

**Canadian Forces Housing Agency (CFHA)
Union Management Consultation Committee (UMCC)
20 May 05 – 13:30 hrs
Canadian Forces Housing Agency (CFHA)**

ATTENDEES

Steve Covell, Vice-President, Alberta & The North, UNDE (Co-Chair)
Brigadier-General Steve Irwin, CFHA Chief Executive Office, (Co-Chair)
Perry Schippers, CFHA PIPSC Representative
Kevin Marchand, CFHA Corporate Team Leader
Van-Khanh Nguyen, CFHA General Manager Housing Operations
Lynn McKenna-Flemming, CFHA Comptroller
John Park, CFHA Labour Relations Advisor
Debbie Black, Recording Secretary

AGENDA

1. Approval of UMCC minutes 19 November 2004 - (*John Park*)

Old Business

2. Return to Work Program (Training) – (*UNDE*)
3. CFHA Organizational Charts – (*UNDE*)
4. Grievance & Appeal Statistics – (*UNDE*)

New Business

5. LMRC Enhancement Training - (*UNDE*)
6. Royal Lepage – (*UNDE*)
7. Workplace Assessment – (*UNDE*)
8. Issues at CFHA Petawawa – (*UNDE*)
9. Roundtable – (*ALL*)
10. Next Meeting

MINUTES

Approval of Minutes – UMCC 19 November 2004

1. The minutes of the UMCC meeting of 19 November, 2004 were approved.

BGen Irwin made opening remarks detailing his belief in the necessity of strong communication between Management and Union, and his desire for the resolution of problems at the lowest possible level. Steve Covell also stated his belief in these principles.

Old Business

2. Return to Work Program in CFHA

Joanne Coutanche and Steve Covell will be researching and doing the follow up on the National RTW Program. All cases are currently completed on a case-by-case basis at CFHA for all employees.

3. Organizational (ORG) Charts

Steve Covell requested access to the CFHA ORG charts located on “Employee Corner”.. Kevin Marchand committed to determining whether access for Steve Covell could be arranged, while John Park committed to sending Mr. Covell the current copies of CFHA ORG charts.

4. Grievance and Appeals Statistics

There were no appeals currently in progress within CFHA. John Park presented the statistics for on-going grievances within the Agency. Steve Covell remarked that he was pleased that no pattern appeared evident and that numbers seemed quite reasonable. He stated that he would like the statistics in advance for future UMCCs in order that they may be analyzed prior to the meeting. John Park committed to sending these with the invitations to future UMCCs.

There was some general discussion involving on-going Harassment investigations within the Agency. John Park stated that he had discussed some issues with DGLRC, and that Management was dealing with any issues brought to their attention. Steve Covell stated that for future UMCCs he would like Harassment statistics included with the Appeal and Grievance statistics. Steve Covell also suggested that all employees receive Harassment awareness training so that they are fully informed of their rights regarding Harassment issues.

New Business

5. LMRC Enhancement Training for Local LMRC Members

Steve Covell suggested to the committee that the LMRC enhancement training would be of great value for all members of the local LMRC. Kevin Marchand and John Park committed to re-establishing the local committee and scheduling training as soon as possible.

6. Update - Royal LePage

Steve Covell stated that some of his members (Gagetown, Goose Bay, Kingston?) had expressed concern with regard to the Single Window initiative and privatization of Housing Services.

BGen Irwin will address the Single Window issues with ADM HR Mil and will do a follow up with Steve Covell.

7. Workplace Assessment

The Workplace Assessment was identified as an ADM(IE) initiative. All CFHA employees have been asked to complete the Workplace Assessment survey. The results of the assessment are expected in Fall 2005. Steve Covell will be provided with a copy of the survey for his review, and the complete final report, should it be released by ADM(IE).

Van-Khanh Nguyen will address concerns and issues from all the sites, and will be able to express their views with him on a one to one bases or Focus Groups. The workplace assessment survey was created to cover all aspects on the ongoing issues for all employees to express their concerns and views on a confidential level. Follow-ups and recommendations will be made available once all the reporting has been completed for all employees to view and results will be made public.

NOTE: Each site will require their own HR strategy plans as required.

8. Petawawa Site

Some issues specific to CFHA Petawawa involving problems in relations between CFHA Petawawa employees and CFB Petawawa personnel were raised. Van-Khanh Nguyen and BGen Irwin stated that they were both aware of the issues raised, and that a meeting with the Base Commander and the Housing Manager had already been scheduled for the week following UMCC.

Roundtable

Perry Schippers introduced the new DAOD 5008-1 " *Use of Departmental Premises and Equipment, and Electronic Networks, for Bargaining Agent or Union Business*". Management is completely in support of the current environment, where the union representatives are permitted the use of the IT systems provided that any communication is approved by management prior to distribution. It was agreed that, instead of creating different agreements for each bargaining agent, a single document would be prepared for approval by CFHA CEO.

Perry briefed the committee on what is happening with the IT service delivery assessment (ITSDA) and GOC common services initiative from PIPSC's perspective. Mr. Steve Hamilton was identified as the contact within ADM(IE) for these issues. Both Union and Management committed to keep the other advised of any new information on these initiatives. Management will notify the labour representatives if they become aware of any CFHA implications related to these projects.

Kevin Marchand proposed the fusion of the CFHA UMCC and LMRC committees. After much discussion it was agreed that the committees would remain separate.

Steve Covell announced that he will be up for re-election sometime in August and congratulated BGen Irwin on his assignment as new CEO at CFHA.

Next Meeting

The next UMCC is expected in November 2005, but will be confirmed at a later date by John Park and Steve Covell.