

**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:** October 24, 2008

**SUBJECT: Ontario Clean Water Agency  
ERC Minutes – August 29, 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.

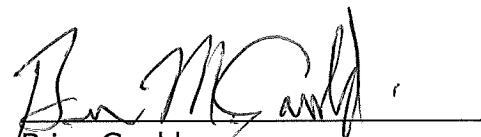
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs  
Ministry ERC

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #33  
August 29, 2008 – 11:00 A.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)

**UNION**

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

ITEM	LEAD	DISCUSSION	ACTION ITEMS
<b>Review of Previous Minutes</b>			
Review of Previous Minutes	Janice Cameron/Dan Vincent	<ul style="list-style-type: none"> <li>The minutes from May 13, 2008 were reviewed, accepted and signed.</li> </ul>	N/A
<b>Business Arising</b>			
Hours of Work Guideline	Janice Cameron	<ul style="list-style-type: none"> <li>Draft Hours of Work Guideline will be presented at Senior Management Committee for review and approval.</li> </ul>	Once approved, management to share copy with Union.
OCWA Emergency Response Team (OERT)	Dan Atkinson	<ul style="list-style-type: none"> <li>The Union suggested that hands on training using emergency response kits should be provided on a more regular basis.</li> <li>It was agreed that this training could be provided in-house. A Health and Safety review has resulted in a recommendation that all members of OERT be trained on all hazards. The training will be implemented for OERT members first and then will be rolled out to operational areas where there is chlorine gas.</li> </ul>	N/A
Licenses: Pay for Certification	Dan Atkinson	<ul style="list-style-type: none"> <li>Union provided a list of recommended licenses and certifications to be added to the pay for Certification Chart.               <ol style="list-style-type: none"> <li>Biosolids utilization license</li> <li>Class D</li> <li>Well Technician License (all 4 classes)</li> </ol> </li> <li>Union suggested that each item on the pay for certification chart (table K3 in the collective agreement) be increased three times.</li> </ul>	Management to review and assess list and suggestion provided and work with the Union to draft an MOA to be sent to the collective bargaining negotiations team.
Peel Contract	Dan Atkinson	Peel contract has been renewed for 1 year during which time OCWA will	N/A

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		attempt to negotiate a 10 year contract renewal.	
Boot Allowance	Dan Atkinson	<ul style="list-style-type: none"> <li>• Management will review and consider the Union's request to increase the \$100 allocation for safety boots.</li> <li>• The boot allowance has been increased to \$200.</li> </ul>	N/A
Designation of ORO premium to On-Call Operator	Dan Atkinson	<ul style="list-style-type: none"> <li>• The Union raised the issue that there have been circumstances when an on call operator is unable to get in contact with the Overall Responsible Operator (ORO) when they need advice/direction. As such, they are required to make the decision 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.</li> <li>• Management completed a review of log books and did not see a systemic issue. Management reiterated that if the ORO is not available, the operator should contact their manager.</li> </ul>	N/A
Establishing Wellness Fund to be utilized for gym/workout membership	Janice Cameron	<ul style="list-style-type: none"> <li>• The Union suggested that OCWA help fund costs for employee's gym memberships. For example, pay \$100 for employees who show an annual paid gym membership.</li> <li>• Management has been advised by MGS that this is an item that has corporate impact so it must be taken up with MGS.</li> <li>• It was mentioned that MOE may have a corporate rate for Goodlife that OCWA employees can take advantage of.</li> </ul>	Management to look into any special discounts that MOE employees may be able to receive and will send out a 'Weekly Flows' message if there is a discounted price available to OCWA employees.
Clarification of On Call Scheduling	Dan Atkinson	<ul style="list-style-type: none"> <li>• 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</li> </ul>	N/A

