

**MERC MINUTES**

Ministry of the Attorney General  
MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

June 17, 2014

9:30 a.m. – 5:30 p.m.

720 Bay Street, Toronto, Ontario

Chair: Management

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**For the Union:**

Jim Jurens (Co-Chair) OPSEU Local 526  
Tim Elphick, Vice Co-Chair, OPSEU  
Shelley McCormick  
Tina Stevens  
Judith Marion, OPSEU Job Security

**For the Ministry:**

Carol Christidis, (Co-Chair) HR Strategic Business Unit,  
Randy Holloway, HR Strategic Business Unit  
Brian Garrah, Court Services Division  
Lina Bilardo, Victims & Vulnerable Persons Division  
Kathryn DuBois, Centre for Employee Relations

**Regrets:**

Chris Tikkanen, Centre for Employee Relations

**Guests:**

Roy Dart, Court Services Division

Alison Hedden, Court Services Division

Tony Ventura, Court Services Division

Mary Skenderis, Court Services Division

Anne Marie Predko, Court Services Division

Kate Andrew, Court Services Division

Megan Dykie, Emergency Management, CSMD

Heather O'Neill, Emergency Management, CSMD

**Regrets:****Recorder:**

Sean Lee, Centre For Employee Relations

Ref #	Agenda Item: (date added)	Issue:	Follow-Up / Action:
<b>Standing Items:</b>			
A.	<b>Presentation Procedures for High Risk Exhibits</b>	Court Services Division provided a presentation on the " <i>High-Risk Exhibits Management Guide</i> " that was released in June 2012. The Guide outlines the role and responsibilities of Exhibit Custodians and Courtroom Clerks / Registrars and addresses the health and safety recommendations of the Ontario Internal Audit Report on Court Exhibit Management. The Guide is available on the CSD intranet site. A <i>PowerPoint</i> training module on the Guide was released in January 2013 and is available to all court staff.	Management to follow up.

		Union requested a copy of the guide and manual, when it becomes available.	
<b>1.</b>	<b>MAG Update:</b>		
<b>a.</b>	<b>Victims and Vulnerable Persons Division</b>	<p>Management provided an update. VVPD employees participated in an OPGT job information workshop on June 19, 2014, in Toronto, and were provided a general overview of key OPGT programs and job roles.</p> <p>Thirty-nine OPSEU staff were recognized in the Ministry's 2013 Prix Excelsior Awards ceremony held in April 2014, for customer service Excellence, outstanding achievements and excellence in teamwork including diversity, inclusion and accessibility. In addition, two OPSEU employees were recipients of the 2014 Susan Lee Award for Excellence in Victim Services.</p> <p>The Office of the Coordinator of French Language Services provided a Presentation to the Office of the Children's Lawyer (OCL) staff on French language services this February. A presentation was provided to OCL employees by the Chief Diversity Office Agencies on diversity in May.</p> <p>Updates as required.</p>	Remove from agenda.
<b>b.</b>	<b>Court Services Division</b>	<p>Management acknowledged the outstanding contributions of OPSEU staff recipients of the 2013/14 MAG <i>Excelsior Awards</i>. A list of employee recipients was provided to OPSEU and is also available on the MAGnet intranet site.</p> <p>CSD launched a newsletter for all employees which highlights the achievements and ongoing work that has been accomplished to date in support of accessibility. A copy of the newsletter was provided.</p>	

