

**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:** Ruth Hamilton, A/OPS Supervisor

**DATE:** January 3, 2011

**SUBJECT:** **Ministry of Community Safety & Correctional Services  
ERC– June 2, 2010**

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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.

Also attached is a 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.), with any referrals.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
A/OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC

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

**Minutes**

June 2, 2010  
5757 Coopers, Mississauga, Ontario

10:00 a.m.

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**Attendees:**

**For the Union:**

Eddy Almeida (Co-Chair)  
Paul Johnstone  
Sandra Harper  
Gord Longhi  
Dan Sidsworth

**For the Ministry:**

Marg Welch (Co-Chair)  
Christina Danylchenko  
Emelie Milloy  
Lisa Vescio  
Pauline Jones

**Regrets:**

Rose Buhagiar; Jane Albright

**Ministry Support:**

Sean Milloy, Employee Relations Division  
Cathy Laakso, Strategic Business Unit  
Mathew Snyder, Manager, Employee Relations Division

**Review/Sign off of Previous Minutes**

1. March 31, 2010

**Previous Business**

**1. 10 03 31: Infrastructure**

- a) **Toronto South:** Update: Construction progressing very well. Site works are 95% complete. Foundation for the Intermittent Unit has been laid. Many precast cells have already been fabricated. Shipment of the cells are not anticipated to begin until late fall. Geothermal drilling also started in the rear parking lot.

The Union's letter to ADM Small regarding subcommittee concerns was shared. The Union wants to ensure that when subcommittee meetings are scheduled that elected representatives are involved and invited to attend in advance.

**Action:** Management co-chair will follow up with the Union's concerns. The Union requested a copy of the Staffing Model when available.

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- b) **South West Detention Centre:** Project is on schedule. St. Clair College is expressing interested in potential offender programming opportunities.
- c) **Retrofit HWDC:** The retrofit work has been completed. The 52 bed female unit (including a 12-bed dorm now occupied) opened on April 12, 2010. HWDC staff are fully engaged and welcome the changes. Some painting is being completed on the fourth level resulting in the closure of 52 beds for a few weeks until the painting is completed.
- d) **Retrofit Kenora;** Target date has been extended to June 21 due to delays with the contractor.
- e) **Retrofit OCDC:** The design phase for the one wing/special needs unit and second female unit dorm is now complete. The Union wants an update status on the review of kitchen staff.

**Action:** Defer to next meeting.

- f) **Retrofit TBCC:** Completed.

**Action:** Remove from agenda.

- g) **Niagara Detention Centre:** No update to provide at this time.

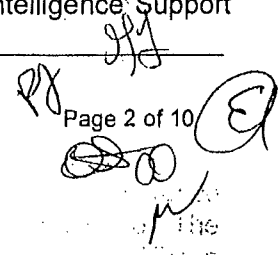
- h) **Elgin Middlesex Detention Centre:** No update to provide at this time.

- i) **Mental Health / Special Needs Units:** Kenora held its first Mental Health Court in May 2010. A Special Needs conference will be taking place in Niagara Falls in the fall. The justice ministries continue working on improving the timeliness of fitness assessments conducted pursuant to the Mental Disorders provisions of the Criminal Code. Video Fitness Assessment technology was introduced at five sites: Monteith CC; Kenora Jail; Central East CC; Elgin-Middlesex DC and Niagara DC) to ensure a speedy and appropriate assessment of offenders' fitness to stand trial.

2. **Fixed Term (Unclassified) Correctional Officer Sub-Committee:** Terms of Reference (TOR) remain outstanding as the Union has concerns with travel expense coverage. The Employer will honour historical agreements and will cover future travel expenses for those sub-committees that are mandated through the Collective Agreement. The Employer is seeking assistance from the Union in covering travel expenses for those sub-committees that are not mandated. The Employer will continue to support paid duty assignments and incur backfill costs for non-mandated sub-committees.

**Action:** The Union will review. Defer to next meeting.

3. **07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence):** Jim Aspiotis has been identified as the New Manager for the unit. Recruitment of the Intelligence Support


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Analyst is in process. Work is being done on Standardized Intelligence Sharing Protocols. Work is underway in the Northern Region training managers to develop a pilot training curriculum reflecting STG appropriate training, information sharing and OCIU overview. Union requested classification and position specifications of the Field Intelligence Officers.

The Union advised that they have not yet received disclosure. The Union is requesting that Security Bulletins being provided to the Institutions should also be distributed to MERC members.

**Action:** Management will follow-up with the Union's request.

4. **07 09 25 f) Retrofit at Toronto West and need to Negotiate CWWs:** Mediation date to be scheduled.

