

**Natural Resources Canada (NRCan)  
Corporate Management and Services Sector (CMSS) Labour-Management Consultation  
Committee (LMCC) Minutes  
October 6, 2011, from 9:00 a.m. to 11:00 a.m.**

**CHAIR**

Bill Merklinger, ADM, CMSS and Chief Financial Officer

**NRCan MEMBERSHIP**

Bill Merklinger, Assistant Deputy Minister, CMSS and Chief Financial Officer  
Trevor Bergh, Manager Environment Management RPEMD, replacing Anthony  
Thompson, Executive Director, RPEMD  
Chris Szwarc, Director, Grants and Contribution, replacing Thérèse Roy, Director  
General, FMB  
Michel Lessard, Chief Information Officer and Director General, IMB  
Kiran Hanspal, Director General, HRSMB  
Marie-Pierre Jackson, Director, HRSS, SSO  
Nathalie Leblanc, Manager, LRVEU, HRSMB

**Bargaining Agents MEMBERSHIP**

Marie-Claude Chapman, Assistant to the President, NRU, PSAC  
Carrie Bolton, President Local 70082, NRU, PSAC  
Manon Desormeaux, Service Officer, UEW, PSAC  
Roy Prokopuk, National Consultation Team President, PIPSC

By Videoconferencing:  
Scott McConaghy, Lead Steward for CMSS, PIPSC

**Observers**

N/A

**Absent**

Cheri Crosby, Executive Director, CMSS - SSO  
Claudia Thompson, National President, NRU  
Karyn Ladurantaye, Employment Relations Officer, PIPSC  
Genga Muttiah, PIPSC  
Patrice Lascelles, PIPSC  
Allan Howatson, President, CAPE  
Sylvain Lapierre, ACFO  
Ming Mei Pan, ACFO

**Recording Secretary**

Michelle Greer, Manager, HR Operations, HRSS, SSO  
Valérie Garneau, Junior HR Advisor, HRSS, SSO

### **ACRONYMS and ABBREVIATIONS**

ACFO	Association of Canadian Financial Officers
CAPE	Canadian Association of Professional Employees
CMSS	Corporate Management and Services Sector
COE	Centre of Expertise
DM	Deputy Minister
DMC	Departmental Management Committee
FMB	Financial Management Branch
HRPPD	Human Resources Policy and Programs Division
HRSPD	Human Resources Strategy and Planning Division
HRSMB	Human Resources and Security Management Branch
HRSS	Human Resources Services and Systems
IMB	Information Management Branch
ITS	Information Technology Services
LRVEU	Labour Relations, Values and Ethics Unit
NRU	Natural Resources Union
OIC	Order in Council
PIPSC	Professional Institute of the Public Service of Canada
PSAC	Public Service Alliance of Canada
RPEMD	Real Property and Environmental Management Division
SSO	Shared Services Office
UEW	Union of Environment Workers

**October 6, 2011, from 9:00 a.m. to 11:00 a.m.**

<b>Item</b>	<b>Subject</b>	<b>Decision/Action</b>
1.	<p><b>Welcome Participants</b></p> <p>The Chair, Bill Merklinger welcomed everyone and opened the meeting at 9:00 a.m. A roundtable of introductions occurred.</p>	
2.	<p><b>Approval of Agenda and Minutes</b></p> <p>The morning's agenda was reviewed and approved. The previous minutes were approved with the following change:</p> <p>Items #10-11 (Appraisal and Learning Plans) – PIPSC requested that the phrase “<i>This has been in co-development with the bargaining agent</i>” <b>be changed to</b> “<i>The bargaining agents were consulted....</i>”</p>	<p><i>Bill approved the change. Action required: Update minutes and repost</i></p>
3.	<p><b>Deficit Reduction Action Plan (DRAP) for 2011</b></p> <p>Roy Prokopuk and Scott McConaghy (PIPSC) inquired about the CMSS approach to reduce the number of indeterminate employees. Currently, people retiring are not being replaced and there will be a lot of gaps in place. The work will need to be completed by the remaining employees. Therefore, the service provided to client can be compromised. The question was raised whether CMSS' intention is to keep the pond small in order to better absorb possible cuts.</p> <p>Bill Merklinger responded that this is a Government of Canada wide initiative and was included in Budget 2011. At this time, no decisions have been taken, but departmental officials are providing advice to the Minister for his consideration with his cabinet colleagues.</p> <p>PIPSC inquired if the downsizing (for 2010-2011) is a result of the Strategic Operation Review (SOR).</p> <p>Bill Merklinger responded that the Government of Canada has asked all the departments to absorb the cost of the collective agreement. Therefore, CMSS is under financial restraint but no lay-off has occurred based on this situation.</p>	<p><i>No action required</i></p>

