
Jerry Dias
National President
Président national

Renaud Gagné
Quebec Director
Directeur québécois

Robert J. Orr
National Secretary-Treasurer
Secrétaire-trésorier national

February 22, 2019

**TO: Local Union Presidents and Recording Secretaries
(Excluding Quebec)**

***UNIFOR EMPLOYEE & FAMILY ASSISTANCE
PROGRAM/ADDICTIONS CONFERENCE***
May 31 - June 2, 2019
Unifor Family Education Centre, Port Elgin ON

This will announce the bi-annual Unifor Employee & Family Assistance Program/ Addictions Conference being held at the Unifor Family Education Centre in Port Elgin, Ontario May 31 to June 2, 2019.

Every local union is encouraged to send their full complement of delegates. Our union's commitment to the principles of employee and family assistance and recovery can only be met with the total participation and involvement of our leadership. Please encourage your EFAP/Substance Abuse Representatives or Peer Referral Agents, local union leadership, human rights, women's advocate and equity representatives to participate in this conference. Early registration helps us plan the conference. **The deadline is May 10, 2019.**

Enclosed you will find:

- ❖ Conference Registration Form, Agenda, Workshops & Bios, Reservation Form, Child Care Registration Form and Meal Requirements Form

CONFERENCE REGISTRATION FORM

Please complete both the **Conference Registration Form and Agenda** and return by email to sandra.tunstall@unifor.org or by fax to (519) 354-8290. Registration deadline is **May 10, 2019**. You must also indicate if you are attending this Conference for the first time.

RESERVATION FORM

This form must be fully completed and sent along with all fees to:

Unifor Family Education Centre - 115 Shipley Avenue, Port Elgin ON N0H 2C5
Email: confcentre@unifor.org

No later than May 10, 2019

Please forward two separate cheques. One cheque of \$60.00 is for the registration fee and the second cheque is for accommodation.

Room and board fees for the Conference are as follows:

For 2 nights' accommodation and meals:

Shared Room (with another delegate)	\$370.00 <u>per delegate</u>
Single Room (one person in room)	\$520.00 per delegate
Single Room with partner	\$620.00 per couple
Child aged 17+	\$100.00 per person
Child 12-16 years old	\$ 50.00 per child
Child 11 and under	- No charge -

Note: If family member(s) are being paid for by the individual and not by the local, the local pays the "single occupancy" rate and the following rates apply (includes taxes):

- Spouse or child over 16 years = \$113.00
- Child 12 to 16 years = \$56.50

Please note: Double occupancy units are also equipped with a separate study room which includes a single fold-out 'Murphy bed' for those wishing additional privacy.

Room reservations & cancellations will only be accepted in writing by email, fax, or by mail. Reservations/Accommodations at the Unifor Family Education Centre is on a first come, first serve

basis and only with the receipt of the signed Registration Form and payment (which can be by cheque or Visa, Master Card, American Express). Cancellation must be received 48 hours prior to the **May 31, 2019** 3:00 pm check-in, otherwise you will be billed for the first night's accommodations.

Meals are included in the reservation costs listed above, commencing with supper on Friday, May 31st up to and including lunch on Sunday, June 2nd.

If your delegate has a person with whom they prefer to share a room, please ensure that they note this on their Registration Form. Please pay particular attention to noting sex, as well as whether or not they smoke on the registration form.

All outstanding room and board fees, including spouse and children will be the responsibility of the local union delegates.

Local Unions are urged to select and register your delegates as soon as possible as registration will be handled on a first come – first serve basis. In order to participate in the Conference, delegates must have accommodations at the Centre.

CHILD CARE REGISTRATION FORM

To be completed and sent to the Unifor Family Education Centre no later than May 10, 2019. Child care will be provided during Conference hours only.

Note: Child care will only be provided if numbers permit.

If you have any questions regarding child care please call 1-519-389-3233.

CONFERENCE AGENDA

Registration will take place from 4:00 p.m. to 5:30 p.m. on Friday evening.

Dinner served between 5:30 p.m. and 6:45 p.m. in the dining room.

Conference hours: The conference will open with a plenary session at 7:00 p.m. Saturday sessions run from 8:30 a.m. to 4:30 p.m. with breaks & lunch. The Sunday morning session will run from 9:00 a.m. to 11:00 a.m. A copy of the Conference Agenda will be included in the kit.

There will be presentations by expert speakers as well as interactive learning.

