

**UCCO-SACC-CSN  
LABOUR MANAGEMENT  
CONSULTATION MEETING**

**FRASER VALLEY INSTITUTION  
NPB Boardroom  
Thursday, February 12, 2009  
0950 hours**

**PRESENT:**

**Leanne Doyle, A/Warden (Chair)  
Bobbi Sandhu, A/Deputy Warden  
Corrine Dredge, CM  
Yvonne Hackett, A/CM  
Nova-Lee Tinnion, A/CM**

**Binder Kingra-Badhesha, Labour Relations  
Donna Collins, President UCCO-SACC-CSN  
Tina Carper, Shop Stewart UCCO-SACC-CSN  
Lori Hawkings, Treasurer UCCO-SACC-CSN  
Corrine Blanchette, Union Advisor UCCO-SACC-  
CSN**

**Shannon Webster, A/CM**

**A. Review of Previous Minutes and Action Items**

<b>January 22, 2008</b>	<b>Action on Old Business</b>	<b>Status</b>
10. Post Orders	<p><b>2008-01-22</b> DW has given some PO's back to CM Dredge for review. UCCO noted they had shared concerns with Dave Dick in September but they did not get a response back. The list received by the DW indicated all the requested changes had been made. G. Nolin has some concerns and will send them by email to DW</p> <p><b>2008-02-28</b> - Warden asked for clarification, as UCCO was working with Management on the Post Orders. CM O'Dell stated that the PO's were too prescriptive within policy; we need to find common ground. K. Varey noted that the documents have been completed and signed therefore the issue has been addressed. G. Nolin will meet with either CM or AWO to review specifics.</p> <p><b>2008-04-30</b> AWO working on the Post Orders with the CM office. CM Dredge has completed consultation with the Union. Now they are being properly formatted. This is a high priority for AWO.</p> <p><b>Action: AWO to forward to DW for review prior to Warden's approval.</b></p> <p><b>2008-06-03</b> Update: Post Orders will soon be ready for review by DW.</p> <p><b>2008-11-24</b> Update: The Post Orders are done but was only posted to the Infonet recently.</p> <p>The Union still requires Operational Adjustments to be addressed in the Post Orders as per Ross Toller's direction in 2006.</p> <p><b>2009-02-12 Update: Management discussed Scheduling and Deployment Standards which are to be implemented April 1<sup>st</sup>, 2009. There is a committee which will review S&amp;D as well as operational adjustments.</b></p>	Ongoing
2. Operational Adjustment Plan	<p><b>2008-01-22</b> UCCO advised that the OAP is not being done consistently and that TRA forms are not always completed. AWO to table this item for the Operations Meeting to ensure CM's complete the form. PO's are currently being reviewed for revision. UCCO noted that this must be included in the PO. UCCO further noted that the PE is adjusted. DW informed UCCO that OA is part of the post orders i.e. A&amp;D post not to be OA if V&amp;C has been adjusted.</p> <p><b>ACTION: DW to follow up with AWO on closure of PE.</b></p> <p><b>2008-02-28</b> Review of previous discussion. Warden noted that posts which are OA'd have the TRA built into the Post Order. If the Union would like, this</p>	Complete

