

Canadian Forces Housing Agency

**Union of National Defence Employees
Professional Institute of the Public Service of Canada
Association of Public Service Financial Administrators**

Union-Management Consultation Committee

Terms of Reference

Introduction

This document outlines the protocols mutually agreed to by the parties to this agreement for the establishment and operation of the Union-management Consultation Committee (UMCC) required under Section 8 of the *Public Service Labour Relations Act*.

These terms of reference may be amended from time to time at any regular or special meeting of the UMCC. All committee, sub-committee or working group members will adhere to them.

Purpose of the UMCC

Consultation is a process for seeking and providing information and advice, exchanging views, and discussing issues, at a national level appropriate to addressing or resolving issues, in an atmosphere of mutual respect and trust. To be effective, the process must be based on an honest and open commitment, by both parties, to the sharing of information and to listening to each other's opinions, observations, and recommendations, prior to decisions being taken. This allows each party to understand the full implications of decisions and actions on their legitimate interests.

The purpose of the UMCC is to provide a forum for meaningful consultation between employer and bargaining agent representatives where information can be exchanged and views and advice on workplace issues obtained.

Composition and Structure

The UMCC will be structured as follows:

Employer Representatives:

Chief Executive Officer (Co-chair)
General Manager, Housing Operations
HR Team Leader (Secretary and HR Advisor)

Bargaining Agent Representatives:

Union of National Defence Employee / Public Service Alliance of Canada
Association of Canadian Financial Officers
The Professional Institute of the Public Service of Canada

Alternates may attend at the discretion of the Committee. Sub-committees and/or working groups may be established, by mutual agreement, to study particular topics or issues in detail.

Meeting Schedules

Two meetings per year are recommended; one in the spring and one in the autumn.

Additional meetings may be scheduled should urgent matters requiring consultation arise that must be dealt with prior to the regularly scheduled UMCC meeting. Seminars may also be organised to allow for broader consultation and dialogue.

Meeting Location, Time and Costs

UMCC meetings will normally be held at 2171 Thurston Drive at 13:30.

Committee representatives will be protected against any loss of regular pay due to attendance at the meetings.

Agendas

UMCC members are responsible for providing agenda items to the committee secretary in sufficient time to permit for the distribution of the agenda and any supporting documentation at least one week in advance of the scheduled meeting. Items not on the agenda may be discussed at the meeting with the approval of the parties.

Meeting Minutes

The UMCC secretary will keep accurate records of all matters that come before the committee. Meeting minutes will be prepared and distributed within one month of the meeting.

Language

Meetings shall be conducted in accordance with the Treasury Board Official Languages Policy.

Approval

These terms of reference were approved by the UMCC at 2171 Thurston Drive, Ottawa, on 22 April 2010.

For the Employer

A. Bastache 25 June 10
Chief Executive Officer for Canadian Forces Housing Agency

For the Bargaining Agents

M. Chamberlain, EVP
Representative of Union of National Defence Employees

R. Stepien May 18, 2010
Representative of Association of Canadian Financial Officers

Representative of The Professional Institute of the Public Service of Canada