

AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF IGNACE

**(hereinafter referred to as the “Employer”)
OF THE FIRST PART**

AND:

CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 87-11

**(hereinafter referred to as the “Union”)
OF THE SECOND PART**

TERM OF AGREEMENT: June 1, 2025 to May 31, 2028

kd/cope/491

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THIS AGREEMENT made this 4th day of December 2025

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF IGNACE
(hereinafter referred to as the "Employer")**

OF THE FIRST PART

AND:

**CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 87
(hereinafter referred to as the "Union")**

OF THE SECOND PART

ARTICLE 1 - PREAMBLE

1. WHEREAS it is the desire of both parties to this agreement:
 1. To maintain and improve the harmonious relations and settle conditions of employment between the Employer and the Union;
 2. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, employment, services etc.;
 3. To encourage efficiency in operation;
 4. To promote the morale, well being and security of all the employees in the bargaining unit of the Union;
- 1.2 AND WHEREAS it is desirable that methods of bargaining and matters pertaining to the working conditions of the employees be drawn up in an agreement;

NOW THEREFORE, the parties agree as follows:

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.1 The Union acknowledges that it is the exclusive function of the Employer to hire, retire, promote, demote, lay off, recall, transfer, classify and to suspend, discipline or discharge any employee for just cause. Further, the Employer has the sole and exclusive jurisdiction over all operations, buildings, machinery, equipment and employees. The rights reserved to management herein are subject to the other provisions of this Agreement. The Employer reserves the right to establish policies and procedures subject to the terms and conditions of this agreement.

ARTICLE 3 - RECOGNITION

3.1 Recognition

The Employer or anyone authorized to act on its behalf approves and recognizes the Canadian Union of Public Employees and its Local 87 as the sole collective bargaining agency for all its employees, including all employees of the Township save and except; Deputy-Clerk and/or Deputy Treasurer and persons above the rank thereof, Secretary to Council/Administrative Assistant, Public Works Supervisor and persons above the rank thereof, and students employed during school vacation, and hereby consents and agrees to negotiate with the Union, or any authorized committee thereof, in any and all matters affecting the relationship between the parties to this Agreement, looking towards a peaceful and amicable settlement of any differences that may arise between them.

3.2 No Other Agreements

No employee who is a member of the Union shall be required or permitted to make any written or verbal agreement with the Employer or their representatives which may conflict with the terms of the collective agreement.

ARTICLE 4 - NO DISCRIMINATION

4.1 No Discrimination

Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee by reason of race, colour, sex, sexual orientation, marital status, political or religious beliefs or national origin or place of residence or by reason of membership or non-membership or activity or non-activity in any trade union or association. The parties agree to comply with the Human Rights Code of Ontario.

ARTICLE 5 - UNION SECURITY

5.1 All Employees to be Members

All employees, except those listed in Article 3.1, of the Employer, as a condition of continuing employment, shall become and remain members in good standing of the Union, according to the constitution and by-laws of the Union. All future employees of the Corporation shall, as a condition of continued employment become and remain members in good standing in the Union.

5.2 Check-Off

The Employer shall deduct from every employee, except those listed in Article 3.1, monthly dues, initiations or assessments levied, in accordance with the Union Constitution and/or By-laws, and owing by them to the Union. The Union shall provide the Township with the written authorization signed by the employee for initiation and special assessment deductions.

5.3 Deductions

Deductions shall be made from the payroll period at the end of each month and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15th day of the month following, accompanied by a list of names and addresses of all employees from whose wages the deductions have been made.

5.4 Dues Received

The Employer shall ensure that the amount of union dues paid by each employee appears on the Revenue Canada T4 slips produced at the beginning of the following year.

5.5 Leave of Absence for Union Functions

An employee elected or appointed to represent the Union at conventions or an employee requesting leave of absence to attend executive and committee meetings of C.U.P.E., its affiliates or chartered bodies, shall be allowed such leave of absence with pay and without loss of benefits or seniority. The Employer shall bill Local 87 for such pay. Notification must be received by the Employer at least two weeks prior to such leave. No more than one employee, unless mutually agreed, will be allowed to utilize such leave at the same time, unless that function is happening in Ignace, at which three employees could utilize such leave.

ARTICLE 6 - NO STRIKE OR LOCKOUT

6.1 No strikes or lockouts shall occur during the life of this agreement.

6.2 Crossing of Picket Lines During Strike

Where workmen in a labour dispute engage in a strike and maintain picket lines, the employees covered by this agreement shall have the right to refuse to cross such picket lines if they feel their safety is compromised by doing so. Failure to cross such a picket line by the members of the Union shall not be considered a violation of this agreement, nor shall it be grounds for disciplinary action.

ARTICLE 7 - LABOUR-MANAGEMENT RELATIONS/NEGOTIATIONS

7.1 Representation

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. The Union will supply the Employer with the names of its officers. Similarly, the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

7.2 Representative of the Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of the CUPE National Representatives when dealing or negotiating with the Employer. Such representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of a grievance. Such access shall be limited to regular working hours and prior approval of the CAO/Clerk or their designate.

7.3 Negotiations

The Union shall elect or appoint a bargaining committee consisting of two (2) members of the Union and the CUPE National Representative to serve on the Union Negotiating Committee. Bargaining Committee members shall be allowed leaves of absence with pay and without loss of benefits or seniority to conduct negotiations. The Union will advise the Employer of their nominees to this committee.

The Employer will advise the CUPE National Representative of its committee members. The Parties agree to Bargaining Committees will be of equal members unless otherwise agreed to.

7.4 Resolutions of Council

All resolutions of the Township Council which affect employees within the bargaining unit shall be forwarded to the Recording Secretary of the Union by the CAO/Clerk.

7.5 New Employees

The Employer agrees to acquaint the employees with the fact that a Union Agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security and Dues Check-Off.

7.6 Copies of Agreement and Orientation

On commencing employment, the employee's immediate supervisor shall introduce the new employee to their Union Steward or representative who will provide them with a copy of the current Collective Agreement.

The representative designated by the Union will be given an opportunity to meet privately with each new employee during the first month of employment to acquaint them with the structure, benefits, and duties of union membership. A maximum of 30 minutes will be allowed for this purpose within regular working hours and without loss of pay for either employee.

7.7 Notification of New Hires

The Union shall be notified of the full name, position and employment status (e.g. full-time, part-time, temporary, seasonal, casual), start date and work location of all employees hired into the bargaining unit prior to their first day of employment.

7.8 Contact Information

The Employer will provide to the Union a list of all employees in the bargaining unit. The list will include each person's name, job title/classification, home mailing address, home telephone number, cell number, work emails. If the Employer has personal emails they will provide to the Union.

The list will also indicate the employee's work site and employment status (full-time, part-time, temporary, seasonal and casual) and if the employee is on a leave of absence and nature of leave.

The employee contact list will be provided in an electronic spreadsheet to the CUPE National Representative on a quarterly basis.

7.9 Union Meetings

The Employer will permit the use of its premises for the purpose of Union meetings without cost to the Union.

