

MEMORANDUM

TO: All Presidents with members in the Ministry of Tourism & Culture
All Stewards in the Ministry of Tourism & Culture

FROM: Ruth Hamilton, OPS Supervisor

DATE: October 6, 2011

SUBJECT: **Ministry of Tourism & Culture**
ERC Minutes – September 22, 2011

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.

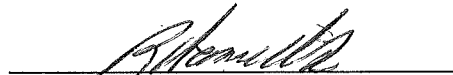
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF TOURISM AND CULTURE
MERC MEETING MINUTES**

Date: September 22, 2011
Location: OPSEU Regional Office, 31 Wellesley St. E, Toronto

FOR OPSEU:

Rod Sawyer (Co-Chair, Meeting Chair)
 David Poholko
 Brian Lawless
 Judith Marion (Job Security Officer)

Regrets:

Guests: Heather Taylor (Corporate Resources)

Recorder: Jaime Urban (SBU/HR)

FOR THE EMPLOYER:

Nancy Rowland (Co-Chair)
 Grant Troop
 Diane Wise
 Joanne Bénard
 Stefan Pietrangelo (ER Advisor)

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>1. Previous Minutes</p>	<p>May 26, 2011 minutes were signed and posted. The parties noted the following correction to the minutes: Meeting Chair for the May meeting was Nancy Rowland not Rod Sawyer. Minutes to be viewed at: OPSEU website MTC MERC Meeting Minutes http://www.OPSEU.org/ops/merc/tourism/tourismminutes.htm HR website MTC MERC Meeting Minutes http://www.mczcr.gov.on.ca/offices/corpserv/hr/opseu_merc_lerc.asp</p>	


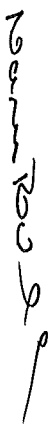
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>2. BUSINESS ARISING: (Updates)</p> <p>a) MERC Terms of Reference</p>	<p>The Employer provided comments on the draft Terms of Reference provided by the Union at the last meeting.</p>	<p>The Employer will provide the Union with an electronic version, with incorporated track changes, within the next week.</p> <p>Union to respond to proposed changes under separate cover.</p>
<p>b) LERCs</p>	<p>Parties have gathered a list of LERCs and this list is available on the ministry intranet site.</p>	<p>List will be updated as required.</p> <p>Item to be removed from the agenda.</p>
<p>3. STANDING ITEMS</p>		
<p>a) OPS Employee Engagement Survey</p>	<p>The 2009 Employee Engagement survey review and action planning process has been completed. The focus is now on the 2011 survey results. Employee Engagement committees are starting to look at the 2011 results.</p> <p>The 2011 Employee Engagement survey results are available on the Ministry of Tourism and Culture intranet site and the Ontario Science Centre's internal site respectively. The Union was provided with copies of the survey results for MTC and OSC.</p> <p>The Union requested Divisional, Branch, Agency reports as available.</p> <p>The Union inquired about the Employee Engagement committees. MTC has set-up three committees focusing on Accessibility, Service Standards, and Employee Engagement.</p> <p>The Union inquired if other Agencies have set-up Employee</p>	<p>An overview of the 2011 Employee Engagement survey results will be presented at the next meeting. The 2011 results and action planning activities will remain as a standing item on the agenda.</p>

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	Engagement committees. OSC has done a call for committee members. The Employer will follow up with the other Agencies regarding planned next steps.	
b) Unclassified Lists	The unclassified list for this quarter is being produced.	The list will be shared with the Co-Chairs within the next week.
c) Seasonal Seniority List	The ministry will confirm the seasonal seniority hours for 2011 at the end of the respective operating seasons in each of the respective program areas.	The updated list of seasonal seniority hours, inclusive of 2011 information, will be shared with the Co-Chairs in early 2012. The Employer will confirm if there were any changes to the 2010 information previously provided.
d) Expenditure Management	The Employer provided an update on Expenditure Management for this quarter. The 2011-12 briefing books will be circulated when available.	Item to remain as a standing item on the agenda.
e) Organizational Effectiveness Review (OTMPC)	No update at this time.	Employer to provide an update when available.
f) Operational Review (Ontario Place)	No update at this time.	Employer to provide an update when available.

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g) Occupational Health & Safety Act	<p>The Employer has reviewed the Union's request to provide interactive classroom training to further enhance the WDHP and WVP e-learning. There are no immediate plans to provide interactive training. The Employer will reconsider the request as opportunities arise.</p> <p>The Union stated their view that interactive classroom training is the most effective way to educate staff.</p> <p>The Union inquired about how training is tracked. The Employer responded that there are mandatory training lists for staff and manager training and the completion rates of that training is tracked.</p>	<p>Union will forward this item to CERC regarding classroom training vs. electronic training for WDHP and WVP and the number of WDHP and WVP complaints.</p> <p>Item to be removed from the agenda.</p>
4. NEW BUSINESS		
a) Number of vacancies to achieve OPS 5% reduction	<p>The Union requested confirmation of the number of vacancies within the ministry that have been eliminated to achieve the OPS 5% reduction. The Employer confirmed that the ministry continues to review on-going operational needs with an interest in minimizing staff impacts. The Employer stated that the ministry does not track this information and does not have access to a list of ministry vacancies.</p>	<p>Union will respond to the Union CERC membership.</p> <p>Item to be removed from the agenda.</p>
b) FTE reductions 2012-2014	<p>The Union asked if there were any preliminary plans for the announced 1,500 FTE OPS reduction for 2012-2014 as per the budget. Is there a ministry target and are you aware of the ministry numbers at this time?</p> <p>The Employer responded that no information is available at this time regarding the announced reductions for 2012-2014.</p>	<p>Item to be removed from this section of the agenda.</p> <p>When new information is available the item will be addressed under 'New Business'.</p>
c) Ministry programs under review	<p>The Union inquired if the Employer is aware of any Agency, Division, Branch program reviews.</p>	<p>Item to be removed from the agenda.</p>

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	The Employer responded that no new reviews are underway.	
d) Posting and filling of SO7 positions	<p>The Union inquired if there are any SO7 positions being created and filled in the ministry or agencies.</p> <p>The Employer confirmed that the ministry and its agencies have no SO7 positions.</p>	<p>Union will report back to Union CERC membership.</p> <p>Item to be removed from the agenda.</p>
e) New positions classified in other bargaining units	<p>The Union inquired about Article 1.8 and why some new positions are being classified in another Bargaining Agent's unit.</p> <p>The Employer responded that all job classifications are done by the Enterprise Classification Unit (ECU). When ECU reviews a new job description they use the OPSEU lens first.</p>	<p>Union will report back to Union CERC membership.</p> <p>Item to be removed from the agenda.</p>
f) RTO disclosure	<p>The Union requested an update on the transfer of Tourism Advisor positions from MCI to MTC.</p> <p>The Employer reported that the transfer of nine Tourism Advisor positions from the Regional Services Branch, MCI to the Regional Tourism Operations Unit, MTC occurred on August 2, 2011. There was a meeting with all staff on September 21, 2011. The Tourism Advisors report to the Manager, Regional Tourism Operations Unit, MTC.</p>	<p>Item to be removed from the agenda.</p>
g) Disclosure process	<p>The Employer and OPSEU had a discussion regarding disclosure protocol. The goal is to work to ensure this protocol is followed in all disclosures and that the parties are reminded of their disclosure obligations.</p>	<p>Item to be removed from the agenda.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
NEXT MEETING:	December 15, 2011	

For the Union	Date	For the Employer	Date
	September 22, 2011		September 22, 2011