



RECORD OF MEETING

Date: April 27, 28 & 29, 2010

Location: Blue Horizon Hotel, Vancouver, BC.

Purpose of Meeting: I&IS Work Planning and NEW IMAP Meeting

Attendees:

April 27 – Scott Coultish, Art Demsky, Frank Snelgrove, Margaret Lever, Jason Gibson, Trevor Ruelle, Rob Melvin, Wanda Saunby, Margaret Lever, Murray Gilchrist, Denis Burnip, Tom Hlavac, Denver Marraty, Bob Sparkes, Bianca Kendregan, Ari Turunen, Gary Miller, Mike Carlson, Jim Robson and Herb Redekopp.

April 28 – Scott Coultish, Art Demsky, Jason Gibson, Rob Melvin, Trevor Ruelle, Denis Burnip, Tom Hlavac, Raquel Roizman, Jim Robson, Denver Marraty, Bob Sparkes, Bianca Kendregan, Ari Turunen, Steve Beckett and Glen Kostiuk.

April 29 – Scott Coultish, Art Demsky, Jason Gibson, Rob Melvin, Trevor Ruelle, Denis Burnip, Tom Hlavac, Jim Robson, Denver Marraty, Bob Sparkes, Bianca Kendregan, Crystal Trudel, Ari Turunen, Steve Beckett and Ken Green.

Key Issues Discussed:

- Introduction
- IMAP
- FEATS
- Project Planning
- Priorities – Re: Project Planning
- PICFI Funding
- PM-05 Appraisals

April 27:

INTRODUCTION:

Scott Coultish: The work planning process has shifted from OPBP to IMAP. I&IS is project based, not patrol based and will need to assess Requests for Assistance (RFAs), recognize Regional priorities and vet the projects.

Denver Marraty: Inquires about any movement in the UC Cover training.

Jason Gibson: Stefano and Les are still working on this and it is doubtful it will materialize before fall.

Scott Coultish: The UC Course has been cancelled for 2010. I&IS' approach to RFAs: assign key projects to our Analysts immediately. The anticipated role of our section is to provide a pool of resources to assist the Areas.

Margaret Lever: Offers her assistance for questions regarding IMAP. Please call or email with questions.

Scott Coultish: Murray Gilchrist would like the templates and list of projects by May 14th. We will try to have these submitted; taking into consideration this coincides with the dates of attendance at Whistler.

Denis Burnip: Would like feedback in order to keep files on the plate and continue to build them.

Scott Coultish: Project Leads will be in place and files will not be ignored while information is being gathered.

IMAP PROCESS:

Margaret Lever: Information cannot be imported onto IMAP spreadsheet because formulas go with it. Information needs to be manually punched in or copied from last year's IBASE.

Scott Coultish: It needs to be ensured what I&IS is doing reflects Regional priorities. I&IS to establish a list, identify I&I and GD project leads and try to submit to Murray by May 14. The deadline for the Areas is May 14, so if I&IS could submit the week following Whistler that would allow 2 weeks for preparation.

Ari Turunen: Will money be moved around if both GD and I&IS have selected projects?

Denis Burnip: Although GD will not be forecasting money for I&IS, there will be variances. Resources can be moved around, as there is fluidity in the process.

Scott Coultish: This is a true planning process. Projects will be sanctioned and Areas will build these into their IMAPs. These should show as projects with variances later. I&IS cannot complete IMAP without input from the Areas.

Scott Coultish: Regarding numbers, are we using those from 6 Month Review minus 5% or is there an anticipation of a deviation from that subsequent to the Squamish meeting?

Murray Gilchrist: There might be room for maneuvering.

Scott Coultish: Inquires about the possibility of having Margaret Lever to come to Whistler and assist with the IMAP process.

Margaret Lever:

- What are we getting from the IMAP system? The profile should tell the story and explain any variances
- One IMAP for each Responsibility Center
- Save As: 201011-PAC-RCXXXX-Name of RCM (ex. 201011-PAC-52316-ChiefIIS)
- Fishery Officer Progression (FOCPP): Break out into 2 lines for progression dates 1) GT-02 (dates) 2) GT-03 (dates) *deselect First Aid Allowance for 2nd line
- Compare Salary Plan with IMAP
- O&M Forecast: No blank spaces, start on first line

- For Chiefs only: Project Funding – 16 lines – Quick fix for creating more lines: Unprotect, cursor on 4 or 5 lines, COPY & PASTE, then protect.