7.10 Union Bulletin Boards

The Employer will provide a union bulletin board in each worksite. These boards will be located in areas that are highly visible to employees. The bulletin boards will be used solely for postings by the Union.

ARTICLE 8 - GRIEVANCE PROCEDURE

8.1 Definition of Grievance

A grievance under this agreement shall be defined as any difference or dispute between the Employer and any employee or group of employees or the Union as to the interpretation, application, administration or alleged violation of the provisions of the Agreement.

8.2 Complaint

Prior to a difference or dispute being taken up as a formal grievance, an employee must first attempt to resolve the difference or dispute as a complaint with their immediate Supervisor, (or their designate in their absence) in a meeting, accompanied by union representation within (10) ten working days of the event giving rise to the difference or dispute. The supervisor will reply to the complaint in writing within five (5) working days.

8.3 Grievance Procedure

All grievances between the employee and the employer shall be settled in the following manner.

Stage 1

If the matter is not settled at the complaint stage with the immediate Supervisor or Manager, the Union shall submit in writing the employee's grievance to the CAO/Clerk or designate within 5 working days. The Grievor, accompanied by Union representation, will meet with the CAO/Clerk or designate to discuss the grievance within five (5) working days. The CAO/Clerk or designate will reply to the grievance within five (5) working days after the meeting.

Stage 2

If the matter is not settled at stage 1, the Union will forward the grievance in writing to Council within 5 working days. The Grievor accompanied by Union representation at the next regularly scheduled Council meeting, or an upcoming scheduled Council meeting that is mutually convenient for both parties. The parties shall discuss the grievance. The Township Council will reply to the grievance in writing within ten (10) working days following the Council meeting.

Stage 3

Failing settlement at Stage 2, the Union may, within thirty (30) working days of the decision at Stage 2 give notice to the other party that the dispute is being referred to arbitration.

8.4 Policy Grievance

Where a dispute involving a question of general application or interpretation occurs it will be heard at Stage 2.

8.5 Union May Initiate Grievance/Group Grievance

The Union and its representatives shall have the right to originate a grievance for an employee, or group of employees, to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall commence at Stage 1.

8.6 Grievances on Safety

An employee or group of employees who believe they are being required to work under conditions which are unsafe and unhealthy shall have the right to file a grievance in the first stage of the grievance procedure.

8.7 Permission to Leave Work

The Employer agrees that Stewards and/or Union Officers shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties while investigating grievances.

The Union recognizes that each Steward or Union Officer is employed full time by the Employer and that they will not leave their work during working hours except to perform their duties under this agreement. Therefore, no Steward or Union Officer shall leave their work without obtaining permission of their supervisor which permission shall not be unreasonably withheld.

8.8 Employer Grievance

The Employer may file a written grievance that the Union (including its officers, committee members and members) is in violation of the collective agreement and will require a meeting with the Union within ten (10) working days from the date of filing the grievance with the Union. Such grievance must be filed within ten (10) working days after the occurrence of the circumstance giving rise to the alleged grievance or within ten (10) working days after the date the Employer should have known of the occurrence of the circumstances giving rise to the alleged grievance. The Union will, within ten (10) working days after the meeting, give written reply to the grievance to the Employer. If the written reply has not settled the grievance to the satisfaction of the Employer, the Employer may refer the grievance to arbitration in accordance with Article nine (9) of this agreement within 30 working days.

A policy grievance of the Employer shall be in writing and may be initiated by the CAO/Clerk or their designate by delivering the grievance to the Union within seven (7) working days. If any such grievance is not settled within fifteen (15) working

days of the date of such delivery, the Employer may refer the grievance to arbitration under Article 9 within 30 working days.

8.9 Replies in Writing

Replies to grievances shall be in writing at all stages.

8.10 Time Limits

By mutual consent, in writing between the parties, time limits of this grievance and arbitration procedures may be extended.

All time limits referred to herein are considered and acknowledged to be mandatory.

8.11 Technical Objections to Grievances

No grievance shall be defeated by any formal or technical objection and the arbitration board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and the giving of a decision according to equitable principles and the justice of the case.

8.12 Mediation

By mutual consent, the parties may agree to use the services of a mediator any time during the grievance procedure. If the use of a mediator is agreed to the parties shall extend timelines to allow for the mediation process. The parties agree to share the costs of the mediation.

ARTICLE 9 - ARBITRATION

9.1 Composition Of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail, fax or email addressed to the other party of the agreement, indicating the name of its nominee to an arbitration board. Such request shall be mailed within thirty (30) working days following receipt of the answer in the last stage of the grievance procedure. Within ten (10) working days thereafter, the other party shall answer by registered mail or email indicating the name and address of its nominee to the arbitration board. The two nominees shall then meet to select an impartial chairman. The grievance procedure must be exhausted in its entirety before the grievance can be referred to arbitration. If the grievance is not referred to arbitration within the said thirty (30) working day period, the grievance will be conclusively deemed to have been finally abandoned.

9.2 Failure to Appoint

If the recipient of the notice fails to appoint an arbitrator, or if the two nominees fail to agree upon a chairman within seven (7) days of appointment, either party may request that the Minister of Labour of the Province of Ontario appoint a chairman.

9.3 Decisions of the Board

The decision of the majority shall be the decision of the board. Where there is no majority decision, the decision of the chairman shall be the decision of the board. The decision of the board of arbitration shall be final and binding and enforceable on all parties, but in no event shall the board of arbitration have the power to change this agreement or to alter, modify or amend any of its provisions.

9.4 Disagreement on Decision

Should the parties disagree as to the meaning of the decision, either party may apply to the chairman of the board of arbitration to reconvene the board to clarify the decision. All clarifications are to be given in writing.

9.5 Place of Hearing

Whenever possible Arbitrations shall be heard at Ignace, Ontario

9.6 Expenses of the Board

Each party shall assume it's own cost of the arbitration proceedings and shall share the costs of the chairman equally.

Each party shall pay:

1. The fees and expenses of its nominee to a board of arbitration;
2. One-half of the fees and expenses of the chairperson.

9.7 Witnesses

At any stage of the formal grievance procedure where both parties meet, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance. Access to the Employer's premises shall be during regular working hours and require the prior approval of the CAO/Clerk or their designate.

9.8 Sole Arbitrator

The Employer and the Union may agree upon a single arbitrator instead of a three-member board of arbitration. In such event, the referral to arbitration under 9.1 shall indicate the name of the proposed sole arbitrator instead of the party's nominee.

ARTICLE 10 – DISCIPLINE AND DISCHARGE

10.1 Progressive Discipline

The Employer will use progressive discipline in dealing with employees in order to correct undesirable behaviours or actions.

- 1) Employees will first be given a verbal warning for an offense in writing.
- 2) Employees who fail to heed the verbal warning may be further disciplined with a written warning.
- 3) Employees who fail to heed the written warning may be subject to progressive (1 day, 3 days, 7 days) suspensions without pay. The length and number of suspensions may vary taking into account the severity of the offense and any mitigating factors.
- 4) After all attempts to correct behavior or action the employee may be discharged.

