

**SAROC Steering Committee Meeting Minutes**  
**OPSEU Mississauga Office - 5757 Coopers Rd.,**  
**Oct 20<sup>th</sup>, 2010 10:30 am – 3:30 pm**

**Co-Chairs:**

Gord Longhi, Halton South P&P  
 Mary-Jo Knappett, A/Director, OSCB and CRHR Branch,  
 OED

Brian Chauvin, OPSEU - Windsor Jail  
 Gord Longhi- OPSEU - Halton South P&P  
 Jim Paul, OPSEU Staff  
 Marg Smoke, OPSEU Staff

**Management Members:**

Jennifer Alphonso, Deputy Superintendent, OCI  
 Anne Chabot, Senior Advisor, Office of Aboriginal  
 Issues, OED  
 Mary-Jo Knappett, A/Director, OSCB and CRHR Branch,  
 OED  
 David Snoddy, A/Manager, TDI Unit, OSCB, OED  
 Marg Welch, Reg. Director (Western), AIS

**Resource Staff:**

Renée Hewer, Program Analyst, TDI Unit, OSCB, OED  
 (Minute Taker)  
 Shawn Dicks, Organizational Change Specialist, TDI  
 Unit, OSCB, OED

**Regrets:**

Laval Binns, Manager, Etobicoke North P&P  
 Sandra Adams, ER Advisor, MGS  
 Mark Brewster, OPSEU - Toronto Jail

**OPSEU Members:**

Eduardo Almeida, MERC Co-Chair, EBM Liaison  
 Elaine Barnes, VSO, OCI

| Meeting Agenda |               |         |  |  |
|----------------|---------------|---------|--|--|
| Item #         | Item Type     | Time    | Item   | Lead   |
| 1.             | Update        | 5 min   | Introductory Remarks   | Co-Chairs  |
| 2.             | Standing Item | 15 min  | Committee Business<br>I. Approval of SAROCSC Meeting Minutes:<br>o May 26, 2010 & Sept 22, 2010<br>II. SAROCSC Meeting Frequency   | Co-Chairs  |
| 3.             | Update        | 20 min  | Renegotiation of SAROC Terms of Reference  | Co-Chairs  |
| 4.             | Update        | 10 min  | Update from Office of Aboriginal Issues  | Anne Chabot  |
| 5.             | Standing Item | 1.5 hrs | SAROC Work Plan<br>I. Review and seek agreement on timelines for initiatives<br>II. Update on work plan Initiatives:<br>a. #1&2: FRP/DCF<br>b. #7: ESR<br>c. #12: Mentoring<br>d. #29: Performance Appraisal Process<br>e. #6: Education/Training<br>f. #5: WDHP Tracking Protocol | Mary-Jo Knappett /<br>Gord Longhi<br><br>Marg Smoke /<br>Renée Hewer /<br>Mary-Jo Knappett |
| 6.             | Update        | 30 min  | Local SAROCC<br>I. Filling Vacancies<br>II. ATRC<br>III. Aboriginal Cultural Awareness Training  | Mary-Jo Knappett /<br>Renée Hewer  |
| 7.             | Presentation  | 30 min  | WDHP Tracking Statistics Presentation<br>I. Presentation of revised 2009 Stats<br>II. Presentation of bi-annual 2010 Stats   | Mary-Jo Knappett   |
| 8.             | Standing Item | 5 min   | Agenda Items and Timing of Next Meeting  | Co-Chairs  |

