

## 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:** November 23, 2010

**SUBJECT:** **Ministry of Northern Development, Mines & Forestry  
ERC Minutes –September 30, 2010**

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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: Thursday, September 30, 2010

Location: 159 Cedar St., 7<sup>th</sup> Floor, Sudbury

<b>FOR OPSEU:</b> Merilla Clement Michel Lavoie Stephen George	<b>FOR THE EMPLOYER:</b> Cleo Degagne Kyla Pinaud Louise Brinkman Ross Kelly
<b>Regrets:</b> Vivienne Scott	
<b>Recorder:</b> Donna Fillier	

<b>AGENDA ITEM</b>	<b>ISSUE</b>	<b>ACTION REQUIRED</b>
	Management welcomed a new member, Kyla Pinaud. Management advised committee the Deputy has expressed an interest in attending a future meeting. Long standing member, Norm Trowell has retired. The Committee recognized his contribution not only to the Committee but also to the Local and H&S matters in the field crews and at WGMC.	
1. Adoption of Agenda	Union requested the addition of one item. Real Time Minutes will be added under Other Business.	
2. Business Arising From Previous Minutes	a) Guidelines for Vacations – Misunderstanding regarding process for approving vacation has been cleared up.	

	b) FLS – Coordinators now report directly to OFA. Communicated to staff in Public Folders in March 2009. Intranet was just refreshed in September and it was highlighted again.	
3. Diversity Initiative Update	Update on Diversity Framework was given by Management. Some strides have been made on action items in the Framework.	Management to review if testing will be done pertaining to the FLS partnership.
4. Fixed Term List	Union requested that the position start date be included in the report.	Management will take under consideration.
5. Results Based Plan Update	RBP is covered off corporately. Positions coming to the Ministry for the Mining Act Modernization have already been disclosed.	
6. Agency Staff	Management reported that to their knowledge, we are not using any go-temp agencies.	
7. Workplace Violence & Harassment Risk Assessment	<p>Risk Assessments – 23 of 36 are underway.</p> <p>Mandatory Training – 36% of staff have completed the mandatory on-line training (this is being closely monitored). There are no plans to have in-class training. The approach is that managers are to bring it forward at their regular monthly/quarterly staff meetings.</p> <p>Workplace Violence Response Protocol – Document has been developed in conjunction with Centre for Employee Health, Safety and Wellness. The protocol was distributed to managers and they were asked to share with staff.</p>	
8. New Terms of Reference	MERC Terms of Reference finalized and signed by members pending one more management signature and OPSEU President's.	Management to forward four original signed copies to OPSEU once last management signature is obtained.
9. New Job Descriptions	The process was reviewed for clarification.	

10. MERC Referrals to CERC	The Committee discussed the process of referrals. The expectation is that both parties are aware when an item is being referred to CERC. The Union provided Management with a copy of the form that is used for referrals.	
11. Other Business: Real Time Minutes	The Union proposed that the Committee move to doing real time minutes so members walk away from the meeting with signed minutes.	Management will take under consideration.
12. Next Meeting	To be determined.	

For the Union

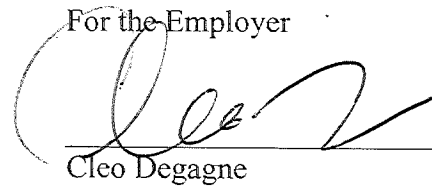
Date

  
Merilla Clement

Oct 8, 2010

For the Employer

Date

  
Cleo Degagne

Oct 7/2010