****In the case of serious undesirable actions including theft, physical or sexual assault, and dangerous, unsafe conduct, progressive discipline may not be followed. In such cases employees may be summarily discharged.****

10.2 Discharge Procedure

An employee with less than sixty-five (65) working days seniority is considered a probationary employee and may submit all matters to the grievance procedure except their dismissal.

When an employee is suspended or discharged, they are entitled to an immediate hearing with their supervisor in the presence of their steward. Reasons for suspension or discharge will be given in writing.

10.3 May Omit Grievance Steps

A grievance involving suspension or discharge will be heard at Stage 1 of the grievance procedure.

10.4 Unjust Suspension or Discharge

A discharge or suspension grievance may be settled by the parties by confirming the Employer's action dismissing or suspending the employee or by reinstating the

employee with full compensation for time lost or by any other arrangement which is just and equitable in the opinion of the conferring parties.

10.5 If a discharge or suspension grievance goes to arbitration, the board of arbitration may:

- a) Confirm the dismissal or suspension of the employee; or
- b) Reinstate the employee with full compensation for the time lost; or
- c) Substitute such other penalty for the discharge as the arbitration board deems just and reasonable in all the circumstances.

ARTICLE 11 - SENIORITY

11.1 Probationary Employees

Newly hired employees shall be considered on a probationary basis for a period of sixty-five (65) working days from the date of last hire. Employees shall be entitled to all rights and privileges of this agreement except that a probationary employee shall not be allowed to grieve a termination, discharge or layoff. After completion of the probationary period, seniority shall be effective from the date of last hire.

Where a position requires a criminal record check, vulnerable sector screening, driver's abstract, security clearance, or any other form of background verification, and such documentation has not been received, reviewed, and accepted by the Employer within the initial sixty-five (65) working days period, the Employer may, at its sole discretion, extend the probationary period for such additional time as is reasonably necessary to obtain and evaluate the required information.

The Employer shall provide written notice of any such extension to the employee prior to the expiration of the initial probationary period, specifying the reason for the extension and the anticipated duration required to complete the evaluation.

The employee shall remain on probationary status for the entire duration of the extended period, and no employee shall be deemed to have completed probation until the Employer has provided written confirmation that the employee has successfully completed the probationary period.

11.2 Seniority List

The Corporation shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards no later than the 31st day of January in each year.

No objection may be taken by the Union or by any employee unless notice of objection is given to the Employer within one (1) month after the posting of the

seniority list in which the item first appeared. An employee who is on lay-off, vacation or sick leave shall have one (1) additional month after the posting of the seniority list in which to object.

11.3 Loss of Seniority

An employee shall not lose seniority rights if they are absent from work because of sickness, accident or leave of absence approved by the Employer. Continuity of service shall be considered broken and employment terminated when an employee:

- a) is discharged for just cause and is not reinstated;
- b) resigns;
- c) is absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;
- d) fails to return to work within seven (7) working days following a lay-off and after being notified by registered mail to do so, unless the employee is unable to return to work as a result of sickness or has indicated to the Employer their intention to report for work within two weeks following receipt of their notice of recall. It shall be the responsibility of the employee to keep the Employer informed of their current address;
- e) is laid off for a period of longer than one year.

11.4 Transfer and Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without their consent for a period greater than five (5) days and shall be paid as per clause 20.3.

Any employee promoted or transferred to a position outside of the bargaining unit will retain their seniority held at the time of such promotion or transfer and will accumulate seniority for a further period of six (6) months while outside the bargaining unit and may exercise their seniority rights in the event of their demotion or re-transfer to a position in the bargaining unit.

An employee shall continue to pay union dues while employed in a position outside the bargaining unit.

11.5 Definition of Seniority

Seniority is defined as the length of continuous service in the bargaining unit and shall be used in determining preference or priority for promotions, demotions, layoffs, re-hirings and all other matters measured by length of service with the Employer. Seniority shall operate on a bargaining-unit-wide basis.

ARTICLE 12 - PROMOTIONS AND STAFF CHANGES

12.1 Job Postings

When a vacancy occurs or a new position is created, within the bargaining unit, the Employer shall notify the Union in writing and post notice on the bulletin boards for a minimum of five (5) working days in order that all members will know about the position and be able to make written application therefore. Such notice shall contain the following information:

Nature of position, proven qualifications, required knowledge, education, and skills, shift, wage or salary rate or range.

Vacancies and new positions shall exclude descriptions contained in Article 3.1.

12.2 No Outside Interviews

No outside applicants for any vacancy within the bargaining unit shall be interviewed until present Union members have had full opportunity to present proof of qualifications.

12.3 Role of Seniority in Promotions, Transfers, Demotions

Both parties agree that the following factors shall be considered in the case of promotions, transfers and demotions:

- 1) Current qualifications, proven ability, skill, knowledge and experience;
- 2) Length of continuous service.
- 1) A review of the employee's yearly performance appraisals.

Therefore, in making staff changes, promotions (other than promotions to positions outside of the bargaining unit), demotions or transfers, appointments shall be made of the applicant with the greatest seniority who meets the normal requirements of the job, provided the employee has passed the 15 working day trial period.

12.4 On The Job Trial/Training Period

The successful applicant shall be notified within one week following the end of the posting period. They shall be employed in the position up to fifteen (15) working days. Conditional on satisfactory service, the employee shall be declared permanent after the completion of the fifteen (15) working days. In the event the successful applicant proves unsatisfactory in the position during this period, or if the employee is unable to perform the duties of the new job classification, they shall be returned to their former position at this former wage/salary rate without loss of seniority.

Any other employee promoted or transferred because of the re-arrangement of positions shall be returned to their former position at their former wage or salary rate, without loss of seniority.

If after fifteen (15) working days a candidate for training posting demonstrates the aptitude and ability to learn the job, but is not yet fully trained, then an extended training period up to thirty (30) working days could be offered at the rate of that position.

12.5 Union Notification

The local chairman of the Union in Ignace shall be notified within two weeks of all appointments, hirings, lay-offs, transfers, recalls and terminations of employment of bargaining unit employees.

ARTICLE 13 - LAYOFFS AND RECALLS

13.1 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a layoff, employees shall be laid off in the reverse order of their bargaining-unit-wide seniority. An employee about to be laid off may bump any employee with less seniority providing the employee exercising the right is qualified to perform the work of the employee with less seniority. Employees shall be recalled in the order of their seniority, providing they are qualified to do the work.

13.2 No New Employees

No new employees will be hired until those laid off who have the necessary qualifications have been given an opportunity of recall to employment. Employees who move must notify the Employer that they are still available for recall and must keep the Employer advised of their current address and telephone number.

13.3 Notice of Layoff

Unless legislation is more favourable, the Employer shall give as much notice as possible but in no case shall such notice be less than five (5) working days prior to the effective date of proposed layoff. If the employee has not had the opportunity to work the days provided in this Article, the employee shall be paid for the days for which work was not made available.

ARTICLE 14 - HOURS OF WORK

14.1 (a) Hours (Outside Employees) Public Works

For all outside employees, the normal work week shall consist of forty (40) working hours per week Monday to Friday inclusive.

