



Minutes

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

October 29, 2013 / 29 octobre 2013 1 :00 – 4 :30pm	October 30th, 2013 / 30 octobre 2013 9 :30 – 4 :30pm
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6th Floor Large Boardroom/Grande salle de conférence au 6^e étage

Present :

Gord Miles, Bob Kingston, Peter Burnett, Michelle Dedieu, Rick Eisele, Nathan Gerelus, Earl Fisher, Sandy HayGlass, Michelle Holigroski, Jim Stuart, Dennis Tong-Ly, Cheryl Blahey, Teri Friday, Patrick O'keefe, Patrick Chandler

Regrets:

John Mann, Western Manager

Observers:

Colin Van Haar, Western region

October 29, 2013

Item 1	Welcome / Bienvenue	Co-chairs /Co-présidents
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Gord Miles chaired this meeting
Round table to open meeting and introductions of everyone around the table.

Item 2	Review of Terms of Reference / Examen du cadre de référence	CGC / PSAC facilitated / CCG / AFPC facilité
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CGC facilitator Christine Rogers and PSAC facilitator Lindsey Sparks co-facilitated this session.

Members were informed that today's exercise will focus on reviewing the Terms of Reference to see what needs to be changed. Discussion took place on the importance of establishing a good base in order to work well together as a Union Management committee.

Members worked in groups to go through Terms of Reference section by section – see attached revised Terms of Reference dated October 29, 2013

Group discussion:

Members were informed that Karine Pelletier, Employment Relations Officer for the Professional Institute of the Public Service of Canada (PIPSC) expressed a desire to have PIPSC be part of the NUMCC table. Question was put forward and it was noted that PIPSC represents employee groups in Corporate Services, Industry Services and the Grain Research Laboratory and members have no concerns with putting forward the invitation for them to join the NUMCC table.

Decision:

Members agreed to add PIPSC to the NUMCC body. If they agree then they will be added as part of the Terms of Reference.

Section 12 - Roles of Union and Management

Question was raised to determine if members would like to keep the Annexes that are attached to the Terms of Reference.

Discussion:

Members agreed that the annexes should remain and that wording should be changed to reflect that the attached annexes are included for historical context.

Individual work on statements:

Members identified key points they feel are important to ensure the Roles of Engagement:

- Give the benefit of the doubt
- Golden rule for the way we would like to be treated
- Always acting in good faith
- It is good to bring up different points of view as long as it is respectfully
- Challenge respectfully
- Be open minded
- Listen carefully and clarify understanding on issues

Members were asked to do a self and group assessment as it relates to National Union Management Consultation Committee by responding to following statements:

- Consultation committees are in place and are operating in a meaningful manner (e.g., they are well-attended and productive)
- Consultation and dialogue are ongoing and not restricted to formalized meetings
- Consultations is constructive. Participants feel they can raise issues and have them addressed positively. Participants feel their involvement is valued;
- Discussions are genuine and both parties have a sense of accomplishment;
- Union – management relations, (i.e. there is a building of mutual respect and trust between the parties, working on attitudes and skills that foster meaningful consultation) remain healthy;
- There are gradual improvements to the overall work environment

Group assessment results - (see attached Annex I).
Facilitators were thanked for leading today's discussions.

October 30, 2013

Item 1

Opening Remarks /Mot d'ouverture – Elwin Hermanson

Co-Chairs / Co-Président

Gord Miles, Nathan Gerelus, Bob Kingston, Patrick Chandler, Sandy HayGlass

Elwin's regrets were provided.

Call for any additions to the agenda was put forward.

Pay Administration for shift premium weekend premium, and weekend meal breaks(non-contiguous overtime) was added to item 18 "Other"

Chief Operating Officer provided members with an update on CGA Part 2.

- We came through changes implemented on August 1st, 2013
- These were not the full suite of potential changes to the CGA
- Producer groups lobbying the Government for more changes to :
 - Governance
 - Decision Review Panel
 - Mandate
 - Containers
 - Grain Safety
 - Declarations and Monetary Penalties Systems (AMPS)
 - Extension of "subject to inspector's grade and dockage"

These are some of the changes that have been proposed. Grain companies are continuing to advocate these changes with the Minister.

