

MERC Minutes

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

January 16, 2020

9:30 a.m. – 4 p.m.

12th Floor, 700 Bay Street, Toronto

Chair: Employer

MERC Members:

Karen Clark, OPSEU Co-Chair
Kaz Anwar
Loretta Clark
Kathleen Demareski
Coleen Houlder

Angela Oh, Management Co-Chair
Rojean Prince, CSD
Patrick Ouellet, VVPD
Theresa Hillis, CPSLRC, TBS
Diana Correia, CSMD

Guests:

- Mike Grimaldi, OPSEU
- Jami McWade, A/Workforce Policy and Planning Coordinator, CSD
- Brian O'Sullivan, A/Manager, MOD
- Kevin Gill, Sr. Project Manager, MOD
- Chris Johns, A/Assistant Deputy Attorney General, MOD
- Frank Skubic, Director, Justice Sector Security and Emergency Management
- Babi Banerjee, Director, Corporate Support Branch, CSD
- Darrell Chaters, Manager, Infrastructure, CSD

Ref #	Agenda Item	Issue	Follow-Up / Action
Standing Items			
1. Courts Modernization			
a.	Electronic Scheduling Program (ESP)	Roll out at all sites expected to be completed by April 2020.	Remove from agenda.
b.	Provincial Offences Act (POA) – Part III	The Union is seeking information regarding the timing of the transfer and when next steps will be taken.	The Employer will share information on next steps in advance of the next meeting, should the information be available.
c.	Courtroom Staffing Review	No updates	
d.	Scheduling of Crown Operations Prepared Electronically (SCOPE)	No updates	
2. MAG Updates			
a.	Modernization Division	An update was provided on the Modernization Division organizational review, which is expected to be completed March 31, 2020.	
b.	Court Services Division	The Division provided an update on training and development, including FRANK User Reference Guide, Interjurisdictional	

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		Support Orders Act (ISOA), E-Release order training and Estates training.	
c.	Victims and Vulnerable Persons Division (VVPD)	<p>The Union raised concerns regarding workload and caseload volume in Victim/Witness Assistance Program (VWAP) offices across the province. The Union also raised concerns regarding the level of administrative support and management performing bargaining-unit work, specifically in East-region VWAP offices. The Employer requested additional/specific information regarding the workload and case volume issues raised (e.g. location information on where concerns are being raised, etc).</p> <p>The Division provided an update on employee engagement initiatives across the province, from October 1, 2019 to December 31, 2019. Updates were also provided on VVPD projects and initiatives:</p> <ul style="list-style-type: none"> • OPGT Modernization • OPGT London Office Move • VQRP+ Launch • Victim Services Review Transformation • Office 365 and Windows 10 Rollout • Enhanced FLS Divisional Strategy • 720 Space Optimization Initiative 	
d.	Criminal Law Division	No updates	

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3. Reports			
a.	Fixed Term Report (Article 16.5.1)	The Fixed Term report ending September 30, 2019 was provided by the Employer on November 8, 2019.	
b.	Conversion Reports (Article 31A.15)	The Conversion report ending June 30, 2019 was provided by the Employer on November 8, 2019.	
c.	FPT Deficit Hours (Quarterly Reports)	<p>The Employer provided Q3 2019 deficit hours report on December 16, 2019.</p> <p>The Employer and the Union remain committed to reducing the length of time to make up deficit hours.</p>	
d.	Job Descriptions	The Union received the report for September 2019 on October 15, 2019. The Union received the report for October 2019 on November 15, 2019. The Union received the report for November 2019 on December 16, 2019.	

