**Grain Production:**

Harvest is late, however volumes are good and quality is variable, which will place pressures on the CGC. The past few years the quality of grain has been above average and we do not want to see things go below average; however, we will have to cope with this situation.

**Transportation:**

This will continue to be an issue this year.

**Funding Model:**

We have had some low key discussions with stakeholders because they are not happy with our funding model. While the list of proposed changes to the Canada Grain Act is still not finalized, we have been informed that neither the 'fairer funding deduction' nor the 'co-delivery' models will be included in the legislative changes. This means we will continue to be the sole provider of official outward inspection services and we will continue to focus on how best to provide value and meet the needs of grain handlers, exporters, and the customers of Canadian grain.

**September Strategic Planning Session:**

EMC and Commissioners met and planned for upcoming and longer term future of the CGC. We have gone through difficult decisions and changes, but we are optimistic for the future. Moving forward, we are looking at the possibility of communicating and expanding on our role.

**Discussion:**

Union noted that quality will be an issue and volumes will not change and this will be very hard on our inspectors! The CGC realizes this, and we also might see more submitted samples at the service centers but we are conscious of this matter.

<b>Item 3</b>	<b>Review and approval – April 29, 2014 Minutes of proceedings /Examen et approbation des procès-verbaux du 29 avril 2013</b>	<b>Chair / Co-Président</b>
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Any errors or omissions?

Murray's last name is misspelled – this will be corrected.

<b>Item 4</b>	<b>Business Arising</b>	<b>Chair / Président</b>
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Item 4 – Weekend Premiums

Discussion:

It was confirmed that Management had provided the Treasury Board's interpretation and rationale regarding weekend premiums. No dates for an adjudication have been set.

<b>Item 5</b>	<b>Period 05 Financial Statements – Volume Projections / États financiers de la période 05 et volumes prévus</b>	<b>CGC / CCG</b>
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Cheryl Blahey, Bob Kingston, Murray Bradford, Gord Miles, Brian Lemon

Cheryl Blahey, CFO provided members with an update on the Financial Statements.

Received an unqualified audit opinion on last year's financial statements. The main factors that contributed to our surplus were grain volumes higher than anticipated and spending lower than projected in a transition year.

This fiscal year, increased grain volumes are being realized in the first 5 months. When we established User Fees, the baseline volumes were established at 23.3M tonnes and actual volumes are higher than projected. Reprofiling will be focused on infrastructure needs and some of the accumulated funding is being earmarked for the upcoming projects. WFA coming to an end and some employees are not using the education allowance. Employees will be reminded that they can take that opportunity.

We continue to monitor revenues on an ongoing basis.

Discussion:

Union president inquired about the lapsed spending and surplus and how this works, do CGC get supplemental funding? The CGC no longer receives ad-hoc appropriation. In order to access the accumulated surplus, negotiations with TB need to occur. As a revolving fund, the CGC prepares an annual Business Plan which identifies future investments and requests to access accumulated surplus.

The plan is for a 3 year period and can be updated yearly.

Question:

Are we expecting a surplus? The CGC will generate a significant surplus, however, in our business plan, we have identified that these funds need to be reserved for such expenses as: future severance payments, collective agreement settlements, funding needed for grain volume fluctuations, and funding required for the investment in CGC infrastructure. Treasury Board has control over our surplus and can make decisions to

utilize this funding for other government priorities.

COO informed members that the co-delivery issue had impact on terminal renovations where 3<sup>rd</sup> parties figured there was no sense in renovating if we would not be around. With greater certainty around the CGC's future role, we are hopeful to make progress on these projects.

CFO noted that we are working with Public Works on space consolidation at 303 Main, however, this project is being delayed due to the upcoming expiry of SNC Lavalin's building management contract. Another priority is that we are working with IS with respect to various Terminal renovations, and another significant project is the GRL lab renewal.

CFO noted that we are also moving forward with direct deposit for travel claims and email has gone out to all employees requesting their banking information to allow for direct deposit.

Director of Industry Services provided members with an update on space review and noted that the Chatham lease has been signed until 2017.

Union inquired about the Thunder Bay office and what stage it is at? We have been working with Public Works for the past two years to get into new space. We continue to work on this.

