



National Defence

Défense nationale

Land Force Western
Area Headquarters

Quartier général du Secteur de l'Ouest
de la Force terrestre

10305 – 152 Ave
Edmonton, Alberta
T5E 2S2

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Edmonton (Alberta)
T5E 2S2

6007-20 (COS)

May 2001

Distribution List

MINUTES OF THE LAND FORCE WESTERN AREA
(LFWA) LABOUR MANAGEMENT RELATIONS
COMMITTEE HELD IN THE LFWA CONFERENCE
ROOM AT 1330 HOURS, 19 APRIL 2001

Chairpersons

Col D. Barr - Chief of Staff

Mr. Steve Covell - Vice President UNDE Alberta & the North

Members

Ms Karen Laing - Area Human Resource Business Manager (incoming)

Mr. Paul Lizee - Area Human Resource Business Manager (outgoing)

LCol P. Dixon - G4

LCol J. Porter - 1 ASG COS

Maj G. Esligar - Area Comptroller

Mr. Keith Hillis - Acting Vice-President - Manitoba & SK

Mrs. C. McCubbing - Asst Area Human Resource Business Manager

Ex-officio

Mr. Garry Dunn - (replacing Ms Terry Murray, DCHRSC (Prairies))

Maj R. Lennox - (replacing LCol H. Flaman, A Surg)

Maj C. Jamieson - COS Coord

Mr. Larry Jackson - Senior Mediator

DISCUSSION

ACTION BY

INTRODUCTORY REMARKS

1. Mr. Covell opened the meeting at 1330 hours, welcoming former and new members.

1/9

DISCUSSION

ACTION BY

OLD BUSINESS AND STANDING ISSUES

ADOPTION OF THE MINUTES

2. As there were no errors or omissions, the minutes of the 14 Dec 00 meeting were adopted as printed.

PARADE STATES OF MILITARY AND CIVILIAN EMPLOYEES

3. As per Mr. Molsberry 's previous request, the report at Annex A as provided. Mr. Hillis felt that the report was useful, however requested the addition of position numbers. Col Barr agreed that the information could be provided, however he did not want a duplication of effort. He advised Ms Laing to liaise with Mr. Hillis and Ms Murray to determine the nature of the information required and whether the report would be more appropriately generated by the CHRO or the HRBM. The civilian parade states will be produced quarterly, the military states annually. The COS emphasized that the AHRBM would collect and distribute the reports.

UNDE/
DCHRSC/
AHRBM

The AHRBM will follow up with Mr. Hillis.

JCTC UPDATE/SKILLS GAP PROJECT FOR SHILO

AHRBM

4. The COS spoke briefly regarding the importance of the Skills Gap Project for Shilo. He explained that the Area had been successful in obtaining 14K from CLS to supplement funding provided by the province of Manitoba and the JCTC, however the project did not proceed prior to FY end. Funding was returned to CLS with the understanding that it would be provided in the new FY.

The COS directed the AHRBM request current year funding from CLS.

2 PPCLI KITCHEN UPDATE

AHRBM/
UNDE

5. Mr. Hillis reported that progress had been made, however the situation had not been completely resolved. Ms Laing will conduct an on-site visit and both she and Mr. Hillis will continue to monitor the situation.

DISCUSSION

ACTION BY

NEW BUSINESS

RX 2000 UPDATE

AHRBM/
ASURG

6. Major Lennox reported that a clinic reform project (RX 2000) is presently underway. One of the project reforms is the 1 April 2001 transfer of health services to DG Health Services. He said that civilian employees will not be affected at this time, however it is uncertain as to what the end state will be. Major Lennox advised that a nationally driven contract had been let to Medimerge and would be utilized to hire physicians, x-ray technicians and nurses.

DENTAL ASSISTANT POSITIONS: CONCERNS RE THE "MILITARIZING" OF POSITIONS

AHRBM/
ASURG

7. Mr. Hillis requested clarification regarding the staffing of civilian employees into military dental assistant positions, the tenure of the employees and whether there was a consistent practice among the CCs. Major Lennox explained that the positions were in fact military positions, however a shortage of military dental assistants necessitated the requirement to hire civilian employees. Major Lennox further stated that this initiative was nationally directed and therefore assumed that there was a consistent application across the Commands.

In response to the COS direction, Major Lennox said he would seek clarification regarding consistency across the commands as well as the tenure of the employees encumbering the positions.

