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**ONTARIO REGIONAL OFFICE**

305 Milner Avenue, Suite 800, Scarborough, ON M1B 3V4 (416) 292-3999, Fax: (416) 292-2839 cupe.ca scfp.ca

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**To:** All Social Service Local Presidents, Recording Secretaries, Unit Chairs, and National Representatives servicing same

**From:** Kristy Davidson, Acting Social Services Coordinator - Ontario  
Carrie Lynn Poole-Cotnam, Chair SSWCC

**Re:** **2012 Social Service Workers' Conference – Second Call**

**Date:** February 1, 2012

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The 2012 Social Service Workers' Conference begins on the evening of Thursday, March 22<sup>nd</sup> and continues until Sunday, March 25<sup>th</sup> at 1:00 pm in Niagara Falls.

The climate at bargaining tables across the sector continues to present increasing challenges. With the Drummond Report currently pending and the Provincial Budget set to be announced around the time of the conference, we must focus on strengthening our role as advocates for the valuable services we provide in the Social Services sector as a whole.

### Registration

Enclosed, you will find the second call for the 2012 Social Service Workers' Conference which includes hotel and travel booking information and the conference registration form. You will also find the On-site Child Care Registration and Family or Dependent Care Subsidy application; the Access Form for individuals requiring assistance; and the Local Support Application for Locals who qualify for and require assistance in attending this year's conference.

### Deadlines

- Requests for on-site child care must be received by **March 1<sup>st</sup> 2012**.
- In order to guarantee the CUPE room rate, hotel reservations must be booked by **March 1<sup>st</sup> 2012**.
- Requests for support related to accessibility and /or accommodation needs such as ASL Interpretation, Real Time Captioning and French translation must be indicated on the enclosed Access Form. These requests must be received by **March 1<sup>st</sup> 2012**.
- Locals may qualify for assistance to attend the conference based on the Local's size (less than 100 members), location (northern or more than 500 kilometers from the conference), newly organized Locals who are in first Collective Agreement negotiations, and Locals who have been on strike or locked out within the last year leading up to the conference. Such requests must be received by **March 1<sup>st</sup> 2012** on the attached Local Support Application.

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**PAUL MOIST** – National President / Président national **CLAUDE GÉNÉREUX** – National Secretary-Treasurer / Secrétaire-trésorier national

**TOM GRAHAM** – **FRED HAHN** – **DANIEL LÉGÈRE** – **LUCIE LEVASSEUR** – **BARRY O'NEILL** – General Vice-Presidents / Vice-présidents généraux



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## **Developmental Services Leadership Meeting**

All Developmental Service (DS) Locals are encouraged to attend a DS Leadership Meeting on Thursday, March 22<sup>nd</sup>. This session will begin at 1:00 PM and will be an important update and planning session for the sector's province-wide bargaining support campaign. We will also review the Provincial Discussion Table process so please plan to attend whether or not your Local is currently in bargaining. To register for this portion of the conference, please contact Uliana Siniavskaia at [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca).

## **Workshops**

On the registration form, please make prioritized workshop selections clear for each delegate. Workshop selections are as follows:

### **Workshop 1: Attendance Management**

There is a wide array of Attendance Management Programs and employers are utilizing them more and more. Learn about the interaction between Attendance Management Programs and human rights, the duty to accommodate, and prohibitions against discrimination as well as any applicable collective agreement language.

### **Workshop 2: Employment Equity**

What is Employment Equity and why is it important? Learn about systemic discrimination and its impact on access to employment. This workshop focuses on Employment Equity as a tool to foster a climate of equity in your workplace.

### **Workshop 3: Pay Equity**

In this workshop you will learn about your rights to pay equity, your Local Union's legal obligation to achieve and maintain pay equity, pay equity compliance and funding, the relationship between pay equity and collective bargaining, and how pay equity must be maintained in the face of ongoing changes in the workplace such as new job classes, changed job duties, sale of a business, mergers, and amalgamations.

### **Workshop 4: Creating a Political Climate**

The Social Service Sector is coming under a strategic attack by municipal and provincial government initiatives. The stress on the system is being felt by the membership, at bargaining tables, and by the people supported by social services. Learn how to become an advocate for the services you provide – an advocate with your employer, with government, and with the public.

### **Workshop 5: Health and Safety – Limited Right to Refuse**

Workers across the Social Service sector face similar workplace hazards. In particular circumstances, your right to refuse unsafe work may be limited. Find out how to identify, deal with, and prevent these situations and learn about the relevant legislation. Participants should bring their "Workplace Violence Prevention Policy and Program" with them to the workshop.

