

MEMORANDUM

TO: All Presidents with members in the Ontario Clean Water Agency
All Stewards in the Ontario Clean Water Agency

FROM: Ruth Hamilton, OPS Supervisor

DATE: May 13, 2011

SUBJECT: **Ontario Clean Water Agency
ERC Minutes – January 13, 2011**

Attached, for your information, are the minutes of the above captioned meeting.

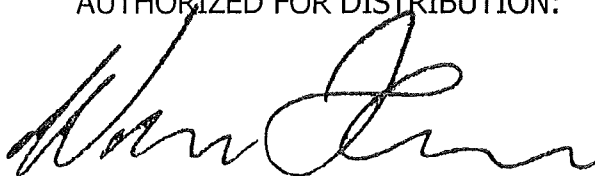
Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

/az

att.

cc: MERC Chairs
Ministry ERC

Ontario Clean Water Agency
 Employee Relations Committee Meeting # 38
 January 13, 2011 ~ 12:00-2:00 P.M.
 1 Yonge Street, South Boardroom

ATTENDEES:

MANAGEMENT

Tony Araujo (Co-Chair)
 Dan Atkinson
 Evelyn Wilson
 Mike Manfredi
 Christine Fulton (Recording Secretary)

UNION

Dan Vincent (Co-Chair)
 Mark Edgerton (Vice-Chair)
 Chris Eckert (Member)
 Sandra Harper (OPSEU)

REGRETS:

UNION

Roland Kretschmer (Member)
 Dan Clark (Member)

ITEM	LEAD	DISCUSSION	ACTION ITEMS
<i>Review of Previous Minutes</i>			
Review of Previous Minutes	Tony Araujo/Dan Vincent	<ul style="list-style-type: none"> The minutes from October 14, 2010 were accepted and signed. 	N/A
<i>Business Arising</i>			
Hours Of Work Guideline	Evelyn Wilson	<ul style="list-style-type: none"> Guideline was sent out to all staff on August 26, 2009 via Weekly Flows. The Union raised concerns with respect to the definition of emergency; essentially most situations at OCWA could be defined as emergencies. In addition, the Union is aware of a few staff who were unable to remove themselves from on call duty after working for 16 hours. 	<p>Management is in process of developing Qs and As to address issues that were raised. The goal is to have the Qs and As developed and approved by the first quarter in 2011.</p> <p>Operations Compliance Committee (OCC) will review prior to distribution.</p> <p>This item was deferred to the next meeting.</p>
ERC Membership	Sandra Harper/Dan Atkinson	<ul style="list-style-type: none"> Management agreed to provide funding for up to three additional Union members to join the OCWA ERC to allow representation from all regions. Roland Kretschmer, Dan Clark and Chris Eckert have joined the ERC to allow for representation of all regions. 	N/A

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Workload Studies	Dan Atkinson	<ul style="list-style-type: none"> Management conducted studies at different facilities and did not find any issues with workload. Management shared this information with Union and allowed them to review the studies in camera. 	N/A
Chlorine Gas Site Specific Training	Dan Atkinson	<ul style="list-style-type: none"> The Union indicated that initiative has been taken to provide this training. Employees should advise their managers if there is a need to have another session in their area. 	N/A
On call Committee	Dan Vincent	<ul style="list-style-type: none"> Letter in new Collective Agreement regarding assignment of on call duty. Discussion took place at June ERC meeting and Union was to provide Management with a proposed message to staff. The Union was to provide a document to Management prior to this ERC meeting outlining areas of concern regarding on-call duty but was not able to do so. 	Union to provide document to Management prior to next ERC meeting.
<i>Updates Lists</i>			
<ol style="list-style-type: none"> Fixed Term Employees Contract Acquisitions Contract Terminations Seniority List Organization Chart Surplus employees VEO's Telephone List 	Christine Fulton/ Mike Manfredi	<p>All lists were provided to the Union.</p> <p>There are no employees currently on the VEO list and no new lateral transfer requests.</p>	N/A
<i>Health and Safety</i>			
Update on 2010 WSIB claim statistics	Christine Fulton/Evelyn Wilson	<ul style="list-style-type: none"> An update on OCWA WSIB Statistics was provided for 2010. Management continues to make the health and safety of OCWA employees a priority. 	N/A
OPEX Incident Forms	Christine Fulton/Evelyn Wilson	<ul style="list-style-type: none"> Management provided a copy of all near misses to the Union to date in 2010. 	N/A
<i>New Business</i>			
ERC Training	Christine Fulton/Sandra	<ul style="list-style-type: none"> It was discussed that ERC training could be beneficial for the group as 	Management to contact MGS to see if there is