The above paragraph is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per week. Employees who report for their scheduled hours of work and for whom no work is available shall be paid a minimum of four (4) hours' pay at their regular straight time hourly rate unless they are advised in writing by the Employer not to report for work a minimum of twenty (20) hours before the scheduled work.

The hours of work will be compressed into nine (9) days at eight/eighty-eight (8.88) hour days (paid at 80 hours) in every two-week period with all public works employees getting every 2nd Friday off. Shifts will be scheduled so that public works will be open Monday to Friday (except for Holidays) every week. The specific rotation of shifts shall be chosen by seniority and any changes to the rotation will be as mutually agreed upon by the employees involved with notification to the Supervisor. Any disagreement will be resolved between the Employer and the Union. (Note: 8.88 hours is equal to 8 hours and 53 minutes).

Hours of work shall be from 6:30 a.m. to 3:50 p.m. Monday to Friday inclusive with a thirty (30) minute unpaid lunch period staggering employees between 11:00 a.m. to 12:30 p.m.

The Employer reserves the right to schedule the hours of work as those listed above or schedule a work week consisting of five (5) eight (8) hour days, Monday to Friday. If the Employer decides to schedule a work week of five (5) eight (8) hour days, the Employer shall notify the Union two (2) weeks in advance, outlining the reasons for such changes.

- (b) A forty cents (\$.40) per hour shift premium shall be paid to outside employees for all time worked between 3:50 p.m. and 6:30 a.m.
- (c) A premium of fifty-five (\$.55) cents per hour shall be paid to outside employees for all time worked on sewer work.

14.2 Hours (Office Employees)

The hours of work for office employees shall be based on the following:

- The hours of work will be compressed into nine (9) days in every two-week period with all office employees getting every 2nd Friday off. The total

scheduled hours of work for each employee will be 75 hours bi-weekly and forty (40) minute unpaid lunch break.

- Shifts will be scheduled so that the office will be opened Monday to Friday (except for Holidays) every week from 7:30 a.m. to 4:30 p.m.
- The specific shifts of all office employees will be worked out between the office employees. Any disagreement will be resolved between the Employer and the Union.

The above paragraphs are intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per week. An employee who reports for his scheduled hours of work and for whom no work is available shall be paid a minimum of four (4) hours' pay at their regular straight time hourly rate unless they are advised in writing by the Employer not to report for work a minimum of twenty (20) hours before the scheduled work.

14.3 Hours (Arena Employees)

For all arena employees, the normal work week shall consist of forty (40) working hours per week.

The above paragraph is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week or of days of work per week. Employees who report for their scheduled hours of work and for whom no work is available shall be paid a minimum of four (4) hours' pay at their regular straight time hourly rate unless they are advised in writing by the Employer not to report for work a minimum of twenty (20) hours before the scheduled work.

Normally the hours of work will be compressed into nine (9) days at eight/eighty-eight (8.88) hour days (paid at 80 hours) in every two-week period. Due to certain events, e.g., summer hockey school, the hours of work will be five (5) eight (8) hour days every week. Shifts will be scheduled so that the arena is open at times determined by management. The specific rotation of shifts shall be chosen by seniority and any changes to the rotation will be as mutually agreed upon by the employees involved with notification to the Supervisor. Any disagreement will be resolved between the Employer and the Union. (Note: 8.88 hours is equal to 8 hours and 53 minutes).

Except at times when employees are required to be in the arena for their entire shift, there will be a 30-minute unpaid lunch period.

Shift schedules shall be posted at the beginning of each month and shall be changed only by mutual consent except where the Employer is unable to obtain sufficient employees to work the required shift.

14.4 Break Period

All employees shall be permitted a paid rest period of fifteen (15) consecutive minutes both in the first and second half of a shift. The location of break periods will be the worksite. The immediate Supervisor may choose to select an alternate location for reasons of adverse weather, safety hazards or sanitary conditions. Travel time for break periods is included in the fifteen (15) minute interval, so travel time for break periods should be avoided. (Whenever possible breaks should start no earlier than two (2) hours after beginning of a shift and end no later than one and a half (1 ½) hours prior to end of a shift.)

ARTICLE 15 - OVERTIME

15.1 Overtime Defined

All time worked beyond the normal work day, the normal work week, or on a holiday, provided that it is requested by the immediate supervisor shall be considered as overtime. Employees will advise their preference for payment or banking of the overtime on their timesheets.

15.2 Overtime Rates

Overtime rates shall apply for work as follows:

- a) On a Regular Work Day:
Payment at time and one-half (1½).
- b) On a Saturday or First Day of Regularly Unscheduled Work:
Payment at time and one-half (1½).
- c) On a Sunday or Second Day of Regularly Unscheduled Work:
Payment for first four hours at time and one-half (1½) all hours after four hours will be paid at double-time (2X).
- d) On a Statutory Holiday:
Payment at double time (2X).
- e) If an employee agrees to call-in on vacation, payment at double (2X) time for all hours worked and an additional vacation day.

15.3 No Layoff to Compensate for Overtime

Employees shall not be required to lay off during regular hours to equalize any overtime worked.

15.4 Sharing of Overtime

As far as possible overtime and call back time shall be divided equally among the employees who are willing and qualified to perform the work that is available. However, first opportunity shall be provided to those employees working in the department where the overtime is to occur. After the preceding has been offered, remaining overtime shall be offered to other departments at the discretion of the Supervisor.

15.5 Minimum of Overtime

Overtime work shall be on a voluntary basis save and except responses to winter control, sewer and water problems. The Corporation will endeavour to keep overtime to a minimum.

15.6 Minimum Call-Back Time

Permanent and Temporary Employees:

When an employee who is not on stand-by as per clause 20.5 is requested by the Employer to return to work, they shall be paid the greater of (a) or (b);

(a) A minimum salary equivalent to four (4) hours' pay at their regular straight time hourly rate;

or

(b) The actual time worked at one and one-half (1 ½) times their regular straight time hourly rate or two times (2x) their regular straight time hourly rate if the work is performed on a Sunday or Statutory Holiday.

When called in the employee is obligated to do any work the Employer requires for at least two and two thirds (2.67) hours. If the Employer has no other work, the employee can leave after the work for which they were called has been completed.

Casual Employees

Permanent and Temporary Employees shall be called out as per Article 15.4 prior to calling out Casual Employees. Casual Employees shall be paid for the hours worked at their regular straight time hourly rate up to the point of qualifying for overtime as per Article 15.1. This overtime shall be paid out as per Article 15.2.

15.7 An employee required to work four (4) hours of overtime or who works between the hours of 11:00 p.m. and 6:00 a.m. shall be provided with twenty-five dollar (\$25.00) meal allowance upon presentation of receipt and one-half (1/2) hour overtime paid break to eat this meal.

