

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

**Minutes**

Thursday, March 29, 2012

25 Grosvenor Street, 16th floor, Boardroom A, Toronto

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**Attendees: For the Union**

Dan Sidsworth (Co-chair)  
Monte Vieselmeyer  
Jim Mitchell  
Gorg Longhi  
Jim Paul

**For the Ministry**

Marilyn Tomkinson (Co-chair)  
Emelie Milloy  
Rose Buhagiar  
Pauline Jones  
Christina Danylchenko

**Advisors:**

- Sean Milloy, Employee Relations Advisor, Centre for Employee Relations
- Kevin Sawicki, Manager, Strategic Labour Relations Initiatives, SBU

**Guests/Observers:**

- David Logan, Assistant Deputy Minister, Employee Relations Division, HR Ontario, MGS
- Janet O'Grady, Director, Centre for Employee Health, Safety & Wellness, HR Ontario, MGS
- Mirjeta Dharmo, French Language Services
- Karen Machado, Deputy Superintendent, Thunder Bay Jail
- Mike Lundy, Local President, Thunder Bay Jail

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Previous Business:**

**Community Services items**

1. **11 04 19: Accommodations in P&P** – February meeting has been rescheduled to April 4<sup>th</sup>.  
Action: ongoing.
2. **11 04 19: Lateral transfers in P&P** – OAGs job trade and laterals will now be processed through the Employee Transition Unit effective April 2<sup>nd</sup>.  
Action: Union CS representative to contact the ADM, CS and have a discussion regarding a written process on the use of lateral transfers.

## Institutional Services items

1. **10 01 27: Correctional Officer Recruitment Unit** – a needs assessment was conducted. Statistics received from the Transition Unit are current and the same.  
Action: Union to forward fixed term numbers per institution to the MERC members.
2. **10 06 02: Mentoring of New Hires (Job Orientation)** – referred to the Training and Development Sub-committee.  
Action: Item removed from MERC agenda.
3. **11 04 19: 2010 Auditor General Report** – Union will provide material today.  
Action: Management to review the material and respond to the Union.
4. **11 06 02: Transition Updates** – construction of the Toronto South DC is on schedule. South West DC construction has commenced.  
Action: ongoing.
5. **11 09 28 Thunder Bay Jail Improving Labour Relations** – MERC thanked both local members for attending today's meeting.  
Action: Co-chairs will setup a conference call to discuss local issues.
6. **11 09 28 Improving and Maintaining Local Labour Relations Re: Presidential Leave – Internet Access** - changes resulting in the local executive not having access to internet to complete duties. Union is requesting that they be given permission to purchase their own internet services for use in institution union offices.  
Action: Management will ensure that the local presidents have access to the internet as approved and management co-chair will review the request for the Union to purchase internet for use by the union executive and respond.
7. **11 09 28 Length of time for Section 22 investigations to be shortened** – Union MERC members met with OPP Commander Rooke and reported that the meeting was positive. Union has requested to meet with him again to review the report when completed. Union request MERC meet to discuss the CISU data provided and review the trends.  
Action: Management agree to meet to review the data. Management co-chair to forward the request for follow-up meeting with Commander Rooke once his report is complete to the Deputy Minister.

8. **11 09 28 Absenteeism Targets formerly ASMPP thresholds** – as per the attached memorandum dated March 2, 2012, the 2011 second-level Absenteeism Target under Articles COR15.1(a) and COR18.1.(a) has been achieved..

Action: deferred to next meeting.

9. **11 09 28 IS Incident Workload Issues** – the ADM, IS agreed to meet to discuss issues and requests that the Union provide an itemized proposal. Once the proposal has been received by Management, a meeting will be scheduled.

Action: Union to submit an itemized proposal by April 5<sup>th</sup>.

10. **11 11 23 Institutional Search Team (IST)** – management confirmed that no new business cases have been received by the ADM, IS since April 2011.

Action: Management will share the Toronto West DC IST review with the Union. Upon receipt of the report, Union will review and respond prior to the next MERC meeting.

11. **11 11 23 Local 617 Sudbury Jail** – a meeting date will be set ASAP.

Action: update at the next meeting.

12. **11 11 23 Custodial Training** – the Training and Development sub-committee is drafting a proposal and will submit to this committee for review and approval.

Action: Item to be removed from MERC agenda.

13. **11 11 23 Rank structure** – management confirmed that this is still under review and will be rolled out in three phases. Phase one announcement of sergeants and staff sergeants was released on March 22, 2012 to take effect on April 15<sup>th</sup>.

Action: Management co-chair to provide updates as they become available.

14. **11 11 23 Report writing involving use of force** – training package will be rolled out in April 2012 and completed by December 2012. Union does not support the training package and have relayed this to the ADM, IS. Management indicates that the current courses are being piloted and may be adjusted based on the feedback and assessment.

Action: Union will be contacting the Deputy Minister. Management will provide the Union's feedback to the OCSC regarding the length, format and content of the course.

15. **12 01 12 Institutional Services Transition Unit MERC Sub-Committee Proposal** – Toronto South DC Terms of Reference have been signed off. South West DC Terms of Reference has been drafted and will be forwarded for sign off.

Action: Monte to forward draft Terms of Reference to Christina who will follow-up.

