

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Community Safety & Correctional Services  
All Stewards in the Ministry of Community Safety & Correctional Services

**FROM:** Brian Gould, OPS Supervisor

**DATE:** April 1, 2010

**SUBJECT:** **Ministry of Community Safety & Correctional Services ERC Minutes – January 27, 2010**

---

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Please use the MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.).

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor

/gj  
att.

cc: MERC Chairs  
Ministry ERC

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

**Minutes**

January 27, 2010  
25 Grosvenor, 16<sup>th</sup> Floor Boardroom  
Toronto, Ontario  
10:00 a. m.

---

**Attendees:**

<b>For the Union:</b>	<b>For the Ministry:</b>
Eddie Almeida (Co-Chair)	Marg Welch (Co-Chair)
Paul Johnstone	Christina Danylchenko
Sandra Harper	Emelie Milloy
Gord Longhi	Rose Buhagiar
	Lisa Vescio

**Regrets:** Dan Sidsworth; Jane Albright

**Ministry Support:** Sean Milloy, Employee Relations Division  
Sandeep Bandhu, Strategic Business Unit (SBU)  
Mathew Snyder, Manager, Employee Relations Division  
Mike Bailey, Strategic Business Advisor, Strategic Business Unit

**Guest Observers:** Mavis Montgomery, Union President, Toronto Jail  
Sara Harris Jones, Union Vice-President, Toronto Jail  
Crystal Robbrescheuten, Vice President, Toronto Jail

**Presentation:** **Toronto West Detention Centre** - Institution Security Team  
**Employee Engagement** - the ADM of AIS and ACS provided an update

**Review / Sign Off of Previous Minutes:**

1. September 29, 2009
2. November 24, 2009

**Presentations:**

1. **Employee Engagement:** Steve Small and Kevin Cowie

Steve Small and Keven Cowie provided and update on the Employee Engagement Results. The parties stated they are looking forward to moving labour relations forward. Steps are being taken to implement the Security and Inmate Management Recommendations.

2. **Institutional Security Team (I.S.T.) Presentation:**

The I.S.T. from TWDC was in attendance to provide the presentation. Discussion regarding the pilot project ensued. A handout and visuals were presented. Currently pilots are occurring at both the TWDC and CNCC with potential for expansion

Handwritten signatures and initials on the right side of the page, including a large signature at the top, a signature below it, and initials at the bottom right.

dependent upon results. Implementation of a MCSCS Canine Unit was discussed and encouraged.

### Previous Business

1. **Toronto South Detention Centre (TSDC) and South West Detention Centre (SWDC):** The Employer provided status update on both facilities. Work at TSDC is progressing well – completion target date remains 2012. RFQ for the SWDC process has been completed. Initial completion target date of 2013 also remains in effect. The concerns identified and expressed by the Union have been noted for resolution.

**Action:** Further update to be provided at next meeting.

2. **Unclassified Correctional Officer Sub-Committee**

**Action:** The Union will provide a response to the Employer's suggested changes to the Terms of Reference (TOR).

3. **Independent Medical Examination Policy:** The Union advised that the finalization of the TOR remains pending. The Employer suggested that this agenda item be referred to JISAC. The Union is in agreement, providing that any unresolved issues be promptly referred back to MERC

**Action:** Remove from agenda.

4. **07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence)**

**Action:** Defer to next meeting.

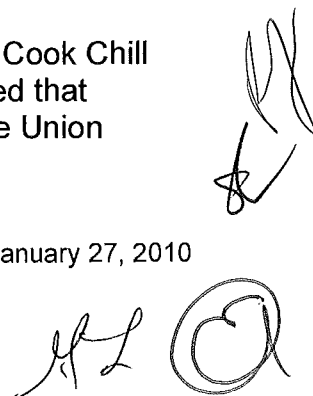
5. **07 09 25 f) Retrofit at TWDC and negotiation of CWWs:** Next OLRB dates are scheduled for May 27 & 28, 2010.

**Action:** Defer to next meeting.

6. **07 11 28/29 i) Joint sub-committee to develop proposed scope of post traumatic stress disorder study:** Ministry identified representatives: Dave Ellis, Strategic and Operational Initiatives Branch (SOIB); Ashley Wilcox-Low, Strategic Business Unit (SBU); and David Hatt, AIS Deputy Regional Director, Western Region. Union representatives Paul Johnstone, Union MERC representative; Sarah Harris Jones, Toronto Jail.

**Action:** Union will provide name of third representative.

7. **08 02 12 a) Cook Chill RFP:** Decisions on the potential expansion of the Cook Chill Food Service Program have not been made. The Union strongly suggested that consultation with them occur prior to any such decisions being made. The Union requested a copy of the final report relative to the RFP.



