

1 Canadian Air Division  
Box 17000 Stn Forces  
Winnipeg MB R3J 3Y5

6007-21 (A1 CHRWM)

February 2004

MINUTES OF THE 13<sup>TH</sup> MEETING OF THE  
1 CANADIAN AIR DIVISION UNION  
MANAGEMENT CONSULTATION COMMITTEE  
WINNIPEG, MANITOBA 1 DECEMBER 03

Co-Chairs: BGen P. Brennan, A1 (Chair)  
Mr. B. Molsberry, UNDE VP (Man/Sask)

Secretary: Ms. W. Carter, A1 CHRM

Members: Col J.P.J. LeBlanc, A4 AE  
Col L. Russell, A7  
Col E.G. Thuen, A1 Res (Absent)

Alternate LCol D. Adamko, A1 Res Pln & Rec  
Col J.C. Madower, A1 Pers (Absent)

Alternate LCol S. Davenport, A1 HR Plans  
LCol W.C. Hussey, A5 Compt  
Mr. P. Turcq, UNDE VP (Quebec)  
Mr. D. Pike, UNDE VP (NS)  
Ms. M. Chamberlain, UNDE VP (Ont)  
Mr. S. Covell, UNDE VP (AB/NWT)  
Mr. R. Taylor, NVP IBEW (Absent)  
Mr. D. Luesby, PIPSC Rep (Absent)  
Mr. N. Harden, PIPSC Employment Relations Officer (Absent)

Ex officio Members: BGen E.G. Cloutier, DG Air Pers (via videoconference)  
Ms. M. Bergeron, D Air CMS (via videoconference)  
Ms. L. Corkum, D Air CMS 5 (via videoconference)  
Ms. T. Murray, DCHRS (Pr)  
Ms. B. Stouffer, DCHRS (Pr) 1 CAD Coord

Presenter: LCol R. Mann, A4 AFSC  
Maj D. Dorrington, A4 Sup

Observer: Ms. B.G. Henry, A1 CHR Prog Coord

Recording Secty: Ms. D. Joudrey, A1 CHRWM

## DISCUSSION

## ACTION

### INTRODUCTION AND OUTSTANDING BUSINESS

1. AFSC – Due to time constraints, this presentation commenced prior to the official opening of the meeting. A4 AFSC provided updated information on AFSC. This project does not yet have ministerial approval and the MND is expected to evaluate the project submission on 5 Dec 03 and provide a decision on the way ahead. A4 AFSC reiterated that until MDN approval is received, there was to be no formal consultation with the union. UNDE co-chair informed the committee that AFSC information is being shared at the wings and that there are visits and a great deal of dialogue taking place. A4 AFSC advised that planning with the wings is getting difficult without engaging in consultation with unions. UNDE VP (NS) advised that 14 Wg civilian employees are aware that discussions are taking place and because there is no information being provided from their union, it is creating a level of distrust. A4 AFSC advised that he would take that message to A4. UNDE VP (AB/NWT) advised that hiring restrictions may have to be implemented based on HR planning for this project. A4 AFSC agreed that there would have to be a balance between VMF and HR planning. DG Air Pers reported that consultation is taking place at this UMCC and that MND endorsement of this project is required before analysis of civilian HR impact takes place. He also stated that as a result of the presentation, the unions now have the same information as the MND. UNDE co-chair closed this discussion by advising he would be expecting information on the decision from the MND's office on 5 Dec 03.

A4 AFSC  
A1 CHRM

Secretarial Note: UNDE co-chair was advised on 15 Dec 03 that MND had endorsed the continuation of detailed project planning and consultations with civilian staff and Union representatives. Guidelines for consultation are currently being drafted for approval by Air staff/1 CAD staff, and union officials.

2. Opening Remarks - A1 opened the meeting by welcoming the members and asked that members introduce themselves. A5 Compt requested that agenda item 1. c. "Moose Jaw and Goose Bay Status Issue Identification" be covered with agenda item 12. "Budget Overview", to facilitate his having to leave the meeting. A1 advised the committee that the meeting that was cancelled in May was due to the fact that there was no new information to share and that information on most of the agenda items could be provided secretarially. In future, meetings will be held unless there is agreement by every attendee to cancel. UNDE co-

chair advised that he had agreed to the cancellation of the meeting. He stated that in response to the e-mail that he had sent to CAS, the CAS reiterated the importance of UMCCs and other joint meetings. He agreed that prior to cancelling a meeting, all the members should be consulted.

