

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

**Minutes**

Tuesday, January 14, 2014  
25 Grosvenor Street, 16<sup>th</sup> Floor, Boardroom A, Toronto

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**Attendees: For the Union**

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

**For the Ministry**

Marg Welch (Co-chair)  
Steve Small (Co-chair)  
Emelie Milloy  
Neil Neville  
Christina Danylchenko

**Resources:**

- Pauline Jones, Labour Management Liaison
- Anna Fernandes, Corporate Project Lead, Community Services
- Jenny Cece, Coordinator, Policy Advisor, Institutional Services
- Mark Dittenhoffer, Manager, Corrections Employee Relations, HROntario
- Kevin Sawicki, Director/A, HR Strategic Business Unit

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Previous Business:**

**Institutional Services items**

1. **11 06 02 Transition Updates (TSDC / SWDC)** – Toronto South DC will transition at the end of January 2014. Training is ongoing. Compressed work week agreements have been signed off.

Staffing model for South West DC is outstanding. Transition subcommittee will be meeting on January 15<sup>th</sup> with the local president regarding transition issues.

**Action:** Ongoing.

2. **11 09 28 Length of time for Section 22 investigations to be shortened** – Employer provided to the Union statistics regarding average number of days to close investigations. Union requested statistics on how many cases were opened and the type of cases during the same time period.



These statistics will be provided to MERC annually.

Action: Employer to provide statistics. Move to Standing Items.

3. **11 11 23 Report writing involving use of force** – Union is requesting that the Use of Force Report Writing curriculum to be reviewed by the Training and Development Subcommittee.

Action: Employer to provide updated statistics on the number of staff members who have completed the Report Writing course. The Union's request will be forwarded to the ADM, OS for response.

4. **12 03 29 Toronto East DC (use of police service/agreements)** – meeting being held the week of January 13<sup>th</sup> between the Central Regional Office and Toronto Police Services.

Action: Update to be provided at the next MERC meeting.

5. **12 03 29 Police Liaison Officers in Institutions** – ADM, IS and ADM, OS forwarded correspondence to the field on November 25<sup>th</sup>. Meeting has been scheduled at the Central East CC for January 16<sup>th</sup> and 17<sup>th</sup>.

Action: ADM, IS will liaise with Central Region regarding Maplehurst CC and Vanier Centre for Women. Update to be provided at the next MERC meeting.

6. **13 06 19 EMDC update on infrastructure repairs** – employer provided a list of completed, current and future projects.

Action: Update to be provided at the next MERC meeting.

7. **13 06 19 Ombudsman's report, Community Service Boards, PPE, level of violence in workplace, next steps** – PPE policies were released on January 13<sup>th</sup>. Scheduled rollout of equipment will be discussed at the Provincial Joint Occupational Health and Safety Committee.

Community Service Board has been established at Elgin-Middlesex DC and the first meeting is set for February 11<sup>th</sup>.

Use of Force subcommittee is reviewing the Ombudsman's Report and will develop a report for the Deputy Minister with recommendations. Additional separate meeting is scheduled for January 28<sup>th</sup> to address concerns regarding the Code of Silence and Union representation in use of force cases.

Action: Update to be provided at the next MERC meeting.



8. **13 06 19 Employer notification to MERC of incidents** – Union advises that notifications are being shared on the institution side and an update will be provided regarding the community side.

Action: Update to be provided at the next MERC meeting.

9. **13 09 11 Offender Transfer Operations (Provincial Bailiffs) meetings** – the Union has requested through a letter to the Deputy Minister that the bailiffs be involved directly under MERC and PJOHSC as they are not participating locally. The Union has also requested in the letter for a review of the January 7<sup>th</sup> accident.

Action: Update to be provided at the next MERC meeting.

10. **13 09 11 Presidential Leave** – meetings have taken place and an update to follow.

Action: Update to be provided at the next MERC meeting.

#### Community Services items

1. **13 09 11 Community Services, rollovers, vacancies, balanced hiring approach (COR 15)** – An agreement was reached between the parties to conduct an initial round of lateral transfers within the existing P&P (PPO) vacancies followed by a rollover exercise. A number of vacancies are to be posted for competition. Following these exercises, the parties would utilize the process set out in the agreement on balanced hiring approach.

Action: Update to be provided at the next MERC meeting.

2. **13 09 11 Community Services, Violations (COR11)** – A policy grievance has been filed by the Union.

Action: Remove from the MERC agenda.

#### Both Community and Institutional Services items

1. **13 03 21 Staff composition and grouping of MERC sub-committees** – employer has replaced one member and the Union will be replacing a member both on the IS staffing levels subcommittee.

Action: Update to be provided at the next MERC meeting.

2. **13 06 19 Stand alone and scope of Correctional Division** – meeting was held on November 27<sup>th</sup>.

Action: Employer to provide dates to schedule the next meeting. Update to be provided at the next MERC meeting.



3. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – the Code is still in development and will be issued in the near future.

Action: Update to be provided at the next MERC meeting.

4. **13 09 11 Public Relations / Media Inquiries** – no further response from the Communications Branch regarding the development of a draft proposal for utilizing social media for positive image purposes.

