



UNA/AHS Rural Capacity Investment Fund (RCIF) Committee Terms of Reference

Purpose

To ensure a stable and sustainable nursing workforce, the Committee will allocate funds that will be used to support initiatives aimed at addressing retention and recruitment challenges experienced by sites/programs/positions deemed by the parties to be “difficult to retain and recruit to” in the North, Central, and South Zones of signatory Employers to this Collective Agreement.

Key Functions

- Using a consensus-based decision-making process, the primary function of the Committee is to ensure appropriate and full use of the funds to address rural and remote retention and recruitment challenges.
- The annual allocation of funds to participating Employers with operations in the North, Central and South Zones is based on identified criteria developed by the RCIF committee.
- Determining the portion of funds to hold in reserve to ensure the Fund can respond to retention and recruitment challenges that arise throughout the year; such portion must not be more than 25%.
- Reviewing, considering, and approving proposed agreed-upon initiatives from participating Employers with operations in the North, Central and South Zones.
- Deciding between competing proposed initiatives or devising an appropriate solution when the parties cannot agree on a particular initiative.
- Assess allocations, funding status and initiatives quarterly to ensure the Fund addresses retention and recruitment challenges as intended. This includes adjustments to the allocations and reconsideration of initiatives previously denied and/or new initiatives submitted for





consideration.

Committee Membership

- An equal number of representatives of Employers and Union Locals are included in the Multi-Employer/UNA Collective Agreement as determined by each of the parties.
- A third-party Facilitator will lead the Committee.
- Additional representatives, observers and sub-committee representatives may be included with advance notice to be provided.

Authority

The Committee has the authority to:

- Approve and fund proposed retention and recruitment initiatives per Alberta Health Services financial procedures;
- Deny proposals, if and when appropriate to do so;

The Facilitator has the authority to:

- educate the Committee on the consensus-based decision-making model;
- implement a gradient of agreement approach in making decisions (see attached), assist the Committee in setting norms;
- chair meetings and lead consensus-building sessions, and
- render binding decisions when the Committee cannot reach a consensus. This may include deciding between competing proposals or devising appropriate alternate solutions.

Guidelines for Discussions

- All discussions will be on a without prejudice basis.
- All participants will be given the full opportunity to express their opinions and ideas on all issues constructively.
- Discussions will occur in an environment of mutual respect (Disagreement does not mean disrespect).





- Where possible, recommendations of the Committee will be evidence-based.
- To create a safe space to be open and honest, the Committee agreed to the following guidelines:
 - Confidentiality: conversations stay within this group
 - The Committee will co-create key messages to share
 - Caucusing – individual meetings with the Facilitator if necessary between meetings and/or with other members of the Committee
 - Committee members will:
 - Work to be inclusive and respectful
 - Listen with attention and seek to understand
 - Speak with intention
 - Refrain from judgement – be open and curious
 - Stay focused on the topic
 - Ensure they stay current in the event they miss a meeting
 - Respect time
 - Respect for the technology and its glitches
 - Check positions at the door. Equal status for every proposal
 - Suffering is optional

Quorum

- Quorum is met when a majority (3 members) from both union and employer representatives are present

Approvals

- The Committee will establish criteria for the approval process.
- The Committee will determine the approval processes for





recommendations.

Expenses

- The expenses of the Facilitator will be subject to the policies of the Alberta Health Services Contractor agreement.

Frequency of Meetings

- Meetings will be held every two weeks for three hours or as otherwise mutually agreed.

Support

- Administrative and operational support for the Committees requested by the Committee.

Minutes

- No formal minutes will be taken, but the Facilitator will develop a summary of the meeting outcomes.
- Meetings will be recorded to capture key action items and decisions. The recordings and transcripts will be deleted after each meeting once the Committee approves the notes.
- The Committee will determine Key Messages at the end of each session to share with their respective partners.

