



**INDIGENOUS  
SERVICES  
CANADA**

# TERMS OF REFERENCE

NATIONAL UNION-MANAGEMENT CONSULTATION

COMMITTEE



**UHEW** Union of Health and  
**STSE** Environment Workers



Indigenous Services  
Canada

Services aux  
Autochtones Canada

Canada

## OBJECTIVES OF THIS DOCUMENT

This document provides guidelines for establishing a formal consultation committee, the National Union-Management Consultation Committee (NUMCC) between Indigenous Services Canada Management and the Bargaining Agents.

## STATEMENT OF COMMITMENT

Indigenous Services Canada ("Management") and the following groups ("Bargaining Agents") recognize that this committee is an important vehicle for facilitating the constructive exchange of information, ideas and views to support informed decision-making and problem solving:

- Association of Canadian Financial Officers (ACFO);
- Canadian Association of Professional Employees (CAPE);
- Professional Institute of the Public Service of Canada (PIPSC);
- Union of Health and Environment Workers (UHEW –PSAC);
- and
- Union of National Employees (UNE-PSAC).

Members are committed to working together cooperatively to ensure a healthy, safe, productive and respectful working environment.

## COMMITTEE VALUES -- SEVEN (7) GRANDFATHERS' TEACHINGS

- **Wisdom** - To cherish knowledge is to know wisdom: To have wisdom is to know the difference between positive and negative and know the result of your actions. Sound judgment, ability to see inner qualities and relationships. Listen and use the wisdom of elders, spiritual leaders and healers. Wisdom is sound judgment and the ability to use good sense, to have a good attitude and reason of action, that runs through and binds the seven teachings together. Wisdom is given by the Creator to be used for the good of the people.
- **Love** - To know love is to know peace: Feel and give absolute kindness for all things around you. To love yourself is to live at peace with the creator and in harmony with all creation. Love is to feel and give complete kindness for all things around you. Love is based upon affection, respect, kindness, unselfish loyalty, devotion and concern. Love your brother and sister and share with them. Love cannot be demanded...it must be earned and given freely from the goodness of your heart.

- **Respect** - To honor all of creation is to have respect. Showing respect is showing honor for the value of persons or things by polite regard, consideration and appreciation. Honor our teachings. Honor our families, others, and ourselves. Don't hurt anything or anyone on the outside or the inside. Respect, also is not to be demanded. You must give respect freely from the goodness of your heart if you wish to be respected.
- **Bravery** - to face life with courage is to know bravery. The personal strength to face difficulties, obstacles and challenges. Have courage, make positive choices. Stand up for your convictions--show courage in communicating and decision-making. Do things even in the most difficult times. Be ready to defend what you believe and what is right. Never give in. Never give up.
- **Honesty** - To be honest in action and character, be faithful to fact and reality--to walk through life with integrity is to know honesty. Being truthful and trustworthy. Tell the truth. Be honest with yourself, recognize who and what you are. Accept and act on truths with straightforward and appropriate communication. Be honest in every action and provide good feelings in the heart. Do not be deceitful or use self-deception. Honesty keeps life simple.
- **Humility** - To accept yourself as a sacred part of creation is to know humility. Reflecting, expressing or offering in a spirit of deference or submission. Balance of equality with all of life. Recognize the human need for balance in life. Know that you are equal to everyone else. Take pride in what you do, but the pride that you take is in the sharing of the accomplishment with others.
- **Truth** - To know of these things is to know the truth. Faithfully apply the teachings of our seven grandfathers and trust in the creator. To show honor is to be truthful and trustworthy, to tell the truth. Sincerity in action, character, and utterance. Be faithful to fact and reality. Be true in everything that you do. Be true to yourself and true to your fellow man. Understand it - Speak it - Live by it.

