

CANADA-BRITISH COLUMBIA LABOUR MARKET DEVELOPMENT AGREEMENT

Management Committee QUARTERLY UPDATE REPORT April – June 2009

- The Canada-BC LMDA Management Committee held its inaugural meeting on Friday, May 22, 2009 in Victoria, BC.
- The members who attended this meeting were:
 - For Canada - Service Canada (SC) and Human Resources & Skills Development Canada (HRSDC)
 - Lynn Jackson, Executive Director, Citizen Services
 - Hal Howie, Executive Director, Labour Market and Social Development Programs
 - Lucia MacLean, Regional Director, Chief Financial Officer Branch, HRSDC
 - Jackson McKiee, Executive Director, Strategic Services
 - Cynthia Lam, Special Projects Officer, Strategic Services
 - For British Columbia - Employment & Labour Market Services Division (ELMSD), Ministry of Housing & Social Development (MHSD)
 - Heather Dickson, Assistant Deputy Minister, Program Development & Performance Management (Chair)
 - Allison Bond, Assistant Deputy Minister, Service Delivery
 - Wendy Eyres, Executive Director, Employment Program Management & Development
 - Tami Currie, Executive Director, Service Delivery
 - Eugene Johnson, Relationship Development Officer, Provincial Secretariat
- At this meeting, the Terms of Reference and meeting logistics were discussed and formalized. The Terms of Reference are attached.
- The Management Committee agreed to meet quarterly for this initial year of implementation, during the 2009/2010 fiscal year, and not twice annually as stated in the LMDA (Article 22.2).
- Both Canada and British Columbia recognize the importance of working collaboratively together to address the current challenges brought about by the national and global economic downturn. This will include joint dialogue on changes to programming, identification of gaps and duplications, and involvement of other ministries and groups.
- Canada and British Columbia will continue to work together on improving federal and provincial service delivery networks to all clients.

This report will be posted on the following provincial and federal LMDA websites:

British Columbia website: <http://www.labourmarketservices.gov.bc.ca/>

Canada website: <http://webcenter.bc.prv/nlma/index.shtml>

Ref: 152412

CANADA-BC LABOUR MARKET DEVELOPMENT AGREEMENT

MANAGEMENT COMMITTEE TERMS OF REFERENCE May 22, 2009

Mandate:

In accordance to Article 22.1 of the Canada-British Columbia Labour Market Development Agreement (LMDA), BC and Canada agree to establish a BC-Canada Management Committee, for an indeterminate period, when BC assumes responsibility for providing the BC Benefits and Measures as set out in the LMDA.

As per Article 22.4, the Management Committee will:

- provide a forum to exchange information, and
- have discussions related to labour market challenges facing employers, employees and unemployed individuals across BC, with a focus on improving productivity.

Responsibilities: (Article 22.4)

The Management Committee shall be responsible for:

- a) providing direction to resolve issues arising from the management of the agreement,
- b) discussing annual result targets as described in Article 8.0 of the LMDA,
- c) discussing BC's Annual Plan,
- d) overseeing Year 2 Review and evaluation responsibilities outlined in Article 9.0 of the LMDA,
- e) maintaining linkages with the planning processes under the Canada-BC Labour Market Agreement,
- f) developing measures referred to in Article 12 for ensuring Employment Insurance program integrity,
- g) sharing views on labour market programs and policies, as well as broader developments in the labour market, and
- h) other matters as they may agree on.

Committee Principles:

- Deliver open, fair and transparent process and communications;
- Build on federal and provincial expertise;
- Support operational requirements of both Service Canada and the Ministry of Housing and Social Development; and
- Meet federal/provincial commitments to the LMDA.

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Members: (Article 22.3)

The Management Committee will be composed of representatives of BC and Canada, and will be co-chaired by representatives from both of the parties. Specific representation is to be determined by each of the parties.

Canada - Service Canada (SC) and Human Resources & Skills Development Canada (HRSDC):

- Lynn Jackson, Executive Director, Citizen Services, SC; Federal Co-Chair
- Hal Howie, Executive Director, Labour Market and Social Development Programs (LMSDP), SC
- Lucia MacLean, Regional Director, Chief Financial Officer Branch, HRSDC
- Jackson McKiee, Executive Director, Strategic Services, SC
- Representative, Federal/Provincial/Territorial Partnerships, HRSDC
- Representative fulfilling the Secretariat function, LMSDP, SC

British Columbia - Employment & Labour Market Services Division (ELMSD), Ministry of Housing & Social Development (MHSD):

- Heather Dickson, Assistant Deputy Minister, Program Development & Performance Management; Provincial Co-Chair (Meeting Chair)
- Allison Bond, Assistant Deputy Minister, Service Delivery
- Wendy Eyres, Executive Director, Employment Program Management & Development
- Tami Currie, Executive Director, Service Delivery
- Eugene Johnson, Relationship Development Officer, Provincial Secretariat

Sub-Committees and Working Groups:

Where appropriate, the Management Committee may establish sub-committees and working groups to accomplish specific work and tasks on behalf of the Management Committee.

Meetings: (Article 22.2)

Timing: The Management Committee will meet at least twice annually or as agreed. For 2009/2010, it was agreed that the Management Committee will meet quarterly.

Location: The meetings will be held alternately in Victoria and Vancouver.

Chair: The Chair and Host of the meeting, as well as the meeting recorder, are determined by the Meeting Location.

Agenda: Members will be canvassed for agenda items, time required and action/outcome. The agenda will be forwarded to all members and guests a minimum of one week prior to the meeting date.

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Standing Agenda Items:

- Financial Reports
- Results Reports
- Roundtable on Labour Market Challenges

Backgrounders: Documents will be drafted providing background information on all agenda items. These backgrounders will be forwarded to all members a minimum of one week prior to the meeting date.

Records of Meetings: A Record of Meeting will be drafted following each meeting. This Record of Meeting will include the key discussion and contextual points, decisions made and actions to be taken by whom. This Record will be reviewed by all members and approved by the Co-Chairs, as soon as possible following each meeting, or at the latest a minimum of one month following the meeting.

Reports: An Update Report will be drafted each quarter on the Management Committee's key learnings and observations. This Report will be reviewed by the Co-Chairs and posted on Canada's and British Columbia's websites within one month following meetings.

Decision Process: (Article 22.3)

Decisions of the Management Committee will be by consensus. If consensus cannot be reached, then the issue(s) will be referred to the appropriate Deputy Ministers for both of the parties. If the issue cannot be resolved by the Deputies, it shall be referred to the appropriate Ministers for both of the parties to be resolved.

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