

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

**Minutes**

Tuesday, May 27, 2014  
Toronto South Detention Centre

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

**Regrets:**

- Gord Longhi
- Jim Paul
- Janet Holowka

**Resources:**

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

**Guests:**

- Mary-Jo Knappett, Regional Director, Community Services, Northern Region
- Dave Graves, Toronto South DC
- Rob McMillan, Toronto South DC

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Announcement:**

The MERC recognizes and thanks Emelie Milloy for her six years of contribution to the committee as a community services management representative and her all the best in her retirement. The committee welcomes Mary-Jo Knappett, Regional Director, Community Services, Northern Region as Emelie's replacement.



## Previous Business:

### Institutional Services items

1. **11 06 02 Transition Updates (TSDC / SWDC)** – Chatham Jail moved their last two inmates on May 16<sup>th</sup>. Chatham Jail staff moving to South West DC have arrived. Over 4000 people toured the South West DC on May 3<sup>rd</sup> and 4<sup>th</sup>.

Toronto South DC numbers are increasing. A meeting with architects is being held today regarding the mezzanine barriers. Transition of Toronto West DC staff and inmates will occur once the former Toronto Jail inmates have arrived at the Toronto South DC. MERC and the Toronto West DC local will be involved in transition and decommissioning.

Action: Ongoing.

2. **11 11 23 Report writing involving use of force** – Union reports that the training provided at the OCSC is inadequate. Union also requests that the writing principles in ICIT notebooks be included in the new notebooks.

Action: ADM, IS will provide updated statistics to the Union and follow-up with MOSB regarding changes to the notebooks and OCSC to review the training. Union requests that the Training and Development Subcommittee be consulted.

3. **12 03 29 Central Region institutions (use of police service/agreements)** – Union is requesting that this item be removed from the MERC agenda as they will pursue through a different avenue.

Action: Remove item from MERC agenda.

4. **12 03 29 Police Liaison Officers in Institutions** – Union continue to advise that there are inconsistencies and request a meeting with the three institutions involved.

Action: Neil to setup meeting with CECC, CNCC and Maplehurst CC/Vanier Centre for Women management, MERC and Union locals to discuss best practices.

5. **13 06 19 Ombudsman's report, Community Advisory Boards, level of violence in workplace, next steps** –

Ombudsman's Report – the Use of Force Subcommittee has finalized their report which will be forwarded to the Deputy Minister in the near future.

Level of violence in workplace – Union requests a meeting with PESAR staff to discuss the collection of statistics. Union would like to be kept updated regarding the outcome evaluation process between direct and indirect supervision. Union also requests statistics on the level of violence in the workplace.



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

Level of violence in workplace – Employer co-chairs will discuss with ADM, OS the Union's request to meet with PESAR staff. Employer co-chairs will request ADM, OS provide statistics to the Union including methodology of collection regarding level of violence in the workplace and this item will be moved to Standing Items.

Community Advisory Boards – no further action. Item to be removed from the MERC agenda.

6. **13 06 19 Employer notification to MERC of incidents** – Union advised that the information provided is sporadic and inconsistent. Employer suggests that the Union co-chair contact the Regional Directors directly when an incident has not been reported.

Action: ADM, IS requests that MERC Union co-chair contact Regional Directors when this direction has not been followed. Move to Standing Items.

7. **13 09 11 Offender Transfer Operations (Provincial Bailiffs) meetings – Offender Transfer Operations** – the Union has requested that MERC and PJOHSC members attend OTO annual staff meetings.

Action: The Union is filing a policy grievance. Remove items from the MERC agenda.

8. **13 09 11 Presidential Leave** – Union informs that this continues to be a concern regarding Article 23.9 and requests that clarification is issued regarding its application.

Action: Pauline to work with MERC Union co-chair to address this concern.

9. **14 01 14 Bailiff HPRO delays in implementation** – Employer advised that implementation will be within the next two months.

Action: ADM, OS to request an update from Offender Transfer Operations.

10. **14 03 25 Bill 67 – Workplace Safety and Insurance Amendment Act (Emergency Responders)** – The Union is requesting the Employer's support regarding this Bill. The Employer recognizes the importance of correctional employees and supports any initiative that raises the profile of these employees.

Action: Employer will bring this matter forth during Minister briefings.



11. **04 03 25 Nurse protection liability insurance** – information has been shared with Health care staff.

Action: Complete. Item to be removed from MERC agenda.

12. **14 04 08 Resource Position Management (RPMs)** – ADM, IS provided a copy of the April 8<sup>th</sup> MOA to Superintendents and MERC members. Presentation was also provided at the last Institutional Services Executive Committee. The direction was to review the schedules and operational requirements.

Action: Complete. Item to be removed from MERC agenda.

13. **14 04 08 Mezzanine Barriers at the Toronto South Detention Centre** – Union is requesting an implementation schedule and a confirmed drawing.

Action: ADM, IS will provide a copy of the schedule and drawing.

#### Community Services items

1. **13 09 11 Community Services, rollovers, vacancies, balanced hiring approach (COR 15)** – second round of the rollover process has been completed (13 laterals, 9 rollovers, 6 competitions underway). Recommendations on next steps will be discussed at the May 29<sup>th</sup> Community Services Executive Committee.

Action: Updates to be provided to MERC. Item to be removed from the MERC agenda.

#### Both Community and Institutional Services items

1. **13 03 21 Staff composition and grouping of MERC subcommittees** – no updates.

Action: Ongoing.

2. **13 06 19 Stand alone and scope of Correctional Division** – the Union members of the committee continue to pursue the stand alone and scope of Correctional Division. The Union's position is modifications to be negotiated through bargaining within current legislation.

Action: Ongoing.

3. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – going through the approval process.

Action: Ongoing.



