

MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS

MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)

September 27, 2017

Boardroom 207, 1 Stone Road, Guelph

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

| Management Resources | OPSEU Resource |
|-----------------------------|-----------------------|
| Jared Friesen Bev Rawn | Cindy Forsyth |

| AGENDA | STANDING ITEMS | ACTION REQUIRED |
|--|---|------------------------|
| Welcome and Introductions | Melanie Begin opened the meeting at 9:35 am. | |
| Additional Agenda Items / Changes to the Agenda | <ul style="list-style-type: none"> • Set dates for 2018 meetings • Employee Health Accommodation & Return to Work | |
| Ad Hoc Meetings | <p>A list of ad hoc meetings was provided prior to the meeting – see attached as the last page of this document</p> <p>The Union inquired about the information share on September 11, 2017 re CPIC access for Agriculture Investigation Officers</p> | |
| Surplus List | Management reported that there are no employees on the current surplus list. | |

| AGENDA | STANDING ITEMS | ACTION REQUIRED |
|---------------------------------|---|--|
| Temp Agencies /Staff | Management reported that they are not aware of any agency staff currently working in the ministry. | |
| Fixed Term Staff Reports | <p>Fixed term staff reports were shared prior to the meeting.</p> <p>The union inquired about two staff.</p> <p>Management replied that one staff member has resigned. One employee has taken a new fixed term assignment.</p> | Management to follow upon the nature of the fixed term assignment related to the union's inquiry. |
| Conversion Report | <p>There were no conversions to report.</p> <p>The union inquired about employ #3-4 on the report.</p> | Management to investigate and follow up. |
| Diversity and Inclusion | <p>Management reported on recent diversity and inclusion initiatives.</p> <ul style="list-style-type: none"> • Reestablished the Diversity & Inclusion working group September 19, 2017. Staff and management from all Divisions are represented. The group is working to embed diversity and inclusion into the culture of the ministry with an action plan in conjunction with the ministry's HR Plan. Next meeting is scheduled for November 1, 2017 • The ministry will be aligning with the OPS refresh of the Diversity and Inclusion Action Plan | |
| Disclosures | The Union inquired about the new job description for Service Delivery Advisor disclosed on September 11, 2017 being included in the AMAPCEO bargaining unit. | Management to investigate and follow up. |
| Health And Safety | <p>Management reported that since the last meeting information was sent to all managers and staff regarding the process for reporting accidents and incidents in the minister.</p> <p>The Union inquired about health and safety risk assessments at abattoirs.</p> | <p>The matter of health and safety practices and protocols is being referred to the Meat Inspection Employee Relations Committee (MIERC)</p> <p>Management agreed to follow up with the Meat Inspection program management to provide health and safety approach to the MIERC.</p> |

| AGENDA | FOLLOW UP | ACTION REQUIRED |
|--|--|--|
| Field Sample Testing | <p>Management reported that information was shared with affected managers and staff in June 2017.</p> <p>Next steps include development and delivery of classroom training for affected managers and staff late in 2017.</p> | |
| POSI Pilot | <p>Management reported that OMAFRA has completed two POSI competitions as agreed within the pilot project.</p> <p>Feedback from OMAFRA and partner ministries will be coordinated later in 2017.</p> | |
| Status of Health and Safety Processes – Reporting | <p>The Union inquired about linking employee and manager health and safety process reminders in the MERC minutes to provide managers and staff access to accident and incident process reminders.</p> | <p>Management agreed to link documents in the published minutes.</p> |
| Attendance Management Support Program | <p>The Union inquired about status of the program and provided an update from CERC regarding the disposition of employees in levels 3 and 4.</p> <p>Management reported that details of a corporate replacement program are being developed.</p> | |
| Statistics related to workplace violence | <p>The union inquired about incidents of workplace violence</p> | <p>Management to investigate and report back</p> |
| MERC Training | <p>The Union reported that MERC level 2 training dates have been determined as November 21 or 22, 2017 in Toronto</p> | <p>Management agreed to complete an application for November 21, 2017.</p> |
| Travel Policy | <p>The Union inquired about the status of travel policy discussions at the MIERC.</p> <p>Management reported that work has progressed for discussion at the next scheduled meeting.</p> | |

| AGENDA | NEW BUSINESS | ACTION REQUIRED |
|---|---|-----------------|
| PRRT | <p>The union inquired about 2017-18 PRRT</p> <p>Management reported that 2017-18 PRRT information was shared at multi-bargaining agent disclosure. There were no OMAFRA FTE impacts for the 2017-18 PRRT.</p> | |
| Agricorp | <p>The Union inquired about the corporate disclosure of July, 2017 regarding the future transfer of the Farm Tax Program in Rural Programs Branch to Agricorp and the review of the Agriculture Information Contact Centre (AICC).</p> <p>Management reported on activities of the AICC and an overall review of the AICC is underway. No decisions have been made specifically related to the AICC or impacts to specific positions related to the transfer of the Farm Tax Program.</p> | |
| Employee Health Accommodation and Return to Work | <p>The Union inquired about the ministry's employee health accommodation and return to work program.</p> <p>Management reported that the OPS process is used whereby managers work with HR Advisory Services, Centre for Employee Health Safety and Wellness staff (Disability and Accommodation Specialist – DAS), employees and their union representatives as requested.</p> | |
| Next Meeting Dates | <p>December 8, 2017 March 27, 2018 June 6, 2018 September 26, 2108 December 5, 2018 Meetings to be arranged for 9:30 a.m. Locations to be determined</p> | |

For the Union: Original Signed by Melanie Begin.

Date: September 27, 2017.

For the Employer: Original Signed by Alan Hogan.

Date: September 27, 2017.

**Ad Hoc Meetings – OMAFRA MERC
June 8, 2017 – September 27, 2017**

| Date | Participants | Discussion / Information Provided |
|--------------------|---|--|
| June 15, 2017 | Melanie Begin Cindy Forsyth Alan Hogan Jared Friesen Bev Rawn | Ad hoc meeting discussion regarding OMAFRA Surplus List |
| July 24, 2017 | Melanie Begin Alaina Oda | Information share - Update to July 7 th Disclosure related to the future transfer of the Farm Tax Program and review of the AICC. |
| August 31, 2017 | Melanie Begin Cindy Forsyth Bev Rawn | Agenda items discussion for September 27, 2017 MERC meeting. |
| September 11, 2017 | Melanie Begin Bev Rawn | Information share related to CPIC access for Agriculture Investigation Officers. |
| September 20, 2017 | Melanie Begin Cindy Forsyth Bev Rawn | MERC reports for September 27, 2017. |