

## MEMORANDUM

**TO:** All Presidents and members in the Ministry of Environment  
All Stewards in the Ministry of Environment

**FROM:** Ruth Hamilton, OPS Supervisor

**DATE:** January 13, 2012

**SUBJECT:** **Ministry of Environment  
ERC Minutes – September 21, 2011**

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Attached, for your information, please find the minutes of the above captioned meeting(s).

Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. minutes, correspondence, etc.), with any referrals.

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
OPS Supervisor

/sk  
att.

cc: MERC Chairs  
Ministry ERC

**MINUTES  
MINISTRY OF THE ENVIRONMENT  
MINISTRY EMPLOYEE RELATIONS COMMITTEE  
MINISTRY HEALTH & SAFETY COMMITTEE (OPSEU)**

**Wednesday, September 21, 2011  
1:00 p.m. to 4:00 p.m.  
Rm 1040, 10<sup>th</sup> Floor  
40 St. Clair Ave. West, Toronto**

**Management**

Debra Sikora  
Jacques LeGris  
Cammy Moodie  
Franca Dignem

**Union**

Janis Pechinger  
Lance Larkin  
Dallas Takeuchi  
Ron Dorscht

**Regrets**

Jim O'Mara

**Advisors:**

Doug Milic, CER, MGS

Sandra Harper, OPSEU

ITEM	DISCUSSION	ACTION
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<b>A. Previous Minutes</b>	Reviewed and amended.	To be signed and forwarded to Union.
<b>B. PREVIOUS BUSINESS &amp; STANDING ITEMS</b>		
<b>1. Fixed Term Usage Reports</b>	Fixed Term Usage report for end of August sent to MERC teams on September 15 <sup>th</sup> .  Previously management provided additional information on 4 employees requested by the union.	
<b>2. Modernization of Approvals</b>	Management advised the Union that meetings were held with EAAB staff on Wednesday September 14 <sup>th</sup> to discuss the changes. It was indicated that the meetings went well.	
<b>3. Shift Work – Standing Item</b>	Management provided a slide deck and an oral presentation of the findings of the results of the survey of after hours EOs and managers. The Union was advised that a decision has been made to place the After Hours EOs on the Environmental Response Program. Management indicated that employees would be provided 90 days notice of the change prior to its implementation.	Management to advise Union of dates for advising affected employees.
<b>4. Article 1.8 Job Descriptions- Standing Item</b>	In response to Union concerns related to a consultant conducting sampling for composting guidelines, management provided an explanation on the purpose of the activity and the need for sampling consistency.  The Union stated that it would prefer to see Union members performing this kind of work.  Union enquired as to how bargaining unit is selected for new positions. Is it a check box system and who specifically who makes the	

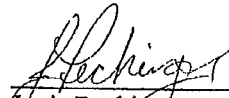
	determination as to which bargaining unit is recommended? Employer stated, that ultimately Enterprise Classification has the delegated authority to determine bargaining unit for positions.	
<b>5. Compressed Work Week Agreements-standing item</b>	No new issues were raised.	
<b>6. Business Services Review</b>	Management indicated that there had been a delay and another RFP would be issued in due course.	
<b>7. Visual identity</b>	Management indicated that no decision has been made for provision of the apparel for Tech Support, EMRB and other field staff.	Management to advise
<b>8. RbP-standing item</b>	Management provided an update and offered to do a reconciliation of the information to clarify any confusion.	
<b>9. CALEA update</b>	<p>Management provided an update on the mock assessment for IEB's accreditation initiative.</p> <p>Purpose of Mock Assessment:</p> <ul style="list-style-type: none"> <li>• The mock assessment, a major milestone was conducted on May 20th-22nd.</li> <li>• Its purpose was to provide informal assessment of the status or readiness of an agency for on-site assessment.</li> <li>• Assessment for initial accreditation focused on review and evaluation of the directive materials and documented proofs of compliance against standards.</li> <li>• Specific feedback regarding materials and adequacy of submitted materials for each standard.</li> </ul> <p>Results:</p> <ul style="list-style-type: none"> <li>• Overall feedback from assessors was positive that IEB is on the right track.</li> <li>• Provided fulsome feedback re: suggest improvements by standard.</li> <li>• Several areas were identified that require development (e.g. training). All were previously known.</li> </ul>	Management to provide update in six months or more.

