



**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:** June 8, 2012

**SUBJECT:** Ministry of the Attorney General  
**ERC Minutes – May 24, 2012**

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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,

A handwritten signature in black ink, appearing to read "Warren Thomas".

Warren (Smokey) Thomas  
President

A handwritten signature in black ink, appearing to read "Ruth Hamilton".

Ruth Hamilton  
OPS Supervisor

/is

att.

cc: MERC Chairs  
Ministry ERC

MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

May 24, 2012

10:00 a.m. – 1:30 p.m.

At 3<sup>rd</sup> Floor Human Resources Boardroom, 720 Bay St., Toronto, Ontario

Chair: Management

For the Union:

Shelley McCormick (Co-Chair), OPSEU Local 526  
Ibrahim Bozai, OPSEU Local 526  
Jim Jurens, OPSEU Local 526  
Leslie Howard, OPSEU Local 551  
Cindy Abric-Forsyth, OPSEU Job Security

Recorder:

Stephanie Borcsok, Centre For Employee Relations

Guests:

Sue Dunford, HR-SBU  
Randy Holloway, HR-SBU  
Cathy Hewett – Interpreters, Court Reporters  
Lou Bartucci, CIMS  
Anne Peters, Joelle Cooper – Engagement – Orientation  
and On-Boarding

For the Ministry:

Valerie Neville (Co-Chair), HR-SBU, CSMD  
Brian Garrah, Court Services Division  
Mike Valerio, Court Services Division  
Margaret Watson, Centre For Employee Relations  
Jeffrey Stewart, Centre For Employee Relations

Ref #	Agenda Item	Issue	Follow-Up/Action
<b>PRESENTATIONS:</b>			
a)	<b>Family Court Support Worker Program</b>	No update.	Management will follow-up re: upload of copy of the FRO pilot project presentation on the Court Services Division Intranet.
b)	<b>Interpreters</b>	<p>Management provided update on recruitment activity for interpreters.</p> <p>Currently there are competitions going on for 6 Interpreters in the following languages: Tamil, Vietnamese, Cantonese, Mandarin, and French.</p> <p>The Interpreters are in Toronto, except for the French position which is in Ottawa.</p>	
c)	<b>Court Reporters</b>	DRD roll-out is 95% complete. Issues around audio-visual and ergonomics are being addressed locally.	
d)	<b>Engagement – Orientation and On-Boarding</b>	<p>Presentation was done to the committee on the new Orientation and On-Boarding website, available on the MAG homepage for use by both employees and managers new to the ministry or division.</p> <p>This website is interactive and user-friendly.</p>	
<b>1. STANDING ITEMS:</b>			
1. a)	<b>Conversion</b>	<u>Article 31A.15 – Conversion of Unclassified Positions to</u>	

		<u>Classified Positions</u> Report was sent out on conversions since the last MERC meeting.	
<b>1.b)</b>	<b>MAG Update</b>	<u>Court Services Division:</u> No updates. <u>Victims and Vulnerable Persons Division:</u> No updates.	
<b>1. c)</b>	<b>MAG's Vacancy Reports</b>		Management to follow-up with report.
<b>1.d)</b>	<b>Local Employee Relations Committees</b>	LERC has been established at 60 Queen St West.	Management will provide updated list once completed.
<b>1.e)</b>	<b>Employee Engagement Action Plan</b>	Included in presentation on Employee Orientation and On-Boarding.	
<b>1.f)</b>	<b>Ministry's Court Reporting Review</b>	No updates.	
<b>1.g)</b>	<b>Job Descriptions</b>	Updates on all positions from the last MERC meeting.	
<b>1.h)</b>	<b>Bill 168 and Workplace Assessments</b>	Local Health and Safety Committees have been working with Emergency Management Group on assessments, 85% complete.	Management will ask for update on status of workplace assessments for next MERC meeting.

1.i)	<b>Career Mentoring Program</b>	No updates.	Management will provide an update on survey results for next MERC meeting.
1.j)	<b>Courts Information Management System</b>	<p>Update on progress of CIMS.</p> <p>Management advised preliminary testing starting this summer, with end users involved in the process.</p> <p>Union raised question on what will happen to positions currently involved in the process. Management advised it is a long process (i.e. 5 yrs or longer), will remain as standing item on the MERC agenda.</p>	
<b>2.DISCLOSURES</b>			
2.a)	<b>Contact Centre Modernization Initiative Info Share</b>	Updates provided to the Union.	
2.b)	<b>Milton Change in RR</b>	Updates provided to the Union.	
2.c)	<b>MOS Pertaining to the Admittance of Khalsa Sikhs Wearing Kirpans in Toronto Courthouses</b>	Updates provided to the Union.	
2.d)	<b>Owen Sound Change in RR</b>	Updates provided to the Union.	

