

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

DATE: June 7, 2004

SUBJECT: **Ministry of Agriculture & Food
ERC Minutes – March 10, 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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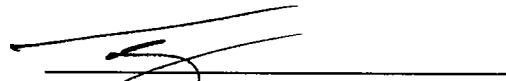
or

1-800-663-1070


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) - March 10, 2004
 Conference Room 3, 1 Stone Road West, Guelph**

For Management:

Don Taylor (Co-chair)
 Mike Toombs
 Jim Felker

Resources:

Marilyn Everingham
 Bev Rawn

For OPSEU:

Doug Peebles (Co-chair for meeting)
 Emily Hitchcock
 Mitch Nagel

Resources:

Stephen George (OPSEU Representative)

Alternate Member:

Carolyn Vining

Doug Peebles opened the meeting at 9:30 a.m.

| AGENDA ITEMS | DISCUSSION |
|--------------------------------|---|
| Additional Agenda Items | Bargaining Unit Inclusion Ideas Campaign |
| <u>STANDING ITEMS:</u> | |
| Ad Hoc Meetings | <p>Dec. 10,12, 2003 Doug Peebles -regarding the Harrow office</p> <p>Dec. 11, 2003 Doug Peebles - regarding:</p> <ul style="list-style-type: none"> - Information sent to contract meat inspectors - Headquarter change - OFIDP program announcement <p>Dec. 17, 2003 Mitch Nagel - information on OFIDP contract exentions</p> <p>Jan. 12, 2004 Doug Peebles - regarding:</p> <ul style="list-style-type: none"> - Information on the Meat Inspection Review - Information on Wellness survey and focus groups including provision of a list of OPSEU participants <p>Jan. 22, 2004 Mitch Nagel - regarding:</p> <ul style="list-style-type: none"> - Closure of offices due to weather - Information on ministry attendance threshold <p>Jan 23, 2004 Mitch Nagel - regarding removal of Social Insurance Numbers from pay stubs</p> |

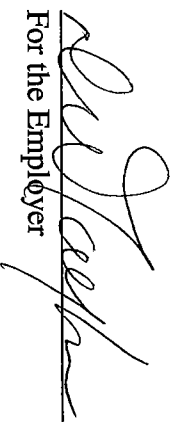
| AGENDA ITEMS | DISCUSSION | ACTION REQUIRED |
|-------------------------------|--|-----------------|
| Jan. 26,27,28 Feb. 3, 2004 | Doug Peebles - regarding office closures due to weather Doug Peebles - regarding Quality Service Assessment focus groups being held in the Ministry | |
| Feb. 5, 2004 | Doug Peebles - regarding processing of compensating time off for systems officers relating to the power outage | |
| Feb. 10, 2004 | Doug Peebles - information being sent to staff regarding carryover of forfeited attendance credits to the end of 2004 | |
| Feb. 13, 2004 | Doug Peebles - regarding unclassified conversions | |
| Feb. 19, 2004 | <ul style="list-style-type: none"> - Information on memo being sent from the Premier to employees regarding Transformation and Results-Based Planning - Information regarding approval of Canadian Agricultural Income Stabilization (CAIS) program till end of 2004 | |
| Feb. 20, 2004 | Mitch Nagel - regarding a memo being sent from the Deputy regarding Transformation and Results-Based Planning | |
| Feb. 25, 2004 | <ul style="list-style-type: none"> Mitch Nagel - regarding: <ul style="list-style-type: none"> - Information on upcoming surplus notice - Information regarding memo from the Deputy to staff on the Meat Inspection Review | |
| Feb. 27, 2004 | Doug Peebles - regarding memo from the Deputy to staff about the Meat Inspection Review | |
| March 1, 2004 | Doug Peebles - information on water damage at 77 Grenville | |
| March 2, 2004 | <ul style="list-style-type: none"> Doug Peebles - regarding: <ul style="list-style-type: none"> - Report back on WDHP - Copy of OMAF ODA Report - Unclassified seniority list | |
| March 3, 2004 | Doug Peebles - regarding audit of human resources management practices by the Provincial Auditor | |
| March 4,2004 | Doug Peebles - regarding OPS Ideas Campaign letter being sent to staff from the Premier | |
| March 5, 2004 | <ul style="list-style-type: none"> Doug Peebles - regarding: <ul style="list-style-type: none"> - Information being sent to 1 Stone Road staff regarding a chemical spill in Guelph - Unclassified conversion | |
| Surplus Update | <p>Management distributed the updated report on the status of surplus employees. Currently there are 2 employees on the surplus list (both on hiatus).</p> | |

