



MEMORANDUM

TO: All Presidents with members in the Ministry of Citizenship and Immigration
All Stewards in the Ministry of Citizenship and Immigration

FROM: Ruth Hamilton, OPS Supervisor

DATE: May 20, 2014

SUBJECT: Ministry of Citizenship and Immigration
ERC Minutes – March 27, 2014

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 note a MERC referral form should be used when referring unresolved local issues to the ministry level. This form is available at https://www.opseu.org/sites/default/files/merc_action_form.pdf. Upon completion, the document should be forwarded care of the **Job Security Unit** with all supporting documentation e.g. minutes, correspondence, etc.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

A handwritten signature in black ink, appearing to read 'Warren Thomas', is written over a horizontal line.

Warren (Smokey) Thomas
President

A handwritten signature in black ink, appearing to read 'Ruth Hamilton', is written over a horizontal line.

Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Thursday, March 27, 2014
Location: 31 Wellesley St. E, Toronto, ON Boardroom E

<p>FOR OPSEU:</p> <p>Darren Winger (Meeting Chair and Co-Chair) Nancy Recollet (Vice-Chair)</p> <p>Judith Marion (OPSEU Job Security Officer)</p>	<p>FOR THE EMPLOYER:</p> <p>Sue Hastie (Co-Chair) Joanne Bénard</p> <p>Joanna Macri (ER Advisor)</p>
<p>REGRETS:</p>	
<p>Guests: Liborio Campisi, Tony Marzotto, Alice Young</p>	
<p>Recorder: Veronica Ha</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	Minutes of December 17, 2013 meeting signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) Seniority List (Seasonal Employees)	<p>Management reported that the 2013 seasonal seniority list is still in production and should be available within the next couple of weeks. Management reported that seasonal hours worked by an employee during a season are manually calculated by each individual program area.</p> <p>Management confirmed that a few seasonal positions work through the winter months.</p> <p>All parties agree to continue the discussion at the next MERC meeting on the frequency of the seasonal seniority list being provided to the Union.</p>	<p>Management to provide 2013 seasonal seniority list within the next couple of weeks.</p> <p>Upon receipt of the seasonal seniority list, MERC may reconvene to review the list.</p>

