

# **IAFF Local 255 Human Relations Committee**

## **Terms of Reference**

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### **Mission**

To improve the lives of our Members and their families.

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### **Preamble**

Human Relations are the relations and interactions with or between people, particularly the treatment of people in a professional environment. There are countless situations, interactions, and discussions within our membership and the workplace. Concepts such as leadership, followership, coaching, mentoring, rank, conflict resolution, decision making, diversity, communication skills, inclusion, and competency are components of our work environment. We are ALL participants in this membership and workplace, we ALL contribute each day to the success of our membership and workplace. There are many examples of great leadership and inclusive actions in our membership. However, there are instances where members get hurt, reputations get damaged, members are in isolation, and members leave injured. We are all contributors to our firefighter family; in the hall, on a call, in the office, in the shop, at community events, and within social settings.

As our membership and society evolves, your Association wants to provide a safe place for members and devote a more supportive voice. It is crucial that people from within our membership develop recommendations to help advance our culture and provide needed member support.

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### **Vision**

The Local 255 Human Relations Committee (255 HRC) will advise and provide perspective to the Executive Board on matters relating to inclusion, unity, human relations skills, and the promotion of understanding between all Members. Grounded in trust and integrity, the 255 HRC will operate under four key pillars: Advocacy, Resources, Education/Training, and Communication.

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### **Purpose**

This Terms of Reference outlines the structure, roles, and responsibilities of the 255 HRC, as established by the Calgary Firefighters Association IAFF Local 255.

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## **Confidentiality**

All 255 HRC Members understand the importance of confidentiality as a foundation of the work.

Any confidential information that a 255 HRC Member may have access to in their role on the 255 HRC will be kept in the strictest confidence.

All Members of the 255 HRC agree to sign and abide by the 255 HRC Confidentiality and Commitment statement.

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## **Governance**

The President of the Calgary Firefighters Association is the Executive Sponsor of the 255 HRC and an Ex-Officio Member of all the working groups.

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## **Stakeholders**

These are vested individuals, groups, and/or organizations who have mutual interests in the development and the ongoing successful operation of the 255 HRC, including but not limited to:

- The Calgary Firefighters Association Membership, both active and retired
- Families of the Calgary Firefighters Membership
- Calgary Firefighters Association IAFF Local 255
- International Association of Fire Fighters

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## **Foundational Pillars and Guiding Principles**

The 255 HRC Members operate in support of the following 4 Pillars:

- Advocacy
- Resources
- Education/Training
- Communication

The 255 HRC Members will embody and promote the following guiding principles:

- Trust
- Confidentiality
- Empathy
- Collaboration
- Advocacy
- Education

- Open Mindedness
- Humility
- Openness to Different Perspectives
- Understanding
- Relevancy
- Allyship
- Listening
- Consensus

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## Required Perspectives

In keeping with the Vision, the 255 HRC Members will endeavour to represent, advocate, seek and provide resources, train and educate themselves as well as others, and communicate. It is understood that the 255 HRC Members and Resource Team Members will not be able to physically represent all perspectives at all times, but will have the personal traits to allow understanding.

This is not an exhaustive list:

- Race
- Religious Beliefs
- Colour
- Gender
- Physical Disability
- Mental Disability
- Marital Status
- Age
- Ancestry
- Place of Origin
- Family Status
- Source of Income
- Sexual Orientation
- Gender Identity
- Gender Expression
- Pardoned or Suspended Previous Conviction
- Socio Economic Status - Past or Present
- Visible and Invisible Differences
- Privilege
- Bias and Unconscious Bias

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## Structure

The 255 HRC will be composed of between 5 and 9 Members including the Chairperson and Recording Secretary. All Members of the 255 HRC will be appointed by the President of the Calgary Firefighters Association based on the

outlined selection process.

Chairperson- Will be appointed by the President of the Calgary Firefighters Association

Recording Secretary- Will be appointed by the President of the Calgary Firefighters Association

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## **Roles and Responsibilities**

### **Chairperson**

- Chair meetings
- Direct report and contact with the Calgary Firefighters Association President
- Deliver reports at Regular Union Meetings
- Oversee work
- Oversee any subcommittee work
- Set annual goals

### **Recording Secretary**

- Record the meeting minutes and report these to the Chair and the Calgary Firefighters Association Executive Board.
- Coordinate meeting times
- Maintain records
- Organize Agenda prior to meetings

### **All Committee Members**

- Educate themselves on Human Relations issues
- Attend meetings as required
- Follow the Guiding Principles
- Carry out work as directed
- Report to the Committee on progress of work assigned
- Coordinate through the Chairperson to advise and provide recommendations to the Calgary Firefighters Association President and Executive Board

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## **Meetings**

To be held monthly on a schedule determined by the 255 HRC.  
255 HRC will strive to operate under a model of consensus decision making.

