

**Ministry of Tourism, Culture and Sport
Employee Relations Committee (MERC) Meeting**

Thursday June 13, 2019 9:00 am to 1:00 pm

OPSEU Regional Office – 31 Wellesley St. East, Boardroom B Toronto, Ontario M4Y 3A6

In Attendance:

For OPSEU:

Darren Winger (Meeting Chair)
Anthony Sword

Glenna Caldwell (OPS Negotiator)

Guests:

Nadia Eid
Jo-Anne Ramos-Williams (Morneau Shepell)

Regrets:

Marlene Wright
Tom Henbest

Observers:

Kelly Smith
Enrico De Matteo

Recorder: Michael Turk

For the Employer:

Debbie Jewell (Interim Co-Chair)
Joanne Bénard
Jennifer Tarini

Kristina Radulska (ERA)

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Agenda Item	Discussion	Action Required
1. Welcome and Introductions		No action required.
2. February 8, 2019 Minutes	Minutes have been signed and distributed.	No action required.
3. BUSINESS ARISING (UPDATES)		
a) MERC Terms of Reference – Discussion	The Union will consolidate elements of the MCI and MTCS MERC Terms of Reference to draft a new version for discussion at the next MERC meeting.	The Union will provide a draft for consideration in advance of the next meeting.
b) Working Conditions (Students) – Update	<p>The Employer confirmed that all outstanding payments for students have been distributed.</p> <p>Given the transition of the Employer Co-Chair, the Union will share a draft communication with the Interim Employer Co-Chair for consideration.</p>	The MERC Co-Chairs will share the final communication with LERC Co-Chairs.
c) Employee & Family Assistance Program Orientation Session	<p>On behalf of Morneau Shepell, the service provider for the OPS, Jo-Anne Ramos-Williams presented an orientation session on the Employee & Family Assistance Program and available services.</p> <p>The Parties discussed distributing the EFAP information to staff within the Ministry.</p>	The Co-Chairs will draft a communication to share the EFAP presentation with the LERC Co-Chairs, Wellness Committees, and similar networks.

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<p>d) Delegation of Authority: Special and Compassionate Leave – Presentation</p>	<p>On behalf of the Employer, Joanne Bénard presented information on requests for special and compassionate leaves, and the delegated authority levels for approval in the Core Ministry and Agencies.</p>	<p>The Employer will share an electronic copy of the presentation materials with MERC members not in attendance.</p>
<p>e) Honours & Awards: Volunteer Service Awards (VSA) Program – Update</p>	<p>The Union and Employer provided updates on the VSA program, specifically that ceremonies will proceed with a Fall tour beginning on September 9, 2019, which was approved in early June.</p> <p>A service level agreement will be developed to support the arrangement between OHAS and the Regional Services and Corporate Support Branch.</p>	<p>Remove from the agenda.</p>

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4. STANDING ITEMS		
a) Fixed-term (unclassified) List - Information Share	<p>The Employer provided the MERC team with information on Fixed-Term categories found in the OPS Employment Policy, Appendix B on May 16, 2019.</p> <p>The Employer shared fixed-term lists with the Union on June 4, 2019.</p>	<p>The Union will work offline with questions regarding the Fixed-Term list.</p> <p>Remains as a standing item.</p>
b) Seasonal Seniority List – Update	<p>The Employer shared seasonal seniority as at December 31, 2018 with the Union for Destination Ontario (OTMPC) and Fort William Historical Parks (FWHP) on April 25, 2019.</p>	<p>Remains as a standing item.</p>
c) Expenditure Management – Information Share	<p>The Employer provided a fiscal update.</p>	<p>The Employer will confirm under separate cover information on Ministry Actuals.</p> <p>Remains as a standing item.</p>
d) Transition Exit Initiative (TEI)	<p>The Union inquired on the status of TEI applications that are currently active for ongoing consideration. The Employer indicated that TEIs remain pending, and program areas are continuing to review applications on a case-by-case basis.</p>	<p>Remains as a standing item.</p>
e) Successes	<p>The Parties acknowledged helpful information shared in today’s presentations and worked collaboratively regarding a communication strategy going forward.</p>	<p>Remains as a standing item.</p>

