

February 2020

TO: ALL BC REGION CUPE LOCALS AND DISTRICT COUNCILS

Greetings:

**RE: SPRING 2020 WEEKLONG SCHOOL
COAST KAMLOOPS HOTEL & CONVENTION CENTRE**

On behalf of CUPE Union Development and CUPE BC, I am pleased to enclose the Program Brochure for our Spring 2020 Weeklong School to be held May 24–29, 2020 at the **Coast Kamloops Hotel and Convention Centre**.

The members of CUPE BC's Education Committee and I are pleased to be able to offer an excellent selection of workshops with a diverse range of topics.

REGISTER ONLINE FOR SPRING 2020 WEEKLONG SCHOOL

The Education Department in BC has moved to Online Registration for all of our weeklong schools. Register now – all forms are online!

To register, go to the CUPE National website at www.cupe.ca and click on Union Education. On the drop down screen go to CUPE Weeklong Schools and you will find the Spring 2020 Weeklong School registration package.

Please Note: Faxed Registrations will not be accepted.

Registration forms must be completed **by the local**. Our workshops fill up quickly so please register your participants early. **To save your delegates' spots, please send your local's payment within seven days of registration.**

Registration is not complete until the online Registration Form has been submitted and payment has been received.

If you have any problems with online registrations, please contact Education Secretary Sophia Yap at syap@cupe.ca or 604-291-1940.



IMPORTANT DATES FOR SPRING 2020 WEEKLONG SCHOOL

May 8, 2020

**Scholarship and subsidy applications are due
(two weeks before the Registration deadline)**

CUPE BC will be offering Scholarships to help local unions cover some of the expenses for sending delegates to our school. Please complete the Scholarship Application form, providing details for each Scholarship that is being applied for. (We only need one application per Local regardless of how many delegates you are sending.) Locals who are awarded a scholarship will be advised if possible before the weeklong school. **All locals can apply.**

CUPE BC Subsidies are also available for **small locals** and for **locals travelling from distant locations** (Northern areas, Haida Gwaii, Kootenays and Northern Vancouver Island). Please complete the Subsidy Application form.

May 15, 2020

Registration deadline.

Payment is due within seven days of registration: Please send your cheque (payable to "CUPE – Spring 2020 School") to:

Greg Burkitt
Education Representative
CUPE BC Regional Office
6222 Willingdon Avenue
Burnaby, BC V5H 0G3

Attention First Aid Attendants! If you are a delegate with a valid First Aid Certificate, would you be willing to volunteer to act as a CUPE First Aid Attendant at our Weeklong School? If so, please complete the First Aid Attendant Volunteer form online.

Union education gives activists and members the tools and skills to achieve their goals both at work and in their personal lives. Our Weeklong School is a wonderful opportunity to come together for a thought-provoking week of learning in an atmosphere that respects the values we share as CUPE members and staff.

I do hope that you will send delegates to our Spring 2020 Weeklong School. The knowledge and skills that your members bring back will be invaluable in helping to advance the interests of your local union and its members.

In solidarity,



Greg Burkitt
Education Representative
BC Region

GB/SY
COPE-491

Enclosures

*copy: P. Faoro; T. Davies; C. Remus; M. Brisard; R. Jandric; V. Wolff; BC Staff;
Education Representatives/Senior Officers; CUPE BC Education Committee; CUPE
Member Facilitators in BC; J. Rees-HEU*

SPRING 2020 WEEKLONG SCHOOL

COAST KAMLOOPS HOTEL & CONFERENCE CENTRE

KAMLOOPS

May 24 - 29, 2020



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AND
CUPE BC

CUPE *education*
where the action is!



1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7
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cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

MESSAGE FROM THE NATIONAL PRESIDENT

February 2020

Sisters and Brothers:

CUPE Education is vital to the on-going work that we do representing our members in the workplace, in the community and with governments. I encourage all CUPE locals in British Columbia to attend the 2020 Weeklong Spring School at the Coast Kamloops Convention and Conference Centre from May 24 to 29, 2020.

Everyone, from established leaders to new activists, will benefit from participation in this year's weeklong school. The theme this year is **CUPE Strong in the 21st Century**. Participants will have a variety of courses to choose from including Communicating CUPE; Health and Safety; Introduction to Stewarding; Local Executive Training; and Navigating Interpersonal and Group Conflict.



The skills learned at this weeklong school will help our activists better represent our members, but they are also skills that will be easily transferable to interactions with our communities.

Power is knowledge, and knowledge in our movement is gained through union education and shared experience. Attendance at the 2020 Weeklong Spring School will no doubt increase our union's power.

