

2022 – 2024

COLLECTIVE AGREEMENT

between the

**CITY OF PITT MEADOWS**

and the

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 4810**

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COLLECTIVE AGREEMENT

BETWEEN THE:

**CITY OF PITT MEADOWS**  
(hereinafter called the "Employer")

PARTY OF THE FIRST PART;

AND THE:

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, LOCAL 4810**  
(hereinafter called the "Union")

PARTY OF THE SECOND PART.

**PREAMBLE**

The City of Pitt Meadows is an Employer within the meaning of the Labour Relations Code;

The Union is certified by the Labour Relations Board to represent fire protection personnel employed by the Employer except the Fire Chief, Deputy Fire Chief(s), Assistant Fire Chiefs, Paid On-Call Firefighters or clerical staff, and those excluded by the Labour Relations Code;

THIS AGREEMENT shall constitute the wages and working conditions for the employees in respect of whom the Union is so certified.

1. **TERM OF AGREEMENT**

This Agreement shall be for the term of three (3) years, with effect from and including 2022 January 01 to and including 2024 December 31, and shall continue and remain in full force and effect from year to year thereafter unless either party, within four (4) months immediately preceding the date of expiry of this Agreement, or the 31<sup>st</sup> day of December in any subsequent year, gives to the other party written notice to commence collective bargaining.

In the event neither party gives to the other party written notice to commence collective bargaining ninety (90) days before the expiry of this Collective Agreement, notice shall be deemed to have been served by both parties on that date.

Should either party give written notice to commence collective bargaining, this Agreement shall continue in full force and effect, and neither party shall alter the terms of this Agreement until:

- (a) a strike or lockout has commenced; or
- (b) a new Collective Agreement has been negotiated;

whichever occurs first.

The operation of Sub-Sections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from, and shall not be applicable to this Agreement.

## 2. COVERAGE AND DEFINITIONS

Effective 2025 January 07:

- (a) This Agreement shall apply to all employees of the Pitt Meadows Fire and Rescue Services except the Fire Chief, Deputy Chief(s), Assistant Fire Chief(s), paid on call firefighters or clerical staff. Specifically, this Agreement shall apply to all employees who occupy the classes listed under Schedule "A" of this Agreement and amendments thereto by agreement of the parties hereto or in accordance with the Labour Relations Code.
- (b) The Employer has the sole and exclusive right to manage its operations and staff, except as expressly limited by this agreement, by statute, or by arbitral jurisprudence.
- (c) Definitions
  - (i) "AGREEMENT" shall mean this Collective Agreement between the City and the Union as defined under the *Labour Relations Code* and the *Fire and Police Services Collective Bargaining Act*.
  - (ii) "CAPTAIN" means an employee appointed as Captain and includes, when necessary, the person acting in such capacity that has completed NFPA Fire Officer 2 and the department's Officer Development Process.
  - (iii) "CHIEF" or "FIRE CHIEF" means the person appointed by the City to be in charge of Pitt Meadows Fire Rescue and includes the Deputy Chief when acting in the position of "Chief" or "Fire Chief" or any person to whom the Fire Chief delegates their responsibilities under this agreement.
  - (iv) "DAY" means a 24-hour period of time commencing at midnight.
  - (v) "DEPARTMENT" or "FIRE DEPARTMENT" when used in this Agreement, means Pitt Meadows Fire Rescue.
  - (vi) "DUTY SHIFT" means, for the purposes of calculating pay entitlement, vacation, sick credit, a twelve-hour (12) shift for Suppression Employees and a ten (10) hour shift for Non-Suppression Employees.
  - (vii) "EMPLOYEE" shall mean an employee of the City of Pitt Meadows who is within the unit of employees for whom the IAFF 4810 has been certified as bargaining authority for.
  - (viii) "EMPLOYER" shall mean the City of Pitt Meadows.

- (ix) "NON-SUPPRESSION EMPLOYEE" is an employee who is primarily deployed in activities other than response to emergency calls.
- (x) "OFFICER" means an employee with a rank designation of Captain including that of acting Captain.
- (xi) "SUPPRESSION EMPLOYEE" is an employee who is primarily deployed to respond to emergency calls and perform related duties.
- (xii) "UNION" shall mean the Pitt Meadows Firefighters, Local 4810 of the International Association of Firefighters.

### 3. UNION SECURITY

Effective 2025 January 07:

- (a) All present employees who are now members of the Union shall remain members of the Union. All new employees shall immediately become members of the Union upon commencing employment. All employees who become members of the Union shall remain members of the Union as a condition of employment provided that no employee shall be deprived of employment by reason of loss of membership in the Union for reasons other than failure to pay the regular Union dues that all other members of the Union are required to pay to the Union.
- (b) The Employer agrees to deduct from the pay of each employee covered by this Agreement an amount equal to the regular monthly Union dues and any initiation fees or general, bargaining unit-wide, assessment(s) as determined by the Union; provided that each employee has, upon joining the Union, signed a form supplied by the Union authorizing the said deduction. The Employer shall remit the dues deducted to the Union once each month with a statement of the names of employees and the amount of each deduction.
- (c) The Employer will rely primarily upon full-time employees to perform bargaining unit work. Non-bargaining unit employees will be used only in suppression and non-suppression firefighting roles on an auxiliary basis to support department operations except as otherwise agreed upon between the parties.
- (d) Before any work routinely performed by bargaining unit members is contracted out, the Employer will provide a reasonable period of time to consult with the Union and to give consideration to alternatives that the Union may propose.

### 4. RATES OF PAY

Rates of pay shall be as per Schedule "A" attached to and forming part of this Agreement. Where the Employer creates a new classification during the term of the Collective Agreement, the rate of pay shall be discussed with the Union. Where the Union disagrees with the value assigned to the classification by the Employer, the Union shall have the right to grieve such

value relative to other classifications within this Collective Agreement under the grievance procedure in this Collective Agreement.

5. ACTING PAY

Effective 2025 January 07:

- (a) Any employee covered by this Agreement who is required by the Fire Chief (or designate) to take on the responsibilities and duties of a higher rank than their own shall be compensated at the higher rank's rate while performing those duties. However, if the employee accepts shifts outside of the acting assignment, those shifts will not be paid at the acting rate. Sick leave and vacation taken during an acting assignment shall be paid at the employee's normal rate of pay unless the acting assignment is longer than thirty days in duration.
- (b) When a temporary officer vacancy lasting more than thirty (30) days occurs, the Employer may fill the position for a defined period following the procedures outlined in Article 9. A bargaining unit employee will be used when needed to backfill the vacancy caused by the employee moving into the acting assignment. Once the temporary appointment ends, all affected firefighters will return to their original ranks and shift positions.
- (c) An employee acting in a higher rank for longer than thirty (30) days prior to vacation or sick leave shall have any vacation or sick leave credits taken during that acting period paid at the acting pay rate.

6. TEMPORARY ASSIGNMENTS

- (a) Temporary Out-of-Scope Assignment
  - (i) When an employee is temporarily assigned by the Employer to a position outside the scope of this Collective Agreement, the employee shall be paid at the lowest salary step of the senior position which provides a minimum increase of ten percent (10%) over the employee's regular rate of pay, provided however, that the rate shall not exceed the top salary step of the senior position.
  - (ii) An employee who is temporarily assigned to an out-of-scope position shall continue to accrue seniority for up to twelve (12) months; thereafter the employee shall maintain but not accrue seniority until the employee returns to their regular duties.
- (b) Acting as a Duty Officer
  - (i) When an employee is temporarily assigned by the Employer to be the On-Call Duty Chief, the employee shall be compensated at a premium of one (1) hour of the Duty Chief hourly rate for every eight (8) hours of on-call time. When called out to act in the capacity of Duty Chief, the employee shall receive 132% of the

tenth (10<sup>th</sup>)-year firefighter rate for each hour worked rounded up to the next whole hour with a minimum of one hour.

- (ii) The Duty Officer shall be provided with a fire department vehicle for the duration of each on-call period and will be expected to respond to incidents in a command capacity, including provision of support to non-emergency incidents when requested by firefighters on scene and ensure that the resulting documentation is completed.

## 7. PROBATIONARY/TRIAL PERIOD

### (a) Probationary Period

- (i) Every new employee shall be considered to be on probation until the completion of twelve (12) months' service satisfactory to the Fire Chief or designate. Where an employee is absent for an accumulated total of fifteen (15) or more working days during the probation period, the Employer may extend the probationary period by the total number of days the employee was absent.
- (ii) During the period of probation the employee's suitability for continued employment shall be assessed on the basis of factors such as:
  - (1) conduct,
  - (2) quality and quantity of work,
  - (3) ability to work harmoniously with others, and
  - (4) ability to meet work standards as set by the Employer.

If at any time during this period it can be shown that the employee is unsuitable for continued employment, their employment may be terminated.

- (iii) Following completion of the probation period, seniority, holiday benefits, and other perquisites referable to length of service shall date back to the commencement of the probation period.

### (b) Trial Period

Effective 2025 January 07:

On promotion or transfer of an employee to a new position, that employee shall serve a six (6) month trial period in the new position before being confirmed in the appointment. If the appointment is not confirmed, that employee shall revert to the previous position held or to a position of equal value for which the Employer deems the employee to be qualified. Where an employee is absent for an accumulated total of fifteen (15) or more working days during the trial period, the Employer may extend the trial period by the total number of days the employee was absent. In the event an employee requests to be returned to their former position after the trial period has

been completed, they may be returned if and when the Chief determines that it is operationally feasible to do so.

