

OPSEU



SEFPO

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

MEMORANDUM

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

FROM: Terry Baxter, OPS Supervisor

DATE: May 25, 2004

SUBJECT: **Ministry of Municipal Affairs
ERC Minutes – February 19, 2004**

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 our 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.

AUTHORIZED FOR DISTRIBUTION:

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Leah Casselman
President

/ms
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF MUNICIPAL AFFAIRS
MERC MEETING # 01-04
MINUTES OF February 19, 2004 MEETING
2:00 P.m. – 4:00 p.m.
BOARDROOM 13B - 777 BAY STREET, TORONTO**

In Attendance:

FOR THE UNION:

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

FOR THE MINISTRY:

Barbara Ross (Member)
Carol Kiley (Member)
Tom Sharp (Minutes)
Bev Hendry (Member)

Regrets: Diane Phillipson (Co-Chair)

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p><i>Call to Order</i></p> <p>The meeting was called to order by the Employer. Barbara Ross acted as Co-Chair for the Employer.</p>		
	<p><u>MINUTES</u></p> <p>The minutes of the December 11th, 2003 meeting were adopted.</p>		
Business Arising from Last Meeting:			
42.00	<p><u>Code of Professionalism for Inspectors, Investigators & Auditors – Update</u></p> <p>The implementation of the Code of Professionalism for Investigators will have no significant impact on OPSEU members in the Investigation & Enforcement Unit. Some training will be administered to the 8 investigators in March. The training is being administered throughout the OPS Investigation, Inspection and Enforcement community to ensure consistent levels of professionalism, particularly in dealing with members of the public.</p>		

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p>As the overall Investigation, Inspection & Enforcement Secretariat Project should have no material impact on MMA employees in the foreseeable future, Management has requested that this item be removed from the Agenda. In the event that this situation changes, the item would be returned to the Agenda.</p> <p>The Union agreed to take management's request under consideration and will seek direction from corporate OPSEU on whether they can agree to remove the item.</p>	Union	The Union will seek corporate direction and inform the employer whether the item can be removed.
48.00	<p><u>Travel Time</u></p> <p>Management confirmed that the last amendment made by the Union was acceptable to Municipal Services Division.</p>	Management	<p>Management will provide a copy of the finalized guidelines to the Union.</p> <p>Item removed from Agenda</p>
51.00	<p><u>51.00 WDHP Policy</u></p> <p>The roll out of the MBS designed WDHP-IT initiative has not yet happened. Management is still awaiting a meeting between representatives of Management Board and the Ministry's Assistant Deputy Ministers, which is the first step in the implementation of the program.</p>	Management	Management will keep the union updated regarding roll-out of the training
53.00	<p><u>53.00 E-filing Initiative</u></p> <p>Management provided updates on E-Filing Initiatives in the following branches:</p> <p>ORHT:</p> <p>The first round of thorough testing by volunteer ORHT employees turned up a number of glitches in the E-Filing system. Currently, ORHT's IT staff are working to fix the errors and the Program Development Unit of ORHT is testing those solutions. When the errors have been corrected, the E-Filing system will be retested in the field.</p> <p>Building and Development Branch (BDB):</p> <p>As a result of changes to the Building Code Act, some building practitioners (municipal building inspectors, plans examiners, certain private sector designers) will be required to have qualifications by July 1st, 2005 that include passing an examination. Some firms offering design services to the public and Registered Code Agencies will be required to register with the</p>	Management	Item remains on agenda as an update item

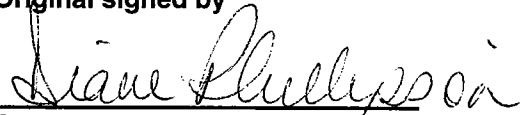
ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p>Province.</p> <p>To facilitate this process, BDB is developing an on-line applications process. This will allow users to register for exams, make filings and update personal information, apply for and renew registration, and for the public to review registration and qualification status of firms and individuals.</p> <p>Currently, applications can be downloaded from the Building Code Website and filed manually. This took effect on September 1st, 2003. Ultimately, the intention is to have full on-line filing ability.</p> <p>Because this is a new business for BDB, it has had no negative impact on positions in the branch. Technical aspects of the E-Filing System are maintained by a Systems Officer from TBS. Two unclassified FO-1 contract employees handle the administrative aspects of the program. At this time, BDB Management intends to ultimately have a full-time complement of 2 classified FO-1 (OPSEU unit) employees and 1 coordinator position (AMAPCEO unit). Because the registration renewal date will be July 1st of each year, it is anticipated that extra staff will be required during peak periods leading up to July each year. For this purpose, BDB will use temporary employees.</p> <p>The Employer committed to regular updates on this E-filing initiatives.</p> <p>The Union raised 2 specific questions:</p> <ol style="list-style-type: none"> 1) When did the unclassified FO-1 contract employees begin their contracts? 2) How long are the peak periods leading up to each July anticipated to be? 		<p>Management will investigate the 2 points raised by the Union.</p>
58.00	<p><u>Picture ID Cards</u></p> <p>No Update at this time.</p>	Management	Item remains as a standing issue.
63.0	<p><u>Ontarians with Disabilities Act Compliance</u></p> <p>The Minister has signed-off on the Ministry's ODA plan. The Union asked if Management could provide a copy of the ODA plan. Management will verify whether it can share the plan prior to publication by the Ministry of Citizenship.</p> <p>In any event, once the ODA plans have been published, the employer will provide the Union with a copy of the Plan.</p>	Management	Management will confirm whether or not the ODA plan can be shared prior to publication.

