

MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS

MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)

December 5, 2018

Boardroom 207, 1 Stone Road, Guelph

Teleconference 1-866-633-1033 / 416-212-8013 Passcode: 5847624# PIN: 3347#

For Management:	For OPSEU:
Alan Hogan (Co-chair for the meeting) Doug Reddick Annette Anderson (regrets)	Melanie Begin (Co-chair) Heidi Steffen-Petrie Marcus Rangai

Management Resources	OPSEU Resource
Jared Friesen (via teleconference) Bev Rawn	Rodger Noakes, OPSEU

AGENDA	STANDING ITEMS	ACTION REQUIRED
<b>Welcome and Introductions</b>	Alan Hogan opened the meeting at 9:30 a.m.  Alan Hogan advised that Annette Anderson, Director, Agriculture Development Branch will be joining MERC as a management representative.	
<b>Additional Agenda Items / Changes to the Agenda</b>	The Union added the following items: <ul style="list-style-type: none"><li>• Verner Office</li><li>• Interview practices at OMAFRA</li><li>• MERC Terms of Reference</li><li>• Meat Plant License renewals</li></ul>	
<b>Ad Hoc Meetings</b>	A list of ad hoc meetings was distributed – see attached as the last page of this document.	

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 5, 2018.	
<b>Fixed Term Staff Reports</b>	Management provided fixed term staff reports in advance of the meeting dated November 30, 2018.	Management to review the status of one fixed term employee and report back.
<b>Conversion Report</b>	Management reported that there are no pending fixed term conversions.	
<b>Diversity and Inclusion</b>	<p>Management reported on:</p> <ul style="list-style-type: none"> <li>• OMAFRA's Inclusion Working Group (DIWG) continues to meet monthly.</li> <li>• October 15, 2018 memo to all staff from Deputy Meredith re the launch of the 2018-19 Diversity Career Champions Program. 25 staff volunteered to participate in the program. <ul style="list-style-type: none"> <li>○ for employees from groups under-represented at the senior management level, to receive career development support</li> <li>○ open to all OPS staff in any of the under-represented groups, to be mentored by an Assistant Deputy Minister, Director or Manager;</li> <li>○ A stream open to senior management and non-bargaining employees at the M-11 job classification level and above in any of the under-represented groups, to be mentored by a Deputy Minister.</li> </ul> </li> <li>• Targeted launch of ministry's Inclusion Strategy for early 2019 as part of the ministry's HR plan.</li> <li>• Launch of Indigenous Cultural Competency Training <ul style="list-style-type: none"> <li>○ In response to the <i>Truth and Reconciliation Commission's Call to Action</i>, Ontario committed to provide mandatory Indigenous cultural competency training (ICCT) to all Ontario Public Service (OPS) employees by 2021.</li> </ul> </li> </ul>	



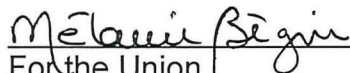
AGENDA	STANDING ITEMS	ACTION REQUIRED
<b>Disclosures</b>	<p>Corporate:</p> <ul style="list-style-type: none"> <li>o No disclosures</li> </ul> <p>Local:</p> <ul style="list-style-type: none"> <li>o October 29, 2018. Divisional realignment resulting in change in a reporting relationship (FSED) for 4 positions affecting 5 employees.</li> </ul> <p>New Positions:</p> <ul style="list-style-type: none"> <li>o October 11, 2018. One (1) new full-time temporary position in the Communications Branch. The Web Developer/Editor (Information Officer 3 OPSEU) will report to the Manager, Multi-Media, Digital &amp; Visual Communications and will be located at 1 Stone Road in Guelph.</li> <li>o November 22, 2018. One (1) new full-time temporary position in the Communications Branch. The Senior Issues Coordinator (AMAPCEO 5A005) will report to the Manager, Issues, Media &amp; Editorial Communications and will be located at 1 Stone Road in Guelph.</li> </ul>	<p>Management to report back on the status of the Web Developer/Editor position.</p>
<b>Health And Safety Update</b>	<p>Management reported on a new H&amp;S representative for the Vineland Office</p> <ul style="list-style-type: none"> <li>• Quarterly report for Stone Road JHSC completed</li> </ul> <p>The Union inquired about changes to WHMIS legislation.</p> <ul style="list-style-type: none"> <li>• Training for JHSC members being completed.</li> </ul> <p>The Union inquired about individual employees reporting health and safety issues or concerns.</p> <ul style="list-style-type: none"> <li>• Management reported that individual employees are to report health and safety issues to their manager and the manager would work with the employee to address the issue. Management also commented on the health and safety process, training and resources for employees according to risk.</li> </ul>	<p>Management to investigate and report back on changes to WHMIS legislation and related training.</p> <p>Management to follow up with management Co-Chair of MIERC and the Centre for Employee Health Safety and Wellness to investigate and report back on process and level of detail for reporting on hazards for workplaces with no formal health and safety representative as required by the OHSA.</p>