2.a)	<b>Fixed-Term report</b>	Management provided information to OPSEU.	
2.b)	<b>Conversion reports</b>	Management will provide this information to OPSEU.	
3.	<b>LERCs</b>	<p>The 720 Bay LERC met successfully on May 14, 2014.</p> <p>The Union advised management that Sarnia and Windsor are interested in establishing a LERC.</p> <p>LERC members and co-chairs are encouraged to registrar for ERC training which is available in Toronto on June 19, July 9 and September 10; in London on June 26; in Kingston on September 9; in Peterborough on September 16; and in Sudbury on September 25, 2014. The link to registrar for training is available under <i>HROntario Services</i> on the <i>MYOPS Home Page</i>.</p> <p><a href="https://intra.myopstdc.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/hro2014.05.13.11.58.44.LR8_page?open">https://intra.myopstdc.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/hro2014.05.13.11.58.44.LR8_page?open</a></p>	Parties to follow up.
4.	<b>Employee Engagement Action Plan</b>	<p>Future Deputy Attorney General Regional Roundtable locations are scheduled in Newmarket on October 7, 2014; Toronto on January 7, 2015; Ottawa on April 8, 2015 and in London on June 16, 2015.</p> <p>Communication of the OPS Employee Engagement Survey results is expected in late July. The Ministry's results will likely be available in September.</p> <p>Management to provide survey results to the Union when they become available.</p>	Management to follow-up.
5.	<b>Ministry's Court Reporting Services</b>	Further to the signing of the MOS of March 3, 2014, the parties have met with regard to finalizing the implementation. Details to be provided as available.	

		The new model of Court Transcript Services was implemented on June 9, 2014. The Ministry and OPSEU have had meetings to review issues arising out of the changes and are continuing to review any employment-related aspects of the new model.	
6.	<b>Job Descriptions</b>	<p>Management provided the April and May 2014 amended / new position descriptions on June 13, 2014.</p> <p>The Union raised an issue concerning the Trial Coordinator position and requested management to follow up.</p>	
7.	<b>Courts Modernization</b>	<p>Management provided an update on the <i>Daily Court List On-line</i> project which is an online posting of court dockets. The Union asked if there are any anticipated staffing impacts. Management advised this is an alternative method and not intended to impact staffing levels.</p> <p>Management shared a presentation on the <i>Small Claims Court On-line</i> project. The project is a shared partnership with MAG and ServiceOntario. It is being piloted in Brampton, Ottawa, Oshawa and Richmond Hill with an anticipated launch date of the week of August 11, 2014. The Union asked if there are any anticipated staffing impacts. Management responded that staff will be performing the same work electronically.</p>	Management to provide a demonstration if requested.
8.	<b>Training and Development</b>	<p>The parties are having continuing discussions regarding training and development.</p> <p>A memo from the Assistant Deputy Attorney General (ADAG) – Court Services Division was provided to all divisional employees on June 6, 2014, regarding “<i>Accessing Mandatory and Highly Recommended Training for Staff</i>” which is accessible to staff through the CSD Training Folder. Managers and supervisors will be discussing training needs / goals with staff as part of their regular performance plan and learning and</p>	

		<p>development plan meetings.</p> <p>OPSEU raised concerns that some courses are not accessible to staff outside the GTA. The Union also flagged concerns about denials to participate in e-learning courses and will provide more details.</p>	Union to follow up.
9.	<b>FPT Deficit Hours</b>	<p>The Union determined that the issue previously raised has been dealt with.</p> <p>The Union requested a listing of FPT deficit hours for 2013.</p>	Management to follow up.
10.	<b>Court Interpreters</b>	<p>Management provided a status update of the staff interpreter competitions currently under way. Management also provided a general update regarding the accreditation levels of the OPSEU staff interpreters including clarification regarding the accreditation process for staff interpreters.</p> <p>Ongoing training is still being provided.</p>	Remove from agenda.
11.	<b>MAG Diversity Plan</b>	<p>The Union provided a number of comments and will follow up with a list of specifics.</p> <p>In addition, the Union also requested a presentation on the new Aboriginal Justice Division.</p>	Parties to follow up.
<b>Report Back Items:</b>			
12.	<b>Kenora Small Court Location Pilot Project</b>	<p>Management advised that the Kenora model final report is being reviewed by the ADAG. Management will follow up with the Union on the status once that is confirmed.</p> <p>The Union inquired if the model is going to be used elsewhere in the province. Management responded that there are no plans to expand the model at this time, and, if future sites are identified, they will be disclosed to the Union.</p>	Management to follow up.

