

M E M O R A N D U M

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

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: October 4, 2010

**SUBJECT: Ministry of Tourism
ERC Minutes – September 16, 2010**

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,



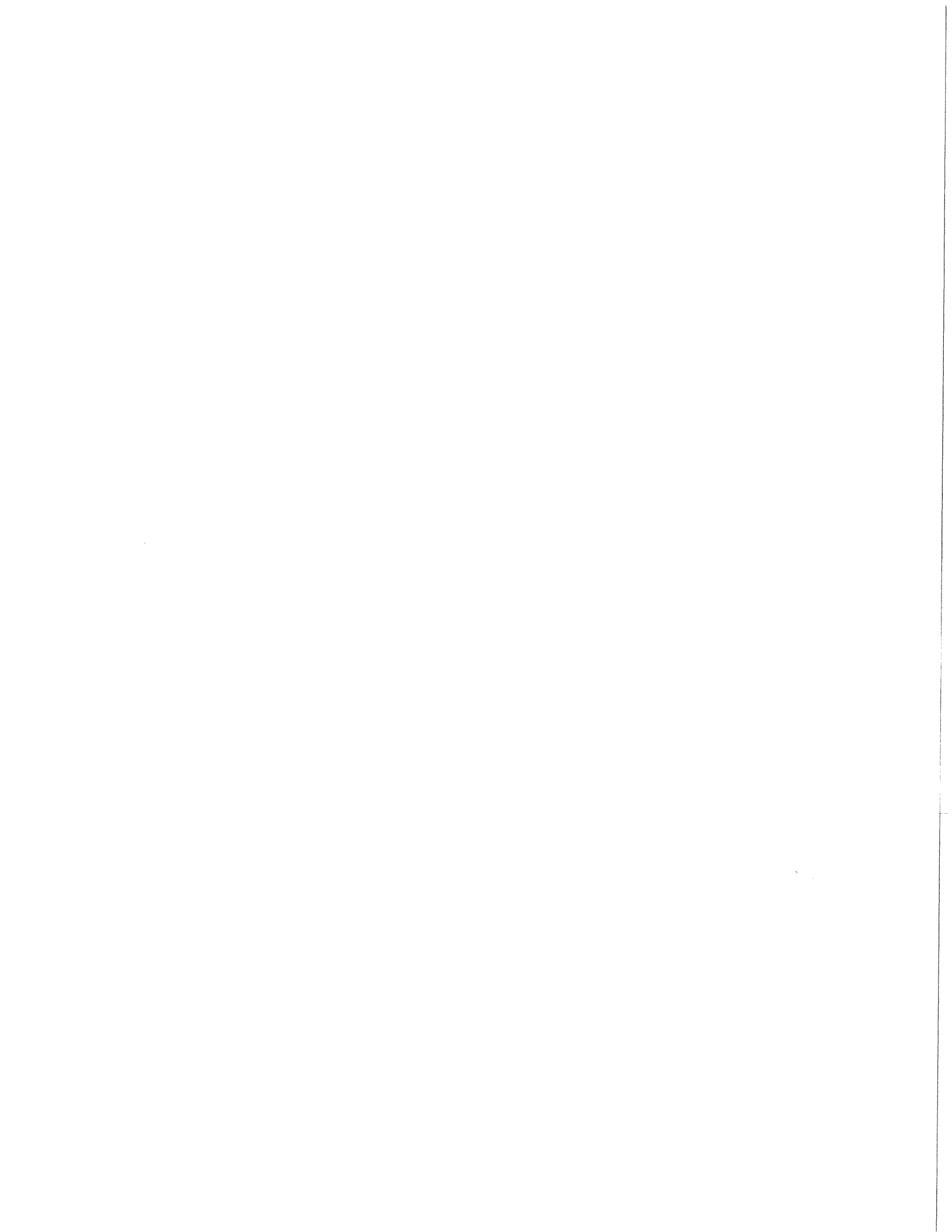
Warren (Smokey) Thomas
President



Ruth Hamilton
A/OPS Supervisor

/PB
att.

cc: MERC Chairs
Ministry ERC



MINISTRY OF TOURISM AND CULTURE

MERC MEETING MINUTES

Date: September 16, 2010

Location: 439 University Avenue, 2nd Floor, Toronto

FOR OPSEU: (Culture Representatives)

John Carter (Chair)
 Anthony Marinucci (OSC)
 David Pohlko (OSC)

Judith Marion (Job Security Officer)

FOR THE EMPLOYER: (Culture Representatives)

Bob Hogan (Co-Chair)
 Raina Wells (OMDC)
 Joanne Benard (HR)

