

**E-Circular**  
**April 6, 2017**

## **Message from the Commander**

After the show Mother Nature gave us over the Easter weekend and at the beginning of the week, we seem to be jumping back and forth from winter to spring. While we try to keep up with the season of the day, here are a few things to keep in mind.

Don't forget to drive for the conditions. After we've had dry roads for a while, we can often forget to take that extra time and leave room when things are wet and slippery. When the dryer conditions are here to stay, remember to keep an eye out for children, pedestrians and bikers near the roads, especially in low light conditions.

If you're going to be exercising outside, make sure you stay visible. Low light conditions or early morning sun can hinder a driver's ability to spot you easily. Put on reflective gear and make sure you're aware of your surroundings.

As the snow disappears, garbage comes out of hibernation and begins to surface. Clean up season will soon be underway, but in the meantime if you see any garbage pick it up and put it where it belongs. We may not be at risk for wildfires yet, but get yourself in the habit of preventing fires by ensuring cigarette butts are extinguished and disposed of properly.

Staying safe and keeping the base clean are important parts of making sure we all get to enjoy the sun (hopefully) throughout spring and summer.

Col S.M. Lacroix  
Commander, 3 CDSG

### **In This E-Circular...**

- Upcoming Base HazMat Training
- April is National Oral Health Month
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- Ill and Injured Programs and Guidance for Supervisors and Administrative Staff
- IPSC Edmonton Medical Release Planning & Information Session
- Health Promotion
- Military Family Resource Centre (MFRC)
- Learning and Career Centre
- PSP Military Sports
- PSP Fitness
- Quarterly Vendor Offers

## Follow 3 CDSB Edmonton on Social Media!

3 CDSB is on social media! We have re-launched our social media platforms and will continue to keep them up to date with the latest and greatest info as well as respond to questions, queries and concerns.

Facebook: 3<sup>rd</sup> Canadian Division Support Base Edmonton

Twitter: PAO @3\_cdsb (general base account)  
Comd @3csdgComd (Commander account)

## Upcoming Base HazMat Training

Course: Hazardous Materials Reference Application (HMRA) Training  
Date: 27 April 2017  
Timing: 0800 – 1600 hrs  
Location: Lecture Training Facility, Bldg 407

Instructional aim of this course:

- Add, modify and delete holdings records
- Add, modify and delete storage areas and rooms
- Access, view and print HMRA reports
- Access, view and print Material Safety Data Sheets (MSDS's)
- Search for products in the HMRA system
- Access and print WHMIS labels

Course open to both Mil & Civ personnel with HMRA responsibilities.

Send an email with Name, Rank, SN / PRI, Unit to the undersigned to be course loaded.

Joining instructions will be sent in reply email to registrants.

Mr. Chase Kuziw  
Base HazMat Officer  
TEL 780 – 973 – 4011 ext. 4702  
CSN 528 - 4702  
[Chase.Kuziw@forces.gc.ca](mailto:Chase.Kuziw@forces.gc.ca)

## April is National Oral Health Month

Did you know your oral health is an important part of your overall health? Did you know your dentist can diagnose many serious diseases such as oral cancer?

1 Dental Unit Det Edmonton would like to remind all CAF members to book for your annual dental examination at the Garrison Dental Clinic. To book your appointment phone 780-973-4011 ext. 4466

The Canadian Dental Association recommends brushing at least two times per day, daily flossing and regular dental examinations for all members of your family.

## Calgary Stampede Homegrown Heroes Night

The Calgary Stampede is pleased to provide you with information on our upcoming Homegrown Heroes Night, July 10<sup>th</sup>, 2017 for the Evening Show. In our efforts to recognize members of the Canadian Forces,

First Responders and Veterans, we are pleased to offer 50% off tickets for the member, their family and friends. Please extend this to retirees as well.

The landing page for ticket purchases is [www.calgarystampede.com/heroes](http://www.calgarystampede.com/heroes)  
Use promo code HERO

If you are a large group interested in sitting together, please contact 403-261-0315 for assistance.

### **III & Injured Programs and Guidance for Supervisors and Administrative Staff**

IPSC Edmonton holds information sessions for supervisors of all ranks and all unit administrative staff on the topics listed below on an approximately biweekly basis on Thursdays 0800-1200 hrs. Pre-registration is required.

