

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

Wednesday, May 13, 2020
1:00 – 4:00 p.m.
Held virtually via Microsoft Teams

In Attendance

For the Union	For the Employer	Guests	Regrets
Shawn Burr (Co-Chair) Chris Johnston Julius Arscott Angelune DesLauriers Kathleen Demareski	Jacques LeGris (Co-Chair) * Greg Wilson Teresa Polito Frank Miklas Joseph Odumeru Alex Seres (Advisor) Madiha Syed (Support) Isabella Celano (Note Taker)		

Date Tabled	Standing Items	Referred to	Action
May 13, 2020	1. Review Previous Minutes 'Live' minutes of the MERC meeting held on March 11, 2020 have been signed and posted on the Intranet site.		

Date Tabled	Standing Items	Referred to	Action
May 13, 2020	<p>2.1 Fixed Term Usage Report</p> <p>The March 31st report was provided to the Union.</p>	Management	Management is following up on the Union's questions.
May 13, 2020	<p>2.2 Training</p> <p>The Union enquired about the availability of training currently and post-COVID emergency situation.</p> <p>Management reminded the group that Health and Safety is a joint responsibility between management and employees. Management is currently reviewing training delivery and how it will be done post-COVID emergency.</p> <p>Management and Employees should be identifying any health and safety related training needs required for their work, e.g. First Aid, Working Near Water, Conflict Avoidance Training. etc.</p>	Management	Management will report on next steps in relation to training delivery.
May 13, 2020	<p>2.3 Employee Engagement</p> <p>No updates at this time.</p>		
May 13, 2020	<p>2.4 MOL Order Kingston</p> <p>Management provided the Union on April 16, 2020, with the Workplace Violence Risk</p>		

Date Tabled	Standing Items	Referred to	Action
	Assessment and Personal Protective Risk Gap Analysis and the memo to the Co-Chairs of the Joint Health & Safety Committee.		

Date Tabled	New Business	Referred to	Action
May 13, 2020	<p>3.1 Appendix 7</p> <p>Management is still following up on the identified position descriptions and confirming with the program areas that they are up to date.</p> <p>The Union is also following up with their members to identify potential participants.</p>	Management/ Union	Both parties to report back.
May 13, 2020	<p>3.2 COVID-19 – Working from home</p> <p>The Union enquired about potential return to the workplace. Management informed that employees have been and continue to be required to work from home until further notice. Except for critical work which can not be done from a remote location, for example, laboratory services.</p> <p>Management informed that TBS, as the employer, will engage the bargaining agents in discussions relating to gradual reopening of the workplace.</p>		

Date Tabled	New Business	Referred to	Action
	MECP Management will inform MERC once TBS has announced a gradual reopening.		
May 13, 2020	<p>3.3 Environmental Registry – Suspension of Postings</p> <p>Management can not comment as it is a public policy decision, made under the emergency declaration.</p>	Union	The Union will forward its questions and concerns to Management.
May 13, 2020	<p>3.4 Ontario Parks Fixed Term Contract Positions</p> <p>Management confirmed that irregularly scheduled and seasonal employees in Ontario Parks are being recalled as per established business practices and as disclosed by TBS to the Union on April 29, 2020.</p>		
May 13, 2020	<p>3.5 MECP Continuity of Operations Plan</p> <p>The Union requested to be provided with a copy of the Ministry COOP Plan.</p>	Management	Management will follow up with the Emergency Management Program Office and provide a copy of the Plan.

Date Tabled	Health and Safety	Referred to	Action
May 13, 2020	<p>4.1 Health & Safety – Working Groups</p> <p>The Union enquired as to the status of the Health & Safety Working Groups.</p> <p>Management reported that the work of the Working Groups is continuing.</p>	Management	Management will report back.
May 13, 2020	<p>4.2 Health & Safety – Exposure to COVID</p> <p>Management informed the Union that corporate bargaining agents, ERC Co-Chairs, and JHSC Co-Chairs are informed if and when COVID incidents occur in the workplace. Management reminded the table that the vast majority of ministry employees have and continue to work from home, thus greatly reducing the potential of workplace exposure to COVID.</p>		
Date Tabled	Sign-Off of Live Minutes	Referred to	Action
May 13, 2020	5. Sign-off of Live Minutes		

For the Union: Shawn Burr

Date: May 13, 2020

For the Employer: Jacques LeGris

Date: May 13, 2020

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