

3rd Canadian Division
Headquarters



Quartier général
3e Division du Canada

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1180-1-10 (DSEO)

June 2024

Distribution List

RECORD OF DISCUSSION – 3RD CANADIAN
DIVISION LABOUR MANAGEMENT
CONSULTATION COMMITTEE 12 JUNE 2024

1. **ATTENDANCE**

<u>Name</u>	<u>Title</u>	<u>Committee Role</u>
Col Robbin Dove	Commander 3 rd Canadian Division Support Group (Comd 3 CDSG)	Chairperson – Management Co-Chair
Ms. Mona Simcoe	Vice-President Union of National Defence Manitoba / Saskatchewan Region (VP UNDE MB/SK)	Chairperson – Labour Co-Chair
Ms. Jennifer Jalbert	Professional Institute of the Public Service of Canada (PIPSC) Suffield Branch Representative	Member
Mr. Glen Kautz	International Brotherhood of Electrical Workers (IBEW) Western Canada Business Representative	Member
Ms. Danielle Poissant	Vice-President Union of National Defence Employees Alberta and North (VP UNDE AB/North)	Member
LCol Thompson	Deputy Commander 3 rd Canadian Division Support Group (DComd 3 CDSG)	Member
Mr. Richard Asselin	Office of Disability Management Representative, ADM (HR Civ)	Adviser
Ms. Audrey-Pier Diotte	Employee Assistance Program Coordinator for Eastern & Prairie Regions, ADM (HR Civ)	Adviser
Mr. Martin Laforest	Labour Relations Officer DGWM, ADM (HR Civ)	Adviser
Mr. Robin Stagg	Labour Relations Officer DGWM, ADM (HR Civ)	Adviser
Maj Josée Allard	G1 3 CDSG	In Attendance
LCol Craig Butler	Commanding Officer 3 CDSG Operations	In Attendance
Capt Rod De Roij	3 rd Canadian Division (3 Cdn Div) Strategic Engagements Officer (DSEO)	Secretary
Maj Chris Mattina	G8 3 Cdn Div	In Attendance
LCol Adam Petrin	G1 3 Cdn Div	In Attendance

DISCUSSION

ACTION

2. **OPENING REMARKS**

a. Committee meeting commenced at 1007hrs.

Nil

- b. Approval 6 December 2023 Summary of Discussion. Co-Chairs approved / signed them 27 February 2024. Nil
- c. Labour Co-Chair. Strive to align our committee meetings with the Army LMCC. Noted that the 3 Cdn Div LMCC is effective, not requiring a large number of agenda items. Further noted that this week is National Public Service Week (NPSW). Nil
- d. Management Co-Chair. Noted desire to have at least two meetings each FY. Pleased that draft terms of reference (TOR) are to be reviewed and endorsed, and pleased to have 3 Cdn Div staff providing standing input to committee. 3 CDSG is undergoing a period of evolution with its restructure; transfer of 1 Svc Bn institutional duties from the brigade to 3 CDSG. Changes will be seen for the coming year as 3 CDSG reorganizes into four bases; Wainwright and Edmonton becoming independent bases. For this meeting, avoid referring to individual/specific cases. Staffing will be discussed; we are getting better at administering civilian hirings. Nil

