

MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

MINISTRY EMPLOYEE RELATIONS COMMITTEE

MINISTRY HEALTH AND SAFETY COMMITTEE (OPSEU)

Wednesday, November 29, 2017

1:00 p.m. to 4:00 p.m.

8th Floor, External Boardroom

40 St. Clair Ave. West, Toronto

Union:

Janis Pechinger (Co-Chair)
Shawn Burr
Roxanne Barnes (OPSEU Advisor)

Regrets:

Chris Johnston
Jennifer Thornton

Management:

Jacques LeGris (Co-Chair)*
Cammy Mack
Lee Orphan (via teleconference)
Teresa Polito

Regrets:

Guests:

Richard Raeburn-Gibson
Carla Castro
Elaine Wu
Kathleen O'Neill
Blair Rohaly
Neil Parrish

**Management Employee Relations
Advisor:**

Spencer Brlek (TBS)
Cassandra Faarup, LR Intern
(Observer)

Support Person:

Gloria Glasfurd

ITEM	DISCUSSION	ACTION
<p>1. Review and Sign previous Minutes</p>	<p>The MERC minutes for June 22, 2017 have been signed and posted on the intranet site.</p> <p>The parties identified concerns with the process of MERC business and the need for improvement. Suggestions were made to resolve issues between meetings as has been the past practice. Telephone calls between the parties should take place 2 weeks prior to the meeting to get outstanding items resolved as required.</p> <p>Union requested for 'live' minutes going forward, as well as the minutes on the intranet to be posted in an accessible format as per the AODA standards.</p> <p>Management agreed to proceed with 'live' minute taking for the next meeting, and to ensure that minutes are posted on the intranet in an accessible format.</p>	<p>Management to ensure that equipment is in place to accommodate 'live' minute taking.</p> <p>Management to ensure that the Minutes on the intranet site for 2017 and going forward are posted in accessible format.</p>
<p>2. Previous Business and Standing Items</p>		
<p>2.1 Fixed Term Usage Report (Standing Item)</p>	<p>Management provided the Union with the Fixed Term Usage Report as at September 29, 2017.</p>	<p>Management will provide the Union with the Fixed Term Usage Report for December 31, 2017 when it becomes available.</p>
<p>2.2 ASMP Report (Standing Item)</p>	<p>Management advised that MGCS Corporate has not shared the September 2017 ASMP data with ministries at this time.</p>	
<p>2.3 Auditor General's Report</p>	<p>Management provided an email response to the Union on November 23, 2017 with regard to questions</p>	

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	<p>relating to the 2016 Annual Report of Ontario's Auditor General.</p> <p>Director, Compliance Planning and Spills Action Centre (SAC), and Manager, Business Effectiveness, Drinking Water and Environmental Compliance Division (DWECD) presented an update.</p>	
<p>2.4 Training (Standing Item)</p>	<p>Director, Compliance Planning and Spills Action Centre (SAC), provided an update on the training page available on SharePoint with the list of mandatory and technical training for staff in the Drinking Water and Environmental Compliance Division (DWECD). Management confirmed that training for Administrative Staff is available on LearnON.</p>	<p>Management to send communication to staff in DWECD informing them of the compliance related training courses listed on SharePoint.</p> <p>Management to share link to Risk 101 and 201 presentations on the SharePoint site.</p>
<p>2.5 POSI Pilot – Update – EO Job Descriptions</p>	<p>Director, Compliance Planning and Spills Action Centre (SAC), provided an update on the EO job description. Union requested for an update on the POSI pilot interview process.</p> <p>Management confirmed that the job description is being finalized and will be sent to the Job Evaluation and Initiatives Branch for classification. The finalized and approved job description will be shared with the Union through the disclosure process.</p>	<p>Management to share the approved job description with the Union through the disclosure process. This item will be on the Agenda for the next meeting.</p>
<p>2.6 Employee Engagement</p>	<p>This item was deferred to the next meeting as Employee Engagement Lead at was unable to attend.</p>	<p>Manager, Organizational Dynamics will be invited to present an update on the Employee Engagement Survey at the next meeting.</p>

