

**PEI LABOUR MANAGEMENT CONSULTATION COMMITTEE (PEILMCC)
Meeting Minutes
October 31, 2008**

Present: Patrick Dorsey - Chair *Guest:* David Cook, ACOA PEI & Tourism
Lynne Beairsto Pat MacAulay, ACOA PEI & Tourism
Geoff Allen (PIPSC)
Scott Crawford (CAPE)

I. Welcome

The Chair of the meeting, Patrick Dorsey, welcomed everyone including newest member Scott Crawford, representative for Canadian Association of Professional Employees (CAPE). David Cook and Pat MacAulay attended as guest presenters.

Patrick noted that the last meeting was held in February and suggested the committee meet quarterly and after that as needed. He made a commitment to meet again prior to the Agency's LMC Meeting.

II. Approval of Agenda

The Agenda was approved as presented.

III. Update on Resource Utilization Review (RUR)

David Cook gave an overview of the Resource Utilization Review exercise. He explained the exercise originated in ACOA NS office as a way to better utilize existing resources. Debbie Windsor, VP for ACOA NS presented the framework to Executive Committee and it was agreed that a similar review would take place in all regions including Head Office.

A Committee of ACOA PEI & Tourism staff was formed which includes: Wayne Hooper, David Cook, Lynne Beairsto, Marlene King-MacKinnon, Pat MacAulay, Gloria Hansen and Cindy Roy. The Committee, using the NS model with some refinements to reflect local objectives, undertook a review of the human resource complement of the office. Geoff questioned if there would be any implications on staff. Patrick explained that the objective of the exercise is to align resources with priorities. David will be drafting an input document which will be taken back to the RUR Committee for their review. When complete the report will go to the VP and then to President and Executive Committee.

IV. Update on the HR Plan

Pat MacAulay gave an update on the HR Planning Process. Staff surveys, follow-up interviews as well as a review of our operational, regional and corporate planning documents and organizational charts have been completed. The information has been

rolled up into a report which makes recommendations and will be presented at our next Staff Day in late November or early December. The document is a forward looking document – how do we go forward? The report will outline the demographics of the office and identifies the challenges for HR planning in the office – How do we position ACOA PEI & Tourism to be the workplace of choice in PEI?

Scott Crawford noted that managers need to be aware of the contents of their employees' Collective Agreements and just as important staff should be aware of their own Collective Agreements and what it means for them. Pat M. advised that HO is looking at doing an HR day in the region early in the new year and this would be an item for that agenda. Lynne advised that the regional HR branch has developed a new package that is provided to new staff. It provides them with information on a variety of human resource topics. It was agreed that the information provided by Marlene to employees should include the name of their union rep. Lynne will have Marlene add to information package. It was also suggested that understanding the new Staffing Act should be addressed during the HR day.

V. Review/Approval of Minutes

The minutes of the October 31, 2008 meeting were reviewed. Geoff sought clarification on Item **VI. CO-01 and CO-02 External Processes**. Patrick explained that the external processes were undertaken to plan for future requirements. Staff departures and retirements result in vacant positions within the organization. Although the current practice has been to offer opportunities to existing staff, there is still a need to bring a new person into the organization to replace an employee who has left.

Patrick also noted that the joint letter from Geoff and himself to be sent to George Carew hand not been signed yet. He requested this be done as soon as possible.

VI. CAPE Presentation

Scott gave an overview of CAPE. CAPE was formed in 2003 and represents EC members which are made up of ES and SI, Translation Services and Library of Parliament. There are 57 members in PEI many of which fall within management positions. The EC conversion will be effective January 1, 2009. There are four positions in ACOA PEI & Tourism office all of which have been notified by end of June of their new classification and level. The only issue remaining is pay.

VII. Training for Labour Management Committee

Lynne advised that there is a 2-day Labour Management Consultation Program for LMC members. There is a possibility that the PEI members could be paired up with Newfoundland & Labrador (NL) office. Lynne advised that the Committee's new PSAC member is from Parks Canada NL. If we have a group of 10 the program could be done here in PEI. Lynne will contact Ellen Murray for possible dates.

VIII. Update Terms of Reference

Lynne will update the PEILMC Terms of Reference to include CAPE under Membership and change the frequency of meetings to quarterly.

IX. Next Meeting

The next meeting will be held before end of January 2009. Lynne will also schedule a Labour Management hosted coffee break in the coming weeks. Meeting adjourned.

Patrick Dorsey

Geoff Allen