

**Canadian Forest Service (CFS)  
Labour-Management Consultation Committee (LMCC) Minutes  
October 14, 2011, from 1:30 pm to 3:30 pm**

**CHAIR**

Tom Rosser, Assistant Deputy Minister  
Todd Panas, National President, UEW

**CFS/NRCan MEMBERSHIP**

Tom Rosser, Assistant Deputy Minister, CFS  
Terry Hatton, Acting Director General, CFS  
Marie-Andrée Gagnon, Senior HR Advisor, SSO-HR  
Violet Ma, HR Advisor, SSO-HR

**Bargaining Agents MEMBERSHIP**

Todd Panas, National President, UEW  
Daryl Hoelke, Executive Assistant to the National President, UEW  
Roy Prokopuk, National Consultation Team President for PIPSC  
Mark Power, National Vice-president, UEW  
Mamdouh Abou-Zaid, Acting Lead Steward, PIPSC  
Chan Quang, Local Steward, CAPE

**Absent**

<b>Item</b>	<b>Subject</b>	<b>Decision/Action</b>
<b>1.</b>	<p><b>1.1 Welcome and Opening Remarks</b> Tom Rosser called the meeting to order at 1:40 pm and welcomed members from the Bargaining Agents to NRCan-CFS' new office space.</p>	
<b>2.</b>	<p><b>Review and Approval of Agenda and Previous Minutes</b> PIPSC requested that Item 11 (Workplace Well-being Framework – Summary Report for 2011 for sector) and Item 13 (Employment Equity Update) be deferred to the departmental level. UEW also requested that a discussion on the Impact of Deficit Reduction Plan be added to the Agenda.</p>	<p>The agenda was approved with modifications. The minutes were approved.</p>

<p><b>3.</b></p>	<p><b>Action Items Arising out of the Last LMCC Meeting</b></p> <p><i>Action from previous meeting: “T. Rosser to reinforce at the CFS Management Committee the importance of understanding and respecting the overtime provisions of collective agreements.”</i></p> <p>T. Hatton noted that T. Rosser did raise the issue with his Management Team and reminded DGs of the importance of understanding and respecting the overtime provisions of collective agreements. T. Hatton also noted that the department typically sends a bi-annual message to all NRCan staff concerning the overtime and respecting the provisions of collective agreements.</p> <p><i>Action from previous meeting – “M. Gagnon to provide information to UEW and PIPSC on CFS’s hiring of casuals and temp help over the past two years.”</i></p> <p>T. Hatton reported that this information was provided to Bargaining Agents in August 2011. UEW responded that the information seemed to be outdated and does not include 2010 and 2011 statistics. M. Gagnon replied that this was the most recent information; however, she would verify and provide the most current information to bargaining agents. UEW also noted that there is a high level of casual employment in the regions and raised concerns that surplus employees will be displaced. T. Hatton indicated that the dynamics of work in regions causes a temporary peak in casuals and students during the summer field season. T. Rosser confirmed that this was the case and due to the nature of the scientific field work that is conducted in the regions. UEW stated that there is a concern regarding the proper balance and it will continue to pay close attention to the level of casual employment in the regions.</p> <p><i>Action from previous meeting – T. Rosser to enquire about the status of the manager’s guide relating to adjunct professors.</i></p> <p>T. Rosser indicated that the manager’s guide is being developed along side the drafting of NRCan’s new</p>	<p><i>ACTION ITEM #1 - M. Gagnon to verify and provide casual and temporary help statistics for 2010 and 2011 to bargaining agents.</i></p>
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	<p>Values and Ethics Code and they will be finalized following consultations on the new Code with employees and bargaining agents. UEW noted that consultations are progressing and the union has been contacted by N. Leblanc from Labour Relation concerning the availability for union consultations.</p>	
4.	<p><b>EG Career Progression &amp; Renewal Plans Including Succession Planning</b></p> <p>T. Hatton provided an update on the activities of the EG Progression Working Group. He noted that the Group held a kick off meeting at the beginning of the summer; however, they have had difficulties scheduling a follow-up meeting due to the busy field season. Plans are in place to hold a face-to-face meeting in Toronto to advance the work of the group. Bargaining Agents thanked NRCan for the update and were happy to learn that this work is progressing.</p> <p>PIPSC stated that other sectors are anticipating lower retirement rates than expected and inquired if this was the case for CFS. T. Hatton noted that there has been no significant drop-off in retirement rates within the sector. T. Rosser also added that researchers mostly choose not to retire as they are passionate about their work.</p>	
5.	<p><b>Cost Recovery – Revenue breakdown by regional offices for last three fiscal years</b></p> <p>PIPSC inquired on the state of cost recovery within CFS and asked if it is expected to increase or remain status quo. T. Hatton explained that there are three areas where CFS obtains external revenues, Vote Net Revenue, Funding from Other Government Departments and Specified Purpose Accounts that total \$5 to \$6 million, annually. He also indicated that Vote Net Revenue should remain constant; however, changes to the other areas depend on funding from other departments. T. Rosser added that unlike other sectors, the CFS does not generate a large amount of revenue from cost recovery activities. In other sectors,</p>	

