

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: May 8, 2008

SUBJECT: **Ministry of Tourism**
ERC Minutes – May 7, 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

/gj
att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF TOURISM
MERC MEETING MINUTES**

Date: Wednesday, May 7, 2008

Location: Ministry of the Environment
113 Amelia St., Cornwall (Main Boardroom)

<p>FOR OPSEU:</p> <p>Ervin King, Co-chair (Meeting Chair) Rita Robinson (Vice-Chair) Bibiane Dumont Judith Marion (OPSEU) Paul Myers (OPSEU)</p>	<p>FOR THE EMPLOYER:</p> <p>Suzanne Rubinstein (Co-Chair) Shirley Phillips</p> <p>Joanne Bénard (Advisor)</p>
<p>Regrets:</p>	<p>Regrets:</p>



Guests: Pat Macdonald, Vahram Sedef

Recorder: Elizabeth Jeffrey

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. REVIEW OF PREVIOUS MINUTES	The September 20, 2007 meeting minutes have been signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) Terms of Reference	Management reported that draft language regarding the legislative references in the terms of reference will be sent to MERC members for review prior to the next meeting.	Within the next couple of weeks Management will send MERC members, under separate cover, the proposed language regarding the legislative references.
b) Cash Flow Policy - SLPC	The Union confirmed that this item was discussed at the Fall LERC meeting. April and May LERC meetings have been cancelled at the Union's request. Parties are looking at an early June date for their next meeting.	This item will be deferred at this time. Item will be referred to LERC for resolution at the June LERC meeting.

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c) 2007 OPS Employee Survey Results	<p>Management reported that the employee survey results were shared with all staff at an All Staff Day meeting. All staff were consulted at the All Staff meeting regarding priority areas to be addressed. The key priorities identified were: Leadership Practices, Organizational Communication, Opportunities for Growth and Advancement and Learning and Development.</p> <p>Actions plans, for each of the priority areas identified, are still under development.</p>	Further update to be provided at the next meeting.
d) SLPC Operational Review	<p>Management indicated that a consultant has not been chosen. It anticipates that a consultant will be hired within the next 4 to 5 weeks.</p> <p>The Union expressed concern regarding the use of students at SLPC. Management confirmed that most summer students are employed under the Summer Experience Program (SEP) and do not perform the full scope of duties of other bargaining unit positions.</p> <p>Once the consultant has been selected further details regarding the operational review process will be established. Management will report back through LERC regarding the on-going process.</p>	<p>Management will provide an update at the next MERC meeting.</p> <p>Once a consultant has been retained, further updates will be provided at the SLPC LERC meetings.</p>
3. STANDING ITEMS		
a) Results-based Planning (RbP) and Expenditure Management	Management provided a brief update on the RbP. The Briefing Book is not available at this time, and the timing for public release is unknown at this time. As it is still early in the quarter, there was no report available on expenditure management at this time.	Item to remain as a standing agenda item.
b) Unclassified List	<p>Management provided the MERC Co-Chairs with the unclassified list for this quarter on April 7, 2008. The list reflects WIN information as of February 29, 2008.</p> <p>The Union requested inclusion of seasonal hours for seasonal employees on each of the unclassified reports. Management indicated that this information is not available for quarterly disclosure.</p> <p>Management confirmed that all seasonal staff have been recalled this summer.</p> <p>The parties identified and discussed disclosure requirements in situations where staff may not be recalled from hiatus. Management confirmed that in the event of such disclosure, management would be available to discuss any concerns the Union may have regarding individual circumstances.</p> <p>The union requested the inclusion of seasonal hours for all seasonal employees. Management indicated that all seasonal staff were recalled.</p>	Management will provide the Union with another unclassified list in the next quarter.

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4. NEW BUSINESS		
a) Meeting Schedule 2008	The Union requested either a staff schedule change or a change in the next meeting date to accommodate attendance by one of their members. Also, the Union requested a change to the scheduled September 21, 2008, and proposed alternate dates in September and October 2008.	The parties will confirm June and September meeting dates, pursuant to all parties' availability, under separate cover.
b) Mission Statement Survey - SLPC	<p>The Union expressed concern that the survey had not been formally disclosed to the Bargaining Agent. Management indicated that there is no formal disclosure requirement in this instance. The parties agreed to disagree as to whether proper disclosure was provided in this instance.</p> <p>Management did share the information with the OPSEU LERC Co-Chair.</p> <p>The OPSEU LERC Co-chair had requested some additional information related to the intent of the survey and some of the questions that were contained within the survey itself. Several meetings between the OPSEU LERC Co-Chair, Management and the consultant retained to facilitate some of the recent employee orientation have occurred.</p>	The Union will confirm with the OPSEU LERC co-Chair that there are no outstanding concerns related to this matter and will report back at the next MERC meeting.
c) Performance Evaluation Meetings - SLPC	The Union indicated that this matter has been resolved with a rescheduling of the individual's performance review meeting. The Union requested that management be reminded that performance review meetings are to be held between the manager and the employee, and that other bargaining unit employees should not participate in these meetings.	Management will be reminded that other bargaining unit members (other than the employee themselves) should not attend performance review meetings.
d) Inclement Weather Procedures	<p>The Union shared MTO's inclement weather guidelines with Management. The Union inquired whether there were similar guidelines in place within MTOUR.</p> <p>Management confirmed that there are procedures in place regarding inclement weather situations, and the parties discussed the specifics of these procedures. Management also confirmed that staff in the Ontario Travel Information Centres were reminded of these procedures in December 2007.</p>	Item to be removed from the agenda.
e) Uniform Policy - HHP	Management shared Huronia Historical Parks' uniform policy with the MERC members on April 30, 2008. The Union provided feedback on the policy itself and asked for clarification on some specific components of the policy.	Management will forward the Union's comments and questions to Huronia Historical Parks and will provide a response to the questions at the next MERC meeting.
f) Relocation - OTMPC	The Union confirmed that they have received formal disclosure on November 15, 2007, of the office relocations of the Ontario Tourism Marketing Partnership Corporation, the Tourism Policy and Research Branch, the Assistant Deputy	Management to confirm actual move dates when known.

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	Ministers' Offices, the Sports, Culture and Tourism Partnership Unit and the Tourism Agencies Branch. The moves are anticipated to occur sometime later this summer.		
g) Employee Relocation - IDO	The Union confirmed that they received formal disclosure of the relocation of an employee to the Ontario Investment and Trade Collaboration Centre in Toronto. Management confirmed that disclosure was provided at the time it became aware of the move, and apologized for the delay in the disclosure.		Item to be removed from the agenda.
h) Communication Review	The Union confirmed that they received formal disclosure on November 2, 2007 of the Communications review that was being undertaken within the Ontario Tourism Marketing Partnership Corporation. The Union inquired about the status of this review.		Management to provide an update at the next MERC meeting.
i) Community Learning Program	The Union confirmed that they received notice of the extension of the Community Learning program to March 31, 2008, to allow for a more thorough evaluation of the program. The Union inquired whether the evaluation phase was complete at this time.		Management to provide an update at the next MERC meeting.
j) Uniform Policy - OTICs	The Union inquired as to whether there have been any changes to the Uniform Policy. Management confirmed that there have been no changes to the policy.		Item to be removed from the agenda.
For the Employer  Suzanne Rubinstein	Date May 7, 2008	For the Union  Ervin King	Date May 7, 2008