



Final Draft Minutes
Procès Verbal Final

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

April 26, 2017 / Le 26 avril 2017

9 :00/ 9 h 00

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

Present : Gord Miles, Bob Kingston, Teri Friday, Jean-Sebastien LaForest, Michelle Dedieu, Rick Eisle, Bill Shea, Curtis Connon, John Mann, Cheryl Blahey, Stefan Wagener, Nathan Gerelus, Aaron Swerdlyk, Dennis Tong-Ly, Kristin Bowler

Guests: Patti Miller, Gino Castonguay, Fabian Murphy

1.	Welcome	Bienvenue
	<p>COO welcomed everyone and noted that this would be Bob Kingston’s last meeting due to retirement and Teri Friday is stepping down from her position with the Union as well. Commissioners were introduced and new members were all welcomed.</p>	
2.	Opening Remarks – Patti Miller	Mot d’ouverture – Patti Miller
	<p>Gord Miles, Patti Miller, Doug Chorney, Lonny McKague, Bill Shae, Bob Kingston,</p> <p>Chief Commissioner thanked everyone for the opportunity of saying a few opening remarks. Patti introduced herself and noted that she has extensive experience in both government and the grains and oilseeds industry. She worked for over 20 years at Agriculture and Agri-Food Canada (AAFC) in Winnipeg where she managed large-scale program delivery for several years. During her career with AAFC she was responsible for working with Canadian grains and oilseeds producers and industry on policy, trade, market development and research issues in order to facilitate sustainable, profitable market growth in the sector. She has a good understanding and value of what a good union/management committee team can bring to an organization. Commissioners have been busy with meeting employees and stakeholders and they are learning about each other as Commissioners.</p> <p>User Fees - we recently announced our proposal to reduce fees for official grain inspection and official grain weighing services effective August 1, 2017. Supplementary fees for time and a half and double overtime related to official grain inspection services would be eliminated and the costs included in the outward inspection fee. The proposed changes would limit further accumulation of surplus revenue in the CGC revolving fund. The proposed changes were published in the Canada Gazette on April 22, 2017. Stakeholders have until May 22nd, 2017 to comment on the proposed changes.</p> <p>Canada Grain Act - revisions to the CGA is one thing we need to work on as a team to strengthen it for the industry. We have had lots of meet and greet with organizations who have shared their policy positions with us.</p> <p>Global Grain Symposium – Commissioners attended the symposium and the public Policy Forum on economic growth component that talks about growth for Agriculture.</p> <p>Chief Commissioner also took the time to thank the Chief Operating Officer Gordon Miles for his years of hard work and leadership with this committee.</p> <p>Assistant Chief Commissioner Doug Chorney, and Commission Lonny McKague, provided members with some of their background.</p> <p>Union president noted that there are lots of changes coming up and he is confident that everything is being left in good hands.</p>	