8. SENIORITY

(a) Seniority shall be defined as the length of full-time employment as an employee in the City of Pitt Meadows Fire and Rescue Services and employees shall acquire seniority retroactive to the date of employment, upon completion of the Probationary Period as outlined in Article 7. Employees shall have no seniority rights during the Probationary Period.

(b) Effective 2025 January 07:

In cases where two (2) or more employees are engaged on the same date, the order of seniority shall be determined by the Fire Chief based on the employee's previous service with Pitt Meadows Fire and Rescue Services. In the case of multiple employees being hired on the same day and having the same prior service with the Fire and Rescue Services, seniority will be determined by the employees' age at the date of hire giving the oldest employee the highest seniority.

(c) The Employer will maintain and update the Seniority List, and provide a copy of the Seniority List annually to the Union.

9. PROMOTIONS

Effective 2025 January 07:

(a) In making promotions to existing or new positions, first consideration shall be given to employees. In promotional decisions, the skill, knowledge, ability and capacity for leadership of the applicants shall be the primary consideration. When qualified candidates meet the standards established by the Employer, seniority as a full-time employee in the City of Pitt Meadows Fire and Rescue Services shall be the determining factor.

(b) To prepare for promotion or career advancement within the bargaining unit, all employees shall be given a fair and equitable opportunity to receive training and education towards the required qualifications on the basis of seniority.

10. POSTINGS

Any new or vacant full-time position that the Employer intends to fill, shall be posted for a minimum of seven (7) calendar days. The posting shall include relevant details, as determined by the Employer, regarding the position including required qualifications, duties and anticipated hours of work.

## 11. HOURS OF WORK

### 11.01 Hours of Work

Hours of work shall be forty (40) hours per week. Employees will normally work Monday to Friday from 0830 to 1630 with a thirty (30) minute paid lunch break and a fifteen (15) minute rest period in the first (1<sup>st</sup>) and second (2<sup>nd</sup>) half of each shift. In the event of a requirement to temporarily modify an employees' work schedule they shall be provided ten (10) days' notice of the temporary modification unless there is mutual agreement between the Employer and the employee to a notice period of less than ten (10) days.

### 11.02 Standard Work Week – Non-Suppression Employees

Effective 2025 January 07:

- (a) The standard work week for non-suppression employees will be four (4) consecutive ten (10)-hour day shifts, scheduled between Monday and Friday.
- (b) Outside of a major incident, qualified non-suppression employees shall not be removed from their scheduled non-suppression role to operate in a suppression capacity.
- (c) Qualified non-suppression employees will be eligible for overtime in the suppression positions as per Article 11 of this collective agreement. When a non-suppression employee is required to work in suppression in response to an emergency call out, compensation will be based on their non-suppression rate of pay. A non-suppression employee who fills a vacancy in suppression shall be paid at their suppression rate of pay.

### 11.03 Extra Shifts

Where an employee agrees to work or is required by the Employer to work a shift(s) or portion thereof, in excess of the employee's scheduled work week, the employee will receive pay at the rate of one and one-half (1½) times the employee's regular hourly rate for such excess hours worked, with a minimum of three (3) hours at the rate of one and one-half (1½) times the employee's regular rate of pay.

### 11.04 Overtime

An employee who is required to work overtime of fifteen (15) minutes or more in excess of and immediately preceding or following the completion of the employee's regular duty shift shall be paid at one and one-half (1½) times the regular hourly rate of the employee for the first (1<sup>st</sup>) two (2) hours, and two (2) times the regular hourly rate of the employee for all overtime hours worked beyond two (2) hours, with a minimum payment of one-half (½) hour, such calculation to include the fifteen (15) minute trigger period, and compensated in fifteen (15) minute increments.

#### 11.05 Emergency Callouts

Except as provided in Articles 11.03 and 11.04, an employee reporting for work at the call of the Employer in response to an emergency alarm, shall be paid at the rate of two (2) times the employee's regular rate of pay for all hours worked in response to the call, with a minimum of three (3) hours at the rate of two (2) times the employee's regular rate of pay. For purposes of calculation, the employee shall be paid for the travel time from home to the duty station but not from the duty station to home, up to a maximum of one-half (½) hour. The three (3) hour minimum includes the paid travel time.

Notwithstanding the above paragraph, where an employee is called out under this Article 11.05 on a Statutory Holiday as defined in Article 14 the employee shall be compensated at three (3) times their regular rate of pay. The balance of the above paragraph shall apply unchanged.

#### 11.06 Application of Articles 11.03, 11.04 and 11.05

- (a) An employee who is on duty and who agrees to work immediately following the completion of their regular shift shall be compensated in accordance with Article 11.03 (Extra Shifts) above.
- (b) An employee who is on duty and who is required to work immediately following the completion of their regular shift shall be compensated in accordance with Article 11.04 (Overtime) above.
- (c) An employee who is not on duty and who agrees to work or is required to work in excess of their scheduled work week, shall be compensated in accordance with Article 11.03 (Extra Shifts) above.
- (d) An employee who is not on duty and who is required by the Employer to report for duty immediately, shall be compensated in accordance with Article 11.05 (Emergency Callouts) above.
- (e) Effective 2025 January 07, attendance in administrative meetings does not constitute an extra shift and shall be compensated at straight time (1X) with a minimum of one (1) hour.

#### 11.07 Provision of Nourishment

Effective 2025 January 07:

The City shall provide nourishment for Firefighters attending any major incident, the extent of nourishment to be at the discretion of the Fire Chief or the ranking Officer in the absence of the Fire Chief.

## 12. BENEFITS

### 12.01 Medical Services Plan of B.C.

Each full-time employee who is eligible for enrolment in the Medical Services Plan of B.C. shall be entitled to coverage under the plan effective the first (1<sup>st</sup>) day of the calendar month following the date of employment.

### 12.02 Extended Health Benefits Plan

Each full-time employee who is eligible for enrolment in the Extended Health Benefits Plan shall be enrolled under the plan commencing on the first (1<sup>st</sup>) day of the calendar month following the date of employment. The Extended Health Benefits Plan coverage is subject to the provisions of the Plan.

The Extended Health Care Plan has a lifetime maximum of one million dollars (\$1,000,000.00) per person, an annual deductible of one hundred dollars (\$100.00), and includes, among other benefits, coverage for vision care with a maximum payable of four hundred and fifty dollars (\$450.00) (including coverage for laser eye surgery), per person in a twenty-four (24) month period, eye exams payable at one hundred dollars (\$100.00) per person in a twenty-four (24) month period (effective 2025 February 01, coverage for vision care with a maximum payable of five hundred dollars (\$500.00) per person in a twenty-four (24) month period, eye exams payable at one hundred and fifty dollars (\$150.00) per person in a twenty-four (24) month period, laser eye surgery with a lifetime maximum of one thousand dollars (\$1,000) per eye), hearing aids at four hundred dollars (\$400.00) per person in a twenty-four (24) month period (effective 2025 February 01, hearing aids at seven hundred and fifty dollars (\$750.00) per person in a five (5) year period), diabetic equipment and supplies, orthopedic shoes, and ostomy. The plan also includes total coverage of up to seven hundred and fifty dollars (\$750.00) per person per calendar year for Massage and Physiotherapy combined; seven hundred and fifty dollars (\$750.00) per person per calendar year for chiropractic and naturopathy combined and three hundred and fifty dollars (\$350.00) per person per calendar year for acupuncture (effective 2025 February 01, four thousand dollars (\$4,000.00) per person per calendar year for paramedical services), and five hundred dollars (\$500.00) per person per calendar year for psychological services (effective 2025 February 01, four thousand dollars (\$4,000.00) per person per calendar year for psychological services).

### 12.03 Dental Plan

Each full-time employee who is eligible for enrolment in the Dental Plan shall be enrolled under the plan commencing on the first (1<sup>st</sup>) day of the calendar month following the date of employment. Dental plan coverage is subject to the provisions of the Plan.

The Dental Plan includes coverage for eligible expenses as follows, all subject to the provisions of the Plan:

- (a) Basic Dental Services (Plan 'A') - The Plan will pay for one hundred percent (100%) of the approved schedule of fees. Effective 2025 February 01, the Plan will pay for one hundred percent (100%) of the approved schedule of fees to a maximum of two thousand dollars (\$2,000.00) per year.

- (b) Prosthetics, Crowns and Bridges (Plan 'B') - The Plan will pay for sixty percent (60%) of the approved schedule of fees. Effective 2025 February 01, the Plan will pay for seventy percent (70%) of the approved schedule of fees to a maximum of four thousand dollars (\$4,000.00) per year.
- (c) Orthodontics (Plan 'C') - The Plan will pay for sixty percent (60%) of the approved schedule of fees to a lifetime maximum of four thousand dollars (\$4,000.00) per eligible person covered. Effective 2025 February 01, the Plan will pay for seventy percent (70%) of the approved schedule of fees to a lifetime maximum of six thousand five hundred dollars (\$6,500.00) dollars per eligible person covered.

#### 12.04 Group Life Insurance

Each full-time employee who is eligible for enrolment in the Group Life Insurance Plan shall be enrolled under the plan effective the first (1<sup>st</sup>) day of the calendar month following the date of employment. The Group Life Insurance benefit shall have a coverage level of two times (2X) the employee's annual salary, rounded to the next highest thousand dollars (\$1,000) and is subject to the provisions of the Plan.

