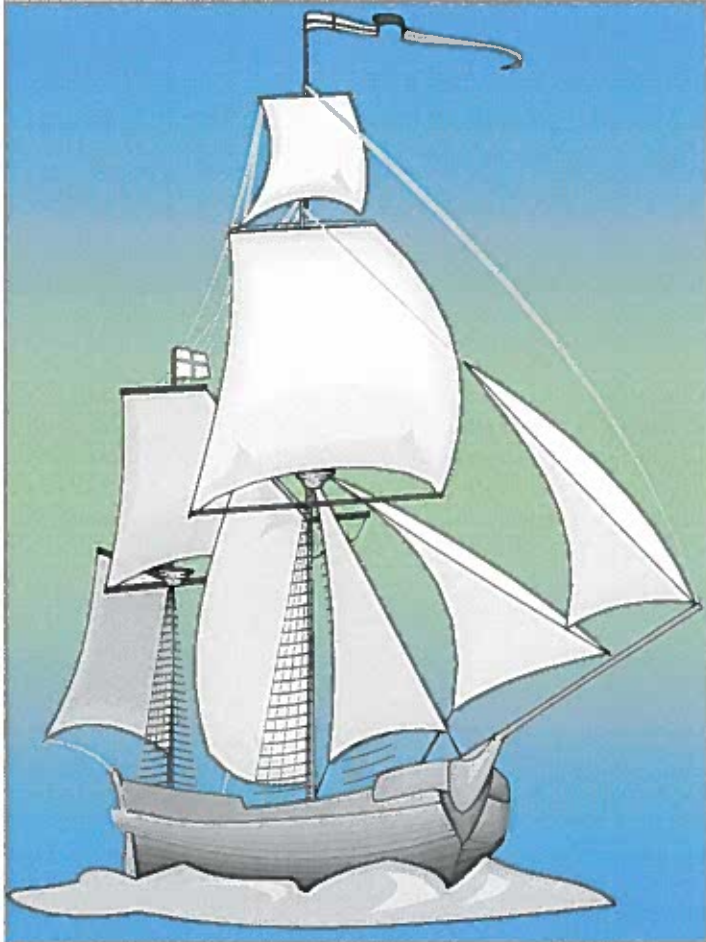


## ATLANTIC REGION'S



### 32<sup>ND</sup> ANNUAL WEEKLONG SCHOOL

**May 14 - 19, 2017**

#### **Terra Nova Resort & Golf Community**

5 - 9 Muddy Brook Road  
Port Blandford, NL A0C 2G0  
(709) 543-2525

<http://terranovagolf.com>

**Presented by:**

CUPE Union Development Department  
Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
(902) 455-4180



**DATE:** March 23, 2017

**TO:** CUPE ATLANTIC REGION LOCAL PRESIDENTS

**RE:** ATLANTIC REGION'S 32<sup>nd</sup> ANNUAL WEEKLONG SCHOOL  
MAY 14<sup>TH</sup> – MAY 19<sup>TH</sup>, 2017

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Dear Sisters and Brothers:

I am pleased to inform you the Atlantic Region's 32<sup>nd</sup> Annual Weeklong School will take place May 14<sup>th</sup> – May 19<sup>th</sup>, 2017 inclusive, at the Terra Nova Golf Resort, Port Blandford, Newfoundland. *The cost for this year's weeklong school (including registration fee, accommodation and meals) is \$900.00 per participant – double room occupancy; and \$1,200.00 per person - single room occupancy.*

Enclosed you will find our brochure, which includes the National President's message, descriptions of courses being offered, the registration form and other information.

As in previous years, there are scholarships available to members in both provinces and you are encouraged to apply as per the information contained within the brochure.

The three (3) workshops being offered at this year's school are:

**# 1 – MENTAL HEALTH in the WORKPLACE: A UNION PERSPECTIVE**

**# 2 – HEALTH & SAFETY: an introduction plus six (6) HEALTH & SAFETY MODULES:**

1. Identifying and Documenting Hazards
2. Making Committees Work
3. Basics of Incident Investigation
4. Preventing Mental Injuries at Work
5. Law and Order(s)
6. Violence Prevention in the Workplace

### # 3 – INTRODUCTION TO STEWARDING & SIX STEWARD LEARNING SERIES MODULES:

1. Creating Psychologically a Healthy & Safe Workplace
2. Understanding Mental Health
3. Handling Discipline & Discharge
4. What Stewards needs to know about Health and Safety
5. Challenging Racism in the Workplace
6. Resolving Grievances without Going to Arbitration

Registration for the workshops will be on a first-come, first-serve basis. I encourage each Local to make your selection as early as possible and return your registration form along with your post-dated cheque to avoid disappointment. Once a maximum of *participants* for each workshop have been registered, no further registrations will be accepted. **We are not offering online registration for the weeklong.** The deadline to register is April 28<sup>th</sup>, 2017.

