

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

**Minutes**

September 29, 2010  
5757 Coopers, Mississauga, Ontario

10:00 a.m.

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<b>Attendees:</b>	<b>For the Union:</b>	<b>For the Ministry:</b>
	Eddy Almeida (Co-Chair)	Marg Welch (Co-Chair)
	Paul Johnstone	Emelie Milloy
	Sandra Harper	Christina Danylchenko
	Gord Longhi	Rose Buhagiar
	Dan Sidsworth	Mary-Jo Knappett
		Pauline Jones

**Regrets:** Jane Albright

**Ministry Support:** Sean Milloy, Employee Relations Division  
Sandeep Bandhu, Strategic Business Unit  
Cathy Laakso, Strategic Business Unit

**Guests:** Curt Arthur, Regional Director, AIS, Northern Region  
Laura Murdock, Executive Assistant to ADM, AIS

**Review/Sign off of Previous Minutes**

1. June 2, 2010.

**Previous Business**

**1. 10 03 31: Infrastructure**

a) **Toronto South Detention Centre:** The ADM has appointed a Manager (Andrea Monteiro) to oversee required transition activities. The Union recognizes the need for the Transition Unit. Construction is progressing well. The steel framing has been completed in many areas as well as the installation of walls/roof. The precast cell construction is almost complete. The pouring of foundations for the towers has begun.

**b) South West Detention Centre:** The three pre-qualified bidders have presented their designs. These three bidders will submit innovation ideas to save on energy consumption, reduce water use, produce renewable energy, and save on future maintenance costs for a subsequent detailed evaluation process of the bids. It is anticipated that the successful bidder will be announced later this fall. The Union has requested a staffing model once it is available.

**c) Retrofit HWDC:** The female unit and 52 male beds have recently opened.

**Action:** Remove from agenda as retrofit completed.

**d) Retrofit Kenora:** The female unit opened in mid-July and is fully functioning well.

**Action:** Remove from agenda as retrofit completed.

**e) Retrofit ODCD:** The former YO 26 bed unit is still being used for intermittent offenders and additional PCs during the week. The tender for the dorm in the female unit has not been posted.

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

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

**h) Mental Health / Special Needs Units:** These units are still included in the plans for the new facilities.

**Action:** The Union requested the current provincial number and locations of Special Needs beds.

**2. Fixed Term (Unclassified) Correctional Officer Sub-Committee:** The Ministry will cover the costs associated with this sub-committee. The Terms of Reference will be updated.

**Action:** Defer to next meeting.

**3. 07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence) :** The Field Intelligence Officer positions were posted on Sept 8, 2010 and closed on September 22, 2010. Applications are in the process of being screened. The Unit's mandate, vision statement and policies are being developed. Linkages with Correctional Services Canada (CSC), Policing Communities, CSIS and other justice partners will be enhanced. Draft intelligence processes including dissemination process recommendations need to be approved by AIS. Data integrity of STG information in OTIS is being reviewed to ensure complete and accurate information on STG inmates.

**Action:** The Union is requesting clarification on Union positions. The Unit's Manager will be invited to make a presentation at the next meeting.

4. **07 09 25 f) Retrofit at West and need to Negotiate CWWs:** Both Schedules and Mediation has been scheduled for November. TEDC is negotiating a new schedule.

**Action:** Defer to next meeting.

5. **07 11 28/29 i) Joint Study Post Traumatic Stress Disorder:** Next meeting for the subcommittee is scheduled for October 22, 2010. The Youth ministry has joined the committee. An ACS representative (bargaining unit) will also be part of the committee.

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

6. **08 10 16: d) Compressed Work Week Agreement: Electronic Supervision Program:** SBU is in the process of developing a CWW for the province.

**Action:** Union to review agreement upon finalization.

7. **09 15 12/17: t) Appendix 41 – Ministry File Review Committee:** Two grievances have been resolved.

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

8. **09 08 20: a) Inmate Television in Segregation:** MOSB is reviewing various options for recommendations for AIS approval.

