

## MEMORANDUM

**TO:** All Presidents with members in the Ministry of Municipal Affairs & Housing  
All Stewards in the Ministry of Municipal Affairs & Housing

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** February 15, 2008

**SUBJECT:** **Ministry of Municipal Affairs & Housing  
ERC Minutes – November 14, 2007**

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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.

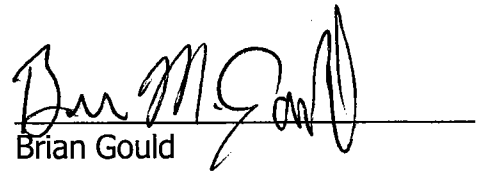
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

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 MUNICIPAL AFFAIRS & HOUSING  
MERC MEETING # 04-07  
November 14, 2007  
BOARDROOM 3A - 777 BAY STREET, TORONTO**

**In Attendance:  
FOR THE UNION:**

Kevin DesRosiers (Co-Chair)  
Lorilee Riddell-Carpenter (Member)  
Stephen George (OPSEU Job Security Officer)

**FOR THE MINISTRY:**

Diane Phillipson (Co-c  
Edith Brethour (Resou  
Tae Miyazaki (LR Inter

Regrets:  
Carol Kiley (Member)  
Larry Clay (Member)

MINUTES: Tae Miyazaki

ITEM NO.	ISSUE	REFER TO
	<b><i>Call to Order</i></b>  The meeting was called to order by the Union at 2:00pm The meeting was chaired by Management.	
	<b><u>MINUTES</u></b>  The minutes of the <b>September 5, 2007</b> were adopted.	
<b>Standing Items</b>		
87.0	<b><u>Unclassified Position</u></b> The Union asked about the status of two employees.	
95.0	<b><u>Article 1.4 – Recognition</u></b> Management advised that four job descriptions were forwarded to the Union electronically since the last MERC. The Union confirmed they did receive the job descriptions.	
107.0	<b><u>Public Service of Ontario Act (PSOA)</u></b> The Union asked to leave this as a standing item.	

ITEM NO.	ISSUE	REFERRED TO	ACTION
110.00	<u>HR Transformation</u> Management informed the Union that there are no updates.		item.  item remains on the agenda as a standing item.
<b>Business Arising from Last Meeting</b>			
85.0	<u>MERC Terms of Reference</u> Management and the Union signed off on the MERC Terms of Reference. Management will obtain the balance of the member signatures and return to the Union for forwarding to OPSEU Corporate for approval by President.		Management to obtain absent signatures and return to Union.
101.0	<u>MERC Joint Communication</u> Management informed the Union that the pictures and bios of the MERC team have been posted on the ministry intranet site, replacing the list of members. In addition, Management provided the Union with a draft version on the "Purpose of MERC" and requested their input.		Union to provide input before next MERC.
104.0	<u>Joint ERC Training</u> Management informed the Union that joint ERC training has been confirmed for February 12, 2008. The Union inquired as to who would be covering the training expenses. Management to confirm and notify the Union.		Management to confirm who is responsible for training expenses before next MERC.
108.00	<u>Seniority List</u> The Union informed Management that this item has been left on the agenda because of errors previously found. Management suggested that because errors are systemic, this may be a CERC issue. Management contacted OSS but they are unable to investigate unless specific employee errors are identified. The Union is to provide Management with the specifics who will forward on to OSS.		The Union to identify specific errors. Item to remain on the agenda.
<b>New Business</b>			
111.0	<u>Workplace Violence Prevention Program</u> The Union inquired whether the Ministry will be putting the Workplace Violence Prevention Policy in place. Management stated that this is not a Policy but a toolkit. It is management's intention to review the Program; however the current priority is developing and delivering the WDHP training for all staff prior to fiscal year-end. Management will respond to the Union regarding the toolkit.		Item to remain on the agenda.
112.0	<u>Results Based Planning</u> Management officially advised the Union that there are no changes in the 2007/2008 RBP therefore, there is nothing to disclose.		Item to remain on the agenda.

ITEM NO.	ISSUE	REFERRED TO	ACTION
113.0	<p><b><u>AMAPCEO versus OPSEU Positions</u></b>            The Union requested information regarding the amount of staff in OPSEU versus AMAPCEO since 2003. Management presented the Union with a current breakdown of bargaining unit represented employees. Management will check archives to see if past information is available and advise the Union.</p>		Management to look into matter and report back before next meeting.
114.0	<p><b><u>MERC 2008 Meeting Dates</u></b>            Management proposed meeting dates for 2008. The Union asked to change the September 4<sup>th</sup> meeting to September 11<sup>th</sup>. Management will check their calendars and advise the Union.</p>		Management to finalize dates. Remove item from the agenda.
<b>Tabled Items</b>			
115.0	<p><b><u>LERC Terms of Reference</u></b>            The Union stated that the LERC does not have the authority to create and sign-off a Terms of Reference. LERC's are governed by the MERC Terms of Reference. Management replied that other ministry LERC's have separate TOR's, however management will review and advise the Union.</p>		Management to review. Item to remain on agenda.
116.0	<p><b><u>Employee Engagement Survey</u></b>            The Union inquired about next steps. Management stated that the information collected from the employee feedback sessions will be synthesized for senior management and they will determine next steps. The Union requested to leave this item on the agenda.</p>		Item to remain on the agenda.
117.0	<p><b><u>Carol Kiley</u></b>            Management informed the Union that Carol Kiley will be retiring and therefore leaving MERC. Once decided, management will advise on Carol's replacement. Union recognized and thanked Carol for her membership and participation on MERC.</p>		
	<b><u>Next Meeting: February 14, 2008</u></b>		

For Management:

*Diane Phillipson*  
 Diane Phillipson, Co-Chair

*Jan 4, 2008*  
 Date

For the Union:

*Kevin DesRosiers*  
 Kevin DesRosiers, Co-Chair

*Jan 10 2008*  
 Date