



## Ontario Requires Health & Safety Awareness Training

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All Ontario employees are required to complete Ontario's Occupational Health & Safety Awareness training.

### To Know:

- ◆ All employees in Ontario must complete health & safety awareness training in compliance with Ontario's Occupational Health and Safety Act
- ◆ Training is made available through the Ministry of Labour's website. Employees are required to access the e-learning training module via their own computer or laptop
- ◆ Once the website is accessed the training **must** be completed in one sitting
- ◆ Training can be completed on a day and a time that is convenient for the employee. All employees will be provided one hour of pay to complete the training. Employees should not place themselves in an overtime situation or utilize meal/rest breaks to complete the training or utilize client computers to complete the training
- ◆ Employees who have difficulty completing the training online or do not have access to a computer must contact their Detachment Commander or HQ to make alternate arrangements
- ◆ The training must be completed by the end of 2014

### To Do:

- ◆ This training will be completed online at <http://www.labour.gov.on.ca/english/hs/training/index.php>
- ◆ Upon completion of this training, employees must print the confirmation certificate provided by the website and provide it to their Detachment Commander or HQ. It is recommended that employees retain a copy of the certificate for their personal files
- ◆ Upon receipt of the certificate management will advise payroll to pay one hour of pay
- ◆ Employees who do not have access to a printer must email their certificate to Ken Brady at [admo@bellnet.ca](mailto:admo@bellnet.ca) for placement in your personnel file



**From the Chair...**

Welcome to the summer edition of your newsletter. After the long winter and wet spring, we are finally enjoying some nice sunny days. Hamilton Division has completed another successful year. Successful as you have completely satisfied our commitments to our clients. Through your fine efforts the Division has managed to come in the black, although barely. As we are a not for profit this is a totally acceptable ending to the fiscal year. In comparison to our for profit competitors our focus is on providing top notch service while continuing to fulfill our social mandate by providing meaningful work for our veterans.

The office staff, led by our very capable CEO (John Livingstone), continues to pursue business opportunities which will enhance the compensation for our Commissionaires. I am sure you can appreciate the difficulty of this task in the current economic climate and the aggressive nature of our competitors. Nevertheless, new business is coming our way and more is expected.

This will be my last report to you as Board Chair as my term will end at the conclusion of the Annual Meeting of Divisions at the end of June. The incoming Chair will be Col Gary Burton, who has been a member of our Board for a number of years. He brings with him a wealth of knowledge both from a business perspective as well as militarily. I look forward to working with Gary during his term.

In closing, I would like to wish you and your families a safe and rewarding summer season. Take care.



As the incoming Chairman of the Board of Governors for Commissionaires Hamilton, I am extremely proud and honoured to have recently been elected to fill the vacancy being left by our outgoing Chair, Major Joe Pettozi. Hamilton Division of the Canadian Corps of Commissionaires has a long and distinguished history of service to our military and RCMP veterans in Hamilton and the surrounding area. Although one of the smaller Divisions within the Canadian Federation, Hamilton Division punches well above its weight in contributing to its mandate of "Providing meaningful employment for veterans". Thanks to all of you for the excellent work that you do on behalf of the Canadian Corps of Commissionaires.

Major Joe Pettozi, the outgoing Chair, has provided outstanding leadership and guidance to the Board over the past two years and has represented the Division well at the national level. I thank him for his dedication and hard work on behalf of the corps. Major Pettozi leaves large boots to fill, however I look forward to the challenge, of carrying on the work started by him and the others before him. Major Pettozi will continue to be a member of the Hamilton Board and will never be too far, should I need his wise advice and counsel.

The last few years have been somewhat difficult for our business due to the economy and an increase in competitive activity, but I believe we have turned the corner and that the future looks bright for the Hamilton Division moving forward. The Board of Governors has full confidence in the very capable management team leading the Division and the steps that they have taken to strengthen our business. The Board will do all it can to support the efforts of our full time leadership. Once again, thank you for all that you do in re-enforcing our motto of "Commissionaires Trusted-Everyday -Everywhere". I look forward to having the opportunity of personally meeting many of you over the next couple years.

Summer is drawing to a close and I hope everyone has been able to find themselves some time to enjoy the cooler weather and a bit of a holiday. Schools, including our high schools and universities, where we provide coverage will be back in full swing next week and the short term festivals and events we support throughout the summer are almost all over. We were able to hold a very important information and training session with our Detachment Commanders and secure a number of new clients throughout the summer.

