

## MEMORANDUM

**TO:** All Presidents with members in the Ministry of Community Safety & Correctional Services  
All Stewards in the Ministry of Community Safety & Correctional Services

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** November 30, 2007

**SUBJECT:** **Ministry of Community Safety & Correctional Services ERC Minutes – September 25, 2007**

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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.

Please use the 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.).

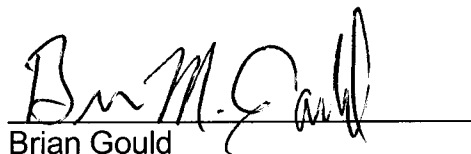
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

/fs  
att.

cc: MERC Chairs  
Ministry ERC

**Ministry of Community Safety and Correctional Services  
Ministry Employee Relations Committee**

**Minutes of September 25, 2007 Meeting  
Ottawa-Carleton Detention Centre**

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<b><u>Attendees:</u></b>	<b>For the Union</b>	<b>For the Ministry</b>
	Dan Sidsworth (Co-Chair) Gord Longhi Eduardo Almeida Sandra Harper	Bill Cooney (A/Co-Chair) Barry Thomas Edward Johnson Don Chillman Christina Danylchenko Mary-Jo Knappett

<b><u>Regrets:</u></b>	Paul Johnstone	David Walker
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<b><u>Observers:</u></b>	Asfia Sultan, Superintendent, Ottawa-Carleton DC Randy Denis, Deputy Superintendent, Ottawa-Carleton DC John Cooper, Local President, Ottawa-Carleton DC Elizabeth Portolese, MERC Alternate, Ottawa East Probation & Parole Brady Stewart, LEC Union representative, Ottawa-Carleton DC Jennifer Pegg, LEC Union representative, Ottawa-Carleton DC
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<b><u>Note Taker:</u></b>	Lise Ledoux
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- Union extended condolences in regards to the death of Mr. Blair McKie, Correctional Officer and Chief Steward from the Toronto West Detention Centre who passed away a few days ago.
- No decision/announcement has been made in regards to the appointment of the MERC Management co-chair. Until such time, Bill Cooney will act in this role.

## **OUTSTANDING ISSUES**

1. Toronto South Detention Centre and South West Detention Centre – Project Teams have not met recently. Union reiterated that the Commissioner and ADM – AIS committed to having the Union engaged in the consultative process for these centres.

**Action:** Christina Danylchenko to request a hard copy of the May 2007 PowerPoint presentation. Management co-chair to discuss process with both Project Team Leads prior to the next meeting.

2. Correctional Officer Recruitment Policy - Union submitted recommended changes to the current Correctional Officer Recruitment Policy as well they requested to be observers during the competitive process for both AIS and Community competitions. Awaiting Management response.

**Action:** Deferred – response to be provided within a month of this meeting. Management and Union to review whether this practice is being done in other ministries.

3. Ontario Correctional Services College – Union has made a request to have an information session at all Correctional Officer and Probation and Parole Officer training sessions (new recruits) to review their rights and entitlement under the Collective Agreement. The Probation Officers Association of Ontario currently has time dedicated to review their mandate at P&P Basic Training.

**Action:** Co-chair, Management has committed to finding out as to the practice on the Community side, discuss with the ADMs – AIS and provide a response prior to the next meeting.

4. Overtime Protocol Sub-Committee – no meetings occurred during the summer. Further discussion and clarification to the policy is required.

**Action:** A meeting is scheduled on October 17, 2007

5. Mediation/Arbitration Protocol – Management advised that the Med/Arb Protocol would be signed off shortly and believes the protocol will benefit both sides. Management thanked the Union and their members for their work. More dates have been provided for Med/Arbs in response to the Union's concerns of the volume of grievances.

**Action:** Update at next meeting.

6. Training and Development Committee – Employer representatives to be confirmed and a meeting date will be scheduled. Union representatives are Liz Portolese, Pete Wright, Jim McCormack, and Tim Mulhull.

**Action:** Names of Employer committee members to be provided within the next two weeks and a meeting to be set.

7. Unclassified Correctional Officer Sub-Committee – approval given to form this committee. It was agreed that Bryan Ross from Recruitment would be a consultant to the committee.

**Action:** Management to provide names of committee members to Dan Sidsworth and jointly establish a meeting date within the next two weeks.

8. Staffing Strategy Probation and Parole – Union would like a commitment that unclassified PPOs with full year and basic training are to be given interviews during future open competitions.

**Action:** Management co-chair to take forward and respond.

9. Status Update - Mimico CC – were issued Election letters. June 5, 2007 meeting was rescheduled to September 26, 2007.

10. Post Audit at Chatham Jail – No audit conducted.

**Action:** Complete.

11. Employee Assistance Resource Manual – moved to the Provincial Joint Occupational Health and Safety Committee table.

**Action:** Complete.

12. Appendix 24 MOA – Union waiting for response from MGS.

**Action:** Removed from the agenda as a policy grievance was denied at Stage two.

13. Labour Relations Regional Meetings – recommended establishment of councils approved by management with some modifications to the Terms of Reference.