**Both Community and Institutional Services items**

1. **09 09 29 French Language Services (FLS) Requirements** – Presentation by Mirjeta Dharmo from FLS. Union is requesting a breakdown of FLS positions in designated institutions. Union also requests a review of the levels of positions in designated probation and parole offices and adjustments to be made if required.

Action: Management to respond.

2. **11 06 02 Review of MERC Sub-committees** – Union co-chair is reviewing the list provided by Management.

Action: ongoing.

3. **11 06 02 Results Based Planning** –

Action: SBU to provide the list to the Union co-chair on March 30<sup>th</sup>. Item to be moved to Standing Items and renamed to "Employment Stability List).

4. **11 11 23 MCSCS Employee Engagement** – ambassadors are currently being trained. Expectation that the training and focus groups to be completed by June 2012.

Action: SBU will provide updates as they items are completed. Item to be removed from MERC agenda.

5. **11 11 23 Draft Staff Search policy** – Union drafting a response.

Action: Union co-chair will provide a draft response to Management by April 2<sup>nd</sup>.

6. **11 11 23 Impact of the proposed Federal legislation** – no update at this time.

Action: deferred to the next MERC meeting.

**Standing Items:**

1. **Systemic Change Steering Committee (formerly SAROC)** – committee met on March 6<sup>th</sup> and next meeting is schedule for April 25<sup>th</sup>



2. **Diversity Sub-Committee** – Management confirm the following members David Snoddy (lead), David Hatt, Ernie Harris and Judy Franz.  
  
Action: Union will contact the Deputy Minister regarding lack of backfill for a Union Community Services member.
3. **Diversity Efforts Underway in the Ministry** – no update and this items will go under the SBU updates in Standing Items on future minutes.
4. **Labour Relations / Regional Labour Relations Forum (RLRF)** – Union is requesting that the RLRF be rescheduled in the new fiscal year. Management co-chair conveyed the Union's strong support of reinstatement of the forums and is awaiting response from the ADM, IS. While Management recognizes the benefits of these forums to enhance labour relations, the current fiscal climate is limiting. Management continues to encourage parties to seek resolution at the local level through local established committees.  
  
Action: Union members of MERC will contact the Deputy Minister.
5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds (provided quarterly)** – report will provided at the end of the first week in April.
6. **Hardcopy of Superintendents List E-Copy** – list has been provided to the Union co-chair.
7. **Joint Attendance Strategy and Implementation Committee** – Union would like to see more focus on assisting members with wellness issues.
8. **Joint Cost Generating Savings Opportunities** – Union has put forward a review of community escorts and agreed by both parties that there will be a discussion. Union also put forward a recommendation to review the Offender Transfer Operations.
9. **P & P workload sub-committee** – meeting for March 22<sup>nd</sup> has been rescheduled to April 5<sup>th</sup>.
10. **Ministry file review committee (MFRC)** – Union chose to withdraw from MFRCs corporately. Item to be removed from MERC agenda.
11. **MERC Investigations Sub-committee** – minutes (attached) of last meeting submitted and statistics provided to MERC. Both parties agreed to dissolve the sub-committee as mandate was successfully achieved. Item to be removed from MERC agenda.
12. **Security Provisions and Inmate Population Management Committee Recommendations** – updated provided to members.



## **New Business**

1. **Presentation by David Logan, Assistant Deputy Minister, Employee Relations Division, HR Ontario, MGS and Janet O'Grady, Director, Centre for Employee Health, Safety & Wellness, HR Ontario, MGS regarding changes to Conflict Resolution and WDHP with the disbandment of OED.**
2. **12 03 29 Toronto East DC – Union questioning why the contract agreement with Toronto Police Service to hire from 08:00 to 20:00 hours for hospital coverage which is a violation of local compressed work week (CWW) agreement? The CWW agreement shows schedule is 06:45 to 19:15 hours. Union has concerns that this agreement impacts on other institutions in the Central Region.**  
**Action: Management co-chair to contact the Regional Director, IS, Central Region to follow-up and respond.**
3. **12 03 29 Toronto East DC – Control Room accepting money deposits for inmates. Only one staff member at desk to accept the monies. Local feels that they should have backup to handle large amounts of money for security and audit reasons.**  
**Action: Co-chairs will contact the local parties to discuss.**
4. **12 03 29 Central East CC – flexible hours of work arrangements (Appendix 42) LERC unable to address concerns of program staff on flexible work arrangements and requesting MERC's assistance.**  
**Action: Co-chairs to discuss further.**
5. **12 03 29 Motor Vehicle License suppression (using workplace address) – past minutes reflect it was referred to HR – staff relations. Management advised that MTO does not allow for blanket suppression of license information for employees working in law enforcement.**  
**Action: Union co-chair to follow-up.**
6. **11 03 29 Drummond Report on OPS – MCSCS response to recommendations, specifically the privatization of Bailiffs duties, community escorts, and support services. Recommendations are still under review. Union is requesting to have input into the process.**  
**Action: ongoing.**



7. **11 03 29 Police Liaison Officers in Institutional** – joint recommendations on best practices were provided to the ADM, IS regarding services (CECC; CNCC; MHCC). ADM, IS is reviewing the recommendations and will have a response by the end of April 2012.

Action: ongoing

**Next Meeting:**

**Date:** Wednesday, May 9, 2012  
**Location:** tbd  
**Time:** 9:30 a.m.

**For the Union:**

  
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Dan Sidsworth

  
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