

COLLECTIVE AGREEMENT

BETWEEN

**KITIMAT UNDERSTANDING THE ENVIRONMENT
(K.U.T.E.)
Kitimat, BC**

AND



**UNITED FOOD AND COMMERCIAL WORKERS UNION,
LOCAL NO. 247**

Chartered by the United Food and Commercial
Workers International Union, AFL-CIO, CLC

FIRST PRINTING
Errors and Omissions Excepted

TERM OF AGREEMENT

January 28, 2022 to January 28, 2027

Dear Member:

This is your Union Collective Agreement. It represents the progress and efforts of many years of negotiations. Please read it and make sure you are receiving the benefits to which you are entitled.

Only by insisting on your rights, and refusing to let anyone abrogate them, can the Agreement be kept strong and meaningful. Any abuse of the Collective Agreement tends to undermine and weaken it.

Let's respect the Agreement; let's keep it strong and meaningful.

Make full use of your Shop Stewards.

DAN GOODMAN
President

CHARLES PRATT
Secretary-Treasurer

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COLLECTIVE AGREEMENT

BETWEEN:

**KITIMAT UNDERSTANDING THE ENVIRONMENT
(K.U.T.E.)**

(hereinafter referred to as the "Employer")

AND:

**UNITED FOOD AND COMMERCIAL WORKERS UNION,
LOCAL 247**

(hereinafter referred to as the "Union")

WHEREAS:

The Employer and the Union desire to cooperate in establishing and maintaining conditions which will promote a harmonious relationship between the Employer and employees covered by this Agreement, to provide methods for the prompt, fair and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours, and wages for all employees who are subject to the provisions of this Agreement.

ARTICLE 1 – BARGAINING AGENCY

- 1.1** Kitimat Understanding the Environment (K.U.T.E.) recognizes the United Food and Commercial Workers Union, Local 247 as the exclusive bargaining agent for

all non-management employees employed at the recycling depot in the city of Kitimat, in the province of British Columbia covered by this Collective Agreement.

- 1.2** Both parties recognize that Kitimat Understanding the Environment is a non-profit society that provides recycling services to Kitimat and surrounding areas, for homes and businesses. Kitimat Understanding the Environment is also a volunteer-supported organization that also offers unpaid work experience as well as community service as ordered or requested by the courts and other organizations.

ARTICLE 2 – CLARIFICATION OF TERMS

- 2.1** In this Agreement, wherever the words ‘he’, ‘his’, ‘her’, or ‘him’ appears, it shall be construed as meaning any employee, male or female of all gender identities. Whenever the ‘employee’ or ‘employees’ appear, it shall mean any person or persons covered by this Agreement.

ARTICLE 3 – MANAGEMENT’S RIGHTS

- 3.1** The Union recognizes and acknowledges that the management of the business and direction of the workforce are fixed exclusively with the Company and without restricting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the Company to:

- a) maintain order and efficiency;
- b) hire, promote, demote, classify, transfer, suspend and rehire employees, and to discipline any employee for just cause provided that a claim by an employee that they have been discharged or disciplined without just cause may be the subject of a grievance;
- c) determine the nature and kind of business conducted by the Company, the methods and techniques of work, contents of jobs, the number of employees to be employed, the extension of operations or any part thereof, and to determine and exercise all other functions which shall remain with the Company except as specifically limited by the express provisions of this Agreement.

ARTICLE 4 – UNION SHOP

4.1 The Employer agrees to automatically deduct from the wages of each employee covered by this Agreement, initiation fees, Union dues, and assessments as may be adopted and designated by the Union. In the event of a change, the Union will give the Employer at least five (5) weeks prior notice of the effective date change or deduction as the case may be.

Such Union dues deducted shall be indicated on the employee's T-4.

