

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: June 16, 2008

SUBJECT: **Ministry of Citizenship & Immigration
ERC Minutes – March 28, 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.

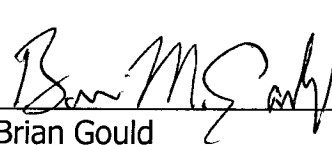
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/gj
att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Friday, March 28, 2008

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

<p>FOR THE EMPLOYER:</p> <p>Brian Lemire (Co-Chair) Riet Verheggen</p> <p>Joanne B�nard (Advisor)</p>	<p>FOR OPSEU:</p> <p>Nancy Recollet (Meeting Chair) Natasha Lovenuk-Markham (Vice-Chair) Larry Curley</p> <p>Judith Marion (OPSEU Job Security Officer)</p>
<p>REGRETS: Susan Seaby</p>	
<p>Guests: Mazlin Darsi, Todd Kilpatrick, Guylaine Rheault-Oliver</p>	
<p>Recorder: Laura Sullivan</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	December 14, 2007 minutes – awaiting signatures	Sign and post
2. BUSINESS ARISING: (Updates)		
a) Terms of Reference	Management advised that they have consulted with their Legal department regarding proposed language and references to legislation in the DRAFT Terms of Reference.	Management will send revised draft with proposed language to OPSEU for review.
b) Cell Phones While Driving	Management reported that an e-mail was sent out to Regional Services Staff on February 5 th , 2008 reminding them of safe travel practices when driving. The e-mail reiterated that staff are not expected to use or answer their cell phone/blackberries while driving. OPSEU asked that all staff within the ministry be reminded about safe travel practices.	Management will raise this suggestion with the Senior Management Team at HRMC.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
c) Bullying	<p>Management reported that on two separate occasions the Deputy has raised the issue, that bullying will not be tolerated, with the full Management Team.</p> <p>OPSEU raised the concern that the WDHP Policy does not specifically address bullying. Management clarified that WDHP Policy cover a process which is applicable in cases dealing with bullying.</p> <p>OPSEU advised that they will raise this issue with CERC as this issue may be OPS-wide and therefore more appropriately addressed at CERC.</p>	Remove from agenda as OPSEU will raise item with CERC.
d) ERC Training	Management provided the MERC Co-Chairs with 2008 Schedule of ERC Training Sessions (on December 21, 2007 and update on March 7, 2008). OPSEU has distributed current ERC training information to OPSEU ERC members. OPSEU has prepared a DRAFT joint-letter regarding ERC training to encourage team member participation and inform of upcoming sessions.	OPSEU will send the DRAFT letter to Management MERC Co-Chair for review. Management will re-send ERC Co-Chair list to OPSEU.
e) Designated Positions	<p>Management reported that currently there are no designated Tourism Business Advisors in Regional Services Branch. As any new vacancies arise, management will revisit the need to provide bilingual services in this position.</p> <p>Management confirmed that the North Bay position was posted for competition at the end of January, 2008. Recruitment is underway.</p> <p>OPSEU inquired whether there was a rule of thumb in determining a hiring decision in a difficult-to-fill designated position. Management advised it is a case-by-case basis to determine whether the ministry has done due diligence to provide services in French.</p>	Item to be removed from agenda.
3. STANDING ITEMS		


