



Committee: Bargaining Team

Committee Sponsor: Mount Royal Faculty Association

Date last Revised: April 2026

Mandate

The Bargaining Team shall, in collaboration with the Collective Bargaining Caucus, represent the Association to the Board of Governors in matters concerning negotiation of the Collective Agreement but not in the processing of grievances. It shall report regularly to the Executive Board and to the Regular Members of the Association on the progress of its deliberations.

Authority

The Bargaining Team is accountable to the Regular Members of the Association and to the Executive Board. It reports on its activities to the Regular Members of the Association through the Lead Communicator and to the Executive Board through the Negotiations and Officer. The Bargaining Team shall consult with the Regular Members and the Executive Board where appropriate and in accordance with the Negotiations Policy.

The Bargaining Team has the authority to approve expenditures within its annual budget. To reduce costs, the Bargaining Team is encouraged to make use of Faculty Centre services during bargaining.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Bargaining Team shall consist of

- Five (5) members appointed from and by the Collective Bargaining Caucus, at least one of whom must be contract, to fill specific roles where applicable and as outlined in the appendix to the Collective Bargaining Committee Charter. One of the five (5) members shall be appointed as the Chief Bargainer.
- Members must be appointed by the CBC to the Bargaining Team no later than December 1 of the academic year preceding bargaining. Appointment is subject to Executive Board approval and Membership ratification no later than the end of January of the academic year preceding bargaining. Two observers, from a list of appointed rotating observers, appointed annually by the Executive Board, recommended by the Collective Bargaining Caucus in September of a bargaining year; and
- the Labour Relations Officer, non-voting.

The committee shall be ratified by the membership no later than the end of January in the academic year preceding bargaining. Appointments shall be for two-year terms.

In the event that a member of the Bargaining Team is unable to serve for a period longer than two weeks, or must leave the Team as a result of termination of employment contract, loss of Association membership status, resignation from the Executive Board, resignation from the Bargaining Team, or other unresolvable difficulties, and where it would be impractical or disruptive to seek a replacement, the Bargaining Team may request the Executive Board's approval to transition an Observer or other member of the Collective Bargaining Caucus to serve as a member of the Team.

Meetings

Bargaining Team meetings shall be scheduled as appropriate at any point throughout the bargaining process. Meetings shall be called as necessary by the Chair or by the vice-Chair when designated to do so.

Quorum shall 50% of current committee membership + 1, including either the Chair or Vice-Chair.

Minutes will be taken by the Labour Relations Officer for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

Expected Activities

In collaboration with the Collective Bargaining Caucus, the Bargaining Team shall:

- represent the Association to the Board of Governors in all matters concerning negotiations of the Collective Agreement;

- consult members of the Association, including the Executive Board, in developing the Statement of Interests to be exchanged with the Board of Governors' Bargaining Team prior to commencement of a full round of bargaining in accordance with the Negotiations Policy;
- adhere to the confidentially maintained list of acceptable ranges of agreement where applicable in the membership-approved bargaining mandate;
- where necessary during bargaining, seek guidance from the membership the Bargaining Coordination Committee, the Executive Board, or from other individuals or organizations who may possess information relevant to particular issues;
- ensure regular, detailed, and transparent communications with the Membership through the Lead Communicator;
- direct requests for research, outreach, communications development, and other supports, to the Collective Bargaining Caucus as needed;
- apprise the Executive Board of any discussions that may affect its responsibilities for administering the Collective Agreement;
- keep a record of negotiations, including the rationale for negotiated changes to the Collective Agreement, minutes, legal opinions, issues that remain in dispute, and other items that the next Bargaining Team needs to be aware of;
- report regularly to the Executive and to the Members of the Association;
- encourage colleagues' direct involvement and participatory engagement in the work of the Team; and
- prepare a report for the Annual General Meeting describing the Team's work during the year and a summary of its expenditures.

Resources

It is a requirement of all members of the Bargaining Team to reduce their teaching workload to enable them to fully engage in the bargaining process.

Article 21.3.1 of the Collective Agreement specifies that the Board of Governors shall cover half of the expenses for the provision of 48 SICH for all members of the Bargaining Team in the Fall and/or Winter semesters during which bargaining take place, with the exception of a limited salary/hourly rate re-opener, in order to prepare for and participate in the process of interest-focused bargaining.

Reassigned time shall be used only to purchase release from instructional or equivalent duties in order to provide time for bargaining work. If a member serving on the Bargaining Team is unable to take their allotted reassigned time it may be transferred to another member of the Team.

If no member of the Team can accommodate additional reassigned time, it may be provided to a member of the Collective Bargaining Caucus.

All members of the Bargaining Team, except for a Contract Member on the Bargaining Team, shall receive an additional 96 SICH reassigned time, paid by the Association, in semesters during which negotiations are ongoing.

A Contract Member on the Bargaining Team shall receive an honorarium equivalent to 112 SICH paid at Step E6 of the contract lecturer hourly rate schedule from the Association in the Winter semester of every academic year during which negotiations take place and, where continuing negotiations are conducted during or beyond the Spring semester, an honorarium of 16 SICH paid at Step E6 of the contract lecturer hourly rate schedule prorated to the portion of the month in which negotiations take place. **For a Contract Member on the Bargaining Team, the provision of 112 SICH is with the requirement that they carry no more than 3 courses in the semester(s) in which bargaining is ongoing.**

The MRFA shall provide a budget for the Team in an amount to be reviewed by the MRFA Finance Officer annually or at the request of the Team.

The MRFA shall support the work of the Bargaining Team by providing research assistance, coordinating the work of related committees, and preparing for and organizing job action as appropriate.