

RECORD OF DISCUSSION
 Union Management Consultation Committee –
 Human Resources Sub-Committee (UMCC HR-Sub)
 25 September 2023, 1300hrs to 1500hrs
 Microsoft Teams

Agenda			
Item	Subject		OPI
1.	Opening Remarks		Co-Chairs
2.	Acceptance of Previous Minutes, Agenda & Previous Business		Co-Chairs
3.	UMCC Terms of Reference		DGWM
4.	L2 Reports		L2s
5.	BATUS Update		DGHRO
6.	Mental Health Update		DGDCA & DGWM
7.	New Labour Relations Training Program		DGWM
8.	Employee Equity, Diversity and Inclusion Overview		DGWD
9.	Round Table		All
10.	Closing Remarks		Co-Chairs
Membership			
Co-Chairs		Replacement	Virtual
ADM(HR-Civ)	Isabelle Desmartis		X
FGDTLC(E)	Yves Fournier		X
Members			
ACFO	Dany Richard		X
	Vivian Gates	Stéphanie Rochon	X
CAPE	Julie Jobin		X
CFPA	Justin Miller		X
CMCFA	Helen Luu	Sylvain Leblanc	X
CMSG	Bernard Talbot	N/A	
FGDCA	Wanda Boudreau		X
FGDTLC(W)	Kevin Walsh		X
FGDTLC(E)	Fred Hutchison		X
IBEW	Paul Cameron		X
	Meaghan Olmstead	N/A	
PIPSC	Tom Zaharopoulos	Matt Vanner	X
	Peter Jozsa		X
Agricultural Union- PSAC	Milton Dyck		X
UNDE	June Winger		X
	Paul Jones		X
ADM(HR-Civ), DGCCB	Dominic Gonthier		X
ADM(HR-Civ), DGHRO	Barbara Williams		X
ADM(HR-Civ), DGHRS	Beth Champoux		X
ADM(HR-Civ), DGWM	Jennifer Bordeleau		X
ADM(HR-Civ), DGWD	Phil Edwards		X
Presenters			
DGWM, DLRO	Audrey Brousseau		X
Observers			
DGWM, DCLR	Louise Boudreau		X
DGWM, DLRO	Kelly Walsh		X

DGWM, DTHM	François Bariteau		X
ADMO(HR-Civ)	Nathaniel Cousins		X
ADM(HR-Civ), DGWM(O)	Amanda Power		X
Resources			
DGWM, DCLR	Julie MacDonald		X

Record of Discussion

Item 1: Opening Remarks

Summary:

- Ms. Isabelle Desmartis, Assistant Deputy Minister (Human Resources – Civilian) (ADM (HR-Civ)), welcomed all participants to the meeting and explained the meeting was being held virtually to accommodate traveling considerations of the bargaining agents. It was also noted:
 - Mr. Yves Fournier, President, Federal Government Dockyard Trades & Labour Council (East) (FGDTLC(E)) is now the new Union Co-Chair.
 - Mr. Des Rogers, President, Federal Government Dockyard Trades & Labour Council (West) (FGDTLC(W)) was thanked for his time as Co-Chair.
 - Mr. Phil Edwards, Director General Workforce Development (DGWD) and Dominic Gonthier, Director General Civilian Compensation and Benefits are new and attending from ADM(HR-Civ).
 - Ms. June Winger, President, Union of National Defence Employees (UNDE) and Mr. Paul Jones, Vice President, (UNDE) were recently re-elected to their positions.
- Mr. Fournier expressed his gratitude for attaining the role of Co-Chair and congratulated both Ms. Winger and Mr. Jones on their re-elections.

Item 2: Acceptance of Previous Minutes, Agenda & Previous Business

Supporting Documents: UMCC HR-Sub Record of Discussion – 27 February 2023, Agenda, Action Item Matrix

Summary:

- Mr. Yves Fournier, FGDTLC(E), presented the previous meeting minutes as well as the present-day agenda and noted any agenda items not on the current agenda could be brought up at the round table portion of the meeting.
 - Ms. June Winger, UNDE, asked if any items from the union members were included in the agenda. Ms. Jennifer Bordeleau, Director General Workforce Management (DGWM), confirmed BATUS was a topic both the union and management had asked to be part of the agenda. It was discussed that the number of agenda items requested for this meeting had been numerous due to two missed meetings in June when numerous bargaining agents indicated they would not attend. Due to time constraints, it was necessary to focus on key items of common interest and HR-specific for all bargaining agents.
- Ms. Desmartis, ADM (HR-Civ), noted the action items from the previous meetings were complete.
- The minutes, agenda, and action item matrix were accepted.