3.	Review of Agenda	
	Members reviewed and accepted the agenda.	
4.	Review and approval October 016 Minutes of proceedings	Examen et approbation du procès- verbal du 25 octobre 2016
	One amendment was noted to add Steven Faria as attendee. He was a guest at the October 25 th , 2016 meeting. Minutes were approved.	<u>Action Item: EA to COO</u> Amend October 25th minutes to reflect addition of Steven Faria to list of attendees. COMPLETED
5.	Business Arising Review of Action items	Affaires courantes Examen des mesures de suivi
	Review of Terms of Reference was deferred to fall meeting	
6.	Annual General Meetings and Christmas designations	Assemblées générale annuelles et désignations de Noël
	Curtis Connon, Teri Friday, Bill Shae, Aaron Swerdlyk, Nathan Gerelus, Bob Kingston, Gord Miles	
	Members were informed of an issue that is specific to the West but could also have national impact. In Vancouver we have 24/7 operations with only two shifts where we do not assign staff, but Terminals are saying they would like to operate during these times. Union understands from business standpoint what the terminals want, however the longshoreman take one shift a month where they do not provide resources. We are very good about providing the services the terminals want and when they want it. We give them a lot of notice and as far as Christmas goes, it is the one time for us to have together and it contributes to a stronger work place. Union president noted that this is a constant ask and it is the Terminals job to ask, so the fact that they are asking is no surprise, however our job is to say no and union is expecting this. Management inquired if we could align the AGM with the longshoreman? Union president noted that their meeting is a week day therefore it would be smarter to ask them to align theirs with ours. It would cost people time and people would miss their AGM which is not right. On a Saturday it is less pressing but during the week it just does not work that way. Director of Industry Services noted that management does not disagree with what is being said, it is just that the 'ask' is getting stronger each year. As an alternative, management could do sampling and bring in folks in from other regions to provide resources. Union noted that this is true, however Union really hopes that management will stay strong and say no. We have young staff who value their time with families and want some balance and we need to appreciate that. COO noted that this was brought well in advance to inform membes and there is another meeting in the fall before we get into the Christmas season. Union members from Vancouver suggested that the local meet with the Director of Industry Services and managers to discuss this further. It was agreed.	<u>Action Item: Union and Management</u> Vancouver local meet with Management to discuss issue of Terminal asking for CGC resources to work shifts where we do not assign staff.
7.	On-site Analytical Services Test Pilot	Pilote d'essai service d'analyse sur place
	Nathan Gerelus, Kristin Bowler, Bob Kingston, Aaron Swerdlyk, Gord Miles	



	<p>Earlier this month EMC approved the project plan for an Analytical Services pilot project. This project will investigate the feasibility of the Canadian Grain Commission (CGC) providing onsite analytical services at a terminal elevator. This pilot project is to take place at the Prince Rupert Grain Terminal and will include the analytical testing of Vomitoxin (DON) and Falling number during vessel loading and the opportunity to provide real time quantitative results to stakeholders.</p> <p>The project will be in two phases, Phase 1: Internal assessment of CGC's onsite analytical testing capacity and Phase 2: Request-for-Service where we will engage with clients and ask they request services. Both phases are to assess our capacity to meet client needs. The measures of success will be the accuracy of analytical results; the timelines of analytical results, staffing resources necessary for onsite analytical testing at the terminal and training required, testing protocols (capturing data) suitable for onsite analytical testing at the terminal and request for service implemented.</p> <p>The timeline identified for this pilot is end of February 2018. Union noted that we need to ensure to we will have the right person doing the job. Doing things right is essential, rapid kits are different and union is curious where we are getting the kits from and whether we will be hiring new resources to do this. Management noted that part of the evaluation is to do this with designated resources and possibly additional resources. Management will keep the union posted and will take into account factors that were put forward today.</p>	<p><u>Action Item:</u> <u>Management</u> provide Union with update on On-site Analytical Services Test Pilot at next NUMC.</p>
<p>8.</p>	<p>Apparel Project Update Le point sur le projet d'apparel</p>	
	<p>Curtis Connon, Bob Kingston</p>	
	<p>Management noted that when NUMC last met they were given an overview of the apparel project and that the status today is much the same. A committee has been formed and the Union has undertaken an informal survey of employees who indicated that they want more choice and variety. Union president noted that subject matter experts from OSH and Procurement should be added as resources.</p>	
<p>9.</p>	<p>Facilities Update Le point sur les installations</p>	
	<p>Bill Shea, Nathan Gerelus, Teri Friday, John Mann, Curtis Connon, AaronSwerdlyk, Cheryl Blahey</p>	
	<p>Subject Matter Expert, Brigitte Everhardus provided members with an update on facilities projects.</p> <ul style="list-style-type: none"> • Headquarters Space Review is 95% complete. Will continue to work with divisions on deficiencies. Recognize this is a stressful time for employees and working with them to address concerns. • Terminals: <ul style="list-style-type: none"> ○ Prince Rupert Grain is completed in terms of what we have control over. Will be closing this project at EMC soon. ○ Richardson - storage of grain samples for this project is completed ○ Vancouver – Fraser Surrey data and five others submitted and plan to work on these in 2017-2018 ○ Leases – quite a few things going on, Weyburn was renewed to October 2020; Vancouver was extended to May 2027; Vancouver lab lease extended to 2018 with work ongoing with Public Works to find a new location ○ Montreal - we are working with Public Works to find adjacent space. ○ Thunder Bay – hope is that this project will be completed this year ○ Hamilton – we are working on acquiring space and working with Public Works in this regard <p>Union representative from Vancouver noted that there is a rumor that we had secured a place for the lab in Vancouver, is this true? Nothing is confirmed in this regard. For Kinder Morgan, management noted that it is a priority to update what we have. There is a need to</p>	<p><u>Action Item:</u> <u>Aaron Swerdlyk</u> Provide facilities with information regarding Thunder Bay Mobelix moving to a separate space.</p> <p><u>Action Item:</u> <u>CFO, Cheryl Blahey</u> Consider adding a facilities resource at that table when discussing Office 2.0 changes.</p>



