

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

**Minutes**

Tuesday, July 8, 2014

South West Detention Centre, Windsor

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**Attendees:**

**For the Union**

Dan Sidsworth (Co-chair)  
Monte Vieselmeyer  
Jim Mitchell

**For the Ministry**

Steve Small (Co-chair)  
Mary-Jo Knappett  
Neil Neville  
Christina Danylchenko

**Regrets:**

- Marg Welch
- Gord Longhi
- Janet Holowka
- Jim Paul

**Resources:**

- Pauline Jones, Labour Management Liaison
- Jenny Cece, Strategic Advisor, Institutional Services
- Kevin Sawicki, Director/A, HR Strategic Business Unit
- Mark Dittenhoffer, Manager, Employee Relations

**Guests:**

- Mike Wasylyk, Project Manager, South West DC
- Clark Moss, First Alternate, Central East CC
- Shawn Grinage, President, Local 135, South West DC
- Dave Fahey, Chief Stewart, South West DC

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Announcement:**

Jim Mitchell is taking a leave of absence and Clark Moss, elected First Alternate from the Central East CC will be replacing Jim.

**Previous Business:**

**Institutional Services items**

1. **11 06 02 Transition Updates (TSDC / SWDC)** – July 14<sup>th</sup> commence transition of Chatham Jail inmates and July 28<sup>th</sup> commence transition of Windsor Jail inmates into South West DC.

Union raised concerns regarding the opening date of the South West DC due to outstanding issues that need to be addressed.

Meeting scheduled on July 15<sup>th</sup> at the Toronto South DC to discuss the Inmate Transfer Plan for Central Region Institutions and Direct Supervision Operations.

Action: Meetings being held on July 8<sup>th</sup> and 9<sup>th</sup> at the South West DC to address the Union's concerns. The matter of current placement of protective custody inmates will be discussed at the July 15<sup>th</sup> meeting.

2. **11 11 23 Report writing involving use of force** – update will be provided when available.

Action: Deferred to next meeting.

3. **12 03 29 Police Liaison Officers in Institutions** – meeting was held on June 10<sup>th</sup> to discuss best practices regarding police services. Union is requesting a copy of the Service Agreement in place regarding these services.

Action: Neil to follow up with Financial Services Unit regarding what documentation is in place related to payment of local police services.

4. **13 06 19 Ombudsman's report, level of violence in workplace** –

Ombudsman's Report – ADM, IS provided a copy of the summary response / facts and highlights to the 2013-2014 Annual Report. Union is requesting a summary regarding an incident highlighted at the Ottawa-Carleton DC (OCDC).

Level of violence in workplace – no update.

Action: Ombudsman's Report – ADM, IS will provide an executive summary of the incident at OCDC.

Level of violence in workplace – deferred to next meeting.



5. **13 09 11 Presidential Leave** – memo shared with the field regarding Article 23.9 and Memorandum of Understanding (MOU). Union request the South West DC local president and Health and Safety co-chair be afforded similar arrangements as the Toronto South DC.

Action: Original MOU, the Addendum and clarification of Article 23.9 attached.

6. **14 01 14 Bailiff HPRO delays in implementation** – the Union will be invited to a meeting in September upon transition of the Offender Transfer Operations to the Institutional Services.

Action: Update to be provided at the next meeting.

7. **14 03 25 Bill 67 – Workplace Safety and Insurance Amendment Act (PTSD for Emergency Responders)** – the Union is setting up meetings with the three political parties to advocate for inclusion of Correctional Staff.

Action: Union will provide an update at the next meeting.

8. **14 04 08 Mezzanine Barriers at the Toronto South Detention Centre** – Employer has invited the Union to a meeting on July 15<sup>th</sup> to review the mock-up.

Action: Update will be provided at the next meeting.

9. **14 05 27 Offender Transfer Operations** – meeting being held on July 9<sup>th</sup> to finalize the subcommittee report.

Action: Update will be provided at the next meeting.

10. **14 05 27 Direct Supervision** – meeting being held at the Toronto South DC on July 15<sup>th</sup>. The Direct Supervision subcommittee is meeting on July 29<sup>th</sup> at the South West DC.

Action: Update will be provided at the next meeting.

11. **14 05 27 PPE Update (interim measures)** – continue to receive equipment and distribute to institutions. Anticipate full roll-out to be completed by September 2014. The delay for use of equipment by correctional staff is due to staff not being trained.

Action: Parties will contact Vice Chair Felicity Briggs who is seized on the matter.

12. **14 05 27 HIV Cocktail and availability in institutions** –

Action: Update to be provided when available.



Both Community and Institutional Services items

1. **13 03 21 Staff composition and grouping of MERC subcommittees** – Clark Moss will be taking over for Jim Mitchell on all subcommittees.