#### 12.05 Long Term Disability

Each full-time employee who is eligible for enrolment in the Long Term Disability Plan shall be enrolled under the Plan in accordance with the rules of the Plan.

#### 12.06 Participation

Employees are not required to participate in the Benefits Plans in Articles 12.01 to 12.03 if the employee is already covered by a similar plan, provided the employee advises the Benefits Coordinator in writing of such coverage. Subsequent enrolment of the employee or dependent(s) in a Benefit Plan is subject to the provisions of the specific Benefit Plan. Enrolment in the Benefit Plans in Articles 12.04 and 12.05 is mandatory for all employees.

#### 12.07 Premiums

The Employer will pay one hundred percent (100%) of the premiums for the Medical, Extended Health, Dental, and Group Life plans in Article 12.01 – 12.04 above. The employees will pay one hundred percent (100%) of the premiums for the Long Term Disability Plan in Article 12.05 above.

#### 12.08 Accumulated Sick Leave

Effective 2025 January 07:

##### (a) Sick Leave Credits

- (1) An employee shall earn sick leave credits on the basis of eighteen (18) hours per calendar month to a maximum accumulation of two thousand one hundred and eighty-four (2,184) hours. Where Sick Leave credits are earned for less than a full calendar month, the credit shall be prorated.

- (2) Sick leave credits shall be allocated in advance at the beginning of each calendar year. New employees shall have prorated annual credits allocated on their first (1<sup>st</sup>) day of employment. These entitlements shall be inclusive of Illness and Injury Leave Entitlements under the *Employment Standards Act*.
- (3) A deduction shall be made from an employee's accumulated sick leave credits for all time absent on authorized paid sick leave.
- (4) An employee shall receive their regular hourly rate of pay for all hours absent on authorized sick leave for as long as the employee has unused sick leave credits.
- (5) An employee who is unable to report to work due to illness shall notify their supervisor prior to the beginning of each shift.
- (6) Allocated sick leave credits shall be adjusted for any unpaid leave of absence. Sick leave credits earned by an employee who is absent on sick leave shall not be credited to the employee unless the employee returns to work for at least forty-eight (48) consecutive working hours.

(b) Sick Leave Certification

Any person requesting sick leave with pay under Article 12.08(a) or sick leave without pay may be required to produce a certificate from a duly qualified physician licensed to practice in the Province of British Columbia certifying that such person is unable to carry out their assigned duties due to illness. The Employer may require the employee to have a Functional Abilities Assessment completed by the employee's physician who is licensed to practice in the Province of British Columbia. Where a Medical Assessment Form is required, or where the Employer requires the employee to attend an independent medical examination, the cost will be paid for by the Employer.

(c) Sick Leave Recovery

An employee who has received paid sick leave for injuries caused by a third (3<sup>rd</sup>) party shall be obliged in the event such employee undertakes an action or makes a claim for recovery of damages against the third (3<sup>rd</sup>) party, to seek recovery of the cost of continuation of wages and benefits, and shall be obliged to reimburse the Employer to the extent the employee succeeds in recovering lost wages and benefits less the proportionate cost of legal fees. The Employer shall reimburse the sick leave bank the amount of money paid out of sick leave on the employee's behalf in proportion to the total amount of money recovered. Without limiting the foregoing, this provision includes actions or claims made to ICBC.

(d) Family Illness

In case of illness of an immediate member of the family of an employee living in the home where no one is at home other than the employee who can provide for the needs of the ill person, the employee shall be entitled, after notifying the Fire Chief, or designate, to use a maximum of two (2) duty shifts of accumulated sick leave per calendar year for this purpose. However, the Employer may require proof of illness in case of illness of an immediate member of the family of an employee.

### 12.09 Pension

- (a) Effective the date of hire, employees shall be covered by the provisions of the Municipal Pension Plan in accordance with the Municipal Pension Plan Rules.
- (b) All employees shall receive a Savings Plan Adjustment of zero point five six percent (0.56%) of pensionable earnings to be directed to a group TFSA at a financial institution of the Union's choice for a post-retirement benefits account. The only responsibility of the Employer is to transfer the funds in January of each year to a group tax free savings account. Payments will be recorded on each employee's biweekly pay cheque.

### 12.10 Workers' Compensation

- (a) Where an employee suffers from a disease or illness or incurs personal injury (which disease, illness or injury is hereinafter called the "disability") and is entitled to compensation therefor under the Workers' Compensation Act, the employee shall not be entitled to use sick leave for time lost by reason of any such disability.
- (b) An employee, whose claim for WorkSafeBC temporary disability benefits is accepted by the WorkSafeBC, shall assign the employee's WorkSafeBC cheque to the Employer and the Employer shall pay the employee's approximate net salary.
- (c)
  - (i) During a period of delay while WorkSafeBC is processing a claim for WorkSafeBC temporary disability benefits, the Employer will advance "regular salary" to the employee, provided the employee is eligible for benefits under the Accumulated Sick Leave Plan. "Regular salary" is defined as an amount approximately equivalent to the net pay that an employee would have received for the absence if the absence had been treated as sick leave under the Accumulated Sick Leave Plan or the Long Term Disability Plan, whichever would have been applicable during the absence. Where the employee has no accumulated sick leave credits or where the Long Term Disability Plan does not accept the sick leave claim, the employee shall be entitled to an advance as described above, provided the employee has sufficient annual vacation or other banked credits to repay the advance.
  - (ii) Following a decision by WorkSafeBC to accept or disallow an employee's claim, the employee shall be entitled retroactively, subject to meeting the eligibility requirements under the appropriate plan(s), to pay in accordance with the provisions that are applicable during the delay period. Such pay combined with any payments from WorkSafeBC shall be used to repay, to the extent necessary, the advance paid under paragraph (c)(i) above.
- (e) Where an employee becomes entitled to Workers' Compensation and payment is not made for the first (1<sup>st</sup>) day or part day, such day or part day shall be paid by the Employer.

### 12.11 Health and Wellness

Effective 2025 January 07:

The Employer and the Union will establish a health and wellness committee consisting of three (3) Union and three (3) Employer representative to provide oversight to departmental health and wellness initiatives.

### 12.12 Line of Duty Death Service

Effective 2025 January 07:

The City will contribute up to two (2) months of a fourth (4<sup>th</sup>) Year firefighter's salary towards the costs incurred to provide a full honors' Line of Duty Death Service for any active employee covered by this agreement whose death is declared by WorkSafe BC, or by mutual agreement between the Union and the City, to be a result of the work they performed as an employee of the City of Pitt Meadows. The service shall be in keeping with the IAFF and International Association of Fire Chiefs protocols as requested by surviving family members. The service, ceremony, and other events associated with the ceremony shall be coordinated by a committee consisting of a family liaison, a Local 4810 representative, a representative of the City of Pitt Meadows, and the Fire Chief or delegate.

## 13. ANNUAL VACATION

Effective 2025 January 07:

### 13.01 Suppression Employees

Paid annual vacations for all Suppression employees covered by this Agreement shall be allowed as follows:

- (a) Employees leaving the service in less than twelve (12) months from the date of appointment shall be granted vacation pay in accordance with the *Employment Standards Act*;
- (b) In the first (1<sup>st</sup>) part calendar year of service, vacation will be granted on the basis of one-twelfth ( $\frac{1}{12}$ ) of eight (8) twelve (12) hour duty shifts for each month or portion of a month greater than one-half ( $\frac{1}{2}$ ) worked by 31 December;
- (c) During the second (2<sup>nd</sup>) calendar year of service – eight (8) twelve (12) hour duty shifts;
- (d) During the third (3<sup>rd</sup>) calendar year of service up to and including the ninth (9<sup>th</sup>) calendar year of service – fourteen (14) twelve (12) hour duty shifts;
- (e) During the tenth (10<sup>th</sup>) calendar year of service up to and including the fourteenth (14<sup>th</sup>) calendar year of service – eighteen (18) twelve (12) hour duty shifts;

- (f) During the fifteenth (15<sup>th</sup>) calendar year of service up to and including the twenty-fourth (24<sup>th</sup>) calendar year of service – nineteen (19) twelve (12) hour duty shifts;
- (g) During the twenty-fifth (25<sup>th</sup>) and all subsequent years of service – twenty-three (23) twelve (12) hour duty shifts.

### 13.02 Non-Suppression Employees

Paid annual vacations for all Non-Suppression employees covered by this Agreement shall be allowed as follows:

- (a) Employees leaving the service in less than twelve (12) months from the date of appointment shall be granted vacation pay in accordance with the *Employment Standards Act*;
- (b) In the first (1<sup>st</sup>) part calendar year of service, vacation will be granted on the basis of 1/12th (one-twelfth) of thirteen (13) working days for each month or portion of a month greater than one-half (1/2) worked by 31 December;
- (c) During the second (2<sup>nd</sup>) calendar year of service – thirteen (13) working days;
- (d) During the third (3<sup>rd</sup>) calendar year of service up to and including the tenth (10<sup>th</sup>) calendar year of service –seventeen (17) working days;
- (e) During the eleventh (11<sup>th</sup>) calendar year of service up to and including the twenty-third (23<sup>rd</sup>) calendar year of service except during the twenty-first (21<sup>st</sup>) calendar year of service – twenty-one (21) working days;
- (f) During the twenty-first (21<sup>st</sup>) calendar year of service – twenty-four (24) working days;
- (g) During the twenty-fourth (24<sup>th</sup>) and all subsequent years of service – twenty-four (24) working days.

