



Minutes/Procès Verbal

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

October 14 / Le 14 octobre 2015

9 :30/ 9 h 30

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

Present : Gordon Miles, Bob Kingston, Yannick Laberge, Jean-Sebastien LaForest, Michelle Dedieu, Rick Eisle, Bill Shea, Sylvie Rochon, Katie Hoskns, John Mann, Cheryl Blahey, Stefan Wagener, Nathan Gerelus, Randy Dennis, John Deptuck

Subject matter experts : Elwin Hermanson, Daryl Beswitherick, Irene Horon, Christine Rogers

1.	<p>Welcome /Bienvenue</p> <p>Gord Miles chaired this meeting.</p> <p>Round table of introductions</p>
	<p>Gord Miles, Bill Shae, Bob Kingston</p>
2.	<p>Opening Remarks / Mot d'ouverture – Elwin Hermanson</p> <p>Chief Commissioner provided members with an overview of activities:</p> <ul style="list-style-type: none"> - Federal Election - in midst of election capaign, departments are to comply with “caretaker convention” rules therefore CGC has ceased advertising and undertaken no new initiatives. The have been no purchases of new ‘big ticket’ items and we have put a hold on consultations. Still providing services to industry and it has been businesss as usual. - New Minister - there is a chances we will have a new minister and we are putting together briefing material in this regard. We will be asking for a meeting with new minister at earliest opportunity in order to determine if things that are on hold can move forward. - Strategic Planning session – we used an outside facilitiator this year and “it was refreshing to confirm that we are heading in the right direction and that there are no changes to our priorities”. Some communication will be taking place tomorrow at leadership in this regard. - Crop - we were concerned about lack of moisture, however we are hearing that there is definately a decent crop. Harvest sample program shows excellent quality but the later harvest due to weather will not be as good. We will see a steady stream of product move to export. <p>Chief Commissioner thanked the members of the National Union Management Consultation Committee for the opportunity of being involved for a number of years as this will be his last meeting. The Chief Commissioner appointment is coming due in January and Mr. Hermanson has informed the minister that he would not seek to be reappointed.</p> <p>Kuddos to all for their efforts provided during the past 8 years!</p> <p>Discussion:</p> <ul style="list-style-type: none"> - What tonnage will we see this year? Should be around 30-32MT. - What has happened with transportation issues and ships? The crop logistic working group made recommendation to the Minister which is on hold due to the election. There are two components; one being railway capacity issues and the other is coordination of the movement. We understand this however it is not under the jurisdiction of the CGC. - Do we have any news on the two facilities on the west coast? Nothing new, there is a potential of two new facilities over the next few years. <p>COO thanked Elwin and wished him the best on his upcoming retirment on behalf of the committee.</p>