	<p>information could be extracted and a separate document produced. AWO noted that TRA's on OAP's are no longer needed, memo from RHQ. AWO will review Post Orders to determine if certain if specific posts require Operational Adjustment; if so, she will meet with the Warden to rectify. Of note, "incidents" are treated differently than Operational adjustments, OA's are for routine posts.</p> <p><b>Action: Warden/AWO to forward new memo from RHQ.</b></p> <p><b>2008-04-30</b> Review of previous discussion. AWO to ensure Correctional Managers complete Threat Risk Assessments for posts where Operational Adjustment is not referenced. It was agreed that existing Post Orders that include provision for Operation Adjustment will be reviewed.</p> <p><b>Action: AWO to communicate TRA requirement with Correctional Managers.</b></p> <p><b>2008-06-03</b> Update: There were two operational adjustments in the past two weeks. Discussion ensued regarding a miscommunication with one of the 1275 forms presented to the Union representative.</p> <p><b>Action: AWO to follow up with the Correctional Managers to clarify OA responsibilities. AWO will include which duties may be operationally adjusted within Post Orders.</b></p> <p>Union brought an issue regarding OA for A&amp;D/V&amp;C team. Union asked to clarify the concern.</p> <p><b>Action: Union to clarify whether OA for the A&amp;D/V&amp;C team is a widespread concern.</b></p> <p><b>2008-11-24</b> Update: TRA's will be completed on the post to determine if they can be Operationally Adjusted Posts.</p> <p><b>2008-11-24</b> Update: It was noted that this is not a widespread concern. CX staff would like the Post Order or OAP to identify what essential duties are required when the post is Operationally Adjusted and the changes is routine. Management stated that the essential duties will have to be by the discretion on the CM on duty.</p> <p>A/AWO has looked at the OAP from GVI and noted that is was found to be too descriptive.</p> <p><b>2009-02-12 Update: The union stated that TRA's are not being completed when IMO3 is being Operationally Adjusted. A situation took place where 5 inmates got to go to the gym and IMO3 was assigned to help supervise leaving 1 responder on the post. There has been confusion amongst CX's.</b></p> <p><b>The AWO stated that it is not a funded Post, it is internally funded. It was noted that the Post Order (PO) will be changed by April 1<sup>st</sup>, 2009. Until that time, IMO3 will be taken out of the PO and the CM will assign functions daily. With the new Deployment Standards all new posts will be a multi-function post as we need to accommodate for the duties.</b></p> <p><b>Action: CMO will change IMO PO by taking IMO3 duties out by the end of March.</b></p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Pending</p>
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<b>February 28, 2008</b>	<b>Action on Old Business</b>	<b>Status</b>
2. Eye-in-the-Sky	<p><b>2008-02-28</b> AWO Bobbi Sandhu will review the line of sight between houses 3 &amp; 4 to see if there is a requirement for a camera.</p> <p><b>2008-04-30</b> AWO will review the line of sight between houses 3 &amp; 4 to see if there is a requirement for a camera.</p> <p><b>Action: AWO will assign a full camera needs assessment to CM Halliday and A/CM Tinnion.</b></p> <p><b>2008-06-03</b> Update: A/CM Tinnion, SMO Talman, and/or CM Halliday will present proposal to AWO.</p> <p><b>2008-11-24</b> Update: A/AWO has the report but it has not yet been sent to</p>	Complete

	<p>RHQ. The written report came to us in August. It needs to go to RHQ-Security and from there it will be sent to NHQ.  <b>Action: A/DW will ensure it is sent to RHQ by December 2008.</b>  <b>2009-02-12 Update: AWO sent an email update and will follow up with RHQ Security regularly. We must follow National Standards and need National support on this.</b></p>	Complete
4. Recruit Checklists	<p><b>2008-02-28</b> Warden's Assistant will find post checklists and forward to UCCO VP and AWO.  Update: Checklists did not apply to issue and new checklists will have to be created. UCCO to work with K. Varey on this item.  <b>2008-04-30</b> A checklist was given to new recruits. The Union would like a copy of this checklist saved on I drive for further use. Concern was raised that The Union wasn't consulted. It was confirmed by CM Varey that she wasn't the author of the checklist, and assumed that Staff College may have taken the old checklist and changed CS to CM. All agreed this was a good checklist.  <b>Action: CM Varey to contact Staff College to obtain an electronic copy.</b>  <b>2008-06-03</b> Update: Union believes this to be complete.  <b>Action: AWO to confirm.</b>  <b>2008-04-30</b> Also, the package that was prepared by the Union and given to the new recruits was not approved by Management. The concern is regarding the amount of information that may change. DW would like this package sent to CM Varey for review. Everyone agrees there should be a document that includes who is who, and a checklist; however, it needs approval from AWO before given to new recruits.  <b>Action: Union to provide CM Varey for review and approval by AWO.</b>  <b>2008-06-03</b> Update:  <b>Action: G. Nolin will work with K. Varey on the Union package for recruits.</b>  <b>2008-11-24</b> Update: Recruit checklist in on the "I" drive.  Was felt to be a good document but feel it is a little too prescriptive and the names need to be taken out. There is a procedure on how to take leave, ect. CM S&amp;D is in charge of the checklist.  The union meets with new recruits and wants to provide them with the information and will inform if an update is needed.  <b>Action: Both documents to go on the infonet.</b>  <b>2009-02-12 Update: CM S&amp;D is giving the documents to CM Ritsco as there is no statement regarding a leave process.</b></p>	<p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Complete</p> <p>Complete</p>

