

**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:** September 12, 2007

**SUBJECT:** **Ministry of Tourism**  
**Minutes – August 23, 2007**

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Attached, for your information, are the minutes of the above captioned meeting.

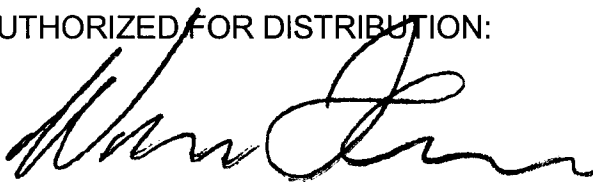
Please post or otherwise make them available to the members in your workplaces.

Please use the 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.).

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

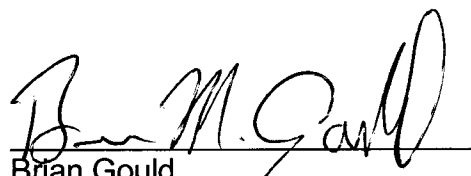
AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



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Warren (Smokey) Thomas  
President



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Brian Gould  
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF TOURISM**  
**MERC MEETING MINUTES**

**Date:** Thursday August 23, 2007

**Location:** OPSEU Toronto Regional Office, 31 Wellesley St. E, Boardroom B

<p><b>FOR OPSEU:</b></p> <p>Ervin King (Meeting Chair) Rita Robinson (Vice-Chair) Bibiane Dumont Judith Marion (OPSEU)</p>	<p><b>FOR THE EMPLOYER:</b></p> <p>Suzanne Rubinstein (Co-Chair) Shirley Phillips Joanne B�nard (Advisor)</p>
<p><b>Regrets:</b></p>	<p><b>Regrets:</b></p>

**Guests:** Todd Kilpatrick, Adrian Benvenuto

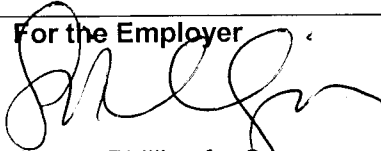
**Recorder:** Jaime Urban

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p><b>1. REVIEW OF PREVIOUS MINUTES</b></p>	<p>The July 19<sup>th</sup> 2007 meeting minutes have been signed and posted.</p>	
<p><b>2. BUSINESS ARISING: (Updates)</b></p>		
<p>a) Financial Statements – St. Lawrence Parks Commission (SLPC)</p>	<p>Management provided the Union with a copy of the 2005-2006 Annual Report for the St. Lawrence Parks Commission on August 21, 2007. The Annual Report contains the financial statements.</p>	<p>The Union will review the report and direct any questions to the HR Advisor.</p>
<p>b) Terms of Reference</p>	<p>The MERC members were provided with copies of the proposed revisions to the Terms of Reference. MERC members will set up a meeting to finalize the Terms of Reference for signature before the next meeting.</p> <p>The Union requested compensation for their seasonal team members for attendance at the March 26, 2007 MERC meeting.</p>	<p>A meeting to be scheduled to finalize the Terms of Reference.</p> <p>Management agreed to review the Union's request for compensation for attendance at the March MERC meeting and will respond under separate cover.</p> <p>The parties agreed to have further</p>