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3. New Business		
3.1 Electronic Processing of Information or Approvals – e-CAS	<p>Union raised concerns from staff regarding GO-PKI Medium Level of Assurance requirements to support the Permission Enterprise Platform.</p> <p>The Employer followed the prescribed policy and process for enrolling employees into the e-CAS component of the ministry's Permissions Enterprise Platform. In order to obtain GO-PKI Medium Level of Assurance, an employee is required to present two pieces of identification; i.e. a primary ID like a driver's license and a secondary piece like an MOECC ID pass card) to an individual who has been designated as a Local Registration Authority. The information is noted on a <u>GO-PKI Digital Identity Request form</u> that is sealed in a confidential envelope and forwarded to the PKI Registration Unit within the Customer Relationship Management Branch of the Ministry of Government and Consumer Services. Many existing employees had to obtain PKI Medium Level Assurance as their employment predates the prescribed requirement. Since staff have raised concerns about the PKI Medium Level Assurance process, management contacted Ontario Shared Services who have repeatedly assured that this requirement is the policy of the Ontario Public Service.</p> <p>Management is looking into why a PO badge is not able to be used as a Primary ID.</p>	

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<p>3.2 CERC Referral (London Office Reconfiguration)</p>	<p>Union stated that London District staff have been very vocal about concerns regarding the reconfiguration of the new workspace cubicles.</p> <p>Management confirmed that MOECC has adopted the <i>Infrastructure Ontario Realty Policy and Workplace Environment Guidelines</i>, and that the standards have applied to the OPS.</p> <p>Management also confirmed that the London District Office currently has a white-noise generator. The Employer has put in place headphones for telecom; telephone booths and staff have telework arrangements and work from home to reduce carbon foot-print.</p> <p>Management suggested that the local office complete a review and provide feedback once the staff have had an opportunity to work in the newly reconfigured offices.</p> <p>The Union requested that an option for staff to be allowed to work from home periodically if they are having a difficult time concentrating on various projects or reports, etc</p>	
<p>3.3 Badges for Designated Staff</p>	<p>The Union stated that that badges for designated staff have yet to be received although training has been completed months ago. The union also raised concerns that some new badges were breaking.</p> <p>The Union also enquired about the development of the Standard Operating Procedures (SOP) governing the use of undesignated</p>	<p>Management will provide an update regarding quality of the badges.</p> <p>Management will follow up with DWECD regarding the SOP.</p>

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	<p>staff to conduct inspection related activities.</p> <p>Management confirmed that 23 designated officers who completed their training in June 2017 received their designation cards and badges in early October 2017.</p> <p>Management is in the process of forwarding a new package to the Minister's Office for eligible designated staff who completed courses in October and November. Management will follow-up on the quality of the badges.</p>	
<p>3.4 Request for personal information for e-CAS</p>	<p>This item has been discussed (refer to agenda item 3.1 Electronic Processing of Information or Approvals–e-CAS).</p>	
<p>3.5 Status update on HWIN</p>	<p>The parties agreed to add this as a standing item.</p> <p>Confidential Corporate Disclosure was provided to the Bargaining Agents on April 4, 2016 on the HWIN RFI. This initiative remains in the exploration phase and once a decision is made, a disclosure will be sent to the bargaining agents. At this time, there are no updates to provide. The Employer will provide further details as they become available.</p>	
<p>3.6 Equifax Breach</p>	<p>The Union requested a list of various programs within MOECC that uses Equifax.</p> <p>Management confirmed that the Employer is unaware that there have been any breaches within the OPS. At the October 4, 2017 CERC meeting, OPSEU inquired as to</p>	<p>Management requested this item be removed from the agenda and committed to providing updates as they become available.</p>