**Action:** Remove from agenda.

8. **08 10 16: d) Electronic Monitoring / Supervision Program:** The Union requested a copy of the report/study/evaluation which was completed prior to changing the ESRO's role.

**Action:** The employer will look into the Union's request.

9. **08 10 16: e) P & P Accommodations/Job Trades and Transfers:** Names of representatives of both parties have been confirmed. First sub-committee meeting is scheduled to take place on February 16, 2010.

**Action:** Remove from agenda.

10. **08 10 16: f) Northern Region (NR) P&P ERC:** A successful meeting took place December 2009.

**Action:** Remove from agenda.

11. **09 05 12/27: a) Niagara Detention Centre and Elgin Middlesex Detention Centre Intermittent Unit Update**

**Action:** Update to be provided at next meeting.

12. **09 05 12/27: b) Support Staff Committee; RN/Medical/Health Care/Services/Programs:** Current fiscal realities preclude the establishment of new sub-committees. To ensure that all program areas continue to have their concerns brought forward for appropriate discussion, the Employer proposed that an additional day be added to scheduled MERC meetings to dedicate to other program areas. The Union is in agreement with the noted alternative provided that guest representatives from specific program areas may be invited to attend the meeting. As MERC is scheduled for March 31, 2010, April 1, 2010, will be added to the next scheduled date.

**Action:** Issues to be tabled for discussion at the April 1, 2010 meeting.

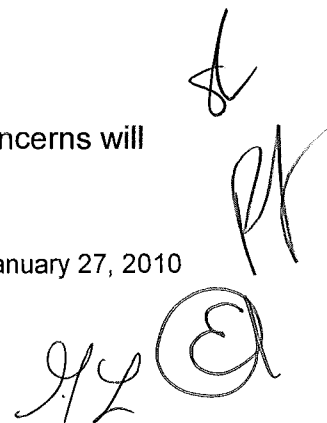
13. **09 05 12/27: h) Rollover Committee:** Finalized update was provided.

**Action:** Remove from agenda.

14. **09 05 12/27: i) Specialized Areas: A&D and Segregation:** As per agenda item #12, related issues and concerns will be amalgamated and reflected on the April 1, 2010, agenda.

**Action:** Defer to April 1, 2010, meeting.

15. **09 05 12/27: m) Bailiff Committee:** As per agenda item #12 and #14, concerns will be amalgamated and reflected on the April 1, 2010, agenda.



**Action:** Defer to April 1, 2010, meeting.

16. **09 05 12/27: r) Joint Cost Generating Savings Opportunities:** The Employer remains receptive and welcomes further ideas and suggestions from the committee. The Ministry is following up on suggestions (i. e. cable service provider) previously provided by the Union. Institution officials have been sharing successful cost savings initiatives amongst themselves for consideration.

**Action:** Update will be provided at next MERC meeting

17. **09 15 12/17: t) Appendix 41 – Ministry File Review Committee:** The first meeting was held on January 21, 2010. Discussions at the committee meeting led to the Union's request that MERC support the inclusion of ESROs in the AIS med/arb process.

**Action:** The Employer will review the Union's request and raise issue at AIS for response back to MERC.

18. **09 08 20: a) CNCC Inmate Television**

**Action:** Defer to next meeting.

19. **09 08 20: b) Employee Engagement Survey Results – Areas for Improvement:** ADMs of AIS and ACS provided a status update. MERC is looking forward to providing assistance and input in the development of required strategies upon the completion of the feedback process.

**Action:** Remove from agenda.

20. **09 08 20: c) Kingston P&P OAG Complement / FLS Requirements:** The Ministry is in the process of developing a solution to the clarified issue.

**Action:** Remove from agenda.

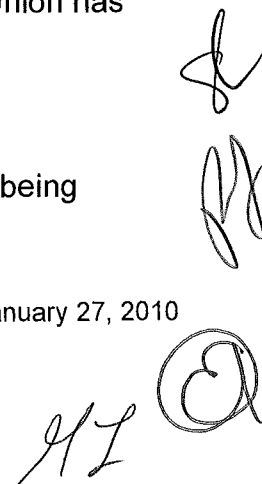
21. **09 08 20: e) Security Reviews Central Region – Notification / Focus Groups / Outcome:** Recommendations will be reviewed for the development of an implementation plan.

**Action:** Defer to next meeting.

22. **09 08 20: g) Intelligence Reports – Reports and Dissemination:** The Union has received requested information.