## PURPOSE OF CONSULTATION

Committee members are committed to consulting with one another on issues of mutual interest in order to facilitate informed and effective decision-making that improves outcomes for all and that enhances the union-management relationship. While the NUMCC is intended to foster effective communication

and mutual understanding, it is not designed to replace informal communication mechanisms between management and employees.

Consultation with those who will be affected by changes in the workplace should occur prior to decisions being made or as soon as there is a reasonable likelihood that change will occur. However, this does not in any way imply unanimous or majority agreement among the parties on issues that are the subject of consultation.

Consultation should promote mutual understanding, problem prevention and resolution. It should reduce conflict and stress and should lead to improved understanding and learning in the context of enhancing the relationship.

## **COMMITTEE MEMBERSHIP**

### **Composition and Alternates**

The NUMCC will include representatives from all five (5) Bargaining Agents.

Management and Bargaining Agents will identify their regular representatives and any alternates to replace them in the event of absence at the outset of each calendar year, where possible. To provide consistency in representation, members and alternates must be named.

### **Selection**

From Management:

- Deputy Minister;
- Associate Deputy Minister;
- Senior Assistant Deputy Minister, Regional Operations;
- Senior Assistant Deputy Minister, First Nation and Inuit Health Branch
- Assistant Deputy Minister, Regional Operations, First Nation and Inuit Health Branch;
- Assistant Deputy Minister, Child and Family Services Reform;
- Assistant Deputy Minister, Education and Social Development Programs and Partnerships; and
- Director General, Human Resources and Workplace Wellness Branch.

From Bargaining Agents:

During the transitional period, National Union Presidents and/or delegated Bargaining Agent Representatives will appoint a reasonable number of members per Bargaining Agents to reflect their respective membership. It is understood that after the period of the transition, the number of representatives per Bargaining Agents will be reduced.

## COMMITTEE STRUCTURE

### Co-Chairs

The NUMCC will be co-chaired by the Deputy Minister and a representative of the Bargaining Agents. In the absence of a co-chair, the member's named alternate will act in that role.

### Bargaining Agents' Representative as Co-Chair

Every two (2) years, the Bargaining Agents will choose from their committee members, a representative to act as co-chair for them.

### Meeting Coordinator

Management will provide a meeting coordinator to receive agenda items, prepare the meeting agenda and take minutes. This person will have no decision-making status with respect to issues tabled for the committee.

### Invited Guests and Observers

Individuals may be invited by mutual agreement of the Management and Bargaining Agents co-chairs for the purpose of providing specialized or technical advice and information with respect to an agenda item. These parties will not participate in any discussions other than the topic(s) for which they were invited.

Observers may attend committee meetings for the purpose of professional development, subject to the advance notice and approval by the co-chairs. These parties will not participate in any discussions.

## AGENDA

### Development

All parties share the responsibility for contributing agenda items.

The parties agree to prepare and exchange subjects for consultation at least four (4) weeks in advance of meetings, to permit the parties to make the necessary preparations for discussion. In placing items for discussion on the agenda, short explanatory notes should be included in preparation of meetings.

Originators of agenda items shall indicate the corresponding objective (decision-making, information, consultation, etc.) for each agenda item submitted and shall indicate if a specific person is required to be in attendance in order to respond to a particular subject.

Originators are responsible for providing all background information and related documentation to the meeting coordinator to allow sufficient time for the agenda and all related supporting documentation to be circulated to committee members at least 10 days prior to the meeting in order to provide all members adequate time for their review.

The co-chairs will approve the agenda and the meeting coordinator will be responsible for distributing the approved agenda to members and named alternates.

Items not on the agenda may be brought forward at the meeting for discussion with the approval of the co-chairs to amend the agenda. When the context on issues is not provided prior to the meeting and when last-minute items or emergency issues are brought forward at the meeting, it is understood by the parties that the right people may not be able to attend the meeting and that some further research may be required after the meeting before a full response can be provided.

The party proposing an agenda item shall introduce the topic at the meeting.

