

# MEMORANDUM

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

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** October 1, 2010

**SUBJECT:** **Ministry of Citizenship and Immigration  
MERC Minutes – September 30, 2010**

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

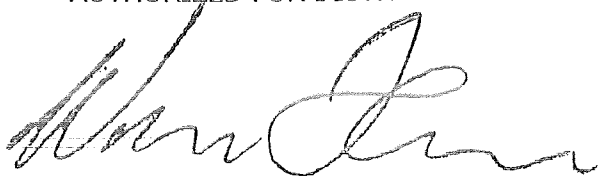
Please post or otherwise make them available to the members in your workplaces.

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,



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Warren (Smokey) Thomas  
President



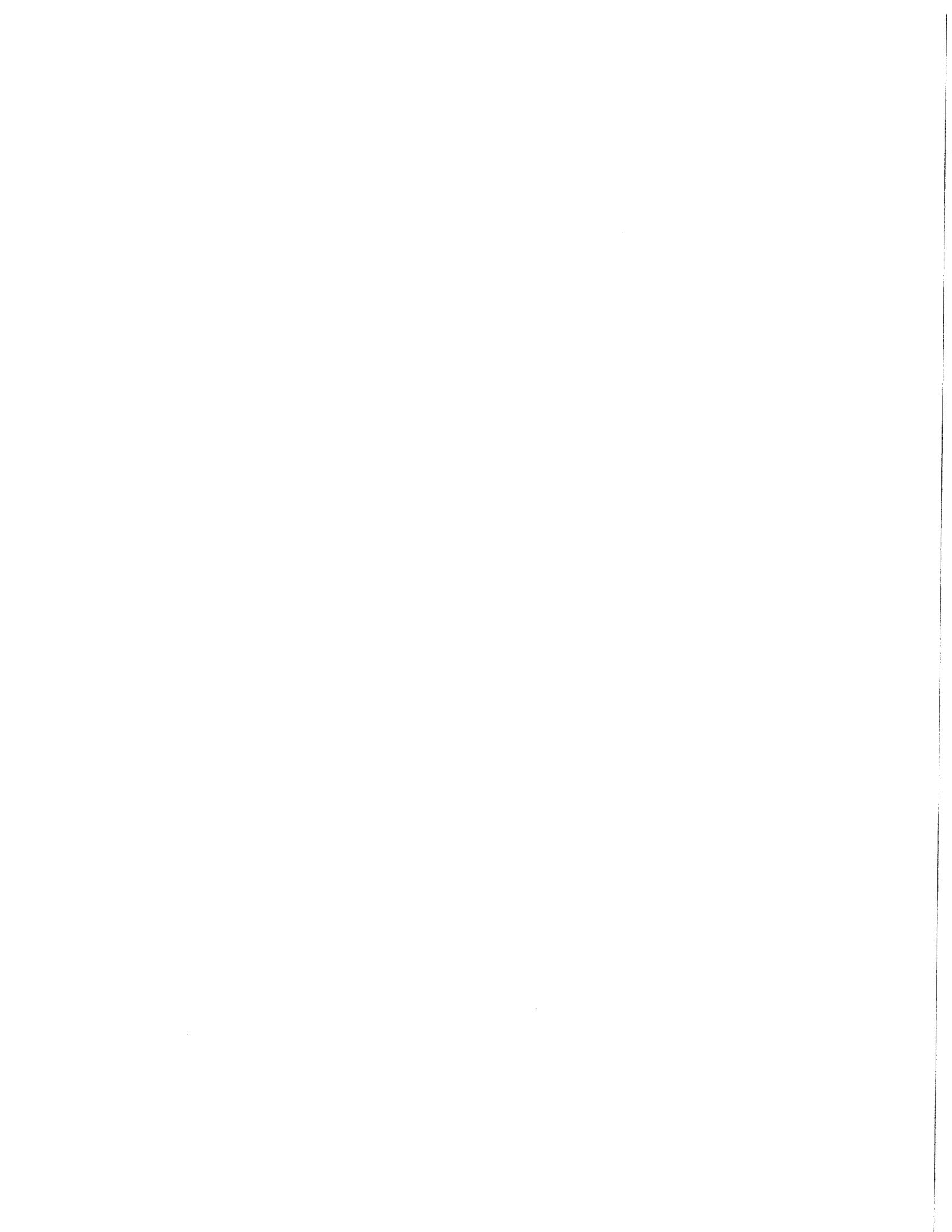
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Ruth Hamilton  
A/OPS Supervisor

/PB

att.

