



# Bargaining Committee Terms of Reference

## 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019, Section 42 – Administration and Finances*

## 2. Membership and Committee Procedures

- a. The Bargaining Committee shall be comprised of three (3) individuals:
  - i. One member appointed by the Board
  - ii. The Chair of the Board, as ex-officio
  - iii. The Executive Director of the Board
- b. Support for the Bargaining Committee shall be provided by the Executive Director of the Board.
- c. The Bargaining Committee Chair shall be the Chair of the Board.
- d. The Bargaining Committee shall meet at the call of the Committee Chair.
- e. The Bargaining Committee may invite outside parties, and in consultation with the Chief, such employees as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the committee.

## 3. Mandate

The Bargaining Committee shall have the authority to develop and respond to bargaining proposals, and conduct collective bargaining with the Hamilton Police Association and the Hamilton Senior Officers' Association. The Bargaining Committee shall be responsible for providing bargaining updates to the Board as required throughout the collective bargaining process. The Committee has the authority to enter into Minutes of Settlement, and other relevant agreements during the bargaining process; however, the Committee shall bring all final negotiated collective agreements to the Board as a whole for ratification.

Date Approved: May 29, 2025  
Date revised:

The Bargaining Committee shall:

- a. Conduct a review of existing collective agreements between the Board and the Associations;
- b. Respond to requests for information from the Associations;
- c. Establish the bargaining schedule in consultation with the Associations;
- d. Submit to the Board, for its approval, mutually acceptable proposed collective agreements.

#### **4. Reporting**

The Bargaining Committee Chair, or an advisor to the Bargaining Committee, shall provide updates to the Board as required in closed session.

#### **5. Accountability**

The Bargaining Committee shall review its mandate at least once every three (3) years and make recommendations to the Board as required. Records of bargaining meetings shall be maintained in the Office of the Executive Director of the Board.