

**MEMORANDUM**

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

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** September 5th, 2008

**SUBJECT: Ontario Clean Water Agency  
ERC Minutes – May 13, 2008**

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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.

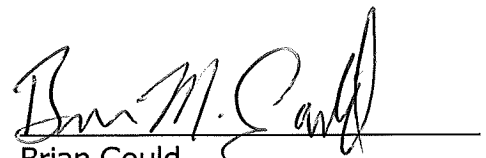
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

/tl  
att.

cc: MERC Chairs  
Ministry ERC

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #33  
May 13, 2008 – 1:00 P.M.  
1 Yonge Street, 17<sup>th</sup> Floor, Main Boardroom**

**ATTENDEES:**

**MANAGEMENT**

Dan Atkinson  
Janice Cameron (Co-Chair)  
Mike Manfredi  
Christine Fulton (Recording Secretary)  
Mark Thomas (LR Analyst)

**UNION**

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

**DISCUSSION**

1. **Review of Previous Minutes**

The minutes from June 28, 2007 were reviewed, accepted and signed.

2. **Business Arising**

**Hours of Work Guideline**

OCWA has drafted an Hours of Work Guideline for managers outlining the maximum hours an employee should work without a break and to identify situations wherein the maximum number of hours may be extended. The draft guideline requires senior management review and approvals.

**ACTION:** Management to share once finalized. Expect will be in September.

**Overall Responsible Operator (ORO)**

A list of OROs was provided to the Union. If the Union has any queries about ORO, they will set up a meeting with Dan Atkinson, Operations Vice President, Southern Ontario.

**First Nations**

Management explained the importance of seeking business with First Nations communities, with respect to OCWA's Business Plan. OCWA would like to gain as much business as possible in this area. A list of First Nations communities that OCWA currently has agreements with or is negotiating with to provide ORO services through the Safe Water Operations Program (SWOP) was provided.

**OCWA Emergency Response Team (OERT)**

Management provided an inventory of training that has taken place related to chlorine gas. The Union suggested that hands on training using kits and mock scenarios should be provided on a more regular basis. It was agreed that this training could be provided in-house.

**ACTION:** Management to consider this proposal and assess how this could be implemented.

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #33  
May 13, 2008 – 1:00 P.M.  
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**Licenses: Pay for Certification**

The Union requested that Management include additional licenses and certifications to the pay for certification chart, including Well Technician, Biosolids Utilization and Class D. Management had considered the proposal and agrees that it may be feasible to add further licenses and certifications to the pay for certification chart. The parties agreed that this could be done through a Memorandum of Agreement (MOA) that would be sent to the individuals at the bargaining table for inclusion into the collective agreement.

**ACTION:** Union to provide a list of recommended licenses and certifications to be added to the pay for Certification Chart. Management review and assess list. If the parties are in agreement an MOA will be endorsed and sent to the collective bargaining team.

**3. Updated Lists**

The following lists were provided to OPSEU:

- Unclassified Employees
- Contract Acquisitions
- Contract Terminations
- Seniority List
- Organization Chart
- Telephone List

There are no employees currently on the VEO list or the surplus list.

**4. Health and Safety**

**WSIB Statistics**

Management provided the Union with WSIB statistics for 2007. A total of 49 WSIB claims were filed in 2007. Management also communicated their commitment to a healthy and safe workplace. The 2008 goal for OCWA is zero lost time incidents.

**Post Offer Screening**

Management indicated that they are reviewing the idea of post offer screening for some operational positions. A post offer screen is designed to determine if there is a match between the individual's functional capabilities and the job specific demands that are outlined in the physical demands analysis (PDA). Post offer screening is known to prevent unnecessary injury and human suffering; increase the ability to provide an accurate job match when placing individuals at work. The Union noted that it is important to consider employee's rights under the Ontario Human Rights Code and with regards to Employment Accommodation. The Union expressed concern that post offer screening could lead to employment barriers.

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #33  
May 13, 2008 – 1:00 P.M.  
1 Yonge Street, 17<sup>th</sup> Floor, Main Boardroom**

**5. New Business**

**Attendance Support Program**

Management confirmed that the 2008 ASP threshold has remained at 8.4 days.

**Peel Contract**

Peel is OCWA largest contract and currently has the option to renew the contract for 5 more years, take over the water and wastewater services or seek quotes from other vendors. OCWA is working hard to demonstrate the wonderful services that are provided to Peel and hope that they will renew the contract for another 5 years.

**ACTION:** Management to update the Union once Peel has made a decision regarding the contract.

**Recruitment Project**

OCWA is hoping to make improvements regarding the length of the recruitment processes. Our goal is to decrease the number of days it takes to recruit from 85-88 days down to 45-55 days. We will also be encouraging the use of article 6.1.2 where we can hire a qualified candidate from a similar competition within 12 months.

**Board of Directors**

OCWA has a new Board of Directors that contains both public sector senior managers (e.g. Deputy Ministers) as well as private sector members.

**Boot Allowance with respect to Water and Sewage and Cross Contamination**

The Union requested that Management increase the \$150 allocation every two years for safety boots. They also requested that employees be provided with two pairs of safety boots to prevent cross contamination when they are going from a wastewater plant to a water treatment plant. Management indicated that they have not experienced an issue with cross contamination due to work boots, however would look into this request if the union could present some reliable information that supports the position that there is a risk of contamination. The parties agreed that if an employee's work boots are worn-out or damaged, they should advise their manager who will assess and decide if an allowance to purchase an additional pair of boots should be granted before the two year period.

**ACTION:** Management will review and consider the request to increase the \$150 allocation for safety boots.

**Designation of ORO premium to on-call operator**

The Union raised the issue that there have been circumstances where an on call operator is unable to get in contact with the Overall Responsible Operator (ORO)

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #33  
May 13, 2008 – 1:00 P.M.  
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when they need advice/direction. As such, they are required to make decisions on their own without the assistance of the ORO and are suggesting that they should be compensated as the ORO for this. Management indicated that when the ORO is unavailable, the operator should call their manager for advice/direction.

**ACTION:** Management to review log books.

**Establishing wellness fund to be utilized for gym/workout membership**

The Union requested that OCWA help fund costs for employee's gym memberships. For example, pay \$100 for employees who show an annual paid gym membership. Management indicated that this may be difficult as OCWA is seen as a public entity being a part of the Ontario Public Service, which is largely funded by taxpayers.

**ACTION:** Management to explore if this is feasible with MGCS.

**Clarification of On Call Scheduling**


The Union raised concern that the on call operator is responsible to find their own replacement when they are unable to be on call for any reason (i.e. courses, emergencies, illness etc.). The Union indicated that operators have a difficult time getting someone to agree to take the on call shift and as such they may need to continue to be on call and become exhausted posing a health and safety risk. The Union recommended that the duty manager should fill in and be on-call for 8 hours while the operator rests if he/she cannot find someone to take their on-call shift.


**ACTION:** Management to review call-ins to assess this issue and determine an appropriate remedy.

**6. Next Meetings**

August 29, 2008 11:00am  
October 23, 2008 12:00pm

Original signed by:

  
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Dan Vincent

  
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Janice Cameron