3.	Review of Agenda / Examen de l'ordre du jour No changes identified to the agenda.	
4.	Review and approval May 12th, 2015 Minutes of proceedings Examen et approbation du procès-verbal du 12 mai 2015 Minutes were reviewed and approved with edits. Revised version will be posted on StaffNet.	<u>Action: EA to COO</u> Post May 12 th NUMCC minutes on StaffNet
	Nathan Gerelus, Teri Friday	
5.	Business Arising / Affaires courantes Item 8 – Vancouver continuous scheduling project Management and union have agreed not to proceed further on this project for the time being. Management informed members that we have continued to develop and hire inspectors. It was noted that in Vancouver the GDP working overtime provides other employees with good one-on-one time to do training and this is working well. Item 10 – Study of clerical duties nationally (specific to the PI group) Management informed members that we still have two systems going. We have not created the new system and this is solely in the East. The identified timeframe was for January 2016 and once this is running there will only be one system.	
	Teri Friday, Randy Dennis, Nathan Gerelus, Teri Friday, Bill Shea	
6.	Crop Quality Update / Le point sur la qualité des cultures Subject matter expert, Daryl Bestwitherick present for discussion on this item. Members were provided with an update on the crop quality. <ul style="list-style-type: none"> - Alberta and Saskatchewan had very dry weather and were predicting half a crop. From a wheat perspective, Manitoba came off as no. 1 and some no. 2 with fusarium and as we go across prairies looking at high grades. Protein is up at 14.1% and last year it was 13.3%, therefore looking very good. Durum is much improved 39% no. 1, 29% no.2 we are seeing mildew and smudge and some sprouting as degrading factors. - Other classes very much the same, Canola high 90s for grading no.1, low chlorophyll content. Higher oil content - 44% average. - Peas have suffered some damage from insects and will yield more of an average crop. Red Lentils impacted by weather and definitely some downgrading. Soy beans higher this year and overall very good in Manitoba. They are grading no. 2 mostly. In Ontario seeing big crop, 1.5M acres of wheat in southern Ontario this year. - Crop quality is much improved from last year, and what will be challenging will be the carry over and when companies start to blend. Discussion: The September 10, 2015 issue of the Western Producer had an article identifying concerns regarding “devils trumpet” which is a highly toxic plant that was discovered in canola fields in Alberta and wondering if this is a concern for CGC employees who handle grain. It was noted that this is a common weed and that the CGC has not been made aware of any concerns. Question was raised in order to know if the CGC received enough samples? We did get a lot of samples and we are in the process of creating standards. Our harvest sample program is our main source and we are hoping that in next few weeks will receive more. We will be involved in New Crop missions travel with Cereals Canada and Cigi where we will be talking about wheat class modernization and making presentations.	
	Cheryl Blahey, Michelle Dedieu, Bob Kingston, Nathan Gerelus	
7.	Facilities Update / Le point sur les installations Subject matter expert, Irene Horon was present for discussion on this item. Members were provided with an update on real property and security. It was noted that the Administration unit will be changing its name to “Real Property and Security” unit that will consist of Michele Houston as National Accommodation Manager, Brigitte Everhardus as National Facilities Manager, Sloane Newton as Deputy Departmental Security Officer and Irene Horon as National Manager of Real Property and Security. Terminal Projects: <ul style="list-style-type: none"> - Working with the five year plan that was developed collaboratively with Industry Services 	

	<ul style="list-style-type: none"> - Terminal renovations are going well - Cargill/Vancouver is completed and Thunder Bay's Richardson renovations went live September 23rd, 2015 - Some renovations are being deferred due to 3rd party engagement, CGC is doing all it can to continue to have these projects move forward - Richardson Vancouver shared space agreement is waiting sign-off - Montreal Vitera 4 although a difficult project is making some progress. All projects are in different phases and pleased that all is ongoing <p>Leaseholds update:</p> <ul style="list-style-type: none"> - Vancouver lab office lease ends in 2017 and we have done all we can from our end and it is now with Public Works - Thunder Bay lease ends in 2016 and Public works is re-doing an investment analysis report - Chatham lease is due in 2017 <p>303 Main Street:</p> <ul style="list-style-type: none"> - The CGC is looking to release a full floor by May 2016 and we are facing some challenges in this regard. Brookfield has to sign off on this however in the interim we are moving forward with things that are under our authority such a moving small units. <p>Discussion:</p> <p>Concerning Richardson Terminal in Vancouver, how long are we expecting the renovation to be? November/December is the targeted time for these renovations.</p> <p>On a point of interest, the Union president noted that we might want to emphasis the requirement of sharing Security, Health and Safety and the Labour Code information with Brookfield. It has been our practice to have facilities works with IS in determining priorities and IS in turns works with Union in this regard. We do not always get our first priorities, however the more consultation we can do with Brookfields the better it will be for us.</p>	<p>Action: CFO</p> <p>Consider providing Brookfield with information regarding participation of worksite OH&S committees.</p>
<p>Nathan Gerelus, Jean-Sebastien Laforest, Bill Shea, Sylvie Rochon, Teri Friday, Randy Dennis, Gord Miles, John Mann, John Deptuck</p>		
<p>8.</p>	<p>CGC Apparel Proposal / Proposition concernant des vêtements de la CCG</p> <p>Nathan Gerelus would like to provide members with an idea or concept regarding CGC apparel. The purpose of this concept is to look at a broader strategic way to improve our image and want to make it clear that this has nothing to do with health and safety wear. The intent would be to improve the professional appearance and identity of specific CGC employee groups; improve the impression of clients, stakeholders, producers, and the general public that deal with the CGC and improve the sense of pride and engagement of specific CGC employee groups.</p> <p>We are not talking about a uniform, we are talking about a branded apparel. There are a number of policies that would have to be considered. To date, we have done an informal discussion on the concept and have received an overwhelming positive response from employees and managers. This has been brought to EMC and they also support the concept.</p> <p>In terms of next steps :</p> <ul style="list-style-type: none"> - Seeking feedback from NUMCC and IS managers - Presuming there is interest to move forward we would strike a committee with union representation and then set up a contract with supplier <p>Discussion:</p> <ul style="list-style-type: none"> - Union representative from Eastern region totally agrees with this concept as it would differentiate us from other companies. - Union represenative from Western region is not sure about the idea, because of the way 	

