

**Minutes**  
**Environmental Stewardship Branch**  
**Labour Management Consultation Committee (ESB-LMCC)**  
**Wednesday, March 27<sup>th</sup>, 2013**  
**13:00 – 15:00**

<b>Management Representatives</b>	
<b>In attendance:</b>	<b>Absent :</b>
Coleen Volk, ADM, Chairperson	
Mike Beale, Associate ADM	
John Moffet, DG, LRAD	
Margaret Meroni, Executive Director attended for Steve McCauley	Steve McCauley, DG, Energy & Transportation
Louise Métivier, DG, Industrial Sectors	
Vincenza Galatone, A/DG, Chemical Sectors	
Virginia Poter, DG, CWS	
Sue Milburn-Hopwood, DG, EPOD	
Laura Di Paolo, Director, Branch Coordination	
Oscar Chen-See, SHRM (HR)	
Naomi Harasym, Team Lead LR (HR)	
Eryka Bradford, LR Advisor (HR)	
<b>Labour Representatives</b>	
<b>In attendance:</b>	<b>Absent :</b>
Todd Panas, National President, UEW-PSAC	Absent
Manon Desormeaux, Service Officer, UEW-PSAC	
Bill Sukloff, President National Consultation Team, PIPSC	By phone
Waheed Khan, PIPSC	
Isabelle Petrin, CAPE	Declined invitation
<b>Guest(s)</b>	

Items	Issues	Actions
1. Review & Approval of Agenda	The agenda was approved	
2. Introductions	All participants introduced themselves	
3. Terms of Reference	Participants agreed that the Committee requires terms of reference and that meetings should be twice yearly. PIPSC requested that minutes of previous meetings be distributed well in advance of new meetings.	Manon Desormeaux, (UEW) will draft terms of reference based on S&T Branch LMCC terms of reference and present at next LMCC meeting.

<p>4. Biosphere</p>	<p>Louise Metivier, DG of Industrial Sectors Directorate, provided an update on plans to eliminate ESB functions at the Biosphere. She indicated distance learning initiatives have ceased and unions have been informed that the majority of remaining employees have moved to opting status. A competitive process for 5 employees to transfer to MSC will be started. Employees will continue their functions until December 2013 unless they find other employment in the meantime. In response to a question from PIPSC, Louise indicated the existing lease expires in 2019 and she was not aware of plans following that.</p>	
<p>5. Budget reductions</p>	<p>PIPSC asked that senior management share their view of priority programs in the branch so that cuts to programs would not come as a surprise. Coleen Volk, ADM of ESB, indicated that cuts to programs do not necessarily mean they are not priorities but, rather, that they were identified as areas where streamlining could occur. She indicated that priority-setting is a dynamic exercise, particularly in the current fiscal climate. PIPSC asked that management share information as soon as they can to soften impact on employees. Coleen Volk and Mike Beale, Associate ADM of ESB, committed to this. Sue Milburn Hopwood, DG of EPOD, indicated EPOD management had worked closely with employees through work force adjustment and asked that she be made aware of any specific problems if unions were aware of them. PIPSC raised concerns about impact of office moves on employees and asked that employees be consulted in advance and provided the rationale for office move decisions as well as information on the impact of office moves on programs. Unions also requested that remote work arrangements be considered. Coleen Volk committed to sharing rationale for office moves and indicated that remote work arrangements are considered on a case by case basis.</p>	
<p>6. Public Service Employee Survey (PSES)</p>	<p>A general discussion was held on the outcomes of the PSES 2011. Specifically, the discussion focused on the results regarding approval stages, high staff turnover, unreasonable deadlines, and harassment. Coleen Volk indicated that our HR Strategy responds in part to PSES 2011. Laura DiPaolo, Director of Branch Coordination, reviewed the various initiatives in the HR Strategy aimed at the PSES results including the EC orientation manual, SWAP assignment initiative, tools for employees and the ESB Fair. PIPSC requested plan for measuring progress between surveys. UEW asked how the Branch plans to measure employee satisfaction before the next PSES. Coleen Volk indicated this is being done through town-halls, regional visits and working groups for the HR Strategy. Participants engaged in a discussion to determine what was behind the survey results on harassment. Union representatives indicated harassment encompasses a wide range of activity from workload stress to bullying.</p>	<p>Management committed to share HR strategy with union representatives..</p>
<p>7. Access to organizational charts</p>	<p>PIPSC asked that branch organizational charts be shared with unions so that employees have a tool for career planning. Coleen Volk agreed this was a valid request but indicated that organizational charts often contain inaccurate information and many unfunded positions and that this may be misleading.</p>	<p>Management committed to sharing ESB org charts with the unions when updated charts are available.</p>

<p>8. IM/IT support, services, and policies</p>	<p>PIPSC spoke about employee frustrations with inadequate IM/IT tools. Coleen Volk encouraged members to notify managers of issues so that these could be brought to her attention and she could, in turn, raise these issues with the ADM of Corporate Services at regular bi-lateral meetings.</p> <p>PIPSC indicated there was a need to empower working level employees to address IM/IT issues.</p> <p>Virginia Poter, DG of the Canadian Wildlife Service, pointed out the usefulness of IM/IT working groups that identify priorities for working with CSC and best practices.</p>	
<p>9. Departmental Web Site</p>	<p>Participants engaged in a discussion on the government wide initiative to reduce web pages. Union representatives expressed concern that this could lead to inadequate communication of work done at EC.</p> <p>Mike Beale indicated the objective of the initiative is to better communicate by eliminating duplication and unnecessary documents.</p>	
<p>10. Roundtable</p>	<p>PIPSC thanked ESB for having the ESB LMCC and advised that the contract for the physical sciences group of employees was still not renewed and that this was causing some anxiety.</p> <p>Sue Milburn-Hopwood advised that regions are looking at positions where employee security levels should be upgraded.</p>	

The meeting was adjourned at time 15:07

<p><b>Prepared by: Krista Janeczek, EA to the ADM, ESB and Nancy Klenavic, Senior Advisor to the ADM, ESB</b></p>
<p><b>Approved by: Coleen Volk, Assistant Deputy Minister and Mike Beale, Associate Assistant Deputy Minister</b></p>

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