

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 & Rural Affairs
All Stewards in the Ministry of Agriculture, Food & Rural Affairs

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: September 12, 2006

SUBJECT: **Ministry of Agriculture, Food & Rural Affairs
ERC Minutes – June 23, 2006**

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 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:

IN SOLIDARITY,

100 Lesmill Road,
Toronto, Ontario
M3B 3P8

e-mail: opseu@opseu.org
www.opseu.org

100 chemin Lesmill,
Toronto, Ontario
M3B 3P8

courrier électronique
opseu@opseu.org
www.opseu.org

Tel: (416) 443-8888

Fax: (416) 443-9670

Ontario:

Toll free: 1-800-268-7376

TDD:

(416) 443-9898

or

1-800-663-1070

Leah Casselman
President

/jm
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF AGRICULTURE FOOD AND RURAL AFFAIRS
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

June 23, 2006

Room 205, 1 Stone Road, Guelph

For Management:

Dave Antle (Co-Chair)
Mike Toombs
Jim Felker

For OPSEU:

Doug Peebles (Co-Chair for the meeting)
Emily Hitchcock
Bob Lowry

Resources:

Marilyn Everingham
Bev Rawn

Resource:

Stephen George

Doug Peebles opened the meeting at 9 a.m.

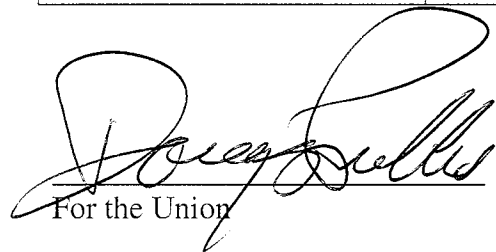
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Additional Agenda Items	Acknowledgement Letters Haines Report Emergency Measures Preparedness	
Co-Chair Symposium	The Union requested that this item be moved to the top of the agenda to report on the positive outcomes of the recent Co-Chairs Symposium sponsored by the Central Employee Relations Committee (CERC). The themes of training needs, goals and improved committee relationships were discussed. Further direction and next steps will be forthcoming from CERC.	
<u>STANDING ITEMS:</u>		
Ad Hoc Meetings	March 27, 2006 Doug Peebles – regarding permanent assignment from temporary position April 12, 2006 Doug Peebles – OMAFRA program reviews to take place, changes to the Administrative structure, changes to mail and print April 20, 2006 Doug Peebles – corporate security bulletin regarding a demonstration at the Legislature	

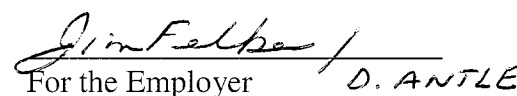
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>April 25, 2006 Emily Hitchcock – increased security access at 77 Grenville office and communication of the changes to staff</p> <p>May 5, 2006 Doug Peebles – regarding parking lot access for employees at 1 Stone Road</p> <p>May 10, 2006 Doug Peebles, report back on: Meat Inspection issues T2200 forms ORC parking fees Kilometer Rates</p> <p>May 17, 2006 Doug Peebles, reporting relationship change</p> <p>May 26, 2006 Doug Peebles – memo from the Deputy to staff regarding the ministry review</p> <p>May 29, 2006 Doug Peebles – memo to staff from the Deputy regarding Smoke Free Ontario</p> <p>June 1, 2006 Doug Peebles -West Nile Virus information going out to staff next week</p> <p>June 7, 2006 Doug Peebles – an energy conversation memo going out to staff</p> <p>June 13, 2006 Doug Peebles – headquarter change</p> <p>June 15, 2006 Doug Peebles – reported back on: Job Description Template Workload Issue Employee Checklist</p> <p>June 22, 2006 Doug Peebles – regarding security threat at 77 Grenville</p>	
Surplus Update	Management distributed a report on the status of surplus employees and the amount of remaining notice period for each employee. Currently there are 7 employees on the surplus list. (Five active and two on hiatus)	
Human Resources: Transformation	<p>The Union inquired about the status of the OPS Human Resources Transformation project.</p> <p>Management replied that the OPS project for a one enterprise concept for human resources services is moving forward. The business case and implementation plans are being developed for the delivery model that will be put forward for Cabinet approval. Phased implementation is expected to begin in the fall of 2006 with a final completion time of spring 2008.</p>	