4.2 The Employer shall remit no later than fifteen (15) days after each accounting period to the Union:

- a) monies deducted from the wages of its employees for Union initiation, fees, dues, assessments and hours paid;
- b) a statement showing each employee's name, employee number, social insurance number, and department from whom deductions were made, and the amount of the deduction(s);
- c) a statement showing the names, social insurance numbers, employee numbers and store numbers of the employees terminated and hired during the preceding accounting period;
- d) a statement showing the name, home mailing address including postal code, landline and/or mobile telephone numbers, social insurance number of all bargaining unit employees.

4.3 Union Security

All employees shall, as a condition of employment, become and maintain active membership, as provided in the Constitution and bylaws of the Local Union. It is agreed that the Employer will have employees complete a Union membership application form within seven (7) days upon being employed and forward immediately to the Union office fully completed and signed.

- 4.4** The employer agrees to provide each new employee at the time of employment, with material outlining to the employee, their responsibility in regard to Union Membership as supplied by the Union.
- 4.5** It is the responsibility of the employee to maintain active membership as outlined in the International Constitution and the Local Union bylaws.
- 4.6** No employee shall be discharged, disciplined or discriminated against for any lawful Union activity, or for serving on a Union committee or for reporting to the Union the violation of any provisions of this Agreement. Instances of alleged violation of the foregoing will be brought to the attention of the Company's Official designated by the Employer to handle labour relations, and a full investigation by the parties will follow. The above will be subject to the grievance procedure. Any alleged harassment will be dealt with by the Company.

ARTICLE 5 – STORE VISITS AND BULLETIN BOARDS

- 5.1** An authorized Representative or Executive officer of the Union shall be permitted, after notifying the Foreman, to talk with an employee regarding Union matters during regular working hours. The interview of such employee by the Union Representative or Executive officer, shall be carried out in a place provided for and designated by the Company. Time taken for such interview in excess of five (5) minutes

shall not be on Company time. Time taken for such visits shall not disrupt the serving of customers.

- 5.2** A case will be placed in the lunchroom or another mutually agreed location and be designated for Union notices only. The Union agrees not to post material objectionable to the Employer.

ARTICLE 6 – DEDUCTION OF UNION DUES

- 6.1** The Employer agrees to deduct from the wages of each employee, initiation fees, Union dues, and assessments that are authorized by a regular and proper vote of the membership of the Union.

It is the responsibility of the employee to maintain active membership as outlined in the International Constitution and the Local Union Policy.

The Employer further agrees, automatically, to deduct Union dues from the wages of new employees.

- 6.2** The Employer shall remit once each accounting period to the Union:
- a) monies deducted from the wages of its employees for Union initiation, fees, dues, assessments and hours paid;
 - b) a statement showing each employee's name from whom deductions were made, and the amount of the deduction;

- c) a statement showing the names of the employees terminated and hired during the preceding accounting period;
- d) a statement provided twice annually, in January and September, showing the name, home address, telephone number, social insurance number and postal code of all bargaining unit employees.

Commencing with the first week of employment, Initiation Fees shall be deducted in ten (10) weekly installments.

ARTICLE 7 – OVERTIME

- 7.1** Daily overtime pay is time-and-a-half (1½x) after eight (8) hours worked in a day and double time (2x) after twelve (12) hours worked in a day.
- 7.2** Weekly overtime is time-and-a-half (1½x) after forty (40) hours worked in a week. Only the first eight (8) hours worked in a day count towards weekly overtime.
- 7.3** All overtime must have the prior approval of Management.

ARTICLE 8 – MEAL AND REST PERIODS

- 8.1** Employees working more than four (4), but less than six (6) hours, will receive two (2) paid fifteen (15) minute

rest breaks that can be combined to one thirty (30) minute lunch.

- 8.2** Employees working four (4) hours or less will receive one paid fifteen (15) minute break.
- 8.3** Employees working more than six (6) hours shall receive one fifteen (15) minute paid break and one half (½) hour paid lunch.
- 8.4** Wherever possible, meal and rest periods will be uninterrupted.