Scott Coultish: Should show projects from Areas and utilize IMAP document. The GD detachment will take ownership of the project, but will be a joint-funded exercise. For example, Williams funding will be approximately \$130K divided between 3 units. I&IS will apply Williams money to particular project and GD will apply money towards it also.

Jason Gibson: Do we show B Base OT on the Project funded sheet?

Margaret Lever: Yes, show B Base OT. However, try to avoid confusion between A Base and B Base. O&M forecast is A Base O&M only.

Art Demsky: What about the case of a Regional based project, forecasted for 12 weeks but completed in 1 week?

Margaret Lever: IMAP is a plan. If the best estimate was submitted, that is the best that can be done. The plan is meant to be flexible. However, one must be accountable for the budget and if going over an estimate, Chief must be notified.

Margaret Lever:

- O&M Forecast – A Base funding
- Project Funding Sheet – B Base funding
- Unfunded Workload Sheet:
 1. completed to show for 5% cut
 2. # of OT hours and impact
 3. deficit from other areas ex. OT
 4. impacts as a result of not receiving the 5% (ex. Loss of one cell phone)
- Resource Expenditure Summary
 1. Actual = MRS 106E report
 2. Must transfer out salary if deployment occurs
 3. variances must be explained
 4. only PPA unit can forecast the amounts re: Quarterly Reports (Right Click and insert a comment into the fields)

Scott Coultish: With respect to B Base funding – only Scott Coultish has signing authority over the RC. Re: Williams – Scott requires spending forecasts from Sups and will roll up.

Margaret Lever: One person has to show this. Do not double count.

- Summary Sheet: Do not touch white cells. If you do not need it, do not use it.

FEATS:

Murray Gilchrist: 4 Tabs in FEATS 1) Patrol 2) Invested Time 3) Enforcement 4) Program Planning & Analysis

Jason Gibson: There are a significant number of hours with no work element.

Murray Gilchrist: We will never have perfect attributions.

Scott Coultish: Tombstone information must be understood. For example, if staff is sent to the Fraser River, this needs to be captured against the program and tombstone needs to be changed to reflect the work location. Because we are a fluid organization, it is important to capture the location where effort is being expended.

Art Demsky: This is the location where the project *originated*, even if project takes work to other areas.

Scott Coultish: The vetting process will be used to get priorities up. Place priority on the projects attributed to the Regional priorities. For our selection we will not use Risk Assessment, as we will assume this has already been done by the Chiefs, prior to receiving projects from the Areas.

Murray Gilchrist: No Manager at any level should feel "handcuffed" to a plan. The vision is for IMAP to become a fully integrated system. Murray recommends using last year's data, inserting into this year's IMAP and making adjustments regarding priorities. The new FEATS is expected by the end of September and will be more adaptable.

April 28:

PROJECT PLANNING:

Scott Coultish: We have most Areas represented today and will proceed with creating an action list, assigning an I&IS staff rep to each file and attempting to cost the projects out. Regional funding might be considered for high dollar projects. I&I Sups can build the projects into their IMAPs. Note: this is a pre-season forecast and being done in the absence of all anticipated RFAs. The premise is to protect from potential distractions, stay on course with agreed-upon projects and if something comes up mid-season and a change of course is considered, we can do it for the right reasons.

Raquel Roizman: The 2 SARA projects involved are Abalone. B Base SARA funds for Abalone will be \$125K (the most ever received was \$97K). Each species has a team lead (PM-05s from both GD & I&IS). I&IS is a big part of SARA, for example Art's Abalone project. Raquel is here to get a feel of the objectives and focus. SARA monies will be assigned to detachments, but only if that detachment can make a difference to the species.

By next week detachments will know of the specific funding being received.

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Denis Burnip: SARA is high priority and therefore it cannot be claimed that there is no money and we cannot work. We must be able to work on SARA projects. Although market scope is good information, we also need to keep the critters in the water.

Scott Coultish: Yes, our mandate is to keep them alive however, we hear that thousands of lbs of product are harvested and exported. I&IS cannot do Intel work without "boots in the field". We are moving from interim measures to operational. I2 is up and running and there is now capacity in the Areas.

Jason Gibson: There is a lack of officers in the Region who know how to deal with Human Sources. We are not cultivating informants.

Tom Hlavac: NHQ has hired Gary McConnell from the RCMP to implement a National procedure for managing informants.

Scott Coultish: Ari Turunen and Mike Ballard have taken a lead with regards to developing a Human Source Development Policy. I&IS will directly assist GD staff to provide training in this area.

