

MEMORANDUM

TO: All Presidents and members in Ministry of Natural Resources
All Stewards in Ministry of Natural Resources

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: January 27, 2011

SUBJECT: **Ministry of Northern Development, Mines & Forestry
ERC Minutes – January 19, 2011**

Attached, for your information, please find the minutes of the above captioned meeting(s).

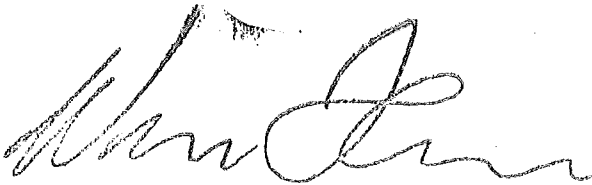
Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. 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



Ruth Hamilton
A/OPS Supervisor

/pb

att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF NORTHERN DEVELOPMENT, MINES & FORESTRY

MERC MEETING MINUTES

Date: Wednesday, January 19, 2011

Location: 159 Cedar St., 7th Floor, Sudbury

FOR OPSEU: Merilla Clement John Berry Stephen George (t/c)	FOR THE EMPLOYER: Cleo Degagne Kyla Pinaud Ross Kelly Vivienne Scott (t/c)
Regrets: Louise Brinkmann	
Recorder: Donna Fillier	

AGENDA ITEM	ISSUE	ACTION REQUIRED
	The Union chaired the meeting which came to order at 9:05.	
1. Adoption of Agenda	Agenda was adopted as written. The Union requested the following to be added to other business: LERC	
2. Business Arising From Previous Minutes	a) Diversity Initiative – Management gave an update. Training testing is not being organized for FLS. Our ministry was first in the Employee Engagement Inclusion Index. Mentorship program is moving forward. We are launching a partnership mentorship program with NIC and looking at this starting in the next few weeks. b) Fixed Term List – List was forwarded to the Union previously. There was some discussion on the new format of the report.	

	<p>c) New Terms of Reference – The Union reported that the signed copies will be forwarded as soon as possible.</p> <p>d) Real Time Minutes – Seems to working well.</p>	
3. Bill 168	<p>There was an update given. Approximately 72% of staff have completed the training which includes all three components. Those that have not completed it have been notified to do so as soon as possible. This training is now part of our orientation.</p> <p>Management reported a Workplace Violence Risk Assessment for the Willet Green Miller Centre was recently done. The recommendations have gone to the managers and they are to report back by Friday of this week. The goal is to have all MNDMF building assessments completed by the end of January.</p> <p>The Union presented a tip sheet on Workplace Discrimination & Harassment Prevention that can be shared with employees. In the event employees need to contact a WDHP representative, the information can be found on the Centre for Health, Safety & Wellness portal.</p>	
4. Temp Agency Staff	<p>Management reported there are no temp agency staff in our ministry.</p>	
5. Other Business	<p>Local Employee Relations Committee – The Union asked if something can be sent to managers to help establish LERCs. Management replied that in the past there hasn't really been a need for them and that things seem to be working well as is. It is the Union's position that LERCs are a vital component and support the formation of these committees. It is Management's position that if at locations which both parties agree to be appropriate we would support the establishment of LERCs. As per the Collective Agreement the Union would like these put in place and will be promoting it.</p>	

6. Next Meeting	May 4, 2011 September 1, 2011 November 22, 2011	
-----------------	---	--

For the Union

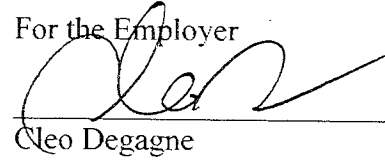
Date


Merilla Clement

Jan 19, 2011

For the Employer

Date


Cleo Degagne

Jan 19, 2011