

**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:** December 11, 2009

**SUBJECT:** **Ontario Clean Water Agency  
ERC Minutes – June 16, 2009**

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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

/kg  
att.

cc: MERC Chairs  
Ministry ERC

**Ontario Clean Water Agency  
Employee Relations Committee Meeting #35  
June 16 – 11:30 A.M.  
1 Yonge Street, 17<sup>th</sup> Floor, Main Boardroom**

**ATTENDEES:**

**MANAGEMENT**

Dan Atkinson  
Kathie Scott (Co-Chair)  
Mike Manfredi  
Christine Fulton  
Jodi Travers (Recording Secretary)

**UNION**

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

ITEM	LEAD	DISCUSSION	ACTION ITEMS
<b><i>New Business</i></b>			
Letter in new Collective Agreement regarding assignment of on call duty	Kierstyn Ellis (MGS)	<ul style="list-style-type: none"> <li>• Kierstyn attended from MGS to discuss the letter regarding on call duties at OCWA. The issue was brought forward during bargaining for OCWA only and it was agreed to discuss at our ERC meeting.</li> <li>• There may not be issues at every location, so the Union will have to advise Management of the affected locations.</li> </ul>	1) The Union will draft a message and share with Management prior to sending it out using OCWA email system. Responses will be sent to Dan Vincent's home email. 2) The Union will provide Management with a list of facilities/hubs that have current issues with on call scheduling. 3) MGS will send us a list of facilitators to choose from. 4) A meeting with the facilitator, Union and Management will be set up.
<b><i>Review of Previous Minutes</i></b>			
Review of Previous Minutes	Kathie Scott/Dan Vincent	<ul style="list-style-type: none"> <li>• The minutes from October 23, 2008 were reviewed, accepted and signed.</li> <li>• The Employer posted them on the intranet and sent out a message via weekly flows.</li> </ul>	N/A
<b><i>Business Arising</i></b>			
Hours Of Work Guideline	Jodi Travers	<ul style="list-style-type: none"> <li>• A copy of the approved guideline was provided to the Union.</li> <li>• Although the Employment Standards Act hours of work section does not apply to Crown Employees, the provisions were used as a basis for the guideline.</li> </ul>	Management to send out communication regarding the policy to employees and managers in the next few weeks.
Licenses: Pay For Certification	Dan Atkinson	<ul style="list-style-type: none"> <li>• Management is willing to increase the pay for certification rates but not</li> </ul>	Union to contact MGS to express their interest in

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		<ul style="list-style-type: none"> <li>without MGS approval.</li> <li>Management is currently working with MGS and researching alternate ways to increase the rates.</li> </ul>	raising the pay for cert rates.
Discounted Gym/Workout Membership		<ul style="list-style-type: none"> <li>An employee at MOE has arranged a discount with Goodlife that OCWA employees can benefit from.</li> </ul>	Management to send out a message to all staff via weekly flows.
Creation Of New Training Courses	Dan Vincent	<ul style="list-style-type: none"> <li>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.</li> </ul>	Management will discuss communication to staff with the Training Manager.
<b>Updates Lists</b>			
<ol style="list-style-type: none"> <li>Fixed Term Employees</li> <li>Contract Acquisitions</li> <li>Contract Terminations</li> <li>Seniority List</li> <li>Organization Chart</li> <li>Surplus employees</li> <li>VEO's</li> <li>Telephone List</li> </ol>	Jodi Travers	<p><b>All updated lists were provided to the Union</b></p> <p>There are no employees currently on the VEO or the surplus list</p>	Employer to send Union copies of the fixed-term list and contract acquisitions and terminations.
<b>Health and Safety</b>			
Update on 2008 and Q1 and Q2 2009	Christine Fulton/Jodi Travers	<ul style="list-style-type: none"> <li>An update on OCWA Health and Safety Statistics was provided for 2008 and 2009 to date.</li> <li>Lost time claims were significantly lower in 2008 than previous years.</li> <li>Management continues to make the health and safety of OCWA employees a priority.</li> <li>The Compliance department created Safety Shorts, messages that are sent out every few months on pertinent H&amp;S issues. Copies of the first two messages were given to the Union.</li> </ul>	N/A
H&S Committees	Dan Vincent	<ul style="list-style-type: none"> <li>The Union wants to ensure that committees exist in Northern areas of the province and to ensure reps are given enough time for inspections.</li> <li>Management reminded the Union of the legal requirements for the establishment of a JHSC or H&amp;S rep.</li> <li>There are committees established where required. H&amp;S reps are in other locations with 5-19 employees. Most locations with less than 5 employees</li> </ul>	Management to provide the Union with a list of current JHSCs, H&S reps and H&S contacts. The Union will assist in identifying an employee as a H&S contact where no contact currently exists.