3. MASOP - A4 Sup provided a briefing on MASOP covering the areas of: today's limitations, the concept, potential impacts, benefits and the way ahead. UNDE VP (AB/NWT) requested the name of the contact regarding the calibration centre at Cold Lake. A4 Sup advised that he would provide the union with the information. UNDE VP (NS) requested an electronic copy of the presentation and inquired about ammo redistribution. A4 Sup stated that there is nothing new to report on ammo redistribution and there is no detail on actual initiatives. He will provide further detail when it is available. A1 CHRM will provide an electronic copy of the briefing. UNDE VP (QB) advised that the MIP could not be finalized until the HR strategy for this project is complete. A4 Sup reported that changes to the MIP were expected in mid Jan 04. UNDE VP (QB) noted that the HR Plan/Strategy should be in place prior to site visits to ensure there is value to the information that will be passed on to the workforce. A4 Sup agreed that it was important to provide detail during the team visits. UNDE co-chair stated that the air force is being asked to validate civilian numbers and that the union has to be included in this process. A1 CHRM advised that 1 CAD has requested MASOP baseline position reports to enable tracking changes to positions within the MA & S organization. A4 Sup stated that in the planning, AFSCP must work with the same civilian figures on all projects.

A4 Sup  
A1 CHRM

Secretarial Note – An electronic copy of the MASOP presentation was forwarded to UNDE on 18 Dec 03.

4. 1 CAD HR Committee – A1 HR Plans provided an overview of status of the committee that is chaired by A1. This committee will address all aspects of human resource planning; however, will not replace the UMCC. UNDE VP (ON) requested information on membership and was advised that A1 and representatives from the A staff organization within 1 CAD were committee members. As well, subject matter experts and the UNDE co-chair may be included for specific issues. A1 HR Plans responded to the UNDE co-chair that the 1 CAD HR Committee was separate from the AFSC Working Group. This item is closed.

5. Designation Notice Registers – A1 Coord suggested that this item be closed because a consolidated list of air force designated positions from the previous round of collective bargaining had been provided to the union co-chair in May 03 and that the union is involved in the current

round of consultations on designated positions. This item is closed.

6. LMRC Enhancement Training – A1 Coord provided the members with a report of training at the wings. UNDE VP (QB) expressed concern regarding the number of days that some locations were allowing for the training. A1 Coord advised that the length of time allocated to this training would have been agreed to by the LMRC committee membership. UNDE VP (ON) stated that, at a HR Sub Committee meeting, DGLPD had suggested that a condensed course be considered but that the bargaining units did not accept the suggested change. A1 CHRM reiterated that local agreement from both union and management must have been received prior to having condensed versions of LMRC Enhancement training. UNDE VP (NS) suggested that some of the wings may have run the JLP course not the departmental course. A1 HR Plans advised that in his experience as WAHRO in Trenton, he recommends the 3-day course. This committee reaffirms that wgs should schedule the departmental LMRC Enhancement training at least once every four years or when there is a significant change in committee membership as per 6007-1 (A1 CHR Prog Coord) 12 August 2002. By copy of these minutes, WComds are requested to provide departmental LMRC Enhancement Training as per 6007-1 (A1 CHR Prog Coord) 12 August 2002. A1 CHRM will follow up with wings that have not had the training within this timeframe.

W Comds  
A1 CHRM

7. Vacancy Management Framework – A1 CHRM advised that the new VMF was distributed on 22 Oct 03; however, this framework may have to be revisited depending on departmental or air force projects. A1 CHRM is monitoring and will action as required.

8. TORS – Additional UNDE representation to the 1 CAD UMCC depends on the establishment of a working group for AFSC. A1 suggested, and UNDE co-chair agreed, that we leave this item for now and that this item be addressed at the next meeting when there will be a sense of direction on AFSC. A1 commented that we would have to look at a process for air force/union consultation on strategic issues.

