AGENDA
Ministry of Attorney General
Executive Committee

January 11, 2012

3:00PM – 4:00PM

Executive Boardroom
11th Floor, 1001 Douglas Street

(3:00-3:20)
1. **JUSTICE SYSTEM – NEW REVIEW** *(David Loukidelis)*

(3:20-3:30)
2. **MAG STRATEGIC PLAN – NEXT STEPS** *(Darrion Campbell)*

(3:30-3:40)
3. **DUTY COUNSEL SERVICE WITHDRAWAL** *(Jay Chalke)*

(3:40-3:50)
4. **EXEMPLARY SERVICE AWARDS** *(Julie Spiteri & Lorna McNally)*

(3:50-4:00)
5. **TOWN HALL** *(Julie Spiteri & Rebecca Brownell)*

AGENDA
Ministry of Attorney General
Executive Committee

February 16, 2012

1:00PM – 3:00PM

Executive Boardroom
11th Floor, 1001 Douglas Street

(1:00-1:15)
1. **MAG TOWN HALL – FEBRUARY 23rd** *(Julie Spiteri & Rebecca Brownell)*

(1:15-1:30)
2. **MAG STRATEGIC PLAN – NEXT STEPS** *(Darrion Campbell)*

(1:30-1:45)
3. **CORPORATE SERVICES MODEL - PROJECT PLAN** *(Tara Faganello)*

(1:45-2:00)
4. **FEBRUARY DUTY COUNSEL WITHDRAWAL** *(Jay Chalke)*

(2:00-2:15)
5. **SPRING LEGISLATION SESSION** *(Jay Chalke & Richard Fyfe)*

(2:15-2:30)
6. **DEADLINES AND PRIORITIES** *(David Loukidelis)*

(2:30-3:00)
7. **BUSINESS INTELLIGENCE – DATA HUB** *(David Loukidelis & Allan Castle)*

AGENDA
Ministry of Attorney General
Executive Committee

March 21, 2012

2:00PM – 4:00PM

Executive Boardroom
11th Floor, 1001 Douglas Street

(2:00-2:15)
1. **TOWN HALL - UPDATE** *(Julie Spiteri & Rebecca Brownell)*

(2:15-2:30)
2. **DEPUTY MINISTERS' COUNCIL - UPDATES** *(David Loukidelis)*

(2:30-2:45)
3. **DIRECTION ON THE AUDIT PLAN IMPLEMENTATION** *(David Loukidelis)*

(2:45-3:00)
4. **JUSTICE REFORM COUNCIL - UPDATE** *(David Loukidelis)*

(3:00-3:05)
5. **ESTIMATES** *(Darrion Campbell)*

(3:05-3:15)
6. **SECTOR STRATEGIC PLAN – UPDATE** *(Darrion Campbell)*

(3:15-3:45)
7. **FISCAL YEAR-END FORECAST AND ACCESS TO CONTINGENCIES - UPDATES** *(David Hoadley)*

(3:45-4:00)
8. **LEGISLATIVE CALENDAR – PROGRESS OF BILLS** *(Jay Chalke)*

AGENDA
Ministry of Justice
AG Executive Committee

April 27, 2012

11:00AM - Noon

Executive Boardroom
11th Floor, 1001 Douglas Street

(11:00-11:30)
1. **CORORATE SERVICES REVIEW** *(Tara Faganello & Rod Seginson)*

(11:30-11:50)
2. **DEPUTY MINISTERS' COUNCIL - UPDATES** *(David Loukidelis)*

(11:50-12:00)
3. **COMMUNICATIONS – UPDATE** *(Jeff Groot)*

AGENDA
Ministry of Justice
AG Executive Committee

June 21, 2012

1:30PM – 3:00PM

Executive Boardroom
11th Floor, 1001 Douglas Street

(1:30-2:00)
1. **DEPUTY MINISTERS' COUNCIL - UPDATES** *(Richard Fyfe)*

(2:00-2:10)
2. **STRIKE CONTINGENCY PLAN** *(Julie Spiteri)*

(2:10-2:30)
3. **COMMUNICATIONS – UPDATE** *(Carolyn Heiman)*

(2:30-3:00)
4. **JUSTICE REFORM COMMITTEE - FEEDBACK** *(Richard Fyfe)*

AGENDA
Ministry of Justice
AG Executive Committee

August 15, 2012

1:30PM – 4:00PM

Executive Boardroom
11th Floor, 1001 Douglas Street

(1:30-1:45)
1. **WEB SITE RESOURCES – SUPERVISORY DEVELOPMENT & JAG ORIENTATION** *(Victoria Williams)*

(1:45-2:00)
2. **TOWN HALL** *(Julie Spiteri & Rebecca Lumley)*

(2:00-2:30)
3. **DEPUTY MINISTERS' COUNCIL - UPDATES** *(Richard Fyfe)*

(2:30-2:45)
4. **SUCCESSION MANAGEMENT - UPDATE AND NEXT STEPS** *(Richard Fyfe)*

(2:45-3:15)
5. **EXECUTIVE FINANCIAL REPORT AND MANAGING PRESSURES** *(David Hoadley & Julie Spiteri)*

(3:15-3:30)
6. **LEAN UPDATE** *(Julie Spiteri)*

(3:30-4:00)
7. **COMMUNICATIONS – UPDATE** *(Carolyn Heiman)*

AGENDA
MINISTRY OF JUSTICE
EXECUTIVE COMMITTEE

Thursday, November 15, 2012
2:00 p.m. – 3:30 p.m.
Boardroom #212
1001 Douglas Street

2:00 1. **Overtime Request to the DMC on Expenditure Management**
(Julie Spiteri & Rebecca Lumley)

2:15 2. **Pacific Leaders Update on Policy and Application**
(Julie Spiteri)

2:30 3. **2013/2014 Budget Challenges**
(David Hoadley & Paul Cumberland)

3:00 4. **Roundtable - All**

MINISTRY OF ATTORNEY GENERAL
EXECUTIVE COMMITTEE

January 11, 2012

RECORD OF DECISIONS/ACTION ITEMS

ATTENDEES:

David Loukidelis, Chair
Bob Gillen
Fiona St. Clair (*for Richard Fyfe)*
Jeff Groot
Darrion Campbell
Tara Faganello
Jay Chalke *(via video)*
Kevin Jardine
Julie Spiteri
Allan Castle
Connie Richter, Secretary

David introduced and welcomed Jeff Groot, the ministry's new Communications Director, to the Executive team.

1. JUSTICE SYSTEM – NEW REVIEW

Discussion: David advised that the Premier has requested a review of the criminal justice system. Government is considering engaging someone or a commission to examine our current system challenges and to make recommendations for changes.

Jeff mentioned that government will be launching a new engagement website soon so perhaps justice reform can be added to this site. He also advised that he will be working with the PSSG Communications Director, Marisa Adair, to develop a joint PSSG/MAG communications plan. They will be working to find ways to tie the PSSG and MAG initiatives together and Jeff will be looking to the executive members for ideas.

Jay mentioned that the new review could have an impact on the ministry's projects currently underway.

Decisions/Action Items:

- Jay will prepare a draft Terms of Reference (TOR) in consultation with the Deputy Solicitor General for the Minister and Premier's consideration. The draft will be produced by the end of the day on Friday (Jan.13th).
- If Executive members have any recommendations as to who might be interested in leading the review please forward the name(s) to David.
- David will circulate the TOR to the executive members.
- Connie to schedule a telephone call for David to speak to Murray Segal, Deputy Minister of Justice in Ontario.
- Darrion will update the "telling the story" document and will target the end of January for it to be announced.
- An inventory of the list of projects and the TOR for the review should be discussed at CJEC as soon as possible.

2. MAG STRATEGIC PLAN – NEXT STEPS

Discussion: Darrion advised that the deliverables and goals in the plan need to be finalized taking into account the new justice system review.

Decisions/Action Items:

- Darrion will firm up the deliverables and goals in the plan and review the communications plan.

3. DUTY COUNSEL SERVICE WITHDRAWAL

Discussion: Jay expressed his thanks to the individuals on the Duty Counsel Withdrawal Task Group and reported that 75 per cent of the in-custody individuals had in-person duty counsel and 25 per cent of the accused (in 12-15 locations) had telephone duty counsel. The general feedback was good and no judge refused to hear duty counsel by telephone. However, there was still some general confusion around legal aid referrals for out-of-custody accused.

The taskforce will be meeting today to discuss what can be done better next time. Another withdrawal is being planned for 2 weeks in February; 3 weeks in March; and 4 weeks in April.

David and Jay attended a meeting with the Minister and Representatives from the LSS Board of Directors (Mark Benton, David Crossin, Tom Christensen and Barbara Brink) on January 10th to discuss next steps. The Minister will also be meeting with Representatives from the Trial Lawyers Association next week.

David thanked everyone for their assistance during the first week of the withdrawal with special thanks to Jeff Groot and Jamie Deitch.

4. EXEMPLARY SERVICE AWARDS

Discussion: Lorna advised that the plans for this year's award ceremony are in progress. Last year a new award was proposed – the Spirit Award. The Spirit Award would recognize employees who go above and beyond, displaying a positive attitude, making improvements, supporting co-workers or our corporate goals. Lorna asked the Executive members if they would support adding this category to our awards.