### **Looking for video clips and pictures!**

Do you have pictures or videos from bargaining, campaigns, membership meetings, community events, job actions, etc.? If you have them, we would like to get a copy! Please forward pictures and/or video clips to Uliana Siniavskaia at [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca)

### **SSWCC Bylaws**

The bylaws of the Social Service Worker Coordinating Committee (SSWCC) may be amended at any annual SSWCC conference by a two-thirds majority vote.

The relevant bylaw reads as follows:

*Proposed amendments to the constitution may be made by a motion from a Local Union duly signed by the President and Secretary or by a recommendation of the Committee. Amendments shall be received by the Chair of the Committee not later than forty (40) days prior to the annual conference. The proposed amendments shall be circulated to all member Locals at least twenty-one (21) days prior to the annual conference.*

Bylaw amendments shall be moved, debated and voted on in two parts: first at the opening plenary and then at the closing plenary.

If your Local wishes to have the SSWCC bylaws forwarded to them or wishes to submit any proposed bylaw amendments, please contact Uliana Siniavskaia at [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca)

The proposed bylaw amendments which have been received to date for consideration at the 2012 Social Service Workers' Conference are attached at the end of this letter.

### **Voluntary Levies**

The bylaws of the Social Service Workers' Coordinating Committee (SSWCC) allow for the collection of a voluntary levy of two dollars per member per year. This voluntary levy has allowed the committee to enter into ambitious work plans within the Social Service Sector to address the challenges our members face. If your Local has not already done so, please consider making a voluntary social service levy donation.

The Terms of Reference for the Developmental Services Sector Co-ordinating Committee (DSSCC – formerly the ACLBC) allow for the collection of a voluntary levy of two dollars per member per year. The Developmental Service sector has made great gains through co-ordinated bargaining. Please consider making a voluntary levy donation so that these co-ordinated efforts can continue with the necessary supports in place.

### **Elections**

As per the SSWCC bylaws, 2012 is an election year for the committee. Relevant bylaws are included at the end of this letter. For a complete copy of the SSWCC Bylaws, please contact Uliana Siniavskaia at [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca) .

## Voting

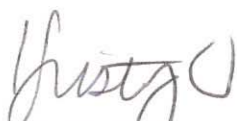
Locals may send an unlimited number of delegates to the conference; however, for purposes of voting on issues pertaining to the business of SSWCC, the bylaws restrict the distribution of voting cards as follows:

1 to 100 members	2 delegates
101 to 250 members	3 delegates
251 to 400 members	4 delegates
each additional 150 members	1 additional delegate
District Councils	1 delegate

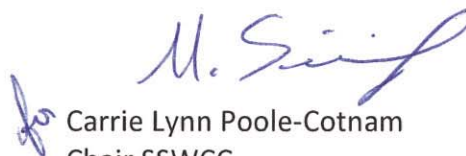
Locals who represent both social service and non-social service workers shall be allowed voting delegates based only on the number of workers in the social services sector in their Local. For composite and municipal Locals, please be sure to indicate the number of Social Service workers in your Local on the registration form.

We look forward to seeing you at the conference. If you require any clarification and/or further information, please contact Uliana Siniavskaia at [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca) or (416) 292-3999 ext. 235

In solidarity,



Kristy Davidson  
Acting Social Service Co-ordinator – Ontario



Carrie Lynn Poole-Cotnam  
Chair SSWCC

### Attachments

cc: Paul Moist, Charles Fleury, CUPE Ontario Division, Brian Atkinson, Linda Thurston-Neeley, Karen McNama, Gwen Hewitt, Joe Courtney, Stella Yeadon, Mark Greenan, SSWCC

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## **Bylaw Amendment #1**

The following amendment is recommended by the SSWCC:

### **Existing Language**

#### **ARTICLE 12 - News Bulletins, Reports and Publications**

- Committee shall endeavour to publish such reports as required, giving a brief summary of Committee activities and provincial news.
- The Committee may, from time to time, publish reports, pamphlets, newsletters, etc., in order to acquaint Local Unions with urgent problems or to convey information to the Local Unions.
- A summary of each conference shall be prepared by the Secretary and form a part of the next SSWCC report.
- The Chair, Treasurer, Health and Safety rep and the Injured Worker rep shall submit a written report to each Conference.
- Elected members will report back to their sub-jurisdictions during their sub-jurisdictional meeting on the activities/work of the committee. In particular the work related to the respective group of worker they represent on the committee

