

Interfaith Committee
on Chaplaincy in The
Correctional Service of Canada



Comité Interconfessionnel
de l'Aumônerie du
Service Correctionnel du Canada

2016 AGM

MINUTES

April 25th—26th, 2016

OTTAWA, ONTARIO

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APPENDIX “A” MEMBERSHIP RECOMMENDATIONS

APPENDIX “B” MOTIONS/ACTIONS

Monday, April 25th, 2016

PRESENT: Chattar Ahuja, Louise Blain, Rhonda Britton, Chris Coffin, Riley Coulter, John deVries, Garry Dombrosky (President), Dale Gillman, Helen Hastie, Brian Hawes (Vice-President), Edward (Ted) Hughes, Bridget MacKenzie (Past-President), Catherine O'Brien, Dan O'Hara, Abdul Hai Patel, Ted Seres, Zushe Silberstein, Roopnauth Sharma, Wayne Varley, Barry Wood (Executive Counsel)

ABSENT: Glenn McCullough

GUESTS: Assistant-Commissioner—Fraser Macaulay, Director—Rev. Richard (Rick) Burk, Acting-Director, Operations/Chaplaincy—Rev. William (Bill) Rasmus,

RECORDING SECRETARY: Laura Patrie

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Opening Devotions—*Dr. Louise Blain*

1. President's Remarks & Introductions—*Rev. Dr. Garry Dombrosky*

2. Greetings & Updates

i. **Address from the Assistant-Commissioner—Assistant-Commissioner, Correctional Operations and Programs (ACCOP)— Fraser Macaulay**

The new government is looking at CSC policies and procedures at present.

There are new issues such as the decriminalization of marijuana and the issue of medical assistance in dying (M.A.I.D.) and the implications have to be considered.

ii. **Address from the Director-General—Director-General, Offender Programs and Reintegration—Dr. Michael Bettman**

Director-General Bettman spoke of the changes and readjustment within CSC and the positive aspects of the work being done.

3. President's Special Presentation—*Rev. Dr. Garry Dombrosky*

President Dombrosky shared information with those present regarding the meetings that he had the opportunity to be present at and his experience abroad. His message was positive regarding the work that the IFC does in partner with CSC.

6. Greetings & Update from Acting-Director—A/Director, Reintegration Services Division—Rev. William (Bill) Rasmus

A/Director Rasmus addressed those present and discussed:

- Reorganization: Canadian Industry Security Department (CSID) many issues are being worked out
- Bridges of Canada: IFC needs to work to be at Bridges of Canada meetings. Topics for discussion would include the training of chaplains (ie. basic safety training) as they cannot be held accountable for volunteers when they have not been trained themselves as to procedure
- The transfer to a new contractor was very smooth. Bridges of Canada has shown that they are willing to know, understand, and conform to the existing system.
- Regional meetings have a positive effect. There has been solid feedback even from the wardens that the site visits IFC is involved in along with CSC have a positive impact on the institution visited and all involved.
- Site based chaplaincy and institutional services: two different classifications of service had to be designated. Site-based chaplains are available to anyone in the institution and represent their faith community. There is still a question regarding the administrative work that has to be done by the chaplain.

4. Greetings from the Ontario Regional Chaplain—Imam Michael Taylor

The Regional Chaplain spoke to the members about his role and the work that is in progress. He voiced his appreciation of being invited to the meeting and to be able to meet with the members.

5. BOARD OF DIRECTORS MEETING

i. Adoption of the 2016 AGM Agenda

MOTION: to accept the 2016 AGM Agenda as presented

MOVED BY: Brian Hawes

SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

ii. Adoption of the 2015 Fall Meeting Minutes

MOTION: to adopt the 2015 Fall Meeting Minutes as presented

MOVED BY: Brian Hawes

SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

6. **Greetings & Update from Acting-Director—A/Director, Reintegration Services Division—Rev. William (Bill) Rasmus (see above)**

7. ANNUAL GENERAL MEETING

I. President's Report—Rev. Dr. Garry Dombrosky

President Dombrosky spoke about stability within the partners as well as the importance of a sense of continuity. He also spoke of the need for regional meetings to continue with the regional representatives as well as having a meeting with Bridges of Canada in order to engage them.

