

MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

**TO:** All Presidents with members in the Ministry of Municipal Affairs & Housing  
All Stewards in the Ministry of Municipal Affairs & Housing

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** December 5, 2006

**SUBJECT:** **Ministry of Municipal Affairs & Housing  
ERC Minutes – August 31, 2006**

Attached, for your information, are the minutes of the above captioned meeting.

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

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

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

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cc: MERC Chairs  
Ministry ERC

**MINISTRY OF MUNICIPAL AFFAIRS  
MERC MEETING # 03-06  
MINUTES August 31, 2006 MEETING  
BOARDROOM 3A - 777 BAY STREET, TORONTO**

**In Attendance:**

**FOR THE UNION:**

Ron Marciniak (Co-Chair)  
Kevin DesRosiers (Vice-Chair)  
Stephen George (OPSEU Job Security Officer)

Regrets:  
Roxanne Theriault (Member)

MINUTES: Lisa Mayerhofer

**FOR THE MINISTRY:**

Diane Phillipson (Co-Chair)  
Edith Brethour (Resource)  
Lisa Mayerhofer (Labour Relations Intern)

Regrets:  
Carol Kiley (Member)

The meeting commenced with Management introducing Lisa Mayerhofer, Labour Relations Intern, OEB.

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p><b><i>Call to Order</i></b></p> <p>The meeting was called to order by the Management at 2:05 p.m. Diane Phillipson acting as Management Co-Chair.</p>		
	<p><b><u>MINUTES</u></b></p> <p>The minutes of the <b>June 1, 2006</b> meeting were adopted.</p>		
<b>Standing Items</b>			
53.0	<p><b><u>E-Filing Initiative</u></b></p> <p>Management advised that the ORHT E-Filing Pilot is on hold. It is still undecided if the pilot will be revived. No other initiatives are currently underway. The Union requested that this item remain as a standing item for the purpose of updates. Management agreed.</p>		Item remains on agenda as an update item.

ITEM NO.	ISSUE	REFERRED TO	ACTION
87.0	<p><b><u>MMAH Organizational Review Update</u></b>  Management advised that the survey results are with the Deputy Minister and that there is nothing controversial in the results. Management informed the Union that they have been instructed not to release the MMAH survey results until the OPS survey results are released. Management will disclose corporately and locally prior to releasing to all employees.</p>		Item remains on agenda as an update item.
88.0	<p><b><u>Unclassified Positions</u></b>  Management provided a list of unclassified OPSEU employees to the Union on August 28. The Union provided feedback that it would like the position start and end date added to the spreadsheet going forward. Management agreed to include the additional information.</p>		Management to revise the spreadsheet. Item remains on the agenda.
<b>Business Arising from Last Meeting</b>			
80.0	<p><b><u>Health &amp; Safety Committee Composite</u></b>  The Union reported that it is still working on the composite. The Union enquired if an inter-ministry Health and Safety Committee for 777 Bay was possible. Management advised there is a Building Committee for the tenants of 777 Bay chaired by Beth Mason, but explained that this committee deals with business continuity, emergency management and building issues. The Union asked who is on the Building Committee and asked if there were bargaining unit members on the Committee. Management advised that there are no bargaining unit members on the Committee as it is a management committee. Management offered to provide the Union with a copy of the Committee's terms of reference.</p>		Management to provide the Building Committee's terms of reference to the Union.  Item to remain on the agenda.
85.0	<p><b><u>MERC Terms of Reference</u></b>  The Union provided Management with a draft version of MERC Terms of Reference. Management agreed to provide feedback to the Union prior to the next meeting.</p>		Management to provide feedback on the draft prior to the next meeting.  Item to remain on the agenda.
92.0	<p><b><u>Regulatory Modernization Act (RMA)</u></b>  Management confirmed that it had provided the Bill number to the Union. The RMA Bill number is 69. Management and Union agreed to remove item from the agenda.</p>		Item to be removed from the agenda.
95.0	<p><b><u>Article 1.4</u></b>  Management provided the Union with an edited version of the Article 1.4 form previously provided by the Union. Management requested clarification on the Union's meaning of "revised". The Union confirmed that this is existing positions that have been modified. Management asked the Union if PEGO positions were to be reported and the Union confirmed that they were not necessary. Management also asked what the Union meant by "location of</p>		Management to provide a soft copy of Article 1.4 form to the Union.  This item to remain on

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	<p>position" and the Union confirmed that it refers to the area of search. Management and Union confirmed that a checkbox should be added to indicate if a copy of the position specification is attached. Management asked the Union if they would like a soft copy of the Article 1.4 form. The Union advised that a copy should be sent to Ron Marciniak and Stephen George via e-mail.</p>		<p>the agenda as a standing item.</p>
<b>New Business</b>			
98.0	<p><b><u>New Meal and Kilometric Rates</u></b></p> <p>The Union requested clarification on reimbursement of expenses under the amendments to the Travel, Meal and Hospitality Expenses directive. The Union said that in the past there have been discrepancies across ministries requiring receipts. The Union asked if a meal expense is under the maximum amount (i.e. \$6.75), would the reimbursement be on the actual expense incurred or the maximum allowable amount (\$8.75). Management confirmed that reimbursement would be based on the actual amount spent. The Union requested clarification on: what would happen if the expense went over the maximum amount, on the new three meal Total Claim category, and if you skip lunch can you spend more money on breakfast? Management will look into the questions and advise the Union.</p> <p>Management later responded that if an actual meal expense goes over the per meal rate for less than a full-day of meal claims, section 69 of the Travel, Meal and Hospitality Directive applies. An actual meal expense that exceeds the rate may be approved by managers if it is consistent with the principles of the directive and the principles to guide exceptions to the rules. An original receipt and explanation for the exceeded meal rate is required. Management confirmed that for a full day of meal claims, the daily total three-meal rate of \$40 can be allocated among meals at the employee's discretion with a suggested cap of \$20 for a single meal.</p>		<p>Management to respond to questions posed by Union.</p> <p>Item to remain on the agenda.</p>
99.0	<p><b><u>Unclassified Conversion</u></b></p> <p>The Union requested clarification on the filling of a vacancy by an unclassified employee. The Union posed questions to Management regarding the need to post. The Union will e-mail the specific scenario to Management for clarification and Management will respond.</p>		<p>Union to email scenario to Management for response.</p> <p>Item to remain on the agenda.</p>
	<p><b><u>Next Meeting – November 30, 2006</u></b></p> <p>777 Bay St., 3<sup>rd</sup> floor, Boardroom 3A , 2:00 p.m.</p>		

Original signed by

Diane Phillipson  
Diane Phillipson, Co-Chair

Date: 26 Oct 2006

Original signed by

Ron Marciniak  
Ron Marciniak, Co-Chair

Date: Oct. 27/06