<b>April 30, 2008</b>	<b>Action on Old Business</b>	<b>Status</b>
1. Training for Mother-Child Program	<p><b>2008-04-30</b> CM Chesley sent the Ministry a list of training dates that PWs are available for training. He was waiting to hear back from the Ministry to confirm these dates. Information received part way through the meeting that May 8<sup>th</sup> and 13<sup>th</sup> are the days for training.  Parenting training will be offered by A/Manager of Programs when she returns from leave. UCCO stated that ADCIO confirmed that everyone will be trained; DW confirmed this. The CD states that PWs are supposed to receive this training.  <b>Action: AWI to confirm the Parenting training schedule.</b>  <b>2008-06-03</b> Update: A/MP working with CM (S&amp;D) to determine training dates for the one hour training.  <b>2008-11-24</b> Update: There was a PW going for training that week. Warden stated training was set up but no one shows. Names were not provided.  <b>2009-02-12 Update: The union has not been successful in getting those names from the STC. When a PW doesn't show up for training</b></p>	Complete

	<p>the facilitator should follow up. The union stated that the agreement they had with the Warden was to have all the training completed before ever having a child on-site. There are also 6 who have not received the First-Aid Child/Infant training.</p> <p><b>Action: AWO will follow up with in house STC. As there has been a change over in the STC position this may have been missed.</b></p>	Pending
2. Update on Inmate Handbook	<p><b>2008-04-30</b> The Union was wondering if an update can be provided. DW stated that all responses are to be in by May 2<sup>nd</sup> and it should be ready for approval for Warden shortly thereafter. AWO and AWI are reviewing the inmate orientation process.</p> <p><b>Action: Union to be updated when handbook is ready for implementation (AWO/AWI)</b></p> <p><b>2008-06-03</b> Update: Handbook is with the AWI for review prior to giving to the DW.</p> <p>S. O'Connor is adding the inmate orientation process to the Standing Order.</p> <p>Action: DW will inform Union when handbook is ready for implementation.</p> <p><b>2008-11-24</b> Update: Warden and AWI have confirmed that the Inmate Handbook has been completed with all updates incorporated and comments are incorporated, it also has been saved on the common drive.</p> <p>Union has advised they will look it over and report any comments or concerns.</p> <p>They were reminded that revisions would be an ongoing process.</p> <p><b>2009-02-12 Update: The union stated that they were not consulted and they should be kept informed.</b></p> <p><b>Action: The union will provide comments by Monday to A/AWO.</b></p> <p><b>Management noted that B. Adams provided comments and that it is a dynamic document and the changes are constant. The document is available on the infonet as is accessible to all staff.</b></p>	<p>Complete</p> <p>Pending</p>