**Action:** Defer to next meeting.

9. **09 08 20: e) Security Reviews Central Region – Notification / Focus Groups/Outcome**

**Action:** Invitation remains for MERC Co-Chair to review the reports.

10. **09 08 20: i) Policy on Release of Documents to Inmates:**

**Action:** Standing orders will be updated to ensure that documents are reviewed before being released to inmates.

11. **09 09 29: a) Police Role within Institutions:** There are no changes or updates to report. The Ministry has no current plans to include police in the new institutions.

**Action:** Defer to next meeting.

12. **09 09 29: g) FLS Requirements All AIS and ACC Locations (plus specifics with regards to Windsor Jail, Vanier, and North Bay P&P):** SBU met with the OCFLS and



started the reconciliation process. An amendment to the current designated positions at the Windsor Jail will be requested.

**Action:** Defer to next meeting.

**13.09 09 29: i) Mental Health Issues:** The Union is concerned with the ongoing issues with staff not being able to deal with offenders with special needs. The Ministry is currently undertaking a jurisdictional scan of inmates with special needs i. e. screening, accommodation, staff resources and training.

**Action:** Defer to next meeting.

**14.09 11 24: a) MOA re Use of Internet:** The ministry will need to review other options as there is no current capability of limiting access to one particular site (i. e. OPSEU site).

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

**15.09 11 24 g) Grievance Improvement Proposals:** Discussions remain ongoing.

**Action:** Defer to next meeting.

**16.10 01 27: a) Security and Inmate Management Recommendations:** The following progress status was shared with the Union:

Communication to the field will be prepared to advise of the policy changes regarding 1) inmate institution and personal clothing exchanges; 2) Standardization of emergency codes in all institutions.

The process of disseminating Intelligence Reports is still being reviewed.

The Analysis of a single staff entrance/exit at all facilities has been completed and is being reviewed.

Implementation of a thorough assessment of inmate housing needs prior to designating an inmate as requiring protective custody: A survey has been sent to the field to establish base line of current practice and collect best practices. Initial data compiled. The AIS unit will provide work plan with next steps.

Inmate clothing cost analysis is almost completed.

Standardization of Security Equipment Listing of current approved security equipment and Vendor of Record (VOR) document is underway. Meetings with vendors on x-ray machines have been scheduled. Ministry data on security equipment has been completed. A survey has also gone out to other jurisdictions.

Development of a process to ensure inmate trust accounts in all institutions are monitored, in conjunction with the Ontario Corrections Intelligence Unit: Survey data compiled and current policies are being reviewed.

Data for the utilization of canine searches in all institutions is being reviewed.

The development and implementation of an enhanced program delivery model for remanded and sentenced inmates is still in the process of being reviewed.

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

17. **10 01 27: b) Update on Rollout of Security Teams in Institutions:** No update to provide at this time.

**Action:** Defer to next meeting.

18. **10 03 31: b) Diversity mentoring program: Program expansion and phased roll out approach to ensure program effectiveness and success:** The Ministry has received 18 expressions of interest in participating in program.

**Action:** Defer to next meeting.

19. **10 03 31: c) Job Trades – Employee Portfolio Exemption List:** The Union added positions to the exemption list for review.

**Action:** Management to review changes requested.

20. **10 03 31: d) Fixed Term Retiree's Non-Contract Renewal:** Issue resolved.

**Action:** Remove from agenda.

21. **10 03 31: g) CPIC for Redeployment and Health Reassignments from MCSCS to MCSCS**

**Action:** Remove from agenda.

22. **10 06 02: a) G8 / G20 Contingency Plans:** Contingency plans were communicated to the field.

**Action:** Remove from agenda.

23. **10 06 02: b) Bill 168:** All business areas have begun the assessment process with a 90% completion rate. The associated training is progressing well.

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

24. **10 06 02: c) Rehab Officers Doing PPO Work:** The Union is concerned that Rehabilitative Officers in the Northern Region have assigned caseload.

**Action:** This item should be returned to the ACS Northern Region ERC table as a matter of process.



25. **10 06 02: e) Equity and Inclusion Concerns for ACS Committees, Projects and Working Groups:** ACS Mgmt co-chair to update ACS table regarding this concern.

**Action:** Remove from Agenda.

26. **10 06 02: f) Hiring ACS – Flawed Screening for Competitions – Failure to Use Lateral Transfers:** The Employer is obtaining feedback on the new screening tool.