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|--|---------------|------------|--|-------------------------------------|
| 1.   | Update        | 5 minutes  | <b>Introductory Remarks</b>  | Gord Longhi / Mary-Jo Knappett      |
| <p><b><u>Discussion Summary:</u></b></p> <p>Mary-Jo Knappett:</p> <ul style="list-style-type: none"> <li>Introduced David Snoddy as Acting Manager of the Transformation Design and Implementation Unit</li> <li>Regrets from Sandra Adams.</li> <li>Due to today's meeting location being offsite at OPSEU Mississauga, the Organizational Change Specialists will be invited to the next meeting taking place at 25 Grosvenor St.</li> </ul> <p>Gord Longhi:</p> <ul style="list-style-type: none"> <li>Regrets from Mark Brewster.</li> <li>Regarding OPSEU member Eddie Almeida, change his title to MERC Co-Chair and EBM Liaison.</li> </ul>   |               |            |  |                                     |
| 2.   | Standing Item | 15 mins    | <b>Committee Business:</b><br>I. Approval of SAROCSC Meeting Minutes:<br>May 26, 2010 & Sept 22, 2010<br>II. SAROCSC Meeting Frequency | Gord Longhi / Mary-Jo Knappett      |
| <p><b>I. Approval of SAROCSC Meeting Minutes:</b></p> <p><u>May 26, 2010 Minutes:</u></p> <ul style="list-style-type: none"> <li>Minutes were approved as presented and signed by Co-Chairs.</li> </ul> <p><u>Sept 22, 2010 Minutes:</u></p> <ul style="list-style-type: none"> <li>Add OPSEU member Elaine Barnes to list of meeting attendees at this meeting and change OPSEU member Eddie Almeida's title.</li> <li>Minutes approved with the above changes and signed today.</li> </ul> <p><b>II. SAROCSC Meeting Frequency:</b></p> <ul style="list-style-type: none"> <li>Discussion took place around the issue of meeting frequency and it was agreed that the next meeting, which is the final meeting of 2010, would take place as planned but the issue of reducing meeting frequency would be re-visited with the 2011 meeting schedule.</li> </ul> |               |            |  |                                     |
| 3.   | Update        | 20 minutes | <b>Renegotiation of SAROC Terms of Reference</b>   | Gord Longhi / Mary-Jo Knappett      |
| <p><b><u>Discussion Summary:</u></b></p> <ul style="list-style-type: none"> <li>MJ. Knappett formally announced the go ahead from ADM Small to re-open the negotiations of the SAROCSC Terms of Reference.</li> <li>The union noted some outstanding issues for discussion prior to re-entering negotiations.</li> <li>Dates set for re-negotiation discussions as: November 18, 19 &amp; 29, 2010. Location to be determined.</li> <li>Team to include: Union Side - Gord Longhi, Marg Smoke and Jim Paul; Management side - Mary-Jo Knappett, Marg Welch and David Snoddy. Counsel for each side to be available but not in attendance at negotiations.</li> </ul>   |               |            |  |                                     |
| <b><u>Agreed to Actions/Decisions</u></b>  |               |            |  | <b><u>Person(s) Responsible</u></b> |
| <p><b>Agreements:</b></p> <ul style="list-style-type: none"> <li>Meeting dates for renegotiation of the SAROCSC Terms of Reference set as: November 18, 19 &amp; 29, 2010. Location to be determined.</li> <li>Team to include: Union Side - Gord Longhi, Marg Smoke and Jim Paul; Management side - Mary-Jo Knappett, Marg Welch and David Snoddy. Counsel for each side to be available but not in attendance at negotiations.</li> </ul>  |               |            |  |                                     |

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| 4. | Update | 10 mins | Update from OAI | Anne Chabot |
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**Discussion Summary:**

Aboriginal Advisory Board, Communications Strategy and Terms of Reference for the Internal Aboriginal Advisory Group

- Briefing Notes that were sent to the Deputy Minister's Office has come back with some additional questions. The OAI will be able to produce a reply within 2 weeks and will also report back to this committee at the next meeting as to the status of these initiatives.

Aboriginal Staff Gathering

- Preparations are ongoing.
- The planning group is comprised of front line Aboriginal staff, including a representative of the College. Names of the advisory group members can be provided here at the next meeting if requested.
- We have ensured that there is cultural representation from the region where the gathering will take place.
- Ensuring the planning committee is well represented so in addition to AIS and ACS representation, several NIOs are also part of the committee. We are hoping that this will be a great gathering.
- The theme of the gathering is "Renewal and Awakening" – consistent with this time of year for Aboriginal Peoples. All workshops and keynote speakers will be selected to compliment this theme.

