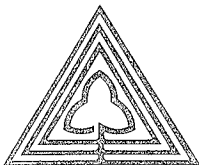


**MEMORANDUM**

**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:** June 1, 2006

**SUBJECT:** **Ministry of Agriculture, Food & Rural Affairs  
ERC Minutes – March 24, 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:

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or  
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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)**

**March 24, 2006**

**Deputy Minister's Boardroom**

For Management:

Dave Antle (Co-Chair for the meeting)

Mike Toombs

Jim Felker (Regrets)

For OPSEU:

Doug Peebles (Co-Chair)

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
<b>Additional Agenda Items</b>	Co-Chair Symposium Ministry Realignment Workload Issues Job Description Template re Article 1.4	
<b><u>STANDING ITEMS:</u></b>		
<b>Ad Hoc Meetings</b>	Dec. 9, 2005      Doug Peebles – memo to staff from Deputy regarding political activity Dec. 12, 2005      Doug Peebles – memo to staff from Deputy regarding the Ipperwash Inquiry Dec. 13, 2005      Doug Peebles – email to staff regarding farmer's protest on December 14 <sup>th</sup> Dec. 15, 2005      Doug Peebles – regarding reorganization of Service Management Branch Dec. 15, 2005      Doug Peebles – closure of Simcoe office due to weather conditions Jan. 6, 2006        Doug Peebles - regarding I&IT Infrastructure Project	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Jan. 12, 2006 Emily Hitchcock – changes to Policy and Programs Division</p> <p>Jan. 20, 2006 Doug Peebles – two unclassified staff conversions to classified status</p> <p>Jan. 26, 2006 Emily Hitchcock – information to field staff regarding a biosecurity alert</p> <p>Feb. 3, 2006 Doug Peebles – information to One Stone Road staff regarding the Farmer’s Rally</p> <p>Feb. 6, 2006 Doug Peebles – Clinton office closed due to weather conditions</p> <p>Feb. 10, 2006 Doug Peebles – information to One Stone Road and 77 Grenville staff regarding the Farmer’s Rally</p> <p>Feb. 13, 2006 Doug Peebles – memo to staff regarding possible CUPE strike</p> <p>Feb. 15, 2006 Doug Peebles – clarification email to One Stone Road staff regarding the City of Guelph CUPE strike</p> <p>Feb. 17, 2006 Doug Peebles – Stratford, Clinton and Midhurst offices closed due to weather conditions</p> <p>Feb. 22, 2006 Emily Hitchcock – email to staff regarding ministry ASP threshold</p> <p>Mar. 7,8, 2006 Doug Peebles – issues regarding Outlook system</p> <p>Mar. 10, 2006 Doug Peebles – provided information on the IT Infrastructure consolidation</p> <p>Mar. 13, 2006 Doug Peebles – provided information on the Business Solutions staff transferring to host ministry</p> <p>Mar. 15, 2006 Doug Peebles – regarding 2006 OPS Employee Survey</p> <p>Mar. 20, 2006 Doug Peebles – regarding evacuation of 77 Grenville due to bomb threat. Communication to be provided to all OMAFRA staff.</p>	
<b>Surplus Update</b>	Management distributed a report on the status of surplus employees and the amount of remaining notice period for each employee. Currently there are 3 employees on the surplus list (all on hiatus).	
<b>Human Resources: Transformation</b>	<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 delivery model that is being developed will be put forward for Cabinet approval during the Spring of 2006. Implementation is expected to begin in the fall of 2006 with a final completion time of spring 2008.</p>	



AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b><u>HEALTH AND SAFETY</u></b>	<p>Management provided an update of incident statistics at an ad hoc meeting.</p> <p>The Ministry threshold, as determined corporately, for participation in the Attendance Support Program (ASP) remains at 8.4 days</p> <p>Management reported that the ministry's wellness program is continuing. The inclusion of wellness, health and safety, WDHP and ASP information in the ministry's orientation program was discussed. The Union requested a copy of the checklist for new employees currently available on Charlotte.</p>	Management to provide the information.
<b><u>NEW ITEMS:</u></b>		
<b>Travel Policy</b>	<p>Management reported back on the use of personal vehicles at an ad hoc meeting as well as having forwarded the Union's concern to have the per kilometer travel rate reviewed by the principles.</p> <p>The Union requested clarification regarding the completion and availability of Form T2200 for income tax purposes.</p>	<p>Management to again forward message regarding kilometer rates.</p> <p>Management to provide information to meat inspection staff regarding the availability of Form T2200 from managers and provide an explanation of form completion to the Union.</p>
<b>Mailroom Relocation</b>	Management reported back on the emergency procedures and evacuation plans that are in place related to the mailroom at an ad hoc meeting.	Item to be removed from the next meeting agenda.
<b>Rural Affairs</b>	Management reported that the requested job descriptions from the Ministry of Municipal Affairs and Housing had been disclosed at an ad hoc meeting.	Item to be removed from the next meeting agenda.
<b>Parking Issues</b>	The Union requested that Management contact the Ontario Realty Corporation (ORC) to freeze proposed parking rate increases for 1 Stone Road until a Policy Grievance about the issue has been resolved. It was noted by management that parking is an ORC issue.	
<b>Chief Veterinarian</b>	<p>The Union reported that it had invited the Chief Veterinarian to attend the meeting but she was unavailable. The Union requested that the Chief Veterinarian be invited to the next meeting to discuss the role of the Office of the Chief Veterinarian.</p> <p>The Union requested that the Deputy Minister be invited to a future meeting.</p>	Management to investigate the availability of the Chief Veterinarian and the Deputy Minister will be invited to attend a future meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>Administrative Team Review</b>	<p>The Union asked if a review of administrative team functions at 1 Stone Road is underway and asked about the relocation of staff within the building due to ministry realignment.</p> <p>Management reported that no decisions have been made regarding an administrative review or physical relocations.</p>	
<b>Ministry Realignment</b>	<p>Management reported at an ad hoc meeting that budgets had moved as a result of ministry realignment.</p>	
<b>Trade Shows</b>	<p>The Union asked about the practice of inviting staff to volunteer at trade shows and events relative to approval of overtime, compensating time and expense accounts.</p>	<p>The Union to provide specific information and Management to investigate and report back.</p>
<b>Co-Chair Symposium</b>	<p>The Union reported that an OPS-wide symposium for MERC Co-Chairs is to be held April 5, 2006.</p>	<p>The Co-Chairs plan to attend the meeting.</p>
<b>Workload Issues</b>	<p>The Union raised concerns about increasing staff workloads and back up responsibilities relative to vacancies and staffing processes.</p>	<p>Management to investigate and report back.</p>
<b>Job Description Template re Article 1.4</b>	<p>The Union distributed a proposed template and asked Management to consider using it when disclosing new job description information relative to Article 1.4 of the Collective Agreement.</p>	<p>Management to review and respond.</p>
<b>Next Meeting Date:</b>	<p>June 9, 2006 Room 205  September 8, 2006 Room 205  December 8, 2006 Room 205</p>	

  
For the Union

  
For the Employer