15.8 An employee may select any one of the following methods of payment of overtime:

- a) Payment as outlined in Clause 15.2 of this agreement.
- b) Equivalent time off in-lieu of overtime payment. The Township agrees to a maximum of eighty (80) banked hours per year. Such time shall not be carried from one calendar year to the next. Bank time may be taken at a time agreed upon between the employee's immediate supervisor and their designate and the employee. Any time not taken will be paid at the actual rate of pay in the first pay in December. Employees may request in writing, to have all or a portion of their banked overtime paid to them at any time during the calendar year.
- c) Any combination of A + B

ARTICLE 16 - HOLIDAYS

16.1 List of Holidays

The Employer recognizes the following as paid holidays for all permanent full-time employees:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve
Canada Day	Christmas Day
Civic Holiday	Boxing Day
Victoria Day	New Year's Eve

If any of the holidays described in clause 16.1 falls on a Tuesday, Wednesday or Thursday and the Township and the Union agree in writing, the holiday may be taken on a Monday or a Friday. Any written agreement must take into consideration any facility scheduling. Any holiday falling on a Saturday shall be taken on the preceding Friday, and any holiday falling on a Sunday shall be taken on the subsequent Monday. When a holiday falls on an Employee's regularly scheduled Friday off then the holiday shall be taken on the preceding Thursday.

16.2 Floating Holidays

Employees shall be entitled to four (4) floating holidays per year. Employees shall request floaters in writing. The Employer has discretion in approving floater requests. Such requests shall not be unreasonably denied.

16.3 Temporary, Part-Time Employees and Casual

In accordance with the Employment Standards Act pay for paid holidays shall be determined as follows:

The amount of public holiday pay to which an employee is entitled is all of the *regular wages earned* by the employee in the (4) four work weeks before the work week with the public holiday *plus* all of the *vacation pay payable* to the employee with respect to the (4) four work weeks before the work week with the public holiday, *divided by (20) twenty*.

The work schedule for a part-time employee will be arranged in order that a work day does not fall on a paid holiday. When a week has one or more paid holidays, the normal hours of work for a part-time employee will be scheduled on the other normal work days of that week.

A Floating Holiday will be prorated for part-time employees on the basis of the hours of work compared to the hours of work for a full-time employee. Casual employees receive compensation for paid holidays but are not entitled to floaters.

ARTICLE 17 - VACATIONS

17.1 Length of Vacation

A permanent Full-Time employee will become entitled to time off with pay at the employee's normal daily rate in accordance with his/her length of credited service with the Employer. Said vacation to be taken in the current calendar year.

Employees can carry over maximum of two weeks of vacation to the following year at the rate of pay in force when the two weeks of vacation were earned.

These vacations shall be pro-rated (reduced) for unpaid absences, with the exception of WSIB and Pregnancy/Parental/Adoption leave in excess of one (1) month.

Anniversary of Service

Working Days of Vacation

One (1) year

Ten (10)

Three (3) years

Fifteen (15)

Six (6) years

Twenty (20)

Fourteen (14) years

Twenty five (25)

Sixteen (16) years and beyond

Twenty five (25) plus one additional day per year of credited service beyond sixteen (16) years to a maximum of thirty-five (35) days.

17.2 Length of Vacation

Upon completion of each twelve-month period of credited service with the Employer, a Permanent Part-Time or Temporary employee will become entitled to

time off with pay at the applicable percentage rate in accordance with their length of credited service with the Employer.

17.3 Statutory Holidays During Vacation

If a paid holiday falls or is observed during an employee's vacation period, they shall be granted an additional day's vacation for each holiday, in addition to their regular vacation and such additional day shall be taken on the next regular work day.

17.4 Vacation Pay on Termination

An employee terminating their employment at any time in their vacation year before they have had their vacation will be entitled to payment for earned vacation at their earned vacation rate as per clause 17.1 or four percent (4%) of gross salary, whichever is largest.

17.5 Scheduling Vacations

Before March 31st of each year the Employer will request all employees to propose vacation dates. Vacation times will be scheduled and employees advised by posting a list before April 15th.

Note:

An employee with seniority will be given preference for vacation time in case of conflict. Normally vacations will be taken in an unbroken period unless arrangements to the contrary are made with the Employer.

In no event will vacation periods of less than three (3) consecutive working days be scheduled.

Once the list is posted, then any changes requested will have to be mutually agreed upon between both parties.

17.6 Approved Leave of Absence During Vacation

If an employee becomes ill during their vacation period and is under a doctor's care as a result of such illness, such employee must present to the Employer confirmation of such doctor's care. All such time spent in doctor's care shall be considered sick leave, in which case the period will be rescheduled as a vacation period at a later date mutually agreeable to the Employer and the employee. Such rescheduling shall occur in the case of an employee who qualified for bereavement leave during their vacation period.

17.7 If an employee works or receives paid leave from the Employer for less than 1,525 hours in the vacation year, they will receive vacation pay based on a percentage of gross salary for work performed on the following basis:

Two weeks entitlement	-	4%
Three weeks entitlement	-	6%
Four weeks entitlement	-	8%
Five weeks entitlement	-	10%

Workers' Compensation pay shall be considered paid leave.

ARTICLE 18 - SICK LEAVE PROVISIONS

18.1 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, or because of an accident for which compensation is not payable under the Workplace Safety and Insurance Board.

18.2 Doctor's Certificate

A doctor's certificate may be required if an employee is off sick for two (2) consecutive days' sick leave. It is understood that the employer shall pay the cost of all required certificates upon presentation of a receipt. Absence for dental care or medical appointment will be entered as sick leave.

- 18.3 a) Employees will be entitled to 9 sick days per calendar year to an accumulated maximum of 18 days. The employee may choose to use up to 3 of the 9 days for personal family matters.
- b) Sick leave will be pro-rated for part-time employees on the basis of the hours of work compared to the hours of work for a full-time employee. Temporary employees receive sick leave.
- c) Casual employees are not entitled to sick leave.

18.4 Deductions from Sick Leave

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of Holidays) absent for sick leave.

18.5 Sick Leave During Leave of Absence and Layoff

When an employee is given a leave of absence for any reason, they shall accumulate their sick leave credits as per clause 18.2 for a maximum of one month during such absence. When an employee is laid off on account of lack of work, they shall not receive sick leave credits for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

18.6 Sick Leave Records

The Employer shall advise each employee, in writing, by March 1st the amount of sick leave accrued to their credit.

If an employee has maximum accrued credits at any time during the year, additional credits shall be accounted for an employee's sick leave records for use if necessary during that year. If more than maximum credits exist at year end, then credits are adjusted to maximum of eighteen (18) days' sick leave credits.

18.7 (a) An Employee on an extended leave of absence (STD, LTD, WSIB, Sick leave paid or unpaid, etc.) must provide at least two (2) weeks' notice of their anticipation to return to work.

(b) An Employee intending to return to work after a major illness (LTD, WSIB, extended sick leave paid or unpaid, etc.) must provide a physician's report (Functional Abilities Form) provided by the Employer, showing ability to return to work as well as a list of restrictions if any. In the case of an employee who cannot do his or her normal job duties, the Employer will make a reasonable attempt to accommodate the employee in the workplace.

18.8 Reporting for Assigned Shift

If as a result of sickness an employee is unable to report for their assigned shift, they will be required to advise their supervisor thirty (30) minutes prior to the commencement of their shift.

