



# **HEALTH CARE WORKERS COORDINATING COMMITTEE**

## **2013 CONFERENCE**

**SECOND CALL**

**DATE:**

**SEPTEMBER 25-28, 2013**

**LOCATION:**

**DELTA OTTAWA CITY CENTER**

**101 LYON STREET**

**OTTAWA, ON**

**K1R 5T9**

# **HCWCC CONFERENCE 2013**

## **REGISTRATION FEES:**

<b>AFFILIATES</b>	<b>\$ 215.00</b>
<b>NON-AFFILIATES</b>	<b>\$ 375.00</b>
<b>LATE FEE (PER DELEGATE)</b> (EFFECTIVE 4:00 PM SEPTEMBER 13, 2013)	<b>\$ 50.00</b>

## **HOTEL INFORMATION:**

<b>ALL RESERVATIONS ARE TO BE MADE THROUGH W.E. TRAVEL: 1-888-676-7747</b>	
<b>\$172.00 + taxes</b>	<b>SINGLE OR DOUBLE OCCUPANCY ROOM</b>
<b>\$192.00 + taxes</b>	<b>TRIPLE OCCUPANCY ROOM</b>
<b>\$212.00 + taxes</b>	<b>QUADRUPLE OCCUPANCY ROOM</b>

<b>CUT-OFF DATE TO RECEIVE BLOCKED ROOM RATES: AUGUST 29, 2013</b>
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**PLEASE BE SURE TO MENTION THE "HCWCC CONFERENCE"  
WHEN MAKING YOUR RESERVATIONS.**

# HCWCC - WORKSHOPS OVERVIEW

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1. CUPE Health Care Accord
2. History of the Union
- 3.1 Violence in the Workplace – Right to Refuse (English)
- 3.2 Violence in the Workplace – Right to Refuse (French)
4. WSIB
5. Dealing with Management
6. Lobbying – Getting Active in Campaigns
7. Mediating Member to Member Conflict (French)
8. Regulated Health Care Professions (RN's & RPN's)

# **WORKSHOP DESCRIPTIONS – HCWCC CONFERENCE 2013**

## **1. GET ON BOARD THE HEALTH ACCORD :**

What it Means if We Lose It and How We can Save It.

The Health Accord is an agreement between the federal government and the provinces that sets health care funding. The 2004 Accord will expire in 2014, and it committed leaders to the Canada Health Act, setting wait time and other goals. We want a renewed Health Accord that guarantees stable and sufficient future funding (6% increase/year) and upholds national standards for a public system. Come join us to learn more about the Accord and how to get involved in the Health Accord Campaign!

## **2. HISTORY OF THE UNION**

History has a habit of repeating itself, which is why it is so important to learn about the past. This session explores CUPE's history & why it is important given what is going on today.

### **3.1 VIOLENCE IN THE WORKPLACE – RIGHT TO REFUSE (ENGLISH)**

### **3.2 VIOLENCE IN THE WORKPLACE – RIGHT TO REFUSE (FRENCH)**

This workshop will focus on the issues surrounding violence in the various healthcare settings.

The workshop will focus on the legislative requirements of the *Occupational Health and Safety Act*, including the right to refuse, and provide the participants with tools and strategies to address those issues in the workplace.

## **4. WSIB – APPEALS MODERNIZATION**

This workshop is designed to assist injured workers and their local representatives understand the changes imposed by the WSIB Appeals Services Division.

It will be an interactive forum to navigate through the new forms required to advance an appeal through the system, time limits to do so and will also outline the process for referral of a WSIB file from the local through their National Servicing Rep to their assigned WSIB specialist.

## **5. DEALING WITH MANAGEMENT**

Stewards and supervisors are equals when they meet about labour relations. This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations.

**6. LOBBYING – GETTING ACTIVE IN CAMPAIGNS**

This workshop will provide you with the tools and techniques to effectively lobby for changes that your membership wants to see in their workplace, their community, their province, their country and beyond.

**7. MEDIATING MEMBER TO MEMBER CONFLICT (FRENCH)**

Helping members resolve day-to-day conflicts builds solidarity in the union. In this session, participants practice coaching members who are in conflict with others.

**8. REGULATED HEALTH CARE PROFESSIONS**

This workshop is designed for members who are registered with a regulating college and will discuss issues related to the regulated health care professions.



