

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Culture  
All Stewards in the Ministry of Culture

**FROM:** Brian Gould, OPS Supervisor

**DATE:** September 18, 2009

**SUBJECT:** **Ministry of Culture**  
**ERC Minutes September 16, 2009**

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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 Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

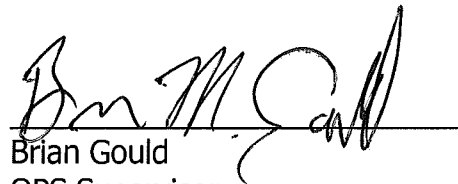
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor

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att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF CULTURE**  
**MERC MEETING MINUTES**

**Date:** September 16, 2009

**Location:** OPSEU Regional Office, 31 Wellesley St E., Toronto, Boardroom D

**FOR OPSEU:**

John Carter (Meeting Chair)  
Anthony Marinucci (OSC) - regrets  
David Poholko (OSC)

Judith Marion (Job Security Officer)

**FOR THE EMPLOYER:**

Bob Hogan (Co- Chair)  
Raina Wells (OMDC)  
Joanne Bénard

Jared Friesen (Advisor) – regrets

**Guests:** Heather Taylor, Kenny Quan, Richard Mortimer,  
Janice Millar

**Recorder:** Cathy Luna (Strategic Business Unit)

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p><b>1. Previous Minutes, new committee membership and committee administrative aspects.</b></p>	<p>Minutes of May 22, 2009, meeting are signed and posted.</p> <p>Committee would like to acknowledge Mary Ferguson's role and commitment as previous co-chair and welcomes Bob in his new role as Co-chair.</p> <p>Co-chairs agreed that agenda setting meetings will be scheduled approx. 2 weeks prior to the MERC meeting and that the respective advisors will participate. Co-chairs will also discuss the referral process from LERC and MERCs.</p>	<p>Co-chairs and Advisors will schedule 'agenda setting' meetings and will discuss referral process.</p>

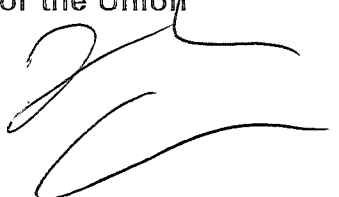
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>2. BUSINESS ARISING: (Updates)</b>		
a) MERC Terms of Reference	Employer distributed a copy of the DRAFT revised Terms of Reference from Ministry of Citizenship & Immigration for this committee's information.	Move to standing item.
b) Update on space allocation – 400 University Ave., Toronto	<p>Management confirmed that the physical space vacated by the Culture Liaison Unit was allocated to other staff by looking at immediate needs of the floor and to ensure minimal disruption of staff.</p> <p>Management also confirmed that a physical space requirement solution for the Culture Policy, Programs and Services Division is under review and that the Division is working with the Facilities Unit, Corporate Resources in this regard.</p>	Remove from agenda.
<b>3. STANDING ITEMS</b>		
a) Expenditure Management and RbP – Update	<p>Management provided an update on expenditure management for this quarter.</p> <p>The 2009-2010 RbP Briefing Book was shared with all staff in June 2009. Copies were shared with OPSEU.</p> <p>CERC has asked that RbP information be shared at MERCs and OPSEU acknowledges that this has been the on-going practice of this committee.</p>	Management to provide an update at the next meeting.
b) OPS Staff Survey 2009	<p>Management provided an overview of the 2009 MCL Employee Engagement Survey results and noted that the full Ministry report is available on the Ministry Intranet.</p> <p>The MCL response rate was 67.5 % (398 people) in comparison to the OPS response rate of 58.9%.</p>	Management to provide an update at the next meeting and will review OPSEU's request.

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	<p>MCL's Engagement Score is 67.47 which is below the OPS's Engagement Score of 72.47. The Employee Engagement Index is derived from a series of key questions within the survey.</p> <p>The identified top 4 priorities items for MCL are: Opportunities for Growth and Advancement; Leadership Practices; Organizational Communication and Learning &amp; Development Opportunities. These 4 priority areas are similar to the OPS's top priority improvement areas.</p> <p>Ministry of Culture is taking a divisional approach with regards to next steps and the following individuals have been identified as leads within their program areas:</p> <ul style="list-style-type: none"> <li>• Barbara Johnston, Policy, Programs and Services Division</li> <li>• Diane McArthur, Ontario Seniors' Secretariat</li> </ul> <p>The Ontario Media Development Corporation, the Ontario Science Centre, and the Ontario Heritage Trust are also designating leads to spearhead employee engagement action planning initiatives within those organizations.</p> <p>OPSEU requested individual reports for each Division (2009) and also requested for a 2007-09 summary of action plans as a wrap-up summary.</p>	
c) Fixed-term (Unclassified) Staff List	Management confirmed that fixed-term staff lists (as of the end of May) were shared with the MERC Co-Chairs on June 18, 2009. Management indicated that an end of August report is being generated this month and will be shared under separate cover.	Management to provide August data to Co-Chairs within the next couple of weeks.
d) Laser Printer	OPSEU confirmed that this matter will be re-submitted to CERC.	Remove from agenda. Report back to occur when matter has been addressed at CERC.

