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**ENVIRONMENT, HEALTH, AND SAFETY ADVISORY COUNCIL**  
**MEETING NO. 8, 18 JANUARY 2024, 1300 – 1500HRS EST**

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Chair: Col D.R. Henley, Comd, CF RP Ops Gp

Attendance: LCol J. Hallett, CO RPOU(W)  
LCol J. Dempsey, CO RPOU(O)  
LCol J. LeGresley, CO RPOU(A)  
LCol S. Neveu, COS RPO(C)  
LCol M. Ulloa, CO RPOU(P)  
LCol D. Morency, CO RPOU(Q)  
Maj BJ. Lawrence, ADM(IE) CF RP Ops Gp, CO RPOU(N)

Ex Officio: L. Hagar, CF RP Ops Gp, Env. O  
F. Joseph, CF RP Ops Gp  
J. Leonard Brouillet, CF RP Ops Gp, Sr. Program Support Specialist  
A. Chagnon, RPOU(A), CF RP Ops Gp, MWO  
M. Carrier, RPOU(Q) Compliance O  
Ty Lincoln, RPOU(O) Compliance O  
K Risto, RPOU(N) Compliance O (DCC support)  
R. Wang, RPOU(P) Union Rep  
D. Carroll, RPOU(A) Compliance O  
M. Vandal, RPOU(W) Compliance O  
N. Warren, RPOU(W) Compliance O  
W. Wyman, RPOU (N) Compliance O/Env.O  
D. Greenwood, RPOU(O)  
L. Vaillancourt, RPOU(Q)  
Maj. MC. Arndt, RPOU(O)  
Maj. S. Madore, RPOU(Q)  
Maj. RW. Machin, DCO RPOU(W)  
E. Barney, RPOU(W) CWO  
P. Churcher, ADM(IE) DAES  
L. Beardsall, ADM(IE) DAES  
J. Hale, ADM(IE) DAES  
R. Speller, ADM(IE) DESM  
E. Godin, ADM(IE) DESM  
M. Nowlan, ADM(IE) DEIMSS  
P. Nielson, ADM(IE), Dir RPS  
M. Lazaro, Union Representative

Scribe: Maj H.M. Reibin, J9 CF RP Ops Gp supported by Genevieve Rancourt, DCC, Coordinator, Environmental Services, National Programs.

Note: The slide deck that accompanied this discussion contained key information from the presenters/attendees and has been distributed. These minutes are supplemental to that information and are not intended to take away from what was presented.

Serial	Agenda Item	OPI
1.	<b>Welcome and Opening Remarks</b> <ul style="list-style-type: none"> <li>Land acknowledgment: In Ottawa - traditional unceded territory of the Algonquin Anishnaabe nation. Acknowledge the land you are on.</li> <li>Presentation of the agenda.</li> </ul>	J9 CF RP Ops Gp
2.	<b>Last Council Meeting</b> <ul style="list-style-type: none"> <li>Review of action items from the last meeting.</li> <li>Ex Ready Beaver Emergency Tabletop Exercise has been discussed through email correspondence. Since it is just being given out as knowledge now, it may not be done for the end of the year. The idea is to come up with scenarios so that tabletop exercises can be done.</li> <li>GSO trying to revive the noise assessment file, more to follow up on this.</li> <li>The safety forum in June 2024 will likely be pushed to 2025 due to funding. Virtual quarterly meetings will continue with the next meeting in February 2024.</li> <li>Asbestos standard (J9) – Guy Monette is finalizing this. It has been sent as a final draft to all compliance officers for review.</li> </ul>	J9 CF RP Ops Gp
3.	<b>Follow up – ACM Spatial Data Warehouse Demo</b> <ul style="list-style-type: none"> <li>Asbestos monthly working group is making headway.</li> <li>The first soft pilot is about to be launched which will include all regions and selected individuals that are going to be taking in the information to the real property spatial data warehouse system.</li> <li>The advantages/disadvantages and the administrative effort will be learnt from this launch in preparation for the full project launch.</li> <li>J5 provided overarching context for the Asbestos Containing Material (ACM) Spatial data warehouse Demo. It is a stepping stone to have report files from asbestos characterization in one specific location. It is a starting point while working towards a more database like system.</li> <li>P. Nielson, Dir RPS was designated the point of contact for the Treasury Board, Director of Federal Real Properties (DF RP) for DND and was appointed to review the National inventory of asbestos.</li> <li>P. Nielson thought the best way forward was to use the spatial data warehouse to manage the buildings that would be reported. The DF</li> </ul>	RPOU(W)  J5 CF RP Ops GP  Dir RPS