13.	<b>Attendance Support Management Program (ASMP) – Program and Training</b>	<p>Management advised of the number of CSD and ELTO staff who are currently in the ASMP program. The Union raised concerns with the high number of members (approx. 800) at various levels in the program.</p> <p>The Union sought clarification, and management confirmed that, while the Union agreed to joint ASMP training, ASMP is entirely a management initiated program.</p> <p>The Union requested that ongoing joint training be made available for OPSEU representatives.</p>	Move to standing item on the agenda.
14.	<b>RbP</b>	The Union has requested an update regarding the status of the Ministry's Results-based Plan. Management does not have an update at this time.	Management to provide when available.
15.	<b>Court and Client Representative – Thunder Bay Court LERC Referral (2014-04-01)</b>	<p>In keeping with Management's disclosure related to the establishment and use of the Court and Client Representative (CCR) position of June 21, 2013, Thunder Bay established one temporary CCR position, in August 2013 and subsequently, filled two (2) CCR positions (1 permanent and 1 temporary) through the competitive process in February 2014. The Director of the Northwest Region has spoken with the LERC Co-chair to provide information and answer questions about the implementation of the new CCR job description in the region.</p> <p>With respect to the workload issues, management confirmed there are no backlogs or workload issues that are apparent for staff in the CCR positions. Any employees experiencing backlogs or workload issues should contact their supervisor.</p>	Remove from agenda.

<p>16.</p>	<p><b>Salary Rate – Courtroom Clerk/Trial Coordinator – Walkerton LERC Referral</b> <b>(2014-04-01)</b></p>	<p>Management reviewed the Union’s questions around the salary rate of the Courtroom Clerk/Trial Coordinator positions in the West Region. Management provided background information related to the classification history and the corresponding salary rate for these positions. A copy of the evaluated job description was provided. Management confirmed that these positions are classified at the 08OAD level.</p> <p>Management is referring this issue back to local management for additional review of the job specification, dated January 4, 2004, which will include input from the incumbents.</p> <p>The Union requested a status update at the next meeting.</p>	<p>Management to follow up.</p>
<p>17.</p>	<p><b>JIRO Training – 1000 Finch Ave. – LERC Referral</b> <b>(2014-04-01)</b></p>	<p>Management reported that the Union’s concerns regarding staff training were reviewed with the regional leads for this project team. As a result, regional leads have been asked to go back to each implementation site to review the training provided to staff and offer additional sessions where this need has been identified locally. Additional training is also available to all impacted staff every Wednesday at 1:15 p.m. (or other times as required) via Adobe Connect training sessions conducted by peer coach trainers. All regional leads and operational managers have been reminded to make those sessions available to staff. So far there has been very positive response by staff to this training.</p> <p>With respect to the issue about typing skills training, that was also raised with the regional leads. The feedback has been that only a few staff across the implementation sites have identified a specific need for improving their typing skills. In these situations, the supervisor has worked directly with the staff person to work out a training plan, and have suggested they access some basic touch typing tutorials. Employees who have concerns about their training in relation to the E-JIROS roll-off are encouraged to speak to their supervisors to discuss their individual</p>	



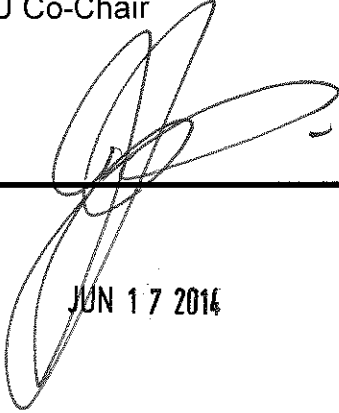
		<p>training needs.</p> <p>Training is made available to staff during work hours.</p>	
18.	<b>Brampton Court Security (2014-04-01)</b>	<p>Management reported that an “after action” session will be conducted once SIU submits their investigation report. Cross-divisional emergency safety and procedures training is also planned for all Brampton staff. Courthouse security and safety remains a priority concern. The Union shared concerns raised by the President of OPSEU Local 228 (Brampton).</p> <p>The Union shared that they have conducted a province-wide survey of court staff regarding court security and shared preliminary results of the survey which identified common concerns across the province. The Union will provide final survey results.</p> <p>The Union is proposing establishing a sub-committee to the MERC to discuss court security / health and safety issues. The Employer is considering the proposal.</p>	
<b>New Business:</b>			
19.	<b>TEI Update</b>	<p>Management reported that there have been 190 TEI applications from OPSEU employees of which 51 have been approved to date.</p> <p>The Union raised concerns regarding the relatively low approval rate of TEI applications at MAG relative to other ministries</p>	Remove from agenda.
20.	<b>Compressed Work Week (CWW) Agreement Issue</b>	The Union is requesting that management share the policy that sets out the minimum standards for management with respect to the compressed work week agreements.	Management to follow up.

