

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: 23 July 2007

SUBJECT: **Ministry of Tourism**
ERC Minutes – July 19, 2007

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: Thursday July 19, 2007

Location: 900 Bay Street, Hearst Block, 3rd Floor, IRRB Boardroom

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

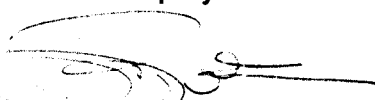
Guests: Todd Kilpatrick
Recorder: Jaime Urban

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. REVIEW OF PREVIOUS MINUTES	The March 26 th 2007 minutes have been signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) Financial Statements – St. Lawrence Parks Commission (SLPC)	Union had requested financial statements for SLPC. Management will provide information to the Union at the earliest opportunity.	Management to provide the Union with the information prior to the next meeting.
b) Terms of Reference	The Union tabled some revisions to the Terms of Reference.	The parties agreed that the OPSEU Job Security Officer and the HR Advisor will have further conversations to confirm suggested changes to date. Revisions will be circulated to all MERC members for final sign off.


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
c) Performance Management	<p>Management reported that they advised the agencies and attractions of the Union's concerns regarding performance appraisals. It was confirmed that management will be doing performance appraisals.</p> <p>The Union inquired whether performance appraisal meetings are just between the employee and the relevant managers. Management concurred that only relevant managers (not bargaining unit personnel) participate in the performance appraisal meeting.</p> <p>The Union inquired who has access to an employee file. Management reported that management, HR personnel, and the employee have full access to the file. Other individuals such as payroll personnel have limited access and on an as needed basis.</p>	Remove item from the agenda.
d) Unclassified List	Management provided the Union with an unclassified list on July 4, 2007.	Management will provide the Union with an updated unclassified list for the next quarter.
e) Process Used for Call-ins - SLPC	<p>Management reported that individuals are offered separate unclassified contracts for the Aflight at Night event. Individuals are employed in early October until the first week in November (less than 8 week contracts) and/or mid December to early January. They are not extensions of seasonal contracts. The nature of the work is not the same and that is why the contracts are not extensions of seasonal contracts.</p> <p>There was an internal job competition process in October 2004. Contracts were offered to the senior qualified applicants.</p>	Union will respond at a future meeting.
f) Summer Student Working More than 36.25 hrs.	Management reported on the concern expressed about the students at the Bird Sanctuary working more than 36.25 hours. In talking to managers at the park, they are not aware of any students working more than 36.25 hours. If the Union has specific examples then management can look into the specific situations.	The Union will provide additional information under separate cover.
3. STANDING ITEMS		

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
a) Results Based Planning (RBP) and Expenditure Management	Management provided an update on the first quarter report for 2007-2008.	Management to provide a copy of the Ministry of Tourism RBP briefing book to MERC members.
b) MTOUR Organization Transformation	Nothing new to report.	The parties agreed to remove the item from the agenda. Any future items will be raised as new business arises.
4. NEW BUSINESS		
a) Cash Flow policy - SLPC	<p>The Union expressed their concerns relating to the Cash Flow policy at SLPC. No disclosure was provided. The Union indicated that the policy states that if there is a cash shortage then the employee is responsible for the discrepancy.</p> <p>Management responded that this is not a new policy at SLPC. The policy was updated last year. The revised policy was provided to employees and was reviewed at the Orientation session.</p>	Management will provide all MERC members with a copy of the old and revised policies. A separate teleconference will be set up to review the policy in more detail.
b) Orientation of Staff - SLPC	<p>The Union stated that the Local President had asked to be invited to the Orientation session at SLPC. He did not receive an invitation to the session or documentation on the course content. The invitation was sent to the former Vice President.</p> <p>Management responded that there was a miscommunication and apologises for that. The intent was not to exclude the Union from the Orientation session. Staff did get some information on local OPSEU contacts and benefits.</p> <p>The Union raised a concern about the provision of "Handling of Dangerous Situations Training" and that this was not provided at the Orientation session.</p>	<p>Management will invite the Local President to future Orientation sessions and will respond to the request for session content related to the recent Orientation session.</p> <p>The parties have agreed to refer the matter to Local management, OPSEU Local President and OPSEU Local Services Representative for timely resolution.</p>
c) Establishment of LERC @ SLPC	<p>The Union reported that they are interested in establishing a LERC at SLPC.</p> <p>Management responded that the first LERC meeting at SLPC will take place on July 30, 2007.</p>	The Union and management to provide the names of the representatives.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
d) Contracts & Seniority Hrs. – SLPC	<p>The Union reported that a past practice at SLPC was that employees received their contracts detailing their accumulated service hours. This information was not provided on the contracts this year.</p> <p>Management confirmed that this information is no longer provided on the contracts. Management indicated that it has also been past practice to provide contract and seniority hours in situations where there are workforce reductions.</p> <p>If staff have any questions they should contact their Local HR Representative.</p>	Union will respond at a future meeting.
e) MERC Survey	The parties discussed the survey that was distributed to all MERC members by CERC.	Each MERC member to complete the survey and return by due date of July 31, 2007.
f) 2007 OPS Employee Survey Results	<p>The Ministry of Tourism results from the 2007 Employee Survey, conducted in March, were shared with the MERC members on June 26, 2007. These results are available on the Ministry website.</p> <p>The Union requested a presentation and further details at the next meeting.</p>	Management will invite a speaker to the next MERC meeting to provide an overview of the survey results.
NEXT MEETING:	August 23, 2007 – 9:30pm – 12:00pm, Location (TBC)	

For the Employer

 Suzanne Rubinstein

Date
 July 19, 2007

For the Union

 Rita Robinson

Date
 July 19, 2007