### **Proposed Amendment**

**Replace the last bullet point above with the following:**

**The members of each sub-jurisdiction shall, bi-annually, submit a brief written report to the Chair and the committee on the work and activities accomplished in their sector during the relevant time period, and the members of each sub-jurisdiction shall submit a written report to the Social Service Workers Conference detailing the activities and work in their sector in that year.**

## **Bylaw Amendment #2**

The following amendment is recommended by the SSWCC:

### **Existing Language**

#### **ARTICLE 10 - Finances**

- 10.1** Financing shall be as provided in the Constitution of CUPE Ontario Division. A separate accounting of all monies received shall be maintained by CUPE Ontario.
- 10.2** The Committee shall be authorized to request an annual voluntary levy of two dollars (\$2.00) per member per year.
- 10.3** The Committee should receive at least a written financial update on their resources and spending from the secretary-treasurer of CUPE Ontario at each of its regular meetings.

### **Proposed Amendment**

#### **Add new 10.4**

- 10.4** Each sub-jurisdiction shall have the right to create a sub-committee to support bargaining initiatives in their sector. Pending approval from the members of the sector a sub-jurisdiction shall have the right to create a voluntary levy to help fund the costs of the sub-committee.

## SSWCC Bylaws re: Elections

To stand for nomination, members must be from an affiliated Local of CUPE Ontario.

The Committee is to be elected for a two (2) year term in even numbered years. The committee will be composed of one (1) Health and Safety representative, one (1) Injured worker representative (as per article 4.8 & 4.9), three (3) representatives from each of the following sub-jurisdictions, elected during their sub-jurisdictional meetings:

Child Care

Developmental Services

Municipal Social Services

Children's Aid Societies

Community Agencies (and)

1 member from Local 1750 (Local 1750 will notify SSWCC of their representative to the Committee)

Each sub-jurisdiction would have the ability to elect one (1) alternate who would replace elected committee member(s) if they were unable to fulfill their term.

The Chair of the Social Service Worker Committee shall be elected by voting delegates on the conference floor. Whereas he or she automatically sits on the CUPE Ontario Executive Board by way of this title, the Chair cannot be considered for the additional positions of area representative or occupational representative.

A Health and Safety Representative shall be elected to represent the SSWCC on the Ontario Division Health & Safety Committee bi-annually by all delegates present at the annual conference in the even numbered years.

The person so elected must have Health and Safety 1 and 2 as a minimum requirement or equivalent.

The Health & Safety Representative will be a member of the the SSWCC and will report to the Committee on all Health and Safety issues relating to the SSWCC.

One (1) alternate will be elected for the H&S position, who would replace elected committee member if they are unable to fulfil their term

According to the Ontario Division Constitution the H&S representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Health and Safety Committee. If the H&S rep is unable to represent the sector more that twice (2) a tem without good reason the position will be deemed vacant by the chair of the SSWCC and the alternate elected at the conference will serve in representing the interest of the sector

An Injured Workers Representative shall be elected to represent the SSWCC on the Ontario Division Injured Workers Committee bi-annually by all delegates present at the annual conference in the even numbered years.

The person so elected must have WSIB Level 1 and 2 as a minimum requirement, or equivalent.

The Injured Workers Representative will be a member of the the SSWCC and will report to the Committee on all Injured Workers issues relating to the SSWCC.

Alternate will be elected for the H&S position, who would replace elected committee member if they are unable to fulfil their term

According to the Ontario Division Constitution the H&S representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Health and Safety Committee. If the H&S rep is unable to represent the sector more that twice (2) a tem without good reason the position will be deemed vacant by the chair of the SSWCC and the alternate elected at the conference will serve in representing the interest of the sector.

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## SOCIAL SERVICE SECTOR

**Second Call**

PLEASE HOLD THE FOLLOWING DATES

**2012 SOCIAL SERVICE SECTOR CONFERENCE**  
THURSDAY MARCH 22 - EVENING  
TO SUNDAY MARCH 25, 2012 AT 1:00 PM

**THE ABOVE NOTED MEETING AND CONFERENCE WILL BE HELD AT:**

**CROWNE PLAZA NIAGARA FALLS**  
5685 Falls Avenue  
Niagara Falls, ON L2E 6W7

Locals are asked to make ALL HOTEL RESERVATIONS through W.E. Travel.

1-888-676-7747 (toll free)

Ask for Christina or Nora

[Mention SSWCC-Social Service Conference when booking your room(s)]

### Special Needs:

If you require any special accommodation needs, please inform the hotel/W.E. Travel of your request upon booking your room(s).

