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CUPE | Canadian Union of Public Employees

Collective Agreement between The Corporation of the City of Richmond Hill and CUPE Local 905.16

Effective April 1, 2024 to March 31, 2027

:abCOPE/491

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THIS AGREEMENT made the **NINTH** day of **DECEMBER 2024**

B E T W E E N:

THE CORPORATION OF THE CITY OF RICHMOND HILL

hereinafter called the "Employer"

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 905.16, RICHMOND HILL UNIT

hereinafter called the "Union"

The parties hereto agree with each other as follows:

ARTICLE 1 – RECOGNITION

1.01 **Bargaining Unit**

Employer recognizes the Canadian Union of Public Employees and its Local 905.16, Richmond Hill unit as the bargaining agent for all of its employees save and except Supervisor, persons above the rank of Supervisor, Office, Clerical and Technical staff, persons regularly employed for not more than twenty-four (24) hours per week and students employed during the school vacation period.

Office, Clerical and Technical staff is deemed to include the persons shown on the Association of Salaried Employees Classification Schedule.

1.02 **No Other Agreement**

No employee shall be required or permitted to make a written or verbal agreement with the Employer or their representatives which may conflict with the terms of this Collective Agreement.

1.03 **Definitions**

In this Agreement:

Employee – Full-time shall mean a person employed by the Corporation who has successfully completed a minimum of six (6) consecutive months of employment and who continues in the employ of the Corporation.

Employee – Probationary shall mean an employee who has not completed a minimum of a 6-month probationary period with the City. Once the employee successfully completes the

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probationary period, the employee shall be recognized as a full-time permanent employee. Summary of Collective Agreement rights defined in Article 10.01 – Employee Probationary.

Employee – Temporary shall mean a person employed by the Employer for the following reasons:

a) to replace a permanent employee during vacation periods, leaves of absences, sick leaves, maternity/parental leaves, Union leaves, WSIB related absences and/or other approved leaves from work

b) for vacancies in the process of being filled

c) to replace permanent employees who are on a secondment to other positions

Temporary employees hired for a stated period of time for reasons listed above in a) b) and c), are not to exceed twelve (12) months duration. This may be extended by mutual consent of the parties, but in no circumstances shall exceed a total of 24 months.

Employee – Seasonal shall mean a person employed by the Employer and hired to perform work related to seasonal workload (excluding Stage Hands), including but not limited to the winter snow maintenance or summer parks maintenance for a period of time not to exceed thirty-nine (39) consecutive weeks, no matter what section of the Corporation they have worked, and must have a minimum six (6) weeks break in service after the thirty-nine (39) weeks or less term. Seasonal employees shall not be permitted to operate heavy equipment*, as defined in 10.03.

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ARTICLE 2 – MANAGEMENT RIGHTS

2.01 The Union acknowledges that it is the exclusive function of the Employer to:

a) maintain order, discipline and efficiency;

b) hire, layoff, classify, direct, transfer, and promote employees, and to discharge, demote, suspend, or otherwise discipline employees for just cause provided that an employee who has seniority may file a grievance in accordance with the terms of this agreement; and

c) generally, to manage the enterprises in which the Corporation is engaged and, without restricting the generality of the foregoing, to determine the work to be performed, the methods and processes to be employed, schedules of operations, the types and location of equipment to be used, and the number of persons to be employed.

2.02 The Employer also has the right to make and alter from time to time rules and regulations to be observed by the employees. When rules and regulations are instituted or altered, the Employer shall give prior notice to the Union.

2.03 The Employer agrees that these functions will be exercised in a fair and reasonable manner, and consistent with the provisions of this Agreement, and a claim that the Employer has exercised any of these rights in a manner inconsistent with any of the provisions of this Agreement, may be the subject of a grievance.

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ARTICLE 3 – NO DISCRIMINATION

3.01 The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employees in the matter of hiring, wage rates, training, up-grading, promotion, transfer, layoff, recall, discipline, discharge, or otherwise by reason of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offenses, marital status, family status or disability, nor by reason of the employee's membership or activity in the union.

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ARTICLE 4 – UNION MEMBERSHIP

4.01 All present employees who are now members of the Union or who may later become members shall remain members in good standing during the lifetime of this Agreement as a condition of employment.

All new employees within this Bargaining Unit shall become and remain members in good standing of the Union within thirty (30) days from the commencement of employment.

4.02 **Check-Off of Union Dues**

The Employer shall deduct from every employee, covered by this Agreement, any dues levied by the Union. Deductions shall be made from the second pay of each month and shall be forwarded to the Treasurer of the Union following the last pay in the respective month, accompanied by a list of the names of employees from whose wages the deductions have been made.

4.03 CUPE Local 905.16, Richmond Hill unit agrees to indemnify and hold the Corporation of the City of Richmond Hill harmless for any claims or liability in connection with the deduction and payment of union dues to CUPE 905.16.

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ARTICLE 5 – CORRESPONDENCE

5.01 All correspondence between the parties, other than correspondence related to the grievance procedure, arising out of this Agreement or incidental hereto, shall pass to and from the Director of Human Resources of the Employer and the Unit Chairperson or in their absence, the Unit Vice Chairperson.

5.02 The Union agrees to keep the Employer advised of the names of the Officers of the Union and of its committees, upon their election or appointment to office.

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ARTICLE 6 – LABOUR RELATIONS

6.01 **Union Bargaining Committee**

A Union Bargaining Committee shall be elected or appointed and consist of equal number of members of the union as are represented on the City.

For the purposes of negotiations between the parties, the Corporation shall recognize a negotiating committee of the Union to be composed of a minimum of one representative from each Division with employees in the bargaining unit.

In the event that a representative cannot be found in any Division, then the position shall be filled from the general membership regardless of the Division.

Members of the bargaining committee are entitled to two (2) days off without loss of wages and benefits to prepare for negotiations. These days will be taken in the six (6) months prior to the expiration of the current contract.

6.02 **Time Off for Meetings**

Designated representatives of the Union who are in the employ of the Employer shall have the right to attend meetings with the Employer held during normal working hours without loss of pay or benefits. Wherever possible the Union will make the request for such time off in writing 24 hours in advance of the meeting. The written request shall contain the names of the employee(s) and the estimated duration of the requested time off. It is recognized that the Employer, in order to meet its operational requirements, may require the cancellation or rescheduling of such meetings. Employees will be permitted to leave the job site one-half (1/2) hour prior to the commencement of the meeting unless permission is granted otherwise or if the employee is required to attend to legislated responsibilities associated with the Occupational Health & Safety Act.

6.03 **Representative of the Canadian Union of Public Employees**

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer.

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ARTICLE 7 – LABOUR/MANAGEMENT COMMITTEE

7.01 A Labour Management Committee shall be established to discuss topics of general interest and overall conditions in the City of Richmond Hill relating to the employees in the Bargaining Unit. The Committee shall meet as required and within five (5) working days of submission of an Agenda by either party.

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ARTICLE 8 – GRIEVANCE PROCEDURE

8.01 **Definition of Grievance**

A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.

8.02 **Settling of Grievances**

It is the mutual desire of the parties that complaints and grievances shall be settled as promptly as possible in the following manner:

COMPLAINT STAGE

The parties agree that before commencing the formal grievance procedure the aggrieved employee, will seek to settle the complaint with their immediate Supervisor within five (5) working days of the event or time at which the employee became aware or ought reasonably to have become aware of the event which led to the complaint.[2024]

If the employee wishes, the aggrieved employee may have the assistance of a member of the Grievance Committee when presenting their complaint.

The number of employees attending grievance meetings shall be limited to two (2) plus the Grievor.

The immediate Supervisor shall reply verbally to the complaint within five (5) working days after the date of the meeting to discuss the complaint.

Grievances and replies, stating reasons, shall be in writing commencing at Step 1 of the Grievance Procedure.

STEP 1 Failing satisfactory settlement of the dispute at the Complaint Stage, the Lead Steward or designate may, within ten (10) working days of receipt of reply from the Complaint Stage, submit a grievance electronically via CAIS as a written statement (with a follow up in hard copy) of the particulars of the grievance, including article(s) violated and the redress sought as follows:

- for employees in the Recreation Section, submit to the Director of Recreation & Culture or designate, and the Director of Human Resources
- for employees in the Public Works and Operations Section, submit to the Director of Public Works Operations or designate, and the Director of Human Resources
- for employees in the Asset Management Section, submit to the Director of Asset Management or designate, and the Director of Human Resources

The Employer shall give their decision in writing to the Lead Steward or designate within ten (10) working days of the submission of the grievance.

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STEP 2 Failing satisfactory settlement being reached in Step 1, the Lead Steward or designate may submit the written grievance electronically within five (5) working days to the Director of Human Resources or designate. The Director of Human Resources will convene a meeting with the Grievance Committee, the Grievor and Members of Management as soon as mutually agreeable and the Director of Human Resources or designate will render their decision in writing not later than five (5) working days from the date of the meeting.

STEP 3 Failing a satisfactory settlement being reached in Step 2, either party may within five (5) working days, refer the dispute to arbitration. Alternatively, failing a satisfactory settlement being reached in Step 2 the Lead Steward or designate may submit the grievance electronically within five (5) working days to the Chief Administrative Officer or designate who will meet with members of the Grievance Committee, the Grievor and Members of Management as soon as mutually agreeable. The Chief Administrative Officer or designate will render their decision in writing within ten (10) working days of the meeting.

STEP 4 Failing a satisfactory settlement being reached in Step 3, either party may within ten (10) working days refer the dispute to arbitration.

In the event a grievance is withdrawn, the Union will advise the Director of Human Resources in writing.

8.03 **Policy Grievance**

Where a dispute involving a question of general application or interpretation occurs, or where a group of employees or the Union has a grievance, it shall commence at Step 2 of the grievance procedure.

8.04 **Arbitration**

When either party requests that a grievance be submitted to arbitration with a single arbitrator, the request shall be made in writing, addressed to the other party of the Agreement.

Failure to Appoint

Should the parties fail to agree to a single arbitrator within seven (7) working days the appointment shall be made by the Minister of Labour upon request of either party.

Decision of the Arbitrator

The decision of the Arbitrator shall be final and binding and enforceable on all parties.

The Arbitrator shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

Disagreement on Decision

Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision.

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Expenses of the Arbitrator

Each party shall pay one-half (1/2) of the fees and expenses of the Arbitrator.

Amending of Time Limits

The time limits fixed in both the grievance and arbitration procedure may be extended by agreement in writing between the Employer and the Union. Saturdays, Sundays and paid holidays shall be excluded in determining the time within which any step is to be taken.

8.05 **Discharge and Discipline Procedure**

Where a member of Management intends to interview an employee for the purpose of discipline, suspension, or to terminate an employee for cause, the member of management shall notify such employee within a reasonable time prior to imposing the discipline or discharge so that the employee may arrange to have the Steward, or in the case of a Steward or local union officer, a CUPE staff representative, present at the meeting.

When an employee is discharged, suspended or disciplined the employee shall be given the reason in the presence of the Steward. In all matters of discipline, suspension or discharge the Employer shall state in writing the reason for such discipline, suspension, or discharge and a copy shall be remitted to the Union. Any reply by the employee or the Union shall become part of their record.

A grievance by an employee who has completed their probationary period, that the employee has been discharged or suspended without just cause, shall commence at Step 2 of the grievance procedure.

Such grievances may be resolved by upholding the grievance, dismissing the grievance and affirming the Employer's action, or any other arrangements considered just.

8.06 **Failure to Grieve**

The failure of an individual to file a grievance, or the failure of an individual to proceed to the next grievance step, does not prejudice any other employee from filing a future grievance on a similar or related issue.

8.07 **Removal of Disciplinary Notation**

An employee may request the removal of a disciplinary notation in their employment file that has been in their file for twenty-four (24) months or more if, within the twenty-four (24) previous months to the request for removal there has been no similar or related disciplinary notation.

The record of any disciplinary action or warning shall not be referred to or used against an employee at any time after twenty-four (24) months following such action, provided no other related disciplinary action has been taken against that employee within that twenty-four (24) month period.

