Labor Management Liaison Committee Terms of Reference

Article 1 - Purpose

The Board will facilitate Liaison Committee (the "Committee") meetings to improve communication and collaboration between the Board 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 is not a decision-making body for Board business as it does not have jurisdiction over wages, collective bargaining, the administration of the collective agreements, or any grievance arising from the collective agreements.

Article 2 – Representation

The Committee will consist of at least two members from each party. From the labor side, this includes the President, Vice-President, or Shop Steward. From the Board side, it includes two trustees, the Board Chair as an ex-officio member, and either the Superintendent or Secretary Treasurer.

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

The Committee may, from time to time, invite advisory personnel to be present at meetings.

Article 3 – Meetings

The Committee shall meet at the call of either party upon at least two weeks' notice.

Unless mutually agreed upon, meetings will be held not more than once every 6 months. These meeting dates shall be mutually agreed upon by September 30 each school year.

The co-chairs shall have the power to call a meeting on short notice if necessary.

A quorum of five members must be present for a meeting to proceed, with at least two members from the union and three members from the Board, including the Superintendent or Secretary Treasurer.

Article 4 – Agenda

The co-chairs will jointly set the agenda for each meeting. Each party shall have the opportunity to suggest agenda items, but only in advance of the meeting.

The agenda, including a brief description of each item to be discussed, shall be submitted to the members of the Committee at least two weeks in advance of the meeting. Agenda item submissions shall include topic, background (description, impact(s), issues, attempts to resolve locally or provincially, and previous actions or results), recommendations/solutions, and applicable research or supporting documentation.

New items may be added to the agenda by mutual consent of the co-chairpersons, otherwise new items will be deferred to a future meeting.

Discussion of the agenda topics will be alternated, with the party occupying the chair exercising the right to designate the first topic.

The co-chairpersons shall recognize a motion from either party to table an agenda item for further study and follow-up discussion at the next meeting.

Article 5 – Discussion

Each person wishing to speak shall be recognized by the co-chairperson before speaking.

Subject to the ability to table an item, each agenda item shall be discussed fully and next steps identified before proceeding to the next item.

Where mutually satisfactory understandings are not reached, the item may be closed, reverting to its proper place in the labor-management relationship, such as grievance procedures or negotiations.

Items shall not be brought to a formal vote, but a general consensus of opinion shall be the goal of the Committee.

Article 6 – Recommendations

The Committee shall have the power to make recommendations to the union and the Board with respect to conclusions of consensus-making discussions.

In matters where there is agreement at the Committee level, each party shall make recommendations to their respective bodies.

Article 7 – Minutes and Records

The secretary shall create and share accurate records of all matters that come before the Committee within two weeks of the meeting. Each party is responsible for keeping records of the Committee minutes.