

September-  
October  
2009

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# MEMBER NEWS

Association of Management, Administrative and Professional Crown Employees of Ontario  
www.amapceo.on.ca

## Fall Nominations Open Until October 2nd

### 2nd Annual Workplace Reps' Conference A Success

AMAPCEO held its second annual conference for Workplace Representatives on June 17<sup>th</sup>. The purpose of the conference is to provide an opportunity for Workplace Reps to exchange information on their experiences in representing colleagues and to engage in professional development. This year's event was focused on changes in the collective agreement arising from the recently-concluded round of bargaining.

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**I**T IS TIME again for AMAPCEO's Elections Committee to issue a call for nominations to fill positions that are up for election within the organization's governance structure.

Nominations opened on Friday, August 28<sup>th</sup>, for a number of AMAPCEO elective positions at both the Chapter and central levels. The deadline for submitting all nominations is 12:00 noon on Friday, **October 2nd**, at which time all nominations must be received by the chief returning officer at the AMAPCEO offices.

All of the details, including a nomination form, are posted on the AMAPCEO website, although information on the process, the number of positions open for nomination and their responsibilities can also be found inside this issue of *AMAPCEO Member News*.

Members are encouraged to read this material carefully. Please consider whether you might be willing to put your own name forward to represent your colleagues in helping to run your bargaining agent; most nominations are typically self-nominations. Alternatively, would someone you know make a good representative? If so, ask if she or he would be interested in being nominated.

Any employee with a home position in the AMAPCEO bargaining unit who has signed a membership form is eligible to participate in the process – either as a candidate or as a nominator (and ultimately, if required, as a voter). Often, individuals are not aware that they have to sign a form to become a member, so if you are not sure of your status, please give the office a call. (Although everyone in the bargaining unit must pay membership dues, since AMAPCEO has a legal obligation to represent all employees in the unit, signing a membership form is voluntary.)

If you would like to become a member, please visit the membership section of our website ([www.amapceo.on.ca](http://www.amapceo.on.ca)), fill out and sign a form and fax it to us. As long as the membership form is received by the October 2<sup>nd</sup> nomination deadline, you will be able to participate in the nomination and election process.

Most elective positions have a two-year term of office (unless indicated otherwise) and approximately one-half of all positions expire annually. Some Chapters hold elections in the Fall and others in the Spring, so not all positions are open at the same time.

**A**S EXPLAINED further inside, members in each Chapter are responsible for electing their Chair, who automatically attends the Annual Delegates' Conference (or ADC). In addition, each Chapter is entitled to elect a number of additional Delegates to the ADC on the basis of one Delegate for every fifty signed-up members. Again, not all Delegate positions are open for nomination at the same time, so please be sure to check the website to find out how many openings there are in your Chapter. At least two "at large" positions are also available on each Chapter Executive Committee.

Central positions on the Board of Directors and the Audit Committee are elected by Delegates at the Annual Delegates' Conference, which this year is scheduled to be held on Friday and Saturday, November 27<sup>th</sup> and 28<sup>th</sup>, in Toronto.

This year, three of the four central executive positions on the Board of Directors (Vice-President, Secretary and Treasurer) are open at the same time, because the staggering of executive positions was changed at the 2007 ADC as part of a constitutional revision. Whereas in the past, the President and Vice-President were elected in the same year, with the Secretary and Treasurer elected in the alternate year, in future, the President and Treasurer will be elected together and the Vice-President and Secretary will be elected the next year.

In addition to the three executive positions, two of the five Director seats are also open for nomination on the Board, with three incumbents continuing for another year. On the Audit Committee (an arm's-length committee of the ADC that operates independently of the Board), two positions continue, while three positions are up for nomination this year.

AMAPCEO has always taken pride in the fact that we are a member-driven organization. We rely on volunteer members to help run the Association, represent colleagues, establish priorities and develop policies. Delegates and Chapter Chairs help to hold the Board and executive officers accountable to the membership. Please consider joining the almost 400 other AMAPCEO colleagues who have already agreed to step forward and get involved.

## AMAPCEO's Internal Governance System: A Backgrounder

**A**MAPCEO IS A BARGAINING AGENT THAT IS “owned and operated” by its members. The way that members control their organization is through three governing bodies.