Item 3: UMCC Terms of Reference

Supporting Documents: Terms of Reference (TORs) UMCC Human Resources Sub-Committee; TORs National UMCC; Consultation Framework

Action Items: Unions to provide feedback on TORs to DGWM (Director Civilian Labour Relations (DCLR)); DGWM (DCLR) to update both TORs with suggested additions and changes.

Summary:

- Ms. Bordeleau, DGWM, introduced Ms. Louise Boudreau, Director Corporate Labour Relations (DCLR), to discuss the changes to the Terms of Reference (TORs) for both the UMCC HR-Sub and National UMCC meetings.
- Ms. Boudreau explained the main changes to the TORs were:
 - 1) The TORs are intended to replace the Management Consultation Framework.
 - 2) Definition of consultation differs in the two TORs.
 - 3) Composition of committees.
 - 4) Review of timelines for meetings.
 - 5) Membership approval (signatures) of the TORs.
- Ms. Winger, UNDE, shared her detailed feedback and agreed to provide it in writing to DCLR.
- Mr. Sylvain Leblanc, Canadian Military College Faculty Association (CMCFA), suggested that a poll be conducted to determine the availability of all members on proposed meeting dates going forward to ensure the best attendance.
- Ms. Desmartis, ADM (HR-Civ), asked the members to weigh in on the decrease in frequency of HR-Sub meetings from four to two per year.
- Mr. Rogers, FGDTLC (W), suggested moving to three meetings annually with the option of adding a fourth if necessary.
- Mr. Fournier, FGDTLC(E), suggested having two meetings per year with the option of scheduling ad hoc meetings for specific topics as required.
- Mr. Milton Dyck, Agriculture Union – Public Service Alliance of Canada (Agricultural Union – PSAC), indicated a need for four meetings a year due to the level of labour relations and human resources matters that need to be discussed.
- In response to questions and comments during the discussion, Ms. Boudreau indicated the following:
 - To address concerns related to shortened meeting notes per the proposed TORs, Action Item Summaries were intended to summarize the discussion from the meeting in a short and concise manner, enabling them to be disseminated in a timelier fashion. The intent would be to expand on an item if the summaries did not fully capture the nature of the discussion.
 - Related to a concern with proposed reduction in the number of meetings, and how this related to many agenda items for the current meeting, it was shared that there were many meeting agenda items as two consultation meetings had been cancelled in June, therefore resulting in a unique circumstance.
 - Offer for follow-up would occur after the meeting to ensure all the bargaining agents had an opportunity to provide their feedback on the TOR documents.

Item 4: L2 Reports

Supporting Documents: N/A

Action Items: Reports for each section to be sent secretarially after the meeting; DGHRO to provide an update on the percentage of non-advertised staffing processes to the members. DGCCB to review highlighted overpayment issues with UNDE.

Summary:

- Ms. Beth Champoux, Director General Human Resources Strategic Directions (DGHRSD), explained the hybrid model and myWorkArrangements (mWA) were in place. She noted the last cohort of the PE development program had recently held their graduation ceremonies. Ms. Champoux also noted her team was presently involved in expenditure review.
- Ms. Dominic Gonthier, Director General Civilian Compensation and Benefits (DGCCB), explained there had been a 12% backlog reduction since January 2023, which includes 645 cases (pay transactions) processed by the DND compensation advisor team. In addition, the overall timeliness of HR actions leading to a pay action was of 74%, which is an improvement and is close to meet the 80% identified target. Ms. Gonthier gave an update on the retroactive salary payments schedule for all the collective agreement implementations.
- Mr. Phil Edwards, Director General Workforce Development (DGWD), deferred his L2 report as he would be presenting later during the meeting.
- Ms. Bordeleau, DGWM, noted she had several agenda items for the meeting and did not require additional contribution to the updates.
- Ms. Barb Williams, Director General Human Resources Operations (DGHRO), noted the following highlights and indicated the information would be shared secretarially following the meeting:
 - DND had achieved 90% of the student hiring target of 1,200 employees and had a 12% increase in overall staffing files from 2022/23.
 - There was an increase in SLE testing due to the preparation of implementation of Section 91.
 - The Comptrollership (CT) conversion would take place in the following week and the Program and Administrative (PA) conversion was remaining.
 - There were only 45 active classification grievances.
- Mr. Jones, UNDE, applauded the work of DGCCB specifically Cindy Bambrick with her help resolving some difficult pay issues. He noted issues with transfer-ins and -outs and them taking up to a year to process. Ms. Gonthier informed the group the PSPC Pay Centre had control over these, and her team was in the process of getting training to support.
- Mr. Jones requested the percentages on non-advertised appointments. Ms. Williams indicated she would follow-up and provide them.
- Ms. Winger, UNDE, informed the group the overpayment recoveries had caused hardship for members. Ms. Gonthier explained she would investigate these payment issues and follow-up.
- Ms. Winger asked Ms. Williams if there had been any improvement in the amount of time taken to process security clearances. Ms. Williams confirmed there had not been an increase or decrease in the amount of time security clearances were taking to process but DGHRO was helping with the staffing of employees whose job is to complete the clearances.