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	<p>RP is a subset of all buildings.</p> <ul style="list-style-type: none"> <li>• To be reported it must be a building of 15 m<sup>2</sup> or more. In the case of asbestos, all buildings must be reported whether DND owns them or not (i.e., if it is on DND property, it must be reported) with the exception of other government department (OGD) buildings such as PSPC.</li> <li>• The spatial data warehouse was used to standardize this reporting.</li> <li>• This should be updated yearly but has not been updated since 2019.</li> <li>• This is how the asbestos working group was established.</li> <li>• The pilot is going to take place on January 30, 2024.</li> <li>• All compliance officers are welcome to view this.</li> <li>• L. Beardsall demonstrated the ACM Spatial Data Warehouse and tool.</li> <li>• Two types of documents are being focused <i>i)</i> asbestos management plan, and <i>ii)</i> asbestos reports.</li> <li>• A document can be applied to all the different lands it is applicable to and to all buildings it is applicable to.</li> <li>• You can also make a report no longer valid for a site, without deleting it.</li> <li>• Asbestos management plans and reports are set up different. You can have multiple reports, but you can only have one asbestos management plan.</li> <li>• If the asbestos management plan requires to be updated, it can be dropped in, and it will be replaced.</li> <li>• Ty Lincoln asked how far back the documents would have to be collected and uploaded.</li> <li>• N. Warren answered legislation will dictate how long certain types of documents need to be on record.</li> <li>• The working group is considering the management side of it such as maintenance and QA/QC. This will depend on multiple learnings as the program is deployed. This will be based on the capacity to fulfill the mandates of this program.</li> <li>• It will be a large undertaking and the development and maturity of the program will be worked throughout the years.</li> <li>• It will take time and might require more capacity, but the mandate of this ACM is legislative and is not optional.</li> <li>• Moving forward priorities will require to be delegated, this will be planned through the years and the quarters.</li> <li>• H.M. Reibin reminded the regions to be sure the right people are going to the pilot on January 30, 2024, to confirm their access to certain sites.</li> </ul>	<p>ADM(IE) DAES</p> <p>RPOU(W)</p> <p>J9 CF RP Ops</p>

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4.	<p><b>Asbestos Awareness Course on DLN</b></p> <ul style="list-style-type: none"> <li>• The asbestos awareness course is live and ready for use on the DLN.</li> <li>• The course has been designed to make all DND employees aware of the potential presence of asbestos within DND facilities.</li> <li>• This will allow RP Ops to meet the occupational health and safety legislative requirement of making all employees aware of potential hazards in their workplace as it pertains to asbestos.</li> <li>• The DLN asbestos course was spearheaded in the West region and passed on to national for review, amendments, and collaborative effort.</li> <li>• An official email will be shared with course criteria and purpose as per national direction.</li> <li>• There is a French and an English version.</li> <li>• This DLN asbestos training will also be used for training related to asbestos in equipment parts.</li> </ul>	RPOU(W)
5.	<p><b>DRMIS “Asbestos Present” data field</b></p> <ul style="list-style-type: none"> <li>• DCC is assisting RP Ops J5 with their review of the data field in the RE Module of DRMIS.</li> <li>• Had questions about the “Asbestos Present” field.</li> <li>• DCC worked with P. Nielson to draft the instructions on how to fill in the asbestos data field to support his work with the National Asbestos Inventory website.</li> <li>• They discussed including a construction date after which a building could be considered free of asbestos without a supporting hazardous materials survey.</li> <li>• DCC received pushback from sites indicating that newly constructed buildings should automatically be considered asbestos free.</li> <li>• DCC is proposing the date of 2018, the year that Canada officially banned the use of asbestos in building construction material as the date after which a building could be considered asbestos free.</li> <li>• L. Hagar invited the group to have a discussion regarding this topic.</li> <li>• L. Hagar also noted that certain materials such as caulking, and some packing and gasket materials might still contain asbestos.</li> <li>• It is crucial that if there is a construction/demolition project or a new build, the specs should indicate that all the materials are required to be asbestos free.</li> <li>• D. Greenwood recommendation is to add a grace period after the 2018 period (i.e., 4 or 5 years) because sometimes you have contractors that get in for infrequent jobs and they have a supply of material that might contain asbestos, and they can use it.</li> </ul>	CF RP Ops Gp

