

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

**Minutes**

Wednesday, September 10, 2014  
Cambridge Probation & Parole Services, Cambridge

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**Attendees:**

**For the Union**

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

**For the Ministry**

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

**Resources:**

- Pauline Jones, Labour Management Liaison
- Jenny Cece, Strategic Advisor, Institutional Services
- Kevin Sawicki, Director/A, HR Strategic Business Unit
- Bart Nowak, Team Lead, Employee Relations
- Anna Fernandes, Corporate Project Lead, Community Services

**Guests:**

- Stuart McGetrick, Director, Communications Branch (teleconference)

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Announcement:**

On behalf of Deputy Rhodes, the Employer co-chairs thanked all MERC subcommittee members for their great work.

**Previous Business:**

**Institutional Services items**

1. **11 06 02 Transition Updates (TSDC / SWDC)** – continue to finalize transfer of staff into TSDC and SWDC. The update regarding the delay was provided to the Union at this meeting. It is expected that the remaining inmates at the Toronto West DC will be transitioned to the TSDC by no later than the end of November 2014.

Chatham Jail and Windsor Jail inmates have been housed into SWDC.

Action: Employer co-chair will provide the Union co-chair with any updates regarding the TWDC process.

2. **11 11 23 Report writing involving use of force** – no update.

Action: Deferred to next meeting.

3. **12 03 29 Police Liaison Officers in Institutions** – Employer confirmed that the ministry does hire police liaisons at Central East CC, Central North CC and Maplehurst CC. Union has requested what type of service is provided by the police liaison officers?

Action: Employer co-chair will request a copy of the MOAs.

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

Ombudsman's Report – Employer has confirmed that there is continued oversight by the Ombudsman's Office regarding Correctional Services staff/use of force.

Level of violence in workplace – Union has been provided statistics and a meeting has been scheduled with the ADM, OS and Statistical Services to discuss the data being collected.

Action: Ombudsman's Report – update to be provided at the next MERC meeting.

Level of violence in workplace – update to be provided at the next MERC meeting.

5. **13 09 11 Presidential Leave** – complete.

Action: Item to be removed from the MERC agenda

6. **14 01 14 Bailiff HPRO delays in implementation** – ADM, IS will invite the Union (MERC and PJOHSC members) at a meeting when the new Director has been identified. Anticipate meeting no later than the end of October 2014.

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

7. **14 03 25 Bill 67 – Workplace Safety and Insurance Amendment Act** (PTSD for Emergency Responders) – Bill 67 has been reintroduced as Bill 2. Union continues to advocate for Bill 2 to include correctional officers and probation and parole officers.

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

8. **14 04 08 Mezzanine Barriers at the Toronto South Detention Centre (TSDC)** – the prototype has been approved and installation is ongoing. Inmates from the TSDC are being housed in other facilities while the mezzanine barriers are being processed.

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

9. **14 05 27 Offender Transfer Operations** – report has been submitted to the Deputy Minister.

Action: MERC Union co-chair will be sending copies to the locals.

10. **14 05 27 Direct Supervision** –

Action: Lise to share a copy of the Correctional Update edition in this regard with MERC committee members.

11. **14 05 27 PPE Update (interim measures)** – training is ongoing. Eight institutions have been implemented and the ADM, IS reported that full implementation should be completed by mid-December 2014

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

12. **14 05 27 HIV Cocktail and availability in institutions** – both parties with Corporate Health Care will discuss any issues on a case-by-case basis in an effort to resolve in an expedited manner.

Action: To be monitored. Item to be removed from the MERC agenda.

13. **14 07 08 Staffing Levels Subcommittee Update** – report has been provided to the Deputy Minister. MERC Union subcommittee members still advocate that the report was incomplete and the review of the staffing levels was never completed.

Action: Union co-chair will share the report with the locals.

14. **14 07 08 Inmate Laundry Services at South West DC** – Union reports that this is bargaining unit work which is being contracted out.

Action: Union will file a policy grievance regarding laundry services being contracted out.

15. **14 07 08 Vanier Centre for Women FXT unable to schedule “not available days”** – Employer advised that there is a verbal agreement in place which will be signed off.

Action: Item to be removed from the MERC agenda.

16. **14 05 27 Union Requesting Hiring Protocol and Review Process for New Recruits (COTA)s** – outstanding.

Action: Deferred to the next MERC meeting.

Both Community and Institutional Services items

1. **13 03 21 Staff composition and grouping of MERC subcommittees** – some changes to come with Emelie Milloy retiring and Kacy Cumming will be replaced as she's working in the Western Regional Office. Replacement to be announced

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

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

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

3. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – policy has been issued. Management group will be provided training in order to address any areas of concern. Staff will be trained via e-learning training (mandatory). It is anticipated that the e-learning training will be available by late Fall.

Union raised concerns regarding the COCAP policy declaration form. The Union advised their members of the following: “members need to be given fulsome training, and time to interpret and ask questions regarding the new policy. If members feel they have not received sufficient orientation to this new policy, they do not recommend signing for it. If members are threatened with discipline then they should sign with the added wording that it was under duress and threats of discipline”.

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

4. **13 09 11 Public Relations / Media Inquiries** – strategy has been approved. Information will be shared via a ministry Twitter account which will have links to details of the stories (including photos) on the external website. Communications Branch is now working on the launch which is anticipated in the next few weeks. Two part launch of the social media/digital strategy: 1) positive stories i.e., Correctional Update; 2) fact based reporting of and responding to incidents.