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8.08 **Removal of Non-Disciplinary Notation**

The Employer agrees to remove all instances of non-disciplinary notation, such as coaching letters, letters of counsel, letters of expectation or any other type of letter created with the same intent, from an employee's file that has been in their file for twenty-four (24) months.

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ARTICLE 9 – SENIORITY

9.01 **Seniority Defined**

Seniority is defined as the length of continuous service in the Bargaining Unit and shall include continuous service with the City of Richmond Hill. Seniority shall operate on a bargaining-unit-wide basis.

9.02 **Seniority List**

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. For determining seniority where two or more employees commenced work on the same day, preference shall be assigned by the date of hire. When two or more employees share the same date of hire, a lottery system will be used. The Union, the Employer and the affected Employees shall be present at the time the lottery takes place. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

9.03 **Loss of Seniority**

An employee shall lose all seniority and be deemed terminated if the employee:

a) is discharged for just cause and is not reinstated;

b) voluntarily resigns in writing from their employment and does not rescind in writing within 48 hours ;

c) fails to return to work within ten (10) working days following a layoff and after receiving notice by registered mail to do so, unless through sickness or other acceptable reason. It is the responsibility of the employee to keep the Employer advised of their current mailing address and telephone number;

d) engages in other gainful employment while on leave of absence unless they notify the Employer in writing;

e) is laid-off for a period exceeding eighteen (18) months; and

f) accepts a temporary position outside of the bargaining unit and does not return for a period of more than 18 months.

9.04 **Retaining Seniority**

An employee shall not lose seniority rights if the employee is absent from work because of sickness, disability, accident, layoff or leave of absence approved by the Employer.

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ARTICLE 10 – PROBATIONARY FULL-TIME AND TEMPORARY EMPLOYEES

10.01 **Probation for Newly Hired Full-time Employees**

A newly hired probationary employee shall be on probation for a period of six (6) consecutive months from the date of hiring. After successful completion of the probationary period, seniority shall be effective from the original date of employment. Such probationary period may be extended with the mutual consent of the Union and Employer. [2017] The discharge of a probationary employee shall be within the sole discretion of the Employer and cannot be made the subject matter of a grievance. Probationary employees shall only be covered by the provisions of the Collective Agreement regarding Articles 2, 3.01, 4.02, 11.07, 12.01, 13, 14, 15.01, 15.03, 16, 17.00, 19.03, 20.04, 21.02, 22, 23.02 and the Hourly Wage Rate Schedule and shall have the right to grieve for violation of these articles.

The Chairperson or a designated representative of the Union shall have the right to meet for up to thirty (30) minutes with each newly hired employee on the first day that the employee starts with the Corporation or as soon as possible thereafter. Where possible newly hired staff will be met with as a cohort.

10.02 **Temporary Employee**

If a temporary employee with less than three (3) months break in service, becomes a permanent full-time employee in the same job classification of their temporary assignment in which they had previously worked in as a temporary employee for six (6) months or more, the probation period for the permanent full-time position will be waived and they shall be deemed to have successfully completed the probation for that position. Such an employee shall not be required to serve a formal second probation period.

Temporary employees shall be advised at the time of hiring of their temporary status and estimated duration of employment, however, shall not be construed as a guarantee of completion of the term and may be subject to change. The Corporation shall advise the Union of the hiring of temporary employees, the estimated duration, the projected termination date as well who the individual is replacing. Temporary employees shall be paid at the start rate of the position for the time they performed the work.

The suspension or discharge of a temporary employee shall be within the sole discretion of the Employer, though it is understood that such action shall not be done in a manner, which is arbitrary, discriminatory, or in bad faith. As such then can be made the subject matter of a grievance.

The following table outlines the articles in which a temporary employee is covered and/or not covered:

Articles in Collective Agreement Not Covered		Articles in Collective Agreement Covered	
6	Bargaining Relations	1	Recognition
7	Labour Management Committee	2	Management Rights
9.01	Seniority Defined	3	No Discrimination
9.02	Seniority List	4	Union Membership
9.03	Loss of Seniority	5	Correspondence
Articles in Collective Agreement Not Covered		Articles in Collective Agreement Covered	

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10.01 Probation for Newly Hired FT Employees	8 Grievance Procedure
10.03 Seasonal Employees	9.04 Retaining Seniority
11.01 Job Postings	10.02 Temporary Employees
11.02 Employee Selection	11.05 Appointing of Outside Applicants
11.03 Notification to Employees & Union	12.01 Role of Seniority in Layoffs & Recalls
11.04 Trial Period	12.02 New Employees
11.06 External Advertising	13 Hours of Work
11.07 Employee Unable to Return to Normal Duties	14 Overtime
11.08 Consent to work outside of bargaining unit	15 Paid Holidays
12.03/12.04 Grievances on Layoff and Recalls	16 Vacations – 4% vacation pay, plus 2 weeks unpaid vacation
16 Vacations	17 Sick Leave – after 3 months of service, temporary employees are eligible for 1 sick day per month of service, to a maximum of 21 days, no payout provisions
17 Sick Leave	19.01 General Leave
18 Long Term Disability Plan	19.02 Jury Duty
19.04 Union Functions	19.03 Bereavement Leave -Immediate family members, as defined: spouse, child, parent, sibling, step-child, step-parent, foster parent, child-in-law, parent-in-law, sibling-in-law – 3 days grandparents, step-grandparents, grandparents-in-law – up to 3 days
20 Employee Benefits	19.05 Pregnancy/Parental Leave
22.06 Mechanics Tool Allowance	19.06 Emergency/Dependent Care leave
	21.01 Supply of Work Clothing
	21.02 Specialty/Safety Items
	22.01 Pay Day
	22.02 Rate of Pay on Promotion or Reclassification
	22.03 Pay on Temporary Transfer
	22.04 Shift Premium
	22.05 Standby
	22.07 City Closures
	23 General
	24 Term of Agreement
	Classification/Wage Schedules
Letters of Understanding:	Letters of Understanding:
Maintenance of Existing Staff	WWW Positions and New Remuneration/ Wage Schedule
Fitness Memberships	Hours of Work

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Opportunities for Operators in Parks Division	Written Notice of Loss of Employment Qualifications
Opportunities for Operators in Roads Division	Job Evaluation
Stagehands at the RHCPA	
Shift Premium for Skate Trail Employees and Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste	

Summer Temporary Employee clothing description	Quantity	Winter Temporary Employee	Quantity
Pants	2	Pants	2
Baseball Cap	1	Heavy Winter Parka/Insulated Bomber Style Coat	1
T-Shirts	5	Winter Toque	1
Summer Bibs	1	T-Shirts	5

Those Employees that work during both summer and winter seasons shall receive both clothing allowances.

10.03 **Seasonal Employee**

The probationary period can only be completed during full-time permanent service. Seasonal employees shall be compensated during the first assignment term at the 1st year rate for seasonal employees.

Seasonal employees who return to the workforce for a subsequent season will be compensated at the 2nd term rate providing they worked a minimum of twenty (20) weeks as a seasonal employee.

Seasonal employees who have worked for the City in the previous year shall be given first consideration of future seasonal employment, subject to satisfactory performance, qualifications, experience and operational need.

Subject to anticipated operational needs, the Employer will confirm in writing with outgoing seasonal employees, if they will be offered subsequent seasonal employment, providing they complete the required application process and meet all posted job qualifications/ requirements.

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Seasonal employees shall receive the following items of clothing in each calendar year: [2017]

Summer Seasonal Employee	**Winter Seasonal Employee**
5 T-shirts	1 Hoodie or 1 Sweatshirt
2 Baseball Hats	2 Toques

Where the clothing has been damaged while performing work related duties, such clothing will be replaced as determined by the Employer. It is the responsibility of all staff to ensure that only City issued clothing is worn at all times while at work. [2017]

The suspension or discharge of a seasonal employee shall be within the sole discretion of the Employer, though it is understood that such action shall not be done in a manner, which is arbitrary, discriminatory, or in bad faith. As such then can be made the subject matter of a grievance.

The following table outlines the articles in which a seasonal employee is covered and/or not covered:

Articles in Collective Agreement Not Covered	Articles in Collective Agreement Covered
6 Bargaining Relations	1 Recognition
7 Labour Management Committee	2 Management Rights
9 Seniority	3 No Discrimination
10.01 Probation for Newly Hired Full-time Employees	4 Union Membership
10.02 Temporary Employees	5 Correspondence
11 Promotions and Staff Changes	8 Grievance Procedure
12.02/12.03/12.04 Layoff & Recalls	10.03 Seasonal Employees
13.05 Hours of Work	12.01 Role of Seniority in Layoffs & Recalls
16 Vacations	
17 Sick Leave	13.01/13.02/13.03/13.04/13.06 Hours of Work
18 Long Term Disability Plan	14 Overtime
19.01 General Leave	15 Paid Holidays
19.03 Bereavement Leave (see exception)	19.02 Jury Duty
19.04 Union Functions	19.03 Bereavement Leave – Immediate family members, as defined: spouse, child, parent, sibling, step-child, step-parent, foster parent, child-in-law, parent-in-law, sibling-in-law – 3 days grandparents, step-grandparents, grandparents-in-law – up to 3 days
19.05 Pregnancy/Parental Leave	21.02 Specialty/Safety Items
19.06 Emergency/Dependent Care leave	22.01 Pay Day
20 Employee Benefits	22.02 Rate of Pay on Promotion or Reclassification
21.01 Supply of Work Clothing	22.03 Pay on Temporary Transfer
22.06 Mechanics Tool Allowance	22.04 Shift Premium
Letters of Understanding:	22.05 Standby
Maintenance of Existing Staff	22.07 City Closures

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Fitness memberships	23 General
Opportunities for Operators in Parks Division	24 Term of Agreement
Opportunities for Operators in Roads Division	Classification/Wage Schedule
	Letters of Understanding:
	Hours of Work
	Written Notice of Loss of Employment Qualifications
	Stagehands at the RHCPA
	Job Evaluation
	Shift Premium for Skate Trail Employees and Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste

* Heavy equipment shall mean any equipment which exceeds twelve thousand (12,000) kg gross vehicle weight, backhoes, vehicles with air brakes, and any tractors with a bucket size of two (2) yards or greater.

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ARTICLE 11 – PROMOTIONS AND STAFF CHANGES

11.01 **Job Postings**

When management determines the need to fill a vacancy, on a full-time basis or temporary basis of greater than four (4) months, or when a new position is created within the bargaining Unit, the Employer shall forward a copy of the job posting to the Union and post the job electronically for five (5) working days. The position will not be filled until the posting period has expired. Such job posting shall contain the following information: [2017]

Classification
Qualifications
Shift
Department and Section
Wage Rates

Where qualified applicants have been identified the position will be filled within sixty (60) days of the closing of the posting.

a) When a full-time vacancy occurs, Management may offer the position to other CUPE members performing the same position, based on a seniority basis. The resultant vacancy will be posted. [2017]

b) Temporary vacancies which are expected to last four (4) months or less will not be posted but will be filled with the most senior qualified member in the Division. [2017]

11.02 **Employee Selection**

Promotions and permanent transfers shall be based upon the following factors:

a) qualifications and ability;

b) seniority.

Where the requirements in factor (a) are relatively equal, seniority shall govern. Candidates must meet all posted qualifications at the date of appointment or must be able to achieve them within the trial period and must have completed their probationary period. [2017]

11.03 **Notification to Employees and Union**

All applicants and the Union will be advised of the name of the successful applicant. The Employer shall advise the Union of all promotions, demotions, hirings, layoffs, recalls, transfers and terminations of employment.

11.04 **Trial Period**

The successful applicant will be placed on trial, at the rate in effect for the position, for a period of up to two (2) months.

In the event that the applicant proves unsatisfactory to the Employer during their trial period, or in the event that the employee requests to be returned to their former position, the employee

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shall be returned to their former position without loss of seniority and at the rate in effect for the former position.