Location: Bldg 201, Rm 205 IPSC Edmonton (beside Officers' Mess)

Registration:

-via email ++IPSC Edmonton Svcs Sect@IPSC Edmonton@Edmonton

-via telephone (780) 973-4011 ext. 2520

#### JPSU Comprehensive Brief

- ~15 minutes
- JPSU Organization & Responsibilities

#### CAF Return to Duty Program

- ~30 minutes
- Principles, Objectives and Philosophy of RTD
- Legislation
- Stakeholders and responsibilities
- RTD Framework

#### Administrative Review/Medical Employment Limitations Brief

- ~1 hour
- Universality of Service (U of S)
- Low risk to breach U of S / High risk to breach U of S
- AR/MEL Advisory Message & AR/MEL Disclosure Package
- Member's Representation

#### Vocational Rehabilitation Program for Serving Members (VRPSM) – Detailed

- ~90 minutes
- Eligibility
- Medical Release Benefits
- Funding
- Rules & Considerations
- Supporting Documentation
- The VRPSM Application Form

#### Postings to JPSU

- ~15 minutes
- Criteria
- Benefits
- Documents and Administrative Process

#### Critical Injury & Disability Benefits from Veterans Affairs Canada

- ~30 minutes
- Overview of Critical Injury Benefit

- Overview of Disability Benefits
- Application process
- Disability Entitlement
- Approvals & denials

## **IPSC Edmonton Medical Release Planning & Information Session**

### WHO?

A comprehensive and informative session for CAF members who have an injury or illness that may potentially lead to a medical release.

### WHAT?

The following will be covered in DETAIL:

- Services and support available including our Partner Organizations
- Detailed overview of the Administrative Review Medical Employment Limitations (AR/MEL) process, timelines and responsibilities
- Benefits & programs available to CAF members who are being medically released
- Review of the Vocational Rehabilitation Program for Serving Members (VRPSM)
- Review of the benefits and supports available to members after a 3b release from the CAF
- You will be assigned a Services Coordinator from IPSC Edmonton to assist you through the med release process

### WHEN?

Sessions are held usually bi-weekly on Tuesdays 1300 – 1600 hrs

### WHERE?

IPSC Edmonton (Bldg 201 beside Officer's Mess), Top Floor Room 205

### HOW?

Pre-registration is required

Email: ++IPSC Edmonton Svcs Sect@IPSC Edmonton@Edmonton

Phone: (780) 973-4011 ext. 2520

Spouses/partners are very welcome and must be registered as well due to limited seating

Co-presented with Nurse Case Management, 1 Fd Amb Clinic

## **Health Promotion**

All HP courses are free for CF members (Reg & Res) retired members, DND & NPF employees and family members 18 and over. Minimum numbers must be reached prior to registration deadlines. Health Promotion is located in Bldg 161 room 29. Register by email [healthpromotionedmonton@forces.gc.ca](mailto:healthpromotionedmonton@forces.gc.ca) or ext. 6146.

Injury Reduction Strategies – 1 May 0900-1500 hrs. This course is about common injuries in the CAF, an assessment of your individual risk and strategies to minimize them and is taught in conjunction with Fitness & Sports and Physio. Whether you are a leader who would like to learn more about keeping your soldiers safe and fit or an individual who wants to improve your fitness and knowledge of injury prevention, this course is for you. It is also excellent for those who plan unit PT. It is our hope members will take this knowledge and implement the recommended injury reduction strategies and support local injury prevention initiatives.

Inter-Comm – 9 & 11 May 0830-1600 hrs– Are you tired of not being heard? Do you want to get your message across briefly and effectively? Would you like to have a meaningful conversation with our teenager or spouse? This course looks at barriers to communication and provides practical, proven methods to overcome these barriers and create a respectful environment.

Butt Out – Drop in every MONDAY from 1500-1600 hrs or call to book an appointment.

Are you a current Unit Health Promotion Rep or Point of Contact and are posted out? We thank you for all you've done to help us with Health Promotion and wish you the best in your future endeavours. Could you please let us know who your replacement is going to be before you head off? Thanks!

## **Military Family Resource Centre (MFRC)**

Register for MFRC Programs by calling (780) 973-4011 ext. 6300

Kids 4 Cameras | Wednesdays, May 10 - June 28 | 6:30 - 8:00pm | MFRC | \$5.00 per youth

Ages: 10-17 years

The Edmonton Garrison MFRC has partnered with Kids4Cameras, a non-profit that works with youth across the City of Edmonton to engage them with the power of photography. The program aims to offer an opportunity to foster relationships and deliver art education in a fun, hands on way. Cameras and photography equipment is provided during the program. A signed parent agreement as well as photo waivers must be completed to attend. To register call by May 3

Deployment Mother's Day Craft | May 13 | 9:00am – 1:00pm | MFRC | No fee, please pack a lunch

Ages: 7-12 years

Children who have a deployed parent will create a special Mother's Day craft to take home. Please wear clothes that are suitable for "creativity". Please call to register by May 9

Note: This event is taking place on a "Deployment Casual Care" date, spaces are limited. Find out more details upon registration. This program has been sponsored by Lonely Cars.