Decisions/Action Items:

- Executive agreed to add the new Spirit Award (one per branch will be awarded).
- The nomination instructions will be revised to request a photo of the nominee in order to identify the individuals to the panel members. The photo will be optional - not mandatory.
- The selection panel members will be: Julie, Darrion, Tara, Allan and Kevin.

5. TOWN HALL

Discussion: The next ministry-wide Town Hall meeting is scheduled for February 23rd. The session will be more informal than the first one and it will be held later in the day – from 4:15 to 5:15 so that those CJB and CSB employees who work in the courts are able to attend. The Marriott Hotel and Harbour Towers are currently being looked at as possible venues. Rebecca will be keeping in touch with Jeff re the plans for the session and the Deputy SG will be invited to attend for the corporate services discussion.

Decisions/Action Items:

- The session will be informal – no script this time.

- A joint promotional video, with the DAG and DSG, will be recorded and distributed prior to the Town Hall to give employees an idea about the focus of the session and to encourage their participation, either in person or via webcast.

- The February 23rd Town Hall session will be discussed again at the Executive meeting on February 15th.

6. MISCELLANEOUS ITEMS

Holdback Targets – David requested that the holdback targets document be updated to be more specific.

Ministry Data/Statistics – David reminded Executive that the ministry needs to take care to be accurate with the data/statistics numbers that we provide for the purpose of media or other public release.. The figures need to be produced in the quickest and most accurate way possible and where there are caveats or concerns about accuracy those should be stated at the same time the facts and figures are produced.

Next Meeting:

February 15, 2012
1:30PM – 4:00PM

MINISTRY OF ATTORNEY GENERAL
EXECUTIVE COMMITTEE

March 21, 2012

RECORD OF DECISIONS/ACTION ITEMS

ATTENDEES:

David Loukidelis, Chair
Joyce DeWitt-Van Oosten
Richard Fyfe
Jeff Groot
Darrion Campbell
Jay Chalke
Kevin Jardine
Julie Spiteri
David Hoadley *(for Tara Faganello)*
Connie Richter, Secretary

REGRETS: Allan Castle

GUESTS: Rebecca Brownell

1. TOWN HALL - UPDATE

Discussion: Rebecca advised that the Town Hall, scheduled for April 3, will start at 12:30PM and Executive members are requested to arrive at 12:10. The session will be held at the Marriott Hotel. Approximately 50 to 70 employees will be attending in person with others attending via webcast. The DMs will do a brief introduction followed by the Executive members and then they will proceed with the Q&As. Huguette Cyrenne will be the Facilitator; Rebecca the roving audience reporter; and two technicians will be monitoring the webcast questions via MS Communicator.

Decisions/Action Items:

- Barbara Greeniaus will be providing the key messages/remarks to the DMs.

2. DEPUTY MINISTERS' COUNCIL - UPDATES

Discussion: David provided an update on the Deputy Ministers' Council meeting.

The Chief of Staff attended the meeting to discuss the jobs and families first agenda as well as fiscal discipline.

DM Dyble advised that legislation items indentified as priority "A" must proceed.

Tara is the ministry's lead on responding to the Auditor General's recommendations re Enterprise Risk Management.

DMs Brown and Milburn are leading the response to the Representative for Children and Youth's report with respect to the Schoenborn case.

The Request for Proposals for the "Lean" initiative is currently being finalized. Our ministry will be on the implementation list and training will be provided to management.

Decisions/Action Items:

- N/A

3. DIRECTION ON THE AUDIT PLAN IMPLEMENTATION

Discussion: David advised that the ministry needs to get moving on implementing the recommendations because the exercise is not optional. Executive were asked to support and empower the employees tasked with this assignment. He recognizes that it's a challenge, given the lack of resources, but it has to be done.

4. JUSTICE REFORM COUNCIL - UPDATE

Discussion: A draft of the Justice Reform Council's goals was circulated for review last week. The next meeting is scheduled for April 12th.

Decisions/Action Items:

- Comments are due back to Shelley Eisler by tomorrow.

5. ESTIMATES

Discussion: Darrion advised that JAG could be up in mid-April for an estimated 12.5 hours.

Decisions/Action Items:

- Darrion and Toby will look into whether or not the Opposition will want a technical briefing.
- Copies of the branches Estimates notes/material will be provided to the DAG as well for reference.

6. SECTOR STRATEGIC PLAN - UPDATE

Discussion: See item #4.

7. FISCAL YEAR-END FORECAST AND ACCESS TO CONTINGENCIES - UPDATES

Discussion: David Hoadley distributed three documents: the summary of JAG's contingencies for 2011/12; JAG's year-end forecast; and JAG's expenditure monitoring.

JAG may be slightly under what we received for contingencies.

JAG's year-end forecast is consistent with the January forecast. The ministry will be in a good position at the end of the fiscal. David thanked everyone for their forecasting effort.

Decision/Action Items:

- N/A

8. LEGISLATIVE CALENDAR – PROGRESS OF BILLS

Discussion: Jay distributed a document that summarized the legislation for spring 2012 and the status of same as at March 20th.

Decision/Action Items:

- N/A

MINISTRY OF JUSTICE
AG EXECUTIVE COMMITTEE

April 27, 2012

MINUTES/RECORD OF DECISIONS

ATTENDEES:

David Loukidelis, Chair
Joyce DeWitt-Van Oosten
Richard Fyfe
Jeff Groot
Darrion Campbell
Allan Castle
Jay Chalke *(via video)*
Kevin Jardine
Julie Spiteri
Tara Faganello
Connie Richter, Secretary

GUEST: Rod Seginson

1. CORPORATE SERVICES REVIEW

Discussion: Tara and Rod provided an update re the corporate services review and the next steps.

The branch meetings are complete. The corporate services positions in each branch are being identified so that they can see how the organization has to change and where to go next. The process will continue for the next several months. Staff affected will be brought together functionally and their reporting relationships will be determined. Updates with respect to the review are being communicated via the ministry's Intranet site. All corporate services staff will be trained on what the Lean initiative is.

Next Steps:

- To meet with the PSA and Fujitsu to arrange Lean reviews – sessions for business process review and identify opportunities to optimize work processes.
- Meet with the Working Group members and senior staff to create new organizational charts and confirm reporting relationships.
- Complete the Lean process analysis to determine where savings will be targeted.
- Restructure the organization, revise organization charts, and prepare new employment letters if necessary.

Decisions/Action Items:

- Tara and Rod will work with the Lean contacts to identify next steps.
- With respect to the Working Group meetings, Executive members were asked to send employees who can identify what will, and what won't, work so that they can be assigned as change leaders.
- The ministry has to identify savings more quickly so the Deputy AG reminded Executive of his direction that they and their executives need to co-operate fully. Tara and Rod will report back as the process evolves over the next couple of months.
- If anyone has any concerns, please discuss them with the Deputy AG.
- Connie to distribute the memo from Deputy Minister Dyble re the instructions for Lean Implementation to the Executive members.

2. DEPUTY MINISTERS' COUNCIL – UPDATES

Discussion: David provided an update on the April 24th Deputy Ministers' Council meeting.

Lean Implementation – Lynda Tarras is leading the overall implementation and Tara has been identified as our ministry's lead. A communications contact is also required. Each ministry will be taxed on the cost to implement Lean and it will also form part of the holdback criteria for next fiscal.

Decisions/Action Items:

- Tara will confirm a communications contact for the Lean implementation.
- Executive members to review the Lean project submission guidelines and submit their suggestions to Tara who will coordinate them and discuss same with the Deputy AG.

House Sitting – David advised that the House may sit in July.

Federal Budget Cuts – The DM's have been asked to review the cuts and to advise Pierrette Maranda if their respective ministries have any programs or projects that are affected by the cuts

Decisions/Action Items:

- Executive members were asked to forward their lists affected by the cuts to Tara who will coordinate the responses and forward to David.

Salary Holdbacks – The holdback submissions and decisions will be finalized in June.

Public Accounts – The Public Accounts will be released in July for fiscal year 2011/2012.

Budgets – The budget delegation letters are in the works.

BCGEU Bargaining – There's a break in the negotiations until mid-June. DM's were asked to advise Lynda Tarras asap if staff reductions, big or small, were expected, for bargaining purposes.

Open Data – Government's priority initiatives were discussed and David noted that DM Henderson has offered to provide MOJ with resources, if needed. Allan Castle has been working with her office. Allan is working on the ministry's strategy, performance measures and data release strategies for each measure. The performance indicators will be discussed at the May 10th Justice Reform Council (JRC) meeting and a memorandum to DM Henderson will also be drafted for the JRC's review.

3. COMMUNICATIONS - UPDATE

Discussion: Jeff advised that government hopes to pass all of the legislation tabled. There are 14 pieces to the Misc Bill and all of the Communication offices are preparing Q&A's for the Minister.

MOJ is expected to be up for Estimates next week – by Wednesday or Thursday and we're expected to be approximately 12.5 hours.

Geoff Cowper's second interim report is expected to be released next week. Geoff Cowper is meeting with the Minister on May 3rd.

