

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: September 24, 2008

SUBJECT: **Ministry of Citizenship & Immigration**
ERC Minutes – September 19, 2008

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.

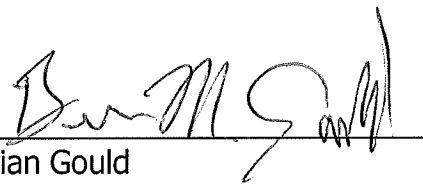
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 19, 2008

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


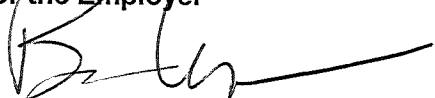
FOR THE EMPLOYER: Brian Lemire (Meeting Chair) Riet Verheggen Susan Seaby Joanne B�nard (Advisor)	FOR OPSEU: Nancy Recollet (Co-Chair) Larry Curley Judith Marion (OPSEU Job Security Officer)
REGRETS:	Natasha Lovenuk-Markham (Vice-Chair)
Guests: Ann Fowler, Vahram Sedef	
Recorder: Stefan Pietrangelo	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	Minutes of June 13, 2008 meeting – signed and posted March 28, 2008 minutes – signed and posted December 14, 2007 minutes – signed and will be posted	
2. BUSINESS ARISING: (Updates)		
a) ERC Training	<p>OPSEU requested clarification on what management meant by requesting that the employees submit training requests to their managers.</p> <p>Management clarified that employees are requested to submit training requests to their managers for operational purposes. This will allow management to ensure that operational requirements are able to be met.</p> <p>Management clarified that there are no further dates for ERC training at this time but if required there will be consideration for training on a case by case basis. Further management has inquired whether the material used in the recent training offered my MGS and OPSEU could be obtained so that it may be made available to new ERC members.</p> <p>OPSEU will be talking to its staff about the possibility of setting up training dates for all new ERC members after the OPSEU Regional meetings have taken place.</p>	Item will be discussed further at the next MERC meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Terms of Reference	OPSEU commented that the Terms of Reference are still being reviewed by OPSEU legal counsel at this time.	OPSEU will provide a report-back as soon as legal counsel has reviewed them.
c) Cell Phones While Driving	<p>Management advised that a tip sheet has been finalized and will be distributed broadly and be available to all staff in the coming weeks before the winter season sets in.</p> <p>OPSEU commented there are several new staff who will benefit from being informed on the use of cell phones while driving.</p> <p>OPSEU advised that discussing the tip sheet at staff meetings would be a good avenue of informing staff.</p>	Management will provide a report-back at the next meeting.
d) Definitions of French language Proficiency levels		Item deferred to the next meeting.
e) Emergency Management Preparedness Plan	<p>Management confirmed that there are a number of sites where MNR is a building lead. This was the case in the power outage in Dryden in April 2008. MNR has been approached and have committed to following up with the Dryden building lead to ensure that information is appropriately communicated to all OPS staff in future.</p> <p>Management advised that the best method for resolution is that if there are any concerns at a local level that employees should contact a manager to notify them of "gaps". The manager can then be passed to the Emergency Management Coordinator for action.</p> <p>OPSEU suggests that the Emergency Management Coordinator contact all colleagues to remind them that the lead ministries at the sites are the lead for all ministries at the site.</p> <p>Management advised that staff should ensure that all WIN contact information is complete and kept up to date to ensure that in the case of the emergency management is able to contact employees.</p> <p>Management advised that in the case of an emergency staff can contact the ministry emergency hotline is (416) 212-2222 or the OPS Emergency Hotline at (416) 212-1589.</p> <p>OPSEU suggested that staff be provided the emergency contact hotline number on a card or sticker.</p>	Management will look into developing a card or sticker with the emergency contact information.
3. STANDING ITEMS		

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
a) Program Updates <ul style="list-style-type: none"> • Ministry of Health Promotion • Ministry of Citizenship and Immigration 	<p>Management advised that the service level agreement with been signed and there has been an increase in the service level. There continues to be work for the Regional Services Branch with regards to MHP.</p> <p>Management advised that they are currently recruiting for vacant management positions that have arisen as a result of the reorganization of positions within the Citizenship & Immigration Division.</p> <p>Management advised that the Global Experience Office has moved a new location in the Queen and Jarvis area. OWD are utilizing trainers from the Regional Services Branch for their Neighbours, Friends and Families program.</p>	Keep as a standing item on the agenda.
b) Health and Safety Update	OPSEU Health and Safety Officers memo has incorporated the OPSEU Health and Safety officers. OPSEU has also made one change to the wording of the memo.	OPSEU and management will distribute the memo.
c) Unclassified List	<p>Management reported that the most recent unclassified list was shared on September 15, 2008, which captured data as of August 31, 2008.</p> <p>OPSEU inquired as to why there are 11 staff who were on the May 31, 2008 unclassified list who are not on the August 31, 2008 unclassified list.</p> <p>Management advised that there are several reasons for staff no longer being on the unclassified list (e.g. home incumbents returning to position). Management would need to explore each staff individually in order to clarify the exact reason for each change.</p> <p>Management commented that in the RSS unit the unclassified staff no longer required as the ministry recruited a classified employee through a competitive process.</p>	<p>OPSEU will provide the HR Advisor with a list of individuals for confirmation of current status.</p> <p>Keep as a standing item on the agenda.</p>
d) Results Based Planning and Expenditure Management Strategy	<p>Copies of the briefing books were distributed to the MERC members this summer.</p> <p>Corporate Services advised that this year's budget is on track.</p> <p>OPSEU requested clarification on several items within the RBP briefing books.</p> <p>Management provided clarification on the requested items to the union's satisfaction.</p>	Keep as a standing item on the agenda.

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e) MCI 2007 Survey	Management advised that they are in the process of implementing a number of items. Thus far they have implemented a common project management approach, developed and delivered two effective writing courses, instituted common performance commitments related to employee communications and learning, developed and launched a refreshed Intranet site, and developed and delivered the new Buddy program for more effective on-boarding of new staff.	Item to remain as a standing item on the agenda.
4. NEW BUSINESS		
OPSEU Class Standards	<p>OPSEU inquired how often the class standards are updated as members have raised concerns about the class standards.</p> <p>Management commented that OPSEU and corporate had agreed in the last round of collective bargaining that both parties would jointly look at a job evaluation project. This agreement is stated in the current collective agreement as a letter of understanding as Appendix 34. At this time class standards are not currently updated on any given time period.</p> <p>OPSEU had questions as to the implementation of the job evaluation project.</p> <p>Management advised that the job evaluation project is a corporate project but provided information on the manner in which class standards are used.</p>	Item to be removed from agenda.
New Management Representative	The group expressed their thanks to Riet for her tenure on the committee. Management also introduce Brian Beatty who will be joining us as a new MCI MERC member.	Item to be removed from agenda.
Staff Phone Lists (July 2008)	Management noted that there is a commitment to provide the MERC with a ministry phone list on an annual basis. Management provided OPSEU copies of the MCI phone lists on July 30, 2008.	Item to be removed from agenda.
NEXT MEETING:	December 12, 2008 @ 400 University Avenue, Boardroom 5B	

For the Union 	Date Sept 19, 2008	For the Employer 	Date Sept 19/08
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