

Edmonton Public Library and Civic Service Union 52 Labour/Management Consultation Committee (LMCC)

TERMS OF REFERENCE

Introduction

Recognizing the community of interest in the efficient and economical operation of the Edmonton Public Library and believing that the basis of good relations rests upon effective communication within the organization, Management and Civic Service Union 52 hereby agree to work together in the formation and operation of a joint committee and consultation process for the Edmonton Public Library. It is understood that this process will be a supplement to and not a replacement of the Collective Bargaining and Grievance processes.

1. Membership

The Committee shall be comprised of the following, unless modified by mutual agreement of the parties:

a) Union Representatives

- the Library Contractual Unit Director
- one Labour Relations Officer
- one Library Shop Steward
- one member at large

b) Management Representatives

- Director, Branch Services
- Library Branch Manager
- Director Human Resource Services Division
- Human Resource Consultant (3)

The Chief Executive Officer of the Edmonton Public Library and the President of CSU 52 are ex-officio members of the Committee.

2. Purpose and Objectives

The primary purpose of the LMCC is to provide the union and management with a forum to discuss and clarify work related opportunities, issues, and concerns.

Key objectives include:

- a) To foster understanding, mutual respect and cooperation between Union and Management.

- b) To exchange information and ideas regarding strategic planning, budgets, resource allocation, staffing and other management proposals affecting staff and operations.
- c) To explain and/or clarify management or corporate decisions, actions, plans or policies, and provide an opportunity for meaningful discussion and dialogue on related issues and/or concerns.
- d) To provide meaningful opportunities for contribution, input, and comment on issues of common interest.
- e) To discuss established interpretations of the Collective Agreement and business practices.
- f) Other matters as mutually agreed to by the Committee.

The Committee is not intended to be a forum for discussing grievances or collective bargaining issues, or issues concerning individual employees.

3. General

- a) The Committee shall be advisory in nature and not decision making.
- b) All members will have equal opportunity during Committee meetings to advise or recommend.
- c) The EPL Director, Human Resource Services Division and the CSU 52 Labour Relations Officer shall be the co-chairs of the Committee. The co-chairs shall alternate in chairing meetings and shall assume responsibility for Committee operations and business arising from the meetings.
- d) With the agreement of the co-chairs other people may be invited to participate in specific discussions and/or make presentations, as required.
- e) Meetings of this Committee shall be held quarterly. Additional meetings may be scheduled as required and agreed to by the co-chairs.
- f) Agendas for regular meetings shall be prepared by the person chairing the meeting. The agenda will be distributed one week before the meeting. No item put forward by either party will be excluded from the agenda without the mutual agreement of the co-chairs.
- g) The co-chair that is chairing the meeting shall be responsible to provide a minute-taker for the meeting. Draft minutes shall be distributed to the committee members within 21 calendar days following the meeting.
- h) For regular meetings, a quorum shall consist of no less than two members from each of the Union and Management representatives.

- i) These Terms of Reference shall be reviewed at least every two years but may also be amended by mutual agreement at any meeting of the Committee where there is a quorum of at least two members each of Union representatives and Management representatives, provided notice of motion of such amendment be circulated at least 7 working days prior to the meeting.
- j) Committee representatives, either Union or Management, shall be free to participate without concern that their individual relations with Management and/or the Union will be affected by any action taken in good faith as a representative of this committee.

4. Minutes Distribution List

- a) Labour/Management Consultation Committee members
- b) Shop Stewards/Mailout Representatives
- c) HR Page of EPL's Staffweb
- d) CSU 52 Website

Revised: June 16, 2022

Approved September 3, 2008