BREAK—17:30-19:00

7. ANNUAL GENERAL MEETING (CONTINUED)

II. Financial Report—Laura Patrie

The financial report was delivered.

III. Resolution Re: Review Engagement Financial Statements

IV. Appointment of Public Accountant

MOTION: to authorize the Executive Committee to choose an appropriate accounting firm to provide Financial Review Statements

MOVED BY: Dan O'Hara

SECONDED BY: Ted Hughes

ALL IN FAVOUR

MOTION PASSED

V. Budget Review and Adoption

MOTION: that we open the discussion with CSC regarding designated funds around the existing contract

MOVED BY: Roopnauth Sharma

SECONDED BY: Helen Hastie

ALL IN FAVOUR

MOTION PASSED

VI. IFC Membership Recommendations for 2016—2017 & 2016—2018

Recommendation #1: that the following groups and organizations be confirmed as the members of the Interfaith Committee on Chaplaincy and the Correctional Service of Canada for the 2016-2017 year (see Appendix "A")

MOVED BY: John deVries

SECONDED BY: Bridget MacKenzie

ALL IN FAVOUR

MOTION PASSED

Note regarding the denomination that John Martin represented: they should be contacted and asked if they wish to appoint another representative.

Recommendation #2:

That the following member representatives be elected to the Board of Directors of the IFC for 2016—2018 (see Appendix “A”)

MOVED BY: Wayne Varley SECONDED BY: Barry Wood

ALL IN FAVOUR

MOTION PASSED

VII. Nominations Committee Report

RECOMMENDATION: the nominations committee recommends that the incumbent President and Vice-President remain in their positions

MOVED BY: Dan O’Hara SECONDED BY: Roopnauth Sharma

ALL IN FAVOUR

MOVED BY ACCLAMATION

VIII. Elections of President and Vice-President (see above)

An open discussion regarding the Site Reviews and their results took place after the official meeting. A recommendation was made that CSC should provide some sort of feedback or report about the Site Review results.

A concern was voiced about the apparent disconnect between inmates’ religious dietary needs and what exact level of responsibility CSC has to provide these specific needs.

Meeting adjourned at 8:35 pm.

Tuesday, April 26th, 2016

PRESENT: Chattar Ahuja, Louise Blain, Rhonda Britton, Chris Coffin, Riley Coulter, John deVries, Garry Dombrosky (President), Dale Gillman, Helen Hastie, Brian Hawes (Vice-President), Edward (Ted) Hughes, Bridget MacKenzie (Past-President), Catherine

O'Brien, Dan O'Hara, Abdul Hai Patel, Ted Seres, Zushe Silberstein, Roopnauth Sharma, Wayne Varley, Barry Wood (Executive Counsel)

ABSENT: Glenn McCullough

GUESTS: Acting-Director, Operations/Chaplaincy—Rev. William (Bill) Rasmus, Senior Project Officer—Rev. Anne-Charlotte Ogbechi and Rev. Ramon (Snowy) Noble—chaplain

RECORDING SECRETARY: Laura Patrie

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Devotions—Ven. Wayne Varley

5. BOARD OF DIRECTORS MEETING (CONTINUED)

iii. Discussion Re: Bridges of Canada

It was suggested that the IFC ask for the list of Regional Managers and the list could be included in the Minutes. There was a cautionary note here from A/Director Bill Rasmus: permission should be sought first from Bridges of Canada before doing such and moreover Bridges of Canada has an obligation to CSC and not IFC—there is no triangular relationship.

iv. New Business

a) IFC's New Website—Features and Uses

v. Business Arising From 2015 Fall Meeting

A. Road to Mental Readiness (Commissioner Don Head's Initiative)

Discussed above with Fraser Macaulay

vi. Reports:

a. Religious Accommodation Committee—Helen Hastie

Delivered a report.

