

MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s
de la Fonction Publique
de l'Ontario

TO: All Presidents with members in the Ministry of Agriculture & Food
All Stewards in the Ministry of Agriculture & Food

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: November 2, 2004

SUBJECT: **Ministry of Agriculture & Food
ERC Minutes – September 13, 2004**

Attached, for your information, are the minutes of the above captioned meeting.

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

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the our Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

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Leah Casselman
President

/ms
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF AGRICULTURE AND FOOD
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC) - September 13, 2004
 FPMC Boardroom, 1 Stone Road West, Guelph**

For Management:
 Don Taylor (Co-chair)
 Mike Toombs
 Jim Felker

For OPSEU:
 Doug Peebles (Co-Chair for the Meeting)
 Mitch Nagel
 Emily Hitchcock

Resources:
 Marilyn Everingham
 Bev Rawn

Resource:
 Stephen George

Observer:
 Isabella Barretto

Alternate:
 Phyllis McMaster

Observer:
 Earl Yantzi

Doug Peebles opened the meeting at 2:00 p.m. with introductions of meeting members.

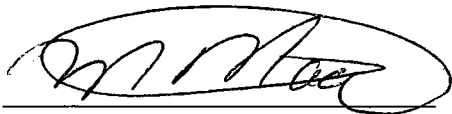
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Additional Agenda Items	OPS Ideas Campaign BRAVO	
Minister and Deputy Minister Visit	The Minister and Deputy Minister of Agriculture and Food joined the meeting for an informal discussion with the attendees. Both expressed their support of the MERC process.	
<u>STANDING ITEMS:</u>		
Ad Hoc Meetings	June 7, 2004 Mitch Nagel - regarding direct deposit payroll delays June 9, 2004 Mitch Nagel - a memo to staff from the Secretary of Cabinet about the OPS Ideas Campaign June 9, 2004 Mitch Nagel - staff evacuation on 11 th floor, 77 Grenville due to smoke June 14, 2004 Mitch Nagel - memo to staff regarding time off to vote in the Federal Election June 17, 2004 Mitch Nagel - report back on 77 Grenville June 24, 2004 Mitch Nagel - memo to staff regarding WIN Attendance and Leave module update	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>June 29, 2004 Mitch Nagel - email from Deb Stark to ARD staff regarding opportunities in priority areas</p> <p>July 2, 2004 Mitch Nagel - regarding posting for Nutrient Management positions</p> <p>July 6, 2004 Mitch Nagel - memo to staff from the Deputy Minister about WDHP training for staff</p> <p>July 6, 2004 Mitch Nagel - disclosure regarding the transfer of the CAIS program</p> <p>July 13, 2004 Mitch Nagel - report back on additional staff required for the IT help desk</p> <p>July 21, 2004 Mitch Nagel, Doug Peebles - information on meeting with staff to announce the CAIS transfer</p> <p>July 28, 2004 Mitch Nagel - phasing out of grants under the Municipal Outlet Drainage program and increasing loan limits under the Tile Loan program</p> <p>July 30, 2004 Mitch Nagel - email to staff at 77 Grenville regarding the expected date of work to be done on the 11th floor for mould removal</p> <p>August 3, 2004 Mitch Nagel - report back on Meat Inspection questions</p> <p>August 4, 2004 Mitch Nagel - Land & Resources Cluster realignment</p> <p>August 6, 2004 Mitch Nagel - report back on Bargaining Unit Inclusion</p> <p>Aug. 18, 19, 2004 Mitch Nagel - regarding Paul Petric's attendance at a meeting regarding remediation work at 77 Grenville and meeting results of work to proceed</p> <p>August 23, 2004 Emily Hitchcock - report back on OPS Spirit Campaign liability</p> <p>Aug. 25, 26 2004 Emily Hitchcock - regarding air quality at the Clinton office</p> <p>August 30, 2004 Emily Hitchcock - email to staff at 77 Grenville about a meeting to be held regarding remediation work</p> <p>Sept. 8, 2004 Mitch Nagel - regarding remediation work at 77 Grenville</p> <p>Sept. 9, 2004 Mitch Nagel - provided vacancy and unclassified seniority reports</p>	
Surplus Update	<p>Management distributed the updated report on the status of surplus employees. Currently there are 3 employees on the surplus list (all on hiatus).</p> <p>The Union raised a question as to how much notice period remains for each employee.</p>	Management to investigate and report back
Canadian Farm Income Stabilization (CAIS) Program	Arva Machan, CAIS Program Manager, provided an update on the CAIS program that is transferring to AGRICORP effective December 1, 2004. Classified and unclassified CAIS staff were notified of the transfer and were offered positions with AGRICORP on July 22, 2004.	

