
Labor Management Liaison Committee - Terms of Reference

Article 1 – Purpose

Senior Management will facilitate Liaison Committee (the “Committee”) meetings to improve communication and collaboration between the Division’s administration and the local unions representing our employee groups. This will be achieved by providing a forum to exchange information and advice on workplace issues and by discussing matters of mutual concern and interest related to education, collective agreements, policies, administrative procedures, the functions of the Division to educate our students, and staff welfare.

The Committee remains a non-decision-making body for Divisional business and does not have jurisdiction over wages, collective bargaining, or the administration of collective agreements.

Article 2 – Representation

The Committee’s active working membership will consist of at least two members from each party.

- **Labor Side:** Includes the President, Vice-President, Shop Steward and/or Union Representative.
- **Management Side:** Includes the Superintendent and the Secretary-Treasurer, plus it may include Divisional Leaders such as Maintenance coordinator, Transportation Coordinator, Student Services Achievement Coordinator, Principals and/or Vice Principals.
- **Observers:** Members of the Board of Trustees (including the Board Chair and appointed Human Relations/Liaison Committee Trustees) may attend meetings strictly to observe the proceedings. They are not active participants in the development of the agenda or the discussions of the working committee.

Article 3 – Meetings

The working members representing Management and the union shall each appoint a co-chairperson. Both parties will be responsible for keeping their own minutes.

The Committee shall meet at the call of either working party upon at least two weeks’ notice. Meeting dates shall be mutually agreed upon by September 30 each school year. Quorum requires the presence of four working members: two from the union and two from Senior Management. Board observers do not count toward quorum.

Article 4 – Agenda

The Division's Senior Management and Union co-chairs will jointly set the agenda for each meeting. Each working party shall have the opportunity to suggest agenda items in advance, with the goal of supporting documentation such as background, impact and recommendations being shared two weeks before the meeting to ensure each party is prepared for a dialogue for consensus building.

New items submitted with less than two weeks of preparation time may only be added by the mutual consent of the co-chairs; otherwise, they are deferred to a future meeting.

Article 5 – Discussion

The co-chairs will alternate in leading discussions on agenda items submitted by their respective groups. While Board of Trustee representatives attend as observers, they may participate in discussions to provide clarification on governance matters or to ask questions related to operational issues.

The Committee aims to reach general agreement through discussion rather than taking formal votes. If an issue cannot be resolved in a way that works for everyone, it may be set aside or moved into a formal grievance or negotiation process.

Article 6 – Recommendations

The Committee has the authority to make recommendations to Senior Management and the union based on the conclusions of their consensus-making discussions. In matters where consensus is reached, Senior Management and Union officials will each make recommendations to their respective bodies for consideration.

Article 7 – Meeting Notes

Each party is responsible for preparing its own meeting notes and distributing those meeting notes or summary documents to its respective membership.