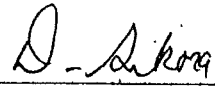
	<ul style="list-style-type: none"> <li>Based on feedback and results, an extension was granted to allow for continued program work.</li> <li>An action plan has been implemented to address the comments and results of the mock assessment, including gaps over the next year.</li> <li>The branch will continue to work on demonstrating compliance with directives and standards in preparation for the onsite assessment.</li> </ul> <p>Management indicated that it would be at least 6 months before it is able to give a further update.</p>	
<b>10. Vehicles and field work</b>	<p>At the previous meeting the union raised concerns related to acquisition of appropriate field vehicles.</p> <p>It was understood that issues related to vehicles should be raised at the local level so that managers can address vehicle needs based on local conditions and requirements. Brief discussion on process of acquisition and role of ministry level committee was discussed.</p>	
<b>C. NEW BUSINESS</b>		
<b>1. HR/Program Support Clerks</b>	<p>The Union raised concerns prior to the meeting related to a Business Services Manager performing the work of the HRA clerks in a particular region. Management had advised that this was only a transition phase while managers received the requisite training.</p> <p>The Union raised concerns with how work previously performed by these positions would be done. The Union indicated that these positions were heavily relied upon to provide support ranging from fleet management, FOI, training coordination, etc.</p> <p>Management indicated that the Union will be advised in due course on how the various elements will be done.</p>	Management to update when information is available
<b>2. 5%</b>	The Union requested a list of vacancies that the	

<b>Reduction &amp; Vacancies</b>	<p>ministry had and which were used toward the 5% reduction.</p> <p>Management clarified that the 5% reduction applied to positions with an incumbent, either regular or fixed term. As such, vacancies did not count against the exercise. This stemmed from the Ministry being over its FTE count.</p>	
<b>3. Program Reviews</b>	<p>The Union asked the Ministry to provide the following information:</p> <ul style="list-style-type: none"> <li>• List of current program reviews</li> <li>• Identification of which of these have committees</li> <li>• List of OPSEU represented employees sitting on any of these committees</li> </ul> <p>Management briefly discussed the Compliance Strategy review and BSR on which regular updates have been provided. The Compliance Strategy entails looking at Drinking Water and Abatement to understand each others business.</p> <p>The Union expressed concern of job loss at Drive Clean re: issues related to diagnostics.</p>	Management to follow-up.
<b>4. Plans for meeting 1,500 cuts expected by 2014</b>	<p>The Union asked about information on MOE plans for the overall 1,500 job reduction expected by 2014.</p> <p>Management indicated that they had not received any instructions on this at this point in time.</p>	
<b>5. Lead time for disclosure meetings and teleconferences</b>	<p>The Union raised concerns related to a July disclosure that did not give sufficient time for reviewing the information in advance and or insufficient advance notice to ensure attendance at the meetings.</p> <p>Management indicated the difficulties of some of the timing that was outside (in part) its control and that it will continue to try to get information out as early as possible as in the past.</p>	
<b>6. Employee Engagement update</b>	A presentation was provided, however, it was agreed to schedule further discussion.	Further discussions to be scheduled

<b>BUSINESS BETWEEN MEETINGS</b>		
	<ul style="list-style-type: none"> <li>• May 25- Modernization of Approvals Project RFS</li> <li>• May 26- new OPSEU position-Great Lakes Data Management Officer, ESSD</li> <li>• May 27- New AMAPCEO position-IMAB</li> <li>• May 30-Changes in Work Locations-1 position added to 77 Wellesley St. W. (OPSEU)</li> <li>• May 31-E-mail re: pre-notice letters to AMAPCE) surplussing</li> <li>• June 10-new Opseu position-Multimedia &amp; Quality Control Specialist</li> <li>• June 13-Notice of Joint information session- June 24-Modernization of Approvals</li> <li>• June 30- Surplussing of 57 MOE positions</li> <li>• July 5- Invitation-Update on Modernization of Approvals -July 6<sup>th</sup></li> <li>• July 5- notice-organizational changes – EAAB</li> <li>• July 6- Invitation to Info session- Business Services Review -July 27<sup>th</sup></li> <li>• July 11- Laboratory Services Branch, Position reclassification, Inorganic Chemical Analysis Unit</li> <li>• July 14- Change in Classification &amp; Position title, Laboratory Services Branch</li> <li>• July 26- Notice – Reporting Relationship Change from Source Protection Planning to Source Protection Approvals (2 OPSEU positions)</li> <li>• July 26 –Notice- organizational changes Operations Integration Branch, Spills Action Centre, IEB, Central Region, Sector Compliance Branch</li> <li>• August 22-Organizational changes EAAB &amp; IMAB</li> <li>• August 24- Modernization of Approvals Slide Deck</li> <li>• August 26- Update Evolution of Cap and Trade Section-new positions &amp; reporting relationship change</li> <li>• September 2-Update on Modernization of</li> </ul>	

	Approvals & staffing.	
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Janis Pechinger  
Union Co-Chair

  
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Deb Sikora  
Management Co-Chair