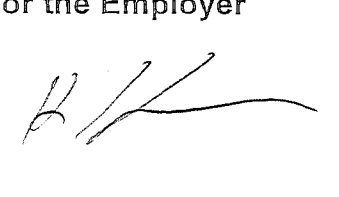
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<b>4. NEW BUSINESS</b>		
a) ERC training	<p>On August 24, 2009, a communiqué was shared with ERC Co-chairs indicating that the <i>Employee Relations Committees: Best Practices and Procedures</i> half-day training is being resumed. The MCL MERC co-chairs encourage MCL LERCs to participate.</p> <p>Another CERC memo, dated August 28, 2009, to MERC Co-Chairs highlights the parties endorsement of the Conflict Management Training available through the Centre For Leadership and Learning (CFLL) for interested ERC's. Committee noted that the conflict management course is currently fully booked and agreed to refer this item to CERC for more offerings of additional dates.</p>	Conflict management training will be referred to CERC.
b) HR Transformation	OPSEU requested for a list of "who does what" in HR and confirmation of staff's points of contact on HR matters.	Management to provide information to OPSEU.
c) Work Assignments: Admin Staff – 400 University Avenue	<p>OPSEU raised concerns that administrative staff within the Ministry are preparing WEAR forms and that this has traditionally been HR work. OPSEU also indicated that the training received was inadequate and that this scope of responsibility is outside of the administrative staff position, specifically OAD 08.</p> <p>Management clarified that completing WEAR forms is not a function performed by Human Resources Branches across the OPS. This is a responsibility of the individual program manager, as it is related to the on-boarding of program staff:</p> <p>Management confirmed that the HR branch of MCI/MTOUR/MCL continued to provide support to the program areas in this regard until last year, when a roll-out of this function to line managers took effect. At that time training was provided to administrative staff as they support managers by filling in the required fields on the WEAR. The program manager signs the WEAR which provides OSS with the authorization to</p>	OPSEU will forward item to CERC.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	proceed with the WEAR transaction.	
d) Continuity Planning – H1N1	<p>OPSEU requested from the Ministry a copy of the Ministry Continuity plan for H1N1 and asked if the Employer could confirm if the Ministry plan includes the Commission Public Bodies.</p> <p>Management also confirmed that information related to H1N1 is available to all staff on the Ministry intranet site and will invite the Emergency Management Coordinator at the next meeting.</p> <p>The Co-chairs will also encourage their LERC counterparts to have the same discussions at their level.</p>	Management to invite Emergency Management Coordinator to provide on information on H1N1 and will clarify if agencies have a plan.
e) MOA-LERC- 400 University Avenue	OPSEU confirmed that the LERC at 400 University Avenue has updated and signed off on the committee's Terms of Reference and it has been provided to MERC as an information item.	Remove from agenda.
f) Posting of New Jobs (Referred from MCL LERC)	<p>OPSEU raised concerns that the OPS Careers website does not have the search capability to allow employees to search for Ministry specific job postings.</p> <p>Management confirmed that the website is administered by a program area in MGS and that this has been raised with the Recruitment Centres for consideration as a future enhancement.</p>	Remove from agenda. OPSEU will refer item to CERC.
g) Conversion of Unclassified staff	<p>OPSEU raised concerns that individuals have multiple short term consecutive contracts for a total contract length of less than 18 months, hence, limiting the opportunity for conversion. Management requested further information on specific scenarios.</p> <p>Committee agreed that issues related to conversion can be discussed at the LERC.</p> <p>Appendix 15 of the Collective Agreement affords the MERCs the</p>	OPSEU to provide further information in that regard.

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	opportunity to have discussions around fixed-term contracts.	
h) Joint Health & Safety Committee - Compliance Issues- 400 University Avenue	<p>The Union raised a concern that the JHSC at 400 University Avenue has not met recently and that there are resource issues.</p> <p>Management confirmed that attempts have been made to schedule a meeting in the Spring. Worker members of the committee were not available. Parties will endeavour to schedule a meeting this Fall at the earliest opportunity.</p>	Management to coordinate dates for a JH&SC meeting this Fall at the earliest opportunity.
i) Community Learning Program	<p>The Ministry will be participating in the Community Learning Program. This program allows ministry employees the opportunity to take part in a learning activity with a voluntary organization, for one work day a year. For more information, please visit <a href="http://intra.clp.gov.on.ca">http://intra.clp.gov.on.ca</a>.</p>	Remove from agenda.
j) Disclosure	Parties discussed disclosure related to Realignment of Information Technology (IT) Services at the Ontario Science Centre.	Remove from Agenda
<b>NEXT MEETING:</b>	November 26, 2009 at Ontario Media Development Corporation	

**For the Union**  


**Date**  
 September 16, 2009

**For the Employer**  


**Date**  
 September 16, 2009