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PROTECTED A

Minutes of Weekly Staff Meetings

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING FEB.24, 1969

DSS — ACTION

1. (a) Advised Section Heads that he will be going to Montreal on Wednesday. On Wednesday afternoon he proposes to discuss staffing problems with the Regional Director; on Thursday and Friday, in company with ADFS, DSS will do a thorough check of the food distribution systems at Archambault and the SCU. — DSS

(b) DSS spoke about the necessity for keeping a close eye on establishments, particularly at institutions which are scheduled to go out of business. We must be prepared to accept staff cuts at St.Vincent de Paul for example, and also at Kingston Penitentiary, having regard to the fact that we will be able to build up staffs at Archambault and Millhaven. A redeployment of officers, within regions, to make it possible to cover more ground with fewer people will have to be carried out, and we will have to accept the fact that some of our activities will suffer temporarily while staff adjustments are being made. We will simply have to work a little harder and plan a little better to get over the transition period for closing out old institutions and bringing new ones up to strength.

ADIS

2. Enquired whether the Clothing Committee was still extant. DSS said that it was, and invited ADIS to prepare an agenda if he had items for it. — ADIS

WORKS

3. (a) (i) Again enquired about the positions of Works Officer and Chief Engineer at Millhaven
(ii) The position of Power Utilities Engineer at Regional Headquarters
(iii) An Asst.Regional Director of Works for the Maritimes.

cc: COMMR	AD/IND	Regional Directors	PWL(Mr.Olson)
D/C	DMS	(West),(Ont.),(Que.)	"(Mr.Munro)
DLS	DFS		"(Mr.Gordon)
SAM	AD/FIN	The Wardens,	(Mr. Welchner)
FPO	PURCH	Dorchester Penitentiary	Mr.Lehnen)
DIT	ADFS	Springhill Institution	
DCR	WORKS		
DOA	ADIS		
D/IND	ADAS		

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WORKS (Cont'd) ACTION

3. (b) In connection with what DSS had said earlier on the subject of re-deployment of staff, AD/Works pointed out that when Springhill Minimum Security Institution closes there will be a batch of engineers and firemen looking for work.

(c) Mr. McMichael and Mr. West of Chubb Mosler & Taylor are going to Collins Bay this week to check some of the locking devices in the re-vamped Administration Bldg. WORKS

(d) AD/Works enquired about chapel development at new institutions. It is understood that at Springhill they intend to use only one chapel as such, and turn the other one into a library. Requisitions for shelving have already been received at this Headquarters. DSS will bring this subject up at the Commissioner's meeting. DSS

Director (S&S)

FW:lp

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SOLICITOR GENERAL
FEB 18 2 53 PM '69

CANADIAN PENITENTIARY SERVICE
OTTAWA 4

File: 1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING FEB.17,1969

DSS — ACTION

1. DSS read a sitrep provided to him by the Warden, Manitoba Penitentiary, on several projects that are going forward at that institution.

   (i) The milk house is in operation, and the equipment is working satisfactorily.

   (ii) Work is going on at a good speed on the School and Library Bldg., and the Issue Bldg. Barring a hold-up in the delivery of materials, these buildings should be in operation by the end of March.

   (iii) The Sally Port Gates are not functioning.

ADIS

2. Referred to the minutes of the Western Regional Conference held on the 28th of January, 1969, wherein it was stated that the B.C. area has a surplus of $28,000.00 in its Equipment Vote. ADIS wanted to know if some of this money could be used for cell furnishings for Saskatchewan and Manitoba. DSS said that he had also noted this item in the minutes and was somewhat surprised to see that invitations were being extended to put in bids for the money, the dispersal of which would be authorized by the Regional Director. DSS mentioned 883's. DSS is going to take some action on it. — DSS

ADFS

3. (a) Mr. Olson called on Friday to say that the contract for the reconstruction of the Dorchester kitchen was away behind. The current estimate is that there will be a requirement for $39,000.00 out of next year's funds. AD/Works said that while the contractor who is doing the work does a good job, he is terribly slow.

cc:	COMMR	AD/IND	Regional Directors
	D/C	DMS	(Ont.), (West),(Que.)
	DLS	DFS	
	SAM	AD/FIN	The Wardens,
	FPO	PURCH	Dorchester Penitentiary
	DIT	ADFS	Springhill Institution
	DCR	WORKS	
	DOA	ADIS	PWL (Mr. Olson), (Mr. Munro),
	D/IND	ADAS	(Mr. Gordon),(Mr.Welchner),(Mr.Lehnen)

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ADFS (Cont'd) ACTION

3. (b) The food delivery system at Archambault is being tested, but not with the proper equipment and by improper use of the equipment which they have, e.g. the food is being delivered at the wrong temperatures and yet, although the temperature is much higher than it is supposed to be, it is claimed that the food is cool when it is delivered. DSS will go to Archambault Institution this week to observe the tests for himself and to ensure that they are being honestly carried out. It has also been stated that the ration train consisting of a prime mover and five carts cannot be manoeuvered in the way that was planned for it. This, however, does not impose any serious delay on the distribution of the food. DSS

WORKS

4. (a) The final review of the drawings for the central heating plant for Millhaven will be held on Wed. of this week at the consultants' office. We will be represented. WORKS

(b) A site meeting will be held at Millhaven this week to inspect the mock-up of the plumbing ducts.

(c) AD/Works reported on the meeting with ARD's

(i) The meeting was held to be extremely worthwhile by all those who attended. Mr. Broadfoot was particularly helpful in discussing the problems of reclassification and pay.

(ii) The recommendations of Mr. Lavery and his committee on Regional Organization were thoroughly discussed and the findings will be passed to DSS. WORKS

(iii) A recommendation will be coming from AD/Works as a result of the meeting with ARD's to have a task force review the communications systems in institutions. This subject was thoroughly discussed during the meetings and Mr. Laurin, who attended the communications sessions as representing the custodial users, agreed that some of the so-called requirements which had been built into our communications systems were, in fact, not needed but that others which we did have would be very useful. This task force referred to by AD/Works will probably have to have outside experts amongst its numbers if it is to do a useful piece of work. WORKS

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PURCHASING | ACTION

5. (a) Asked when the new regulations regarding signing authorities were going to be published. AD/Fin said that the draft was ready and would be discussed at the next meeting of the IDPC. If it passes IDPC it can be promulgated at once. FIN

(b) Purchasing has been advised that the contract for the new communications system at Mountain Prison has not yet been activated. He wondered whether there was any urgency about this project and was told that it should be got on with at once. PURCH

(c) Some time ago we declared surplus to CADC the boilers at the St.Vincent de Paul Central Heating Plant. There have been no bids. AD/Works will review the surplus declaration to see whether it includes the ancillary equipment such as pumps, etc. If these items are not in the declaration their inclusion would make the package deal more attractive. If we continue to get no bids we will have to hire somebody to take down the boiler house, including the stack and probably sell the boilers (except the one that is relatively new) for scrap. WORKS

(d) Mr. Henry of the O&A Division of the Public Service Commission is well under way in his study of the effects on CPS personnel of the proposed takeover of the purchasing function by DDP. As a result of discussions with Industry, it would appear that there has, in fact, been no decentralization of power or authority in the Industries Region to Divisions.

Fraugh

FW:lp

Director (S&S)

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Mr. Griffiths
Miss Goyette
Mr. Koz

Additions to the Minister's Agenda:-

Wednesday, Feb. 19th

3:30 p.m.	Communications & Works
3:30 p.m.	Presentation dealing with Capital Expenditure Programs for Air Canada

Friday, Feb. 21st

9:30 a.m.	External Policy and Defence - Room 340-S
11:00 a.m.	Social Policy and Cultural Affairs ?
12:30 p.m.	Lunch at Chateau Laurier with John Turner and Arthur Laing

Tuesday, Feb. 25th

4:00 p.m.	Tripartite Meeting in Mr. Turner's Office

Tuesday, March 4th

7:00 p.m.	John Howard Society of Ottawa

H. Powers.
Feb. 18/69

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING FEB.3.1969

DSS — ACTION

1. (a) Put into circulation Mr. Lavery's report on the proposed organization for Regional Headquarters. Asst. Directors are requested to comment on its recommendations. — Asst. Dir., DSS

(b) Advised Section Heads that as of today departments are to use another section of that many-headed monster, the Dept. of Defence Production. The latest addition is called the Central Removal Service which will be responsible for the centralized purchase of the services of packing, unpacking, transportation and storage for household effects of employees transferred within Canada and the United States or proceeding overseas. It will also be responsible for ensuring that household goods carriers comply with the Dominion of Canada General Agreements, Terms of Service and Instructions for the Moving and Storing of Furniture and Effects. DSS has asked the Department of Defence Production for sufficient copies of the new instruction to circulate to regions and institutions.