	<p>There is no staffing freeze; however, CMSS is exercising restraint and is being strategic in the hiring of new employees. We will not out source our core services, we will prioritize and assign work to our employees (i.e., develop our existing staff). We will have to build on our existing successes and consider new ways to work and do things. We will need to adjust to the changing reality and engage the employees in an integrated discussion on how to move forward and adapt to the changing world.</p>	
<p><b>4.</b></p>	<p><b>Shared Services Canada (SSC)</b></p> <p>PIPSC mentioned that since CMSS is the sector that will be the most impacted by the creation of the SSC they would like to see more consultation regarding the number of employees affected and the associated timelines. A concern for the regional offices is the ability to provide the service as an alternative resource will no longer be available for vacation or sick leave replacements.</p> <p>Bill Merklinger responded that NRCan has been asked to implement a decision taken by the Government of Canada. It will take effect sometime in October or November 2011 and the Order in Council (OIC) has been passed to effect the change in reporting relationship. The employees identified will be reporting to the SSC but will physically remain at NRCan. This change will require NRCan to develop working relationships and service standards with SSC (similar to what occurred with the Felix project). Townhalls are being scheduled with the NRCan employees who are being proposed for the move.</p> <p>Michel Lessard added that NRCan will create service standards in order to define the needs of our department, to make sure we are still able to provide the same level of service. A town hall meeting will be held with the 70 employees affected by this change. Of the 70 employees; 62 positions in IT services and 8 position in internal services. The vast majority of the 70 employees are in CMSS but there are some from the Earth Sciences Sector (ESS). The employees have not been notified yet but once the decision is made (i.e., OIC is approved) we will notify them. The desk top support unit will not be moving to the other department.</p>	<p><i>Action required: Invite bargaining agents to the town hall</i></p>

	<p>PIPSC inquired if a date has been determined for the town hall.</p> <p>Bill Merklinger replied that no date has been set at this time; however, we will ensure that the unions are invited to the town hall for consultation.</p>	
5	<p><b>SAP training</b></p> <p>PIPSC inquired how many employees have completed the training and the impact of SAP on staff.</p> <p>Bill Merklinger responded that the SAP project was completed on time and under budget. As of now, we have 334 users in CMSS and they have all completed the formal training. An email was sent to inform the employees that support is available such as: refresher training course, the Centre of Expertise (COE) located in Agriculture Canada and the CMSS SSO help desk.</p> <p>PIPSC requested the schedule of the refresher training.</p>	<p><i>Action required: CMSS to provide the schedule of the refresher training courses.</i></p>
6.	<p><b>Changes in Delegation of Financial Authorities</b></p> <p>PIPSC inquired as to CMSS' approach to provide financial management experience to all those who do not have financial responsibilities in the current SAP system and who are interested in career progression at the EX levels.</p> <p>Bill Merklinger responded that the Canada School of Public Servant (CSPS) is responsible for training and certification. At NRCan we have a strong record of delegating the authority level to the lowest appropriate level. In CMSS, there will be no removing of the delegation unless circumstances warrant such action on an individual basis.</p>	<p><i>No action required</i></p>
7.	<p><b>PSES 2008/ NRCan Internal Employee Survey 2010 follow-ups and Action Plans /</b></p> <p>Kiran Hanspal discussed that NRCan has an HR Renewal Committee and that it is following and monitoring the</p>	<p><i>No action required</i></p>

	<p>results of the survey closely. Sectors were asked to make the action plan available to employees by posting it on the NRCan Wiki. Marie-Pierre Jackson confirmed that CMSS action plan is on the Wiki.</p> <p>PIPSC mentioned that the 2011 survey was extended because of the low response rate and inquired why we aren't changing the questions. They also inquired why Statistics Canada is targeting specific employees who have not yet completed the survey.</p> <p>Kiran Hanspal replied that the PSES is crafted on an evidencebased approach. Keeping the same questions creates a good baseline and allows the department to compare the results from one year to another in order to determine if the actions taken are well received by employees. NRCan will need to defer to Statistics Canada as to why they are contacting specific employees regarding completion of the survey. However, it can be confirmed that the results are anonymous and that NRCan does not know who has/has not responded.</p>	
<p><b>8.</b></p>	<p><b>Appraisals for 2010 and work plans for 2011</b></p> <p>PIPSC asked for the completion rate of the performance appraisals.</p> <p>Nathalie Leblanc replied that we do not have the completion rate at the moment. HRSMB is in the process of tracking the number for the NRCan MAF exercise which is due for November 17, 2011. The information should be available at the Departmental LMCC.</p>	<p><i>Action required: Provide the completion rate once available.</i></p>
<p><b>9.</b></p>	<p><b>Managers guide on Establishment of Adjunct Professorships</b></p> <p>PIPSC mentioned that this item has been outstanding for 2 years and requested a status update.</p> <p>Nathalie Leblanc mentioned that labour relations is reviewing how adjunct professors are documented in NRCan in the context of the drafting of the NRCan Values and Ethics Code. The Code is currently being drafted. Consultation with all employees and bargaining agents on</p>	<p><i>No action required</i></p>

	<p>the draft Code will be conducted (possibly the first week of November). For the regions, NRCan will launch an e-consultation in order to reach as many employees as possible.</p>	
<p><b>10.</b></p>	<p><b>Round Table</b></p> <p>PIPSC asked for an update on the New Employee Orientation Program.</p> <p>Kiran Hanspal replied that the program is not yet official and that the re-vamped sessions may be launched in the Spring.</p> <p>PIPSC inquired as to the temporary help usage for this year.</p> <p>Nathalie Leblanc replied that this is a standing item at the National LMCC, therefore, the information can be provided at that time.</p>	<p><i>No action required.</i></p>
	<p><b>Next Meeting</b></p> <p>Michelle Greer indicated that the next meeting will be tentatively held on May 3<sup>rd</sup>, 2012 pending date of the National LMCC.</p>	

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Bill Merklinger  
Chair