The *Annual Delegates' Conference (ADC)* is the highest governing body and is responsible for electing the Board of Directors and executive officers; adopting the annual budget and setting the level of membership dues; appointing the auditors and approving audited financial statements; amending the constitution; and approving bargaining priorities. The conference consists of the nine members of the Board and the 23 Chapter Chairs, as *ex officio* members, plus approximately 120 other Delegates elected from Chapters on the basis of one Delegate for every fifty signed-up members (or portion thereof). This year's ADC will be held on Friday, November 27<sup>th</sup>, and Saturday, November 28<sup>th</sup>, in Toronto.

The *Provincial Council* is a standing committee of the ADC and is authorized to act on behalf of the Delegates between annual meetings. The council, which meets approximately six times a year, consists of the members of the Board and the Chapter Chairs. The Board, which is ultimately accountable to the ADC, provides updates and reports to the Council throughout the year. The Council fills any vacancies on ADC committees that occur after a conference and also is responsible for ratifying the appointment of bargaining team members (who must be nominated by the Board).

The *Board of Directors*, as noted above, consists of nine members: the four executive officers (President, Vice-President, Secretary and Treasurer) plus five “at large” Directors. The Board meets monthly and is responsible under the constitution for “the management of the affairs of the Association”. The Board is responsible for supervising the hiring of Association office staff; recommending an annual budget and managing it during the year; approving the terms of leasing office space; developing detailed bargaining proposals; appointing members to the bargaining team (subject to ratification by the Provincial Council); and managing the bargaining process. The Board appoints Workplace Representatives and members of AMERCs, organizes training and orientation activities for our representatives and, through the Board's Health, Safety and Wellness Committee, appoints AMAPCEO's local health and safety representatives throughout the OPS and our other workplaces.

The *Executive Committee* of the Board consists of the four executive officers (President, Vice-President, Secretary and Treasurer) and meets once or twice each month. The Executive Committee functions as the Personnel Committee and provides day-to-day management of the office, through the President, to whom the three staff directors report. The Executive Committee has also been delegated specific authority by the Board to manage the investments of the Association, to make purchases and to appoint individual staff.

AMAPCEO members are assigned, for electoral and membership development purposes, to one of 23 ministry or regional Chapters. Typically, those in the GTA are assigned to ministry-based Chapters and those outside the GTA belong to regionally-based Chapters, although there are a number of exceptions, which can be authorized by the Provincial Council. (If you are in any doubt about which Chapter you belong to, do not hesitate to contact the AMAPCEO office for clarification.) As indicated earlier, the membership in each Chapter elects a number of Delegates (on a ratio of one Delegate for every fifty signed-up members). This is the most direct way rank-and-file AMAPCEO members control their Association. Each Chapter is required to hold at least one annual meeting, either in person or by teleconference (or a combination of the two).

In addition, each Chapter is led by a *Chapter Executive Committee*, which consists of the Chapter Chair, all of the elected Delegates and at least two “at large” Executive members (who typically become the Vice-Chair and the Secretary-Treasurer of the Chapter). The Chapter Chair and the two at large members are elected directly by the Chapter membership. In this way, rank-and-file members directly elect a representative to the Provincial Council, since the Chapter Chair sits on that body (and, if unable to attend, is represented by a permanent alternate selected by the Chapter Executive). Vacancies that occur in the Chapter Chair's position during the year are filled temporarily by the Chapter Executive.



**T**HE TERM OF OFFICE FOR all AMAPCEO representatives is two years, and incumbents are always eligible for re-nomination and re-election. Approximately one-half of all terms expire annually, so not all positions are open for nomination every year. In addition, approximately one-half of the Chapters hold elections in the Spring and the remainder

in the Fall. If there is a resignation mid-term, the replacement is elected to fill out the remainder of the term (i.e., less than two years). Representatives who attend meetings (most of which are held in Toronto) are entitled to reimbursement of relevant expenses according to the *AMAPCEO Expense Reimbursement Policy* and leave is provided for both the meeting and travel time under Article 8 of the Collective Agreement. The meetings of the three governing bodies are held in person, although committees hold most of their meetings by teleconference.

Further information on AMAPCEO's internal governance structure can be found on the website in two sections: A brief summary of roles and responsibilities appears for each function under the “Contact Us” area. In addition, of course, in the Constitution and Governance section of the website, the full Constitution and By-laws are posted, with additional related information in summary form. Also posted there is a comparative chart that displays the respective authorities and roles of the three principal governing bodies: the Annual Delegates' Conference, the Provincial Council and the Board of Directors.

