

RECORD OF DISCUSSION (ROD)
MATERIEL GROUP LABOUR MANAGEMENT COMMITTEE (GLMC)
5 December 2018

Co-Chairs:	Mr. Patrick Finn Mr. Mathieu Lessard	ADM (Mat) IBEW 2228
Secretary:	Ms. Jane Merkus	ADM (Mat)/DMGMC/TMT
Members:	MGen Paul Ormsby Ms. Keri-Lee Doré Cmdre Christopher Earl Mr. Shawn Myers Col Marc Rodgers BGen Allan Benson Mr. Terry Wood Mr. Wayne Rockwell for Mr. Geoff Simpson Mr. Richard Steele Ms. Joanne Lostracco for Ms. Jennifer Hubbard	DCOS (Mat) DMGMC DGMEPM DGMSSC A/DGAEPM DGLEPM DGMPD (Air & Land) DGMPD (Sea) DG Proc Svcs DGIIP
	Ms. Jennifer Carr for Ms. Lynn Mayes Mr. Glenn Maxwell Mr. Philippe Turcq Mr. Jerry Ryan Mr. Richard Cashin	PIPSC PIPSC UNDE FGDTLC (E) FGDCA
Observers:	CPO1 Brian Schwenker Mr. Michel Allard Mr. Samuel Roy Ms. Isabelle Chevalier Mr. Jonathan France	ADM (Mat)/GCWO UNDE ADM (HR-Civ)/SBP ADM (HR-Civ)/SBP DMGMC
Regrets:	Ms. Lynn Mayes Mr. Des Rogers Mr. Francis Vaillancourt	PIPSC FGDTLC (W) IBEW 2228

ITEMS	DISCUSSION / DECISION(S)	ACTION(S)
I	Opening Remarks Mr. Finn welcomed participants and gave an overview of the upcoming presentations. Mr. Finn welcomed members, presenters, and observers. Attendee introductions.	N/A

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II	<p>June 6, 2018 ROD – Review & Update of Outstanding Action Items</p> <p>The meeting agenda and minutes from the previous meeting were reviewed and approved. They have been signed by the Co-chairs.</p> <p>Mr. Jerry Ryan requested that mental health initiatives and issues be added to the current agenda. Mr. Finn agreed that discussions will take place at the present meeting and that a mental health agenda item can be added to future agendas on an as needed basis.</p>	
III	<p>Reconstitution Update – 555 Boulevard de la Carrière</p> <p>MGen Paul Ormsby led the discussion. Highlights are as follows :</p> <ul style="list-style-type: none"> • In May 2018, the Crown lost its court appeal regarding the ownership issue. Reappraisal was to occur in August 2018; however, the timeline has been moved to December 2018. • If the Crown loses this time, it may or may not appeal. This is a PSPC Real Property file. • The goal was and is to consolidate the workforce into one location as much as possible. The NCR region is currently running at capacity. The Mat Group continues to make the best of the situation and have reoccupied buildings awaiting the outcome of any possible appeal. 	<p>Reconstitution Update to be provided at subsequent GLMC meetings. <u>Action: DCOS</u></p>
IV	<p>Carling Move Update</p> <p>MGen Paul Ormsby led the discussion. Highlights are as follows :</p> <ul style="list-style-type: none"> • Briefed in May: 108 Mat Group staff members are to move to the Carling Campus, consisting of the ADMO and DCOS division personnel. • There is a change from the initial April/May timeframe to a June/July 2019 period. • An announcement concerning official move dates is expected to be made in February or March 2019. 	<p>Updates to be provided at subsequent GLMC meetings. <u>Action: DCOS</u></p>
V	<p>PSES Action Plan</p> <p>MGen Paul Ormsby led the discussion. Highlights are as follows :</p> <ul style="list-style-type: none"> • <u>Job Satisfaction (Priority #1)</u> <ul style="list-style-type: none"> ◦ Gp SOPs: <ul style="list-style-type: none"> ▪ SOPs re-released on the website in Summer 2018. 	