# HCWCC CONFERENCE - 2013 REGISTRATION

**WORKSHOPS (SUBJECT TO CHANGE):**

1. CUPE Health Accord
2. History of the Union
- 3.1 Violence in the Workplace – Right to Refuse (English)
- 3.2 Violence in the Workplace – Right to Refuse (French)
- 4 WSIB
- 5 Dealing with Management
- 6 Lobbying – Getting Active in Campaigns
7. Mediating Member to Member Conflicts (French)
8. Regulated Health Care Professions (RN's & RPN's)

**IMPORTANT – CHOOSE TWO (2) WORKSHOPS AND AN ALTERNATE**

NAME	PHONE #	WORKSHOP # <i>1<sup>st</sup> choice</i>	WORKSHOP # <i>2<sup>nd</sup> choice</i>	Alternate Workshop

**REGISTRATION FEE:**

Affiliates	<b>\$215.00</b>	X	___	=	\$ _____
Non-affiliates*	<b>\$375.00</b>	X	___	=	\$ _____
<b>LATE FEE</b> per delegate	<b>\$ 50.00</b>	X	___	=	\$ _____
<b>TOTAL</b>					<b>\$ _____</b>

*\*NOTE: The surcharge of \$160.00 for non-affiliates would be applied to the first per capita tax payment if a local joins the Ontario Division within three (3) months of the Conference.*

**PLEASE MAKE YOUR CHEQUE PAYABLE TO: "CUPE ONTARIO"  
FORWARD WITH REGISTRATION FORM TO:**

Maggie Lewis, Secretary  
CUPE Ontario Regional Office  
80 Commerce Valley Drive, East      Phone: (905) 739-3999 x231  
Markham, ON L3T 0B2                      Fax: (905) 739-4001

<b>SECRETARY:</b>	<b>LOCAL NO.</b>
<b>ADDRESS:</b>	<input style="width: 40px; height: 20px;" type="text"/> # of Health Care Members
<b>Sector:</b> Hospital <input type="checkbox"/> Hospital Sub-contractor <input type="checkbox"/> LTC <input type="checkbox"/> LTC Sub-contractor <input type="checkbox"/> CCAC <input type="checkbox"/> Home Care/Home Support <input type="checkbox"/> Laundry <input type="checkbox"/> Ambulance <input type="checkbox"/>	
<b>Materials Required in:</b> ___ English                      ___ French	
<b>TELEPHONE #:</b>	<b>SIGNATURE:</b>

## *DRAFT AGENDA*

### WEDNESDAY, SEPTEMBER 25<sup>TH</sup>

- 3:00 - 6:00 pm**            Registration  
                                  Light Refreshments
- 6:00 - 9:00 pm**            Conference Theme – Health Care Rights - Everyone's Fight  
                                  Call to Order  
                                  Equality Statement  
                                  Adoption of Agenda  
                                  Welcome CUPE Ottawa District Council  
                                  Welcome – Diversity V/P  
                                  Health and Safety  
                                  Opening Remarks, Welcome and Report – HCWCC Chair – Kelly O'Sullivan  
                                  Video Presentation  
                                  Introduction by HCWCC Chair  
                                  Guest Speaker, OD President Fred Hahn  
                                  Guest Speaker, OD Secretary-Treasurer Candace Rennick

### THURSDAY, SEPTEMBER 26<sup>TH</sup>

- 8:00 - 9:00 am**            Registration
- 9:00 – 10:15 am**            Call to Order  
                                  Credential Report  
                                  Coordinator Report – Tracey Pinder  
                                  Associate Coordinator Report – Sharon McKenna
- 10:15 - 10:30 am**            Lifestyle Break
- 10:30 - 12:00 pm**            Panel Discussion  
                                  Announcement – Rooms for Workshops
- 12:00 – 1:30 pm**            Rally and Lunch Break
- 1:30 – 2:45 pm**            Sectorial Meetings – Reports/Concerns  
                                  LTC  
                                  Hospitals  
                                  Home Care/Home Support  
                                  CCAC  
                                  Public Health  
                                  Laundry
- 2:45 - 3:00 pm**            Lifestyle Break
- 3:00 – 5:00 p.m.**            Sectorial Meetings Continue

# *DRAFT AGENDA*

## FRIDAY, SEPTEMBER 27<sup>ST</sup>

- 9:00 - 10:30 am Workshops
- 10:30 - 10:45 am Lifestyle Break
- 10:45 – NOON Workshops
- NOON – 1:30 pm Lunch Break
- 1:30 - 2:45 pm Workshops
- 2:45 - 3:00 pm Lifestyle Break
- 3:00 – 5:00 pm Workshops
- 8:00 pm Social & Dance (\$5.00 per ticket)

## SATURDAY, SEPTEMBER 28<sup>ND</sup>

- 9:00 - 9:30 am Credential Report  
New Business
- 9:30 – 10:00 am Guest Speakers
- 10:00 - 10:15 am Lifestyle Break
- 10:15 – 12:00 pm Health and Safety Guest Speaker
- 12:00 pm (NOON) Closing Remarks and Adjournment

*Please support our Penny Sale  
by donating items to be  
auctioned off at our  
Social & Dance Friday night*



NOTICE to All CUPE PSW/HCA and Locals Representing PSWs & HCA

# CUPE Ontario PSW/HCA Forum

Wednesday  
September 25 2013  
9 am to 4 pm  
Delta Ottawa  
101 Lyon Street North

No Cost to Attend.

Please confirm attendance by sending your name, local and contact information to:

Maggie Lewis, Secretary  
CUPE Ontario Regional Office  
80 Commerce Valley Drive, East  
Markham ON L3T 0B2  
Phone: (905) 739-3999 x231  
Fax: (905) 739-4001

Join fellow CUPE PSWs and Health Care Aids for an important forum to learn more about and share information on the experiences and issues impacting your work and your profession.

Agenda to Include:

- PSW Registry & Your Rights
- Developing a CUPE Ontario Action Plan for PSW Registry
- Role & Scope of Practice for PSWs in Health Care (Performing Controlled Acts - Delegated Acts - Exempted Acts)
- Health and Safety Challenges for PSWs & HCAs in the Workplace



# HCWCC CONFERENCE ACCESS REQUEST FORM

(Please make copies of this form and distribute to 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: \_\_\_\_\_

**Hotel**

**Event**

**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)

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

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

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**Other services?** (Please specify)

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Please complete and return by **September 6th, 2013** to:  
CUPE Ontario Access Request  
80 Commerce Valley Dr. E., Suite 1  
Markham, Ontario L3T 0B2  
905-739-9739 or FAX: 905-739-9740



# 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**

  


**Mailing Address:**

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\_\_\_\_\_  
**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  
 80 Commerce Valley Drive East Suite 1  
 Markham, ON L3T 0B2  
 Phone: (905) 739-9739 Fax: (905) 739-9740

<b>Cheque #</b>	
<b>Date:</b>	_____



# 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 SEPTEMBER 6<sup>TH</sup> to:**

**On-Site Child Care Registration**

CUPE Ontario, 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2

Phone: 905-739-9739 Fax: 905-739-9740



## Health Care Workers Coordinating Committee 2013 Conference

September 25, 26, 27, 28, 2013

Delta Ottawa

### DELEGATES AND VOTING

- a) Accredited delegates are recognized as members who attend from their own local union and that the local union has paid the registration.
- b) There shall be no restriction on the number of attendees from each local union, but all attendees must be accredited delegates as in a) above.
- c) Notwithstanding the above, for purposes of voting on issues pertaining to the business of the HCWCC, the following shall be how voting delegates are selected from each local union:

▪ 1 to 100 members	2 delegates
▪ 101 to 250 members	3 delegates
▪ 251 to 400 members	4 delegates
▪ for each additional 150 members	1 additional delegate
▪ District Council	1 delegate
- d) Locals, which represent both Health Care and Non-Health Care members, shall be allowed voting delegates based only on the number of workers in the health care sector in their local membership using the above formula.



## Local Support Application For Attendance at the HCWCC Conference 2013

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 SEPTEMBER 6<sup>TH</sup>, 2013 TO:**

Candace Rennick, Secretary-Treasurer  
CUPE Ontario  
80 Commerce Valley Dr. E., Suite 1  
Markham, ON L3T 0B2



## **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.



**PENNY \$ALE!**

**2013  
HCWCC CONFERENCE**

**PLEASE SUPPORT OUR PENNY SALE BY  
BRINGING DONATED ITEMS FOR AUCTION.**

**ALL PROCEEDS GO TO SUPPORT THE  
CAROLYN CARTER SCHOLARSHIP FUND.**

**THANK-YOU !!**

**PENNY \$ALE!**