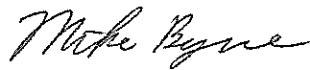
The one day *Mental Health a Union Issue* course will be presented on Saturday for delegates who wish to gain a basic, introductory understanding of Substance Abuse & Employee Assistance. (Please indicate if this is your first time attending this Conference).

Late Check-in – the Administration Office is open until 9:00 p.m. Delegates arriving after that can ring the buzzer to the left of the door and a security person will let them in and issue a key. **Check-out time:** 11:00 a.m. Sunday. Telephone charges are to be paid upon check out.

Grey Bruce Airbus arrangements can be made directly at 1-800-361-0393 or 1-519-389-4433 for those delegates who require transportation to and from the Toronto airport.

Your cooperation in assuring the success of this conference will be appreciated.

In Solidarity,



Mike Byrne

National Representative

Education and EFAP Staff Liaison

MB/st-cope343

Encl. EFAP/Addictions Conference Registration Form, Agenda, and Workshops & Bios
Unifor Family Education Centre Reservation Form
Unifor Child Care Registration Form
Unifor Meal Requirements Form

ec Jerry Dias, Bob Orr, Assistants
Unifor National Executive Board
National Representatives (excluding Quebec)
EFAP Committee of Unifor Council
Port Elgin Reservations
Port Elgin Child Care



**UNIFOR EMPLOYEE & FAMILY ASSISTANCE
PROGRAM/ADDICTIONS CONFERENCE 2019**

REGISTRATION FORM

May 31 – June 2

Email to: sandra.tunstall@unifor.org

OR fax to: (519) 354-8290

Please print clearly.

Name of Participant: _____

Unifor Local #: _____

Name of Workplace: _____

Email Address of participant: _____

First Time Delegate: YES NO

All delegates will take part in plenary sessions on Friday evening and Sunday morning. Various workshops will be held on Saturday.



UNIFOR EMPLOYEE & FAMILY ASSISTANCE PROGRAM/ADDICTIONS CONFERENCE 2019

AGENDA

Friday – May 31

- * Welcoming Remarks & Networking
-

Saturday – June 1

Classes will be filled on a first come first serve basis.

Please select Option A or Option B. If you choose Option B, then select one morning workshop and one afternoon workshop.

- A Mental Health - A Union Issue (full day)
(For 1st time delegates)

OR SELECT ONE MORNING AND ONE AFTERNOON CLASS FROM BELOW:

- B Two ½ day classes as selected below.

Saturday Morning (select 1)	Saturday Afternoon (select 1)
<input type="checkbox"/> How to Work with People in 12 Step Recovery. Modern Treatment and 12 Step Program. Kissing Cousins or Evil Relatives <i>(Robert McArthur & David Eales)</i>	<input type="checkbox"/> Health & Safety –Transforming our Workplaces into Psychologically Safe and Supportive Places <i>(Sari Sairanen & Mike Byrne)</i>
OR	OR
<input type="checkbox"/> Stages of Change What is it and how can it help us with our work. <i>(Corrie McIlveen-Culp, CCAC)</i>	<input type="checkbox"/> Workplace Suicide Prevention Training <i>(Sharon Lupton)</i>

Sunday – June 2

- * Closing Remarks
-

(Please see workshop description & presenter bios on the following pages)

❖ **Mental Health - A Union Issue – (Full day)**

This is an important program for union representatives and local union officers who want to learn how to support and represent members who are dealing with mental illness, including addiction. The program will provide a foundation to better understand mental illness and will engage participants in how to effectively refer members to appropriate services. Participants will learn about the duty to accommodate as it applies to workers with mental illness, including dependency issues, and the rights and duties that apply to the employer, the union, and the individual worker.

We will look where improvements can be made to collective agreement language to support members when they are at their most vulnerable and discuss ways in which to shift from a culture of fear and avoidance to a culture of empathy and true solidarity in our workplaces.

We will tackle issues that are complex and often uncomfortable, but this program aims to navigate participants through this tough topic and supply the tools required for their role in the union.

❖ **How to Work With People in 12 Step Recovery. Modern Treatment and 12 Step Programs. Kissing Cousins or Evil Relatives (½ day)**

(Robert E. McArthur RSSW, ICADC & David Eales)

The purpose of this workshop is to explore how to work with people in 12 step recovery, how to use science and researched methodology to support their recovery work, not stifle it. Many of our approaches are the same even though our language may differ. Some of the topics for discussion will be the transtheoretical model of change, motivational interviewing, harm reduction, addiction as a brain disease, and 12 step meeting and some of their formats. We will also look at our biases and preconceived ideas that influence our treatment modalities.

