

**TERMS OF REFERENCE**  
**Implementation Committee for**  
**ESDC's Integrated Framework on Mental Health in the Workplace**  
**(October 2017)**

## 1. Preamble

The *Implementation Committee* (IC) for the Integrated Framework on Mental Health in the Workplace was tasked by the Corporate Management Committee (CMC) to implement the activities that are included in the Framework (which was approved by CMC in December 2014).

## 2. Mandate and Objectives

The IC has the mandate to provide the overall strategic direction and oversee the implementation of the series of concrete actions identified under the three key pillars of the framework (i.e. **Promote** workplace mental health, **Prevent** issues through proactive initiatives and **Resolve** issues and challenges by building supportive mechanisms), and by leveraging existing services and programs.

## 3. Guiding Principles

The work of the Implementation Committee is guided by the over-arching vision of creating a workplace that promotes psychological health and safety for its employees, and where the proposed actions:

- Contribute to a safe, inclusive, caring and supportive work environment;
- Are designed and implemented consistently, and in a way that promotes collaboration and partnership within and across branches and regions; and
- Balance the need to meet Departmental objectives and mandates with the need to create a psychologically healthy and safe workplace for all employees.

## 4. Governance

- The IC is sponsored by one of ESDC's Deputy Ministers.
- The IC is co-chaired by the Departmental Champion for Workplace Mental Health and a Union representative.
- The IC membership is comprised of employees at various levels, representing a cross-section of Branches/Regions and diversity.
- All members of the Committee shall be appointed by their respective ADMs or by their union President.
- Members shall be appointed for a minimum term of one year and for no more than three years.
- In the interest of continuity and effectiveness, an alternate member can be appointed. Alternates must be designated by members; one alternate per member shall be permitted.

- The use of alternates should be kept to a minimum in order to maintain continuity. Committee members must inform the secretariat if they are unable to attend a meeting, indicating that their alternate will attend on their behalf. Committee members are responsible for fully informing their alternate on Committee matters and providing all relevant documents relating to the meeting.
- At times, sub-working groups may be created to support the implementation of the activities of the Framework. These sub-working groups are comprised of members of the IC and other employees of the department.
- All key decisions must be approved by Portfolio Management Board (PMB).

## **5. Roles and Responsibilities**

### **A. Co-chairs**

Co-chairs have a shared responsibility to lead the work of the IC, including.

- Chairing IC meetings.
- Representing the IC's work within their respective roles.

### **B. Members and designated alternates**

IC members together have a shared responsibility to establish, implement and monitor appropriate actions, processes and practices to ensure that ESDC:

- Supports a psychologically healthy and safe workplace;
- Have effective horizontal strategies to respond to workplace mental health related priorities.
- Members (or their alternates) are expected to attend IC meetings and to be prepared to actively participate at those meetings.
- Members are expected to take an active role, either by leading or supporting one or more actions identified under the Integrated Framework for Mental Health in the Workplace.

**(See Annex A for list of current membership)**

### **C. Observers**

- Observers designated by individual members of the IC may attend meetings in order to support the member, as required.
- Observers are generally not expected to participate actively.
- However, members may delegate their right to speak to their designate.

### **D. Secretariat Support**

- The Health, Safety and Disability Management Division of the Human Resources Services Branch provides Secretariat services.

## **6. Meetings**

- Members meet in person (NHQ) and by videoconference every six to eight weeks, or as required by the co-chairs.
- Records of decision and action are documented by the Secretariat. These are provided to members as soon as possible following meetings for information and action.

## **7. Reporting to Senior Management**

- The Secretariat and Departmental Champion meet with the DM Sponsor on a quarterly basis.
- The IC reports to Portfolio Management Board a minimum of twice a year, or as required.

**ANNEX A: Implementation Committee Membership 2017-18****ESDC Mental Health Sponsor:**

Lori Sterling, Deputy Minister of Labour

**Co-Chairs:**

Sara Filbee, ESDC Champion for Mental Health and Assistant Deputy Minister, Atlantic Region, Service Canada

Lyne Cartier, Canada Employment and Immigration Union (CEIU) Representative

**Membership:**

<b>Members</b>	<b>Titles</b>
Besner, Danièle	HRSB, Workplace Management Directorate
Bourget, Lyne	Labour Program Representative
Brisbane, Carly	Ontario Region
Gadoury, François	ESDC Managers' Community Representative, RCN
Gélinas, Luc	PASRB, Communications
Koster, Ronald	Western Canada and Territories Region
Lessard, Mélanie	Quebec Region
McDowell, Christine	Atlantic Region
Messervey, Darlene	Benefits Service Delivery, Atlantic Region
Mir, Shahbaz	CAPE Representative
Ravenelle, Marie-Claude	ESDC Managers' Community Representative, Ontario
Reno, Diana	PIPSC Representative
Sinden, William Eric	College@ESDC
Spooner, Susan	Employee Representative
Tshimanga, Albert	HRSB, Workplace Values, Recognition & Resolution
Werthman, Lea	Citizen Service
<b>Observers</b>	
Bell, Marjorie	Ontario Region
D Souza, Malika	Ontario Region
Batten, Kimberley	College@ESDC
<b>Secretariat Support</b>	
Leclerc, Andreeanne	HRSB, Health, Safety and Disability Management
Lavigne, Penny	HRSB, Health, Safety and Disability Management
Lépine, Édith	HRSB, Health, Safety and Disability Management