

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: 08 February 2008

SUBJECT: **Ministry of Citizenship & Immigration
ERC Minutes – September 14, 2007**

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.

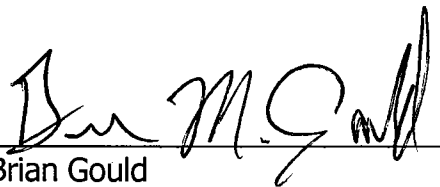
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF CITIZENSHIP AND IMMIGRATION
MERC MEETING MINUTES**

Date: Friday, September 14, 2007

Location: OPSEU Toronto Regional Office, Boardroom A, 31 Wellesley Street E, Toronto

FOR OPSEU:	FOR THE EMPLOYER:
Nancy Recollet (Meeting Chair) Natasha Lovenuk-Markham (Vice-Chair) Larry Curley Judith Marion(OPSEU Job Security Officer) (Regrets)	Geoff Quirt (Co-Chair) Charles Bouskill Riet Verheggen Joanne Bénard (Advisor)

Guests: Patricia Powell, Kenny Quan, Mazlin Darsi
Recorder: Laura Sullivan

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	June 14, 2007 minutes – Just In Time minutes signed and posted .Correction to attendees in last minutes to reflect Natasha Lovenuk-Markham in lieu of Susan Morrison.	
2. BUSINESS ARISING: (Updates)		
a) Terms of Reference	The Employer responded on September 10 th to the DRAFT provided by OPSEU. No further changes were put forward with the exception of updating the legislative references in light of the recent proclamation of the Public Service of Ontario Act.	The Job Security Officer and the HR Advisor will finalize the Terms of Reference. Terms to be updated to reflect new PSOA language and then circulated for appropriate signatures.
b) Restructuring Review i) Ministry of Health Promotion	Management confirmed that the Regional Services Branch continues to provide support to the Sport and Recreation programs of the Ministry of Health Promotion at this time. Services, which are identical to those provided in the past, are outlined in a Service Level Agreement and Memorandum of Understanding between the Ministries. Management confirmed follow-up regarding the promotion of services which reflect	Management will provide an update at the next meeting. Service support to the Sport and Recreation Branch, Ministry of Health Promotion will be a standing item on the agenda.

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	<p>actual capacity of Regional Services Branch, Ministry of Health Promotion was receptive of comments. OPSEU inquired about support of other initiatives within the ministries – specifically Ministry of Culture.</p> <p>Management confirmed that operational plans will reflect strong communication.</p>	
c) Planning for a Pandemic Flu event	<p>Patricia Powell, Co-ordinator Emergency Management did a presentation on the Pandemic Flu planning activities within the Ministry. OPSEU inquired about how much information is available to staff.</p> <p>Management confirmed some of the communication activity includes Emergency management and emergency response information and will be available via a new link on the MCI intranet site. There will be a launch when this information is available in the fall.</p> <p>OPSEU inquired about relaying this information to the LERCs and RERCs. Management suggested that the presentation could be distributed to management for discussion at staff meetings.</p>	<p>The slide presentation will be shared with MCI LERC and RERC teams. Managers will be encouraged to share information with staff. Item to be removed from the agenda.</p>
d) Surplus/Vacancies	<p>The Union previously requested copies of organizational charts. Management reported that this item is still under discussion at HRMC.</p> <p>OPSEU inquired about recent vacancies in the Regional Services Branch due to retirements.</p> <p>Management confirmed that approvals have been granted to recruit for the following vacancies: Sault Ste Marie (des), Toronto (des), and Kingston. Management also confirmed that the Immigration Branch will undertake recruitment for vacancies within the Settlement and Diversity Unit.</p> <p>OPSEU inquired about the OPSEU seniority lists distribution and posting on the intranet site.</p> <p>Management confirmed that there is an obligation to make the list available and practice has always been to post on the intranet site.</p>	<p>Management to report back when a decision has been made at HRMC regarding the union's request for Organizational Charts. Management will confirm under separate cover the process for distribution of OPSEU seniority lists.</p>
3. STANDING ITEMS		

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>a) Admin Review - Citizenship and Immigration Division</p>	<p>Mazlin Darsi provided an update on the admin review. She reported that Management has received a final report from the Randolph Group Management Consultant Company. The recommendations are still under review and consideration. A report back will be provided to Administrative staff, Division and the Union.</p> <p>Management shared that the Consultant's report included 5 key areas</p> <ul style="list-style-type: none"> Administrative processes and systems Standards and coordinating systems Role definitions and position allocation Tools, training and development Cultural change <p>Management confirmed that branch will be undertaking further recruitment of recently vacated administrative positions. Management explained that there have been several quick wins – example the Q drive. Additionally, the administrative group get together regularly to discuss issues, share knowledge, discuss training and tools available</p>	<p>Keep as a standing item on the agenda. Management will be available to report back at next scheduled meeting.</p>
<p>b) Health and Safety Inspection Checklist</p>	<p>Management reported that the development of office health & safety plans is an on-going agenda item at HRMC.</p> <p>Management reported that the first Joint Health and Safety Committee meeting for Ontario Women's Directorate and Ontario Seniors' Secretariat was held on September 12, 2007.</p>	<p>Health and Safety updates will be a standing item on the agenda.</p>
<p>c) Unclassified List</p>	<p>Management reported that the unclassified list for this quarter was shared on September 13th.</p> <p><i>OPSEU inquired if the unclassified reports could be provided on the Monday prior to the scheduled meeting.</i></p> <p>Management confirmed that position information is only available in the first period of the month which creates a time-crunch in making the unclassified report available to the Union earlier.</p>	<p>Keep as a standing item on the agenda.</p>
<p>d) Results Based Planning and Expenditure Management Strategy</p>	<p>Kenny Quan, Manager, Business and Fiscal Planning Unit, Corporate Resources Branch, provided some information on expenditure management within the Ministry for this quarter.</p>	<p>Keep as a standing item on the agenda.</p>

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<p>e) MCI 2006 Survey</p>	<p>The MCI 2007 Employee Survey Results were shared with the MERC team on July 20, 2007.</p> <p>Management confirmed that the survey results have been discussed with the Senior Management Team. The Senior Management Team committed to discussing Survey Results with staff. Staff were asked to provide feedback on what could be done differently. Management highlighted that at the September 18th MCI All Staff Day the Deputy Minister will report back on what the Senior Management Team learned through the feedback exercise.</p> <p>OPSEU inquired whether the results of employee feedback could be made available.</p>	<p>Item to remain as a Standing Item on the agenda.</p> <p>Management to confirm whether employee survey feedback can be shared.</p>
<p>4. NEW BUSINESS</p>		
<p>a) Designated Positions</p>	<p>OPSEU inquired about the status of the Sault Ste Marie designated position.</p> <p>Management confirmed that the position will be recruited for as a designated position.</p>	<p>Item to remain as a Standing Item on the agenda.</p> <p>Management will report back at the March</p>
<p>NEXT MEETING:</p>	<p>December 6, 2007 meeting to be rescheduled. OPSEU has suggested rescheduling on either, November 23 or 30th or December 14th, 2007.</p> <p>Management advised that November 23 is unavailable.</p>	<p>Management will confirm whether November 30th or December 14th can be scheduled.</p>

<p>For the Union</p> <p><i>Shirley F. ...</i></p>	<p>For the Employer</p> <p><i>[Signature]</i></p>	<p>Date</p> <p>September 14, 2007</p>	<p>Date</p> <p>September 14, 2007</p>
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