ARTICLE 9 – GENERAL HOLIDAYS

- 9.1** The following days shall be paid General Holidays:

New Year's Day	Labour Day
Family Day	National Truth & Reconciliation Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
1 st Monday in August	Boxing Day

and, if and when proclaimed by Federal or Provincial Governments, Heritage Day and all other public holidays proclaimed by the Dominion or Provincial Governments.

9.2 Full-Time Employee General Holidays

Provided they work their regular scheduled full work day before and after the holiday, unless absent due to bona fide illness or accident, full-time employees regularly working shall receive eight (8) hours pay for each such holiday.

9.3 Part-Time Employees General Holidays

Provided they work their regular scheduled full work day before, and after the holiday, unless absent due to bona fide illness or accident, employees regularly working shall receive pay for each such holiday in accordance with this article.

9.4 All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of at least thirty-two (32) hours or more per week on the four (4) weeks preceding the week in which a General Holiday occurs, shall receive eight (8) hours pay at their regular hourly rate for each holiday.

9.5 All part-time employees who have been employed thirty (30) calendar days or more and have worked an average of at least twenty (20) hours a week, but less than thirty-two (32) hours per week in the four (4) weeks preceding the week in which a General Holiday occurs, shall receive six (6) hours pay at their regular hourly rate for each holiday.

- 9.6** All part-time employees who have been employed thirty (30) calendar days or more, and have worked at least ten (10) hours a week, but less than twenty (20) hours per week in the four (4) weeks preceding the week in which a General Holiday occurs, shall receive four (4) hours pay at their regular hourly rate for each holiday.
- 9.7** All part-time employees who work less than ten (10) hours per week in the four (4) weeks preceding the week in which a General Holiday occurs shall receive General Holiday pay equal to the number of hours worked in the prior thirty (30) day period divided by fifteen (15).

ARTICLE 10 – VACATION PAY & ENTITLEMENT

- 10.1** Any full-time employee who, on the 1st day of January in each year has completed less than one (1) year of continuous service with the Company shall receive vacation pay in accordance with the provisions of the *Employment Standards Act*.
- 10.2** Full-time employees with one (1) year of service up to three (3) years of service shall receive two (2) weeks' vacation with pay.
- 10.3** Full-time employees with more than three (3) years of service shall receive three (3) weeks' vacation with pay.
- 10.4** Full-time employees with more than eight (8) years of service shall receive four (4) weeks' vacation with pay.

10.5 When a part-time employee takes a vacation after completing one (1) year of employment, vacation pay must be at least four percent (4%) of the employee's total earnings from the previous year.

After three consecutive years of employment, vacation pay increases to six percent (6%).

After five consecutive years of employment, vacation pay increases to eight percent (8%).

10.6 A person who is employed for less than one (1) year is not entitled to take a vacation, but must be paid four percent (4%) vacation pay on termination of employment.

Vacation pay is not payable if a person is employed for five (5) calendar days or less.

ARTICLE 11 – SENIORITY

11.1 Seniority will be established and maintained for all employees in the bargaining unit, and is defined as an employee's most recent period of continuous service within the seniority group covered by this United Food and Commercial Workers Local 247 Collective Agreement.

New hires shall have a probationary period of ninety (90) days or two hundred and forty (240) hours worked whichever comes first. Upon completion of the

probationary period, seniority shall then be established retroactive to the commencement of employment.

A quarterly seniority report will be provided to the Union for posting on the Union board.

11.2 Part-time employees shall accumulate seniority based on actual hours worked. Should a part-time employee become a full-time employee, the part-time seniority credits shall be converted to the seniority date based on one hundred and sixty (160) hours being equal to one (1) month of full-time service.

11.3 Upon request, part time employees shall be granted a seniority hours credit for any time lost due to a workplace injury as approved by WorkSafeBC, maternity, paternity, adoption and all time paid by the Employer for funeral leave, jury duty and Union business.

11.4 Upon request, part-time employees shall receive a seniority credit for absences of one (1) week or longer to a maximum of one (1) year due to illness, injury from outside the workplace, and vacation.

