

MEMORANDUM

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

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: February 17, 2011

SUBJECT: **Ministry of Citizenship & Immigration
ERC Minutes – December 9, 2010**

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.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. 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
A/OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Thursday December 9th, 2010


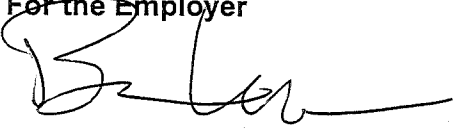
Location: OPSEU Toronto Regional Office

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

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>1. PREVIOUS MINUTES</p>	<p>Minutes of September 30th, 2010 meeting signed and posted. Northern RERC meeting minutes are posted.</p> <p>A process will be established for posting LERC and RERC minutes on ministry intranet site.</p> <p>The MERC requests that LERC and RERC forward minutes to MERC co-chairs as per the MERC Terms of Reference.</p>	<p>Management will provide the MCI intranet link for RERC minutes.</p> <p>Co-chairs will follow up with their ERC members to ensure RERC meeting minutes are sent to MERC co-chairs.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
3. STANDING ITEMS		
a) Program Updates	<p>Regional Services Branch completed the Strategic Plan which has been shared with all staff. A steering committee has been struck to oversee the roll-out of the plan.</p> <p>The union inquired about whether Service Level Agreements exist.</p> <p>Management confirmed that for the Regional Services Branch, a Service Level Agreement (SLA) has been signed with the Ministry of Health Promotion and Sport (MHPS) until March 31, 2011. The SLA with MHPS is an annual agreement. There is no Service Level Agreement with Ministry of Tourism and Culture as services are addressed through the annual Operating Plan.</p>	Management will inquire whether the Service Level Agreement with Ministry of Health Promotion and Sport can be shared with MERC.
b) Results Based Planning and Expenditure Management Strategy	<p>Management provided an update on Results Based Planning and expenditure management for this quarter.</p> <p>Management reported that for the 2010-11 RbP the ministry filed a no-report as there were no staff impacts.</p>	
c) OPS Employee Survey (MCI)	<p>An update on the Employee Engagement Action Plan was provided. Copies of the Action Plan were shared with MERC.</p> <p>"Let's Chat Day" will be launched on January 14, 2011.</p>	Employee Engagement Action Plan is attached.
d) Fixed-term (unclassified) list	Management reported that the fixed-term staff list for this quarter (as of November 30, 2010) will be provided in mid-December.	Management to send list under separate cover.
e) Health and Safety	<p>Management reported that the annual RSB Health and Safety Survey and has not been finalized but will be shared with MERC once complete.</p> <p>Union inquired about the fire at the Global Experience Ontario office. Management reported that the program manager provided a presentation to senior management at the disaster resilience evaluation meeting about what happened. The fire caused damage to the workplace and staff reported to an alternate worksite until the office was repaired and cleaned.</p> <p>Union inquired whether bargaining agents were notified when the fire occurred.</p>	Management will follow-up about what communication went to the bargaining agents and whether this communication is built into the emergency response plan.
f) LERC – Local 527	The parties continue to discuss.	

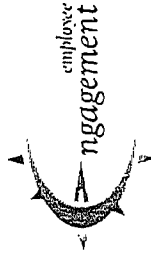
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
d) Scheduling of 2011 Meetings	The parties agreed that tentative meeting dates will be March 31, June 3, September 23 and December 9, 2011.	Parties will review the tentative dates and confirm.
NEXT MEETING:	March 31, 2011 (tentative)	

For the Union  Nancy Recollet	Date December 9, 2010	For the Employer  Brian Lemire	Date December 9, 2010
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MCI 2009 Employee Survey Action Plan

Action	Priority	Description	Responsibility	Timeline
"Let's Chat" Day	Organizational Communication, Leadership Practices	A day for all MCI staff to engage in conversation with their peers and manager to explore ways to achieve effective two-way communication in their units	Ministry Managers	Fall 2010
Improve use of Intranet and email	Organizational Communication	MCI homepage to become the default log in screen for all staff, updated web banners to highlight current priorities, memos to be included in body of email	TBD	Fall 2010
Ministry/ Divisional priorities shared with all staff	Organizational Communication, Leadership Practices	Share the ministry/divisional priorities currently available in the on-line performance management template with all staff during performance discussions	Ministry Managers	By October 2010
Increased staff presence at management meetings and briefings	Growth & Advancement, Independence & Innovation	Focus on inviting staff to meetings where their work is being tabled, recognizing that it is not always possible	Ministry Managers	Ongoing
PDLP Training	Leadership Practices, Organizational Communication	Enhance marketing of annual PDLP training, expand current sessions	HR Branch	Over next 3 months
Sterling Awards	Independence & Innovation	Open the nomination period throughout the year Use Ambassadors to promote peer recognition	HR Branch Volunteer Ambassadors	Announce and Implement at All Staff Day September 2010



MCI 2009 Employee Survey Action Plan

Action	Priority	Description	Responsibility	Timeline
Create a web bulletin with a learning focus on the MCI intranet	Growth & Advancement	Bulletin would feature quarterly learning theme, including identification of various resources	Staff committee with SMT sponsor	Fall 2010
Encourage opportunities to <ul style="list-style-type: none"> • job shadow • temporary work assignments (2-3 weeks), • short acting opportunities 	Potentially all 4 priorities	Managers/Staff to identify interest in potential opportunities during PDLP process -would vary on a case by case basis -informal and at discretion of relevant managers (based on operational requirements)	Ministry Managers/Staff	Ongoing
Recognize new and successful ideas	Independence and Innovation	Look for ways to recognize staff through MCI Connects, at All Staff Day etc	Ministry Managers/Staff	Ongoing
Increase the focus on Project Management Approach	Independence and Innovation	Training on key PM concepts and their application to ministry work Maintain a data base of relevant templates for easy retrieval	Ministry Managers/Staff as need identified	Over next 6 months

MCI – Ministry Employee Relations Committee

2010 / 2012

2010 Divisional attendees identified seven goals for 2010 - 2012

- Strengthen and maintain strong communications between Ministry, Regional and Local ERCs that will create a constructive and problem solving ERC environment.
- Develop a strong communication link with OPSEU members in other Units/Branches of the Ministry (OWD, RSSU, Citizenship and Immigration).
- Proactively monitor restructuring and vacancies to reduce negative impact on OPSEU members, and monitor disclosures and create an opportunity to resolve situations prior to disclosure.
- Work with Management to identify developmental opportunities for the Office Administration Classification.
- Identify opportunities to implement workshops on anti-bullying for all staff.

Provide educational sessions for members to clarify various roles, responsibilities, mandate and process involved at MERC.

To recruit 2 champions per region and 6 in Toronto who could promote the work of ERCs with the support of Management allow the champions to be observers at MERC meetings were possible.