### 13.03 General

- (a) Employees who leave employment after completion of twelve (12) consecutive months of employment shall receive vacation for the calendar year in which termination occurs on the basis of one-twelfth ( $\frac{1}{12}$ ) of their vacation entitlement for that year for each month or portion of a month greater than one-half ( $\frac{1}{2}$ ) worked to the date of termination.
- (b) The Employer may provide pay in lieu of vacation for employees in their first (1<sup>st</sup>) part calendar year of employment.
- (c) In all cases of termination of employment for any reason other than retirement on the Municipal Pension Plan, adjustment will be made for any overpayment of vacation.
- (d) Employees who retire on the Municipal Pension Plan shall be entitled to vacation as follows:

- (i) If retiring prior to April 1<sup>st</sup>, they shall receive one-half (½) of their usual annual vacation;
  - (ii) If retiring on or after April 1<sup>st</sup>, they shall be entitled to their usual annual vacation.
- (e) Employees who are absent on unpaid leave of absence shall have their annual vacation pay prorated on the basis of the total time absent.
  - (f) For the purposes of this Agreement "calendar year" means the twelve (12) month period from January 01 to December 31 inclusive.
  - (g) All annual vacation requests will be scheduled subject to operational requirements and approval of the Fire Chief or designate. Vacation shall be scheduled in blocks of four (4) shifts at a time. Allocations of less than a four (4) shift block of vacation shall not be pre-scheduled during annual vacation picks. These days shall be scheduled at a time mutually agreed upon between the Employer and the employee.
  - (h) Vacation accrual is to be taken in time off on an annual basis. A maximum of two (2) weeks' (effective 2025 January 07, ninety-six (96) hours) vacation entitlement in any one (1) year may be carried forward to the following year. Any vacation entitlement carried forward under this provision will not be allowed to be carried beyond one (1) year and may be scheduled for the employee or paid in cash at the Fire Chief's or designate's discretion.
  - (i) Vacation for Non-suppression employees will be based on total years of service for the department and not on total years of service in a non-suppression position.

#### 14. STATUTORY HOLIDAYS

- (a) Effective 2025 January 07, all employees are entitled to the following Statutory Holidays subject to the provisions of this Article:

|                      |   |
|----------------------|---|
| New Year's Day       | Labour Day                                |
| Family Day           | National Day for Truth and Reconciliation |
| Good Friday          | Thanksgiving Day                          |
| Easter Monday        | Remembrance Day                           |
| Victoria Day         | Christmas Day                             |
| Canada Day           | Boxing Day                                |
| British Columbia Day |   |

and any other day declared by City Council or by the Federal or Provincial Governments to be a Statutory Holiday.

- (b) (1) Employees engaged in a type of work required to be performed continuously and on every day, including Statutory Holidays, throughout the year shall receive in each calendar year time off equivalent to one (1) duty shift for each of

the Statutory Holidays listed in paragraph (a) except as provided for under paragraph (b)(2).

- (2) Every employee covered by paragraph (b)(1) shall receive, during the first (1<sup>st</sup>) part calendar year of employment and during the final part calendar year of employment, time off equivalent to one (1) duty shift for each of the Statutory Holidays listed in paragraph (a) which occur during the employee's period of employment in such part calendar year.
- (c) Requests for time off in lieu of Statutory Holidays shall be submitted to the Fire Chief or designate for approval. The Employer may pay employees cash in lieu of all or part of their first (1<sup>st</sup>) year's Statutory Holiday entitlement.
- (d) Any employee covered by paragraph (b) who is required work on any of the Statutory Holidays listed in paragraph (a) shall, in addition to the entitlement set forth in paragraph (b), be paid at the rate of one and one-half (1½) times the regular hourly rate of the employee for all hours worked between the hours of 00:00 hours and 24:00 hours on such Statutory Holiday. The one and one-half (1½) times rate is comprised of the employee's regular straight time (1X) hourly rate plus an additional fifty percent (50%) premium.

## 15. LEAVES

### 15.01 Bereavement Leave

Effective 2025 January 07

- (a) An employee will be granted Bereavement Leave of up to four (4) duty shifts without loss of pay in the event of the death of their spouse, including common-law spouse or partner, child, step-child, parent, step-parent, parent-in-law, sibling, sibling-in-law, grandparent, grandparent-in-law or grandchild.
- (b) Initiating bereavement leave is at the employee's discretion. Requests for leave under this Article shall be submitted to the Fire Chief or designate.
- (c) An employee who qualifies for Bereavement Leave without loss of pay as referred to herein may be granted such leave when on annual vacation if approved by the Fire Chief or designate. An employee who is absent on sick leave with or without pay or who is absent on WorkSafeBC, shall not be entitled to such Bereavement Leave without loss of pay.
- (d) Upon application to, and upon receiving the permission of the Fire Chief or designate, an employee may be granted leave of up to one (1) duty shift without loss of pay in order to attend a funeral as a pallbearer or a mourner in any case other than one covered herein.

## 15.02 Maternity and Parental Leave

### (a) Length of Leave

#### (1) Birth Parent

A pregnant employee shall be entitled to up to seventeen (17) consecutive weeks of maternity leave and up to sixty-one (61) consecutive weeks of parental leave, all without pay. The parental leave must immediately follow the maternity leave.

In the event the birth parent dies or is totally disabled as deemed by a physician, an employee who is the non-parent of the child shall be entitled to both maternity and parental leave without pay.

#### (2) Non-Birth Parent and Adoptive Parent

An employee who is the non-birth parent or the adoptive parent shall be entitled up to sixty-two (62) consecutive weeks of parental leave without pay. The employee shall take the leave within seventy-eight (78) weeks of the child's birth or date the child comes within the care and custody of the employee.

#### (3) Extensions - Special Circumstances

An employee shall be entitled to extend the maternity leave by up to an additional six (6) consecutive weeks' maternity leave without pay where a medical practitioner certifies the employee is unable to return to work for medical reasons related to the birth.

An employee shall be entitled to extend the parental leave by up to an additional five (5) consecutive weeks' without pay where the child is at least six (6) months of age before coming into the employee's care and custody and the child is certified as suffering from a physical, psychological or emotional condition.

In no case shall the combined maternity and parental leave exceed seventy-eight (78) consecutive weeks following the commencement of the leave.

### (b) Notice Requirements and Commencement of Leave

(1) An employee who requests parental leave for the adoption or caring of a child shall be required to provide proof of adoption or birth of the child.

(2) An employee shall provide written notice to the Human Resources Division, at least four (4) weeks in advance, of the intended commencement date of the maternity and/or parental leave. (In case of adoption of a child, the employee shall provide as much notice as possible.)

(3) An employee on maternity leave or parental leave shall provide four (4) weeks' notice prior to the date they intend to return to work.

- (4) An employee who wishes to return to work within six (6) weeks following the actual date of the birth may be required to provide a certificate from a medical practitioner stating the employee is able to return to work.
- (5) Where a pregnant employee gives birth before requesting maternity leave or before commencing maternity leave, the maternity leave shall be deemed to have started on the date the employee gave birth.

(c) (1) Return to Work

On resuming employment, an employee shall be reinstated to their previous position or a comparable position and for the purposes of seniority, pay increments and benefits, referenced in (e) herein, and for vacation entitlement (but not for public holidays or sick leave) maternity and parental leave shall be counted as service. Vacation pay shall be pro-rated in accordance with the duration of the leave and an employee may elect not to take that portion of vacation leave which is unpaid.

- (2) Effective 2025 January 07, an Employee who is nursing or has a need to express breast milk shall be provided the following:
  - i. adequate time for this purpose, and,
  - ii. a safe space, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

(d) Sick Leave

- (1) An employee on maternity leave or parental leave shall not be entitled to sick leave during the period of leave.
- (2) Subject to paragraph (d)(1), an employee on maternity leave or parental leave who has notified the Human Resources Division of their intention to return to work pursuant to paragraph (b)(3) and who subsequently suffers any illness or disability which prevents them from returning to work as scheduled, whether or not such illness or disability is related to pregnancy, shall be entitled to sick leave benefits commencing on the first (1<sup>st</sup>) day on which they would otherwise have returned to work.

(e) Benefits

- (1) MSP, Dental, EHB, and Group Life Insurance benefits shall continue uninterrupted during the period of time the employee is on maternity and/or parental leave provided that the employee makes arrangements prior to commencing the leave to pay their share of the benefit premiums for that period where the premiums are cost-shared. Where an employee makes arrangements to continue benefits coverage, all benefits named in this paragraph shall continue.

- (2) Pension contributions will cease during the period of the leave. If an employee is eligible to buy back this service, and chooses to buy it back, the buyback will occur in accordance with the Municipal Pension Plan Rules.

