

**Labour Management Consultation Committee (LMCC)
Minutes**

Date: May 11, 2015 / 11 mai 2015

Time/heure: 1:00 PM – 3:00 PM

Place/Endroit: Main Boardroom / Salle principale

Participants

- Ron Hallman, President of CEAA
- Helen Cutts, Vice-President, Policy Development Sector, CEAA
- Heather Smith, Vice-President, Operations Sector, CEAA
- Waheed Khan, President, CEAA National Consultation Team, The Professional Institute of the Public Service of Canada (PIPSC)
- Todd Panas, National President, Union of Environment Workers
- Daryl Hoelke, Executive Assistant, Union of Environment Workers
- Stephen Vanneste, President, local 70712, Public Service Alliance of Canada
- Brigitte Schryer, Director, Human Resources Division, CEAA
- Marie-Claude Lemieux, Senior Human Resources Advisor, Human Resources Division, CEAA (Secretary)

Regrets

- Association of Canadian Financial Officers
- Canadian Association of Professional Employees
- Juliet Woodfield, Vice-President, Corporate Services Sector and CFO

	Item	Presenter
1	Opening Remarks	Ron Hallman
	<ul style="list-style-type: none"> - Mr. Ron Hallman welcomed the Committee and all participants introduced themselves; - Mr. Todd Panas wanted to know, apart from the National Capital Region, which one is our biggest region. Ms. Heather Smith informed Mr. Panas that it is the Pacific and Yukon Region. 	
2	Approval of May 5, 2014 minutes	Ron Hallman
	<ul style="list-style-type: none"> - The minutes for May 5, 2014 were approved with no changes. 	
3	Staffing and hiring practices	Brigitte Schryer
	<ul style="list-style-type: none"> - Ms. Brigitte Schryer explained the following regarding CEAA's staffing and 	

hiring practices:

- For 2014-2015, with the uncertainty of CEAA’s sunset funding, measures were put in place to ensure prudent staffing practices;
 - One of the measures is the approval of all indeterminate staffing activities by the Human Resources Committee (HRC) since May 2014;
 - “Smart staffing” has been the best way to describe staffing at CEAA for the last year;
 - Now that we have confirmed the renewal of our funding for the next five year, CEAA’s intention is to ensure stability for its employees.
- Mr. Panas requested clarifications about the presenter associated with the agenda items. Mr. Panas pointed out that the individual who proposed the subject should be the presenter. Mr. Panas proposed that this be reflected on the agenda for the next LMCC;
 - Mr. Panas asked for statistics on the distribution of CEAA employees by status (indeterminate, term, casuals, students, etc.);
 - Ms. Schryer provided participants with the statistics as requested;
 - Mr. Panas pointed out that almost 10% of CEAA Employees are casuals, which is high compared to the Public Service;
 - Mr. Hallman explained that although CEAA was not affected by DRAP, 45% of our budget was scheduled to sunset and so, was actively managing vacancies prior to renewal of these funds in Budget 2015;
 - Mr. Waheed Khan asked if CEAA faced a staffing freeze. Ms. Schryer answered that there were measures put in place to ensure staffing was prudent at CEAA prior to the renewal of funding, but that there was no staffing freeze implemented at any time;
 - Mr. Hallman informed the committee that there was also no pause on the term rollovers at CEAA.

4	Budgetary Situation – following April 21 Budget	Ron Hallman
	<ul style="list-style-type: none"> - Mr. Hallman informed the committee that budget 2015 provides 34 million over 5 years to CEAA starting in 2015-2016 to continue consultations with Canadians and aboriginal peoples related to projects assessed under CEAA 2012. Budget 2015 also provided funding in support of MPMO initiatives. - Mr. Hallman informed the committee that CEAA communicated this information to employees as soon as the information was available and thanked them for all their excellent work over the past year; - Mr. Khan requested a copy of the e-mail that was sent to employees about Budget 2015. 	
5	Performance Management System: <ul style="list-style-type: none"> - Statistical update; - Guidelines on Performance Management 	Brigitte Schryer
	<ul style="list-style-type: none"> - Ms. Schryer informed the committee that we are pleased that the implementation of the <i>Directive on Performance Management</i> was a success; 	

- Ms. Schryer thanked Mr. Khan for his involvement in one particular situation that has been a real success for CEAA;
- Mr. Khan, Mr. Panas and Mr. Vanneste expressed concerns on the Review Committee, which reviewed the proposed ratings for all CEAA employees. Mr. Hallman pointed out that the Review Committee's approach was to ensure consistency and relativity in the ratings. Mr. Hallman asked the union's view on how to ensure consistency and relativity in the ratings if the ratings were not all reviewed by the Review Committee. Ms. Schryer added that the roles and responsibilities of the Review Committee were discussed at various HRC to determine the best approach for year-end ratings;
- Mr. Panas expressed his view of performance management by talking about 360 performance management approach (employees can rate their supervisors);
- Mr. Panas suggested that Performance Management be added as a standing item for the LMCC;
- Mr. Panas asked for statistics on the ratings for CEAA, which were provided by Ms. Schryer;
- Mr. Panas informed the committee that he is currently working on a presentation to educate people on the *Directive on Performance Management*. Mr. Panas proposed to present to the LMCC;
- Mr. Panas would like to discuss the role of the Review Committee at a later meeting.
- Mr. Khan said PIPSC is very interested in working with management to ensure all its members receive fair appraisals and support is provided to every member towards optimum utilization of their knowledge, skills and talents. In this regard, PIPSC has prepared online training for its members. He requested CEAA's support to enable employees to take the PIPSC online course during normal working hours.