Jared Friesen (Advisor)



Guests: N/A

Recorder: Cathy Luna (Strategic Business Unit / Human Resources)

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. Previous Minutes	Minutes of May 27, 2010- signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) MERC Terms of Reference	Item deferred till after OPSEU Divisionals.	Item deferred.
b) Meetings dates 2010	Management confirmed that on August 16, 2010, they responded to the Union's request to consider a proposal for separate portfolio meetings. The Employer agreed to meet on the following days and times to discuss portfolio specific agenda items: <ul style="list-style-type: none"> • Wednesday, August 18th (10-12:30) - Tourism portfolio meeting with Tourism MERC representatives • Thursday, September 16th (9:30-12:30) - Culture portfolio meeting with Culture MERC representatives • Wednesday, September 29th (10-12:30) - Tourism portfolio meeting with Tourism MERC representatives 	Remove from agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
c) Travel, Meal & Hospitality Directive (expense codes – MTC)	Management confirmed that due to the ministry amalgamation, there were changes to the expense codes that resulted in a black-out period whereby staff were not able to submit expense claims. Management indicated that the blackout period was May 24 to 28 th and that everything is now operationally effective June 1, 2010.	Remove from agenda.
d) Ontario Science Centre LERC issues <ul style="list-style-type: none"> o Summary of how overtime is administered in all departments o Co-op student working in the accounting dept doing bargaining Unit work 	Management confirmed that the two items have been referred back to the OSC LERC level. Information related to the overtime matter was shared with the OPSEU LERC co-chair on August 12 th and information related to the co-op student arrangement was shared with the OSC LERC on September 13 th . Both items will continue to be addressed at the next OSC LERC meeting once the Union has an opportunity to review the materials.	Remove from agenda.
3. STANDING ITEMS		
a) Results Based Planning and Expenditure Management	Item deferred.	Management to provide an update under separate cover.
b) Fixed-Term List	Management confirmed that the most recent fixed-term lists were shared with MERC co-chairs on August 6, 2010.	Management to share next quarter list under separate cover.
c) OPS Staff Survey 2009	<p>Management provided Employee Engagement updates related to their respective program areas in the Ministry of Tourism and Culture:</p> <p><u>Culture Division:</u> Management indicated that the Division's 5 teams have been working hard and presented their findings at the June Divisional meeting. A consolidated list of recommendations has been developed and the objective was to develop a plan with specific actions on a go-forward basis. The "Next Steps Action Plan and a staff memo" has been provided to all Division employees.</p> <p><u>Ontario Seniors Secretariat:</u> No update.</p>	Management to provide an update at the next meeting. OHT's update will be provided under separate cover.

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	<p><u>Ontario Media Development Corporation:</u> Management indicated that focus group meeting results were rolled up by the consultants and were presented to the OMDC Employee Engagement Committee. The Employee Engagement Committee then identified key priorities and action items and these potential action items were presented to all OMDC staff at an all staff meeting. Staff participated in ranking the priority of the action items. The Employee Engagement Committee further reviewed the ranking, and has developed an Action Plan to address the eight items identified as being the top priorities. Presently, the committee members are now working on implementing the Action Plan.</p> <p><u>Ontario Science Centre:</u> The OSC Employee Engagement Action Plan was presented to all managers at a June 10th meeting and to all staff at the June 23rd meeting. Staff was given an overview of the Action Plan, with the full Plan accessible electronically and were also sent an Action Checklist to track tasks highlighted for everyone to complete. The 56 Actions included in the Plan are ranked based on implementation timeframes; Immediate (1-2 months), Mid-Range (6-9 months), and Long-Range (12 months+). As of August, more than 60% of the immediate actions were completed with most of the others underway.</p> <p><u>Ontario Heritage Trust:</u> Management to provide information under separate cover.</p>	
4. NEW BUSINESS		
a) List of all employees who are on temporary assignment (Article 20.8)	<p>OPSEU requested if Management could provide a list of all employees who are on temporary assignment as per Article 20.8.</p> <p>Management confirmed that the Ministry does not have or track this information and indicated that OPSEU receives the corporate surplus list. If there are any specific concerns related to individuals on the surplus list then the Employer is willing to review that on a case by case basis.</p>	Union will refer back to CERC.
b) LERC and Labour Relations	Topic discussed at the committee. Parties agreed that ERC Training is something that local committees are encouraged to access.	Remove from agenda.
NEXT MEETING:	To be confirmed.	

AGENDA ITEMS		DISCUSSION		ACTION REQUIRED	
For the Union		Date	For the Employer		Date
		September 16, 2010			September 16, 2010