## Responsibilities of Elected and Appointed Positions

The following positions are open for nomination this Fall. The deadline for submitting all nominations (including self-nominations) to the chief returning officer at the AMAPCEO office is 12:00 noon on Friday, October 2<sup>nd</sup>, 2009.

*Vice-President of the Association* (two-year term of office): The Vice-President is a member of the Board, Executive Committee, Provincial Council and the Annual Delegates' Conference. The Vice-President assumes responsibilities as discussed with the President and approved by the Board and requires a full-time leave from the workplace. The annual salary is currently established at approximately \$115,000.

*Secretary of the Association* (two-year term): The Secretary is a member of the Board and its Executive Committee, the Provincial Council and the Annual Delegates' Conference (ADC) and acts as secretary (responsible for drafting the agenda and minutes) of each of them. Functioning as the corporate secretary of the organization, the Secretary also has responsibility to ensure that the office maintains a register of all activists and members. In addition to leave to attend meetings and fulfill other responsibilities, the Secretary is entitled to an honorarium of approximately \$11,000 per year.

*Treasurer of the Association* (one-year term): The Treasurer is the Association's chief financial officer and is a member of the Board and its Executive Committee, the Provincial Council and the ADC. The Treasurer is also an advisor to and attends meetings of the Audit Committee. The Treasurer is responsible for drafting the annual budget and for reporting to the Board and Council on the state of accounts during the year. In addition to leave to attend meetings and fulfill other responsibilities, the Treasurer is entitled to an honorarium of approximately \$11,000 per year. The Treasurer will be elected to a one-year term in this election as part of a transition to a new staggering system for executive officer positions and will be elected to a two-year term at the 2010 ADC.

*Director (Member), Board of Directors* (two positions for a two-year term): The AMAPCEO Board of Directors is responsible for "managing the affairs of the Association" and consists of nine members – the four executive officers (President, Vice-President, Secretary and Treasurer) and five "at large" Directors, all elected by the Annual Delegates' Conference. Members are elected typically for two-year terms of office, staggered so that five members are elected one year and four members are elected in the alternate year. Board members are also members of the Provincial Council and the ADC and, typically, belong to at least one other committee. The Board meets monthly, with the exception of July, and occasional special meetings are also held (some by teleconference). In 2008, for example, the Board met for a total of 22 meeting days.

*Audit Committee* (three positions for a two-year term): The AMAPCEO Audit Committee is an independent, arm's length body elected by the Annual Delegates' Conference (ADC). It consists of five members and three positions are available for nomination this year. The committee is responsible for independently monitoring the Association's financial policies and accounts, and for recommending to the Board the appointment of an external auditing firm (the Board, in turn, is responsible for making a formal recommendation to the ADC). Further information on the terms of reference of this committee can be found in By-law 3. The committee typically meets five or six times a year.

*Chapter Chairs*: Nine of 23 Chapter Chair positions are open for nomination this Fall (some Chapter Chair positions are filled in the Spring and other incumbents are only mid-way through their two-year terms so their positions are not open for nomination). The Chapter Chair, directly elected by each Chapter's membership, is a member of both the Provincial Council and the ADC. The Chair presides over meetings of the Chapter Executive Committee and the Chapter membership and is generally responsible for providing leadership in the Chapter on membership development issues and recruitment of new members and activists. Chapter Chairs are members of the Provincial Council, which meets approximately six times a year, and the Annual Delegates' Conference.



*Member, Chapter Executive Committee*: In addition to the Chapter Chair and all elected Delegates, the Chapter Executive Committee consists of at least two "at large" members, who are often selected as the Vice-Chair and the Secretary-Treasurer of the Chapter. They help share

the membership development work with the Chapter Chair. The committee members are also responsible for designating a permanent alternate, who can attend Provincial Council meetings when the Chair is unable to do so, and for selecting an Acting Chair if there is a vacancy in the Chair's position. The Executive is supposed to meet four times each year (either in person or by teleconference).