We are also hearing lots about our new User Fees. The \$1.60 per Tonne for outward inspection has raised lots of concern. We have been engaged with some of the companies around the issue of our funding mechanism. We are talking about this with them in order to clarify what the \$1.60 incorporates, i.e. lab services and internal services.

Local representative for Eastern noted that Bunge were worrying for the charges for the weighing. Director of Industry Services indicated that the rationale behind the 15 cents per tonne is the certification that is required. We did get concerns prior to August 1st when we were doing the pilot and we were charging the full 27 cents but have not received any complaints with respect to the 15 cents per tonne. Union president questioned if there would be any clarity with respect to what items can go to the the panel with respect to the AMPS program, and with respect to containers as to why are they not covered and stats not available at present.

Director of Industry Services noted that what is contained in the Act is vague. Question was raised to determine if our Legal counsel talked to CFIA lawyers in this regard and response was that we work with AAFC. Director of Corporate Services noted that she is confident that we have been reviewing this matter thoroughly. Union president noted that the CGC is the only entity that has to factor this in their fees and it appears that Government is making it harder and harder for CGC to cover their costs. Chief Operating Officer informed members that we have made those observations and identified the potential consequences to the Minister.

The matter of the non regulatory lab study regarding the Grains Center of Expertise being in Winnipeg was discussed and Chief Operating Officer indicated that the committee has been pushing this forward however the

Province has not indicated any funding support.

Item 2	Review and approval – April 16, 2013 Minutes of proceedings /Examen et approbation du procès-verbal du 16 avril 2013	Chair / Co-Président
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Gord Miles

Chair asked if members had any errors or omissions to identify – nil
April 16, 2013 minutes of proceedings were approved.

Item 3	Business Arising - Item 12: Chatham 24 hour pilot project update / Point 12 : Projet pilote 24 heures de Chatham mise à jour - CGC dress code / Code vestimentaire de la CCG	Chair / Président
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Dennis Tong-Ly, Teri Friday

3.0 - Chatham 24 hour pilot update

- Majority of the shifts happening in port of Hamilton and Chatham
- Eight vessels loaded under the 24 hour pilot, each vessel takes approximately three days to complete with six twelve hour shifts.
- Guidelines outlining the travel established and management is committed regarding necessary time allotted to identify people for shifts.
- Due to operating circumstance, review to discuss what went well, did not happen at the mid-way point, however the consultation will be conducted. Local management-union consultation planned for mid-november.
- Should have ten more vessels this fall requiring 24 hours loading

Questions:

Have elevator managers in Chatham raised any concerns with the service? No concerns have been raised and regular communication is undertaken with them when the vessel loading is happening. We have better cooperation from the elevator and they are aware of our shortage in resources and have provided us with enough notice time.

Any indication of what it will look like at Christmas if we are expecting another ten vessels for the remainder of the season? No specific timeline has been identified as of yet and we are working with Thunder Bay and Chatham in this regard.

What kind of feedback are we getting from the Health and Safety representative? All employees are part of the health and safety committee. Union president noted that we are required as per the Canada Labour Code to have one health and safety representative and the Union decides who this representative will be. An evaluation report was to be done on a regular basis during the pilot, did this happen? This has been discussed given that the Union person has left the CGC. The Union local has to be approached and they have to identify a safety representative for that site. We need to fix this as soon as possible. Director of Industry Services noted that this was discussed at the last NOSH meeting and requested that Teri Friday identify who the representative will be and we will have that person work with the manager of Eastern and get the evaluation that needs to be done. Director of Corporate Services informed members that for a period of time the National representative was doing both roles and it was just a mix up and we can get that fixed.

Eastern Local representative noted that at the last local meeting concerns were raised with respect to trying to provide more than 24 hours notice to employees. At times, employees are required do an 8 – 4 shift and then next day 8 – 12 shift and this is very hard on the members and their health. Employees recognize that this is

only on occasion, however they would appreciate more than a 24 hour notice.

3.1 - CGC Dress Code

Director of Human Resources informed members that this topic was reviewed by both Union and Management some time ago and the CGC's dress code policy is in fact obsolete. Therefore putting forward recommendation to this committee that the CGC dress code policy be removed from the CGC StaffNet.

