



Committee: Grievance Committee
Committee Sponsor: Mount Royal Faculty Association
Date last Revised: April 2026

Mandate

The Grievance Committee shall assist the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances as stipulated in Article 8.2.3 of the Bylaws and applicable Association Policies and handbooks.

Authority

The Grievance Committee is a sub-committee of the MRFA Executive Board. It advises on grievances in accordance with the Grievance Procedure article of the Collective Agreement and assists the Senior Grievance and Workplace Wellness Officer and the President in fulfilling their responsibilities for processing grievances as outlined in the Association Bylaws. Although the Grievance Committee makes a recommendation on whether to advance a grievance to arbitration, the authority for this decision rests with the Executive Board.

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

Membership

The Grievance Committee shall consist of:

- the Senior Grievance and Workplace Wellness Officer, who shall be Chair;
- the Contract Member Officer who shall be Vice-Chair;
- the President;
- up to six Assistant Grievance Officers, with at least one from each Faculty, appointed by the Executive Board (2 appointed annually for staggered three year terms); and
- the MRFA Labour Relations Officer (non-voting)

Meetings

Meetings of the Grievance Committee shall be called as required by the Chair. Case management meetings may be called as needed with applicable members of the Grievance Committee to coordinate member accompaniment, and review, compile, and track case details.

Quorum shall be 50% of current (sub)Committee membership + 1, including either the Chair or Vice-Chair.

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

Expected Activities

Where applicable to the mandate of this committee, the Grievance Committee shall support the concrete actions outlined in MRFA 2030 to ensure the fullest inclusion of all Association members, with particular attention to those members whose voices and experiences have historically been absent from the Association.

The Grievance Committee:

- may advise the Senior Grievance and Workplace Wellness Officer on interpretation of the Collective Agreement and on how best to proceed in attempting to resolve a grievance at Step 1;
- may provide advice, at the request of the Senior Grievance and Workplace Wellness Officer or the President, on seeking a legal opinion regarding interpretation of the Collective Agreement;
- shall, at the request of the Senior Grievance and Workplace Wellness Officer, provide a member to act as a support person for a Regular Member at a Step 1 grievance meeting;
- shall, at the request of the Senior Grievance and Workplace Wellness Officer, assist in stating a grievance in writing at Step 2;
- may advise the President on how best to proceed in attempting to resolve a grievance with the Provost and Vice-President, Academic at Step 2;

- may advise the two Association nominees serving on a Step 3 Grievance Committee on how best to proceed in attempting to resolve a grievance;
- shall, where a grievance has not been resolved at Step 2 or at Step 3, prepare a recommendation to the Executive Board on whether the grievance should be advanced to arbitration;
- shall review the outcomes of grievances and make recommendations, intended to prevent similar grievances, to the Executive Board regarding administration of the Collective Agreement and to the Collective Bargaining Caucus regarding changes to the Collective Agreement.
- shall, also, support leadership succession planning and annual nomination processes, including encouraging colleagues' direct involvement and participatory engagement in the work of the Committee.

Resources

Support for the Committee shall be provided by the Labour Relations Officer.