

**MEMORANDUM**

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

**FROM:** Ruth Hamilton, OPS Supervisor

**DATE:** March 26, 2014

**SUBJECT:** Ministry of Community Safety and Correctional Services  
**ERC Minutes – March 25, 2014**

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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.

Please note a MERC referral form should be used when referring unresolved local issues to the ministry level. This form is available at <http://www.opseu.org/ops/merc/MERC%20Action%20Form.pdf>. Upon completion, the document should be forwarded care of the **Job Security Unit** with all 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



Ruth Hamilton  
OPS Supervisor

/el

att: **Ministry of Community Safety and Correctional Services Minutes – March 25, 2014**

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

**Minutes**

Tuesday, March 25, 2014  
OPSEU Regional Office  
31 Wellesley Street East, Toronto

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<b><u>Attendees:</u></b>	<b>For the Union</b>	<b>For the Ministry</b>
	Dan Sidsworth (Co-chair)	Marg Welch (Co-chair)
	Monte Vieselmeyer	Steve Small (Co-chair)
	Gord Longhi	Emelie Milloy
	Jim Mitchell	Neil Neville
	Janet Holowka	Christina Danylchenko

**Regrets:**

- Jim Paul

**Resources:**

- Pauline Jones, Labour Management Liaison
- Anna Fernandes, Corporate Project Lead, Community Services
- Mark Dittenhoffer, Manager, Corrections Employee Relations, HR Ontario
- Kevin Sawicki, Director/A, HR Strategic Business Unit

**Guests:**

- Denis Collin, President of Local 411, Ottawa-Carleton DC
- Annetta Golder, Algoma Treatment & Remand Centre
- Steve Rooke, Chief, Correctional Services Oversight and Investigations
- Sandeep Bandhu, Manager, Correctional Services Oversight and Investigations
- Ali Veshkini, Director, Corporate Services, Facilities and Capital Planning
- Tom Angelidis, Business Continuity, Emergency and Security Project Manager, SOIB
- Fred Tucker, Special Project, Corrections Business Systems and Support (conference)
- Daryl Link, Project Specialist, Strategic and Operational Initiatives Branch (conference)

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

## Previous Business:

### Institutional Services items

1. **11 06 02 Transition Updates (TSDC / SWDC)** – SWDC staffing model will be disclosed on March 27<sup>th</sup> to OPSEU. SWDC media and public tours tentatively scheduled for the first week in May. TSDC continues to be commissioned.

Direct Supervision symposiums have been scheduled for April 8<sup>th</sup> and 9<sup>th</sup> at TSDC and April 10<sup>th</sup> and 11<sup>th</sup> at SWDC. The Union was not included in the planning of these symposiums and raised concerns.

Union is inquiring regarding local executive member access in the workplace (TSDC). Union is also requesting a list of planned SWDC posts to start developing schedules.

The Union has ongoing concerns with resolution of issues at the TSDC and the expectation that the Employer will work with the local Union parties. The Employer will work with the Union to resolve the issues.

Action: Employer will follow-up regarding the issue on access at TSDC and SWDC post assignments.

Union co-chair to provide names of Union executives from other provinces to the Employer regarding invites to the symposiums.

2. **11 11 23 Report writing involving use of force** – statistics provided to the Union on January 16<sup>th</sup>. The Union raised concerns regarding the training on duty notebooks and recommend that use of notebooks procedures be printed inside each notebook.

The Union is requesting a consistent practice regarding the use of handcuffs for segregated inmates.

Action: The Employer is reviewing the standardization of the use of handcuffs and will look into including proper procedures in the notebooks.

3. **12 03 29 Toronto East DC (use of police service/agreements)** – meeting schedule for April 22<sup>nd</sup> with the Toronto Police Services to discuss an agreement.

Action: Ongoing.

4. **12 03 29 Police Liaison Officers in Institutions** –

Action: Discussions continue with the Union regarding adherence with best practices.



5. **13 06 19 EMDC update on infrastructure repairs** – the Employer provided the Union with an update on infrastructure projects.

Action: Item to be removed from the MERC agenda and an Institutional Infrastructure Updates is placed at the PJOHSC table as a Standing Item.