The Minister was recently on Voice of BC. Jeff will forward a copy of the transcript if anyone is interested.

s.22

3. COMMUNICATIONS - UPDATE

Discussion: Carolyn provided an update on the current events and announcements within the families first theme such as the Child Protection Mediation Roster and Family Maintenance and Enforcement Program. The Communications office has made a commitment to the Minister to work proactively with the communities to reinforce the messages.

David Hume, Executive Director, Government Communications & Public Engagement, has been leading the project to launch a new website – Families First Agenda for British Columbia where British Columbians will be able to provide their feedback. Carolyn will share the material with Jay for his information and review.

An announcement with respect to an Internet Voting Panel as well as the Data Dashboard is also expected. Corrections data will now be available on the Data Dashboard.

The grand opening of the Independent Investigations Office is scheduled for July 5th and the Minister will be attending.

Geoff Cowper's interim report is scheduled to be released tomorrow.

Carolyn also mentioned a recent BC Supreme Court announcement that journalists will now be able to tweet and blog proceedings from within the courtrooms.

4. JUSTICE REFORM COMMITTEE - FEEDBACK

Discussion: Richard asked the members for their feedback from the two-day sessions as he felt that it was very useful. Tara advised that it was a good team building experience and Darrion mentioned the good input and dialogue. It was also suggested that they do this on a more regular basis. Tara also suggested that there be regular joint executive meetings, perhaps every six weeks.

5. MISCELLANEOUS

Tara: Sarf Ahmed, ADM of Corporate Services, LCTZ advised that there is some capital funding available to cover "bricks and mortar" type projects that can be completed this fiscal year so ministries were asked to submit their proposed list.

Decisions/Action Items:

- Executive members to forward their capital project suggestions to Tara as soon as possible.

Tara: David Hoadley is temporarily taking on Tara's EFO responsibilities so that she can focus on dedicating her time to the corporate services restructuring project.

Decisions/Action Items:

- Tara will be distributing the new organizational charts by the end of the week and will advise re next steps.

Next Meeting

July 18, 2012
1:30PM – 4:00PM

MINISTRY OF JUSTICE (AG)
EXECUTIVE COMMITTEE

August 15, 2012

RECORD OF DECISIONS/ACTION ITEMS

ATTENDEES:

Richard Fyfe, Chair
Joyce DeWitt-Van Oosten
Gordon Houston *(A/ADAG, LSB)*
Carolyn Heiman
Jay Chalke
Joanne Hanson *(for Kevin Jardine)*
Julie Spiteri
David Hoadley *(for Tara Faganello)*
Connie Richter, Secretary

REGRETS: Allan Castle and Darrion Campbell

GUESTS: Victoria Williams, Rebecca Lumley and Kathleen Rawlinson

1. WEB SITE RESOURCES

Discussion: Victoria provided an overview of three new web resources that have been developed by ODT. Supervisor Learning and Development; MOJ Orientation; and ODT's Project Tracking. The sites are scheduled to be launched in September.

Supervisor Learning and Development - The site has been piloted over the summer. It's a good resource for new and current supervisors and it will also assist with EPDP planning as it includes a self-assessment tool. The site is intended to be used as a resource and not a performance system.

MOJ Orientation – This is a supplement to the ministry's branch sites and the Government's orientation site.

ODT's Project Tracking – This is a resource for the ministry's Executive members to review the status of the various projects that the ODT is working on. Access will be restricted to Executive members and the ODT.

Decisions/Action Items:

- Victoria will forward the web links to the Executive members when the sites are launched.

2. TOWN HALL

Discussion: The next Town Hall is scheduled for Thursday, September 20th over the lunch hour and Rebecca has suggested that another be scheduled for the end of November. The concept for September 20th will be justice reform - to provide employees with some background on the process (green and white paper etc.); what we are trying to fix; and to discuss the linkage.

Decisions/Action Items:

- The justice reform conversation on September 20th will include: how we got here; what it means; and the reports and reviews.
- Executive members will attend the Town Hall in various locations throughout the province and the DMs will attend in Victoria.

- Executive members will meet with the group of employees just prior to the Town Hall so that the group can prepare for the discussion with the DMs.
- Rebecca will work with Allan Castle and Barbara Greeniaus to prepare for September 20th.

3. DEPUTY MINISTERS' COUNCIL - UPDATES

Discussion: Richard provided an update on the July Deputy Ministers' Council meetings.

4. SUCCESSION MANAGEMENT – UPDATE AND NEXT STEPS

Discussion: A copy of a PowerPoint presentation, created by ODT, titled " Succession Management: Update and Next Steps" was distributed. There are succession and workforce planning issues throughout the ministry, particularly in the applied leadership positions. It's critical to identify those who qualify for development; require mentoring; or those who could be offered the opportunity to be assigned to a project.

Decisions/Action Items:

- Julie will draft a proposal to assist with identifying the positions, the talent pool and to outline a proposed process/next steps to discuss at an Executive meeting in late September.

5. EXECUTIVE FINANCIAL REPORT AND MANAGING PRESSURES

Discussion: The financial report has changed from last month. The total estimated pressures have been significantly reduced. The corporate services budget transfers (STOB 50, training and travel) will be transferred by the end of September.

The Surrey Courthouse project costs have increased and the project is currently on hold due to a review of the ceiling height at the Surrey City Hall.

Cooperative Gains will not be a target reduction. It will be a cap on STOB 50 and a holdback measure at the corporate level.

There will be no workforce adjustments. FTEs and budgets will be maintained. There has been an increase in the number of auxiliaries due to operational requirements. Workplace strategies will be required to monitor those positions. The ministry is also inconsistent with the number of strategic leadership positions.

Decisions/Action Items:

- Further discussion with regard to the Surrey Courthouse project is required.
- David and Kathleen will check to see if an official inspection has been done to confirm that the ceiling height is inadequate and that nothing further can be done to resolve the issue.

6. LEAN UPDATE

Discussion: Ministries were asked to forward their Lean submissions (proposed projects) to the BC Public Service Agency in June. The ministry submitted two: case file management processes and Provincial Court scheduling and workflows; and Admission and Discharge of inmates.

Julie advised that employees are being trained in the Lean Methodology, and certified, as we do process reviews, a "just in time" learning approach. Information regarding this process will be communicated at the Town Hall.

The justice reform initiative may make projects evident.

Decision/Action Items:

- Additional text will be added to the form in the MOJ's Project Tracking system to request that consideration be given to the Lean Methodology.

7. COMMUNICATIONS UPDATE

Discussion: Carolyn advised that all material, including brochures, must be vetting through GCPE before it can be posted on the Internet.

GCPE is building the corporate calendar until the end of the fiscal year.

Lauren Mulholland is the new Manager of Communications and s.22 will be interviewing for Dave Townsend's position.

Several Issue Notes have been prepared and are at the ready should they be required such as the sled dogs case and the Missing Women's Inquiry costs. Messaging is required for the s.22 case. The Vancouver riot file is still active and CJB has taken the lead on publication of updates.

The Victoria Justice Access Centre is on the back-burner until early September.

The IIO officially opens on September 10th.

Geoff Cowper's report is scheduled to be released next week. An event is yet to be determined.

Recent News Releases:

- Internet Voting
- Barriere, Valemont has joined the Bylaw Adjudication System
- E-file service is now available province-wide
- BC Justice Institute training sheriffs in Nunavut
- Independent Investigations Office has signed an MOU with the police agencies

Decision/Action Items:

- Executive members were asked to forward events, or any newsworthy ideas, to Carolyn so that they can be added to the corporate calendar.

Next Meeting:

September 19, 2012
1:30PM – 4:00PM

MINISTRY OF JUSTICE
EXECUTIVE COMMITTEE
Minutes

Thursday, November 15th, 2012
Boardroom #212
1001 Douglas Street

ATTENDING:

Richard Fyfe (Chair)
Geoff Moyse
Jay Chalke
Kevin Jardine
David Hoadley (for Tara Faganello)
Karen Ayers
Bobbi Sadler
Julie Spiteri
Barbara Greeniaus
Connie Richter, Secretary
Darrion Campbell
Becky Denlinger
Brent Merchant
Clayton Pecknold
Jeff Groot
Carolyn Heiman
Len Meilleur (for Doug Scott)
Steve Martin
Toby Louie

ABSENT:

Lori Wanamaker
Joyce DeWitt-Van Oosten
Lynda Cavanaugh
Allan Castle
Sydney Swift

GUESTS:

Rebecca Lumley
Paul Cumberland

1. Overtime Requests to the DMC on Expenditure Management

Rebecca advised that as requested by Minister de Jong, ODT has developed an approval framework for the ministry to approve overtime requests. Overtime is restricted to addressing urgent or safety issues or where overtime results in demonstrated costs savings. A copy of the Directive was distributed and it has also been posted on the ministry's Intranet.

Exemption requests for ongoing overtime will require the approval of the Deputy Minister Committee on Expenditure Management.

The process and template for submitting requests is yet to be determined; however, ODT is currently coordinating and reviewing the ministry's exemptions. Rebecca distributed a draft briefing note, summarizing the ministry's requirements, for consideration.

Kevin and Steve suggested that the briefing note should be expanded to tell the whole "justice reform" story and note that the ministry is mitigating the use of overtime. Rebecca will add a line to the briefing note regarding this issue; contact Treasury Board to confirm the requested format for the submission; and will distribute the final document to the Executive members for approval.