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## **Recommendations and Advice to the President and Executive Board**

Through the Chairperson, the 255 HRC may submit a recommendation to the President of the Calgary Firefighters Association. The recommendation shall be submitted in writing to the President and will outline the recommended action, the rationale, and a proposed timeline. The recommendation shall include if it was reached by full consensus. If the recommendation is not a full consensus, it shall include a dissenting opinion from the opposing member(s). The President shall respond to the Chairperson in writing by the next regularly scheduled 255 HRC meeting.

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## **Resources**

Under the direction of the Chairperson, the 255 HRC will have access to use the resources of the IAFF Elected Human Relations Committee when requested through the Chairperson and approved by the President.

The 255 HRC can request access to additional resources and supports through the Chairperson and approved by the President.

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## **Education and Training**

255 HRC Committee Members will have the opportunity to attend training provided by the IAFF, the IAFF Elected Human Relations Committee, Alberta Human Rights Commission Training, and other training as recommended by the Chairperson and approved by the President.

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## **Resource Team**

The Resource Team is comprised of Calgary Firefighters Association Members who serve as Subject Matter Experts (SMEs) and provide perspectives to help accomplish the work of the 255 HRC.

The Resource Team is a resource to the 255 HRC, and will subscribe to the vision and guiding principles of the 255 HRC.

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## **Sub Committees**

Sub Committees will be identified and proposed as needed to fulfill a specific project as recommended by the Chairperson and approved by the President.

Sub Committee members will be drawn primarily from the Resource Team and any other outside SMEs as needed to provide perspective on the matter at hand.

The Chairperson will approve the scope and project of all sub committees that will then seek approval of the President.

The Sub Committees will be limited positions and last the duration of the project.

The Sub Committees will report to and be under the direction of the 255 HRC.

All Sub Committees will include at least one 255 HRC Member.

The 255 HRC Chairperson, representing the Calgary Firefighters Association President, is Ex-Officio Member of all Sub Committees.

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## **Selection of Members**

Members seeking appointment to the 255 HRC shall be prepared to carry out the program and philosophies as identified in the Terms of Reference.

Members will be selected by the following selection process:

- **Notice of Opportunity**

When there is a vacancy in the 255 HRC, a Notice of Opportunity will be published through Calgary Firefighters Association's communications avenues announcing the position description, timelines, and application process.

- **Nomination**

There will be a nomination process whereby Calgary Firefighters Association Members will be able to nominate colleagues who they feel would fit the principles of a 255 HRC Member. Members will also be able to nominate themselves if they see themselves fitting the principles of the 255 HRC.

- **Application**

After the nomination period has closed, nominated members will be contacted and asked to submit an application for the 255 HRC.

- **Interview**

An interview panel will be convened that will comprise of the Chairperson, Recording Secretary, and up to two other 255 HRC members as selected by the President. The Interview Panel will interview members based on the nominations and the member's application.

- **Appointment**

The Calgary Firefighters Association President will make the final decision to appoint the 255 HRC Members based on the recommendation(s) from the interview panel.

- **255 HRC Resource Team**

Applicants and Nominees not successful or interested in becoming a 255 HRC Member may be offered a position on the Resource Team.

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## **Term of Office**

Members will be appointed for a term of 3 years. The 3 year terms of the 255 HRC Members will be staggered.

Appointments to the 255 HRC will be done by the end of the October, preceding the IAFF Buddy Mass Human Relations/Affiliate Leadership Training Summit.

Each year, as part of an annual 255 HRC review process, 255 HRC Members will participate in a collaborative review with the President and the Committee Chairperson to ensure that the needs of the Membership, the 255 HRC and the 255 HRC Member are being met. Part of the review will be the establishment of goals for the 255 HRC.

The President may appoint a Member(s) from the Resource Team to fill any interim vacancy(s) on the 255 HRC.

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## **Budget**

The 255 HRC will submit a budget request for the following year in accordance with the timelines of the Calgary Firefighters Association budgeting process.

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## **Amendments & Review**

The Terms of Reference will be reviewed yearly or at the request of the President or the 255 HRC Chairperson.

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