



Local Union-Management Consultation Committee Meetings

Union of National Employees

Local Presidents' Conference

April 10 - 13, 2025

Local Union-Management Consultation Committee (LUMCC)

01

LOCAL REPRESENTATION

- PRESIDENT OF LOCAL UNION
- SHOP STEWARD

02

MANAGEMENT REPRESENTATION

- DIRECTOR/SUPERINTENDENT
- HUMAN RESOURCES /
MANAGER

03

EQUAL AMOUNT OF
MEMBERS/MANAGEMENT
ON BOTH SIDES

Purpose of Committee

- ◆ The purpose of Labour-Management Relations Committees is to provide a forum for the frank exchange of information, views, and advice on workplace issues, between management and employee representatives as close as possible to the workplace. The focus of the LMRC is on consultation; committees must strive to ensure that the meetings do not become simply a forum for distribution of information.

Consultation

- ◆ Committees function in a consultative capacity only. They do not in any way restrict management's authority, its obligation to manage, or the union's legal rights established by the Public Service Labour Relations Act (PSLRA) or applicable collective agreements.

SCOPE

Almost all workplace issues can be the subject of consultation. However, committees have no authority to reach agreements which are beyond their level of responsibility, or which would have the effect of amending collective agreements, Acts of Parliament, and statutory regulations. The National Union-Management Consultation Committee (NUMCC) has been established to deal with department wide policies, programs, and strategic issues. Intermediate level and local committees shall address operational and tactical issues respectively. Either party to the National Committee may refer matters that cannot be resolved at the Intermediate level committees. Similarly, if issues are raised at the National Committee which would be more appropriately dealt with at the Intermediate or Local level, the issues will be referred to the relevant committee.

Composition of Committees

Representatives should include individuals with the appropriate managerial authority to make decisions and to speak to the issues of concern. Important note: Management representatives must be either a member Management, or an employee 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 committee.

Chairperson

- ◆ There shall be two co-chairpersons for each meeting. Management and the Unions shall each nominate a co-chair. The co-chairpersons, at the request and concurrence of either party, may invite persons or speakers to address the meeting on predetermined topics. The national committee shall be co-chaired by the Deputy Minister/Superintendent on behalf of management.

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. Intermediate level and Local level committees will meet in accordance with each committee's individual Terms of Reference, which will be established through consultation with the appropriate unions.

Location and Scheduling of Meetings

- ◆ Meetings will normally be held on the employer's premises during normal working hours. 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 in sufficient time to permit the agenda and supporting documents to be distributed at least one week in advance of the scheduled meeting. Items not placed on the agenda beforehand may be discussed with the approval of both parties.

Record of Discussions

The committee secretary shall prepare agendas, keep records of discussions, and have records of discussions of each meeting signed by the chairperson and co-chairperson. Such records of discussions shall be prepared and distributed to each committee member within six weeks of the meeting. Committees will be in the language(s) appropriate to each employer group as determined by the committee. Since communication is a prime purpose, the records of discussions are expected to communicate the results of the meeting. Records of discussions will also be a means for either party to refer unresolved issues to a different level of committee.

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.

Language

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

Periodic Review of the Framework

- ◆ To ensure that the framework continues to be relevant for the department, it is recommended that the executive coordinator for the National Committee/Director General Labour Relations and Compensation review the Union Management Consultation Framework, every five (5) years. Amendments to the Framework will be done as required and sent to the National Committee for approval.

Approval

◆ These terms of reference are approved by the UMCC
at _____ (location), on
_____(date).