Action: Update to be provided at the next MERC meeting.

5. **13 09 11 Peer Mentoring Program for new hires** – The Union thanks the Employer for additional correspondence in regards to clarification of the Program. The Union requests that the curriculum not be provided via e-learning.

Action: Employer will follow up regarding the e-learning aspect. A separate meeting will be arranged to work through the remaining issues.

#### **Standing Items:**

1. **Systemic Change Steering Committee (SCSC)** – The Steering Committee continues to work on outstanding initiatives. Several items from the SCSC table have been identified and forwarded to the attention of the MERC Diversity Subcommittee for follow up. Next meeting has been scheduled for January 21<sup>st</sup>.
2. **Diversity Subcommittee** – items have been brought forward from the SCSC table. A meeting was held with the Executive Lead, Human Rights Project Charter. Next meeting has been scheduled for January 28<sup>th</sup>.
3. **Labour Relations / Regional Labour Relations Forum (RLRF)** – no change in the Employer's previous position. No change in the Union's previous position.
4. **Fixed Term Correctional Officer Hours and Number of Unclassifieds (provided quarterly)** – information provided to the Union.
5. **List of current Superintendents** –

Action: will be provided at the end of January.

6. **Employee Stability List** – no change.
7. **ASMP Statistics** – Union is requesting that the statistics include the other identified bargaining unit groups.

Action: updated statistics will be provided to the Union co-chair via email.



8. **Correctional Officer Recruitment Unit** – the Employer provided the Union with statistics regarding the upcoming postings for correctional officers.

Action: Employer will invite the Union co-chair to future graduations.

9. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – the Employer is continuing with the hiring of fixed term correctional officers and transferring inmates from crowded facilities to less crowded facilities. The opening of the Toronto South DC will assist to alleviate some of the crowding issues. The Employer is interested in discussing a plan with the Union for utilization of fixed term correctional officers.

10. **Probation & Parole Workload** – the committee continues to work on issues surrounding the WAT implementation. The Union continues to have significant concern over the issue of excessive workload at a number of offices within the four regions. The Union puts forth that existing resources are not sufficient and that reallocation of positions is not going to provide the response necessary to bring workload to reasonable levels within those overburdened offices.

The Employer recognizes while the caseloads in probation and parole have continued to decline the complexity and risk level of the clientele continues to impact the workload of the probation and parole officers. The Employer continues to review the allocation of positions and will address accordingly.

#### **New Business:**

1. **14 01 14 Health Care Updates** – Manager, Corporate Health Care Services informed that a revised Health Care Observation form will be rolled out in institutions in the near future; that the ministry is looking at rescinding the employee Tuberculosis Skin Testing program and that the Keep on Person Medication policy has been finalized.

Action: TST program issue will be referred to the PJOHSC table. Remove from the MERC agenda.

2. **14 01 14 Changes to fixed term contracts (length of contracts incorrectly reflecting six months and a minimum of 40 hours)** – the Union is requesting assistance from the Employer to correct issues in some institutions.

Action: Labour Management Liaison will contact the MERC Union co-chair prior to discussing with the Northern Regional Director.



3. **14 01 14 Lateral transfers and transfer of fixed term contracts not being done through MERC –**

Action: ADM, IS will reinforce with Regional Directors that they are to contact the Transition Unit prior to lateral transfers and transfer of fixed term contracts.

4. **14 01 14 Bailiff HPRO delays in implementation –** the delay is due to Regional Transfer Managers requiring VPN and access to HPRO.

Action: Update to be provided at the next MERC meeting.

5. **14 01 14 COTA class award –** Union members of MERC propose an award to be presented jointly sponsored by MERC to COTA class member. The Employer is in support of such an award and also would like to include an award for the Probation and Parole Officer training graduates.

Action: Members to bring forward recommendations at the MERC meeting.

6. **14 01 14 Vacation hours not being utilized and requests for vacation being denied at Central East CC –**

Action: Superintendent, Central East CC will look into the concern and report back.

7. **14 01 14 E-learning –** the Union is question as to what direction the Ministry is taking with regards to “e-learning” and what provisions are going to be put in place i.e., training, infrastructure, additional staffing?

Action: Employer will review and report back.

**2014 Meeting dates:**

- Tuesday, March 25, 2014 – location to be determined by the Union
- Tuesday, May 27, 2014 – 25 Grosvenor Street, Toronto
- Tuesday, July 8, 2014 – South West DC, Windsor
- Wednesday, September 10, 2014 – 25 Grosvenor Street, Toronto
- Wednesday, November 5, 2014 - location to be determined




**Next Meeting:**

Date: Tuesday, March 25, 2104  
Time: 10 a.m.  
Location: tbd

**For the Union:**

  
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Dan Sidsworth

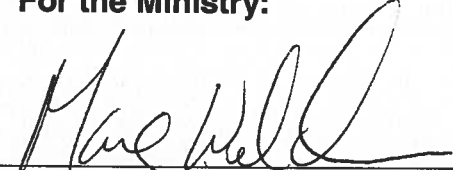
  
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