

Canadian Forces Housing Agency (CFHA)  
UNION MANAGEMENT CONSULTATION COMMITTEE (UMCC)

28 October 2011

In Attendance

Dominique Francoeur, CFHA Chief Executive Officer (Co-Chair)  
Mary Chamberlain, Executive Vice-President, UNDE (Co-Chair)  
Ron Vadeboncoeur, GM Housing Operations  
Louis Gauthier, GM Corporate Services  
Carm Iraci, Representative for AFCO  
Anne-Marie Ranger, HR Manager

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Dominique Francoeur indicated that Mr. Mike Franke, Representative for PIPSC had resigned. She also congratulated Mary Chamberlain on her re-election as UNDE Executive V-P. A list of questions was submitted by Mary Chamberlain prior to the meeting and Dominique Francoeur indicated that she would answer her questions during the meeting.

MINUTES

1. Approval of Minutes

The minutes of the previous meeting were reviewed and approved with no changes.

New Business

2. Current Reviews

Dominique Francoeur had a town hall for Head Office employees the previous week regarding the current reviews. She indicated that CFHA was not part of SOR or DRAP for now since the Agency is revenue-generated. CFHA does not require funds from DND to operate but does get capital money from the Department. She indicated that CFHA could not ignore the ongoing reduction initiatives in the Department. The CEO stated that CFHA had self-imposed restrictions to maximize efficiencies. She has not been imposed any target reductions. It was noted that if DND decides to close bases, CFHA would be impacted. CFHA is not part of Shared Services Canada yet. Since CFHA is currently working on its Level 3 certification of the Progressive Excellence Program, it will be reviewing its operations.

Old Business

3. SWE Update

The CEO indicated that from revenues, the Agency spends between \$19.5-20M annually. There used to be a SWE cap but the Agency does not have one anymore. CFHA currently has around 300 FTEs

(between 295 and 300) and will not go over 300. Casuals, terms, indeterminate employees and students consume SWE and are part of the FTE count.

4. Contractor Update

Dominique Francoeur provided the Committee with an update on contractors. CFHA has a few contractors and most are working on special projects. Some contractors work for CFHA through Service Level Agreements with DCC and PWGSC.

One consultant is working on application development – HAMIS and CFHA is phasing out the use of this consultant by moving to a less proprietary application. One is a Project Director from DCC and is backfilling a vacant position until the completion of a selection process. Another consultant from DCC is working in the Ottawa site until January and will not be extended.

Maintenance and repairs at the sites are done by contractors as required through standing offers.

5. Vacant Positions Update

The CEO informed the Committee that there are currently 43 vacant positions. CFHA does a clean-up of its vacant positions regularly but has at least 20-25 vacant positions at all times. These positions are not funded and do not have allocated SWE.

6. Term Report

Anne-Marie Ranger provided the Committee with an update on CFHA term employees. There are currently 13 terms in total with 8 in the Regions and 5 at Head Office. She indicated that they should have their letters by the end of the day to explain that the clock stops now for term employees. CFHA does not have any terms that are close to the three year mark.

7. Casual Report

The casual report was presented by Anne-Marie Ranger. CFHA currently has 6 casuals. FIs and EG-03s are a challenge when it comes to hiring. CFHA is working on a proposal to hire EG-03s from outside because of current hiring restrictions. It was brought to Anne-Marie Ranger's attention by Mary Chamberlain that there was one casual and one term in the same position. Anne-Marie Ranger said she would follow-up and get back to her after the meeting.

8. WFA Report

Regions:

Ron Vadeboncoeur provided the Committee with an update on WFA in the Regions. In the Toronto office, there are no employees left.

At the time of the meeting, there are 2 affected employees and 1 surplus priority employee in the Ottawa site.

CFHA is moving ahead with the review of the work descriptions for the small and satellite sites. The Ottawa site currently reports to Head Office but will probably report to the Kingston site in the future as a satellite site. The CEO advised that many things have been taken into consideration to come to this decision such as travelling, provincial construction codes and capacity.

The Vancouver site will close in 2013 and currently has 3 employees.

Head Office:

Anne-Marie Ranger informed the Committee that there is one surplus priority employee in Head Office in the HR Unit at the PE-05 group and level following a reorganization.

9. Grievance and Staffing Complaint Report

The grievance report was presented by Anne-Marie Ranger. Of the 9 active labour relations grievances, 4 are at 3<sup>rd</sup> level and 5 are at 1<sup>st</sup> level (in abeyance). The 9 grievances relate to Collective Work Descriptions (classification). As well, 29 classification grievances are waiting to be heard by DCCO (Director Civilian Classification and Organization) once some of the labour relations grievances are finalized.

No active staffing complaints to report.

The CEO asked Mary Chamberlain to assist in the resolution of the labour relations grievances at 3<sup>rd</sup> level. Mary Chamberlain said she would speak with Paul Dagenais who looks after job content grievances.

10. Round Table

Dominique Francoeur briefed the Committee on the Accommodation Policy Review Board. The Armed Forces Council and the CDS will review the revised proposal and it will make its way to the DM for final approval.

The CEO commented on the Ombudsman Annual Report. She stated that she was disappointed to see the comments about PMQ housing in the report. CFHA employees are not present when members of the Ombudsman's Office visit the PMQs and they visit the old ones as opposed to the renovated ones. She stated that the examples identified in the report are isolated incidents dating back to a couple of years. She also stated she did not obtain the number of complaints from the Ombudsman's Office. Mary Chamberlain stated that she was also surprised by the comments made and shared the CEO's concerns.

Dominique Francoeur briefed the Committee on the Final Draft of the CFHA Integrated Performance Excellence Program.

Mary Chamberlain asked if CFHA would be affected by the move to the Nortel Campus. The CEO replied yes but no move date has been identified yet.

DRAFT

Carm Iraci raised a concern in regards to a staffing issue and asked why a non-advertised appointment was not done as it has been done in the past in other parts of CFHA. The CEO explained that all FI-01 pools have been exhausted and that an internal process would be initiated to be fair to all CR-05s that may be qualified and interested in the FI-01 position in question.

Next Meeting: The next meeting will be scheduled for Spring 2012.

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Dominique Francoeur  
Chief Executive Officer  
Canadian Forces Housing Agency

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Mary Chamberlain  
Executive Vice-President  
Union of National Defence Employees