	<p>the waterfront is structured. Also do not want to get into a steryotyping of people by color coding. Hard hats and vests are already very distinct in our workplace.</p> <ul style="list-style-type: none"> - Union officer inquired as to who would pay for this? If not a uniform will it be a Tshirt or jacket? Are employees obligated to wear it, if not could there be disciplinary measures? Not sure about this concept, however if the idea is to have something that employees will be obligated to wear then have concerns. - Have we thought of seasonality aspect? <p>In response Nathan Gerelus noted that the purpose of bringing this forward today is to present it as a concept. We would need to get a committee to look at all these factors.</p> <ul style="list-style-type: none"> - From a personal perspective have seen how branding can make a difference for our employees gaining the respect that they deserve - Not opposed to this and the idea of committee to gather information and insight would be good - No harm in looking into this. Understand the struggle we have in getting some respect in some of these place - It will be important to approach this carefully in communications with employees <p>Decision :</p> <p>Members approved moving forward with developing a committee that would look at all he aspects of the 'CGC Apparel' concept. With the undertanding that Nathan Gerelus will develop the committee with members from the East, West and Union representation and also have someone from Labour Relations involved.</p>	<p><u>Action: Nathan Gerelus</u></p> <p>Establish a workgroup with members from the Eastern and Western regions, Union and Labour relations epresentatives, that would develop the 'CGC Apanel' concept.</p>
	Cheryl Blahey, Gord Miles	
9.	<p>Period 5 Financial Statements – Update / Le point sur les états financiers de la période 5</p> <p>Members were provided with an update on year end results and an overview of Period 5 Financial Statements.</p> <p>COO informed members that we thought we might see a significant reduction in grain volumes this year given that producers are looking at average yields but that does not appear to be the case. The average we used for our user fee grain volume projections appear to be very conservative. There are limitations as to what we can do with the surplus and the question about if we have any obligation to give any of the surpluses back is being explored with Treasury Board.</p>	