Raquel Roizman: Direction received from Ottawa indicates SARA only wants to be shown in Pillar 3. SARA funding sunsets in 2011/2012. C&P will need to develop a Business Case for continued funding and show more results. Education is a priority with species such as killer whales.

PRIORITIES:

REGIONAL PRIORITIES (IRM PROCESS)
1. Aquaculture
2. Aboriginal Fisheries
3. SARA
4. CSSP
5. Habitat Compliance
6. Commercial Fisheries
7. Recreational Fisheries
8. Marine Safety & Security
9. International Obligations
10. Non- Consumptive Activities
11. Oceans

PROJECT SCREENING CRITERIA developed by consensus (I&IS AND GD)
1. Public Health
2. Fraser River (Williams) <ul style="list-style-type: none"> • LFR • BCI • Somas • NC – Areas 3/4
3. Stocks of Concern
4. Illegal Sales
5. SARA
6. Species (Specific Issues of Concern): <ul style="list-style-type: none"> • Salmon • Ground fish • Shellfish • Herring
7. Timing

8. Proper Management and Control
9. Achievability: <ul style="list-style-type: none"> • Outcome • Resources availability • Likelihood of success
10. Cost

Issues to Consider:

- Great deal of GD duty involves sales, weak stocks, patrol and illegal harvest/sales.
- The root cause of illegal harvest is the sale of that product
- 97% of FSC harvest in LFR is thought to be sold (DFO staff comments)
- What drives illegal fishing activity? ----- sale of product!

Scott Coultish: I&IS needs to move toward high value commercial targets. More Intel information is required in order to go after such targets.

Denver Marraty: Search warrants for Roe & Kelp are executed at RHQ and therefore require the support of RHQ.

Scott Coultish: If C&P is doing its job, non C&P staff at RHQ won't be able to interfere.

Jim Robson: Public perception is not a priority for us, it is for the political people in our department to deal with .

Tom Hlavac:

- 1) Public Confidence: involves quality control, FOs must contact person and explain why they are not responding or unavailable. Areas are responsible for fishery officer call backs.
- 2) Communication – letting the public know and contacting the media when important.

Denis Burnip: The public knows our priorities now and we should be able to deflect public complaints with the priorities.

Scott Coultish: Our job is to prevent deviation from the best course of action, in light of public confidence. For example, SOMAS and letters to the Deputy Minister, I&IS was not pulled from jobs and therefore did not jeopardize our projects.

Tom Hlavac: The Inspection database will improve targeting and the EIU Audit will also be beneficial.

Scott Coultish: Lodges are not actually jeopardizing stocks of concern. They are mainly purchasing FSC fish to feed to patrons, gifting and gear compliance.

Jason Gibson:

When considering selection of projects:

1. Achievability
2. Affordability
3. Probability of Success

*must go back to Areas and inform as to why you have not accepted an RFA.

Jim Robson: Cautions the best proposals may not even be on the table yet.

Ari Turunen: Blanket projects such as Canada Evidence Act must show prudence so there can be a verbal Ops Plan in place.

Scott Coultish: Reminds that Randy Nelson is concerned with a broad approach of core authorities. Randy must be advised every time a UC Operation takes place, however there is still some flexibility as to what we can do especially with an overreaching arch.

Art Demsky: What about short term RFAs, such as GD simply needing help with a tracker?