<i>June 3, 2008</i>	<i>Action on Old Business</i>	<i>Status</i>
2. IMO Station	<p>Although steps have been taken to physically ready the station, further rationale is required prior to the Warden's decision for approval. Issues will be discussed at the Facilities Planning meeting, 08-06-05, and a plan set for the proposal.</p> <p><b>2008-11-24</b> Update: We are waiting for new glass to be installed, then we should be able to open this post.</p> <p><b>2009-02-12 Update: The glass has been installed and the equipment is there. Union noted that there is no telus drop for the phone.</b></p> <p><b>Managements stated that they were told they were in.</b></p> <p><b>Action: AWMS Assistant to action.</b></p>	Pending
5. Secure Unit escorts	<p>Concern was raised that the "Movement Off Unit Checklist" is not, always, in keeping with the number of officers or staff members escorting a maximum-security inmate out of the IIU. For example, in the M. W. F. escorts to the gym, there is one officer with up to four inmates without another staff member present.</p> <p><b>Action: AWO will confirm that the number of escorting officers is appropriate.</b></p> <p><b>2008-11-24</b> Update: We are currently reviewing CD 566-6 and looking at movement from Secure Unit. It is left up to the institution and the risk management. If there are no additional issues with the offender, 1 officer per offender is fine, or 2 officers per group.</p> <p><b>2009-02-12 Update: Union stated that there was no direction sent regarding the 2 officers per group direction.</b></p> <p><b>Management affirmed that it was noted in the IDT minutes which are available to all staff.</b></p>	Complete

7. Count times	<p>The Union is proposing a change to FVI's count times. Copies were circulated at the meeting and discussion ensued.</p> <p>The Warden indicated that direction has been given to implement a side roster for the Principal Entrance by Sept. 2/08. She suggested that the recommendations regarding count times be reviewed at the same time as changes to the roster are discussed. Specifics regarding the number of officers required for the side roster have not yet been communicated. Any change to noon count would need to be explored with the AWO and AWI.</p> <p><b>Action: Union to provide the AWO with a representative to work on the count changes and PE side roster.</b></p> <p>It is to be noted that following the meeting G. Nolan was selected as the representative.</p> <p><b>2008-11-24 Update:</b> The union has a proposal for count changes. The time was changed from 0700 to 0630 to accommodate Health Care medication line.</p> <p><b>Action: A/AWO will review the proposal.</b></p> <p><b>2009-02-12 Update: Count changed to 0630 hours.</b></p> <p><b>Union would like to change the time of the 0330 count. CM's are having to help visitors. AWO looked at the proposal and looking at the current count times. Management is not supportive of removing the 0330 count. If the union presents change in the future they will be considered.</b></p>	<p>Complete</p> <p>Complete</p>
8. Security Rounds	<p>Union raised concerns regarding the emphasis being placed on security rounds and whether FVI had to do one hour rounds.</p> <p>Management confirmed that FVI Standing Orders indicate rounds every 2 hours unless otherwise directed. RHQ is completing quarterly audits of our security rounds.</p> <p>SMO suggested the addition and deletion of a few guard tour punch sites, i.e. to add Deister buttons outside each of the Segregation cells for use when an inmate is on 15 minute watch, as it is less intrusive for the rest of the segregated women.</p> <p><b>Actions: DW to inform CM Halliday of the review.</b></p> <p><b>K. Talma and J. Treleman to review all guard tour positions and work with CM Halliday on the proposed changes.</b></p> <p>Union indicated that CD566-4, #30's specifies that a standing order is required for the electronic register of security patrols.</p> <p><b>2008-11-24 Update:</b> Some guard tour positions have been deleted.</p> <p>Union indicated that CD566-4, #30's specifies that a standing order is required for the electronic register of security patrols.</p> <p><b>Action: AWO will review and action the a/n requirement for the establishment of a Standing Order.</b></p> <p><b>2008-11-24 Update:</b></p> <p><b>Action: AWO will follow up.</b></p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
14. Fence Perimeter walk	<p>There is a discrepancy between the start time of the day shift and the requirement to complete the fence check by 0700.</p> <p><b>Action: AWO to follow-up with CM Llewellyn.</b></p>	<p>Complete</p>