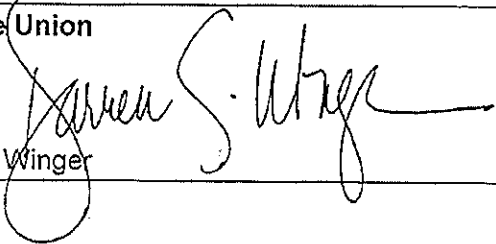
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Fixed-Term (Unclassified) List (End Dates)	End dates for a few fixed-term contracts were missing from the last fixed-term list provided (data as of October 31, 2013). Management provided the missing end dates to the Union on March 24, 2014.	Remove from agenda.
c) Disclosures – Renovations, Dryden Office	Management reported that the main floor washrooms were back in service and that the outdoor trailers were removed. Staff in the building were notified. An update was provided to the Union in advance of the MERC meeting.	Remove from agenda.
3. STANDING ITEMS		
a) Program Updates	<p>The Director of the Immigration Policy Branch delivered a presentation on the proposed Ontario Immigration Act. Management agreed to share the presentation with Regional Services Branch employees.</p> <p>The Union informed MERC of the involvement of Regional Services Branch employees at Local Immigration Partnership (LIP) tables and requested further information-sharing on the proposed legislation.</p>	Keep as a standing agenda item.
b) Results Based Plans (RbP) and Expenditure Management	Management provided an update on the upcoming fiscal 2014/2015 cycle.	Keep as a standing agenda item.
c) OPS Employee Engagement Survey (MCI)	<p>Management confirmed that the OPS Employee Engagement Survey was distributed in February 2014 and closed on March 20th. OPS results are expected to be available in early summer with Ministry results available after that.</p> <p>The Union inquired about sharing Employee Engagement Survey results with MERC. Management committed to sharing Ministry overview results with MERC as they become available.</p>	Keep as a standing agenda item.
d) Fixed-Term (Unclassified) List	Management provided the fixed-term list (data as of January 31, 2014) to OPSEU on March 24 th 2014.	Keep as a standing agenda item.
e) FTE Reductions 2012/14	Management reported that there is no additional information on this matter.	Remove from agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
f) RSB – Regional Advisors – (Activity Reporting)	<p>Management confirmed that the Union's request for the distribution of an anonymous survey to gather feedback from regional staff on platform training and staff engagement to improve the efficiency of the tool was shared with Regional Services Branch (RSB) management. RSB has confirmed that there are local feedback mechanisms in place and encourage staff to share comments, suggestions, and ideas with their manager.</p> <p>The Union requested that management designate one hour of the agenda at the upcoming Regional meetings for employees to share their feedback on the Activity Reporting Tool.</p>	Management committed to share the Union's request with Regional Services Branch Management.
g) Disclosures	<p>The Union brought forward the relocation of staff in the London office within the building from the 2nd to the 1st floor.</p> <p>The Union confirmed receipt of an information item regarding the RSB Strategic Assessment Review on January 14, 2014.</p>	Keep as a standing agenda item.
4. NEW BUSINESS		
a) Strategic Assessment Review of Regional Services Branch	<p>The Union inquired about the status of the Strategic Assessment Review underway in the Regional Services Branch and whether the report will be a complete report or an executive summary.</p> <p>Management confirmed that the project is reviewing the Branch's mandate to ensure that it is aligned to Ministry priorities. Program partners and leadership within MCI and MTCS are being engaged. Branch staff were invited to focus group sessions. Consultations are now complete and findings will be shared with the Branch Director in the next few weeks. Information will be shared with MERC and Branch staff when available.</p> <p>The Union requested that any information shared with Branch employees will be shared with MERC ahead of time.</p>	Management committed to share the Union's request with Regional Services Branch Management.
b) All Staff Day (2014)	<p>The Union requested recognition of the MERC team on the All Staff Day Agenda and offered suggestions on the format of presentation.</p> <p>Management confirmed the theme/area of focus for the upcoming All Staff Day has not been determined but committed to sharing as it becomes available.</p>	Management committed to share the Union's request with the Ministry executive.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
c) Vacancies in Regional Services Branch	<p>The Union inquired about vacancies in the Regional Services Branch and Management's staffing actions.</p> <p>Management confirmed staffing actions in the Regional Support Services Unit for Grants Officer positions, and Regional Advisor positions (unilingual and designated) in Central Region and Northern Region.</p> <p>The Union raised concerns related to workload in Kenora, Markdale, and Thunder Bay due to vacancies.</p>	Remove from agenda
d) HR Director	The newly appointed Director, Human Resources/Strategic Business Unit attended the MERC meeting.	Remove from agenda.
e) Training and Development	<p>The Union requested opportunities to engage and foster greater inter-connectedness between Ministry staff. The Union provided suggestions such as designating networking time at All Staff Day; inviting guest speakers to local meetings; and developing Branch contact lists.</p> <p>Management suggested employees pursue those opportunities at the local level and encourage Branches and Divisions to conduct outreach within the Ministry when developing agendas.</p>	All parties agree to have Training and Development as a standing discussion item at MERC meetings.
f) Health and Safety	<p>The Union inquired about workplace health and safety training received by all employees who travel as part of their work. Management confirmed that products and protocols have been developed by the respective program areas and are communicated locally by management during staff orientation.</p> <p>The Union inquired and Management confirmed there is no central Ministry repository of health and safety practices and processes. Management highlighted that health and safety is a shared responsibility between workplace parties and that the onus of administration of health and safety is at the local level.</p> <p>All parties agree that employees should raise their health and safety concerns and requests with their manager.</p>	Remove from agenda.
g) Seniority List	The seniority list was provided on March 19, 2014. The Union acknowledges the incorrect position titles for Regional Advisor positions have now been corrected on the list.	Remove from agenda.

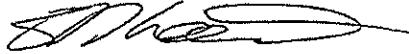
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
NEXT MEETING:	June 3, 2014, to be hosted by the Employer.	

For the Union



Darren Winger

For the Employer



Sue Hastie