

May 12, 2021

Kevin Walby
515 Portage Avenue
WINNIPEG, MB R3B 2E9
k.walby@uwinnipeg.ca

Dear Kevin Walby:

Re: Access to Information Request CP 296-20G

An access to information request was received in this office on March 1, 2021, requesting access to:

*Communications and Meetings with Community Partners
I am requesting all records documenting communications and meetings with community partners, including non-profit charities, pertaining to COVID-19.
1 March 2020 to 30 August 2020*

On March 17, 2021 our office advised you your request had been placed on hold, pending clarification of the request details.

*Communications and Meetings with Community Partners
I am requesting all records documenting communications and meetings with community partners, that worked closely with the Ministry and engaged in discussion where the Ministry advised these agencies regarding Covid-19 management.
1 March 2020 to 31 August 2020*

On April 19, 2021 our office advised you that the 30-day response period has been extended an additional 30 days, and a response would be provided by May 19, 2021.

Enclosed are records responsive to your request. Please note that, pursuant to section 8 of *The Freedom of Information and Protection of Privacy Act* (FOIP), some of the information contained in the attached records has been redacted pursuant to section 29(1) of FOIP. For your information, I have included a reference to the above-noted section of FOIP.

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Personal information of other individuals has been removed in accordance with section 29(1) of FOIP, which states:

29(1) No government institution shall disclose personal information in its possession or under its control without the consent, given in the prescribed manner of the individual to whom the information relates except in accordance with this section or section 30.

If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact Kelsey Siemens, Information Management Consultant at 306-798-3281.

Yours truly,



Aaron Orban
Executive Director, Access and Privacy Branch

Enclosure



March 17, 2020

The Honourable²⁹⁽¹⁾
²⁹⁽¹⁾

220 - 19th Street East
SASKATOON SK S7K 0A2

Dear²⁹⁽¹⁾ :

Thank you for our conversation on March 16, 2020. This letter is to provide an update to the Court about changes that we have made within Community Corrections to continue to support the well-being of our employees and clients during this time of uncertainty involving COVID-19.

Community Corrections Clients and Reporting Requirements

Effective late in the day on March 13, 2020, direction was given to Probation Officers/Community Youth Workers (POs/CYW) that clients are no longer to be reporting within Community Corrections offices, nor are Community Corrections employees to be attending at other locations to meet with clients. All contact with clients is now being managed without any direct contact. This means utilizing reporting by telephone as the primary method of maintaining contact. These changes were made in an attempt to be proactive, to reduce the potential spread of COVID-19, and to reduce anxiety for clients and staff.

We recognize there are some situations in which clients do not have a telephone. In those situations, letters have been sent asking them to access a telephone at their earliest convenience in order to contact their PO/CYW for further instructions.

Electronic Monitoring/House Arrest

As we are working collectively to respond effectively to COVID-19, it is respectfully requested that electronic monitoring (EM) not be utilized by the Court as a tool to support sentencing or releases from remand. Because of the close proximity that is required to put an electronic monitoring bracelet on a client, the use of this technology compromises physical distancing requirements for staff and clients.

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In order to ensure that offenders can remain within the community under intensive supervision, Community Corrections is fully prepared to supervise clients under house arrest. This is very similar to EM, except that an EM bracelet is not placed on the client. When a client is placed on house arrest, POs complete written schedules outlining when the client is required to be at home, as well as when they are allowed to leave their home, and for what purpose. Checks to ensure compliance will be conducted both during the regular working day as well as outside regular working hours (including evenings and weekends). In addition, the local Royal Canadian Mounted Police (RCMP) Detachment or local police service will be advised as to this condition on clients' orders.

In order to be a candidate for house arrest, it is imperative that these individuals have an active SaskTel telephone landline with call-forwarding restrictions. This is the mechanism that will be used to contact the client and to ensure that they are in their place of residence as required. When the Court is considering house arrest, Community Corrections staff are able to check that the telephone landline is equipped as is necessary. This verification can be ordered through a request for a letter/report from Community Corrections that canvasses eligibility, that would include determining an appropriate residence and existence of the telephone landline.

In any instances March 13, 2020 and subsequent to that date in which the Court has utilized EM as a release condition, we will be returning the individuals to Court with a request to amend the condition of their order to adjust from electronic monitoring to house arrest. Individuals who were placed on EM prior to March 13, 2020 will remain on EM. The exception to this will be the rare instances in which a battery dies in the equipment. Changing a battery requires close physical contact, and, as such, in those instances, a request will be made to the Court to amend the electronic monitoring condition to instead require house arrest.

The wording that Community Corrections proposes for the house arrest condition is:

Stay inside your approved residence 24-hours a day unless you have the prior permission of your probation officer, designate, or the Court to be elsewhere. Present yourself at the door of your approved residence when asked to do so by a probation officer, designate, or police officer who may be checking the residence and curfew conditions of this order.

Comply with the House Arrest Program Rules as directed by your probation officer or designate as required.

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We appreciate your consideration and support for the safety of our clients and staff.