	Michelle Dedieu, Gord Miles, Bob Kingston, Yannick Laberge, Bill Shea, Nathan Gerelus, John Deptuck, John Mann
<p>10.</p>	<p>Performance Management Program / Programme de gestion du rendement</p> <p>Members were provided with an update on the Performance Management Program.</p> <ul style="list-style-type: none"> - 2015-2016 fiscal year 88% employees sign off for having completed their performance agreements. We keep working to increase this number and consider 88% is very good especially given this is new process - Totally aware that the application break down have caused some frustration and have dealt with this - Shannon Malo will be helping us in setting our goals - Going forward we intend to put emphasis on the quality of conversations - We have surveyed our employees; however the timing of the survey was not right and only received 20% return. We need this information in order to know where to engage - Want to focus on career development and technical competencies. At the end of day we want to build our workforce and good opportunity is when we do our learning plans <p>COO informed members that with the reduction in staff we need to be very deliberate in how we can develop our people. Union president drew attention to the concern of some employees that management and disciplinary matters will show up on their performance agreements. Director of Human Resources indicated that if such approaches are being communicated by managers/supervisors then HR needs to be made aware of it so that HR can work with these managers/supervisors to help them understand the right approach.</p> <p>Manager in Eastern clarified that PI-04s do not deal with disciplinary matters and we need to work with the union if we are made aware of these issues. In the Western region all operation managers are asked to keep training front and centre. The challenge is operations, but we still look for opportunities to do some of the training. There is a lot of self-training plans and it is up to the employee to focus on this.</p> <p>COO informed members that at the October 15, 2015 Leadership session, there would be representatives from the Canada School of Public Service doing a presentation on learning. The National Manager, Operations and Projects, indicated that the CGC is very proud of the training it delivered in the last year and the CGC invested lots of money particularly in the GDP program. The CGC encourages and continues to be an advocate of Learning Plans and encourages all members to do the same, because learning is important. Union representative from Eastern region noted that employees have a tendency of putting the onus on other people because they are just not aware and just expect this to happen. Everything is very structured when it comes to the Performance Management, however not sure that this structure really fits the environment that we work out of in the regions. Management noted that we did not have the culture for doing the performance management and a team approach was established and they are always open to ideas of how to improve ways in order to accomplish this.</p>
	Michelle Dedieu, Bob Kingston
<p>11.</p>	<p>MyGCHR update / Le point sur MesRHGC</p> <p>Director of Human Resources informed members that the MyGCHR is what will be replacing PeopleSoft and we are currently in the developing phase. We are expected to use the new system by June 2016. This is a centralized function for all of the Public Service. We are going to build knowledge with at least six people who will go for training in Ottawa in order to ensure they have the knowledge base. We will have train-the-trainer sessions as well. Union president informed members that from a Union perspective this change is not perfect and what is most important for them and their members is the collective agreement that comes into play.</p>

	Bob Kingston, John Mann	
12.	<p>Coaching Presentation / Exposé sur l'encadrement</p> <p>Subject matter expert Christine Rogers was present for discussion on this item.</p> <p>Members were provided with a presentation of the 5 year plan for coaching.</p> <p>Union president flagged for members that there will be a survey seeking opinions and legal aspect to doing surveying with staff. This will be kept in mind.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Coaching sessions are tailored to individuals, are there modules in place or just self growth? There are no modules. - People who will be given the first opportunity are the people who have taken the collaborative management training. - How many people will we be able to be provided with training? Probably about eight people to start. <p>Decision:</p> <p>Members agreed with the 5 year coaching plan.</p>	<p><u>Action: HR Director</u></p> <p>Keep in mind survey that will be done seeking opinions on legal aspects of doing surveys with staff.</p>
	John Deptuck, Teri Friday, John Mann	
13.	<p>Standing Item / Point permanent</p> <p>ICMS Update and Mental Health Training / Le point sur le SGIC – Formation en santé mentale</p> <p>Subject matter expert Christine Rogers was present for discussion on this item.</p> <p>The last peer support intake was in the fall of 2012. There is a need for new Peer Supporters as there is definitely an interest specifically in Western in the terminals, in Eastern in Thunder Bay and generally in HQ as well. A maximum of ten people would be identified for the intake (4 Eastern 4 Western and 2 HQ). Recommending that someone from the Union peer supporter and a current peer supporter do the interviews for this process.</p> <p>We currently have 26 peer supporters and this would bring us to 36 peer supporters. Members were reminded of the COO's vision that "eventually all CGC employees would be Peer Supporters", and we are working towards accomplishing this vision.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Will there be a bilingual option - yes definitely - We have new vibrant GDP employees and hope we can get them involved. Hoping to have some opportunities, we will have CCRW training and CICM training and not looking at having this training until February. - Can some people self identify? In fairness to all, we have a process in place and have to follow that process 	