<b>November 24, 2008</b>	<b>Action on Old Business</b>	<b>Status</b>
1. Return to Work Committee	<p>The Terms of Reference have been approved and signed off. We have 2 employees off on WCB and don't think we need to have a meeting monthly but maybe quarterly.</p> <p><b>Action: Agreement was made with Labour Relations to have a monthly meeting after LMC. D. Collins will get back to Labour Relations by Monday, December 1, 2008.</b></p> <p><b>2009-02-12 Update: First one will be held today after the meeting.</b></p>	<p>Complete</p>

3. Attendance Management	<p>An issue was brought up to the union that management didn't provide a review process with staff having attendance issues but it was noted in their PER. It was noted that a discussion will be had between the employee and the CM for employees with greater than 200 hours in the negative. We should not have any staff member beyond that as with the audit they will have LWOP for any additional time. The CM's will be talking with their employees if a pattern seems to arise.</p> <p><b>Action: Union President to put forward a name to assist in strengthening FVI's attendance management process.</b></p> <p><b>2009-02-12 Update: The union has not had anyone step forward yet. Management is concerned as we need to start taking care of this.</b></p> <p><b>Action: Union President will send out another request and will get someone by the next LMC.</b></p>	<p>Pending</p> <p>Pending</p>
6. Smoking	<p>A/DW went out 4 or 5 emails. There seems to be more than 1 PW going out at a time and some are going on an 8 hr shift when they are not entitled. There is also an issue of staff relieving each other to go for a smoke. Union noted that some departments do not swipe in and out. If an employee comes in though the Sally Port they are not swiping in. They are bypassing the PE. Also, staff members are leaving their keys at the PE when going out. They should be locking them up.</p> <p><b>Action: A/DW to check with the CM's to ensure all staff is swiping in and out.</b></p> <p><b>2009-02-12 Update: AWO noted that this is a challenge when, originally, the union's stance was a total ban and that didn't happen. It was noted that a lot of staff are taking unscheduled breaks. The union stated that CM's are going with the PW's, once during an incident</b></p> <p><b>Action: AWO will send out another reminder.</b></p>	<p>Pending</p> <p>Pending</p>
8. Leave With Income Averaging	<p>There is some confusion on how many we can have on LWIA at a time. Warden would only like 1 person at a time to an extent. All applications will be looked at individually.</p> <p><b>Action: G. Nolin will work with CM Chesley and A/AWO to write up some sort of an MOU and have it posted on the infonet.</b></p> <p><b>2009-02-12 Update: It was noted that G. Nolin was requested to but did not assist in consultation with preparing this document.</b></p> <p><b>Union mentioned that it looked different than the Treasury Board document. There is no reference to Merit in the document. LWIA should be given to staff that haven't had it in the past.</b></p> <p><b>Warden stated that this is on a case by case basis. There are provisions for special cases in the document. It was written more for information purposes. Ultimately these are taken to IPC where a discussion is made as there are many contributing factors.</b></p> <p><b>Action: Union to send comments.</b></p>	<p>Pending</p> <p>Pending</p>
9. Mailboxes for Staff	<p>We are looking to find a good space to have them installed. Roger at PI/RTC could be contacted for advice.</p> <p><b>Action: A/DW will assign CM Halliday to work with G. Nolin.</b></p> <p><b>2009-02-12 Update: They have been ordered and are coming in. Expected arrival is March 31<sup>st</sup>, 2009.</b></p>	<p>Complete</p>
14. Consultation with Union Executive	<p>There has been some confusion with communications with staff. The union feels that the consultation phase is not being respected. They feel they are told and not consulted. The union wants to have a formal discussion take place so they feel more involved.</p> <p>Management feels that if the union appoints someone to deal with an issue, they have given them permission to act on the union's behalf.</p> <p>There was discussion around the difference between consultation and information sharing. Management pointed out there are times when we are simply sharing information.</p>	

