

**MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS**

**MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

December 17, 2019

Boardroom 203, 1 Stone Road, Guelph

Teleconference 1-866-633-1033 / 416-212-8013

<b>For Management:</b>	<b>For OPSEU:</b>
Alaina Oda (Co-chair) (regrets) Pam Martell (A/Co-chair for the meeting) Doug Reddick Colleen Fitzgerald-Hubble	Melanie Begin (Co-chair) Heidi Steffen-Petrie Marcus Rangai

<b>Management Resources</b>	<b>OPSEU Resource</b>
Jared Friesen Bev Rawn Kristin McCrimmon-Jones	Kathleen Demareski, OPSEU

<b>AGENDA</b>	<b>STANDING ITEMS</b>	<b>ACTION REQUIRED</b>
<b>Welcome and Introductions</b>	Pam Martell opened the meeting at 9:35a.m. <ul style="list-style-type: none"> <li>• Colleen Fitzgerald-Hubble introduced as new management representative</li> <li>• Kristin McCrimmon-Jones introduced as new management resource</li> <li>• Bev Rawn retiring</li> </ul>	
<b>Additional Agenda Items / Changes to the Agenda</b>	<ul style="list-style-type: none"> <li>• Transition Exit Initiative Update</li> </ul>	
<b>Ad Hoc Meetings</b>	A list of ad hoc meetings was distributed prior to the meeting. <ul style="list-style-type: none"> <li>• Update on mold issue in Emo</li> <li>• Update on threat made at London Office</li> </ul>	Management to follow-up with updates for issue in Emo

AGENDA	STANDING ITEMS	ACTION REQUIRED
<b>Surplus List</b>	Management reported that there are no employees on the surplus list.	
<b>Temp Agency Staff</b>	Management reported that they are not aware of any temp agency staff currently working in the ministry as of December 17, 2019.	
<b>Fixed Term Staff Reports</b>	<p>Management provided fixed term staff reports in advance of the meeting dated November 29, 2019.</p> <ul style="list-style-type: none"> <li>• OPSEU inquired about three employees on Full Time Fixed Term list</li> <li>• Management reported on one employee whose initial contract was to backfill an approved leave of absence</li> </ul>	Management to report back on two employee's contracts
<b>Conversion Report</b>	Management reported on one conversion	
<b>Diversity and Inclusion</b>	<p>Management reported on</p> <p>Indigenous Cultural Competency Training (ICCT)</p> <ul style="list-style-type: none"> <li>• 53 OMAFRA staff to complete the training in Q4</li> <li>• Training will start between January 6th and March 30th</li> </ul> <p>Diversity and Inclusion Working Group (DIWG)</p> <ul style="list-style-type: none"> <li>• D&amp;I Ambassadors Toolkit <ul style="list-style-type: none"> <li>○ Materials are being finalized and training for managers and DIWG members will occur in late January</li> <li>○ The toolkit is intended to be a document to promote D&amp;I discussions at the branch and unit level and will include resources on many dimensions of diversity to support discussions</li> <li>○ Will be available through OMAFRA D&amp;I intranet page</li> <li>○ OPSEU inquired whether there is mandatory requirement for management to complete training</li> </ul> </li> <li>• D&amp;I Strategic Framework</li> </ul>	

AGENDA	STANDING ITEMS	ACTION REQUIRED
	<ul style="list-style-type: none"> <li>○ Will provide clear overall picture of D&amp;I work at OMAFRA and linkages to OPS of the Future, OPS Inclusion &amp; Diversity Blueprint, OPS Multi-Year Accessibility Plan and OPS Anti-Racism Policy</li> <li>● DIWG Events Calendar <ul style="list-style-type: none"> <li>○ Number of events hosted over past few months: Orange Shirt Day, National Coming Out Day, Persons Day, Hispanic Heritage Month, Guru Nanak Gurburab and Louis Riel Day</li> </ul> </li> </ul> <p>Diversity Career Champions Program</p> <ul style="list-style-type: none"> <li>● OMAFRA's 2019/20 DCCP will officially launch in January 2020 and end in June 2020 and will have 30 participants</li> <li>● OMAFRA's mentoring relationship matches will be made and communicated in December.</li> </ul> <p>OMAFRA Inclusion Targets</p> <ul style="list-style-type: none"> <li>● The OPS Inclusion and Diversity Blueprint included a priority for setting a three-year corporate goal (by 2021/22) to diversify senior leadership in the OPS so that it is more representative of the Ontario labour force.</li> <li>● Ministries will be expected to report on results of 2018/19 and updated 2019/20 inclusion targets as part of the Deputy Minister Leadership Diversification Scorecard in March 2020 and will be posted on the Inclusive Diversity Office site by December 20<sup>th</sup>.</li> </ul>	
<p><b>Disclosures</b></p>	<ul style="list-style-type: none"> <li>● October 18 – Local disclosure regarding a change in reporting relationship for one (1) OPSEU represented position in Open for Business Unit, Policy Division</li> <li>● November 7 – Local disclosure regarding a change in reporting relationship for one (1) OPSEU represented position as a result of Policy Division realignment</li> <li>● November 15 – Local disclosure regarding a change in headquarters less than 40 km affecting one (1) OPSEU represented position in Meat Inspection Program</li> <li>● November 27 – Local disclosure regarding a change in reporting relationship for one (1) OPSEU represented position in Business Services Branch</li> </ul>	