The calculation will be based on the average number of hours worked during the four (4) weeks preceding the absence.

Employees seeking this credit must make a written application within four (4) weeks of their return to work.

Seniority date cannot be earlier than actual date of hire. In such cases the seniority date will be recognized as the date of hire.

11.5 Full-Time – Basic Work Week

The basic work week of an employee working full-time will be flexible and based on business needs, however no less than thirty-four (34) hours and no more than forty (40).

ARTICLE 12 – CASUAL EMPLOYEES

12.1 All new hires for the Casual Department will be subject to the provisions of this Article 12. The seniority date of Casual Employees will be their date of hire.

12.2 Casual Employees will not have any guaranteed hours and will be called in to work on an as-needed basis provided regular employees are receiving regular hours.

12.3 Casual Employees will be called in for work in accordance with the Employer's business needs based on qualifications, seniority, availability, training, and job performance.

12.4 Casual Employees who are called in to work by the Employer and who refuse or fail to respond on six (6) or more occasions within a twelve (12) month period will lose their seniority and their employment with the

Employer will cease unless the Casual Employee provides a justification for the refusals or failures to respond that is satisfactory to the Employer.

12.5 Casual Employees who do not work for the Employer within a period of twelve (12) months will lose their seniority and their employment with the Employer will cease.

ARTICLE 13 – DISMISSAL NOTICE OR PAY IN LIEU THEREOF

13.1 Employees regularly working full-time and upon dismissal by the Employer shall be given individual notice in writing or pay in lieu thereof, as follows:

- a) one (1) week notice in writing or pay in lieu thereof, to those who have completed sixty (60) or more consecutive days service as a full-time employee;
- b) two (2) weeks' notice in writing or pay in lieu thereof, to those who have completed two (2) or more consecutive years' service;
- c) three (3) weeks' notice in writing or pay in lieu thereof, to those who have completed five (5) or more consecutive years' service;
- d) four (4) weeks' notice in writing or pay in lieu thereof, to those who have completed eight (8) or more consecutive years' service;

- e) the Employer agrees to pay severance pay on closing of one (1) week's pay up to two (2) years and one (1) week per year over two (2) years to a maximum of twenty (20) weeks' pay for full-time employees.

ARTICLE 14 – LEAVES

14.1 Pregnancy Leave

Employees shall request a leave of absence because of pregnancy. Such request will be granted, provided the employee submits to their Employer a request, in writing, for such leave at least four (4) weeks prior to the date they intend to commence such leave, together with a certificate from a qualified medical practitioner indicating the estimated due date, unless medical circumstances prevent the employee from providing the required notice.

Pregnancy leave shall be a maximum of seventeen (17) unpaid weeks of which eleven (11) weeks may be taken prior to delivery. The Employer will require additional medical documentation from an employee who requests more than eleven (11) weeks' leave prior to their due date.

The employee, when returning to work, shall give the Employer two (2) weeks' notice of date of return and submit a certificate from their doctor, indicating that their resumption in employment will not, in their opinion, endanger their health.

The employee shall be returned to their former position at the completion of their leave of absence. Should the position no longer exist, the Company and Union shall meet to resolve the issue.

An employee who resumes employment on the expiration of the leave of absence granted in accordance with this Article 14.1 or Article 14.2 below will do so with all increments to wages and benefits to which the employee would have been entitled had the leave not been taken. All employees returning to work as outlined above shall receive credit to their class hours and seniority hours based on the average hours that they would have worked while on the leave. The credits shall be applied upon the employee's return to work and paid retroactively if applicable.

14.2 Parental Leave

Birth mothers who have taken pregnancy leave under Article 14.1 shall at their request be granted an unpaid parental leave of a maximum of thirty-five (35) consecutive weeks, to be taken within the fifty-two (52) week period after the child's birth, beginning immediately after the leave taken under Article 14.1.

