

Land Force Atlantic Area
Headquarters
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6007-1 (Chairperson)

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June 2003

Distribution List

MINUTES - LABOUR MANAGEMENT RELATIONS COMMITTEE
(LMRC) MEETING HELD AT LFAA HQ, BUILDING D201, 4TH FLOOR,
COMMANDER'S CONFERENCE ROOM - 0930HRS 24 JANUARY 2003

Chairperson: Ms D.A. Graham, UNDE Vice President NL and NB

Co-Chairperson: LCol W.T. LeLievre, COS LFAA

Members: Ms T.M. Lyall, AHRM LFAA
Ms D.M. Stringer, HRO (SR) CHRSC (A)
(Alternate for Mr. J. Stewart)
Maj T.R. Pond, G1 LFAA HQ
LCol J.K.P. Quinn, G4 LFAA HQ
Capt C.D. Tizzard, LFAA Employment Equity Officer

Secretary: Mrs C.M. Murray, COS's Secretary LFAA

INTRODUCTION

1. Chairperson's Opening Remarks. Ms. Debbie Graham called the meeting to order at 0930hrs and welcomed everyone present. Ms. Graham stated that it has been a long time since the LMRC committee met and that she looked forward to working with the group over the next little while. Ms Graham stated that she would like to review the Terms of Reference during this meeting. She also stated that during the next year and a half, we would be quite busy with changes to our budget, within the Department and MA&SO and that hopefully would be an improvement over the Supply Chain Project (SCP). Ms Graham advised that she had been re-elected for a third 3-year term as representative for the members of UNDE of NL and NB. Ms Graham stated that the Area LMRC is the appropriate forum for dealing with issues that cannot be resolved at the local level.
2. Co-Chairperson's Opening Remarks. LCol W.T. LeLievre welcomed everyone and stated that this is the first meeting since 27 April 2001. LCol LeLievre advised that he is was posted in as COS upon Col Collin's departure in December 2002, and that he would remain in that position until the new Chief of Staff, Col Roch Lacroix, takes up his duties in April 2003. LCol LeLievre stated that Col Roch Lacroix would chair the next meeting and that he would return to his position as G1. LCol. LeLievre congratulated Ms Graham on her re-election as

representative for the members of UNDE of NL and NB. LCol LeLievre stated that the Commander stressed the importance of this forum to resolve issues and that meetings should be held in accordance with the TOR. LCol LeLievre then introduced all the members in attendance and then passed the meeting back to the Chairperson.

DISCUSSION

ACTION BY

PREVIOUS MINUTES DATED 26 JUNE 2001

3. Review of Previous Minutes. The Chairperson asked for a review of the minutes and the following concerns and comments resulted:

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|----|---|--------------------------|
| a. | <u>Web Page.</u> Ms Graham noted that due to some changes on her UNDE web page, she no longer has the LFAA LMRC minutes. Ms. Graham asked the members present if there was agreement to reintroduce the policy to have minutes posted the UNDE web site. All parties approved. | Ms. Graham/
Secretary |
| b. | <u>LMRC Enhancement Trg.</u> Ms. D. Stringer reported that Gagetown requested LMRC enhancement training. This request was received at the same time TBS and PSAC were launching a joint LMRC training package. This package is based on the DND LMRC enhancement training. It was proposed that Gagetown be offered as a pilot for the new training. Mrs. Stringer will follow up with Jim Stewart to determine the status of this issue. | D. Stringer |

The previous minutes were accepted as read.

NEW BUSINESS

4. Standing Items. A discussion ensued on the present standing items with the Chairperson asking the Committee if there were any new items that should be added or removed.

- a. UCS. Ms Lyall advised that in May 2002, Treasury Board announced that UCS would evolve into a more manageable multi-year classification reform program. In response, the CLS directed the Areas to build on work description writing that has been done to date and ensure that all civilian employees in the Army had an up to date current and classified job description. LFAA completed the review of all civilian positions by 31 Jan 03. The updated job descriptions have been submitted to the Service Centre in Halifax for classification review. On the National front TBS has asked DND to participate in a study to confirm PA group feasibility. Data collection is ongoing. The Army representative for this study is LGen. R. Hillier, ACLS (soon to be CLS). Ms Graham stated that

UCS is now officially called Classification Reform (CR).

