

## 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:** May 14, 2008

**SUBJECT:** **Ontario Clean Water Agency  
ERC Minutes – June 28, 2007**

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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.

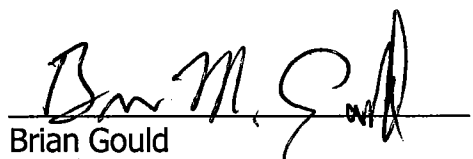
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs  
Ministry ERC

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #32  
June 28, 2007 – 1:00 P.M.  
1 Yonge Street, 17<sup>th</sup> Floor, Main Boardroom**

**ATTENDEES:**

**MANAGEMENT**

Dan Atkinson  
Janice Cameron (Co-Chair)  
Mike Manfredi  
Jodi Traver (Recording Secretary)  
Reena Sharma (LR Analyst)

**UNION**

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

**DISCUSSION**

**1. Review of Previous Minutes**

The minutes from June 7, 2006 were reviewed, accepted and signed.

**2. Business Arising**

**Pay for Certification**

The Union brought this issue forward from the last meeting because it had not been dealt with. Management agreed that specific, hub-based charts should be developed outlining the licenses each employee has or is deemed to have.

**ACTION:** Management agreed that hub specific charts should be developed.

**Overall Responsible Operator (ORO)**

The ORO meeting that was to be set up after the last ERC meeting was not held. The Union will provide a number of questions and outstanding issues for Management to address. The Union requested a current list of OROs.

**ACTION:** Management to provide Union with answers to the questions that were provided after the meeting, as well as a current list of OROs.

**3. Updated Lists**

The following lists were provided to OPSEU:

- Unclassified Employees
- Contract Acquisitions
- Contract Terminations: Contracts at risk were included on this list.
- Seniority List
- Organization Chart
- Telephone List

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

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**4. Health and Safety**

**Back to Back Shifts**

The Union raised concern over employees who are required to work back to back shifts. In some instances, where an employee could be working 40 hours straight due to high number of call ins or due to the length of time a call in may take in the event an emergency. The Union is concerned about the health and safety of the employees as well as concerns that errors could be made due to fatigue. The Union would like a policy to be developed that states the maximum hours an employee can work before having to take time off, without a pager.

**ACTION:** Management will review records for last three months to assess the severity of this issue. This issue will be discussed at the next ERC meeting.

**WSIB Statistics**

Management provided the Union with WSIB statistics for 2006 and the first quarter of 2007. The number of claims for 2007 is high, but the lost time days are lower than during the first quarter of 2006.

**5. New Business**

**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. There are two dedicated Client Service Representatives for the First Nations business, as well as an on-call line. Some OPSEU employees have responded to fly-ins as part of OCWA's Emergency Response Team (OERT). Management discussed OCWA's staffing issue as it is more difficult to hire employees in the North. The Union suggested offering current OCWA employees temporary assignments since employees in other regions may be interested to work in First Nations Communities for a few days. Management is still defining staffing needs.

**Accreditation Guideline**

Management has developed a guideline that addresses steps for managers to take if an employee has failed to maintain their Water or Wastewater licenses. The onus is on employees to keep track of their training hours and to renew their licenses.

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**ACTION:** Management to provide a copy of guideline.

**Lateral Transfers**

Management expressed their concern that a number of recent lateral transfer requests have not been based on compassionate reasons, as outlined in the policy and the collective agreement. Management does not want to accept lateral transfer requests for any reasons that are not compassionate. The Union agreed that the policy indicates the need for compassionate reasons and also that if there is more than one request, they will be considered based on seniority where qualifications are relatively equal. The Union does not judge an individuals compassionate grounds.

**Attendance Support Program**

Management confirmed that the ASP threshold has remained at 8.4 days for 2007.

**Hub Administrative Assistant**

The Union requested the job description for the Hub Administrative Assistant (OAG10). Management provided the job description.

**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.

**ACTION:** Management to consider the proposal.

**MERC Survey**

Management inquired as to whether the Union wanted to complete the survey together or separately. The Union co-chair and vice-chair have already completed and submitted their surveys.

**OCWA Emergency Response Team (OERT)**

The Union requested additional information on this team. Management explained that as per section 110 of the *Safe Drinking Water Act*, OCWA is defined as emergency response, and as such MOE has funded OCWA to provide set up teams. There are five teams across OCWA that are staffed with both bargaining unit and

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management staff (Trent Valley, Georgian Bay, Ruthven, Greenstone and Haileybury). Management selected the employee members who applied to the posting. There will be a three-year rotation of team members. The Union requested a fair and equitable selection process. The Union also raised an issue with training for chlorine gas situations and requested that employees receive quarterly training for 4 hours.

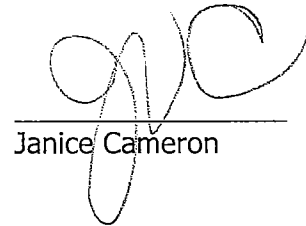
**ACTION:** Management to look at hubs with chlorine gas and will assess the impact of 16 hours training over one year.

**6. Next Meeting**

Rescheduled to May 13, 2008 at 1:00pm

Original signed by:

  
Dan Vincent

  
Janice Cameron