11.05 **Appointing of Outside Applicants**

Temporary followed by seasonal employees shall be considered for job postings as an internal applicant after full-time employees have been processed and shall be considered for the employment opportunity prior to an external applicant.

No outside applicant for any vacancy shall be considered until the applications of present qualified Union members have been fully processed.

11.06 **External Advertising**

The Corporation may advertise any vacancy internally and externally at the same time where the Corporation believes no current employees have the qualifications or experience for the position. In the event a current employee with the qualifications and experience does apply for the position, the employee shall be considered before any external applicants are considered.

11.07 **Employee Unable to Return to Normal Duties**

Where it has been determined that an employee who, through occupational illness or disability, cannot return to normal duties shall, having regard to the employee's qualifications, be considered by the Employer for alternate employment in an existing available position. Remuneration for alternate employment shall be the job rate in effect for the alternate job.

11.08 No employee will be required to work in a position outside of the bargaining unit without their consent and will be compensated at the appropriate outside rate.

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ARTICLE 12 – LAYOFFS AND RECALLS

12.01 **Role of Seniority in Layoffs and Recalls**

In the event of a layoff, all seasonal employees, then temporary employees and then probationary employees will be laid off first. After all seasonal, temporary and probationary employees have been laid off, provided they have the qualifications and abilities to do the jobs remaining, full-time employees will be laid off in the reverse order of their seniority. [2017]

12.02 **Notice of Layoff**

a) The Employer shall provide the Unit Chair, or their designate, and the affected employees with no less than ten (10) working days' notice of a short-term layoff or shall provide payment to individual employees in lieu thereof. In giving such notice, the Employer will indicate to the Union the reasons causing the layoff and the anticipated duration of the layoff and will identify the employees likely to be affected. If requested, the Employer will meet with the Union to review the effect on employees in the bargaining unit.

b) In the event of a planned layoff at the Employer of a long-term nature, the Employer shall provide the Union and the affected employees with no less than ninety (90) calendar days written notice of the pending layoff or shall provide payment to individual employees in lieu thereof. Note: Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided above shall be considered notice to the Union of any subsequent layoff.

The Employer shall meet with the local Union to discuss the following:

i) the reasons causing the layoff

ii) the method of implementation including the areas of cutback and the employees to be laid off; and

iii) alternatives to implementing the layoff

12.03 **Right of Employees Receiving Notice of Layoff of Displacement**

In the event of a layoff, employees shall be laid off in the reverse order of seniority provided that the employees who are entitled to remain on the basis of seniority are qualified to perform the available work.

Employees shall have the following entitlements in the event of a layoff

i) An employee who has been notified of a short-term layoff may:

a) accept the layoff; or

b) displace an employee who has lesser bargaining unit seniority and whose job is in the same or a lower job classification provided that the employee is able to perform the normal requirements of the job. Any employee so displaced shall be deemed

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to have been laid off and shall thereupon be entitled to all rights and privileges as set out in this Article.

c) transfer to a vacant full-time position or temporary position (which are expected to exceed three (3) months in duration) provided that they are qualified to perform the available work.

Employees will inform the Employer of their decision regarding A, B or C above within five (5) working days of receipt of notice of layoff.

ii) An employee who has been notified of a long-term or permanent layoff may:

a) accept the layoff; or

b) opt to retire if eligible under the terms of the Employer's pension plan; or

c) transfer to a vacant full-time position or temporary position (which are expected to exceed three (3) months in duration) provided that they are qualified to perform the available work; or

d) displace an employee who has lesser bargaining unit seniority and whose job is in the same or a lower job classification provided that the employee is able to perform the normal requirements of the job. Any employee so displaced shall be deemed to have been laid off and shall thereupon be entitled to all rights and privileges as set out in this Article.

Where a proposed layoff results in the subsequent displacement of any member(s) of the bargaining unit, the original notice to the Union provided in 12.03 above shall be considered notice to the Union of any subsequent layoff.

Employees will inform the Employer of their decision regarding A, B, C, D above within five (5) working days of receipt of notice of layoff.

12.04 **Benefits while on Lay-Off**

In the event of a layoff where an employee is subject to recall, the Employer shall continue payment benefits for a period of three (3) months.

12.05 **Recall**

Employees shall be recalled on the basis of seniority, with the most senior recalled first, provided they are qualified to perform the normal requirements of the job. Employees will be notified of any position vacancy which they have qualifications and ability to perform. An employee will have five (5) working days from the date of sending the notification to respond. Should an employee fail to respond, the Employer will make all reasonable efforts to ensure the employee received the offer of recall and provides a response. Employees will be paid the wage rate for the position they have been recalled for.

Laid off employees are eligible, in order of seniority, provided they are qualified to perform the normal requirements of the job, for "temporary" recalls of more than three (3) months. An

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employee who has been recalled to such temporary vacancy shall not be required to accept such recall and may instead remain on lay-off. In the event that an employee accepts the temporary vacancy, at the end of the temporary vacancy, they are placed back on the recall list and the time filling the temporary vacancy would count as part of length of recall. During the period of the temporary assignment employees will continue to be offered any opportunity for permanent recall to which they are entitled.

12.06 **New Employees**

No new employees shall be hired in positions in the bargaining unit until all employees laid off have been given the opportunity of recall as defined in this Article.

12.07 **Employee Recalled to Different Classification**

An employee recalled to work in a different classification or position from which they were laid off shall be offered one opportunity of returning to the position they held prior to the lay-off, should it become vacant prior to it being offered to any other employee who remains on layoff.

12.08 **Grievances on Layoffs and Recalls**

Grievances concerning layoffs and recalls shall be initiated at Step 3 of the grievance procedure.

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ARTICLE 13 – HOURS OF WORK

13.01 Articles 13.02 to 13.05 inclusive are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or week, or days of work per week.

13.02 **Normal Hours**

Normal working hours shall be eight (8) consecutive working hours per day for five (5) consecutive working days per week, for a total of forty (40) hours per week.

13.03 **Normal Working Day**

For employees on the "morning shift", the normal working day comprises of eight (8) consecutive working hours commencing between 6:00 a.m. and 7:00 a.m. with a one half (1/2) hour meal break between 10:00 a.m. and 1:00 p.m. and ending between 2:30 p.m. and 3:30 p.m.

For employees on the "day shift", the normal working day commences at 7:30 a.m. and ends at 4:00 p.m. with a one-half (1/2) hour meal break between 11:00 a.m. and 2:00 p.m. [2017]

For employees on the "afternoon shift", the normal working day comprises of eight (8) consecutive working hours between 2:30 p.m. and 12:00 midnight with a one-half (1/2) hour meal break between 6:00 p.m. and 9:00 p.m. [2017]

For employees on the "night shift", the normal working day comprises of eight (8) consecutive working hours between 11:00 p.m. and 8:00 a.m. with a one-half (1/2) hour meal break between 2:00 a.m. and 5:00 a.m. [2017]

For employees in the Facilities Section, the normal “day shift” shall begin between the hours of 6 a.m. and 8 a.m. and end between 2:30 p.m. and 4:30 p.m. with a one-half (1/2) hour meal break. [2017]

13.04 **Special Shift**

Should it be deemed necessary by the Employer, a special shift consisting of a normal working day or working week at hours other than normal hours, may be scheduled. This would constitute a normal shift and notice of it must be given twenty-four (24) hours in advance. Shift premium, as outlined in Article 22.04 shall be in effect for all hours of a special shift other than those between 7:30 a.m. and 4:00 p.m. Failure to provide twenty-four (24) hours' notice shall result in payment of overtime at established rates for any hours worked during such special shift. The Corporation shall schedule all special shifts by first seeking volunteers in order of most senior qualified staff. Where there are no volunteers, the special shifts shall be scheduled in reverse order of seniority, provided qualifications are met. It is agreed that where there are no volunteers for special shifts and where the Corporation assigns special shifts in reverse order of seniority, no employee shall then be required to remain on special shifts for a period exceeding two (2) months a season.

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13.05 **Facility Hours**

The normal work week for Facility Operators shall consist of forty (40) hours.

For Arena employees, normal working hours can be considered to be ten (10) consecutive working hours per day with a one-half (1/2) hour meal break, for four (4) consecutive working days per week, for a total of forty (40) hours per week. [2017]

The Employer will make an effort not to schedule employees to work more than two (2) consecutive weekends within a given scheduled period.

The Corporation will also try to schedule to avoid a situation of having less than twelve (12) hours between shifts. Shift premium will be in effect for hours worked on a shift other than the normal day shift as defined in Article 13.03.

13.06 **Maximum Continuous Work Time**

After sixteen (16) or more continuous hours of work, the next consecutive twelve (12) hours must be time off except in emergency situations as determined by the City and, if any of the twelve (12) hours off fall within the employees' next regular scheduled shift, all such hours shall be paid at straight-time rates. Under no circumstances will any employee be required or allowed to work more than twenty (20) hours, without a twelve (12) hour break.

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ARTICLE 14 – OVERTIME

14.01 **Overtime Defined**

All time worked before or after the regular work day and the regular work week, as defined in Articles 13.02 to 13.04, or on a paid Holiday shall be considered overtime.

14.02 Payment for overtime hours shall be as follows:

a) for employees who have worked the morning shift,

i) time and one-half for all hours worked during the eight (8) hours immediately following the employee's normal shift Monday through Saturday, inclusive and for all hours worked on a Saturday from 7:00 a.m. until 3:30 p.m.

ii) double time for all hours worked between midnight and the start of the morning shift, Monday through Saturday, inclusive and for all hours worked on Sunday or on a paid Holiday.

b) for employees who have worked the day shift,

i) time and one-half for all hours worked during the eight (8) hours immediately following the employee's normal day shift Monday through Saturday inclusive, and for all hours worked on a Saturday from 7:30 a.m. until 4:00 p.m.

ii) double time for all hours worked between midnight and the start of the day shift, Monday through Saturday inclusive, and for all hours worked on Sunday or a paid Holiday.

c) for employees who have worked the afternoon shift,

i) time and one-half for all hours worked during the eight (8) hours immediately following the employee's normal shift Monday through Saturday, inclusive and for all hours worked on a Saturday from 4:00 p.m. until midnight.

ii) double time for all hours worked during the eight (8) hours immediately preceding the employee's normal shift Monday through Saturday, inclusive and for all hours worked on Sunday or on a paid holiday.

d) for employees who have worked the night shift,

i) time and one-half for all hours worked during the eight (8) hours immediately following the employee's normal shift Monday through Saturday, inclusive and for all hours worked on Saturday from midnight to 8:00 a.m.

ii) double time for all hours worked during the eight (8) hours immediately preceding the employee's normal shift Monday through Saturday, inclusive and for all hours worked on a Sunday or a paid holiday.

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e) for employees who have worked 4x10hr/shifts

i) the 1st and 2nd days off are paid at time and one-half

ii) the 3rd day off will be paid at double time.

For example, an employee who works 10-hour shifts from Wednesday - Saturday, Sunday and Monday would be paid at time and one half and Tuesday would be paid at double time.

14.03 For employees whose normal work days include Saturday and/or Sunday, their sixth (6th) and seventh (7th) consecutive days will be deemed to be Saturday and Sunday respectively for overtime purposes.

14.04 When an employee's scheduled overtime is canceled without eight (8) hours (consecutive) notification prior to the commencement of such overtime, the employee shall be paid for a minimum of two (2) hours pay at the appropriate overtime rate.

14.05 **Meal Allowance**

A meal allowance of twenty dollars ($20.00) shall be paid to employees who are required to work three (3) consecutive overtime hours and for each additional three (3) consecutive overtime hours provided that the employee receives less than 12 hours' notice that they are required to work overtime. This does not include special events where meals are provided.

14.06 **Call Back**

An employee who is called into work, from off the premises, outside their regular working hours shall be paid a minimum of two (2) hours at overtime rates. One other call-back received during the two (2) hour period will constitute a continuation of the first call-back and any time worked will be paid for at the appropriate overtime rate. However, a third or subsequent call-back during any twenty-four (24) hour period shall be treated as a new call-back.

