



National Defence

Défense nationale

3rd Canadian Division Support Group
Headquarters

Quartier général de
Groupe de Soutien de la 3^e Division du Canada

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6007-20 (EA Comd)

27 February 2024

Distribution List

**SUMMARY OF DISCUSSION – 3RD CANADIAN DIVISION
LABOUR MANAGEMENT CONSULTATION COMMITTEE HELD 06 DECEMBER 2023**

Chairpersons

Col Robbin Dove Commander 3rd Canadian Division Support Group
(Comd 3 CDSG)

Ms Mona Simcoe Vice-President Union of National Defence
Manitoba/Saskatchewan Region (VP UNDE MB/SK)

Members

Ms Danielle Poissant Vice-President Union of National Defence Employees
Alberta and the North (VP UNDE AB/North)

Mr Glen Kautz International Brotherhood of Electrical Workers (IBEW)
Western Canada Business Representative

Mr Ed Karl International Brotherhood of Electrical Workers (IBEW)
Edmonton Branch 22228 Representative

Mr Mike Dort Professional Institute of the Public Service of Canada
(PIPSC) Denwood Branch Representative

LCol Shawn Thompson Deputy Commander 3rd Canadian Division Support Group
(3 CDSG DComd)

CWO Marc Drolet Formation Sergeant-Major 3rd Canadian Division Support
Group (FSM 3 CDSG)

Canada 

Advisers

Mr Robin Stagg	Labour Relations Officer DGWM, ADM (HR-Civ)
Mr Martin Laforest	Labour Relations Officer DGWM, ADM (HR-Civ)
Ms Yolanda Oleksyn	Office of Disability Management Representative, ADM (HR-Civ)
Mr Richard Asselin	Office of Disability Management Representative, ADM (HR-Civ)
Ms Audrey-Pier Diotte	EAP Coordinator for Eastern & Prairie Regions, ADM (HR-Civ)
LCdr Giavan Luong	Employment Equity, Diversity and Inclusion Representative (C Army – DGAS/COS A Ops – DA Pers M/G1)

In Attendance

LCol Craig Butler	Commanding Officer 3 CDSG Operations and 3 CDSB Edmonton Garrison Co-Ord (CO Ops)
Maj Josée Allard	G1 Representative, 3rd Canadian Division Support Group
Capt Wasi Rehman	G1 Representative, 3rd Canadian Division
Ms Vishakha Sthalekar	G1 Services Representative, 3rd Canadian Division
Mr Charles Corriveau	G8 Representative, 3rd Canadian Division
Capt Hong Shi Yang	Personal Assistant to Commander 3rd Canadian Division Support Group (PA Comd 3 CDSG)
Ms Elke Simpson	Executive Assistant to Commander 3rd Canadian Division Support Group (EA Comd 3 CDSG) & Recording Secretary

OPENING REMARKS

1. The meeting commenced at 1030 hrs.
2. Ms Simcoe welcomed all to the meeting. The Lbr Co-Chair noted that although the national strike had delayed the spring LMCC, the committee was back on track.
3. Col Dove introduced himself and acknowledged that this committee had not met in a long time. The Mgt Co-Chair stated that the elephant in the room and a continued mutual point of frustration was staffing. He added that he looked forward to working at this level to attempt to move forward and recommended that the committee limit

discussions on local problems and not address known systemic issues that across the Public Service which could not be resolved by this forum.

4. Comd noted the expanded group of advisors (both 3 CDSG and 3 Cdn Div).

5. As there were no additional points or concerns, the summary of discussion from the meeting held 28 September 2022 was approved as written.

OLD BUSINESS

Staffing / Vacancies

6. Ms Sthalekar said that 3 Cdn Div tracked 125 vacant positions, 65 of which were priorities. Active priorities were 41 indeterminate positions, 1 acting and 3 term broken down as follows: 4 CRPG (1), 1 CMBG (13), 3 CDSG (40), 3 Cdn Div HQ (3), 1 CRPG (7) 38/39 CBG (1 ea). Additional information regarding 3 Cdn Div priority management is attached at Annex A.

7. In response to the Lbr Co-Chair's query as to sufficient SWE for the 61 priority positions, the Div G8 Rep, Mr Corriveau, stated that funding was not the challenge and sufficient funds were available for all required positions. Rather, the ability to fill vacant positions was to blame, and for the past number of years, 3 Cdn Div had turned in \$3M of SWE surplus for that very reason.

8. The Lbr- Co-Chair relayed complaints from frustrated managers who, in addition to their duties, dealt with the additional burden of a lengthy and complicated staffing process and were often not clear on what the staffing advisors required. Ms Simcoe noted that the entire process was clearly bogged down in layers of red tape and additional support and/or training was required by ADM (HR-Civ).