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	<ul style="list-style-type: none"> <li>• J. Leonard Brouillet specified that for the “Asbestos Present” field it is a true or false statement, so “Yes” or “No”. The question is, is there a date (i.e., 2018) after which we can say, the field “Asbestos Present” would be automatically populated by a “No”.</li> <li>• If the group is not comfortable with a specific date, DCC can validate for each structure if it is a “No” or a “Yes” and this will be the guidance for the model review.</li> <li>• N. Warren noted that treating it on a circumstantial basis is most important because it’s often a live situation. Asbestos is present in so many things and there is constant learning.</li> <li>• The Chair mentioned that it would be nice to get to the point that there is an inventory of buildings that have no ACM, but it’s a question of how to get to that conclusion and sustain that conclusion.</li> <li>• L. Hagar noted that a risk assessment process will be required in the SOP since it is not a straightforward answer because in a brand-new building, we would not want to have to test everything since this is cost prohibitive.</li> <li>• D. Greenwood mentioned there is a need to make sure that asbestos or any other hazardous materials are not introduced in new construction. There is also a need to educate employees working in shops to avoid purchasing products that might contain asbestos.</li> <li>• The Chair mentioned it would be interesting to see if PSPC applies similar criteria for their buildings. It would be a good thing to find out and have another recommendation.</li> <li>• The Chair confirmed that a decision on this would not be made for now.</li> </ul>	
6.	<b>SEMS Update – Phase 3</b> <ul style="list-style-type: none"> <li>• The priority for the CF RP Ops Gp is to ensure the safety of the workforce and the occupants of facilities managed.</li> <li>• The responsibility under safety escalates from the manager to the Detachment OC up to ADM(IE).</li> <li>• The J9 Team is leading Phase 3 of the SEMS project to establish a standardized Health &amp; Safety Hazard and Risk Prevention Program.</li> <li>• Milestones are presented in the Slide Deck.</li> </ul>	CF RP Ops Gp
7.	<b>Progress on Compliance Tracker/Dashboard</b> <ul style="list-style-type: none"> <li>• G. Rancourt provided a brief on the progress of the compliance tracker and dashboard.</li> <li>• Progress on the dashboard includes general maintenance and quality control, ongoing updates, review, and summary of all non-compliances for each region, refinement of the power BI Dashboard</li> </ul>	J9 CF RP Ops Gp

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	<p>and, updating the compliance slides on the Data Initiative Monthly Report (DIMR).</p> <ul style="list-style-type: none"> <li>• There are three components to the compliance tracker <i>i)</i> the compliance SharePoint Site (where all audit reports and action plans are saved), <i>ii)</i> the compliance tracker spreadsheet which lists all non-compliances and their status and, <i>iii)</i> the compliance Power BI Dashboard.</li> <li>• As part of general maintenance and quality control, file nomenclature has been updated, files have been sorted by region and detachment and, report links have been updated in the compliance tracker.</li> <li>• Ongoing updates include adding new reports to the SharePoint site, inputting new non-compliances into the compliance tracker, completing new Action Plan templates to send to the regions and, following up with regions on recent and historical non-compliances.</li> <li>• Regions are to input the planned dates of correction and/or the dates items corrected.</li> <li>• To be noted, planned dates of correction are the estimated time frame the regions anticipate for correction of the non-compliance.</li> <li>• A review and summary of the non-compliances is being completed by region and non-compliance topics for storage tank systems (STS), central heating plant (CHP) boilers and pressure vessels (BPV), Indoor Air Quality (IAQ), Halocarbons and DESM Environmental Compliance Audits.</li> <li>• Once the review is complete, the summary is sent to the region.</li> <li>• An example of the summary was presented which included a spreadsheet with each tab representing a non-compliance topic for a region. The summary includes the detachment, the report date and name, the number of non-compliances from the report, the number of planned dates of correction, the number of items corrected, a link to the report in question, a link to the action plan and the tracker IDs from the compliance tracker spreadsheet.</li> <li>• The power BI compliance dashboard has been refined including reconfiguration of graphs and visuals based on input received and, verification of filters to ensure relevant numbers are being reported.</li> <li>• The new dashboard was presented and includes a bar graph demonstrating total non-compliances per region and an interactive table that shows non-compliances by region and compliance topic.</li> <li>• Another initiative that was worked on was updating the compliance slides in the DIMR based on current compliance initiatives and updates to the Power BI compliance dashboard.</li> <li>• The DIMR is the report that is produced on behalf of DND by DCC and informs DND RP Ops at all levels, and DCC, on the progress of national initiatives.</li> <li>• The compliance slides in the DIMR will be updated on a quarterly</li> </ul>	