Birth fathers, adoptive parents and birth mothers who have not taken leave under Article 14.2 shall at their request be granted an unpaid parental leave of a maximum of thirty-seven (37) consecutive weeks, to be

taken within the fifty-two (52) week period after the birth or adoption of child.

Employees requesting leave under Article 14.2 must give the Employer at least four (4) weeks written notice of the date the employee will start parental leave unless:

- a) The medical condition of the birth mother or child makes it impossible to comply with this requirement.
- b) The date of the child's placement with the adoptive parent was not foreseeable.

The Company reserves the right to request appropriate documentation supporting a) or b) above.

Employees on leave shall give the Employer a minimum of two (2) weeks' notice of their intention to return to work.

14.3 Family Responsibility Leave

An employee can take up to five (5) days of unpaid leave in each employment year to attend to the care, health or education of a child in the employee's care, or to the care or health of any other member of the employee's immediate family.

14.4 Compassionate Care Leave

An employee can take up to eight (8) weeks of unpaid leave within a twenty-six (26) week period to care for a gravely ill family member. The employee must obtain a medical certificate which states that the family member is gravely ill with a significant risk of death within twenty-six (26) weeks.

14.5 Funeral and Bereavement Leave

In the event of death in the immediate family of an employee, the employee will be granted leave of absence with pay, with consideration given to travel time for attending the funeral. The length of absence shall be up to three (3) days at the discretion of the Employer. The term “immediate family” shall mean: spouse, parent, child, brother, sister, step-mother, step-father, step-son, step-daughter, step-brother, step-sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandmother, grandfather, and grandchildren, or any relative living in the household of the employee.

In the event of the demise of an aunt or uncle, nephew or niece, an employee will be granted one (1) day leave of absence with pay to attend the funeral.

Employees may “split” either the three (3) days to cover off both bereavement and time to attend the funeral (i.e. two [2] days bereavement taken at the time of death and one [1] day taken for the funeral).

Part-time employees time off with pay shall be calculated on a prorated basis of hours worked during the four (4) weeks prior to the week the funeral leave was taken.

14.6 Jury Duty

Any employee of the Employer summoned to appear for jury duty shall be paid wages, up to a maximum of five (5) working days, amounting to the difference between the amount paid them for such service and the amount they would have earned, provided that they would have worked if they had not been on such duty.

The Employer will pay up to a maximum of five (5) working days; any balance will be unpaid.

14.7 Sick Leave

All Employees shall be eligible to draw sick time increments of less than the scheduled work shift to a maximum of forty (40) hours in a calendar year at one hundred percent (100%) of the regular rate of pay.

ARTICLE 15 – DISCIPLINARY ACTION

15.1 No employee shall be subject to a disciplinary interview or be given a written reprimand, warning letter, or be suspended or dismissed except in the presence of a shop steward, or in their absence, another member of

the bargaining unit, selected by the employee. When a shop steward is present in the workplace, they shall be used as a witness for discipline unless the employee being disciplined chooses otherwise.

Where appropriate, discipline shall be conducted on Company time at or near the end of the employee's shift.

A "disciplinary interview" is defined as a meeting with an employee where the Employer is intending to discipline the employee.

ARTICLE 16 – GRIEVANCE PROCEDURE

16.1 A grievance will be defined as any difference, dispute, or complaint arising from the interpretation, administration, application, or alleged violation of this Collective Agreement.

An earnest effort shall be made to settle grievances fairly and promptly in the following manner:

Step 1: It is the mutual desire of the parties that complaints from employees shall be adjusted as quickly as possible and it is generally understood that an employee has no grievance until they have discussed with the President of the board or their designate and given them an opportunity of adjusting the complaint before proceeding to Step 2.

Step 2: Within ten (10) working days of the alleged occurrence, or subsequent to the response in Step 1, the Union may present the grievance in writing on behalf of the employee to the President or designate.

Step 3: The President or designate will render their decision, in writing, within ten (10) working days from receipt of the Step 2 grievance.