Please *post-date your registration cheques for May 31, 2017*, which will reduce the chance of your cheque becoming stale dated. Registration cheques are not processed until after the weeklong school has concluded.

Please note you are to indicate on the registration form, your first and second choice of workshop. If you do not hear from us directly after April 28<sup>th</sup>, 2017, you may assume you have your first choice.

When selecting participants for the school, please consider those who are prepared to take an active role in this learning experience and who will abide by the rules and guidelines for conduct and attendance. Please consider members who:

- 1) actively participate in your Local
- 2) are willing to be active but could benefit from additional training
- 3) are willing to share this knowledge with the Local membership and Executive when he/she returns.

Should there be any questions or concerns, please do not hesitate to contact me at the Atlantic Regional Office (902) 455-4180.

In solidarity,



**M. Lynn McDougall**  
Education Representative

MLM/s  
0006481

- c. B. Robb, Managing Director of Union Development  
J. Bramwell, Atlantic Regional Director  
N. McFadgen, President, CUPE Nova Scotia  
W. Lucas, President, CUPE Newfoundland  
Atlantic Region Staff  
Member Facilitators, Atlantic Region

## MESSAGE FROM THE NATIONAL PRESIDENT

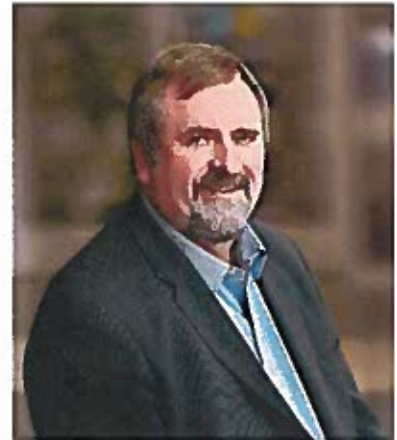
March 2017

Sisters and Brothers:

Union education is a powerful tool that informs and provides the skills necessary for activists to deal with employers as equals.

I would encourage all locals in the Atlantic Region to send as many members as possible to the 2017 Weeklong School that will be held May 14 - 19 in Port Blandford, Newfoundland.

Public sector workers are under considerable pressure in the present context of budget cuts and austerity measures and they must be able to count on a strong local union for support. Getting the tools to provide that support is key.



This year, the following workshops will be offered:

### Stewarding – Introduction and 6 Modules:

1. Psychologically healthy and safe workplaces
2. Understanding mental health
3. What stewards need to know about health and safety
4. Handling discipline and discharge
5. Resolving Grievances without going to arbitration
6. Challenging racism in the workplace

### Health and Safety – Introduction and 6 Modules:

1. Identifying and documenting hazards
2. Making committees work
3. Basics of incident investigation
4. Preventing mental injuries
5. Law and orders
6. Violence prevention in the workplace

### Mental Health – Weeklong

We are hopeful that the education offered will give your local the skills to succeed. Activists will have the opportunity to network and build relationships that will last a lifetime.

In solidarity,

A handwritten signature in black ink, appearing to read 'Mark Hancock'.

MARK HANCOCK  
National President

#blessed 401



## **WELCOME TO THE ATLANTIC REGION'S 32nd ANNUAL WEEKLONG SCHOOL**

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The Weeklong School provides a community atmosphere where learning, relaxation and fun are combined. The objective is to give our CUPE leaders and members the opportunity to develop specialized skills and knowledge in programs which are interesting and challenging.

### **LOCATION**

This year's weeklong school is being held again at the Terra Nova Resort & Golf Community and is located in the town of Port Blandford, on the east coast of Newfoundland and Labrador. The Resort is located on the eastern edge of Terra Nova National Park.

### **WHO CAN ATTEND?**

The School is open to all CUPE members sponsored by their Local. Class size will be limited to approximately 22 participants. Participants will be registered on a first-come, first-served basis. Should there be an inadequate number of registrations for a workshop, it will be subject to cancellation, therefore it's very important to signify a second workshop choice. In the event of a course cancellation, participants will be placed in another workshop and every effort will be made to place the participants in their second choice. We reserve the right to limit the numbers of members any one local may send to any workshop and to assign participants to their second choice if necessary.