MOTION: that Chattar Ahuja, Zushe Silberstein, Abdul Hai Patel and Helen Hastie join Chris Coffin to complete the work on the Religious Accommodation Manual

MOVED BY: Bridget MacKenzie

SECONDED BY: Dan O'Hara

ALL IN FAVOUR

MOTION PASSED

b. Committee on Women Offenders—Major Helen Hastie

c. Women In Prison—Rev. Ramon (Snowy) Noble

Reverend Noble spoke of challenges working in a women's prison as all material, procedures and policies are based on a men's institution model.

Issues like babies being born in the institution and some even living with the birth mothers in prison—these things do not occur in men’s facilities and there is a lack of guidelines and procedures for such situations.

It is not the institution’s job to be caring for children. Thus far ways have been found to deal with these situations, but they are difficult to work around and there needs to be some type of protocol and guidelines.

The Edmonton Institution for Women is the institution for all of the prairies therefore women are there whose families are in Saskatchewan or Manitoba so there is no support in terms of anyone to care for the child other than the offender herself. These are unique situations to women’s institutions that are not an issue in men’s institutions and need to be recognized as special circumstances which make things different from men’s institutions and therefore make it impossible to follow guidelines set for men’s institutions.

A discussion followed regarding the existing gap between the reality in women’s institutions and the fact that the needs are not the same as the needs in men’s institutions.

There is a problem with using the same model and with the idea that the needs of an incarcerated woman are the same as the needs of an incarcerated man as it is not so.

Discussions regarding training and various ideas to resolve the problem followed.

d. CD750-1 (Guidelines)—*Deacon Chris Coffin*

When first given the task there was a miscommunication between the Executive of IFC, CSC and Chris Coffin and as a result, the wrong document was used and a considerable amount of work was done until he was advised that the original document was being scrapped and a new one would be forwarded to him shortly. A draft was received on Nov. 4 with a follow up draft document provided on January 16, 2016.

e. Site Visits and Regional Meetings—*Regional Coordinators*

MOTION: to appoint the existing Regional Coordinators being Ontario—Glenn McCullough; Quebec—Louise Blain; Atlantic— Chris Coffin; Pacific—Bridget MacKenzie; Prairies—Brian Hawes, for an additional 2 year term

MOVED BY: Rhonda Britton

SECONDED BY: Ted Hughes

ALL IN FAVOUR

MOTION PASSED

f. Sacred Space Committee—*Bridget MacKenzie*

MOTION: the Sacred Space Committee would like to add the following insertion to the Sacred Space Guideline Document GL 750-2: the use of motion cameras in sacred spaces is not in keeping with the private nature of religious and spiritual observance and is thereby not recommended by the Sacred Space Committee of the IFC.

MOVED BY: Bridget MacKenzie **SECONDED BY:** John deVries

ALL IN FAVOUR

MOTION PASSED

MOTION: that the Sacred Space Committee established in each facility include 1 member appointed by the A.W.I. (Assistant Warden Intervention)

MOVED BY: Abdul Hai Patel **SECONDED BY:** Chattar Ahuja

ALL IN FAVOUR

MOTION PASSED

An open discussion ensued with consideration regarding security of the staff and how the above motion/recommendation regarding motion cameras may affect any decisions made or dialogue around the use of security cameras in Sacred Spaces. There were events that happened both in an institutional library and also in Sacred Space and this is the basic reason that this subject is being considered in order to generate conversation on the subject.

