



XX REGION/SECTOR HUMAN RESOURCE OPERATIONAL PROGRAMS UPDATE MONTH 2023

HR PLANNING

• CURRENT STATUS

- FINALIZING OUTSTANDING 2023-2026 HUMAN RESOURCE (HR) PLANS. THIS UNIT IS COMPLETE.
- PREPARING FEEDBACK QUESTIONS FOR THE 2023-2026 CYCLE.
- PREPARING TO LAUNCH THE 2024-2025 HR PLANNING CYCLE UPDATE IN FEBRUARY 2024 WITH A DEADLINE OF APRIL 2024.
- SITES WILL NOT BE REQUIRED TO COMPLETE A NEW HR PLAN ONLY NEW ACTIONS AND PROGRESS ON PREVIOUS ACTIONS WILL BE REQUIRED.
- THE RESOURCING PLAN (ANNEX) WILL CONTINUE TO BE MANAGED BY STAFFING OPERATIONS.
- UNITS WILL BE PROVIDED WITH AN EE, OL AND PSES SNAPSHOT TO PREPARE THEM FOR THE HR PLANNING CYCLE.
- ARE THERE PSES UPDATES? DOES CPDI WANT TO COME TO THE MEETINGS? ANY UPDATES FROM THEM?

EMPLOYMENT EQUITY

• MONTHLY EMPLOYMENT EQUITY REPRESENTATION

- AS OF XX, THE XX REGION/SECTOR WAS MEETING WORKFORCE AVAILABILITY (WFA) FOR INDIGENOUS PEOPLES, VISIBLE MINORITIES AND PERSONS WITH DISABILITIES. XX IS BELOW WFA FOR WOMEN. THIS GAP EQUATES TO 81 WOMEN.
- IN TERMS OF REPRESENTATION OBJECTIVES, XX REGION WAS..
- FOR YOUR CONVENIENCE, EE DATA IS AVAILABLE THROUGH THE HUMAN RESOURCE BUSINESS INTELLIGENCE TOOL (HYPERLINK)
- ANY OTHER NEW EE INFORMATION THAT MAY BE RELEVANT
- CONSULT WITH CORPORATE EE – DO THEY WANT TO COME TO MEETINGS? DO THEY HAVE ANY INFORMATION TO SHARE THIS MONTH?

OFFICIAL LANGUAGES

• LINGUISTIC PROFILE REQUESTS

- THIS MONTH, THERE WERE XX NUMBER OF LINGUISTIC PROFILE REQUESTS FOR THE REGION. XX WERE FOR THE CREATION OF NEW POSITIONS AND XX WERE FOR MODIFICATION OF NEW POSITIONS.



- XX WERE TO LOWER THE LINGUISTIC PROFILE, WHILE XX WERE TO RAISE IT
- THERE ARE CURRENTLY XX OUTSTANDING REQUESTS FOR THE REGION.

- **OL COMPLAINTS (3 TOTAL)**

- NO CHANGE SINCE MONTH YEAR. SEE CHART ON FOLLOWING PAGE.
- ANY NEW INFORMATION ON OL THAT YOU HAVE (OCOL TRAININGS COMING UP, THE 2021-2022 BI ANNUAL REPORT)

NICE TO KNOW INFORMATION:

PAROLE OFFICES THAT HAVE A BILINGUAL SERVICE TO THE PUBLIC OBLIGATION BUT HAVE NO BILINGUAL EMPLOYEES ARE:

- CENTRAL ONTARIO DISTRICT OFFICE
- HAMILTON PAROLE OFFICE
- ST. CATHERINE'S PAROLE OFFICE
- GREATER ONTARIO AND NUNAVUT DISTRICT OFFICE
- BARRIE PAROLE OFFICE
- GUELPH AREA PAROLE OFFICE
- KINGSTON PAROLE OFFICE
- LONDON PAROLE OFFICE
- NORTH BAY PAROLE OFFICE
- NUNAVUT PAROLE OFFICE
- PETERBOROUGH PAROLE OFFICE
- SAULT STE. MARIE PAROLE OFFICE
- WINDSOR PAROLE OFFICE

IT IS RECOMMENDED THAT ADMINISTRATIVE MEASURES ARE PUT IN PLACE TO ENSURE THAT SERVICE OBLIGATION CAN BE MET. COD HAS CONFIRMED ADMINISTRATIVE MEASURES ARE IN PLACE.

PAROLE OFFICES THAT HAVE A BILINGUAL LANGUAGE OF WORK OBLIGATION ARE:

- NORTH BAY PAROLE OFFICE (NO BILINGUAL EMPLOYEES, LINGUISTIC PROFILE OF SUPERVISORS MAY BE IMPACTED)
- OTTAWA AREA PAROLE OFFICE (6 SUPERVISORS WHO SUPERVISE BILINGUAL EMPLOYEES ARE NOT AT THE CBC LEVEL)



- SAULT STE. MARIE PAROLE OFFICE (NO BILINGUAL EMPLOYEES, LINGUISTIC PROFILE OF SUPERVISORS MAY BE IMPACTED)
- SUDBURY PAROLE OFFICE (3 SUPERVISORS WHO SUPERVISE BILINGUAL EMPLOYEES ARE NOT AT THE CBC LEVEL)

Important considerations from The *Directive on Official Languages for People Management*:

In bilingual regions, managers and supervisors are responsible for:

- Providing employees in bilingual regions with regularly and widely-used work instruments and electronic systems (work instruments) in both official languages.
- Supervising employees located in bilingual regions in the official language of the employee's choice when they occupy bilingual or either/or positions, and in the language of the position when they occupy unilingual positions.
Managers and supervisors who occupy bilingual positions in bilingual regions supervise each employee in the language chosen by that employee regardless of the linguistic identification of the employee's position.
- Taking all necessary measures to enable employees in bilingual regions to use the official language of their choice in meetings.
- Ensuring that training and professional development is available to employees in bilingual regions in the official language of their choice.
- Taking all possible measures to create and maintain a work environment that allows employees to use the official language of their choice in bilingual regions for both oral and written communication purposes.

In unilingual regions, managers and supervisors are responsible for:

- Providing employees are with work instruments in both official languages if they require them to communicate or provide services to the public or employees in English and French.



ONTARIO OL COMPLAINTS (3 TOTAL)

- ALL COMPLAINTS ARE WAITING FOR A DECISION FROM OCOL IN REGARDS TO THE CORRECTIVE MEASURES TAKEN BY THE UNIT.

Institution / Établissement	Type of Process / Type de processus	Date Notice of Intent / Initial Complaint Received (YYYY-MM-DD)	Complainant / Plaignant	Allegation(s) / Allégation(s)
Millhaven Institution / Établissement Millhaven	Intervention	2018-05-28	Offender	Intervention: A disciplinary hearing in February 2018 was held in English only, although the language of preference of the offender is French.
Millhaven Institution / Établissement Millhaven	Intervention	2018-05-28	Offender	Intervention: Three disciplinary reports prepared in English only at Millhaven Institution (December 2017, January 2018, and February 2018), while his language of choice is French.
Regional Headquarters - Ontario / Administration régionale Ontario	Facilitated	2018-07-26	Public	Allegation: Part IV (Communications with and services to the public) The complainant alleges that the visitors website for the penitentiary musuem has many errors.