*Delegate*: Each Chapter elects Delegates to attend the ADC on the basis of one Delegate for every fifty signed-up members. (The members of the Board and the Chapter Chairs are *ex officio* Delegates.) The main responsibility of a Delegate is to attend the annual conference and participate in decision-making at that time. There is no formal ongoing role for Delegates before or after the conference, other than participating as members of their Chapter Executive Committee. The ADC meets annually for two days at the end of November or in early December; this year, the conference is scheduled for Friday and Saturday, November 27<sup>th</sup> and 28<sup>th</sup>. Paid leave is provided to attend the Friday session and Delegates are expected to volunteer one day of their time for the Saturday session.

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## AMAPCEO Nomination Process

If you are interested in either nominating yourself or proposing someone else for an elective or appointed position, please visit the AMAPCEO website ([www.amapceo.on.ca](http://www.amapceo.on.ca)) for: a nomination form; a description of the role, responsibilities and time commitments of each position; and a list of the available openings (e.g., some positions have terms that continue for another year). Incumbents are always eligible for re-nomination. Nominations are typically self-nominations (although nominations for the three executive officer positions require the signatures of five other members-in-good-standing endorsing the nomination).

If there are exactly the same number of nominations (or fewer) than openings, the candidates are declared elected by acclamation. If there are more candidates than available positions, an election is held, as follows:

- For *Chapter* positions (Chapter Chair, Chapter Executive Committee and Delegate) an on-line ballot is held among all Chapter members in early October;
- For *central elective* positions (Board of Directors, Audit Committee), a secret ballot election is held at the Annual Delegates' Conference, scheduled for November 27<sup>th</sup> and 28<sup>th</sup>;
- For *central appointed* positions (Member Reconciliation Committee and Delegate-at-Large), a secret ballot election is held by Provincial Council at its meeting in November.

In the event of an election, candidates are entitled to have a one-page candidate statement circulated with the ballot (for Chapter positions) or in advance of the meeting at which the voting is being held (for the rest).

The nomination and election process is centrally supervised by the Elections and Credentials Committee, a committee of the ADC. The chair of the committee is the chief returning officer. This year's members are: **JAMES QUIGLEY** (chair and chief returning officer), **DONNA DAVENPORT**, **CHRIS GOETHEL**, **SHERRY FLOOD** and **DOUG PLAUNT**.

## Deadline for Constitutional Amendments and Resolutions

The nomination deadline (12:00 noon on Friday, October 2<sup>nd</sup>, 2009) is also the deadline for two other purposes that impact on the Annual Delegates' Conference: the submission of both policy resolutions and constitutional amendments.

Policy resolutions, which establish or change AMAPCEO policies, are adopted by majority vote at the conference. These resolutions can be submitted by individual Delegates, Chapter Chairs and Board members; the Board or Council as governing bodies; Association committees; and Chapters (reflecting a vote at a Chapter meeting or by the Chapter Executive). Proposed resolutions are vetted by the ADC's Resolutions Committee, which makes a recommendation on how the conference should dispose of each resolution.

Constitutional amendments, which amend the Association's Constitution, require a two-thirds vote for approval and can be submitted by individual Delegates, the Board of Directors or Chapters (as the result of votes at Chapter meetings). The Board of Directors is entitled to comment on all resolutions and constitutional amendments that are submitted to the ADC.

## Responsibilities of Positions...

*Continued from page 3*

*Delegate-at-Large:* The AMAPCEO Constitution provides for the appointment, by Provincial Council, of *up to* ten Delegates-at-Large, who are non-voting Delegates with the right to attend and speak (but not to move motions or vote) at the Annual Delegates' Conference. Typically, these positions are reserved in the first instance for those officials who are required to be at the conference to fulfill a role or responsibility (but who are not themselves elected Delegates). Once this number is determined, the Provincial Council may, if it so decides, appoint other Delegates-at-Large from among those who have been nominated by the nomination deadline (October 2<sup>nd</sup>).

*Member Reconciliation Committee* (two-year term of office): This committee is also a committee of the ADC, although its members are appointed by the Provincial Council. It is responsible for investigating and attempting to resolve disputes between members in good standing (as opposed to disputes between a member and the employer). All five positions on the committee are open for nomination this year. Further information on this committee can be found in By-law 4, which is posted on the website: [www.amapceo.on.ca](http://www.amapceo.on.ca).