**Action:** Management to provide proposed changes to the language as soon as possible in order to coincide with IBPS training sessions.

14. Unclassified Straight Time Correctional Officer Hours (Scheduling) – Management provided the quarterly report for April 1, 2007 to June 30, 2007. There are 14 facilities that have gone live and of that list only four have statistics that fit the time period. Management committed to providing statistics specific to institutions and individuals on an adhoc basis through Barry Thomas.

**Action:** Provide July 1, 2007 to September 30 2007, quarterly statistics at the next meeting. Move to standing item.

15. MCSCS / MCYS / MCSS - MOA Update – There has been no formal communication from the MCSS MERC in this regard.

**Action:** Outstanding.

16. Cross Ministry Laterals/Job Trades – Union has requested that the cross ministry agreements be extended and are awaiting a response in this regard.

**Action:** Outstanding.

17. Independent Medical Examination Policy – inconsistent practices across the province when handling medicals. Issue returned to MERC to establish a sub-committee to clarify the current policy with an attempt to have consistent practices. Union members are Dan Sidsworth, Emidio Casullo, Diana Clark and Sandra Harper.

**Action:** Barry Thomas to provide names of management members and set a meeting date.

18. Compensating Time Owing Carryover – memo sent out; after follow-up everyone is in compliance.

**Action:** Completed.

19. London Centre P&P Office Relocation – meeting scheduled on October 3<sup>rd</sup> in London. Dan Sidsworth and Sandra Harper to attend. MERC Agreement has been signed in this regard.

**Action:** Update next meeting.

20. St. Lawrence Valley Correctional & Treatment Centre FTU – service agreement reached with Royal Ottawa Hospital. Union requesting a copy of the service agreement, confirmation on the BAM numbers as well as disclosure on vacancies/laterals.

**Action:** Management to review and provide an update at the next meeting.

21. P&P Case Management Review Teams / AIS and Actors Conducting Performance Appraisals – Union requesting that full-time area managers conduct case management reviews and not acting managers. Same concerns raised on the AIS side with acting operational managers conducting appraisals.

**Action:** Bill Cooney will bring the P&P issue forward at the ACC October meeting and Barry Thomas to bring AIS issue at the AIS October meeting. Edward Johnson to provide an update on the PSOA at the next meeting.

22. Stratford Jail Cook RPT to FT – issue has been grieved.

**Action:** Remove from agenda.

23. Registered Practical Nurse (RPN) Pilot Project – requesting a presentation/update on this project.

**Action:** Management co-chair to invite the Health Care Coordinator to attend the next meeting.

24. Selection Process for Duty and Development Assignments in Adult Community Corrections - this item returning to MERC table from the Probation and Parole Workload Subcommittee.

**Action:** Union to provide a draft MOA at the November MERC meeting.

25. Union Requesting Statistics on the Number of Unclassified – to be discussed at the Overtime Protocol Sub-Committee October 17<sup>th</sup> meeting.

**Action:** Deferred.

26. Union Requesting Number of Current Vacancies in AIS – Union has proposed that Management commit to fill all correctional and non-correctional vacancies in AIS. Union requested an ongoing freeze on the further filling of AIS positions until a decision is made.

**Action:** Management co-chair advised current consultations are taking place and a decision is forthcoming. The Union will be advised.

27. Enhanced Intensive Supervision Policy H&S Workload Impact Concerns – Management advised that the intake assessment training has been extended to the end of October in order to have all Probation and Parole Officers receive the training. 200 Probation and Parole Officers have already received the enhanced intensive supervision training. The workload issues will be addressed at the Workload Sub-Committee table.

**Action:** Update from the Sub-committee to be provided at the next MERC meeting.

28. PPO Credentials – Union again expressed concern about an individual doing Probation and Parole Officer work without appropriate credentials.

**Action:** No update - deferred.

29. Suspensions with Pay – Union tabled a draft MOA on the removal from duties pending the outcome of disciplinary investigations. Management to review and provide feedback.

**Action:** Dan Sidsworth to provide a copy of the GSB decision (Federal) to Bill Cooney. Ed Johnson will undertake a review of what's being done in other ministries/jurisdictions. Management will provide information at the meeting.

30. Disclosures: Integrated and Dedicated Youth Justice System – Discussions have begun in this regard. The parties agreed to advocate to MGCS their preference with respect to negotiations.

**Action:** Update as progress is made.

31. Invitation to Regional Directors to attend MERC

**Action:** Management co-chair to send out invitation to Regional Directors.

32. P&P Training Platform: Changes to P&P Basic Training – Union raised a concern from the field that staff do not benefit from live meetings. Time would be better spent reviewing the documents themselves.