11.	Designated Paid Holidays	Jours fériés payés	
	Curtis Connon, Terri Friday, John Mann, Nathan Gerelus		
	Management informed members that they have sought interpretation from Treasury Board on the matter of designated paid holidays and the wording 'continuous'. Result is that the CGC will be adjusting the backpay from July 2011, i.e. retro from when the grievances were filed.		
12.	Travel Status within headquarters and use of private vehicles	Status de voyage au sein du siège social et d'utilisation des véhicules privés	
	Aaron Swerdlyk, Bob Kingston, Curtis Connon		
	<p>In Thunder Bay things have changed and employees are required to travel to their work site (private vehicles), question was raised regarding travel outside of work area as it pertains to work at a Terminal. Understanding from review of the travel directive about travel within HQ area is that if workplace changes within HQ employees would be compensated for their mileage. It was further noted that the Port of Thunder Bay was determined as the 'work location' but the correct process was not followed to get the definition. Union president noted that there is no new definition, and that the last time this issue came up Treasury Board tried to get revised wording in but it was shot down by the committee. Union president will follow up on the interpretation. It was noted that there is an active grievance for the issue in Thunder Bay.</p>		<p><u>Action Item:</u> <u>Union</u> Seek interpretation regarding travel outside of work area as it pertains to work at a Terminal.</p>
13.	IS Org Update	Le point sur l'org Services à l'industrie	
	Nathan Gerelus, Bill Shea, Dennis Tong-Ly, Aaron Swerdlyk		
	<p>Members were informed of following:</p> <ul style="list-style-type: none"> • Gino Castonguay appointed as the Chief Grain Inspector for Canada effective February 20th, 2017. • Senior manager positions identified <ul style="list-style-type: none"> ○ East - Dennis Tong-Ly ○ West - John Mann <p>There was a desire for a single point of decision making in the regions and this has been addressed.</p> <p>Regional manager of inspection in the Eastern region, Martin Breton is retiring and Joanne Prinsen has been appointed to this position.</p> <p>GIDP intakes, we will be doing a new intake process in the fall.</p> <p>Union representative for Vancouver inquired as to when we would be identifying a new Operational supervisor in the West? Management noted that the greatest need at this point in time is in the East and therefore focusing on that area for now. Question was raised to confirm if the plan was to have more than one trainer in the East . It was noted that the plan was to have two and an assistant trainer in the East, all this will be in Montreal.</p> <p>Management noted that Camil Collard is also retiring and we will be filling it with acting positions for the time being.</p>		
14.	Period 11 Financial Statements / Les états financiers période onze		
	Cheryl Blahey, Bill Shea, Teri Friday, Nathan Gerelus, Gord Miles, Teri Friday, John Mann		