ARTICLE 19 - LEAVE OF ABSENCE

19.1 Negotiation, Grievance and Arbitration Pay Provisions

Representatives of the Union shall not suffer any loss of pay or benefits for time involved in negotiations, grievance and arbitration meetings with the Employer.

19.2 Paid Bereavement/Compassionate Leave(s)

An employee shall be granted regularly scheduled workdays leave without loss of pay and benefits as follows:

- i. In the case of the death of a parent, step-parent, spouse (including common-law spouse and same sex), child, or step-child for five (5) working days.

- ii. In the case of the death of a brother, step-brother, sister, step-sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in-law or grandchild for three (3) working days.

An employee may be granted regularly scheduled workdays leave without pay for Compassionate Leave where employees must leave their workplace for a period of time in order to attend to the needs of a critically ill person in the immediate family as described in (a) above, five (5) days per calendar year.

Where compassionate or bereavement leave requires travel 300 kilometres or more from the Township, extra bereavement or compassionate leave without pay may be granted at the discretion of the Administrator Treasurer or their designate.

An employee may elect to defer one (1) day of bereavement leave to be used for attendance at the actual interment.

19.3 Jury Duty

The Employer shall grant leave of absence without loss of seniority to an employee who is called as:

- a) a juror in any Court
- b) a witness for the Employer or work-related incident
- c) a witness subpoenaed by the Crown

The Employer shall pay such an employee, the difference between their normal earnings and the payment they received, excluding payment for traveling, meals and other expenses. The employee will present proof of service and the amount of pay received.

19.4 Pregnancy, Paternity and Adoption Leave

The Employer agrees to allow leave as per the "Employment Standards Act". While on maternity leave an employee shall retain their full employment status and rights and shall accumulate all benefits, including seniority, under this collective agreement.

19.5 Education Leave

If an Employer requests an employee to upgrade their education the employee shall be entitled to leave of absence with pay and without the loss of seniority and benefits. In addition, the Employer shall pay for normal expenses involved.

If an employee requests the Employer to subsidize their education through courses, approval shall be obtained prior to any course registration.

Payment by the Employer will depend on successful completion of the course with verification from the institution providing the course.

19.6 General Leave

An employee shall be entitled to leave of absence without pay and without loss of seniority when they request such leave for good and sufficient cause and such leave is approved by the Employer. Such request shall be in writing and approved by the Employer. Should such leave extend beyond six (6) months, seniority will not accumulate for the period over six months.

If an employee's absence without pay from the Employer exceeds thirty (30) continuous calendar days, they will not accumulate service for the purposes of vacation entitlement, sick leave benefits and salary increment for the period of the absence which exceeds sixty (60) continuous calendar days. Payments for benefits in which the employee is participating shall be paid up front by the employee or any funds owing at that point.

- 19.7 Any or all requests for a Leave of Absence shall be made in writing and submitted to the immediate supervisor. Such request shall include the date on which the leave of absence shall commence, the reason for the leave of absence and the expected date of return. The employer shall notify the employee of its decision within thirty (30) days of receiving the request.

ARTICLE 20 - PAYMENT OF WAGES AND ALLOWANCES

20.1 Wage Schedule

The Employer shall pay salaries and wages in accordance with Schedule "A" and Schedule "A-1" attached hereto and forming part of this agreement.

20.2 Equal Pay for Equal Worth

Employees shall receive equal pay for equal work.

20.3 Acting Pay

An employee who has previously worked in a higher paying position in the bargaining unit and who relieves in or performs the principal duties of that same higher paying position at some future time and for which a salary range has been established, shall receive the rate in the higher-paying position which is the next highest rate greater than his regular rate. Where a higher position is outside of the bargaining unit, they shall receive the rate of pay of the position filled. The employee shall be deemed to be covered by the collective agreement during the period of temporary transfer.

20.4 Pay on Transfer - Lower Rated Job

When an employee is assigned to a position paying a lower rate, their rate shall not be reduced.

20.5 On-Call Provisions

When an employee is advised in writing during the regular work week that they are “on call”, that is, immediately available by telephone contact and qualified of performing the work, they shall be paid in accordance with the following schedule:

On Call will start immediately following the end of shift on Friday afternoon and will end prior to the starting of shift on Monday morning. If a statutory holiday falls on Monday, the start of the next scheduled business day will end the “On Call”.

Friday to Monday	\$150 for weekend
Statutory Holidays (16.1)	\$75.00 per day

All hours actually worked by an “on call” shall be paid at overtime rates in accordance with Article 15, clause 15.2 of this agreement. An employee may leave their employment and return home when they have completed the work for which they were called.

20.6 Certification Allowance

The employer shall pay for any certification required for an employee to do their job.

ARTICLE 21 - EMPLOYEE BENEFITS

21.1 Health, Life and Wage Loss Benefits

The Employer shall pay one hundred percent (100%) of the cost of the following plan for permanent or temporary full-time employees and dependents:

- a) Extended Health Care and Drug Benefit Plan
- b) Short-Term Disability: (Increase Weekly Insurance Earning Max dollars to cover the new CA Period)
Which covers each employee for 70% of their regular wages for a maximum of seventeen (17) weeks. There is a three (3) day waiting period for sickness and a zero (0) day waiting period for accident.
- c) Long-Term Disability: (Increase Weekly Insurance Earning Max dollars to cover the new CA Period)

Covers an employee for 70% of their regular wages and commences after four (4) months.

Other Benefits Included Are:

- 1) Two (2) year own job or duration of disability, whichever is less.
- 2) Benefits will be paid by the Employer as per agreement for a two (2) year period from date of disability.
- 3) The employee while on Long-Term Disability will accumulate seniority.
- 4) After two (2) years an employee who is collecting Short-Term/Long-Term Disability and wishes to maintain benefits, will pay the entire cost of the benefits promptly on monthly basis. Failure to pay promptly will result in termination of benefits.

The employer shall pay one hundred percent (100%) of the cost of the following Plan for all permanent or temporary full time employees and dependants:

- a) Dental Plan The plan will be current O.D.A. Rates and will include purchases of dentures.
- b) Vision Plan which covers \$400.00/24 month period.
- c) Prescription Safety Glasses for the Mechanic \$400.00/24 month period.

The employer will pay of one hundred percent (100%) of all benefit premiums for all permanent or temporary full time employees while on sick leave to maximum of two (2) years.

21.2 Option Health Benefits – Permanent Part-Time Employees

Permanent part-time employees may purchase health benefits through the Employer through payroll deductions paying 100% of the cost, provided that they meet the benefit carriers' eligibility requirements. If an employee loses their eligibility, they will not be allowed to remain in the plan, and will not receive any compensation in lieu.

21.3 Workplace Safety & Insurance Board - WSIB

An employee prevented from performing their regular work with the Employer on account of an occupational accident which is covered by the Workplace Safety and Insurance Act shall receive from the Employer, the difference between the amount payable by the Workplace Safety & Insurance Board and their regular salary only as long as their accumulative sick leave benefits allows. The Employer shall pay one hundred percent (100%) of the cost of hospital and medical insurance plans

under clause 21.1 for a period of two (2) years while the employee is collecting WSIB.

