

MEMORANDUM

To: Articling Student
Date: October 17, 2005
Re: EBR Postings

You are responsible for sending an email summarizing recent Environmental Registry postings relating to Acts, Policies and Regulations. The email is to be sent either weekly or once every two weeks and should contain all relevant postings since the last email. Below are the steps to follow in the email. For a sample email, look in the email archive for the most recent email in the outbox titled 'EBR Postings'.

- 1) Conduct EBR search online. The website is http://www.ene.gov.on.ca/samples/search/Ebrquery_REG.htm and can be found on the Favourites list.
- 2) Search is for all Ministries, Type: all Policies/Acts/Regulations, all status types. To choose the dates, scroll to the bottom of the form and under 'Select Published Date', in the last option of 'since', type in the last date that the search was performed. Do not enter dates into any part of the form.
- 3) The selections will come up in a list (if done weekly, the list will typically be 4 – 7 items long). For each posting that is listed, copy and paste the title and abstract into the email.
- 4) For each individual posting, click on the title hyperlink. Copy the contents on the uppermost part of the form, starting with the EBR number and ending with the dates for written submissions. Paste this information under the relevant item in the email.
- 5) Follow this procedure for each item and send the email.
- 6) Print a hard copy of your email and place it in the 'Emails – EBR' folder

MEMORANDUM

To: Articling Student
From: Jennifer Agnolin
Date: October 17, 2005
Re: L&P and Board Meetings

As Articling Student, you will be required to attend all Legal & Priorities meetings, which occur monthly, and all Board Meetings, which occur every two months. Your duties are as follows:

1) *Legal & Priorities Meetings, Secretary*

- Prepare Agenda in advance, which includes sending out a group email a few days before the meeting asking if anyone has items to add.
- Present intakes to the Board.
- Secretary: record the minutes of the meeting. Afterwards, type the minutes, save a copy to your file, forward one to Sharon, and place a hard copy in the 'Legal & Priorities Minutes' binder.

2) *Board Meetings*

- You will have to provide a brief summary of the outcome of that month's L&P meeting, specifically, the cases that you presented, whether they were accepted or denied, and the reasons for these decisions.

Addition notes:

Get a copy of the meetings schedule **as soon as possible**. This is important for two reasons: 1) you may be required to attend a meeting very early on in your year; and 2) you will have to inform people applying for legal assistance when the next L&P meeting is (when their application will be decided).

Be aware that the meeting dates frequently change to accommodate people's altering schedules. Be sure to have Sharon keep you posted of any changes and inform any applicants of these changes as they may wait until the last day to send in their application forms.

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