

**Ministry of Finance
Minutes of Ministry Employee Relations Committee (MERC) Meeting
July 30, 2019**

For the Union

Tracey Cribbs (Co-Chair) **
Dave Bissoon (Vice-Co-Chair)
Shanika Duncan (Member)
Kathleen Demareski (OPS negotiator,
OPSEU)

For the Ministry

Brandon Chaput (Co-Chair)
Nadia Williams (Member)
Michelle Johnson (Member)
David Hall (Member)
Julie Legault *for Antonia Lostoridis* (Member)
Justin O’Gorman (Employee Relations –
Resource)

Regrets: Antonia Lostoridis

Diane Painter (Guest)
Emma Baker (Infrastructure Ontario) (Guest)
Steve Boyd (Guest)

(**indicates meeting chair)

Date Tabled		Referred To	Action
Standing Item	Minutes of the Previous Meeting Minutes of the meeting held on May 28, 2019 were signed following the meeting and have subsequently been posted on the <u>Human Resources intranet site</u> and OPSEU website.		
Standing items:			
Standing Item	1. Notifications One (1) Ministry disclosures have taken place since the last meeting of May 28, 2019.		
Standing Item	2. Health and Safety: Status of Divisional Workplace Violence Risk Assessments (WVRA’s) 2019/02/26 Annual WVRA report is expected in April 2019. WVRA Status Reports to be provided on a quarterly basis to JHSC. Management provided an update on potential process improvements. 2019/05/28 Management provided an update. Management provided WVRA quarterly status report on May 23, 2019. 2019/07/30 Management provided WVRA quarterly status report on July 16, 2019 and provided additional context and background at the meeting. Management to reconfirm that JHSCs have received reports. Site leads are responsible for doing the employee count and sharing the reports.	Management	Reports to be shared with JHSCs within 30 days. Management to follow-up on outstanding items and report back.

<p>Standing Item</p> <p>2018/06/19</p> <p>2018/12/19</p> <p>2019/05/28</p> <p>2019/07/30</p>	<p>3. MOF WSIB Report</p> <p>Management provided report to the Union on June 4, 2018 for the fiscal year. The parties agreed to reflect this item as the MOF WSIB Report instead of Matrix Report for future meetings.</p> <p>Next report is expected in the Spring/Summer 2019.</p> <p>WSIB Ontario Compass</p> <p>Next report is expected in the Spring/Summer 2019.</p> <p>Management provided report to the Union on July 16, 2019. Next report is expected in the Spring/Summer 2020. The union enquired on obtaining more detailed information. Management to follow-up on potential opportunities to increase transparency and being more proactive with health and safety.</p> <p>Previous Item #4 (“Health and Safety Statistics”) below to be added to this Standing Item.</p>	<p>Management</p>	<p>Management to continue to provide on a yearly basis. Management to follow up on potential opportunities.</p>
<p>Standing Item</p> <p>2019/07/30</p>	<p>4. Appendix 15 – Fixed Term Report</p> <p>The parties agreed to continue to review the Fixed Term Report to ensure compliance with the OPSEU collective agreement.</p> <p>Report provided via email on July 16, 2019. Union enquired as to the status of certain employees on the list. Management to investigate and report back.</p>	<p>Union / Management</p>	<p>Management to continue to provide quarterly, in advance of MERC meetings. Management to investigate and report back.</p>
<p>Standing Item</p> <p>2019/07/30</p>	<p>5. New and Reclassified Job Descriptions – Article 1.4</p> <p>The parties agreed to reflect this item as New and Reclassified Job Descriptions – Article 1.4 for future meetings.</p> <p>Of the four (4) position descriptions that were disclosed since May 28, 2019 to OPSEU with a copy to the Union MERC Co-Chair, four (4) were outside of the OPSEU bargaining unit.</p>	<p>Management</p>	<p>Management to continue to provide monthly, in advance of MERC meetings.</p>

Previous Business:

