

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of the Attorney General  
All Stewards in the Ministry of the Attorney General

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** December 13, 2011

**SUBJECT: Ministry of the Attorney General  
ERC Minutes – December 8, 2011**

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Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
A/OPS Supervisor

/dd

att.

cc: MERC Chairs  
Ministry ERC



MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

December 8, 2011

10:00 a.m. – 5:00 p.m.

Human Resources Strategic Business Unit Large Boardroom  
3<sup>rd</sup> Floor, 720 Bay Street, Toronto, Ontario M7A 2S9  
Toronto, Ontario

CHAIR: Management

For the Union

Julie Weber (Co-Chair), OPSEU Local 228  
Shelley McCormick (Vice-Chair), OPSEU Local 526  
Ibrahim Bozai OPSEU Local 526  
Jim Jurens, OPSEU Local 526  
Judith Marion (OPSEU Job Security)

Regrets:

Sheila Bristo, Court Services Division  
Brian Garrah, Court Services Division

Guests:

Lou Bartucci, Court Services Division – CIMS  
Susie Bridge, Court Services Division – Court Reporting  
Megan Medina, Business Continuity & Emergency  
Management, CSMD – Bill 168  
Barb Ryner, Court Services Division

For the Ministry

Valerie Neville (Co-Chair), HR-SBU, CSMD  
Sue Dunford, HR-SBU, CSMD  
Margaret Watson, Centre For Employee Relations  
Tony Ventura, Court Services Division

Recorder:

Ross Darlington, HR SBU

Ref #	Agenda Item	Issue	Follow-Up/Action
<b>Presentations:</b>			
a)	<b>CIMS</b>	<p>CIMS (Courts Information Management System) New system to replace ICON, FRANK and ESTATES and is a case management system</p> <p>This system will incorporate these 3 systems into one and allow sharing between business lines, i.e., criminal, family and civil.</p> <p>Implementation is targeted for summer 2012. User acceptance testing and training will take place before then.</p> <p>It is estimated to take 8 to 10 years for full implementation.</p>	Standing item
b)	<b>Court Interpreters</b>	<p>Management provided an update on recruitment of Court Interpreters.</p> <p>In Brampton, 1 Urdu and 1 Punjabi interpreter FXT were recruited for and offers made. Brampton has cancelled the recruitment of 2 FXT positions (1 Punjabi and 1 Tamil) and the 3 FPT positions (1 Vietnamese, 1 Polish and 1 Spanish).</p> <p>Toronto recruited for 7 positions over the summer and fall. As a result of the recruitment, 1 Russian and 1 Spanish interpreter have been hired. Management is looking at outreach programs to attract qualified candidates for the following positions: Tamil, Vietnamese, Cantonese and Mandarin (2).</p> <p><u>Staff Interpreter Re-testing</u> In June 2011 a number of staff interpreters were retested. The results were encouraging with some individuals moving up a level and the vast majority improving in various sections</p>	Management will provide a detailed update to the Union on the status of outstanding positions.

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		<p>of the test.</p> <p>The Supervisors will work with the staff and commence discussions in terms of next steps in their learning plans.</p>	
c)	<b>Bill 168 and Workplace Risk Assessments</b>	<p>Management provided a presentation on Workplace Risk Assessments. Assessments have been completed for all MAG court locations, boards, commissions and agencies. These assessments will be shared with all Joint Health and Safety Committees for review and comment.</p> <p>Phase 2 will entail training on prevention of workplace violence.</p> <p>The Union requested a list of locations where assessments have been completed and confirmation that these assessments have been shared with the local Joint Health and Safety Committees.</p>	Management to follow up
<b>1. STANDING ITEMS:</b>			
1. a)	<b>Conversion</b>	<p>a) <u>Article 31A.15 – Conversion of Unclassified Positions to Classified Positions</u></p> <p>No conversions to report since the last meeting.</p>	Management to follow up with report from June 2011 up to and including November 2011
1. b)	<b>MAG Update</b>	<p><u>Court Services Division</u></p> <p>92% of all staff have attended training. DVD and/or online website will be provided for training of Professional Respectful Workplace for those who were unable to attend training sessions.</p>	

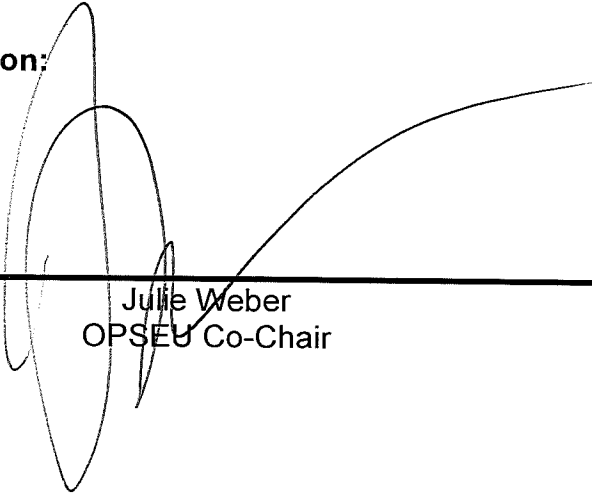
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		<p><u>Victims and Vulnerable Persons Division</u></p> <p>No update this meeting</p> <p><u>Legal Services Division</u></p> <p>No update this meeting</p>	
1. c)	<b>MAG's Vacancy Reports</b>	Management reported that recruitment is going on and vacancies continue to go through the clearance process.	Employer to follow up
1. d)	<b>Local Employee Relations Committees</b>	<p>The Union inquired if the employer can provide a list of all MAG LERCs.</p> <p>The employer provided a listing of LERCs previously.</p> <p>Updated information will be shared when available.</p>	Employer to follow up
1. e)	<b>Employee engagement action plan</b>	The parties met following the last MERC meeting to discuss Employee Engagement results. The employer provided Union with additional information. The parties agreed to discuss at next meeting.	To be discussed at next meeting
1. f)	<b>Ministry's Court Reporting Review</b>	<p><u>Court Reporters</u></p> <p>Digital Recording Devices have been implemented in 75% of the sites.</p> <p>The target date is the end of March 2012.</p> <p>The issues raised previously at MERC regarding the Durham Courthouse are being resolved locally on an individual basis. Previously-raised Court reporter issues at Old City Hall to be addressed.</p> <p>The Union was presented with the document concerning</p>	<p>Union to follow up locally</p> <p>Management will keep Union up to date on progress</p> <p>Management will also review Industry Canada guidelines regarding RFI. Management will share the newsletter called "Keeping you up to</p>

<b>Ref #</b>	<b>Agenda Item</b>	<b>Issue</b>	<b>Follow-Up/Action</b>
		Radio Frequency Interference in courtroom reporting. This will be provided to all court reporters.	date" with the Union.
1. g)	<b>Job Descriptions</b>	The employer provided an update.	
1. h)	<b>Bill 168</b>	See presentation	
1. i)	<b>Career Mentoring Program</b>	Program is underway with 40 pairs. An orientation session was held on November 8, 2011. Positive feedback has been received on the mentoring program from year one participants. Approximately half of the partners are OPSEU members.	Management to share roll-up results
<b>2. DISCLOSURES</b>			
	<b>Surplusses</b>	OPSEU expressed its disappointment with surplussing in the ministry. Organizational Charts show that there are employees in contract positions where regular staff are being surplussed.  As there are outstanding grievances related to surplussing, the employer is not in a position to discuss this at this time.  The employer cannot share seniority lists with local presidents. MGS provides seniority data to OPSEU centrally. Members wishing to check their seniority may do so at their OPSEU Regional Office.	
<b>3. Report Back Items</b>			
3. a)	<b>MAG Diversity Plan</b>	No report available at this meeting.	The presentation will be deferred to the next meeting.
3. b)	<b>Windsor Courthouse After hours Access</b>	Management reported that an emergency protocol for gaining access to the building after hours is in place. The issue was addressed at the LERC meeting and information was sent to all staff.	Remove from agenda

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3. c)	<b>Kenora Courthouse Pilot Project</b>	<p>The employer has provided disclosure to extend the pilot to November 2012.</p> <p>The employer provided a list of all court staff at this location.</p> <p>The employer will provide the results of the pilot to the Union before November 2012.</p>	
3. d)	<b>CIMS</b>	See presentation	
3. e)	<b>Bracebridge Courthouse</b>	Grievances have been filed.	Remove from agenda
3. f)	<b>Thunder Bay Vacancies</b>	The union raised some concerns regarding vacancies.	Union will follow up with specifics.
3. g)	<b>Family Law Information Centre</b>	Grievances have been filed.	Remove from agenda
3. h)	<b>Management performing Bargaining unit work</b>	The union raised concerns about managers at 393 University Avenue performing bargaining unit work. Management provided a response.	Remove from agenda
3. i)	<b>Old City Hall</b>	The employer provided information.	Remove from agenda
3. j)	<b>Ombudsman Report</b>	Management reported that the Ombudsman recommendations have been addressed.	Remove from agenda
3. k)	<b>Vacancies used to fulfill reduction targets</b>	The employer will provide the Union with information related to vacancies. The parties will discuss at next meeting.	Management to follow up
3. l)	<b>Program Review</b>	The Union inquired how many programs are being reviewed within the Ministry. The employer will disclose to the union once information is available.	Remove from agenda

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<b>4. NEW BUSINESS</b>			
4. a)	<b>Reimbursing Earnings for Part-time Employees</b>	Management provided a copy of the communication regarding Reimbursement Earnings that had been shared at Multi-Bargaining Agents meeting (MBA).	Remove from agenda

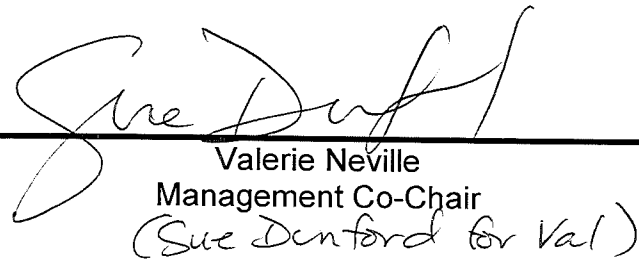
For the Union:



Julie Weber  
OPSEU Co-Chair

Dec. 8, 2011  
Date

For Management:



Valerie Neville  
Management Co-Chair  
(Sue Denford for Val)

Dec 8, 2011  
Date