**Action:** Management to invite Director, Ontario Correctional Services College to the next meeting.

## STANDING ITEMS

1. SAROC - implemented Phase 1 and 2 of Local SAROC Pilots. Management delayed the implementation of Phase 3 and 4. Employment Systems Review has met three times. October 29<sup>th</sup>, the facilitators are holding a graduation at the MacDonald Block. Co-chairs will be asked to attend.

**Action:** Gord Longhi will email date of the next meeting to both co-chairs.

2. Labour Relations

**Action:** co-chairs to set-up a meeting with the Deputy Minister – MCSCS, President – OPSEU and MERC.

3. HR Transformation Update – no update at this time.

**Action:** Deferred to the next meeting.

4. Update new Ministry Identification and Badges – 3,949 badges have been shipped out to date, 856 outstanding orders, 308 being shipped this week. There are 8,838 identification cards issued to date and 166 outstanding. Union questioned the number of identification cards issued as some concerns were raised in locals such as Toronto West where they still have old cards. Union raised a concern that there is no expiry date on current identification cards being issued. They also questioned the policy surrounding pictures in regards to privacy issues as to where the digital pictures are being kept, how they are being shared between ministries, etc.

**Action:** Management to review and provide response at the next meeting.

5. Interest Based Problem Solving training (IBPS) – dates set for November and December in the Northern Region. Scott Andrews, Dan Sidsworth, Midge Ravensdale and Lucy Neal will hold the first meeting in North Bay for North-Eastern institutions and two weeks later hold a meeting in Thunder Bay for North-Western institutions. Employer has committed to picking up the costs of this training. It was agreed that four Union members and four Management members from each institution will attend. There will be a joint communiqué forwarded to the field regarding these meetings.

## NEW BUSINESS

1. Correctional officers working in shared facilities (Young Offender Units)– Union requesting confirmation that all those working in the young offender units are adult trained? They also requested clarification with respect to what recent graduates are being told with respect to the impending disentanglement of the young offender units and job impact. Management confirmed that some recent graduates employed in young offender units are not adult trained. Union stated that these correctional officers must receive adult training as they are employed as correctional officers not youth officers.

**Action:** Management to further investigate and provide an update at the next meeting.

2. MCSCS Results Based Plans

**Action:** Edward Johnson to provide an update at the next meeting.

3. Vacancies and backfilling – filling vacancies and proper posting of backfill opportunities greater than 6 months duration. Union raised concerns that management is not following the Collective Agreement when posting positions. Management replied that the Collective Agreement is very clear and if the Union feels that Management is in non-compliance, they have a process to challenge an alleged breach of the Agreement.

4. Gangs Intelligence Unit – correspondence sent to all Superintendents announcing Dave Mitchell's appointment as the Manager of this unit. There will be 1 administrative position and 13 investigators (Operational Managers). All positions will be 18-month assignments. The only position filled to date is the Manager. Union raised their concerns that the positions in this Unit are not bargaining unit positions. Union feels strongly that these should be Correctional Officer positions as they were lobbied for. They questioned why the inconsistency between the Community Gangs Unit which are Probation and Parole Officers and the Institution Gangs Unit are management positions.

**Action:** Management co-chair will take the Union's concerns to the Commissioner based on today's discussions

5. Timmins Probation & Parole office vacancy (post and fill)

**Action:** Union provided detailed information. Management co-chair to investigate.


6. Retrofit at Toronto East and West and need to negotiate CWW's – retrofit occurred more than four years ago. Dan Sidsworth and Barry Thomas will meet with TWDC and TEDC to discuss the need for new Compressed Work Week agreements.

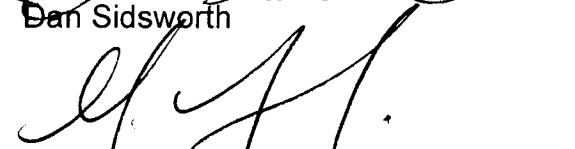
**Action:** Dan Sidsworth to contact Mike Conry, Central Regional Director.


**NEXT MEETING**

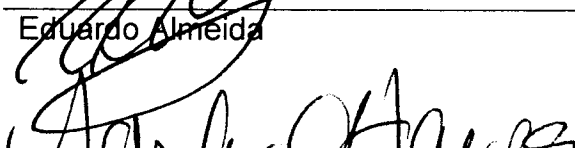
Wednesday, November 28 – 10 a.m.  
5757 Coopers Avenue, Mississauga

**For the Union:**


  
Dan Sidsworth


  
Gord Longhi

  
Eduardo Almeida

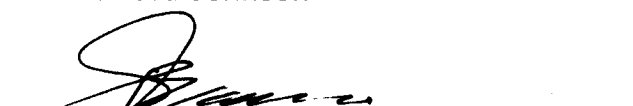
  
Sandra Harper

**For the Ministry:**

  
Bill Cooney

  
Barry Thomas

Edward Johnson

  
Don Chillman

Christina Danylchenko