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New Employee Orientation	Dan Vincent	<p>have H&amp;S contacts.</p> <ul style="list-style-type: none"> <li>The Union would like to ensure all new employees receive H&amp;S training upon hire.</li> <li>Management advised the Union of a new employee orientation program that was just approved by SMC. The new program has a very pointed focus on H&amp;S. No employee will work in a facility before they receive H&amp;S training. New employees are assigned a manager, admin assistant and buddy to help them through the process.</li> <li>This orientation program will link to the mandatory H&amp;S training being developed by MGS.</li> </ul>	Management to provide Union with a copy of the new orientation checklist and training list.
OPEX Incident Forms	Dan Vincent	<ul style="list-style-type: none"> <li>The Union requested to be copied on all OPEX reports, specifically on the near misses.</li> <li>Management explained that all near misses may not be reported but will provide the Union with a list of near misses at each meeting with the WSIB statistics.</li> </ul>	Management to add near misses to the H&S updates for future meetings.
<b><i>New Business</i></b>			
Article 1.8	Sandra Harper	<ul style="list-style-type: none"> <li>The Union reminded Management of the requirement to provide disclosure of any new positions or classifications. The Union stated if a new position is not management excluded, it should automatically be OPSEU.</li> </ul>	Management will send all future new positions/ classifications to the Union.
MOA re. LERCs	Sandra Harper	<ul style="list-style-type: none"> <li>The Union provided management with a copy of an MOA used with MOE to create LERCs on a regional basis.</li> </ul>	Management will review the MOA and consider the formation of Regional LERCs.
H1N1 Contingency Plan		<ul style="list-style-type: none"> <li>The Union inquired as to whether the Employer has site-specific plans for H1N1. Management explained that each facility has its own facility assessment plan and standard operating procedures. A newslines message went out to all staff on May 8, 2009. Management continues to monitor MGS and Federal government sites and just reviewed their Continuity of Operations plans.</li> </ul>	
Confined Space Rescue: BUI		<ul style="list-style-type: none"> <li>The Union expressed serious concerns with the use of retired firefighters being used as part of the</li> </ul>	Union is to provide location to Management. Management will follow

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		confined space rescue team plan. This is a bargaining unit integrity (BUI) issue.	up to ensure this is not occurring.
Workload Study		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Management reminded the Union that staffing levels are dictated by contracts with our clients.</li> </ul>	Management will discuss this with Senior Management.
MERC minutes posting		<ul style="list-style-type: none"> <li>Management stated that the ERC minutes are posted on the intranet, but would send out a reminder to all staff via weekly flows.</li> </ul>	Management to send out a weekly flows message.
Prescription Safety Glasses: List of Suppliers		<ul style="list-style-type: none"> <li>Changes were recently made to this program to allow for transition lenses and tinting. All information pertaining to this program is on OCWA's intranet site, which is accessible by all staff.</li> <li>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.</li> </ul>	Management will send out a weekly flow to all staff on the new program.
Co-op Students		<ul style="list-style-type: none"> <li>The Union wanted to ensure all students are being properly trained and not left to work on their own. Students should be in a safe environment with a seasoned staff member.</li> <li>Management agreed.</li> </ul>	
Chlorine Gas Site Specific Training		<ul style="list-style-type: none"> <li>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.</li> <li>The Union would like Management to commit to site-specific training, in house on a quarterly or semi-annually</li> </ul>	Management will look into this issue for the sites that have chlorine gas, including South Peel, North Bay, Carlton Place and Renfrew.

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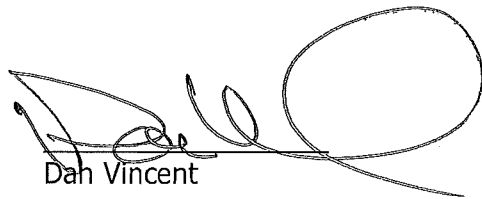
		basis. Employees should be able to sit down and work with the equipment.	
Blended Rate Agreement	Dan Atkinson	<ul style="list-style-type: none"> <li>• The Union requested that the blended rate be increased.</li> <li>• Both Union and Management agreed that an amendment could be made to the existing agreement.</li> </ul>	Management will review this request and advise the Union.

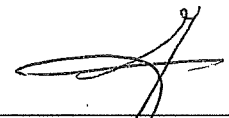
**Next Meetings:**

September 17, 2009: 11am

December 3, 2009: 11am

Original signed by:

  
Dan Vincent

  
~~Kathie Scott~~ Tony Anall