This clause is with the exception of Forepersons, who may be required to work up to one (1) hour earlier in order to deal with schedules or organizing work assignments and shall be compensated with overtime as per Article 14.02.

14.07 **Lieu Time**

Employees must elect to receive overtime pay or lieu time at the time the hours are earned. Employees may elect to bank overtime at the rate it was earned. The number of overtime hours converted to lieu time are not to exceed eighty (80) hours. Any hours in excess of eighty (80) hours will be paid out. Any banked time paid out will be at the rate of pay for their permanent classification. Employees may request payment of lieu time hours at any time throughout the calendar year.

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ARTICLE 15 – PAID HOLIDAYS

15.01 The following shall be recognized as paid holidays under this Agreement:

New Years Day	Civic Holiday
Family Day	Labour Day
Good Friday	National Day for Truth and Reconciliation
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

When an employee is absent from work without authorization the day prior to, or the day following a paid holiday, the employee shall not be paid for the paid holiday.

15.02 **Floating Holidays**

In addition to the paid holidays enumerated in Article 15.01, employees are entitled to two (2) additional days off with pay, referred to as Floating Holiday, which may be taken at a time agreed to by the employee and the Employer. In the event that Heritage Day or any other day is proclaimed as a legal holiday by Federal or Provincial authorities, the Floating Holiday(s) will be relinquished, and the Legislated Holiday(s) will be granted as an additional paid holiday. [2017]

The Floating Holiday(s) will not be classed as a paid holiday for premium rates of pay.

An employee who has at least six (6) months of continuous service in each calendar year will be entitled to the Floating Holidays referred to in Article 15.02.

15.03 a) **Paid Holidays Falling on Saturday or Sunday**

When any of the paid holidays fall on a Saturday or Sunday and is not declared or proclaimed as being observed on some other day, the day or days immediately preceding or following the paid holiday(s) shall be deemed, by the Employer, after consultation with the Union, to be the paid holiday(s).

b) An employee whose scheduled work week is Monday to Friday shall be compensated for all holidays referred to in Article 15 as follows:

i. if the employee does not work on the designated holiday, the employee will be paid for a full day at their regular rate of pay;

ii: if the employee works on a designated holiday, the employee will be paid two (2) times their regular rate for time so worked and in addition shall either:

a. be paid for a full day at their regular rate of pay, or

b. be entitled, at the employee's option, to a day in lieu with pay at a time to be mutually agreed upon between the employee and the supervisor.

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FOR CLARITY - In order to be considered a Monday to Friday worker, the majority of the employee's regularly scheduled hours of work for the Monday shift must fall after 12:01 a.m. on Monday and for the Friday shift must fall before 11 :59 p.m. on Friday.

(c) When a holiday, as referred to in clause 15.01 falls on a Saturday or Sunday employees who work any other shift other than Monday to Friday shall observe the holiday as it falls and shall be compensated as set out below:

i. if the employee does not work on the actual holiday, the employee shall be paid for a full day at their regular rate of pay.

ii. if the employee works on the actual holiday, the employee will be paid two (2) times their regular rate of pay for the time so worked and in addition shall either:

a. be paid for the full day at their regular rate of pay, or

b. be entitled, at the employee's option, to a day in lieu with pay at a time to be mutually agreed upon between the employee and the supervisor.

15.04 **Paid Holidays Falling on a Scheduled Day Off or During Vacation**

When any of the above-noted holidays fall on an employee's scheduled day off or during their vacation, the employee shall receive, at their discretion, a day's pay or another day off with pay at a time mutually agreed to by both parties.

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ARTICLE 16 – VACATIONS

16.01 **Vacation Entitlement**

The vacation year will be from January 1 to December 31.

Vacation entitlements for the year will be advanced on January 1 of that year. Should an employee reach an entitlement threshold date in that year the annual vacation entitlement will be calculated on a prorated basis based on the anniversary date to determine the amount of vacation available for that year.

Employees hired during the calendar year, shall have their vacation days pro-rated for the remainder of the year, based on fifteen (15) days per year.

Employees shall be eligible to utilize their vacation entitlement three (3) months following their date of hire. This shall not preclude any vacation entitlement from being deposited into their vacation bank during the first three (3) months of employment.

Annual vacation with pay will be granted as follows:

a) Employees with one (1) year but less than six (6) years of continuous service; fifteen (15) working days' vacation;

b) Employees with six (6) years but less than fourteen (14) years of continuous service; twenty (20) working days' vacation;

c) Employees with fourteen (14) years but less than twenty-one (21) years of continuous service: twenty-five (25) working days' vacation; [2017]

d) Employees with twenty-one (21) years but less than twenty-two (22) years of continuous service; twenty-six (26) days' vacation;

e) Employees with twenty-two (22) years but less than twenty-three (23) years of continuous service; twenty-seven (27) days' vacation;

f) Employees with twenty-three (23) years but less than twenty-four (24) years of continuous service; twenty-eight (28) days' vacation;

g) Employees with twenty-four (24) years but less than twenty-five (25) years of continuous service; twenty-nine (29) days' vacation;

h) Employees with twenty-five (25) years of continuous service; thirty (30) days' vacation;

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16.02 Vacation Selection

Employees will be permitted to take the vacation to which they are entitled at any time of the year, consistent with seniority and the number of employees that can be spared at one time and still maintain efficiency as determined by the Employer. Seniority regarding vacation selection shall no longer apply if holidays are not scheduled with the Employer prior to February 1st, each year.

Employees are asked to submit vacation requests by February 1st. The Employer will have up to six (6) weeks to respond to the employee's request. Requests received after this date will be handled on a "first come first served" basis and simultaneous requests will be dealt with on the basis of seniority. [2017]

Summer and winter standby schedules will be posted by the Employer as per Article 22.05. [2017]

16.03 Banking Vacation Credits

Where an employee does not, within the period of any year of employment, take all of the vacation to which they are entitled, the employee may, with the approval of the Employer, carry forward into the next year of employment, the number of unused vacation days to a maximum of ten (10) days and add such number of days' vacation to their vacation entitlement for the next year of employment. Any vacation days carried over must be taken by December 31st, of the following year, failing which they will be paid out.

16.04 Sick Leave During Vacation

If an employee becomes ill or is injured while on vacation, and if the employee is normally entitled to less than three (3) weeks annual vacation, they may cancel up to one (1) week of their remaining scheduled vacation and use the corresponding time from their accumulated sick leave credits. Such transfer of vacation to sick time will be at the discretion of the Employer and must be supported by a doctor's note, to be paid for by the Employer.

If an employee is normally entitled to three (3) or more weeks vacation, the employee may transfer up to two (2) weeks vacation to sick leave. Such transfer of vacation to sick time will be at the discretion of the Employer and must be supported by a doctor's note, to be paid for by the Employer.

Employees must submit their request to convert vacation time to sick time immediately upon their return to work.

Employees who have exhausted their sick leave bank may take any vacation from their bank to cover time lost due to illness.

16.05 Vacation Pay on Termination

An employee who terminates employment at any time in the vacation year, prior to using their vacation, shall be entitled to a proportionate payment of salary or wages in lieu of such vacation prior to termination.

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ARTICLE 17 – SICK LEAVE

17.01 **Sick Leave Defined**

Sick Leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled because of an accident for which compensation is not payable under the Workplace Safety Insurance Act.

17.02 In order to be eligible for payment of wages under the sick pay scheme during an illness, the employee must inform the respective Manager or designate of the employee's illness a minimum of one (1) hour prior to the commencement of the employee's shift, and on a daily basis, unless otherwise agreed to by the Manager. Where the employee is negligent in reporting to the Manager or designate prior to the required time, the employee's absence will be without pay. [2017]

17.03 **Amount of Sick Leave**

Each employee will be provided with a sick leave bank as follows, effective January 1st of each year:

Years of Service	Days @ 100% of Salary
First year of employment	50.0 Days pro-rated for the year.
1st full calendar year	52.5 Days per year
2nd full calendar	60.0 Days per year
3rd full calendar year	67.5 Days per year
4th full and subsequent calendar years	75.0 Days per year

An employee who becomes totally disabled and who has not lost more than nine (9) days of sick leave credits previous to the most recent incident of sick leave in that specific calendar year will be entitled to ten (10) additional days of sick leave credits, the "additional days", should the employee exhaust the respective number of sick leave credit days as stated above minus those days of sick leave absence during that respective calendar year at seventy-five percent (75%) of the gross salary for the additional days.

At the beginning of the following calendar year the sick leave bank will be returned to the appropriate number of days as per Article 17.03 provided the employee is actively at work. For employees who have exhausted their sick bank and who are returning to work, "actively at work" is defined as actively at work on a full-time basis for an accumulative period of ten (10) working days. Vacation credit will be calculated up to the date the employee becomes disabled who subsequently goes on Long Term Disability.

17.04 **Deductions from Sick Leave**

A deduction shall be made from the sick leave bank for all time absent on account of sick leave as defined in Article 17.01 and calculated in accordance with Article 17.03.

After the fourth (4th) absence period, the employee will not get paid for the first day of the fifth (5th) absence and the first two (2) days of the sixth (6th) and subsequent absences unless,

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at the discretion of the Corporation, payment is authorized for special circumstances. This procedure will continue for the remainder of the employee's year of service.

An absence period is defined as a new sick leave occurrence. A subsequent sick leave due to the same or related disability will be considered a reoccurrence if supported by medical documentation. [2017]

17.05 **Proof of Illness**

a) An employee may be required to produce a note signed by the employees treating practitioner for any illness exceeding three (3) consecutive days or with a demonstrated pattern of absences.

b) No employee shall draw, during their active service with the Corporation, sick leave benefits if the absence from work is not due to illness.

c) In the case of a prolonged absence, a certificate shall be submitted every thirty (30) calendar days unless waived by representatives of the Corporation's administrative staff. The information on the certificate must include aspects of the job which the employee is limited or prevented from performing, fitness for work, estimated date of return, and accommodation needs for return to work.

d) The Employer shall bear the full expense of any medical certificates requested by the Employer. The Employer shall reimburse Employees for the cost of any medical notes requested by the Employer, up to a maximum of $40.00 each.

17.06 **Sick Leave Records**

A record of all unused sick leave credits will be maintained by the Payroll Section of the Employer. Within a reasonable time after the close of each calendar year each employee shall be notified in writing, as to the amount of sick leave to their credit.

17.07 **Workplace Safety Insurance Deductions from Sick Leave**

If an employee is injured while in the employ of the Employer and is in receipt of payment from the Workplace Safety Insurance Board for time lost due to the accident, the employee shall continue to receive their full wages, less legal and authorized deductions, subject to the following:

a) The employee shall assign the payments received from the Workplace Safety Insurance Board to the Employer.

b) 0.25 sick days will be deducted from the employee's sick leave credits for each day off work beyond the accident date and is eligible to receive payments from the Workplace Safety Insurance Board. Sick incidents do not apply to employees on WSIB.

c) In the event that the employee has no sick leave credits, they will receive only the amount paid to them by the Workplace Safety Insurance Board and the Employer will not continue to pay the employee at their normal rate.

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17.08 **Workplace Safety Insurance – Temporary Disability**

In accordance with Workplace Safety Insurance Board regulations, temporarily disabled employees will, with medical evidence acceptable to the Workplace Safety Insurance Board, in conjunction with the City's Modified Work Program, be offered modified work, within the confines of Article 12. Remuneration for modified employment will not be less than ninety percent (90%) of the rate for their regular job.

17.09 **Perfect Attendance**

If an employee is not absent for twelve (12) consecutive months during the calendar year, a payment of the equivalent of one (1) days' pay at the employee's normal rate of pay will be provided. Absences due to Vacation, Jury Duty, WSIB incidents or a scheduled shutdown, will not affect an employee's eligibility for perfect attendance payment or time off. This will be earned on the following basis: 2017

Perfect attendance from January 1st through December 31st – one (1) day. 2017

The employee must make the decision on whether to take payment or time off within one (1) month of having earned the entitlement. Payment will be made within two (2) months and time off must be used within six (6) months of having earned the entitlement.