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5. NEW BUSINESS		
a) Appendix 7	The Parties acknowledged that based on agreement at the CERC table, special cases and classification matters could be tabled at MERC.	Remove from the agenda.
b) Items from the former MCI MERC table - Discussion		
i. Occupational Health & Safety Contacts	<p>The Employer provided the Union with a list of all JHSC and workplace Health and Safety Representative contacts on May 30, 2019, based on new Ministry structures.</p> <p>The Employer requested the Union's confirmation of the Local Presidents as the Employer will be reaching out to confirm health and safety representatives at a few Toronto locations.</p>	The Union will work offline to confirm contacts at a few Toronto locations.
ii. Seniority Report	<p>The Union acknowledged receipt of seniority reports and inquired on the status of employee transfers on the WIN system.</p> <p>The Employer confirmed that WIN mass transfer has occurred and going forward seniority reports will reflect new Ministry structures.</p>	Remove from the agenda.

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<p>iii. Program Updates (presentation re “Police Record Checks Reform Act, 2015 and OPS Employment Security Screening Program)</p>	<p>The Union requested a presentation on the updates to the Employment Security Screening Program.</p>	<p>The Employer will seek a speaker to provide information on updates at the September meeting.</p>
<p>iv. Disclosures</p>	<p>The Union inquired on the status of updated organizational charts for the Ministry. The Employer noted Ministry organizational charts are available on the Ministry intranet page on InsideOPS.</p>	<p>Remove from the agenda.</p>
<p>v. Training and Development</p>	<p>The Union requested presentations going forward, originally requested by the MCI MERC table, on key programs affecting the Ministry, specifically: 1. French Language Services (FLS) Presentation 2. Ontario Place (tentatively December 2019)</p>	<p>The Parties will keep Training and Development as a standing item on future MTCS MERC agendas.</p>
<p>vi. Open Government</p>	<p>The Parties agreed to merge the Open Government and Digital Government items for discussion at future MTCS MERC meetings.</p>	<p>The Parties will keep Open and Digital Government as a standing item on future MTCS MERC agendas.</p>
<p>vii. Digital Government</p>	<p>(See Open Government above).</p>	

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<p>viii. St. Catharines Office</p>	<p>The Union followed up on a matter from March 2018 in the St. Catharines Office.</p> <p>The Employer noted that the Employer has made efforts to address the matter by providing regular updates to tenants with regards to emergency preparedness and areas for improvement. The most recent tenant memo was distributed on February 28, 2019 with a final update with regards to the actions taken since the closure of the tower.</p> <p>Any concerns going forward are to be directed to local management if future issues arise.</p>	<p>Remove from the agenda.</p>
<p>ix. Lean Efficiencies</p>	<p>The Parties agreed to include lean efficiencies as part of the Open and Digital Government standing item above.</p>	<p>Remove from the agenda.</p>
<p>x. Queen’s Park</p>	<p>All MTCS staff have decanted out of the Queen’s Park buildings as part of the reconstruction project activities.</p>	<p>Remove from the agenda.</p>
<p>c) Alternative Work Arrangements: OPSEU sign-offs</p>	<p>The Parties discussed requirements for sign-off on the AWAs and the appropriate OPSEU contact.</p>	<p>The Parties will work offline to establish the appropriate contacts going forward.</p>
<p>d) Vacancies</p>	<p>The Parties agreed to address the item offline.</p>	

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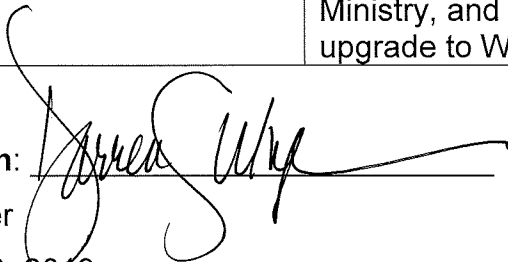
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<p>e) Office 365</p>	<p>The Union expressed concerns from staff with regards to the recent installation of Office 365, as staff have experienced delays with using the software due to compatibility issues.</p> <p>The Employer noted that central IT are aware of the compatibility issues being experienced across the Ministry, and there is currently no timeline on an upgrade to Windows 10.</p>	<p>Remove from agenda.</p>
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For the Union:

Darren Winger

Date: June 13, 2019



For the Employer:

Debbie Jewell as Interim Co-Chair

Date: June 13, 2019