Respectfully,



Caroline Graves
Executive Director, Community Corrections

cc: The Honourable²⁹⁽¹⁾
Anthony Gerein, Q.C., Assistant Deputy Attorney General, Ministry of Justice and Attorney
General
Craig Goebel, Chief Executive Officer, Legal Aid Saskatchewan
Heather Scriver, Assistant Deputy Minister, Custody, Supervision and Rehabilitation
Services
Jan Turner, Assistant Deputy Minister, Ministry of Justice and Attorney General, Courts and
Tribunal Division
Glennis Bihun, Executive Director, Court Services, Ministry of Justice and Attorney General



From: **Caroline Graves**
Executive Director, Community Corrections

Date: **March 24, 2020**

Phone: **309-798-1409**

To: **Community Corrections Stakeholders**

Fax: **306-787-0676**

Re: **Community Corrections Response to COVID-19 - Notice to Partners**

This communication is to provide an update to our partners on the steps we have taken within Community Corrections to continue to support the well-being of our employees and clients during this time of uncertainty involving the coronavirus (COVID-19). Our goal is to limit contact to reduce the spread of the virus while still maintaining operations and supervision of clients.

Community Corrections Clients and Reporting Requirements

On March 13, 2020, Community Corrections employees began providing supervision to clients remotely, generally via telephone. Clients were asked not to attend at the Community Corrections offices or any other prescribed location to meet with their Probation Officer/Community Youth Worker (PO/CYW).

Effective March 20, 2020, all Community Corrections offices were closed and staff are working from home. Service to clients will continue to be provided by telephone. In addition to these changes, non-essential travel, training, and meetings have been cancelled and will be re-scheduled to a later date.

Signage was placed on all public entrance doors of Community Corrections offices to advise of the temporary closures and to instruct clients to call the office for further instruction. Community Corrections phone lines have been forwarded to the staff working from home.

We recognize there are some situations in which clients do not have a telephone. In situations where this has been the case, letters or emails have been sent asking clients to access a telephone at their earliest convenience in order to contact their PO/CYW for further instructions.

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Clients who are currently on Electronic Monitoring (EM) will continue to be monitored. Effective March 17, 2020, all new EM clients will be placed on house arrest and supervised without the aid of EM equipment. Existing EM clients with equipment malfunctions will be taken back to court with a request to transition them to house arrest. Requests from the courts regarding supervision and EM availability will be addressed through judicial interim release reports, pre-sentence reports, and/or letters to inform the court as is the current practice.

We are committed to continue to provide the services that our clients and stakeholders depend on. We continue to work closely with our partners to collectively determine the best way to provide the services required. As the COVID-19 situation evolves, we will keep you updated with information regarding our services. If you have any questions or require further clarification, please contact me at 306-798-1409.



Caroline Graves

cc: Heather Scriver, Assistant Deputy Minister, Custody, Supervision and
Rehabilitation Services
Rick Bereti, Director, Community Corrections
Pam Burkholder, Director, Community Corrections



From: **Caroline Graves**
Executive Director
Community Corrections

Date: **June 29, 2020**

Phone: **306-798-1409**

To: **Community Corrections Stakeholders**

Fax: 306-787-0676

Re: **Community Corrections Return to Offices following COVID-19 – Notice to Partners**

This communication is to provide an update to our partners on the steps we have taken within Community Corrections to transition employees back to the workplace and provide in-person client services following the past three-and a-half months of staff working from home as a result of the COVID-19 pandemic. As we continue the transition back to the workplace, the health, safety and wellness of our employees and the clients we serve is our first priority.

Office Safety Protocols

Plexiglas barriers are currently being installed within the administrative areas and interview rooms of Community Corrections offices to ensure the safety and well being of employees and clients. All Community Corrections offices have COVID-19 signage for physical distancing, appropriate hand cleaning, and sanitizing in place. Cleaning supplies for disinfecting and hand sanitizer are available in each office. Employees will be returning to offices even without Plexiglas barriers installed, as long as there is the ability to physically distance as required.

We have developed a training podcast, which outlines safety procedures. It is mandatory that all employees have viewed this podcast prior to returning to the office.

Return to Office and Client Service Delivery Plan

On June 8, 2020, the Community Corrections senior management began returning to the office. At present, most managers throughout the province are now working in their respective offices.

On June 29, 2020, supervisors and administrative staff will begin returning to their respective offices. On July 6, 2020, probation officer's/community youth workers will begin transitioning back to their respective offices as well.

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Commencing the week of July 13, 2020 - and only once Plexiglas barriers have been installed - Community Corrections offices will begin re-opening to direct client service delivery. Some client groups will continue to report by telephone in the immediate future. The first group of clients who will return to reporting at our offices are from the following categories: high risk, serious violent offender response (SVOR), domestic violence (DV), sex offenders, electronic monitoring, offenders requiring completion of assessments, and clients who are in crisis. In-person appointments will be staggered and coordinated to attempt to mitigate any potential challenges in regards to physical distancing within the offices. For offices in which Plexiglas barriers have not been installed, direct client service delivery will not commence in the office until barriers are in place.

Clients subject to electronic monitoring (EM) conditions will continue to be supervised under the current practice of house arrest. We are currently working with our Occupational Health and Safety partners to complete a risk assessment regarding employee and client safety and the ability to return to previous EM processes. We will not be returning to regular EM programming until this is complete.

Non-essential travel, training and meetings will be considered as the province continues to re-open.

We are committed to continue to provide the services that our clients and stakeholders depend on. As the COVID-19 situation evolves, we will keep you updated with information regarding our services.

If you have any questions or require further clarification, please contact me at (306) 798-1409.

Sincerely,



Caroline Graves

cc: Heather Scriver, Assistant Deputy Minister, Custody, Supervision and Rehabilitation Services
Rick Bereti, Director, Community Corrections
Pam Burkholder, Director, Community Corrections