

MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor

DATE: July 25, 2011

SUBJECT: **Ministry of Citizenship and Immigration
MERC Minutes – June 3, 2011**

Attached, for your information, please find the minutes of the above captioned meeting(s).

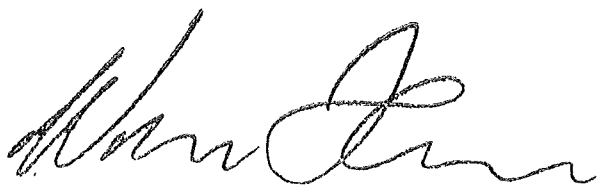
Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. minutes, correspondence, etc.), with any referrals.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Friday June 3, 2011

Location: OPSEU Toronto Regional Office, 31 Wellesley St. E

FOR OPSEU: Nancy Recollet (Co-Chair and Meeting Chair) Darren Winger (Vice-Chair) Claire Seaton-Marks Judith Marion (OPSEU Job Security Officer)	FOR THE EMPLOYER: Brian Lemire (Co-Chair) Susan Seaby Jared Friesen (MGS ER Advisor)
REGRETS: Brian Beattie	
Guests:	
Recorder: Laura Sullivan	

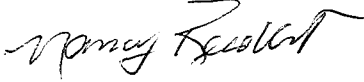
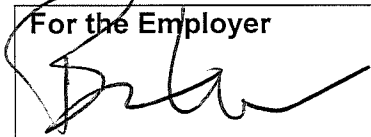
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	Minutes of March 31, 2011 meeting signed and posted.	

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2. BUSINESS ARISING: (Updates)		
a) Workplace bullying	<p>Management reported that All Staff Day Survey results were discussed at a senior management meeting and it was determined that of the 4 workshops held at the All Staff Day, the priority would be to offer the “Communicating Across Cultures” workshop again. Sessions were held for ministry staff on May 3 and 10, 2011. As a result, ministry-wide joint training on workplace bullying will not be considered at this time.</p> <p>The union expressed concern about relationships and will continue to monitor these situations.</p> <p>The union requested offering a Respectful Workplace session in the ministry for staff who did not attend the session at the 2010 All Staff Day.</p> <p>Management proposed going back to senior management to gauge interest in making available a Respectful Workplace workshop for divisions/units who may want to hold this training.</p>	Management will follow-up and report-back.
b) Training and Development	Management reported that planning for the next All Staff Day has not yet begun and management is not in a position to consider the union's request for 5-10 minutes on the agenda at this time.	Management will follow-up on union's request and report-back by the third week in July.
3. STANDING ITEMS		
a) Program Updates	<p>The union inquired about the Ontario Women's Directorate program “Investing in Women's Futures” and how that impacts Regional staff workload.</p> <p>Management reported that there will be regional involvement with the Women's Centres which will be planned on a regional basis and will be based on capacity. Management also suggested that if there are workload pressures, they can be brought back to management.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Results Based Planning and Expenditure Management Strategy	<p>The union inquired about how the RbP is made public.</p> <p>Management reported that the Ministry of Finance is responsible for making the RbP public and following that, ministries receive instructions to post their RbP.</p> <p>The union made an inquiry about the Estimates as published on the Ministry of Finance website. Management responded that details cannot be discussed until the RbP is public.</p>	
c) OPS Employee Engagement Survey (MCI)	<p>Management reported that the 2011 OPS Employee Engagement Survey result roll-out to Deputy Ministers is tentatively scheduled to occur on June 30, 2011. It is anticipated that the roll-out of an OPS level report to all staff will occur in early July. Following the release of the OPS report, ministries will be able to develop ministry level reports to determine ministry results.</p> <p>The union requested Ministry-wide results as well as a breakdown of Ministry Employee Engagement Survey results as available.</p>	<p>Management to provide an update at the next meeting.</p> <p>Management will follow-up.</p>
d) Fixed-term (unclassified) list	<p>Management reported that the fixed-term staff list for this quarter (as of May 31, 2011) will be provided to MERC by mid-June, once WIN data is available.</p> <p>The union inquired about vacancies in the region and management responded.</p>	<p>Management will follow-up and respond under separate cover.</p>
e) Health and Safety	<p>Management reported that a strategy will be under development in June to implement Violence Risks Assessments across the ministry.</p> <p>The union asked for confirmation that the Joint Health and Safety Committees are involved in helping to develop the Violence Risk Assessments.</p>	<p>Management will provide an update at the next meeting.</p> <p>Management will follow-up and report-back.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
4. NEW BUSINESS		
a) Position Posting	<p>The union inquired about the Manager, Regional Tourism Organizations job posting for Ministry of Tourism and Culture and what impacts this may have on Tourism Advisors and the Regional Services Branch.</p> <p>The union also inquired about the realignment of regional boundaries.</p> <p>Management reported that any impacts to Regional Services Branch staff would be communicated through the proper disclosure process once decisions are finalized.</p>	Remove from agenda.
b) ESA Form 1	<p>The union requested an explanation of the Employment Standards Act (ESA) Form 1 Notice of Termination requirements.</p> <p>Management provided an overview of the ESA Form 1 – Notice of Termination of Employment obligations, required where 50 or more employees may be laid off in a 4 week period. The Form 1 was distributed on April 8, 2011 for posting in the workplace.</p> <p>The OPS is considered on employer under the Employment Standards Act.</p>	Remove from agenda.
c) Workload Issue	<p>The union inquired about how vacancies/workload will be impacted by the reduction of an additional 1,500 FTEs announced in the last Ontario budget for the 2013-14 fiscal year.</p> <p>Management confirmed that no additional information has been shared with ministries at this time as to how the additional 1,500 FTE reductions will be achieved.</p>	Add as a Standing Item on the agenda.
d) RbP Disclosure	<p>Further to the May 16, 2011 Multi-bargaining Agent meeting the union requested disclosure of information about the ministry's 2011-12 RbP disclosure.</p> <p>Management responded to the union's inquiry.</p>	Remove from agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
NEXT MEETING:	September 23, 2011	

<p>For the Union</p>  <p>Nancy Recollet</p>	<p>Date</p> <p>June 3, 2011</p>	<p>For the Employer</p>  <p>Brian Lemire</p>	<p>Date</p> <p>June 3, 2011</p>
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