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4.	Training and Development (Appendix 29)	See item #2b	
5.	Court Security Workplace Violence Statistics	<p>The Justice Sector Security and Emergency Management (JSSEM) unit provided an update on a previous workplace violence incident (within the definition of the <i>Occupational Health and Safety Act</i>).</p> <p>Incidents of workplace violence are to be reported to the Justice Sector Security office. The JSSEM reporting process map as well as the incident report form can be found on the JSSEM Intranet site, as follows: https://intra.ontario.ca/mag/jssem</p> <p>Staff are encouraged to call for information on workplace violence incidents or to report incidents by calling the Incident Reporting Line at 1-866-934-5776.</p>	
6.	People-First Plan (PFP)	No update.	
Report Back Items			

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7.	New Toronto Courthouse (NTC)	<p>OPSEU has raised specific questions from members in Toronto region regarding the impacts to FPT and FXT staff with respect to New Toronto Courthouse.</p> <p>The staff transition committee continues to meet every two months. Bulletin boards with information about the new Toronto courthouse and Toronto Region bail centre were installed in staff common areas e.g. lunchrooms in each of the OCJ criminal courthouses.</p> <p>In preparation for NTC and Toronto Region bail centre, an OCJ best practice process map was developed to achieve consistency across the region regarding how CSD delivers administrative services to the courts. The process maps were recently shared with Toronto region CSD staff.</p>	The Employer is following up on the specific questions raised.

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8.	Vicarious Trauma Tabled: September 13, 2018	<p>The Ministry Vicarious Trauma Committee (MVTC) e-learning modules have been completed and are now being translated to French and into an accessible format. The targeted date for roll out is April 2020.</p> <p>The Union raised questions regarding the alignment of various divisional vicarious trauma programs with the ministry's vicarious trauma committee. The Union also asked the Employer to consider options to ensure service providers are aware of ministry roles and restrictions on information sharing.</p>	<p>The Employer to invite the MVTC co-chair to the next meeting.</p>
9.	Financial Process Modernization	<p>The Employer provided an update on financial process modernization and committed to providing updates as required.</p>	
New Business			
10.	Naloxone Kits in the Courthouse	<p>The Union raised concerns regarding members' requests for training on the use of naloxone and availability of naloxone kits in courthouses.</p>	<p>The Employer to review the request and follow up.</p>
11.	SIU Reclassification Classification	<p>The Union requested an update on the status of the review of the SIU Investigator job description.</p>	
12.	Civil E-Filing	<p>The Union requested that civil e-filing be included as an agenda item for the next MERC.</p>	

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13.	<p>LERC Referral – Brampton Courthouse – Copies of the collective agreement, access to learning opportunities and CSO uniforms</p> <p>Tabled: January 16, 2020</p>	<p>1) The Union raised concerns regarding the availability of collective agreements. In accordance with article 5, the collective agreement is available electronically on the following websites:</p> <ul style="list-style-type: none"> • InsideOPS: https://intra.ontario.ca/tbs/cpslrc-collective-agreements • OPSEU: www.opseu.org <p>2) The Union raised concerns regarding secondment opportunities not being approved. The Employer acknowledges the importance of career development and encourages secondment/learning opportunities, where operationally feasible.</p> <p>3) The Union raised concerns regarding staff breaks. Refer back to LERC.</p>	<p>Remove from agenda.</p> <p>Add “availability of staff breaks” to next MERC agenda.</p>
14.	<p>LERC Referral – Scheduling of WASH court at Old City Hall</p> <p>Tabled: January 16, 2020</p>	<p>The Union raised concerns regarding the scheduling change of full-time and fixed-term staff from various Toronto region courthouses being required to rotate through WASH court. The Union inquired as to whether disclosure on the schedule change was provided. The Union further proposes that available shifts be provided to local fixed-term employees and that scheduling be done on a voluntary basis.</p>	<p>The Employer to follow up.</p>

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15.	LERC Referral – Local 102 Landlord and Tenant Board – Customer Service Officer performance standards Tabled: January 16, 2020	The Union raised concerns regarding performance standards for Customer Service Officers in the West Region Landlord and Tenant Board offices.	To be discussed at the next MERC.
16.	SLASTO	The Union requested an update on the Tribunals Ontario (including SLASTO) organizational structure.	Tribunals Ontario to be invited to the next meeting.
17.	LERCs	The Union requested information on the number of active LERCs and initiated discussions on LERC training.	To be discussed at the next MERC.
		Next Meeting Dates	
		<ul style="list-style-type: none"> • March 26, 2020 • June 18, 2020 • September 24, 2020 	

For the Union

For the Employer

Union Co-Chair
Karen Clark

Employer Co-Chair
Angela Oh