(f) Supplementary Employment Insurance Benefits

- (1) Birth parents who are entitled to maternity leave and who have applied for and are in receipt of Employment Insurance benefits are eligible to receive SEIB Plan payments.
- (2) Subject to the approval of the Employment Insurance Commission, non-birth parents who, due to the death or total disability of the birth parent, have applied for and are in receipt of Employment Insurance maternity benefits are eligible to receive SEIB Plan payments.
- (3) The SEIB Plan is intended to supplement the Employment Insurance benefits received by employees while they are temporarily unable to work as a result of giving birth.
- (4) The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and ninety-five percent (95%) of their gross weekly earnings and is paid as follows:
  - (1) for the first (1<sup>st</sup>) six (6) weeks, which includes the Employment Insurance waiting period; and
  - (2) up to an additional eleven (11) weeks will be payable if an employee continues to receive Employment Insurance benefits and is unable to work due to a valid health reason related to the birth and provides the Employer with satisfactory medical evidence.
- (5) The Plan meets the requirements of Section 38 of the Employment Insurance Regulations, specifically that, when combined with an employee's weekly Employment Insurance benefit, the payment will not exceed the claimant's normal weekly earnings from employment and an employee's accumulated leave credits will not be reduced.
- (6) Income tax rules or regulations may require a payback of Employment Insurance earnings, depending upon the tax rules in effect at the time an employee is receiving benefits. Under the SEIB Plan, the Employer does not guarantee any specific level of earnings but rather are liable only for the payment of the benefit as described above. The Employer, under no circumstance, will be responsible for any paybacks arising from changes to or the application of the tax regulations.

15.03 Union Leave

- (a) All applications for leave of absence whether with or without pay shall be granted only to those official Union representatives whose absence in any specific case does not interfere with the operations of the Employer.

- (b) Upon application to, and upon receiving the permission of the Fire Chief, or designate, in each specific case, up to two (2) official representatives of the Union may be granted time off without loss of pay for meeting with the Employer for the purpose of settling a grievance as outlined elsewhere in this Agreement.
- (c) Upon application to, and upon receiving the permission of the Fire Chief, or designate, in each specific case, up to two (2) official representatives of the Union may be granted leave of absence without loss of pay for the purpose of collective bargaining with the Employer.

#### 15.04 General Leave

The Employer may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. Such approval shall not be withheld unjustly. An employee will continue to accumulate seniority for up to one (1) month during the leave of absence unless otherwise agreed to by both the Employer and the Union.

#### 15.05 Court Duty

- (a) If an employee is required to attend Court for reasons arising out of the normal performance of the employee's duties, time for the attendance that falls outside the employee's regular hours of work will be paid in accordance with Article 11. The Employer will also cover all reasonable expenses (supported by receipts) incurred by the employee to attend Court. Any monies received by the employee from the Court for attendance shall be turned over to the Employer.
- (b) Based on the circumstances of the matter, the employee may be assisted by the Employer's legal counsel.

#### 15.06 Jury and Witness Leave

- (a) An employee who is called for Jury Duty in a Court proceeding or is subpoenaed as a Crown witness shall be given time off work during the period of such duty. The employee shall suffer no loss of regular pay for the time so spent and any remuneration received by the employee during their regularly scheduled work hours for such duty shall be remitted to the Employer.
- (b) Any costs related to the Court appearance (such as transportation, parking and meals) shall remain the responsibility of the employee. Employees are not required to remit to the Employer, allowances they receive from the Court for travelling, meals or related expenses.
- (c) In cases where an employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.

16. LAYOFF AND RECALL(a) Layoffs

In the event of a layoff, the Employer shall designate the position(s) to be eliminated and the incumbent employee(s) shall be laid off unless the employee is qualified (has the skill, knowledge and ability) to perform the work of another position and has greater seniority than the incumbent of such position as follows:

- (1) the employee may bump laterally (at the same pay level) into the position occupied by the employee with the least seniority;
- (2) the employee may bump downward (at a lower pay level) into the position occupied by the employee with the least seniority.

Where the employee is unable to bump, or elects not to bump, the employee shall be laid off. An employee who is bumped by another employee shall have the same rights to bump under this Article.

(b) Advance Notice of Layoff

Except in cases of inclement weather, strikes, lockouts or other circumstances beyond the control of the Employer, the Employer shall notify employees, who have acquired seniority rights, and who are to be laid off, at least fourteen (14) calendar days prior to the effective date of layoff. If the employee has not had the opportunity to work during the fourteen (14) calendar days referred to above, the employee shall be paid for those days for which work was not made available.

(c) Recall

Employees shall be recalled to positions for which they are qualified (as defined above), in the order of their bargaining unit-wide seniority.

No new employees shall be hired following a layoff until those who were laid off have been given a reasonable opportunity of recall as follows:

The Employer shall make every reasonable attempt to contact employees in order of seniority, and employees shall be recalled in such order providing they are qualified to perform the available work and providing they respond within the stipulated time limits. Each employee on layoff will be responsible for keeping the Employer advised of a current address and telephone number where the employee can be contacted for Recall. If the Employer is unable to contact the employee by telephone, notice of Recall shall be delivered by couriered letter to the employee's last address in which case the employee shall have seventy-two (72) hours from the time of delivery of the notice of Recall to respond. The seventy-two (72) hour time period shall not include time on weekends or Statutory Holidays. An employee shall report to work at the time specified by the Employer except where the employee is unable to report to work due to circumstances beyond the employee's control.

An employee who fails to respond to a notice of Recall shall drop to the bottom of the Recall list.

An offer of employment to replace another employee who is absent shall not be considered a Recall and may be declined by a laid off employee without penalty.

(d) Seniority

Laid off employees shall maintain but not accumulate seniority and shall not be entitled to or earn any benefits while on layoff. An employee recalled within twelve (12) months shall be credited with their previous service for determining seniority and length of service for perquisites. An employee shall lose seniority and right of recall if continuously laid off for a period of more than twelve (12) consecutive months.

17. TERMINATION OF EMPLOYMENT

Employees shall give the Employer a minimum two (2) weeks' written notice of resignation, except by mutual consent.

18. PERSONNEL FILES

- (a) Upon reasonable notice, an employee may review their personnel file maintained by the Employer.
- (b) Upon reasonable notice, the Union may review the personnel file of an employee of the Bargaining Unit provided that the reasonable notice includes written authorization from the employee to the Employer granting the Union permission to access their personnel file.

19. GRIEVANCE PROCEDURE

During the term of this Agreement, any difference concerning the dismissal, discipline or suspension of an employee or the interpretation, application, operation or any alleged violation of this Agreement, including any question as to whether any matter is arbitrable, shall be finally and conclusively settled without stoppage of work in the following manner.

(a) Grievance Procedure

Meeting with Immediate Non-Bargaining Unit Supervisor

An employee with a complaint shall first raise it with their immediate non-bargaining unit supervisor within fourteen (14) calendar days of the date the employee became aware of or ought to have become aware of the incident giving rise to the complaint. The supervisor shall meet and discuss the complaint with the employee and provide a response within fourteen (14) calendar days of the date the employee raised the matter. The purpose of the meeting is to review the circumstances giving rise to the

incident and to determine whether the complaint can be satisfactorily resolved without using the formal grievance procedure.

If the employee is not satisfied with the supervisor's response, the Union may choose to advance the complaint to Step 1 of the formal grievance procedure. It is the employee's responsibility to discuss the matter with a representative of the Union in a timely manner.

#### Step 1

The Union may submit the grievance in writing to the Fire Chief or designate within ten (10) calendar days of being made aware of the supervisor's response in paragraph (a). The Fire Chief or designate shall provide a written response within ten (10) calendar days of receipt of the grievance.

#### Step 2

If the matter is not resolved in Step 1, the Union may pursue the grievance by referring the matter to the Chief Administrative Officer or designate within fourteen (14) calendar days of receipt of the Fire Chief's or designate response. The Chief Administrative Officer or designate shall meet with the Union and provide a written response within fourteen (14) calendar days from the date the matter was referred to the Chief Administrative Officer or designate.

#### Step 3

If the matter is not resolved in Step 2, either party may refer the dispute to Arbitration within fourteen (14) calendar days of receipt of the written response in Step 2.

- (b) Policy Grievance - where a dispute involving a question of general application or interpretation occurs, it shall be submitted at Step 1 of this Article.

Suspension or Dismissal – where a dispute involving the suspension or dismissal of an employee occurs, it shall be submitted at Step 1 of this Article within fourteen (14) calendar days of the date the employee received written notice of such suspension or dismissal.

- (c) Arbitration

The parties shall use a single Arbitrator, unless either party wants a three (3) member Arbitration Board which shall consist of one (1) nominee appointed by each party and a Chairperson mutually selected by the two (2) nominees.

Where the parties agree to use a single Arbitrator, the Arbitrator shall be mutually agreed to and appointed within fourteen (14) calendar days of the date the matter was referred to Arbitration. If the parties fail to mutually agree to the single Arbitrator within the fourteen (14) calendar day period, the appointment shall be made by the Director, Collective Agreement Arbitration Bureau upon the written request of either party.

Where the matter is to be referred to a three (3) member Board of Arbitration, the party referring the matter to Arbitration shall advise the other party in writing of the name and address of its nominee on the Arbitration Board within fourteen (14) calendar days of the date the matter was referred to Arbitration. Within fourteen (14) calendar days thereafter, the other party shall respond in writing indicating the name and address of its appointee to the Arbitration Board. The two (2) nominees shall select a third (3<sup>rd</sup>) person who shall be the Chairperson.

If the party receiving the notice fails to appoint its nominee to the Board of Arbitration, or if the two (2) nominees to the Board of Arbitration fail to agree on a Chairperson within fourteen (14) days of their appointment, the appointment of a Chairperson shall be made by the Director, Collective Agreement Arbitration Bureau upon the written request of either party.

Each party shall bear the fees and expenses of its nominee to an Arbitration Board and each party shall bear equally the fees and expenses of the Chairperson or the single Arbitrator.

The decision of the single Arbitrator or the majority decision of the Arbitration Board shall be final and binding on both parties.