Robert E. McArthur RSSW, CCAC, ICADA - Robert (Bob) comes with over 25 years' experience in the addiction and mental health field and over three decades of personal recovery. He is a graduate of Loyalist College as a Social Service Worker and went on to receive diplomas from McMaster University in Addictions Studies and Addictions Careworker. He is a registered Internationally Certified Alcohol & Drug Counsellor, Canadian Certified Addiction Counsellor certified by the Canadian Addiction Counsellors Certification Federation. He is also a member in good standing of the Ontario Social Workers and Social Services Workers. He has experience working in outpatient, in-patient, youth, severe mental health, individual and group. He is presently in private Practice in Kitchener, Ontario.

David Eales - David currently works at Grand River Hospital and is a student at Fanshawe College. David has over a decade of experience in addiction and mental health and is currently the EFAP union representative for Unifor Local 1106.



❖ **Stages of Change: What is it and how can it help us with our work.**

(½ day) *(Corrie McIlveen-Culp, CCAC)*

This workshop will explore the history of the stages of change, emphasize the importance of understanding this model and how to identify where clients are at within the stages. Additionally, this workshop will identify challenges encountered by both clients and practitioners when trying to match a client with the appropriate stage of change. Specifically, this workshop hopes to clarify the discrepancy surrounding assessing what stage a client is in, their readiness for change and subsequently supporting them through the process.

In short, we all need to work at the level the client is at. It doesn't matter what we think the client needs to do; especially when they aren't ready to make the necessary changes to meet THEIR goals yet. We will learn to assess what stage they're in and how to advise them appropriately.

Corrie McIlveen-Culp is a graduate of the Concurrent Disorders Certificate program and has been working with hard to serve populations for over 8 years. She is now an Addictions Worker for the Alternative Justice Programs at Mission Services of Hamilton and has her CCAC Certification through the CACCF.

❖ **Health & Safety - Transforming our Workplaces into Psychologically Safe and Supportive Places (½ day)** *(Sari Sairanen & Mike Byrne)*

Our workplaces are constantly changing in character which means new risks and challenges for workers. As a result, new perspectives on Occupational Health and Safety need to be developed such as the impact on psychological health and safety in the workplace and a new understanding of substance use in the workplace.

The presentation will explore ways to improve mental health in our workplaces and to help create a fairer and satisfying work environment for all.

Sari Sairanen is the Director of Health, Safety & Environment for Unifor. She comes from the Airline division, which represents members from coast to coast to coast in Canada. She participates on a number of committees and boards including the board of directors for Mindful Employer and the board of governors for the Canadian Centre for Occupational Health and Safety. Sari is a strong advocate for Health and Safety in the workplace.

Mike Byrne is a National Service Rep out of the Chatham Office. He is liaison to the Employee Assistance Reps, advocating for a better understanding of addiction and mental health issues in our Union and workplace.



❖ **Workplace Suicide Prevention Training (½ day) (Sharon Lupton)**

Talking about mental health both inside and outside of the workplace can be difficult. In recent years, efforts have been made by unions and some employers to address the stigma surrounding mental health issues and though now it is somewhat easier to discuss, suicide seems to still be left out of the discussion.

Every day in Canada 10 people end their lives by suicide; up to 200 others will attempt to do so. Suicide is a critical public health issue in Canada - suicide is one of the top ten leading causes of death, with rates increasing over the past 60 years. Suicide is currently ranked as the 9th leading cause of death in Canada.

The “Workplace Suicide Prevention” workshop is designed and delivered by Labour Programs and Services; a partnership program with the Canadian Labour Congress and United Way Centraide Canada.

This workshop will help participants recognize warning signs and respond to situations where suicide thoughts might be present, identify invitations for help that are often overlooked and know how to find and connect someone to the community resources that are available to help.

Sharon Lupton - *Sharon is the National Director, Labour Programs & Services. Labour Programs and Services is a project of the Canadian Labour Congress (CLC) in partnership with United Way Centraide Canada - (UWCC).*

A long time labour activist, Sharon was a member of the Canadian Auto Workers in a leadership role serving as bargaining committee member and steward for over 15 years in an automotive soft trim facility in Stratford, ON. Sharon was an executive member of the regional Labour Council, was a member of the Ontario Federation of Labour/ CLC Labour Adjustment working group and the Ontario Manufacturing Council, and served on the Board of Directors for numerous community organizations.