8. Greetings from the Senior Project Officer, Chaplaincy/C.S.C.—*Rev. Anne-Charlotte Ogbечи*

The Senior Project Officer was encouraged that there will be another recommendation from Sacred Space as these are then used and considered when devising guidelines. Recommendations from the IFC open dialogue in decision making. The recommendations bring awareness to a subject and make CSC aware of the IFC's stance which is considered in decision making.

President Dombrosky spoke of the old MoU having contained a lot of this type of information, but that the new MoU does not. This opens the door to the need of a new document containing the IFC's recommendations.

Vice-president Brian Hawes requested that a point by point response to the IFC's recommendations be provided so that the committee is aware of the CSC's response to the recommendation(s).

A Guidance Document would be used in order to allow the service standards to be reported on correctly. An example was given of how the reporting system uses only a “yes” or “no” response regarding whether a specific number is within an acceptable range (or ratio) and if the response is actually that the ratio is *not* within range then it is translated into being *non-compliant* even though the figures are in fact *better than* the minimums required. There is no tool to show above average service and instead is only translated as being non-compliant which does not give the true picture of the “good news story”.

MOTION: to ratify and develop the IFC guidance Document in order to:

1) as a best practice, one site Based chaplain position should be allocated to institutions

2) a target of 9.5 hour of chaplaincy service per inmate per year should be upheld, with no less than the minimum overall level of 8.4 hours per inmate per year (subject to review)

MOVED BY: Bridget Mackenzie

SECONDED BY: Chattar Ahuja

ALL IN FAVOUR

MOTION PASSED

MOTION: that a committee be nominated by the IFC Executive to work on a Guidance Document

MOVED BY: Wayne Varley

SECONDED BY: Louise Blain

ALL IN FAVOUR

MOTION PASSED

9. Location and Dates for 2016 Fall Meeting and Destination and Dates for the 2017 AGM

The Fall Meeting will be in Toronto at a hotel near to the airport.

The 2017 AGM will be in Ottawa if funds continue to allow and will be held on either Monday and Tuesday May 1st and 2nd, 2017 or Tuesday and Wednesday May 2nd and 3rd, 2017 (to be determined at the 2016 Fall Meeting)

10. Adjournment

MOTION: that IFC’s 2016 AGM be adjourned at 11:59 am.

MOVED BY: Catherine O’Brien

SECONDED BY: Helen Hastie

ALL IN FAVOUR

MOTION PASSED

APPENDIX “A” MEMBERSHIP RECOMMENDATIONS

MOTION: to accept the Financial Report as presented

MOVED BY: Dan O’Hara

SECONDED BY: Brian Hawes

ALL IN FAVOUR

MOTION PASSED

IFC Member Recommendations

Recommendation No. 1

That the following groups and organizations be confirmed as the members of the Interfaith Committee on Chaplaincy and the Correctional Service of Canada for the 2016-2017 year.

| MEMBER FAITH COMMUNITY or ORGANIZATION |
|--|
| 1. Anglican Church of Canada |
| 2. Buddhist Society - Gaden for the West |
| 3. Canadian Baptist Ministries |
| 4. Canadian Conference of Catholic Bishops |
| 5. Canadian Council of Churches |
| 6. Centre for Israel and Jewish Affairs |
| 7. Canadian Council of Imams |
| 8. Christian and Missionary Alliance |
| 9. Christian Reformed Church, Canada |
| 10. Church of the Nazarene Canada |
| 11. Hindu Federation |
| 12. Lutheran Council in Canada |
| 13. Mennonite Central Committee, Canada |
| 14. Pentecostal Assemblies of Canada |
| 15. Presbyterian Church in Canada |
| 16. Seventh-day Adventist Church |
| 17. Sikh Society of Ontario Khalsa Darbar Inc. |
| 18. United Church of Canada |

MOVED BY: John deVries
ALL IN FAVOUR
MOTION PASSED

SECONDED BY: Helen Hastie

Recommendation No. 2

That the following member representatives be elected to the Board of Directors of the IFC for 2016—2018