cc: MERC Chairs  
Ministry ERC



**MINISTRY OF CITIZENSHIP AND IMMIGRATION**

**MERC MEETING MINUTES**

**Date:** Thursday September 30th, 2010

**Location:** 400 University Avenue, 10<sup>th</sup> Floor


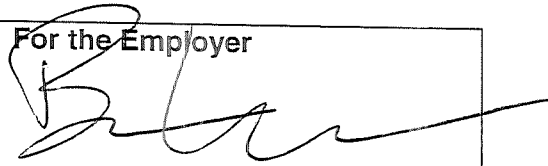
<p><b>FOR OPSEU:</b></p> <p>Nancy Recollet (Co-Chair)          Larry Curley          Sue Morrison</p> <p>Judith Marion (OPSEU Job Security Officer)</p>	<p><b>FOR THE EMPLOYER:</b></p> <p>Brian Lemire (Co-Chair and Meeting Chair )          Brian Beattie</p>
<p><b>REGRETS:</b> Jared Friesen (MGS ER Advisor), Susan Seaby</p>	
<p><b>Guests:</b> Heather Taylor</p>	
<p><b>Recorder:</b> Laura Sullivan</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. PREVIOUS MINUTES	Minutes of March 26 <sup>th</sup> and June 17 <sup>th</sup> , 2010 meetings signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) MERC Terms of Reference	A joint MERC co-chair letter along with the Terms of Reference were sent to Regional ERC (RERC) co-chairs on July 28, 2010 encouraging regional meetings to be set up. A separate letter was sent to the Eastern Region on August 5, 2010 as no committee has been established.	Remove from agenda

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Designated Positions	<p>Management provided a seniority list indicating designated positions.</p> <p>The union inquired about a designated position as indicated in the seniority list. Management confirmed that an encumbered position was designated in the spring. The union inquired about advance notice in regards to this change. Management confirmed that disclosure should have occurred and will ensure in future instances that disclosure is provided.</p>	Remove from agenda
c) Health & Safety	<p>The union inquired about the status of the Health and Safety survey.</p> <p>Management reported that survey is done annually across the regional offices. This is an annual audit of first aid kits, posters, etc that takes place each fall. The administrative assistant coordinates the survey and reports back to management. The Branch is currently in the process of conducting the survey again this year.</p> <p>The union inquired about following up on responses to the survey. For this year, management confirmed that they will ensure a system is in place so that follow-ups are appropriately actioned. Management will respond as part of the survey results.</p> <p>The union inquired about the requirement for certified First Aid responders in regional offices. The parties will review the survey results and determine if adequate First Aid Responders is provided.</p>	<p>Management will provide the results of the 2010 Health and Safety survey which will be reviewed at the next meeting.</p> <p>Health and Safety will be updated to a standing item on the agenda.</p>
d) Workplace bullying	<p>The union and management provided positive feedback on the Respectful Workplace session held at the MCI All Staff Day.</p> <p>The pilot session was informative, positive, and clearly presented.</p> <p>An All Staff Day survey is currently being conducted.</p> <p>The union inquired about the status of the on-line training for Bill 168.</p> <p>Management reported that the mandatory on-line training for Bill 168 should be completed by all staff by September 30, 2010. Completion rates are monitored carefully and are being reported to senior management.</p>	<p>Management will share the roll-up of the survey results, when available.</p> <p>Parties will review for possible next steps.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
e) Attendance Management Threshold	<p>Union requested information regarding sick day usage by ministry units.</p> <p>Management indicated that reports which indicate sick day usage information by ministry units cannot be produced.</p>	Defer to next meeting.
e) Article 20.8 – temporary assignments	<p>The union requested clarification on the temporary assignment process in accordance with Article 20.8. Management clarified that Regional Service Delivery Centres (RSDC) maintain records of their ministry's eligible surplus employees to determine possible temporary assignments.</p> <p>It is the union's understanding that ministries have been asked to provide the Regional Recruitment Centres with information regarding temporary assignments for possible matching for surplus employees.</p>	Management will respond under separate cover.
<b>3. STANDING ITEMS</b>		
a) Program Updates	No updates to share.	
b) Results Based Planning and Expenditure Management Strategy	Management provided an update on expenditure management for this quarter. 2010-11 RbP books were distributed to committee members.	
c) OPS Employee Survey (MCI)	<p>Management reported that the next update on the Employee Engagement Action Plan will be provided at the December MERC meeting.</p> <p>Union inquired whether there was any staff feedback to the Employee Engagement Action Plan.</p>	Management will follow up and provide an update at December meeting
d) Fixed-term (unclassified) list	<p>Management provided the fixed-term staff list for this quarter (as of August 31, 2010).</p> <p>The union inquired about the status of certain fixed-term staff in the May 31, 2010 list. Management provided clarification as to their status.</p> <p>The union inquired about the status of certain fixed-term staff in the August 31, 2010 list.</p>	Management to follow-up.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>4. NEW BUSINESS</b>		
a) RERC Meetings	<p>Union has not received any follow-up from RERC members as to whether they are developing their Terms of Reference or scheduling meetings. Union inquired whether management can encourage ERC members to initiate meetings.</p> <p>The Parties discussed the status and importance of the Regional ERCs, including meeting schedules and development of their Terms of Reference.</p>	The MERC Co-Chairs will follow-up with their respective ERC membership and report back.
b) LERC - Local 527	Union raised concerns with the membership at the 400 University Avenue LERC.	Management to report back on this item.
<b>NEXT MEETING:</b>	December 10, 2010	

<b>For the Union</b>  Nancy Recollet	<b>Date</b>  September 30, 2010	<b>For the Employer</b>  Brian Lemire	<b>Date</b>  September 30, 2010
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