

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: September 26, 2008

**SUBJECT: Ministry of Culture
ERC Minutes September 25, 2008**

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.

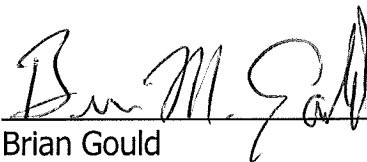
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF CULTURE
MERC MEETING MINUTES**

Date: September 25, 2008

Location: OPSEU Offices, 31 Wellesley Street, Toronto

FOR OPSEU:

John Carter (Mtg. Chair)
Rod Sawyer
David Pohlko (OSC)

Judith Marion (Job Security Officer)

FOR THE EMPLOYER:

Mary Ferguson (Co-Chair)
Cherith Muir (OMDC)
Bob Hogan (OSC)

Joanne Bénard (Advisor)

Guests: Todd Kilpatrick, Richard Mortimer, Ann Fowler

Recorder: Stefan Pietrangelo (Human Resources)

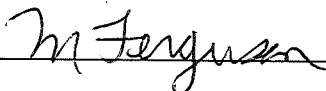
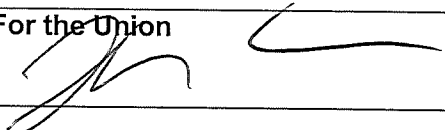
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. REVIEW OF MEETING MINUTES	Minutes of May 29, 2008, meeting are signed and posted.	No further action required.
2. BUSINESS ARISING: (Updates)		
a) Archaeological Stakeholder Letters	The Union asked for clarification as to whether staff have received copies of the letters. Management agreed to look into whether they have been distributed to staff.	Management will provide copies of the letters to MERC and to staff if they have not yet received them.
b) Laser Printers re: recent reports	A report came about as a result of a research paper from Queensland University, released last year. The research paper stated that particles released from laser printers may be of concern to individual's health. There is debate within the scientific community of the methodology and results of this study. The JHSC at 400 University Avenue has agreed to create a working committee that will walk	Updates to be provided at next MERC meeting.

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	<p>around the fourth and fifth floor at 400 University Avenue, to identify any printers that may be of concern given the proximity of the laser printer to an individual's cubicle. Facility management has also agreed to look into whether there is a need for air quality testing.</p> <p>The Union advised that they have forwarded the issue to CERC for OPS-wide consideration.</p>	
c) MERC Terms of Reference	On September the 19 th , 2008, Management shared with the committee the last signed copy of the Terms of Reference from 1997 as well as a draft version of the Terms of Reference from 2005 as an information piece for new members.	The union to review draft Terms of Reference dated 2005 and respond.
d) Emergency Planning Committee Membership	<p>On September 19, 2008, Management shared the Emergency Planning Committee Membership listing with the committee.</p> <p>The Union asked for information on how the ministry initiatives fit into those of the OPS and how the roles and responsibilities of the JHSC members and the plans of ministry are mutually supported. The union also asked for information on the emergency plans for each of the ministries work locations.</p> <p>Union suggested that the Ministry Emergency Management Coordinator be brought forth in the next meeting to bring clarification to several of the Union's questions.</p> <p>Management advised that Emergency plans should be shared with staff at a local level. Further, they advised that staff should try and keep their contact information on WIN up to date and also apprise their managers of any change, so that the ministry is able to contact them in the case of an emergency</p>	Management is to extend an invitation to Ministry Emergency Management Coordinator for the next meeting.
3. STANDING ITEMS		
a) Culture Policy, Programs and Services Division - Reorganization Update	<p>Management commented that the division reorganization is complete and that all vacancies that are currently being recruited are a course of regular Ministry business.</p> <p>Management provided an update on current vacancies and recruitment activity for permanent positions and temporary vacancies within the division.</p> <p>The union asked whether there is a process to review the reorganization to</p>	Remove item from Agenda.

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	<p>determine if there is a need for change.</p> <p>Management commented that it is no longer a matter of reorganization but any changes that may need to be made are a matter of the ministries current course of business.</p> <p>Management suggested that staff can raise comments and questions at the unit level and with LERC.</p>	
<p>b) Expenditure Management and RbP – Update</p>	<p>Management shared the RBP briefing Book for 2008-09 with committee members in July 2008.</p> <p>Management provided an update of Expenditure Management for this quarter.</p>	<p>Management to provide an update at the next meeting.</p>
<p>c) OPS Staff Survey - MCL</p>	<p>The themes that emerged from the OPS Staff Survey were growth and advancement, learning and development, leadership and organizational communication. The following are the initiatives that have been undertaken by the different areas of the Ministry.</p> <p>Management provided a report back on Culture, Programs and Services Division initiatives around the Employee Engagement Survey. Several initiatives are already currently underway including file management and tracking tools.</p> <p>Management advised that there has been training offered around issue note writing which has been well received and has shown a marked improvement in the quality of issue notes.</p> <p>Management indicated that there will be a divisional day in early 2009 where staff will be able to ask any questions they may have directly to management.</p> <p>The union requested that all MERC members be invited to the MCL All Staff Day on October 30, 2008.</p> <p>Management committed to ensuring all MERC members are invited.</p> <p>Management indicated that there have been a number of initiatives that are currently being implemented at OMDC. These initiatives include all staff meetings, sector meetings and an all staff volunteer activity.</p> <p>Management indicated that there have been a number of initiatives that are</p>	<p>Management will contact OHT to provide an update at the next MERC meeting.</p>

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	currently being implemented at OSC. These initiatives look to increase communication by holding more accessible all staff meetings, more frequent branch meetings and an internal intranet site to make it easier for staff to access information and provide feedback to management.	
d) Unclassified List	Management shared the August 31, 2008 unclassified lists with committee members on September 24, 2008.	To be kept as a standing item of the agenda.
4. NEW BUSINESS		
a) Disclosure – New positions	<p>The Union asked for clarification on management’s role with respect to disclosing new jobs in the OPSEU, AMAPCEO, MCP and SMG compensation groups as per Article 1.4 of the collective agreement.</p> <p>Management advised that all new positions are shared with the union through the union’s central disclosure e-mail address.</p>	Remove item from agenda.
b) Deputy invitation	<p>The Union advised that they met with the Deputy on August 12, 2008.</p> <p>The Co-chairs have extended an invitation to the Deputy to attend the next MERC meeting.</p>	<p>The union will share their notes from that meeting with the MERC members and the ADM of the Policy Programs and Services Division.</p> <p>The Deputy has been invited.</p> <p>MERC members are to provide the Co-chairs with questions for the Deputy by end of October.</p>
c) Unclassified Wages	<p>The Union advised that there has been concern raised with local management at the Ontario Science Centre about movement within the salary grids for unclassified staff. The union found that other ministries do have unclassified staff that are moving through the salary grids.</p> <p>The Union has asked for information on the general practice within the Ministry in regards to Article 31A.2.2 of the collective agreement on movement within the</p>	<p>Management will look into the Ministry wide practice and report back to MERC.</p> <p>The concern as it relates to the Ontario Science Centre will also</p>

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	salary grids for unclassified wages. Management agreed to look into the ministry wide practice.	be followed up by OSC management with a report back to LERC at their November meeting.
NEXT MEETING:	Thursday, November 27, 2008 OMDC, 175 Bloor St. E., 5th floor [boardroom tbc]	

For the Employer 	Date <i>Sept 25/08</i>	For the Union 	Date <i>2109.09.25</i>
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