

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

Wednesday, March 22, 2023
1:00 to 4:30pm
Held virtually via Microsoft Teams

In Attendance

For the Union	For the Employer	Guests	Regrets
Shawn Burr (Co-Chair) Chris Johnston Alex Miller (for Ryan Smith) Glenna Caldwell (OPSEU/SEFPO Advisor)	Jacques LeGris (Co-Chair)* Joseph Odumeru Peter Taylor Greg Wilson Madiha Syed Sean Giverin (TBS Advisor) Sean Bowman for Sunil Nair (Support) Isabella Celano (note-taker)	Karen Panetta Melissa Weber	Angelune DesLauriers

Agenda Items (tabled March 22, 2023):

1. Review Previous Minutes	Referred to	Action
<p>'Live' minutes of the MERC meeting held on December 14, 2022, have been signed-off and posted to the OPS intranet site.</p> <p>The Union wishes to acknowledge the positive working relationship with the Employer when addressing concerns raised regarding the Incident Triage Tool (ITT).</p>		

2. Previous Business and Standing Items		
<p>2.1 Fixed Term Usage Report</p> <p>The Fixed Term Usage Report as of March 31, 2023 will be sent to the Union the second week of April 2023.</p> <p>Management has received questions from the Union concerning an inconsistency in the September 2022 and December 2022 reports and they are currently being reviewed and will provide an update shortly.</p>		
<p>2.2 Training</p> <p>No updates.</p>		
<p>2.3 Employee Engagement</p> <p>The Union recognizes the Employers new Disability Accommodation Policy and how this will assist our members in accessing the support that they require to perform their job functions effectively and efficiently.</p> <p>The Union has requested that the Employer provide further information on the metrics provided in the placemat, and whether the Ministry will be providing an annual progress report on the OPS People Plan.</p> <p>Management appreciates the interest of the Union in the OPS People Plan. Management will work with TBS in providing progress updates as they become available.</p>		

3. New Business	Referred to	Action
<p>3.1 Workload Management</p> <p>The Union is proposing a joint committee to review workload issues across the Ministry.</p> <p>Management is willing to take the proposal back for review and will report back to the Union.</p>	<p>Management</p>	<p>Management will review and report back</p>
<p>3.2 Environmental Response Program (ERP) Update</p> <p>The Union and the Employer met on January 12, 2023 to discuss an amended EMSOP (Event Management Standard Operating Procedure) for environmental response. The Union provided comments on January 23rd and is awaiting response from the Employer.</p> <p>Management appreciates and has reviewed the Union's comments. Management is committed to continuing the discussion with MERC and is in the process of coordinating a meeting with the Union in early April 2023 to provide an update.</p>	<p>Management</p>	<p>Management to coordinate a meeting in April 2023 to review</p>
<p>3.3 Environmental Compliance Hub Ontario (ECHO) - Update</p> <p>The Union is requesting that the Employer commit to improving the promotion of ECHO training for staff.</p> <p>Management appreciates the comments made by the Union and will endeavour to enhance its promotion of ECHO training for staff. For</p>		

<p>the ECHO stabilization, a release is scheduled for March 24th that includes 17 planned maintenance items.</p>		
<p>3.4 Working Near Water – Training Delivery & Waiver</p> <p>The Union is appreciative that the Minden location is being changed to a location downstream for the moving water sessions to facilitate the training.</p> <p>The Union is requesting that the Employer reschedule the May 2023 training session to months that had been previously committed to.</p> <p>The Union requests a copy of a typical safety plan and a list of the competencies that the Employer uses to track training completion.</p> <p>The Union requested information about how the Employer would respond in the event that staff do not sign the vendor's training waiver.</p> <p>Management appreciates the Union's reminder of our previous commitment to not deliver the training in the month of May. Management confirms the May training dates will be rescheduled.</p> <p>Management will take the request from the Union for a copy of the safety plan and the list of competencies and will report back.</p> <p>Management confirms that the waiver is a requirement from the vendor. Staff who sign the waiver are still covered by the WSIB.</p>	<p>Management</p>	<p>Management will report back</p>
<p>3.5 Black History Month</p> <p>The Union encourages the Employer to make anti-discrimination, inclusion and diversity training/seminars essential for all staff.</p>		

<p>The Union asks the Employer to share with the MERC its updated Inclusion and Diversity Plan, when complete.</p> <p>Management confirms that Anti-Racism and Respectful Workplace Training courses are essential for all ministry employees.</p> <p>The Ministry Anti-Racism Action Plan is revised and updated annually and will be shared with all ministry employees when the update has been completed.</p>		
<p>3.6 Compressed Work Week (CWW)</p> <p>The Union inquired about what the Ministry's current compressed work week arrangements are.</p> <p>The Union inquired if the Employer is open to rotations which are not the historical four-week rotation (i.e., three-week rotation).</p> <p>Management confirms that CWW requests are assessed on a case-by-case basis and managers are required to exercise their discretion, reasonably and in good faith, when reviewing requests. These decisions are subject to local operational requirements, individual circumstances and other factors that are relevant in assessing the requests.</p> <p>Management confirms that the Ministry does not have a CWW policy and that discretion on approving various cycles are at the discretion of local management, based on operational requirements, individual circumstances and other factors that are relevant in assessing the requests.</p>		

<p>3.7 Near Misses</p> <p>The Union is requesting copies of the Near Miss forms for the Ministry, including Ontario Parks, for the last 3 years.</p> <p>Management will consider the request from the Union and will get back to it.</p>	<p>Management</p>	<p>Management will report back</p>
<p>3.8 Community of Practice Events</p> <p>The Union has requested that the Employer invite all DWECD staff to the Community of Practice Events and should an ADM or DM be speaking that this be highlighted in the agenda.</p> <p>Management appreciates the feedback from the Union and will relay the comments to the organizers.</p>	<p>Management</p>	<p>Management to follow up with the organizers</p>
<p>4. Health and Safety (Standing Item)</p>	<p>Referred to</p>	<p>Action</p>
<p>4.1 Health and Safety Risk Assessment Recommendations</p> <p>The Union is requesting that the Employer provide a copy of the recommendations risk assessment spreadsheet which outlines the progress made to date.</p> <p>Management will continue to provide quarterly updates to MERC and will share the H&S tracker with the members.</p>	<p>Management</p>	<p>Management to follow-up and report back</p>

5. Sign-off of Live Minutes		
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Next Meeting: June 14, 2023

There was agreement between the two parties that the above represent the formal minutes of this meeting.

For the Union: Shawn Burr

Date: March 22, 2023

For the Employer: Jacques LeGris

Date: March 22, 2023