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ARTICLE 18 – LONG TERM DISABILITY PLAN

18.01 All full-time employees shall become and remain members of the Long Term Disability Plan. The Corporation agrees to pay one hundred percent (100%) of the premium for the coverage outlined in the Master Policy.

18.02 The Corporation will continue to pay the appropriate premiums for group employee benefits namely Dental, Extended Health Coverage, Group Life, Accidental Death and Dismemberment and Long Term Disability for a period of up to twenty-four (24) months from the date the employee first becomes disabled.

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ARTICLE 19 – LEAVE OF ABSENCE

19.01 **General Leave**

An employee may be allowed leave of absence without pay and without loss of seniority when the employee requests such leave for good and sufficient cause. Such request shall be submitted in writing at least ten (10) working days in advance and approved by the Employer. Approval shall not be unreasonably withheld.

19.02 **Jury Duty**

An employee who is summoned to serve as a juror or subpoenaed as a witness in a case in which the employee has no personal interest and who would otherwise be on normal working duty for the Employer, will be granted a leave of absence for such purpose. The employee will be paid their full wages at the regular rates less legal and authorized deductions upon payment of their jury or witness fees to the Employer.

19.03 **Bereavement Leave**

Employees who are bereaved will be allowed the following time off with compensation for the work days lost at their regular rate of pay less legal and authorized deductions:

a) Loss of spouse, child, parent, sibling, step-child, step-parent, foster parent, child-in-law, parent-in-law, sibling-in-law – up to five (5) days.

b) Loss of grandparents, step-grandparents, grandparents-in-law – up to three (3) days.

c) Loss of siblings of parents, parents' sibling's child – up to two (2) days.

d) For a fellow employee – a maximum number of five (5) employees may be absent one-half (1/2) day to attend the funeral. Those attending must receive approval from the Employer.

e) For a fellow employee's spouse, child, or parent – two (2) employees may be absent for one-half (1/2) day to attend the funeral. Those attending must receive approval from the Employer.

19.04 **Union Functions**

a) Upon application submitted at least five (5) working days in advance, members of the Bargaining Unit may be granted, upon the Employer's approval, leave of absence with pay, equivalent to a maximum in the aggregate of thirty (30) working days per employee and an aggregate total of sixty (60) working days per calendar year for the entire Bargaining Unit, to represent the Union at conventions, executive and committee meetings or workshops. Such leave will be without loss of wages and benefits. When such leave is granted, the Corporation will bill the Local 905 for the wages and benefits.

b) Where an employee is elected or appointed to a full-time or part-time office within CUPE Local 905 or CUPE National or Provincial, the Employer may consider a request for an

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extended leave of absence for a maximum period of twenty-four (24) months and may grant such leave of absence. Such leave shall not be unreasonably denied.

c) The Employer shall pay the employee's wages and benefits during such leave and may be required to top up the salary, to that which is assigned by Local 905. However, it is agreed and understood by the parties that the Employer shall invoice the Union, and the Union shall forthwith provide full reimbursement to the Employer.

d) Upon thirty (30) days written notice, the employee shall be returned to their former position provided that they have maintained their qualifications, or they may be placed into a position for which the employee is qualified for.

e) The Employer will fill the resulting vacancy with a temporary employee for the length of the leave. The temporary employee will be laid off when the employee on leave returns and shall have no access to bumping process.

f) The Unit Chair shall be provided two (2) days per month leave at the Union's expense and not to be deducted from the allotment above.

19.05 **Pregnancy/Parental Leave**

Employees will be granted Pregnancy/Parental Leave in accordance with provincial legislation, on at least four (4) weeks written notice to the Employer.

The employee shall provide the Corporation with at least two weeks written notice of their return to work. On returning from maternity/parental leave, the employee shall be placed in their former position. If the former position no longer exists, the employee shall be placed in a position in their last job classification.

19.06 **Emergency/Family Care Leave**

The Corporation will grant each employee up to three (3) days per calendar year leave, with compensation at their regular rate of pay less legal and authorized deductions, when the employee cannot report to work due to unforeseen emergency situations and/or family care needs. Emergency/family care is defined as: (a) a personal illness, injury or medical emergency of a dependent or (b) an urgent matter that concerns a dependent or (c) an unforeseen critical incident. [2017]

These days will be drawn from the employees' sick bank and will not be considered as a sick leave incident for the purpose of Article 17.03 Deductions from Sick Leave. The employee may not take more than two (2) days in a row. Emergency/family care days can only be taken in half (1/2) or full day increments. Unused days are not to be carried over to the next year. Dependents are defined as spouse, child or parent. [2017]

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ARTICLE 20 – EMPLOYEE BENEFITS

20.01 Employee Assistance Program

The City and the Union have a strong interest in encouraging early treatment and help to resolve employee problems related to substance abuse, emotional, medical, family or financial difficulties and will endeavor to assist in the promotion of a full and healthy lifestyle through employee assistance programs.

20.02 Hospital and Medical Coverage

The Employer agrees to pay one hundred percent (100%) of the premiums for the following benefits:

Pay Direct Drug Plan National Formulary:

- 95% of all eligible drugs, medicines and applicable pharmacy dispensing – $11.99 dispensing fee cap
- 75% for all other non-formulary drugs which require a prescription
- Mandatory generic drug substitution, effective date of ratification [2017]

Note: If a fee is introduced by the pharmacist for consultation with employee's physician on eligible drugs, the Corporation agrees to reimburse the employee one hundred percent (100%) of the fee.

Paramedical coverage for chiropractic and massage therapy in the amount of six hundred dollars ($600.00) per person/per year/per practitioner, effective date of ratification. [2017] Increase to $650 effective April 1, 2026.

Psychological services to a maximum of twelve hundred dollars ($1200.00) per person per benefit year. Psychologist service providers are psychologist*, or social worker* who has their MSW, or psychotherapist*

* physician's prescription not required

Vision Care Plan in the amount of five hundred and fifty dollars ($550.00) per family member every twenty-four (24) months, effective date of ratification. This may be applied to the use of Laser eye surgery. Eye examinations – covered every twenty-four (24) months. [2017] Increase to $600 effective April 1, 2026.

The Vision Care Plan will include reimbursement for laser eye surgery as an alternative to glasses. Employees choosing laser eye surgery shall be reimbursed an equivalent of the five hundred and fifty dollars ($550.00) per twenty-four (24) month period until such time the laser eye surgery costs are fully reimbursed. Increase to $600 effective April 1, 2026.

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20.03 **Dental Plan**

Employer agrees to pay one hundred percent (100%) of the premiums for the Dental Care Plan, or equivalent, based on the current year. No deductible amounts are applicable to benefits provided under this plan.

Service/Procedure		Reimbursement	Maximum
A.	Diagnostic/Preventative	100%	Nil
B.	Minor Restorative	100%	Nil
C.	Orthodontic	50%	$3000.00 Lifetime*

* Orthodontic services will be provided for dependent children who have attained their sixth (6th) birthday, but not their twentieth (20th) birthday on the date treatment commenced, payable at fifty percent (50%) with a limit of three thousand dollars ($3000.00) per child per lifetime, effective date of ratification. 2017

Service/Procedure		Reimbursement	Maximum
D.	Periodontic (Minor Restorative)	100%	Nil
E.	Denture (Major Restorative)	50%	$2,500.00 per person/year, effective date of ratification 2017
F.	Bridge (Major Restorative)	50%	Nil
G.	Crown (Major Restorative)	50%	Nil
H.	Endodontic	100%	Nil

Basic examinations and prophylaxis – every 9 months

Bitewing X-rays – 1 set every 12 months

20.04 **Pension Plan**

Every employee shall join the Ontario Municipal Employees Retirement System Final Average Earnings Plan.

20.05 **Group Life Insurance**

The Employer agrees to pay one hundred percent (100%) of the premiums for Group Life Insurance and Accidental Death and Dismemberment Plan for the following coverage:

a) Life Insurance – 2 x base annual wages to the nearest five hundred dollars ($500.00)

b) Accident Death and Dismemberment (A.D. & D) – 2 x base annual wages to the nearest five hundred dollars ($500.00).

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20.06 **Post 65 Benefits**

Full benefits as per pre-65 years of age:

1) It is agreed and understood that the employees shall be excluded from the current LTD plan.

2) As for Extended health benefits: It is agreed and understood that the first payer for prescription drugs shall be the Ontario Drug Benefit Plan – with the deductible being paid for by the City.

All other rights and benefits shall be maintained.

20.07 **Early Retiree Extended Health Care**

Employees who retire from the Corporation and receive their OMERS pension and who are not eligible for benefits from another Employer shall be eligible to receive the retiree health and dental benefits listed below. Such benefits will continue to age sixty-five (65).

Early Retiree Extended Health Care:

- Prescription Drugs – 90% coinsurance for National Formulary; 70% coinsurance for non-formulary drugs; Mandatory generic drug substitution, effective date of ratification; [2017]
- 100% all other eligible expenses – as provided under active employees' plan;
- $500.00/calendar year paramedical coverage;
- $5,000.00/calendar year-private duty nursing;
- Semi-private hospitalization;
- No out-of-country coverage; and
- Vision care – $325.00 every 24 months
- Hearing Aids - $375.00 every three (3) years

Early Retiree Dental Care:

- Level 1 and II only (cleanings, filings, root canal, etc.);
- 12-month recall check-ups;
- 100% all eligible expenses;
- ODA fee schedule (Current – 3)
- Major restorative coverage – 50% to a maximum of fifteen hundred dollars ($1,500.00)
- No orthodontic coverage

In the event that a Retiree in receipt of Health and Dental benefits passes away the Retiree's surviving spouse will be eligible to continue to receive the Retiree's benefits until the earlier of the date the retiree would have reached sixty-five (65) or the surviving spouse reaches age sixty-five (65).

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20.08 **Retiree Life Insurance**

Employees who retire from the Corporation and receive their OMERS pension shall be eligible to receive the early retiree life insurance of ten thousand dollars ($10,000.00) term insurance which will be in effect until the retiree reaches seventy-five (75) years of age.

20.09 **Health Spending Account for Retirees**

Members who qualify for an OMERS pension and have fifteen (15) consecutive years of recognized service with Corporation of the City of Richmond Hill, shall be eligible for a Health Spending Account (HSA) in the amount of twenty-seven hundred and fifty dollars ($2,750.00) per calendar year. The Account shall be available to the retired employee for the ten (10) years immediately following their 65th birthday. Eligibility for the HSA would cease at the end of the month in which the retiree turns 75, or at the date of their death, whichever occurs first.

The HSA shall be available to reimburse the retiree for health care expenses which are deemed allowable expenses by Revenue Canada. The retiree may also claim eligible expenses for their spouse and dependents against their account. The retiree must submit original receipts in order to receive reimbursement from the account.

It is understood that the Health Spending Account is not available to employees who remain actively at work beyond age 65; however, for those employees who retire after age 65 and meet the above noted entitlement criteria, the HSA would be available from their date of retirement up to the end of the month in which the retiree turns 75, or at the date of their death, whichever occurs first.

Employees who retire post 65, will receive a prorated Retiree HSA for the balance of the year in which they retire.

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ARTICLE 21 – CLOTHING ALLOWANCE

21.01 **Supply of Work Clothing**

Each employee shall be supplied with the following articles of clothing upon employment:

2 long sleeve shirts
5 t-shirts
3 golf shirts
4 pair pants
1 toque
1 baseball hat
1 summer "Bomber" Style Jacket
1 Pair of Insulated Bibbed Overalls
1 Pair of Non-Insulated Bibbed Overalls
1 heavy winter Parka or insulated "Bomber" Style Coat
1 pair construction safety boots

In the event that an employee decides to purchase safety boots, other than the regular City issue, the employee shall pay the difference in cost between the cost of the Employer issued safety boot and the boot purchased, provided such purchase is made from the regular supplier for the Employer.