Action: Ongoing.

2. **13 06 19 Stand alone and scope of Correctional Division** – no update.

Action: Ongoing.

3. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – translation received, waiting for Corporate sign off.

Action: Update to be provided at the next meeting.

4. **13 09 11 Public Relations / Media Inquiries** – no update.

Action: Employer to invite a Communications Branch representative to the next meeting.

5. **14 01 14 COTA class award** – discussions continue regarding the nomination process.

Action: ADM, IS to discuss with the Director, Ontario Correctional Services College.

6. **14 01 14 E-learning** – no update.

Action: Training and Development Subcommittee members (Jenny / Clark) to request statistics regarding the roll-out of e-learning training. Update to be provided at the next meeting.

7. **14 03 25 Corrections Peace Officer Memorial** – ADM, OS will meet with the Union on July 14<sup>th</sup>.

Action: Update to be provided at the next meeting.

8. **14 05 27 Joint Union and Employer ASMP training** – Employer agrees to include Union locals access to this training.

Action: ADM, IS to advise MGS to proceed and request training dates.

9. **14 05 27 Police notification of staff assaults** – ADM, IS provided the Union on May 29<sup>th</sup> information that must be included on the Inmate Incident Report.

Union raised concerns regarding the handling of special inmates, request to transfer inmates that have assaulted staff, etc.



Action: ADM, IS will share a draft memo with the Union regarding procedures in handling special inmates, notification of staff, etc., prior to distribution to the field.

**Standing Items:**

1. **Systemic Change Steering Committee (SCSC)** – meeting held on June 26<sup>th</sup>. A few items have been moved to the Diversity Subcommittee. Next meeting is scheduled for September 23<sup>rd</sup>.
2. **Diversity Subcommittee** – in the process of updating new Terms of Reference to be tabled at the September MERC meeting. Also finalizing procedures for Local Diversity Committees. Diversity Subcommittee's next meeting is September 9<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 Fixed Term (provided quarterly)** – first quarter provided to the Union on June 25<sup>th</sup> and second quarter provided on July 3<sup>rd</sup>.
5. **List of current Superintendents** – no updates.
6. **Employee Stability List** – no updates.
7. **ASMP Statistics** – statistics provided to the Union.
8. **Correctional Officer Recruitment Unit** – no changes in the scheduled COTA classes.
9. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – no update.
10. **Probation & Parole Workload** – no update. Next meeting is scheduled for September.
11. **Length of time for Section 22 investigations to be shortened** –

Action: ADM, IS will provide to the Union an executive summary of suspended OPSEU staff. Union is requesting for a list of designated positions that have Section 22 authority.

12. **Employer notification to MERC of incidents** – Union advises that notifications are not being provided.

Action: Union will raise this issue with the Deputy Minister.

**New Business:**

1. **Staffing Levels Subcommittee update** – ADMs have forwarded the report to the Deputy Minister.

Action: Union will follow-up with the Deputy Minister at the July 14<sup>th</sup> meeting.

2. **Inmate Laundry Service at South West DC** – Employer reported that laundry is being done in-house with exception of jumpsuits, blankets and sheets.

Action: Union will be filing a policy grievance regarding laundry being contracted out.

3. **Vanier Centre for Women FXT unable to schedule “not available days”** – Employer advised that there’s an interim process in place until a meeting can be scheduled to discuss and draft a Memorandum of Agreement.

Action: Pauline and Dan to attend the meeting in this regard.

4. **Early TAPs (community reintegration program)** – TAPs 72 hour or less is the Ministry’s responsibility. Over 72 hours is the responsibility of the Parole Board. There is a pilot project currently in place.

Action: Remove item from the MERC agenda.

5. **Union Requesting Hiring Protocol and Review Process for New Recruits (COTA)** – ADM, IS provided a slide-deck with the overview of the recruitment and selection process.

Action: Union to review the document and respond at the next MERC meeting.

**Next Meeting:**

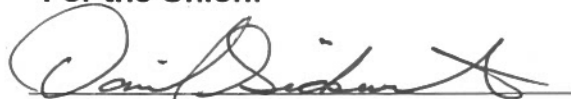
Date: Wednesday, September 10, 2104

Time: 10 a.m.

Location: Toronto South DC

**For the Union:**

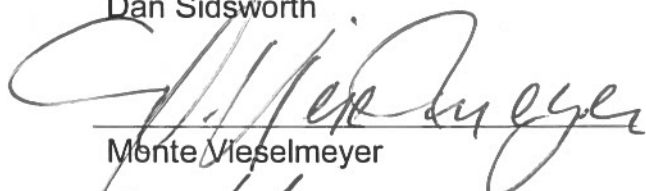
**For the Ministry:**



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