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	<p>whether or not the Employer had further information regarding the investigation. Management stated that the Employer uses Equifax for security checks and the possibility of a breach.</p> <p>The item was removed from the agenda at the November 2, 2017 CERC meeting with the commitment that the employer will provide further details if they become available.</p>	
<p>3.7 An update on the New EAP Provider</p>	<p>The Union requested for information on the new EAP provider.</p> <p>Management confirmed that through an Information Share dated September 14, 2017, OPSEU was advised that Morneau Shepell will continue as our EFAP provider.</p>	
<p>3.8 An update on PRRT (Program, Review, Renewal and Transformation)</p>	<p>The Union requested for information on the PRRT process.</p> <p>Management confirmed that the PRRT planning process reflects decisions made at a specific point in time. The 2017/18 PRRT allocations are reflective of the overall OPS FTE caps as of May 2017. Once ministries are provided their allocations, ministries make the final determination as to how resources are allocated based on their business priorities.</p>	<p>Management will provide an update on the PRRT approvals received for 2017/18.</p>
<p>3.9 Digital Government</p>	<p>The Union requested for information on Digital Government and a list of entities that are going to be made accessible to the public over the next few years.</p> <p>As per the Digital Government mandate, the ministry has been working with representatives from the Chief Digital Government's</p>	

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	<p>Office as part of their commitment to improve the online experience for the public by ensuring that any forms, products or applications that the public have online access to, meet the standards set out by the Digital Government. The Employer confirmed that potential impacts to staff are not known at this time, and the intended goal of this initiative is not FTE reduction.</p>	
<p>3.10 Attending Conferences outside of Canada/ Province wide</p>	<p>The Union requested for a discussion on the possibility of scientific and technical staff being able to attend conferences outside of Canada/ Province wide, as part of their Performance Development and Learning Plan.</p> <p>Management confirmed that attendance of conferences outside of Canada or the province of Ontario, are subject to the approval requirement under the OPS Travel, Meal and Hospitality Expenses Directive for travel within Canada and outside of Canada. Staff must make their requests at the program level with their reporting managers for consideration in terms of operational needs/requirements and funding/budgets.</p>	
<p>3.11 Health Reassignment</p>	<p>The Union requested a discussion on Health Reassignment and the employer's duty to accommodate.</p> <p>Management responded that the OPS Corporate Health Reassignment is a Corporate program facilitated by the Centre for Employee Health Safety and Wellness (MGCS). The ministry confirms that it adheres to the requirements under the OPS</p>	

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	Corporate Health Reassignment Policy.	
<p>3.12 An Update on MOECC's Re-alignment</p>	<p>The Union requested an update on the MOECC re-alignment.</p> <p>Management confirmed that the ministry organizational structure announced on October 11, 2017 will be implemented on December 5, 2017.</p> <p>Senior Management (Deputy Minister and Assistant Deputy Ministers) held ten province-wide information sessions attended by over 700 staff participating in these sessions.</p> <p>Managers have been provided with the necessary Change Management tools to support their staff.</p> <p>Questions on the intranet site will be updated regularly based on feedback received from staff during the information sessions.</p> <p>Further information to the organizational structure will be disclosed to bargaining agents in accordance with the requirements of applicable Collective Agreements and as per the Disclosure Directive.</p>	
<p>3.13 An Update on Laboratory Services Branch Relocation Project</p>	<p>The Union has requested for an update on the Laboratory Services Branch Relocation Project.</p> <p>Management advised that at this time there are no updates to provide and further details will be provided as they become available in accordance with the requirements of</p>	

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	applicable Collective Agreements and as per the Disclosure Directive.	
4. Health and Safety		
4.1 H&S Sub-Working Groups	This item has been deferred to the next meeting as the Health and Safety Lead was unavailable to provide an update.	Manager, Organizational Dynamics will be invited to present an update at the next meeting.

Union Co-Chair

Management Co-Chair