



MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor

DATE: May 18, 2012

SUBJECT: Ministry of Community Safety and Correctional Services
ERC Minutes – May 9, 2012

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

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

Warren (Smokey) Thomas
President

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

Ruth Hamilton
OPS Supervisor

/is

att.

cc: MERC Chairs
Ministry ERC

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

Minutes

Wednesday, May 9, 2012
Yonge Street Probation & Parole Services
920 Yonge Street, Suite 901, Toronto

Attendees: For the Union

Dan Sidsworth (Co-chair)
Monte Vieselmeier
Gord Longhi
Jim Paul

For the Ministry

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

Regrets:

- Jim Mitchell
- Christina Danylchenko

Advisors:

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

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

Previous Business:

Community Services items

1. **11 04 19: Accommodations in P&P** – meeting rescheduled to May 15th, 2012. Committee has completed a draft PowerPoint presentation for training managers and Regional ERC members. Continue to draft templates for P&P specific forms.

Action: ongoing.

2. **11 04 19: Lateral transfers in P&P** – there continues to be no concurrence on this matter. Union will seek meeting with the Deputy Minister to discuss concerns. Written communication from the Assistant Deputy Minister, CS on the lateral process for Probation and Parole Officers dated January 18, 2012 was sent to the managers on this issue. Union would like a formal agreement.



Action: Emelie to share a copy of the written communication with the MERC members.

Institutional Services items

1. **10 01 27: Correctional Officer Recruitment Unit** – Union forwarded fixed term numbers per institution to the MERC members.

Action: ongoing.

2. **11 04 19: 2010 Auditor General Report** – Employer continues to review the material received from the Union and will respond.

Action: A meeting will be scheduled in the near future.

3. **11 06 02: Transition Updates** – Toronto South DC construction is on schedule and 95% complete. A comprehensive update was provided to the members. The Operations Working Group is very industrious and working well.

The South West DC Working Group is meeting on May 25th.

Action: Will continue to provide regular updates.

4. **11 09 28 Thunder Bay Jail Improving Labour Relations** – conference call scheduled on May 14th to discuss local issues.

Action: ongoing.

5. **11 09 28 Improving and Maintaining Local Labour Relations Re: Presidential Leave – Internet Access** – Employer is working at giving access to current Presidents and in the process of surveying the institutions to determine which Union offices have their own local access.

Action: Employer will review the request for the Union to be able to purchase internet for use at worksites by the Union executive and respond. Employer will make a decision once the scan is complete and reviewed.

6. **11 09 28 Length of time for Section 22 investigations to be shortened** – Employer has forwarded the request for a meeting with Commander Rooke to be held once his report is completed and submitted to the Deputy Minister. Sandeep Bandhu is now the Manager of the Correctional Investigation and Security Unit.

Action: Union will request a meeting with the new Manager.



7. **11 09 28 Absenteeism Targets formerly ASMPP thresholds** – the 3% target was achieved and pay out occurred on April 26th. Pay out errors identified are being corrected. See attached memorandum.

Action: update to be provided at the next meeting.

8. **11 09 28 IS Incident Workload Issues** – Union to submit an itemized proposal.
Action: Meeting to be scheduled once proposal has been received.

9. **11 11 23 Institutional Search Team (IST)** – Management to share the Toronto West DC IST review with the Union. Upon receipt of the report, Union to review and respond.

Action: Deferred to the next meeting.

10. **11 11 23 Local 617 Sudbury Jail** – a meeting date to be set ASAP.

Action: Update to be provided at the next meeting.

11. **11 11 23 Rank structure** – Management co-chair to provide updates as they become available.

Action: no update.

12. **11 11 23 Report writing involving use of force** – Union met with Deputy Minister Hope. Employer provided the Union's feedback to the OCSC regarding the length, format and content of the course. The OCSC will be reviewing the participants' evaluations. Union has also raised this issue with the Special Ombudsman's team.

Action: Union is meeting with the ADM, IS and ADM, CS on May 10th. Union will be raising the issue with the new Deputy Minister when they meet.

13. **12 01 12 Institutional Services Transition Unit MERC Sub-Committee Proposal** – the South West DC Terms of Reference completed and awaiting signatures.

Action: Union to submit the Terms of Reference to the Employer for signature.

14. **12 03 29 Toronto East DC** – Union questioning the contract agreement with Toronto Police Service. Employer co-chair contacted the Regional Director, IS, Central Region and it was reported that there is no contract in place. Union reports that there's a contract in place between the Toronto Police Service and several Central Region institutions (Toronto East DC, Toronto Jail, Toronto West DC).

Action: Employer to further investigate and Union will bring this issue with the ADM, IS at the May 10th meeting.



15. **12 03 29 Toronto East DC** – Control Room accepting money deposits for inmates.
Action: Union and Employer to meet with the local parties to discuss and resolve.
16. **12 03 29 Central East CC** – flexible hours of work arrangements (Appendix 42). Employer gave notice locally to withdraw from the Compressed Work Week schedule.
Action: Union will contact the local to discuss how they will proceed.
17. **11 03 29 Police Liaison Officers in Institutions** – a meeting was held in February and the ADM, IS is reviewing the recommendations.
Action: Employer anticipates a response on May 10th.