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		<p>continue to be on call and become exhausted posing a health and safety risk. The Union recommended that the duty manager should fill in an be on-call for 8 hours while the operator rests if he/she cannot find someone to take their on-call shift.</p> <ul style="list-style-type: none"> <li>• Management has looked into this concern and resolved the specific issues. This was not seen as a systemic issue across the agency. It was noted that if there are specific concerns, they should be raised with the manager so they can be looked into.</li> </ul>	
<b>Updates Lists</b>			
<ol style="list-style-type: none"> <li>1. Unclassified Employees</li> <li>2. Contract Acquisitions</li> <li>3. Contract Terminations</li> <li>4. Seniority List</li> <li>5. Organization Chart</li> <li>6. ORO List</li> <li>7. Surplus employees</li> <li>8. VEO's</li> <li>9. Telephone List</li> </ol>	Christine Fulton/Mike Manfredi	<p><b>All updated lists were provided to the Union</b></p> <p>There are no employees currently on the VEO list</p>	N/A
<b>Health and Safety</b>			
Update on Q2 2008	Christine Fulton	<ul style="list-style-type: none"> <li>• An update on OCWA Health and Safety Statistics was provided. Management continues to make the health and safety of OCWA employees a priority. There was no new lost time WSIB claims in the second quarter.</li> </ul>	N/A
<b>New Business</b>			
Support to seek recognition as a Trade for Operators	Dan Atkinson	<ul style="list-style-type: none"> <li>• The Union indicated that they would like water and wastewater operators to be recognized as a trade. Management indicated that they support this and would be willing to provide assistance (such as attend meetings) to demonstrate support.</li> </ul>	N/A
Endorsement for those interested in becoming Board Members of OETC	Dan Atkinson	<ul style="list-style-type: none"> <li>• It was agreed that OCWA employees may seek membership at OETC Board as water and wastewater operators, not representatives of OCWA.</li> </ul>	N/A
Creation of New Training Courses	Dan Atkinson	<ul style="list-style-type: none"> <li>• The Union noted that they would like more Director Approved courses to be offered through OCWA to ensure that Operators have continuous learning on new/relevant topics (especially those</li> </ul>	Union to do some research with members to determine where there is widespread need and provide recommendations

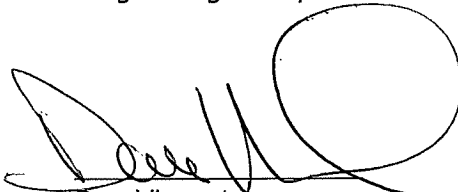
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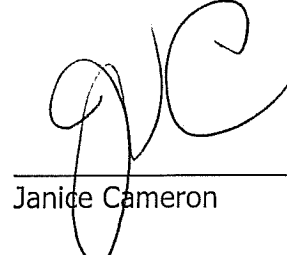
		<p>that have been working with OCWA for several years). For example, offer some courses that deal more directly with chemical analysis.</p> <ul style="list-style-type: none"> <li>• Management recommended that employees should also look into taking the Director Approved courses held by OETC. Management noted that consideration will be provided to create OCWA courses where there is a widespread need.</li> <li>• The Union agreed to talk to their members to see what their needs are and then share this with management.</li> </ul>	regarding which new courses they would like OCWA to offer.
Payment of Call-ins and Overtime to be timely and notification to be given via email if delayed at management level	Janice Cameron	<ul style="list-style-type: none"> <li>• The Union requested that management inform employees if their time sheet is delayed or is changed before sending it into OSS for processing.</li> <li>• Management recognized that there have been some delays in pay; however this delay is typically due to a interruption in processing at OSS. As such, OCWA has recently implemented a new system in which all paperwork is sent to OSS electronically so that there is less risk of paperwork being misplaced or delayed.</li> </ul>	N/A
Blended Rate Agreement	Dan Atkinson	The Union requested that the blended rate be increased from \$1.50 per hour to \$2.50 per hour.	Management will review this request

**Next Meeting**

October 23, 2008 - 11:00am

Original signed by:

  
Dan Vincent

  
Janice Cameron