

**MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS  
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

**June 8, 2017**

**Boardroom 207, 1 Stone Road, Guelph**

For Management:	For OPSEU
Alan Hogan (Co-chair for the meeting) Doug Reddick Ramneet Aujla	Melanie Begin (Co-chair) Marcus Rangai Robert MacDougall Heidi Steffen-Petrie

Management Resources	OPSEU Resource
Jared Friesen (via teleconference) Bev Rawn Alaina Oda	Cindy Abric-Forsyth

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>Welcome and Introductions</b>	Alan Hogan opened the meeting at 9:30 am.	
<b>Additional Agenda Items / Changes to the Agenda</b>	<ul style="list-style-type: none"> <li>• Holiday scheduling for meat inspection</li> </ul>	Engagement scores and material to be included on the September Agenda
<b>STANDING ITEMS:</b>		
<b>Ad Hoc Meetings</b>	A list of ad hoc meetings was provided prior to the meeting – see attached	
<b>Surplus List</b>	Management reported that there is one employee on the current surplus list.	
<b>Temp Agencies /Staff</b>	Management reported that they are not aware of any agency staff currently working in the ministry.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>Fixed Term Staff Reports</b>	Fixed term staff reports were shared prior to the meeting.	
<b>Conversion Report</b>	There were no conversions to report.	
<b>Diversity and Inclusion</b>	<p>Management reported on recent diversity and inclusion initiatives.</p> <ul style="list-style-type: none"> <li>• Diversity and Inclusion Working Group – renewing the Director sponsorship plus a planned call out to staff to volunteer to participate with the Group</li> <li>• The ministry HR Plan includes a Diversity and Inclusion component to coordinate with corporate OPS strategies and initiatives.</li> <li>• Ministry engagement scores and results were discussed.</li> </ul>	
<b>Disclosures</b>	<ul style="list-style-type: none"> <li>• There were no questions regarding disclosures.</li> </ul>	
<b>Health And Safety</b>	<ul style="list-style-type: none"> <li>• Alaina Oda, Manager, HR Solutions, joined the meeting to provide the Health and Safety Update on accident and incident reporting</li> <li>• The process for reporting accidents and incidents through SHRB including email alerts was presented</li> <li>• Accidents are referred to the Centre for Employee Health Safety and Wellness including process for WSIB claims</li> <li>• Incidents including workplace violence and near misses are reported through an internal process</li> <li>• A communications plan is in place to provide an email message to all managers regarding responsibilities by mid-June 2017 and an email to all OMAFRA employees by the end of June 2017</li> </ul>	<p>Follow up item for Risk Assessments for Abattoirs - Management to follow up and report back.</p> <p>Presentation deck to be provided to MERC members</p>
<b>Follow-up Items</b>		
<b>Field Sample Testing</b>	Management shared information regarding emergency field sample testing responsibilities.	
<b>POSI Pilot</b>	Management provided an update on the pilot behavioral interview process for inspector positions. The first group of candidates is being assessed.	An update to be provided at the next meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>Attendance Management Support Program</b>	Management provided an update on the ASMP program regarding data being provided to the ministry.	Retain item for the next meeting agenda.
<b>MERC Training</b>	MERC training is scheduled for June 20, 2017 in Toronto.	
<b>Additional Agenda Item – Meat Inspection Fixed Term Staffing</b>	<p>The Union inquired about fixed term recruitment in the meat inspection program. Concern was expressed about employee retention on fixed term positions.</p> <p>Management commented on changes over time to the meat processing industry and resulting staffing challenges.</p>	
<b>Additional Agenda Items – MTO Telematics</b>	<p>The Union inquired about the use of telematics in MTO vehicles used in the OPS. The item is also being discussed at CERC.</p> <p>Management commented that MTO utilizes the information received from telematics for fleet management purposes.</p>	
<b>Additional Agenda Items – Meat Inspection Holiday Schedule</b>	<p>The Union inquired about the scheduling process for specific holidays relative to staff availability and inspection requirements.</p> <p>Management commented that an ad hoc meeting with meat inspection program management is to be organized to address the issue.</p>	Ad hoc meeting to address issues.
<b>Next Meeting Dates</b>	<p>September 27, 2017  December 6, 2017  Meetings to be arranged for 9:30 a.m.  Locations to be determined</p>	

*Melanie Bignell*  
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For the Union

*[Signature]*  
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For Management

*JUNE 8, 2017*  
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Date

## Ad Hoc Meetings – OMAFRA MERC

March 9, 2017 – June 8, 2017

Date	Participants		Discussion / Information Provided
April 4, 2017	Melanie Begin	Bev Rawn	Information related to Policy Division announcement regarding the temporary reporting change of the Policy Coordination & Cabinet Liaison Unit in the Strategic Policy Branch to Rural Policy Branch to focus resources on intergovernmental and trade issues in the strategic Policy branch. No bargaining unit staff reporting relationships are changing
April 4, 2017	Melanie Begin	Bev Rawn	Arrangements for potential dates re MERC Level 2 Training.
April 20, 2017	Melanie Begin	Bev Rawn	MERC Follow Up - Further background shared regarding a fixed term employee. The employee has backfilled two separate maternity leaves during her time in OMAFRA among other home incumbent assignment backfills – one for 4.5 months and one for 11.5 months.
May 31, 2017	Melanie Begin Cindy Forsyth	Bev Rawn	Agenda items discussion for June 8, 2017 MERC meeting.
June 6, 2017	Melanie Begin	Bev Rawn	Discussion to consolidate health and safety items on the MERC agenda and add a new item related to vehicle telematics