

MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS

MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)

April 10, 2018

Boardroom 207, 1 Stone Road, Guelph

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

Management Resources	OPSEU Resource
Jared Friesen Leah Beirnes	Tim Elphick (A) OPS Negotiator

AGENDA	STANDING ITEMS	ACTION REQUIRED
Welcome and Introductions	Melanie Begin opened the meeting at 1:36pm	
Additional Agenda Items / Changes to the Agenda		
Ad Hoc Meetings	A list of ad hoc meetings was distributed – see attached as the last page of this document.	OPSEU inquired on an information item. Management agreed to establish a protocol that would include initial contact by email.

AGENDA	STANDING ITEMS	ACTION REQUIRED
Surplus List	Management reported that there are no employees on the surplus list provided dated March 29, 2018.	
Temp Agency Staff	Management reported that there are no temp agency staff currently working in the ministry as of April 10, 2018.	
Fixed Term Staff Reports	Management provided fixed term staff reports in advance of the meeting dated March 29, 2018.	
Conversion Report	Management provided an update on the conversion report.	
Diversity and Inclusion	Management reported on: <ul style="list-style-type: none"> • Working on the development of an Inclusion and Diversity strategy for the ministry • Inclusion and Diversity strategy anticipated to launch in summer 2018 	
Disclosures	<ul style="list-style-type: none"> • OPSEU inquired on the status of the transfer of the Farm Tax Program to Agricorp. 	Management to follow-up on the status.
Health And Safety Update	<ul style="list-style-type: none"> • The parties discussed the health and safety report provided. • The union informed management that MAG has a desktop Health and Safety icon to share and provide health and safety resources. 	<p>Management provided a health and safety report to OPSEU dated April 10, 2018.</p> <p>Management to look into the MAG Health and Safety icon.</p>

AGENDA	FOLLOW UP	ACTION REQUIRED
Field Sample Testing	<ul style="list-style-type: none"> • Management reported on a three-tiered training approach. • Management reported that tier one online training for the field sampling team and assurance monitoring group will launch in June. 	Management to provide an update at the next meeting.
Employee Attendance Support Transition	<ul style="list-style-type: none"> • Management reported that there are no employees remaining in the Attendance Support Management Program. 	Remove item from agenda

AGENDA	FOLLOW UP	ACTION REQUIRED
Travel Policy	<ul style="list-style-type: none"> • Management provided an update. 	Management to provide an update at the next meeting.
Telematics	<ul style="list-style-type: none"> • Management provided an update that OMAFRA does not currently receive any standard reports or direct access to the data. 	Remove from the agenda.

AGENDA	NEW BUSINESS	ACTION REQUIRED
Physical Demands Analysis – Meat Plants	<ul style="list-style-type: none"> • Management advised that physical demand analysis recommendations are anticipated end of May 2018. 	Management will follow up on the status at the next MIERC meeting.
Workplace Violence and Threat Risk Assessments	<ul style="list-style-type: none"> • Union inquired about the status of the workplace violence and threat risk assessments. 	Management will provide an update at the next meeting.
Next Meeting Dates	June 6, 2018 September 26, 2108 December 5, 2018 Meetings to be arranged for 9:30 a.m. Locations to be determined	

Original signed by Melanie Begin
For the Union

Original signed by Alan Hogan
For Management

April 10, 2018
Date

**Ad Hoc Meetings – OMAFRA MERC
December 8, 2017 – April 10, 2018**

Date	Participants	Discussion / Information Provided
February 23, 2018	Melanie Begin Bev Rawn	Information share - Advising of a concern related to building work in the Brighton Regional Office that occurred over the weekend of February 16th through February 19th as advised in the CBRE notification on February 9th Subject: Tenant Memo: Abatement of Asbestos Containing Material. The concern relates to debris found in the basement after the work took place. Steps were being taken by CBRE to test the debris for hazards. Continuity of Operations Plans (COOP) were implemented. The Health and Safety Representative was advised.
February 26, 2018	Melanie Begin Bev Rawn	Information share – advised that results of the air sampling and testing that took place in the Brighton Office indicate the debris was not contaminated and the workspace is safe for occupancy. COOP precautions ended.
March 23, 2018	Melanie Begin Heidi Stephen-Petrie Bev Rawn Leah Beirnes	Follow up items from December MERC minutes regarding <ul style="list-style-type: none"> • Fixed Term staff • New job description classification • Health and Safety Incident and Accident reporting • MERC Training Discussed agenda items for April MERC Shared February 2018 Fixed Term Reports
April 6, 2018	Melanie Begin Bev Rawn	Shared March 2018 Fixed Term Reports