2016/03/08	1. Financial Services Commission of Ontario (FSCO)/Financial Services Regulatory Authority of Ontario (FSRA) Update		
2018/12/19	<p>The subcommittee of the MERC has been established and five meetings have occurred since the last MERC meeting to share information on the transition from FSCO to FSRA. The purpose of the subcommittee is to discuss items of mutual interest related to the transition. All items related to the FSCO/ FSRA transition will be discussed at the subcommittee. The subcommittee continues to work through items shared to date. Updates to MERC will be provided as required.</p> <p>FSCO Website</p>		
2019/02/26	<p>The subcommittee provided an update. The parties agreed the subcommittee will continue to meet biweekly to facilitate the transition.</p> <p>FSCO Home Intranet Page (Note this page can only be accessed by FSCO employees)</p>		
2019/05/28	<p>Management provided an update. The subcommittee continues to meet; five (5) meetings since the last meeting held on February 26, 2019. The committee recognizes and thanks Diane Painter for attending.</p>		
2019/07/30	<p>Management provided an update. FSCO/FSRA sub-committee has dissolved following the successful transition of FSCO to FSRA and parties continue to address any issues as they occur.</p> <p>The committee recognizes and thanks Diane Painter for attending.</p>		Remove from agenda.

2016/03/08	2. Bill 173 Benefits Transformation Initiative		
2018/06/19	Management advised the Benefits Administration Integration Act received Royal Assent on April 2016; however, it has not yet been proclaimed. Proclamation of the legislation and regulations under the Act will be required before changes can be implemented. Management to provide updates as it becomes available.		
2018/10/03	Management commits to provide updates as information becomes available.		
2018/12/19	Management has no updates at this time. The parties recognize that this item is being discussed at CERC.		
2019/02/26	Management has no updates at this time. This item has been removed from the CERC agenda.		
2019/05/28	Management has no updates at this time.		
2019/07/30	Management advised that the Benefits Administration Integration Act (BAIA) has not yet been proclaimed. MOF has been working with its ministry partners to analyze options. Management will provide updates should one become available.		Remove from agenda.
2018/06/19	3. Telework Agreements Management requested information regarding the Union's process for finalizing telework agreements. There continues to be delays in implementing telework arrangements. The parties agree to develop standardized Ministry Compressed Work Week (CWW) and Ministry Telework agreements to streamline the timely and efficient approval process to better promote the parties commitment to support flexible work arrangements.		
2018/10/03	The parties have drafted a standardized Ministry template for telework and CWW arrangements.		
2018/12/19	Management will provide the draft template telework and CWW agreement to the Union by January 31, 2019 for review.		

2019/02/26	Management provided the draft template telework and CWW agreement to the Union on January 31, 2019.		
2019/05/28	<p>The Union provided additional language for consideration. The parties agreed to review and discuss at the next meeting.</p> <p>The parties have discussed, and the Union has committed to providing an update within 15 days.</p>		
2019/07/30	<p>The union enquired on the eligibility requirements for flexible work arrangements. Managers have the discretion to determine the feasibility of alternative work arrangements on a case-by-case basis, in accordance with the OPS Flexible Work Strategy OPS Flexible Work Strategy.</p> <p>The union has advised that there is no longer a need to have Ministry-wide telework and CWW agreements. The union clarified that all individual telework agreements are to be signed by the OPSEU staff representative or OPSEU negotiator. Telework agreements can be sent to disclosures@OPSEU.org.</p>		Remove from agenda
2018/10/03	<p>4. Health and Safety Statistics</p> <p>The Union has requested a number of items related to health and safety statistics under the OHSA Section 12.</p>		
2018/12/19	<p>The Union is requesting annual reports as per the legislative requirements under the OHSA section 12 (1) and (2). The Union has requested information on how these incidents are being addressed and remedied.</p> <p>The ministry is meeting the legislative reporting requirements under the OHSA – see item #3 in Standing Items. Management will provide information on how these incidents are being addressed and remedied for the next meeting.</p>		
2019/02/26	Management provided an update including procedures for incident reporting and the work being done to improve the tracking of near misses. Management continues to review opportunities to promote awareness across the Ministry and increase engagement of JHSCs.		

2019/05/28	Management provided an update and committed to a follow up for discussion at next meeting.		
2019/07/30	Management has no updates regarding disclosure statistics at this time. MERC has agreed to consolidate this item with Standing Item #3 (“MOF WSIB Report”).	Management	Management to provide update when available. Review at next meeting. Item to be consolidated with Standing Item #3 (“MOF WSIB Report”).
2018/12/19	6. Loner Mobile The Union raised concerns regarding the loner mobile application used by inspectors.		
2019/02/26	Management provided an update and sought clarification from the Union on the issue. Management to follow up.		
2019/05/28	Management provided an update on the proposed procurement solution. https://www.blacklinesafety.com/wireless-gas-detection-lone-worker-solutions		
2019/07/30	Management had no updates at this time.	Management	Management to provide update as it becomes available.
2019/02/26	7. IT Security – Shared Folders The Union raised concerns regarding access to shared folders and implications for protection of privacy. Management provided an update on processes and procedures and committed to provide additional information as it becomes available.		
2019/05/28	An update was provided regarding the anticipated ministry information management business practices.		
2019/07/30	The Chief Administrative Officer (CAO) circulated a memo to all staff on July 9, 2019 regarding the Information Management Business Practices and File Plans . Related training for directors is now complete; related management training is in process; and, related staff training is upcoming.	Management	Management to provide update as it becomes available.