2. Pacific Leaders Update on Policy and Application

Julie provided an overview of the application policy for Pacific Leaders and advised that if a manager approves an employee enrolling in the program, and it's noted in the employee's EPDP, the ministry is obligated to support it.

Julie and David will coordinate a summary of the number of applications for the ministry and the costs by branch/program area. Julie will forward it to the Executive members and David will ensure that the information is included on the EFR reports on an ongoing basis.

3. 2013/2014 Budget Challenges

s.13

4. Roundtable

Julie mentioned that every ministry has been asked to develop and submit a hiring strategy to Deputy Minister Dyble. ODT is working with the ministry's Strategic Advisors to develop the strategy. Julie will distribute a draft to Executive members for review/approval next week. All hiring requests are on hold pending approval of the strategy.

However, if there are urgent/crisis requests needed Richard will take them to Deputy Minister Dyble for his consideration.
Also, ODT is preparing a reconciliation of pending requests (new and outstanding) for reference.

Brent and Kevin distributed a briefing note regarding the 2013 World Police and Fire Games, being hosted in Belfast, Northern Island. Executive were asked to support participating employees by providing each with: the registration fee; team uniform; sports bag; and water bottle. Corrections and Courts have approximately 60 employees who will be attending. Executive members were asked to provide their comments or objections to Brent and Kevin prior to them seeking DSG and DAG approval.

Next Meeting:

Thursday, December 13th
2:00pm – 3:30pm
Boardroom #212, 1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE
EXECUTIVE COMMITTEE

Thursday, October 11th, 2012
2:00 p.m. – 3:30 p.m.
Boardroom #212
1001 Douglas Street

2:00	1.	Additions to agenda
2:00	2.	Budget update – Tara Faganello
2:30	3.	ADM Committee updates – Tara Faganello
2:40	4.	Staffing Strategy Decision for CMSB – Tara Faganello
2:50	5.	Roundtable - All
3:00	6.	PSA Service Level Feedback - Alison Paine, Laurie Duncan and Elizabeth Killam **

** former PSSG Executive members have already had this presentation/ discussion so are free to leave at this time.

MINISTRY OF JUSTICE
EXECUTIVE COMMITTEE
Minutes

Thursday, October 11th, 2012
Boardroom #212
1001 Douglas Street

ATTENDING:

Richard Fyfe (Chair)
Elizabeth Argall
Jay Chalke
Kevin Jardine
Richard de Boer
Tara Faganello
Bobbi Sadler
Julie Spiteri
Darrion Campbell
Allan Castle
Carolyn Heiman
Jeannie Hoskins, Secretary
Lori Wanamaker
Becky Denlinger
Brent Merchant
Clayton Pecknold
Lynda Cavanaugh (by phone)
Karen Ayers
Doug Scott
Steve Martin
Toby Louie
Barbara Greeniaus
Jeff Groot

ABSENT:

Joyce DeWitt-Van Oosten

GUESTS:

Laurie Duncan
Alison Paine
Elizabeth Killam

1. Additions to the Agenda

Additional items will be discussed under roundtable.

2. Budget

Tara provided an update on the budget, re-capping budget pressures, which her office will continue to update and track regularly over the fiscal year. She will keep Executive apprised.

Barbara agreed to work on messaging for Executive.

3. ADM Committee Updates

Tara sits on several ADM committees as part of her role as EFO and updated Executive on their recent activity.

Infrastructure – the WSI contract is currently being reviewed for possible renewal. Client consultations are underway.

IT – work station refresh is being discussed – Executive should advise Bobbi Sadler of any urgent operational needs with regards to replacement. DMCTT will be reviewing.

Managed Print Service – Bobbi explained this new service being considered, although some branches advised it would be difficult for them to convert to the new system.

Fleet Renewal for Government Vehicles – staff in the branches have been contacted.

4. Staffing Strategy Decision for CMSB

Tara and Julie provided an update and also discussed the current hiring freeze and how the Organizational Development Team is assisting.

5. Roundtable

Richard advised that the Executive Director, Justice Reform Council Secretariat has been posted on the intranet site and asked Executive members to be flexible for staff who may wish to apply.

Julie asked if there was an appetite for a pre-reception for the Long Service Award recipients this year. After discussion, Richard agreed to raise it at the Corporate Executive meeting October 12th to determine what other ministries are doing.

Julie reminded Executive that BCGEU staff will begin voting on the contract. Please permit voting on premises where possible.

Richard advised that DMCTT reviewed Capital and IT at the last meeting and there will be a further discussion at the next meeting.

6. PSA Service Level Feedback

Laurie Duncan, Elizabeth Killam and Alison Paine from the Public Service Agency attended. Laurie expressed appreciation for detailed feedback from the Ministry, as it helps to improve their services moving forward. Most of the feedback was related to payroll, hiring, MyHR access and delays. Laurie reviewed the statistics for the Justice Ministry and improvements being made on response times.

Laurie advised that the most effective way to get service is to telephone the Agency; second most effective is by web-request. The slowest response is to an email inquiry.

Elizabeth Killam is our Ministry's executive account manager. If there are any issues of concern with the PSA, Elizabeth would be our point of contact. In order to ensure our needs are met, she asked that we involve her early on for big projects.

Next Meeting:

Thursday, November 15th
2:00pm – 3:30pm
Boardroom #212, 1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, July 30th, 2012
9:00 a.m. – 10:00 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of July 16th meeting
9:00	2.	Leadership Victoria Candidates - s.22 s.22
9:20	3.	Requests from Minister's office (Meetings, Briefing notes, etc.) – Lori Wanamaker
9:30	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, July 30th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Becky Denlinger
Karen Ayers
Lynda Cavanaugh (by phone)
Frank D'Argis for Tara Faganello
Suzanne Bell for Doug Scott
Jeff Groot
Jeannie Hoskins, Secretary
Brent Merchant
Clayton Pecknold
Steve Martin
Judy Klima for Toby Louie
Allan Castle
Rich Brown for Julie Spiteri
Barbara Greeniaus

GUESTS:

s.22

1. Minutes of July 16th, 2012 meeting

Approved.

2. Leadership Victoria Candidates

Leadership Victoria is a community-based voluntary organization committed to developing, recognizing and honoring outstanding community leaders in building a vibrant community. They offer a nine month community leadership development program. Our Ministry had three staff who participated in the program this past year s.22 s.22 They provided executive with an overview of their experience in the program and some guidance for selecting future candidates. They will provide copies of the final reports from their group projects.

3. Requests from Minister's office

Lori raised the issue of requests for meetings, information and briefing notes from the Minister's office. Once the new staff are in place in the Minister's office, Lori and Jeff will meet with them to talk about process.

4. Roundtable

Becky advised that EMBC staff are dealing with the aftermath of the flooding and are preparing for an active fire season.

Clayton provided an update on the Policing plan, the Esquimalt matter, the challenges involved in implementing the new RCMP Contract, and are gearing up for UBCM.

Judy and CPPO staff will be working on drafting various papers following the release of the Cowper report.

Karen updated Executive on liquor reforms underway, and advised that summer is a busy time for special occasion licenses.

Suzanne provided updates on responsible gaming and horseracing.

Frank acknowledged the appointment of Bobbi Sadler as Chief Technology Officer, effective August 27th. Briefings with affected corporate services staff are continuing. An IM/IT working group will be looking at organizational design options. The deputies and staff from the Auditor General's office will be meeting this week regarding the Justin audit.

Jeff will be looking at how to deal with issues over the rest of the summer.

Rich advised that the workforce plan is progressing. No further job action by the BCGEU has occurred.

Lynda provided an update on the RCY report, and human trafficking consultations.

Lori advised she will be s.22 Brent will be acting Deputy. There will be no Executive meetings in August, JRC is meeting August 2nd.

Next Meeting:

Monday, September 10th, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, July 16th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of June 25th meeting
9:00	2.	Service Level Feedback from MoJ – Elizabeth Killam and Laurie Duncan from the PSA attending.
9:30	3.	Stakeholder Engagement - Justice Reform Tour Barbara Greeniaus
9:50	4.	Ministry Lean Support Structure – Tara Faganello And Julie Spiteri
10:10	5.	Roundtable - all

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, July 16th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Tara Faganello (A/Chair)
Becky Denlinger
Pete Coulson for Brent Merchant
Cheryl Caldwell for Karen Ayers
Terri van Sleuwen for Doug Scott (phone)
Marcie Mezzarobba for Lynda Cavanaugh (phone)
Barbara Greenaius
Clayton Pecknold
Steve Martin
Toby Louie
Julie Spiteri
Jeff Groot
Jeannie Hoskins, Secretary

ABSENT:

Lori Wanamaker
Allan Castle
David Hoadley

GUESTS:

Laurie Duncan
Alison Paine

1. Minutes of June 25th, 2012 meeting

Approved.

2. Service Level Feedback from Ministry of Justice to PSA

Laurie Duncan and Alison Paine from the PSA gave a presentation on public service feedback on the introduction of MyHR and organizational changes at the Agency. Laurie expressed appreciation for detailed feedback from the Ministry, as it helps to improve their services moving forward. Most of the feedback was related to payroll, hiring, MyHR access and the confusion of roles. Laurie reviewed the statistics for the Justice Ministry and improvements being made on response times.