1. Chris Coffin
2. Ted (Edward) Hughes
3. Dan O'Hara
4. Abdul Hai Patel
5. Ted Seres
6. Roopnauth Sharma
7. Wayne Varley
8. Zushe Silberstein
9. Barry Wood

MOVED BY: Catherine O'Brien
ALL IN FAVOUR
MOTION PASSED

SECONDED BY: Louise Blain

APPENDIX “B” MOTIONS/ACTIONS

MOTION: to accept the 2016 AGM Agenda as presented

MOVED BY: Brian Hawes

SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

MOTION: to adopt the 2015 Fall Meeting Minutes as presented

MOVED BY: Brian Hawes

SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

MOTION: to authorize the Executive Committee to choose an appropriate accounting firm to provide Financial Review Statements

MOVED BY: Dan O’Hara

SECONDED BY: Ted Hughes

ALL IN FAVOUR

MOTION PASSED

MOTION: that we open the discussion with CSC regarding designated funds around the existing contract

MOVED BY: Roopnauth Sharma

SECONDED BY: Helen Hastie

ALL IN FAVOUR

MOTION PASSED

RECOMMENDATION: the nominations committee recommends that the incumbent President and Vice-President remain in their positions

MOVED BY: Dan O’Hara

SECONDED BY: Roopnauth Sharma

ALL IN FAVOUR

MOVED BY ACCLAMATION

MOTION: that Chattar Ahuja, Zushe Silberstein, Abdul Hai Patel and Helen Hastie join Chris Coffin to complete the work on the Religious Accommodation Manual

MOVED BY: Bridget MacKenzie

SECONDED BY: Dan O’Hara

ALL IN FAVOUR

MOTION PASSED

MOTION: to appoint the existing Regional Coordinators being Ontario— Glenn McCullough; Quebec— Louise Blain; Atlantic— Chris Coffin;

Pacific—Bridget MacKenzie; Prairies—Brian Hawes, for an additional 2 year term

MOVED BY: Rhonda Britton

SECONDED BY: Ted Hughes

ALL IN FAVOUR

MOTION PASSED

MOTION: the Sacred Space Committee would like to add the following insertion to the Sacred Space Guideline Document GL 750-2: the use of motion cameras in sacred spaces is not in keeping with the private nature of religious and spiritual observance and is thereby not recommended by the Sacred Space Committee of the IFC.

MOVED BY: Bridget MacKenzie

SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

MOTION: that the Sacred Space Committee established in each facility include 1 member appointed by the A.W.I. (Assistant Warden Intervention)

MOVED BY: Abdul Hai Patel

SECONDED BY: Chattar Ahuja

ALL IN FAVOUR

MOTION PASSED

MOTION: that the Fall Meeting be held in Toronto following the same new format as used at this meeting

MOVED BY: Bridget MacKenzie

SECONDED BY: Louise Blain

ALL IN FAVOUR

MOTION PASSED

MOTION: to ratify and develop the IFC guidance Document in order to:

1) as a best practice, one site Based chaplain position should be allocated to institutions

2) a target of 9.5 hour of chaplaincy service per inmate per year should be upheld, with no less than the minimum overall level of 8.4 hours per inmate per year (subject to review)

MOVED BY: Bridget Mackenzie

SECONDED BY: Chattar Ahuja

ALL IN FAVOUR

MOTION PASSED

MOTION: that a committee be nominated by the IFC Executive to work on a Guidance Document

MOVED BY: Wayne Varley

SECONDED BY: Louise Blain

ALL IN FAVOUR

MOTION PASSED

MOTION: that the 2015 AGM be adjourned

MOVED BY: Abdul Hai Patel

SECONDED BY: Bridget MacKenzie

ALL IN FAVOUR

MEETING ADJOURNED AT 12:00 NOON

ACTION: There will be elections at the 2016 AGM and this should be an item for the Fall Meeting this fall.