

RECORD OF MEETING (ROM)  
National Union Management Consultation Committee  
(NUMCC)  
1400 Merivale Road (T3-1-313)  
April 13, 2016 – 1:00 p.m. – 4:00 p.m.

1. Welcome and Opening Remarks

❖ Chair: Dr. Bruce Archibald, President, CFIA

- The Chair welcomed the participants from the Public Service Alliance of Canada (PSAC), the Professional Institute of the Public Service of Canada (PIPSC) and the staff from the Canadian Food Inspection Agency.
- Union representatives requested the addition of two items to the agenda, time permitting.
  - Update on Wave training
  - Decrease in resources and increase in workload
- Union representatives expressed concern that Regions are still operating without backfilling positions, limiting the opportunities for career development and leaving units chronically overworked. Mr. Kingston questioned why backfilling could not happen on a term basis, if long term plans are yet unknown. It was expressed that seeing a change in approach under the new government would improve the morale of employees.
- The President agreed that the term staffing option sounded reasonable and would be considered.
- Action items from the November 2015 NUMCC were reviewed. Union representatives explained that the response given to them in regards to the ergonomic study did not address the concerns of the unions.
- It was noted that the CFIA will adopt the core standard in regard to pre-retirement training (i.e. two days), and will monitor the upcoming decision on the standing offer at Public Works and Government Services Canada.

Action Item(s):

- VP of HR committed to provide the Executive Vice-President with a list of mandatory training for managers this fiscal year. It will be shared with the unions before being finalized.
- Add the topic of Ergonomic Study to NOHS in May, 2016
- Add the topic of Talent Management to the next CFIA Career Development Committee meeting.

2. Area UMCC Minutes Distribution

○ Item requested by: PSAC

❖ Presenter: Bob Kingston, National President, Agriculture Union, PSAC

Purpose:

- To provide clarification around the distribution of meeting minutes

Key Points of Discussion:

- Mr. Kingston expressed frustration that union members are not permitted to use CFIA email to distribute meeting minutes in the Regions and Ontario area. He continued to advise that there is no collaboration or standardized approach when distributing minutes.

- Members agreed to use Merlin as an effective way to post minutes from the UMCC meetings and that Union leadership can have reasonable access for that purpose.
- In an effort to create a more proactive approach to consistent messaging and protocols, Mr. Étienne suggested the union representatives attend an upcoming Operations Branch Executive Management meeting.

**Action Item(s):**

- Human Resources and Communications and Public Affairs to distribute a protocol for the distribution of meeting minutes to secretariats for all the UMCC's.
- Operations branch to invite union representatives to an Operations Branch Executive Management meeting.

**3. Update on Regulatory Priorities**

○ **Item requested by: CFIA**

❖ **Presenter: Mark Burgham, Director, Program Policy Integration, CFIA**

❖ **Presenter: Ronna Reddick, Team Leader, Regulatory Affairs, CFIA**

**Purpose:**

- To discuss the regulatory prioritization process at the CFIA; including strategic considerations, outcomes and delivering on Government of Canada priorities and Agency transformation.

**Key Points of Discussion:**

- The discussion focused on the delivery of the Agency's regulatory priorities to stakeholders, with explanation around how the CFIA will help manage risk through the use of the CFIA Regulatory Plan.
- The discussion moved to the implementation of the Safe Food for Canadians regulations. Concerns were raised that there will be a need for regulated parties to create and maintain food safety plans for non-registered food commodities that will pose an oversight challenge to CFIA. Ms. Jordan noted that this would be a requirement for Industry to meet. CFIA will provide inspection using a risk model to target higher risk areas.
- The Unions pointed out that risk-based inspection models are not new and that while industry may have requirements to meet, the CFIA has to provide oversight of those requirements. There will be several thousand parties that will face new requirements under the Safe Food for Canadians regulations and the CFIA is already not able to meet its own inspection targets. The Unions were concerned about where required resources would come from.
- The President remarked that the Agency would use a phased-in approach which will ensure readiness when on-boarding begins.

**Action Item(s):**

- Nil

#### 4. Operations Modernization Project Office (OMPO)

○ Item requested by: CFIA

❖ Presenters: Shannon Laforce, Senior Director, Operations Modernization Project Office, CFIA

##### Purpose:

- To provide an update on Operations Modernization Project Office (OMPO) initiatives; Electronic Service Delivery Platform (ESDP) Tool, iAIM implementation (Waves) and the Service Center Model.

##### Key Points of Discussion:

- Work has begun on the ESDP tool, and the implementation is expected to take place over four releases; the first scheduled at the end of 2016, with future releases scheduled over 2017.
- The Agency began implementing the common inspection approach of iAIM in November 2015 (Wave 1). National service centers will be built upon to include the processing of export certificates, and to support the further electronic enablement for enrollment and permissions.
- Concerns were raised that the training plan should not be limited to inspectors. Managers and those in a position to provide advice should also be trained.
- Mr. Kingston noted the term "Common Inspection approach" needs more clarity. There will always be specific inspection practices that apply to specific commodities. Mr. Kingston contended that there is still confusion among both industry representatives and some CFIA management regarding the scope of the Common Inspection approach.
- It was agreed that once a demonstration date for the ESDP tool has been chosen, it would be shared with the expectation that front line inspectors will be invited to test the tool before it is operational.
- Mr. Étienne noted that the Operations branch is working with Communications and Public Affairs to create an outreach plan. A CFIA newsletter is expected to be released before the end of April 2016 with information and a road map for further clarification on ESDP. Mr. Étienne also reminded members that the OMPO team is still open to receiving new ideas, and will continue to work to implement best practices.