The service centre is now fully staffed. The Public Service Agency is building a culture of service excellence based on reliability, responsiveness and relationship.

Elizabeth Killam is our Ministry's executive account manager. Laurie and Alison recommend we involve her early on in large HR project work.

Laurie advised that the most effective way to get service is to telephone the Agency; second most effective is by web-request. The slowest response is to an email inquiry.

3. Stakeholder Engagement – Justice Reform Tour

Barbara reported that both of the Deputies are keen to get out and talk to stakeholders regarding justice reform. She has prepared a communications plan and will circulate it to Executive members. If there are events that Lori and Richard could attend, please get the dates to Barbara, and she will post a calendar to the Executive sharepoint site. Tara suggested the idea of a Ministry 'trade show' for all stakeholders, possibly for the Fall.

4. Ministry Lean Support Structure

Julie and Tara discussed the Lean projects support structure. Lean will be used as a tool for other initiatives, rather than launching Lean as a separate initiative. Executive are the change leaders and should promote when opportunities arise. There is a 20 minute on-line learning tool as an introduction to Lean on the PSA website. Projects will be tracked through the Ministry Project Management office.

5. Roundtable

Toby advised that his office will be coordinating briefing materials for UBCM and will coordinate responses to the resolutions. Lori is working to get Justice Reform and the Policing Plan on to the workshop agenda. UBCM meetings will be held at the legislature, rather than at the conference centre. The agenda for Ministers meetings won't be available until early September. Toby advised that Richard and Lori will likely attend most of the meetings to support the Minister, and Clayton and Becky should be available as needed.

Toby's office is working with Energy and Mines to provide information on the Liquor and Gaming materials as well.

Becky provided a brief update on the debris torrent at Johnsons Landing and the great communication and integrated support delivered during this challenging event.

Pete gave an update on an inmate death at North Fraser Pre-trial Centre.

Marcie discussed the action plan with regards to the Representative for Child and Youth's report.

Tara advised she will be hosting an in-person meeting at the Ambrosia Centre tomorrow, (also available through Live Meeting) for all staff being transferred through the Corporate Services restructuring. Starting Wednesday, Tara and Julie will be travelling to offices throughout the province to meet with staff. Tara will share her tour schedule with Executive.

Next Meeting:

Monday, July 23rd, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, June 25th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of June 4th meeting
9:00	2.	Corporate Services Review Update – Tara Faganello,
9:45	3.	Committee work with the Organization Development Team office – Clayton Pecknold
10:00	4.	Roundtable - All

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, June 25th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Brent Merchant (A/Chair)
Becky Denlinger
Lynda Cavanaugh (by phone)
Karen Ayers
Toby Louie
Julie Spiteri
Sydney Swift
Jeannie Hoskins, Secretary
Clayton Pecknold
Tara Faganello
Doug Scott
Steve Martin
Allan Castle
Barbara Greeniaus
David Hoadley

ABSENT:

Lori Wanamaker
Alison Paine

1. Minutes of June 4th, 2012 meeting

Approved.

2. Corporate Services Review Update

Tara circulated proposed Corporate Services Branch organizational charts, based on the individual branch meetings and agreements that have been reached. Strategic advisors have been identified and will remain in the branches with a dotted line to Management Services. There will be no physical moves. The only changes at this time will be to reporting relationships. Next steps will include an orientation session with staff. Representatives from the PSA will be there to answer any technical human resource questions. The Lean process reviews will also be discussed. This session will take place sometime in July.

Tara and her team will then be travelling to work sites around the province to meet with affected corporate services staff. They are currently working with the Lean contractor on the plan for the lean business review projects. Will use in-house facilitators for Lean projects if available.

Julie will circulate the draft change management plan to Executive and to the participants of the June 13th session.

A working group of key IM/IT staff will be put together to design a proposed structure for that branch. Julie and Frank are currently reviewing the terms of reference, and this will come back to Executive at a later date.

3. Committee Work with Organizational Development Team

Clayton asked for a group discussion of a recent request from Randy Scott for Branch representation on a committee looking at employee engagement, succession planning, etc. Clayton's concern was time commitments for staff who are already extremely busy, and how best to prioritize these types of requests, and be mindful of staff capacity.

Discussion included demands on staff for workforce plan, which is also part of the T&T plan, and strategic plan, and projects coming out of the Cowper review.

Executive members expressed their support for more regular meetings with the former MAG Executive, or perhaps meeting as one integrated Executive moving forward. Brent will discuss with Lori.

4. Roundtable

Julie discussed strike contingency planning, and asked Executive review the materials that were circulated by e-mail. Brent noted that confirmation from the PSA is required before informing staff they are deemed essential.

Allan advised that Geoff Cowper has requested a refresh to the data from the 'telling the story' document. Rob Watts is coordinating.

Tara provided clarification on her current role with corporate services and confirmed that David Hoadley as acting EFO will be covering anything financial (TB and Cab subs, contract approvals, forecasts, etc.). She will circulate some speaking points for ADMs to use in communicating to staff as necessary.

Lynda provided an update on the Domestic Violence committee.

Next Meeting:

Monday, July 9th, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, June 4th, 2012
9:00 a.m. – 10:00 a.m.
Via teleconference
s.15, s.17 **Participant Conference ID:** s.15, s.17

9:00	1.	Minutes of May 28th meeting
9:00	2.	Corporate Services Review Update – Tara Faganello
9:30	3.	Public Service Week – Lorna McNally
9:40	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, June 4th, 2012
Via Teleconference

MEMBERS:

Lori Wanamaker (Chair)
Becky Denlinger
Lynda Cavanaugh
Perry Clark for Clayton Pecknold
Steve Martin
Judy Klima for Toby Louie
Sydney Swift
Barbara Greeniaus
Brent Merchant
Tara Faganello
Karen Ayers
Doug Scott
Allan Castle
Julie Spiteri
Alison Paine
Jeannie Hoskins, Secretary

GUESTS:

Lorna McNally

1. Minutes of May 28th, 2012 meeting

Approved.

2. Corporate Services Review Update

Tara circulated and discussed the status report. She has confirmed the list of staff with the branches. There are a few outstanding in the IM/IT area. The next step will be to initiate the business process reviews.

FTE tracking by branch was discussed. Tara advised they are making good progress. Staff are looking for certainty on where they will end up as soon as possible.

Tara and Barbara will meet to discuss communication on other areas, ie policy, legislation, planning, internal communications.

3. Public Service Week

Lorna advised there will be a ministry event on Tuesday, June 12th beginning at 11:00am in the courtyard of the Sussex building. The minister and deputies will be attending. They are planning music, food and activities. A meeting notice will be sent to Executive members.

There are other Branch events being planned during the week.

4. Roundtable

Lynda provided an update on the policing roundtables. The event in Prince Rupert was well received and there was good participation. Cranbrook will be this coming Friday and Fort St. John will be the last.

Karen advised that her branch will be holding a pancake breakfast for staff on June 14th to celebrate public service week.

Doug advised that his branch (with Management Services) will be holding a BBQ on June 13th on the 3rd Floor patio at 910 Government. He also provided an update on the first round of consultations on horse racing.

Becky gave a brief update on the current flooding situation.

Steve advised that OSMV will also be holding pancake breakfasts on June 12th and 14th for staff in their two Victoria locations for public service week. They will also be posting staff videos on their internal website on what public service week means to them.

Judy reminded Executive that there are very few Cabinet dates left and if there are items that need attention, to please let her or Toby know.

Julie updated Executive on the next Town Hall (invite coming this week to Executive, and to staff). They are proposing to have a meet and greet with the deputies from 11:30 – noon for the staff attending the Town Hall in person. [subsequently cancelled]

Julie also advised that with regards to contingency planning, CKR Global will be contacting site reps and it is okay to share information. She is hoping to have the strike contingency plan out today.

Due to system problems, the MyPerformance site will not be locked down following our May 31st completion date. Staff will still be able to access and sign off their plans.

Tara circulated last Friday, the T&T plan instructions. The workforce plan will be included in the T&T plan this year as well. Tara will bring this item to a joint Executive meeting in the near future.

Brent suggested that following the Premier's Awards next Monday, the nominees could be recognized in some way.

Holdback information was received and Lori will provide further information to ADMs.

Next Meeting:

Monday, June 25th, 2012
9:00am – 10:30am
11th floor Boardroom

**** June 11th and June 18th meetings are cancelled.**

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, May 28th, 2012
8:45 a.m. – 10:15 a.m.
Boardroom #212
1001 Douglas Street

8:45	1.	Minutes of May 7th meeting
8:45	2.	Holdback Measures and Lean Submissions - Julie Spiteri/Tara Faganello
9:00	3.	Ministry Business Continuation Planning Briefing (former MAG Executive members invited for this item) - Cam Filmer/Mona Jane
9:45	4.	Town Hall Summary and Recommendations - Julie Spiteri/Rebecca Brownell
10:00	5.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, May 28, 2012
Boardroom #212
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Clayton Pecknold
Lynda Cavanaugh
Shelley Eisler for Toby Louie
Becky Denlinger
Barbara Greeniaus
Kathy Cornett, Secretary
Brent Merchant
Tara Faganello
Allan Castle
Steve Martin
Julie Spiteri
Alison Paine
Sydney Swift

ABSENT:

Toby Louie
Karen Ayers
Doug Scott
Alison Paine

GUESTS:

Cam Filmer
Mona Jane
Rebecca Brownell (by phone)
Royston Colborne
Lorna McNally
Darrion Campbell
Jay Chalke
Joyce DeWitt-Van Oosten

1. Minutes of May 7, 2012 meeting

Approved.

