



# HEALTH CARE WORKERS COORDINATING COMMITTEE

## 2016 CONFERENCE

### FIRST CALL

#### DATE:

**SEPTEMBER 20 - 23, 2016**

#### LOCATION:

**LONDON DOUBLETREE  
BY HILTON**

**300 KING STREET  
LONDON, ON  
N6B 1S2**

If you require small local financial assistance, on-site child care, simultaneous French translation, ASL, or have any other accessibility needs, please see our website at:

[www.cupe.on.ca](http://www.cupe.on.ca) or contact our office at 905-739-9739.

**THESE FORMS MUST BE COMPLETED AND RETURNED BY SEPTEMBER 2<sup>ND</sup>, 2016**

**If you require this notice in French, please also visit our website.**

# HCWCC CONFERENCE 2016

## REGISTRATION FEES:

AFFILIATES	\$ 215.00
NON-AFFILIATES	\$ 375.00
LATE FEE (PER DELEGATE) (APPLIES AFTER SEPTEMBER 9, 2016)	\$ 50.00

## HOTEL INFORMATION:

<b>ALL RESERVATIONS ARE TO BE MADE THROUGH W.E. TRAVEL: 1-888-676-7747</b>	
\$130.00 + taxes	STANDARD ROOM
\$130.00 + taxes	JUNIOR SUITE
<i>Add \$10.00 for each additional person for triple and quadruple occupancy</i>	

<b>CUT-OFF DATE TO RECEIVE BLOCKED ROOM RATES: WEDNESDAY AUGUST 17<sup>TH</sup>, 2016</b>
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**PLEASE BE SURE TO MENTION THE "HCWCC CONFERENCE"  
WHEN MAKING YOUR RESERVATIONS.**

# **WORKSHOP DESCRIPTIONS**

## **HCWCC CONFERENCE 2016**

### **1.0 WORKLOAD AND OVERWORK**

As employers pull back resources, they expect workers to do more with less. This module will examine workload, the cause and effects of overwork, and strategies to overcome the ever increasing workload that is damaging not just our health at work, but the relationship we have outside of work. (workshop participant numbers limited)

### **2.0 MEDIATING MEMBER-ON-MEMBER CONFLICT**

In this module, stewards practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation techniques.

### **3.0 H&S: 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.

### **4.0 MOBILIZATION WORKSHOP - Bringing the Community to our Side**

Bringing the community to our side: We often say we unions can only win with the support of the community but what is the best way to bring the community to our side? In this workshop, we will learn from some successful models of "community unionism" and explore how to get even stronger support for our Time to Care campaign.

### **5.0 UNDERSTANDING MENTAL HEALTH**

Explore the role in supporting and representing members around mental health and mental illness. (workshop participant numbers limited)

*Participants must register for these workshops.*

*Those who do not pre-register will be assigned to workshops on a first come, first serve basis.*

*Failure to indicate 1<sup>st</sup> and 2<sup>nd</sup> choices may result in the assignment to a workshop of our choosing.*

**NOTICE to All CUPE Locals  
Representing  
PSWs/HCA  
- and -  
RNs /RPNs**

**HOLD THE DATE**

**Tuesday September 20<sup>th</sup>, 2016**

**TUESDAY - SEPTEMBER 20, 2016  
PSWs/HCA - 9:00 AM - TO - 4:00 PM  
RNs/RPNs - 10:00 AM - TO - 3:00 PM  
LONDON DOUBLETREE BY HILTON**

CUPE Ontario HCWCC will be holding a PSW/HCA Forum this year prior to the start of the HCWCC Conference.

Each profession will have a specific forum that will focus on the issues, concerns and challenges you face in your work and profession.

No Cost to Attend BUT you need to register in advance to ensure that adequate material and space is provided.

An Agenda and forum details will follow.

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

Maggie Pugatschew, Secretary  
CUPE Ontario Regional Office  
80 Commerce Valley Drive, East  
Markham, ON L3T 0B2

Tel: (905) 739-3999 x231

Fax: (905) 739-4001

Email: [mpugatschew@cupe.ca](mailto:mpugatschew@cupe.ca)

**WORKSHOPS (SUBJECT TO CHANGE):**

- 1.0 Workload and Overwork
- 2.0 Mediating Member on Member Conflict
- 3.0 H&S - Violence Prevention in the Workplace
- 4.0 Mobilization Workshop – Bringing the Community to our Side
- 5.0 Understanding Mental Health

**NOTE: Workshops 3.0 & 5.0 – Will be presented using simultaneous translation**

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

*Participants must register for these workshops.*

*Those who do not pre-register, will be assigned to workshops on a first come, first serve basis.*

**PLEASE COMPLETE REGISTRATION FORM ON THE BACK OF THIS SHEET & INFORMATION REQUIRED BELOW :**

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

**(LATE FEE Applies after September 9<sup>th</sup>)**

**TOTAL \$ \_\_\_\_\_**

*\*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 Pugatschew, Secretary  
 CUPE Ontario Regional Office  
 80 Commerce Valley Drive, East  
 Markham, ON L3T 0B2  
 Phone: (905) 739-3999 x231  
 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>PLEASE CIRCLE THE SECTOR YOU ARE IN:</b>			
Hospital	Hospital Sub-contractor	LTC	LTC Sub-contractor
CCAC	Home Care/Home Support	Laundry	Ambulance
<b>Materials Required in:</b>		<input type="checkbox"/> English <input type="checkbox"/> French	
<b>TELEPHONE #:</b>	<b>SIGNATURE:</b>		