- 21.4 The Employer and Local 87 (C.U.P.E.) agree that any new permanent full time employees will be registered in the OMERS basic pension plan. Other employees can qualify to join OMERS if they meet OMERS membership eligibility criteria.

Non fulltime employees shall be eligible to elect to join OMERS at any time.

21.5 (a) Life Insurance

The Employer shall pay sixty-six and two-thirds percent (66 2/3%) of the cost of the following plan for permanent or temporary full time employee and dependents:

- 1) Group Life Insurance in the amount of three times (3X) annual salary.
- 2) Accidental Death and Dismemberment in the amount of three times (3X) annual salary.

(b) Other Benefits

The employee may purchase additional insurance through the Employer through payroll deductions.

21.6 For Specific Benefit Levels See Schedule "D"

The parties agree that if there is a change in benefit carriers that the benefit levels will be comparable. This will be worked out by a Committee consisting of two members each, to be designated by the Employer and the Union.

Note: Schedule "D" is the booklet called "Group Benefits Package".

21.7 Benefits During Work Stoppage

In the event of a work stoppage, the Township agrees to continue the benefit coverage as described in Article 21, provided the Employer is permitted by the Carrier to do so. The Union will reimburse the Township this cost. The Union will be billed on a monthly basis.

ARTICLE 22 - SAFETY AND HEALTH

22.1 Cooperation on Safety

The Employer will cooperate with the Union in abiding by the provisions of the Occupational Health and Safety Act of Ontario.

22.2 Safety Measures

- a) Safety hats, safety footwear and other safety items will be worn by all employees as determined by the Employer in accordance with the Occupational Health and Safety Act of Ontario on all jobs. Upon employment, each employee will be provided with safety hat, safety glasses and work gloves. In addition upon employment each full time permanent outside employee shall be provided with a winter parka.
- b) The Employer shall provide all permanent full-time, temporary full-time and part-time employees with a three hundred fifty dollar (\$350.00) allowance for the purchase of safety clothing and "Green Patch" CSA certified work boots. This will be provided once annually prior to January 30th, employees must submit receipts for reimbursement. Effective the date of ratification.
- c) Employees working:
 - i) in potential contact with biological waste (ie sewage) shall be supplied with rubberized suits
 - ii) in wet conditions shall be supplied with rain suits

22.3 Coveralls

The Employer will provide coveralls to workers that work in environments that are unsanitary including but not limited to: landfill, garage and sewer. The workers are required to wear coveralls as directed by the Employer. The Employer will provide cleaning facilities for coveralls.

ARTICLE 23 - GENERAL

23.1 Bulletin Boards

The Employer will provide bulletin boards in the Garage, Recreation Centre and in the Main office. The Employer reserves the right to require approval for notice placed thereon by the Union or employees.

23.2 Tools

All mechanics will outfit themselves with the tools necessary for the work designated to them and generally accepted as part of the assigned work classification. These tools shall be replaced at no cost to the employee if broken or when worn out. Replacement shall be made only on presentation of the broken or worn out article. The Employer reserves the right to inventory employees' tool boxes from time to time.

The Employer shall supply all specialized tools pertaining to the trades.

23.3 Correspondence

Correspondence to the Township shall be by mail, fax or email addressed to the CAO/Clerk.

Correspondence to the Union shall be hand delivered to the Unit Chairperson, or designated in-house mail box in a sealed envelope marked "Personal and Confidential" and a copy mailed, faxed or emailed to the National Representative.

23.4 Employee Classifications/Types

- 1) "PERMANENT FULL-TIME" is an employee who works thirty-five (35) hours per week on a regular basis and whose length of appointment is indefinite and who has completed their probationary period.
- 2) "PERMANENT PART-TIME" is an employee who has made a commitment to work on a predetermined schedule who works less than regular full time hours per week and has completed probation. Part time employees will not be eligible for overtime until they have worked beyond full time hours. Seniority will accumulate for permanent part-time employees.
- 3) "TEMPORARY" is an employee who is hired to carry out a short-term job for a definite period and shall be terminated at the end of the assignment in which they were hired. If a full-time or part-time employee is successful in a temporary vacancy, they will return to their permanent position when the vacancy ends. Temporary employees will be paid no less than a minimum rate for the position subject to any exceptions stated in Schedule "A" of this agreement.

Benefits: Only Temporary Full Time Employees are entitled to benefits.

Seniority: Temporary Employees will not accrue seniority, however if a Temporary employee is hired as permanent full-time or permanent part-time employee, their seniority shall date from their first day of employment provided they have worked a period of forty-five (45) consecutive days.

- 4) "CASUAL" is an employee who is hired to work specific shifts on an as needed basis. Casual employees will be paid no less than a minimum rate for the position subject to any exceptions stated in Schedule "A" of this agreement. No employee will be displaced, lose overtime, or be laid off as a result of a casual employee working. Once a casual has accumulated 1,040 hours of continuous service with the employer, they shall automatically become a permanent full time employee.

Benefits: Casual employees are not entitled to any benefits.

Seniority: Casual employees do not accrue seniority, however if a Casual employee becomes a permanent full-time or permanent part-time employee, their seniority shall date from their first day of continuous employment.

23.5 Urgent or Emergent Work

In cases where emergent or even urgent work needs to be done and there are no bargaining unit members qualified and/or available to do the work, non-bargaining unit employees or third party contractors are permitted to do the work.

23.6 The Employer agrees to notify the Union of summer work programs or Canada Works Program for which it has applied.

23.07 Contracting Out

The Employer will notify the Union before any work regularly performed by permanent full-time employees is contracted out and the Union shall have the right to discuss the issue with the Employer before implementation of the contracting out. No employee shall be laid off as a result of the Employer contracting out.

The Union agrees not to approach contractors in regards to the work they may be performing. The Union also agrees that all such discussions will take place with the Employer.

The parties agree that where agencies or organizations request to place clients in a township workplace setting, the parties shall meet at a special labour management meeting to discuss and agree upon the parameters of such placement. No placement shall infringe upon bargaining unit work.

23.8 Plural or Feminine May Apply

Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

ARTICLE 24 – JOB CLASSIFICATIONS

24.1 Administration Job Classifications

Office Coordinator
Tax Clerk
Accounts Clerk
Recreation Coordinator
Recreation Programmer
Assistant EDO

24.2 Public Works Job Classifications

Working Foreman

Environmental Water/Wastewater Technician/Operator (Level I, II, and III
Wastewater Collection/Water Distribution)

Mechanic

Lead Hand

Operator – including Grader Operator, Backhoe and Loader operator

Machine-Backhoe and Loader Operator

Truck Driver

Arena Attendants

Arena Attendant/Operator Labour

Labourer

24.3 Job Descriptions

The parties agree to refer the issue of job descriptions to a sub-committee consisting of three (3) members each of the Labour Management Committee to draft job descriptions for all positions. This is to be completed prior to the expiration of this contract and is to be reviewed by the sub-committee on an annual basis for possible changes. The Union agrees that all employees shall cooperate in this process.

Clerk Typist will be changed to Office Coordinator.

The Employer will update all job descriptions in preparation for Joint Job Evaluation. The parties will also agree to a new Job Evaluation Tool.