### REGISTRATION FEE (per delegate):

#### For Affiliates:

\$215.00 until March 1, 2012

\$265.00 beginning March 2, 2012

#### For Non-Affiliates:

\$315.00 until March 1, 2012

\$365.00 beginning March 2, 2012

**Note: There is no limit to the number of delegates a local may send.**

**A full registration package will be mailed to locals in the New Year.**

### For Further information contact:

Uliana Siniavskaia at 416-292-3999 ext.235 or [usiniavskaia@cupe.ca](mailto:usiniavskaia@cupe.ca)



# SSWCC CONFERENCE ACCESS REQUEST FORM

(Please fill out this form for each delegate)

Local No. \_\_\_\_\_

(Please print or type)

Name of Delegate: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code

Telephone: (home) \_\_\_\_\_

(office) \_\_\_\_\_

Email: \_\_\_\_\_

Please check service(s) required (All services will be provided by CUPE Ontario):

Guide/Personal Assistance

I will provide my own

One is required

ASL Interpretation

Wheelchair / scooter access

Assistance at check in/Registration

Assistance in case of evacuation

Other: \_\_\_\_\_

Alternative Communication

French Translation

Real Time Captioning

Alternative Media

Large Print (Font Size \_\_\_\_\_)

I Need Materials in advance

(in order to accommodate a disability)

Electronically

**Serious allergy alert** (Please specify) \_\_\_\_\_  
\_\_\_\_\_

**Will you require any other accommodations at the event?** (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will you require any other accommodation at the hotel (such as TTY, visual alarm, etc.)** (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other services?** (Please specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete and return by **March 2<sup>nd</sup>** to:  
CUPE Ontario Access Request  
305 Milner Ave., Suite 801  
Scarborough, Ontario M1B 3V4  
(416) 299-9739 or FAX: (416) 299-3480



## Family or Dependent Care Subsidy

<b>Name of Claimant:</b>	<b>Local No.</b>
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**CUPE only reimburses expenses in excess of regular fees.** (e.g. if your regular fees are \$30.00 per day and attendance at the CUPE function requires you to pay \$40.00, you would therefore claim the "excess fee" of \$10.00). You may claim up to \$50.00 per day – *receipts must be attached*. Please indicate the dates for expenses incurred, and the **excess** daily cost.

<b>Name of Function or Conference:</b>
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DATE	COST (per day)
<b>TOTAL</b>	<b>\$</b>

Cheque to be made payable to: **Claimant**

**Local Union**

<b>Mailing Address:</b>

\_\_\_\_\_  
*Signature of Claimant*

(1) \_\_\_\_\_

(2) \_\_\_\_\_

*signatures of 2 officers of the Local,  
one of whom is not the claimant*

**This form must be completed and forwarded no later than 30 days following the dates claimed to:**  
CUPE Ontario  
305 Milner Ave., Suite 801  
Scarborough, ON M1B 3V4  
Phone: (416) 299-9739 Fax: (416) 299-3480

Cheque # _____
Date: _____

## GUIDELINES FOR LOCAL ASSISTANCE TO SECTOR CONFERENCES

### CRITERIA

In order to be considered for local assistance the local must fall into one of the 4 categories:

1. Small local from the sector of less than 100 members
2. A Northern local located north of the French River or more than 500 kms from the location of the event
3. A newly organized local union currently negotiating their first collective agreement
4. A local which has been on strike or locked out within the previous year leading up to conference.

In order for a local to be considered for local assistance the following must apply:

1. With the exception of locals negotiating a first collective agreement, the local must be up to date with its CUPE Ontario Per Capita Payments
2. For purposes of this requirement - up to date shall be not more than 3 months in arrears at the time of the conference subsidy being awarded
3. The local must demonstrate an inability to pay

### DEMONSTRATING INABILITY TO PAY

A local's inability to pay will be determined based on cash assets in excess of 10x the amount to send one delegate to the conference in question. For example, if it is determined that the cost to send one delegate is \$1,000.00 the local must have less than \$10,000 available to them in cash. The following process will be applied:

1. Once an application form is received, the Secretary-Treasurer will determine the cost of the local's participation based on their delegates' current day reality (location, wages, accommodation, registration fees).
2. The local will be required to demonstrate an inability to pay by submitting to the Secretary-Treasurer a recent and approved local trustees report. The local will also be required to send a copy of their bank statement which will identify cash assets.
3. Office furniture and equipments as well as property will not be considered for purposes of determining assets.
4. Special circumstances, like a pending arbitration or strike averting campaign will be considered when determining the local's inability to pay.