21.	<b>New Toronto Courthouse</b>	The Union is requesting information with respect to the new Toronto courthouse as specified in the 2014 spring budget.	Management to follow up.
22.	<b>Releasing Prisoners in the Courtroom</b>	The Union raised concerns with the health and safety of courtroom staff where prisoners are released in the courtroom when courtroom security is not present.	Management to follow up.
23.	<b>Health and Safety issues in Old City Hall</b>	Old City Hall is in the process of installing a new Heating Ventilation and Air Conditioning (HVAC) system which has resulted in a number of serious health and safety occurrences. Staff referred the health and safety incidents to the Local Joint Health and Safety Committee and also contacted the Ministry of Labour.	Management to follow up.
24.	<b>Owen Sound – LERC Referral</b>	The Owen Sound LERC forwarded an issue regarding the sign-off of their July 17, 2013 minutes.	Parties to discuss.
	<b>Next Meeting:</b>	September 23, 2014	
Attachments: 1) Appendix A – Disclosures			

**For the Union:**

**For Management:**

OPSEU Co-Chair



Date:

JUN 17 2014

Management Co-Chair



Date:

JUN 17 2014

**APPENDIX A - Disclosures for discussion:**

<b>- Disclosures -</b>			
<b>Item #</b>	<b>Disclosure Date</b>	<b>Division</b>	<b>Disclosure</b>
A)	March 26, 2014	Victims & Vulnerable Persons	Change in reporting relationship – Office of

			the Children's Lawyer
B)	March 28, 2014	Courts Services	Online posting of daily court lists
C) (Info Share)	April 2, 2014	Policy & Adjudicative Tribunals	Co-location of ELTO, SLASTO, SJTO and CICB.
D)	April 3, 2014	Aboriginal Justice	New Aboriginal Justice Division
E) (Corporate)	April 3, 2014	Court Services	Employment Screening
F) (Info Share)	April 4, 2014	Court Services	New Fee Regulation for Court Transcript Production
G) (Info Share)	April 4, 2014	Court Services	Online electronic filing service for Small Claims Court
H) (Info Share)	April 9, 2014	Court Services	Court Interpreter <i>SharePoint</i> Tool
I) (Corporate)	April 23, 2014	Policy & Adjudicative Tribunals	Employment Screening
J) (Corporate)	May 2, 2014	Agency Relations	Employment Screening
K) (Info Share)	May 5, 2014	Court Services	Approval and Authorization to Transcribe and Certify Court Transcripts

L)	May 7, 2014	Policy & Adjudicative Tribunals	Change of reporting relationship – Safety, Licensing Appeals & Standards Tribunal Ontario
M)	May 9, 2014	Court Services	Change in reporting relationship – Toronto Region
N) (Info Share)	May 14, 2014	Court Services	Undertaking of Authorized Court Transcriptionists for Access to Audio Court Recordings
O)	May 15, 2014	Court Services	Authorized Court Transcriptionists for Ontario Website
P) (Info Share)	May 23, 2014	Court Services	New CSD Directive on Ordering and Producing Court Transcripts
Q) (Info Share)	June 5, 2014	Court Services	Assignment of Powers and Duties under the Courts of Justice Act.

(MERC Minutes – June 17 – 14 V01)