In solidarity,

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

MARK HANCOCK
National President

:ms/cope 491

MARK HANCOCK
National President/Président national

CHARLES FLEURY
National Secretary-Treasurer/Secrétaire-trésorier national

DENIS BOLDUC, FRED HAHN, JUDY HENLEY, DANIEL LÉGÈRE, MARLE ROBERTS
General Vice-Presidents/Vice-présidences générales

February 13, 2020

A message from the President of CUPE BC



One of the most important responsibilities of the labour movement—and one that CUPE BC in particular takes seriously—is to provide union education to our members and activists. From executive and steward training to human rights and political action, our union recognizes that an educated membership is a strong membership. That’s why we call it “Powerful Learning.”

Union education can make a difference in lots of ways—including the kind of governments we get. Thanks in large part to the hard work and organizing of people just like you, British Columbia has a BC NDP government led by Premier John Horgan that’s committed to public policy and programs that benefit working people. This minority government could not have happened without union education programs like CUPE’s week- long schools, which from 2001 until 2019 equipped members with the knowledge and skills to fight back against BC Liberal governments. I hope you will join with us to work toward electing a **majority BCNDP** government in the next provincial election, which could come as early as this year.

That’s why CUPE BC puts such a strong emphasis on union education: Understanding how labour rights were won and how easily those rights can be taken away—and how to resist right-wing governments that attack working people—is critical to keeping our communities strong. And our more than 100,000 members in B.C. are our greatest strength. CUPE BC is the largest union in British Columbia—and, with more than 700,000 members, CUPE National is the largest union in Canada. Union education is an important component of growing our union and making it even stronger.

Each year, many of you travel from all over the province to take advantage of this excellent opportunity. You learn from and teach each other, sharing success stories and setbacks in the struggle for workers’ rights. I will never forget the first union ed workshop I took many years ago. It was the foundation of my union activism.

This year’s school offers a wide range of workshops that I know will be beneficial to everyone.

I encourage all CUPE members to consider signing up for a workshop. Not only will you enhance your skills, you will also be strengthening our union—and our communities.

In solidarity,

A handwritten signature in black ink that reads "Paul Faoro". The signature is written in a cursive, slightly slanted style.

Paul Faoro
President



Spring 2020 Weeklong School

May 24 – 29, 2020

Workshop Descriptions

1. INTRODUCTION TO STEWARDING & 5 STEWARD LEARNING SERIES MODULES



▪ Introduction to Stewarding

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
- Dealing with workplace complaints

The 5 **Steward Learning Series** modules are:

▪ Creating Accommodation-Friendly Workplaces

Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.

▪ Disability and Ableism in the Workplace

Explore what ableism is, how to recognize it, and ways to address it. Learn about how to make your workplace and union accessible to workers with visible and invisible disabilities.

▪ Handling Discipline and Discharge

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

▪ Notetaking

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

▪ Solidarity with Indigenous Workers

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workplace.

*Please bring your:
Collective Agreement, Steward Handbook and Steward Learning
Series Passport*

2. HEALTH & SAFETY SERIES



▪ **Health and Safety: An Introduction**

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
- Basics on the right to refuse

After completing the *Introduction to Health and Safety*, members can complete other workshop modules from the Health & Safety Series.

▪ **Ergonomics**

This module looks at the musculoskeletal injuries in the workplace, such as strains or carpal tunnel syndrome, the risk factors, and the employers' obligations to prevent these types of injuries.

NOTE: Please bring your binder and Health and Safety Committee Resource Kit.

▪ **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.

▪ **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.

▪ **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.

▪ **Recommendations and Notetaking**

Learn how to take notes at committee meetings and prepare recommendations.

3. LOCAL EXECUTIVE TRAINING

Strong, effective locals are inclusive, accessible and are the foundation of CUPE. We are Strongest when we all work together. This workshop is designed for all current and potential local executives and will focus on:

- **Essentials for Inclusive Unions**

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as place where they want to make a difference?

- **Leading as a Team**

In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

- **Introduction to CUPE**

Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, the bylaws and constitution that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union.

- **Parliamentary Procedure**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a chance to put the learning into practice.

NOTE: Please bring a copy of your local bylaws to the workshop.

4. NAVIGATING INTERPERSONAL AND GROUP CONFLICT

Conflict is a part of our lives – at work, in the union, and at home. In this workshop we'll build our conflict skills by looking at:

- How our beliefs about conflict and our conflict style affect what happens in a conflict.
- Sources of conflict in the union and at work.
- Conflict dynamics.
- Choosing the best response in a conflict.
- Conflict communication skills.

