

**DEFENCE RESEARCH AND DEVELOPMENT CANADA (DRDC)  
UNION MANAGEMENT CONSULTATION COMMITTEE (UMCC)  
TERMS OF REFERENCE**

*Reference: Consultation Framework between the Department of National Defence and Unions Representing National Defence Employees*

**INTRODUCTION**

Consultation and problem solving have long been the foundation of labour-management relations at the Department of National Defence (DND). It is largely as a result of this approach that we have avoided the climate of mistrust and confrontation which can be so detrimental, not only to the working environment but to productivity as well. Collaborative efforts by union representatives and management through communication and sustained dialogue improve the ability of the Public Service to serve and protect the public interest.

This document outlines the protocols for the establishment and mutually agreed of ongoing operation of the union management consultation committee between DRDC and the Unions representing its employees. Furthermore it's also aligned with the Department of National Defence Consultation Framework<sup>1</sup> and directive<sup>2</sup>. These terms of reference may be amended from time to time by mutual agreement at any regular meeting of the UMCC.

**SCOPE**

The DRDC UMCC has been established to deal with Agency-wide policies, programs, and strategic issues. In the terms of the DND Consultation Framework, it functions as an Intermediate level between the Local committees at DRDC Centres and the National DND UMCC. Local committees will address operational and tactical issues. However, matters which cannot be resolved at the local level may be referred by either party to the DRDC Committee, or another Intermediate level if appropriate (e.g, a regional or Base-level UMCC). Similarly, if issues are raised at the DRDC UMCC which would be more appropriately dealt with at the Local level (Centre/Corporate Office), these issues will be referred to the relevant committee for discussion and/or resolution.

Through the free-flow of information from both parties, the committees will seek to define the general sense of what can be agreed upon, and will use this to resolve issues capable of resolution. Almost all workplace issues can be the subject of consultation. However, committees have no authority to reach agreements which are beyond their

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<sup>1</sup> [http://hrciv-rhciv.mil.ca/assets/HRCIV\\_Intranet/docs/en/umcc-consultation-framework.pdf](http://hrciv-rhciv.mil.ca/assets/HRCIV_Intranet/docs/en/umcc-consultation-framework.pdf)

<sup>2</sup> DAOD 5008-2, <http://www.admfincs-smafinsm.forces.gc.ca/dao-doa/5000/5008-2-eng.asp>

level of responsibility or which would have the effect of amending collective agreements, Acts of Parliament and statutory regulations.

The Committee functions in consultative and information sharing capacity only. It will not in any way restrict management's authority, its obligation to manage, or the legal rights of unions established by Public Service Labour Relations Act (PSLRA).

## **PURPOSE**

The purpose of these terms of reference is to reinforce the spirit of openness and candour which currently prevails in the Agency, to restate the commitment to its continued vitality, and to set out Agency guidelines to ensure the consultative process remains vital and effective by providing a forum for consultation and the exchange of ideas and information on policies, programs, procedures and conditions of employment as they apply to all employees of DRDC and for the benefits of a healthy workplace.

## **COMPOSITION OF COMMITTEES**

Representatives should include individuals with appropriate managerial authority to make decisions and to speak to the issues of concern. Management representatives must be a civilian whose position is excluded from participating in a union or bargaining group or is part of an unrepresented group. They cannot be a member of a union or bargaining group and also sit as a management representative at any level of labour management consultation committees.

Management representatives: DRDC management is represented by:

- Assistant Deputy Minister (ADM S&T), co-chair
- Chief of Staff (COS)
- Director General Science and Technology Centre Operations (DGSTCO)
- Two (2) representatives from Director General Science and Technology Programs (DGST(Programs))
- Director General Science and Technology Corporate Services (DGSTCS)

### Union representatives

Bargaining agent and union representatives will be represented by their elected officials or their delegates, as they deem appropriate to the level of consultation. They may be supported by their employees. The bargaining agents and union representatives will select a member amongst themselves to serve as co-chair.

### Coordinating secretary

Director Science and Technology Human Resources (DSTHR) will act as Coordinating Secretary and will look after logistics and administration for each meeting.

## **FREQUENCY OF MEETINGS**

The national committee will meet at least semi-annually or on an ad hoc basis at the call of the co-chairpersons.

### **LOCATION AND SCHEDULING OF MEETINGS**

Meetings will normally be held on the employer's premises during normal working hours. The option to attend by video teleconference will be provided to members. Every reasonable effort will be made to set the time and date at least two months in advance, to allow for maximum attendance. Committee members shall be protected against any loss of regular pay due to attendance at meetings. Every reasonable effort will be made to schedule meetings respecting work schedules of committee members.

### **AGENDA**

Unless otherwise decided by the committee, management shall provide administrative support (i.e., a committee secretary) to the committee. Management and union representatives shall be responsible for providing agenda items and relevant background documents to the committee secretary at least four weeks prior to the scheduled meeting to permit the agenda and supporting documents to be distributed at least one (1) week in advance of the scheduled meeting. Items not placed on the agenda beforehand may be discussed with the approval of both parties.

### **RECORDS OF DISCUSSIONS**

The committee secretary shall prepare and post the minutes, once approved and signed by the co-chairs. Such minutes shall be prepared, approved, signed and posted on an electronic bulletin board accessible by all employees within six weeks. All documents will be in both official languages in accordance with the Official Language Act and the Treasury Board Official Languages Policy.

Since communication is a prime purpose, the minutes are expected to communicate the results of the meeting. They will also be means for either party to refer unresolved issues to a different level of committee. The secretary will keep accurate records of all matters that come before the committee.

### **IMMUNITY**

Committee members must be free to discharge their duties without fear of reprisal, or that their relationships with DRDC will be affected by action taken in good faith as a member to the committee.

### **LANGUAGE**

Meetings shall be conducted in accordance with the Official Languages Act and Treasury Board of Canada Secretariat Policy on Official Languages.

### **APPROVAL**

These terms of reference were approved by the UMCC co-chairs at Ottawa, on 3 June 2013. The DRDC UMCC Terms of Reference will be revised every (5) years, or as needed.

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**Management Co-Chair  
Dr. Marc Fortin  
ADM (S&T)**

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**Union Co-Chair  
Matthew MacLeod  
PIPSC DND National  
Consultation Team**