Articles of clothing will be replaced using a point system. Each employee will receive 225 points in each calendar year for the purpose of exchanging some or all of the allotted points for items of clothing as identified in the clothing chart below to the annual maximum indicated. Points may only be used in the year that they are allotted.

Additional orders for clothing may be made where the clothing has been damaged while performing work related duties. Such clothing will be replaced without allotment points being deducted, as determined by the Employer.

Replacement Clothing Point System

Clothing Item	Annual Maximum	Point Value
Orange Winter Jacket-Bomber	1	0 Replacement upon approval by management
Safety T-shirt	1	0 Replacement upon approval by management
Winter Bibs	1	100
Summer Bibs	3	90
Summer Jacket-Bomber	3	90
Pants Carhart (Winter Weight)	3	40
Pants Cool Wear	3	70
Sweatshirts ¼ Zip – Grey or Black	2	50
Knit Black Sweater	2	60
Golf Shirts – Grey or Black	3	20

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Long Sleeve Shirt	5	50
T-shirts – Grey or Black	5	10
Pants Carhart (Summer Weight)	5	40
Baseball Hat	2	10
Hoodie Sweatshirt-Full Zip Grey or Black	2	70
Fleece Hoodie	2	70
Nylon Spring Jacket	1	70
Toque	2	8
Short/Long Sleeve Dress Shirt	5	50
Dress Pants – Black/Charcoal	3	40
Winter Parka/Bomber Jacket – Black	1	125
Winter Vest - Brown	1	90
Chemical Resistant Pants	3	40

It is the responsibility of all staff to ensure that only issued clothing is worn at all times, while at work.

21.02 **Specialty/Safety Items**

Rain gear, gloves, glove liners, eye protection, safety boots/galoshes, non-insulated rubber boots, winter safety parka, ear protection, and hard hats will be issued on an "as needed basis" at the discretion of the Employer. Specialty items may be issued on approval of the Employer.

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ARTICLE 22 – PAYMENT OF WAGES AND ALLOWANCES

22.01 **Pay Day**

The Employer shall pay wages every second Friday in accordance with the current wage rate schedule by direct deposit. The pay period shall end at 4:00 p.m. on the previous Friday.

22.02 **Rate of Pay on Promotion or Reclassification**

An employee assigned, promoted or reclassified on a permanent basis to a higher paying classification shall receive the rate of pay and benefits for that classification.

22.03 **Pay on Temporary Transfer**

When an employee is temporarily required to perform duties in a higher paying classification, they shall be paid for the full shift at the job rate for the classification which the employee assumes, provided that the employee is in the upgraded classification for a minimum of four (4) consecutive hours or more.

Bargaining unit employees who are appointed to temporary "acting" positions outside of the bargaining unit, shall continue to retain their service and seniority. The employee will return to their bargaining unit position within six (6) months after the temporary appointment, unless the Union and the Employer otherwise agree. Employees will retain seniority provided they return to the bargaining unit within a period of up to eighteen (18) months.

Employees transferring to another position within the Corporation, not covered by this Agreement, on a secondment or temporary basis, will continue to receive the medical/dental benefits and all other entitlements associated with this agreement.

Upon completion of a secondment or temporary assignment, employees will revert back to their substantive position to the appropriate hourly rate.

The provisions of this article shall apply to periods during which the employee is absent on sick pay or paid holidays or on an approved annual vacation.

22.04 **Shift Premium**

Any full-time employee hired for or transferred to a shift other than the normal "day shift", as defined in Article 13.03 shall be paid a shift premium of one dollar and twenty-five cents ($1.25) per hour. The shift premium will not be paid when overtime premium rates are in effect as outlined in Article 14.02.

22.05 **Standby**

Employees who are being paid to be on *standby, that is, immediately available by telephone contact, and able to work, shall be paid as follows:

- Effective date of ratification – two hundred and twenty-five dollars ($225) per week
- Effective April 1, 2026 - two hundred and fifty dollars ($250) per week

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In recognition of their responsibility as the primary contact and the requirement to receive and respond to calls after hours and for providing direction by telephone the following rates for Forepersons and Leadhands shall apply.

Forepersons, Leadhands and Facility Operators who are required to be on winter/summer standby and who are the primary contact will be paid as follows:

- Effective date of ratification - two hundred and seventy-five dollars ($275) per week
- Effective April 1, 2026 - three hundred dollars ($300) per week

If a paid holiday occurs during a week that an employee is on standby, the crew who begins their standby at 7:30 a.m. shall be granted an alternate day off in lieu of the paid holiday in addition to their standby pay.

* Standby shall mean the period of time from 7:30 a.m. on Friday of a given week to 7:30 a.m. on Friday of the following week. Standby (for Facility Staff) shall mean the period of time from 2:30 p.m. on Thursday of a given week to 2:30 p.m. on Thursday of the following week.

The Employer will post summer standby schedules for the following year, by December 15th.

The Employer will post the winter standby schedules by April 1st each year. [2017]

For Water and Wastewater, the Employer will post the standby schedule for the following year, by December 1st.

22.06 Employees who are not on a standby rotation and do not have the opportunity to bank overtime and who have less than ten (10) days of vacation available as of September 1st, shall be granted the opportunity to bank time, at their regular rate of pay, for performing additional meaningful work outside of their regularly scheduled shift. This is to be used solely for Christmas shutdown days, and not as a replacement for overtime opportunities.

22.07 **Mechanics Tool Allowance**

The mechanic's tool allowance shall be up to a maximum of one thousand dollars ($1000) annually and the serviceperson's tool allowance shall be four hundred and fifty dollars ($450.00) annually.

22.08 **City Closures**

When the City closes all or part of their departments, employees who remain will be compensated with equal time off.

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ARTICLE 23 – GENERAL

23.01 **Bulletin Boards**

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall be able to post notices of meetings, and such other notices as may be of interest to the employees.

23.02 **Dues Receipts**

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid by each employee in the previous year.

23.03 **Employee Change of Address/Status**

The employee shall notify the Employer and Human Resources in writing, of any change in the employees address or change in dependent status within one week of any such change. The employee or the Association shall save the Corporation harmless in any action resulting from the employee not making the required changes in records as noted above.

23.04 **Required Training/Certification**

Where an active employee requires training/certification as a condition of employment, the City shall at its discretion, either provide the required re-training/re-certification or will reimburse employees, upon proof of payment and successful re-certification.

23.05 **Written Notice of Loss of Employment Qualifications**

An employee who is employed in the City of Richmond Hill who is required by law, regulation or professional designation to hold and maintain a specific qualification to perform the duties and functions of their position shall be required to provide the Employer with written notice of the loss or suspension of such qualification.

This may include the loss or suspension of a certification/license that may prevent the employee from performing the full functions of their current position within the City.

Where employees lose a license or certificate for non-medical reasons which prevents them from performing the full function of their current position, the Employer will endeavor to provide alternate employment until such time as they regain their license/certification. If such alternate employment is available, the employee will be paid at the appropriate rate for that alternate position.

Where employees lose a license or certificate for medical reasons which prevents them from performing the full function of their current position, the Employer will make every effort to accommodate them in their current position, until such time as they regain their license/certification before looking to accommodate in alternate employment. The employee will be paid at the appropriate rate for that alternate position.

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Should an employee neglect to notify the Employer of the loss or suspension, at the time of the loss or suspension, the matter may be treated as a matter of discipline.

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ARTICLE 24 – TERM OF AGREEMENT

24.01 This Agreement shall be binding and remain in effect from April 1, 2024 to March 31, 2027, and shall continue from year to year thereafter unless either party gives to the other party notice in writing within ninety (90) days prior to March 31 in any year that it desires its termination or amendment.

24.02 **Changes in Agreement**

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their corporate seals by the hands of their proper officers in that behalf.

SIGNED THIS 16th **DAY OF** December **, 2025**

THE CORPORATION OF THE CITY OF RICHMOND HILL

DocuSigned by:
CAE255900E9B470...
Mayor David West

DocuSigned by:
4256E8764FA248B...
Stephen M.A. Huycke, City Clerk

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 905.16, RICHMOND HILL UNIT

Jake Matta (Dec 19, 2025 16:54:50 EST)
Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, National Representative

As ratified by Council on December 11, 2024 and documented in Staff Report SRCFS.24.061

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MEMORANDUM OF AGREEMENT

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Hours of Work

WHEREAS the parties have entered into a collective agreement for the period of April 1, 2024 to March 31, 2027, and;

WHEREAS the *Employment Standards Act* was amended with changes to become effective March 1, 2005, and;

WHEREAS the parties wish that employees may continue to work extra hours as contemplated in the collective agreement and which are allowed by the *Employment Standards Act, 2000* (hereinafter "the *Act*") and;

WHEREAS the *Act* requires various agreements that were not required under the former *Act* in order to continue to work these extra hours;

THEREFORE the Parties agree to all of the terms of this Memorandum of Agreement as outlined below:

1. This agreement shall not apply to employees to whom Parts VII and VIII of the *Act* do not apply, as provided in the *Act* and its Regulations.

2. For the purposes of Section 17(1)(a) of the *Act*, normal working hours consist of eight (8) hours per day, as defined in Article 13.02 of the collective agreement.

3. In accordance with Section 17(2) but subject to the exceptional circumstances provisions of Section 19 of the *Act*, the Union agrees that the bargaining unit employees may work in excess of the normal working hours *to a maximum of 16 hours per day or 70 hours per week*, subject to the overtime provisions in Article 14 of the collective agreement.

4. Employees are entitled to have eight (8) consecutive hours free from the performance of work between shifts, and if that break period overlaps with the start of their next scheduled work period, Article 13.06 of the Collective Agreement shall apply.

5. This Memorandum of Agreement shall only apply until March 31, 2027 and may be renewed. This agreement cannot be revoked by either party unless the Union on behalf of the employees or Management on behalf of the City both agree in writing.

6. The Parties agree that in exceptional circumstances, as defined in the Highway Traffic Act, employees who are required to drive commercial vehicles, may be required to work in excess of

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the maximum thirteen (13) hours of continuous driving per day as exempted by the Highway Traffic Act and its Regulations. In the event that employees may be required to drive beyond sixteen (16) continuous hours, the Director or designate approval is required.

Initially Signed: 2007
Renewed: 2010, 2013, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

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LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Maintenance of Existing Staff Complement

The City will commit to make every possible effort during the term of this Agreement to maintain the existing staff complement. If, in the City's view, workforce reductions may become necessary, the City will request the assistance of the Union to explore alternative means of meeting the City's needs prior to any implementation.

In the event of a layoff from contracting out of services, employees shall be laid off in reverse order of their seniority provided that those employees that remain have the qualifications and ability to do the jobs remaining. The City will guarantee that eighty percent (80%) of those employees who were permanent full-time at the start date of this Collective Agreement will be provided with full-time employment during the term of this agreement. This does not guarantee that employees will retain the positions which they occupied at the start of this Agreement or at the time a layoff occurs.

Initially Signed: July 20, 2001
Renewed: January 27, 2005, January 8, 2008, August 25, 2010, April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

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LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Fitness Memberships

In accordance with the recently approved program approved by Council for all City staff it is agreed that the City will provide, free of charge, Full Fitness Memberships to employees which will include participation in the early morning/lane swim sessions. In addition the City will provide a twenty-five percent (25%) reduction on the Full Fitness Memberships to dependent family members of employees.

Initially Signed: July 20, 2001
Renewed: January 27, 2005, April 24, 2007, August 27, 2010, April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Opportunities for Operators in the Public Works Division with the exception of the Roads, Fleet/Public Works Support Services, Water and Wastewater Section

An Operator III with a minimum two (2) years experience will move to the Operator II wage rate once they have successfully completed: three (3) courses in a certificate program (Green Industry) at a post-secondary institution recognized by the Ministry of Training, Colleges and Universities, OR any three (3) courses/licences listed below. [2017]

An Operator II with a minimum of five (5) years experience will move to the Operator I wage rate once they have successfully completed: a certificate program (Green Industry) at a post-secondary institution recognized by the Ministry of Training, Colleges and Universities OR a total of five (5) of the following courses/licences listed below. [2017]

Courses/Licences:

- Playground Practitioner
- Pesticides Spraying Licence
- Irrigation Maintenance
- Ontario Drivers "A" Licence
- Backhoe Operation
- University of Guelph, Turf Managers Short Course [2017]
- Train the Trainer, Grounds Maintenance [2017]
- Pool Operator [2017]

Or any other Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste related course. All courses/licences are subject to management approval.