ADIS

2. (a) Visited the Ontario Region last week.

(a) On Wednesday he visited Warkworth and reports that for the second time in as many visits the Institution was not clean. This was particularly true in the kitchen. ADFS stated that it is apparently the policy of the Institution to give inmates working in the kitchen a siesta from 2 to 4 every afternoon so that they really never get around to cleaning up the place after the noon meal. ADIS also reported that the disposal of the dirty dishes in the Officers' Mess was not in accordance with the plan developed by ADFS.

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cc: COMMR	AD/IND	Reg'l Directors
D/C	DMS	(West),(Ont.),(Que.)
DLS	DFS	
SAM	AD/FIN	Wardens,
FPO	PURCH	Dorchester Penitentiary
DIT	ADFS	Springhill Institution
DCR	WORKS	
DOA	ADIS	PWL(Mr.Olson), (Mr.Munro),(Mr.Gordon)
D/IND	ADAS	(Mr. Lehnen), (Mr. Welchner)

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ADIS (Cont'd) ACTION

2. (b) The Ontario Region has apparently authorized the purchase of light and heavy socks despite the fact that this Headquarters ruled that there is no necessity for two weights.

(c) The recent letter signed by the Deputy Commissioner on the wearing or non-wearing of uniforms needs some clarification. Some officers who do not wear uniforms are getting uniform shirts from the institution, and some who shoot ducks but do not wear uniforms normally are getting parkas. DSS was of the opinion that para.4 of the Deputy Commissioner's letter is quite clear, "If an officer decides to wear civilian clothes in the course of his duty, there must be a definite understanding that such clothes must not be a mixture of civilian clothes and uniform. An example of this would be the wearing of a sports jacket with uniform trousers. This must not be permitted." Perhaps to tighten it up a little bit more the paragraph should contain an extra sentence as follows, "This rule applies both while the officer is at the institution and away from it." DSS will discuss this with the Deputy Commissioner. DSS

(d) ADIS explained to officers at Joyceville the plan for installing drapes in the cell windows. The general reaction at the Institution seemed to be rather against the idea. DSS will suggest that the subject be dealt with briefly at the forthcoming Wardens' Workshop. DSS

WORKS

3. (a) Mr. McMichael is in the Maritimes this week.

(b) Asst. Regional Directors (Works) will be meeting here next week. Section Heads are asked to tell AD/Works as soon as possible about any topics which they would like to discuss with ARD(W)'s. Other Divisions are, of course, also invited to make suggestions. All Divisions

(c) D.P.W. have determined in principle the steps that have to be taken to improve the ventilation in the bakeries at the new institutions. Their plans also include a method of moving air in the stewards' offices.

(d) AD/Works is very concerned about the apparent lack of urgency with which D.P.W. is approaching the problem of getting Archambault Institution finished. There is still no contract for communications, and

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WORKS (Cont'd) ACTION

3. (d) some of the changes approved months ago have still not been carried out. DSS will discuss this with Mr. Olson. DSS

(e) AD/Works referred briefly to the minutes of the meeting held at F.T.C. on the 28th of January. Para.9 uses the phrase "to ensure that it is not too 'institutionalized' ". Mr. Latham suggested that one way of decreasing the undesirable institutionalization (wow) would be to stop using sliding doors. He suggested that serious consideration should be given to ordinary hinged doors at F.T.C. and at the new facilities such as Reception Centres and Medical and Psychiatric Units. The supposedly salutary effect of putting curtains on the windows of a cell must surely be somewhat diminished by the clanging and banging of the great metal door as it trundles along on its tracks.

PURCH

4. (a) We have a notification from C.A.D.C. that there are 50,000 blankets available for disposal. ADIS will look into our supplies and make a suggestion as to how many we should take. ADIS

(b) There is a generator at Chilliwack which has been declared surplus to C.A.D.C., and is being examined with a view to transferring it to B.C. Penitentiary. It seems that in addition to requiring more staff in the Auditorium during the evening programme, the custodial officers are also insisting on more light than can be provided in an emergency by the emergency lights.

ADFS

5. (a) ADFS iterated some of his earlier comments on reasons for the untidiness in the kitchen and officers' mess at Warkworth. In addition to the two-hour break which inmates who are working in the kitchen get, apparently the doctor has a "pill parade" for kitchen inmates at 1650 hours, which is about the worst time for inmates to be away from the kitchen.

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ADFS (Cont'd) ACTION

5. (b) The testing of the system and equipment for the preparation and distribution of food at the Archambault Institution is going on. We will get weekly reports. ADFS

(c) ADFS would like to know the detailed plan for the occupation for Archambault. He has been advised that the hiring of six casuals for the kitchen has been authorized and suspects that this number is far too high if they only intend to feed 25 inmates in the foreseeable future.

F. Waugh,
Director,
Services and Supplies.

FW:lp

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING JAN.20/'69

DSS — ACTION

1. Reported on his visits to the Ontario Institutions last Friday and Saturday with the new Deputy Solicitor General. On the whole the institutions are in very good shape. The new Administration Building at Collins Bay is a credit to the Service and everybody at the Institution is very happy about it.

ADIS

2. A few CPS 79's and a great many CPS 6's are coming in for items not provided in the estimates, without the necessary 883's. Institutions are to be reminded that if the correct procedures are not followed it slows down the procurement of the items considerably.

WORKS

3. (a) Again brought up the question of the appointment of a Works Officer and Chief Engineer for Millhaven. DSS had just finished reading the floater file and remembered that Mr. Reesor had written to the Ontario Region last week asking for job descriptions for these two positions. DSS was shocked to realize that Personnel were only now getting around to making this request, having regard to the fact that for several months we have been discussing these appointments.

(b) AD/Works also enquired as to when the Lavery Report on Regional Establishments would be available.

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cc: COMMR, D/C, DLS, SAM, FPO, DIT, DCR, DOA, D/IND, AD/IND, DMS, DFS, AD/FIN, PURCH, ADFS, WORKS, ADIS, ADAS, Reg'l Directors (West),(Ont.),(Que.), Wardens, Dorchester, Springhill, PWL (Mr.Olson) (Mr.Munro) (Mr.Gordon) (Mr.Lehnen),(Mr.Welchner)

... 2

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ACTION

PURCHASING

4. Archambault requisitions for equipment are arriving here without being properly screened at the Institution or the Region. Such items as cameras and projectors are being ordered by more than one division. It is obvious that the storekeeper has too much to do and too little help to be able properly to police requisitions from Archambault. DSS instructed Purch to continue to scan the requisitions carefully and to refer any questionable ones to the appropriate division. PURCH

ADFS

5. Mr. Aitkenhead is going to Montreal on Wednesday. He and Mr. Chandonnet will visit the catering firm at Dorval which looks after Air Canada, to inspect their operation and to discuss the provision and use of casseroles and covers for Archambault Institution.

Director (S&S)

FW:lp

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1721/4 (100)

Minutes of I.T. Staff Meeting, 2 December, 1968

Present: D.I.T., CLASS, ED, VOC, REC, SOC., I.T. ADMIN

1. D.I.T. referred to a request during the recent Headquarters Field Officials Conference for development of a model using the "team" pattern for our institutions, particularly for the "A" and "Y" type institutions. Each living unit would have a team to look after treatment, training, counselling, and adjustment problems of the inmates in the Unit. VOC has undertaken this project and is preparing a model. He will be assisted by an ADW(C) from one of the "A" and "Y" type institutions, probably Cowansville. This exercise may indicate, hopefully, the most effective deployment of institutional staff to achieve the objectives.

