

## MEMORANDUM

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

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

**DATE:** September 30, 2008

**SUBJECT:** **Ministry of Municipal Affairs & Housing  
ERC Minutes – May 29, 2008**

---

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.**

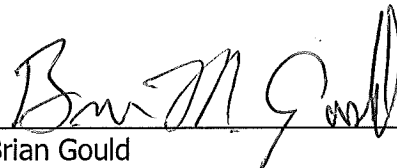
AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



---

Warren (Smokey) Thomas  
President



---

Brian Gould  
OPS Supervisor/Negotiator

/tl  
att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF MUNICIPAL AFFAIRS & HOUSING**

**MERC MINUTES**

**May 29, 2008 - Meeting # 02- 08**

**31 Wellesley St. E., Boardroom C**

**In Attendance:**

***FOR THE UNION:***

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

***FOR THE MINISTRY:***

Cherrie Lethbridge (acting Co-Chair)  
 Doug Hunt (Member)  
 Bruce Singbush (Member)  
 Edith Brethour (Resource)

Regrets: Diane Phillipson (Co-Chair)

MINUTES: Edith Brethour

ITEM NO.	ISSUE	REFERRED TO	ACTION
	<p><b><i>Call to Order</i></b></p> <p>The meeting was called to order by the Union at 2:05 pm, with Cherrie Lethbridge acting as Co-chair for Diane Phillipson.</p> <p>Management introduced Bruce Singbush as the new management member. Bruce is backfilling for Larry Clay who is acting as ADM for Municipal Services Division.</p>		
	<p><b><u>MINUTES</u></b></p> <p>The Employer revised the minutes of the <b>February 14</b> meeting. "Draft" was removed from the document and reposted on the ministry's intranet website.</p>		
<b>Standing Items</b>			
87.0	<p><b><u>Fixed Term (Unclassified) Positions</u></b></p> <p>The Employer advised that the report was not available however it will be forwarded to the Union shortly.</p>	Employer	Item remains on the agenda as a standing item.

ITEM NO.	ISSUE	REFERRED TO	ACTION
95.0	<p><b><u>Article 1.4 – New Position(s)</u></b>            The Employer disclosed one position, BCP Emergency Management Analyst, OEB, classified a management excluded, AGA15. The Union confirmed receipt of the job description. The Union suggested replacing “recognition” with “new position(s)” on the agenda because it may be misinterpreted by the readers. The Employer agreed.</p>		Item remains on the agenda as a standing item.
110.0	<p><b><u>HR Transformation</u></b>            The Employer advised that effective April 1/08, the Centre for Employee Relations and the Centre for Employee Health, Safety &amp; Wellness were implemented. This affects two (2) OEB employees; they now report to MGCS. Effective June 30/08 the Regional Recruitment Centres will be implemented. This will affect one OEB employee; they will report to MGCS. The Union requested that the HR Transformation newsletters be shared with MERC, electronically and the Employer agreed.</p>	Employer	Item remains on the agenda as a standing item.
112.0	<p><b><u>Results Based Planning</u></b>            The Employer advised there are no updates since the last meeting.</p>		Item remains on the agenda as a standing item.
115.0	<p><b><u>LERC Terms of Reference</u></b>            The Union asked who sits on the LERC. The Employer will provide the names of the LERC members. The Union restated that OPSEU will not recognize the LERC. Also, if the LERC is not prepared to comply with the MERC TOR, no issues will be dealt with at MERC.</p>		Item remains on the agenda as a standing item.
<b>Business Arising from Last Meeting</b>			
101.0	<p><b><u>MERC Joint Communication</u></b>            It was agreed that the Union and the Employer will work on finalizing the “Role of the MERC” off-line and attempt to resolve by the next MERC.</p>	Union & Employer	Item remains on the agenda.
108.0	<p><b><u>Seniority List</u></b>            The Employer to provide a current copy of the seniority list to the Union. The Union will look into the errors they identified and provide comments back to the Employer.</p>	Union & Employer	Union to advice of errors on list. Item remains on the agenda.
111.0	<p><b><u>Workplace Violence Prevention</u></b>            The Employer stated that a program should be in place by the Fall of 2008. The Union suggested the Ministry look at the programs developed by MNR and MNDM.</p>		Items remains on the agenda.
<b>New Business</b>			

ITEM NO.	ISSUE	REFERRED TO	ACTION
119.0	<p><b><u>Emergency Management/Business Continuity</u></b></p> <p>The Union requested an overview of the EM/BC Plan and the Employer provided the overview, reinforcing that emergency management has an external focus and business continuity has an internal focus. The Union asked whether the plan has been communicated to staff and the Employer advised that not only was it communicated but put into practise with the ice storm in Eastern Ontario and the flood situation in Peterborough. The Employer also advised there is a detailed website for all employees to review.</p>		Remove this item from the agenda.
	<p><b><u>Next Meeting - September 11<sup>th</sup></u></b></p> <p>777 Bay Street, Boardroom 13A 2:00 p.m.</p>		

For Management:

for Carth Butcher  
 Cherrie Lethbridge, Acting Co-Chair  
 For Diane Phillipson

September 5, 2008  
 Date

For the Union:

Kevin DesRosiers  
 Kevin DesRosiers, Co-Chair

Sept 2 108  
 Date