Where a dispute involving a question of general application or interpretation occurs, the policy grievance shall be in writing and submitted at Step 2 of the grievance procedure.

If the grievance is not settled, either party may submit the grievance to Arbitration as outlined in Article 17.

In determining the time limits of the grievance procedure and arbitration process, Saturdays, Sundays, and Statutory Holidays shall be excluded.

Prior to presenting notice of discipline or discharge to an employee, the Employer will notify the employee of their right to Union representation at the meeting.

ARTICLE 17 – ARBITRATION PROCEDURE

17.1 Either of the parties may, within thirty (30) days of a decision at Step 2 of the Grievance procedure, notify the other party in writing of its desire to submit the Grievance to Arbitration.

The parties agree to select a single Arbitrator.

The parties will attempt to agree upon the choice of a person to act as Arbitrator. Failing that, the Minister of Labour for British Columbia shall be requested to appoint the Arbitrator.

No person who was involved in the negotiations of the Agreement will serve as Arbitrator.

ARTICLE 18 – EDUCATION

18.1 If the Employer requires the employees to have forklift or other training, the training shall be on company time and the Employer shall reimburse the employee the cost of training subject to the provisions in Article 16.

The Parties agree that employees granted paid training shall resume employment with the Employer for a period of three (3) months following completion of the course.

The employee is required to sign a written undertaking agreeing to repayment prior to taking the training.

If the employee granted training under this clause:

- a) Discontinues the program before its completion, without reasonable grounds; or
- b) Voluntarily ceases to be employed, except by reason of death or lay-off, before termination of the period they have undertaken to serve after completion of training, the member shall repay the Company the cost of the course.

ARTICLE 19 – HEALTH AND SAFETY

19.1 Safety Footwear Allowance

Full-time employees shall receive two hundred dollars (\$200.00) annually to offset the cost of approved Safety Footwear.

Part-time employees who have successfully passed probation shall receive one hundred dollars (\$100.00) annually to offset the cost of Safety Footwear.

Employees are required to produce a valid receipt of purchase to the Employer for reimbursement.

ARTICLE 20 – WAGES

20.1 Start Rate

The Employer agrees to pay all persons covered by the terms of this agreement not less than the following schedule of wages, during such time as this Agreement is in full force and provided that if any employee is receiving a wage in excess of the rates herein contained, such wage rates shall not be reduced by reason of signing this agreement.

Start Rate \$16.15 (\$0.50 above next minimum increase)

Minimum Wage Adjustment Protection

In the event the provincial Minimum Wage increases, the Start Rate will be the new Minimum Wage plus fifty cents (\$0.50 cents).

20.2 Lead Hand

The Parties agree that, to enhance the Company's ability to provide valuable service to the community, there shall be the option if needed to create the position of Lead hand. Employees appointed and scheduled by the Employer to work as a Lead Hand shall be paid the following at minimum.

Lead Hand Start Rate \$18.15

Minimum Wage Adjustment Protection

In the event the Provincial Minimum Wage increases, the Lead Hand Rate will be the new Minimum Wage plus two dollars (+\$2.00).

20.3 Foreman

The Foreman will assist the Board with the overall operations of the plant and shall be paid the following at minimum.

Foreman Start Rate \$20.15

Minimum Wage Adjustment Protection

In the event the Provincial Minimum Wage increases, the Foreman Rate will be the new Minimum Wage plus four dollars (+\$4.00).

ARTICLE 21 – DURATION OF AGREEMENT

21.1 This Agreement is effective from January 28, 2022 to January 28, 2027 and thereafter from year to year, but either party may, not less than thirty (30) days or more than ninety (90) days before the expiry date or the anniversary of such expiry date from year to year thereafter give notice in writing to the other party of desire to terminate such Agreement or to negotiate a revision thereof.

Signed this 8th day of June 2023.

FOR THE EMPLOYER

FOR THE UNION

Peter King

Dave Baillie

Dave Baillie

BS

Brittney Mailloux