We are back in full production and eager to undertake the challenge of these new clients and new commissionaires throughout the Division's area. We have seen some change here at the Div HQ notably Major Joe Petozzi has finished his term as Chair of The Division Board of Governors and Colonel Gary Burton has taken over. There are messages from both within this newsletter.

More importantly, from a day to day perspective, Don Clannon Director of Human Resources and Administration has elected to retire as of 28 August after 7 plus years of outstanding service to the Division and to the Corps nationally. Don brought a professional manner and a thoroughly modern outlook to the Division. His expertise and professional knowledge have been greatly appreciated. He was instrumental in dragging us into the present on the HR side and he has left the Division much better off than it was when he arrived.

While Don has left I don't expect that there will be any discernible drop in knowledge or service to commissionaires since we have been fortunate to obtain the services of Rick Luden, as the Manager of Human Resources. Rick has a background in the Canadian Army on the Int side and comes to us with a wealth of Commissionaire experience from the Windsor Division. He has completed a month long turnover with Don and is a welcome addition the Div HQ staff.

I call on each and every one of you in the field and in the HQ to continue to do your best and show the clients that they were indeed right when they chose Commissionaires to provide their services. Your efforts are what truly make a difference between Commissionaires and the other generic for profit security companies. You are why we are **Trusted Everyday Everywhere**.

Be proud of your work, your uniform and your history. Don't be like the guys in the picture below, sloppy and unmotivated, who I observed in Marrakech, Morocco a few short days ago.



The CEO's Desk





### Supervisors' Awareness Program

Commissionaires Hamilton; held a Supervisors Awareness seminar on 12 July 14. The seminar was held at the Canadian Centre for Inland Waters courtesy of the Center and the much appreciated liaison work by WO John Thompson.

Detachment Commanders and Site Supervisors from the whole divisional area attend. The CEO; John Livingstone gave the opening address, welcomed the seminar attendees and gave an overview of the present activities of the Division and a view of our future challenges.

Director of Human Resources and Administration, Don Clannon presented an overview of the new Policies and Procedures. Don also used this time to say good-bye to all as he will be retiring at the end of August. As well, Don introduced the New Human Resources Manager; Rick Luden.

Lunch was served at mid-day and the seminar finished in the late afternoon.

Several "spirited" discussions were held, exploring various ways and approaches in dealing with issues that are experienced by all supervisors. Everyone was reminded that the HQ is there to support the Detachments and when problems occur, the HQ personnel will support and assist the supervisors.



## *Above and Beyond*

### **Commissionaire Pat Creamer - University of Guelph**

Commissionaire Pat Creamer noticed a potential hazardous problem with a light standard at our busiest pedestrian and traffic area on campus - our Bus Loop. Exercising extremely good judgment and due diligence she notified me of the problem. We investigated with our Design, Engineering and Construction staff and did in fact find a major fault with the concrete base at one of our bus platforms. Subsequent investigation revealed that there may be additional concrete base problems with adjacent lamp posts. If this situation had gone unnoticed and not reported there could have been a major catastrophic incident involving personal injury.

Pat is a prime example of what we have grown to expect during our long association with the Corps. We consider ourselves fortunate to have Pat and the rest of our commissionaires working together with us

### **Corporal Les Jarvis and Commissionaire Sam Arnold - Niagara Falls City Hall**

Les and Sam have worked with us for a number of years and we know them as friendly faces around City Hall. They provide security service with a smile and are always there to lend a helping hand. They both provide a sound presence and offer support wherever needed. I speak for many of us here at City Hall when I say that we are very appreciative of their dedication and commitment to their job. I wanted to offer my words of thanks, and my praise of them to you directly. We consider them, among our other commissionaires, and integral part of our great team here at City Hall in Niagara Falls.

### *Health and Safety Committee*

The following Commissionaires are members of the Joint Health and Safety Committee:

Barb Ledwon - Spare

Sharon Richards - Hamilton By-Law

Devin Kendrik - Spare

Nicole Isard - Spare

Dave Jeffery - St. Catharines By-Law

Rob Westbrook - Correction Services Canada

Valerie Simao - Grand Valley Institute

Quarterly this committee meets and discusses Health and Safety matters that concern Commissionaires in the worksite. The committee is looking for interested Commissionaires who are willing to become members of the committee. If you are interested please forward your information to Rick Luden, HR Manager at [hrmgr@bellnet.ca](mailto:hrmgr@bellnet.ca).



