

**Terms of Reference for
Canadian Forces Health Services Gp Union Management Consultation Committee**

Purpose

1. This document establishes the Terms of Reference for the Canadian Forces Health Services Group (CF H Svcs Gp) Union Management Consultation Committee (UMCC).
2. The purpose of the L2 CF H Svcs Gp UMCC is to work toward the collective interests of the parties in a positive work environment that promotes the principles of labour-management relations which reflect the highest regard for those the parties represent.

Structure

3. The CF H Svcs Gp UMCC consists of PIPSC, PSAC and management representatives. The committee should be representative of the geographical make-up, various branches, and sections of the organization where PIPSC members are located. In addition, committee make-up should reflect language diversity, occupational categories, applicable bargaining units and equity group representation where possible.
4. The CF H Svcs Gp UMCC will endeavour to hold meetings at such times that include all representatives. However, meetings will not take place without a representation from management, PSAC and PIPSC.
5. Co-Chairpersons are appointed, one for CF H Svcs Gp and one for PSAC or PIPSC. The Co-Chairpersons are included in the committee representatives from each party on the CF H Svcs Gp UMCC.
6. Consistency with regard to representation on this committee is important in ensuring a viable working committee. Therefore, when committee members are replaced, the parties will guarantee that a thorough and complete orientation is provided for each new committee member.

Mandate

7. In accordance with the principals of DAOD 5008-2 (<http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives-5000/5008-2.page>) the Commander Canadian Forces Health Services (Comd CFHS) is committed to constructive consultations with executive representatives of the unions that represent the CFHS's public servant workforce. This committee has been established to promote this consultation capacity. This agreement neither interferes with management's authority and obligations to

manage, nor with bargaining agents' legal rights established by the [Public Service Labour Relations Act \(PSLRA\)](#) or applicable collective agreement.

8. This committee is committed to consultation as a regular aspect of the development of policies and practices in those work-areas and work-places where PSAC and PIPSC members from the above noted units are represented. For clarification, this means that the parties are committed to full disclosure, at the earliest possible opportunity and to the maximum extent possible, of actions, or contemplated actions, with the view of ascertaining the full implications of those actions on the legitimate interests of the other party, and to resolving any problems which are identified.
9. Further, the parties agree to work together in anticipation of outside decisions, influences, and/or trends that may impact the work or work environment of those they represent. In order to be effective, consultation must take place in an atmosphere of good faith, mutual respect, and trust.

Composition

10. Co-Chairpersons:
 - a. Deputy Director General Health Service (D DGHS), and
 - b. Vice-President (NCR) UNDE
11. Members:
 - a. PIPSC Representative
 - b. Senior Labour Relations Advisor
 - c. CF H Svcs Gp Strategic HR Manager
 - d. CF H Svcs Gp Comptroller
 - e. SSO Resource Management HS Delivery
12. Secretary:
 - a. SO D DGHS

Membership Roles and Responsibilities

13. The CF H Svcs Gp UMCC members will assume the following functions and complete the following tasks:
 - a. Co-Chairpersons:
 - i. The appointed Co-Chairpersons will share the responsibility of chairing CF H Svcs Gp UMCC meetings on an alternating basis. They will also assume responsibility for the conduct and participation of their respective members.

- ii. Co-Chairpersons responsible for chairing will obtain input for the meeting agenda and ensure that it is distributed, along with relevant documentation, in advance of the meeting date.
- iii. Co-Chairpersons will have the responsibility for decision-making where time sensitive issues arise between meetings. It is expected, that these decisions will have the appropriate support of respective committee members.
- iv. The Co-chairpersons will be responsible for communication with their respective representatives on the CF H Svcs Gp UMCC, including keeping their representatives informed of ongoing issues and discussions between CF H Svcs Gp UMCC meetings.

b. Members:

- i. Members of the CF H Svcs Gp UMCC will ensure that they are properly informed on issues being discussed at each meeting.
- ii. Members of the CF H Svcs Gp UMCC will undertake to obtain/provide information, guidance and direction from/to the individuals and groups they represent.
- iii. The CF H Svcs Gp UMCC is responsible for any communication requirements concerning the status and progress of their work. The parties agree to provide timely reports in a format and manner to be determined and jointly agreed to, on a regular basis, but at a minimum, after each CF H Svcs Gp UMCC meeting.
- iv. The CF H Svcs Gp UMCC may create sub-committees with equal participation from both parties to look into specific areas, and to formulate recommendations to the appropriate parties for action.

c. Additional Participants:

- i. By mutual agreement, the Committee may invite additional persons to attend meetings for the purpose of providing advice or information pertaining to a particular subject on the agenda. Normally, the other party will be notified in advance of this.
- ii. Representatives of the committee or invited guests, who are employees of the Department, shall be protected against any loss of regular pay by reason of attendance at these meetings.

