

**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:** Cameron Walker, Supervisor Contract Enforcement

**DATE:** February 9, 2004

**SUBJECT:** **Ministry of Municipal Affairs & Housing  
ERC Minutes – December 11, 2003**

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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.**

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AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

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Leah Casselman  
President

/ms  
att.

cc: MERC Chairs  
Ministry ERC

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Cameron Walker  
Supervisor, Contract Enforcement

**MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING**  
**MERC MEETING # 04-03**  
**MINUTES OF December 11, 2003 MEETING**  
**2:00 P.m. – 4:00 p.m.**  
**BOARDROOM 3A - 777 BAY STREET, TORONTO**

**In Attendance:**

***FOR THE UNION:***

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

***FOR THE MINISTRY:***

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

Regrets: Bev Hendry (Member)  
 Diane Phillipson (Co-Chair)

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p><b><i>Call to Order</i></b></p> <p>The meeting was called to order by the Union. Barbara Ross acted as Co-Chair for the Employer and Roxanne Theriault acted as Co-Chair for the Union.</p>		
	<p><b><u>MINUTES</u></b></p> <p>The minutes of the <b>October 21<sup>st</sup>, 2003</b> meeting were adopted.</p>		
<b>Business Arising from Last Meeting:</b>			
42.00	<p><b><u>Code of Professionalism for Inspectors, Investigators &amp; Auditors – Update</u></b></p> <p>No updates at this time.</p>		Item remains on the agenda as a standing item.

ITEM NO.	ISSUE	REFERRED TO	ACTION
48.00	<p><u>Travel Time</u></p> <p>The Union have no further comments at this time.</p> <p>Management will confirm that the amendments suggested by the union at the October MERC were acceptable to MSD.</p>	Management	Management will confirm whether the amendment suggested is acceptable to MSD.
51.00	<p><u>51.00 WDHP Policy</u></p> <p>The roll out of the MBS designed IT-WDHP initiative has not yet happened. The first step in this process is a meeting between Management Board representatives and Assistant Deputy Ministers. This meeting is scheduled to take place in January.</p>	Management	Management will keep the union updated regarding roll-out of our own package and that of MBS.
53.00	<p><u>53.00 E-filing Initiative</u></p> <p>ORHT staff continue to be updated on the E-filing initiative through newsletters. At present, testing is in its first stage. Volunteers testers among ORHT's employees have access to the E-filing software on their computers and are given time each day by their managers to assess its useability and search for glitches. Testers report back daily on their findings.</p> <p>The second stage of testing, to begin shortly, involves more rigorous attempts to uncover weaknesses in the E-Filing program. This will be achieved by entering deliberately complex or convoluted data to test the limits of the system. Technical Support will then attempt to fix weaknesses based on all the test results.</p> <p>Additionally, the electronic versions of the landlord and tenant forms are now available in French and English.</p> <p>The Union acknowledged the update and reiterated that they would like to be updated on all E-Filing initiatives in the Ministry. Specifically, they are aware of an initiative underway in Building and Development Branch and have requested an update on this subject. Management agreed to provide updates on this initiative as well.</p>		<p>Item remains on agenda as an update item</p> <p>Management will request regular updates from BDB on the status of their E-filing Initiative.</p>

ITEM NO.	ISSUE	REFERRED TO	ACTION
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>Management is still awaiting sign-off from the new Minister.</p>	Management	Item remains an update item until Ministerial approval of the ODA plan is obtained.
65.0	<p><u>Temporary Agency Employees</u></p> <p>Management provided the Union with total amounts paid to Temporary Agencies and to Consultants for the fiscal years 2001-2002 and 2002-2003.</p> <p>The Union will review the figures and may comment further.</p>	Union	Union to review the figures provided by management.
66.0	<p><u>WIN Access</u></p> <p>At this point, it is still unclear when WIN will be fully functional. SSB has begun to phase in WIN for managers. SSB also confirmed that all year end processes will be calculated in spite of WIN difficulties.</p> <p>The Union expressed concern over possible errors that might arise due to the changes from electronic to manual reporting and vice versa. Management clarified that manually completed WIN forms are forwarded to SSB where they are electronically entered by SSB representatives. Therefore, there should be no discrepancies between what was recorded manually by employees and what is recorded in WIN when it is fully back on-line.</p>		Item remains as a standing item.
67.0	<p><u>New Government</u></p> <p>See Item 68.0</p>		Item remains as a standing item.

ITEM NO.	ISSUE	REFERRED TO	ACTION
<b>New Business</b>			
68.0	<p><u>Organizational Changes</u></p> <p>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>The week prior to the MERC meeting, Management disclosed to the MERC and AMERC members that Smart Growth Secretariat was being transferred to the Ministry of Public Infrastructure and Renewal (MPIR), effective Monday, December 8<sup>th</sup>, 2003. There was no impact in terms of job changes, staff reductions, or physical moves.</p> <p>It is anticipated that the Minister will be announced shortly as the Minister Responsible for Housing. The Ministry will work with MPIR who will be responsible for Funding and Strategy for Affordable Housing, but there is no plan to transfer any staff. We expect to retain the Housing portfolio.</p> <p>Carol Kiley confirmed that the Tenant Protection Act remains under the Minister of Municipal Affairs.</p>		
69.0	<p><u>2004 Pay Increases</u></p> <p>The Union wished to know whether Management anticipated that all 2004 pay increases would be implemented on schedule.</p> <p>Management confirmed that, at present, implementation is on schedule.</p> <p>The union verified that, based on information gathered at MERC in 2003, all managers receive the information needed well in advance so that the current WIN problems should not impact implementation.</p> <p>Management confirmed that Managers are advised of "To Do" items and "Overdue" items by OEB, independent of WIN.</p>		Item Removed from Agenda

ITEM NO	ISSUE	REFERRED TO	ACTION
70.0	<p><b><u>New MERC Dates</u></b>            The parties agreed to hold MERC meetings from 2pm to 4pm on the 3<sup>rd</sup> Thursday of February, May, September, and December of 2004.</p> <p>The Dates for next years meetings are:            February 19<sup>th</sup>            May 20<sup>th</sup>            September 16<sup>th</sup>            December 9<sup>th</sup></p>		
	<p><b><u>Next Meeting</u></b>            Meeting will be held February 19, 2003</p>		

Original signed by

*B. Ross*  
 Barbara Ross, Co-Chair

Date:

Original signed by

*Ron Marciniak*  
 Ron Marciniak, Co-Chair

Date:

**OPSEU**



**SEFPO**

## **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"/> |                                 |
| <input type="checkbox"/> | Enforcing the Contract                                   | <input type="checkbox"/> | Contract Interpretation         |
| <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:

### **Local ERC Member Contact**

Name:

Home #:

Address:

Work #:

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