## Board and Council News

At meetings held in June:

- The Board of Directors approved the appointment of two new representatives to sit on AMERCs (AMAPCEO-Ministry Employee Relations Committees): **CINDY ROSS**, for the AMERC in the Ministries of Culture, Citizenship and Immigration and Tourism; and **MARY-JO GORDON** in the Ministry of Northern Development and Mines. (Mary-Jo was previously a member of the AMERC in the Ministry of Agriculture, Food and Rural Affairs in Guelph before her transfer to MNM in Sudbury.)
- The Provincial Council (which consists of the nine members of the Board plus the 23 Chapter Chairs) approved amendments to the *AMAPCEO Policy on Organizing Outside the OPS*, essentially updating the 1998 policy to take into account the restoration of successor rights to the OPS as well as other recent developments.

## AMAPCEO Member Profile: Our Members at the Mental Health Centre Penetanguishene

**C**ONTINUING OUR occasional series on the work of AMAPCEO-represented employees, we are pleased to feature in this issue of *AMAPCEO Member News* the work of our members in the Mental Health Centre Penetanguishene (MHCP).

Established in 1904, MHCP is a fully accredited psychiatric hospital with 312 beds located in the town of Penetanguishene on Georgian Bay. On December 15, 2008, the centre was divested from the Ministry of Health to a public hospital corporation – the final psychiatric hospital to be divested from provincial government operation.

MHCP's primary objective is to maximize client wellness and to assist adults with serious mental disorders to attain the best possible quality of life. MHCP provides specialized assessment, treatment and rehabilitative services to meet the needs of clients by working with partners to enhance service and strengthen the mental health system at the local, regional and provincial levels and by conducting research that contributes to scientific knowledge, best practices and a better understanding of mental illness.

For this profile, we interviewed three members with three distinctive positions within the centre.

Ontario has always recognized that spiritual guidance can make an important contribution to health improvement and individual well-being. The Reverend Dr. **GLENN ROBITAILLE**, Director of Spiritual Care, came to Penetanguishene in the early 1980's. After a brief pastoral assignment elsewhere in 1993, Robitaille came back in 2001 and decided to commit the remainder of his professional and vocational life to the field of mental health.

"Working in a psychiatric setting has been the most complete use of my skills of any spiritual care role I have had," says Robitaille. "It allows me to utilize my knowledge in mental illness, counseling methodology, music, spirituality and religion. I find I am energized by my work here and anyone who is energized by working in a mental health setting ought to be doing mental health work."

Robitaille's colleague, **LURIE BUTTINEAU**, a registered nurse, has been working at MHCP for the past 25 years and has also enjoyed working in mental health in a variety of positions within the facility. Buttineau came to her current position of Clinical Co-ordinator eight years ago with the encouragement of her family and the Program Coordinator.

"This program provides tertiary care to intellectually disabled adults who have mental health needs, which in itself is a challenging occupation," says Buttineau. "This position allows me to exercise my leadership skills

within the program, as well as in the organization. Using my ability to collaborate effectively with all stakeholders, including peers, patients, management staff and community agencies, I am able to effectively fulfill the needs of this position."

After studying electrical engineering and then deciding that engineering was not for him, **JOHN RODNICK** went back to school to study recreation therapy, influenced by a discussion with someone who worked in a sheltered workshop in rural Ontario. Rodnick graduated as a Recreational Therapist, completed an internship at Penetanguishene and was immediately offered a job upon graduation. Today, he is the Rehabilitation Services Supervisor.

"I find the development of patient and client services most rewarding," says Rodnick. I am always amazed by the creative power of my team to come up with new and innovative methods to deliver rehabilitation services. I am very rewarded by the successes of the patients we serve and by their willingness to overcome obstacles far greater than what most people ever have to deal with."

**L**AURIE BUTTINEAU AGREES: "I find the most rewarding aspect of my work is providing leadership to an outstanding program. Being able to create a work environment which fosters professionalism and great customer service is also very satisfying."

As with most jobs, challenges and hurdles are encountered daily. "It is my profound belief that spirituality is a clinical variable with the power to enhance or detract from personal well-being," Glenn Robitaille says. "The challenge is in addressing that reality in our patients and staff adequately. However, due to the staffing limitation, we are unable to fully realize our potential."

John Rodnick's daily challenges are time constraints and competing demands on his time and focus. "Dealing with the lives of others sometimes demands immediate attention [and] often, when I am attempting to solve some sort of issue, another one is presented which may take precedent," he said. "My job requires me to often re-set priorities and change thought focus numerous times daily."