In her role as National Director, Sharon works with 35 programs across the country, sets organizational direction, manages organizational growth and change, and ensures high standards programs and services. She also works to foster and enhance the partnership, promote community involvement and volunteerism in the labour movement and forge close and dynamic connections between labour and diverse communities.

Prior to becoming the National Director, Sharon was the Labour Programs & Services Coordinator with United Way London & Middlesex, and prior to this, she was a Labour Staff Representative with the Labour Education Program of Waterloo Region.



RESERVATION FORM

Unifor Family Education Centre

115 Shipley Avenue, Port Elgin, Ontario N0H 2C5

Toll Free: 1.800.265.3735 ext. 3221 • Fax: 519.389.3222 • Email: confcentre@unifor.org

Event/Conference Name: _____

Arrival Date: _____ Departure Date: _____

Guest Mailing Address Information

Local Union: _____

Guest Name: _____ Gender: _____

Address: _____ City: _____

Province/State: _____ Postal Code/Zip: _____ Country: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Labour Organization/Corporate Mailing Address Information

Organization Name: _____

Address: _____ City: _____

Province/State: _____ Postal Code/Zip: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Family Information - complete names only if they are attending:

Spouse/Partner attending: Yes No Name: _____

Children Attending: Yes No Child Care Required: Yes No

(Check with your event/conference organizer if childcare is offered and, if so, request a childcare form for completion)

Name: _____ DD/MM/YY: _____ Name: _____ DD/MM/YY: _____

Name: _____ DD/MM/YY: _____ Name: _____ DD/MM/YY: _____

Emergency Contact: _____ **Phone:** _____

Special Requirements (i.e. diet, accessible room, no stairs, medical, off-site accommodations, etc.)

No: Yes: Explain: _____ Off-site meal package

Do you smoke? No: Yes: (If so, we will provide ground floor access to patio if available)

Rooming Request (Partner): _____

METHOD OF PAYMENT

Full payment for room and board will be made by (please check one):

Labour Organization (Union/Union Associate) Corporate (Non-union) Guest

I authorize payment of the following accommodations for this delegate:

shared room with another delegate delegate only single room delegate & family

Contact person to authorize payment: _____

Title: _____ Signature: _____

Method of payment (please check one): M/C Visa American Express

Credit card number: _____ Expiry Date: _____ / _____ (mm/yy)

Cheque: Payable to Unifor Family Education Centre - send with this form - no personal cheques

Registration Fee: # _____ \$ _____

Room and Board Fee: # _____ \$ _____

If costs incurred are not covered by your local, please complete the following information:

Personal Visa/MC/AMEX: _____ Expiry Date: _____ / _____ (mm/yy)

I agree to be personally liable in the event that the indicated person, corporation or labour organization fails to pay for any part or the full amount of the invoice. The Centre assumes no responsibility for loss of money, jewels, or other valuables and is not responsible for articles left in rooms or automobiles.

Guest Signature: _____ Date: _____



unifor

MEAL REQUIREMENTS / ALLERGIES EXIGENCES DIÉTÉTIQUES /

Special dietary requests pertain to medical issues such as severe food allergies, celiac or vegetarian and vegan requests, also based on a religious tradition such as Halal food.

In order to provide you with the best experience while visiting at the Centre, we request that you send these requests in advance. We strive to make your stay here a pleasant and safe culinary experience. If you have any questions or concerns, please contact the Front Desk at confcentre@unifor.org or call 1-800-265-3735 ext 3221 or fax 519-389-3222. Thank you

Des demandes alimentaires spéciales en raison de problèmes médicaux comme des allergies alimentaires graves, des problèmes céliaques ou des demandes de repas végétariens ou végétaliens. Demandes s'appuyant aussi sur une tradition religieuse comme les aliments halal.

Afin de vous fournir une expérience des plus positives pendant votre visite au Centre, nous vous demandons de nous envoyer ces demandes à l'avance. Nous veillerons à rendre votre séjour ici aussi plaisant et sécuritaire que possible sur le plan alimentaire. Si vous avez des questions ou des préoccupations, n'hésitez pas à communiquer avec la réception, 1-800-265-3735 poste 3221, télécopieur 519-389-3222 ou par courriel confcentre@unifor.org. Merci.

