

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: August 25, 2008

SUBJECT: **Ministry of Tourism**
ERC Minutes – August 21, 2008

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.

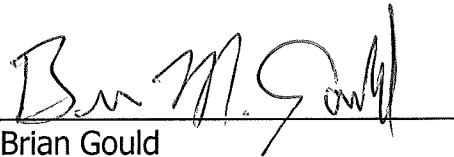
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 TOURISM
MERC MEETING MINUTES**

Date: Thursday, August 21, 2008

Location: 31 Wellesley St. E.
Toronto
Boardroom A

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| <p>FOR OPSEU:</p> <p>Rita Robinson, Vice-Chair, Meeting Chair Bibiane Dumont</p> <p>Paul Myers (OPSEU)</p> | <p>FOR THE EMPLOYER:</p> <p>Suzanne Rubinstein, Co-Chair Susan Patterson</p> <p>Joanne Bénard (Advisor)</p> |
| <p>Regrets: Ervin King</p> | <p>Regrets:</p> |

Guests: Patricia Powell, Kenny Quan, Pat Macdonald
Recorder: Elizabeth Jeffrey



| AGENDA ITEMS | DISCUSSION | ACTION REQUIRED |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. REVIEW OF PREVIOUS MINUTES | The June 17, 2008 meeting minutes have been signed and posted. | |
| 2. BUSINESS ARISING: (Updates) | | |
| a) Terms of Reference | <p>The revised Terms of Reference was shared with the MERC team on July 31, 2008. The Union provided additional comment on the proposed legislative references on August 8, 2008.</p> <p>Management is seeking clarification from the Union in regards to the specific references to classification systems, evaluation of positions and recruitment (ref. Article 5.1 s. iii of the DRAFT Terms of Reference)</p> <p>Management requested that consideration be given to the inclusion of an Article regarding confidentiality in the Terms of Reference.</p> | <p>Union to provide clarification regarding the specific language and report back under separate cover.</p> <p>Management will share the proposed language regarding confidentiality with the team for consideration.</p> |

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| b) Cash Flow Policy - SLPC | This matter has been resolved locally at LERC. The Cash Handling Procedures at St. Lawrence Parks Commission have been modified. The Union has no further concerns with the current language. | Remove from agenda |
| c) 2007 OPS Employee Survey Results | <p>A new Ministry Lead is yet to be confirmed. Management reported that the action plans, for each of the priority areas identified, are still under development.</p> <p>The Union expressed concern with the length of time that is being taken in the development of Ministry specific action plans.</p> | Further update to be provided at the next meeting. |
| d) SLPC Operational Review | <p>Management reported that the firm KPMG has been retained to conduct the operational review. Work on the project is expected to commence next week. It is anticipated there will be a draft report available to Management by mid-September.</p> <p>Management will provide LERC with status updates regarding the project.</p> | <p>Management will provide further updates at the SLPC LERC meetings.</p> <p>This item is removed from the MERC agenda.</p> |

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| e) Uniform Policy – HHP | <p>Management responded to the questions the Union raised at the last MERC meeting specifically related to matters of the footwear allowance, provision of rain gear, entitlements of seasonal and summer students and managerial discretion regarding the approval of protective footwear allowance. Management noted that coveralls are not issued to students as there is not a requirement for these given the nature of the tasks that they are assigned. However, if they are required, coveralls are available and are returned at the end of shift.</p> <p>On August 19, 2008, Management provided copies of the existing uniform and protective footwear policies for the various MTOUR agencies and attractions.</p> <p>The Union noted the discrepancy in the footwear allowance in the various programs - \$90.00 at Fort William Historical Park and St. Lawrence Parks Commission; \$100.00 at Huronia Historical Parks; and \$110.00 at Ontario Place Corporation. These allowances are available to regular (classified) staff and seasonal employees in some locations. Students do not receive a protective footwear allowance at these locations. It is noted that there is an allowance provided for historical footwear, where required.</p> <p>The Union encourages the Employer to include students in their protective footwear policy allowances in situations where it is a requirement of the job.</p> | Management to confirm if there are MTOUR employees at the OTMPC Warehouse. |
| f) Relocation – OTMPC | Management confirmed that additional information was provided to the Union on June 19, 2008 regarding the relocation of the Ontario Tourism Marketing Partnership Corporation. Space has been secured at 10 Dundas Street East, 9 th Floor, Toronto. The move is scheduled for the weekend of October 11 th . | Remove from the agenda. |
| g) Community Learning Program | There is nothing further to report at this time. | Management to provide an update when a decision has been made regarding the continuation of the program. |