AMAPCEO is proud to continue to represent employees at Mental Health Centre Penetanguishene: public health professionals who work to improve the lives of the most vulnerable of our fellow citizens.

*(This is the 11<sup>th</sup> profile in a series of occasional articles on the work of AMAPCEO-represented employees.)*

## Briefly Noted

**Job Evaluation.** The OPS employer has started to transmit for AMAPCEO's review the first group of revised job descriptions (for all AMAPCEO jobs in existence up to December 31, 2007) as part of the new job evaluation project timelines agreed to during last Spring's round of bargaining. This flow of material follows the employer's re-commitment to finish the JE project, under which the first group of job descriptions must be completed by the employer and submitted to AMAPCEO for review and comment no later than October 31, 2009. The JE Joint Steering Committee held meetings in June and July to monitor progress and to continue to move things forward. A call for member secondees to work in the AMAPCEO office during the review phase was posted on the AMAPCEO website on July 28<sup>th</sup>, with an application deadline of August 28<sup>th</sup>.

**OPS Inclusive Workplace Policy Review.** On July 23<sup>rd</sup>, AMAPCEO submitted a comprehensive brief as part of the OPS Inclusive Workplace Policy Review, commenting primarily on the Workplace Discrimination and Harassment Policy (WDHP) and the Equal Opportunity Operating Policy. AMAPCEO also met with the employer on July 28<sup>th</sup> to discuss the submission and the review and has asked for an opportunity to review and comment on the proposed policy revisions before they are finalized. A copy of the AMAPCEO brief has been posted on our website ([www.amapceo.on.ca](http://www.amapceo.on.ca)).

**Spring Chapter Election Results.** Under the AMAPCEO Constitution, some of our 23 Chapters hold elections in the Fall, while others fill positions in the Spring. Last June, contested elections for Chapter Chair were held in three Chapters, resulting in the elections of **IAN GLYNWILLIAMS** in Community Safety and Correctional Services; **ARTHUR BROWN** in Environment, Energy and Infrastructure; and **VALERIE RUSSELL** in Health and Long-Term Care and Health Promotion. Chairs in two other Chapters were elected by acclamation: **MARIE-DIANE DODD** in Ottawa and Eastern Ontario and **HAROLD HAYNES** in Attorney-General and Aboriginal Affairs. (Arthur, Valerie and Marie-Diane were previously Acting Chairs). A number of Delegates and "at large" members of Chapter Executive Committees were also elected in a total of eight Chapters. Congratulations to the new or re-elected representatives and many thanks to *all* candidates for taking the time to put your names forward in nomination.

**New Member of the Board of Directors.** In the last edition of *AMAPCEO Member News*, we reported on the election of **BARBARA GOUGH** as Secretary of AMAPCEO. Barbara's election as Secretary meant that her seat as a Director on the Board became vacant, so the Elections Committee called for nominations from all members to fill the vacancy. A subsequent vote was held on line among Delegates, resulting in the election of **THERESA ANDERSON-BUTCHER** to fill out the remainder of Barbara's original term as Director, which expires on December 31<sup>st</sup>, 2009. Congratulations to Theresa, who has in turn resigned her position as Chapter Chair in the Sudbury/MNDM Chapter to accept the Board position. She has been replaced on an acting basis in Sudbury/MNDM by long-time Delegate and former Chapter Chair **DOUG PLAUNT**. Please look elsewhere in this newsletter for all of the positions on the Board of Directors that open up as part of the Fall nomination cycle, the call for which has now been posted on the AMAPCEO website.

**New Member of the Audit Committee.** An unprecedented ten candidates filed nomination forms to run for the temporary vacancy that opened up on the AMAPCEO Audit Committee in the Spring. An on line vote in August by the members of the Provincial Council resulted in the selection of **GERRY WHITTAKER**, who will temporarily fill out a term that expires on December 31<sup>st</sup>, 2009. This position, along with two other Audit Committee seats, are up for nomination now in the Fall election cycle, all to be filled for full two-year terms.

## Know Your Agreement: Articles 8 and 9 – Association Leaves

Since this edition of *AMAPCEO Member News* contains information about the nomination and election process for Association representatives, it is useful to review the clauses in the Collective Agreement that enable our representatives to devote time to their responsibilities and, thereby, help fellow members.