Item 5: BATUS Update

Supporting Documents: PowerPoint – BATUS Update

Summary:

- Ms. Williams, DGHRO, indicated she was providing a brief overview to committee and subsequently meeting later with the affected unions, PSAC, PIPSC and IBEW. The following is a summary of her presentation:
 - British Army Training Unit Suffield (BATUS) was previously discussed in this committee in February 2023.
 - There had been a rise and fall over the years regarding the amount of training the UK performed, and in a more recent timeframe equipment has been removed.
 - A UK-CA working group was established to finalize the future training requirements and to prioritize the employees and the permanent workforce which will be put in place for BATUS.
 - The treaty between Canada and the UK will not be terminated.
 - Any possible workforce adjustment would encompass all the benefits and entitlements including financial counselling for those affected.
- Mr. Fournier, FGDTLC (E), asked if the SWE for employees was financed by the UK or Canada. Ms. Williams explained that the 135 employees who are 100% dedicated to BATUS were fully funded by the UK. In addition, there is an existing shared funding model in place for various jobs on the Canadian side of the base and the ratios vary, such as an 80/20 or 30/70 split. They vary based on formulas in the MOU.

Item 6: Mental Health Update

Supporting Documents: Update sent secretarially to members

Summary:

- Ms. Wanda Boudreau, Federal Government Dockyard Chargehand Association (FGDCA), highlighted some of the challenges of mental health. Highlights included:
 - October is Canada's Healthy Workplace Month (CHWM). DND/CAF will be celebrating all month long with kickoff messaging from the Deputy Minister (DM), Vice Chief of Defence Staff (VCDS) and herself as the Joint Mental Health Champion.
 - October's activities would focus on employees' awareness of programs, and services currently in place to support well-being, with a goal of encouraging staff to access these resources.
 - There will be a Total Health and Wellness Fair, featuring various kiosks for DND/CAF support services with a pre-recorded lineup of presentations from various representatives.
- Mr. François Bariteau, Director Total Health Management (DTHM), shared the following information on new service offerings and updates:
 - Starting in September 2023, DND public servants and their dependants will have access to new enhanced Employee Assistance Program (EAP) services through Homewood Health, which replaces Health Canada.
 - The cap was removed on the number of short-term counselling sessions permitted if that issue falls within the frame of the "short-term" offering.
 - Chat counselling is now available along with a new digital platform with online tools, resources, assessments, and online booking.
 - Internet based cognitive behavioural therapy is now accessible.
 - A new wellness coaching program was designed to help people attain "green" on the mental health continuum – topics include a wide range from stress to shift worker support.
 - A new advice line for managers to help in dealing with mental health situations their employees are experiencing is available.

- The EAP had 29 volunteer Peer Advisors at various stages of their foundational training with all of them expecting to be operational within the next six to nine months. This would bring the number of active Peer Advisors to 65. Mr. Bariteau noted there currently was an ongoing selection process for a third cohort of volunteers to begin training this fall.
- Two new social workers are creating a service delivery framework for the Psychosocial Response Unit. They are presently acting as coordinators for external support services, but the main aim will be to have a full roll-out of services by the end of the fiscal year.

Item 7: New Labour Relations Training Program for Managers

Supporting Documents: PowerPoint Presentation New Labour Relations Training Program for Managers

Summary:

