



National Defence

Défense nationale

Land Force Western  
Area Headquarters

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

10305 – 152 Avenue  
Edmonton, Alberta  
T5E 2S2

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Edmonton (Alberta)  
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6007-20 (AHRBM)

22 January 2008

Distribution List

MINUTES OF THE LAND FORCE WESTERN AREA (LFWA)  
LABOUR MANAGEMENT RELATIONS COMMITTEE (LMRC)  
MEETING – 1 ASG HQ CONFERENCE ROOM  
EDMONTON GARRISON – 0900 HOURS – 6 NOV 2007

Chairpersons

Col Alex C. Patch - Commander 1 ASG  
Mr. Brian Molsberry - Regional Vice-President UNDE MB & SK

Members

Ms Carmen Payne - PIPSC Steward (by teleconference)  
LCol Rodney Keller – Area Engineer (A Engr)  
Cdr Brian Cook – Dispute Resolution Centre Coordinator (DRC Coord) Edmonton and  
Region  
Maj Eric Schulz – G6 LFWA  
Capt Ken Bloom – G4 Rep LFWA  
WO Perrault - G8 Comptroller Rep LFWA  
Capt Ron Smart – G1 Employment Equity LFWA  
Mr. Claude Holland - Area General Safety Officer (AGSO)  
Mrs. Colleen McCubbing - Area Human Resource Business Manager (AHRBM)

Ex-officio Members

Mrs. Lou Anne Astra - Manager Human Resources Services (Land)  
(Mgr HR Svcs (Land))

Executive Secretary

Mrs. Colleen McCubbing - AHRBM

Canada 

## DISCUSSION

## ACTION

### INTRODUCTORY REMARKS

1. The meeting convened at 0900 hours with opening remarks from the Comd 1 ASG, followed by round table introductions.

(The agenda was amended at this point to facilitate discussion with, and subsequent departure of the A Engr.)

### NEW BUSINESS

#### Defence Construction Canada (DCC) Costs Within LFWA

2. Mr. Molsberry expressed concern regarding the Department's use of DCC services vice those of public servants. He contends that an increase in the SWE envelope to facilitate staffing of public service positions would be more cost-effective than the 5 – 6.5% premium charged by DCC.

3. LCol Keller explained that the effects of Program Review (downsizing in the 1990s) are still being felt and that while funding for capital projects and realty assets have increased, SWE has not. He added that there are specific guidelines directing the use of DCC services and it was decided that he and Mr. Molsberry would continue their discussion off-line.

### OLD BUSINESS

#### Review of Previous Minutes

#### Pre-ALMRC Conference Call

4. Following a brief discussion the co-chairs agreed that as-required, a call will be held one week in advance of the meeting.

#### Informal Discussion Training

5. Mrs. Astra advised that the training package referred to in the 1 May minutes will be distributed prior to the end of the week.

Mgr HR  
Svcs (Land)

Standing Agenda Items (including follow-up from the 1 May meeting)

Personnel Numbers

6. The AHRBM advised that electronic distribution of the information to IBEW, PIPSC and UNDE representatives occurred on 1 November 2007.

Health and Safety

7. The AGSO provided an update regarding the Health and Safety Program, including the Command Safety Office (CSO) visit, Safety Program Development and Evaluation Technique (SPDET) reports and the Return to Work (RTW) Program.

8. Mr. Holland confirmed that the CSO visited LFWA in May 2007, however his post visit report has not yet been received. He will continue to follow up on this issue.

AGSO

9. With regard to sharing of SPDET reports, Mr. Holland referenced the Comd 1 ASG direction contained in the 6 November 2006 minutes, i.e. all LFWA SPDET reports are to be shared with the local health and safety committee or representatives. He further advised that the SPDET schedule will be provided secretarially for inclusion in the minutes. (Secretarial Note – schedule available at [SPDET SCH.doc](#)).

10. In response to Mr. Molsberry's inquiry at the previous meeting, Mr. Holland advised that he had reviewed the composition of the Return To Work (RTW) committees in LFWA. He reported that, if and when union representatives attend the meeting, they do so based on the employee's union affiliation. Mr. Holland advised that the LFWAD addresses the issue of a quorum, and if there is concern regarding attendance at committee meetings that the bargaining agent/unit should discuss the issue with management. (Secretarial Note – Further information is available in LFWAD G4-3-001 <http://edmonton.mil.ca/lfa/lfwads/pdfs/G4-3-001.pdf> .)