Under Article 8 of the agreement, AMAPCEO representatives are entitled to a variety of paid leaves of absence to conduct their responsibilities. For most of these leaves, e.g., to attend meetings of Association governance bodies (such as the Board of Directors, Provincial Council, Annual Delegates' Conference and committees of those bodies), the Association reimburses the employer for the cost of the salary and benefits for the time away from OPS work and there is no impact on the member's take-home pay.

Under Article 8.3, however, the employer has agreed that Chapter Chairs are entitled to take up to four hours every three weeks to work on internal AMAPCEO business and this cost is borne by the employer. Similarly, the employer has agreed to pay the costs of leave for members of the bargaining team when they are engaged in meetings with the employer.

Article 9 also spells out the rights of AMAPCEO's workplace representatives, who function in a capacity similar to stewards in other bargaining agents. Essentially, workplace representatives are entitled to time off with pay (with no requirement for the Association to reimburse the employer) when meeting with employees about their rights under the Collective Agreement; when investigating or resolving a dispute; when meeting with the employer; and when presenting a dispute.

Similarly, other articles of the agreement (Article 12) permit members of ACERC (our central employee relations committee) and AMERCs (ministry employee relations committees) time off with pay for both meeting time, preparation time for meetings and travel time to attend meetings. There is no requirement for the Association to reimburse the employer for the costs of such leave, since it is deemed to be government business.

It is important to note that, although AMAPCEO attempts to make its representatives "whole" in terms of paying for leave and for reimbursing for travel, accommodation and meal expenses when attending Association meetings, there is an expectation that some time will be voluntary, e.g., Delegates to the ADC receive paid leave to attend one day of the two-day event, but the second day, typically held on a Saturday, is unpaid.

## AMAPCEO Office Staff News

AMAPCEO is pleased to announce the appointment of a new Dispute Resolution Officer, **SUSAN LUFT**, who started in the AMAPCEO office on July 6<sup>th</sup>. Susan holds a Bachelor of Laws degree from Osgoode Hall Law School and an Honours B.A. from York University. Most of Susan's labour law experience was acquired while working with the Toronto law firm of Green and Chercover. Most recently, she was with the Amalgamated Transit Union, Local 113, in Toronto. Susan has had a number of articles published in the Ontario Bar Association's newsletter and has been an invited speaker for Lancaster House educational events on the subject of researching and preparing Human Rights cases. Susan was recruited to succeed long-time Dispute Resolution Officer **DON GRANT**, who has retired (see article below).

In other staff news:

- Dispute Resolution Officer **JOSEPHINE PETCHER**, who had been on leave to work with the Communication, Energy and Paperworkers Union, has decided to stay with CEP as a National Representative. With Josephine's departure, **GARY PERLMUTTER**, who had been acting in Josephine's position, competed for and won the DRO job on a permanent basis. Congratulations, Gary, and best wishes to Josephine!
- We mentioned in the last edition of *AMAPCEO Member News* that Administrative Assistant **LINDA POONAM UMANA** and Receptionist/Secretary **MARIJA GONZALEZ** had begun maternity leaves. We are happy to report the births of two baby girls: **RIYA** to Linda and her husband Felix and **SAVANNAH** to Marija and her husband Claudio. Best wishes to Linda and Marija!

## Don Grant Retires



On June 25<sup>th</sup>, AMAPCEO wished **DON GRANT** a happy retirement after eleven years of service at AMAPCEO as a Dispute Resolution Officer. The first employee to retire from the AMAPCEO office, Don's departure was celebrated with a cruise around the Toronto Islands with colleagues from the office, AMAPCEO members, OPS employer representatives

with whom he has worked, friends and family.

Don joined AMAPCEO in 1998 and quickly became a sensitive and thorough Dispute Resolution Officer who mastered the provisions of the collective agreement and the sometimes labyrinthine labour relations process in the OPS. As a former AMAPCEO member who had worked as an employee counsellor in the OPS, Don brought useful experience and skills to his role as a DRO, always trying to seek informal resolution, if at all possible. In his eleven years of service, he worked successfully to settle 135 individual cases, including complex LTIP and benefit disputes.

We congratulate Don on successful careers in both the OPS and at the AMAPCEO office and wish him and his wife Mary Ann all the best as they start a well-deserved retirement.