Decision:

NUMCC members agree with having the CGC dress code policy removed from StaffNet.

Item 4	Period 5 Financial Statements – Volume projections / États financiers de la période 5 et volumes prévus	CGC / CCG
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Patsy Armstrong, Bob Kingston, Jim Stuart, Teri Friday, Nathan Gerelus

Members were provided with a brief overview of Period 5 Financial Statements that are available on StaffNet.

Questions:

What will be done with the left over WFA dollars? Chief Operating Officer informed members that it will not all be left over but these funds are "gated" and we cannot spend them on anything else.

Is there any expectation of any lower grain output this year? Director of Industry Services stated that it is a record breaking crop this fall and that this may be a higher than projected Volume year. We had projected 50.5M tonnes and we will probably exceed that forecast. All ports are busy and we had a huge increase for the month of September that is also rolling through November and December.

What about storage issues? Director of Industry Services indicated that storage of grain on the ground is being seen at both elevators and producer farms.

Are we hearing any issues from the rail lines about the lack of ability to move it? Director of Industry Services indicated that this is really a question for terminals; however, yes we are hearing that there are issues in moving it. Manager of National Operations indicated that there are massive yields, lots of grain on the ground and we are hearing that the railways are facing challenges because the demand is exceeding supply.

Members noted that they have never seen boats loading as much as they are loading now and the CGC is working with it .

Has ergot been an issue? Director of the Grain Research Lab indicated that it is not significant.

Will there be any staffing issues in Churchill? Director of Industry Services noted that we are trying to accommodate the elevator's request and it has been a challenge to get people to go there. We still have three more vessels to go and the elevator is stating that they want to go with 24 hours. This has been a difficult situation for Dennis Tong-Ly to manage but we are doing our best with the challenges we are faced with.

Item 5	WFA Update / Le point sue le RE - need for an advocate/ marketing person for surplus employees / Besoin d'un promoteur/de marketing pour les employés excédentaires	CGC & PSAC / CCG & AFPC
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Earl Fisher, Michelle Dedieu, Bob Kingston, Nathan Gerelus, Jim Stuart

This item was brought forward by the Vancouver region to just note that the option A employees have been doing a lot of work amongst themselves with respect to communicating referrals and seeking employment. However one thing they have indicated (not to say that the CGC has not been helping them out) is that there does not seem to be a lot of referrals coming through the PMS system. These referrals are very advantageous to option A employees; however, they are limited. They would like to have an HR person or manager that has cross departmental contacts so that employees have an added edge and it would save the employees the time and effort of having to ask the same questions over and over again. Was wondering if someone from the CGC

could help our people penetrate to other departments and wanted to know if it is possible to identify someone as a specific advocate/marketing for surplus employees. Director of Human Resources confirmed for members that Ken Kowalski has been identified as the key person in this regard and that he has been working with Federal Councils and departments in this regard. Kalyani Kalysundaram has been assigned to the staffing side and she is networking with her colleagues across Canada in order to provide opting A employees assistance. Members were reminded that it is the HR Advisors role to do the check and balances, however it is the employees role to have the discussions with respect to referrals. The Director of Human Resource did however indicate that she would like to bring the matter to her HR Advisors' attention and have them address the matter on the next conference call meeting.

Question was raised as to why referrals are not coming through the system?- There are referrals, however the key is when you are putting your resume in the system it is pulling from what is in the system (employee searching, HR searching, system searching). We have not heard that there are no referrals. Union president reminded members that people need to tweak their resumés on a regular basis and it is worth getting that message out there.

Manager of National Operation wants to applaud the employees who have gotten together to work towards getting referrals. Also wants to commend the HR folks who have been providing valuable support and assured members that this matter is on top of the mind for RMT members as well and the promoting of their employees is being done continually.

President of Union touched on the notion of short-term assignments that then roll into fulltime appointments. It was noted that this is a thing of the past and he is worried that people will be making assumptions that once in a term position they will inherit the position. This is no longer the case and members best be reminded that short-term employees are still subject to a competitive process and employees have to continue to prepare themselves.