ARTICLE 25 - LABOUR MANAGEMENT COMMITTEE

25.1 Establishment of a Committee

A Labour Management Committee shall be established consisting of three (3) representatives of the Union and three (3) representatives of the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public.

25.2 Function of Committee

The Committee shall concern itself with the following general matters:

- 1) Considering constructive criticism, of all activities so that better relations shall exist between the Employer and the Employees and the public.
- 2) Services to the public.
- 3) Promoting safety and sanitary practices.
- 4) Reviewing suggestions from employees, questions of working conditions and service (but not grievances concerned with service).

- 5) Correcting conditions causing grievances and misunderstandings.
- 6) Assist in dispelling rumors within the township organization and community,

25.3 Meetings of Committee

The Committee shall meet at least once quarterly at a mutually agreeable time and place. Its members shall receive a notice and agenda of the meeting at least forty-eight (48) hours in advance of the meeting. For the employee representatives fifty (50%) percent of the meeting time shall be work time and fifty (50%) percent their own time.

25.4 Chairperson of the Meeting

The chairperson of the Committee shall be elected by the Committee.

25.5 Minutes of Meeting

Minutes of each meeting of the Committee shall be prepared and signed by the Chairperson as promptly as possible after the close of the meeting. The Union and the Employer shall each receive two (2) signed copies of the minutes within five (5) working days following the meeting.

25.6 Jurisdiction of Committee

The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this collective agreement.

The Committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

25.7 Staff Meetings/Planning Sessions

The Labour Management Committee is not to be confused with the monthly organization of staff for staff meetings or planning sessions.

ARTICLE 26 - TERM OF AGREEMENT

26.1 Duration

This agreement shall be binding and remain in effect from June 1, 2025 until May 31, 2028 and shall continue from year to year thereafter unless either party gives to the other party notice in writing within the ninety (90) days prior to May 31st, 2028 that it desires to amend the agreements.

26.2 Changes in Agreement

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

IN WITNESS WHEREOF the parties have caused their names to be subscribed by their duly authorized officers and representatives.

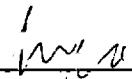
DATED this 9th day of January, 2026.

In the Township of Ignace, Ontario

In the Township of Ignace, Ontario
and the City of Thunder Bay, Ontario

On Behalf of The Corporation of the
Township of Ignace

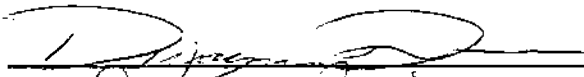
On Behalf of Canadian Union of Public
Employees and its Local 87

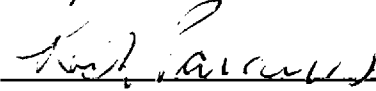


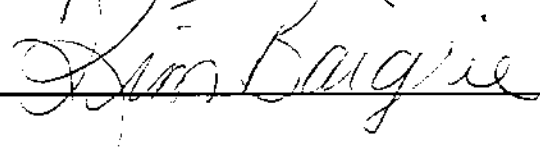












Schedule "A" Wages

Position	<u>2025</u>	<u>2026</u>	<u>2027</u>
	(5%) Hourly Wage	(4%) Hourly Wage	(3%) Hourly Wage
Outside Workers			
Working Foreman	39.82	41.41	42.65
Environmental Water/Wastewater Technician/Operator			
Level I Wastewater Collection/Water Distribution	39.38	40.95	42.18
Level II Wastewater Collection/Water Distribution	40.77	42.40	43.67
Level III Wastewater Collection/Water Distribution	42.19	43.88	45.19
Mechanic with Papers	44.10	45.86	47.24
without Papers	34.67	36.06	37.14
Leadhand	35.12	36.53	37.62
Operator	31.76	33.03	34.02
Truck Driver	30.67	31.90	32.85
Arena Attendant	31.22	32.47	33.44
*Arena Attendant/Operator Labour	*	*	*
Labourer	28.59	29.74	30.63
Office Staff			
Recreation Coordinator	36.59	38.06	39.20
Recreation Programmer	31.76	33.03	34.02
Assistant to EDO	31.76	33.03	34.02
Tax Clerk	31.76	33.03	34.02
Accounts Clerk	31.76	33.03	34.02
Office Coordinator	28.35	29.48	30.37

PAY EQUITY

The Employer and the Union both agree that Pay Equity as established by the Pay Equity Act (1987) is a continual process. Therefore, it is agreed that the Employer will provide the Union with a list of the direct wages paid to each job classification within the bargaining unit. This list is to be provided when any changes to the plan become effective and January of each year.

*Arena Attendant/Operator Labour

- While working as Arena Attendant the member will be paid the same as Arena Attendant pay scale
- While working as Operator Labour the member will be paid the same as Operator pay scale

APPENDIX "1"

WORK PROJECTS AND/OR JOB CREATION PROGRAMS

The following "Letter of Intent" shall become an Addendum to this collective agreement between the Corporation of the Township of Ignace and the Canadian Union of Public Employees and its Local 87.

1. At no time shall the normal hour of work of members of the bargaining unit be reduced or laid off as a direct result of a work project.
2. Employees on Work Projects and/or Job Creation Projects and Programs shall not receive established rates under Schedule "A" of this agreement.
3. Township of Ignace will not allow Government Works Program Employees to operate Township equipment, i.e., 5 ton truck, grader, backhoe, front end loader.
4. Government Works Program Employees to work a forty (40) hour week which will consist of five (5) eight (8) hour days of work from Monday to Friday with the exception of Parks and Recreation to cover weekend shifts.
5. Preference will be given to the regular employees who are members of the bargaining unit for overtime and call outs.

APPENDIX "2"

Training Program

When no qualified applicants have applied for a posting of a vacancy, either external or internal candidates in the discretion of the employer, the Employer reserves the right to train employees from within the existing bargaining unit to fill the job vacancy.

In order to ensure that there is a pool of qualified employees within the bargaining unit, the employer reserves the right to train employees or upgrade the skills of employees. The determination of which bargaining unit employee will be trained shall be the sole discretion of the Employer taking into consideration seniority or any other factor. A Committee will be formed comprised of no less than four members of equal representation, for the purposes of formulating a comprehensive training program for the successful applicant to a training posting. The Committee will include the prospective trainee, Union president or delegate, training supervisor and a Council representative.

The terms of reference in respect to the above must be agreed to by the Committee as a whole before such training can be executed.

It is further understood that no employee will be laid off or displaced as a result of the training program.

LETTER OF UNDERSTANDING

Between

CORPORATION OF THE TOWNSHIP OF IGNACE
(hereinafter referred to as the Township)
And

CANADIAN UNION OF PUBLIC EMPLOYEES – LOCAL 87
(hereinafter referred to as the Union)

Re: VOLUNTEER

The parties agree to allow volunteers to do work outside of the bargaining unit work on Township property.

Focusing on beautifying or cleaning up the community i.e., spring clean-up, planting and maintaining flower beds, planting trees.

DATED this 9th day of January, 2026

On Behalf of The Corporation of the
Township of Ignace

On Behalf of Canadian Union of Public
Employees and its Local 87