**Action:** Defer to next meeting.

5. **07 11 28/29 i) Joint Study Post Traumatic Stress Disorder/Occupational Impact:** Sub-committee meeting was held last week. Next meeting is scheduled for July 7. Next steps include documenting and summarizing studies that have been completed for the development of guidelines and scope of study. The Union asked for the Employer's support for Private Members Bill 11.

**Action:** Defer to next meeting.

6. **08 10 16: d) ESRO Issues: Labour Relations / Electronic Monitoring / Supervision Program:** As ESROs are located throughout the province, the Union is requesting one blanket CWW agreement.

**Action:** SBU to follow-up.

7. **09 15 12/17: t) Appendix 41 – Ministry File Review Committee:** Sandra Harper attended the last meeting. Karen Martin will be replacing Brian Scott.

**Action:** Defer to next meeting.

8. **09 08 20: a) Inmate Television in Segregation:** The Union is requesting that headphones be considered for new institutions.

**Action:** Defer to next meeting.

9. **09 08 20: e) Security Reviews Central Region – Notification / Focus Groups/Outcome:** Union Co-chair will arrange to review. Some of this work will be incorporated with the review of Security and Inmate Management Recommendations.

**Action:** Defer to next meeting.

JP

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10.09 08 20: **i) Policy on Release of Documents to Inmates:** No update to provide at this time.

**Action:** Defer to next meeting.

11.09 09 29: **a) Police Role within Institutions:** Ministry has no new information/update to provide. Unions concerns have been noted and shared. Union is requesting that item remain on agenda. B-J

**Action:** Defer to next meeting.

12.09 09 29: **g) FLS Requirements All AIS and ACC Locations (plus specifics with regards Windsor Jail, Vanier, and North Bay P&P).** The Union is requesting the results of a review that has been completed on updated FLS designations to reflect the changed demographics. The Union is also requesting a solution to those designated positions at institutions that cannot be filled, specifically at the Windsor Jail.

**Action:** SBU will provide an update at next meeting.

13.09 09 29: **i) Mental Health Issues**

**Action:** Defer to next meeting.

14.09 11 24: **a) MOA re Use of Internet:** The Ministry is reviewing the request. B-J

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

15.09 11 24 **g) Grievance Improvement Proposals:** Ongoing joint discussions are taking place.

**Action:** Defer to next meeting.

16.10 01 27: **a) Security and Inmate Management Recommendations:**

Renewal of Vendor of Record (VOR) for shirts and shoes will be taking place in the near future. Work on the RFP for uniforms is ongoing. Insignia and crest requirements are being reviewed for approval. Canine units survey data is being compiled for summary. Ongoing consultation and review of Emergency Codes; Inmate on Staff Assaults; Search Staff and Inmate Identification is taking place to address identified gaps. Review and response of OCIU related recommendations are being coordinated with Jim Aspiotis. A second survey pertaining to security equipment, inmate clothing and intelligence gathering will be forwarded to the field to establish a more accurate baseline.

**Action:** Management Co-chair to extend an invitation to Colette DesRoches to attend the next meeting to provide a further update on the excellent work that is being accomplished. B-J

17. **10 01 27: b) Update on Rollout of Security Teams in Institutions:** Currently being evaluated.

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

18. **10 01 27: g) Correctional Officer Recruitment Unit:** The Employer confirmed the placement of all affected staff.

**Action:** Remove from agenda.

19. **10 03 31: b) Diversity mentoring program:** Program expansion will be rolled in a phased out approach to ensure program effectiveness and success. Rollout begins in June.

**Action:** SBU to provide an update at next meeting.

20. **10 03 31: c) Job Trades – Employee Portfolio Exemption List:** The Employer is still working on the list.

**Action:** Defer to next meeting.

21. **10 03 31: d) Fixed Term Retiree's Non-Contract Renewal:** The issue has been discussed at AIS. The Employer advised the Union that the issue is not retiree based but rather one of requiring individuals to be available to work up to the required hours to meet the Ministry's business needs. The parties agree that the Ontario H.R.C. is paramount.

**Action:** The Employer will follow up further to clarify the Union's remaining concerns.

22. **10 03 31: g) CPIC for Redeployment and Health Reassignments from MCSCS to MCSCS:** A waiver will be implemented when appropriate.

**Action:** Remove from agenda.

### Standing Items

1. **SAROC:** The committee continues to meet and is focussing on the O'Brien order requirements. The Terms of Reference (TOR) are still not finalized. The committee is developing the required scope and deliverables in alignment of all diversity and systemic change initiatives.
2. **Labour Relations:** The parties recognize the work being accomplished by Colette DesRoches, Implementation Coordinator for AIS. The Union emphasized the importance of the Institution Security Teams.

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Bill 168 (*An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters*): The employer will be engaging the Union for related requirements i. e. policies, measures, procedures, training.