## New Workplace Representatives Appointed

The AMAPCEO Board of Directors has appointed the following 15 AMAPCEO members to two-year terms as Workplace Representatives following their successful completion of workplace rep training in June.

Workplace Representatives are trained colleagues who assist members on site with questions about the interpretation of the collective agreement. Workplace rep training is also required for AMAPCEO representatives sitting on AMERCs (AMAPCEO-Ministry Employee Relations Committees). The new appointees are:

<b>AMANDA ADA</b>	Health and Long-Term Care, Toronto
<b>WAYNE BEATON</b>	Tourism, Toronto
<b>PAUL CANTOR</b>	Community and Social Services, Toronto
<b>JOHN CARBERRY</b>	Community and Social Services, Toronto
<b>ANGELO DI GIACOMO</b>	Government Services, Toronto
<b>RAWLE ELLIOTT</b>	OPACY, Toronto
<b>MIKE FOGELMAN</b>	OPACY, Toronto
<b>BILL HOLLEY</b>	Agriculture, Food and Rural Affairs, Lindsay
<b>ROBERT JANIGA</b>	Community and Social Services, Toronto
<b>PAM KAUR</b>	Government Services, Toronto
<b>ALAIN NGOUEM</b>	Education, Toronto
<b>ELIZABETH SHARP</b>	Health and Long-Term Care, Toronto
<b>BRADLEY SHAW</b>	Agriculture, Food and Rural Affairs, Guelph
<b>ROBERT THOMSON</b>	Community and Social Services, Toronto
<b>LEE TREGWIN</b>	Municipal Affairs and Housing, Toronto

A complete list of AMAPCEO's 142 Workplace Representatives appears on the website at [www.amapceo.on.ca](http://www.amapceo.on.ca) - click on "Contact Us".

Anyone interested in taking Workplace Representative training is encouraged to contact **ROB SMALLEY**, Director of Dispute Resolution, at 416 595 9000 (ext 2703) or by e-mail at [smalley@amapceo.on.ca](mailto:smalley@amapceo.on.ca).

## AMAPCEO Board of Directors

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## New Health and Safety Representatives Appointed

On behalf of the Board of Directors, the Health, Safety and Wellness Committee has appointed the following twelve AMAPCEO members to two-year terms as Health and Safety Representatives.

Health and Safety Representatives sit on local joint health and safety committees with employer representatives and members nominated by other bargaining agents. The new appointees are:

<b>BRIAN ALTON</b>	Environment, 2 St. Clair Avenue West, 18th Floor, Toronto;
<b>BEVERLY BOURGEOIS</b>	Attorney-General, 199 Dundas Street, 1st Floor, London;
<b>AMY CHAN</b>	Community and Social Services, 80 Grosvenor Street, 4th Floor, Toronto;
<b>VIRGINIA CLARK</b>	Children and Youth Services, 880 Bay Street, 6th Floor Toronto;
<b>SUSAN DALE</b>	Attorney-General, 199 Dundas Street, 1st Floor, London;
<b>LANCE DUTCHAK</b>	Transportation, 120 Wilson Avenue, Toronto;
<b>CHRIS GOETHEL</b>	Energy and Infrastructure, 880 Bay Street, Toronto;
<b>SUSAN FISHER</b>	Health and Long-Term Care, 1055 Princess Street, 4nd Floor, Kingston;
<b>NIDAL IBRAHIM</b>	Government Services, 180 Duncan Mill, North York;
<b>CAROLINE LACK</b>	Attorney General, 119 King Street West, 9th Floor, Hamilton;
<b>ROY SCOTT</b>	Transportation, 900 Bay Street, 1st Floor, Toronto; and
<b>MARILYN VELENOSI</b>	Environment, Bellwood Acres Road, Dorset.

For more information on health and safety issues, please visit [www.amapceo.on.ca](http://www.amapceo.on.ca).

*AMAPCEO Member News* is published five times a year by the  
Association of Management, Administrative and Professional Crown Employees of Ontario

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AMAPCEO, established in 1992, represents 11,000 professional and supervisory public servants, most of whom work directly for the Government of Ontario in every ministry and in a number of agencies, boards and commissions; in all regions of the Province and in ten cities outside Canada. We also represent employees in three independent agencies: the Office of the Provincial Advocate for Children and Youth; the Ontario Agency for Health Protection and Promotion; and the Mental Health Centre Penetanguishene.