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>a) Program Updates</p> <ul style="list-style-type: none"> • Ministry of Health Promotion 	<p>Management advised that there was not a signed Service Level Agreement for 07-08. However, there is a DRAFT Service Level Agreement for 08-09 which management will be reviewing shortly. The Regional Services Branch will continue to provide support to the Sport and Recreation programs of the Ministry of Health Promotion.</p> <p>OPSEU raised concerns within the Regional Services Branch regarding the implementation of the Local Immigration Partnership Fund and its impact on staff workload. Management have been advised to remain aware of workload demands and consider workload reallocation if required. Management advised that workload concerns should be raised with local management. Management also would welcome suggestions from staff in regards to workload balance.</p> <p>Management is examining opportunities to improve communication i.e., a joint meeting.</p>	<p>Keep as a standing item on the agenda.</p>
<p>b) Admin Review - Citizenship and Immigration Division</p>	<p>Management provided an update on the administrative review.</p> <p>Management confirmed that a copy of the Consultant's Report was shared with MERC on January 7th, 2008. The Division has identified a lead who is tasked with overseeing the implementation of the consultant's recommendations, as outlined in the final report, since the new year. At this point the Lead has been meeting with the Divisional managers, reviewing training requirements of staff, and implementing best practices. The Lead will also meet with Joint Administrative Group (JAG) members to discuss common administrative practices. JAG is composed of administrative staff within the Division. Membership is voluntary and meetings over the past year have been well attended.</p> <p>OPSEU inquired about the timelines for implementation of the consultant's recommendations. Management advised that implementation has begun and will continue although a firm timeline cannot be confirmed.</p> <p>OPSEU suggested that JAG meetings be held during working hours so that more staff may participate.</p>	<p>Keep as a standing item on the agenda.</p> <p>Management will consider OPSEU's suggestion and report back at the next meeting.</p>
<p>c) Health and Safety Update</p>	<p>OPSEU has prepared a DRAFT joint communiqué identifying Nancy Recollet as the OPSEU contact for any Health and Safety issues to be brought to MERC.</p> <p>Management confirmed that a copy of the Road Safety Tip Sheet was shared with MERC on December 14th, 2008.</p>	<p>Health and Safety updates will be a standing item on the agenda. OPSEU will send the draft communiqué to the MERC co-chair for review.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
d) Unclassified List	<p>Management reported that the most recent unclassified list was shared on March 18, 2008 which captured data as of February 29, 2008.</p> <p>OPSEU inquired about the status of two employees appearing on the unclassified list.</p>	<p>Keep as a standing item on the agenda.</p> <p>Management will confirm the status of two employees.</p>
e) Results Based Planning and Expenditure Management Strategy	<p>The Director, Corporate Resources Branch, provided some information on expenditure management within the Ministry for this quarter. The Budget refers to MCI on pages 67 and 119. When available, the Briefing Book will be distributed.</p>	<p>Keep as a standing item on the agenda.</p>
f) MCI 2006 Survey	<p>Management shared the key messages from the MCI Employee Engagement Action Plan which was originally shared with all ministry staff in December, 2007. The plan covers three main areas:</p> <ul style="list-style-type: none"> -Inter-Unit Communications and Collaboration -Facilitating More Effective Communications -Clarity in Directions, Expectations and Ministry Priorities <p>OPSEU inquired whether there will be another survey in 2008. Management confirmed that the survey will be conducted bi-annually.</p> <p>OPSEU inquired about the timelines for implementation of the Action Plan. Management confirmed that implementation may vary across the ministry depending on the time-lines of each program area. There is an expectation that implementation is on-going.</p>	<p>Item to remain as a Standing Item on the agenda.</p>
4. NEW BUSINESS		
a) Presentation on French Language Service Delivery - MCI	<p>The French Language Services Coordinator, Corporate Policy Unit, provided information on French Language Service Delivery.</p> <p>The presentation provided an overview of the French Language Services Act, roles and responsibilities, designated positions and French Language proficiency standards and evaluations.</p> <p>OPSEU requested a copy of the definition of the different levels of French Language proficiency including the minimum proficiency requirements.</p>	<p>Management will provide the OPS definitions of the French Language proficiency levels to OPSEU.</p>
b) Update on Ontario Seniors' Secretariat transfer	<p>Management confirmed that the Ontario Seniors' Secretariat transferred to the Ministry of Culture. OPSEU commented that the Regional Services Branch continues to provide service to the Ontario Seniors' Secretariat.</p>	<p>Item to be removed from agenda.</p>
c) Office Moves – Global Experience Ontario and RSB Markdale Office	<p>Management confirmed that Global Experience Ontario will relocate from its current location on Victoria Street, Toronto to a new location on Queen Street, East, Toronto. It is anticipated the move will occur in August, 2008. Disclosure was done and staff have been notified of the move.</p>	<p>Item to be removed from agenda.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	Management confirmed that the Markdale Office, West Region, Regional Services Branch will relocate to a new office space located in Walkerton. Disclosure has been done and staff have been notified of the move.	
NEXT MEETING:	June 20, 2008.	Further details to be confirmed under separate cover.

For the Union
Nancy Recollet

Date
June 13, 2008

For the Employer


Date
June 13/08