

Firefighters National Situation Table Terms of Reference

Reference: Base and Wing Commanders meeting held on 07 Dec 2020 hosted by VCDS

GENERAL

The Terms of Reference (TOR) of this national situation table committee is based and developed in accordance with the participants' needs.

PURPOSE

This TOR outlines the mandate, procedures and guidelines for the formation and operation of the Firefighters (FR) National Situation Table.

Consultation and problem solving are the foundation of labour-management relations within the Department of National Defence (DND). Collaborative efforts by union representatives, management and civilian labour relations practitioners to engage in communication and dialogue to build a climate of trust and resolution focused on the unique working conditions and environments for the FR community within the DND.

MANDATE OF COMMITTEE

The FR National Situation Table is a forum for frank exchange of information, views and advice related to the FR community within DND. The intent of this forum is to provide the participants an opportunity to identify issues and/or challenges for the FR group nationally and to dialogue, in a collaborative manner and to seek resolution. In addition, the forum will facilitate the occasion, where required or where there is opportunity, to provide recommendations for resolution and / or change to senior leadership. This document outlines the protocols mutually agreed to by the parties for the establishment and operation of the FR National Situation Table.

To be effective, the process must be based on an honest and open commitment, by each of the parties, to the sharing of information and to listening to each other's opinions, observations, and recommendations. This allows each party to understand the full implications of decisions and actions taken with regard to their unique interests.

The Committee functions in consultative and informative capacities only. It will not in any way restrict management's authority, its obligation to manage, or the unions' legal rights established under the *Federal Public Sector Labour Relations Act*, or applicable collective agreements.

Although the FR National Situation Table is considered a national committee to discuss and explore the challenges experienced within the FR community, some issues may require the engagement of other participants and/or stakeholders for discussions, as recommended by members of the committee.

This forum is not mandated to hear or discuss issues outside the domain of the FR group nor is it a forum for individual case issues.

Membership

Management Representatives:

Base and Wing Commanders
Firehall representatives

Bargaining Agent representatives

An executive or senior office for the bargaining agent or components that represent the FR employees of DND

CFFM representative

DGWM, DCLR Representatives

Labour Relations Manager
Labour Relations Advisor
Other HR disciplines representatives as needed based on specific agenda items/issues

CHAIRPERSON:

Meetings will be co-chaired between management and bargaining agent representatives.

MEETINGS:

Meetings will take place virtually via MS Teams platform and will be held on a quarterly basis, or on an ad hoc bases when issues arise.

The Agenda for the meetings will be developed in consultation with members of the Committee and distributed at least one week in advance of the scheduled meeting.

Secretariat function to be provided by DGWM, DCLR.

A designated member who is unable to attend a meeting should provide a representative to attend in their place.

Records of Discussions

Labour Relations will keep records of discussion items and action items that come before the committee. A brief Record of Discussions will be prepared and distributed as soon as possible after the meeting.

Language

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

All documentation will be provided in both Official Languages.

Amendment Procedures


These Terms of Reference may be amended from time to time at any regular or special meeting of the National FR Situation Table.

Immunity

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

APPROVED:

Management Representative


Capt (iv) Sean Williams, CD
Base Commander
CFB Halifax

Date: 11 May 2021

Bargaining Agent Representative



Date: 04 May 2021

DGWM Representative

Date: