

**Ministry of Transportation**  
**MERC Ministry Employee Relations Committee**

**Meeting Minutes**

Wednesday March 31, 2021 | 9:30 am - 12:30pm  
 Virtual Meeting

**In Attendance**

For the Union	For the Employer	Guests	Regrets
Will Larose (Co-Chair) Stella Martin Sam Hardie Glenna Caldwell Suzanne Lessard	Ramneet Aujla (Co-Chair*) Shelley Unterlander Eric Doidge Jay Naik Stefan Pietrangelo	Leah Beirnes Kerri Boyd	

**Standing Items**

#	Date Tabled	Agenda Item	Items	Referred to	Action
1	97-01-02	<b>Disclosures</b>	The Ministry provided an updated disclosure list prior to the meeting.  The Union inquired about the change in reporting relationship of one (1) multi-incumbent position, affecting two (2) employees –	Employer	The Ministry will continue to provide updates as they become available.

#	Date Tabled	Agenda Item	Items	Referred to	Action
			<p>Transportation Infrastructure Management and Operations Divisions, Ministry of Transportation.</p> <p>The Ministry advised that the reporting relationship was in place prior to the disclosure on February 25, 2021. The change was effective via the ministry transformation and was a result of the ministry's new organizational structure implemented on August 06, 2021. The change in reporting relationship reverted to the previous organizational structure.</p>		
2	04-03-01	<b>Transportation Safety Division (TSD) Business Transformation</b>	<p>The Ministry advised that work continues with all four key initiatives as part of the TSD Business Transformation.</p> <p>The four projects have been designed under a progressively staged release model and are all at different stages of release.</p> <p>The second release of the Digital Information Management and Analytics project went live on March 22, 2021. The third release of</p>	Employer	<p>The Ministry will continue to provide updates as they become available.</p> <p>The Ministry will advise of the impact and modernization to staff on the four projects moving forward.</p>

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			<p>additional data is scheduled to be implemented June 2021.</p> <p>The Digital Document Management project is complete with 3 releases launched over the summer of 2020.</p> <p>Driver Medical Review implemented a new case management system in August 2020 and is working on the next phases of release</p> <p>The Revenue Management release is occurring on April 01, 2021.</p> <p>The Union inquired as to what the impact to staff are. The Ministry advised that service standards are able to be met and employees are able to increase efficiencies</p>		
3	07-10-02	<b>Employee Experience Survey</b>	<p>The Ministry provided a report back on the 2019 Employee Experience Survey and the three priority areas of focus and actions taken to date.</p> <p>On February 09, 2021 an MTO Employee Engagement Survey Report was issued via a <a href="#">memo</a> from Deputy LeBlanc. This report was new this year and it demonstrates</p>	Employer	The Ministry will continue to provide updates as they become available.

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			<p>transparency in what we have done to address the employee experience survey results.</p> <p>The Employee Experience survey closed on March 24, 2021; the ministry's response rate was 70%.</p> <p>The Union advised that there were instances across the OPS where employees were being pushed to complete the survey.</p> <p>The Ministry confirmed that the completion of the survey is voluntary and is at the discretion of employees and that the ministry's direction to managers has been consistent with TBS direction since the initial promotion of the survey.</p>		
4	13-04-01	<b>Transition Exit Initiative (TEI)</b>	<p>The Ministry provided an update on the number of Ministry TEI approvals and pending applications.</p> <p>The Ministry advised that there have been two TEI approvals since the previous meeting.</p>	Employer	The Ministry will continue to provide updates as they become available.

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5	13-04-01	<b>Fixed Term / Seasonal / Students Lists</b>	<p>The Ministry provided Fixed-Term, Seasonal and Students Lists as of January 31, 2021.</p> <p>The Union shared a listing of inquiries regarding fixed-term employees for follow-up in advance of the meeting.</p>	Employer / Union	<p>The Ministry will continue to provide updates as they become available.</p> <p>The Ministry will follow-up on the Union's list of inquiries.</p>
6	13-07-01	<b>LERC List</b>	<p>The Ministry advised that in discussion with the Union it has launched a central repository for local employee relations information.</p> <p>The hyperlink to the central repository is found <a href="#">here</a>.</p>	Employer / Union	The Ministry will continue to provide updates as they become available.
7	21-03-31	<b>Anti-Racism Strategy</b>	<p>The Ministry advised that it created an Anti-Racism Team (ART). It is an employee led team of 14 staff in varying roles and from various socio-demographic groups representing all divisions across the ministry.</p> <p>The Ministry advised it is collaborating with and supporting the work of the Ministry's Anti-Racism team (ART) to inform the development of a ministry anti-racism action plan.</p>	Employer / Union	The Ministry will continue to provide updates as they become available.

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			The Ministry advised that it has prepared an Anti-Racism action plan. The Ministry will engage the Union the week of April 12, 2021 for consultation and feedback.		

### Business Arising

#	Date Tabled	Agenda Item	Items	Referred to	Action
8	17-10-19	<b>TEO Performance Targets</b>	<p>The Ministry advised that this work has been paused as a result of the current pandemic.</p> <p>The Union raised concerns that staff in certain regions are being pressured to meet the program standards (with bus blitzes etc.).</p> <p>Management's direction and expectation has not changed since staff were advised that quotas are not in place as a result of the pandemic. However, staff are still expected to be fully productive throughout their shift focusing on road safety. Management continues to monitor numbers to ensure that staff are productive and carrying out inspections</p>	Employer	The Ministry will explore a communication to clarify expectations to Transportation Enforcement Officers.

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			<p>The Ministry advised that new accountabilities and inspection targets will be determined via the current program review anticipated to be completed by the summer of 2021.</p>		
9	18-10-11	<b>Commercial Vehicle Emissions</b>	<p>The Ministry advised that the Request for Bid for a third-party to deliver the integrated program closed on January 13, 2021 and that proposals are currently being evaluated. The successful vendor is anticipated to be onboarded in June 2021.</p> <p>The Ministry advised that it continues to collaborate with MECP in determining the exact process and procedures Transportation Enforcement Officers (TEOs) will incorporate into their current inspections.</p> <p>The Ministry advised that training commenced in February and March 2021 with a total of 55 Transportation Enforcement Officers. This will be followed by procedural training later in Spring</p>	Employer	<p>The Ministry will continue to provide updates as they become available.</p> <p>The Ministry will advise of the cohort training plan following the meeting.</p>

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			<p>2021, to allow for on-road enforcement to begin by July 1, 2021.</p> <p>This cohort will aid in support training all Transportation Enforcement Officers to ensure readiness for the July 01, 2021 resumption.</p>		
10	19-05-02	<b>Transportation Safety Division Risk Assessment</b>	<p>The Ministry advised that decision notes have been prepared for each topic and/or action item in the Risk Assessment. Decision notes were shared with MAC members to provide feedback.</p> <p>The Ministry advised that initial recommendations from the working group have begun to be implemented including. Branch level health and safety oversight by the Strategic Support Unit within CIEB and planning for the installation of structural driver counter barriers at all truck inspection stations.</p> <p>The Ministry advised that the completion of this work is targeted for summer 2021.</p>	Employer	The Union will provide feedback on the recommendations in advance of the next Ministry Advisory Committee (MAC) meeting.



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11	20-01-17	<b>Commercial Vehicle Safety &amp; Enforcement (CVSE) Program OAGO Audit</b>	<p>The Ministry is continuing to incorporate the OAGO 19 recommendations and 51 action items as part of various provincial measures being taken to support Ontario's trucking industry.</p> <p>The timelines for completion of the action items have been delayed due to the COVID-19 pandemic impacts, though much of the work continues to be on track towards completion by the end of 2021.</p> <p>The Ministry advised that elements of the Commercial Vehicle Enforcement Program Review have been reprioritized, with an emphasis placed on addressing OAGO recommendations including the staffing plan strategy, inspection volumes and performance indicators.</p> <p>The Ministry advised that ten actions are completed, 2 are no longer applicable, seven items will be completed by summer 2021.</p> <p>The Union inquired about the current staffing compliment relative to</p>	Employer	The Ministry will follow-up on the Union's inquiry regarding current vacancies and how they align with the current recruitment underway.

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			<p>previous years (e.g., 2014) and what actions the Ministry is taking to resolve the additional pressure on TEOs.</p> <p>The Ministry advised that the program review will provide a recommendation on the staffing compliment required to support and deliver on the programs mandate.</p> <p>The Parties signed an MOU dated February 5<sup>th</sup>, 2021 regarding a simplified clearance process for TEO2 vacancies that were to be filled through the lateral transfer process. The process will expedite the lateral transfer process for TEO2 vacancies. A signed copy of the MOU is attached to these Minutes.</p>		
12	20-01-17	<b>Ministry Transformation</b>	<p>The Ministry advised that it is continuing to review and determine the role of the Divisional Service Offices (DSOs) which will have a renewed, more focused purpose.</p> <p>As part of the, Business Support Services Review (BSSR) the Ministry advised that is continuing to work on the future model and</p>	Employer	The Ministry will continue to provide updates as they become available.

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			<p>implement an innovative, efficient, one-window business support services model to serve all ministry clients, in consultants.</p> <p>As part of the Business Admin Services Project (BASP) the ministry advised that it is continuing our review of branch-level administrative and business support services and support functions.</p>		
13	20-01-17	<b>Remote Northern Transportation Office</b>	<p>The Ministry advised that Operations Division is planning to recruit for fixed-term irregular on-call staff for the remote northern airports. The first wave of recruitment will commence in April 2021 with targeted completion by fall 2021.</p> <p>The Ministry is undertaking a comprehensive review of remote northern airports, with phase-one completion to be completed by the end of June 2021 and phase-two to be completed by the end of 2021.</p>	Employer	The Ministry will continue to provide updates as they become available.
14	20-01-17	<b>Multi-Year Plan (MYP)</b>	The Union requested the Ministry's Multi-Year Plan.	Employer	Remain on agenda.

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			<p>The Ministry advised that documents relating to government planning, including MYP data, are Cabinet Confidential and are not shared.</p> <p>The Union inquired on the recently released Spring Budget.</p> <p>The Ministry advised that on March 24, 2021, the government released Ontario's Action Plan: Protecting People's Health and Our Economy. The 2021 Budget is the next phase of Ontario's response to COVID-19 and is the second Budget the government has delivered during the pandemic.</p> <p>The Union inquired where there are on any saving targets or staff reductions outlined in the budget.</p> <p>The Ministry advised that there are no items in the budget linked to these items.</p>		
15	20-01-17	<b>Special Cases</b>	The Ministry advised that the Appendix 7 Sub-Committee discussed the TEO classifications as minuted in the February 03, 2021 CERC minutes.	Employer / Union	The Ministry will continue to provide updates as they become available.

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			<p>The Ministry advised that the Senior Transportation Design Technician position has been reviewed with management and employees and has been finalized.</p> <p>The Ministry will provide a copy of the job description following the meeting.</p> <p>The Ministry advised that minor updates are required to the following special cases: Quality Assurance Officer and the Remote Sensing Officer. Management continues to work with the incumbents occupying the positions to review the position description to ensure their input is solicited and considered in the final version.</p> <p>The Ministry will confirm whether updates are required to the Physical Laboratory job specification.</p>		<p>The Ministry will provide a copy of the Senior Transportation Design Technician position description specification following the meeting.</p>
15	20-11-18	<b>Transportation Enforcement Officer CWW Agreement</b>	<p>The parties continue to discuss CWWs and renewals.</p> <p>The Ministry advised that CWWs will be evaluated in their entirety</p>	Employer	<p>The Ministry and the Union will continue discussions surrounding the</p>