3. OLD BUSINESS

- a. TOR Ratification. IBEW and PIPSC Representatives need to be added as signatories to the TOR. TORs to be passed secretarily to obtain signatures of Co-Chairs and IBEW / PIPSC Reps
- b. Staffing / Vacancies. G1 3 Cdn Div is cautiously optimistic regarding further civilian staffing growth. Division Analysis Support Centre (DASC) obtains data from ADM (HR Civ) illuminating changes over time: tenure, staffing trends, etc. Over the past four years, indeterminate staffing levels have fallen: peaked at 611, reduced to 554 last year and recently increased to 571, not inclusive of CFB Suffield. Net growth of 25 this past year, even with annual attrition of 50 people. Staffing advisors are currently working on 51 files of 120 positions waiting to be staffed. 63 staffing actions have been completed this FY. WRT grievance management: 1) there may be some misunderstandings in managers processing grievance decisions; G1 Civ HR Coord is producing a checklist to ensure grievance decisions are administered effectively; 2) Inform labour relations of the changes to 3 CDSG construct to insure uninterrupted support; and 3) Avoid employing outside of job descriptions; if there is a need to add additional tasks beyond the JD, request a Job Validation Review to determine if a reclassification is required before assigning the tasks. Lbr Co-Chair indicated that intent is to internally fill vacant positions for career development, then fill vacated positions externally. Spoke to “task creep” becoming informally institutionalized in job descriptions; referring to JDs during performance reviews can be used to counter this effect. Currently, performance reviews do not tend to be effectively used between the employee and manager; more emphasis is required in this aspect. CO 3 CDSG Ops stated initial job review should be conducted in detail to prevent ambiguity of understanding. General consensus was that generalness of job G1 3 Cdn Div to provide link to Civ HR data pulls, if permissible, to Lbr Co-Chair and, additionally, to committee members

descriptions creates ambiguity of understanding by both manager and employee. G1 3 Cdn Div indicated CFB Suffield civilian staffing numbers will be included in data reports when it has stabilized. Mgt Co-Chair indicated CAF struggling with operations and maintenance moneys which is affecting commissionaire employment (focused on security and Ident services), and receiving direction on reduction of professional services contracting. No decreases in SWE with a focus on increasing public service hiring.

4. **STANDING AGENDA ITEMS**

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| a. | <u>Budget / SWE</u> . G8 3 Cdn Div indicated \$5.9M increase to baseline L111 to address new CBAs and pay increases; and a conversion of BATUS funds to provide a \$2M increase to L111. SFT forecast indicates \$1.9M available for additional positions; equates to 20 – 25 positions. These funds came late in the business planning (BP) process and are being apportioned down during quarterly (Q) review periods. Lbr Co-Chair noted that the public service has been cut over the past years, cannot be decreased any longer and we are now in a cycle of growth to compensate for past downsizing. | Nil |
| b. | <u>EAP</u> . EAP Coord spoke to working with managers and using positional email to obtain EAP services. EAP can send personnel on-site to assist with EAP education. Workshops are free to be utilized at the unit level to develop skills. Indicated there are five EAP vacancies across the region with five additional currently in training. Lbr Co-Chair emphasized that EAP info sessions being held would be beneficial as many employees are not aware of EAP service provisions; reinforced that recruiting process remains extant. | EAP Coord to send information package to DComd 3 CDSG for circulation throughout 3 Cdn Div. |
| c. | <u>Employment Equity, Diversity, and Inclusion</u> . L1 EEDI Coord provided points for committee through Committee Secretary. ADM (HR Civ) intends to hire 5000 disabled persons and is not currently aware of how many are within the CA based on self-reporting. Persons with glasses or hearing aids can be considered disabled. Would like an overview of what activities are occurring in the EEDI file WRT indigenous, 2SLGBTQI+, visible minorities, and persons with disabilities, and what will be conducted to be more inclusive in the next 12 – 18 months. | Upon hiring of EEDI and Indigenous Coordinators within the Div G1 branch, they are to be directed to coordinate with L1 EEDI Coord on these points |
| d. | <u>BATUS</u> . Mgt Co-Chair indicated no changes expected from the British; low level testing / experimentation conducted only. Large scale training not likely to occur in the near future; training may grow to company plus (300 people) training in the medium to long-term future. WFA has been completed: 65 employees retained or hired in different positions; 43 retired or voluntarily departed; 11 on LWOP; and 18 in opting period. Lbr Co-Chair inquired as to Suffield use by other nations or CAF. Mgt Co-Chair indicated CAF trg occurring at lower levels based on demand / op tempo. International political discussions affecting Suffield usage are slow moving and based on cost sharing; no resolution this FY, perhaps next FY. To rebalance responsibilities within 3 CDSG resulting from the | Nil |

reduction in UK training and the ARA trial in Edmonton, CFB Suffield will take over institutional support to Calgary and Mainland BC.