Refer to Horticultural Certificate from the University of Guelph. (www.horticulturalcertificates.com)

Initially Signed: 2004
Renewed: 2007, 2010, April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

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LETTER OF UNDERSTANDING

Between
The Corporation of the City of Richmond Hill ("the City")
and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Opportunity for Operators in the Roads Division

Effective April 1, 2016, there are three (3) levels of Roads Operator. If a Roads Maintenance employee gains experience/education as outlined below, they will be compensated at the Operator II level of pay providing the following conditions are met:

Upon successful completion of the following Anderson/Mahoney courses:
A. Construction (3-day course + exam)
B. Maintenance (3-day course + exam)

In addition, if a Roads Maintenance employee gains experience/education as outlined below, they will be compensated at the Operator I level of pay providing the following conditions are met:

A Roads Operator who successfully completes any two (2) of the following courses will be eligible to move to the next level of compensation:

- Practical Urban Maintenance
- Scott McKay Bituminous Technology
- Scott McKay Concrete Technology
- Municipal Survey
- Soils and Pavements
- Snow School
- Equipment Operator Workshop
- OGRA, Overview of Municipal Road Design & Construction Course CSA12 [2017]
- OGRA, Bridge & Culvert Management CSA03 [2017]
- OGRA, Roadway Management Course CSA11 [2017]
- OGRA, Municipal Health & Safety Course CSA08 [2017]
- AORS, Modules – Customer Service, Leadership & Local Government (all 3 modules must be taken for equivalency) [2017]

Or any other Roads and Traffic related course. All courses/licences are subject to management approval.

Only one (1) 3-day course can be taken per calendar year.

Initially Signed: 2004
Renewed: 2007, 2010, April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

Without Prejudice or Precedent

SUBJECT: Stagehands at the Richmond Hill Centre for the Performing Arts

Whereas stagehands working at the Richmond Hill Centre for the Performing Arts ("Theatre stagehands") were found by the Ontario Labour Relations Board ("Board") (Decision No. 0392-11-R dated December 8, 2011) to be included under the scope of the CUPE, Local 905.16 Richmond Hill bargaining unit;

And whereas the City and the Union have been negotiating the terms and conditions of the Theatre Stagehands employment with the City;

And whereas the Theatre stagehands have been placed on payroll in accordance with the Memorandum of Agreement signed by the parties on March 12, 2012;

The parties agree to the following on a without prejudice or precedent basis:

1. The Union is the recognized bargaining agent for the Theatre Stagehands in accordance with Board Decision No. 0392-11-R and pursuant to Article 1 of the collective agreement between the City and the Union.

2. The Theatre Stagehands are not full-time or probationary employees.

3. A Theatre Stagehand shall mean a person employed by the Employer and hired to perform work related backstage stagehand operations for a period of time not to exceed forty-nine (49) consecutive weeks, no matter what section of the Corporation they have worked and must have a minimum of three (3) weeks break in service after the forty-nine weeks or less term, unless waived by both parties.

4. The suspension or discharge of a Theatre Stagehand shall be within the sole discretion of the Employer, though it is understood that such action shall not be done in a manner, which is arbitrary, discriminatory, or in bad faith. As such then can be made the subject matter of a grievance.

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5. The following table outlines the articles in which a Theatre Stagehand is covered and/or not covered:

Articles in Collective Agreement Not Covered	Articles in Collective Agreement Covered
7 Labour Management Committee	1 Recognition
9 Seniority	2 Management Rights
10.01 Probation for Newly Hired Full-time Employees	3 No Discrimination
10.02 Temporary Employees	4 Union Membership
10.03 Seasonal Employees	5 Correspondence
11 Promotions and Staff Changes	6 Bargaining Relations
12 Layoff & Recalls	8 Grievance Procedures
13 Hours of Work	15 Paid Holidays
	19.02 Jury Duty
14 Overtime	19.03 Bereavement Leave – Immediate family members, as defined: spouse, parent, child or sibling – three (3) days Grandparents and Step-Grandparents – two (2) days
16 Vacations	21.01 Supply of Work Clothing (based on chart below)
17 Sick Leave	21.02 Specialty/Safety Items
18 Long Term Disability Plan	22.01 Pay Day
19.01 General Leave	22.07 City Closures
19.04 Union Functions	23 General
19.05 Pregnancy/Parental Leave	24 Term of Agreement
19.06 Emergency/Dependent Care leave	
20 Employee Benefits	
22.02 Rate of Pay on Promotion or Reclassification	
22.03 Pay on Temporary Transfer	
22.04 Shift Premium	
22.05 Standby	
22.06 Mechanics Tool Allowance	
Letters of Understanding:	
Maintenance of Existing Staff	
	Letters of Understanding:
	Hours of Work
Opportunities for Operators in Parks Division	Stagehands at the RHCPA
Opportunities for Operators in Roads Division	Fitness Memberships
Shift Premium for Skate Trail Employees	
	Classification/Wage Schedule

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

Theatre Stagehands employees shall receive the following items of clothing in each calendar year:

Stagehand Annual Clothing Allowance	Quantity
Black T-Shirts	5

6. The rate of pay for the Theatre Stagehands is $31.15 per hour as of April 1, 2024. The Stagehands will receive the same across the board wage increase as specified in the wage schedule.

7. Theatre Stagehands shall be classified as follows:

   - Lighting Technician
   - Sound Technician
   - Flyman/Stage Rigger

8. Hours of Work

   The following is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or week, or days of work per week. The normal work period for Theatre Stagehands shall be up to forty (40) hours per week. The City will endeavour to grant eight (8) hours off between shifts.

   The normal hours of work for each shift may vary, but shall be as follows:

   Morning shift – Starting between 6:00am – 9:00am and ending up to thirteen (13) consecutive hours later, with a one-half (1/2) hour unpaid meal period for every 5 hours worked;

   Afternoon shift – Starting between 3:30pm – 6:30pm and ending up to (13) consecutive hours later, with a one-half (1/2) hour unpaid meal period for every five (5) hours worked.

   The meal period shall be a one-half (1/2) hour paid when the Stagehands are required to remain on duty. There are no meal penalties.

9. Overtime will be paid at time and one half for all hours worked after forty (40) hours per week.

10. Shift schedules shall be assigned based on operational need, availability and skill set. Every effort will be made to equalize hours. At least five (5) days advance notice to post the shift schedule. If a shift is cancelled within twenty-four (24) hours, employees will receive two (2) hours regular pay. [2017]

11. Any call backs shall be given on the basis of operational need and availability.

12. Requests for time off or vacation must be received in writing and require management approval which will not be unreasonably denied. Theatre Stagehands will receive four percent (4%) vacation pay on each pay on each pay based on their earnings.

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

13. Stagehand employees who have worked for the City in the preceding contract shall be given notice and first consideration of future contracts, subject to satisfactory performance, qualifications, experience and operational need.

14. Subject to anticipated operational needs, the Employer shall confirm in writing with outgoing Stagehand employees, if they will be offered subsequent Stagehand contracts, provided they meet all posted job qualifications/requirements.

15. The City will create full time positions for a Lead Stagehand plus three additional Stagehands.

16. Full time positions will be posted in accordance with the job competition provisions of the CA.

17. The Parties agree that theatre staff shall work the hours as directed by the Supervisor Theatre Programming and Operations to ensure the efficiency of the Theatre operation.

Initially Signed: 2013
Renewed: January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Shift Premium for Skate Trail Employees and Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste

Whereas shift premium is not paid to Skate Trail employees and the Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste between the hours of 7:30 a.m. and 4:00 p.m. in accordance with the collective agreement;

And whereas for Facility Operators, shift premium will be in effect for hours worked on a shift other than the normal day shift as defined in Article 13.03 (i.e., commencing at 2:30 p.m.);

And whereas the afternoon shift for the Skate Trail employees and the Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste commences at 2:30 p.m.;

And whereas the Union would like the Skate Trail employees on the afternoon shift and the Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste to be paid shift premium for all the hours worked on the afternoon shift;

The parties agree to the following on a without prejudice or precedent basis:

1. On a trial basis, the City will provide a shift premium outlined in article 22.04 of the collective agreement for Skate Trail employees who work the afternoon shift and the Seasonal Afternoon Shift Leadhand in Urban Forestry Natural Environment Horticulture, Parks Services and Infrastructure and/or Energy and Waste.

2. This trial will commence the pay period after this Letter of Understanding is signed and will last until March 31, 2027, or the next collective agreement is signed, whichever is earlier.

3. The parties may only extend the trial by agreement in writing.

Initially Signed: June 13, 2012
Renewed: April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Personal Emergency Vacation Days

Whereas an employee may call in to advise the City that the employee is unable to attend work because of a personal emergency;

And whereas the employee may want to use one of their vacation days to cover the absence;

The parties agree to the following on a without prejudice or precedent basis:

1. On a trial basis, the City will allow staff in the CUPE bargaining unit to use four (4) days of their current vacation entitlement to be used as emergency vacation days. This means that an employee can call their supervisor in the event of an emergency to use a vacation day [up to two (2) times], and the request will not be denied by management.
2. The City may request, at its discretion, proof of the emergency. Each case will be reviewed on an individual basis.

3. This trial will commence after this Letter of Understanding is signed and will be monitored over the course of the current collective agreement.

4. If this practice is abused by staff, The City reserves the right to withdrawn this practice at any time.

Initially Signed: June 13, 2012
Renewed: April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur
Amy McArthur (Jan 14, 2026 09:21:08 EST)

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Jan 19, 2026 10:31:59 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

LETTER OF UNDERSTANDING

Between

The Corporation of the City of Richmond Hill ("the City")

and

The Canadian Union of Public Employees, Local 905.16, Richmond Hill Unit, ("the Union")

RE: Opportunity for Mechanic Apprentice

In an effort to support the Provinces' automotive mechanical trades, the City and the Union support the formation of a progressive Mechanic Apprentice position in order to gain experience, qualify for and achieve Truck & Coach Certification.

- The apprenticeship program involves a series of work terms (typically ten-month term, forty (40) hour work week) separated by three school terms (typically two months, full-time).
- The Mechanic Apprentice position will be posted as per the collective agreement.
- It is agreed between the parties that capable and qualified members of the Union will have first consideration in the selection process for the apprenticeship program.
- The term of the Mechanic Apprentice position will not exceed five (5) years and shall be effective commencing the start date of the apprentice.
- Should the Mechanic Apprentice terminate their employment and/or transfer to another position at the City prior to the completion of the program, the employee will be required to pay a pro-rated amount back to the City for the payment of books (i.e. if the employee leaves after 1 year, they will be required to pay back 1/5th of the cost back to the City.)
- The employee will be required to abide by all rules/conditions of the apprentice program as set out by the Province
- Should a person entering the apprentice program possess proof of success completion of part or all of the required apprenticeship training, they shall be compensated at the equivalent pay rate rather than the registered probationary rate.
- The Mechanic Apprentice will be provided with a tool allowance equivalent to the serviceperson's tool allowance
- While in the apprenticeship program, the Apprentice shall not be permitted to apply for any internal posting. Once fully qualified, the employee may apply for any internal posting.
- There is no guarantee of full-time employment upon completion of this program.