9. The 3 CDSG DComd noted a continued bottleneck of staffing advisors and security clearance delays. LCol Thompson added that internally, the process had been tightened and managers trained so only mature files were passed on to the staffing advisors.

10. The Mgt Co-Chair stated that monthly 3 Cdn Div / 3 CDSG meetings were taking place that coordinated PD for hiring managers and followed up on critical information requirement for any given file that had not progressed.

11. Col Dove explained that despite having 125 vacant positions, 65 of which were indicated as priorities, only the top 50 priority files were assigned to staffing advisors. Division-wide staffing was currently managed by just two staffing advisors with a third advisor solely concentrating on work force adjustment (WFA) at CFB Suffield. There was no plan to add staffing advisors any time soon and capacity would continue to remain limited. Col Dove added that he had been willing to accept more risk but there simply was no risk to accept and no way to make the machine go any faster.

12. LCol Thompson noted a large turnover in advisors and stated that while the situation had improved, it was far from stable. He added that asking the Div Comd to

approve more staffing requests would not be helpful due to the 50 file capacity at the advisor's level.

13. In response to the Lbr Co-Chair's question whether any of the priority positions were new positions, the CO Ops Svcs clarified that there was no new growth, all new positions required an offset and the overall number of positions was then adjusted or updated.

14. Ms Simcoe noted that employees generally don't see this picture and were left wondering why management was not filling vacant positions. She recommended that managers explain the situation and rationale at staff meetings to avoid unnecessarily disgruntled employees.

15. The 3 CDSG G1 reiterated that 3 CDSG had 91 approved staffing files ready but only 47% were assigned to staffing advisors. Maj Allard noted that the \$3M SWE would not need to be returned every year if additional staffing advisors were available.

16. The Lbr Co-Chair stated that she updated June Winger on a regular basis and would ask her to table this issue at the next Adm (HR-Civ) UMCC.

STANDING AGENDA ITEMS

Budget / SWE

17. The Div G8 Rep stated that 3 Cdn Div received a \$48.3M allocation in SWE for FY 23/24 which was sufficient to cover all encumbered and vacant positions. Mr Corriveau added that he expected FY 24/25 to be tougher due to increased wages, a higher BATUS cost-split as well as Army overplanning of FOS & IT groups.

18. The Mgt Co-Chair stated that while there were no in-year issues with SWE, the situation regarding L101 overhead and maintenance (O&M) funds was markedly different. He reassured the committee that there were no plans to outsource services. Col Dove added that, to the contrary, recent direction aimed at reducing contracted services (e.g. Commissionaires) and the formation was conduction staff checks to reduce specific contracts.

19. The Lbr Co-Chair said that the union had hired a researcher, Ms Elanor Sherlock, to look at contracts within DND. Ms Simcoe was hopeful that her efforts would help to stop contracted services and bring more positions back to the public service.

Employee Assistance Program

20. The EAP Coordinator provided an update on improved EAP services which are attached at Annex B. Ms Diotte emphasized new features such as an EAP App, the ability to chat with or e-mail advisors and schedule appointments online, and that the service had new phone numbers (in both English and French).

21. In response to the Lbr Co-Chair's question about the EAP App, the EAP Coordinator explained that the App was accessible via phone or home internet and could

be used to set up counselling or chat (vs telephone), and access wellness videos and articles as well as internet-based cognitive behavioral (iCBT) therapy.

22. Ms Diotte asked committee members to pass on that EAP was recruiting peer advisors in all Prairie locations except for CFB Suffield which had a sufficient number of EAP advisors.

Employment Equity, Diversity and Inclusion

23. LCdr Luong introduced himself as the Army Employment Equity, Diversity and Inclusion (EEDI) Representative. He informed the committee that in September of 2023, the Federal Government had announced plans to hire 5,000 representatives from the LGBTQ+ community, visible minorities, First Nations, and injured CAF members. He noted that he was working on a mechanism to identify members of these four groups and produce a plan for CCA approval.

24. Ms Simcoe noted that this committee had tried to find an EEDI rep for some time now and stated that she was glad to have an EEDI Rep back at the table. The Lbr Co-Chair added that the union encouraged their members to self-identify as minority members. LCdr Luong noted that while it was not mandatory to self-identify, it was certainly helpful to obtain an accurate picture of the workforce.

BATUS

25. The Lbr Co-chair stated that her recent Suffield visit had been helpful in establishing contacts with both management and union. Ms Simcoe noted that feedback included personal struggles and mental health concerns.