11. Mr. Molsberry inquired as to whether funding is allocated to the RTW Program. Mrs. Astra advised that the intent of the Program is not to create jobs, and although the employee may be receiving workers compensation and/or disability insurance benefits, the employee's manager is responsible for salary costs. Mr. Molsberry noted that the Program may experience increased usage as the workforce ages, and suggested that funding be considered. The Comd 1 ASG explained that there are funding constraints at all levels within the organization, however requested the AGSO inquire as to funding. (Secretarial Note – further clarification regarding funding is provided by the AGSO at [RTW PROGRAM.doc](#)).

#### Grievance Report

12. Mrs. Astra provided the attached grievance report. She advised that a grievance decision related to local leave policies is pending.

13. She advised that there are four new classification grievances. Mr. Molsberry and Ms Payne advised that there may be forthcoming grievances from GL PIP/ GL EIM and CS employees respectively.

#### Budget

14. WO Perrault provided the attached budget update. She advised that the current accrual has been reduced from 57.5M to 48.1M. She added that funding is available this year to cover the 20% cost of converting O & M to SWE. In response to an inquiry from the previous meeting, WO Perrault advised that the training fund allocation for the Area is \$179K.

15. Mr. Molsberry questioned why the SWE funding requirements outlined in the business plan fall short of the allocation. Col Patch advised that he is aware of this and that discussions regarding SWE are ongoing. Mr. Molsberry advised that UNDE is reviewing funding utilization.

#### Public Service Staff Tribunal (PSST) Statistics

16. Mrs. Astra advised that there is one new PSST complaint from the Army.

### Army Support Restructure (ASR)

17. Capt Bloom advised of the closure of the ASR project. He noted that, as per paragraph two of the CLS letter, contained at <http://vcds.mil.ca/cls/dmcs/FilesO/DMCS-48706.pdf>, that four of the five initiatives have been completed.

18. Mr. Molsberry inquired as to whether the Institutional Army Alignment Project would include a review of the military and civilian capabilities. Col Patch stated that while some rebalancing was intended as part of ASR, this was not pursued, and there is still limited information available on the Institutional Army Alignment Project .

### Comd LFWA

19. BGen Skidmore addressed the committee. He reiterated his previous comments regarding the importance of handling issues at the earliest possible time and the appropriate level. He acknowledged the contribution of the civilian component in supporting military operations during a period of high operational tempo.

20. Col Patch advised the Comd LFWA of the discussion held earlier in the meeting, including the use of DCC services, the shortage SWE funding, and the cost associated with funds conversion. Mr. Molsberry expressed to BGen Skidmore his concern regarding funding, and suggested the business planning process be reviewed. He added that national level UNDE personnel are reviewing the costs associated with all contracts, i.e. cleaning, garbage collection, etc.

21. BGen Skidmore agreed that balancing resources presents an ongoing challenge, and advised that he will raise the issue of funding at Army Council.

### ADR

22. Cdr Cook advised, in response to an inquiry from Mr. Molsberry at the previous meeting, that there is no policy regarding the sharing of

Comd 1 ASG

workplace evaluations with the union. He added that the union is involved in the discussion at the onset, however the members of the unit determine with whom the completed evaluation will be shared. Col Patch noted the importance of union/management consultation in this matter, and will decide whether there is a requirement for formal guidance formal guidance regarding promulgation of the evaluations.

23. In response to an inquiry from Mrs. Astra, Cdr Cook advised that the use of ADR services as they relate to civilian grievances is minimal. She suggested that the union, similar to the practice adopted by the human resource officers, inform employees of the availability of the DRC services.

24. A brief discussion ensued regarding the use of ADR services. Mr. Molsberry pointed out that the ADR process is not the only mechanism available to mediate issues, and although he did not elaborate, he advised that that credibility issues preclude some employees from using the services. Col Patch emphasized the value of ADR and recommended that both union and management support ADR usage. (Secretarial Note – as per Cdr Cook’s commitment to Mr. Molsberry, the statistics are available at [ADR STATISTICS.rtf](#).)

#### Employment Equity

25. Capt Smart provided an update regarding the departmental civilian identification census. He explained the mandatory requirement, in accordance with the EE Act, of employees to complete at least Part A of the form. He reported that the completion deadline was extended to 19 October 2007, however a return rate of only 52.7% was realized.