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|--|---|---|
| <p>Ontario Farm Income Disaster Program (OFIDP)</p> | <p>Arva Machan, OFIDP Program Manager, provided an update on program wrap up and change to delivery of the Canadian Agriculture Income Stabilization Program (CAISP). The OFIDP program administration is 99% complete. OMAF has received Cabinet approval to deliver CAISP until the end of the calendar year.</p> <p>Program management is in the process of determining resource needs including staffing levels and technology infrastructure to process and approve an anticipated 36,000 to 38,000 program applications during 2004. Eighty per cent of staffing opportunities are expected to be posted by the end of April, 2004.</p> <p>The union raised concerns about the continuing use of consulting services for computer program development. It is the Union's position that this work be performed by OPS staff.</p> | <p>Management to report back on the use of consultants for program development.</p> |
| <p>Human Resources:</p> | <p>Management provided information about unclassified staff seniority via an ad hoc meeting and reported that nineteen staff had been converted from unclassified to classified status since the last meeting.</p> | |
| <p>Meat Inspection</p> | <p>Management reported that the recruitment process for hiring former fee for service meat inspectors as OMAF Meat Hygiene Officers is complete. An induction session was held on March 6, 2004 for new hires. Training for the group is scheduled for March 20 and 27, 2004. The Union expressed appreciation for the opportunity to address the new Meat Hygiene Officers at the March 6 meeting.</p> <p>The Union reported that OPSEU will be providing a submission to the Justice Haines Meat Inspection Review.</p> | |
| <p>I.T. Cluster Update</p> | <p>Franco Merlino, Head, Business Solutions Services, reported that no further decisions have been made regarding the I.T. Land Resource Cluster program reviews and cluster governance discussions.</p> | |
| <p>Nutrient Management</p> | <p>Peter Meerveld, Director, Nutrient Management Branch, provided an update on the staffing of the Nutrient Management Branch. Information regarding the transfer of the compliance unit to the Ministry of Environment has been disclosed to corporate OPSEU. Management will be meeting with staff in the Compliance Unit in the very near future regarding the transfer of their positions to the Ministry of Environment.</p> | |

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|-----------------------------------|--|--|
| WDHP | <p>The Union raised concerns about the effectiveness of the recent OPS WDHP - IT training and the variation in duration of training delivery to some groups of staff. Concerns were also raised about the completeness of case study materials provided in that the prohibited grounds were not clearly identified. These issues have been raised at the Central Employee Relations Committee (CERC).</p> <p>The Union does not support the report by OMAF on WDHP training in the Ministry. It is the Union's position that its members were made vaguely aware of the existence of the Policy in light of the manner in which it was delivered.</p> <p>The Union will monitor future WDHP-IT (all WDHP) training of the recently hired Meat Inspectors, CAIS staff as new hires into OPSEU bargaining unit positions in the Ministry.</p> <p>Management is reviewing future WDHP training requirements for the Ministry.</p> | <p>Management to review future training requirements and report back.</p> <p>WDHP to be held as a standing agenda item</p> |
| Terms of Reference | <p>The Union requested that the Terms of Reference be amended to provide for additional union representation at MERC. This would bring the total union membership to 4 persons plus alternates.</p> | <p>Management to investigate and report back.</p> |
| Business Plan 2003-04 | <p>Management reported that the 2003-2004 plan has not been published.</p> | |
| ODA Accessibility Plans | <p>The action item from the previous meeting was completed and reported on via an ad hoc meeting.</p> | |
| Hiring and Spending Freeze | <p>Management reported that there has been no change to the previously announced expenditure reductions and hiring freeze.</p> | |
| HEALTH AND SAFETY | <p>Paul Petric, Health and Safety Coordinator was unable to attend the meeting to provide a report.</p> | <p>Health and Safety Update to be provided via an ad hoc meeting.</p> |
| NEW ITEMS: | | |
| Meet with the Minister | <p>The Union reported that a good discussion took place when the Minister of Agriculture and Food, Steve Peters, met with OPSEU President Leah Cassleman on January 6,</p> | |

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| | 2004. It is hoped that the Minister and Deputy Minister will be available to attend a future MERC meeting. | |
| Results Based Planning | Management reported on the change in business planning activity to results based planning as disclosed to corporate bargaining agents. | Management to share a copy of the public plan when available. |
| Max Merit | The Union raised a question about delays in awards of max merits relative to the completion of performance appraisals. | Management to investigate and report back. |
| OPS Spirit Campaign | The union raised a question about liability issues for volunteers participating in the OPS Spirit Campaign activities. This issue has also been raised at CERC. | Management to investigate and report back. |
| Ideas Campaign | Bogna Dembek joined the meeting and reported that the Premier's Ideas Campaign had generated over 11,800 ideas from OPS staff on the campaign web site. OMAF staff submitted 171 ideas, of which 40 specifically relate to the ministry. A ministry committee is to review the ideas and submit implementation recommendations to OMAF senior management. | |
| Bargaining Unit Inclusion | The Union raised a question about the procedures used and disclosure requirements for reclassification of positions resulting in movement between bargaining units. | Management to investigate and report back. |
| Next Meeting Dates: | Friday June 4, 9:00 a.m. Room 406 Friday September 10, 9:00 a.m. Room 203 Friday December 3, 9:00 a.m. Room 203 | |


 For the Union


 For the Employer

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 ✓):

- Job Security and Article 20
- Employer's Corporate Initiative and work re-organization
- Enforcing the Contract
- Health and Safety
- Other: (please identify)
- Reasonable Efforts - Divestment
- Contract Interpretation

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:

| | |
|--|---------|
| <u>Local ERC Member Contact</u> | |
| Name: | Home #: |
| Address: | Work #: |

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