<b>Item 6</b>	<b>Staffing Updates – Quebec, Chatham, Vancouver, Prince Rupert / Mises à jour de dotation – Québec, Chatham, Vancouver, Prince Rupert</b>	<b>CGC &amp; PSAC / CCG &amp; AFPC</b>
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Nathan Gerelus, John Mann, Dennis Tong-Ly, Bob Kingston, Teri Friday  
Randy Dennis subject matter expert was present for discussion on this item.

John Mann and Dennis Tong-Ly were commended for all the work they have done in getting the ball rolling regarding staffing. We don't hire ready-made inspectors so we have to train our people. April minutes indicated, since we started in Quebec and to date we have hired four (4) off the street intakes all in Montreal; next was Chatham, we finished assessment in early fall and have two (2) new employees; focus is now on the west coast and looking at bringing on six (6) in the workforce; three (3) in November and three (3) in January (which is subject to change). In Prince Rupert we are looking at top two (2) candidates for now and this takes into consideration capacity for intake.

In Montreal, collaboration is due to modeling the program and having the trainers. We are seeing a shift in the culture and there is an ongoing effort to ensure that everyone realizes that being an inspector requires this collaboration. We have incorporated use of casuals in our workforce (currently have 3 in Vancouver) and we have this model in mind for areas that have a need.

Chief Grain Inspector, Randy Dennis noted that there is a challenge with the grading of this year's crop and that this takes time for trainers as well.

Union president noted that his hope is that when we talk about casuals, we in fact are looking more at Terms because of the cap at 120 days. Management noted that it in fact was using casuals (typically retired CGC employees) as surge capacity; however this is not a long-term strategy.

Union inquired about the staffing in Thunder Bay, where we have PI-03 and PI-04 leaving and how are we looking to replace them?

Management noted that from day one we were aware of the need to deal with staffing in Thunder Bay, we are just ironing out details and will be doing this shortly.

Union noted that we have employees in the GIDP program which is good, however our concern is when we look at numbers. In the next 4 years we will potentially have 10 employees in Vancouver leaving the CGC. The GIDP training will not produce an inspector for our needs and therefore not too sure this is sustainable in the longterm. We are worried about the time where we will not be able to provide the service!

Management shares these same concerns, however we have to look long term. We have two distinct problems – Monday to Friday and then weekends - kudos to staff for stepping up and volunteering. We will have to come up with solutions and work together on this.

Union president requested the total overtime(OT) statistics. It was noted that the accumulated OT numbers are publicly available to employees in ear. This will be provided.

**Item 7**

**Staffing Levels / Niveaux de dotation**

**PSAC / AFPC**

**CGC SME / EM CCG**

Nathan Gerelus, Teri Friday, Bob Kingston, Murray Bradford, Gord Miles

Management noted that sustainability is a factor that we have to take into account. Monday to Friday pool and weekend pool – wondering if we should engage with staff in order to discuss the matter and see if we can consider a pilot.

Union noted that they would entertain discussion on this as long as agreement is found on both sides. Particularly in Vancouver, we are willing to put forward a sub-committee to discuss. Current model has challenges and we need to talk about them. Management agrees and a committee will be struck.

Union president noted that they recognize that the CGC provides health and safety training, but heard from more than one employee that when it comes to health and safety, volunteering also has to be taken into account.

Question:

When you used the term ‘spotlighting’ what is a grain inspector expected to do if it is not inspection? This term was used in terms of the GIDP training program and might not have used the proper term. The fact of producing a progress report is a very important part of the GIDP.

Union noted that spotlighting is an integral part of an inspector's work, it is not like a probationary report we really have to really make our GIDP employees realize this and we have to give credit to our inspectors for doing that as well.

COO – noted that looking out a few years it is in everyone's interest to bring our GIDP forward a.s.a.p.

WFA update

Union reminded us that at last NUMCC it was noted that we had 21 surplus positions. Union asked what happened to these positions? Management indicated that some participated in the GIDP selection process; we have had a fair number who came back. Our commitment was to get our GIDP established and we did an extensive series of reference checks. Some were approached and declined the opportunity to be part of the GIDP program. The Union provided a number of suggestions, and we had people brought in from other areas of the country.

Union asked about staffing graveyard shift; is one person at an elevator a proper service provider?

Management noted that this question relates to a specific Vancouver incident where we were short of people. Management does not want to overstaff on graveyard shift given that it is the most undesirable shift. Management recognizes that it is not the ideal, however this had to happen this way in order for us to provide the service.