9. Wellness Issue – This item is now closed.

10. Classification Reform Update – Committee members discussed the work description review. UNDE co-chair stated that work descriptions in UCS format are evaluated using the old format. D Air CMS advised that managers have the ability to make notes in areas that lack sufficient information and DCHRS (Pr) advised that classification officers do liaise with managers to get the required additional information. UNDE VP (AB/NWT) stated that employees might file staff relations' grievances. Once the statistical data is received from D Air CMS, direction will be

D Air CMS  
A1 CHRM

issued to the wings from A1 CHRM to confirm the importance of continuing with the currency review.

11. Wing LMRCs – UNDE requested that minutes of local wing LMRCs be provided electronically to local UNDE presidents to facilitate ease in sending to the UNDE Regional VPs. By copy of these minutes, WComds are requested to provide the local minutes electronically to the local UNDE co-chair.

W Comds

12. Fire Fighter Fitness Testing in Air Command – A1 CHRM reported that the air force will support departmental policy. Due to a complaint under the Privacy Act that medical information on civilian employees should not be held by PSP, the departmental fire marshal has issued new standard operating procedures for handling testing results.

13. PSAC Designations – UNDE co-chair advised that there was a perception that designations that were supported locally would be agreed to at the national level. This is not the case. UNDE VP (ON) congratulated the prairies for their process of having local and regional discussion prior to the national consultation.

14. PSAC Collective Bargaining – UNDE co-chair advised that PSAC would likely be going to conciliation and to expect a strike vote in the new year.

15. Excluded Positions – Prior to the meeting, A1 CHRM sent information to members to advise that exclusions were on the agenda of the HR sub committee of the National UMCC. DGER requested that this forum delay discussion until after the national meeting. 1 CAD Coord will provide an update from DGER.

1 CAD Coord

16. Civilian Training Plans – A1 CHRM advised that a funding report for 2002 was provided to the members. She reported that wings receive training funds from 1 CAD and also expend local funding on training. The only reporting information that is captured now is on the funding allocated from 1 CAD. It is expected that based on direction received from CAS, 1 CAD will issue direction to the wings advising that all training is to be entered into HRMS. DCHRS (Pr) reported that there is a draft DAOD that states that every employee who requests a personal learning plan is entitled and that the Learning Centres will be available to provide assistance. This will take effect in Apr 04. UNDE VP (ON) advised that in one location, training opportunities at the LCC have been denied unless the training was related to the job and asked if this was an air force policy. A1 stated that the air force definitely wants maximum and consistent usage of the LCCs across the Air Force.

17. CHRPPC – UNDE requested copies of the RODs for the regional CHRPPCs. A1 CHRM advised that the RODs will be available on the ADM (HR Civ) website once translation has been completed. This item is closed.

Secretarial Note: CHRPPC website:

[http://hr.dwan.dnd.ca/admhrciv/chrpcc/engraph/home\\_e.asp](http://hr.dwan.dnd.ca/admhrciv/chrpcc/engraph/home_e.asp)

18. Civilian Awards/Recognition Program – UNDE co-chair advised DG Air Pers that employees at all work locations should be made aware of the awards/recognition incentives that are available. DG Air Pers responded that civilian and military awards are staffed through one office for distribution to WComds. D Air CMS reported that there are awards committees at every location and that awards/recognition could be a standing agenda item at the local LMRCs. UNDE VP requested copies of any info that is sent out through the chain of command.

D Air PM&S 3-2-2-2

Secretarial Note: D Air PM&S 3-2-2-2 will add UNDE co-chair to distribution list.

19. Civilian Leave Management – DCHRS (Pr) reported that a new civilian leave management policy had been developed to ensure consistent application of civilian leave and to remind managers that civilian leave is governed by collective agreements and is different from the military leave policies.

20. EAP Report – A1 CHRWM provided a written report. UNDE VP (NS) reported that he was an instructor on the English course and UNDE VP (QC) provided instruction for the French course. From feedback received, this course was very successful. He also reported that due to the demographics of our workforce many RAs will be retiring in the near future. Therefore, national office is looking at running 2 courses per year for the next 2 years. He informed the committee that Trish Samson, the Marlant EAP Coordinator, received the Canadian EAP Association Award for Individual Excellence.