### APPLICATION

In order to be considered for assistance to attend an event an application must be filled out and sent back to the Secretary-Treasurer by the deadline specified on the assistance form. Such form and guidelines shall be mailed with the conference call notice.

### FINANCIAL ASSISTANCE

Local assistance shall be built into the conference budget using conference revenue. Assistance shall be limited to the following:

1. Assistance will normally be limited to one member per local. Assistance will not be available if the local is otherwise sending a delegate.
2. The registration fee to attend the event shall be waived and such delegate will be entitled to all rights and privileges in accordance with the sector by-laws.
3. Return travel shall be provided in the case of air or train travel and reimbursement of mileage in the case of automobile travel. The decision should be based on the most economical and reasonable method of travel.
4. Where possible and where a conference has any unused complimentary rooms, accommodation may be provided as well.

### NEWLY ORGANIZED LOCALS

Some additional support may be provided in recognition of newly organized locals who have no collective agreement and no union dues being collected. Such support to be considered at the time of conference budget planning.



# CUPE ONTARIO On-Site Child Care Registration

Any delegate intending to bring their child(ren) to a conference, please complete a **separate form for each child to be registered**. (Additional copies may be photocopied).

NAME OF FUNCTION	DATES

CHILD'S NAME	Age	Medical Problems, Allergies or Special Care

### CONSENT

I, \_\_\_\_\_ (parent/guardian) hereby give permission for my child registered above to participate in various recreational and leisure activities offered by the trained staff of the On-Site Child Care during the period of the above-named conference.

### RELEASE OF RESPONSIBILITY

I, \_\_\_\_\_ (parent/guardian) hereby release CUPE Ontario from any and all claims for damages to the safety or health of my child registered above, howsoever caused, while participating in any activities of the On-Site Child Care during the period of the above-named conference.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ Local No. \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

(please print)

Please complete and return the above form

**BY MARCH 2<sup>ND</sup>** to:

**On-Site Child Care Registration - CUPE Ontario SSWCC Conference**

CUPE Regional, 305 Milner Ave., Suite 801 Scarborough, ON M1B 3V4

Phone: 416-299-9739 Fax: 416-299-3480



## Local Support Application For Attendance at the SSWCC Conference

Local # \_\_\_\_\_

Name of delegate attending event: \_\_\_\_\_

Contact person for the local: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Number of members in local: \_\_\_\_\_

Is the local in the process of bargaining a first collective agreement?

YES  NO

Has the local been on strike or locked out in the past year?

YES  NO

Method of travel: Air  Train  Drive

Please enclose the following (***does not apply to newly organized locals bargaining a first collective agreement***):

1. Approved recent trustees report
2. Copy of current bank statement

**PLEASE RETURN BY MARCH 2<sup>nd</sup>, TO:**

Candace Rennick, Secretary-Treasurer  
CUPE Ontario  
305 Milner Avenue, Suite 801  
Scarborough, ON M1B 3V4

**2012**

**SOCIAL SERVICE SECTOR (SSWCC)**  
**VOLUNTARY LEVY FORM**

**Please return this form with your cheque.**

**CUPE Local #:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

<b>Number of C.A.S. Workers: F/T - P/T -</b>	
<b>Number of DS Workers: F/T - P/T -</b>	
<b>Number of Municipal Social Service Workers OR Local 1750 Workers: F/T - P/T -</b>	
<b>Number of Community Agency Workers: F/T - P/T -</b>	
<b>Number of Child Care Workers: F/T - P/T -</b>	
<b>TOTAL SOCIAL SERVICE MEMBERS:</b>	

**TOTAL MEMBERSHIP X \$2.00 = SOCIAL  
SERVICE VOLUNTARY LEVY ENCLOSED**

\$
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**Please make cheque payable to: CUPE Ontario – Social Service Levy**

**Mail to: Uliana Siniavskaia, CUPE Regional Office  
305 Milner Avenue, Suite 800  
Scarborough, Ontario M1B 3V4**



**2012**

**DEVELOPMENTAL SERVICES (DS)**  
**VOLUNTARY LEVY FORM**

***Please return this form with your cheque.***

**CUPE Local #:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

<b>Number of DS Workers:</b> F/T -                    P/T -	
<b>TOTAL MEMBERSHIP X \$2.00 = DS VOLUNTARY LEVY ENCLOSED</b>	\$

***Please make cheque payable to: CUPE Ontario – DS Levy***

**Mail to:**                    **Uliana Siniavskaia, CUPE Regional Office**  
**305 Milner Avenue, Suite 800**  
**Scarborough, Ontario    M1B 3V4**