Director of Industry Services noted that the CGC has been picking up the salary for short-term employment in order to have things move quickly for our employees.

Item 6	Extra Duty Pay (EDP) / Paye pour services supplémentaires (PSS)	PSAC/AFPC SME
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Subject Matter Expert, Karen Monteith was present for discussion on this item. Teri Friday, Michelle Dedieu

Karen Monteith was present for discussion on this item.

Members discussed the issue of Extra Duty Pay.

Teri Friday put forward a proposal to allow overtime worked to be saved as comp time as well as cashed out. For example 8 hours worked; cash 4 hours and comp 4 hours.

SME Karen Monteith indicated that although this is possible in the system, a decision was made not to allow a "split" (as described above) due to the administrative burden.

Teri Friday noted that prior to October 7th in Vancouver the overtime is probably not daily and the majority of the time is on weekends. She has a problem with the statement that "employees are putting in their overtime on a daily basis". What is important is what can we do to resolve this situation.

Director of Human Resources indicated to members that she will go back and look at what other departments are doing with respect to overtime and discuss this with Labour Relations and report back to members in the most timely manner possible.

Item 7	Terminal Inspection Office Renovations / Rénovation des bureaux d'inspection aux silos terminaux	PSAC/AFPC
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Subject Matter Expert, Robert Simard was present for discussion on this item. Rick Eisele, Jim Stuart, Sandy HayGlass, Patrick O'keefe, Teri Friday, Patrick Chandler

Members were informed that the Director of Industry Services has been provided with an overview of the proposed plan, strategies, timeline and budget for facilities across the country. A few points were highlighted:

- Proposed design for segregation of space for all the facilities – plan for Phase I initial segregation
- Designs for Phase II have also been prepared identifying new standards
- Eastern region – recommendation for modular unit (a permanent structure) – find a spot at a terminal that could be completely owned by CGC. We have engaged many of the inspectors that would be affected by this and this would also satisfy the elevators needs
- Completed Project – Montreal move from Peel to Rachel location is completed and closed out. All went well and we have a savings of \$250K as well as an incredible laboratory facility that is well received by employees.
- Cascadia Service Centre fit-up is being closed up, this was a project that was high on our agenda. Viterra worked collaboratively with us, we updated all of our standards and this also has been well received by employees.
- New standard furniture suite – responds to a lot of issues we were having with respect to ergonomics, it is a beautiful grading bench. As we move forward it will be spread across the organization.
- Switch to LED lights to take care of issues we have been having with old florescent lights
- GRL renovation - looking at more efficient use of space, several issues with Health and Safety and we are pursuing funding and project is moving forward to next phase

Questions:

How long will the Prince Rupert plans take? Planning is complete. It will be a two Phase approach and Industry Services will be making the decision as to implimentation, at worst we can go to Phase I but need to work with elevator on this. Director of Industry Services noted that this is on the agenda for the IS team discussions next week. We will have to approach this on a priority basis within our budgets and will be starting with Western Region then Eastern Region.

What is the plan for ThunderBay with respect to segregation? This is a priority and a modular unit is one way of doing this. It is a very high priority and IS will be reviewing and setting timelines. Manager of National Operations indicated that he will seek input from local union presidents with respect to their views of priorities within their particular locations

Union noted that there are two priorities in Western, Prince Rupert office and Cargill and really looking forward to having this addressed – the designs that have been developed addresses the concerns and it this will be good for both parties.

Is segregation for elevator 4 finished? It is still in discussions with elevator operator with respect to modular unit and therefore still in progress, no decision has been made on this. Director of Industry Services thanked Bob Simard for the huge amount of work he has done with Industry Services. Director of Corporate Services echoed that comment and commended him for all his work.