	<p>UCCO would like to be called if the ERT is deployed at anytime. If no one is home, a message would be sufficient.</p> <p><b>Action: Management agreed to inform the union when the IERT was deployed. Management also agreed to call the President or Vice-President at home should the need for consultation occur when they are not on site. The President and Vice-President agreed this would not create overtime or call-back pay.</b></p> <p>UCCO President brought up the issue regarding an incident where the ERT/TACT team used the staff lunchroom, and staff was unable to get water or food. It was mentioned that they should be using another room. Staff did not enter as there was a sign on the door "do not enter".</p> <p>Warden agrees that staff need to have access.</p>	Complete
15. Personal Leave Memo	<p>A memo was sent to staff stating they Personal Leave is granted upon the discretion of the CM. Numerous people have been denied to take leave and in some cases they are even called back to work.</p> <p>Management noted that it can be denied if it causes a personal safety issue. Especially if it is not an emergency. Staff also needs to ensure they give enough notice so they can be given the opportunity to fill the vacancy.</p> <p><b>Action: Warden will send out clarification to staff.</b></p> <p><b>2009-02-12 Update: Union told management that they cannot deny personal leave. Labour Relations stated that they can deny or delay the request if it poses an operational security risk. Union says there are 2 different interpretations from Region and NHQ.</b></p> <p><b>Action: LR to send our clarifications from RLR.</b></p> <p><b>Management mentioned that CM's will call for spares if needed and we are very accommodating. It was noted that if problems arise with the CM's that the AWO should be consulted and actions taken as needed.</b></p>	<p>Pending</p> <p>Pending</p>
16. Hospital Escorts	<p>For Minimum Security offenders who are admitted to hospital, the Union would like to clarify whether one or two escorting officers should be in attendance to allow for bathroom breaks, ect.</p> <p><b>Action: Warden will follow-up with what other sites do when going on a hospital escort with a minimum security offender.</b></p> <p>Primary Workers would like to be advised ahead of time (courtesy call) when needed to complete Hospital Escorts so they can show up prepared.</p> <p><b>2009-02-12 Update: The concern is with minimum security escorts as they are not to be cuffed or shackled. Are PW's able to leave them unattended? Management recalled a TRA written by a CM that wrote for inmate to be shackled by one leg while PW went to the bathroom.</b></p> <p><b>Action: AWO will have CM's complete TRAs in the Escort Briefing Form and a copy is left in the log book for the escorting officer.</b></p>	<p>Pending</p> <p>Pending</p>
17. Operational Adjustment of Posts	<p>Still need to have the documents finalized. IMO3 can be operationally adjusted.</p> <p>Union and Management agree that IMO3 can be operationally adjusted if a TRA filled out.</p> <p><b>Action: A/AWO will amend post order to reflect.</b></p> <p><b>2009-02-12 Update: This is ongoing until April 2009. An email was sent to the Union President requesting a name for union consultation.</b></p>	Pending
18. OT Protocol and Operational Roster Management	<p>It was noted by the Union that there have been occasions in which the CM is bullying the OT protocol.</p> <p>Management noted that if a member is having issues they should discuss them with their union.</p> <p>Union stated they do not have access to the protocol on the 'I' drive. And that the CM's are hiring for OT 3 days ahead of time.</p> <p>A/AWO suggested that we put a process in a protocol. It is looked at over the year but not monthly. We have to manage the roster and we try to overstaff 15 to 20%.</p>	

	<b>Action: D. Collins will provide the A/DW with a list of what they are locked out of on the 'I' drive so we can have IT grant access. 2009-02-12 Update: Union President will send by the end of the day.</b>	Pending
19. Stab Proof Vests	<p>D. Collins spoke about the stab proof vests in the locker on the Secure Unit. There are names beside numbers that correspond to the vest that is supposed to fit them. Some of these vests are not fitting properly and the fittings and measurements need to be done over again and properly. They need to be specifically made for women. There is also a question of who is to do the cleaning and how. Some CX staff are expressing that they do not want to wear them at all.</p> <p>Management agreed that Secure Unit staff should be issued a vest specifically for them and that we have a need for the vests to fit properly as they are not an optional clothing item. Warden suggested that staff check to ensure they are fitting properly and if not find one that does. A brainstorming session needs to take place regarding cleaning ideas and what will work best. It was also mentioned that there is more information coming that we are patiently waiting for.</p> <p><b>Action: A/DW will contact our OPI for the vests as she has been waiting.</b></p> <p><b>G. Robertson is looking at the protocol for the vests in Secure Unit and the process for cleaning them.</b></p>	Pending