AGENDA	STANDING ITEMS	ACTION REQUIRED
	<ul style="list-style-type: none"> <li>November 27 – Corporate disclosure regarding a change in headquarters (article 11) greater than 40km for one (1) OPSEU represented position in Meat Inspection Program</li> </ul>	
<b>Health and Safety Update</b>	<p>FSIDB Health &amp; Safety Working Group</p> <ul style="list-style-type: none"> <li>Rodger Dunlop, General Manager, Meat Inspection Program provided an overview on the role of H&amp;S Working Group</li> <li>Staff receive comprehensive training including hazard training at onboarding or soon thereafter, managers receive H&amp;S training including investigations</li> <li>OPSEU requested minutes from H&amp;S Working Group Meetings</li> </ul> <p>Occupational Illness</p> <ul style="list-style-type: none"> <li>No longer outstanding</li> </ul> <p>Alternative Emergency Locations – 1 Stone Rd.</p> <ul style="list-style-type: none"> <li>Business Services Branch worked with branches/divisions to identify alternate locations. There is insufficient space in any one building near 1 Stone Rd to support this</li> <li>Staff need to check into their original safe areas with their management teams first. Once staff have checked in at their safe areas, there may be opportunity for staff to disperse to another location, keeping in contact with their manager.</li> </ul>	<p>Management to follow-up on request for minutes and newsletter</p>

AGENDA	FOLLOW UP	ACTION REQUIRED
<b>Sargent Farm's Update</b>	<p>Removed from agenda and will be discussed further at MIERC table.</p>	<p>To be removed for next agenda</p>
<b>Business Development Branch – physical moves</b>	<ul style="list-style-type: none"> <li>Majority of impacted staff are regionally based and will not move</li> <li>No plans for staff movement at this time. Management will assess if physical moves should occur over next few months</li> </ul>	
<b>Verner Regional Office</b>	<ul style="list-style-type: none"> <li>Construction is underway but has been delayed. Staff likely will be able to return to the office in February 2020</li> </ul>	

<b>MERC Terms of Reference</b>	<ul style="list-style-type: none"> <li>Management is reviewing changes proposed by OPSEU and may have further changes to propose.</li> </ul>	Management will provide proposed changes before next MERC meeting scheduled for March	
<b>Interview Practices at OMAFRA</b>	<ul style="list-style-type: none"> <li>Talent Acquisition Branch, MGCS, has confirmed that they are informing hiring managers of all required steps in the competition process.</li> </ul>	To be removed for next agenda	
<b>One-Phone Initiative</b>	<ul style="list-style-type: none"> <li>Business Services Branch has gathered ministry landline phone sets and returned to IT Services and is considered complete.</li> <li>Divisions have or will receive an email confirming One Phone – Common Service Standards which include a link to OMAFRA’s Mobile Reference Guide</li> </ul>	To be removed for next agenda	
<b>Follow Me Printing</b>	<ul style="list-style-type: none"> <li>Initiative will reduce printing costs by 20%, related to forgotten print jobs</li> <li>More secure way to print. Each security card has a serial number, and only the serial number is read at the printer in order to retrieve print job</li> <li>OPSEU raised broader concerns with Employer tracking</li> </ul>	OPSEU to confirm next steps	
<b>Responsive Feedback Mechanism</b>	<ul style="list-style-type: none"> <li>The ministry has not received any feedback through this channel yet</li> <li>OPSEU raised concerns regarding communication of the implementation of the initiative</li> </ul>	To be removed for next agenda and be returned if issues raised	

	<b>NEW BUSINESS</b>	<b>ACTION REQUIRED</b>
<b>AGENDA</b>		
<b>OPS Employee Experience Survey</b>	<ul style="list-style-type: none"> <li>Beginning this year, employees were given the choice to have their survey responses analyzed against relevant employment information from WIN</li> <li>OPSEU raised concerns of confidentiality</li> </ul>	Management to provide follow-up on results when available

AGENDA	NEW BUSINESS	ACTION REQUIRED
	<ul style="list-style-type: none"> <li>• <u>Video: Why your survey data (and privacy) matters:</u> <a href="https://intra.ontario.ca/tbs/2019/10/17/video-why-your-survey-data-and-privacy-matters">https://intra.ontario.ca/tbs/2019/10/17/video-why-your-survey-data-and-privacy-matters</a></li> <li>• Personal information will be removed from the survey dataset</li> <li>• For employees who elected to include employment information, survey information will be linked with relevant workforce reports from WIN and analyzed and reported on an aggregate basis only</li> </ul>	
<b>MERC Training</b>	<ul style="list-style-type: none"> <li>• Proposed dates for consideration: April 1, 2020 or May 6, 2020 – both scheduled in Toronto at OPSEU headquarters (31 Wellesley St. E)</li> <li>• Preferred date April 1, 2020</li> </ul>	Management to schedule for April 1 <sup>st</sup> date
<b>Transition Exit Initiative</b>	<ul style="list-style-type: none"> <li>• Decisions for applications on file have not been finalized. Follow-up to occur in the New Year.</li> </ul>	To be included on next agenda
<b>Set MERC dates for 2020</b>	<ul style="list-style-type: none"> <li>• Will continue with 9:30am-12pm time slot</li> <li>• Dates: <ul style="list-style-type: none"> <li>○ March 24th</li> <li>○ June 25<sup>th</sup></li> <li>○ September 29th</li> <li>○ December 16th</li> </ul> </li> </ul>	Management to send meeting invites
<b>Next Meeting Date</b>	March 24, 2020	

Melaine Bigu  
For the Union

December 17, 2019

Date  
Samela Maxwell  
For Management

December 17, 2019