26. The EAP Coordinator informed the committee that she had visited CFB Suffield to take part in the townhall. Ms Diotte noted that despite her having been a last-minute addition, she had opportunities to meet and interact with local management, union representatives, EAP advisors as well as WFA-affected employees and had received positive feedback. She added that the open-minded, helpful, and generally positive atmosphere had been a real highlight in what was undoubtedly a stressful situation for many.

27. The Mgt Co-chair concurred and stated that the direct link in townhalls made the workforce adjustment (WFA) transparent. Col Dove added that he had received feedback from employees who were relieved and grateful to know the way ahead. He added that he had been surprised to hear that some employees perceived the WFA affected colleagues as being treated preferentially.

28. The UNDE VP AB/North agreed that very bad news had been decently delivered and received. Ms Poissant asked to be invited to future Townhall meetings. Because she worked at DRDC, she was not yet on the distribution list and had learned about details of the event from co-workers. The 3 CDSG DComd stated that he would follow up with the Suffield leadership to make sure an invitation was extended to the UNDE VP AB/North for future townhall and like meetings.

29. The Lbr Co-chair stated that four BATUS accommodation cleaners were indeterminate public servants and asked if it was possible to retain these employees in

the public service and thereby decrease the number of contracted cleaners on the Base. The 3 CDSG DComd stated that he would follow up on the four positions to determine if they were part of the care and maintenance team.

30. The Mgt Co-chair informed that the British Army had confirmed minimal training over the next two years. He stated that the status quo would be maintained with small groups of Canadian soldiers training at CFB Suffield as well as support to DRDC. Col Dove added that the British Army was not expected to resume large rotations of thousands of soldiers which affected 121 employees, incl 16 employees on LWOP.

31. The Mgt Co-chair explained that Adm (HR-Civ) - in consultation with the B Comd and BATUS leadership - identified a continued requirement for a 22-employee care and maintenance team. These 22 employees were informed and given a 30-day election period (ending on 08 December) followed by an Adm (HR-Civ) review until early January. He added that 26 January 2024 was the earliest date for employees wishing to depart voluntarily.

32. Col Dove stated that in June 2023, a vacancy management committee was tasked to find meaningful employment for BATUS employees. Since that time, 12 indeterminate employees had been placed into positions at either CFB Suffield or Edmonton; another 5 processes were ongoing. The 3 CDSG DComd noted Adm (HR-Civ) direction not to include represented employees at the vacancy management committee to prevent a potential conflict of interest.

33. The VP UNDE AB/North stated that three positions had recently been staffed with a short-notice closing date and voiced her concern on behalf of employees that did not have a dedicated DWAN station to monitor vacancies.

34. The 3 CDSG G1 clarified that these were three new positions that had previously been filled by UK uniformed members and were transitioning to the Canadian Public Service.

35. The LRO said that he had been involved in WFA-discussions from the beginning and was a member of the Suffield Vacancy Management Committee. Mr Stagg stated that available vacancies were far from being advertised at short notice; he was aware that the staffing advisor had reached out and canvassed every affected employee. Mr Stagg added that – in addition to the DWAN site – information on all available positions was circulated to the affected employees by e-mail (incl personal e-mail addresses) to allow for sufficient time for all those interested to apply.

NEW BUSINESS

Office of Disability Management Update

36. The ODM Representative provided the quarterly ODM dashboard that showed trends and analysis attached at Annex C. Ms Oleksyn stressed that a new new injury on duty team was being established which would assist with reduced wait time. She added that the ODM team was working at full operational capacity and staffing additional DMAs.

AROUND THE ROOM

37. The Lbr Co-Chair suggested a review and update of the committee's Terms of Reference (ToR) to better reflect the membership and attendees. The Mgt Co-Chair agreed that Divisional staff involvement should be formalized. The committee decided to circulate a copy of the existing ToR for discussion at the next meeting. (Secretarial note: Draft ToR are attached at Annex D).

38. The Lbr Co-Chair noted that many organizations made UMCC minutes available online and proposed organizing and posting the minutes of the 3 Cdn Div LMCC and Base/Unit UMCCs as well. The 3 CDSG DComd stated that the minutes of the CFB Edmonton UMCC were available online but could not confirm that they were current. LCol Thompson added that he would follow up with the 3 Cdn Div Bases and make their respective electronic links available.

39. The VP UNDE AB/North tabled an overdue workplace assessment at the CFB Suffield Firehall and expressed her concern about a unresolved recommendation that stemmed from an incident report four years ago. Ms Poissant stated that she would conduct one more follow-up with the Base Commander and then elevate the issue to Commander 3 CDSG.