### **CUPE - SCENT FREE POLICY**

In response to the health concerns of our members and staff, CUPE has implemented a Scent-free Policy at all our workshops. Scented projects such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented projects while attending our workshops and meetings. Thank you for your anticipated co-operation.

### **COSTS**

Includes room, meals and registration from Sunday afternoon to Friday at noon. Depending on occupancy the cost is \$ 900.00 or \$1,200.00 per person. The registration fees must be prepaid. A cheque should accompany the registration form. **Please post-date your registration cheques for May 31, 2017.** Registration cheques are not processed until the weeklong school has concluded. Please make cheque payable to the Canadian Union of Public Employees and forward to the Registrar at the Atlantic Regional Office before the deadline of April 28, 2017 to:

**Lynn McDougall  
Union Development Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6**

## REFUND POLICY

FULL REFUND - UP TO April 28<sup>th</sup>, 2017

AFTER APRIL 28<sup>th</sup>, 2017 - **NO REFUND**

## ACCOMMODATIONS

Rooms will be assigned on a first come basis. Please note the Terra Nova is a non-smoking facility.

## ARRIVAL TIME

Registration and Check-in will take place on Sunday, May 14<sup>th</sup>, 2017 between 3:00 pm and 5:00 pm. Dinner will be served from 5:00 pm - 6:30 pm followed by an informal introduction of all the participants and facilitators.

## CODE OF CONDUCT

All participants attending the 2017 CUPE Atlantic Region's Weeklong School are advised, that in accordance with CUPE's Code of Conduct, a high standard of trade union behavior is expected. **RESPECT** is the key word. All forms of harassment are unacceptable. The Union Development Representative has the right to send participants home without refund for inappropriate behavior. Should this occur, their Locals will be informed.

## AMENITIES

The Terra Nova Resort is pleased to offer the following amenities available to all their guests:

Heated Swimming Pool  
Hot Tub  
Full access to Spa and Fitness Facilities  
Access to Terra Nova Resorts Golf Practice Facilities  
Meeting and Conference Facilities  
Complimentary high speed wireless Internet access  
Daily newspaper delivery  
Complimentary local and 800 access calls  
Walking Trails  
Access to Sandy Beach  
Horseshoes

## WHAT TO BRING

- Your Collective Agreement
- A musical instrument, if you have one!
- Camera
- Comfortable and casual clothes
- Please check your course selection for any other requirements.



Check out what's  
**SCHEDULED!**

Sunday, March 14, 2017

3:00 - 5:00 pm

Registration

5:00 - 6:30 pm

Dinner

7:00 pm

Meet & Greet

Monday, May 15 - Thursday, May 18, 2017

7:00 - 8:30 am

Breakfast

9:00 am

Workshops

10:30 am - 10:45 am

Lifestyle break

10:45 am

Workshop resumes

12:00 pm

Lunch

1:00 pm

Workshops continues

2:30 pm - 2:45 pm

Lifestyle break

2:45 pm

Workshops continues

5:30 - 7:00 pm

Dinner

Friday, May 19, 2017

7:00 - 8:30 am

Breakfast

9:00 am - 10:30 pm

Workshops

10:30 am - 10:45 am

Lifestyle break

10:45 am

Workshops resumes

12:00 pm

Boxed lunch

# Register for a Workshop

THE THREE CHOICES BEING OFFERED ARE . . .

## #1 - MENTAL HEALTH in the WORKPLACE: A UNION PERSPECTIVE

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Officially, mental illness affects 1 in 5 people in Canada. But we know that it touches every one of us in different ways throughout our lives. What does this mean for us as workers and Union activists? How can we support members dealing with mental illness, and how can we hold employers to account, ensuring that our workplaces promote mental wellness? As union activists, we have a particular interest in promoting positive workplace culture that supports people living with mental illness and promotes wellness for all of us.

This workshop is designed for participants to:

- Gain a better understanding of mental health issues
- Learn about stigma and how to challenge stereotypes about mental health
- Explore the employer role: providing safe and supportive workplaces; reducing the risk of mental injury; and, accommodating workers with mental illness
- Learn about supports and resources for people living with mental health issues
- Build skills to support and educate one another to make our unions and our workplaces mentally healthy

## #2 - HEALTH & SAFETY: AN INTRODUCTION & SIX MODULES

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This course serves as an introduction into the world of health and safety, and explores different basic concepts such as: identification of hazards, hierarchy of controls, the basic role of health and safety committees, the general duty clause, and the basics on the right to refuse.