**Action:** Remove from agenda.

23. **09 08 20: i) Policy on Release of Documents to Inmates:** The policy is being reviewed by the Management and Operational Support Branch (MOSB).

Handwritten signatures and initials are present on the right side of the page. There are two distinct signatures, one above the other, and a set of initials below them. At the bottom right, there are more initials and a circled mark.

**Action:** Ongoing through MOSB.

24. **09 08 20: k) Ontario Parole Board – Board Vice-Chairs and PDP’s/Reporting Relationship:** The Union expressed ongoing concerns that Board Vice-Chairs at the Parole Board have exercised authority beyond the scope of their role.

**Action:** Union to provide specifics to SBU.

25. **09 09 29: a) Police role within Institutions:** The Union emphasized its view that police services should not be allocated within the Correctional Services Division’s budget. The Employer advised the Union that their perspective will be taken into consideration. Although the Union acknowledges the Employer’s right to manage, the Union wants the issue to remain as an agenda item until the matter is resolved.

**Action:** The Employer will consider the Union’s concerns.

26. **09 09 29: g) FLS Requirements for all AIS and ACC Locations (plus specifics with regards Windsor Jail, Vanier, and North Bay P&P):** Staff from the SBU and the Office of the Coordinator of French Language Services (OCFLS) are in the process of reviewing options for potential reallocations of identified positions to reflect the current needs.

**Action:** SBU will schedule a follow up meeting with FLS.

27. **09 09 29: h) Retrofit at HWDC, Kenora, TBCC, OCDC:** Update on retrofit status provided to the Union.

**Action:** Further update to be provided at next meeting.

28. **09 09 29: i) Mental Health Issues:** Employer co-chair provided an overview of current contracts and potential resolutions for service enhancement and/or diversion of mental health issues. The Union emphasized the immediate need for additional resources and appropriate staff training to deal with this ongoing issue. MERC members are interested in providing assistance in addressing this issue.

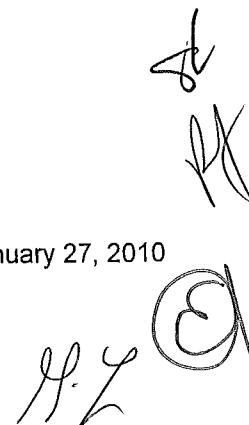
**Action:** The Employer will follow up with MOSB and OED.

29. **09 11 24: a) MOA re use of Internet:** Positive progress has been reported and acknowledged.

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

30. **09 11 24: e) MOA re Vacation Protocol:** Employer requested the Union to provide clarification on the issue.

**Action:** Defer to next meeting

Handwritten signatures and initials at the bottom right of the page. There are several distinct marks, including what appears to be a signature 'JL', initials 'AK', and a circled 'E'.

33. **09 11 24: f) P&P Backfill:** The Employer reports that SBU has responded to all requests for backfill, hence, backlog no longer exists. The Union, however, expressed ongoing concerns.

**Action:** ACS representatives (Gord and Emilie) to further discuss and clarify for next meeting.

34. **09 11 24 g) Grievance Improvement Proposals**

**Action:** Defer to next meeting.

### Standing Items

1. **SAROC:** Excellent joint efforts and accomplishments have been achieved. Both parties are looking at a holistic approach in developing required strategies. Next meeting is scheduled for February 24, 2010.
2. **Labour Relations:** The Union recognizes the improvement in labour relations and that the Ministry is addressing issues for resolution.
3. **SBU Update and Binder:** The Union requested and updated binder to reflect staff and portfolio changes.

**Action:** SBU will provide to the Union once updated.

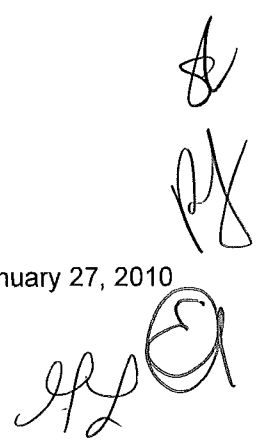
4. **Interest Based Problem-Solving training (IBPS):** Date and location arrangements are being coordinated with the Ministry of Labour (MOL).
5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds to be Provided Quarterly:** Third Quarter Report provided to the Union.
6. **Hardcopy of Superintendents List E-Copy:** Ministry provided updated list to the Union.
7. **09 05 12/27: g) JASIC Committee:** Terms of Reference (TOR) have been signed and distributed to the field.
8. **Students:** The Union requested the Ministry review a trade apprenticeship program.

**Action:** SBU will review this issue.

### New Business

1. **10 01 27: a) Security and Inmate Management Recommendations:** In progress.