ACA Training for LSAROCC Members

- Planning sessions with the LSAROC Subcommittee have been going well.
- At the meeting on October 14<sup>th</sup> & 15<sup>th</sup> we were able to give the presentation its final shape. We've now recognized some of the missing pieces and we were able to get to a penultimate draft. Looking at one additional meeting date to finalize this curriculum.
- Dave walker is available as one of the facilitators (management rep) but a second facilitator (OPSEU rep) is needed.

"Mohawk Warrior" term guidelines

- This piece is still in the works.
- Will share with this committee once completed.

Discussions with the Truth and Reconciliation Commission

- Exploring the possibility of discussions between the TRC and Corrections but not sure about the political sensitivity around this.
- Only in the exploratory phase now.
- If we do find ourselves in a position to do this then it will be the first time any a correctional facility will be engaged in hearings of the TRC in Canada.

Aboriginal Peoples in the Correctional System Training

- Good first draft completed.
- Ensuring that it has the necessary ministerial flavour and scope.
- Partnered with the Northern Region since they want to roll out Aboriginal awareness training to front line staff in the North in the next fiscal year.
- Once a final draft is completed the training will be tested/rolled out with OED staff first.
- Working on a piece specifically on Corrections, how to understand and address Aboriginal issues specific to corrections.
- Facilitator guides will also be developed to ensure that training is delivered in a consistent manner.
- This training will form basis for the training to be rolled out to senior management in the next fiscal year.
- Looking at a mix of internal and external facilitators. Hoping to include an Elder to add some integral pieces and hopefully an Aboriginal historian.

Aboriginal Spirituality

- There are some significant systemic issues related to both the provision of services at the institutional level and the manner in which Aboriginal spiritual personnel are hired by the ministry.
- The OAI has developed an analysis of proposed revisions to the Aboriginal spirituality policy.
- The OAI will work with the ADM to see how this analysis can be integrated into the ministry's proposed

policy and approach on Aboriginal spirituality.

Nov 18<sup>th</sup> 2010 Lunch and Learn at 25 Grosvenor St.

- Open invitation to all Steering Committee members to attend.
- Will be playing the movie “Muffins for Granny”. It is a powerful piece interviewing the survivors of Residential Schools, and describes historic and contemporary impacts, and the connection between residential schools and Corrections. Highly recommended by the OAI.

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| <b>5.</b> | Standing Item | 1.5 hours | <p style="text-align: center;"><b>SAROC Work Plan</b></p> <p>I. Review and seek agreement on timelines for initiatives</p> <p>II. Update on work plan Initiatives:<br/> a. #1&amp;2: FRP/DCF; b. #7: ESR;<br/> c. #12: Mentoring; d. #29: Performance Appraisal Process; e. #6: Education/Training;<br/> f. #5: WDHP Tracking Protocol</p> | <p style="text-align: center;">Mary-Jo Knappett / Gord Longhi</p> <p style="text-align: center;">Mary-Jo Knappett / Marg Smoke / Renée Hewer</p> |
|-----------|---------------|-----------|--|--|

**Discussion Summary:**

**I. Review and seek agreement on timelines for initiatives:**

- The recorded deliverables, timelines and status of initiatives jointly agreed to at the April 27, 2010 work planning meeting and confirmed at the May 26, 2010 SAROCSC meeting have not been changed.
- Only the ‘notes’ section is continually updated with the current status of the initiatives.
- OPSEU to review ‘notes’ section and return with agreement and sign current work plan.

