

MEMORANDUM

TO: All Presidents with members in the Ministry of Northern Development & Mines
All Stewards in the Ministry of Northern Development & Mines

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: October 3, 2008

SUBJECT: **Ministry of Northern Development & Mines
ERC Minutes – September 18, 2008**

Attached, for your information, are the minutes of the above captioned meeting.

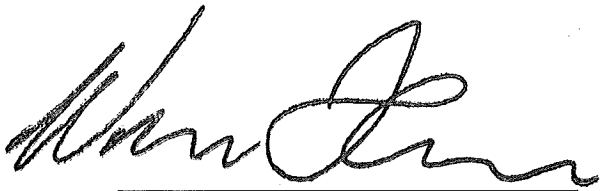
Please post or otherwise make them available to the members in your workplaces.

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.

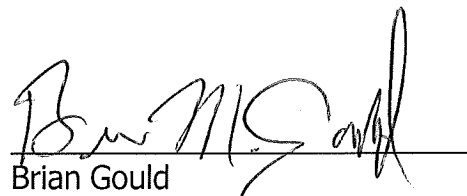
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 Northern Development & Mines
Ministry Employee Relations Committee**

**Thursday, September 18, 2008
159 Cedar St., 7th Fl., HR/CSB Boardroom
Sudbury**

IN ATTENDANCE:

For the Union:
Norm Trowell
Sherri Pirkl
Robert Sandgren

For the Ministry:
Cleo Degagne
Sue Lepage
Ross Kelly
Louise Larocque

Regrets:
Michel Lavoie
Stephen George
Louise Brinkmann

Recording Secretary:
Donna Fillier

Management chaired the meeting that was called to order at 9:10 a.m.

1. Adoption of Agenda

Management requested the following be added under Business Arising from Previous Minutes:

-Health & Safety Day

2. Business Arising from Previous Minutes

Health & Safety Day – Management reported they received feedback from some managers regarding the discussion around field crew training at the last meeting. To clarify based on management feedback, there is formalized testing and if employees do not pass, they are not permitted to work in the field until they are successful. It was also verified there is sign-off by the employee, so there are checks and balances in place. Management added that the ATV trainer they had this year even provided a report that indicated which employees did well and who would benefit from a little more training time.

ServiceOntario Update – The union informed that staff recently learned that the person working for the landlord/tenant operation in Thunder Bay was transferred elsewhere, so all that work would now go to ServiceOntario. This will mean approximately 300 additional transactions per month. The union feels this will create a real problem for the Thunder Bay office. Workload is the main issue, especially with staff already having to work overtime. A Union member stated that he had recently talked with the Senior Manager about some of the issues and got some good feedback. The Senior Manager is, at the moment, visiting some of the offices in the Northwest to get a first-hand look at the operations.

The Union suggested that a good step would be to standardize the Service Agreements so everyone is working from the same page. Management stated that a spreadsheet has been created for the Northeast offices to simplify things. A proper system is expected to be put in place for all offices possibly within a year. Until then, it might be worthwhile for the Northwest to adopt the same spreadsheet.

The Union wanted to acknowledge Joe-Ann Vandeligt's efforts in getting the Rainy River office up and running in its new location. The office is beautiful and it is definitely a perk for a very small community.

PDPs – Management provided the Union with a report on stats of completed courses requested on PDPs. It was noted that there was not a single comment on any of the PDPs that a course was not completed due to budget restrictions. The Union replied that they know of a couple of cases where it did happen, but for some reason it was not documented on the PDP at year-end. Management reiterated that it is the employee's responsibility to have a conversation with their manager and ensure important points are captured in PDPs. When a course is not completed, the reason should be recorded. Overall, Management felt the stats were quite good resulting from commitment by both managers and employees working together.

Promotion of Ministry Programs – The Union stated they do not support award ceremonies, but would continue to support wellness events, such as Staff Day.

HR Transformation Update – Management gave an update on the progress. The Strategic Business Units were made official on July 17th. The Regional Service Delivery Centres should be up and running by the end of fiscal. These Centres will be delivering all the traditional HR services.

3. **PDPs – AMAPCEO Staff Responsible for OPSEU PDPs** – The Union expressed concern that some AMAPCEO supervisors are signing off on PDPs. Management assured the Union that this issue has already been addressed.
4. **Seniority Lists** – The Union Co-Chair told the committee that he gets a copy of the seniority list about every six months. There is a concern because when compared, there seems to be some discrepancies with dates for a few classified employees. It almost looks like the dates are sometimes transposed from one report to the next. The Union would like an explanation. The Management Co-chair asked to see the reports in question so he could look into it.

Action – *The Union Co-Chair will provide Management Co-Chair with the reports. Once reviewed, Management will look into any discrepancies.*

5. **Attendance at Wellness Events** – The Union reported there was an issue with Staff Day for some remote offices in the Northwest. There was one planned but could not get enough attendance so it had to be cancelled. The issue is some staff need to stay in the offices to provide service. The Union stated that they have since talked to the Senior Manager for ServiceOntario and he has clarified the approach for staff to fully participate.

The Union asked that when the Ministry is planning any wellness events, such as the virtual walk across Ontario or anything that promotes good health, to ensure the remote offices are tied-in. Management replied that there is a Wellness Focus Group in place and they have recently made a presentation to HRMC on their plans. There should be something communicated by early October.

- 6. **Other Business** – None to discuss.
- 7. **Next Meetings** – Dec. 4



Norm Trowell, Union Co-Chair



Cleo Degagne, Management Co-Chair