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| h) Seasonal Seniority Hours List | <p>Management provided the seniority list for SLPC to MERC members. The seniority list reflect hours as of December 2007. Management advised that seniority lists for OTIC, HHP and FWHP are still being prepared. Management will provide the outstanding seniority lists to the union under separate cover when they become available.</p> <p>The Union thanked SLPC for the expeditious manner in which their list was provided.</p> | <p>The parties agreed that on a go-forward basis seasonal seniority hours lists will be provided at the end of calendar year.</p> <p>Management to provide seasonal seniority hours lists to the union for OTIC, HHP, and FWHP under separate cover and by October 2008.</p> <p>Management to report back on the status of these lists by the end of September.</p> |
| 3. STANDING ITEMS | | |
| a) Results-based Planning (RbP) and Expenditure Management | <p>Management provided a brief update on RBP and expenditure management for this quarter. Copies of the Briefing Book were provided to the MERC members on August 12, 2008.</p> <p>The Union inquired if there is any plan to extend the Sports Culture Tourism Partnership Corporation's (Secretariat) funding. Management confirmed that the capital program is funded to March 31, 2009. Decisions regarding on-going funding for all ministry initiatives beyond the end of the current fiscal will be made as part of the next cycle of the Results-based Planning process.</p> <p>The Union noted that funding for Tourism increased in 2008-2009. Management confirmed that the Ministry did receive some additional funding for various initiatives.</p> | Item to remain as a standing agenda item. |
| b) Unclassified List | Management provided the MERC Co-Chairs with the unclassified list for this quarter on July 7, 2008. The list reflects WIN information as of May 31, 2008. Management indicated that the next list will be available by the end of September. | Management will provide the Union with another unclassified list in the next quarter. |
| 4. NEW BUSINESS | | |

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| a) Emergency Management Preparedness Plan | <p>Management provided an overview of the Emergency Management Program to committee members.</p> <p>The Union inquired if management had an opportunity to use the plan for the recent explosion in the Downsview area. Management confirmed that the Ministry of Tourism does not have any staff at the Downsview complex.</p> <p>Management highlighted the importance of having current employee contact information available to be used in emergency situations to keep employees apprised of actions to be taken.</p> <p>The Union asked what is the process if staff feel they are in an unsafe situation at the OTICs. Management indicated that there are emergency plans at each centre.</p> | Remove from the agenda. |
| b) Disclosure - OTMPC | <p>The Union confirmed receipt of a disclosure on July 15, 2008 regarding changes in the Ontario Tourism Marketing Partnership Corporation. The changes are: one new OPSEU position (IDO 3) is being established; two OPSEU-represented members have a change to their reporting relationship; one OPSEU-represented member has a change to their position title.</p> | Remove from the agenda. |
| c) September MERC Meeting | <p>The parties agreed to cancel the September 9th meeting date.</p> | <p>The Job Security Officer will confirm with the HR Advisor the results of the November 2008 OPS Divisional meeting and the elected OPSEU MERC team. At that time, the Co-Chairs will schedule the MERC meetings for 2009.</p> |

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| For the Employer  Suzanne Rubinstein | Date August 21, 2008 | For the Union  Rita Robinson | Date August 21, 2008 |
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