



Labour Relations Bureau

Terms of Reference 2006

The Labour Relations Bureau is a separate body established by Supplementary Letters Patent under the auspices of the Greater Vancouver Regional District (GVRD) Board that provides political direction and advice on labour relations matters to participating member municipalities of the GVRD.

The Labour Relations Bureau has the responsibility to:

- Develop and administer labour relations policy consistent with the letters patent for the function;
- Establish bargaining mandates;
- Review and approve labour contracts negotiated by or on behalf of municipalities who are members of the labour relations functions;
- Pursue labour relations issues of common interest consistent with the letters patent.

The Labour Relations Bureau of the GVRD is responsible for collective bargaining, job evaluation, research and special labour relations services as agreed upon by the members. These services are coordinated by the Manager of Labour Relations in conjunction with senior staff committees, namely the Human Resources Advisory Committee and the Regional Administrative Advisory Committee, which generally comprise Human Resource Directors and Chief Administrative Officers respectively from all the participating member municipalities.

The administrative responsibilities of the Labour Relations Bureau are to:

- review and approve the annual work program and budget for Labour Relations function programs, subject to final approval by the GVRD Board;
- monitor the achievement of the annual work program and make adjustments to program scope and priorities as necessary, provided such adjustments do not materially change the approved budget;
- consider staff reports on policies, projects and programs and provide direction/decisions as appropriate;
- pursue matters referred to the Bureau by the GVRD Board and report back to the Board expeditiously, as required.

The Bureau Chair, or in the absence of the Bureau Chair, the Bureau Vice-Chair will usually be the chief spokesperson on matters of public interest within the bureau's purview. On technical matters or where the status is still at the staff proposal level, the Executive Director, Labour Relations Manager or other senior staff may be the appropriate chief spokesperson. Where necessary and practical, the Bureau Chair and the Labour Relations Manager will confer to determine the most appropriate course of action.

The Manager of Labour Relations will act as the 'duty manager' to the Bureau. The duty manager will be responsible for coordinating agendas and be the principal point of contact for bureau members.

Bureau Meetings

The Labour Relations Bureau meets monthly, except for August and December and has special meetings as required. A quorum of 50% plus one of the bureau membership is required to conduct bureau business.

Relationship with Other Board Committees

Expenditures within the approved budget remain the purview of the Labour Relations Bureau, but items which entail significant changes to the approved budget should be referred to the Finance Committee for their recommendation to the Board as well as the recommendation of the Labour Relations Bureau.

Matters considered by the Labour Relations Bureau may, on rare occasions, have implications for issues considered by other committees. Similarly matters considered by other committees may have relevance for the Labour Relations Bureau.

The duty manager will attempt to keep the bureau apprised of significant reports with inter-committee implications.

Committee Membership

The bureau members are appointed annually by the Councils of the member municipalities, and one member is appointed by the GVRD Board. The Chair and Vice Chair are elected annually by the Bureau.