Books for Babies | Wednesdays May 17 to June 7 | 10:00 – 11:00 am| MFRC

Ages: Birth to 12 months (siblings welcome)

If you want to meet other families with babies, learn about what, when and why we read to babies, discover that even young babies can have a favourite book, then this is the program for you. Snacks are provided. The MFRC has partnered with the Centre for Family Literacy to provide this very special program. Call to register by May 10.

Early bird deadline to register for Loops for the Troops is May 1<sup>st</sup>. Sign up here  
<https://www.events.runningroom.com/site/?raceId=13853>

Find out more [www.cafconnection.ca/Edmonton/Home.aspx](http://www.cafconnection.ca/Edmonton/Home.aspx)

## **Learning and Career Centre**

Register for these upcoming sessions through your unit Training Coordinator.

### **Pay Information Sessions for Managers and Employees**

*All Virtual Sessions below:*

*Managers*      25 April (English) | 0930-1100 302850 0114  
                    15 May (French) | 0930-1100 302851 0066  
                    12 June (English) | 0930-1100 302850 0126

The manager Sessions will have managers learn about the Phoenix pay system and the Pay Centre. It explains managers' roles and responsibilities in relation to employee pay and highlights.

*Employees*      27 April (English) | 0930-1100 302685 0223  
                         15 May (English) | 0930-1100 302685 0234  
                         15 May (French) | 0930-1100 302852 0066

The Employee sessions provides information to employees about the Phoenix pay system and the Pay Centre. It explains employees' roles and responsibilities in relation to employee pay and highlights support tools and training that are available.

More dates are available please see our National Calendar for more details:  
<http://hrciv-rhciv.mil.ca/en/p-learning-lcc-edmonton.page>

### Harassment Prevention and Resolution for Managers

20 April 2017 |08:00-16:00  
HRMS=300033 Session #0486

This course provides managers with information and intervention skills to prevent and address harassment in the workplace.

You and Change **Postponed to 2 November 2017 due to low enrollment**

### Understanding my Leadership Style

3-4 May 2017 |08:00-16:00  
HRMS=300061 Session #0208

This course provides supervisors with an introduction to leadership aptitudes, skills and knowledge.

### Communication for Leadership

17-18 May 2017 | 0800-16:00  
(Was postponed from 11-12 April 2017)  
HRMS=300013 |Session #0336

This two-day course is intended to help participants: Become a more authentic and effective communicator; acquire hands-on practice giving and receiving feedback, and presentation skills in front of a group.

\*Information on courses: [Learning and Career Centres or contact us at EdmLCC.CAC@forces.gc.ca](http://Learning and Career Centres or contact us at EdmLCC.CAC@forces.gc.ca)\*  
LCC courses are free, unless otherwise indicated.

## **PSP Military Sports**

### 3 CDSB EDMONTON

#### Intersection Sports

Summer Intersection Sports will be starting up in May and may include slo-pitch, soccer, and touch rugby. Please see the Facebook page listed below for more information.

For Intersection Golf (EGRGL) inquires please contact Fitness and Sports Instructor (Military Sports) Tyler Williams at [tyler.williams@forces.gc.ca](mailto:tyler.williams@forces.gc.ca)

### Base Teams

<b>Base Team</b>	<b>OPI</b>	<b>Contacts</b>
Men's Slo-Pitch	MWO MacLeod / MCpl Morrison	<a href="mailto:richard.morrison@forces.gc.ca">richard.morrison@forces.gc.ca</a> / <a href="mailto:dan.macleod@forces.gc.ca">dan.macleod@forces.gc.ca</a>
Woman's Slo-Pitch	TBD	<a href="mailto:tyler.williams@forces.gc.ca">tyler.williams@forces.gc.ca</a>
Men's Soccer	MCpl Tarrent	<a href="mailto:devin.tarrent@forces.gc.ca">devin.tarrent@forces.gc.ca</a>
Woman's Soccer	Cpl Searle	<a href="mailto:katrina.Searle@forces.gc.ca">katrina.Searle@forces.gc.ca</a>
Rugby	Maj Rubletz	<a href="mailto:Joel.rubletz@forces.gc.ca">Joel.rubletz@forces.gc.ca</a>
Ball Hockey	MCpl Dobson / WO Zebinski	<a href="mailto:michael.dobson@forces.gc.ca">michael.dobson@forces.gc.ca</a> / <a href="mailto:sean.zebinski2@forces.gc.ca">sean.zebinski2@forces.gc.ca</a>

### Achievements

Congratulations to Cpl Jibril for capturing the Sportsmanship Award at the Men's National Basketball Championship in Bordan.

### Events

The 25<sup>th</sup> Annual Sports Awards Breakfast will be held on 29 June 2017 at the Edmonton Garrison Golf and Curling Club from 0830hrs – 1030hrs.