ITEM NO.	ISSUE	REFERRED TO	ACTION
65.0	<p><u>Temporary Agency Employees</u></p> <p>The Union reviewed and had no comments.</p>		Item to be removed from the Agenda
66.0	<p><u>WIN Access</u></p> <p>The Union noted that, consistent with their concerns from the December 11th 2003 meeting, some errors in reporting had occurred as a result of the transfer from electronic to manual reporting, and vice versa. The Union stated its dissatisfaction with the performance problems of the new WIN system. In particular they noted that the system is not yet fully operational, with the attendance modules not anticipated to be fully functional until March.</p>		Item remains as a standing item.
68.0	<p><u>Organizational Changes</u></p> <p>At the December 11th 2003 meeting, the Union wished to know whether any structural changes were planned for the Ministry as a result of the portfolio changes implemented by the new government.</p> <p>In January, the Employer informed the Union that the creation of a new Housing Division was planned for February 9th, 2004. Doug Barnes was announced as the new ADM of Housing Division.</p> <p>At a further update meeting in early February, Management informed the Union that, effective February 9th, Market Housing Branch of Planning and Development Division would transfer to the new Housing Division, with no impact on staff beyond the change in reporting relationship for the MHB Director.</p> <p>Note: Following the February 19th MERC meeting, the employer scheduled another information session on February 20th with the Union to advise that Social Housing Branch of PDD was also transferring to the new Housing Division as of February 23rd, 2004.</p>		This item remains on the Agenda as an update item.
New Business			

ITEM NO.	ISSUE	REFERRED TO	ACTION
71.0	<p><u>WIN & Pay Increase Processing</u></p> <p>The Union has noted that many members had not received their 2004 Merit Increases on schedule. Prior to the meeting, the Union asked management to investigate whether this was a problem with WIN.</p> <p>Management reported that it was not a WIN problem, but that some managers had not entered the Merit Increases in the WIN system in time for the January 29th, 2004 pay date. Based on January data, 38% of managers had not entered the required information. However, as of February 19th, Organizational Effectiveness Branch was following up with Managers and the large majority of the outstanding 38% of managers had entered the pay increases for their OPSEU unit employees in WIN.</p> <p>Management stated that while this was a management issue, instructions from SSB on how to enter the pay increases may not have been clear to all managers.</p>		Item removed from Agenda
72.0	<p><u>Program Review Terms of Reference</u></p> <p>The Union understood that there were new Terms of Reference for Program Review. Management was not aware of any new Terms of Reference, but agreed to investigate whether any had been developed.</p>	Management	Management will consult with Corporate Planning Branch regarding possible new terms of reference for Program Review
73.0	<p><u>Health & Safety Committees</u></p> <p>Prior to the February 19th Meeting, the Union requested a list of current Joint Health & Safety Committees in the Ministry. The Employer provided this list at the Meeting.</p>		Item Removed from Agenda
74.0	<p><u>January 27th Power Failure</u></p> <p>Some OPSEU unit employees expressed concern over the handling of the January 27th power failure. In particular there were concerns over the length of time it took management to respond that the building should be evacuated. There was some concern from the Union MERC team that contingencies ought to have been developed based on the August 13th, 2003, power failure.</p> <p>Management explained that before evacuating the building, the ministry had waited for confirmation of how long the power failure would last. When it was announced by Ontario Hydro that the power failure might last the rest of the working day, the decision was made to evacuate</p>		Item Removed from Agenda

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p>the building. Unlike in a fire alarm situation, it is safe to remain in the building for an extended period of time, partly due to the presence of back up power and phone systems.</p> <p>In response to the Union's queries about the development of contingency plans for dealing with power emergencies, Management advised that it would take these past experiences into account when dealing with future scenarios. However, variables in any given circumstances dictate how each scenario is handled.</p>		
	<p>Next Meeting Meeting will be held May 20th, 2004</p>		

Original signed by



Barbara Ross, Co-Chair

Date:

Original signed by



Ron Marciniak, Co-Chair

Date:

April 30/04



FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | | | |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20 | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | Contract Interpretation |
| <input type="checkbox"/> | Enforcing the Contract | | |
| <input type="checkbox"/> | Health and Safety | | |
| <input type="checkbox"/> | Other: (please identify) | | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

<u>Local ERC Member Contact</u>	
Name:	Home #:
Address:	Work #:

**FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8
Fax: (416)448-7462**