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	<ul style="list-style-type: none"> ▪ New staff have been hired to work on the webpage. ▪ A fully functional web page is expected to be completed soon. ▪ L2s have identified two SOPs for redesign/streamlining/elimination and revisions are underway. ○ Delegation: <ul style="list-style-type: none"> ▪ Has proven to be a very complicated process, being internal to L2s. ▪ The identification of possible delegation of selected authorities is ongoing and practical recommendations are being made. ○ Innovation: <ul style="list-style-type: none"> ▪ An ADM (Mat) award for innovation will be created and awarded at the Anvil ceremony next year. • <u>Harassment (Priority #2)</u> <ul style="list-style-type: none"> ○ Leadership: <ul style="list-style-type: none"> ▪ At Townhalls, etc., leaders are encouraged to reaffirm the Mat Group's zero tolerance policy regarding harassment. ▪ A draft letter to new employees has received ADM approval and is undergoing translation in preparation for final signature. ○ Support Network and Program: <ul style="list-style-type: none"> ▪ Management with HR-Civ and CSPS in place. ▪ In progress: re-establishing workplace relations and harassment advisors and creating training and education events. ○ Comms: <ul style="list-style-type: none"> ▪ A "one-stop shop" website is currently being updated. ▪ HR-Civ provided statistical data: 6 cases in 2018 are currently open in Mat Group. ○ Ms. Jennifer Carr raised the question: in harassment cases where the employee has not been able to return to work, are the cases considered open or closed? Much discussion then occurred regarding harassment in the workplace, with Ms. Carr stressing the need for a clear delineation occurring between harassment and violence in the workplace as there is a health and safety component that needs to be captured. Depending on any revised definitions or policies, cases originally treated as harassment may need to be reconsidered as incidences of workplace violence. A 	

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	<p>further policy revision should occur with the current use of the term "promptly" needing clearer definition. Ms. Carr continued by stating that staff do not feel safe coming back to work if their cases are still open. She mentioned that two employees decided to take retirement due to continued delays with their cases. Two workplace violence cases are currently open, with one in the Mat Group.</p> <ul style="list-style-type: none"> ○ Mr. Finn asked HR-Civ for a report on policy, particularly whether a return to work triggers an open/closed scenario or whether the case is considered to be in abeyance. ○ Mr. Glenn Maxwell raised the concern that information on the DND website is not available for home users due to DWAN issues. In the past, the Employee Assistance Program (EAP) was clearly visible on the webpage. Mr. Finn noted that HR-Civ will address policy considerations, but he agreed with MGen Ormsby that EAP cards, posters, etc., need to be made highly visible. ● <u>Discrimination (Priority #3)</u> <ul style="list-style-type: none"> ○ Leadership: <ul style="list-style-type: none"> ▪ The fear of retribution must be eliminated and legitimate complaints should be lodged. ▪ A draft letter to new employees has received ADM approval and is undergoing translation in preparation for final signature. ○ Training: <ul style="list-style-type: none"> ▪ In progress: re-establishing advisors and creating training and education events. ○ Comms: <ul style="list-style-type: none"> ▪ The website is currently being updated. ▪ Statistics are being gathered. ● <u>Workplace – Official Languages (Priority #4)</u> <ul style="list-style-type: none"> ○ Leadership: <ul style="list-style-type: none"> ▪ Institutionalize the use of both official languages. ▪ A process was started to create a "Toastmasters"-type program to improve second language skills, with an initial meeting held with organizers at Carling Campus and the next step being a meeting with the 455 LSTL club. ○ Training: <ul style="list-style-type: none"> ▪ In progress: draft Aide-Memoire prepared by OL/EE cell from HR-Civ. 	<p>Follow up with HR-Civ for clarification. <u>Action:</u> <u>DMGMC</u></p> <p>Follow up with HR-Civ to address EAP visibility issues. <u>Action:</u> <u>DMGMC</u></p>