	<p>CFO noted that this was the first year end with the SAP program and the Financial Statement look different as a result. What people will now find on StaffNet is a crosswalk with year to date data.</p> <ul style="list-style-type: none"> • Continue to accumulate surpluses of about \$2M per month due to increased grain volumes handled. • We have well exceeded our User Fee volume of 23.3 million tonnes • Discussion documents have gone out regarding User Fees and Surplus • No problems or collection issues with Accounts Receivable • We anticipate being 'fairly aggressive' with our Capital budget due to infrastructure needs • Working on budgets for next year (including carry over items) <p>COO noted that we would have taken steps to halt the accumulation of surplus by reducing fees early. The consultation period is 30 days and we anticipate that this will be a good news story.</p> <p>Union representative from Vancouver inquired about doing away with recoverable overtime. Union noted that they are glad to hear that the cancellation fee is still there, however they would have liked to see it increased because it is being abused. COO noted that the issue will be whether or not we can increase the cancellation fee to a higher rate, i.e. we cannot add a punitive charge.</p>	
15.	<p>Mental Health and Wellness Update</p>	<p>Le point sur proposition concernant la santé mentale et du mieux-être</p>
<p>Bob Kingston, Dennis Tong-Ly, Gord Miles, Michelle Dedieu</p>		
	<p>Subject Matter Expert, Graham Casey provided members with an update on Mental Health and Wellness Champion initiative. Result of call out for volunteers resulted with one person from Western and HQ and no one from Eastern. Recommendations have been put forward to Gord and Bob on the Champions identified.</p> <p>Have communicated with National Champion network unit, getting information from them. Waiting for fall agenda and looking on how we will link our people to this.</p> <p>NOSH has some plans in place, which may involve local unions. There will be a Joint Learning session in May/June. CGC's ongoing training continues this year with Mental Health and Wellness training in Winnipeg scheduled for May 9 and 10 (Vancouver training has been done). The Resiliency and Coaching programs will continue this year as well. It was noted that the Mental Health and Wellness training for Eastern Region is scheduled for the winter of 2018.</p> <p>Union president inquired if the JLP training on Mental Health and Wellness for NOSH members is an awareness piece and not the Mental Health First Aid training? He noted that it is normally suggested that one does the assessment first with the Guarding Minds At Work package. He suggested that members check the website for more details on Guarding Minds At Work.</p> <p>Director of Human Resources confirmed that the JLP training is for awareness as it was determined that as a NOSH committee, everyone should receive the training in order to move forward with Guarding Minds At Work. The next committee to get the training will be the National Employment Equity and Diversity committee.</p> <p>COO noted that the process for identifying Champions remains with him and the Union President.</p>	
16.	<p>Coaching Strategy Update</p>	<p>Le point sur la stratégie du coaching (version française sera disponible sur place)</p>
<p>Gord Miles, Aaron Swerdlyk</p>		
	<p>Subject Matter Expert, Christine Rogers provided members with an overview of the CGC's coaching strategy.</p> <p>At the CGC, this represents the next phase in our Investment in People, building on the recommendations that were made ten years ago when the ICMS program was initially launched. The long term vision of the coaching strategy is to build the capacity of all CGC employees to continue to create and maintain a respectful and</p>	



	<p>healthy workplace, where people are having constructive conversations.</p> <p>There are two components to our strategy, one being the Coach Approach in the workplace and the other individual coaching. Seven facilitators have been trained to provide CGC staff across the country with the knowledge and tools to apply coaching principles in communication with each other, especially in leadership roles. This will be accomplished by providing two-day sessions to all CGC staff across the country over the next couple of years. At present, 15 % of the organization has received the two day Coach Approach training.</p> <p>Next steps will be 90 minute follow-up sessions. The first session is scheduled for May 18, 2017 in Winnipeg. Upcoming sessions will be November 2017 and March 2018 in Winnipeg and February in Vancouver.</p> <p>Feedback for the program itself has been very positive.</p> <p>A Union member noted that the feedback they have received was that everyone 'loved it' and they are using it.</p>	
<p>17.</p>	<p>Standing Item ICMS Update</p>	<p>Point permanent Le point sur le SGIC (version française sera disponible sur place)</p>
<p>Bil Shea, Bob Kingston, Teri Friday, Kristin Bowler, Gord Miles</p>		
	<p>Subject Matter Expert, Christine Rogers provided members with an update on the Informal Conflict Management System initiative.</p> <p>Since October 2016:</p> <ul style="list-style-type: none"> • Training for the 10 new peer supporters will occur May 24/25 in Winnipeg. Two applicants recently withdrew for personal reasons. • ICMS Officer will meet with each Peer Supporter individually in April-June to 1) assess the needs and health of Peer Supporters; 2) assess the needs and health of the CGC; 3) provide an opportunity for coaching/mentoring; 4) determine the overall needs of the team. This is an annual review. <p>Recommendation was put forward for 2017/18 that Peer Supporters continue to receive updated information and/or modified talking points when necessary. There will be a need to integrate the new Peer Support team members with the rest of the team. This is an opportunity for either a full group 2 day meeting in the 4th quarter of 2017/18 in TBD or regional meetings held in HQ, Vancouver and Montreal between December and March 2017/18.</p> <p>Questions:</p> <p>Is there any integration with Mental Health and Wellness First Aid? It was noted that all peer supporters have taken the Mental Health and Wellness First Aid training and it is an integral part of Peer Supporting.</p> <p>Is there an updated list of Peer Supporters? After the May 2017 training the list will be updated.</p> <p>Comment was made that the intent was to have this move across the whole organization and hopefully we can do this on a more regular interval. Union President noted that the Peer Supporters are the perfect group for Mental Health and Wellness First Aid and it should be noted that this training has to be renewed every year which should be considered in budgets.</p>	