5. **NEW BUSINESS**

- a. **ARA Split / 3 CDSG Functional Review.** As noted in Mgt Co-Chair opening remarks, base level institutional support moving from 1 Svc Bn to 3 CDSG / CFB Edmonton. Mgt Co-Chair noted that Op Svcs has taken on 300 personnel of which 100 are civilian employees. Town halls have been conducted to communicate effectively through the process. Noted that in most cases this is not a physical movement of people but rather a change in reporting chains. Wainwright and Edmonton will become independent bases with base commanders 1 April 2025. VP UNDE AB/North sought names of civilian employees in lower mainland BC who will be affected by movement of control to CFB Suffield to ensure transfer of responsibility within union properly.
- b. **Office of Disability Management (ODM) Update.** ODM Rep wishes movement of this item to Standing Agenda Items. Focus is to retain / return people to work. Highlighted Annex A bottom left graphic demonstrating DM Case Resolutions and bottom right graphic demonstrating injury type by month over the past 7 years; peak months of injury are October/November, March and July. Surmises this is effect of busier op tempo periods. Highlighted positional mailbox for case resolution (Disability_Management-Gestion_Invalidite@forces.gc.ca), and implementation of the GC Workplace Accessibility Passport program in February; move towards social approach vice medical. Training is available online; contact them for tailored unit/fmn/Div training. Lbr Co-Chair is promoting ODM with a view to them managing RTW and is seeking clarity on whom to contact at ODM within the region; ODM prefers use of positional email for initial contact on files; Lbr Co-Chair will communicate this.
- Confirm names can be provided to UNDE for Mainland BC civilian employees to facilitate transfer of union communications
- Move this item to Standing Agenda for future committee meetings. ODM representative asked to provide regional contacts to Lbr Co-Chair and VP UNDE AB/North

6. **AROUND THE ROOM.** DComd 3 CDSG confirmed TOR will be updated and disseminated for signature. They will also provide the names of 3 CDSG public servants working in Mainland BC, and will circulate EAP info when made available.

8. **CLOSING REMARKS**

- a. **Mgt Co-Chair.** Pleased to have this meeting with potential for continuing rhythm in the future. This has illustrated the gaps in communication; the Division perspective has been beneficial for communication. Prospective next meeting to be scheduled in September / October 2024 prior to L1 meeting.
- b. **Lbr Co-Chair.** Pleased to see where the Division is going with reorganization and staffing. Reiterated that NPSW is this week, with a national mandate to boycott activities in response to remote work mandate. Reiterated requirement to schedule next meeting with RPOU(W) regional meeting.

c. Adjournment. Meeting was adjourned at 1148 hrs.