Rugby team practices are taking place in the Field House on Tuesdays at 1600hrs (Skills) & on Fridays at 0730hrs (Conditioning). All are welcome; ladies included.

For any other Military Sports inquiries, please contact Alyson Hodgson at [alyson.hodgson2@forces.gc.ca](mailto:alyson.hodgson2@forces.gc.ca) (ext. 4322) or Tyler Williams at [tyler.williams@forces.gc.ca](mailto:tyler.williams@forces.gc.ca) (ext. 4206).

Find us on Facebook @EdmontonGarrisonMilitarySports

## **PSP Fitness**

### Foundations of Functional Training (FoFT)

- Tactical Athlete Room, Military Fitness Centre.
- Mondays, Wednesdays, and Fridays from 0730-0830
- Designed for military members looking to learn some of the more advanced techniques in functional training and weightlifting
- Ideal for teams and members training for EX Strong Contender 17
- For more information, please contact [Auty.Brooks@forces.gc.ca](mailto:Auty.Brooks@forces.gc.ca) or [Richard.Stauffer@forces.gc.ca](mailto:Richard.Stauffer@forces.gc.ca) @ local 4323.

### Supplementary Physical Training (SPT) Program

- PSP Fitness is offering a supplementary physical training program for those CAF members who are looking for some guidance and assistance when it comes to fitness
- Mondays, Wednesdays and Fridays from 1200-1245
- Ideal for those members looking for some additional PT, those who can't make the traditional PT time with their unit or those who are looking to prepare for their FORCE Evaluation
- Contact Shelley Averay-Jones (4937) for more information

### FORCE Evaluation:

- PSP is no longer responsible to book FORCE evaluations for members. As of right now, all units have several unit coordinators who can book FORCE evaluations online.

- FORCE evaluations are conducted every Monday, Wednesday, & Friday at 0900
- All participants must register prior to the test. NO DROP-INS.

#### FORCE Evaluator Certification:

- As of 1 April 2016 all FORCE evaluators must be recertified before running any FORCE evaluations
- We are currently accepting nominations for our next course

For any other issues pertaining to PSP Fitness, please contact Brad Hollett @ local 4324

## **Quarterly Vendor Offers**

### The Little Alteration Shop

NEW at the Edmonton Garrison Canex Mall!

Seamstress with 20 plus years' experience! Please come visit us at the Canex Mall for all your alteration needs, including, but not limited to, the following:

Pants | Shirts | Dresses | Uniforms | Leather | Mounting Medals | Eco Friendly Dry cleaning | Upholstery and curtains etc.

During the month of February, get 10% off on any cleaning for military uniforms!

Fast, friendly and efficient service that you can count on.

Hours of operation:

Monday-Wednesday & Friday 9:00 a.m. to 3:00 p.m.

Thursdays: 9:00 a.m. – 5:00 p.m.

Closed Saturday, Sunday and all Statutory Holidays.

CANEX MALL

Unit 6 Bldg. 299

Tel: 780-574-1862

## **Guidelines for Internal Communications Tools**

### **E-Circular**

If you have something you want covered in the next E-Circular, send your submission to [3cdsgecircular@gmail.com](mailto:3cdsgecircular@gmail.com). The E-Circular will be sent out at the beginning and mid-month; submissions are due no later than noon on the Wed before the E-Circular send date. This is a hard deadline – the email address provides an auto-response to confirm delivery. Anything received after deadline will go in the next E-Circular. This must have your CoC approval.

Requirements for submissions are as follows:

- Submissions must be sent in Word document format; no PDFs or Excel documents will be taken.
- Each submission must have a point of contact, or it will not be run in the E-Circular.
- Submissions should be no longer than 300 words and include all important information (i.e.: who, what, where, and when).
- Images will not be accepted. In addition, submissions will be formatted to properly fit the E-Circular format – minor adjustments may be made (e.g. font, formatting, alignment, etc.).



- Amendments to E-Circular submissions will not be accepted past the submission deadline.

### **Base-wide emails**

No base-wide email will be sent without approval from the Comd. This method of communication will be used for urgent, unforeseen or short-notice events. All other items will be put in the next available E-Circular.

### **Western Sentinel**

Submissions to [armywesternsentinel@gmail.com](mailto:armywesternsentinel@gmail.com) - all other info (deadlines, etc.) can be found inside the front page of the current Sentinel

### **Electronic Signs**

Anything for the electronic sign must have chain-of-command approval and be less than 3 lines at 18 characters each – so the entire message must be less than 54 characters. Submissions must have subject line “Electronic Sign” and be sent to [3cdsgecircular@gmail.com](mailto:3cdsgecircular@gmail.com). Please include requested run dates along with your message. \* When considering run dates, please note: electronic signs will run for no longer than a month.\*