2. AD/CLASS visited Springhill Institution last week and also held a three-day group counselling training seminar at the University of Moncton with some of the staff of both Dorchester and Springhill. He was told by the Dorchester staff that careful consideration would be given to the implementation of a group counselling programme at that institution. At Springhill the Chaplains are already involved in group counselling and interest was shown in expanding the programme as much as the staff situation permits. The fact that there is only one Classification person restricts the involvement of this officer in group counselling, as he has many other duties.

3. A meeting was held regarding the orientation of all staff to the therapeutic community project. AD/CLASS also met with Dr. Ryan, psychiatrist in charge of the Cumberland Mental Health Centre in Amherst who has been visiting Springhill every week since October, on a voluntary basis. Dr. Ryan is experienced in community therapy, work and his association with Springhill is considered essential. However, this will have to be done on a fee basis, as Dr. Ryan cannot continue to give his time when he could be treating paying patients.

4. AD/CLASS cannot recruit highly qualified classification officers because even our proposed salaries cannot compete with salaries offered outside the Service even in the Atlantic Provinces.

5. AD/ED mentioned that along with AD/VOC he attended a Program Learning meeting of the Ottawa Valley Program Association at Algonquin College last Wednesday. Both feel that affiliation with this organization will be of practical value.

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c. COMM, D/C, DLS, DMS, DCR, DSS, DOA, D/IND, DFS, DIT, FPO, CRO, CLASS, ED, VOC, SOC, REC, I.T. ADMIN, C.R., Floater

Regional Director (QUEBEC)
" " (ONTARIO)
" " (WESTERN)

Warden, Dorchester Penitentiary

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6. AD/ED stated that in view of the development of the therapeutic community concept at Springhill, Dr. Garneau may wish to discuss ways and means of integrating the education program more closely with this concept, with the Educational Supervisors when they meet for the second phase of their seminar in March.

7. AD/SOC took the R.C.M.P. Band to Joyceville Institution last week for a rehearsal integrating members of the R.C.M.P. chorus with the inmates in connection with the Ecumenical Service to be held December 8, 1968.

8. AD/REC reported as follows:-

<u>William Head</u>:- [redacted] - escaped 2030 hrs., 17 November '68.

<u>St.Hubert Centre (Quebec)</u> - [redacted] - reported as "escape" ?? at 2200 hrs., 16 Nov'68.

<u>Collins Bay Penitentiary</u> - [redacted] escaped from Recreation Room prior to count at 2300 hrs., 18 Nov'68 - apprehended by Ontario Provincial Police returned to penitentiary, 0800 hrs., 19 Nov'68.

<u>Landry Crossing Corr'l Camp</u> - [redacted] escaped at 2315 hrs., 24 Nov'68.

<u>Drumheller Institution</u> - [redacted] escaped ? 2200 hrs., 26 Nov'68 - apprehended ? -915 hrs., 27 Nov '68. Age [redacted] to Drumheller April 1968.

s.19(1)

Director (I.T.).

/MR

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12-14

CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING NOV. 25,1968

DSS		ACTION
1.	Reported generally on his visit to the Western Institutions. Section Heads will be given detailed comments as quickly as possible.	DSS

AD/FIN

2. (a)	Material relating to the 1969-70 estimates will be sent to the Institutions within the next couple of weeks.	FIN
(b)	AD/Fin asked about Drumheller housing, having regard to the fact that we would be obliged to provide funds for the rental of unoccupied accommodation. DSS reported that all the houses were now occupied and all but two or three of the apartments. Incidentally, the officers in the housing units are extremely happy with them.	

WORKS

3. (a)	Brought up the subject of the use of over snow vehicles and asked that DSS introduce the subject at an early meeting of the IDPC. (DSS has today prepared an item for consideration at this week's IDPC meeting).	
(b)	AD/Works is concerned about the lack of action in getting a Chief Engineer and a Works Officer for Millhaven. He pointed out that one of the difficulties could well be that we do not know at this point whether to advertise for a HP6 or a HP8 to fill the Chief Engineer's position (DSS later, fruitlessly, took this matter up with Manpower).	
(c)	AD/Works last week attended a meeting to discuss a submission which had been made by DPW for an additional $100,000. for the supervision of the Millhaven contract which had been questioned by the Treasury Board. DSS expressed satisfaction that the Board is showing an interest in some of these	

cc: COMMR, D/C, DLS, SAM, FPO, DIT, DCR, DOA, D/IND, AD/IND, DMS, DFS, AD/FIN, PURCH, ADFS, WORKS, ADIS, ADAS, Regional Directors (West.), (Ont.), (Que.), The Wardens, Dorchester Penitentiary, Springhill Institution, PWL (Mr. Olson), " (Mr. Munro), PWL (Mr. Gordon), " (Mr. Welchner), " (Mr. Lehnen)

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'ORKS (Cont'd) ACTION

3 (c) questionable extra costs. DSS will arrange a meeting on the subject of Millhaven supervision with Mr. Olson. One of the objects of the exercise will be to discuss the possibility of using the Works Officer and the Chief Engineer in a supervisory capacity, provided we ever get them. DSS

ADFS

4. Visited the Kingston area for three days last week.

(a) All the institutions were in good shape with the possible exception of Collins Bay which is having difficulties at least partly attributable to the fact that most of their stewards staff is quite new, and partly because the new Chief Steward found very few records about operations in the past.

(b) The question of extra meals for visitors and banquets is again raising its ugly head at Collins Bay and Beaver Creek. If community participation in institutional activities is going to continue to the extent where civilians eat almost as much as the inmates, as sometimes happens at Beaver Creek, some budgeting will have to be done. DSS will discuss this growing problem with DIT. DSS

(c) The repair of white clothing at all the institutions in the area is unsatisfactory. This applies particularly to pants. At least 100 pairs of pants were lying in a pile at Collins Bay Penitentiary simply because they needed new zippers installed. Apparently a special machine is required for this important work, and DSS asked ADIS to see if he could persuade Industry to plug the gaps. ADIS

(d) ADFS is going to Warkworth Tuesday, Wednesday and Thursday of next week at the request of the Reg'l Director to straighten out some problems at that institution. ADFS

PURCH

5. (a) DDP have advised that the automobile companies are not living up to their early promises. Any institutions which require vehicles during the balance of the current fiscal year should get their indents in immediately. DSS asked whether requisitions had been made out for the vehicles for the Community Release Centres at Toronto, Winnipeg and Vancouver. AD/Works promised to check into this. He pointed out that with regard to the Winnipeg CRC we would have great difficulty in justifying the purchase of an additional vehicle for the CRC. There are WORKS

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PURCH (Cont'd) ACTION

5. (a) a good many vehicles at Manitoba Penitentiary which have practically no mileage on them. If the use of these vehicles were better coordinated, they could get along with fewer of them.

(b) There is a surplus of officers' clothing at the Ontario Staff College caused by the shortfall in the number of recruit classes put through the College. This surplus has been moved to the regional warehouses, and the CPS 79's have been appropriately reduced where institutions have received these uniforms on a non-repayment basis. This manoeuvre should reflect some savings in next year's estimates.

Director (S&S)

FW:lp

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Mr Kos

1721/4 (100)

12-14

Minutes of I.T. Staff Meeting, 12 November, 1968.

Present: D.I.T., CLASS, VOC, REC, SOC, I.T. ADMIN
Absent: ED (A.O.D.)

1. D.I.T. referred to the special IDPC meeting held last week to discuss reorganization within the Penitentiary Service Headquarters. Charts were discussed and AD's were invited to submit views on a functional chart, particularly the Program Section. As this is urgent and must be ready prior to the next meeting of IDPC, a divisional meeting will be held Wednesday to discuss further. In the meantime, copies of the existing charts were handed over to the Assistant Directors to be used as a guide. This is known as Step 1 of the P.S. Ross Report and its implementation is supposed to be completed by the end of December.