# HCWCC CONFERENCE – 2016

## REGISTRATION

**WORKSHOPS (SUBJECT TO CHANGE):**

- 6.0 Workload and Overwork
- 7.0 Mediating Member on Member Conflict
- 8.0 H&S - Violence Prevention in the Workplace
- 9.0 Mobilization Workshop – Bringing the Community to our Side
- 10.0 Understanding Mental Health

*Participants must register for these workshops.*

*Those who do not pre-register, will be assigned to workshops on a first come, first serve basis.*

**NOTE: Workshops 3.0 & 5.0 – Will be presented using simultaneous translation**

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







NAME	PHONE #	EMAIL ADDRESS	WORKSHOP <i>1<sup>st</sup> choice</i>	WORKSHOP <i>2<sup>nd</sup> choice</i>	ALTERNATE WORKSHOP CHOICE	Attending PSW/HCA? (Yes or No)	Attending RN's/RPN's (Yes or No)

## *DRAFT AGENDA*

### TUESDAY, SEPTEMBER 20<sup>TH</sup>

- |                       |  |
|-----------------------|--|
| <b>3:00 - 6:00 pm</b> | Registration<br>Light Refreshments   |
| <b>6:00 - 9:00 pm</b> | Conference Theme – Healthy Worker Healthy Care<br>Call to Order<br>Equality Statement<br>Adoption of Agenda<br>Welcome CUPE London District Council<br>Welcome – Diversity Representative<br>Health and Safety<br>Opening Remarks, Welcome and Report – HCWCC Chair<br>Video Presentation<br>Introduction by HCWCC Chair<br>Guest Speaker, Ontario Division President<br>Guest Speaker, Ontario Division Secretary-Treasurer |

### WEDNESDAY, SEPTEMBER 21<sup>ST</sup>

- |                         |   |
|-------------------------|---|
| <b>8:00 - 9:00 am</b>   | Registration  |
| <b>8:30 am</b>          | Welcome – New Member Orientation  |
| <b>9:00 – 10:15 am</b>  | Call to Order<br>Credential Report<br>Health Care Coordinator Report<br>Associate Coordinator Report  |
| <b>10:15 - 10:30 am</b> | Lifestyle Break   |
| <b>10:30 - 12:00 pm</b> | Panel Discussion<br>Announcement – Rooms for Workshops  |
| <b>12:00 – 1:30 pm</b>  | Rally and Lunch Break   |
| <b>1:30 – 2:45 pm</b>   | Sectoral Meetings – Reports/Concerns<br><ul style="list-style-type: none"><li> LTC</li><li> Hospitals</li><li> Home Care/Home Support</li><li> CCAC</li><li> Public Health</li><li> Laundry</li></ul> |
| <b>2:45 - 3:00 pm</b>   | Lifestyle Break   |
| <b>3:00 – 4:30 pm</b>   | Sectoral Meetings Continued   |

**DRAFT AGENDA**

4:30-5:00 pm Election for:  
✚ Chair  
✚ Health & Safety Representative  
✚ Injured Worker Representative

9:00 pm Social & Dance

**THURSDAY, SEPTEMBER 22<sup>ND</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  
7:30 – 8:30 pm Activity



**FRIDAY, SEPTEMBER 23<sup>RD</sup>**

9:00 – 9:30 am Credential Report  
Bylaw Amendment  
New Business  
9:30 – 10:00 am Election of Sector Reps  
10:00 - 10:15 am Lifestyle Break  
10:15 – 12:00 pm Guest Speakers  
12:00 pm (NOON) Closing Remarks and Adjournment



(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

	<b>HOTEL</b>	<b>EVENT</b>
ASL Interpretation	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair / scooter access	<input type="checkbox"/>	<input type="checkbox"/>
Assistance at check in/Registration	<input type="checkbox"/>	<input type="checkbox"/>
Assistance in case of evacuation	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

**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 2<sup>nd</sup>, 2016** to:*

*CUPE Ontario Access Request  
80 Commerce Valley Dr. E., Suite 1  
Markham, Ontario L3T 0B2*

*Tel: 905-739-9739*

*Fax: 905-739-9740*



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	<b>Medical Problems, Allergies or Special Care</b>

**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. \_\_\_\_\_

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

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

Name of Witness: \_\_\_\_\_  
(please print)

**Please note on-site childcare will ONLY BE OFFERED if we have requests for a minimum of 4 children**

Please complete and return the above form  
**NO LATER THAN SEPTEMBER 2, 2016** 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 2016 CONFERENCE

SEPTEMBER 20, 21, 22 & 23, 2016

LONDON DOUBLETREE BY HILTON

### 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:

Number of Local Members	Voting Delegates
1 to 100	2
101 to 250	3
251 to 400	4
for each additional 150 members	1 additional delegate
District Council	1

- 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 2016**

Local # \_\_\_\_\_ Number of Members in the Local \_\_\_\_\_  
Name of Delegate attending event \_\_\_\_\_  
Contact person for the Local \_\_\_\_\_  
Email Address \_\_\_\_\_  
Daytime Contact Number \_\_\_\_\_

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 2<sup>nd</sup>, 2016 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 equipment 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!**

**2016  
HCWCC CONFERENCE**

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

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

**THANK-YOU !!**

**PENNY \$ALE!**