

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

DATE: March 26, 2010

SUBJECT: **Ontario Clean Water Agency
ERC Minutes – December 3, 2009**

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

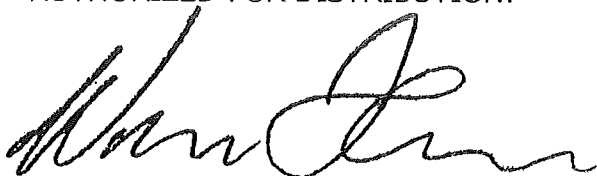
Please post or otherwise make them available to the members in your workplaces.

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.

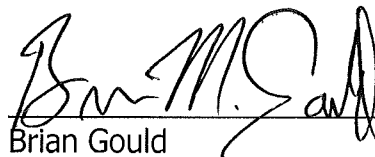
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/jk
att.

cc: MERC Chairs
Ministry ERC

Handwritten signature or scribble.

**Ontario Clean Water Agency
Employee Relations Committee Meeting #35
December 3, 2009 – 11:00 A.M.
1 Yonge Street, 17th Floor, South Boardroom**

ATTENDEES:

MANAGEMENT

Tony Araujo (Co-Chair)
Christine Fulton
Jodi Travers (Recording Secretary)

UNION

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

GUEST SPEAKER: Chris Wolnik (Compliance Manager)

REGRETS: Dan Atkinson and Mike Manfredi

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 June 16, 2009 were accepted and signed. 	Employer to post them on the intranet and send out a message via Weekly Flows.
<i>Business Arising</i>			
Hours Of Work Guideline	Dan Vincent	<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. 	Management to develop Qs and As to address issues that were raised.
Licenses: Pay For Certification Update	Jodi Travers	<ul style="list-style-type: none"> Management is still working with MGS. Their ADM must approve a briefing note allowing negotiation of new rates. Once new rates are negotiated, they must be ratified by Cabinet since it would be a change to the collective agreement. Management's proposal does not include increases to Level 1 licenses and will likely include the removal of payment for deemed licenses to encourage employees to acquire higher levels of licenses. The Union would like to see an increase to Level 1 and would like to begin drafting an MOU in the event 	<p>Management to update the Union once MGS approves negotiation. Management expects to hear back from MGS during January 2010.</p> <p>Management and the Union will have a teleconference in the next few weeks to discuss this as well as the Blended Rate.</p>

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		approval to negotiate is received.	
Discounted Gym/Workout Membership	Dan Vincent	<ul style="list-style-type: none"> Management sent out a message to all staff via Weekly Flows on June 24, 2009. 	N/A
Creation Of New Training Courses	Dan Vincent	<ul style="list-style-type: none"> The Union is requesting that additional advanced courses be offered by Management. Courses are needed to improve skills and knowledge of employees with longer years of service. The Union hasn't been able to connect with employees to determine types of courses. 	<p>A list of training courses is sent out weekly to all staff.</p> <p>Employees should talk to their managers if they would like different courses.</p>
MOA re. LERCs	Sandra Harper	<ul style="list-style-type: none"> The Union provided management with a copy of an MOA used with MOE to create LERCs on a regional basis. 	<p>Management will review the MOA and consider the formation of Regional LERCs.</p> <p>Management to add to the next Operations Compliance Committee meeting in January 2010.</p>
Confined Space Rescue: BUI	Dan Vincent	<ul style="list-style-type: none"> The Union expressed serious concerns with the use of retired firefighters being used as part of the confined space rescue team plan. This is a bargaining unit integrity (BUI) issue. 	<p>Union was to provide location to Management. Management will follow up to ensure this is not occurring.</p>
Workload Study	Sandra Harper	<ul style="list-style-type: none"> The Union stated that members are at their maximum for capability for work. If the slightest thing happens that is not expected, it creates additional workload pressures. Members are having a difficult time with managing their workloads. The Union would like Management to conduct a study to see if members are overworked. Management replied that staffing levels are dictated by contracts with our clients. 	<p>Management is currently conducting job task analyses with IAPA.</p> <p>Management conducted two studies at different facilities and did not find any issues with workload; issues were found with employees' assignment of work throughout the day.</p>
Prescription Safety Glasses: List of Suppliers	Jodi Travers	<ul style="list-style-type: none"> Changes were recently made to this program to allow for transition lenses and tinting. All information 	<p>Management sent out a Weekly Flow in July 2009.</p>