26. Col Patch emphasized the importance of a communication plan designed to raise employee awareness, and directed Capt Smart advise his contacts in CLS accordingly.

27. During the brief discussion that followed, Mr. Molsberry inquired as to why the self-identification form is not completed at the onset of employment,

and what measures are in place to ensure the bargaining agents/units have an opportunity to input into the EE Plan. Mrs. Astra and Capt Smart, respectively, advised that the form is completed at the onset of employment, and that that the union representatives are afforded an opportunity to comment on the EE Plan, however to date he has received no response. (Secretarial Note - [EMPLOYMENT EQUITY PLAN.rtf](#) refers).

### IM/IT Rationalization

28. Maj Schulz provided a brief update regarding IM/IT Rationalization. He advised that the receipt of limited information has created angst and uncertainty for the various stakeholders. He clarified, in response to a request from Col Patch, that the rationalization process will determine what IT assets and capabilities presently exist and the consolidation process will result in the transfer of "affected" resources to ADM(IM). He further explained that the process will end with an evolutionary phase where economies of scale can be achieved, and that the entire process will take years.

29. Following a brief discussion, labour and management agreed that the ADM(IM) guidance contains little clarification as to the specifics, that chain of command guidance is required, and that consultation be extended to include all stakeholders as opposed to ADM(IM)/PIPSC. Col Patch requested Maj Schulz work with the CO of 742 Sig Sqn (Maj Woolley) to develop a communiqué for distribution within the Area.

G6 LFWA

### Employee Assistance Program (EAP)

30. Mrs. McCubbing advised that the letter referred to in the previous minutes has not yet been promulgated.

AHRBM/Comd  
1 ASG

31. With regard to training and personnel, she advised that five new referral agents (RAs) were trained during the September 2007 course in Cornwall (Edmonton – 3; Calgary – 1; Wainwright – 1). She also advised of the postponement of the Coordinators' and National EAP meetings due to the departure of Mr. Monette (EAP Champion).

### Monitoring of LMRC Minutes

32. Mr. Molsberry advised that concern had been expressed, through the union network, over the lack of resolution or attention to long-standing items at the base/local level and suggested that a communication plan may be required.

33. Col Patch emphasized the importance of addressing issues at the appropriate level and the responsibility of both labour and management to identify issues/concerns to their respective higher headquarters/representatives. The AHRBM referenced the LFWA LMRC Terms of Reference that read, "LFWA is committed to timely and effective resolution of issues at the lowest/appropriate level, and the LFWA LMRC will discuss subordinate level issues only when it is clearly articulated in the level 3 minutes that higher level intervention is required."

### Essential Service Agreements (ESAs)

34. Mr. Molsberry expressed concern regarding the timeliness of direction, the lack of level two discussion (as per previous designation process), and the quality of work descriptions and organization charts.

35. The Comd 1 ASG noted Mr. Molsberry's concerns. The AHRBM explained that, as per CLS direction, level two discussion was discretionary.

### Public Service Alliance of Canada Bargaining Update

36. Mr. Molsberry advised that TB has not yet addressed the issue of wages. He added that negotiations are ongoing, however the meetings scheduled for December are postponed. He confirmed that agreements reached with the Canadian Food Inspection and Canada Revenue Agencies have resulted in respective increases of 2.5% per year for three years and 2.5% for one year.

37. Ms Payne advised that the Computer Systems Collective Agreement expires on 21 December 2007, and that negotiations are going well.

## Round Table

38. Mrs. Astra advised that Peoplesoft Version 8.9 was implemented effective 31 October 2007. A component of this update is the self-serve leave application that facilitates electronic leave requests. She added that hard copy leave forms will still be accepted.

39. Mr. Holland noted the operational tempo within the Area and the challenge associated with scheduling SPDETs.

40. Cdr Cook advised that there has been an increase in requests for one-on-one mediation.

41. Capt Bloom, in light recently receiving the CLS letter regarding ASR closure, suggested the topic remain on the agenda for one additional meeting.  
agenda for one more meeting.

42. Col Patch closed the meeting, thanking everyone for coming.

## Next Meeting

43. The date for the next meeting was not determined.

Approved

*- original signed by -*

A.C. Patch  
Colonel  
Co-Chairperson  
Commander 1 ASG

Approved

*- original signed by -*

Brian Molsberry  
Co-chairperson  
Regional Vice-President UNDE MB & SK

Enclosures: 2

Distribution List

List A

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