- The rate of pay and the progression through the levels for a Mechanic Apprentice shall be:

Category	Pay Rate * (% of Mechanic II Job Rate)	Advancement Criteria [2017]
Fully Qualified	90	Journeypersons Class/Completion of Certificate of Qualification
Level I	85	Journeyperson Candidates Class/Completion of Certificate of Apprenticeship
Level II	80	Completion of Ontario College of Trades Level 3 Training Standard
Level III	75	Completion of Ontario College of Trades Level 2 Training Standard
Level IV [2017]	72.5	Completion of Ontario College of Trades Level 1 Training Standard
Registered	70	After six months on the job and completion of a satisfactory performance review
Registered, Probationary	65 (of Start Rate)	Apprentices Class

* Subject to the Apprentice providing proof of successful completion of the advancement criteria and supervisory approval. [2017]

If the applicant selected is currently a full-time permanent CUPE employee, the following conditions will apply:

- All provisions of the CUPE collective agreement will continue to apply, except as otherwise indicated in this Letter of Understanding.
- While in the Mechanic Apprentice position, attendance at the school terms will be treated as a leave of absence without pay, and subject to all of the terms and condition of the City's current policy.
- The City may request that the employee return to their former position in the event that:
    - The employee fails to progress into subsequent levels, through failure to complete required competencies and/or written testing as required or
    - The employee does not perform the duties of the position to a satisfactory level or
    - If the City decides to no longer participate in the program
- The City may back fill the employee's vacant position for a maximum period of five (5) years. It should be noted that this position will be filled on a year-to-year basis, subject to satisfactory performance and/or the City's continued participation in the program. The parties agree that the City may renew the employment contract for a maximum of five (5) years.
- The rate of pay for the Apprentice for existing Unionized staff shall be maintained at their current rate (if greater than the appropriate Apprentice rate) until such time as they progress into the corresponding pay category of the apprentice program.

If the applicant selected is hired externally, the following table outlines the articles in the agreement in which an apprentice employee is covered and/or not covered:

Articles in Collective Agreement Not Covered	Articles in Collective Agreement Covered
6 Bargaining Relations	1 Recognition
7 Labour Management Committee	2 Management Rights
8 Grievance Procedure	3 No Discrimination
9 Seniority	4 Union Membership
10.01 Probation for Newly Hired Full-time Employees	5 Correspondence
10.02 Temporary Employees	12.01 Role of Seniority in Layoffs & recalls
10.03 Seasonal Employees	13 Hours of Work
11 Promotions and Staff Changes	14 Overtime
12.02/12.03/12.04 Layoff & recalls	15 Paid Holidays
16 Vacations	19.03 Bereavement Leave – Immediate family members, as defined: spouse, mother, father, son, daughter, brother or sister – 3 days
17 Sick Leave	21.02 Specialty/Safety Items
18 Long Term Disability Plan	22.01 Pay day
19.01 General Leave	22.04 Shift Premium
19.02 Jury Duty	22.05 Standby
19.03 Bereavement Leave (see exception)	22.06 Serviceperson's Tool Allowance
19.04 Union Functions	22.07 City Closures
19.05 Pregnancy/Parental Leave	23 General
19.06 Emergency/Dependent Care Leave	24 Term of Contract
20 Employee Benefits	
21.01 Supply of Work Clothing	Classification/Wage Schedule
22.02 Rate of Pay on Promotion	
22.03 Pay on temporary Transfer	
Letters of Understanding:	Letters of Understanding:
Maintenance of Existing Staff	Hours of Work
Fitness Memberships	Written Notice of Loss of Employment Qualifications
WWW Positions and New Remuneration Wage Schedule	
Opportunities for Operators in Parks Division	
Opportunities for Operators in Roads Division	
Temporary Upgrades	
Sick Leave Defined	

- While in the apprentice position, attendance at the school terms will be treated as a break in service and shall be without pay.

- In the event that the employee fails to progress into subsequent levels, through failure to complete required competencies and/or written testing as required, the City may terminate the employee at their sole discretion. The termination of the apprentice and/or the termination of the City's participation in the program shall not be subject to a grievance.

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

Initially Signed: June 13, 2012
Renewed: April 1, 2014, January 25, 2017, June 15, 2021, December 9, 2024

For "the City"

Amy McArthur, Director People and Culture

For "the Union"

Jake Matta (Dec 19, 2025 16:54:50 EST)

Jake Matta, Past Chairperson, Local 905.16

Lindsay Mills, CUPE National Representative

Docusign Envelope ID: 79B3FBE4-A34F-4ABC-B038-D720DB66BCBA

CUPE 905.16 – Richmond Hill
Classification / Wage Schedule
Effective April 1, 2024 – December 11, 2024 – 3.75% General Increase

	Position Title	Start Rate	Job Rate (6 months)
1	Fleet Foreperson	$40.44	$42.41
	Forestry Foreperson	$39.40	$41.38
2	Facility Tradesperson	$38.65	$40.51
	Mechanic I		
	Roads Foreperson		
	Energy and Waste Foreperson	$37.61	$39.48
	Parks Foreperson		
3	Mechanic II	$36.32	$38.09
	Roads Leadhand		
	Building Maintenance Repair Person I	$35.29	$37.05
	Energy and Waste Leadhand		
	Facility Leadhand		
	Horticulturist/Leadhand		
	Parks Leadhand		
4	Arborist	$34.93	$36.62
	Building Maintenance Repair Person II	$33.90	$35.59
	Facility Operator I - Arena		
	Lead Stagehand		
5	Gardener	$32.92	$34.53
	Operator I - Roads	$31.88	$33.49
	Facility Operator I - Pools		
	Facility Operator II - Arena		
	Operator I - Parks		
	Outside Stockkeeper		
	Signwriter/Leadhand		
	Skilled Heavy Equipment Operator		
	Traffic Leadhand		
	Yard Leadhand		
6	Operator II - Roads	$32.45	$34.02
	Facility Operator II - RG	$31.42	$32.98
	Operator II - Parks		
	Serviceperson		

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CUPE 905.16 – Richmond Hill
Classification / Wage Schedule
Effective April 1, 2024 – December 11, 2024 – 3.75% General Increase

Position Title		Start Rate	Job Rate (6 months)
7	Operator III - Roads Facility Operator II - CC Operator III - Parks Traffic & Sign Assistant	$31.59 $30.55	$33.13 $32.09
8	Facility Operator II - Theatre	$30.48	$32.00
9	Labourer	$27.50	$28.87
10	Seasonal Labourer	1st Year $26.19	2nd Year $26.46
11	Stagehand	$31.15	
12	Apprentice	AP –	

1	Water Wastewater Foreperson	$42.83	$44.80
2	Water Wastewater Leadhand	$39.29	$41.12
3	Water Wastewater Operator I	$37.42	$39.17
4	Water Wastewater Operator II	$34.53	$36.15
5	Water Wastewater Operator III (OIT)	$32.26	$33.78

CUPE 905.16 - Richmond Hill
Classification / Wage Schedule -- Market Review
Ratification Date: December 11, 2024 - 3.75% General Increase

Position Title		Start Rate	Job Rate (6 Months)
1	Fleet Foreperson Forestry Foreperson	$41.58	$43.55
2	Facility Tradesperson Mechanic I Roads Foreperson Energy and Waste Foreperson Parks Foreperson	$40.31	$42.17
3	Mechanic II Roads Leadhand Building Maintenance Repair Person I Energy and Waste Leadhand Facility Leadhand Horticulturist/Leadhand Park Services & Infrastructure Leadhand	$37.34	$39.11
4	Arborist Building Maintenance Repair Person II Facility Operator I - Arena Lead Stagehand	$35.76	$37.45
5	Gardener Operator I - Roads Facility Operator I - Pools Facility Operator II - Arena Operator I - Parks Outside Stockkeeper Signwriter/Leadhand Skilled Heavy Equipment Operator Traffic Leadhand Yard Leadhand	$33.92	$35.53

6	Operator II - Roads Facility Operator II - RG Operator II - Parks Serviceperson	$32.45	$34.02
7	Operator III - Roads Facility Operator II - CC Operator III - Parks Traffice & Sign Assistant	$31.59 $30.55	$33.13 $32.09
8	Facility Operator II - Theatre	$30.48	$32.00
9	Labourer	$29.35	$30.72

		1st Year	2nd Year
10	Seasonal Labourer	$26.19	$26.46
11	Stagehand	$31.15	
12	Apprentice	AP -	

1	Water Wastewater Foreperson	$46.52	$48.49
2	Water Wastewater Leadhand	$44.01	$45.84
3	Water Wastewater Operator I	$38.75	$40.50
4	Water Wastewater Operator II	$35.66	$37.28
5	Water Wastewater Operator III (OIT)	$32.45	$33.97

CUPE 905.16 - Richmond Hill
Classification / Wage Schedule -- Market Review
Effective April 1, 2025 - 3.5% General Increase

	Position Title	Start Rate	Job Rate (6 Months)
1	Fleet Foreperson Forestry Foreperson	$43.04	$45.07
2	Facility Tradesperson Mechanic I Roads Foreperson Energy and Waste Foreperson Parks Foreperson	$41.72	$43.65
3	Mechanic II Roads Leadhand Building Maintenance Repair Person I Energy and Waste Leadhand Facility Leadhand Horticulturist/Leadhand Park Services & Infrastructure Leadhand	$38.65	$40.48
4	Arborist Building Maintenance Repair Person II Facility Operator I - Arena Lead Stagehand Parks Maintenance Repair Person	$37.01	$38.76
5	Gardener Operator I - Roads Facility Operator I - Pools Facility Operator II - Arena Operator I - Parks Outside Stockkeeper Signwriter/Leadhand Skilled Heavy Equipment Operator Traffic Leadhand Yard Leadhand	$35.11	$36.77

6	Operator II - Roads Facility Operator II - RG Operator II - Parks Serviceperson	$33.59	$35.21
7	Operator III - Roads Facility Operator II - CC Operator III - Parks Traffice & Sign Assistant	$32.70 $31.62	$34.29 $33.21
8	Facility Operator II - Theatre	$31.55	$33.12
9	Labourer	$30.38	$31.80

		1st Year	2nd Year
10	Seasonal Labourer	$27.11	$27.39
11	Stagehand	$32.24	
12	Apprentice	AP -	

1	Water Wastewater Foreperson	$48.15	$50.19
2	Water Wastewater Leadhand	$45.55	$47.44
3	Water Wastewater Operator I	$40.11	$41.92
4	Water Wastewater Operator II	$36.91	$38.58
5	Water Wastewater Operator III (OIT)	$33.59	$35.16

CUPE 905.16 - Richmond Hill
Classification / Wage Schedule -- Market Review
Effective April 1, 2026 - 3% General Increase

	Position Title	Start Rate	Job Rate (6 Months)
1	Fleet Foreperson Forestry Foreperson	$44.33	$46.43
2	Facility Tradesperson Mechanic I Roads Foreperson Energy and Waste Foreperson Parks Foreperson	$42.97	$44.96
3	Mechanic II Roads Leadhand Building Maintenance Repair Person I Energy and Waste Leadhand Facility Leadhand Horticulturist/Leadhand Park Services & Infrastructure Leadhand	$39.81	$41.69
4	Arborist Building Maintenance Repair Person II Facility Operator I - Arena Lead Stagehand Parks Maintenance Repair Person	$38.12	$39.92
5	Gardener Operator I - Roads Facility Operator I - Pools Facility Operator II - Arena Operator I - Parks Outside Stockkeeper Signwriter/Leadhand Skilled Heavy Equipment Operator Traffic Leadhand Yard Leadhand	$36.16	$37.88

6	Operator II - Roads Facility Operator II - RG Operator II - Parks Serviceperson	$34.59	$36.27
7	Operator III - Roads Facility Operator II - CC Operator III - Parks Traffice & Sign Assistant	$33.68 $32.57	$35.32 $34.21
8	Facility Operator II - Theatre	$32.49	$34.11
9	Labourer	$31.29	$32.75

		1st Year	2nd Year
10	Seasonal Labourer	$27.92	$28.21
11	Stagehand	$33.21	
12	Apprentice	AP -	

1	Water Wastewater Foreperson	$49.59	$51.69
2	Water Wastewater Leadhand	$46.92	$48.87
3	Water Wastewater Operator I	$41.31	$43.18
4	Water Wastewater Operator II	$38.02	$39.74
5	Water Wastewater Operator III (OIT)	$34.59	$36.21