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

27. **10 06 02: h) Contingency Plans for the Summer Due to Staffing Pressures in AIS.** Completed, remove from agenda.

**Action:** Remove from agenda.

28. **10 06 02: i) New COTA Classes and Comprehensive Assessment:** The Employer provided the Union with a summary of the number of graduates and their locations.

**Action:** Remove from agenda.

29. **10 06 02: k) ACS P&P and OAG Backfill Pool:** The Ministry has accelerated the process (electronically) and approval time. Some OAGs who have the educational requirement have been sent for some training in case of backfill requirements. The Union is requesting that the regions maintain a list of qualified candidates.

**Action:** Remove from agenda.

30. **10 06 02: l) Mentoring New Hires:** The Union is requesting that local institutions develop mentoring programs for new hires.

**Action:** Employer Co-chair will survey facilities for any initiatives.

31. **10 06 02: m) Basic Computer Training for AIS Staff:** The Committee recognizes that some staff require additional training. These training needs should be referred to the Institution Training Managers or included in staff learning plans.

**Action:** Remove from agenda.

32. **10 06 02: n) Workplace Restoration Notification:** The ministry remains committed to inform the Union of any upcoming restoration.

**Action:** Remove from agenda

33. **10:06.02: o) Diversity Efforts Underway in the Ministry:** Diversity initiatives from June to November 2010 include:

- The opening of a new Female Sweatlodge at Monteith CC on June 1, 2010;
- The Windsor Probation and Parole office celebrated its first ever "International Day" in July 2010;
- Probation and Parole Services staff in the Moosonee area developed an innovative initiative to better respond to Aboriginal communities' needs by placing probation and parole programming and services in a traditional setting;
- Pride in Corrections members, partners, friends and ministry staff participated in the 2010 Toronto Pride Parade on July 4, 2010;
- The Maplehurst C.C. Systemic and Anti-Racism Organizational Change Committee (SAROCC) hosted a dedication ceremony for the Aboriginal Healing Garden at the Maplehurst Correctional Complex, on July 26, 2010;
- On August 27, 2010, the London East P&P ran in Support of Special Olympics,;
- OPS Internationally Trained Professionals Program: An Internationally trained professional in Social Work was hired at the Ottawa-Carleton Detention Centre on September 20, 2010
- The following Women in Corrections Networking are scheduled:
  - Central Region: October 27; November 1 and 9;
  - Northern Region: October 6, 13 and 20;
  - Eastern Region: October 19 and November 4;
  - Western Region: October 14 and November 18.

This list reflects some of the ongoing initiatives and will be updated at the next meeting.

#### **34. 10.06.02: p) Probation and Parole Program/Policy Updates:**

The ministry is offering support and assistance to all sites to improve reporting accuracy in reporting inmate and client program involvement into OTIS Program Tracking. An additional training session for the Aboriginal orientation programs was completed in May. Two additional training sessions for these programs have been scheduled for the fall of 2010. Staff from the Danforth Probation and Parole Office is providing Change is a Choice programming (anger management, substance use and anti-criminal thinking) at the Toronto East Detention Centre (TEDC).

PSR request form – MOSB to advise joint MAG/MCYS committee that this issue will be raised at the Director level.

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

#### **Standing Items**

1. **SAROC:** SAROC members welcomed Mary-Jo Knappett as the new Co-Chair. Both parties agree that the last meeting was positive and productive. The Employer is requesting further discussion in negotiating the TOR. Aboriginal awareness training is scheduled for the SAROC members. Next meeting is scheduled for October 20, 2010.



**Action:** The Union will provide the TOR on the ESR so that both parties can move forward with the ESR recommendations.