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		<p>pertaining to this program is on OCWA's intranet site, which is accessible by all staff.</p> <ul style="list-style-type: none"> If employees are not able to locate an approved supplier in their area they can advise Management who can then suggest the addition to our account manager. 	
Chlorine Gas Site Specific Training	Dan Vincent	<ul style="list-style-type: none"> The Union would like to see regular training on this topic. There are kits at the facility in the event a situation arises, however the Union expressed concern that employees will be confused. The Union would like Management to commit to site-specific training, in house on a quarterly or semi-annually basis. Employees should be able to sit down and work with the equipment. 	Management has confirmed that courses are offered Regionally. Employees should advise their managers if there is a need to have another session in their area. Issue was deferred to the next meeting.
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. 	Union to provide document to Management.
Updates Lists			
<ol style="list-style-type: none"> Fixed Term Employees Contract Acquisitions Contract Terminations Seniority List Organization Chart Surplus employees VEO's Telephone List 	Jodi Travers	<p>All updated lists were provided to the Union</p> <p>There are no employees currently on the VEO or the surplus list.</p>	
Health and Safety			
Update on Q1 to Q3 2009	Christine Fulton/Jodi Travers	<ul style="list-style-type: none"> An update on OCWA Health and Safety Statistics was provided up to the end of the 3rd Quarter 2009. Lost time claims are higher than expected and higher than 2008, but lower than previous years (2007, 2006). Management's goal is zero. 	Management to send out a reminder message about WSIB as well as the importance of reporting near misses.

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		<ul style="list-style-type: none"> • Management has communicated the availability of modified work to all managers and employees. • Management continues to make the health and safety of OCWA employees a priority. 	
H&S Committees	Dan Vincent	<ul style="list-style-type: none"> • Management provided the Union with a list of current JHSCs, H&S reps and H&S contacts. • The Union requested copies of all JHSC meeting minutes. • Management advised that copies of JHSC meeting minutes are not kept corporately. In addition, Management did not agree that this was necessary as there is a process in place for JHSC members to address health and safety concerns in the workplace. The Union is able to contact the JHSCs directly to request meeting minutes. 	Management suggested that the Union contact the JHSCs if they want copies of the minutes as they are not kept corporately.
OPEX Incident Forms	Dan Vincent	<ul style="list-style-type: none"> • Management provided a copy of all near misses to the Union to date in 2009. 	N/A
<i>New Business</i>			
Blended Rate	Sandra Harper	<ul style="list-style-type: none"> • The Union asked for an update on the revision of the Blended Rate agreement and feedback on their counter proposal. • Management explained that MGS wants to review the Union's proposal and provide a counterproposal. 	<p>Management to follow up with MGS and advise Union of counter proposal.</p> <p>Management expects to hear back from MGS by the end of January 2010.</p>
Pandemic Planning	Chris Wolnik	<ul style="list-style-type: none"> • Chris attended the meeting to advise the Union of the Agency's comprehensive emergency management program. The current pandemic is at Critical Emergency Level 3. Bi-weekly meetings are taking place; tests have been conducted for situations whereby there are critical staff shortages; OCWA has met with MOE regarding regulatory relief; awareness/preparedness kits were 	N/A

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		sent to every hub; seasonal flu clinics are being arranged; absences are being monitored.	
Article 20.8	Sandra Harper	<ul style="list-style-type: none"> • The Union inquired as to whom OCWA's contact is for sourcing temporary vacancies. • Management confirmed that Mike Manfredi is the contact. 	N/A
Job Posting	Sandra Harper	<ul style="list-style-type: none"> • The Union was inquiring into the purpose of the Cluster Manager position posting for Southampton when the office was closed. • Management stated that the office was not closed. When the two hubs were amalgamated, the administrative functions were merged at the Orangeville office. There are three Cluster Manager positions within the West Highlands hub and they all work at different locations. 	N/A
Blue Heron Contract	Sandra Harper	<ul style="list-style-type: none"> • The Union enquired as to whether the new contract employees would be required to have their OIT certificates and would be working outside of the Blue Heron casino. • Management confirmed that two contract employees will be hired from the First Nations community. These employees will be required to obtain their OIT license and will be trained to work within and outside of the Blue Heron casino, as would any contract employee. • The Union raised collective agreement concerns. • Management stated that the contract is currently for one year. 	N/A
Violence in the Workplace Update	Jodi Travers	<ul style="list-style-type: none"> • Management gave an update on Bill 168. OCWA will be waiting for the OPS policy that is currently being developed by MGS. MGS is also updating the existing WDHP policy to include bullying. • Training will be conducted for all 	N/A

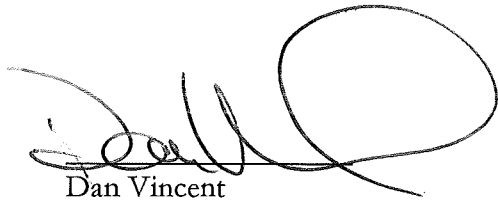
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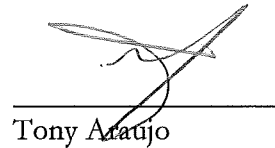
		staff of OCWA once we have the policy and program in place, as per OHSA requirements.	
OPS Employee Engagement Survey Update	Jodi Travers	<ul style="list-style-type: none"> Management has communicated OCWA OPS Employee Engagement Survey results to all managers and will be requesting that all managers meet with their employees to share the results and get their feedback/suggestions for action items 	N/A

Next Meetings:

- March 25, 2010: 11am South Boardroom
- May 27, 2010: 11am South Boardroom
- September 23, 2010: 11am Main Boardroom
- November 25, 2010: 11am Main Boardroom

Original signed by:


Dan Vincent


Tony Araujo