18.	<p>Standing Item</p> <p>Transformation of Pay Administration Services (Phoenix and Pay Centre) Update</p>	<p>Point permanent</p> <p>Le point sur la transformation des services d'administration de la paye (Phénix et Centre des services de paye)</p>
Gord Miles, Michelle Dedieu, Bill Shea		
<p>Subject Matter Expert, Tanya Unger provided members with an update on the Phoenix system and Pay Centre.</p> <ul style="list-style-type: none"> • Team of resources working on pay integration. • General mailbox for queries has been established • Tracking trends and issues • Pay increments are in motion and making sure that all salaries are at the right rate <p>CFO noted that Finance has done a reasonability test on pay increments and it is within 2% so there is very good work being done there.</p> <ul style="list-style-type: none"> • Overtime (OT) for terminal Allowance reconciliation – 450 hours of work, rejected by payroll issues. All of the OT is being audited; it will take some time and employees may be contacted to confirm information. <p>Questions:</p> <ul style="list-style-type: none"> - When will the OT for terminal allowance audit be done? It will start at the end of this week and hope is to wrap it up by the end of July. PI's are the priority due to the nature of the work and those who have self-identified as well. - There was supposed to have a fix for acting pay, do you know if this has been resolved yet? It has not been resolved yet. - Do you have access to Phoenix? We do have access to Phoenix, however we cannot implement changes. We have been using a log and sending it to the Center and they action the request. - What is the plan for the future, is it to continue to submit issues every 3 months? At the moment that is the plan. - When it is all figured out from 2011 to now, how will this go through Phoenix? CFO noted that her understanding is that there will be a unit that will deal with the requests coming in from the Minister's office. - Union President noted that some people were hesitant to file their complaint but are facing issues with their mortgage. We have sent messages to our employees in this regard and very few issues have been raised in this regard. - How confident are you in having the collective agreement back pay go through? There is a designated team for this and being the first time we can not say. - With the establishing of a new central mailbox, how will this affect our admins workload? Hope is that it will relieve their workload, keeping in mind that we will still need them for specific situations. Originally we had informed the local admins of the need to log queries and issues and we have asked that they continue but send these to the central mailbox. Weekly meetings will continue to take place and admins are still required for this process. - Union representatives thanked Tanya and her team for all the great work that has been done. 		