CLOSING REMARKS

40. The Mgt Co-Chair said that this LMCC had been his first rodeo and thanked everyone in attendance. Col Dove stated that he had learned a lot and noted good dialogue and valued inputs.

41. The Lbr Co-Chair proposed early April for the next meeting, ahead of the National LMCC in May.

42. The meeting adjourned at 1218 hrs.

Approved/Not Approved



R.D. Dove
Colonel
Commander / Co-Chairperson

Approved/Not Approved

Mona Simcoe
VP UNDE MB/SK / Co-Chairperson

Annexes:

Annex A 3rd Canadian Division List of Priority Positions (incl unit breakdown)

Annex B Employee Assistance Program (EAP) Standing Report

Annex C Office of Disability Management – Update for 3 Cdn Div

Annex D Draft Terms of Reference (TBI)

Distribution List

**All Members/Attendees
CR/PA**

Annex A
to 6007-20
dated 27 Feb 24

From: Sthalekar V@3 Cdn Div HQ@Edmonton <Vishakha.Sthalekar@forces.gc.ca>
Sent: Monday, December 11, 2023 12:42 PM
To: Simcoe M@38 CBG HQ@Winnipeg <Mona.Simcoe@forces.gc.ca>
Subject: LMCC - Dec 6, 2023

Hi Mona,

As discussed during the meeting, here are the staffing updates : -

1. There is a total of 125 position on the tracker and 65 of them are prioritized in the civilian prioritization log tracker. These includes new positions and backfills. Division does not track the staffing process (external or internal) a hiring manager uses, this data should be with ADM HR-Civ.
2. Div Comd chooses the priority positions, starting January 2024, all the stakeholders (G1s and HR coords) will be sitting in the prioritization meeting with the chief of staff, in order to maintain transparency. The chosen priority positions will then be discussed with Div Comd for final approval.
3. 3rd Cdn Div is allotted with two dedicated staffing advisors – Sugetta Royce and Magdalena Zadrozny, who can work on 40 files. Staffing Advisor - Stephanie Ross is only helping 3 CDSG with Suffield/ BATUS files that are going through Suffield Vacancy Management.
4. We also have a temporary staffing advisor team called “Norad Team” who are working on 17 files. The Norad Team helps all Army, Airforce, and Navy divisions.

The dedicated staffing advisors are grouping same classification positions such as VHE-10, FOS-02, FOS-05, etc., and work on all of them at the same time. This will help reduce staffing backlogs as well as the help hiring manager to hire employees in bulk.

Regards,

Vishakha Sthalekar - (She, Her / Elle)

G1 - Civ HR Coordinator, 3rd Canadian Division Headquarters

Department of National Defence / Government of Canada

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Work Arrangement :

Mon – Fri :- 0800 – 1200hrs : Office & 1300 – 1600hrs : Home



National
Defence

Defense
nationale

ASSISTANT DEPUTY MINISTER (HUMAN RESOURCES – CIVILIAN)
Director General Workplace Management



Employee Assistance Program (EAP)

Canada

Employee Assistance Program (EAP)



EAP Services for Employees

The DND Employee Assistance Program (EAP) is a free, professional and confidential service to support you and your family members with a wide range of personal, family and work-related concerns. These services are designed to enable a proactive approach to supporting your well-being.

Counselling and Crisis Services

Short-term counselling services are available in person, over the telephone, by video or online (chat or email). Through a solutions-focused approach, individuals can develop skills and strategies to improve their well-being, solve personal or work-related concerns, and build resiliency.

Life Smart Coaching

Coaching services for topics such as parenting and family care, relationship solutions, nutrition and lifestyle changes, financial, legal advisory, stress solutions, workplace issues, shift worker support and more.

Peer Support

Peer Advisors are trained to provide active listening and refer employees to relevant resources and supports.

While they are not therapists or counsellors themselves, Peer Advisors can serve as an initial support for individuals experiencing challenges.

Digital Mental Health Platform

Immediate access to a mental health professional, online booking, self-guided courses, internet-based cognitive behavioural therapy (iCBT), a comprehensive health library and more.

English: 1-800-663-1142, or 1-888-384-1152 (for people with hearing impairments)

French: 1-866-398-9505, or 1-866-433-3305 (for people with hearing impairments)

You can email
eap-pea@forces.gc.ca
for more information or to
be connected to a Peer Advisor.

Sign up for an account
at www.homeweb.ca using
code DND743.

Visit (and bookmark) the [full description of EAP services with complete access instructions](#) (only accessible on the DWAN)

Employee Assistance Program (EAP)



EAP Services for Managers and Teams

Key Person Advice Line (KPAL)

Advice for those in management or supervisory roles who require support with psychosocial situations that are unusual, exceptional or outside the realm of their regular duties.