AGENDA	FOLLOW UP	ACTION REQUIRED
<b>Field Sample Testing</b>	<p>September MERC inquiry about the accessibility of the on-line training.</p> <ul style="list-style-type: none"> <li>• Business Service Branch (BSB) staff report:</li> <li>• IMS 100 e-learning course includes many accessibility features however, the course is 'Flash based' which means the content does not lend itself to screen reader accessibility. Impacts of 'Flash based' content on accessibility has only recently come to light: It was unknown at the time the course was developed. The IMS 100 e-learning course would need to be re-designed using different technologies to be fully compliant. There is a self-study (print) version of the IMS 100 course as an alternate to the IMS 100 e-learning version.</li> <li>• LearnOn courses including CFLL-SafeSmart for Employees (Health and Safety) is accessible</li> </ul>	
<b>Meat Inspection Travel Time</b>	<p>The Union commented that the Q &amp; A documents and the plain language version of the memorandum of Agreement have not been finalized.</p> <p>Management reported that the documents are being reviewed and will be shared with the Union for comment.</p>	
<b>Physical Demands Analyses - Abattoirs</b>	Management reported that the meat inspection program continues to work with a third party vendor to develop species specific PDAs for abattoirs and are to be completed prior to the next meeting.	Management to follow up with the meat inspection program management.
<b>Appendix 15</b>	Management reported that the meat inspection program is preparing fixed term data analysis for discussion including location analysis.	Management to report back.

AGENDA	NEW BUSINESS	ACTION REQUIRED
<b>Verner Regional Office</b>	<p>The Union inquired about the status of the Verner Regional Office staff.</p> <p>Management reported that the staff continue to work at home according to the Continuity of Operations Plan (COOP) pending resolution of facilities issues and location discussions with Infrastructure Ontario.</p>	Add to March agenda for follow up



AGENDA	NEW BUSINESS	ACTION REQUIRED
<b>Interview practices at OMAFRA</b>	The union raised concerns about the competition process.  Management reported on management HR training efforts including the new Manager Orientation Program.	Management agreed to discuss specific issues as an ad hoc meeting.
<b>MERC Terms of Reference</b>	The Union inquired about the MERC Terms of Reference	The current Terms of Reference to be shared with the MERC members.
<b>Meat Plant License Renewal</b>	The Union commented about a recent announcement regarding a change in regulations that will not require meat and dairy plant license renewals.  The Union inquired about the resulting ongoing process for licensing and documentation.	Management agreed to follow up on the new licensing process.
<b>Next Meeting Dates</b>	<ul style="list-style-type: none"> <li>Propose 9:30 a.m. meetings at 1 Stone Road <ul style="list-style-type: none"> <li>March 27, 2019</li> <li>June 20, 2019</li> <li>September 25, 2019</li> <li>December 17, 2019</li> </ul> </li> </ul>	

  
For the Union

December 5, 2018

\_\_\_\_\_  
Date

  
For Management

December 5, 2018

\_\_\_\_\_  
Date

**Ad Hoc Meetings – OMAFRA MERC**  
**September 26, 2018 – December 5, 2018**

Date	Participants	Discussion / Information Provided
October 11, 2018	Melanie Begin Bev Rawn	MERC Follow up – Provided the requested competition number for a fixed term employee re conversion.
October 17, 2018	Melanie Begin Deputy Minister Meredith Alan Hogan	The Deputy Minister had requested an introductory meeting with MERC Co-Chairs.
October 18, 2018	Melanie Begin Bev Rawn	Information share - Cross-Ministry Pilot Using Performance-Oriented Structured Interviews
October 31, 2018	Melanie Begin Leah Beirnes	Information share - Provided notice that all OMAFRA staff will receive an email from OMAFRA Accommodations regarding the re-established Designated Smoking Area on the 1 Stone Road property.
November 2, 2018	Melanie Begin Alan Hogan	Disclosure Inquiry – Discussion re FSED Divisional reporting relationships.
November 8, 2018	Melanie Begin Bev Rawn	Information Share - Advised that FSED divisional reporting relationship information will be shared with staff on November 14, 2018 rather than November 15, 2018 as initially disclosed.
November 16, 2018	Heidi Steffen-Petrie Bev Rawn	December MERC Agenda setting discussion