19.	<p>Standing Item MYGCHR Update</p>	<p>Point permanent Le point sur Mes RHGC</p>
Michelle Dedieu, Bill Shea		
<p>Members were informed that the onboarding of MYGCHR has been deferred until further notice and HR is therefore realigning its resources.</p> <p>Question was raised to determine if the current PeopleSoft system is aligned so that this delay will not have an effect on anyone. It was noted that the fact that we are not yet onboarding on MYCGHR is not affecting anyone. The problem is the front end of this program deals with pay and we want to make sure that all is working well in order to avoid any issues like the ones we have had with Phoenix.</p>		
20.	<p>Standing Item People Planning</p>	<p>Point permanent Planification des ressources humaines</p>
Michelle Dedieu, Bill Shea, Nathan Gerelus		
<p>Members were informed of the following:</p> <p>People Planning</p> <ul style="list-style-type: none"> • Initial drafts have been completed for each division • Finance has been using it as their basis for follow up meetings with divisions regarding salary forecasting • Will be looking at planning ‘lessons learned’ sessions to determine if this process is beneficial and if we are using it to the full extent <p>Performance Management</p> <ul style="list-style-type: none"> • March 31st, 2017 marked the end of the third performance cycle since the Directive on Performance Management came into force • CGC is finishing year-end performance assessments and setting up performance expectations for 2017/18 • Final report will be run in May 2017 • We have done a lot of work on education of managers on the system as well as action plans. We will be focusing on quality of reviews. • Performance management information sessions are well received by employees <p>Question:</p> <p>Can you elaborate on ‘tweaking objectives’ in Industry Services? Director of Industry Services had a planning session with the IS team and objectives were identified. A draft has been prepared and we will be repopulating the objectives.</p> <p>Will the program be different? No</p>		



21.	<p>Standing Item Employment Equity and Diversity</p>	<p>Point permanent Équité en matière d'emploi et diversité</p>
Michelle Dedieu, Bob Kingston, Nathan Gerelus		
<p>Members were informed about the transfer of chair responsibilities from Bill Downward to Elizabeth Tabert (Montreal) and that the administrative duties for the committee have been tranfered to the Director of HR's admin Jennifer Hamelin.</p> <p>There are currently 12 members on this committee and it now has representation from every division. It is being felt in the regions that the committee has a different 'vibe' to it. Accomplishments during the past 6 months are as follows:</p> <ul style="list-style-type: none"> • Education and Awareness <ul style="list-style-type: none"> ○ Led the program for commemorating Women's History Month at the October 2016 Leadership session. ○ Partnered with Official Languages committee for Festival du Voyageur initiative ○ Updated that orientation guide with EE& D issues ○ Published two newsletter articles • Collaboration <ul style="list-style-type: none"> ○ Wrote a proposal for creating a connection with management, the union and other committee meetings for collaborating in EE&D issues. <p>Director of Industry Services noted that we should be proud of how the intake was approached. Union president inquired if the EE&D committee had the opportunity of attending mental Wellness? The HR Director responded that they will have the opportunity, the committee will join in on a NOSH meetings.</p>		
22.	<p>Standing Item Official Languages</p>	<p>Point permanent Langues officielles</p>
Cheryl Blahey		
<p>Members were informed of activities that were organized by the Official Languages committee during the course of the year. It was noted that the committee has developed a 3 year official languages plan which is very aggressive so will have to scale it back. There is a need to revitalize the committee and looking at strategies to do that.</p>		
23.	<p>Other</p>	<p>Autres</p>
Gord Miles, Bob Kingston, Teri Friday, Nathan Gerelus		
<p>Members provided Gord Miles, Bob Kingston and Teri Friday with recognition awards and heart-felt thank yous were expressed.</p> <p>Director of Industry Services noted that this committee has worked very collaboratively and this has been largely in part due to the leadership of this committee and its members.</p> <p>Teri Friday noted that it has been a great journey and that we have come a great way since our first meetings. Bob Kingston noted that he appreciates the current leadership approach as it makes a great difference. The CGC has become the employer of choice and that is a great thing. We have had meaningful discussions and mutual respect around this table which is great. "It has been a pleasure working with this group and I will miss the people!"</p> <p>Gord Miles thanked everyone for their kind words and thanked everyone around the table. He is retiring with the knowledge that that CGC is in a good place collectively. It has been great and hard to believe 16 years plus have gone by!</p>		



24.	Date of next meeting Date de la prochaine réunion	
	Date of next meeting will be determined based on discussions with new COO and EA to COO will seek confirmation as to the new Union Presidents availability for meeting in month of November 2017.	<u>Action Item: EA to COO</u> Identify date of next NUMC meeting to be held in November 2017.