**II. Update on work plan Initiatives:**

- a. #1&2: DCF/FRP
  - M. Smoke - Awaiting agreement from OPSEU’s legal department. Once reviewed and agreed to then will email to subcommittee.
  - Document will then be reviewed by Management.
- b. #7: ESR
  - Official corporate response from OPSEU (Bob Eaton) as to moving forward with re-convening ESR subcommittee provided to Employer Co-chair. G. Longhi to send draft of ESR proposal for reviewing recommendations to Mary-Jo Knappett. Subcommittee to be re-convened thereafter (subcommittee – Gord Longhi, Flora Vineberg and include an SBU representative).
- c. #12: Mentoring
  - Subcommittee dates to be assigned ASAP (subcommittee – Flora Vineberg and Marg Smoke)
- d. #29: Performance Appraisal Process
  - Still awaiting results from a few institutions and area offices in the Central and Western regions. Send results to the SAROCSC prior to next meeting.
  - Re: PDP template for COs – The current draft template was presented at MERC at their last meeting. Advised that this is a living document, being consistently updated. Email current draft template to Gord Longhi.
- e. #6: Education/Training
  - MJ. Knappett reported on her discussion with Ernie Harris. There was a review to look at OCSC’s curriculum from an anti-racism/anti-sexism perspective. The work was never concluded as the contract ceased prior to completion and so a final report was never submitted. He further indicated that there were issues and gaps identified in the preliminary report and they were taken on board at the College to be worked on.
  - E. Harris would like to attend a meeting of the SAROCSC to verbally update the committee on what took place with the review and the current status of coursework integration at the College.
- f. #5: WDHP Tracking Protocol & Tracking Registry
  - Tracking Protocol - J. Paul noted that the proposed tracking protocol is currently with OSPEU. Hoping to have a response soon and will bring back to this table OPSEU’s review and position on this.

- Tracking Registry - M. Smoke noted that OPSEU's President is in receipt of the current list of names on the tracking registry. This initiative is therefore up-to-date and working well.

| <u>Agreed to Actions/Decisions</u>   | <u>Person(s) Responsible</u>           |
|--|--|
| 1. <u>Initiative #1&amp;2 – FRP/DCF:</u><br>M. Smoke to forward OPSEU's response to the revised draft of the Family Responsibilities Policy to the subcommittee as soon as available.  | (1) Marg Smoke                         |
| 2. <u>Initiative #7 – ESR:</u> ( <i>actions carried over from Sept 22, 2010 Minutes</i> )<br>(1) G. Longhi to email MJ. Knappett with proposal as to how the union would like to proceed with review of ESR recommendations.<br>(2) With document referenced in point 1, dates to be set for re-convening of ESR subcommittee. | (2.1) Gord Longhi<br>(2.2) MJ Knappett |
| 3. <u>Initiative #12 – Mentoring:</u> ( <i>action carried over from Sept 22, 2010 Minutes</i> )<br>OED & OPSEU Co-Leads to set up a meeting to discuss.  | (3) Marg Smoke /<br>Flora Vineberg     |
| 4. <u>Initiative #29 – Performance Appraisal Process:</u><br>(1) Send CO PDP template to G. Longhi.<br>(2) Send PDP Rollup Results to SAROCSC prior to next meeting.   | (4.1) Shawn Dicks<br>(4.2) Renée Hewer |
| 5. <u>Initiative #6 – Education/Training:</u><br>Invite Ernie Harris, Director OCSC, to attend next SAROCSC meeting to report on the curriculum review and current status of anti-sexist/anti-racist material integration into College courses.  | (5) Mary-Jo Knappett                   |
| 6. <u>Initiative #5 – WDHP Tracking Protocol:</u><br>J. Paul to forward OPSEU's response to the submitted proposal as soon as available.   | (6) Jim Paul                           |

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| 6. | Update | 30 minutes | <b>Local SAROCCs</b><br>I. Filling vacancies<br>II. ATRC<br>III. ACA Training | Mary-Jo Knappett /<br>Renée Hewer |
|----|--------|------------|---|-----------------------------------|

**Discussion Summary:**

**I. Filling Vacancies**

- MJ. Knappett formally agreed to the filling of vacancies on the Local SAROCCs.
- M. Smoke announced that Elaine Barnes is to be added to the LSAROC subcommittee.
- Set dates for LSAROC subcommittee meeting(s) to proceed with planning for the filling of vacancies on the LSAROCCs.