2. AD/ED is in Kingston today, attending graduation ceremonies at Collins Bay Penitentiary.

3. AD/VOC stated that last week, with the valuable assistance of the Deputy Warden of Warkworth, considerable progress was made on amendments to three Divisional Instructions.

4 AD/SOC went to Winnipeg for a specific purpose for which he has submitted a report to D.I.T. While there, he went to two United Church Half-Way Houses known as 794 and 553. Between them, they take in 13 inmates and charge $65.00 a month. It is run on the house parent line and the present Superintendents are of a farming background and it is noticeable that the two ladies play a very strong part in the running of the houses which were very relaxed and had many home comforts.

5. AD/SOC also visited, in connection with the United downtown Church, an organization known as Alcoholics Friendship, started in January 1968 and has many of the ex-inmates make their way to that part of the town, They hope that in the course of time, ex-inmates with alcoholic problems will avail themselves of the opportunity for treatment. This Centre is run by one Social Worker, a team of ex-alcoholics and other interested citizens.

6. AD/SOC visited the Community Release Centre which expects to receive its first inmates on 18 November. Mr. Clark, the Superintendent was busy organizing meetings with social agencies of Winnipeg so that Counsellors would be familiar with the work they perform and also meet the personnel. He also met with the Executive and 13 Chairmen of the various committees of Chaplains' Volunteers. At the present time, they have a total of 170

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c. COMM, D/C, DLS, DCR, DMS, DSS, DOA, D/IND, DFS, DIT, FPO, CRO, CLASS, ED, VOC, SOC, REC, I.T. ADMIN, Floater, C.R.

Regional Director (QUEBEC)
" " (ONTARIO)
" " (WESTERN)

Warden,
Dorchester Penitentiary.

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volunteer workers from professional men, businessmen, lay workers of all kinds. It is becoming well known outside Winnipeg and Father Bedford expects to start a group at the Lake Head where many inmates from Stony Mountain make their way and also the Chairman of the Volunteer Group, a Managing Director of a large Construction Company will be going to Montreal early in December to discuss with a group of Social Workers and Chaplains a similar organization in that city.

7. AD/REC talked briefly about his recent trip out West. He intends to recommend that an Auditing team similar to the one in the Western Region be established in the Ontario and Quebec Regions. He will submit a written report shortly.

8. AD/REC also reported the following:

Warkworth Institution - [redacted] attempt to escape 31 October '68 P.M.

Saskatchewan Penty. Farm Annex - [redacted] - escaped from Farm Annex 7 Sept. '68 - [redacted]

Saskatchewan Penty. - [redacted] missing from cell P.M. 26 Oct '68 - [redacted] apprehended [redacted] at 0500 hrs. 27 Oct '68 - charges to be laid under Section 124B, C.C.C.

Matsqui Institution - [redacted] escaped this institution, Nov. 8/68 at approx. 10 P.M. Board of Inquiry will be convened.

s.19(1)

Director (I.T.)

/MR

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File: 12-14

~~1721/4~~ (100)

Minutes of I.T. Staff Meeting, 4 November, 1968.

Present: DIT, CLASS, ED, VOC, I.T. ADMIN
Absent: REC, SOC (A.O.D.)

1. Mr. Gordon Taylor, Deputy Warden of Warkworth will attend at Head Office for four days, to assist in up-dating the 300 series of CD's and DI's.

2. D.I.T. stated that the policy with respect to replies to letters received in the French language from outsiders is to forward replies in the same language.

3. AD/CLASS referred to the fact that Classification staff were getting somewhat restless regarding the delay in conversion. One reason is that N.P.S. officers were converted 3 years ago and they are comparing salaries.

4. AD/ED reported that the initial two-week Adult Educational Intensive Seminar for Supervisors of Vocational and Educational Training which concluded last Friday and was arranged as a project with Algonquin College and the Canadian Association for Adult Education for the purpose of assisting participants to identify and learn the skills, knowledge, and attitudes that would improve their performance in penitentiary educational programs was, in his opinion, a success. Further evaluation will be possible if the second phase of the seminar is held next spring when the validity of the first seminar will be tested in the light of the experience of the participants on the job. It is planned to issue certificates to officers participating in this training endeavour. AD/ED will submit a complete report to D.I.T. shortly.

Director (I.T.)

c. COMM, D/C, DLS, DMS, DCR, DSS, DOA, D/IND, DFS, DIT, FPO, CRO, CLASS, ED, VOC, SOC, REC, I.T. ADMIN, C.R., Floater

Regional Director (QUEBEC)
(ONTARIO)
(WESTERN)

Warden,
Dorchester Penitentiary

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File: 12-14
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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING Oct. 28, 1968.

DSS — ACTION

1. (a) Asked if there had been any report from G.H. Wood & Co. regarding methods of cleaning the rubber floors at Archambault. Purch stated that the report had not yet been sent in.

(b) Advised that a second addendum to the Millhaven contract covering electronic security window screens was to be added.

(c) Again reminded Section Heads of the up-coming tour of Western Institutions and asked for up-to-date check lists and short notes on any other points which Section Heads would like DSS to cover. — SEC HDS

ADFS

2. Spent two days in the Quebec Region last week.

(a) Visited Archambault Institution with the Regional Director. None of the suggested changes in kitchen layout and equipment have yet been effected. ARD/Works, who was not available for a meeting with ADFS last week, is however following up to ensure that the agreed changes are put into effect as quickly as possible. There would appear to be a breakdown in communications in the Quebec Region. The Regional Director and the Warden-designate of Archambault Institution predicted great difficulty in getting prevailing rate employees for the Archambault Institution. However, in conversation later with ARD/Food Services, Mr. Aitkenhead was informed that there were four people lined up who had come without any advertising, asking for jobs. The Warden, Archambault, proposes to institute a system of grading inmates and to allow the Grade IV people the privilege of communal feeding in the day-rooms. He wants to have the food for these dayrooms served in bulk wagons and put on to dishes at meal

cc: Commr	AD/IND	Regional Directors	PWL(Mr.Olson)
D/C	DMS	(West),(Ont.),(Que.)	"(Mr.Munro
DLS	DFS		"(Mr.Gordon)
✓SAM	AD/FIN	The Wardens	"(Mr.Lehnen)
FPO	PURCH	Dorchester Penitentiary	"(Mr.Welchner)
DIT	ADFS	Springhill Institution	
DCR	WORKS		
DOA	ADIS		
D/IND	ADAS		

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ADFS ACTION

2. (a) time. DSS suggested that it would perhaps be more sensible in the first instance to distribute food in the manner which had been planned for the institution, i.e. by trays from the kitchen. It is going to be some time before there is going to be a significant number of inmates in the institution, and to introduce unproved refinements at the start seems questionable.

(b) Correctional Staff College employs as many people in the kitchen when there are no courses as they do when the place is jammed to the gunnels. There is no justification for having six people in the kitchen when there are only 15 or so in the dining room, particularly in view of the fact that the Staff College only serves meals five days a week. DSS instructed ADFS to ensure that during slack periods at the Staff College at least one of the stewards was used as a floater for people on holidays or on sick leave at the other institutions, and to cut down the number of prevailing rate employees. ADFS

(c) ADFS, in an effort to save some staff, is considering the possibility of suggesting to Quebec Region that the Farm Annex and the Industrial Annex be fed by carts from Leclerc Institution, which would make it possible to close the kitchens in these two smaller institutions. At present the two annexes employ five stewards and if the whole responsibility for feeding them were to be handed over to Leclerc, about 3 stewards would have to be added to the Leclerc establishment. DSS instructed ADFS to have region try out the feeding of one of the Annexes on an experimental basis to determine whether the idea is, in fact, practical. ADFS

(d) Regional Bakery

(i) As usual, there is something wrong with the ventilation in the new bakery, and the mechanical equipment is not in accordance with what was asked for in the first instance. ADFS has asked DPW engineers to get to the bottom of the problem as quickly as possible.