6. **13 06 19 Ombudsman's report, Community Advisory Boards, PPE, level of violence in workplace, next steps** – EMDC Community Advisory Board's first meeting was held on February 11<sup>th</sup>. Expanding to OCDC and TSDC.

The PPE subcommittee is meeting in the next few weeks to discuss a rollout plan of equipment. The Union is requesting an exemption at the Ontario Correctional Institute.

Action: The Employer will share the six month update regarding the Ombudsman's Report with the Union. The Use of Force subcommittee will submit a report to the Deputy Minister.

The Union co-chair to forward their request for PPE exemption to the ADM, IS.

7. **13 06 19 Employer notification to MERC of incidents** – the Union reports that notifications have improved drastically. The Union requested that activation of ICIT be included in the list.

Action: ADM, IS will review the Union's request and respond.

8. **13 09 11 Offender Transfer Operations (Provincial Bailiffs) meetings** – the Union reports that the final report from the Offender Transportation subcommittee is in the draft stage.

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

9. **13 09 11 Presidential Leave** – discussion are taking place regarding expansion to the two new facilities as well as increasing the number of hours.

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

10. **14 01 14 Changes to fixed term contracts (length of contracts incorrectly reflecting six months and a minimum of 40 hours) –**

Action: Issue resolved. Remove item from the MERC agenda.



11. **14 01 14 Lateral transfers and transfer of fixed term contracts not being done through MERC** – direction was sent to the field on January 23<sup>rd</sup> and copy provided to the Union on January 24<sup>th</sup>.

Action: Remove item from the MERC agenda.

12. **14 01 14 Bailiff HPRO delays in implementation** –

Action: Referring to ADM, OS for resolution.

13. **14 01 14 Vacation hours not being utilized and requests for vacation being denied at Central East CC** –

Action: Issue resolved. Remove item from the MERC agenda.

#### Community Services items

1. **13 09 11 Community Services, rollovers, vacancies, balanced hiring approach (COR 15)** – the second round of PPORP commenced, with TDAs closing this week. Due to anticipated cascade effect we expect the remaining positions will be posted mid-April. Laterals are in process and EOI postings for rollovers will go out immediately following that. Eighteen vacancies currently identified and possible 7 additional vacancies will be added.

After this round, approximately May 1<sup>st</sup>, the process will return to the regions.

Action: Ongoing.

#### Both Community and Institutional Services items

1. **13 03 21 Staff composition and grouping of MERC sub-committees** – Union is finalizing the names of the Fixed Term subcommittee members.

Action: Union to provide names to the Employer when available.

2. **13 06 19 Stand alone and scope of Correctional Division** – no meeting dates have yet been scheduled. Both parties have committed to meet.

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

3. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – in final draft stage.

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



4. **13 09 11 Public Relations / Media Inquiries** – Communications Branch is seeking approval from Cabinet Office.

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

5. **13 09 11 Peer Mentoring Program for new hires** – still waiting for the revisions to the training package. The Union expresses disappointment in the lack of cooperation in the development of the training package.

The Union is requesting clarification on the administrative coverage for peer mentoring.

Action: Union concerns will be forwarded to the ADM, OS. Jim and Pauline will have discussions around administrative coverage.

6. **14 01 14 COTA class award** – an award for Humanitarian Service (community and institution) to be presented to graduates will be created through the Honours and Awards Program.

Action: Jim and Anna to work with Lise on the creation of this award.

7. **14 01 14 E-learning** – the Union is questioning as to the Ministry's direction regarding "e-learning". The Employer reported that there will be a combination of e-learning, webex and classroom training. Discussions on e-learning, webex and classroom training for each course are taking place.