- b. ASD/MEO. Ms. Graham asked the committee for an update on the MA&SO. LCol Quinn commented that progress has been slow since the initial announcement of the MA&S program. A Town Hall meeting was recently held in Gagetown. The Project Director, Commander Smart, has taken his release and there has been a change of personnel. In terms of further direction there is very little additional information. Ms Graham said she wanted to highlight the steps taken at Gagetown to identify potentially affected positions and to work with the affected employees to find alternate employment. At the end, all employees except 8 were placed. Requirements were backfilled with terms or military pers. She stressed the importance of returning the supply function to normal civilian staffing levels. Some issues were identified in the Supply Section and need to be raised at the Base LMRC. She indicated that a plan is required so we are prepared when MA&S begins progressing. Some of the staffing issues will be addressed with the implementation of the new TBS Term Employment Policy.
- c. EAP. Ms. Lyall reported that statistics are rolled up every six months. The last round of statistics, from April 2002 to September 2002, had 12 visits during the reporting period, which was down from 28 in the previous reporting period. Ms. Lyall commented that the 20th Anniversary of the EAP Program was celebrated in Kingston, ON. Two LFAA pers received awards for long service or dedication to the Program; Richard LeBlanc, Chairperson, Gagetown and Karen Berteit, Referral Agent, Moncton. Ms Lyall indicated that a recent article on EAP was published in Message Pad that highlighted the work of Referral Agents and expressed broad Area support for the program. Ms Graham informed all that she is the UNDE Rep for EAP in NL and NB and Mr Doug Pike takes care of NS. Departmentally ADM Fin(CS) signed letters of support to Managers of all their Referral Agents in the Department. The letters will be sent to the Manager with a cc to the Commanding Officer or Commander to thank them for their ongoing support. Ms Graham reported that there is a website for EAP with links to the regional referral agents.
- d. EE. Capt Tizzard, the Area EE Officer, reported that the CLS has approved the Army EE Plan and that the Area plan was issued in May 2002. The initial stages of the activities are focussed on increasing and strengthening our ties to Atlantic Canada communities, Cultural Centres, and Aboriginal Groups. We are at the stage of forming and consulting with the Advisory Groups and attempting in smaller steps to provide education on programs and policies to mil and civ pers. An Employment Systems Review is currently underway to determine barriers that may be preventing DND from making progress. Ms. Graham reinforced the union

commitment to working with management on EE issues. She briefed the group on the extensive input provided by the Union to the ESR consultant. She also indicated that specific UNDE members have been identified as the EE contacts for management. Ms. Graham will provide a copy of this list to Capt. Tizzard. Members were advised that the CLS would be issuing numerical goals for EE recruitment and promotion in the near future. The results of the 2002 PSES survey were discussed in relation to equity groups. The results are available on the website (<http://publiservice.survey-sondage.gc.ca/2002/results-resultats/index-e.htm>). Ms. Graham informed that there was a Diversity Cultural Training Course pilot done a few months ago, which she attended. Ms. Graham and Capt. Tizzard agreed that Diversity Training is essential; they also agreed that it was important that people working in the EE function receive hands on training in the development of EE plans. This need will be identified at the Army EEWG. Ms. Graham also advised that the Union is drafting a JLP training proposal on The Duty to Accommodate. This training could be funded under the TBS and PSAC JLP initiative.

TOR REVIEW:

5. Terms of Reference. Ms. Graham, Ms. Lyall and LCol LeLievre discussed the changes that were required to the Terms of Reference and agreed on the following changes on page 1, clause 4.1 b. take out UNDE VP NS and on page 2, 4.1 clause e. take out (as reqr) and replace with EE Rep, clause f. take out complete, clause g. h. and i. replace with f. g. h. respectively and insert clause i. Others as req'd.

Ms. Lyall

OTHER POINTS:

6. Training. Capt. Tizzard asked Ms. Graham about the training being planned and if it was possible for her to attend some courses. LCol LeLievre stated he supported any relevant training for Area EE Reps, including the PSAC training if reps are eligible to attend. Ms. Graham stated that she would bring the training topic to the meeting next weekend.

Ms. Graham

7. Chairperson's Concluding Remarks. Ms. D.A. Graham thanked everyone for attending and asked that former Secretary, Ms. Dawn Louvelle, be sent a thank you for all her work, cooperation and dedication as LMRC Secretary during her employment at LFAA. Ms. Graham stated that she was looking forward to working with the new Chief of Staff and all new members, along with all returning members.

Ms. Lyall

8. Co-Chairperson's Concluding Remarks. LCol LeLievre concurred.

ADJOURNMENT AND NEXT MEETING

9. The meeting adjourned at 1100hrs. The next LMRC meeting was tentatively scheduled between 5 May and 30 May. Ms Lyall to firm up date once new Chief of Staff is on the ground.

Ms Lyall

Ms D.A. Graham
UNDE Vice President NL and NB
Chairperson

W.T. LeLievre
Lieutenant-Colonel
Chief of Staff
LFAA
Co-Chairperson

Mrs C.M. Murray
COS's Secretary
LFAA
Secretary

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