

# MERC Minutes

## Ministry of the Attorney General Ministry Employee Relations Committee Meeting (MERC)

June 27, 2019

9:30 a.m. – 3 p.m.

720 Bay Street, HR Large Boardroom

Chair: Employer

### MERC Members:

Tina Stevens, OPSEU Co-Chair  
Karen Clark  
Kaz Anwar  
Loretta Clark  
Haran Thurairasah

Mark Hine, Management Co-Chair  
Rojean Prince, CSD  
Theresa Hillis, CPSLRC, TBS  
Diana Correia, CSMD

### Guests:

- Ashley Hoekstra, Employee Relations Advisor, CPSLRC, TBS
- Coleen Houlder, OPSEU
- Enrico Dematteo, OPSEU
- Beverly Leonard, Director Court Operations, CSD
- Michael Valerio, Manager Court Operations, CSD
- Tammy Browes-Bugden, Director SOMC, CLD
- Mark Saltmarsh, Director, CLD
- Terri Townley, CLD
- Roy Dart, CSD

Agenda Item	Issue	Follow-Up /
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Ref #			Action
<b>Standing Items</b>			
<b>1. Courts Modernization</b>			
a.	<b>Electronic Scheduling Program (ESP)</b>	ESP has now been rolled out in Toronto at all 6 Ontario Court of Justice-Criminal locations. Currently in the midst of readiness activity for the Central East and Central West regions.	
b.	<b>Provincial Offences Act (POA) – Part III</b>	No updates. Further communications expected in the summer.	
c.	<b>Courtroom Staffing Review</b>	The evaluation report produced on the Proof of Concept was shared with employees on May 3, 2019. Courtroom Staffing Review team is committed to responding to the evaluations within the report.	
d.	<b>Scheduling of Crown Operations Prepared Electronically (SCOPE)</b>	Progress continues towards a digitized platform - 91% of case volume is currently digitized. Onboarding for smaller sites is ongoing and 100% completion of digitization is targeted for December 2019.	
<b>2. MAG Updates</b>			
a.	<b>Modernization Division</b>	Wi-fi remains outstanding for 361 University and Osgoode Hall, pending construction and heritage reviews respectively.	
b.	<b>Court Services Division</b>	No updates.	
c.	<b>Victims and Vulnerable Persons Division</b>	The Employer provided an update on ongoing employee engagement activities within the division. The Union requested a more general update, not solely based on employee engagement.	

d.	<b>Criminal Law Division</b>	An information share was provided to the Union on June 6, 2019 regarding the Remote Case Management Hub Pilot. The pilot will allow case files to be accessed electronically without location restrictions.	
<b>3. Reports</b>			
a.	<b>Fixed Term Report (Article 16.5.1)</b>	The Fixed Term report ending March 30, 2019 was provided by the Employer on April 12, 2019.  See item #21	
b.	<b>Conversion Reports (Article 31A.15)</b>	The Conversion report ending March 30, 2019 was provided by the Employer on April 12, 2019.	
c.	<b>FPT Deficit Hours (Quarterly Reports)</b>	The Employer provided Q1 2019 deficit hours report on April 18, 2019.  The Union expressed concerns with the carry over and accumulation of deficit hours, and encouraged the Employer to review the matter.	
d.	<b>Job Descriptions</b>	The Union received the report for March 2019 on April 15, 2019. The Union received the report for April 2019 on May 21, 2019. The Union received the report for May 2019 on June 18, 2019.	
4.	<b>Training and Development (Appendix 29)</b>	<ul style="list-style-type: none"> <li>• Unified Family Court (UFC) – three-day person training to support transition of UFC model in the new UFC locations.</li> <li>• ICON “train the trainer” sessions conducted in April/May.</li> <li>• E-release retrieval training was offered in Central East region</li> <li>• FRANK user reference guides are being created. Focus group sessions held with staff. Target date of completion of guides expected for September 2019.</li> </ul>	

5.	<b>Court Security</b>		
a.	<b>Workplace Violence Statistics</b>	There have been no workplace violence incidents (within the definition of the <i>Occupational Health and Safety Act</i> ) reported to Justice Sector Security & Emergency Management from March to June 2019.	
6.	<b>People-First Plan (PFP)</b>	The Deputy Attorney General has completed his tour. The feedback provided through crowd-sourcing has been consolidated and will be shared with Senior Management Team. The Employer will request feedback and input from the Union on people-first initiatives. MERC to agree on future agendas the role MERC will play in implementing a people-first culture.	The Employer to provide an updated people-first placemat to OPSEU.
<b>Report Back Items</b>			
7.	<b>New Toronto Courthouse (NTC)</b>	NTC continues to be on target for substantial completion by April 30, 2022. Operations planning continues with various justice participants' committees. The Employer has committed to providing a tour of NTC to MERC after April 30, 2022, and to sharing the terms of reference for the staff transition committee. The Union requested that NTC updates moving forward are to be focussed on matters that impact staff specifically.	
8.	<b>Technological Change – Courtroom Modernization</b>	The Union has no concerns and is in agreement that the toolkit can be finalized.	Remove from agenda.
9.	<b>Implementation of Independent Police</b>	The community safety and policing bill, the <i>Comprehensive Ontario Police Services Act, 2019</i> , was passed on March 26, 2019. At this	For discussion at the next