9. This Record of Discussion is approved by:

R.D. Dove
Colonel
Commander 3 CDSG
Management Co-Chairperson

Mona Simcoe
VP UNDE MB/SK
Labour Co-Chairperson

Annex

Annex A 3 Cdn Div – ODM Q1 Update

Distribution List

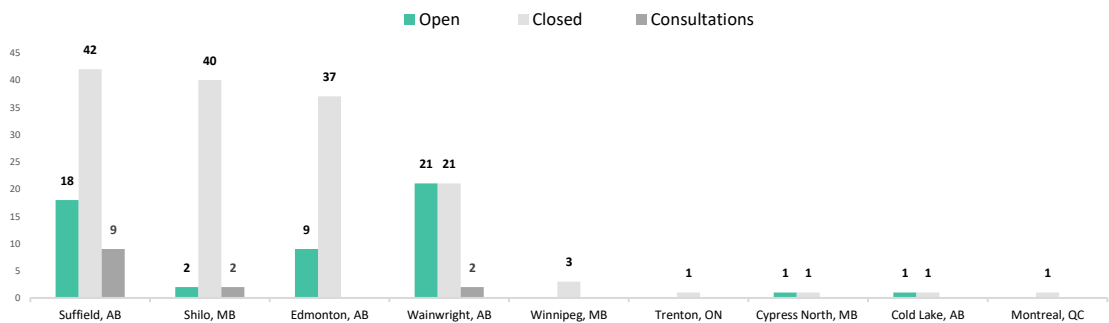
All Members / Attendees
CR/PA



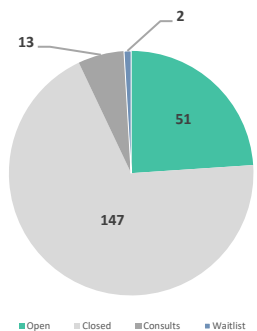
3 Cdn Div – ODM Q1 Update

Office of Disability Management Q1 Update

3rd CDN Div DM Case Distribution



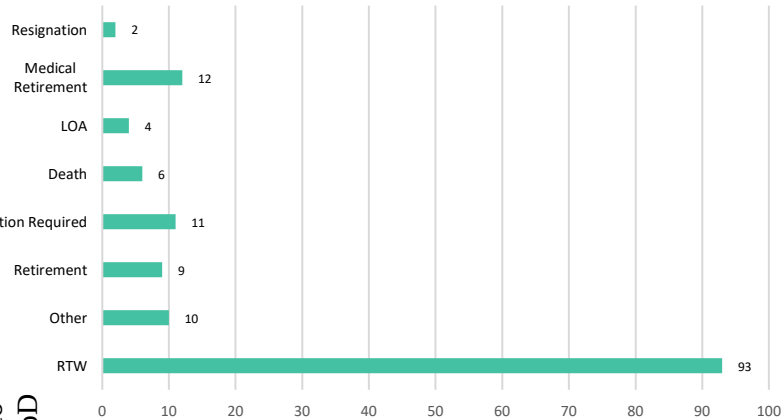
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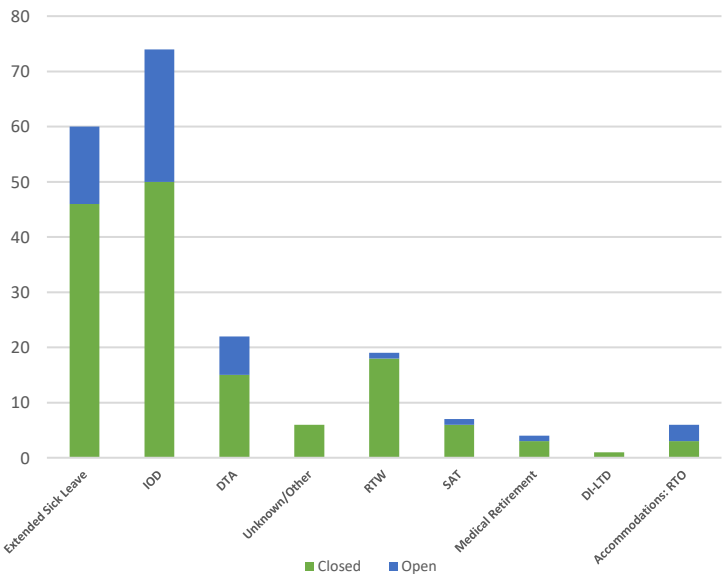
Trends & Observations

- Case resolutions result mostly in return to work (RTW).
- Contact us: [Disability Management-Gestion Invalidite@forces.gc.ca](mailto:Invalidite@forces.gc.ca)
- The GC Workplace Accessibility Passport was implemented in February.

DM Case Resolutions



DM Case Type



Open/Closed Case Type Population by Month (FY 17/18 – FY 24-25)