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	<p>basis and will consist of 2 slides which display current process, milestones, and highlights for initiatives in the last quarter and, the targets for the next quarter. It also demonstrates the total non-compliances by region and by compliance topic.</p> <ul style="list-style-type: none"> <li>• Maintenance, updates, reviews and refinement to the compliance tracker and dashboard are ongoing. Numbers and figures will become more accurate as work continues to progress.</li> <li>• While presenting the Power BI dashboard it was noted that storage tank system audits have the most non-compliances.</li> <li>• It was discussed that the storage tank system audits are the most comprehensive audits. There are numerous storage tanks within DND infrastructure. There is a greater quantity of audited items for storage tank system audits then for other audit topics.</li> <li>• It can be difficult to get through all the non-compliance items when there are that many.</li> <li>• As the compliance tracker evolves, it should be considered how to make the large number of non-compliances more manageable for the detachment.</li> <li>• The Future compliance flow was presented by L. Hagar. This flow will allow for more upfront work to be done by the consultant through the development of action plan templates. Also, the detachments will populate action plans directly in the tracker application. The goal is to automate more processes. J9 will monitor the tracker and complete quality control.</li> <li>• J5 has developed a timeline for the development of the new version of the tracker. The schedule for the new version of the tracker was presented.</li> <li>• The draft template for the action plans was provided to the regions for review in December 2023. This feedback is currently being reviewed.</li> <li>• The aim is to have a new national level tracker up in August 2024 and at the regional level in September 2024.</li> </ul>	
8.	<p><b>New Standing Order 5-07 Information Management Storage Tanks</b></p> <ul style="list-style-type: none"> <li>• L. Hagar noted that a new standing order 5-07 was just released for information management for storage tank systems.</li> <li>• A document has been posted on the RP Ops standing order website. DAES initiated the standing order because they identified a systematic issue with non-compliances associated with record management for storage tank systems.</li> <li>• Under the storage tank systems for petroleum products and allied petroleum products regulation, there is a requirement for the verification and maintenance of accurate information contained</li> </ul>	J9 CF RP Ops Gp

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	<p>within Environment and Climate Change Canada's (ECCC) petroleum storage tank database called the Federal Information Registry for Storage Tanks Systems (FIRSTS) and also, DRMIS for all storage tanks under DND responsibility.</p> <ul style="list-style-type: none"> <li>• DND continues to receive warning letters from ECCC enforcement officers on these readily correctible infractions.</li> <li>• The standing order's function is to reinforce these requirements.</li> </ul>	
9.	<p><b>Halocarbon Phase Down Update</b></p> <ul style="list-style-type: none"> <li>• On November 15, 2023, DAES, DESM and J9 hosted a halocarbon Forum for technical experts in the regions.</li> <li>• During the meeting, the regions presented their lessons learned on the evolving and ever-changing market for refrigerant replacement or retrofit.</li> <li>• The refrigerant supplier, Refrigerant Services Inc. provided a thorough look at refrigerant option in the current market. J9 was impressed by the presentation during the meeting.</li> <li>• The regions asked for more specific direction for halocarbon phase down. J9 is working with J5 on the potential for national level assessment of equipment in DRMIS so that more specific recommendations can be made on halocarbon phase down based on the inventory.</li> <li>• To complete this assessment, the accuracy of the halocarbon data in DRMIS is critical.</li> <li>• J9 continues to reach out to the regions to validate any outstanding inventories following the meeting to continue to foster ongoing communication and collaboration on this file across the regions.</li> <li>• A halocarbon channel was set up on MS Teams under ADM(IE) A&amp;E Technical Community Team.</li> <li>• DAES has posted information on the channel and an article about the forum was posted in January's Beaver Tales issue.</li> </ul>	CF RP Ops Gp
10.	<p><b>DGESM – Environmental Update</b></p> <ul style="list-style-type: none"> <li>• R. Speller from DESM presented updates to the environmental inspections and enforcement measures directive, and a review of the recent enforcement measure DND has received, related to infrastructure.</li> <li>• DND and CAF manage numerous systems and activities that are regulated by environmental legislation such as the Canadian Environmental Protection Act (CEPA) and the Fisheries Act (FA).</li> <li>• Enforcement officers are legislated to enforce these laws and to undertake environmental inspections and issue enforcement</li> </ul>	ADM(IE) DESM