5. COMMUNICATING CUPE/SOCIAL MEDIA

In the Communicating CUPE workshop you will get hands-on experience developing campaigns, hone your media skills, practice the power of storytelling, and learn about newsletters and electronic communication with members. This will be a fun, hands on workshop where you will practice skills for member engagement, public outreach, and campaign development. Learn how Facebook, Twitter, YouTube can help you reach members. We will look at how groups use social media for activism and what guidelines are for using social media.

Please bring a computer, tablet or smart phone with you to the workshop.

SPRING SCHOOL 2020

AGENDA

SUNDAY

Arrival and Registration	3:00 pm – 5:00 pm
Dinner	5:30 pm – 7:00 pm
Opening Assembly	7:00 pm – 8:00 pm
Social Evening	8:30 pm – 10:30 pm

MONDAY – THURSDAY

Workshop Groups	9:00 am – 12:00 noon
Lunch	12:00 noon – 1:00 pm
Workshop Groups	1:15 pm – 4:30 pm

WEDNESDAY EVENING

Evening Session	7:00 pm – 9:00 pm
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FRIDAY

Workshop Groups	9:00 am – 10:15 am
Closing Assembly	10:30 am – 11:30 am
Lunch and Departure	11:30 am

MEALS

Breakfast	7:00 am – 8:30 am
Lunch	12:00 pm – 1:00 pm
Dinner	5:30 pm – 7:00 pm

LIFESTYLE BREAKS

Morning	10:30 am – 10:45 am
Afternoon	2:30 pm – 2:45 pm

**Coast Kamloops Hotel and Conference Centre
Kamloops, BC**

General Information

Spring School Registrar

Greg Burkitt, Education Representative
Canadian Union of Public Employees
BC Regional Office
6222 Willingdon Avenue, Burnaby, BC V5H 0G3
Phone: 604-291-1940 / Fax: 604-291-1194
E-mail: gburkitt@cupe.ca

Cost

The registration fee including accommodation and meals (Sunday afternoon to Friday noon) is **\$1,100.00 per person based on shared accommodation.**

There **are a limited** number of single accommodations available at a cost of **\$1,650.00**. A refund will be issued if there is no single accommodation available.

Spouse/Partner and/or Children

Participants wishing to bring a spouse/partner, or child 14 years and older, must pay for single accommodation plus an **additional \$400.00** meal supplement ($\$1,650 + \$400 = \$2,050$). Please provide the name of your spouse/partner or child on the Participant Questionnaire.

Participants wishing to bring a child 3 to 13 years of age must pay single accommodation plus an **additional \$250.00** meal supplement ($\$1,650 + \$250 = \$1,900$). Please provide the name of your child.

Registration fees must be paid within seven days of registration. **Please make the cheque payable to "CUPE – Spring 2020 School".**

<p style="text-align: center;">Registration Deadline May 15, 2020</p>

Register Early – Limited Space Available

Registrations will be processed on a first come, first served basis. Some classes fill up weeks before the Registration deadline. *Class size is limited.*

We reserve the right to limit the number of participants from the same local in any workshop.

Should there be an inadequate number of registrations for a workshop, it may be subject to cancellation at the registrar's discretion.

Arrival Time

Registration will commence on Sunday at 3:00 pm.

Dinner will be served at 5:30 pm. The opening session will commence at 7:00 pm.

Location

Coast Kamloops Hotel and Conference Centre

1250 Rogers Way

Kamloops BC, V1S 1N5

Website for map to hotel:

<https://www.google.ca/maps/place/Coast+Kamloops+Hotel+%26+Conference+Centre/@50.651746,-120.372554,17z/data=!3m1!4b1!4m2!3m1!1s0x537e2c7162e33123:0xabcdabdf66b05dfd>

For Your Information

- Registration includes accommodation (single or double occupancy), all meals and breaks. Registration must be booked online through CUPE at <http://www.cupe.bc.ca>.
- **Useful items to bring:** Your collective agreement, calculator, personal toiletries, alarm clock, sport clothes, raincoat, heavy sweater or jacket, and if you have a musical instrument, please bring it along too.
- **All participants are expected to attend the opening and closing sessions as well as the daily workshops and the mid-week general evening session.**
- Smoking is not permitted except in designated areas.
- No pets allowed.

Facilities for socializing are available and activities will be organized by CUPE's Social Convenors and your class reps.