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
		discussions with respect to compensation for attendance of seasonal team members at MERC meetings as part of the discussions around the Terms of Reference.
c) Process Used for Call-ins - SLPC	<p>The Union inquired about why individuals are offered separate unclassified contracts for the Aight at Night event.</p> <p>Management responded that the work is different and the contractual arrangements are established based on the nature of work that is being completed.</p>	Remove item from the agenda.
d) Summer Student Working More than 36.25 hrs.	<p>The Union asked Management to remind students of their scheduled hours of work and that they should be taking all pertinent breaks.</p> <p>Management will ask Local Management to action this item.</p>	<p>Management will ask Local Management representatives to inform students regarding their scheduled hours of work and pertinent breaks.</p> <p>Remove item from the agenda.</p>
e) Cash Flow Policy - SLPC	<p>Management provided MERC members with copies of the July 2001 Policy and the revised Policy dated May 2007.</p> <p>The Union stated their concerns regarding the revision to the Cash Handling Procedure, point number 3, around the cashiers being responsible for monetary shortages.</p> <p>This item was discussed at the Local Employee Relations Committee on August 21, 2007. Management suggested that we set aside this item until the LERC minutes are distributed reflecting the action item relating to that issue.</p>	Item to remain on the agenda for the next meeting.
f) Establishment of LERC @ SLPC	<p>The Union stated that the first LERC meeting at SLPC on August 21, 2007 went well.</p> <p>The Union provided the names of the Local Employee Relations Committee Co-chairs:</p> <p>Employer: Patricia Macdonald, General Manager – SLPC</p>	Remove item from the agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Union: Peter Cazaly, Upper Canada Village</p>	
g) Contracts & Seniority Hours - SLPC	The Union indicated that this item will be referred to the Central Employee Relations Committee.	Remove item from the agenda.
h) 2007 OPS Employee Survey Results	<p>The MERC team was provided with a presentation on the results of the 2007 Employee Survey for the Ministry of Tourism.</p> <p>The Union inquired if seasonal staff were invited to participate in the survey. Management indicated that seasonal staff who were on contract at the time of the survey would have had an opportunity to complete the survey.</p> <p>The Union suggested that all seasonal staff and students should be given an opportunity to participate in future employee surveys.</p> <p>The Union inquired what courses of action have been established in response to the employee survey. Management responded that activities are still to be determined.</p>	Management to provide an update on employee engagement activities at the next MERC meeting.
<b>3. STANDING ITEMS</b>		
a) Results-based Planning (RbP) and Expenditure Management	<p>Management had nothing new to report.</p> <p>The MERC team was provided with copies of the Ministry of Tourism's Results-based Planning (RbP) briefing book on August 3, 2007.</p>	Item to remain as a standing agenda item.
d) Unclassified List	Management provided the Union with an unclassified list on July 4, 2007. A list for the next quarter will be forwarded in September.	Item to remain as a standing agenda item.
<b>4. NEW BUSINESS</b>		
a) Rescheduling of November 15, 2007 meeting	The Union suggested dates in September and October for the next MERC meeting. The parties will schedule a half day meeting for the Terms of Reference and a half day meeting for MERC. Those dates will be confirmed in the next week.	The parties will schedule the meetings within the next week.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Health and Safety Issue – handling cash while working alone	<p>The Union stated some concerns regarding the health and safety of individuals handling cash while being the only scheduled worker.</p> <p>This item will be referred to the relevant Local Employee Relations Committee to be addressed.</p>	Item referred to LERC.
c) SLPC Privatization	<p>The Union inquired about privatization at the SLPC.</p> <p>Management reported that a feasibility study has recently concluded. The study explored feasibility of various development projects within the SLPC.</p> <p>The Union requested a copy of the report.</p> <p>The Union asked that the ministry be more forthcoming with information sharing in future.</p> <p>The Union also requested that any plans for privatization should be raised with the bargaining agent at the corporate level.</p>	<p>Management will provide the Union with a copy of the report.</p> <p>Item to be removed from the agenda.</p>
d) Local Agreement – Huronia Historical Parks	Management shared a copy of the On-Call Service Agreement for Huronia Historical Parks.	Remove item from the agenda.
e) Regional Meeting in Eastern Ontario	<p>The Union inquired about the status of Regional Meetings within the Ontario Tourism Information Centre (OTIC) in the Eastern Region.</p> <p>Management will look into this issue and will provide a response to the Union prior to the next meeting.</p>	Management will provide a response to the Union prior to the next meeting.
<b>NEXT MEETING:</b>	(TBC)	

**For the Employer**  
  
 Shirley Phillips for Suzanne Rubinstein

**Date**  
 August 23, 2007

**For the Union**  
  
 Ervin King

**Date**  
 August 23, 2007