<b>February 12, 2009</b>	<b>New Business</b>	<b>Status</b>
1. Defibrators	The Warden noted that the defibrators will in place as soon as possible. There is no training required. C/Works will be providing updates and a memo will be forwarded to all users. The union has sent comments regarding 4 possible locations to AWMS and OSH committee.	Info
2. Self-Identification Survey	The Warden stated the importance of completing the Self-Identifications Survey to help us with ensuring compliance with the EED. It was noted that our PW's exceed the standards.	Info
3. Leave Audit Follow-up	Management has come up with an action plan and has contracted an employee to complete a further leave audit. They will be starting this upcoming Monday and completing a leave audit for the entire site for this fiscal year.	Info
4. LWIA Review	The National Review was completed and we had 9 CX staff affected. Compensation and Benefits refer to this as LWOP. A memo is sent RHQ.	Info
6. Union / Management Retreat	Email was discussed regarding the upcoming Union/Management Retreat scheduled for Friday, March 20, 2009 at the Best Western.	Info
7. Grievance Committee	The Grievance Committee needs to have 2 consistent members. The union has provided a representative (Tatiana Irvine) and a RHQ representative (Jamile Amery). At these meetings there are usually 3 management and 3 union reps. All grievances will be looked at during this meeting and it will be held directly after the LMC meetings.	Info
8. Info-Harassment Email	Email was discussed. It was noted that it is the responsibility of Managers if an investigation takes place.	Info

## **B. Standing Items:**

### **Training:**

**2008-11-24:** PSRT will be done before the end of March 2009. Most of the PINEL training is complete. SCBA training is coming up and the first-aid portion includes AED. WE haven't received any possible dates for the Personal Safety Refresher Training but the location and space problem has been solved. **Action: T. Enger is to make a plan.**

**2009-02-12 Update:** STC is working to have all the NTS training completed by the end of the fiscal year. We have a few staff that still require PSRT. CM's Radke and Ritsco will be completing the Chemical Agents training. There were 3 staff identified last year but the training was cancelled. We will be pushing to have all the line staff trained. The union noted that N95 training should be given to all staff but that is not the NTS as of yet. There has been no training offered on SCBA's but we have a strategy in place to ensure completion. Secure Unit and SLE employee has received direction that they are all to be trained on the Pinel system, this is done, the Union indicates it should be all PWs for this FY but management has no direction on this. **Action: Union President will forward the direction received to AWO.**

### **Transformation:**

Management stated that supplies have been ordered for the PE. There is no quick fix; we are looking at long term. This is supposed to be visited by the end of the fiscal year. NHQ is developing a National Communication Strategy. Inmates are working a 12 hour work day in the Ontario Region. CM Radke is scheduled to attend an interviewing Skills Training session.

### **Roundtable:**

Union stated that 3 Primary Workers are putting in charges against an offender. It was noted that outside charges have not yet been approved, has been opened but may not be pursued. Union made a comment as to if we are investigating staff then we need to investigate offenders as well. It was asked if management could ask the CM's not to post the PW's in question to the SU. Management noted that they should approach their CM and state why they have this concern. If no help is provided they can approach the AWO if needed.

There is a need to schedule the meetings so that we can have as many union representatives as possible. The Union needs to request a shift change in order to ensure attendance. Management noted that sometimes we have exhausted staff and cannot accommodate a shift change.

This meeting adjourned at 1200. Next meeting date is still to be determined.

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Leanne Doyle  
A/Warden

Donna Collins  
UCCO-SACC-CSN, President