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<p>Acknowledgement Letters</p>	<p>The Union inquired about the recruitment practice of only notifying competition candidates if they are to receive an interview rather than acknowledging receipt of every application.</p> <p>Management replied that acknowledging only interview candidates is a best practice across the OPS and in line with e-recruitment practices. Each competition advertisement carries the message that only candidates being offered an interview will be contacted. Unsolicited resumes received from the public are replied to with direction to apply to open competitions advertised on the GoJobs web site. Management further commented that the development of the Northern Recruitment Pilot Project under the Transformation initiative is a step toward improving the OPS competitive search for talent.</p>	
<p>Meat Inspection: Harmonization</p> <p>Conversion</p>	<p>Management reported that work regarding the harmonization of meat inspection standards is ongoing and that there was no new information to share since the issue was last discussed at the Meat Inspection Employee Relations Committee (MIERC).</p> <p>Discussion followed regarding directing specific meat inspection issues to the MIERC while issues with ministry implications should be directed to the MERC.</p> <p>The Union inquired as to the status of converting unclassified Meat Hygiene Officers to full time positions.</p> <p>Management is currently in the process of gathering and analyzing the data and discussions are ongoing.</p>	
<p>I.T. Cluster Update</p>	<p>The Union noted that the transfer of the Business Solutions units from LRC Cluster ministries to MNR as a host ministry has been completed. The Union questioned the status of a position within the Rural Division relative to the transfer.</p>	<p>Management to investigate and report back.</p>
<p>Terms of Reference</p>	<p>The Union reported that the Terms of Reference document has been forwarded to the President's Office for review.</p>	

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Results Based Planning	<p>The Union inquired about opportunities for comment and input on information contained in Results Based Plans prior to disclosure. The Union further stated that for greater transparency and working together more collaboratively; the results of the Ministry RBP need to be shared way in advance of disclosure and implementation.</p> <p>Management replied that information can only be shared once all approvals are received for corporate disclosure and subsequent public release.</p>	
<p><u>HEALTH AND SAFETY</u></p> <p>1 Stone Road Complex Air Quality</p> <p>Emergency Measures Preparedness</p>	<p>Management provided an update of incident statistics at an ad hoc meeting. Relationships between health and safety incidents and WSIB claims were discussed.</p> <p>Management reported that the OPS is moving toward a standard software package for recording WSIB incidents and that the ministry currently uses the recommended software.</p> <p>Management provided information regarding the ministry's orientation program. The Union requested more detailed information that could be accessed through Intranet links contained in the material found on <u>Charlotte</u></p> <p>The Union raised an issue regarding staff remaining at work following a recent fire alarm at 1 Stone Road as well as an incident when air temperatures were raised as a result of power interruption with the building air chillers.</p> <p>Management replied that in response to health and safety issues staff should speak with their manager on a case by case basis regarding their personal situation. Established evacuation steps should be followed for building emergencies.</p> <p>The Union inquired into the nature of plans in place to deal with various external emergencies and or threats due to the nature of the work conducted in the ministry.</p> <p>Management replied that a number of plans are in place and in progress relative to emergencies that could affect rural Ontario or the staff of the ministry. A number of other agencies and ministries have lead roles for emergency preparedness depending on the nature of the issue. OMAFRA is an active participant in planning on a wide range of issues.</p>	<p>Management to provide the information.</p> <p>Management to investigate and report back on publicly available emergency planning information.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<u>NEW ITEMS:</u>		
Administrative Team Disentanglement	<p>The Union noted that since the last meeting, Administrative Teams at 1 Stone Road had completed a disentanglement process to report directly to program units.</p> <p>Issues regarding Compressed Work Week agreements continuing after the disentanglement process were discussed.</p>	Management to investigate and report back.
Mailroom and Print Shop	The Union requested information from the ministry regarding the rationale for the disposition of the mailroom and print shop at 1 Stone Road and expressed that the Union would have liked to have provided input to the decision prior to disclosure.	Management to convene an ad hoc meeting with the Director of Service Management prior to the next MERC meeting.
Strategic Priorities Project	<p>The Union inquired as to the nature of the Strategic Priorities Project.</p> <p>Management replied that the Deputy Minister initiated the project to look at ministry business priorities. Project Lead Don Taylor will be providing updates to ministry staff.</p>	Item to be included with Standing Items on next meeting agenda.
Cost of Auto Operation	<p>The Union reported that the cost of operating personal vehicles for OPS business was discussed at CERC with further analysis to be conducted.</p> <p>Management replied that no further information has been shared.</p>	
Job Description Template	Management provided feedback on the Union job description template at an ad hoc meeting. No corporate commitment has been made to use the template. The ministry will continue to provide a cover page for job description disclosures.	
Next Meeting Date:	<p>September 8, 2006 Room 205</p> <p>December 8, 2006 Room 205</p>	


For the Union


For the Employer D. ANTLE