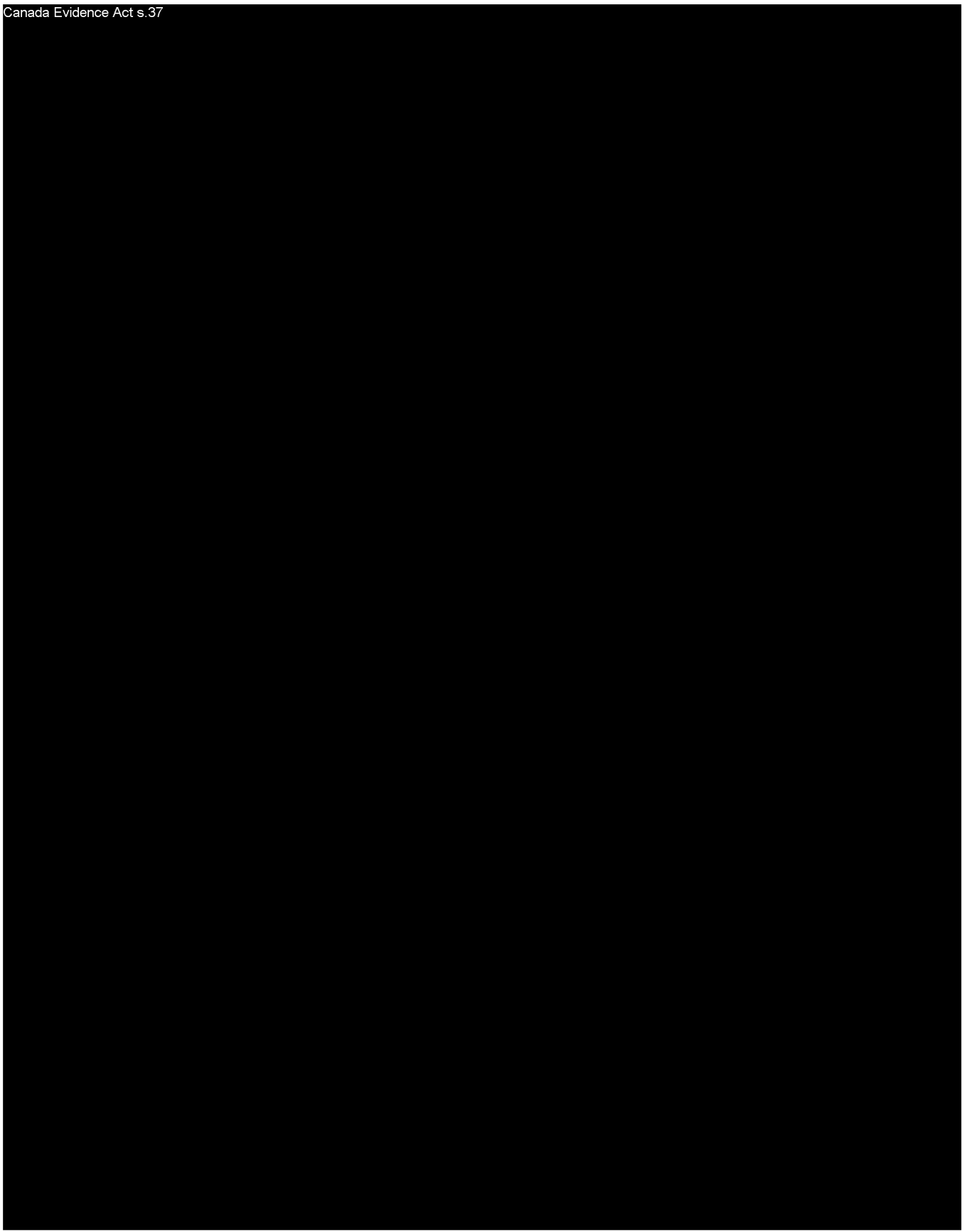
Scott Coultish: Simply document all RFAs. GD should feel they can call I&IS anytime for these short term assistance requests.

April 29:

Scott Coultish:

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Scott Coultish:

Next steps:

- Contact GD counterparts & clear with Chiefs
- Develop files
- \$10K+ projects: create a package
- Under \$10K: start immediately
- Action the top 12 now
- Look at the remaining projects
- List to be forwarded to Randy Nelson
- Spend next week working on IMAP requests and send to Bianca Kendregan
- Bring laptops and projects to Whistler

Rob Melvin: Sit down with the Analysts right from the beginning.

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PICFI FUNDING:

Scott Coultish: Provided an overview of the preliminary funding approved for C&P

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Inspection:

- \$10K Specialized training and courses
- \$25K Fish Management/Gap Analysis (Big Rig)
- \$34K Inspection Database Enhancements Phase 3
- \$15K C&P Regional Inspection Working Group

Intel Services

- \$48K Training/Informatics and Investigators
- \$49K Intel Analyst Equipment/Computer Hardware
- \$60K Assistance support
- \$34K MCM Focus Committee (Reg MCM Working Group)
- \$67K Regional Intel Services (capacity/equipment to Areas)
- \$57K Information Security and Handling
- \$30K Intel MCM OT (Analysts/ Regional Chief)
- \$70K O&M Support to 4 FTE positions (Crystal, Rob, Zoltan & Scott)

APPRAISALS:

Scott Coultish:

- Send Bianca Kendregan last year's format, as Scott would like to look at Robert's appraisals. Approach: Give an idea of what your achievements are. Randy would like the long form used.
- TAAs for Whistler should be submitted
- Leave Plans for June 1 – October 31 required
- Personal/Office Inventory were due March 31