Participants Behaviour

All delegates to the Spring 2020 Weeklong School are advised that a high standard of behaviour is expected of them. The key word is RESPECT...respect for all participants, staff and other people at the school and at the hotel. At CUPE's Weeklong Schools, all forms of harassment are unacceptable and will not be tolerated. See CUPE's Code of Conduct at:

http://cupe.ca/sites/cupe/files/Code_of_Conduct-PDF.pdf.

The CUPE Weeklong School Registrar will deal with incidents in a fair and quick fashion, and reserves the right to send participants home for inappropriate behaviour without refund.

Privacy Statement

The personal information provided on the registration form will only be used for the purposes of workshop registration and will not be sold, shared, or otherwise provided to a third party. CUPE may use the contact information you have provided to contact you or provide you with additional information in the future regarding CUPE campaigns or educational opportunities.

As a result of Canada's Anti-Spam legislation, after July 1, 2017 we will require your express consent to send any Commercial Electronic Message (CEM) about an event which has a fee. Please ensure you check off the permission box on the registration form if you wish to receive electronic updates from us regarding CUPE and CUPE BC campaigns, events, publications, or educational opportunities.

Refund Policy

There will be no refunds for registration cancellations with less than 72 hours notice. Please notify us right away if a participant cannot attend or will be coming late on Sunday evening. Contact Greg Burkitt, Education Representative at gburkitt@cupe.ca, or call 604-202-8792.

February 13, 2020

A message from the Secretary-Treasurer of CUPE BC



Union Education is the foundation of the labour movement and for our union in particular, and that is why CUPE BC is pleased to continue to offer a number of scholarships and subsidies to affiliated locals for weeklong schools, including the spring weeklong school held in Kamloops.

The small local subsidy and distance local subsidy were created a number of years ago and we hope that locals will take advantage of them. In the past there have been locals that were unable to afford to send members to our schools. The Provincial Division of CUPE recognizes the importance of educating and mobilizing our membership to effect positive change in our communities throughout British Columbia. These subsidies provide the opportunity to extend to activists the tools needed to do just that.

You will find enclosed in this package details of the scholarships and subsidies available to your locals that the Division office continues to provide.

Should you have any further questions, or require more information please don't hesitate to contact me at our office 604-291-9119 or by email at tdavies@cupe.bc.ca.

In solidarity,

A handwritten signature in blue ink, appearing to read 'T. Davies', written over a light blue horizontal line.

Trevor Davies
Secretary-Treasurer

moveUP



**COAST KAMLOOPS HOTEL
AND CONFERENCE CENTRE**

KAMLOOPS

SPRING 2020

WEEKLONG SCHOOL



**SCHOLARSHIP
FORMS**

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CUPE BC Scholarships

CUPE BC offers numerous Scholarships for CUPE BC sponsored Weeklong Schools. Local Unions that belong to CUPE BC may apply for any of these Scholarships:

Spring 2020 Weeklong School

- ◆ Three **\$1,000.00 General Scholarships** for which any participant in any workshop is eligible.
- ◆ One **\$1,000.00 Young Worker Scholarship** for which any young worker participant in any workshop is eligible.
- ◆ One **\$1,000.00 Diversity Scholarship** for which any diversity participant in any workshop is eligible.
- ◆ **One \$1,000.00 Precarious Worker Scholarship for which any participant identifies as a woman in any workshop is eligible.**
- ◆ One \$1,000.00 Precarious Workshop Scholarship for which any participant in any workshop is eligible.
- ◆ Three **\$1,000.00 Child/Dependent Care Scholarships** per week for small locals (under 100 members) for delegates attending weeklong schools.

Scholarships will be awarded based on the following criteria: Local Union size and finances, costs incurred to send a delegate and receipt of any previous Scholarship.

The deadline for applying for a Spring 2020 Weeklong School CUPE BC Scholarship is May 8, 2020.

Only those Locals whose applications, registrations AND payments have been received by May 8, 2020 will be considered.

NOTE: This early deadline is necessary in order that Locals can be advised in advance that they have been awarded a scholarship. Reimbursement from CUPE BC will be sent once it has been verified that a Local's delegate(s) attended the Weeklong School.

One completed scholarship application is necessary, regardless of how many delegates a Local will be sending.

To apply for any of the scholarships, please provide the information required on the enclosed scholarship application form.

Local Union Financial Information:

- 1. Please provide copies of your latest Annual Budget and Trustees Report with this package. (MANDATORY)**
2. Please estimate the total cost of sending a delegate to the Weeklong School including transportation, lost wages, registration, childcare, etc.