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	<p>measures.</p> <ul style="list-style-type: none"> <li>• In the last five years, DND has received 16 enforcement measures, four of these were in 2023.</li> <li>• The current Environmental Directive 4003-03 does not readily address the regulatory inspections and required to be updated to ensure prompt return to compliance.</li> <li>• The policy was updated to provide clear direction on how defence stakeholders and enforcement officers can collaborate to provide the access and information that is necessary to the regulator.</li> <li>• The first step is to acknowledge the receipt of the regulator's letter through an email response and then to gather the stakeholders to assess the root cause of the issue, determine who will take the lead and support roles in the response, and finally, to define the action plan for the return to compliance.</li> <li>• DGESM has been working on these policy updates for about a year.</li> <li>• It was determined that the policy should no longer be an environmental directive, but rather an instructional Defence Administrative Orders and Directives (DAOD) which requires following a specific process through the strategic corporate services.</li> <li>• A slide showing the timeline and progress that DGESM has made was presented.</li> <li>• L1 consultation was completed in the spring and included receiving feedback from RP Ops.</li> <li>• Right now, it is in the final stages of Director Strategic Corporate Services (DSCS) policy process. It is anticipated that the document will be promulgated in the quarter 1 of 24/25.</li> <li>• Once completed, communication and support to implement the new DAOD will be provided.</li> <li>• A slide describing the 16 enforcement measures was presented.</li> <li>• Since 2018 DND has received 16 enforcement measures primarily for non compliances with the storage tank and halocarbon regulations under the CEPA and for wastewater and stormwater treatment systems non-compliances under the FA.</li> <li>• Twelve of the non-compliances have been related to infrastructure and there are some specific issues that are repeatedly noted by the inspectors for storage tanks.</li> <li>• These recurring issues are related to incorrect data in FIRSTS, missing documentation, and records, ECCC numbers not being visible on the tank and out of date environmental response plans.</li> <li>• The common issues under the halocarbon regulation are related to releases, missing documentation, and maintenance records, and incorrect or late reporting of releases. For the Fisheries Act,</li> </ul>	

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	<p>violations that are specifically related to infrastructure are mostly related to releases from wastewater and stormwater systems.</p> <ul style="list-style-type: none"> <li>• The main important note to make is that ECCC treats the departments as one entity. As we repeatedly receive warnings for the same infractions at bases across the country, ECCC might begin to implement harsher penalties on the department.</li> <li>• Since many of these issues are administrative errors such as missing documentation and incorrect records, these should be relatively easy to correct.</li> <li>• It was confirmed that enforcement measures include all things combined, i.e., warning letters, prosecutions etc. So far, only warning letters have been received.</li> <li>• It was confirmed that if ECCC comes to inspect DND bases, they will typically find something wrong.</li> <li>• It was also mentioned that ECCC give a fair warning for their inspection, and they still find non-compliances that are very similar for each site.</li> <li>• What is the root cause of not getting on top of this administrative stuff. Could it be the depth of resources.</li> <li>• This will be discussed in more detail outside of this meeting due to timing.</li> <li>• Any other questions regarding this topic can be sent to R. Speller and copy L. Hagar.</li> </ul>	
11.	<p><b>Accidents/Modified Duty/Lost Time</b></p> <ul style="list-style-type: none"> <li>• D. Greenwood gave an overview of the 663 (General Hazardous Occurrence Report) forms that occurred throughout the year.</li> <li>• Number of accidents, time away from work, modified duties and restricted workdays were summarized.</li> <li>• The biggest cause of missing time was related to physical activity as well as ergonomics.</li> <li>• There is a good opportunity to discuss at the detachment level what 663's are occurring and prepare an action plan on how to better plan to resolve those issues.</li> <li>• People are getting hurt in parking lots (i.e., getting out of their trucks). This can happen if people get to work before cleaners and salt crews arrive.</li> <li>• By February 1st, all 663s for the different detachments require to be entered into the database for D safe G to provide the report to Employment and Social Development Canada (ESDC).</li> <li>• A list of outstanding 663s by region and detachment was presented.</li> <li>• Need to ensure that the correct information is entered by the right person.</li> </ul>	RPOU(O)