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			following the Commercial Vehicle Enforcement Program Review.		existing CWW agreements.
16	20-11-18	<b>Commercial Inspection and Enforcement – Enforcement Obligations, Reasonable Speeds and the HTA</b>	<p>The Ministry advised that CIEB has been actively addressing instances where speeding over 150km/h occurred in OPS vehicles.</p> <p>The Union inquired as to what actions the ministry is taking to ensure Transportation Enforcement Officers are able to carry out their duties.</p> <p>The Ministry has advised MTO Enforcement staff and all OPS employees do not have the legislated authority to speed. There are no exemptions under the HTA for employees to speed.</p> <p>The Ministry advised that it has no immediate plans to change officer authorities to allow speeding. Any further consideration for these authorities will not occur until the program review is completed.</p>	Employer	The Ministry to provide an update at the next meeting.

## New Items

#	Date Tabled	Agenda Item	Items	Referred to	Action
18	21-03-31	<b>Effective Communication Related to COVID-19 Protocols</b>	<p>The Ministry advised that local management are ensuring active employee screening is being undertaken by staff in accordance with the <i>Reopening of Ontario Act</i>.</p> <p>The Union inquired about a memo sent to management on February 9 and why the Ministry did not share and or engage with the Union.</p> <p>The Ministry advised that it was awaiting formal direction from TBS on the broader strategy for notification to employees and the Union.</p> <p>The Union would like to refer this item to the next meeting.</p>	Employer	Remain on Agenda.
19	21-03-31	<b>COVID-19 – Sick Time</b>	<p>The Ministry advised that all employers in Ontario are required to actively screen every worker for COVID-19 before they enter the workplace at the start of their shift each day.</p> <p>The Ministry advised of the TBS direction regarding interpretation</p>	Employer	Remove from agenda.

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			<p>whereby employees are not permitted to enter the workplace give the outcome of their screening.</p> <p>The link to OPS questions and answers regarding COVID-19 can be found <a href="#">here</a>.</p> <p>In alignment, with the TBS direction the ministry advised:</p> <ol style="list-style-type: none"> <li>1. Where an employee plans to attend the workplace, they complete the COVID-19 screening and as a result of their answers, they fail the screening – they should not attend the workplace and stay home.</li> <li>2. If the employee is feeling well and able to work, management should first consider whether the employee can be assigned work remotely while the employee isolates at home. Alternatively, if there is no work for the employee to conduct remotely due to the nature of their work and the</li> </ol>		



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			<p>employee is feeling well and able to work, the employee would be eligible for COVID Paid Leave (CPL).</p> <p>3. If the employee is symptomatic and/or feeling unwell, they must follow all advice of public health authorities/their doctor and are expected to utilize Short-Term Sickness Plan (STSP) or attendance credits to cover their absence.</p> <p>4. If the employee tests positive for COVID-19, they are eligible to receive top-up to their STSP/attendance credits for the 14-day self-isolation period as per the COVID-19 Testing MOA which is in effect from December 18, 2020 to June 30, 2021. The employee must retake the screening every day before going to work.</p>		
20	21-03-31	<b>Letter of Counsel – Article 22.15</b>	The Ministry advised that it issues letters of counsel as a non-disciplinary means to bring to the	Union	Remove from the agenda.

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			<p>employee's attention a breach in conduct, clarify expectations and policy, and give the employee an opportunity to correct the problem before issuing progressive discipline.</p> <p>The Union advised that the Collective Agreement notes that letters of counsel are an official record and may remain on the employee's record/files for up to 3 years. As such, it appears these letters may be used to take further action between the date of issuance and the date the letter is removed from the file.</p> <p>As the Ministry has clearly noted their intent, the Union accepts that within MTO, letters of counsel are non-disciplinary and are not be placed on the corporate file.</p>		
<b>Next Meeting:</b> Wednesday June 16, 2021					

**For the Union:**

**Date:** May 28, 2021

**For the Employer:**



**Date:** May 28, 2021