- (d) The time limits stipulated in both the grievance and arbitration procedures may be extended by mutual consent of the parties.
- (e) The Employer shall have the same rights as the Union to file and process a grievance.

## 20. HUMAN RIGHTS

The Employer and Union agree that any form of discrimination under the prohibited grounds of the B.C. Human Rights Code shall not be tolerated in the workplace.

## 21. UNIFORMS

Effective 2025 January 07:

- (a) The Employer shall provide employees with the following:
  - (i) at date of hire and replace annually
    - a. Four (4) uniform shifts
    - b. Two (2) uniform pants
    - c. Four (4) t-shirts, and
    - d. One (1) job shirt.
  - (ii) at date of hire and replaced on an as needed basis:
    - a. One (1) waterproof seam-sealed service jacket to be replaced every five (5) years
    - b. (1) fleece service jacket to be replaced every three (3) years
    - c. One (1) belt/buckle

- d. One (1) dress tunic
  - e. One (1) dress tunic
  - f. One (1) dress light blue shirt
  - g. Two (2) ties
  - h. One (1) dress uniform cap and badge
  - i. One (1) pair of uniform dress shoes.
- (iii) Commencing in the second (2<sup>nd</sup>) year of employment, the employee shall utilize the points system, with each firefighter allotted four hundred (400) points per calendar year commencing January 1<sup>st</sup>.
  - (iv) Employees will be required to submit their clothing selections to management no later than March 1<sup>st</sup> of each year. Should an employee fail to submit their choices by this date, a standard uniform kit will be ordered, consisting of three (3) uniform shirts, three (3) pairs of uniform pants and three (3) t-shirts.
  - (v) Boots will be issued annually and will not form part of the aforementioned points system. Employees shall be provided with one (1) pair of standard station boots. Employees will be given the option of replacing the boots once every second (2<sup>nd</sup>) year in order to obtain a higher-value pair of boots.
  - (vi) Any defective or damaged items will be evaluated by management on a case-by-case basis for replacement or repair.
  - (vii) All clothing items shall remain the property of the City of Pitt Meadows and shall be returned to the City by every employee leaving the service of the City excepting only those employees who leave the service through retirement under the Municipal Pension Plan.
  - (viii) The Fire Chief or designate will convene a Union-Management Joint Uniform Committee annually in October of each year to review the uniforms and discuss additions or subtraction of items from the list and changes in point values with the mandate to maintain quality, provide greater flexibility to employees, and maintain or reduce uniform replacement costs
  - (ix) The employer shall provide cleaning services for all uniform items employees are required to wear on shift with the exception of t-shirts.

| <b>Clothing Item</b> | <b>Points Required</b> |
|----------------------|------------------------|
| Uniform Shirt        | 40 Points              |
| Uniform Pants        | 75 Points              |
| T-shirt              | 20 Points              |
| Job Shirt or Vest    | 100 Points             |
| Toque                | 25 Points              |
| Baseball Cap         | 25 Points              |

|                 |           |
|-----------------|-----------|
| Mock Neck Shirt | 25 Points |
| Work-out shorts | 40 Points |

22. JOINT LABOUR-MANAGEMENT COMMITTEE

- (a) Effective 2025 January 07, a Joint Labour-Management Committee shall be established comprised of not more than three (3) representatives appointed by the Employer and not more than three (3) representatives to be appointed by the Union. The purpose of the Committee will be to meet and discuss miscellaneous matters related to employment as requested by either party. Employees shall suffer no loss of pay for attending Committee meetings. Meetings shall occur on a bi-monthly basis unless otherwise agreed to by the parties. Minutes of each meeting shall be distributed to each committee member as soon as possible following each meeting.
- (b) The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement; however, the members of the Committee may make recommendations to their respective principles regarding matters discussed by the Committee. 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.

23. 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 have the right to post notices of meetings and such other notices as may be of interest to the employees.

24. INDEMNIFICATION

Employees of the City of Pitt Meadows Fire Department are covered by the terms of the Indemnification Bylaw #2574 as amended from time to time.

25. LIVING BOUNDARIES

All employees must live within the living boundaries set out in an Operating Guideline.

DATED at Pitt Meadows, British Columbia, this 14 day of April, 2026.

CITY OF PITT MEADOWS:

INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL 4810:

*"Stephane Drolet"*

Stephane Drolet – Fire Chief

*"Brent Hannah"*

Brent Hannah - President

*"Stephanie St. Jean"*

Stephanie St. Jean – Director of Corporate Services

*"Mark Davies"*

Mark Davies – Vice President

*"Jon Coroliuc"*

Jon Coroliuc – Secretary

SCHEDULE "A"RATES OF PAY

THE CITY OF PITT MEADOWS  
AND  
LOCAL 4810 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

Effective 2022 January 01 – 2024 December 31

Key: A = Effective 2022 January 01 – December 31  
B = Effective 2023 January 01 – December 31  
C = Effective 2024 January 01 – December 31

| <u>Class Title</u>   | <u>Index</u> | <u>Effective Date</u> | <u>Monthly</u> | <u>Bi-Weekly</u> |
|--|--------------|-----------------------|----------------|------------------|
| Firefighter  |              |                       |                |                  |
| 1 <sup>st</sup> 6 months   | 70%          | A                     | 6272           | 2884.89          |
|  |              | B                     | 6554           | 3014.60          |
|  |              | C                     | 6849           | 3150.29          |
| 2 <sup>nd</sup> 6 months   | 75%          | A                     | 6720           | 3090.96          |
|  |              | B                     | 7022           | 3229.87          |
|  |              | C                     | 7338           | 3375.22          |
| 2 <sup>nd</sup> year   | 80%          | A                     | 7168           | 3297.02          |
|  |              | B                     | 7490           | 3445.13          |
|  |              | C                     | 7827           | 3600.14          |
| 3 <sup>rd</sup> year   | 90%          | A                     | 8064           | 3709.15          |
|  |              | B                     | 8427           | 3876.12          |
|  |              | C                     | 8806           | 4050.44          |
| 4 <sup>th</sup> year   | 100%         | A                     | 8960           | 4121.28          |
|  |              | B                     | 9363           | 4306.64          |
|  |              | C                     | 9784           | 4500.29          |
| 10 <sup>th</sup> year (on completion of the employee's 10 <sup>th</sup> year of service) | 103%         | A                     | 9229           | 4245.01          |
|  |              | B                     | 9644           | 4435.89          |
|  |              | C                     | 10078          | 4635.52          |
| Lieutenant   | 112%         | A                     | 10336          | 4754.19          |
|  |              | B                     | 10801          | 4968.07          |
|  |              | C                     | 11287          | 5191.61          |

SCHEDULE "A" (cont'd)

Page 2

Key: A = Effective 2022 January 01 – December 31  
 B = Effective 2023 January 01 – December 31  
 C = Effective 2024 January 01 – December 31

| <u>Class Title</u>                                | <u>Index</u> | <u>Effective Date</u> | <u>Monthly</u> | <u>Bi-Weekly</u> |
|---|--------------|-----------------------|----------------|------------------|
| Captain *   | 122%         | A                     | 11259          | 5178.73          |
|   |              | B                     | 11766          | 5411.94          |
|   |              | C                     | 12295          | 5655.26          |
| Captain*<br>(effective 2025 January 07)           | 125%         |                       | 12598          | 5794.63          |
| Training Officer *<br>(effective 2025 January 07) | 130%         |                       | 13101          | 6025.99          |

\* These positions use the 10<sup>th</sup> year Firefighter rate as a base. The remainder are based on the 4<sup>th</sup> year Firefighter rate.

Rate Calculation:  $\frac{\text{Monthly} \times 12}{26.089}$  = Biweekly Rate (Rounded to two (2) decimals)

$\frac{\text{Biweekly Rate}}{\text{Biweekly Hours}}$  = Hourly Rate (Rounded to four (4) decimals)

The biweekly hours for each classification may be varied by agreement between the Employer and the Union.

**Appendix A****LETTER OF UNDERSTANDING**

between the

**CITY OF PITT MEADOWS**  
(hereinafter "the Employer")

and the

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS**  
**PITT MEADOWS FIREFIGHTERS' UNION, LOCAL 4810**  
(hereinafter "the Union")

**FLEX FIREFIGHTERS**

This Letter of Understanding is effective on the date it is signed and can only be terminated by mutual agreement between the parties.