<input type="checkbox"/> Dairy Free / Sans lactose	<input type="checkbox"/> Other / Autre
<input type="checkbox"/> Gluten Free / Sans gluten	<input type="checkbox"/> Vegan / Végétalien
<input type="checkbox"/> Halal	<input type="checkbox"/> Vegetarian / Végétarien
<input type="checkbox"/> No Fish / Sans poisson	
<input type="checkbox"/> No Meat / Sans viande	

Food Allergies/Allergies alimentaires : Airborne Food Allergies / Allergènes aériens

Although we strive to do our best to accommodate our guest's needs we unfortunately cannot guarantee that the facility is free of specific allergens including airborne food allergies. / Bien que nous veillions le plus possible à répondre aux besoins de nos invités, nous ne pouvons garantir malheureusement que l'établissement soit libre de tout allergène spécifique, y compris des allergènes alimentaires et aériens.

Name of course or conference : Nom du cours ou conférence : _____	
Name of participant: Nom du participant(e): _____	Local Union: Section locale : _____
Arrival Date: Date d'arrivée : _____	Departure Date: Date de départ: _____

Please note: If you decide to skip a meal or go into town for a meal – please notify kitchen staff in advance to avoid staff unnecessarily doing special meal prep.

Par souci d'économie et dans le but de faciliter la planification des repas, nous demandons de bien vouloir aviser le personnel de la cuisine de votre intention de sauter un repas ou de prendre un repas à l'extérieur du Centre.

YOU CAN ALSO HAND-DELIVER THE COMPLETED FORM TO THE KITCHEN STAFF AT YOUR NEXT MEAL TIME TO SUBMIT YOUR REQUEST.

VOUS POUVEZ AUSSI REMETTRE VOTRE FORMULAIRE REMPLI À UN(E) DES EMPLOYÉ(E)S DE LA CUISINE À VOTRE PROCHAIN REPAS POUR SOUMETTRE VOTRE DEMANDE.

This completed form will not be kept on file after the dates specified below:
Ce formulaire rempli ne sera pas gardé dans nos dossiers après les dates spécifiées ci-dessous:



UNIFOR CHILD CARE SERVICES REGISTRATION FORM

Unifor Family Education Centre 115 Shipley Avenue, Port Elgin, Ontario NOH 2C5
Telephone: (519) 389-3233 Fax: (519) 389-3544 E-mail: fecchildcare@unifor.org

Program Name: _____ Date: _____

CHILD INFORMATION

Child's Name: _____
Full Name

Address: _____
Street & Number City Province Postal Code

Gender: _____ Birthday: _____
(day / month /year)

Principal Home Language: _____

Name(s) of people to whom the child may be released: _____

PARENT INFORMATION

Name of Parent/Guardian: _____ Local # (i.e. L. 222): _____

Address (If different than above): _____
Street & Number City/Town Province Postal Code

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

MEDICAL INFORMATION

Child's Health Card Number and Initials: _____

Is your child receiving any medication on an ongoing basis? If yes describe what medication is for and times that it is to be taken:
Yes: _____ No: _____

Does your child suffer from any medical conditions such as allergies, asthma and disease? If "yes", please list and explain in detail the medical condition:

Does your child have any dietary restrictions? If yes please list/explain:

Yes: _____, No: _____.

Does your child have any special needs such as but not limited to ADD, ADHD, Autism, Asperger Syndrome, Cerebral Palsy? If "yes", please list and explain in detail the special need:

Does your child have any behavioural issues/concerns that we need to be aware of in order to maintain his/her safety and the safety of the other children? If "yes", please list and explain in detail the behavioural issues/concerns:

Is your child physically able to take part in all program activities?

Yes: _____, No: _____.

If no, please list restrictions: _____.

CONSENTS

Do you grant permission for your son/daughter/ward to participate on short supervised walks or excursions within a 2 km. radius from Unifor Child Care facility in Port Elgin or the city that the program is taking place in?

Yes: _____, No: _____.

In the case of a medical emergency, every effort will be made to contact the child's parent(s) or guardian(s):

A. In the event of a medical emergency do you hereby grant permission for the staff of Unifor Child Care Services who are trained in emergency first aid and CPR to attend to your child?

Yes: _____, No: _____.

B. In the event that you cannot be reached, do you hereby grant permission for a physician/hospital, as selected by the Unifor Child Care Service to hospitalize and/or secure proper treatment for your child?

Yes: _____, No: _____.

The Unifor Child Care Service is a high profile program, do you hereby grant permission for your son/daughter/ward to be video taped or photographed by public media or Unifor Public Relations?

Yes: _____, No: _____.

Signature of Parent/Guardian

Date