2. Holdback Measures and Lean Submissions

Lori reviewed the holdback measures with Executive and discussed changes to ensure deliverables are met. The deadline for holdback measures has been extended to late July.

Julie circulated an additional Lean submission for Executive to review. Julie reviewed the list of submissions with Executive. Two proposals are required by each Ministry. Lori recommended that the CJB/Courts submission be submitted. Lean submissions are due May 31st.

3. Ministry Business Continuity Planning Briefing

Lori invited the former MAG Executive members for this presentation. Mona circulated copies of the presentation and provided Executive with an update on the Ministry Operations Centre (MOC) and business continuity planning.

Julie outlined how the MOC can be modified to respond to a potential labour disruption and discussed issues that may be experienced in the event of a strike.

Julie advised that she is a member of the Strike Contingency Planning Committee. A draft Strike Contingency Plan is being developed and Julie will circulate a copy to Executive this week. Orientations are being scheduled for site reps and excluded site reps will have to be identified for all ministry locations.

Clayton asked that a MOC tabletop exercise be scheduled for new Executive members.

Julie asked that Executive members and their excluded staff review the MOC plan and have a copy available.

Brent advised that collective bargaining will resume next week and the essential services agreement has been signed.

4. Town Hall Summary and Recommendations

Julie outlined the recommendations from the April 2012 Town Hall and the evaluation results were discussed. Executive discussed topics for the next Town Hall and agreed with the recommendation to allow employees to send in questions in advance. Executive discussed timing of the next Town Hall and Julie will confirm the proposed date, Thursday, June 21, 2012, with both deputies. Future Town Hall's will be scheduled 2 to 3 times a year.

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, May 7th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of April 30th meeting
9:00	2.	Corporate Services Organization – Tara Faganello

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, May 7th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Clayton Pecknold
Lynda Cavanaugh
Stephanie Melvin for Steve Martin
Allan Castle
Sydney Swift
Jeannie Hoskins, Secretary
Brent Merchant
Tara Faganello
Becky Denlinger
Toby Louie
Julie Spiteri
Marisa Adair (9:30)

ABSENT:

Karen Ayers
Doug Scott
Barbara Greeniaus

GUESTS:

Richard Fyfe
Kevin Jardine
Jay Chalke
Joyce DeWitt-Van Oosten
Darrian Campbell
Jeff Groot

1. Minutes of April 30th, 2012 meeting

Approved.

2. Corporate Services Organization

Lori invited the former MAG Executive members for this discussion so all Executive would be on the same page agreeing on a model moving forward.

Tara explained that Phase one is nearly complete. A draft organization chart was circulated and discussed. Executive discussed the changes and concerns were heard from the various branch heads.

The working group comprised of change leaders from each of the branches will meet to begin the implementation of next steps.

Lori will work with Tara and Julie in drafting a corporate communication message for all staff, not just corporate services staff.

Next Meeting:

Monday, May 28th, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, April 30th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of April 23rd meeting
9:00	2.	Corporate Services Organization – Tara Faganello, Rob Seginson, Julie Spiteri
9:45	3.	Police Consultation Update – Clayton Pecknold
10:15	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, April 30th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Clayton Pecknold
Lynda Cavanaugh
Becky Denlinger
Deidre Moran for Steve Martin
Toby Louie
Sydney Swift
Brent Merchant
Tara Faganello
Doug Scott
Karen Ayers
Allan Castle
Julie Spiteri
Jeannie Hoskins, Secretary

ABSENT:

Marisa Adair
Barbara Greeniaus

GUESTS:

Rod Seginson
Lisa Lapointe

1. Minutes of April 23rd, 2012 meeting

Approved.

2. Corporate Services Organization

The branch meetings are now complete and an inventory of corporate services staff has been created. The next step will be for working group (change leaders from the branches) sessions to work out reporting relationships and structure. Branch heads should determine attendees for these sessions. Once the structure is in place, then processes will be reviewed using LEAN. Tara will look into white belt training for the working group members.

A draft organization chart with notional names will be discussed at the next Executive meeting.

3. Strategic Plan for Policing – Consultations Update

Clayton provided an update from the first two roundtable sessions (Victoria and Nanaimo). A blog and website are set to be launched this week. Clayton indicated that Geoff Cowper was interested in attending some of these sessions.

4. Roundtable

Julie advised that the essential services agreement should be finalized today.

Deidre discussed the motorcycle announcement today.

The LEAN process memo from John Dyble was circulated to Executive. Tara will be the contact for the Ministry. They are looking for six projects, and we will submit an application for the corporate services review.

Karen discussed a licensing issue and the RFP for the LDB warehouse.

Doug provided an update on the horseracing industry, and an update on the GPEB management structure.

Becky advised there have been a series of earthquakes around northern Vancouver Island. An update on the MOC and business continuity planning is being scheduled for Executive.

Lynda advises she is a member of a cross-ministry working group on the Schoenborn report recommendations, and is the point person for our Ministry.

Lori submitted the 2011/12 holdback document this morning. We have until the end of May to determine Ministry specific targets for 2012/13. Julie will coordinate. Executive should submit their ideas to Julie by mid-May.

Our budget letter is expected this week and we are expecting report backs on several issues with monthly monitoring.

ADMs discussed the strategic leadership sessions.

Next Meeting:

Monday, May 7th, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, April 23rd, 2012
9:00 a.m. – 10:00 a.m.
Via teleconference
s.15, s.17 **Participant Conference ID:** s.15, s.17

9:00	1.	Minutes of April 16th meeting
9:00	2.	Budget Update – Tara Faganello
9:15	3.	HR Update – Julie Spiteri
9:30	4.	Roundtable - all

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, April 23rd, 2012
Via Teleconference

MEMBERS:

Lori Wanamaker (Chair)
Lynda Cavanaugh
Becky Denlinger
Tara Faganello
Stephanie Melvin for Steve Martin
Marisa Adair
Julie Spiteri
Jeannie Hoskins, Secretary
Brent Merchant
Clayton Pecknold
Karen Ayers
Doug Scott
Toby Louie
Barbara Greeniaus
Sydney Swift

ABSENT:

Allan Castle

1. Minutes of April 16th, 2012 meeting

Approved.

2. Budget Update

David and Paul reviewed year-end expenditure monitoring. Tara advised we are expecting our budget letter shortly. Tara, David and Paul will sit down with Treasury Board staff to go over it.

David asked Executive to thank their budget staff for all the great work they have done.

3. HR Update

Julie advised the essential services agreement is getting finalized. She will be meeting later today with Carl Prophet regarding the strike contingency planning. Strike voting will be done on union premises.

The holdback document has been submitted to Lori. Julie thanked Executive for providing their input to this submission.

Julie has uploaded an update to the People Plan to the sharepoint site.

A Diversity strategy awareness session is being organized for the full Justice Executive (May 24th 9:00 – noon). The succession management plan will be discussed at that time as well.

4. Roundtable

Becky will look at having an MOC tabletop exercise as a refresher for Executive.

Karen advised she is briefing Minister Coleman this week on a few liquor issues.

Toby advises that the Estimates binders are just about ready in anticipation for next week's schedule.

Lynda and her team will be meeting with Cory Heavener (Provincial Director of Domestic Violence) this afternoon, regarding her role and division of duties, etc.

Marisa advised she is working with the Minister's office on securing dates for announcements. She also mentioned the upcoming FPT Emergency Management Ministers meeting May 3-4 in Victoria.

Lori provided an update from her FPT Emergency Management Deputy Minister's conference call, which BC co-chairs. She thanked those Exec members who attended the full day session with Geoff Cowper, and advised there was some great information shared at this session. She provided an update from the Deputy Minister's Committee on Domestic Violence following last week's meeting. Lori and Tedd Howard met with the Surrey City Management on Friday regarding the Surrey Pre-trial expansion. Surrey is pleased with the interaction with Ministry staff. We have legislation in the House this week and Lori reminded Executive to have the appropriate staff following.

Next Meeting:

Monday, April 30th, 2012
9:00am – 10:30am
11th floor Boardroom,
1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, April 16th 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of April 2nd meeting
9:00	2.	Justice Reform Update – Allan Castle
9:30	3.	Corporate Services Review Update – Tara Faganello
10:00	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, April 16th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Perry Clark for Clayton Pecknold
Lynda Cavanaugh (by phone)
Becky Denlinger
Toby Louie
Marisa Adair
Sydney Swift
Jeannie Hoskins, Secretary
Brent Merchant
Tara Faganello
Steve Martin
Doug Scott
Allan Castle
Barbara Greeniaus
Julie Spiteri

ABSENT:

Karen Ayers

1. Minutes of April 2nd, 2012 meeting

Approved.

2. Justice Reform Update

Allan provided an update. He briefed the Minister last week and the JR Council also met. There is an all day session planned for April 18th with JRC members and Geoff Cowper. This is part of the second phase of his review, and was scheduled at his request.