Decision items:

- Performance Management will be added as a standing item for the LMCC until further notice;
- The role and responsibilities of the LMCC will be presented at the next LMCC;
- Mr. Panas will offer his Performance Management presentation to the committee members at the next LMCC.

6	Employment Equity	Brigitte Schryer
	<ul style="list-style-type: none"> - Ms. Schryer informed the committee that following the last LMCC meeting, CEAA has implemented an Employee System Review and an Employment Equity Plan for 2014-2017; - CEAA is on target on every front and continues to put mechanisms in place to have minorities applying; - Mr. Khan says that numbers are important to show the representation, but what is really important is that everybody does their part and to ensure systemic barriers are eliminated. 	
7	Updated list of new employees	Brigitte Schryer

	<ul style="list-style-type: none"> - Ms. Schryer informed the committee that new reports provided by PWGSC will distinguish when employees are from CEAA versus Environment Canada; - Mr. Khan noted that PIPSC has no stewards at CEAA. Therefore, he said employees should receive positive messages from management to address their reluctance to get involved in union activities. He sought management's support to engage PIPSC members; - Mr. Hallman confirmed that he encourages employees to participate in union activities and that he wants to ensure our facilities are available for appropriate union activities, when circumstances permit; - Mr. Stephen Vanneste confirmed that Marie-Josée Boudreau was officially appointed as a union representative for CEAA, for the Programs and Administrative Services group. 	
8	Use of employers network / premises	Brigitte Schryer
	<ul style="list-style-type: none"> - Mr. Panas noted that he understands that there is tension right now with the upcoming elections and the current negotiations. He also thanked CEAA for allowing the union to use its facilities; - Mr. Hallman reiterated that CEAA will make its facilities available for appropriate union activities when possible, but clarified that Treasury Board Secretariat (TBS) is the employer. CEAA remains abreast on TBS guidelines for the use of employer's facilities and that we will take their advice into consideration before making a decision; - Mr. Vanneste informed the committee that he requested the union representant from his local to route requests for holding union activities through him. ■ 	
9	Public Service Employee Survey (PSES) : <ul style="list-style-type: none"> - Areas of concerns; - Priorities for action. 	Brigitte Schryer
	<ul style="list-style-type: none"> - Mr. Hallman informed the committee that CEAA had a response rate of almost 90% for 2014 PSES; - Mr. Khan inquired about the next steps for CEAA regarding the PSES results. Ms. Schryer explained that a townhall was organized to share CEAA's results with employees and to let them know they are being heard. Ms. Schryer also explained that Sectors have already started the discussions internally. The Human Resources Division will ask for an update to the Sectors this week; - Mr. Khan underscored the importance of management's action plan that has a positive impact on the employees, and expressed interest in discussing CEAA's draft workplan at any stage considered appropriate by management, noting that engagement at an early stage would be more useful. - Mr. Panas raised some concerns about the Survey and its long-term impact. As the Survey is conducted every three years, it is hard to see the impact of the actions taken; - Mr. Hallman welcomed the union's interest in employee well-being and noted the presence of Mr. Panas who was attending CEAA's LMCC meeting for 	

the first time.		
10	UEW-STE respect in the workplace campaign	UEW (Todd Panas)
<ul style="list-style-type: none"> - Mr. Panas talked about the respect in the workplace campaign launched by the UEW in November 2014. Mr. Panas proposed giving a presentation on the campaign at the next LMCC meeting and asked Mr. Hallman to join the campaign; - Mr. Hallman expressed interest for Mr. Panas' initiative and requested further information that could be shared with CEAA's Senior Management Committee. <p>Decision items:</p> <ul style="list-style-type: none"> ▪ Mr. Hallman will consult CEAA's Senior Management Team on the potential for joining the campaign; ▪ Mr. Panas will offer his presentation to the committee members at the next LMCC. 		
11	LMCC Terms of reference approval and signature	Ron Hallman
<ul style="list-style-type: none"> - Mr. Hallman confirmed that the Terms of reference were reviewed and approved by all members at the last meeting; - Members of the committee signed the approved Terms of references. 		
12	Round table / Tour de table	All
<ul style="list-style-type: none"> - Mr. Khan shared the concerns of his members with the changes proposed by the Employer to the sick leave system in the current round of Bargaining; - Mr. Panas thanked Mr. Hallman and Ms. Schryer for meeting with him earlier this year. 		
13	Closing Remarks / Mot de la fin	Ron Hallman