4. **13 09 11 Public Relations / Media Inquiries** – waiting for an update from the Communications Branch.  
Action: Ongoing. Employer to request the Communications Branch representative to attend the next MERC meeting or provide an update.
5. **13 09 11 Peer Mentoring Program for new hires** – training has been approved and rolled out.  
Action: Complete. Item to be removed from the MERC agenda.
6. **14 01 14 COTA class award** – waiting a response from OCSC regarding their current awards process.  
Action: Update to be provided at the next MERC meeting.
7. **14 01 14 E-learning** – Union continues to have reservation regarding e-learning due to the lack of computers available in institutions. Issue continues to be discussed at the Training and Development Subcommittee. Union is requesting statistics regarding the rollout of e-learning training.  
Action: Employer to review status with Regional Directors and respond.
8. **14 03 25 Corrections Peace Officer Memorial** – Union thanked the Ministry for their support for this year's third annual memorial event. The Union is requesting a formalized written agreement regarding the memorial committee.  
Action: ADM, OS to provide an update regarding the formal memorial and its location.

**Standing Items:**

1. **Systemic Change Steering Committee (SCSC)** – next meeting is June 26<sup>th</sup>. Committee anticipate additional items to be handed over to the Diversity Subcommittee.
2. **Diversity Subcommittee** – next meeting is May 29<sup>th</sup>. Discussions continue and moving forward regarding 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 Fixed Term (provided quarterly)** – to be provided at the end of June.
5. **List of current Superintendents** – no update.

6. **Employee Stability List** – no update.
7. **ASMP Statistics** – will be provided by Employee Relations when available.
8. **Correctional Officer Recruitment Unit** – the Union reported that representation of female COs at the last graduation was low. Recruitment Unit have been requested to target females for future classes.
9. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – Employer advises that overcrowding should ease somewhat as the TSDC is populated.
10. **Probation & Parole Workload** – caseloads continue to decline. Workload committees are active. Approx. 40 PPOs took part in the time study. Debra Dumouchelle will replace Emelie Milloy on this committee as a project lead. An Executive Lead will be identified over the next couple of months.
11. **Length of time for Section 22 investigations to be shortened** – length of time for investigations have decreased. The Union reports that there is a lengthy lag time from the end of an investigation to the review and outcome of the allegation hearing. Employer is cognizant of the time some staff are away from the workplace during investigations.

**New Business:**

1. **Joint Union and Employer ASMP training** – the Union is requesting that locals on the institution and community sides have access to this training.  
  
Action: Kevin to make the request and report back.
2. **Offender Transfer Operations** – draft report is being finalized.  
  
Action: Final report to be provided to the ADMs prior to submitting to the Deputy Minister.
3. **Direct Supervision** – Direct Supervision staff attended the American Jail Association conference in Dallas, Texas and was well received. A meeting will be held at the Toronto South DC in the near future to review direct supervision.  
  
Action: Meeting to be scheduled and update to be provided at a future MERC meeting.
4. **When staff are assaulted, police should be notified immediately and charges should be automatically laid** – Union is requesting that the outcome of the notification to the police of an assault be tracked (charges laid, type of assault, etc.).



The Union is also requesting a review of policies and procedures related to charges against inmates.

Action: Employer will commit to having the review conducted and report back.

5. **PPE Update (interim measures)** – Union is requesting an update as to why the rollout hasn't occurred as well as when the IS policy will be updated. Employer advised that there will be interim direction provided until formal lockers/storage are put in place.

Action: ADM, IS to follow up.

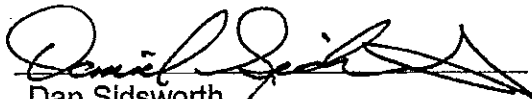
6. **HIV Cocktail and availability in institutions** – Union is requesting that HIV cocktail be available in all institutions due to time sensitivity. Reference should be made to the Hamilton-Wentworth DC process when employees are sent to the hospital.

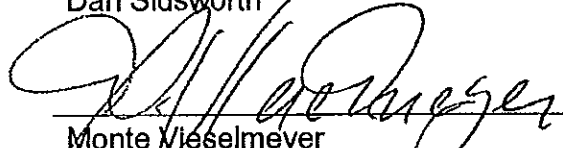
Action: Referred to Corporate Health Care Services for response.

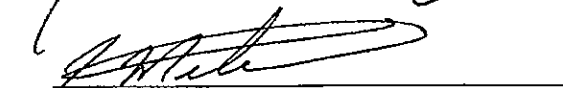
**Next Meeting:**

Date: Tuesday, July 8, 2104  
Time: 10 a.m.  
Location: South West DC , Windsor

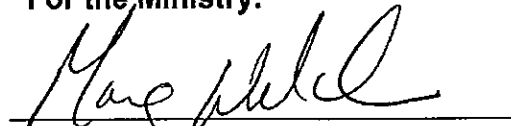
**For the Union:**

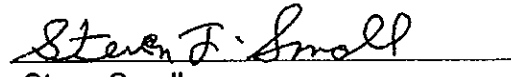
  
Dan Sidsworth

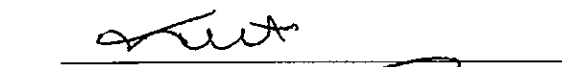
  
Monte Wesselmeyer

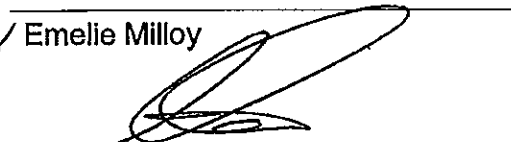
  
Jim Mitchell

**For the Ministry:**

  
Marg Welch

  
Steve Small

  
for Emelie Milloy

  
Neil Neville

  
Christina Danylchenko