<p>Item 8</p>	<p>Grain Inspector Development program / Programme de perfectionnement des inspecteurs de grain PI-03/04 Generic Work Description Project / Projet des descriptions de travail génériques PI-03/04</p>	<p>CGC/PSAC</p>
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Subject Matter Expert, Randy Dennis was present for discussion on this item. Nathan Gerelus, Teri Friday

Members were provided for review and comments with copies of the following documents that pertain to the Grain Inspector Development Program (electronic copies will be forwarded to Bob and Teri):

<p>Work Description – Trainee Work Description – Intermediate Program Framework</p> <p>Union president will share with his local representatives and provide comments back to Nathan Gerelus in approximately 2 weeks.</p>		
Item 9	Making elevators along the Saint Lawrence self sufficient / Faire les silos autosuffisants le long du Saint-Laurent	PSAC
Patrick Chandler		
<p>Members were informed of the increased volumes at Sorel. Director of Industry Services indicated that management is continually looking at the best way to staff positions to provide services; but indicated that there are no current plans for permanent staff in Sorel.</p>		
Item 10	Fair treatment in all Regions for PI hiring / Traitement équitable dans toutes les régions pour l'embauche des PI	PSAC
<p>Members will review the Grain Inspector Development documentation and this will be discussed at a later date. National Manager Operations recognized that the operations staff are thin right now, and committed to intake in the new year, particularly in Vancouver and Montreal. Interim measures to cover operations have been put in place, including travelling employees from Thunder Bay to Quebec/Southern Ontario, and also bringing back some former employees on Casual contracts.</p>		
Item 11	Future plans regarding hiring of PIs and possible "compliance officials" / Plans futurs concernant le recrutement de PI et, éventuellement, de « responsables de la conformité »	PSAC
Members will review the Grain Inspector Development documentation and this will be discussed at a later date.		
Item 12	Performance Management Directive / Directive sur la gestion des ressources humaines	CGC
Subject Matter Expert, Shannon Malo was present for discussion on this item		
Members were informed that managers and supervisors will be required to take the G-140 course (on-line). The CGC's window to complete this task is December.		
Item 13	Pay Administration Services – standing item / Services d'administration de la paye – point permanent	Chair
Michelle Dedieu		
Compensation Advisors – we have hired some casuals (retirees) for the period until the next stage goes to Mirimachi. With all the work that is required to be done, things have to be prioritized. We had a backlog and all of this has been addressed and from this point forward all acting pay or backpay should be coming through in the next few weeks.		
Item 14	ICMS – standing item / SGIC – point permanent	Chair/ Président

Subject Matter Expert, Christine Rogers was present for discussion on this item.		
Members were provided with an update on the Transition Network System activities that are taking place in Eastern, Western and HQ.		
Item 15	Employment Equity – standing item / Équité en matière d’emploi – point permanent	Chair/ Président
Michelle Dedieu, Teri Friday		
With all the changes in staff levels, the committees were suspended. The 3 year Employment Equity and Diversity Action Plan has been reviewed and question was put forward with respect to determining if we need regional committees. We will be seeking representation from Western and Eastern regions for the national committee and will look at Terms of References and the Action plan. Teri Friday noted that this will be a restart and we may need to have some training which is important for committee members.		
Item 16	PDAP & People Planning – standing item / PPRM et planification des ressources humaines – point permanent	Chair/ Président
Michelle Dedieu		
Annual People Plan is posted on StaffNet. We are collecting data and will share this when we have it all together. Our focus has been WFA.		
Item 17	Official Languages – standing item / Langues officielles – point permanent Language courses for Eastern Region / Cours de langues pour la région de l’Est	Chair/ Président
Sandy HayGlass		
Members were provided with an update and informed that with changes in resources, there are new members on the Official Languages team and they have met to review the Official Language action plan. Management made a commitment to support efforts to help employees learn the other official language, particularly in the new merged eastern region. Management stressed however that individual employees, along with the help of the Official languages committee, must take initiative...because a “one-size fits all” approach will not work.		
Item 18	Other / Autres	Chair/ Président
Nathan Gerelus		
Pay Administration for Weekend (non-contiguous) Overtime Members were informed that management has been reviewing the application of a number of collective agreement provisions, to ensure that the collective agreement is being applied correctly to our new operations and schedules, and consistently across the country. (1) <i>Shift Premiums and Weekend Premiums (PI employees):</i> Article 27 of the TC collective agreement provides for premium hourly payments to employees whose work schedule requires them to work shifts (article 27.01) or to work shifts during the weekend (article 27.02).		