	<p>revenue is generated from contract research and this is typically not the case for CFS and it is not anticipated to change in the next few years.</p>	
<p><b>6.</b></p>	<p><b>PSES 2008 / NRCan Employee Survey 2010 – Follow-ups and action plans</b></p> <p>T. Rosser stated that the Public Service Employee Survey is an important tool to help identify areas for improvement in the workplace. He added that CFS has developed an Action Plan that reflects over 70 on-going activities to address people management issues that were identified from employee feedback. He also noted that the results from PSES 2011 will likely be available end of January 2012 and the results will help to identify focus areas for dialogue and adjusting the action plan, where needed.</p> <p>UEW requested a copy of CFS’ Action Plan and he suggested that regular dialogue within the work units is necessary instead of waiting for surveys. UEW also inquired about the survey participation rates from 2008 to 2011. T. Rosser indicated that PSES 2008 completion rate was 73%, 62% for NRCan Employee Survey and for PSES 2011, it was close to the target of 70%. UEW noted that CFS should be able to achieve an 80% participation rate. T. Rosser indicated that CFS participation rates tend to be slightly higher than the department’s level; however, no official results have been released.</p> <p>UEW inquired about the NRCan Employee Survey 2010 and asked if there were questions that the Public Service Employee Survey did not address. PIPSC indicated that the supplemental questions surrounded the use of collaborative tools such as the Wiki and Twitter. T. Rosser added that the department has been engaging employees through various collaborative media and noted that he has also created a blog to engage employees and is currently exploring the use of these tools to reach out to the S&amp;T community. UEW asked for the list of supplemental questions from the 2010 NRCan Employee Survey.</p>	<p><i>ACTION ITEM #2 - T. Hatton to provide bargaining agents with a copy of CFS’ 2008 PSES / 2010 NRCan Employee Survey Action Plan.</i></p> <p><i>ACTION ITEM #3 - T. Hatton to provide the list of supplemental questions from the 2010 NRCan Employee Survey.</i></p>