##### Action Item(s):

- Provide unions with the demonstration date for the ESDP tool.

#### 5. Pay Issues

○ Item requested by: PIPSC

❖ Presenter: Dr. Ayman Soryal, PIPSC

##### Purpose:

- To ensure PIPSC members are receiving pay and /or payments on time

##### Key Points of Discussion:

- Concerns were raised that some employees are not receiving pay (compensation related pay, acting pay and/or salary), and the process to request emergency payments is difficult, which is resulting in frustration and loss of time.
- Ms. Barnes noted that a national zlist message regarding pay was sent to employees on April 12, 2016, giving further instructions and explanations for the pay issues. Ms. Barnes further explained that her

team is in regular communications with PSPC in an effort to help resolve issues.

- Ms. Loignon explained resources have been reallocated to help eliminate the backlog. Ms. Loignon recommended pay discrepancies should be handled by emailing the Life Events team at [CFIALifeEvent.EvenementdelaVieACIA@inspection.gc.ca](mailto:CFIALifeEvent.EvenementdelaVieACIA@inspection.gc.ca) with a clear subject heading. It was noted that priority payments can be made within 24-48 hours.
- The President recommended reviewing pay stubs as they are available two days in advance of pay day, providing early notification will help resolve issue and inform PSPC.
- The Unions also expressed concern regarding access to pay stubs for employees on leave with no access to the office.

#### Action Items(s):

- Establish a means for communicating with employees on extended leave, about the pay system.
- Next communications regarding pay issues to emphasize the review of pay stubs in advance.

#### 6. Round Table

❖ Presenter: All

#### Key Points of Discussion:

- Mr. Kingston noted a more in depth discussion is needed in regards to mental health.
- A fulsome discussion was had regarding the need to re-examine the agreement between the Canada Border Services Agency (CBSA) and the CFIA. It was noted that the Agency is working towards connecting ESDP with the CBSA system.
- Union representatives expressed appreciation for recent results regarding pay, and the effort seen from the CFIA management to resolve problems.

#### Action Item(s):

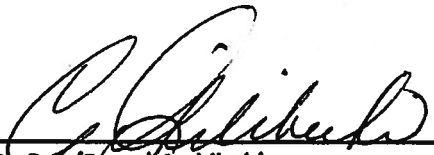
- Add the topic of Mental Health to the fall 2016 NUMCC meeting
- EVP to share CBSA Plan / RoD with Unions in advance of the Fall 2016 NUMCC meeting
- Operations to review CBSA MOU with Mr. Kingston
- Message to managers to encouraged staffing as permitted by their budgets


#### 7. Closing Remarks / Next Meeting

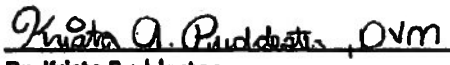
❖ Chair: Dr. Bruce Archibald, President, CFIA

- The President observed that Ministers have a desire to change their relationship with the Public Service and work in a collaborative way with bargaining agents.
- The President put into context the upcoming challenges the Agency will face:
  - moving forward on the implementation of Regulations;
  - the internal processes, to ensure decisions are made quickly, authority is delegated down and managers can spend resources to deliver on commitments.
- The date of the next NUMCC meeting is scheduled for November 8, 2016.

<b>CFIA Attendees:</b>	Dr. B.A. (Bruce) Archibald G�rard �tienne Carolina Giliberti Colleen Barnes Louise S�n�chal	Laurel Herwig Barbara Jordan Genevi�ve Desjardins Yves Bacon Susan Shaw
<b>PSAC Attendees:</b>	Bob Kingston Fabian Murphy	Barb Kristjansson
<b>PIPSC Attendees:</b>	Sylvie D'Alcantara Dr. Krista Puddester Washington Gwayumba Ms. Kristy Jackson	Dr. Witold Wince Heath Klippert Dr. Ayman Soryal Jean-Fran�ois Pr�gent
<b>Presenters:</b>	Shannon Laforce Mark Bergeron	Ronna Reddick
<b>Observers:</b>	Christina Dawson	Lori Dulude
<b>Secretariat:</b>	Jessica LaRocque	

*for*  
  
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Dr. B.A. (Bruce) Archibald  
President  
Canadian Food Inspection Agency

  
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Mr. Bob Kingston  
National President, Agriculture Union  
Public Service Alliance of Canada

  
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Dr. Krista Puddester  
President, National Consultation Team  
Professional Institute of the Public Service of Canada

AUG 3 - 2016  
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Date

July 7, 2016  
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Date

July 5, 2016  
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Date