SAH UPDATE

SENIOR
MEDIATOR

8. Mr. Jackson briefed the group regarding the LFWA DRC. He said he felt the success of the Program was due in part to the inclusion of a diverse group of personnel, i.e. various levels of labour and management, during the planning stage(s). Mr. Jackson explained that he is the only fulltime mediator in the "region", however it is anticipated that a national "rollout" will result in the addition of four personnel in Edmonton and one at each of the satellites located at LFWA TC and Cold Lake.

9. Mr. Jackson said that since October 2000 there have been 25 successful mediations. He stated that support for the Program, both nationally and locally, has also contributed to the Program's success. He said that he is available to brief employees and managers as required.

DISCUSSION

ACTION BY

10. Mr. Covell expressed concern regarding timeframes associated with the grievance process, i.e. an employee files a grievance and subsequently enters into mediation - will the grievance be held in abeyance until the mediation process is completed. Mr. Jackson said that consultation with the union would occur in these cases.

SENIOR
MEDIATOR

10. Colonel Barr and Mr. Hillis agreed that mediation was useful in resolving and/or avoiding long drawn-out disputes.

BUDGET OVERVIEW

ACOMPT

12. In response to Mr. Covell's request for a budget overview, Major Esligar said that although the final version of the funding model had not yet been received, that he did not anticipate changes to the SWE. Mr. Hillis requested clarification regarding the transfer of SWE dollars to the O & M budget and subsequent deletion of the position. Both Maj Esligar and LCol Porter explained that they were not aware of such a decision, however emphasized that such action would be done at management's discretion.

UCS UPDATE

13. Mr. Covell reported that the DUCT committee is presently liaising with TB regarding implementation.

UNDE/
AHRBM

14. Ms Laing advised the group that Mr. Cairns (UCS Project Officer) will attend a UCS meeting on May 8 and 9th and that information from that meeting will be subsequently disseminated. She emphasized the need for ongoing training of both military and civilian supervisors.

GRIEVANCE REPORT

DCHRSC/
AHRBM

15. A copy of the grievance report presented by Mr. Dunn is attached at Annex B. The COS emphasized the value of the statistics in identifying trends and taking appropriate action.

SCP AND SSSR UPDATE
INCLUDING ANY DEVELOPMENTS AT SUFFIELD

G4/
UNDE

16. In regard to SCP, LCol Dixon advised that four bids have been received from contractors and ongoing evaluation is occurring in Ottawa.

17. The SSSR is ongoing, however the Level Ones' have apparently recommended to the VCDS that there be a strategic pause in the initiative. There is some thought that the results of the ASD Capacity Check are linked to SSSR. The bottom line is "Wait Out".

18. In regard to catering services in Suffield, LCol Dixon reported that the PWGSC had posted the Letter of Interest for the period 19 March to 12 April 2001. The results will determine where or not to proceed with acquiring contracted services. Both LCol Dixon and Mr. Covell agreed that there are human resource sensitivities surrounding this issue and an early decision is preferable.

"KNOWING YOUR COLLECTIVE AGREEMENT " TRAINING

AHRBM/
DCHRSC/
UNDE

19. Mr. Dunn reported that a "pilot" had run at CFB Halifax and would be rolled out across the country. He said that Ms Cindy Reid (Civilian Human Resource Service Centre (Prairies)), will facilitate the training, however other specific information is not yet known. Discussion ensued regarding the target audience and the need to consider competing priorities when scheduling. In regard to training delivery, Ms Laing suggested that the initial training be provided to supervisors, the COS suggested the training be introduced at the fall meeting of the CHRO/HRBM. Emphasis was placed on the requirement to include all Unions.

Follow-up on this item is ongoing.

LMRC ENHANCEMENT TRAINING

AHRBM/
DCHRSC/
UNDE

20. Mr. Dunn reported that Mr. Steve Blais (DGER Ottawa) is reviewing the recently developed LMRC Enhancement Training course and had committed to providing feedback prior to the end of May. Mr. Covell stressed that this was a union/management venture and welcomed the reinstatement. It was noted that a centrally developed training package would ensure a consistent application.

As per the previous item, follow-up on this item is ongoing.

UCS - LEADING TRANSITION TRAINING

UNDE/
AHRBM

21. Mr. Hillis questioned the linkage between UCS and Leading Transition Training, specifically why UCS monies were utilized to pay the cost of the training and whether the department was receiving the best value for its money.

