

## 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:** May 29, 2008

**SUBJECT:** **Ministry of Culture**  
**ERC Minutes May 29, 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

/gi  
att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF CULTURE  
MERC MEETING MINUTES**

**Date:** Thursday, May 29, 2008

**Location:** Ontario Science Centre

**FOR THE EMPLOYER:**

Mary Ferguson (Meeting Chair)  
Kristine Murphy  
Bob Hogan

Joanne B nard (Advisor)

**FOR OPSEU:**

John Carter (Co-Chair)  
Rod Sawyer (regrets)  
David Pohlko (OSC)

Paul Myers (Job Security Officer)

**Guests:** Kenny Quan, Richard Mortimer, Patricia Powell

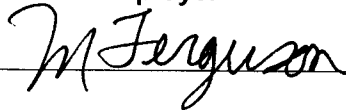
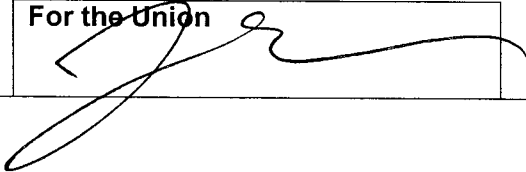
**Recorder:** Cathy Luna

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. REVIEW OF MEETING MINUTES	Minutes of February 29, 2008, meeting are signed and posted.	No further action required.
<b>2. BUSINESS ARISING: (Updates)</b>		
a) OPS Staff Survey - MCL	<p>MCL Division Management reported that the working group has expanded to include representation from the Ontario Seniors Secretariat, the Regional Services Branch, and the Human Resources Branch. An action plan is being created and adjusted to reflect the current composition of the core Ministry and will shortly be provided to Management and the Deputy for consideration and approval. There is currently no approved action plan for the ministry.</p> <p>Ontario Media Development Corporation (OMDC) Management indicated that all staff have reviewed the survey results and as a result, an employee engagement committee has been established. The committee has met to further review the results of the survey and have identified a communication focus and are proceeding with implementation of tactics in this regard.</p>	<p>Updates will be provided at the next meeting. Item will be moved to Standing Items section of the agenda.</p> <p>MCL, OSC, and OMDC action plans to be provided to MERC Co-chairs when available.</p> <p>Management to obtain information from OHT regarding their action plan.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	Ontario Science Centre (OSC) Management indicated that the action plan was posted on the OSC Intranet in May 2007 and implementation is proceeding with ongoing discussions at the OSC LERC with their next meeting scheduled in June 2008.	
b) Archaeological Stakeholder Letters	Management confirmed that two communiqués have been developed, approved and have been sent out to license archaeologist and stakeholders and committees.	Management will provide a copy of the letters to MERC.
c) Laser Printers re: recent reports	Management confirmed that this is on the June agenda item at the Joint Health & Safety Committee.	Management to report back at MERC after the JH&SC June meeting.
d) Employee Relations Committee (ERC) Training	MERC co-chairs confirmed that a joint communiqué was developed to highlight the availability of the April–August 2008 sessions to Local ERC members and that an email was sent to them encouraging them to participate.	Remove from agenda
<b>3. STANDING ITEMS</b>		
a) Culture Policy, Programs and Services Division - Reorganization Update	<p>Management provided a brief update on recent staffing activities within the Division. There are two new hires in the Policy Branch and two positions under recruitment in the Programs &amp; Services Branch.</p> <p>Union asked what the status of the reorganization is and detailed status of positions.</p>	Management to provide an update at the next meeting.
b) Expenditure Management and RbP – Update	Management indicated that it is anticipated that Results Based Plans will be available in the near future.	Management to provide an update at the next meeting.
c) Unclassified List	Management highlighted that the most recent unclassified list was provided to the MERC co-chairs on April 1, 2008.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>4. NEW BUSINESS</b>		
a) Emergency Preparedness Planning	<p>An overview of the Emergency Management Program was presented to the Committee.</p> <p>The next Ministry Emergency preparedness exercise is June 19, 2008.</p> <p>Management identified that it may be worthwhile to investigate the possibility of including Emergency Preparedness as an agenda item at the next all staff day.</p>	<p>Employees are encouraged to talk to their managers about any time critical implications in their program area. Management to provide a list of the members on the EMP committee, Ministry Action group, and Program Area Business Leads.</p> <p>Item to be removed from agenda.</p>
b) Explanation of surplus practices	<p>Union inquired what practices the Ministry adopts when individuals are surplus in regards to individuals having e.g. access to the workplace, computer, and training.</p> <p>Management indicated that when an individual receives pre-notice, during the ten days, the employee is encouraged to work with their Union representative and their Redeployment Advisor to assist them in selecting an option. Should the individual elect redeployment, the individual works closely with the Advisor to complete the necessary documents to facilitate the matching process. Thereafter, if the individual is interested, we do make available to the employee access to a computer to explore learning opportunities and to work on their resume.</p> <p>The Ministry will review training needs of individuals and will support them to the extent possible.</p>	<p>Item to be removed from agenda.</p>
c) Due notice & mutual agreement for issue resolution and fact finding	<p>Union is concerned that due notice and mutual agreement for issue resolution and fact finding is not occurring.</p> <p>Management confirmed that if the Employer calls a meeting with a staff member and identifies an option for them to bring a Union representation, the best practice is that notice is provided 3-4 days prior to the meeting. There are situations whereby matters are serious and urgent and therefore, there may be no lead time. The HR Director will advise and encourage MCL Managers to give the Union appropriate notice when scheduling these meetings.</p>	<p>Item to be removed from agenda.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
d) MERC Terms of Reference	The committee will commit to review the MERC Terms of Reference.	Management will provide a copy to MERC T.O.R to committee and item will be deferred to next meeting.
e) Ontario Media Development Corporation new identification number	Ministries are captured under a unique organizational ID unit number and now new organizational unit ID numbers have been established for the MCL commission public bodies. There is no impact on staff.	Item to be removed from agenda.
<b>NEXT MEETING:</b>	Thursday September 25, 2008 OPSEU Location (TBC)	

<b>For the Employer</b> 	<b>Date</b> May 29, 2008	<b>For the Union</b> 	<b>Date</b> May 29, 2008
--	-----------------------------	--	-----------------------------