2. **Labour Relations:** The Union is requesting improved dialogue regarding TS and SWDC issues and applying consistent processes for AIS and ACS (i. e. accommodations, lateral transfers).
3. **Fixed Term Correctional Officer Hours and Number of Unclassifieds to be Provided Quarterly:** First quarter overtime provided to the Union.
4. **Hardcopy of Superintendents List E-Copy:** Updated list provided to the Union.
5. **09 05 12/27: g) JASIC Committee:** Update on the Health and Productivity Project and Terms of Reference was provided. Next meeting scheduled for October 27, 2010.
6. **09 05 12/27: r) Joint Cost Generating Savings Opportunities / Greening Initiatives:** Minutes of March 31, 2010 indicate that Niagara Detention Centre realized a cost savings of \$44,000. Amendment: the Niagara Detention Centre realized an actual savings of \$80,000 instead of \$44,000. All offices and institutions are in the process of completing a Green Print Assessment as part of the Ministry's commitment to reduce energy consumption and paper use.
7. **09 08 20: l) Students:** The Union requests local mentoring programs for new hires.  
**Action:** Amalgamate agenda item with agenda item #30.
8. **10 03 31: m) Regional Labour Relations Forum:** Central Region Labour Relation Forums were held on March 12, 2010; April 9, 2010 and June 11, 2010. NR had June 16. WR held a meeting on September 24, 2010. CR is scheduled for October.

### New Business

1. **10 09 29: a) P&P Underfill Removal:** The Ministry obtained clarification on the HR policy for the requirements to obtain underfill removal for PPOs.  
**Action:** The clarification will be added to ACS agenda for communication to the field to ensure consistent practices.
2. **10 06 29: b) Job Trades Non COs Required Time to Process:** Union requested assistance to expedite the process to ensure efficiencies.  
**Action:** SBU will clarify the process to ensure timely completion.
3. **10 09 29: c) Stay In to Stay Out:** The Union submitted a proposal to promote the importance of education for children and to raise the profile and role of Correctional



Services in the community. The Union is seeking employer endorsement and support.

**Action:** A representative from both parties will develop a joint formal submission for the ADMs.

4. **10 09 29: e) Strip Searches:** The union indicated that CECC awards were contrary to ADI policy.

**Action:** Sean Milloy will review and update the committee.

5. **10 09 29: f) Assistant Deputy Superintendents of Operations (ADSOs) Review:** An evaluation is targeted to be completed by the end of the fiscal year.

**Action:** Remove from agenda.

6. **PDPs and Learning Plans:** Invited guests Curt Arthur and Laura Murdock presented a proposed modernized version of the PDP for Correctional Officers. The Union reviewed and agreed that the proposed streamlined revisions will provide a more meaningful tool.

**Action:** Remove from agenda.

7. **Letter to MERC Co-Chairs from the Deputy Minister:** The Deputy Minister wrote the Co-Chairs regarding further consultation with staff on a draft document entitled, "Correctional Services Division-Our Commitment to Professionalism". The document speaks to our collective professional objectives, values and ethics. Consultation with a representative from his office and the ADM AIS will be attending various offices and institutions this fall. The MERC Team supports this initiative and encourages staff to voluntarily participate.

8. **10 09 29: i) Appendix COR 12 – Workload – Need a process:** OPSEU is developing a structure/process for consideration by the Employer to bring workload issues to a regional level in the absence of local resolution. The formalized process will be presented to the Workload sub-committee.

**Action:** Defer to next meeting.

9. **10 09 29: j) Thunder Bay Jail 2 Hour Shifts:** The Union is concerned that some staff are being called in for 2 hour shifts at the Thunder Bay Jail.

**Action:** The Employer will follow up.

10. **10 09 29: k) Dress Uniforms:** The Union expressed concerns that there not involved in the committee responsible for the designing of the dress uniform.

**Action:** Employer Co-chair will advise MOSB of the unions request for involvement.

11. **P & P workload subcommittee:** The Union requested that this item be added to future meetings.

**Action:** Item will be added on next MERC agenda as a Standing Item.

12. **P drive in ACS:** The Union is concerned that details of Boardroom meetings booked on P & P offices' P drive is accessible to all staff through Outlook Calendar. As result, staff confidentiality may be violated. The Union is requesting that Managers booking Boardrooms do not specify type of meeting i. e. WDHP, etc.

**Action:** ACS Regional Director of Western Region will follow up and share concerns and resolution with ACS to ensure staff confidentiality.

**Next Scheduled Meeting**

November 24, 2010 at 5757 Coopers, Mississauga.