- “Day Work” – A PI employee whose work schedule is 7.5 hours per day, Monday to Friday, between the hours of 06:00 and 18:00, is not entitled to Shift Premiums (article 27.01) or Weekend Premiums (article 27.02).
- “Shift Work” – A PI employee whose work schedule is 7.5 hours per day, Monday to Friday, and whose regular hours of work include hours outside of 06:00 and 18:00, is entitled to Shift Premiums (article 27.01) but not Weekend Premiums (article 27.02).

Decision:

After reviewing the schedules applicable to Grain Inspectors at CGC, management has determined that none of our staff currently work a schedule which includes hours falling between 00:01 Saturday and 24:00 Sunday. Therefore, Weekend Premiums are not payable under article 27.02.

(2) Weekend Overtime and Meal Breaks (PI employees):

Article 25.07 of the TC collective agreement provides for a meal break of a minimum one-half hour (normally unpaid) during each scheduled shift, while article 28.10 provides for reasonable time with pay for meal breaks taken in most cases when an employee works 3 hours or more of overtime immediately before or after a scheduled shift. However, the TC collective agreement contains no provisions covering meals, paid or unpaid, when an employee works overtime which is not immediately before or after a regular shift, as happens most often on weekend overtime for Grain Inspectors.

After management review of CGC’s operational reality on the weekend for Grain Inspectors, it has been determined that it is not currently in the interest of the staff or the operation to schedule unpaid meal breaks during weekend overtime.

Decision:

Employees will be expected to continue to work with their Supervisors, Operations Supervisors and co-workers to take reasonable breaks as operations allow. Employees may claim payment for overtime worked on the weekend from their start time until their finish time – e.g., an employee working from 08:00 to 16:00 on a Saturday will be eligible to claim 8 hours of overtime (normally, 7.5 hours at time-and-a-half and 0.5 hours at double time).

Union President noted that representatives will go back to their locals and communicate these management decisions to their members.

National Manager of Operations indicated that this information will be translated, and shared with all operations employees via regional managers of operations.

Item 19	Date of next meeting / Date de la prochaine réunion	Chair/ Président
Date to be determined and possibly look at week of April 28, 2014.		
Action Items	Responsible	
Item 3 - Chatham 24 hour pilot project update Look into establishing an evaluation guideline with respect to Health and Safety.	Director of Industry Services – next NUMCC	
Item 3.1 - CGC Dress Code Inform webmaster of need to remove CGC dress code policy from StaffNet.	Director of Human Resources - immediately	
Item 5 - WFA Update Discuss matter of referrals and opting A employees desire for an advocate for	Director of Human Resources – a.s.a.p.	

marketing of surplus employees	
<p>Item 6 – Extra Duty Pay</p> <p>Look at what other departments are doing with respect to overtime and discuss this with Labour Relations officers and report back to members.</p>	Director of Human Resources – a.s.a.p
<p>Item 8 – Grain Inspector Development Program</p> <p>Review and provide comments on the following documents as they pertain to the Grain Inspector Development Program</p> <p>Work Description – Trainee</p> <p>Work Description – Intermediate</p> <p>Program Framework</p>	<p>Bob Kingston and Teri Friday</p> <p>November 12, 2013</p>
<p>Item 18 - Pay Administration for Weekend (non-contiguous) Overtime</p> <p>Communicate following decision to local memberships:</p> <p><i>1. Shift Premiums and Weekend Premiums (PI employees):</i></p> <p>After reviewing the schedules applicable to Grain Inspectors at CGC, management has determined that none of our staff currently work a schedule which includes hours falling between 00:01 Saturday and 24:00 Sunday. Therefore, Weekend Premiums are not payable under article 27.02.</p> <p><i>2. Weekend Overtime and Meal Breaks (PI employees):</i></p> <p>Employees will be expected to continue to work with their Supervisors, Operations Supervisors and co-workers to take reasonable breaks as the operation allows. Employees may claim payment for overtime worked on the weekend from their start time until their finish time – e.g., an employee working from 08:00 to 16:00 on a Saturday will be eligible to claim 8 hours of overtime (normally, 7.5 hours at time-and-a-half and 0.5 hours at double time).</p>	Local representatives