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ACTION

ADFS (Cont'd)

2. (d) Regional Bakery

(ii) The new bakery can provide an excellent training facility, and DIT may wish to suggest to the Region that inmates from other institutions who show any sort of talent or interest in the food services business might be transferred to Leclerc, where a formal course can be established. DIT

(e) St.Vincent de Paul are having a recurrence of their old sewer problem in the basement under the kitchen. This area is as always too hot for storage of most food products. DSS asked Purch to see if he could locate more suitable storage space elsewhere in the St.Vincent de Paul Complex. DSS also checked the population of the Industrial Annex with a view to determining whether one of the dormitories could be emptied as a Stores Bldg. for St. Vincent de Paul. PURCH

(f) ADFS visited FTC briefly and, as usual, found that the Administration Building and the kitchen were clean.

WORKS

3. (a) Enquired again as to what was being done about the appointment of a Works Officer and a Chief Engineer at Millhaven. (DSS took this question up later with Mr. Reesor, who for some reason had been under the impression that there was no rush until the first of the year. DSS pointed out to Mr. Reesor that the contractors were already on the ground and that every day wasted from now on would put the Chief Engineer and the Works Officer, whoever they may turn out to be, in a less favourable position vis-a-vis their knowledge of the basic layout of the Institution. Mr. Reesor undertook to do something forthwith.) DOA

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WORKS ACTION

3.(b) AD/Works attended the show at Joyceville Institution last Sunday and reports that it was extremely good. The spectators all paid admission and the proceeds went to the Red Feather Campaign at Kingston. There was a good deal of hobbycraft material sold, the proceeds from which were donated by the inmates to the campaign.

Through

Director (S&S)

FW:lp

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F: 12-14

1721/4 (100)

Minutes of I.T. Staff Meeting, 28 October, 1968

Present: D.I.T., CLASS, SOC, I.T. ADMIN
Absent: ED, VOC, REC (All A.O.D.)

1. D.I.T. announced that ED and VOC are now on the second week of their Seminar on Vocational and Educational Training being held at Kingston. REC has gone out West.

2. D.I.T. referred to the forthcoming Meeting of Regional Directors and Wardens of "A" and "Y" type institutions, which will be held at Headquarters. The Commissioner on his return from the Maritimes referred several items for consideration including Christmas Parcels (increase in value), Inmate Pay periods which include Statutory Holidays, Hair Brush on List of Toilet Articles, use of Electric Razors. These items could be discussed at the aforementioned meeting if there is time.

3. D.I.T. discussed the need for a syllabus of training for inmates in the area of every day problems encountered in community life including such items as managing the home, family budgets, civic organization, etc. AD/SOC will develop draft of appropriate programs.

4. AD/CLASS has been invited to attend the Seminar in Kingston this week. As this happens to be on the same day as his lectures to the Ottawa Police, the latter may have to be postponed if nobody from the Kingston area can substitute for him.

5. AD/SOC: The Chaplains' Conference Agenda has been finalized and will be mailed to institutions this week together with the list of Chaplains qualified to attend. Letters have gone out to those who will give lectures.

6. AD/SOC: The program for the Ecumenical Service must be finalized this week for printing. A letter will be drafted for institutions re similar services on the same day to be held in the institutions across Canada.

7. AD/REC reported:

<u>Joyceville Farm Annex</u> - [redacted] escaped 17 Oct'68 P.M., recaptured 19 Oct'68 P.M.

<u>Kingston Penitentiary</u> - 4383 HUD, Julian found dead in cell 0815 hrs., 21 Oct'68.

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c. COMM, D/C; DLS; DCR; DMS; DSS, DFS, DOA, D/IND, DIT, FPO, CRO, CLASS, ED, VOC, REC, SOC, I.T. ADMIN, C.R., Floater
Regional Director (QUEBEC)
" " (ONTARIO) Warden, Dorchester Penitentiary
" " (WESTERN)

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Collins Bay Farm Annex - [redacted], escaped approximately 0720 hrs. 23 October 1968.

Saskatchewan Penitentiary - [redacted] escaped 18 Oct'68 A.M. from Magistrate's Court while under City Police escort - recaptured approximately 1500 hrs. same date in downtown area by City Police.

s.19(1)

Director (I.T.)

/MR

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1721/4 (100) 12-14

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Minutes of I.T. Staff Meeting, 15 October, 1968

Present: D.I.T., CLASS, ED, VOC, SOC, REC, I.T. ADMIN

1. D.I.T. announced his departure for the West at noon today. He will return to Head Office on October 23.

2. D.I.T. mentioned that the Commissioner has called a conference to discuss the criteria for "A" and "Y" type institutions on November 20 and 21.

3. AD/CLASS spent two very stimulating days at Springhill Institution last week. The Warden is giving excellent leadership in the therapeutic community project. A number of meetings were held. Contacts were also established with professors at Mount Allison University and with the psychiatrist at the Mental Health Clinic in Amherst, who has experience in the therapeutic community.

4. AD/VOC and AD/ED attended a visual aid demonstration last week. They approached the exhibitors who will forward literature on equipment, for distribution at the seminar next week. Emphasis will be on visual aids at the seminar. VOC mentioned the visit, last week, of Mr. Thomas of Algonquin College.

5. AD/ED stated that the conference will be of an instructional nature stressing methodology and adult teaching techniques. He stated also that for the first time, nine inmate learners will attend this seminar and will take part in the discussions.

6. AD/ED will visit Landry Crossing Correctional Camp and Beaver Creek C.C. on October 16, 17 and 18.

7. AD/REC referred to the forthcoming conference for Inmate Records Clerks. There will be 17 members in attendance instead of nine. It has been decided to include Inmate Records Clerks from other institutions as very often they correct errors of admitting institutions.

8. AD/REC reported a phone call from the Deputy Warden of C.B.P. concerning inmate [redacted] who had escaped in June 1967. He has been found at [redacted] D.I.T. agreed to this arrangement and AD/REC will notify RCMP to this effect.

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c. COMM, D/C, DLS, DCR, DMS, DSS, DOA, D/IND, DFS, DIT, FPO, CRO, CLASS, ED, VOC, SOC, REC, I.T. ADMIN, Floater, C.R.
Regional Director (QUEBEC)
" " (ONTARIO) Warden,
" " (WESTERN) Dorchester Penitentiary

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9. AD/SOC suggested that a welcome be extended to the two new visiting Chaplains, Rev. Fr. Cameron MacDonald at Springhill Minimum and Rev. Fr. J.J. Boivin at Landry Crossing by I.T. members when visiting those institutions.

10. AD/SOC, with the assistance of Rev. Fr. Gallant of Dorchester Penitentiary and Rev. Fr. Hennesey, of the Inter-Faith Committee of the Ottawa R.C. Archdiocese, prepared the agenda for the January Chaplains' Conferencelast week.

11. AD/SOC is going to Toronto on October 16 to attend the Inter-Faith Committee meeting. On October 22, he will attend the Correctional Chaplains' Association Meeting being held also in Toronto.

12. AD/SOC has been receiving institutional reports on Citizen Participation and is compiling a Quarterly Report.

A/Director (I.T.).

/MR

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12-14

1721/4 (100)

Minutes of I.T. Staff Meeting, 7 October, 1968

Present: D.I.T., ED, VOC, SOC, REC, I.T. ADMIN
Absent: CLASS (A.O.D.)

1. D.I.T. announced that next week he will be attending the John Howard Society of Saskatchewan Seminar at Saskatoon, for two days. While out West, he will visit Saskatchewan Penitentiary and also Manitoba Penitentiary.

2. D.I.T. stated that the Commissioner intends to attend divisional meetings in the near future.

3. AD/CLASS is in the Maritimes this week.

4. Reference was made to the C.R.C. in Winnipeg. It was recalled by AD/ED that the building was ready in June. Can D.O.A. supply information as to the staff situation there?

5. Re Recommendations of the Deputy Wardens' Conference which have been summarized, VOC will now categorize them according to those requiring authorization from Headquarters and those within field jurisdiction.

6. AD/ED has reviewed applications of two teachers for Kingston and has recommended that they be appointed provided they get valid certification.

7. AD/SOC announced that Rev. Father Gallant of Dorchester Penitentiary is arriving today to assist in drawing up an agenda for the Chaplains' Conference scheduled for January. Father Hennesey of the Catholic Congress will join them tomorrow.