Business Intelligence Group – This group has met three times. The two priorities they are focusing on include tying the prime data to the JUSTIN interface and Court Services data on criminal cases.

Performance Evaluation and Business Group – This group is looking at a limited set of performance measures for each of the branches (vetted through ADMs) and Ministry level performance measures. Will make recommendations early to mid-May.

Project Management Group – Sandra Tanaka is on board and Mac Campbell from ITSD is working with Sandra. She is working on a constitution for her office and will come to Executive in the next few weeks.

Open Data and Information Group – This group met for the first time last week, Kjerstine Holmes will be leading.

Strategic Planning Group - Toby advised the Justice strategic plan is on track. JRC reviewed the six goals and vision. Toby will circulate to Executive as there were a few small changes since that meeting. It will be a three year plan and goals are cross branch.

3. Corporate Services Review Update

Tara circulated a status report on the review. Branch meetings are almost complete, just one branch outstanding. The next phase will be the design structure, followed by the business process review. Updates are posted regularly on the intranet site.

4. Roundtable

Julie reminded Executive that the holdback information is due to her by April 18th. She attended a meeting with the union regarding essential services. Julie referenced the information sent out from the Deputy's office regarding Leadership Victoria and possible nominations. She suggested this be tied into the succession management project. The three staff who are currently in the program will be invited to an Executive meeting when their program is complete.

Tara advised her staff are completing fiscal year-end tasks. She thanked the budget staff in the branches for their assistance. We are anticipating our Estimates will be the week of April 30th and will be scheduled for 12 ½ hours. The two deputies, Tara and David Hoadley will support the Minister with branch heads called in as needed. Tara asked that key branch staff monitor the debate and be available on blackberry. Tara also advised that we are expecting our budget letter sometime this week. She will be sitting down with treasury board staff to go over it.

Barbara has requested, as part of the corporate services project team, that messages to staff from ADMs be posted on the intranet.

Brent asked if there had been any feedback from the Town Hall. He thought it was an excellent way to connect with people in the ministry. Corrections will schedule a branch town hall. Julie advised the ministry sessions will be scheduled every three months.

Toby advised that he and Karen had a call with their working group co-leads and will be sending an e-mail message to the group members thanking them for the work they had done. Toby asked what the other groups had done. It was agreed that once all of the groups had been contacted that a video message from Executive could be sent out. Toby

will bring this issue back to Executive in a few weeks time for further discussion.

Steve updated Executive on a few legislative items.

Marisa reminded Executive that we are back in the House this week.

Lori provided an update on liquor and gaming activities. She also updated Executive on meetings the Minister has had with the Representative for Child and Youth.

Lynda advised she will be in Ottawa on Wednesday so has arranged for Taryn Walsh to attend the session with Geoff Cowper.

Next Meeting:

Monday, April 23rd, 2012
9:00am – 10:00am
Via teleconference

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, April 2nd, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of March 26th meeting
9:00	2.	Justice Reform Update – Allan Castle
9:30	3.	Corporate Services Review Update – Tara Faganello
10:00	4.	Holdback – Update – Julie Spiteri
10:15	5.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, April 2nd, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Perry Clark for Clayton Pecknold
Lynda Cavanaugh (by phone)
Cheryl Caldwell for Karen Ayers (by phone)
David Curtis for Becky Denlinger
Toby Louie
Sydney Swift
Jeannie Hoskins, Secretary
Brent Merchant
Tara Faganello
Steve Martin
Bill McCrea for Doug Scott
Allan Castle
Barbara Greeniaus
Julie Spiteri

ABSENT:

Marisa Adair

1. Minutes of March 26th, 2012 meeting

Approved.

2. Justice Reform Update

Allan provided an update on the group projects to date.

Performance Evaluation and Business Group - looking at key indicators, both internal and external, and a small set of meaningful performance indicators at the Ministry level.

Project Management Group – Sandra Tanaka has been seconded from the CIO's office to set up the project management office. They will standardize the framework to support projects in the field.

Business Intelligence Group – They will complete a project charter and work on a multi-year plan for the Ministry.

Open Data and Information Group – The group will look at being more proactive on providing data, and making it more user friendly.

Strategic Planning Group - Toby provided an update on the Ministry's strategic plan, providing a unified document that ties all of the justice

sector pieces together. JRC will review and confirm the goals and strategies at their meeting next week and will map out initial projects under the goals. This plan will drive other plans (T&T, People Plan, Service Plan, etc.) and will be complete by June.

3. Corporate Services Review Update

Tara advised the meetings with branches are continuing, and first phase of the review is on track. The project charter is on the sharepoint site. Tara will come back to Executive with the proposed organizational structure once the branch meetings are complete. Tara discussed the need to communicate throughout the process with staff and to address the concerns that have been noted to date. Messaging should be consistent throughout the branches.

Tara is considering a Branch name change, to better reflect the work of the Branch. It may also be timely to re-educate staff on the roles and functions of the SFO and EFO.

The CIO ADM position posting closed on Friday. Lori will review the applications with Mark McLeod.

4. Holdback - Update

Executive should get their feedback to Julie by April 18th. There are still a few responses outstanding.

5. Roundtable

Julie advised that the BCGEU will be seeking a strike mandate from its membership. Julie is awaiting direction from Labour Relations on updating contingency plans.

Tara advised that moving forward, the '010' will be eliminated and '105' will continue as the vote for Ministry of Justice.

A reminder to Executive of the Town Hall tomorrow.

Bill provided an update on the money laundering project in order to reduce the use of cash in BC casinos.

Toby provided an update on the federal budget.

Next Meeting:

Monday, April 16th, 2012
9:00am – 10:30am
11th floor Boardroom

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, March 26th, 2012
9:00 a.m. – 10:00 a.m.
Via teleconference
s.15, s.17 **Participant Conference ID:** s.15, s.17

9:00	1.	Minutes of March 19th meeting
9:00	2.	HR Update – Julie Spiteri - People Plan Update - Holdbacks
9:20	3.	Budget Update – David Hoadley - Fiscal Year-end Forecast
9:30	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, March 26th, 2012
Via Teleconference

MEMBERS:

Lori Wanamaker (Chair)
Lynda Cavanaugh
Cameron Lewis for Becky Denlinger
David Hoadley for Tara Faganello
Lisa Howie for Toby Louie
Bill McCrea for Doug Scott
Julie Spiteri
Jeannie Hoskins, Secretary
Brent Merchant
Clayton Pecknold
Karen Ayers
Steve Martin
Allan Castle
Barbara Greeniaus
Sydney Swift

ABSENT:

Marisa Adair

1. Minutes of March 19th, 2012 meeting

Approved.

2. HR Update

- My Performance system has been launched. Julie advised that the system administrator role has changed.
- Julie is meeting with PSA today regarding some service delivery issues, primarily with the hiring centre and MyHR call centre.
- The status update on the People Plan was posted to the Executive sharepoint site. Randy will be attending a future Executive meeting to discuss next steps on succession management. Huguette will attend a future meeting to give an update on the diversity strategy.
- The Supervisory Development Framework is now being piloted in Justice Services Branch and Security Programs Division. The early feedback has been positive.
- Gaming and Corrections enhanced security positions have been approved.
- Essential Services designations have been updated
- Julie asked that Executive provide their updates to the Holdback document by April 18th in order for us to make the April 30th deadline. Executive members should advise Julie through e-mail which items they are responsible for.

3. Budget Update

David circulated and discussed the latest year-end forecast and the decision letter for contingencies.

4. Roundtable

Karen advised she is participating in a press conference tomorrow with the City of Vancouver regarding preparation for the Stanley Cup playoffs, (Clayton also).

s.22

Congratulations.

Lynda advised they are still working through the civil forfeiture announcements. She will be looking at the prostitution law appeal.

Julie advised that recruitment for strategic level positions will be posted internally and externally.

Barbara (on behalf of Becky) advised that they have completed the competition for the Deputy Fire Commissioner, and an offer has been made.

Steve advised they are working through a couple of legislative items and seniors driving.

A reminder from Lori that the House is sitting this week, followed by two break weeks April 2nd and April 9th.

Next Meeting:

Monday, April 2nd, 2012
9:00am – 10:30am
11th floor Boardroom,
1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, March 19th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of February 27th meeting
9:00	2.	Strategic Plan for Policing – Clayton Pecknold
9:45	3.	Town Hall – Rebecca Brownell
10:00	4.	Roundtable

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, March 19th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)
Brent Merchant
Lynda Cavanaugh (by phone)
David Hoadley for Tara Faganello
Toby Louie
Jim Shalkowsky for Sydney Swift
Julie Spiteri
Becky Denlinger
Clayton Pecknold
Karen Ayers
Doug Scott
Steve Martin (@10:10am)
Barbara Greeniaus
Jeannie Hoskins, Secretary

ABSENT:

Allan Castle
Marisa Adair

GUESTS:

Rebecca Brownell

1. Minutes of February 27th, 2012 meeting

Approved.

2. Strategic Plan for Policing

Clayton provided an update on the work underway with regards to the strategic plan for policing. The Minister and the Opposition Critic have both been briefed, and the Advisory Committee has had its first meeting.

There will be an interactive website, available in early April, and eight roundtables around the province with invitees from the community. Letters have been sent to the Mayors. Focus groups will be formed as a result of the issues arising through the roundtables, and points from the Premier's plan.