Cpl Bob Sharp – University of Guelph holds his Commissionaire Long Service Medal. Bob was unable to attend the dinner held last November



Cm King receives a CEO Coin for outstanding service to the Client (Home Hardware-Elmira)



Cm Pat Steinhoff – Spare holds his Commissionaire Long Service Medal. Pat was also unable to attend the dinner held last November



The new Chair of the Board of Governors, Col Gary Burton meets WO Ed Jenner and Cm Allan Overgaard at the Home Hardware 'Home Show'



Members of the Hamilton Division Board of Governors and CEO at the recent National Meetings in Ottawa. These annual meetings address the business and direction of the Corps as a whole and provide an opportunity for Professional Development across the Corps as a whole

## *Payroll...FYI*

### VACATIONS AND VACATION PAY

Vacations are scheduled between 01 January and 31 December of each year. Requested dates are to be submitted on the 'VACATION/LEAVE OF ABSENCE' form for confirmation with your Supervisor or HQ Dispatcher. Once approved by HQ Operations Staff, it is forwarded to HQ Payroll Staff.

Important information to include on the form:

The Pay Deposit Date, if requesting Vacation Pay (with or without time off).  
The number of shifts not worked, if requesting time off.

If no request has been received by the first pay in June of each year, any Accumulated Vacation Pay will be automatically added to the last pay in June. This year the last pay in June is Pay Period Ending 20 Jun 2013.

Vacation Pay is earned at the following rates:

Up to 10 years employment 4%.  
10 plus years employment 6%.

Any questions about Vacation Pay, receipt of your request or any other payroll matter should be directed to HQ Payroll Staff.

## Last Post

It is with a sad heart that we announce the passing of the following Commissionaires.

**Bill Ingraham - Grand Valley Women's Institute**

**Art Cronshaw - Raytheon / Home Hardware**

**William French - Hamilton Federal Building**

**Bob Cowper - Niagara Falls By-Law / SITEL**

**Glen Hutchinson - Cambridge By-Law**

They will be surely missed.

## Recognition of Service

**5 Years Service:** Amador Orante, Roger Brazier, Richard Landriault, Phil Williams, Daryl Hopper, Judson Neville, Stephen Portelance, Keith Hodge, Brian Wintemute, Mary Kelly, Lewis Hussey, John G. Young

**10 Years Service:** Darik Vandermeer, Tim Kenyon, Terry Steen, Dan Garvey, Wayne McPherson, Stan Raike, John Payne, Valerie Benoit-Wilkins, Allan Freckleton

**15 Years Service:** Dusko Krnetic, William Crowder, Fred Evans, Harry Windsor, Ian Dalziel

## Welcome to our New Commissionaires

Jeremy Malott, Bryan Smith, Matt Gamble, James Curry, Lance Currie, Sara Mihaly, Kirandeep Singhera, Keith Chambers, Sarah Benes, Rajeet Singhera, John Turford, Eva Farkas, Doug Maunder, Sharon Maunder, William Bienia, William Windecker, Russell Peebles, Shane Mitrovic, Brandon Weatherston, Gordon Lochhead, Carlos DeCosta, William Watson, Roger Begin, Sampashad Majumdar, Scott Purser, Barb Davis, Jason Westlake, John Czepil, Joseph Mihaly, Saif Ali, Shawn Emery, Maha Sharif, Robert Yorston, Ian Kennaley, Kenneth Bancroft, Donald Carrey, David Hobbins, David Polich, Robert Gordon, Brian Pretto, Nicholas Pape, Matthew Tratnyek, Tyler Yantha, Jasdave Shoker, Brenda Dee, Robert McLaughlin, Sean Dellotenville, Enoch Sorcik, Paul Beatty, Richard Luden, Gregory Holmes, Harold Peterson, Mary Russell, Pantho Datta, Mario Battista, Curtis Washik, Jarret Reddicliffe.

## BOARD OF GOVERNORS

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LCol John Livingstone, CD

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Capt Tom Lee, CD

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MWO Ken Brady, SBSU, CD

### HR Manager

Rick Luden, CD

### Account Managers

MWO Keith Hodge

MWO Larry Will, SBSU, CD

### Dispatcher

WO Melissa Ivanchuk-Merritt

### Finance Manager

Patricia Bachor

### Financial Assistant

Sgt Heather Brady, CD

The Corpsrspondent  
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