The six modules offered at the weeklong are:

1. **Identifying and documenting hazards:** In this module, you will learn techniques for identifying hazards, such as body maps, surveys and inspections. You will also develop a methodology for dealing with the hazards you find.
2. **Making committees work:** This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework, and within our union.
3. **Basics of incident investigation:** This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework, and within our union.



4. **Preventing mental injuries at work:** New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.
5. **Law and orders:** This module covers the basic origins of health and safety law, how to find, read and interpret relevant section of law and highlights some of the more important aspects of the specific health and safety law that applies to you.
6. **Violence prevention in the workplace:** This module examines the risk factors that lead to violence in the workplace, and the employer's obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

### #3 – STEWARDING: AN INTRODUCTION & SIX MODULES

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What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop, you will learn: investigating workplace problems; filing a grievance; meeting with management; and dealing with workplace complaints.

The six modules offered at the weeklong are:

1. **Creating psychologically, healthy and safe workplaces:** Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.
2. **Understanding mental health:** Explore the steward's role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.
3. **What stewards need to know about health and safety:** Stewards need to work with health and safety activists to ensure the workplace is healthy and safe for members. Learn about health and safety rights, and how stewards can support this important area of union work.
4. **Handling discipline and discharge:** Learn about key legal concepts and terms, the role of the stewards during the employer's investigation, when discipline is given, and during grievance meetings, and how to develop effective arguments.
5. **Resolving Grievances without going to arbitration:** The union wins most grievances without going to arbitration. In this module, stewards discuss the pros and cons going to arbitration and develop strategies and skills to settle grievances.
6. **Challenging racism in the workplace:** This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

*Remember to please bring your Collective Agreement, Steward Handbook & Steward Learning Passport if you have one.*



**THE 32<sup>nd</sup> ATLANTIC REGIONAL'S ANNUAL WEEKLONG SCHOOL**  
**Terra Nova, Port Blandford, NL**  
**May 14 - 19, 2017**

**REGISTRATION FORM**

[Please print]

LOCAL # \_\_\_\_\_ NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**WORKSHOP SELECTION - *Don't forget your second choice!***

Workshop enrollment is limited to 22 members per workshop and registration will be on a first-come, first-served basis.

	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
#1 - Mental Health Weeklong	<input type="checkbox"/>	<input type="checkbox"/>
#2 - Health & Safety: an introduction + 6 modules	<input type="checkbox"/>	<input type="checkbox"/>
#3 - Stewarding: an introduction + 6 modules	<input type="checkbox"/>	<input type="checkbox"/>

**ACCOMMODATIONS**

Single occupancy - \$1,200.00

Double Occupancy - \$900.00

Please choose:  1 Queen *or*  2 Double beds

Sharing a Room with: \_\_\_\_\_

Please assign a roommate

**LET US KNOW**

If you have any special dietary needs/allergies/mobility issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And for the Thursday night BBQ on May 19<sup>th</sup>, choose one (1) of the following:

Lobster

Steak

Registration fee of **\$900.00** or **\$1,200.00** must accompany this registration form  
and the

cheque (*posted-dated to May 31, 2017*) payable to:  
**CANADIAN UNION OF PUBLIC EMPLOYEES or CUPE.**

Mail the completed registration form and post-dated cheque by **April 28, 2017**  
to:

**Lynn McDougall  
Canadian Union of Public Employees  
Union Development Representative  
Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6**

js/cope491





## **MIKE McNEIL CUPE ATLANTIC WEEKLONG SCHOOL SCHOLARSHIPS (2 available)**

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**The Mike McNeil Atlantic Weeklong School Scholarships are awarded by CUPE Nova Scotia. Two (2) Scholarships of \$750.00 are available annually.**

**Individuals planning enrollment in the 2017 Atlantic Weeklong School may make application for this scholarship.**

### **Eligibility:**

Union members in good standing with a local union affiliated to CUPE Nova Scotia. A local may only receive (1) one scholarship for the weeklong school. Preference will be given to a local who has not previously received a scholarship for the weeklong school.

### **Decisions:**

The decisions of the CUPE Nova Scotia Scholarship Committee will be final. CUPE Nova Scotia assumes no responsibility for applications or supporting documents lost, misdirected, or otherwise not received by the deadline. It is the applicant's sole responsibility to ensure that the application is made correctly, legibly and in a timely manner. Late submissions will not be considered.

### **Confidentiality:**

Member data is highly confidential and must be treated as such. CUPE Nova Scotia will always keep confidential the affairs of the membership. The names of the successful applicants may be published in official publications and/or web site of CUPE Nova Scotia.

