

Terms of Reference
Joint Consultation Committee
St. Thomas University and STUSAU (Local 60701)
February 16, 2016

NOTE – Italics refers to language from the Collective Agreement.

Preamble

The Parties acknowledge the mutual benefits to be derived from meaningful and constructive joint consultation and are prepared to enter into discussions aimed at the development and introduction of appropriate processes for the purpose of providing joint consultation on matters of common interest.

Membership

The Joint Consultation Committee (JCC) shall consist of three (3) representatives of the Union and three (3) representatives of the Employer. The Committee shall be jointly chaired, with co-chairpersons elected by each Party. The parties may at their own discretion identify an alternate representative. In the event that a regular representative of the JCC is unable to attend a meeting, an alternate representative of the corresponding party is permitted to attend and to participate fully in the meeting.

Ideally, representatives shall serve for a period of at least one (1) year.

Observers and Guests

Upon mutual agreement, the JCC may:

- a) request or permit the attendance of resource personnel; and/or
- b) provide for the attendance of observers.

In the event resource personnel and/or an observer are permitted to attend a meeting, the following shall apply:

- Observers and/or resource personnel who attend a meeting are not eligible to vote;
- The expected attendance of the observer and/or resource personnel will be indicated on the agenda; and
- Participation of resource personnel in the meeting will be limited to relevant agenda item(s).

Officers and Responsibilities

The officers shall consist of the two (2) co-chairpersons and a secretary. The secretary shall be a non-voting member of the JCC and shall be responsible for the preparation and distribution of minutes and all relevant correspondence, as determined by the JCC.

The co-chairs shall mutually identify a person who is not a member of the JCC to serve as secretary, ideally for a period of at least one (1) year. Typically, the Party (union or employer) to which the secretary belongs will alternate from year to year, although by mutual agreement of the co-chairs, a secretary's term can be extended.

The role of chairperson will alternate from meeting to meeting.

Meetings and Agenda

The JCC shall meet upon request of either party, but at least bi-monthly, at a mutually agreeable time and place during normal hours of work. The Co-chairs shall consult in advance of the meeting to finalize the agenda and ensure that all members of the committee shall receive a notice and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. By mutual agreement, an item may be added to the agenda on the day of the meeting.

Preparation and distribution of the agenda is the responsibility of the Co-chairs.

An employee shall not suffer any loss of pay for Committee meeting time during working hours.

Meeting Rules and Mutual Respect

The Parties recognize that meaningful and constructive consultation requires frank discussion taking place in an atmosphere of good faith, mutual respect, and trust.

The Parties also recognize that members of the Committee may need to reveal information from discussions that take place in meetings when acting on items identified by the JCC. However, the identity or affiliation of the speaker(s) must not be revealed unless there is agreement to do so or the speaker(s) has been identified in the minutes.

Grievances shall not be dealt with at joint consultation under this Article.

The Committee shall have no authority to modify the provisions of this Agreement.

Quorum shall be a minimum of two (2) representatives from each Party.

Decision-making

Ideally, decisions of the JCC shall be reached by consensus. Where consensus cannot be reached, decisions will be by majority rule. If a majority does not exist, then the item may be referred to the appropriate decision-making bodies as determined by the respective Parties.

At each meeting of the JCC, decisions which were made at previous meetings will be reported as implemented or as not implemented as the case may be.

Amendments to the Terms of Reference

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

Minutes and Action Item List

Distribution List:

1. All JCC members.
2. Administrative Management Committee.
3. STUSAU Members.
4. Human Resources.
5. STUSAU Secretary.

Approach to Minute-taking:

1. Minutes shall be factual and unbiased.
2. Minutes shall include final decisions and/or further action required.
3. Minutes shall summarize issues and actions, describe what will be done, by whom, and when, and are the product of mutual agreement.
4. The minutes of a meeting will be put forward for approval at the next meeting. Once approved by the JCC, the minutes will be distributed to the Distribution List by the Secretary.

An Action Item List will be created containing the following sections: Action, Owner, Notes, and Date Completed. It will be the secretary's responsibility to add items to the Action Item List at the conclusion of each meeting and distribute the updated list to JCC members.