**Action:** An individual will be assigned to implement the recommendations.

Handwritten signatures and initials are present in the bottom right corner of the page. There are three distinct signatures: one at the top right, one in the middle right, and one at the bottom right.

2. **10 01 27: b) Update on Rollout of Security Teams in Institutions:** Currently being piloted at CNCC and the Toronto Jail. The Union requests this be expanded to additional institutions.
3. **10 01 27: c) Use of Force Trainers/Escort Training:** The Union emphasized its position that this work needs to be allocated/assigned to the Bargaining Unit. The Unions intends to file a Bargaining Unit Integrity grievance.
4. **10 01 27: e) Distribution of Hours of Fixed Term:** Given the substantial amount of roll-overs, the membership is concerned with the uneven distribution of OT hours for fixed term employees. This concern will be presented at the next AIS meeting for RDs to monitor the issue.

**Action:** The employer will address this issue at AIS to ensure equal offer of hours to fixed term correctional officers.

5. **10 01 27: f) Fixed Term Overtime:** Management confirmed that OT payments for fixed-term employees will be treated the same as OT payout for regular correctional officers.
6. **10 01 27: g) Correctional Officer Recruitment Unit**

**Action:** Union enquired as to the status of the above noted Unit. Employer will provide update at next meeting. Employer committed to keeping laterals and job trades for CO's within MCSCS.

7. **Critical Incident Stress Management Program (CISM) Program:** AIS approved the Union's request for CISM availability during the inquest process.

**Action:** Remove from agenda.

8. **Additional training:** The Union requested that additional training be offered at the OCSC.

**Action:** The Employer indicated that training issue be referred to the Training & Development committee.

9. **Disclosures on PPO Training:** No outstanding concerns from the Union.

**Action:** Remove from agenda.

10. **CURE:** A meeting has been scheduled for Jan 27, 2010. The Union inquired about Aboriginal representation.

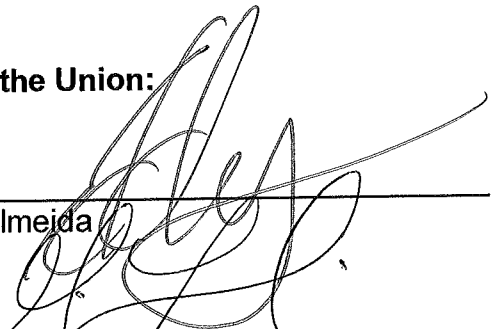
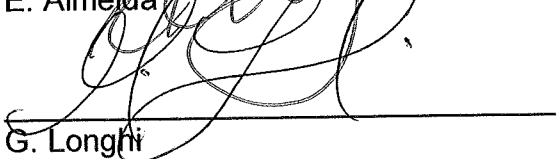
**Action:** OED continues to support affinity groups for Aboriginals, Pride, WIC.

**Next meeting:** Wednesday, March 31, 2010 and Thursday, April 1, 2010 @ 5757 Coopers, Mississauga.


Handwritten signatures and initials are present at the bottom right of the page, including a signature that appears to be 'J' and another that appears to be 'R' or 'H'.

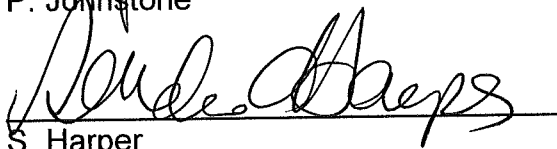


**For the Union:**

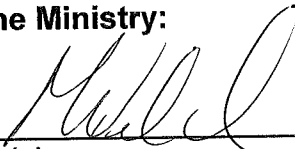
  
\_\_\_\_\_  
E. Almeida  
  
\_\_\_\_\_  
G. Longhi

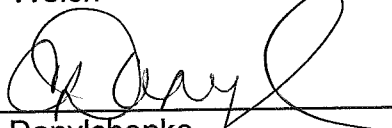
  
\_\_\_\_\_  
D. Sidsworth


  
\_\_\_\_\_  
P. Johnstone

  
\_\_\_\_\_  
S. Harper

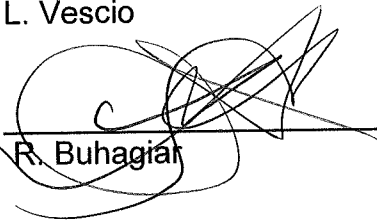
**For the Ministry:**

  
\_\_\_\_\_  
M. Welch

  
\_\_\_\_\_  
C. Danylchenko

  
\_\_\_\_\_  
E. Milloy

\_\_\_\_\_  
L. Vescio

  
\_\_\_\_\_  
R. Buhagian