Both Community and Institutional Services items

1. **09 09 29 French Language Services (FLS) Requirements** – Employer is collating the information in response to the Union's request for a breakdown of FLS positions in designated institutions and a review of the levels of positions in designated probation and parole offices and adjustments to be made if required.

Union expressed concern about the length of time this issue has been on the agenda (3 years) and the lack of timely response to concerns about FLS levels in certain offices being inappropriate.

Action: Employer will provide a response/report at the June MERC meeting.
Union will add to the May 10th agenda.
2. **11 06 02 Review of MERC Sub-committees** – Union co-chair reviewing the list provided by the Employer.

Action: ongoing.
3. **11 11 23 Draft Staff Search policy** – Union provided a draft response to the Employer. Union has issues with the policy and is requesting a separate meeting of MERC to discuss staff searches.

Action: A meeting will be scheduled to discuss the issues. Item to be removed from the MERC agenda.
4. **11 11 23 Impact of the proposed Federal legislation** – Bill C10 was passed into law on March 13, 2012. Union requesting an update on impacts in provincial institutions (projected count pressures, overall impact across provincial system, contingency planning, impacts in community services and budgetary impacts).

Action: Employer to discuss further and provide an update.

5. **12 03 29 Motor Vehicle License suppression (using workplace address) – Union co-chair to follow-up.**

Action: no update.

6. **11 03 29 Drummond Report on OPS – recommendations are still under review. Union requests participation into the process.**

Action: Union has not received any commitment from the Employer to this request and bringing forward some items for discussion at the May 10th meeting.

Standing Items:

1. **Systemic Change Steering Committee (formerly SAROC) – The Systemic Change Steering Committee met April 25th. Union expressed concern with slow pace of progress on many fronts. Union feels that the Ministry's commitment to properly resource this work is questionable. Union will review progress at the next meeting on June 6th with consideration to returning the issues of concern to the GSB.**
2. **Diversity Sub-Committee – Union will discuss with the ADM, CS on May 10th the issues with the backfilling on the Community Services side.**
3. **Strategic Business Unit – no update**
4. **Labour Relations / Regional Labour Relations Forum (RLRF) – Union will discuss with the ADM, IS on May 10th.**
5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds (provided quarterly) – provided to Union at the last meeting.**
6. **Hardcopy of Superintendents List E-Copy – provided to Union.**
7. **Joint Attendance Strategy and Implementation Committee – committee is meeting on May 11th. There will be a joint presentation of the Health and Productivity Pilot Project (joint accommodation committee).**
8. **Joint Cost Generating Savings Opportunities – Union and Employer are meeting on May 17th to discuss some opportunities for savings (community escorts and provincial bailiffs).**
9. **P & P workload sub-committee – The Union expressed discontent with the unreasonable delay in the implementation of the Workload Analysis Tool (WAT). Union feels that continued reluctance to approve implementation amounts to bargaining in bad faith. Union will take concerns to the Deputy Minister and ADM,**

CS. During this transition period the new Deputy Minister is being briefed on the WAT. Employer reports that the work continues on developing training and communications plans. Co-chairs will work on the next meeting date.

10. **Security Provisions and Inmate Population Management Committee Recommendations** – no update
11. **Employee Stability List** – Employer to provide the list to the Union by May 10th.

New Business

1. **12 05 09 Union Request a Meeting with new Deputy Minister** – Union is meeting with the ADM, IS and ADM, CS on May 10th in preparation for the meeting with the Deputy Minister.

Action: in progress


2. **12 05 09 CCTV** – Union questioning what is the policy? Use of it to supervise staff; supervisors have access to it? Who? What? Why? When?

Action: Employer will investigate and respond.

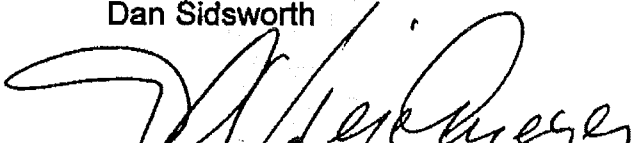
Next Meeting:

Date: Tuesday, June 19, 2012
Location: 25 Grosvenor Street, 16th floor Boardroom A
Time: 10 a.m.

For the Union:



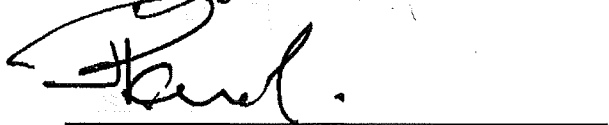
Dan Sidsworth



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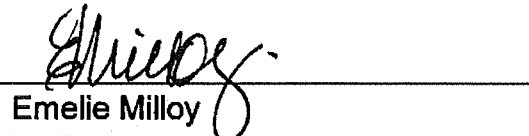


Jim Paul

For the Ministry:




Marilyn Tomkinson



Emelie Milloy



Rose Buhagiar



Pauline Jones