- Ms. Kelly Walsh, Director Labour Relations Operations (DLRO), introduced Ms. Audrey Brousseau, Assistant Director Labour Relations Operations (Asst DLRO), to present the New Labour Relations Training Program for Managers.
- Ms. Brousseau provided context about this course being previously given twice a year prior to the pandemic by Labour Relations to Defence Team Managers and Supervisors. During the pandemic, the training was turned over to the Canada School of the Public Service (CSPS), but the course offered at the school lacked some of the complexities of managing employees within DND.
- Ms. Brousseau outlined the key highlights of the improved and re-designed course being:
 - 1) more valuable content;
 - 2) key partnerships with other HR-Civ teams;
 - 3) version reviewed under GBA+ perspective;
 - 4) fully accessible; and,
 - 5) the course will be offered twice a year in four half day sessions.
- Ms. Brousseau shared the implementation plan with the pilots starting in Q2 with ADM(RS) and ADM(IE) during the month of October; Q3 evaluate and collect feedback from those pilots; Q4 deploy all communications and roll out registration process for spring; and finally deliver training to client groups and evaluate next Q1.
- Mr. Leblanc, CMCFA, expressed his appreciation for this program being rolled out as he noted this could address specific concerns of his members.
- Mr. Matt Vanner, Professional Institute of the Public Service of Canada (PIPSC), expressed his interest in taking part in the pilot courses.
- Mr. Jones, UNDE, mentioned there should be a plan to address bias by managers in reference to GBA+. He asked what avenues for informal resolution would be promoted and Ms. Brousseau assured him all available options were detailed in the training.
- Ms. Winger, UNDE, asked who owned the roles and responsibilities and if this would be a program similar to the Joint Learning Program (JLP).
- Ms. Desmartis, ADM (HR-Civ), explained this training falls directly under one of the four pillars of HR-Civ, specifically helping military clients.
- Ms. Boudreau, FGDC, suggested it would be very helpful to run a pilot in an operational area.

Item 8: Employment Equity and Diversity Overview**Supporting Documents:** PowerPoint Presentation EEDI**Summary:**

- Ms. Desmartis, ADM (HR-Civ), asked Mr. Edwards, DGWD, to present an overview of Employment Equity, Diversity, and Inclusion (EEDI) to the members.
- Mr. Edwards stated he would outline an overview on the 2023-2027 EEDI Strategy for DND public servants, then update on the latest Self-ID roll-out and finally speak to engagement mechanisms and opportunities. Following are several highlights:
 - EEDI strategy builds on the Civilian Diversity and Inclusion Action Plan (CDIAP), introduced in 2021 which strengthens diversity and inclusion in the Department.
 - The team was currently laying the groundwork for the 2024-2027 EEDI strategy by pulling together over 180 documents to analyze audits and reports. The team was requesting the bargaining agents encourage participation of their membership to complete the Public Service Employee Survey (PSES), and the non-partisanship in staffing survey, as the results will be used to help with the EEDI strategy.
 - L1 accountability will be added to the strategy along with Treasury Board of Canada Secretariat (TBS), adding a new Self-ID digital questionnaire which will replace the current forms feeding into HRMS.
 - Ms. Winger, UNDE, asked if there will be a Self-ID created by TBS unique to DND. Mr. Edwards explained there was none currently being created and DND would use the generic one from TBS.
 - Ms. Winger inquired as to how the Department would prioritize the Self-ID requirements concurrently with staffing efforts for military spouses. Mr. Edwards noted that while we work to advance both goals, there is a designated order to priorities outlined through the Public Service Employment Act (PSEA) that must be followed. Ms. Desmartis noted these items will need more conversation and discussion before an outcome can be reached.

Item 9: Round Table:**Supporting Documents:** N/A**Summary:**

- Mr. Fournier, FGDTLC(E), invited his colleagues to address any topics which were not already discussed.
- Mr. Leblanc, CMCFA, noted he discussed travel at the L1 in reference to budgetary planning. Cutting travel was said to provide some easy budgetary reductions. In a research context, travel was necessary for employees as it is connected to work being published. He indicated attendance was connected to validating research and publishing. Yearly appraisals and their promotions could be impacted. Ms. Desmartis, ADM (HR-Civ), noted that having been the previous ADM Defence Research and Development Canada (ADM (DRDC)), she

was aware of concerns and noted this would not be a one-size-fits-all approach for enforcing budgetary restraints across DND.

- Ms. Winger, UNDE, asked if the L2 Reports and Mental Health Update could be shared with the group after the meeting. Ms. Bordeleau, DGWM, agreed.

Item 10: Closing Remarks:

Supporting Documents: N/A

Summary:

- Ms. Desmartis, ADM(HR-Civ), thanked members for the open and frank discussion and looked forward to holding an in-person meeting next time.
- Mr. Fournier, FGDTLC(E), thanked members for a great meeting and noted he would work with DGWM earlier when scheduling meetings to help balance out the agenda items for future meetings.

Record of Discussion Approved By / Compte-rendu des discussions approuvé par:

Isabelle Desmartis
ADM(HR-Civ) / SMA(RH-Civ)
Co-Chair / Coprésidente

Yves Fournier
FGDTLC(E) / ACECMGF(E)
Co-Chair / Coprésident