<p>2019/05/28</p> <p>2019/07/30</p>	<p>Local 599 – Local Employee Relations Committee</p> <p>The Union inquired about FSCO/FSRA employees who will be removed from the Local 599 LERC post transition.</p> <p>The parities discussed, and the item has been referred to the FSCO-FSRA Subcommittee.</p> <p>The union confirmed that it is currently canvassing union members of FSRA to establish a local 599 FSRA LERC.</p>		<p>Remove from agenda.</p>
<p>New Business</p>			
<p>2019/07/30</p>	<p>1. Toronto Transfer from Leased Space into Frost Complex</p> <p>Management provided an update on the relocation of some Toronto staff to the Frost complex, expected to occur in 2020. Management is in the planned information gathering phase, and will continue to provide updates to MERC as more information becomes available.</p> <p>MERC would like to recognize and thank Stephen Boyd and Emma Baker for attending MERC.</p>	<p>Management</p>	<p>Review at next meeting. Management to provide updates as more information becomes available.</p>
<p>2019/07/30</p>	<p>2. Transition Exit Initiative (TEI)</p> <p>The union requested information with respect to the number of OPSEU TEI applicants and approvals and to have this as a Standing Item on the agenda.</p> <p>When received, a TEI application is shared with OPSEU at disclosures@opseu.org. TEI applications that are approved or not approved at that time are also shared with OPSEU at disclosures@opseu.org. An application that is not approved at this time remains active for consideration until it is approved, or the employee withdraws it or retires.</p> <p>MyOPS has additional information available on this subject.</p>		<p>Union and Management have agreed to add this as a Standing Item.</p>

	<p>In terms of the more recent process of determining which request was approved and which was deferred, the executive team considered requests in the context of position and function in a way that maximizes organizational flexibility while ensuring the ministry continues to deliver on core priorities and support better outcomes for Ontarians. This includes delivering on the ministry's upcoming business commitments (e.g. Multi-Year Planning commitments).</p> <p>Each application was reviewed on the basis of the position or function, not the person. Decisions were made based on the position's exit impact on the ministry's ability to continue to meet core priorities and direct services to the public.</p>		
2019/07/30	<p>3. Inspections Cross Designation Project</p> <p>The union requested a status update on the item (e.g. summary/results) and to have this item referred to CERC. The union has requested the summary of results of the project.</p> <p>Management will investigate and report back within 30 days.</p>	Management	Management to investigate and report back within 30 days.
2019/07/30	<p>4. Mental Health in the Workplace</p> <p>The union requested information on the Ministry's approach to mental health issues and possible training opportunities for management and staff.</p> <p>The union will be investigating options and will report back at the next meeting.</p> <p>The following resources are also currently available:</p> <p>The Mental Health Champions Committee was established in 2014 and is comprised of senior executives across the OPS. On July 25, the Mental Health Champions Committee introduced a new resource for Managers; titled "Meeting in a Box: A Mental Health Resource for Managers". This product has been created to support managers when engaging employees in open discussions about mental health in the workplace and is</p>	Union	Union to investigate options and report back at the next meeting.

	<p>now available on the OPS Wellness site.</p> <p>Mental Health First Aid Basic – This Mental Health First Aid Canada program aims to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague.</p>		
2019/07/30	<p>6. First Aid Certification Training</p> <p>The union requested information on the status of First Aid Certification (procurement) and why it has been put on hold. The union has proposed a joint effort to ensure that there are current 'land-based' managers and staff at each Ministry of Finance location.</p> <p>Management advised that security guards in 33 King St. W. and Frost Complex all currently have First Aid Certification.</p> <p>Management will investigate emergency response across Ministry of Finance work locations and the status of staff training and report back.</p>	Management	Management will investigate and report back.
	<p>Next Meeting November 26, 2019 (Toronto)</p>		
	<p><i>Original signed by:</i></p> <p>_____ Tracey Cribbs</p> <p>_____ Brandon Chaput</p> <p>Dated: July 30, 2019</p>		