1. The Collective Agreement provisions apply to the flex firefighters except as varied by this letter.
2. Flex firefighters shall be the four (4) least senior employees in suppression who are hired after the date of ratification of this agreement.
3. The Fire Chief or designate may schedule and manage flex firefighters under the terms of this Letter of Understanding as need dictates and may delegate that responsibility. Flex firefighter shift patterns may vary from those of other suppression firefighters who are scheduled under the terms of the Collective Agreement.
4. Employees assigned to work as flex firefighters will be associated with a designated platoon. After they have completed six (6) months of service, their schedule may vary from the schedule of the platoon as determined by the Fire Chief or designate to meet operational needs.
5. Flex firefighters shall have their hours of work balanced over a fifty-six (56) day cycle comprised of three hundred and thirty-six (336) hours of work over seven (7) specific eight (8) day blocks. Should the Employer not schedule a flex firefighter for three hundred and thirty-six (336) hours in a cycle, they shall suffer no loss of pay or benefits. Hours worked in excess of three hundred and thirty-six (336) hours in a fifty-six (56) day cycle shall be compensated in accordance with Article 11 of the Collective Agreement and shall be subject to the established processes and procedures for backfill, shift extension, overtime and emergency call out.
6. Reasonable effort will be made to align the flex firefighter schedule with that of the platoon with which that flex firefighter is associated.
7. A flex firefighter who maintains a consistent schedule for an extended period of time due to a leave, a time durated appointment, or any other reason remains part of the flex pool.
8. Flex firefighters must be scheduled off duty for a minimum of two (2) calendar days every eight (8) day block. Reasonable effort will be made to schedule those two (2) days consecutively and



**Appendix B****LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS

(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810

(hereinafter called the "Union")

(Collectively, the "Parties")

**RE: 24-HOUR SHIFT SCHEDULE**

This Letter of Understanding (LOU) is agreed upon without prejudice and without precedent to the interpretation or application of the Collective Agreement or any other agreements between the Parties. This LOU will not be disclosed or used by the Parties for future rights arbitrations except to enforce the terms of this LOU. Once agreed to, this LOU is admissible and may be relied on by the Parties at Interest Arbitration. This LOU is in effect upon ratification of the collective agreement that begins January 1, 2022. The parties agree to implement a twenty-four (24) hour shift schedule for a period of no less than twenty-four (24) months. After twenty-four (24) months, this LOU may be terminated by either party with ninety (90) days' written notice and will not be terminated without reasonable cause.

**A. Terms**

1. This Agreement applies only to Suppression Division employees of the Pitt Meadows Fire & Rescue Services Department.
2. The Collective Agreement applies to the Parties except otherwise expressly stated herein.
3. In the event of a conflict between this LOU and the Collective Agreement, this LOU supersedes the Collective Agreement only to the extent of the content specific to this LOU.
4. This LOU is based upon the principle that there is neither any additional salary nor benefit cost to the employer nor any reduction in the salaries or benefits received by employees as a result of this agreement.
5. Discussions related to a transition to a 24-hour shift schedule within the 2022 collective bargaining process are understood and agreed upon to be a function of the transparent notification to the Union of a change of practice process, and do not constitute a need for Union agreement for changes, additions or losses. The management rights or provision of privileges remains unchanged.
6. The Parties agree that there will be no additional cost to the Employer during the transition and that any additional hours worked during the transition as a result of this agreement will not incur additional pay, overtime, time off, or other forms of compensation. Efforts will be made to minimize any adverse impact to employees.

7. The Parties agree that all Suppression Division employees will transition to the new shift pattern beginning January 13, 2025 and that the transition will be completed within fourteen (14) days of the first (1<sup>st</sup>) platoon moving to the new shift. The transition will take no more than fourteen (14) days and efforts will be made to minimize any adverse impact to employees.
8. The Parties agree and it is understood the move to a 24-hour shift schedule may impact employees experiencing Occupational or Non-Occupational medical or health conditions. Employees on alternate duties and graduated return to work programs may not be working a 24-hour shift schedule. The Parties understand and reaffirm mutual understanding of the Employer right to adjust schedules to accommodate alternate, modified, or graduated return to duty and all other steps deemed necessary, except as required by the British Columbia Human Rights Code.

**B. Review and Sharing of Information**

9. The Labour Management Committee will address and resolve any arising issues to ensure effective and efficient operations as well as cost neutral implementation of the 24-hour shift schedule. Any changes to this LOU will be mutually agreed to by both parties.
10. The Parties agree to address and manage the issues identified with the 24-Hour shift schedule to prevent cost increases and to minimize detrimental impacts on firefighters (individually and collectively both in suppression and non-suppression roles) and on the overall operations of the Department.
11. The Labour Management Committee will review and assess data relating to the implementation and impact of the 24-hour shift schedule and will identify and address issues regarding this LOU. The Labour Management Committee will determine the baseline metrics for measuring the impacts of the 24-hour shift schedule based on the following data points, with each data set being reported out in alternating semi-annual intervals:

Data Set A (1<sup>st</sup> and 3<sup>rd</sup> Quarters):

- Time loss (Sick leave and Long Term Disability)
- WorkSafeBC (WSBC)
- Leave administration
- Employee attendance
- Shift movements and coverage
- Overtime Shifts

Data Set B (2<sup>nd</sup> and 4<sup>th</sup> Quarters):

- Turnout times
- Apparatus collisions/contact incidents
- Training
- Respectful workplace incidents/complaints
- Employee and management feedback

**C. Temporary amendments or variances to the Collective Agreement and Letters of Understanding**

12. The Parties agree that the following modifications to the current Collective Agreement and Letters of Understanding are in place on a without prejudice basis for the duration of this LOU.
13. Generally, for the purpose of this Section, where a "duty shift" is referenced in the Collective Agreement, it is understood that one (1) 24-hour shift is equal to two (2) "duty shifts" in the Collective Agreement.
14. DEFINITIONS:
  - a. Twenty-Four (24) Hour Shift Two (2) duty shifts worked consecutively  
Schedule:
  - b. Duty Shift: One (1) twelve (12) hour day shift or one (1) twelve (12) hour night shift
  - c. Block Two (2) consecutive duty shifts without interruption, followed by twenty-four (24) hours off duty, followed by two (2) consecutive duty shifts without interruption, followed by one-hundred and twenty (120) hours off duty. (1-1-1-5)
15. The 24-Hour Shift schedule shall consist of no less than four (4) platoons - A, B, C, D. The shift pattern for these platoons for each block shall be A B A B C D C D.
16. The Parties recognize that employees have a commitment to their colleagues and to the community to attend work fit for duty. Employees will be rested and prepared to commence work. Except for the purpose of providing staffing for emergency incidents or to maintain approved staffing counts as defined by the fire service, shifts longer than twenty-four (24) hours may not be scheduled.
17. The standard hours of duty for suppression employees will be a 24-Hour shift schedule consisting of not more than an average of forty-two (42) hours per week. Each 24-hour shift schedule is divided into two (2) duty shifts of one (1) twelve (12) hour day shift and one (1) twelve (12) hour night shift for operational and/or staffing coverage reasons. For the purpose of replacing employees off work for a duty shift, the replacement hours of work will be determined based on operational, staffing and other considerations
18. The 24-hour shift schedule pattern shall consist of eight (8)-day blocks of one (1) twenty-four (24) hour shift schedule with twenty-four (24) consecutive hours off, followed by one (1) twenty-four (24) hour shift schedule followed by one-hundred and twenty (120) consecutive hours off. A twelve (12) hour day shift shall be from 7:00 to 19:00 and a twelve (12) hour night shift shall be from 19:00 to 7:00.
19. The administration of vacation, sick, statutory holidays, and other leave entitlements for suppression employees shall continue to be based on an average duty shift length of twelve (12) hours.
20. Employees may be temporarily reverted from the 24-Hour shift schedule to work straight day shifts in order to facilitate the accommodation of special assignments and the performance of training activities upon mutual agreement and at the need of the Department.

21. For the purposes of this LOU, the Parties agree that "fifteen (15) working days" referenced in Article 7 Probationary/Trial Period shall mean twelve (12) duty shifts.
22. For the purpose of this LOU, the Parties agree that "duty shift" in Article 11.03 Overtime means a 24-hour shift schedule as defined in this LOU. Employees working in excess of a 24-hour shift do not gain any inherited right to receive the double (2X) overtime rate, except for where it is expressly written in the Collective Agreement. The Parties agree and understand the overtime provisions of the Collective Agreement meet or exceed the provisions of the BC Employment Standards Act.
23. At the Fire Chief's or designate discretion, an employee may be required to work up to thirty-six (36) consecutive hours to maintain safe staffing levels. The Employer will endeavor to provide relief for the employee as soon as possible.
24. For the purpose of this LOU, the Parties agree that "calendar day(s)" in Article 13 Annual Vacation means a duty shift as defined in this LOU.
25. The Parties will comply with the timelines in Article 19 Grievance Procedure. The Parties recognize that reduced number of scheduled workdays for suppression employees may cause delays with employer investigations due to the inability to meet with the Employer during their weekly schedule. By mutual agreement, investigative meetings may be scheduled on a union representative's off-duty time without remuneration.

Dated on this 18 day of December 2024, in the City of Pitt Meadows.

SIGNED ON BEHALF OF THE EMPLOYER:

*"Stephane Drolet"*

Stephane Drolet – Fire Chief

*"Stephanie St. Jean"*

Stephanie St. Jean – Director of Corporate Services

SIGNED ON BEHALF OF THE UNION:

*"Brent Hannah"*

Brent Hannah - President

*"Mark Davies"*

Mark Davies – Vice President

*"Jon Coroliuc"*

Jon Coroliuc – Secretary

**Appendix C****LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS

(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810

(hereinafter called the "Union")

(Collectively, the "Parties")

**RE: PLATOON SYSTEM**

In an effort maintain continuity and service levels, this Letter of Understanding (LOU) is agreed upon without prejudice and without precedent to the interpretation or application of the Collective Agreement or any other agreements between the Parties. This LOU will not be disclosed or used by the Parties for future rights arbitrations except to enforce the terms of this LOU. Once agreed to, this LOU is admissible and may be relied on by the Parties at Interest Arbitration. This LOU will be in effect upon ratification of the collective agreement that begins January 1, 2022 and will be renewable on annual thereafter unless the City or Union provides three (3) months' noticed of intention to change, amend, or terminate this LOU. This LOU will not be terminated without reasonable cause that cannot be resolved through the Labour Management process.