Both the Union and Employer Co-chairs will be attending tomorrow's CNCC LERC meeting

3. **Interest Based Problem Solving training (IBPS):** The next training is scheduled for June 17 and 18, 2010. Union and Management representatives will be attending.
4. **Fixed Term Correctional Officer Hours and Number of Unclassified staff to be Provided Quarterly:** Ministry provided.
5. **Hardcopy of Superintendents List E-Copy:** Ministry provided
6. **09 05 12/27: g) JASIC Committee:** Next meeting scheduled for June 24, 2010.
7. **09 05 12/27: r) Joint Cost Generating Savings Opportunities/Greening initiatives:** Ongoing attempts are being made to reduce paper usage (i. e. Reduce hand outs at meetings). Travel has been reduced throughout the province by holding meetings through alternate available technological capabilities. In the Ministry's commitment to reduce printers, all new photocopiers will have scanning capabilities. The number of personal printers has also been reduced. Some areas (i.e. London) are working with the Ministry of Transportation (MTO) for use of a fleet instead of incurring unnecessary car rental cost. Fleets will include an increase number of hybrid vehicles. ACS is working on a centralized mail box for submitting incident reports to decrease the paper usage. Green initiatives are included in all PDPs.
8. **09 08 20: l) Students:** The field has been advised of proper orientation and supervision of students. SBU is in the process of consulting with Ministry of Training, Colleges and Universities (MTCU) re: union's request for trades in institution i. e. plumbers, electricians, etc.
9. **10 03 31: m) Regional Labour Relations Forum:** Next scheduled date is June 11th for the Central Region; June 16th for Northern Region; October 20th for Eastern Region; and September 8th for the Western Region.

#### New Business

1. **10 06 02: a) G8 / G20 Contingency Plans:** Communication on anticipated impact will soon be shared with the field.

**Action:** Employer to follow-up.

2. **10 06 02: b) Bill 168 (An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters):** The employer will be engaging the Union for Bill 168 related policies requirements.

**Action:** Employer to follow-up.

3. **10 06 02: c) Rehabilitation Officers Doing PPO Work:** The Union expressed concerns specific to the Northern Region. The Employer will seek further information and clarification on recruitment attempts.

**Action:** Employer to follow-up.

4. **10 06 02: d) Disclosure / Transparency Concerns at ACS:** Employer agreed to share what they can with the Union. The Employer has developed a tracking disclosure document to ensure that OPSEU obtain information in a timely manner. Remove from agenda.

5. **10 06 02: e) Equity and Inclusion Concerns for ACS Committees, Projects and Working Groups:** The Union is requesting disclosure of all regional and provincial committees/working groups and its mandate.

**Action:** Defer to next meeting.

6. **10 06 02: f) Hiring ACS – Flawed Screening for Competitions:** The Union is concerned with management's failure to use the lateral transfer option where feasible instead of posting for competition. HR screening process/tool was shared with the Union. The employer has requested HR communities and managers to review the current screening tools to amend to meet P & P needs.

**Action:** Employer to follow-up.

7. **10 06 02: h) Contingency Plans for the Summer Due to Staffing Pressures in AIS:** The Union is concerned that some fixed term (unclassified) staff are not getting their hours. Communication has been forwarded to all cost centre managers to ensure that fixed term (unclassified) staff is assigned their hours prior to assigning Overtime. Attendance has improved significantly across the province. As such; staff shortage pressures during the summer months are not highly anticipated. The Union is supporting fixed term (unclassified) staff obtaining available hours at other institutions provided that their roll over rights are protected. The Union will provide a Memorandum of Agreement (MOA) for the Employer's review.

**Action:** Employer to prepare MOA.

8. **10 06 02: i) New COTA Classes and Comprehensive Assessment:** The Employer reviewed and recognized that some areas of the province were short of COs. The Union requested the identification of those specific areas. Screening Tool for hiring of CO's was requested.

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Handwritten initials and signatures: J.P., E.L., and others.



**Action:** Defer to next meeting.

**9. 10 06 02: j) Status of Vanier Centre for Women:** The Union enquired about the status of Vanier Centre for Women. The Ministry does not plan on closing Vanier and is considering, long-term, an additional facility for female offenders due to the current lack of space. Remove from agenda.

**10. 10 06 02: k) ACS P&P and OAG Backfill Pool:** The Union suggested that the Ministry establish a pool of other ministry staff candidates to backfill PPOs and OAG's. The Union indicated that some Correctional Officers, OAGs, etc meet the educational requirement.

**Action:** The Union will develop a framework for the Employer's review.

**11. 10 06 02: l) Mentoring New Hires:** Union has proposed mentoring of new hires and indicated that Carol Robinson is working on a coaching model.