The union asked with the Quality challenges, does management see an impact on staffing needs? Management responded that we are seeing challenges on the grading side of things. Sprouting is not the issue we have seen in the past. Are we able to perform the functions we need to, absolutely we are. Don't think there will be an impact on staff, our people can do the work that will be required to do. They will be provided with the tools to do the work that needs to be done.

The union asked if there is communication within the industry about the quality concerns? Management indicated that there is a reporting requirement and we have a weekly call with Eastern and Western Canada to talk about what we are seeing out there. This has been in place for the last 6-7 years. We have the intelligence and dialogue and the Harvest Sample Program with samples from 10 regions.

<b>Item 8</b>	<b>Green Initiative / Initiative verte</b>	
Patrick O'keife, Cheryl Blahey, Dennis Tong-Ly		
<p>This item is being raised as we feel that throughout the country, the CGC is still using a lot paper. We feel we should reduce the paperwork where possible and at the very least add recycling bins to each of our work sites for paper and other recyclable materials.</p> <p>CFO informed members that we have a green procurement strategy that is coming to the end of its life. We need to review this initiative and would be interested to hear on what strategies might be proposed moving forward.</p> <p>Dennis Tong-Ly noted that this is something that can most definitely be looked after at a local level, and that these matters should be brought forward to management's attention.</p>		
<b>Item 9</b>	<b>Employee Engagement – standing item / Mobilisation des employés – point permanent</b>	<b>CGC/PSAC</b>
Ruth Moulton, Brian Lemon, Teri Friday,		
<p>Members were informed that as employee engagement was identified as a strategic initiative for FY 14/15, throughout the year, Directors have been deliberate in taking note of activities within their Divisions that promote Employee Engagement. In addition, each Director has surveyed divisional staff in an effort to identify key engagement drivers and possibilities to enhance engagement further. Work on Employee Engagement will continue under the 15/16 priority of Investing in our people. The results of Public Service Employee Survey (for which we had a very good response rate of 72%) will be one tool used for that purpose..</p> <p>Director of Industry Services, informed members that from an Industry Services point of view, we face additional challenges due to geography however it is something we take seriously and willing to put in the extra work to have this happen.</p> <p>Union noted that the CGC used to have their managers go to the waterfront but we don't see this happening often enough anymore. We know the RMTs are stretched, but this is something that would make a difference. Management indicated that RMTs are visiting employees on a regular basis. Director of Industry Services also indicated that this is something we have put an emphasis on this year and that the Director of Industry Services, National Manager of Operations, and the Chief Grain Inspector have gone into the regions and visited with employees. This is time consuming but we are doing it!</p> <p>Union noted that they appreciate it when management can come out and talk to employees.</p>		
<b>Item 10</b>	<b>Transformation of Pay Administration Services – standing item / Transformation des services d'administration de la paye – point permanent</b>	<b>Chair / Président</b>
<p>Karen Monteith was present for discussion on this item.</p> <p>Brian Lemon</p>		
<p>Pay consolidation:</p> <p>It is expected that as of March 30<sup>th</sup> 2015 all transfers will have happened. Prior to IS files moving, email will be sent to employees providing "heads up" due to a black out period. Information will also be provided about Pay Action Requests (PARs) forms that have to be completed. Each Division which will have a Trusted source (Admin) who is a person who is identified who can authenticate signing authority.</p> <p>Pay Modernization</p> <p>New system is Phoenix and it is PeopleSoft based. This will mean we will get a new Extra Duty Pay module which should be more user friendly. Roll out will be done in stages, we are in the second stage which is targeted for October 2015.</p> <p>Director of Industry Services brought a point of clarification with respect to the blackout period and confirmed</p>		

that everything that happens during this time will be backdated to that date. We are trying to get a sense of the blackout date as early as we can so that management can prepare.

<b>Item 11</b>	<b>ICMS – standing item / SGIC – point permanent</b>	
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Teri Friday provided the update regarding ICMS in Christine Rogers absence.

Want to make sure that ICMS keeps being out there, people not talking about it as much. There will be continual staff bulletins or newsletter articles reminding staff of ICMS. New employees will require the CCRW training. Resiliency training that has taken place in the regions are pretty well completed with the exception of Western region. Eighty percent of the employees in Vancouver have gone through the resilience training and one of the issues is getting Prince Rupert done.

Vancouver staff have been very creative in getting people available for this type of training. Employee were creative in wanting to be available.

While Christine is on personal leave Teri Friday and Yolande Le Quéré are ICMS officer contacts.