DISCUSSION

ACTION BY

UMCC AGENDA ITEMS

UNDE/
AHRBM

22. A brief discussion was held regarding the transmission of issues to the UMCC. Members of the committee agreed that there is a successful labour/management relationship in LFWA and the UMCC will become involved only if Area solutions cannot be reached.

EAP UPDATE

UNDE/
A/AHRBM

23. Mrs. McCubbing provided a brief update regarding the status of EAP in LFWA. She said that she visited Shilo in January to meet with LCol Wilson, the local union president and the EAP committee. The meeting was very productive and as a result of a decrease in client referrals in January, it was determined that the situation would be monitored, however no action would be taken to acquire additional referrals agents or to obtain the services of a local health practitioner.

24. In regard to training, she reported that chairpersons from DRES and LFWA TC had attended a March 01 course. There were also two referral agents from these respective locations scheduled for training in May, however the training was postponed to September. Chairpersons at DRES and LFWA TC reported that this change did not create a major problem.

25. Future activities include a joint Airforce/Army Referral Agent Professional Program session. The session is in the preliminary stages - further details will be forthcoming. Mrs. McCubbing reported that she will attend a National Coordinator's Meeting in Ottawa and that information from that meeting will be disseminated to Commanding Officers and EAP Chairpersons.

LAND FORCE MANITOBA STUDY (LFMS):
UPDATE, DISCUSSION

COS/
AHRBM/
UNDE

26. The COS said that the Minister's announcement of the movement of 2 PPCLI to Shilo closed discussion on this matter. Specific details regarding the move will be contained in a forthcoming MIP.

26. Discussion was held under this item regarding the exemption of Shilo employees from the Guaranteed Reasonable Job Offer. Mr Hillis stated that the GATES situation had created angst for many people and that perhaps lessons learned from this experience can influence future actions. Follow-up on this item will continue.

EMPLOYEE CENSUS (EE): UPDATE

AHRBM/
UNDE

27. Ms. Laing explained that the information gleaned from such a census is of benefit to everyone and that the activity is supported by both Union and Management. She emphasized the need for everyone to encourage understanding of the Employment Equity Program and participation in the census drive.

USE OF DIN

AHRBM/
UNDE

28. Mr. Covell requested management support the use of the DIN for union business. It was determined that the DIN is simply another medium for distributing information and comparable guidelines should be applied to both.

Ms Laing and Mr. Covell will draft a letter clarifying bulletin board usage.

ANNUAL LEAVE CARRYOVER

UNDE/
AHRBM/
DCHRSC

29. Mr. Covell stated that ASU Edmonton had issued a policy regarding annual leave, he said the policy stated that employees would be required to use annual leave in the year in which it is earned or provide a plan to their manager detailing liquidation. He said that this policy direction had resulted in grievances and requested LFWA HQ support in delaying implementation until further clarification was provided. Mr. Dunn stated that clarification had been sought from DGER and that the policy was valid.

30. Subsequent to a lengthy discussion, the COS requested Mr. Dunn speak with Ms Murray regarding annual leave administration at other LFWA units. Mr. Covell said that he would also speak to the other CCs.

Follow-up by the AHRBM and DCHRSC (Prairies).

TRAVEL TIME AND LEAVE TO ATTEND
COUNCIL MEETING IN COLD LAKE

AHRBM/
UNDE

30. Discussion was held regarding leave with pay for union personnel to attend the Council of Local meeting in Cold Lake. The COS emphasized the importance of positive union/management relations requested the AHRBM draft a letter.

Secretarial Note - Letter dated 27 Apr 01 refers.

DISCUSSION

ACTION BY

Next Meeting

The AHRBM and Mr. Covell will liaise regarding the date of the next meeting.

Adjournment

31. In closing, the Co-chairs took the opportunity to thank Mr. Lizee for his contribution as AHRBM during the past year and wished him luck in his new position of RMO at the ASG. The meeting adjourned at 1710 hrs.

Recommended for approval:

C. McCubbing
Assistant Area Human Resource
Business Manager
Executive Secretary

Approved/Not Approved

D. Barr
Colonel
Chief of Staff
Co-Chairperson

Approved/Not Approved

Steve Covell
Vice President Alberta & the North
Co-Chairperson

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