21. Employment Equity Report – A1 CHRM advised that a written report will be forwarded in the near future. She stated that a call to revise the employment equity plans should be forthcoming in the next few weeks. The UNDE co-chair advised that local LMRC members should be informed. 1 CAD Coord reported that implementation of mandatory employment equity supervisor training was in near roll-out and that a pilot course would be run in Winnipeg.

A1 CHRM

Secretarial Note: The employment equity report was forwarded to the members on 12 Dec 03.

22. Personnel Numbers Mil and Civ – Reports were provided prior to the meeting. UNDE co-chair requested validation that the parade states were the same as military manning reports. He also requested that a list of the codes for reserve reports be forwarded. A1 CHRM reported that if UNDE is satisfied with the reports that they receive from LFWA, we could obtain the same information from DHRIM for the air force. UNDE co-chair also requested information on the deployments and their locations. A4 AE advised that the deployment website would provide the information. UNDE co-chair requested the website address.

A1 CHRM  
A1 Res

Secretarial Note – It has been confirmed with A1 HR Plans staff that parade states and manning reports are the same. The deployment website link is : [http://www.forces.gc.ca/site/operations/current\\_ops\\_e.asp](http://www.forces.gc.ca/site/operations/current_ops_e.asp) and this information was forwarded to union members on 12 Dec 03. A current air force manning report and the information on the reserve report coding was forwarded to members on 12 Dec 03.

23. Moose Jaw and Goose Bay Issue Identification – A5 Compt advised that he had no input into the corporate accounts, NFTC and Goose Bay; however, 1 CAD does support the 15 Wg segment at Moose Jaw. DG Air Pers spoke to the NFTC and Serco contracts and advised that ADM Mat is the OPI; however it is overseen by D Air CFG. The union co-chair advised that the union would continue to follow through on the costing of contracts at the privatized wings through D Air CFG. UNDE co-chair will bring questions to this forum for direction to the appropriate OPI when required. DG Air Pers reported that the air force is trying to identify ways to mitigate the impact of the departure of the Dutch and possibly the German air forces from Goose Bay.

24. Budget Overview – A5 Compt reported that 1 CAD is now responsible to pay a 20% tax on SWE expenditures that are above the established civilian and reserve thresholds; however, 1 CAD does not have to pay the 20% on regular force positions as this SWE account is managed at NDHQ. 1 CAD's SWE allocation was 70 million and our expenditures were 75 million. The threshold was raised to 75 million during the grace period and therefore the 20% tax did not apply to the 5 million. The tax was applied to the 1.2 million that was converted to SWE. Consequently, the total SWE account is 78 million which does not include the funding for wage settlements.

25. 1 CAD Grievance Reports – 1 CAD Coord provided handouts of

A1 CHRM

the grievance reports and appeal reports. UNDE co-chair asked about receiving a mediation report. A1 CHRM will provide a report on the usage of ADR. 1 CAD Coord will investigate the possibility of obtaining information on the number of grievances/appeals that are referred to ADR. UNDE VP (ON) inquired about the grievances that would be included under the miscellaneous column of the grievance report. 1 CAD Coord will provide the information secretarily. UNDE co-chair and 1 CAD Coord will discuss the format of the reports off line.

1 CAD Coord  
UNDE VP  
(MAN/SK)

## ROUND TABLE DISCUSSION

There were no issues raised during the round table. The co-chairs thanked the members for their participation and the meeting adjourned at 1455.

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Ms Wenda Carter  
Secretary

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Mr. Brian Molsberry  
Co-chairperson

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BGen P. Brennan  
Co-chairperson

### Distribution List

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#### Action

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W Comd 16 Wing Borden  
W Comd 17 Wing Winnipeg  
W Comd 19 Wing Comox  
W Comd 22 Wing North Bay

UNDE VP (Man/Sask)  
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#### Information

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1 CAD Coord

A1 CHRM

A4 Sup

A7

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A1 Pers

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