

**Ministry of the Environment, Conservation and Parks
 Ministry Employee Relations Committee (MERC)
 Ministry Health and Safety Committee (OPSEU)**

Monday, August 13, 2018
 1:00 – 4:00 p.m.

6th Floor Executive Boardroom, 40 St. Clair Avenue West, Toronto ON
 Teleconference: 416-212-8013 or 1-866-633-1033 PC 3227427#

In Attendance

For the Union	For the Employer	Guests	Regrets
Janis Pechinger (Co-Chair) Shawn Burr Chris Johnston Julius Arscott Sandra Harper (Advisor)	Jacques LeGris (Co-Chair)* Lee Orphan Cammy Mack Teresa Polito Martha Baldwin (Advisor) Madiha Syed (Support) Katherine Hill (note-taker)	Alia Ahmed-Osman	

Date Tabled	Standing Items	Referred to	Action
August 13, 2018	1. Review Previous Minutes 'Live' minutes of the MERC meeting held on May 28, 2018 have been signed and posted on the Intranet site.		

Date Tabled	Standing Items	Referred to	Action
<p>August 13, 2018</p>	<p>2.1 Fixed Term Usage Report Management provided the Union with the Fixed Term Usage Report for June 30, 2018</p>		
<p>August 13, 2018</p>	<p>2.2 Training Management advised and management confirmed that Health and Safety is a priority for the Ministry. The Union confirmed that Shawn Burr will be the contact person for the training needs assessment survey. The Union has requested to be provided with a list and frequency of training, including a training calendar. Management advised that Health and Safety training will continue through the expenditure freeze, including: First Aid and CPR, Health and Safety Basics, ERP, Conflict Avoidance, Compliance Foundations. Training on hold is Sampling in the Environment (SITE).</p>		<p>Management will provide.</p>

Date Tabled	Standing Items	Referred to	Action
August 13, 2018	<p>2.3 Status Update on HWIN No update</p>		
August 13, 2018	<p>2.4 Employee Engagement Multi-bargaining agents (MBA) meeting will be scheduled post release of the OPS results.</p>		
August 13, 2018	<p>2.5 135 St. Clair Building Parties agreed to remove item from the agenda as a standing item.</p>		
August 13, 2018	<p>2.6 Lab Relocation Parties agreed to remove item from the agenda as a standing item.</p>		

Date Tabled	Standing Items	Referred to	Action
<p>August 13, 2018</p>	<p>2.7 POSI Pilot -Update on EO4 Job Description Management advised that the final job description was evaluated by MGCS and will be shared with the Union through the disclosure process.</p> <p>-Pilot Interview Process Management is working with POSI Pilot project partners at OMAFRA to summarize the findings of the POSI Pilot.</p> <p>The Union has requested how many staff went through the pilot process, how many staff were screened out through the process, and of those staff that were screened out, how many were staff with experience.</p>		<p>Management has committed to reporting back.</p>
<p>August 13, 2018</p>	<p>2.8 Standard Operating Procedures (SOP) for Undesignated Staff</p> <p>Management advised that the program areas have reviewed and considered the comments provided by MERC and incorporated many of these into the draft SOP.</p> <p>Management advised that the SOP has been updated to reflect the breadth of function and jobs that require designation.</p>		

Date Tabled	Standing Items	Referred to	Action
	<p>Currently the SOP is moving through a final review process prior to being finalized.</p> <p>The Union has requested a copy of the draft SOP in advance of the MERC October meeting.</p>		Management to provide
<p>August 13, 2018</p>	<p>2.9 Telematics Update</p> <p>Parties have agreed to remove from the agenda.</p>		
<p>August 13, 2018</p>	<p>2.10 SAC Call-out Procedures</p> <p>The Union provided two examples of incidents.</p> <p>Management will schedule a 90 minute fact finding meeting with Spills Action Centre and the Union to discuss specific instances, how to enhance the process and the assessment tool.</p>		Meeting to be scheduled.
<p>August 13, 2018</p>	<p>2.11 Emergency Management – Role of Chief Warden/ Evacuation Coordinator</p> <p>Parties have agreed to discuss at the next MBA session on October 22, 2018.</p>		Follow up MBA, October 22, 2018.

Date Tabled	Standing Items	Referred to	Action
<p>August 13, 2018</p>	<p>2.12 5/29 Temporary Assignment Tracking The Union requested that the Employer provide tracking of Article 8.6.1 of the OPSEU Collective Agreement (5/29) assignments on the fixed-term usage report.</p>		<p>The parties agreed to refer this item to CERC. The Union will lead the draft of the referral. Item will be removed from the MERC agenda.</p>
<p>August 13, 2018</p>	<p>2.13 Program Services Units in Regional Offices The Union requested the item be removed from the agenda.</p>		
<p>August 13, 2018</p>	<p>2.14 IEB Referrals Item is deferred to next MERC meeting</p>		<p>Union to provide examples. Teleconference to be scheduled.</p>

Date Tabled	Standing Items	Referred to	Action
August 13, 2018	<p>2.15 Short Form Wording</p> <p>Management advised the Union on July 23, 2018 that the program area and Legal are looking into this.</p>		Employer will provide update next meeting.

Date Tabled	New Business	Referred to	Action
August 13, 2018	<p>3.1 MECP Transition</p> <p>Management advised that an ADMs Steering Committee (MECP and MNR) has been put together to lead the transition process, information will be disclosed to the bargaining agents in accordance with the requirements of the collective agreements.</p> <p>This is not anticipated to be a downsizing exercise.</p> <p>Essential front-line staff are exempted from the hiring process.</p> <p>A fall economic statement is anticipated.</p> <p>Visual identify plans are in the preliminary stages.</p>		Management will disclose the changes in accordance with the Collective Agreement.
August 13, 2018	<p>3.2 Workplace Diagnostics</p>		

Date Tabled	New Business	Referred to	Action
	<p>Management advised workplace diagnostics are conducted by a third-party vendor on an as-needed basis, and are confidential, voluntary and open to everyone in the branch. Management advised that participants may request personal support during this process which may include union representation. Management advised the report is shared with the responsible ADM for review and action.</p>		<p>Management will inform bargaining agents of workplace diagnostics/review activity when available.</p>
<p>August 13, 2018</p>	<p>3.3 Drive Clean The Union inquired as to the status of the Drive Clean Program.</p>		<p>Management will provide an update when available.</p>

Date Tabled	Health and Safety	Referred to	Action
<p>August 13, 2018</p>	<p>4.1 Tracking of Health and Safety Issues The Union requested an update on the tracking and communication of Health and Safety issues, such as near misses, assaults, obstructions, etc.</p>		<p>Employer to follow-up.</p>

Date Tabled	Sign-Off of Live Minutes	Referred to	Action
August 13, 2018	5. Sign-off of Live Minutes		



For the Union: Original signed by Janis Pechinger

Date: August 13, 2018



For the Employer: Original signed by Jacques LeGris

Date: August 13, 2018