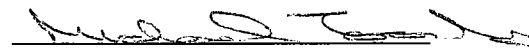
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	The Union commented that not all of the Article 20 information provided at the staff transfer meeting was shared with union representatives and that not all signed back copies of staff letters have been received by the Union.	Management to investigate and report back.
Human Resources:	Management provided information about unclassified staff seniority via an ad hoc meeting. The Union requested that the start date for current unclassified staff assignments be included on the unclassified seniority report.	Management to investigate and report back
Meat Inspection	<p>Dr. Tom Baker, Director, Food Inspection Branch provided an update on the meat inspection program. A technical team of staff has been assembled to implement the recommendations contained in the Haines Report. The Union offered to meet with the technical team to discuss the recommendations OPSEU had provided to Justice Haines during the preparation of his report.</p> <p>The Meat Inspection Employee Relations Committee is scheduled to have its initial meeting on September 24, 2004. It was suggested that discussion regarding the Haines Report could be added to that agenda.</p>	Dr. Gwen Zellen to be invited to the Meat Inspection ERC meeting.
I.T. Cluster Update	<p>Jerry Sanford, Manager, Client Service Management provided an update on the July announcement of staff realignment within the Land and Resource I&IT Cluster. Program managers are available to discuss the realignment with staff. Updated questions and answers are posted on the Cluster web site. Competitions are underway for new positions that will report to the Ministry of Natural Resources.</p> <p>The Union requested that a special joint meeting of the four MERCs in the Cluster be convened to discuss the implications of the realignment. Management pointed out the need to speak with other ministry representatives about the possibility of such a meeting.</p> <p>The Union questioned the recent posting of a systems officer competition by a Cluster ministry.</p>	<p>Management to investigate a joint meeting of Land and Resource Cluster MERCs.</p> <p>Management to investigate and report back.</p>
WDHP	<p>Management reported on progress with WDHP training for the ministry. A memo from the Deputy Minister has been sent to all staff. Summer staff received training while CAIS, meat inspection staff and new managers are scheduled for this fall. Training for all ministry staff will begin early in the new year. Materials are being finalized and will be shared when available.</p> <p>The Union asked about the inclusion of I.T. materials with the general training to underline staff responsibility for appropriate use of portable computers.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Terms of Reference	<p>The Union renewed its question about including an additional union representative to the membership provisions in the Terms of Reference. Management responded that the current representation is appropriate for the size of the Ministry and that the recent creation of the Meat Inspection ERC increases the opportunity for dialogue on ministry issues.</p> <p>The Union stated that it would consider this response prior to finalizing the Terms of Reference document.</p>	Item deferred to the next meeting.
Business Plan 2003-04, 2004-05 Results Based Planning	<p>Management reported that the 2003-2004 plan was not published due to the change in government.</p> <p>Management reported that a formal, public 2004-05 Results Based Planning document has not been released.</p> <p>The Union asked about staff input into the planning process. Management responded that Results Based Planning had been discussed with staff during the recent Staff Dialogues.</p>	Management to share a copy of the public 2004-2005 plan when available.
Hiring and Spending Freeze	Management reported that there has been no change to the previously announced hiring and spending freeze.	
Inspections, Investigations and Enforcement (II&E)	Bob Forrest, Manager, Foods of Plant Origin joined the meeting to provide an update on an inter-ministry project that he participated in to take a high level look at the way in which six ministries deliver II&E activities. A final report has yet to be completed.	
<u>HEALTH AND SAFETY</u>	<p>Management provided an update of incident statistics for the 2nd quarter of 2004. Information from the previous meeting was provided via an ad hoc meeting.</p> <p>Wellness Program: Management reported that information about the ministry's wellness program has been posted on Charlotte. A Wellness Fair is to be hosted at OMAF on October 27, 2004, coinciding with National Wellness Week.</p> <p>The Union asked whether other ministries had similar programs. Management agreed to investigate and report back.</p>	Management to investigate and report on Wellness Programs.
<u>NEW ITEMS:</u>		
OPS Spirit Campaign	Requested information provided via an ad hoc meeting.	Agreed to remove item from next agenda
Bargaining Unit Inclusion	Information requested from the previous meeting was provided at an ad hoc meeting.	Agreed to remove item from next agenda

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Update on 77 Grenville St., Toronto	<p>Ad hoc updates have been provided as the remediation plan has been developed. Management reported that remediation began on September 10 and is scheduled to be completed by September 27. Ministry Health and Safety staff are scheduled to visit the site this week.</p> <p>The Union asked about the number of staff involved. Management reported that 10 staff, including Minister's staff, have had their offices temporarily relocated.</p>	
Program Changes	<p>The union raised a question about funding reductions and the potential for transition funding for Beef Improvement Ontario, Ontario Swine Improvement and the Ontario Dairy Herd Improvement Corporation. Management responded that funding continues until the end of the fiscal year and that the move to self-sufficiency for the organizations has been known for some time.</p>	
Shared Services Bureau (SSB) Consolidation	<p>The Union raised a question about the announced migration of 1 Stone Road print and mailroom functions to OMAF from the SSB. Management reported that they are currently discussing the transfer with SSB management.</p>	
BRAVO	<p>Management reported that the Building Recognition and Value at OMAF (BRAVO) program is underway for 2004. Nominations for Valuing People and Commitment to Service categories close September 24, 2004. Nominations for the Innovation category close on October 15, 2004.</p>	
Ideas Campaign	<p>Management reported that the first group of Ministry-specific ideas and resulting actions from the Ideas Campaign will be posted on Charlotte in the near future. Some ideas are still being considered by senior management but will be discussed with the Union prior to any next steps.</p> <p>The Union asked if Ideas were part of the Results Based Planning exercise. Management responded that they were separate but simultaneous activities. Some suggested ideas can be implemented that do not have budget or policy implications. Others may require more time to be considered.</p>	<p>Management to provide a copy of the ideas to be posted on Charlotte.</p>
Next Meeting Date:	Friday December 3, 9:00 a.m. Room 203	



For the Union



For the Employer

OPSEU



SEFPO

FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | | | |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20 | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | |
| <input type="checkbox"/> | Enforcing the Contract | <input type="checkbox"/> | Contract Interpretation |
| <input type="checkbox"/> | Health and Safety | | |
| <input type="checkbox"/> | Other: (please identify) | | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

Local ERC Member Contact

Name:

Home #:

Address:

Work #:

FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8
Fax: (416)448-7462