**II. ATRC**

- Parties agreed that discussions need to begin in the context of broader issues.
- A. Chabot suggested contacting Richard Pierre for assistance when selecting new members, specifically looking at potential aboriginal representation on the committee.
- Set dates to meet to look at next steps.

**III. ACA Training**

- MJ. Knappett announced agreement to rollout the ACA training for existing LSAROCC members in the Fall (2010). Rollout to be done again early in the next fiscal year for newly added members.
- Re-work the training dates as the originally proposed dates now clash with the Terms of Reference re-negotiation meeting dates. Set a date for the final curriculum review meeting.

Added to the Agenda:

**IV. LSAROCC Success Report**

- Tabled here today.

**V. Exit Survey**

- The vendor has completed and submitted the final report. Report tabled here today. Confidential report, committee advised to keep within this group. Subcommittee to meet to discuss steps moving forward (subcommittee – Marg Smoke and Priya Verma).

**VI. Gender Balance Stats**

- M. Smoke noted some problems with the data received, specifically it is difficult to read (formatting) and more importantly it does not appear to be accurate.
- Information breakdown requested as follows:
  - COs – Classified / Unclassified; Male /Female
  - OMs, Superintendents, RDs – Acting / Permanent; Male / Female
- MJ. Knappett noted that we will make sure to liaise with SBU in ensuring that the data is accurate.

| <u>Agreed to Actions/Decisions</u>  | <u>Person(s) Responsible</u>  |
|---|---|
| <p><b>Agreements</b></p> <ul style="list-style-type: none"> <li>Proceed with the filling of vacancies on the LSAROCCs.</li> <li>Rollout the Aboriginal Cultural Awareness Training for LSAROCCs in the Fall, with the existing committee members.</li> </ul> <p><b>Actions</b></p> <p>7. <u>LSAROCC Filling Vacancies</u> – Set dates for LSAROC subcommittee meeting(s) to proceed with planning for the filling of vacancies.</p> <p>8. <u>LSAROCC at ATRC</u> – For follow-up at the conclusion of discussions on broader labour relations matters.</p> <p>9. <u>ACA Training for LSAROCCs</u></p> <p>(1) Set new dates for rollout of training.</p> <p>(2) Set final curriculum review meeting date.</p> <p>10. <u>Initiative #4 – Gender Balance (Stats):</u><br/>Revise and present data as requested and send to M. Smoke.</p> | <p>(7) Marg Smoke / Renée Hewer</p> <p>(8) MERC Co-Chairs</p> <p>(9.1) Marg Smoke / Renée Hewer<br/>(9.2) Marg Smoke / Renée Hewer</p> <p>(10) Flora Vineberg</p> |

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| 7. | Update | 20 minutes | <b>WDHP Statistics Presentation</b><br>I. Presentation of revised 2009 stats<br>II. Presentation of bi-annual 2010 stats | Mary-Jo Knappett |
|----|--------|------------|--|------------------|

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|---|--|--|--|--|
| <b>Discussion Summary:</b>  |  |  |  |  |
| <ul style="list-style-type: none"> <li>MJ. Knappett reported that the requested changes were made to the 2009 and subsequent 2010 (bi-annual) WDHP stats reports. Note that the requested changes introduce a greater level of detail in the reporting that may compromise the anonymous nature of the report.</li> <li>The reports were not tabled here today. Devika Mathur, Manager CRHR Branch, will be present at the next meeting to table the data and answer any questions.</li> <li>The report will not be provided to the committee ahead of time.</li> </ul> |  |  |  |  |

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| 8. | Standing Item | 5 mins | <b>Agenda Items and Timing of Next Meeting</b> | Mary-Jo Knappett / Gord Longhi |
|----|---------------|--------|--|--------------------------------|

Next meeting date: December 2<sup>nd</sup>, 2010 at 25 Grosvenor St. Boardroom TBD

**Signatures:**

*Original signed by*

*Original signed by*

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Gord Longhi, Co-Chair - OPSEU

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Mary-Jo Knappett, Co-Chair - Management