Labour Management Committee
Terms of Reference for Red River College & MGEU Local 73

Preamble
Recognizing the community of interest in the efficient and economic operation of this Organization and believing that the basis of good labour relations is dependent on effective communication and co-operation within the organization, management and the MGEU hereby agree to work together in the formation and operation of a Labour Management Committee.

1. Name of Committee
   The name of the committee shall be Labour Management Committee.

2. Purpose and Function
   - To promote better communications, mutual respect and understanding throughout the system.
   - To provide a forum for the frank exchange of information, views, and advice on workplace issues
   - To promote fuller understanding and confidence between management and the union and to maintain harmonious relations between them.
   - To discuss ways and means of improving work methods and conditions of work, staff development and new procedures and policies.
   - To receive details of proposed operational changes, whenever possible.
   - To discuss interpretations of the collective agreement as it relates to policy.
   - Make recommendations to the Union and the Employer regarding any decisions. The committee does not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The decision of the committee will not bind either Union or the Employer.
   - Other matters as agreed

3. Operating Principles
   The College believes that an effective Joint Labour/Management relationship is based on:
   - Equality of the parties within the consultation process
   - Mutual trust and respect
   - Mutual commitment to be constructive, fair, sensitive and respectful
   - Emphasis on the value of all employees and on consideration of their needs
   - Recognition and encouragement of employee contributions within the organization
   - Facilitation of constructive decision making and problem solving at the lowest possible level
4. Membership
   The committee shall consist of no more than three (3) representatives of the Employer and three (3) representatives of the Union. The committee shall meet at the request of either party for the purpose of discussing matters of mutual concern, and which either party considers appropriate for discussion by the committee.

5. Observers and Guests
   By mutual agreement, the committee may invite additional persons to attend meetings for the purpose of providing advice and information where required on a particular agenda item.

6. Guidelines for Meetings
   - Discussion on issues affecting employees should begin at the earliest opportunity
   - This can take place through ad hoc meetings or regularly scheduled union/management consultation committee meetings
   - In order to maintain a non-adversarial climate, formal proceedings such as motions or votes shall not be used
   - Issues relating to an individual cases such as grievances must not be discussed in a way that would breach confidentiality. A grievance case could be discussed in a generic way if such discussion proved a means to identify trends or underlying causes that would help resolve the problem
   - Management will provide the administrative support (ie: committee secretary) to the committee

7. Sub-Committees
   The Committee shall have the power to appoint whatever sub-committee it feels is necessary to assist in carrying out its duties and functions.

8. Chair
   The Vice-President, Human Resource Services and Sustainability shall chair the committee.

9. Agenda
   The cut off for submission of agenda items is normally five (5) business days prior to the meeting. The agenda shall be prepared by both the Chair and the Secretary and will be distributed three (3) business days prior to the meeting. Additional items can be added to the agenda on shorter notice, recognizing that items may be tabled items may also be added at the meeting. However, documentation must be circulated as far in advance as possible. Agenda items may be added at the meeting.

10. Minutes:
    The minutes shall include the following:
    - Date, time and location of the meeting
    - Meeting attendees
    - Action and follow-up items (including members responsible)
    - Completion dates
    - Next meeting reminder
Once the minutes are approved copies will be emailed to Executive Members and Staff Representative.

11. Record Keeping
   The Secretary must keep confidential copies of agendas, draft minutes, resources and other documentation relating to the committee’s activities.

12. Meetings
   Meetings will be held on the employer premise at a mutually convenient but regular date. Such dates will be chosen by the committee. The committee mutually agreed that meetings will only be held during the summer months if an issue arises, and will not meet during collective bargaining.

13. Terms of Reference
   Terms of Reference can be amended and/or changed at any meeting of the committee by mutual agreement.