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	<ul style="list-style-type: none"> <li>• The outstanding 663s were sent to the compliance officers to pass to their detachment safety officers and compliance officer to enter by February 1, 2024.</li> <li>• M. Nowlan, the new acting security and health and safety manager commented that there is a concern that a lot of near misses are not being reported. It is imperative that they are reported even if it is not a big incident.</li> <li>• It was confirmed by D. Greenwood that when the 663 form gets filled out, the Office of Disability Management (ODM) is notified that the employee will be contacting them. The ODM handles WSIB and will require a copy of the 663 forms.</li> <li>• M. Nowlan confirmed the ODM needs a copy of Form 6 and Form 7 from the manager, and it is a good idea to also provide Form 663.</li> <li>• ODM and 663 incident numbers are not compared. ODM is between the employer and employee to facilitate return to work.</li> <li>• It was noted by N. Warren that the definition of a near miss needs to be identified and solidified to ensure people understand what it is. It would be valuable to present a briefing to the front line on near misses and how it plays a part in the reduction of risks and ultimately reduces the level of incidents that occur so that people can understand the importance of reporting near misses. Frequency and risk are the first signs that an incident could occur in the future.</li> <li>• M. Nowlan agreed and noted that this is in the works.</li> </ul>	
12.	<b>ADM(IE) GSO Update</b> <ul style="list-style-type: none"> <li>• L1 GSO position is still waiting to be filled and currently looking at AS-05 Pool.</li> <li>• D Safe G provided an update to be presented and included in the slide deck.</li> <li>• H.M. Reibin to provide the update through email to all compliance officers.</li> <li>• More of an update will be provided on the Safety Information Management System (SIMS), not to be confused with SEMS.</li> <li>• Working together to ensure that SIMS and SEMS are complementary, and nothing is duplicated.</li> </ul>	CF RP Ops Gp
13.	<b>Significant Hazardous Reporting</b> <ul style="list-style-type: none"> <li>• H.M. Reibin noted that one of the action items from the last meeting was to go over any utility line strikes that occurred since the last meeting on September 20, 2023. No line strikes have occurred since then.</li> <li>• Mental health in the workforce and how to take on that challenge as</li> </ul>	CF RP Ops Gp