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

#### Standing Items:

1. **Systemic Change Steering Committee (SCSC)** – continue to meet with subcommittee and move towards completion of initiatives and pass over to the Diversity Subcommittee. The Union continues to raise concerns regarding the male and female staff ratio. The Employer is open to suggestions in order to improve ratios.
2. **Diversity Subcommittee** – the Jan 1/12 to Jun 30/12 semi-annual roll-up of Diversity initiatives was provided to the Union on March 24<sup>th</sup>. Subcommittee is meeting on March 26<sup>th</sup>. Ongoing discussions continue regarding the formation of local working groups.
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)** – first quarter report will be available in April.
5. **List of current Superintendents** – provided to the Union on March 24<sup>th</sup>.
6. **Employee Stability List** – no update.
7. **ASMP Statistics** – provided to Union on February 19<sup>th</sup>. STSP entitlements provided on February 25<sup>th</sup>.
8. **Correctional Officer Recruitment Unit** – Employer provided a copy of the Correctional Officer job description with the French Language Services skill standard to the Union.
9. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – Employer advises that the contingency plan is to increase recruitment and the ongoing commissioning of the TSDC and the opening of the SWDC.
10. **Probation & Parole Workload** – the committee continues to monitor WAT usage and trends. A time study will be commenced in a short time to validate weightings for domestic assault cases and professional reports (PSRs, PSRs with Gladue content and PPRs). A future study will also follow on the Sex Offender cases once there is sufficient data to evaluate on impact of recent changes. (Weightings have already been increased based on best estimates.)

The committee has completed a report on OAG workload issues. Several recommendations were put forward and reviewed by the Community Services Executive Committee (CSEC). Most of the recommendations were accepted and will be communicated to the field in the near future.

11. **Length of time for Section 22 investigations to be shortened** – statistics provided to the Union February 27<sup>th</sup>. Steve Rooke, Chief of Oversight & Investigations and Sandy Bandhu, ~~Bandhu~~ Manager, Correctional Services Oversight and Investigations were present to discuss the statistics and answer questions.

**New Business:**

1. **Corrections Peace Officer Memorial** – project details presented by Ali Veshkini, Director, Facilities and Capital Planning and Tom Angelidis, Special Advisor, Strategic and Operational Initiatives Branch. A working group will be formed with representation from several work areas / position levels. It is anticipated that it will take two to three years to complete.

The Union has informed that there will be a memorial services on May 8<sup>th</sup> at Queen's Park at 12 pm (noon). The Union will request that a moment of silence across the ministry be approved.

Action: ~~Remove item from the MERC agenda.~~ *to update*

2. **"eRoster" Shift Scheduling System Modernization Project** – presented by Fred Tucker, Special Project, Corrections Business Systems and Support and Daryl Link, Project Specialist, Strategic and Operational Initiatives Branch. The eRoster will:

- ▶ Deliver a centralized web-based Enterprise Shift Scheduling Solution to:
  - Simplify the shift scheduling process
  - Incorporate and adhere to evolving rules/protocols of CA and MERC
  - Reduce manual entries and reconciliations
  - Address current and new business needs with a single comprehensive and flexible system
  - Provide more accurate payroll reporting
  - Provide enhanced security of access and privacy of information
  - Centralized ongoing and cost-effective operational support and maintenance
- ▶ Design application to be similar to HPRO and maximize current knowledge

Action: Remove item from the MERC agenda.

3. **Bill 67 – Workplace Safety and Insurance Amendment Act** – the Union is requesting the Employer's support regarding Bill 67 (regarding post-traumatic stress disorder). This Bill does not recognize correctional officers as emergency responders and are as such excluded from the Amendment.

Action: Employer to review and respond.

4. **Nurse protection liability insurance** – the Union is inquiring whether it is a requirement of employment for nurses in the ministry to have liability insurance as of March 31<sup>st</sup>.

Action: Employer to follow-up.

5. **Resource Position Management (RPMs)** – the Union is requesting an agreement that RPMs be folded into the Budget Allocation Model (BAM).

Action: ADM, IS to follow-up with Union co-chair for further discussion.



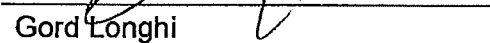
**Next Meeting:**

Date: Tuesday, May 27, 2104  
Time: 10 a.m.  
Location: 25 Grosvenor Street, Toronto

**For the Union:**

  
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Dan Sidaworth


  
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Monte Mieselmeyer

  
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Gord Longhi

  
\_\_\_\_\_  
Jim Mitchell

  
\_\_\_\_\_  
Janet Holowka


**For the Ministry:**

  
\_\_\_\_\_  
Marg Welch

  
\_\_\_\_\_  
Steve Small

  
\_\_\_\_\_  
Emelie Milloy

  
\_\_\_\_\_  
Neil Neville

  
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Christina Danylchenko