- A) The Parties agree to establish a "platoon system" for the purpose of staffing additional apparatus on an as needed operational basis when required. This will be accomplished by utilizing career suppression and qualified non-suppression employees.
- B) Upon successful completion of their probationary period, employees may respond to a Platoon Callout or, when requested by the Fire Chief or their designate, attend training or deliver training, public education or other identified events.
- C) Platoon 1 will be comprised of A and B shift, Platoon 2 will be comprised of C and D shift.
- D) A platoon schedule based on an eight (8)-day cycle will be established and posted by the department where each platoon will be utilized for four (4) consecutive days in an eight (8)-day cycle.
- E) Platoon System Callouts will be dispatched automatically for specific incident types identified in writing by the Fire Chief or their designate to the Union and when staffing a standby crew at the hall upon request from the Fire Chief or their designate. Changes to the list of incident types may constitute reasonable cause to terminate this LOU.
- F) Amendments to this Letter of Understanding will be mutually agreed upon between the Fire Chief or designate and the Union.



**Appendix D****LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS  
(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810  
(hereinafter called the "Union")

(Collectively, the "Parties")

**Re: Instructor Pool**

This Letter of Understanding (LOU) is agreed upon without prejudice and without precedent to the interpretation or application of the Collective Agreement or any other agreements between the Parties. This LOU will not be disclosed or used by the Parties for future rights arbitrations except to enforce the terms of this LOU. Once agreed to, this LOU is admissible and be relied on by the parties at Interest Arbitration. This LOU is in effect as of the date of ratification of the Collective Agreement that begins January 1, 2022 and is renewable on an annual basis thereafter unless the City or Union provides three (3) months' noticed of intention to change, amend, or terminate this LOU. This LOU will not be terminated without reasonable cause that cannot be resolved through the Labour Management process.

- A. The Employer and the Union agree to establish an Instructor Pool for the purposes of delivering required and specialized departmental training.
- B. The Instructor Pool will be made up of the following positions:
  - Lead Instructor
  - Instructor
  - Technician
- C. The minimum requirement for "Lead Instructor" will be Fire Service Instructor 2 as of January 1, 2026.
- D. The minimum requirement for "Instructor" will be Fire Service Instructor Level 1.
- E. The minimum requirement for Technician will be the successful completion of the probationary period as outlined in the collective agreement.
- F. Technician positions will only be used in support of an instructor(s), and when operationally required.

- G. Selection to the Instructor Pool will be done as per Articles 9 and 10 of the Collective Agreement.
- H. Instructors and Technicians shall be assigned based on seniority and operational availability when requested by the department.
- I. All administrative duties relating to record keeping and FDM will be the responsibility of the Lead Instructor or Instructor.
- J. Rates of Pay while participating in the Instructor Pool led training events (based on 4<sup>th</sup> year monthly rate):

**Lead Instructor:**

- 130% for Confirmed Captains
- 115% for Firefighters

**Instructor:**

- 130% for Confirmed Captains
- 115% for Firefighters

**Technician:**

- All Technician pay will be the base rates of pay as per Schedule "A"

- K. Instructor Pool rates will be paid for hours worked instructing certified, license based, or required departmental training as specified by the Fire Chief or designate.
- L. Regular company drills and or on shift general training for skills maintenance will not qualify for the Instructor rate of pay.
- M. Instructor pay earned during a regular scheduled shift shall qualify as base pensionable earnings. Pay earned for instructional hours outside of the employee’s regular shift shall not qualify as pensionable earnings.

Dated on this 18 day of December 2024, in the City of Pitt Meadows.

SIGNED ON BEHALF OF THE EMPLOYER:

“Stephane Drolet”  
Stephane Drolet – Fire Chief

“Stephanie St. Jean”  
Stephanie St. Jean – Director of Corporate Services

SIGNED ON BEHALF OF THE UNION:

“Brent Hannah”  
Brent Hannah - President

“Mark Davies”  
Mark Davies – Vice President

“Jon Coroliuc”  
Jon Coroliuc – Secretary

**Appendix E**

**LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS  
(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810  
(hereinafter called the "Union")

(Collectively, the "Parties")

**Re: EXTRA SHIFTS**

This Letter of Understanding is effective on the date it is signed and will remain in effect until June 30, 2028 and can only be terminated upon mutual agreement.

1) The following situations are recognized as pertaining to the terms of this Letter of Understanding:

- A) An employee works a shift backfill due to a scheduled vacation, a statutory holiday entitlement, a long term disability claim or an approved WorkSafeBC claim of another employee.
- B) An employee attends training or delivers training at the request of the department.
- C) An employee responds to a call out as defined within the "Platoon System" Letter of Understanding.

For any of the above-described situations, employees will be paid a minimum of one (1) hour at the following rates:

|                              |  |
|------------------------------|--|
| Jan 1, 2025 to Dec 31, 2025: | 1.1x the employee's base rate of pay                                 |
| Jan 1, 2026 to Dec 31, 2026: | 1.2x the employee's base rate of pay                                 |
| Jan 1, 2027 to Dec 31, 2027: | 1.3x the employee's base rate of pay                                 |
| Jan 1 2028 to Jun 30, 2028:  | 1.4x the employee's base rate of pay                                 |
| July 1, 2028 onward:         | 1.5x the employee's base rate of pay as per the Collective Agreement |

- 2) Any situation not identified above in this Letter of Understanding shall remain subject to the terms and conditions of the Collective Agreement including the appropriate rates of pay contained in Article 11.
- 3) Nothing in this letter prevents the Employer from requiring an employee to work overtime, an extra shift, or a callout shift as described in the Collective Agreement; in which case, the terms and conditions, and the appropriate rates of pay contained in the Collective Agreement will apply.

4) The Parties will continue the practice of pay at straight time (1X) rates for any hours worked under sub-clauses A and B above until four (4) new firefighters hired after December 18, 2024 have completed their six (6) month evaluations.

Dated on this 18 day of December 2024, in the City of Pitt Meadows.

SIGNED ON BEHALF OF THE EMPLOYER:

*"Stephane Drolet"*

Stephane Drolet – Fire Chief

*"Stephanie St. Jean"*

Stephanie St. Jean – Director of Corporate Services

SIGNED ON BEHALF OF THE UNION:

*"Brent Hannah"*

Brent Hannah - President

*"Mark Davies"*

Mark Davies – Vice President

*"Jon Coroliuc"*

Jon Coroliuc – Secretary

**Appendix F**

**LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS

(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810

(hereinafter called the "Union")

(Collectively, the "Parties")

**RE: Training Officer Hours of Work**

This Letter of Understanding (LOU) is agreed upon without prejudice and with precedent to the interpretation or application of the Collective Agreement or any other agreements between the Parties. This LOU will not be disclosed or used by the Parties for future rights arbitrations except to enforce the terms of this LOU. Once agreed to, this LOU is admissible and be relied on by the parties at Interest Arbitration. This LOU is in effect as of the date of ratification of the Memorandum of Agreement which establishes the 2022-2024 Collective Agreement, and is renewable on an annual basis thereafter unless the City or Union provides three (3) months' noticed of intention to change, amend, or terminate this LOU.

Upon agreement between the Fire Chief (or designate) and the Union, the Training Officers hours of work may be amended to accommodate operational needs when required or requested.

Dated on this 18 day of December 2024, in the City of Pitt Meadows.

SIGNED ON BEHALF OF THE EMPLOYER:

SIGNED ON BEHALF OF THE UNION:

*"Stephane Drolet"*

*"Brent Hannah"*

Stephane Drolet – Fire Chief

Brent Hannah - President

*"Stephanie St. Jean"*

*"Mark Davies"*

Stephanie St. Jean – Director of Corporate Services

Mark Davies – Vice President

*"Jon Coroliuc"*

Jon Coroliuc – Secretary

## **Appendix G**

### **LETTER OF UNDERSTANDING**

between the

CITY OF PITT MEADOWS

(hereinafter called the "Employer")

and the

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 4810

(hereinafter called the "Union")

(Collectively, the "Parties")

### **OFFICER DEVELOPMENT PROCESS**

This Letter of Understanding (LOU) is agreed upon without prejudice and with precedent to the interpretation or application of the Collective Agreement or any other agreements between the Parties. This LOU will not be disclosed or used by the Parties for future rights arbitrations except to enforce the terms of this LOU. Once agreed to, this LOU is admissible and be relied on by the parties at Interest Arbitration. This LOU is in effect as of the date of ratification of the Collective Agreement that begins January 1, 2022 and remains in effect only until the expiration of the Collective Agreement that follows the 2022-2024 Agreement. This LOU only may be extended or renewed through the express written agreement of the City and the Union.

Qualification process related to the Officer positions shall be based upon the following:

- 1) The Employer shall pay the full cost of any course of instruction required by the Employer for an employee to better qualify themselves for a promotion, including leave for the employee to attend at no loss of pay for their regular shifts and no out-of-pocket expense as defined by City policy.
- 2) Employees participating in promotional educational programs have permission to complete coursework related to fire department courses while on shift providing that doing so does not interfere with mandatory regular duties.

#### **Suppression Captain Position**

- 3) Opportunities to achieve the qualifications for Captain shall be made reasonably available to employees over the course of their careers based on seniority. These opportunities include education and experience in Acting assignments, where practical.
- 4) The development process for Captain shall be as follows:
  - a) Expression of Interest and selection into the Officer Development Program;
  - b) Enrollment and completion of NFPA Fire Officer 1;
  - c) Entry into the development and mentorship period including:
    - i) Performance feedback during the development period;