8. AD/SOC reported that there are 51 Chaplains on the staff. There are also 20 Salvation Army Officers not paid by the Penitentiary Service, who visit our institutions across the country.

9. AD/SOC is drawing up, at the request of PURCH, a list of equipment for Chaplains' use.

10. AD/SOC referred to a newspaper article which reported that Myrl Alexander of the Federal Bureau of Prisons, attended a Conference of the Lutheran Church here in Ottawa recently. Mr. Alexander talked about rehabilitation and stated that the old methods of rehabilitation have not been too successful and that now they are concentrating on three points:

   a) more complete study and diagnosis of cases when accused are before the court;

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c. COMM, D/C, DLS, DCR, DMS, DSS, DOA, D/IND, DFS, DIT, FPO, CRO, CLASS, ED, VOC, SOC, REC, I.T. ADMIN, C.R., Floater
Regional Director (QUEBEC)
(ONTARIO)
(WESTERN)
Warden, Dorchester Penty.

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b) more indefinite flexible sentences;

c) bridges between institutions and communities must be established.

10. AD/REC reported as follows:

Mountain Prison (B.C.) - 2243 REMEZOFF, James died at 0115 hrs. 1 October, 1968.

Agassiz Correctional C.- [redacted] escaped 27 Sept'68 approx. 2330 hrs.

Matsqui Institution - [redacted] escaped 2 October '68 between 2000 and 2100 hrs. Apprehended by prison staff same date at 2145 hrs.

Drumheller Institⁿ - [redacted] - absconded from Alberta Hospital, Ponoka, Alberta, 22 Sept' 1968 - apprehended by R.C.M.P. and returned to Drumheller Institution.

Director (I.T.).

/MR

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PEN MATTERS - MINUTES OF Weekly Staff Meeting

1721/4 (100)

s.19(1)

Minutes of I.T. Staff Meeting, 30 Sept., 1968

Present: D.I.T., CLASS, VOC, SOC, REC, I.T. ADMIN
Absent: ED (A.O.D.)

1. D.I.T. talked about the seminar on Systems Analysis in Planning, Programming and Budgeting, sponsored by Treasury Board, which he attended last week. This seminar dealt with the format required to be used by all Government departments making demands on the public purse. D.I.T. has a book of charts and other material which he will circulate in the Division for perusal.

2. A Kingston doctor has written a third letter to the Minister in protest of the use of leg irons being used on inmates going for treatment either to doctors' offices or hospitals. D.I.T. will take this matter up with the Warden, K.P. before drafting a reply. ? where is it?

3. A.D.I.T.(CLASS) is going to the Maritimes next week. He will spend most of his time at Springhill Institution re the therapeutic community.

4. A.D.I.T. (CLASS) went to Montreal last week to discuss the organization of that project (therapeutic community). It is felt that trained staff is necessary before we start on this project.

5. A.D.I.T.(CLASS) attended a meeting on "Indians and the Law" last week. He reported that a group from Ottawa comprising Mr. John Braithwaite, a representative from the Department of Indian Affairs and a representative from the Department of Manpower will visit institutions at Manitoba, Saskatchewan, and British Columbia early in November. They will get in touch with our Regional people.

6. A.D.I.T.(REC) reported the following:

Collins Bay Penty. - [redacted] who escaped from L.C.C. Camp 8 Aug., 1968, returned to C.B.P. [redacted] 16 Sept.'68.

[redacted], escaped between 1630 and 1915 hrs. Sunday, 15 Sept., 1968 - still at large.

Joyceville Institn - [redacted] who escaped 3 Oct.'67 apprehended by R.C.M.P. at Prince George, B.C., 12 Sept. 1968.

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c. COMM, D/C, DLS, DCR, DMS, DSS; DOA; DFS, D/IND, DIT, FPO, CLASS, ED, VOC, REC, SOC, I.T. ADMIN, CRO, Floater, Shannon
Regional Director (ONTARIO) Warden,
" " (QUEBEC) Dorchester Penty.
" " (WESTERN)

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Manitoba Penty. - [redacted] escaped from main institution 1530 hrs., 24 Sept., 1968, and [redacted] escaped from Farm Annex in custody of Winnipeg Police P.M. 25 Sept'68.

[redacted], who escaped from Winnipeg General Hospital 27 Aug., 1968, apprehended [redacted] on 14 September '68 by R.C.M.P.

Saskatchewan P. - [redacted], escaped from downtown doctor's office 1230 hrs., 26 Sept. 1968, apprehended 1400 hrs., same date.

Director (I.T.)

/MR

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

FW*lp
1721/3(100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING SEPT.30,1968

DSS — ACTION

1. (a) Reported that the contract for the School Library Bldg., Institutional Services Bldg. and Walkways at Manitoba Penitentiary was let last Friday.

(b) Asked Section Heads to start bearing down on the review of Commissioner's Directives and Divisional Instructions with a view to up-dating stale ones and converting Interims to permanent. — SEC HEADS

ADIS

2. Reported briefly on his Western trip. A complete report will be prepared as quickly as possible, but there were one or two items which he mentioned.

(a) Time clocks are causing dissatisfaction at most institutions. The rules as to who will punch them vary across the country. This causes the unhappiness. DSS will discuss this question with DOA. — DSS

(b) Special Shoes - ADIS gets the impression that institutional doctors and clinics to which inmates are sent for special shoes are irresponsible. Five different doctors will give five different prescriptions for the same pair of feet and, in most cases, the inmates are simply pulling the wool over the M.O.'s eyes.

ADFS

3. Accompanied ADIS on his Western tour, and also reported on several items. He was quite satisfied with the Food Services at all institutions.

(a) The practice in Industry of dyeing the soles of inmates' boots and shoes should be discontinued since the dye is marking the floors at the new institutions. ADIS understands from talking to

cc: COMMR, D/C, DLS, ✓SAM, FPO, DIT, DCR, DOA, D/IND
AD/IND, DMS, DFS, AD/FIN, PURCH, ADFS, WORKS, ADIS, ADAS
Regional Directors (West), (Ont.), (Que.)
The Wardens
Dorchester Penitentiary
Springhill Institution
PWL (Mr.Olson) (Mr.Munro) (Mr.Lehnen) (Mr.Gordon) (Mr.Welchner)

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ACTION

ADFS (Cont'd)

3. (a) some of the shoemaker instructors that the dye is not necessary and, in fact, serves no useful purpose. ADIS will discuss with Industry. ADIS

(b) Manitoba, who have faithfully followed the suggested work schedule which ADFS forwarded to all institutions, have come up with a method for having an adequate number of stewards in the kitchen at all times and without any overtime. This is obviously possible only because the Chief Steward has the full cooperation of the Asst. Deputy Warden (Custody). Having regard to the amount of overtime which is paid to stewards at some institutions, DSS is of the opinion that Asst. Wardens (S&S) and, indeed, Institutional Heads have a responsibility for scrutinizing kitchen operations with a view to cutting the costs. Manitoba Penitentiary is to be congratulated! AW(S&S) Instn'l Heads

WORKS

4. Repeated the point he raised last week about the confusion in the use of the name Archambault. DSS had to confess that he had not got a ruling on the matter from the Commissioner, but will do so. The point is that it is not clear whether all the facilities at Ste. Anne des Plaines are a part of the Archambault Institution, or whether this name refers only to the maximum security satellite. DSS

Director (S&S)

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING SEPT.23/68

DSS — ACTION

1. (a) Reported briefly on his recent trip to the Maritime Institutions. Subjects for discussion with individual Section Heads will be taken up later.

(b) Read a letter from the Dominion Fire Commissioner referring to attendance of Mr. Kirk at a recent course on fire prevention. The DFC stated that Mr. Kirk's participation in the course was of such a nature as to bring great credit to him and to the Penitentiary Service.

(c) Stated that now the holiday season is pretty well over we can expect, as usual, a very busy couple of months and solicited the cooperation of Section Heads in ensuring that we give all possible support to Regional Headquarters and Institutions in carrying out their programmes. — SEC HDS.