Type of Scholarship Being Applied For:

- ♦ \$1,000.00 General
- ♦ \$1,000.00 Young Worker
- ♦ \$1,000.00 Diversity
- ♦ \$1,000.00 Precarious Worker
- ♦ \$1,000.00 Precarious Worker
- ♦ \$1,000.00 Child/Dependent Care

Delegate's Name

Scholarship Type

(Attach additional page if needed)

Scholarship Package:

Please forward completed packages via mail, fax or email and refer to the Spring 2020 Weeklong School to:

Greg Burkitt
Education Representative
CUPE National Education, BC Region
6222 Willingdon Avenue
Burnaby, BC V5H 0G3
Fax: 604-291-1194 Email: gburkitt@cupe.ca

President

Date

Please return your completed application form to:

**Greg Burkitt
Education Representative
CUPE BC Regional Office
6222 Willingdon Avenue
Burnaby, BC V5H 0G3
Fax: 604-291-1194**

Scholarship Application

Please Complete the Following Information:

Local Union #: _____ Local Union Name: _____

Local Union Contact Person: _____

Phone: (H) _____ (W) _____

E-mail: _____

Local Union Mailing Address: _____

Number of Members: _____

Has your Local ever received a CUPE BC Scholarship before?

(Yes / No): _____ If yes, when?: _____

Has your Local previously sent delegates to a Weeklong School?

(Yes / No): _____

**COAST KAMLOOPS HOTEL
AND CONFERENCE CENTRE**

KAMLOOPS

SPRING 2020

WEEKLONG SCHOOL



**SUBSIDY
FORMS**

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CUPE BC Subsidies for Weeklong Schools

CUPE BC sponsors two subsidies for Locals sending delegates to the Spring and Fall Weeklong Schools. One is for small Locals of 100 members or less, called the **SMALL LOCAL SUBSIDY**. The other is for Locals of 101 and more members that are required to travel greater than average distances, called the **DISTANT LOCAL TRAVEL SUBSIDY**.

Small Local Subsidy for Weeklong Schools

This subsidy is modelled on the existing CUPE BC Convention Subsidy (Constitution 4.7) and will provide small Locals of 100 or less members reimbursement of 100% of the costs related to sending one delegate to Spring or Fall. A Local may also choose to send two delegates and claim 50% of the cost of each delegate. The following conditions will apply:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by **May 8, 2020**.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Distant Local Travel Subsidy for Weeklong Schools

This travel subsidy is available to Locals of 101 members or more located in Northern BC, Haida Gwaii, the Kootenays, and Northern Vancouver Island. It is recognized that CUPE BC Locals from these areas are regularly faced with higher than average travel costs to send delegates to Spring and Fall Weeklong Schools. This subsidy shall be in the form of a lump sum payment and shall be made on the following basis:

- ◆ Locals are responsible for paying the cost of the normal registration fees as set out in the School Brochure.
- ◆ Reimbursable costs include lost wages, transportation including overnight hotel if required and travel days per diem. (Rates such as mileage, per diems, etc. will be paid as per the CUPE BC Expense Policy.)
- ◆ Reimbursement shall be for travel costs in excess of \$400.00. The maximum subsidy shall be \$500.00. For example:
 1. A Local with travel costs of \$600.00 will receive a subsidy of \$200.00.
 2. A Local with travel costs of \$900.00 will receive a subsidy of \$500.00.
 3. A Local with travel costs of \$1,100.00 will receive a subsidy of \$500.00.
- ◆ Locals applying for such reimbursement shall have a dues structure of no less than 1.25%.
- ◆ Locals will submit their initial request for reimbursement with their Weeklong School Registration Forms. The finalized subsidy request must be received by CUPE BC no later than 60 days following the Weeklong School.
- ◆ The CUPE BC Secretary-Treasurer will review all requests for subsidies and recommend approval to the CUPE BC Executive Board.

Subsidy Application

Please Complete the Following Information:

Local Union # _____ Local Union Name _____

Local Union Contact Person _____

Phone (H) _____ (W) _____

E-mail _____

Local Union Mailing Address _____

Type of Subsidy Being Applied For:

- ♦ Small Local (100 Members or Less)
- ♦ Distant Local (101 Members or More)

Delegate's Name

Workshop

Local Union General Information:

1. Number of Members _____

2. **Please provide copies of your latest Annual Budget and Trustees Report. (MANDATORY)**

3. Please provide verification of Union Dues Rate.

4. Estimate of costs for sending delegate:
 - (a) Transportation _____
 - (b) Lost Wages _____
 - (c) Per Diems _____

President

Date