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	Harper	there are a number of new members.	availably for any of the Toronto sessions in 2011
Internet	Dan Vincent	<ul style="list-style-type: none"> The Union raised a concern that there have been some cases where they have difficulty accessing and navigating through the OPSEU website. Management confirmed with the IT Director that the OPSEU website is not blocked. They also indicated that if employees have difficulty with internet access, they should contact helpdesk for assistance. 	N/A
Tour of South Peel	Christine Fulton/Chris Eckert	<ul style="list-style-type: none"> The Union requested that the ERC members who are interested be provided a tour of South Peel. Management agreed to schedule the next ERC meeting at South Peel. Chris Eckert will provide a tour after the meeting. He will also arrange for safety vests and hard hats for the visitors that do not have their own. 	N/A
Waterloo Hub	Dan Vincent	<ul style="list-style-type: none"> The Union inquired about the recent increase in staffing at the Waterloo Hub. Management indicated that with the new contract we were able to negotiate an increase in staff at Waterloo, some of which is for capital work. 	N/A
Personal Performance Reviews (PPR)	Chris Eckert	<ul style="list-style-type: none"> The Union raised a concern that some employees are not able to view, provide meaningful input, comment or sign off on their PPR's. In addition, the Union raised a concern that the employees are not given the flexibility to attend training needed to obtain class 4 licenses as in some cases training is restricted by Management. Management continues to place a great deal of emphasis on the importance of effective performance management and requested more details to allow for them to follow up 	Union to provide details on where this is an issue so Management can follow up.

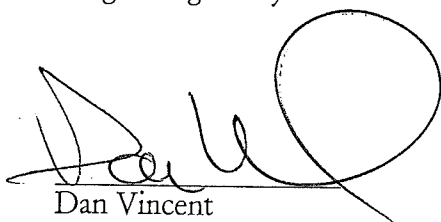
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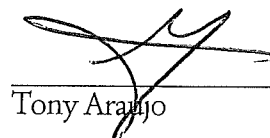
		with managers as required.	
Backfilling Leave of Absences	Mark Edgerton	<ul style="list-style-type: none"> The Union raised concerns about the time it takes to backfill leaves of absences as it places strain on the employees that are in the workplace. It was requested that Management make every attempt to backfill for anticipated leaves (such as maternity leave) before the employee is off work to allow for training of the backfill and alleviate any potential workload issues. 	N/A
Policy Grievance Re: Displacement of Agency Ministry Surplus Employees	Sandra Harper	<ul style="list-style-type: none"> The Union indicated that they have filed a policy grievance regarding the concern they have regarding MGS's position re: the search for displacement opportunities for surplus employees. 	N/A
Drinking Water and Waste Water Operators Group	Mark Edgerton	<ul style="list-style-type: none"> The Union advised that they were asked by MOE to provide an OPSEU representative for the Drinking Water and Waste Water Operators Group. Mark Edgerton will be a part of this committee. 	N/A
Training Records	Dan Vincent	<ul style="list-style-type: none"> The Union noted that employees need to have access to their training records. Management agreed that employee should be able to access their own training records and would generally require them for certification. 	N/A

Next Meetings:

Tuesday May 10, 2011
Tuesday September 27, 2011
Wednesday December 7, 2011

Original signed by:


Dan Vincent


Tony Araujo