The Union supports promoting the positive and professional public images of staff.

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

5. **14 01 14 MERC award for CO/PPO graduates** – OCSC is working on the logistics.

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

6. **14 01 14 E-learning** – was discussed at the Training and Development Subcommittee meeting held on July 10<sup>th</sup> and the subcommittee agreed to bring forward to a future date. Union raised concerns in regards to the ability to effectively rollout e-learning throughout the province in the absence of infrastructure and support services.

Action: Employer will request OCSC to develop a strategy to address deficiencies with the e-learning rollout.

7. **14 03 25 Corrections Peace Officer Memorial** – MERC Union members request a meeting with the Deputy Minister.

Action: ADM, IS will request a meeting.

8. **14 05 27 Joint Union and Employer ASMP training** – SBU is currently working on the rollout schedule. They are looking at the possibility of combining some of the groups for training – in the interest of expediency and also to ensure that resources (both human and monetary) are used efficiently.

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

9. **14 05 27 Police notification of staff assaults** – Employer sent information to the Union on July 15<sup>th</sup> and waiting for response/comment.

Action: Union to respond to the ADM, IS.

### Standing Items:

1. **Systemic Change Steering Committee (SCSC)** – next meeting is scheduled on September 23<sup>rd</sup>. Continue to work on signing MOAs and forwarding initiatives to the Diversity Subcommittee table.

Action: Union to provide a list of MOAs to Christina that need to be signed off.

2. **Diversity Subcommittee** – meeting was held on September 9<sup>th</sup>. The subcommittee is requesting that the statistics currently being provided come through the Diversity Subcommittee table. The subcommittee continues to work on updating the Terms of Reference from 2011.

Action: Pauline to forward information regarding the collation of statistics to the Diversity Subcommittee co-chairs.

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)** – third quarter to be provided in January 2015.

5. **List of current Superintendents** – Pauline to provide an updated list.

6. **Employee Stability List** – no update.

7. **ASMP Statistics** – June 30, 2014 statistics provided.

Action: Bart to provide August 30<sup>th</sup> statistics to the co-chairs by September 12<sup>th</sup>.

8. **Correctional Officer Recruitment Unit** – recruitment strategy will continue to the end of December. Several candidates have been identified and recruitment will resume in the new year. MERC Union co-chair has an open invitation to speak to all future graduating classes.

9. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – staffing shortages will be addressed in part with COTA graduates. The Employer is planning on continuing large scale recruitment in 2015. Institutions continue to move inmates to other institutions to relieve overcrowding. Institutions utilize a number of different options to address crowding situations.

10. **Probation & Parole Workload** – meeting scheduled for September 11<sup>th</sup>. Committee continues to monitor workload levels and identify areas of increased pressure. The time study on Pre-Sentence Reports is still in progress.

11. **Length of time for Section 22 investigations to be shortened** – no update. The Union requests an updated at the next MERC meeting.

12. **Employer notification to MERC of incidents** – no update.

#### New Business:

1. **Calculation of Hours** – Union is requesting the implementation of a process for calculations of FXT hours. Union is requesting that this process be completed on a quarterly basis.

Action: ADM, IS will provide direction to the field.

2. **Contraband Seizures** – Union is requesting quarterly statistics.

Action: Item to be referred to the Operational Support Division for response back to MERC.

3. **Threats against Staff** –

Action: Union to provide feedback to the ADM, IS regarding the draft memorandum shared on July 15<sup>th</sup> (see Both Community and Institutional Services item no. 9 above).

4. **Duty Notebooks** – Union is requesting a review of the Duty Notebook training and policy. Employer co-chair requested the Union to provide written list of issues.

Action: Union to provide details of issues (examples) in writing to the ADM, IS.

5. **CERC Notification** – Union has received notification that acting management staff are to return to their bargaining unit positions by the end of September. The November 5<sup>th</sup> MERC meeting has been cancelled by the Union. All Employee Relations Committees will not be meeting after September 30<sup>th</sup>. Employer is open and interested in continued dialogue for problem solving if issues arise. For clarity, provisions on the *Occupational Health and Safety Act* remain in effect.

Action: Subcommittee co-chairs to discuss future meetings.

6. **Use of Duty officers/PPOs to Cover Support Staff Absences/Leaves** – Union reports a large number of complaints and requesting a meeting (ADM, CS and MERC CS management and union members) to discuss further.

Action: Meeting to be scheduled.

7. **PPO Staffing Levels** – MERC Subcommittee has tabled the following two deliverables: “Guidelines for flexible work strategy in Community Services” and “Probation and Parole Officer Backfill Pool Framework”.

Action: MERC members to review and provide feedback to the co-chairs.

**Next Meeting:**

Date: to be determined

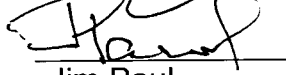
**For the Union:**

  
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Dan Sidsworth

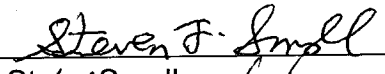
  
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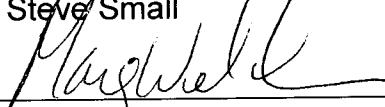
  
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