**Action:** The Employer will verify if coaching is included in the new process.

**12. 10 06 02: m) Basic Computer Training for AIS Staff:** The Union requested that the Ministry provide the required training for those who have difficulties utilizing some computer/ministry applications i. e. HPRO.

**Action:** The employer will review, however, the provision of training is unlikely. Employer suggested that an employee who is having difficulty speak to their ITMs for assistance.

**14. 10 06 02: n) Workplace Restoration Notification:** The Union is concerned that formal notification is not brought forward to MERC for elected official's awareness.

**Action:** Marg Welch will take this forward to AIS.

**15. 10 06 02 o) Diversity Efforts Underway in the Ministry:** The OPS diversity office asked all Ministries to identify success stories which can be shared across the OPS to demonstrate the great work being done to enable participation in diversity efforts and increase staff awareness of various cultures and dimensions of diversity. Following are some of the success stories across Corrections over this past year.

- Pride in Corrections Membership Conference at Ontario Correctional Services College (OCSC) , March 2, 2010 (45 participants)
- Women in Corrections (WinC) – Working Together for Change (6<sup>th</sup> year of networking sessions for women across 4 regions, 900 participants)
- Racing Against Drugs Program for Youth – partnership between RCMP, OPP and Sarnia P&P office
- Central region P&P Symposium Highlights Human Rights and Diversity in the Workplace, December 2009

- Self Defence Seminar at Women's Shelter – P&P Officer, Smith Falls, March 3, 2010
- Black History Assembly at Ontario Correctional Institute, Feb 24, 2010 (225 participants)
- Special Needs – 2 Mental Health Workshops – partnership between OCI and International Institute for Special Needs Offenders (total of 170 participants)
- Mimico Marks Black History Month with Honours, Appreciation and Inspiration , Feb, 2010
- Ottawa Carleton Detention Centre held its First Sweat Lodge Ceremony, Jan. 14, 2010
- Monteith Celebrated 50th Graduation – Educational partnerships with District School Board of North East Ontario
- Monteith Honoured Aboriginal Day
- Black History Month Presentation at Niagara Detention Centre
- Organizational Effectiveness Division's Open University – series of presentations on various topics
- Establishment of Employee Network Framework for Support, Guidance and Engagement of MCSCS's 3 Employee Networks (WinC, Pride in Corrections, Council for Unity for Racial Equality (CURE)).

**Action:** The above information will be posted on the MCSCS Diversity Website.

**16. 10 06 02 p) Probation and Parole Program/Policy Updates:** A more comprehensive information list has been sought from MOSB. Information list from SOIB was shared with the Union earlier this week.

**Action:** Defer to next meeting.

**17. 10 06 02 q) Ministers Awards Recipients 2010:** The 2008-2009 Minister's Awards for Exceptional Achievement Presentation was held on May 19, 2010 in Mississauga. MERC jointly recognized the following recipients for their work beyond their day to day requirements:

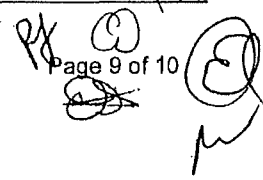
**Lorelei McNeil, Correctional Officer at the TWDC** was presented with the **Humanitarian Service Award**.

**Terry Coughlan, TRICOR Industries**, also received a **Humanitarian Service Award**.

**Paul McMaster, Correctional Officer at the Toronto Jail**, was presented with the **Humanitarian Service Award**.

**Carolyn Jones, Court Liaison Officer, Kitchener Centre Probation & Parole Services** was presented an award for her **Contributions to the Field of Corrections**.

**Vince Pawis, Native Inmate Liaison Officer, Sudbury Jail** was also presented with an award for his **Contributions to the Field of Corrections**.

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Robin Shepherd, Volunteer, Chatham Jail was presented an award for his Volunteer Services.

Mike Malone, Correctional Officer, Thunder Bay Correctional Centre was granted the Bravery Award.

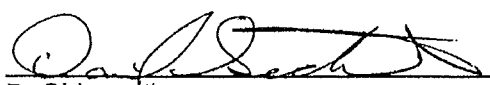
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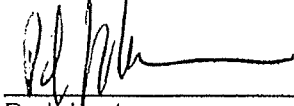
Wednesday, September 29, 2010. Location: 5757 Coopers, Mississauga


For the Union:

  
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E. Almeida

  
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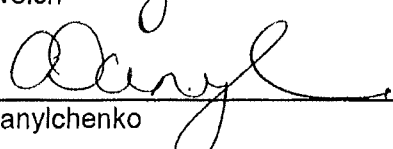
  
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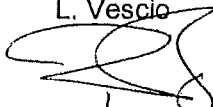
For the Ministry:

  
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