#### Topics for Consultation

All matters may be subject to consultation except those that could modify acts, collective agreements or regulations governing terms and conditions of employment or those for which other formal channels of redress have been established. Individual employee cases (problems or grievances) do not fall within the scope of issues for discussion in the NUMCC forum.

The NUMCC provides strategic advice on, and examines issues of department-wide importance involving strategic, structural or policy changes, such as:

- Policies, program and procedures on a departmental scale;
- Structural or technological changes having department-wide implications;
- Identification and resolution of national situations/issues; and
- Unresolved problems or issues from the regional levels.

## MEETINGS

### Meeting Schedules

Two (2) meetings will be held annually during regular work hours, one in the fall and one in the spring within the fiscal year. The meetings should occur in accordance with a fixed schedule at the onset of each fiscal year at times determined by mutual agreement of all committee members.

### Quorum

More than half of the members from each party is required to attend in order to meet quorum, including either the Deputy Minister or the Associate Deputy Minister.

### Annual Review

Once a year, the Committee will undertake a review of its activities, its consultations and will take the opportunity to celebrate its successes.

### Joint Ad-Hoc or Sub-Committee Meetings

Ad-hoc meetings may be conducted any time there is a need to address a specific, complex or urgent issue, or for the purpose of project or sub-committee work.

Where issues are specific to one Bargaining Agent, consultation may occur between functional areas and a specific Bargaining Agent. Should the issue become pertinent to other member groups, then it should be referred back to the NUMCC.

### Regional, Branch, Sector and Local Consultations Committees

Unresolved issues from local, regional, branch or sector level consultation committees may be raised to the National level after efforts have been made to resolve them at the lower levels of consultations committees.

Conversely, issue may be referred to lower levels where this is appropriate to resolving specific issues.

### Meeting Location

Management is responsible for providing a suitable meeting location and for arranging all required security clearance for participants.

### Language of Meetings

Meetings shall be conducted in accordance with the provisions of the *Official Languages Act*.

## MINUTES OF MEETING

### Format

The meeting coordinator will record discussions, agreements, decisions and commitments requiring follow-up action by the parties. The minutes will also identify deadlines, responsibility assignment and any issues deferred pending further study.

Draft minutes will be issued in English or French to all parties for review within one (1) month of the meeting to permit corrections. Members will be required to provide their input within the prescribed timeframes prior to finalizing the minutes for approval by the co-chairs.

Approved minutes will be signed by the co-chairs and issued in both official languages to committee members. They will also be posted on the departmental intranet.

## AMENDMENTS TO THIS DOCUMENT

This document will be reviewed after two (2) years by the NUMCC members and may be amended at any time by mutual consent of Management and the Bargaining Agents.



**SIGNATURES**



Jean-François Tremblay  
Deputy Minister  
Indigenous Services Canada

Date



Dany Richard  
President, Association of Canadian  
Financial Officers

June 13<sup>th</sup> 2019

Date



Greg Phillips  
President  
Canadian Association of  
Professional Employees

JULY 4<sup>th</sup> 2019

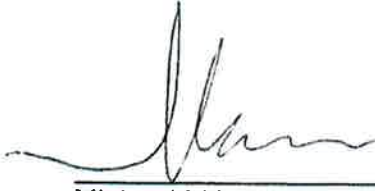
Date



Ginette Tardif  
Professional Institute of the  
Public Service of Canada

Date

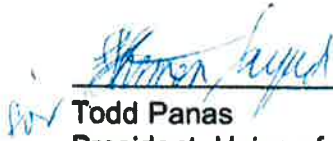
P. Hesch for G. Tardif.



Michael Mihaylov  
Professional Institute of the  
Public Service of Canada

2019-05-07

Date



Todd Panas  
President, Union of Health and  
Environment Workers, Public Service  
Alliance of Canada

7.5.2019

Date



Kevin King  
President, Union of National Employees  
Public Service Alliance of Canada

May 7, 2019

Date

**Effective Date**

This document is effective