	Michelle Dedieu, Nathan Gerelus, Bill Shea	
14.	<p>Standing Item / Point permanent</p> <p>Transformation of Pay Administration Services (Phoenix and Pay Centre) Update / Le point sur la tranformation des services d'administration de la paye (Phénix et Centre des services de paye)</p> <p>Nicole Tymko was present for discussion on this item.</p> <p>Members were provided with an update on:</p> <ul style="list-style-type: none"> • <u>Consolidation of Pay and Pay System Update</u> - Pay Centre has transferred close to 75,000 employee files of which CGC files are included. Rolled out new Extra Duty Pay (EDP) and Phoenix will be rolled out later than expected in February 2016. CGC will continue to work with Pay Centre as they are still struggling with some issues. In the regions, we are trying to push the issues upfront i.e. terminal allowances. We are .16% of employee base of the public service; however we are emphasizing the fact that we are important and need to have our issues dealt with. Pay Centre has had to deal with a lot of pay issues but they are gaining a better understanding of their strategies. They are working with a three-tier model: 1) disability and death, 2) new hires and termination and 3) Overtime. Tier 1 and 2 are priority. <p>Pay centre has organized a tiered service to deal with the current workload. Telephone services have monitored process on calls and are analyzing flow.</p>	
	Michelle Dedieu, Bob Kingston, John Mann, Bill Shea, Sylvie Rochon	
15.	<p>Payment of Overtime and Acting Pay</p> <p>Collective agreement section 29.04 (b) "The Employer shall endeavour to make cash payment for overtime in the pay period following that in which the credits were earned."</p> <p>Paiement des heures supplémentaires et de la rémunération d'intérim</p> <p>Article 29.04 (b) de la convention collective « L'employeur s'efforce de verser la rémunération en espèces des heures supplémentaires au cours de la période de paye qui suit la période pendant laquelle les crédits sont acquis. »</p> <ul style="list-style-type: none"> • Union noted that they are pleased to hear that the CGC is making efforts to address this matter. However it is still very upsetting for employees that this is being delayed. Having to wait six weeks for Overtime pay (OT) and longer for Acting Pay is just not acceptable. Management has indicated to Pay Centre that the OT we have is mandatory OT and we are pushing to have this processed as soon as possible. In mid-October the Director of HR will be placing a call with her contact to see how they can address the back log. <p>Director of HR informed members that we are fortunate to have two employees from compensation who have been dealing with this on a continual basis and bouquets go to them for all of their efforts. However, it is just as important for employees to bring to our business support group the issues they are faced with in order to have these looked into. Question was raised in order to clarify if concerns/issues should be reported to Nicole Tymko – response was yes that would be important especially if employees are having issues that are not dealt within a reasonable timeframe and that this should be communicated via their supervisors. It is important to provide Nicole with the employees' name and case number.</p> <p>Following is how Pay Centre service providers are processing Overtime:</p> <ul style="list-style-type: none"> - Operational supervisor approves the overtime and sends to Finance - Second week it is sent to Pay Centre until compensation advisor can process it - Service standard is 4 – 6 weeks before it is handled and 9 days before it is released - Overtime estimate is 4- 5 weeks with the Pay Centre <p>Union President noted that Pay Centre has designed a standard to avoid endeavoring to the collective agreement and this does not work. CGC employees are employed by the CGC and the CGC has a responsibility to tell Pay Centre that they are not respecting the collective agreement. Director of Human Resources indicated that the good news is that when Phoenix is up and alive</p>	

