

**MINISTRY OF MUNICIPAL AFFAIRS|MINISTRY OF HOUSING (MMA|MHO)
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
TERMS OF REFERENCE**

Purpose

The parties recognize the value of discussing issues of mutual interest in order to achieve understanding and where required resolution and thus enhance the relationship between Management, the Union and the Employees. It is understood that resolutions reached at these meetings shall respect the rights and entitlements contained in the collective agreement.

Duties of the Committee

The committee shall discuss issues as submitted by the parties in sufficient time to allow for proper preparation in advance of the meeting.

Items may be raised at the meeting itself but only for the purpose of being scheduled for discussion at a subsequent meeting, unless otherwise agreed to by the parties.

The committee shall discuss issues that have been referred from the workplace level that have been discussed at that level but have not been resolved.

The issues that the MERCs will review include, but are not limited to:

- the Ministry's training and development mandate;
- the structure or development of internal training programs and special project training assignments;
- review information regarding training from other jurisdictions;
- the current timelines for recertification and upgrading opportunities;
- professional and career development opportunities other than mandatory training;
- alternative methods to e-learning and how e-learning is delivered; and
- discuss the distribution of training and upgrading opportunities.

The parties agree that MERCs may review available statistics related to workplace violence that may arise from the nature of the workplace, the type of work, or the conditions of work.

If concerns regarding workload remain unresolved after discussing it with the employee's manager and after discussions at the appropriate LERC, the union may raise it at the MERC. The MERCs, as a part of their mandate, will monitor and attempt to resolve specific workload issues.

The committee may refer to the CERC items that have been discussed at this level but remain unresolved.

An agenda as developed by the Co-Chairs shall be circulated to the members of the committee at least five (5) working days in advance of the date of the meeting.

The committee will establish a timeframe within which to respond to an agenda issue discussed at a meeting. In determining a timeframe the parties shall consider the complexity of the issue and allow sufficient time to investigate and respond. In the event that the parties cannot determine a timeframe, a response must be given within thirty (30) working days from the date of the meeting at which the issue was discussed.

Live minutes will be completed and signed following the conclusion of the meeting. These minutes shall be signed by the Co-Chairs who authorize them for distribution. The signed minutes will be posted on the Ministry's intranet and on the Union's website.

Composition

There shall be up to five (5) members from the Union (which may include an OPSEU staff representative) and up to five (5) members from Management.

Other resources can join a meeting to discuss a particular item on the agenda.

Chairs

The committee shall have Co-Chairs, one from management and one from the union who will ensure the following:

- Schedule meetings
- Develop an agenda
- Ensure that minutes are prepared by the Ministry and released in a timely fashion
- Alternate as chairs of a meeting. It shall be the responsibility of the Chair to ensure that discussions proceed in a manner that allows full discussion of the views of the members in an atmosphere of dignity and respect.

Frequency of Meetings

There shall be at least four (4) meetings per calendar year. Other meetings may be scheduled with the agreement of the Co-Chairs.

The Co-Chairs or assigned delegates will schedule phone calls every six (6) weeks (or on an as-needed basis) in between meetings to ensure regular contact on issues.

Time Off

Union members of the committee shall have the time spent traveling to scheduled meetings, and the time spent at the joint meetings of the committee with no loss of regular pay, seniority and credits.

Union members of the committee shall be given reasonable time to travel to scheduled meetings and for caucus time. Notwithstanding the foregoing, where one or more of the union members of the committee require additional travel time due to extenuating circumstances the

Ministry shall not unreasonably deny the travel time.

Union Co-Chair: John Roy

Management Co-Chair: [Signature]

Date: Jul 21, 2018

Date: Feb 21, 2018