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	<ul style="list-style-type: none"> ○ Comms: <ul style="list-style-type: none"> ▪ In progress: signage to be replaced and systems of record to have menus and instructions in both official languages. • General comments on PSES: <ul style="list-style-type: none"> ○ Mr. Finn stated that the survey was very important in establishing many grassroots initiatives. Overall, the Mat Group received high ratings for work satisfaction. There is a definite need to change the way issues regarding harassment in the workplace are treated, with the intention being to continue addressing issues as they arise. 	
VI	<p>HR Update</p> <p>Ms. Doré and Mr. Finn led the discussion. Highlights are as follows:</p> <ul style="list-style-type: none"> • Drops in the total civilian workforce reflect student and casuals as the report focuses on total staff not FTE. • Student hiring remains a priority with 169 hired and 11 remaining – Mat Group will meet goal that has been set. • Officer Development Program (ODP) – Mr. Finn reiterated that student and ODP are our future and therefore top priorities. • Jennifer Carr asked about the number of ODP ENG hires. Ms. Doré replied that 8 ENG ODP members have been hired for FY 18/19 and 12 more are in progress. Mr. Finn stated that a similar number would be hired for FY 19/20. • Mr. Finn stated that Employment Equity is an area requiring more focus and noted that DGIIP, Ms. Jennifer Hubbard, is studying gender balance in the Mat Group. • Mr. Finn indicated that second language competencies should remain a priority, especially for advancement into EX-01 and above position levels and that there is a need to discover a means to encourage and permit advancement. • Ms. Carr asked whether exit interviews are being conducted for those with a long record of service as there is a need to determine why they are leaving and to where. Mr. Terry Wood answered that exit interviews are carried out in most cases in his division, with career development opportunities in other departments being the number one reason for leaving ADM (Mat). Mr. Finn affirmed that growth opportunities play a large part and that losses are mitigated when one factors in the broader knowledge acquired by staff who return to the Mat Group. • Ms. Carr queried as to what factor is involved for at-level movements with staff leaving to take jobs in another 	<p>Follow up with HR-Civ for statistical data concerning exit interview outcomes.</p> <p><u>Action:</u> <u>DMGMC</u></p>

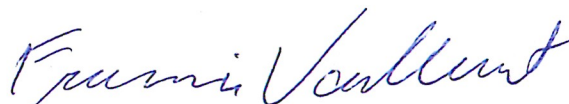
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	<p>department. Mr. Finn responded by stating that the ENG community has a lateral deployment program that acts as a retention tool and that the PG community are looking at more flexible work arrangements for employees that leave to attain a healthier work/life balance. The move to Carling Campus also represents an opportunity for staff living in the west end.</p>	
VII	<p>Round Table</p> <p>Mr. Jerry Ryan initiated discussion on mental health issues. Highlights are as follows:</p> <ul style="list-style-type: none"> • There is a need for a continuance of initiatives that promote a total work/life balance, with programs that support such issues as disability management, return-to-work initiatives and health (both physical and mental) and safety training. • The Violence in the Workplace prevention program requires the evolution of the safety management accountability framework, with a survey conducted of the department to obtain an overall profile picture concerning issues such as stress levels and job satisfaction. This overall picture is progressing; however, data capture remains ongoing. One issue that stands out is the lack of a training package provision to ensure the conversation continues for the Mat Group. • Mr. Finn inquired as to whether training is available online, specifically for a course on violence in the workplace. • Mr. Ryan's advice to Mat Group is to contact a centre of expertise to establish resources. L1s are encouraged to take training and look at their own risk factors. • Mr. Ryan stated other requirements that should be looked into: the willingness and ability to work with the medical community to ensure risks are mitigated; the recognition of the Health and Safety aspect; and the creation of mental health ambassadors. • Ms. Carr stated that in the past little had been done regarding mental health issues. A good strategy would be to educate managers on available mental health courses and open up discussions concerning mental health issues. • Mr. Finn stressed the importance of improving access and continuing discussions as there are a great deal of good works being accomplished. • Mr. Richard Cashin discussed the importance of a campaign to set up core foundations for the workplace using a holistic approach. He suggested the one-day JLP course: "Mental Health in the Workplace for Managers". 	<p>Follow up by providing L2s with a list of links and resources. <u>Action:</u> <u>DMGMC</u></p>

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	<ul style="list-style-type: none"> Mr. Finn closed the discussion by stressing resilience. He asked that links to resources be pulled together and made available to Mat Group employees. MGen Ormsby to follow up. 	<p>Follow up to ensure employees have web access to mental health resources. <u>Action: DCOS</u></p>
VIII	<p>Closing Remarks</p> <p>Mr. Finn closed the meeting by wishing all participants an excellent holiday season.</p> <p>The tentative date for the next meeting is 5 June 2019 from 1100 hrs to 1230 hrs.</p>	

Reviewed and Approved by Co-Chairs:



Patrick Finn
ADM(MAT)



Francis Vaillancourt
IBEW 2228 Representative