	<p>then the four to six delays will be eliminated.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Is there any way we can avoid eliminating the verification now? No because right now the compensation advisor has to verify to adhere to the collective agreement - When will we be able to provide our supervisors with access? Final verification has always been the compensation advisor’s responsibility. <p>COO noted that it is more a question of whether or not this is something our managers can do and are we prepared to take the risk rather than having the compensation advisor verify. Director of Human Resources will be going back to Pay Centrei with the question and emphasize the concern that a delay of 8 – 9 weeks has a huge impact on our people.</p> <p>Members were informed that for the Pay Center acting pay is a low priority item and this is being work on as first come first served out of the system.</p> <p>Question was raised with respect to the issues we have had with maternity leave. It was noted that these have been resolved.</p> <p>Regarding supplementary income, there is no way in the system to deal with this other than having to resubmit. This can be done manually from our end and Nicole and her team will work at getting the first six months in and then we will commit to doing this quarterly.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Are we counting on Phoenix being available in February? We have been informed that all should be fixed by February 2016. - Supplementary income will be processed by our Business Support unit starting November 2015 for the first 6 months and then quarterly adjustments will be made - Acting will be looked into - There are rumors we may see grievances on quarterly payout is that so? Union President responded absolutely - Can we agree that with the processing of pay and delays in Pay Centre these grievances will be moved to final level? COO confirmed yes. - Concern was raised with respect to if the grievance will really fix the problem? Union noted that they have to show that they are receiving complaints 	<p><u>Action: Director of Human Resources</u> Contact Miramichi and inform them that the CGC is prepared to take the risk and have their managers deal with the issue of overtime.</p>
	Michelle Dedieu, Bob Kingston, Yannick Laberge, Nathan Gerelus, Gord Miles	
<p>16.</p>	<p>Standing Item / Point permanent</p> <p>People Planning / Planification des ressources humaines</p> <p>Members were provided with an update on People planning activities:</p> <ul style="list-style-type: none"> - 2015-2018 CGC-wide People plan has been approved by EMC - reference October 1st , 2015 staff bulletin - CGC has developed a 3 year plan – Union will be provided with copy <p>Discussion:</p> <p>Union president raised the issue of staffing unilingual position in the East (Montreal). The CGC had three distinctive processes run in Quebec, Baie Comeau and Montreal at the BBB level. Management noted that they are waiting the language evaluation of a few candidates and hope we will be successful. It was noted that as per discussions, people had agreed that in order to try and get bilingual candidates from the start was the best way to approach this.</p> <p>At the local UMC in Thunder Bay staff expressed a desire to have French training and this is something management is looking into.</p>	
<p>17.</p>	<p>Standing Item / Point permanent</p> <p>Employment Equity & Diversity / Équité en matière d’emploi et diversité</p> <p>Members were provided with an update on Employment Equity and Diversity activites:</p>	

	<ul style="list-style-type: none"> - 2015 -2020 Employment Equity and Diversity Action plan Designed a 5 year plan has been developed and approved by EMC. This plan has been communicated to employees with a summary and a copy will be forwarded to the Union. - The Canadian Grain Commission's employment equity and diversity goals focus on Representation, Respectful Workplace and Learning. - An Executive summary on the Employment Systems review (ESR) has also been posted onto StaffNet. Copy will be provided to the Union. <p>The last ESR 2010 Workforce Analysis determined that the only significant representation gap in the CGC was Women in the Technical category (more specifically the PI group) and we are looking at using the GIDP program to improve our numbers in this category. Although there were no significant gaps identified for visible minorities, the CGC requested the consultant to include this group in the review for potential barriers, in anticipation of the 2011 census data which might impact the representation rates, resulting in a gap in the visible minorities group.</p>
18.	<p>Standing Item / Point permanent Official Languages / Langues officielles Members were provided with the following update:</p> <ul style="list-style-type: none"> - Official languages committee has not heard of any issues. - Looking at renewing the committee to have representation from all regions. - Last meeting, members expressed an interest in knowing more about official languages prior to moving into planning. - We are currently working on the next three year plan. - We have submitted our Official Languages annual report. For the CGC, our practice of utilizing Mango was mentioned in the most recent Blue Print 2020 report. - In September we celebrated Linguistic Duality Day which provided very good awareness and education for our staff.
19.	<p>Other / Autres Nil</p>
20.	<p>Date of next meeting / Date de la prochaine réunion April date – to be confirmed</p>