



# MCK Kahnewà:ke Labor Office

## Kahnewà:ke Labor Office - Mandate Document (as developed by KLO and SOD)

### Mandate

The Kahnewà:ke Labor Office is a component of Operations within the Mohawk Council of Kahnewà:ke (MCK) and is mandated with the authority and duty to govern over strategy, scope, and standards in labor matters particular to the construction industry. This includes maintenance of Laws and Regulations, Administrative Policy, Procedures and Guidelines.

The Kahnewà:ke Labor Office is responsible to plan and implement a management system designed to develop and oversee its activities, roles and responsibilities, policies and procedures for the planning and development of all aspects of labor governance within Kahnewà:ke in accordance with the Quebec - Kahnewà:ke Labor Agreement (QKR).

The management system will define the rules governing construction and all labor related activities through following areas of concentration:

- a) **Worker Compensation for Industrial Accidents and Occupational Diseases:** Compensation and Indemnity, Rehabilitation and Worker Reintegration, Inspections and Investigations, Manage and investment of MSI reserve funds, Management of Financial Relationship with CNEST including Re-insurance and Risk Analysis.
- b) **Occupational Safety and Health:** Ensuring a safe and healthful workplace by enforcement of regulations and standards through inspections, accident investigations, training, education, outreach and assistance.
- c) **Construction:** Training Standards and Public Programs, Worker and Contractor Qualifications and Training, Liaise with Quebec Professional Training Institutions and Unions, Liaise with CCQ regarding training opportunities.
- d) **Certifications of Competency:** Worker and Contractor Certification, Maintain a Registry of Local Trades and Contractors in relation to Certification, Grievance and Complaints.
- e) **Work Conditions:** Maintain Fair Wage Agreements including Implementation, Monitor Union and Collective Bargaining Agreements in Quebec.
- f) **Resolution Procedures and Corrective Actions:** Grievances and remedies, Penalty and levy system for infractions, Maintain a Review Board.
- g) **Workforce Mobility:** Liaise with Provincial Labor Institutions with respect to Workforce Mobility, Comparative Analysis of both regimes, Kahnewà:ke Workforce data in and outside of Kahnewà:ke.

## **Authority & Responsibility**

Organizational units of the MCK have the authority and responsibility to identify unit objectives and develop operational plans to support the strategic direction of the organization which contributes to a Comprehensive Community Plan and supports the community vision.

The Kahnawà:ke Labor Office has authority and responsibility to govern its administrative and operational affairs. It shall implement unit strategies, standardized practices and provide advice and guidance to the MCK for decision making to serve the best interest of the community.

The Kahnawà:ke Labor Office has the authority to govern its activities and will be accountable to the MCK.

The Leadership within the Kahnawà:ke Labor Office will be accountable for all decisions made and actions performed.

## **Affiliated Authorities**

1. MCK (FAO and LABOR PORTFOLIO CHIEF)
2. CNESST
3. CCQ
4. Quebec Labor Unions

## APPENDIX

### Reference Definitions

**Analysis:** A method used for determining the nature of something or of its essential features and their relations.

**Certification:** Refers to the confirmation of certain characteristics of an object, person, or organization. This confirmation is often, but not always, provided by some form of external review, education, assessment, or audit.

**Contractor:** A person who is hired to perform work or to provide goods at a certain price or within a certain time.

**Comparative Analysis:** The item-by-item comparison of two or more comparable alternatives, processes, products, qualifications, sets of data, systems, or the like.

**Corrective Actions:** KLO safety inspectors providing mitigative citations

**Develop:** To (cause something to) change into a more advanced, larger, or stronger form.

**Fair Wage:** Is a mandatory minimum wage set at rates which are very similar to those paid to unionized labour doing the task in question?

**Inspections:** An organized examination or formal evaluation exercise.

**Liaise:** To establish a working relationship, typically in order to cooperate on a matter of mutual concern.

**Quebec - Kahnawà:ke Labor Agreement:** An agreement signed between the Quebec government and the Mohawk Council of Kahnawà:ke establishing a framework for the development of the Kahnawà:ke Labor Regime.

**Pay Indemnity:** Security or protection against a loss or other financial burden

**Program:** A plan of action aimed at accomplishing a clear business objective, with details on what work is to be done, by whom, when, and what.

**Regime:** A mode or system of rule or government.

**Rehabilitation Services:** To restore to a condition of good health, the ability to work or the like.

**Resolution Procedures:** dispute mechanisms (ADR)

**Risk Management:** A process used by organizations to identify, assess, manage and prioritize different risks associated with operation. After a risk is identified, the risk manager must develop

a plan to minimize or reduce the impact of it. Managers must assess and prioritize risks in order to prevent potentially damaging events.

**Standards:** A level of quality or attainment, an idea or thing used as a measure, norm, or model in comparative evaluations.

**Training:** Teaching or developing in oneself or others, any skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance.

**Worker(s):** A person or group of people who produces or achieves a specified thing.

**Worksite:** An area where an industry is located or where work takes place

**Workforce Mobility:** Having Kahnawà:ke 's certification and working cards recognized on the outside

#### **Affiliated Requirements**

1. Kahnawà:ke/Quebec Labor Agreement 2014
2. Kahnawà:ke Workforce Inclusion Program
3. Fair Wage Agreement

#### **Signatories**

This mandate has been reviewed and is accepted. On behalf of the Kahnawà:ke Labor Office, I sign in agreement.

  
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**Mike O'Brien**  
**Director, Kahnawà:ke Labor Office**

Nov 10, 2016  
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**Date**

  
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**Richard Basque**  
**Executive Strategic Officer**

Nov. 10, 2016  
\_\_\_\_\_  
**Date**

  
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**Kevin Kennedy**  
**Executive Operations Officer**

11/17/16  
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**Date**