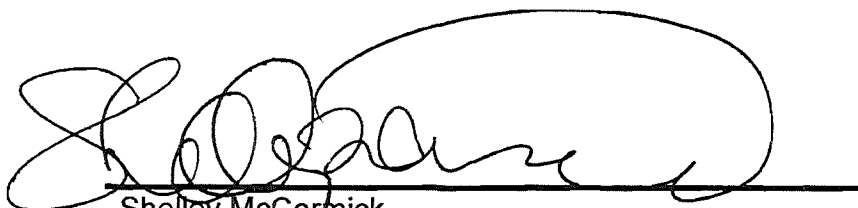
2.e)	<b>Ottawa Change in RR</b>	Updates provided to the Union.	
2.f)	<b>Toronto Change in RR</b>	Updates provided to the Union.	
2.g)	<b>Program Review of the Victim Quick Response Program</b>	Updates provided to the Union.	Management to find rep from Victims to start attending MERC meetings to provide updates.
<b>3. Report Back Items</b>			
3.a)	<b>MAG Diversity Plan</b>	Diversity Plan and Diversity Mentoring Program starts in April.	Management will provide union with number of partners in program.
3.b)	<b>Kenora Courthouse Pilot Project</b>	Feedback provided to the parties. Pilot will be extended until March 31, 2013. Looking at rolling-out to other sites.	Management will provide an update at next MERC meeting.
3.c)	<b>Thunder Bay Vacancies</b>	Enforcement training issues have been resolved.	Remove from agenda.
3.d)	<b>Vacancies used to fulfill reduction targets</b>	Management provided an update. Recruitment activity is continuing.	
3.e)	<b>Court Interpreters</b>	Update provided.	
3.f)	<b>Workload Issues</b>	393 University workload issues were addressed.	Remove from agenda.
3.g)	<b>Court Security – Uploading from Municipalities</b>	No updates.	

3.h)	<b>Part-time Pay Rates – FPT</b>	Salary adjustments were made to FPT employees. OSS is working on a long-term electronic solution to address hourly pay rate of FPTs.	Remove from agenda.
3.i)	<b>Copy of Recording being provided to the Parties</b>	Uncertified copies of recordings were given to the parties by order of the judiciary. Certified transcripts continue to be produced.	Remove from agenda.
3.j)	<b>Thunder Bay Courthouse – Court Clerk Duties Changed to incl. Monitor/ Reporter</b>		Union to provide more information and management to follow-up before next MERC meeting.
3.k)	<b>RBP for MAG</b>	No updates.	
3.l)	<b>Expressions of Interest</b>	Waiting for update from CERC.	
3.m)	<b>Directive: Family Court Support Worker program</b>	No updates.	
3.n)	<b>Late Payments for Transcripts</b>	Policy grievance outstanding.	Remove from agenda.
3.o)	<b>Court Generalist Posting</b>	Kenora – job spec disclosed to Union. There will be postings for vacancies using the general job spec.	Management will verify if spec includes court reporting duties.
3.p)	<b>Oshawa Courthouse Sound System</b>	No updates.	Remove from agenda.
3.q)	<b>330 University Ave – Court</b>	Matter will be dealt with at LERC.	Remove from agenda.

	<b>Reporter not in Bankruptcy and Assessment</b>		
<b>3.r)</b>	<b>Old City Hall Digital Recording Ergonomics</b>	No updates.	Union will follow-up.
<b>3.s)</b>	<b>Ontario Victim Witness Assistance Program</b>	Disclosure was sent March 27, 2012. Transfer payments are for non-profit/volunteer organizations they have already been working with, supporting Victim Services in working with victims and support local community needs.	
<b>4. New Business</b>			
<b>4.a)</b>	<b>Cutover Schedule for the Landlord and Tenant Board Call Centre</b>		Management will follow-up for next meeting.
<b>4.b)</b>	<b>CSD Recovery of 2010 Deficit Hours</b>	Management provided listing to union.	

**For the Union**

**For Management**



Shelley McCormick  
OPSEU Co-Chair

Date: May 24, 2012



Valerie Neville  
Management Co-Chair

Date: May 24, 2012