



**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, OPS Supervisor

**DATE:** March 29, 2012

**SUBJECT:** Ministry of the Attorney General  
**ERC Minutes – September 13, 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  
OPS Supervisor

/is

att.

cc: MERC Chairs  
Ministry ERC



MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

September 13, 2011

10:00 a.m. – 4:00 p.m.

OPSEU Toronto Regional Office 31 Wellesley St. E  
Toronto, Ontario

CHAIR: Union

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:

Grace Lin, Policy & Adjudicative Tribunals Division  
Lawrence Helpert, Legal Services Division

Recorder:

Karen Fritzlar Centre For Employee Relations

Guests:

Sue Dunford, Strategic Business Unit  
Tony Ventura, Court Services Division  
Susie Bridge, Court Services Division  
Sheila Bristow, Court Services Division

For the Ministry

Valerie Neville (Co-Chair), HR-SBU, CSMD  
Brian Garrah, Court Services Division  
Karen Fritzlar, Centre For Employee Relations

Ref #	Agenda Item	Issue	Follow-Up/Action
<b>1. STANDING ITEMS:</b>			
1. a)	<b>Conversion</b>	a) <u>Article 31A.15 – Conversion of Unclassified Positions to Classified Positions</u> As reports become available the Employer will share with the Union	Employer to follow up
1.b)	<b>MAG Update</b>	<u>Court Services Division</u>  The Employer advised that the training to support professional and respectful workplace has been completed in 11 of 31 sites. Feedback has been positive although in some sites there have been problems with the audio and participants will have another opportunity to participate in another session.  Under Bill 168 Managers as well as employees have a joint responsibility to ensure that the legislation is complied with  <u>Victims and Valuable Persons Division</u>  No update this meeting  <u>Legal Services Division</u>  No update this meeting	
1. c)	<b>MAG's Vacancy Reports</b>	As reports become available the Employer will share with the Union	Employer to follow up
1.d)	<b>Enforcement Program</b>	Issue resolved	Remove from agenda

<b>Ref #</b>	<b>Agenda Item</b>	<b>Issue</b>	<b>Follow-Up/Action</b>
1.e)	<b>Local Employee Relations Committees</b>	The Union inquired if the Employer can provide a list of all MAG LERC's	The Employer will investigate and get back to the Union before the next meeting.
1.f)	<b>JHSC's</b>	The Union inquired if the Employer can confirm that both parties at the JHSC's are jointly involved in developing the risk assessments as per Bill 168.	The Employer will investigate and get back to the Union before the next meeting.
1.g)	<b>Employee engagement action plan</b>	The Employer will disclose Ministry and available Divisional results available to date to the Union	A meeting to discuss reports will be held later in September with the MERC committee.
1. h)	<b>Ministry's Court Reporting Review</b>	An update on the rollout of digital recording should be completed by March 31, 2012  Cluster 4 will be the last to be implemented. Currently the audio and ergonomic assessments are being reviewed. The Union raised concerns about issues at Old City Hall and Durham.	The Employer will investigate and get back to the Union prior to the next meeting.
1.i)	<b>Ministry's Court Reporting Review</b>	The Employer gave an update: 4 fixed term unclassified & 7 FPT competitions are currently being recruited. A number of staff interpreters were retested in June and July. The test results are being reviewed. So far 2 staff interpreters have been notified that they are now fully accredited. The remainder will be notified as results become available.	
1.j)	<b>Job Descriptions</b>	The Employer provided an update.	
1.k)	<b>Bill 168</b>	The court security working group has completed a draft and	The Employer will follow up

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		the Union will be provided an opportunity to provide comments	and get back to the Union before the next meeting
1.I)	<b>Career Mentoring Program</b>	The Employer provided an update. The Employer will offer the program again. Details will be sent out this week The Union has asked for additional information on the selection criteria to identify mentees (participating members)	The Employer will follow up on how participants are selected
<b>2. DISCLOSURES</b>			
<b>3. Report Back Items</b>			
3.a)	<b>MAG Diversity Plan</b>	The Employer provided an update on MAG's Diversity Plan. The Diversity groups include: Aboriginals; Francophones; Lesbian, Gay, bisexual and Transgender; People with Disabilities, Visible Minorities. Employees are encouraged to apply.	The presentation will be deferred to the next meeting
3.b)	<b>Dryden Courthouse</b>	Issue resolved	Remove from agenda
3.c)	<b>Windsor Courthouse After hours Access</b>	Extended hours of access have now been granted to all staff to 7:00 p.m. Windsor has made arrangements with the Windsor Police Services, Court Security Branch that Police Services will act as the first AED responders for all critical incidents	The Employer will follow up on contact information and get back to the Union before the next meeting.
3.d)	<b>Kenora courthouse Pilot Project</b>	The Employer is looking to extend the pilot to other locations.  The Employer will provide additional feedback on the pilot and the Union will then respond.  The Union inquired if the Employer will provide a list of all FPT court support staff.	The Employer will provide a list of other potential pilot sites to the Union  The Employer will provide the Union with a list of names of all FPT court support staff.

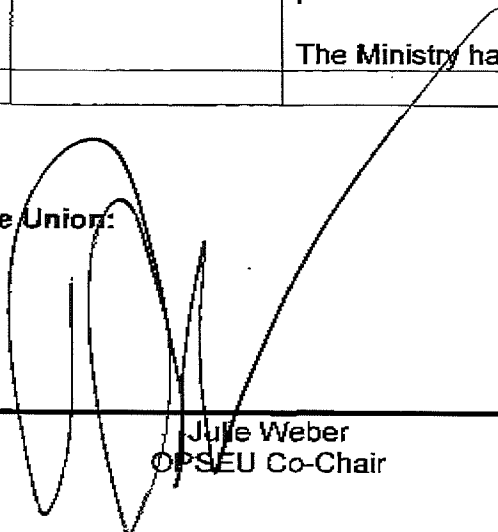
Ref #	Agenda Item	Issue	Follow-Up/Action
3.e)	Change in per page rates for Court of Appeals transcripts	Issue has been resolved	Remove from the agenda
3.f)	Old City Hall Court – Students performing BU work	Policy grievance has been filed on this issue therefore it cannot be discussed at this table	Remove from the agenda
3.g)	Courtroom security	Issue resolved	Remove from the agenda
3.h)	Article 7.2.2 Ministry tracking	The Employer has a tracking system in place	Remove from the agenda
3.i)	Windsor Courthouse phones	Employer has indicated that phones are not being recorded or monitored.	Remove from the agenda
<b>4. NEW BUSINESS</b>			
4.a)	Fixed Term unclassified scheduling	Fixed term unclassified staff can let the manager know at any time that they are unavailable for any reason and will be scheduled appropriately. Any issues regarding scheduling should be discussed with the local manager.	Remove from the agenda
4.b)	CIMS Family Wireframes	A presentation on the CIMS project will be arranged at a future meeting.  The Union asked if there will be staffing impacts as a result of CIMS. The Employer advised that as it is on the development stage impacts are unknown at this time.	The Employer will follow up
4.c)	Bracebridge Courthouse	The Union has raised concerns regarding various issues including scheduling of staff.	The local LERC members have agreed to work together to address these concerns
4.d)	Thunder Bay Vacancies	The Union raised some concerns regarding vacancies	The Employer will investigate and get back to the Union

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4.e)	<b>Family Law Information Centre</b>	The Union raised concerns that staffing in Family Law information Court is being provided by an outside vendor in several locations across the province. This work was previously performed by bargaining unit members.	The Employer will investigate and respond prior to the next meeting.
4.f)	<b>Management performing Bargaining unit work</b>	The Union raised concerns about managers at 393 University Avenue performing bargaining unit work	The Employer will investigate and respond prior to the next meeting
4.g)	<b>Old City Hall</b>	The Union raised concerns regarding the scheduling of only one person in certain courts	The Employer will investigate and respond prior to the next meeting.
4. h)	<b>Toronto East</b>	The Union raised concerns regarding different sound levels on the audio equipment	The Employer will investigate and respond prior to the next meeting
4. i)	<b>Ombudsman Report</b>	The Union raised concerns regarding some issues the report raised in connection with OPGT (Office of the Public Guardian and Trustee)	The Employer will investigate and respond prior to the next meeting
4. j)	<b>Vacancies used to fulfill reduction targets</b>	The Union inquired how many vacancies were used to fulfill the 5% reduction target	The Employer will investigate and respond prior to the next meeting
4. k)	<b>Program Review</b>	The Union inquired how many programs are being reviewed with the Ministry.	The Employer will disclose to the Union once information is available



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4. l)	Article 1.8	The Union inquired why are other bargaining units getting new positions contrary to article 1.8 The Employer advised that all new job descriptions are provided to the Union on a monthly basis	Remove from Agenda
4. m)	System Officer 7 Positions	The Union inquired if the Ministry would be hiring any S.O.7 positions.  The Ministry has no plans to hire any S.O.7's	Remove from Agenda

For the Union:



Julie Weber  
OPSEU Co-Chair

MAR 16 2012

Date

For Management:



Valerie Neville  
Management Co-Chair

Mar 15, 2012

Date