<b>Item 12</b>	<b>People Planning – standing item /Planification des ressources humaines – point permanent</b>	
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Ruth Moulton

The CGC will continue its practice of People Planning.

Over the last few years the CGC has focused its People Planning efforts at an organizational level, particularly given the circumstances associated with the changes to the Canada Grain Act. Many managers are also actively “people-planning” within their units. After the recent strategic planning the organization will be determining the most effective way to continue forward with its HR planning approaches.

People Planning will flow from: The Strategic Priorities identified in 2015-16 Strategic Planning; other common people needs (gaps) identified by divisions in their divisional planning for 2015-16; and significant Central Agency Requirements (e.g. Performance Management)

<b>Item 13</b>	<b>Employment Equity and Diversity– standing item / Equite en matiere d’emploi et diversité– point permanent</b>	
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Ruth Moulton

**National Employment Equity and Diversity Committee (NEEDC)**

The NEEDC presently consists of members from Montreal, Thunder Bay, Vancouver and Winnipeg. Grateful for Teri’s continued involvement representing the National Union on the Committee.

The two primary CGC-wide goals for Employment Equity and Diversity (EE&D) are to:

1. increase the representation of women (particularly in the technical group) and visible minorities as part of ensuring that the CGC has a representative workforce.
2. provide learning opportunities for all staff on Employment Equity and Diversity Issues

Specific things the Organization and the Committee are working on in 2014-15:

**Representation** – Industry Services has been mindful of our representation gaps and through the Grain Inspector Development Program they have made hires from our under-represented groups, particularly women. Part of their efforts has also been to ensure that selection boards are representative wherever possible.

**Education** – The committee has provided communications and promoted events for Aboriginal Awareness Day; Women in History Month and will be doing so as well for International Human Rights Day. As part of this the Committee is proposing to organize tours to the Canadian Human Rights Museum in Winnipeg.

**Planning** – This is the last year of the current 3-year plan EE&D Action Plan for the CGC. The CGC will be taking steps to develop a new 3 year plan starting in 2015-16. The first step is to have an Employment Systems Review conducted. We are in the process of identifying a contractor to perform this work

The National Employment Equity and Diversity Committee (NEEDC) looks forward to continue working with the Divisional and Regional Management Teams (RMT) as well as the national and local Union reps to address local Employment Equity and Diversity (EE&D) issues and to achieve the EE&D Goals that the CGC has identified for 2014-15.

<b>Item 14</b>	<b>Official Languages – standing item / Langues officielles – point permanent</b>	
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Gord Miles, Cheryl Blahey, Murray Bradfor

With elimination of the Director of Corporate Services position, Cheryl Blahey has assumed this function: Terms of Reference, representation on the committee, will be reviewed as part of the next meeting.

There have been challenges with finding a language training provider at HQ, however different avenues are being pursued. Still pursuing a contract with ALPHA in Thunder Bay. The Mango program which is an on-line language training program is being used by some employees and would encourage folks to use the program.

Question:  
How many people at HQ have signed up for the in-house training? We have 12 employees taking the language training classes and we also have employees participating in some group classes which brings the total number closer to 20 employees.

<b>Item 15</b>	<b>Other / Autres</b>	
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Teri Friday, Murray Bradford

**Peer Supporters**  
Teri Friday noted that at this point there is no new intake of peer supporters but existing peer supporters do need training and upgrading. What we would like is for Christine Rogers to meet with the Eastern/Western and HQ peer supporters.

**New Crop Missions**  
How many groups came through the CGC from other countries? Will have to take a look at this and get back to you. The new crop mission is going to four different parts of the world this year with representative from CIGI, CGC and some Industry representatives. Educational component of CGC message is what we do on outward inspection, certification, cargo complaints, and quality assurance.

**Odyssey 2015**  
When will the sessions be held, inspectors on waterfront look forward to these sessions. The 2015 Odyssey sessions will take place in April/May 2015.

<b>Item 16</b>	<b>Date of next meeting / Date de la prochaine reunion</b>	
<p>Next NUMCC meeting will be on May 12, 2015.  Members noted that it would be beneficial to have Leadership and NUMCC happen the same week.</p>		
<b>Action Items</b>		<b>Responsible</b>
<p>Item 15 – New Crop Missions  Provide the Union with the number of groups that came through the CGC from other countries during the course of 2014.</p>		<p>Chief Operating  Officer/Manager of  Communications – DONE  March 4, 2015</p>