- d. Secretary: His/her main function will be to assist the Co-Chairpersons with the coordination aspects related to the CF H Svcs Gp UMCC meetings. She/he will perform the following tasks:
- i. Produce and submit the meeting Record of Decisions (RODs) to the Chairperson;
 - ii. Record the discussions of every CF H Svcs Gp UMCC meetings;
 - iii. Once approved by the Chairperson, disseminate the RODs and meeting agendas; and
 - iv. Prepare copies of the meeting agenda, tracking sheet and RODs for distribution at the meeting start.

UMCC Process

- 14. CF H Svcs Gp UMCC members are expected to fully participate, including offering differing perspectives and/or dissenting opinions. Such discussions will be held in a thoughtful and respectful manner. Each committee member will make every effort to hear all the views and perspectives tabled and to thoroughly explore all issues and concerns with an open and creative approach to jointly resolving problems and addressing concerns.
- 15. The CF H Svcs Gp UMCC will seek to operate on a consensual basis whenever possible. Where all avenues for consensus have been exhausted and issues remain outstanding, the CF H Svcs Gp UMCC will note, in its proceedings and minutes, any issues that require referral to another committee for further action or any points of disagreement.
- 16. In the event of a serious dispute, or the inability for committee members to reach a decision on the interpretation of these Terms of Reference or on key issues that might impede the progress of the work of the CF H Svcs Gp UMCC, the committee may decide to call upon a third party to mediate and settle the dispute.
- 17. The CF H Svcs Gp UMCC will hold meetings on an as needed basis but no less than once every three months. CF H Svcs Gp UMCC meetings should be scheduled in blocks (2-3 in advance) and should be considered a priority responsibility for all committee members.
- 18. The parties will endeavour to respect identified priorities and timeframes set out on meeting agendas. Suggested adjustments to the agenda during the course of the meeting should be agreed upon by the parties accordingly.

Meeting Preparation and Coordination

19. The coordination and administration requirements of the CF H Svcs Gp UMCC will be provided by CF H Svcs Gp and in consultation with the participating Union representatives.
20. Where possible, the parties agree to share pertinent information related to issues being addressed at the meeting, at least two weeks in advance of each meeting.
21. Committee members agree to meet with their respective representatives, in advance of each meeting, to discuss how to address issues on the agenda. Where possible, questions and/or concerns regarding agenda items will be forwarded to the other party far enough in advance of the meeting to provide time for committee representatives to prepare for a meaningful and effective dialogue and problem-solving process.
22. The parties agree to consult with appropriate individuals, committees, and/or groups, to ensure that they have the mandate and support for the positions they bring to CF H Svcs Gp UMCC meetings.

Meeting Agendas

23. Finalizing and distribution of the meeting agenda is the responsibility of the Co-Chairperson who will be chairing the meeting.
24. In placing items on the agenda, short explanatory notes should be included on each item so that preparatory work can be done to make the meeting productive. The recommended agenda items will be mutually agreed to by the Co-Chairpersons for that meeting before the agenda is officially set.
25. Agenda items should reflect the purpose and mandate of the CF H Svcs Gp UMCC.
26. Once the agenda items have been officially set, they will be distributed to all Committee members, preferably one (1) week prior.

Meeting Conduct

27. The meeting will proceed as per the agenda, and agenda items originators will be asked to present their topics. In order to foster effective communications, formal proceedings will not be introduced (i.e. motions, votes, etc.).
28. The secretary will take summary minutes of the proceedings and prepare a clear report of the resolution of the items, including the decisions taken, the actions required, the persons involved and the target dates.

Minute-Taking

29. All UMCC minutes will be reviewed by the parties and approved jointly by the Co-Chairpersons.
30. Minutes will be finalized and distributed as soon as possible after a UMCC meeting but no later than four (4) weeks after a meeting has taken place.
31. Minutes will be factual and unbiased, reflecting key positions and contributions of the parties, as well as final decisions and/or further action required.

Follow-Up

32. The parties agree to allocate adequate time and resources to ensure follow-up of commitments made at or between UMCC meetings. Where, in extraordinary circumstances, committee members are unable to meet their commitment(s), they should undertake the responsibility of informing their respective Co-Chairperson who will then delegate such responsibilities to another representative of their party on the UMCC.
33. The parties agree to refer pertinent discussion/decisions to applicable joint committees and/or other levels of consultation where they are better suited to deal with such issues.
34. The parties agree that where decisions are made jointly at the UMCC, they will support such decisions fully and completely when reporting to and working with those individuals and groups that they represent.

Administrative Support for the Working Group

35. Where needed, administrative support related to the functions and activities of the UMCC will be resourced from the Human Resources Section. Direction to resourced staff will be given exclusively by the Employer Co-Chair to the UMCC.

Review

36. These Terms of Reference are subject to review after one year and may be amended at any time with the consent of all parties.

Agreement to Term of Reference

37. The parties agree that from this day forward, they will respect the principles, guidelines and agreements herein during the course of their work together on the Union-Management Committee.

Signed on behalf of the parties by,

Captain (Navy) M.E. Thomson
CF H Svcs Gp Co-Chairperson

Mr. J.E. Wrinn
UNDE Co-Chairperson

Mr. R.J. Smith
PIPSC Representative

on ____05 May 2021_____ (date signed).