

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: October 16, 2007

**SUBJECT: Ministry of Culture
ERC Minutes September 27, 2007**

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.

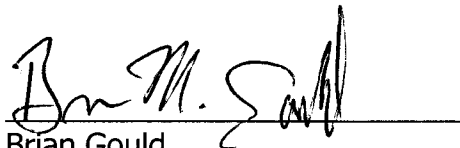
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/fs
att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF CULTURE
MERC MEETING MINUTES**

Date: Thursday, September 27, 2007

Location: Ontario Science Centre

FOR THE EMPLOYER:

Kristine Murphy (Co-chair)
Bob Hogan
Joanne Bénard (Advisor)

Regrets: Mary Ferguson

FOR OPSEU:

John Carter (Meeting Chair)
Rod Sawyer
David Pohlko (OSC)
Judith Marion (Job Security Officer)

Guests: Donna Ratchford

Recorder: Cathy Luna

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. REVIEW OF MEETING MINUTES	Minutes of June 22, 2007, meeting signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) OPSEU Information Request	<p>Management confirmed that there is unfortunately, no additional information in a consistent format that could be shared that contains information of positions by program area. Management will continue to provide organizational charts as part of the disclosure process.</p> <p>Union requested organizational charts on an annual basis. Management responded that there is no capacity at the program or Ministry level to respond to this request.</p>	Organizational Charts-Remove from agenda

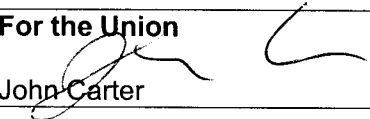
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Unclassified list – the unclassified list is provided to the Union on a quarterly basis. A list as of end of August 2007, was provided on September 26, 2007 via email to the MERC co-chairs.</p>	<p>Unclassified List-keep as standing item.</p>
<p>b) Youth Programs (Ontario Heritage Trust)</p>	<p>Management reported back via email on June 29, 2007 to the co-chairs, copy Job Security Officer, that the students (referred to by the Trust as "interns") are students that are on placements with the Trust and are not on OHT's payroll during the term of this placement. This matter was also raised at the OHT LERC on June 29, 2006.</p> <p>The Union suggested that OHT refer to these individuals as "co-op" students and management will take it away for consideration. Union inquired if OHT is paying any monies to the University of Waterloo for these students.</p>	<p>Management will share with the OHT the Union's suggestion of referring to these students in future as "co-op students" and will report back on any monies being paid to the University by October 30, 2007.</p>
<p>c) Culture Policy, Programs and Services Reorganization updated</p>	<p>The Director, Policy Branch provided an update on staffing and recruitment as follows:</p> <p><u>Director Office, Policy</u></p> <ul style="list-style-type: none"> • Administrative Assistant: Interviews completed and references are being conducted. <p><u>Strategic Policy and Planning Unit:</u></p> <ul style="list-style-type: none"> • Administrative Assistant: position posted and closes October 15, 2007 <p><u>Culture Services Unit:</u></p> <ul style="list-style-type: none"> • Heritage Planner-Posted and closed on September 21, 2007. Resumes are being screened • Database Administrator-will be posted shortly • Marine Heritage Advisor-position under review. <p><u>Culture Programs Unit:</u></p> <ul style="list-style-type: none"> • Archaeology Review Officer (Thunder Bay)-competition has closed and resumes are being screened • Archaeology Review Officer (London)-filled • Culture Programs Consultant (des)-approvals are being sought to post and fill the position • Museum and Heritage Programs Advisor- Position has been posted and closed September 17, 2007. Resumes are being screened. <p>The LERC at 400 University Avenue has met and there are a number of items related to the reorganization at the LERC table.</p>	<p>Keep as standing item and provide an update at the next meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>The Union inquired whether there will be further updates of position descriptions as a result of the reorganization. Management responded that some position descriptions were revised in the reorganization and staff and the OPSEU MERC Co-Chair received copies of these. Changes to job titles and the revision of the position descriptions is on-going, and updated as required.</p> <p>The Union inquired whether these changes would have any impact on the Job Evaluation System Project. Management responded that this is a joint initiative between the parties and when appropriate current Ministry position descriptions would be reviewed as part of this project.</p>	
3. STANDING ITEMS		
a) Expenditure Management and RbP update – Update	Update to be provided under separate cover to the committee.	Management to provide an update under separate cover.
4. NEW BUSINESS		
a) OPS Staff Survey -MCL results and progress on next steps	<p>The OPS Staff Survey Working Group has been established within the Culture Policy, Programs and Services Division, and is comprised of a mix of staff and management. Richard Mortimer, Director of Programs and Services is chairing the working group for the Division. Neil Downs and Nicole Stewart are the management representatives from each branch and the two staff representatives from each branch are Mima Casola and Chris Rosati. Presently, the working group has met and is currently analyzing the feedback received from both the survey and the subsequent staff sessions held in May.</p> <p>The Ministry engagement index is 61.6 and the top opportunities for improvement are 1) opportunities for growth and advancement, 2) learning and development opportunities and 3) organizational communication.</p> <p>Union requested a copy of the OPS Staff Survey Results. The Union also asked for MERC participation in the working group and requested that an individual attend the next MERC meeting to provide more details about the Culture OPS Staff Survey results.</p>	<p>Keep as standing item.</p> <p>Management will respond to the Union's requests for a copy of the Staff Survey result.</p> <p>Management will invite a guest to the next MERC meeting to provide more details on the Culture OPS Staff Survey Results.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Archaeology staffing at London office	<p>Union indicated that there are two employees working from the London Office and that one employee recently resigned. Union feels that the two positions should be staffed and filled in London due to known workload and health and safety concerns.</p> <p>Management indicated that one of the positions has been staffed and the other position which is headquartered in Toronto has recently become vacant. Currently, management is in the process of seeking approvals to post and fill the position in Toronto.</p> <p>The Union expressed concern regarding a single incumbent office in London.</p>	<p>Provide report back in advance of next MERC meeting.</p> <p>Management will provide a detailed response on the rationale of sustaining the headquarters in Toronto.</p> <p>Management to provide additional information regarding the London facility and security measures in that location under separate cover by October 22.</p>
c) Implementation of OPS employee recognition guidelines	<p>Union asked who the Ministry Recognition Coordinator is, and what the Ministry and Agencies are doing to in enhance informal and formal recognition. Union expressed concerns regarding low morale within the Ministry.</p> <p>Executive Assistant to ADM is working with the Human Resources Branch to set up a workshop on informal employee recognition for managers in the Culture Policy, Programs and Services Division. They are currently looking at dates in October and November.</p>	Management to provide an update at the next meeting.
d) Lateral Transfer Process	The Union expressed some concern with a recent event. The Parties agreed to review the process and will meet in the next few weeks in this regard.	The parties will report back at the next meeting.
NEXT MEETING:	November 28, 2007, 9:30 a.m., Ontario Media Development Corporation	

For the Employer
Kristine Murphy
 Kristine Murphy

Date
Sept 27 2007

For the Union

 John Carter

Date
2007.10.27