
From: (ONT)
Sent: Thursday, July 17, 2014 4:06 PM
To: (NHQ-AC); (ONT)
Cc: (NHQ-AC); (NHQ-AC)
Subject: RE: Virtual Tour - Next Steps

Heather, please see below. I've also contacted CBI about a tour.

From: (NHQ-AC)
Sent: Tuesday, July 15, 2014 12:52 PM
To: (ONT); (ONT)
Cc: (NHQ-AC); (NHQ-AC)
Subject: Virtual Tour - Next Steps

Hi and ,

Thanks for all your feedback and support on this project! As it stands, here is the direction we plan to take for the tour:

- The tour will hopefully start at the institution entrance and lead down a long "corridor" (hopefully the layout at Collins Bay will help with this).
- We will be able to enter some "rooms" in terms of a 360, and some "rooms" will simply be a static image with brief information.
- I have attached the current workplan from WebDrive for your information!

Questions/Notes following today's call:

- * Can you please tell me the about the new living units at Collins Bay? Are they Maximum? Do they have the "range and cell" feel, and how is it different than what's currently there? Basically, we really wanted to show the difference between Maximum, Medium, Minimum. As per the call yesterday, there were thoughts surrounding the merge of these, however, now I'm not so sure. I would possibly like to show one of the minimum townhouse living units, but I think this would be better as a quick snippet and not its own room. The max unit at CBI is much different than the newer medium units. The medium units the offenders can walk out of their cell into middle of the unit and facing opposite of that is the control post, which is mostly open and offenders can walk right up it and interact with the staff. To get into a max cell, you have to get access to the range, which a closed control post that faces all the ranges controls. That offender enters the common area of the range, which can be closed off from the cell area. So the max has more barriers to get through.
- Yard: Can you please give me a bit of information about the yard, and what we would say about it? We wouldn't want a 360, just a static image. This item will need to be further discussed. Yards are pretty plain, not much to them. I think the best thing to say about them is when and why offenders get them, what policy states about yard (number of offenders, etc). Think it would be important to add the gym to this, as not every guy will go to yard, some may go to the gym. Think the important thing to note is that yard and gym time are only certain times of the day, and i'm pretty sure guys only get those things at the end of the day, after work, school and programs are finished, and once dinner has completed, so

you're looking at guys getting out there between 5-6. The big thing here will be guys just don't hang out in the yard all day, that yard and the gym are a privilege.

- Intake/Assessment room: Can you please provide me with a few more details about this space, and possibly a picture if you have one? Let me know if you would recommend a static picture or a 360. When guys come in, they first go to Admissions and Discharge (A&D), and I guess the best way to think about it is as a check in for a hotel (as rudimentary as that sounds). Guys affects are kept here that they don't have in their cell and they can make a request to A&D for items.
- Parole Hearing Room: We can include a static image of this room with a paragraph or two about it. We wouldn't do a 360, so I'll pull together a couple of paragraphs and then run it by you.


Next Steps:

- Once I have some of the information above, I'll create a revised draft of the scenario and run it by you.
- I have a quick call to touch base with WebDrive on Friday.

Please let me know if you need anything else before you can "book" the institution for a pre-tour, and the 2-day photo shoot. On the call I know we had discussed the 2nd week of August, and I think we'll recommend the first week of September as a backup (instead of the second week of September).

Let me know if you have any questions!

Communications Advisor | Conseillère en communications
Corporate and e-Communications | Communications internes et électroniques
Correctional Service of Canada | Service correctionnel du Canada
340 Laurier Ave. West 9C-11, Ottawa ON K1A 0P9 | 340, av. Laurier Ouest 9C-11, Ottawa ON K1A 0P9

Telephone | Téléphone  Facsimile | Télécopieur 613-947-1184
Government of Canada | Gouvernement du Canada