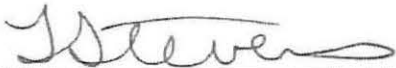
	<b>Oversight Review</b>  <b>Tabled: June 20, 2017</b>	time, the effective date has not yet been identified.  The classification of SIU Investigators is currently under review at the Corporate level (Appendix 7 subcommittee). The parties will await further information and instructions from Corporate on MERC's involvement on Appendix 7 matters.	MERC.
10.	<b>LERC Referral –Court Staff Attire (Local 526)</b>  <b>Tabled: March 14, 2018</b>	No updates until further information from Courtroom Staffing Review Initiative.	
11.	<b>Vicarious Trauma</b>  <b>Tabled: September 13, 2018</b>	MAG Vicarious Trauma Committee co-chair provided an overview of the committee, including ongoing work to develop a vicarious trauma e-learning awareness program customized for staff and managers. The Union has suggested a staff focus group to contribute to the development of the program.	
12.	<b>Case Management Officer – SLASTO</b>  <b>Tabled: December 13, 2018</b>	No updates at this time.	The parties agreed to invite the Executive Lead of Tribunals Ontario to the next MERC to discuss Tribunals Ontario, including the establishment of LERC.
<b>New Business</b>			
		The Employer advised the issue of vacancies is being addressed	Remove from

13.	<b>LERC Referral – Workload Issue in Estates Office (Local 526)</b>  Tabled: December 13, 2018	through recent competitions. Management may continue to review estates files for accuracy/completion, as required.	agenda
14.	<b>LERC Referral – Notification of Vacancies to Local President (Local 526)</b>  Tabled: December 13, 2018	The Union will find avenues to share information properly in the absence of a local president.	Remove from agenda
15.	<b>LERC Referral – CTRS on Mediation Computers (Local 526)</b>  Tabled: December 13, 2018	The Employer confirmed that there are four terminals available for staff to access CTRS. Several other computer terminals are available throughout the courthouse for staff to use for non-CTRS purposes. If staff have issues with accessing CTRS, they should speak with their supervisor. Should further questions or concerns continue to arise, those are to be discussed at LERC.	Remove from agenda
16.	<b>Secondment Opportunities</b>  Tabled: March 21, 2019	The Employer acknowledges the importance of secondment opportunities for employee career growth and development and is generally supportive of secondment opportunities, provided operational requirements are satisfied.	Discuss at next MERC from ministry perspective.
17.	<b>LERC Referral – Operational Requirements &amp; Staff Development (Local 526)</b>  Tabled: June 27, 2019	Secondment opportunities continue to be assessed and approved, provided operational requirements are met. Should further questions or concerns continue to arise, those are to be discussed at LERC.	Remove from agenda
18.	<b>LERC Referral – Taxi Chits (Local 526)</b>	The parties confirmed the direction captured in the November 30, 2017 MERC minutes. Should further questions or concerns continue	Remove from agenda

	<b>Tabled: June 27, 2019</b>	to arise, those are to be discussed at LERC.  <i>November 30, 2017 MERC minutes (item 31): The Union raised concerns about the provision of taxi chits to staff who are working late. Toronto Region taxi chit policy is as outlined in the February 22, 2016 communication from Director of Court Operations, Beverly Leonard. Health and safety concerns in regards to employee safety shall be immediately reported to the local Supervisor, Joint Health and Safety Committee (JHSC) representatives, and the Justice Sector Security and Emergency Management Branch (JSSEM).</i>	
19.	<b>Alternate Work Arrangements (AWA) Sign-off</b>	The parties confirmed their shared understanding of the AWA sign off process which is captured in the September 2018 MERC minutes.	Remove from agenda
20.	<b>361/393 University (Local 526) LERC Referrals</b>	The MERC Committee discussed the issue of LERC referrals from 361/393 University LERC (Local 526). It was agreed by both parties that the historical and continuing volume of referrals is both unprecedented and informative regarding the status of labour relations at that location/LERC. The parties committed to jointly review this issue, including direct engagement with LERC members, with a view to ensuring a reasonable level of referrals and most conducive labour relations environment at that location. The parties also agreed to recommend a refresher ERC training with participation from MERC. Moving forward, the parties agreed that MERC members may attend LERC meetings.	
21.	<b>CERC – Use of Fixed Term</b>	The Union expressed concerns about the number of fixed-term staff versus the number of regular (permanent) staff, specifically for the Court and Client Representative position. The Union requested a report on the ratios of fixed-term versus regular staff across the province.	The Employer to follow up by end of August.
		<b>Next Meeting Dates</b>	
		<ul style="list-style-type: none"> <li>September 24, 2019</li> </ul>	

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For the Union



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Union Co-Chair  
Tina Stevens

For the Employer



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Employer Co-Chair  
Mark Hine