Julie offered the assistance of her staff in facilitating the sessions. Brent offered the assistance of Sue Hendricks in connecting with the Aboriginal communities, particularly in the North. Barbara offered assistance with the website. Lori suggested a workshop at UBCM would be timely.

3. Town Hall

The Town Hall has been confirmed for 12:30 – 1:30 on April 3rd. Executive members were asked to be at the Marriott 20 minutes prior for microphone and lighting checks. Rebecca briefed Executive on what they can expect at the event.

4. Roundtable

David advised they are monitoring expenditures for fiscal year-end.

Julie advised that three branches have had their corporate services meetings, the remaining meetings will continue when Tara returns next week.

Julie will be coordinating the Holdback materials, ADMs were asked to provide the information to her.

Toby provided an update on Estimates. He and Darrion are coordinating materials. We have not received a date, but Toby asked that materials be ready by April 9th. A reminder that the House is not sitting the weeks of April 2nd and April 9th.

Doug provided an update on the Compliance and Enforcement group.

Clayton advised he is meeting with Geoff Cowper today.

Lynda discussed the CFO grant process, and will be planning a recognition event for her staff.

Steve and his staff are busy with IRP, Senior's Driving and Road Safety Systems.

5. Deputy Update

Lori provided an update from DMC.

She encouraged Executive to participate in the Regional webcasts for the Premier's awards. The list of finalists will be circulated again.

s.22

Next Meeting:

Monday, March 26th, 2012
9:00am – 10:00am
Via Teleconference

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, February 27th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor, Boardroom
1001 Douglas Street

9:00	1.	Minutes of February 20th meeting
9:00	2.	Justice Reform Update - Internal Audit/Corporate Services Consolidation and Staffing – Tara Faganello
9:45	3.	Ministry Intranet Site – Toby Louie Laurie Drew and Kirsten Smestad attending

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, February 27th, 2012
11th Floor Boardroom,
1001 Douglas Street

MEMBERS:

Lori Wanamaker (Chair)	Becky Denlinger
Brent Merchant	Tara Faganello
Taryn Walsh for Lynda Cavanaugh (phone)	Karen Ayers
Sam MacLeod for Clayton Pecknold	Doug Scott
Toby Louie	Steve Martin
Allan Castle	Marisa Adair
Barbara Greeniaus	Sydney Swift
Julie Spiteri	Jeannie Hoskins, Secretary

1. Minutes of February 20th, 2012 meeting

Approved.

2. Justice Reform Update

Allan provided an update on justice reform, including the external reviews, policing consultations and open data. He also reviewed the project list, both those underway and those being developed. Decisions on which projects will move forward will be made by the Justice Reform Council. Allan and Lori discussed the White Paper content and timing.

Tara provided an update on the corporate services review, and circulated the revised project charter. She asked Executive to review pages 6, 7 and 8 to ensure she captured their comments/feedback. Tara also circulated a draft work plan outlining next steps and the need for project executive sponsors. A sharepoint site is being set up, with a restricted access section for Executive and a section for all staff. Tara will work with Barbara on messaging to staff. Tara will be discussing and getting agreement from the AG Executive as well.

Allan then discussed the corporate planning and business intelligence model (including policy/legislation, planning, performance and research, business intelligence and project management). Some of the functions are there, and some are not. Executive discussed how to provide resources, planning and implementation. Allan will be meeting with Branch BMCs as a next step. Some branch projects may need to be set aside in order to implement the Internal Audit recommendations.

3. Ministry Internet Site

Deferred.

4. Deputy update

Lori provided an update from DM Council. A reminder to ADMs of the Quarterly Corporate Executive meeting on Friday, March 2nd.

Next Meeting:

Monday, March 5th, 2012
9:00am – 10:30am
11th Floor Boardroom, 1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, February 20th, 2012
9:00 a.m. – 10:00 a.m.
Via Teleconference
s.15, s.17 **Participant Conference ID:** s.15, s.17

9:00	1.	Minutes of February 13th meeting
9:00	2.	Estimates Update – Toby Louie *Information*
9:20	3.	Leadership Working Group Updates – ADM Sponsors Update and Next Steps. *Information*
9:35	4.	Legislation Update – Toby Louie *Information*
9:50	5.	Town Hall – Julie Spiteri/Rebecca Brownell

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, February 20th, 2012
Via Teleconference

MEMBERS:

Lori Wanamaker (Chair)
Brent Merchant
Taryn Walsh for Lynda Cavanaugh
Clayton Pecknold
Toby Louie
Barbara Greeniaus
Julie Spiteri
Becky Denlinger
Tara Faganello
Karen Ayers
Doug Scott
Steve Martin
Sydney Swift
Jeannie Hoskins, Secretary

ABSENT:

Allan Castle
Marisa Adair

GUESTS:

Rebecca Brownell

1. Minutes of February 13th, 2012 meeting

Approved.

2. Estimates Update

s.13

Toby suggests we be prepared for Estimates by the end of March. Budget day this week may give us an idea of the types of questions we can expect. It is preferred to have all Branch heads available to attend in person.

3. Leadership Working Group Updates

The ADM sponsors gave an update on the progress of their working groups today date. One idea put forward was to assign a specific project, perhaps related to justice reform, for the working group to focus on. Another suggestion was to use the working groups as an advisory group as we move forward with the justice reform initiatives, or the corporate services review. This will be discussed further in a few weeks time.

4. Legislation Update

Toby provided an update on the legislation going forward on the public safety side of the ministry.

5. Town Hall

Rebecca provided an outline for the Town Hall February 23rd, and briefed Executive members on what they can expect. Lori and David will be the hosts, and all Executive members (or an alternate) will be in attendance. Staff will have the opportunity to attend the session in person at the Marriott hotel, or attend via webcast. Huguette Cyrenne will facilitate the session. Barbara and Nancy have been working on key messages and will circulate to Executive once the deputies have had a chance to review. The webcast will be recorded for staff to view at a later date.

A survey will be available on the portal for staff to complete at the end of the session.

Next Meeting:

Monday, February 27th, 2012
9:00am – 10:30am
11th Floor Boardroom, 1001 Douglas Street

AGENDA
MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE

Monday, February 13th, 2012
9:00 a.m. – 10:30 a.m.
11th Floor Boardroom
1001 Douglas Street

9:00	1.	Minutes of January 30th meeting
9:00	2.	Corporate Services Review – Tara Faganello
9:45	3.	Justice Reform – Lori Wanamaker

MINISTRY OF JUSTICE (PUBLIC SAFETY)
EXECUTIVE COMMITTEE
Minutes

Monday, February 13th, 2012

MEMBERS:

Lori Wanamaker (Chair)	Becky Denlinger
Brent Merchant	Tara Faganello
Taryn Walsh for Lynda Cavanaugh (phone)	Karen Ayers
Perry Clark for Clayton Pecknold	Doug Scott
Allan Castle	Toby Louie
Steve Martin	Sydney Swift
Julie Spiteri	Barbara Greeniaus
Marisa Adair (9:45)	Jeannie Hoskins, Secretary

Lori advised that although Liquor and Gaming Branches have been transferred to the Ministry of Energy and Mines, Lori will continue to be their deputy minister.

1. Minutes of January 30th 2012 meeting

Approved.

2. Justice Reform

Lori advised, as a result of the Internal Audit review last year, there was a desire to have a single point of accountability for justice reform initiatives. Last week's announcement referenced the implementation of the internal audit report, the corporate services review and other components including reference to many justice reform initiatives. A green paper was also released as a discussion documents to get people thinking.

Geoffrey Cowper has been retained to review the justice system and provide recommendations by July. He will spend the next five months consulting with people in the system and looking at the issue of independence.

The CJEC Committee will be renamed 'Justice Reform Council', and will be the steering committee for the initiatives. The next meeting, February 17th, there will be discussion on how to move forward with the strategic plans and assign Executive sponsors/leads to the initiatives.

There will be bi-weekly 'executive' meetings with the Minister, which will include Lori and David and various Executive members, to update her on the justice reform initiatives. Lori and David will also have bi-weekly meetings with the Minister on major issues.

The PSSG and MAG strategic plans will be merged into one Ministry of Justice plan, and the Minister will be briefed.

3. Corporate Services Review

Tara provided an update on the work under way based on the clarity of direction from the Green Paper and Internal Audit Report which is to consolidate management services. The functions will be reviewed first and the organizational design will follow. The project charter has been sent to Executive and will be updated based on comments and new direction received. Subject matter experts plus the team leads from within the branches will be supporting this initiative.

Tara will work with Barbara to draft internal communication for staff. Savings expected from the review will be highlighted in the budget document.

Tara will draft a hiring directive regarding corporate positions. A smaller group of Executive will act as a steering committee to review hiring requests. (Tara, Brent, Becky and Doug have volunteered).

4. Issues Management

Marisa reminded Executive about the timelines for issues notes and information for QP prep for the Minister. She also asked for Executive or a designate to keep an eye on QP for any issues relating to their area. Please keep GCPE in the loop on any requests for information from the Minister's office.

Marisa will circulate an issues management scheduled to Executive members and their communications contacts.

Next Meeting:

Monday, February 20th, 2012
9:00am – 10:00am
Via teleconference