- Free consultation with a Homewood Health senior-level clinician
- Available by phone, in English or French, 24/7
- This resource is meant to complement the support offered by human resources, labour relations and bargaining agents, not to replace it.
- Also available to military managers of public service employees.

English: 1-800-663-1142, or 1-888-384-1152 (for people with hearing impairments).

French: 1-866-398-9505, or 1-866-433-3305 (for people with hearing impairments).

Specialized Team Services

Services available to managers and supervisors to support teams who may be impacted by workplace events or by the effects of cumulative stress.

The objectives of these services include:

- Providing a safe environment for those impacted to speak about their experience;
- Acknowledging, validating, and normalizing physical and emotional reactions;
- Receiving helpful information about how to cope with stress; reactions associated with a critical incident; and
- Helping employees focus on their personal strengths and resourcefulness to support adaptive coping and a healthy recovery.

This service provides support to teams for a variety of challenges, including Grief & Loss and Trauma Management.

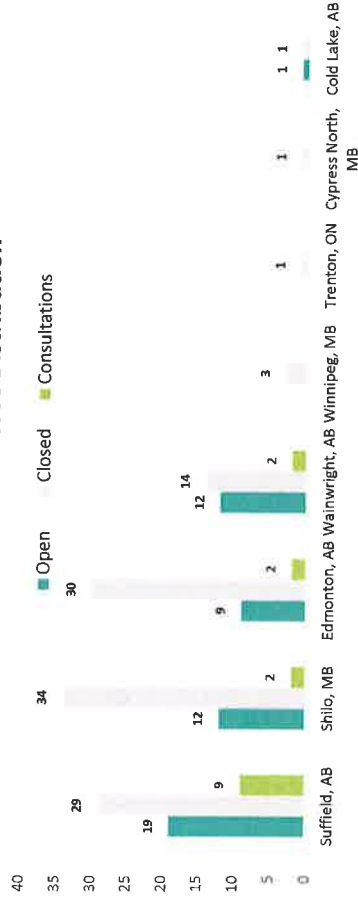
EAP-PAE@forces.gc.ca

Annex C to 6007-20 (EA Comd) dated 27 Feb 24

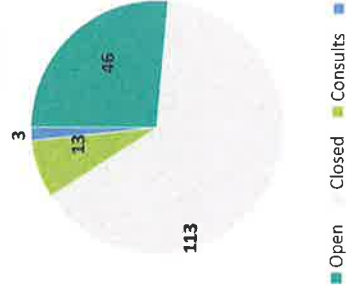
3rd CDN Div – ODM Update



3rd CDN Div DM Case Distribution



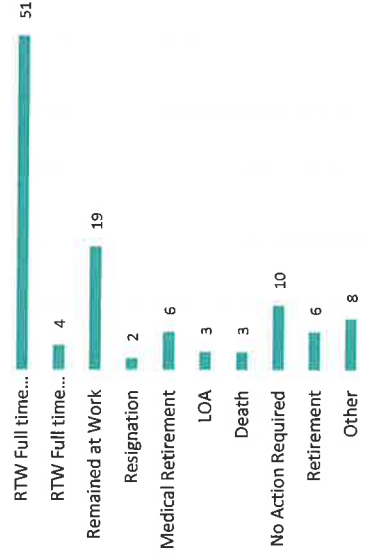
DM Case Status



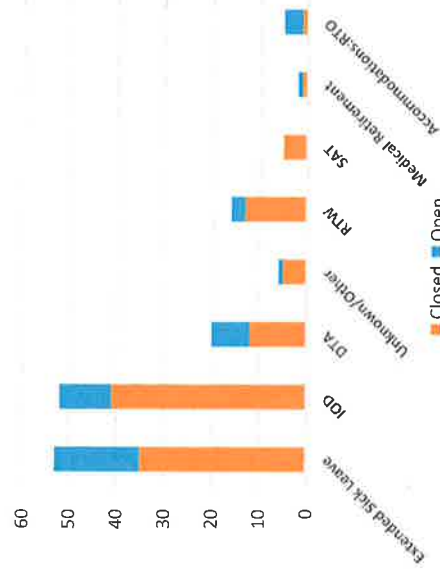
Trends and Analysis

- New IOD team being established to support prevalent case type in regions – staffing underway
- ODM now at FOC and Servicing all DND PS Employees regardless of their work environment or location.
- Staffing of additional DMAs continues in the region to respond to the demand.

DM Case Resolutions



DM Case Type



Volume of Case Type by Year from FY21/22 to Present

