

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

Tuesday, October 15, 2018 1:30 pm to 3:30 pm  
Boardroom 3A, 400 University, Toronto, Ontario

**In Attendance**

<b>For the Union</b>	<b>For the Employer</b>	<b>Guests</b>	<b>Regrets</b>
Darren Winger (Meeting Chair) Caroline Loiselle Marlene Wright  Cindy Abric-Forsyth (Negotiator, OPS)	Maureen Buckley (Co-Chair) Joanne Bénard  Kevin Wilson (Team Lead, ERB)	Doug Holt	

<b>Agenda Item: Meeting Minutes</b>	<b>Discussion</b>	<b>Action Required</b>
<b>April 6, 2018 minutes</b>	Minutes have been signed and distributed.	No action required.

<b>Agenda Item: Business Arising</b>	<b>Discussion</b>	<b>Action Required</b>
<b>MERC (including Terms of Reference) - Discussion re moving forward</b>	The Union confirmed that OPSEU MERC teams will be elected for a new 2-year term (2018-2020) on November 2-3, 2018. The Union also indicated that there are discussions at the CERC regarding time off for OPSEU MERC Co-Chairs to conduct MERC business.	Terms of Reference matter to be deferred for further discussion with new MERC team as appropriate.
<b>Delegation of Authority Framework</b>	The Union reviewed the materials shared by the Employer on April 4, 2018.	Remove from the agenda.

Agenda Item: Business Arising	Discussion	Action Required
<b>St. Catharine's – Update re the March 2018 incident</b>	The Employer provided an update on post-incident activity within the complex.	Employer to share June 27, 2018, memo to all Tenants of Garden City Tower in St. Catharine's with the OPSEU MERC team under separate cover.

Agenda Item: Standing Items	Discussion	Action Required
<b>Program Updates</b> <ul style="list-style-type: none"> <li>• <b>Regional Services Branch (SLAs)</b></li> </ul>	The Employer confirmed that current SLAs are being honoured. SLAs will have to be revisited once Ministry realignments are confirmed.	Program Updates remains as a standing item.
<b>Fiscal Update</b>	The Employer provided a fiscal update.	Remains as a standing item.
<b>Fixed-Term List</b>	<p>The Employer provided a fixed-term report to the Union on October 4, 2018.</p> <p>The Union requested additional information regarding four (4) employment situations.</p>	<p>The Employer will look into the specific circumstances of the four (4) identified employment situations and report back within three (3) weeks of the MERC meeting.</p> <p>Remains as a standing item.</p>
<b>Seasonal Seniority Hours</b>	The Employer is updating the Seasonal Seniority Hours report.	<p>The Employer will share updated Seasonal Seniority Hours Report under separate cover.</p> <p>Remains as a standing item.</p>

<b>Agenda Item: Standing Items</b>	<b>Discussion</b>	<b>Action Required</b>
<b>Seniority Report</b>	No items at this time.	Remains as a standing item.
<b>Disclosures</b>	No items at this time.	Remains as a standing item.
<b>Training and Development</b>	<p>The Employer provided an update on:</p> <ul style="list-style-type: none"> <li>• the indigenous cultural competency training to OPS employees</li> <li>• available safe driving resources available on the MyOPS, Health and Safety Services website</li> <li>• available safe driver training within the OPS</li> </ul> <p>Employees are encouraged to discuss their training needs with their managers.</p>	Remains as a standing item.
<b>Open Government</b>	No report.	Remains as a standing item.
<b>Digital Government</b>	No report.	Remains as a standing item.

<b>Agenda Item: New Business</b>	<b>Discussion</b>	<b>Action Required</b>
<b>Occupational Health &amp; Safety Contacts within MCI</b>	<p>The Employer indicated that contacts (as known) are identified on the Centre for Employee Health, Safety and Wellness website. Information should also be posted on local health and safety bulletin boards. The Employer asked the Union to provide current lists of Local Executives to facilitate requests for worker health and safety contacts as needs arise.</p>	<p>The Union to provide to the Employer, within three (3) weeks of the MERC meeting, a list of Local Executives for relevant Ministry work locations across the province.</p>

Agenda Item: Standing Items	Discussion	Action Required
<b>Reports - Miscellaneous</b>	<p>The Union requested reports on a variety of health and safety metrics including WSIB annual summary; incidents; and workplace violence.</p> <p>The Parties acknowledged that this is an item of discussion at the CERC.</p>	The MERC will revisit this item following further CERC discussions on this matter.
<b>Emergency Management</b>	The Union requested information regarding emergency management protocols across the province. The Employer indicated that these protocols are building specific. The Employer encouraged employees to talk to their managers should they have questions regarding protocols at any specific worksite.	Remove from the agenda.
<b>Staffing/Vacancies</b>	The Employer confirmed that a list of OPSEU vacancies is provided to OPSEU Corporate on a weekly basis. This report provides information on all posted vacancies and the status of the recruitment activity.	The Union to provide the Employer with additional information, under separate cover, regarding a couple of specific circumstances that they would like some additional information on.
<b>Telematics (Fleet Vehicles)</b>	The Employer confirmed that it has not received a report from MTO.	Remove from the agenda.
<b>Line-by-Line Review of Government Spending</b>	The Union inquired as to whether Ministry Management has any additional information regarding the review. The Employer confirmed that information regarding the review was made public in late September 2018.	Remove from the agenda.
<b>Employee Experience / Engagement 2018</b>	<p>The Employer confirmed that the Secretary of the Cabinet released the OPS results in September 2018.</p> <p>The Employer confirmed that managers have access to results in all situations where there were 10 or more respondents to the survey.</p>	Remove from the agenda.

Agenda Item: Standing Items	Discussion	Action Required
<b>St. Catharine's incident – September 2018</b>	The Employer confirmed that staff were provided an update of the situation by MTO.	The Employer will confirm that MCI employees are on the building specific distribution list used by MTO.
<b>RSB and Culture Stakeholder Survey</b>	The Union expressed concerns that MTCS did not seek input from MCI staff on a recent culture stakeholder survey.	Remove from the agenda.
<b>Temporary Agency</b>	The Union inquired as to whether the Employer tracks information regarding the use of Temporary Agency Staff. The Employer confirmed that it does not track this information.	Remove from the agenda.
<b>OPSEU CA - Appendix 7 – Classification System Subcommittees</b>	The Parties acknowledged that this is an item of discussion at the CERC table.	The MERC will revisit this item, as necessary, once the CERC team has addressed this matter.
<b>Program Evaluation &amp; Project Improvement Process (LEAN)</b>	The Union inquired as to whether MCI was participating in this process, and the Employer confirmed that it is not participating.	Remove from the agenda.
<b>Fleet Vehicles - Snow Tires</b>	The Parties discussed this matter.	Managers are encouraged to examine the need for snow tires on a case-by-case basis.

**For the Union:** Original signed by  
Darren Winger

**For the Employer:** Original signed by  
Maureen Buckley

**Date:**

**Date:**