7.	<p><b>SAP Training Update</b></p> <p>T. Hatton provided an update on the status of CFS employee training for SAP and noted that almost all CFS employees who were identified for training had successfully completed it by June 30. He also indicated that the department has completed its formal training and is now assisting employees with refresher tools and sessions. New employees requiring training will receive it through a new partnership agreement with Agriculture Canada. PIPSC noted that it was their understanding that the third wave of training is temporarily suspended.</p>	
8.	<p><b>Strategic Review and Budget Impacts</b></p> <p>PIPSC inquired about the CFS staff and budget impacts from year 2 and 3 from NRCan Strategic and Operating Review (SOR). T. Rosser indicated that there are no impacted CFS employees for years 2 and 3 from SOR and there are no further budget impacts.</p> <p><b>Impact of Deficit Reduction Action Plan</b></p> <p>UEW raised concerns that the lack of communications on the Deficit Reduction Action Plan and Strategic and Operating Review is causing anxiety in the workplace. UEW added that good communication and consultations with Bargaining Agents is key and the provision of timely information will help prepare for issues arising out of Work Force Adjustment and contribute to future HR Planning. T. Rosser indicated that at the last Departmental LMCC meeting, the Deputy committed to work collaboratively with bargaining agents and management remains available to staff to answer questions and is working to keep lines of communication open. T. Hatton added that further discussions on Strategic and Operating Review are better suited for the Departmental LMCC.</p>	<p><i>ACTION ITEM #4: PIPSC to inform NRCan WFA Committee Secretariat that UEW would like to be invited to the next WFA meeting.</i></p>
10.	<p><b>Service Canada Consolidation of IT Functions</b></p>	

	<p>PIPSC raised concerns about IT positions that have recently been cut in the regions due to the creation of Shared Services Canada and asked if any positions within CFS have been impacted. T. Hatton indicated that 1 CS staff member will be transferred to Shared Services Canada and there are no labour impacts as a result of this change. UEW inquired if there were any non-CS employee impacts. T. Hatton responded that there were no other CFS employees impacted by the transfer to Share Services Canada.</p>	
<b>11.</b>	<p><b>Changes in Delegation of Financial Authorities – DG’s increased responsibility</b></p> <p>PIPSC indicated that in many sectors financial signing authority stops at the Director or the DG level and raised concerns that this is an impediment for career progression since members cannot demonstrate experience in financial responsibility to advance to senior levels. T. Hattton responded that this was not the case for CFS. Directors and DGs only account for 14% of employees that have financial signing authority. The remaining 86%, or 237 employees that have financial signing authority, are project leads or Chiefs at the EX-minus 1 to minus 4 levels.</p> <p>PIPSC also inquired about the current CFS travel cap and asked if the sector had implemented restrictions to travel. T.Rosser indicated that CFS had not exceeded nor reached its travel cap. T. Rosser also added that while there is no freeze on travel, in a time of restraint, the sector is trying to be prudent when sending employees to international conferences to ensure that these events align with departmental priorities.</p>	
<b>12.</b>	<p><b>Workplace Well-being Framework – Summary Report for 2011 for sector</b></p> <p>Item deferred to departmental level at PIPSC’s request.</p>	
<b>13.</b>	<p><b>Appraisals for 2010 and Learning/Work Plans for 2011</b></p>	

	<p>PIPSC inquired about an NRCan Human Resource led pilot for a new appraisal process and asked if CFS had participated. T. Rosser replied that CFS was not part of a pilot for a new appraisal process.</p> <p>PIPSC also added that EGs do not see a connection between appraisals and career progression and managers should emphasize better correlation to help advance career aspirations. T. Rosser indicated that managers are encouraged to use this opportunity to have meaningful conversations with employees to ensure that appraisals and learning plans are valuable.</p>	
<b>14.</b>	<p><b>Employment Equity Update</b></p> <p>Item deferred to departmental level at PIPSC's request.</p>	
<b>15.</b>	<p><b>Round Table / Other Business</b></p> <p>PIPSC raised concerns about guest workers such as Post-Docs using NRCan facilities and issues surrounding health &amp; safety, conflict of interest, security, liability and reporting relationships. PIPSC indicated that Research Scientists are asked to supervise guest workers but they don't necessarily have a real supervisory role to play. PIPSC also raised concerns that adjunct and non-adjunct professors could impact the work that is traditionally undertaken by CFS technicians. T. Rosser stated that these partnerships with universities are important and indicated that he remains open to suggestions on how to resolve these issues.</p>	
<b>12.</b>	<p><b>Next Meeting</b></p> <p>The next meeting will be scheduled for the end of April / early May. The meeting was adjourned at 3:05 pm.</p>	

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Tom Rosser  
Chair

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Todd Panas  
Co-Chair