

Ministry of Citizenship and Immigration Employee Relations Committee (MERC) MEETING

Friday, April 6, 2018 9:30 am to 12:30 pm
Boardroom 3A, 400 University, Toronto, Ontario

In Attendance

For the Union	For the Employer	Guests	Regrets
Darren Winger (Co-Chair) Caroline Loiselle Marlene Wright Roxanne Barnes for Cindy Abric-Forsyth (Negotiator, OPS)	Maureen Buckley (Meeting Chair) Joanne Bénard Millie Ng for Cassie Burt-Gerrans (ERA)	Heather Woods	C. Burt-Gerrans C. Abric-Forsyth

Agenda Item: Meeting Minutes	Discussion	Action Required
December 8, 2017 minutes	Minutes have been signed and distributed.	No action required.

Agenda Item: Business Arising	Discussion	Action Required
MERC Terms of Reference	The Union provided the Employer with a draft for review and comment on April 5, 2018. Union presented a plan to adopt Appendix 29 and then marry this with relevant elements contained in the current Terms of Reference. Parties agreed to proceed on that basis.	Union to provide an enhanced draft for Employer to review in advance of the next MERC meeting.

Agenda Item: Business Arising	Discussion	Action Required
Delegation of Authority Framework	<p>The Employer shared the MCI Financial Delegation of Authority Framework with the Union on April 4, 2018.</p> <p>Union to review materials in advance of the next meeting.</p>	<p>Item remains on the agenda for the next MERC meeting.</p>
Fleet Vehicles (Telematics)	<p>The Employer stated the telematics data will be used to analyze vehicle performance and fleet utilization and identify areas to improve driver safety. The Employer confirmed that disclosure was provided to Bargaining Agents in 2013 and 2017 re the use and installation of the devices.</p> <p>MTO uploads telematics data monthly. A ministry may request direct access through their CAOs and protocols (with business case) are established for other ad hoc requests that may be necessary as part of a review or investigation of specific incidents.</p>	<p>Remove from the agenda.</p>

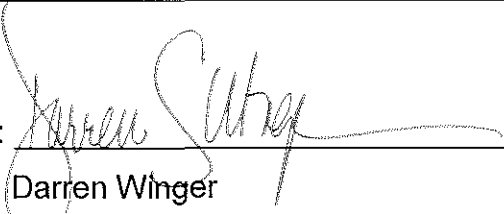
Agenda Item: Standing Items	Discussion	Action Required
Program Updates <ul style="list-style-type: none"> • Regional Services Branch (SLAs) 	<p>The Employer confirmed that they are working on the review and update of SLAs. The Employer expects to be able to provide an update on this matter at the May Branch Meeting.</p>	<p>Program Updates remains as a standing item.</p>

Agenda Item: Standing Items	Discussion	Action Required
<ul style="list-style-type: none"> Volunteer Service Awards 	<p>The Employer shared information regarding staff complement in Ontario Honour and Awards. The Unit has some additional staff resources supporting the concurrent delivery of the awards ceremonies at this time.</p> <p>The Union sought clarification regarding the support role being provided by designated Regional Services Advisors at some of the events. The Employer confirmed that the Regional Advisors are reading a few prepared statements as part of the event.</p> <p>The Union encouraged the Employer to consider engaging Regional Services staff in pre-planning activities for MCI program deliveries as appropriate.</p>	<p>Employer will raise with the Regional Services contact the Union's concerns regarding the cascading of information and tools to staff.</p>
Fiscal Update	<p>The Employer provided a fiscal update.</p>	<p>Remains as a standing item.</p>
Fixed-Term List	<p>The Employer provided the Union with the link for the OPSEU explanatory notes on December 10, 2017.</p> <p>The Employer provided a fixed-term report to the Union on April 4, 2018.</p>	<p>Remains as a standing item.</p>
Seasonal Seniority Hours	<p>The Employer is updating the Seasonal Seniority Hours report.</p>	<p>The Employer will share updated Seasonal Seniority Hours Report under separate cover.</p> <p>Remains as a standing item.</p>

Agenda Item: Standing Items	Discussion	Action Required
Seniority Report	The Union requested a Seniority report which was provided on April 5, 2018.	Remains as a standing item.
Disclosures	No items at this time.	Remains as a standing item.
Training and Development	<p>The Employer confirmed that the Ministry of Indigenous Relations and Reconciliation (MIRR) will be supporting the delivery of Indigenous cultural competency training to OPS employees. Further details to be shared as they become available.</p> <p>Availability of safe driving courses was discussed by the parties.</p>	<p>Remains as a standing item.</p> <p>The Employer will explore available options for safe driving training and report back at the next meeting.</p>
Attendance Support Management Program (ASMP)	The Employer confirmed that there are no MCI employees at Level 3 or 4 on December 31, 2017.	Remove from the agenda.
Open Government	No report.	Remains as a standing item.
Digital Government	No report.	Remains as a standing item.

Agenda Item: New Business	Discussion	Action Required
Equity Audit	At the town hall meeting on March 29, 2018, the recommendations arising from the Equity Audit were shared with staff. Staff were engaged in a prioritization exercise to inform the action plan.	Parties agreed to include the Equity Audit as a standing agenda item.
Alternate Work Arrangement - training	The Employer reported that TBS did a presentation on Flexible Work in the OPS at a recent Managers' Forum which included an overview of Flexible Work Strategy and enterprise resources that are available to support flexible work arrangements within the OPS. Parties highlighted that collective agreement provisions, including negotiated bargaining unit model agreements, are available online. Requests for employment accommodation are dealt with outside of the Flexible Work Strategy.	Remove from the agenda.
Job Titles and E-mail signatures - Use of "Administrative Professional"	Parties discussed the use of the term "Administrative Professional".	Remove from the agenda.
Fixed term contracts of less than six months	The Union requested the Employer to identify fixed term arrangements of less than six months that have not been formally competed.	The Employer to consider the request and report back at the next meeting.
St. Catharines incident on March 27, 2018	The Union identified Health and Safety and Disclosure concerns related to the March 27, 2018 incident.	Employer will provide a report back at the next meeting.

For the Union:


Darren Winger

Date: April 6, 2018

For the Employer:


Maureen Buckley

Date: April 6, 2018