ADAS

2. Mr. Donaldson is worried about what he deems to be a lack of planning in landscaping for areas outside the walls and fences, particularly at our new institutions. Works shares this concern. DSS recalled that two years ago he had written to DPW on this subject and will again attempt to get DPW to insist on some planning for the areas beyond the fringe of the formal landscaping. ADAS stated that a drainage study was immediately required at Ste.Anne des Plaines, and that the ditches around that institution will constitute a serious problem. AD/Works stated that the lagoon at Ste. Anne would not last two years unless something was done about it. — DPW

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cc:					
	COMMR	DCR	PURCH	Reg'l Directors (Ont.),(West),(Que.)	PWL (Mr.Olson)
	D/C	DOA	ADFS		"(Mr.Munro)
	DLS	D/IND	WORKS	The Wardens	"(Mr.Gordon)
	SAM✓	AD/IND	ADIS	Dorchester	"(Mr.Lehnen)
	FPO	DMS	ADAS	Springhill Institution	"(Mr.Welchner)
	DIT	DFS			
		AD/FIN			

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PURCH

ACTION

3. (a) Wondered whether any progress was being made towards getting the use of the Vocational Training Bldg. at Dorchester so that the stores could be moved out of the granary. DSS stated that his observation of the Vocational Training Programme at Dorchester indicated that it was not overly active. DSS will suggest to DIT that until the new Shop Bldg. at Springhill is available, the Vocational Training Staff and inmates at Dorchester might be better employed in assisting the Works Officer with his programmes. Dorchester has always been very good about such assistance. DSS

(b) Referred to the letter from Dorchester on the subject of a coal hauling contract. DSS discussed this question while visiting the institution, and will now reply formally to the letter. DSS

(c) Mr. Cooper is becoming concerned about ordering the carpets and decorations for the chapels at the new institutions, having regard to the fact that the delivery time may be long. DSS will discuss this question with FPO and DPW, and will try to get firm dates by which the chapels will be able to accept materials, equipment and furnishings to be obtained from the trade. DSS

WORKS

4. AD/Works spent the week of September 9th in the Quebec Region, and on the whole found things in pretty good shape.

(a) Cowansville - The floor has sunk so badly in No.9 Accommodation Bldg. that it would be impossible to occupy it. The cell walls are coming away from the outside walls, and the locking system has been rendered practically useless. The fire door in one wing is in a closed position and cannot be opened. This condition has existed for some time, and has been reported more than once to DPW. However, it would seem that the only thing that is being done at this moment is that DPW, the consultant, and the contractor are busy erecting bomb-proof umbrellas over their sainted heads, from beneath which they are all attempting to prove that the failure in this building is not their responsibility. DSS will communicate with DPW AND HOW!!! The bitterest pill of all is that whilst the building is slowly disappearing from sight, Argo Construction are putting in claims for delays and are having them paid.

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WORKS (Cont'd) ACTION

AD/Works produced a tile taken at random from the floor of one of the buildings at Cowansville. There is practically no adhesive on the back of the tile. This condition obtains in most of the areas of the institution which were tiled by contract. Happily the floors which were looked after by our own forces are standing up very well.

(b) Ste. Anne des Plaines - There is some confusion about the extent to which the name "Archambault" embraces the facilities which are to be built at Ste. Anne des Plaines. DSS will ask the Commissioner for clarification. AD/Works also pointed out that, despite a meeting which was held in the early spring on the additional work which had to be done at Ste. Anne des Plaines, few contracts covering this work have yet been let. DSS PWL

(c) Visited the Ontario Regional Headquarters, DPW, with our Regional Director and ARD/Works. The liaison between DPW and ourselves is extremely good in the Ontario Region.

(d) The Equipment Planning Committee had a meeting last week, as a result of which some revisions were made in tables of equipment. It is safe to say that we are now getting pretty close to the ideal table of equipment for most institutions.

(e) The demonstration of garbage pick-up was carried out recently in the Kingston area. One truck of the type which chews the stuff up and impacts it, was able in two hours to take all the garbage from Collins Bay Penitentiary, Collins Bay Farm Annex, Kingston Penitentiary, Prison for Women, and the Staff College, and have it ready for the dump. As a result of this information DSS came back from orbit, into which he had been launched, after seeing a requisition from Collins Bay Penitentiary for a garbage truck costing approximately $16,000. It may very well be that such a purchase would, in the long run, be economical if it can eliminate two other trucks and one driver. A full report is being forwarded from Region. Region

(f) Telex applications were signed by DSS last week. A short course of instruction will be put on by the supplier, and a directive is now being prepared on the use of this equipment. It is hoped that we will be in operation with it by the 21st of October. DSS

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ACTION

WORKS (Cont'd

4. (g) AD/Works was distressed to learn during his visit to Toronto that Bldg. No.18 at Warkworth (Shops Bldg.) is going to be another headache. The contractor, for example, did not know that he was supposed to connect up the equipment and machinery, nor did he know that he would be responsible for the installation of the communications equipment. DSS will take this matter up with DPW. DSS

(h) A Fire Fighting Operations and Fire Protection Course, similar to the one conducted recently at Kingston, will be held within two weeks at the Western Regional Staff College. This Course was initiated by DFC, but Mr. Kirk will play a very important role in putting it on.

FIN

5. Stated that he had been advised by Mr. Crogie that the S&S Division was to start using the photocopying machine in DFS' general office, and to this end Mr. Crogie had appointed Mr. McRoberts as the S&S member responsible for having all photocopying done for this Division. DSS stated that as far as he knew Mr. Crogie was not yet in a position to deploy the forces of the S&S Division, and that it was patently ridiculous in any case to expect one man to be at the beck and call of five sections to run down and do photocopying. DSS will attempt DSS to arrive at a more sensible solution to the problem.

Director (S&S)

FW:lp

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1721/4 (100)

Minutes of I.T. Staff Meeting, 26 August, 1968.

Present: A/DIT(Mr. Weir), CLASS, I.T. ADMIN, Mr. Tatton
Absent: D.I.T., VOC, REC

1. A/D.I.T.: Comments on the recommendations of the Deputy Wardens' Conference are being summarized and will be available for consideration upon the return of D.I.T.

2. All institutions have been requested to incorporate an updated version of prison rules and offences in the handbook or pamphlet distributed to newcomers upon arrival at an institution. There has been criticism in outside court that inmates are not always informed on matters of this nature.

3. A.D.I.T./CLASS mentioned that he had prepared a summary of a book on prison society which could supply some background for the discussion on "Total Institutions" at the Wardens' Conferen ence. The 135 pages of Sykes' "Society of Captives" were condensed into the 16-page summary, which will be mailed out this week.

4. Mr. Tatton reported the following:

Dorchester Penitentiary Farm Annex - [redacted] escaped August 10, 1968 between 2000 and 2100 hrs. - recaptured Aug. 11/68.

William Head Instit^{n} - [redacted] escaped August 10, 1968, at approximately 1230 hrs. - recaptured Aug. 12/68.

- [redacted] escaped August 4, 1968 between 0900 - 1100 hrs.

Landry Crossing - [redacted] escaped August 14, 1968 at approximately 2145 hrs.

Agassiz Correctional C. - [redacted] escaped August 15, 1968 at 2200 hrs.

Valleyfield Institution - [redacted] escaped Aug.16/68 at 2220 hrs.

Joyceville Institution - [redacted] recaptured Aug.10/68.
Joyceville Farm Annex - [redacted] walked away at approx. 2200 hrs. Aug. 19/68.

J D Weir
A/D.I.T.

c. COMM, D/C, DLS, DCR, DMS, DOA, D/Ind, DSS, DFS, DIT, FPO, CRO, CLASS, ED, VOC, REC, I.T. ADMIN, SOC, C.R., Floater
Regional Director (QUEBEC) (ONTARIO) (WESTERN)
Warden, Dorchester Penitentiary

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1721/4 (100)

Minutes of I.T. Staff Meeting, 8 July, 1968

Present: DIT, CLASS, ED, VOC, REC, SOC

1. DIT mentioned the Induction Training Manual which was received recently from Joyceville Institution. Induction Training is absolutely essential. Six positions for Induction Training Officers were approved just before the "freeze". VOC will obtain up-to-date information on existing arrangements for induction training in all institutions.