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	<p>leaders in the organization was discussed.</p> <ul style="list-style-type: none"> <li>• Mental health contributes to a safe work environment.</li> <li>• There have been some incidences in the organization. There have been emails that speak to health in the workplace.</li> <li>• There have also been incidences of violence in the workplace that might be a result of stress of the working environment and constrained resources.</li> <li>• There is the Civility in the Workplace Program that has been implemented and detachments have completed.</li> <li>• There are workplace assessments across the country which will offer insight into what the health of the workforce and workplace are.</li> <li>• A proactive measure to increase the workplace health is the completion of the Civility in the Workplace Training.</li> <li>• Open discussion for additional ideas on how to improve the workplace mental health.</li> <li>• One thing that will be completed in Ontario is to look at the overall satisfaction in the workplace which ties in with mental health. The tool being used to determine this is the Satisfaction Survey which speaks to some of the mental health topics.</li> <li>• Ontario is finding that looking at the organization satisfaction and stability are two key things.</li> <li>• All the data from the survey was put into Power BI for Ontario.</li> <li>• A team is meeting on January 26, 2024, to go through the satisfaction survey and talk about things in Ontario that can be done to improve mental health.</li> <li>• The survey that was distributed is the Public Service Employee survey.</li> <li>• The survey talks about dissatisfaction, harassment and violence prevention and is a good indicator of the health of the workforce as well.</li> <li>• L. Vaillancourt from Valcartier was mandated to start a psychological health analysis to develop an action plan with emphasis on prevention of mental health incidents.</li> <li>• An internal survey was conducted at the unit level to have a better overview of mental health.</li> <li>• Lead by a Subject Matter Expert (SME), working groups reviewed the database on the 13 psychological risk factors.</li> <li>• A lot of good ideas came out of this which are currently being promulgated to address this topic with better tools (i.e., useful link to all the tools that can be consulted etc.) but it was realized that leadership at every level needs to be involved to support these initiatives.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• L. Vaillancourt noted that when looking at incidents, there is not always a 663-form filled out for mental health issues, but mental health is what causes the most missed work. L. Vaillancourt will share what has been completed in Ontario.</li> <li>• DM RPOU(Q) noted in the chat that a regional ethics committee, in parallel to the health and safety committee, will be led by the Corporate Service Officer with participation of the union and will have the following objectives: <ol style="list-style-type: none"> <li>1. Promote diversity, equity, and inclusion.</li> <li>2. Strengthen a positive and inclusive culture.</li> <li>3. Respect the legal and normative requirements in force.</li> <li>4. Highlight the delegation instrument and be able to delegate managers.</li> <li>5. Inform employees about available resources and complaint mechanisms at their disposal.</li> <li>6. Eliminate discrimination and bias.</li> <li>7. Improve the work climate while enhancing the employee experience.</li> <li>8. Ensure a professional environment free from all forms of violence.</li> <li>9. Maintain a workplace free of harassment.</li> <li>10. Educate.</li> </ol> </li> <li>• Also, a leadership program was completed and covered the following topics: <ol style="list-style-type: none"> <li>1. Labour relation</li> <li>2. Effective communication</li> <li>3. Defuse conflicts at work and mobilize.</li> <li>4. Emotional intelligence</li> <li>5. Equity, diversity, inclusion</li> <li>6. Teamwork, recruiting, fidelization (retention)</li> </ol> </li> <li>• It was noted by RW that from an employee and Union perspective, a lot of mental health incidents result from cumulative effect of mental health challenges over time. It is paramount for leadership to work with the employee on a preventative approach as opposed to a reactive approach because a lot of the issues that are faced can be dealt with, instead of letting the challenges accumulate and become a greater Mental Health issue.</li> <li>• The communication and an effective method for people to raise an issue are also very important to obtain resolution.</li> <li>• Since the organization is framed with multiple layers, sometimes the issue might not get to the right level immediately, and could take a little longer to resolve, and the evolution of the problem causes</li> </ul>	

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	<p>further mental stress for the employee.</p> <ul style="list-style-type: none"> <li>• The Chair noted that this topic will have to be reserved for a more fulsome discussion at the next Council meeting because of how important it is. It will be included on the next agenda.</li> <li>• H.M. Reibin shared the launch of DAOD 5014-0 workplace harassment and violence prevention and the updated workplace harassment and violence prevention policy manual in the chat.</li> </ul>	
15.	<p><b>Roundtable discussion:</b></p> <ul style="list-style-type: none"> <li>• E. Godin included a roundtable note in the chat that ADM(IE) has completed climate change vulnerability assessments (CCVA) for 30+ bases and wings. The reports, done by a professional engineering firm provide information about predicted average weather conditions in the future. The CCVAs will be followed by climate change risk assessments (CCRA) for critical assets as defined by SJS. The results of the CCRA's will inform planning such as MRPDs and project design decisions. CCVA and CCRA are required in the IE Green Building Directive and are part of the TBS Greening Government Strategy. DESM will be reaching out to stakeholders to share the CCVA results, including RP Ops.</li> <li>• The Chair concluded the meeting by noting there was a lot of action since the last meeting with great progress made across the board.</li> <li>• To be considered for the next meeting, less topics and longer discussion capabilities.</li> </ul>	
16.	<p><b>Environment, health, and safety advisory council meeting #8 (Tentative dates)</b></p> <ul style="list-style-type: none"> <li>• The next EHS advisory council meeting is proposed for April 18, 2024, from 13:00 to 15:00.</li> </ul>	

Signature of the Committee Chair on the last page of this document.