Applications **MUST** be received no later than **APRIL 15, 2017** and be sent to:

Dave Dort  
CUPE Nova Scotia Recording Secretary  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
Fax: 902-455-5915

**All inquiries regarding the scholarships should be directed to:**

Mary Jessome  
CUPE Nova Scotia Scholarship Committee Chair  
Email: [maryeiess@hotmail.com](mailto:maryeiess@hotmail.com) Phone: 902-574-1380

# MIKE MCNEIL CUPE WEEKLONG SCHOOL SCHOLARSHIPS

## APPLICATION FORM

1. Name of Submitting Local:

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2. Name of Member Registered to attend the Weeklong School:

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Last Name

First Name

Middle Initial

3. Address:

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Street and Number

City/Town

Province

Postal Code

4. Telephone Number:

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Home

Work

Other

5. Has your local attended the Atlantic Region Weeklong School in the Past?

YES

NO

6. Have you or your local received the Atlantic Region Weeklong School scholarship in the past?

YES

NO

7. Why would you like to participate in the Atlantic Region Weeklong School?

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8. What is the financial position of the local? Please note you may be required to submit supporting financial documents.

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I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## CUPE NEWFOUNDLAND LABRADOR SCHOLARSHIPS

**CUPE Newfoundland & Labrador is offering two (2) \$900.00 scholarships to Local Unions who wish to send a participant to the 32<sup>nd</sup> Atlantic Region's Annual Weeklong School. These scholarships are offered to Locals with a small membership who would not normally send a participant due to costs involved in sending a Brother or Sister to a weeklong school. To be eligible, Locals must be affiliated with CUPE Newfoundland & Labrador and cannot be past recipients.**

**Letters of application for the CUPE Newfoundland & Labrador Scholarships should be submitted through your Local Union Executive, no later than April 15, 2017 and faxed to the Regional office (902) 455-5915 (Attn: Lynn McDougall) or mailed to:**

**Lynn McDougall  
Union Development Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6**

**PLEASE NOTE that any balance of the registration fee, plus lost wages and/or travel costs will be the responsibility of the individual or their Local Union.**

**&**

**Applicants of the above-noted scholarship will be notified two (2) weeks prior to the 32<sup>nd</sup> Annual Weeklong School.**



## LOCATION & DIRECTIONS

### Newfoundland is accessible via:

- Marine Atlantic's Ferry Service from North Sydney, Nova Scotia to Port-aux-Basques.
- Several major airports, with the larger being St. John's, Gander (central) and Deer Lake (west coast). St. John's is serviced by Air Canada and several regional airlines, as well as some international carriers.

Terra Nova Resort & Golf Community is closet to the Deer Lake Airport & about an hour from Gander and just over a two-hour drive from St. John's.

### Driving to The Resort From East

- Terra Nova Resort & Golf Community is just over a two-hour drive west of St. John's.
- Driving along the Trans Canada Highway, Port Blandford is approximately 15 minutes west of Clarenville.
- You will find three entrances (on your right) to Port Blandford. The quickest route to the Resort is to take the THIRD EXIT.
- Once you turn off the highway, approximately 100 meters you will take a left on "the turn", and see the entrance to the Resort. Welcome!

### Driving to The Resort from West

- Terra Nova Resort & Golf Community is just over an hour's drive east of Gander.
- Driving along the Trans Canada Highway, Port Blandford is approximately 2 kilometers from the eastern boundary of Terra Nova National Park.
- Once you exit the Park, take the FIRST EXIT into Port Blandford (on your left).
- Once you turn off the highway, approximately 100 meters you will take a left on "the turn", and see the entrance to the Resort. Welcome!
- Don't worry...if you miss the turn, just ask someone!

### Approximate Drive Times

- Clarenville - 15 min East of Terra Nova
- St. John's - 2 hrs, 10 min
- Argentia - 1 hr, 50 min
- Burin - 2 hrs, 10 min
- Fortune (St. Pierre et Miquelon) - 2 hrs, 50 min
- Gander - 1 hr, 10 min
- Grand Falls - 2 hrs, 10 min
- Humber Valley - 4 hrs, 10 min
- Port aux Basques - 7 hrs, 10 min
- Gros Morne National Park - 5 hrs, 40 Min
- St. Anthony - 7 hrs, 40 Min

### Drive times within the Discovery Trail

- Clarenville - 15 min East of Terra Nova
- Petley, Random Island - 1 hr
- Trinity Bight - 40 min
- Port Union - 1 hr, 10 min
- Bonavista - 1 hr, 30 min