2. DIT circulated copies of a Draft Policy Directive and Divisional Instruction on Community Relationships to Assistant Directors, for comments.

3. DIT is also circulating in the Division, the Study Guide for the Application of the Manual of Correctional Standards. Copies of questionnaires designed to measure the effectiveness of programs in institutions were examined. These will be mailed to institutions in due course for completion.

4. AD/ED visited the Prison for Women last Friday - reported:

   (a) 14 candidates of B.T.S.D. will write the final examination this month. This is 85% of the original enrolment of last January;

   (b) AD/ED will be on the Board which will select a Teacher to replace Mrs. Diaper. Position is presently being considered. ED is concerned that we get the best possible candidate to assist Mrs. Buskard in developing a most promising program.

5. Mr. Nickels will be in Toronto on Wednesday to attend a meeting of The Inter-Faith Committee on Chaplaincy in the Canadian Penitentiary Service.

6. AD/VOC is going to Halifax tomorrow accompanied by Mr. Frohberg and Mr. Thompson to meet with consultants for the Shops Building No. 18, Springhill Institution. On Thursday and Friday, will be visiting Springhill Institution and Dorchester Penitentiary.

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c. COMM, D/C, DLS, DMS, DCR, DSS, DFS, D/IND, DOA, DIT, FPO, CLASS, ED, VOC, REC, SOC, CRO, Floater, C.R.

Regional Director (ONTARIO)
(QUEBEC)
(WESTERN)

Warden, Dorchester Penitentiary

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s.19(1)

7. AD/REC reported as follows:

Joyceville Institution - [redacted] apprehended [redacted] 4 July, 1968.

Dorchester Penitentiary- [redacted] escapee, apprehended 0310 hrs. RCMP returned to penitentiary July 7 at 0455 hrs.

Director (I.T.)

/MR

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING JULY 8,1968

DSS — ACTION

1. (a) Reported that the Commissioner came home from the hospital last week and will be back to work after a two-week convalescence.

(b) Asked AD/FIN whether we were any closer to getting the year-end totals necessary for the completion of the Commissioner's Report. We are not.

ADIS

2. Is going to Kingston this week to have a conference with the laundry managers on regional operations in general, and the problem of kitchen whites in particular. It is important that the kitchens be given good laundry service. Regional Directors and Institutional Heads are requested to keep an eye on this important operation. — ADIS, Regions, Instn Heads

ADFS

3. Mr. Aitkenhead visited St.Vincent de Paul Complex last week.

(a) Leclerc

(i) The bakeshop walls are going up rapidly and the requisitioning for new equipment for the regional bakeshop is well underway. Hopefully, we will be in this new facility by the end of September.

(ii) Nothing has been done to get air into the steward's office at Leclerc. ADFS took this up with ARD/Works. The temperatures in the steward's office go up to intolerable levels, and the sooner the venting is done the better. — WORKS

cc: COMMR, D/C, DLS, BAM, FPO, DIT, DCR, DOA, D/IND, AD/IND, DMS, DFS, AD/FIN, PURCH, ADFS, WORKS, ADIS, ADAS, Regional Directors (West), (Ont.), (Que), The Wardens, Dorchester Penitentiary, Springhill Institution, PWL(Mr.Olson), (Mr. Munro), (Mr. Lehnen), (Mr.Gordon), (Mr.Welchner)

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ADFS (Cont'd) ACTION

3. (b) Archambault

(i) The kitchen area should be ready by the end of this month. ADFS is most anxious to have at least the Chief Steward appointed before the equipment tests are carried out. DOA

(ii) There have been some electric outlets placed in the cart washing and dishwashing area which must be removed or capped before any water is introduced. WKS

(c) St. Vincent de Paul kitchen was in good shape, clean, and the grounds around the institution were first class

(d) The Farm Annex and Industrial Annex kitchens were in first-class condition.

(e) Community Release Centre - ADFS wants to remove the heavy equipment from the CRC kitchen, and has already purchased domestic type equipment for the kind of operation finally decided on for this type of installation. However, the Regional Director apparently has some reservations about releasing the heavier equipment, anticipating that policy will be reversed, and that we will go back to the idea of feeding inmates. It is further understood that rations are being provided to the CRC from FTC and that the staff are cooking meals. The Regional Director (Quebec) is requested to comment on these alleged practices. REG'L DIR.(Q)

WORKS

4. Asked whether anything had been done while he was away on leave to formalize the delegation of financial responsibility and authority to Regional Directors. DSS said that nothing had been accomplished, but DSS will take it upon himself to advise Regional Directors that they may consider themselves as operating under the terms of reference outlined in the draft DPW paper which was circulated to them. DSS

Director (S&B)

FW:lp

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CANADIAN PENITENTIARY SERVICE
OTTAWA 4

1721/3 (100)

MINUTES OF SERVICES & SUPPLIES DIVISION STAFF MEETING JULY 2,1968

DSS — ACTION

1. (a) Was in Kingston on Friday with FPO and looked over the new proposed joint Regional Headquarters for the Penitentiary Service and the Parole Service. The Army has left the place in some disrepair, but the buildings can certainly be put in good shape to serve our purposes.

(b) The Regional Director also proposes to move the Regional Dental Laboratory into the Headquarters since the house at Collins Bay, where it is now located, will have to go when Highway 33 is widened.

(c) Enquired from AD/FIN when we might expect to get the close-out figures for 1967-68, in order that we might complete the Commissioner's Annual Report. FIN AD/FIN said it was hoped that the figures would be available before the end of this week.

ADFS

2. Visited the Ontario Region last week.

(a) Collins Bay food services are improving under the new steward. The food preparation area is cleaner than it used to be. They are still having some trouble with laundry, and DSS instructed ADIS to get this problem satisfactorily settled. ADIS

(b) Prison for Women is quite good, but not perhaps as clean as it might be. For example, it would appear that the new refrigerated area was put into operation without having been properly cleaned. They are also short of some pots and pans, and DSS instructed ADFS to equip them properly as quickly as possible. ADFS

(c) Warkworth was very disappointing. The kitchen was not clean, and the staff is no better than they should be. The new steward is not using the best judgment in the world in preparing his menus.

cc:	COMMR	D/IND	ADIS	PWL(Mr.Olson)
	D/C	AD/IND	ADAS	" (Mr.Munro)
	DLS	DMS	Regional Directors (Ont.),(Que.), (West)	" (Mr.Gordon)
	SAM	DFS		" (Mr.Lehnen)
	FPO	AD/FIN		"(Mr.Welchner)
	DIT	PURCH	The Wardens, Dorchester & Springhill	
	DCR	ADFS		
	DOA	WORKS		

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ADFS (Cont'd) ACTION

2. (c) The Regional Food Services Officer has been instructed to keep a close eye on the food services operation at the institution. It would seem also that the Warden and the AW(S&S) should put their collective foot down. WARDEN AW(S&S)

(d) Kingston Penitentiary has once again revived the project of improvements in their officers' mess. The institution will be submitting a new proposal shortly.

ADIS

3. Mr. Bilodeau is back from his trip to the Maritimes, and reports that it was a very worthwhile tour. He will be submitting a report as quickly as possible.

WORKS

4. (a) There have been some rumours emanating from the new institutions that electrical motors, such as are found in refrigerators, cannot be used in flour storage areas because of the danger of explosion. The Dominion Fire Commissioner says this is nonsense.

(b) Mr. Hamnes was in Montreal last week to attend a meeting on the development of plans for the Regional Reception Centre. He is not happy about the proposed location or size of the standby power unit, and will discuss the question with FPO. WORKS

(c) Mr. McMichael will go to Montreal this week in connection with the locking systems for the Regional Reception Centre. "

(d) Mr. Hamnes will go to Kingston with an electrical engineer from D.P.W. in connection with standby power for Joyceville and, also, to go into the question raised by the Electrical Survey at Collins Bay. "

Frough

FW:lp Director (S&S)