

Canadian Postmasters
and
Assistants Association



l'Association canadienne
des maîtres
de poste et adjoints

The Canadian Postmaster



March 2010

*See page 8 for an
up-date on Negotiations*

Visit the **CPAA Web site** regularly
to keep up to date on new
information.

www.cpaacacmpa.ca

Financial Statement

*A copy of the 2009
Financial Statement is available upon request.
Please see page 5.*

*The dates and locations for the
Branch and National
Triennial Conventions
are located on page 7.*



Canadian Postmasters and Assistants Association (CPAA) is committed to maintaining the security, privacy, and accuracy of our members' personal information. Our members' personal information is collected, stored, used, and disclosed in a manner that complies with the CPAA Privacy Policy.

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Leslie A. Schous

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A complete listing is in this magazine.

The Canadian Postmaster
is published twice a year by the
Canadian Postmasters and Assistants
Association.

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President's Message



Greetings from 281 Queen Mary. The sun is shining brightly today, it will shine tomorrow and the day after, even though we are facing many challenges. We are optimistic that CPAA will prevail and we will find the sunshine and when there is no sunshine, we will find the silver lining in the clouds.

Negotiations have been a steady challenge, as we have mentioned in our *Communiqués* and on our Web site, we may be heading to Final Offer Selection Arbitration. CPAA is not prepared to accept concession after concession. We have, and will continue, to put our best arguments forth, be it in front of Canada Post or in front of an arbitrator. We are very comfortable with our position. There is more information in the magazine and we will continue to keep you updated through the Web site and our *Communiqués*.

The application by the Canadian Union of Postal Workers (CUPW) to the Canada Industrial Relations Board (CIRB) for a bargaining unit review has resulted in more activity at 281 Queen Mary. A Committee has been struck to do research and compile information. We are prepared to make our presentation to the CIRB as the proceedings unfold. We are confident we can meet this new challenge and, with your support, we will be able to show how and why CPAA should continue to represent the Postmasters, Senior Assistants, Full-Time Assistants, Part-Time Assistants and all the Term employees who work in the CPAA post offices. We will continue to keep you updated on this as well. It looks like we have a lot of "updating" to do!

One issue that is really coming forth is members being called in by CPC to discuss their attendance. Often CPC sends a letter or, in some Branches, a twenty-four (24) hour notice of interview. PLEASE REMEMBER: If you wish to have a union representative present with you at these meetings/interviews, please feel free to call one of your Branch Officers for assistance. According to Canada Post's *Team Leader's Guide to Labour Relations*: "An interview does not suggest wrongdoing - they are held to formally discuss absence issues. Accordingly, no disciplinary action will follow an attendance interview. A letter may be put on the employee's file, but it is not a letter of reprimand and may not be followed by the penalties of progressive discipline." If your Manager or Supervisor is overstepping these bounds, please advise your Branch Officers as soon as possible.

As the thought of spring starts to emerge, we also have thoughts of our Branch Conventions coming in the near future. Please note we have identified the dates and locations of all the Branch Conventions. I urge you to attend if at all possible. We have many things to discuss: Officers to be elected, Delegates to be chosen for the Triennial and, of course, lots of wonderful comradery.

Too much to talk about and not enough room... In closing, I hope you will attend your Branch Convention. My colleagues and I at the National Office, look forward to meeting you there. And remember, even though we have a number of challenges ahead of us, think of them as new goals.

Leslie A. Schous

REMINDER – National Triennial Convention 2010

by Daniel L. Maheux

It is election year! All Active Members of CPAA have a critical role to play: that of choosing, from within our ranks, the best team of representatives for the Branch and the National Office of your Union.

In the past, we have communicated many important issues with you which have affected your Association and will continue to affect us in the future. The Bargaining Unit Review currently underway with the Canada Industrial Relation Board is just one example.

This year, the elections in your Branch and at the National Triennial Convention will be more important than ever. In the face of adversity, we need to come together as a strong, united team. You owe it to yourself to attend your convention. We need your passion, your commitment and your desire to fight for another day. CPAA needs the best of the best from within its ranks. Put your name forward to be an officer and a delegate at the National Triennial Convention. Ask questions. Voice your opinions. Make a difference. Do your part to ensure CPAA is as good as you deserve it to be.

Check your Branch newsletters, as well as the listing in this magazine for the dates and places of your conventions. This years' National Triennial Convention will be in Winnipeg, from October 4 to 6, 2010.



Order the 2009 Financial Report from CPAA

Our 2009 audited financial report is expected to be available in April. In order to receive a copy of this report, please complete the information below and return it to:

CPAA
281 Queen Mary
Ottawa ON K1K 1X1

(PLEASE PRINT)

Name

Address

City – Province – Postal Code

ELECTIONS

UNION OFFICERS – DELEGATES

by Pierre Charbonneau

*Active members of the Association have the privilege of choosing **union officers** who will represent them for the next three (3) years in their respective Branches but also to choose **delegates** to represent them during the National Triennial Convention. These same **delegates**, elected in the Branches, will have the opportunity to choose four (4) National Officers at the National Triennial Convention.*

Our by-laws state that the representation of each Branch is based on one **delegate** for each block of 150 members. All candidates wishing to participate in the election must follow the instructions of the returning officer.

Increased participation of members in the election of union representatives at the Branch level and delegates at the National level could have a **significant impact on the future of the Association this year**. This could show your appreciation for the work done by union officers, but also your pride in belonging to the Canadian Postmasters and Assistants Association.

Resolutions

Resolutions are the proposals to amend the By-Laws.

Would you like to get involved at your next Branch Convention? It is time to consider any changes that you would like to see made to our By-Laws. Any proposal for change must be made through the presentation of a resolution.

The most common way to present a resolution is at your Branch Convention, where a proposed change can be introduced, debated, and voted upon. If passed, the proposed amendment would be sent to the National Secretary-Treasurer who forwards them to the National By-Laws Committee which ensures that the proposed change does not conflict with any other By-Law or law. The Committee will also combine any proposed amendments that have the same intent.

An individual member can also submit a resolution to change any By-Law. Such a resolution would have to be submitted and received at the National Office at least thirty (30) days prior to the opening of the next National Triennial Convention. It would then be forwarded to the National By-Laws Committee. All resolutions are then presented to the National Board of Directors for discussion and recommendation of concurrence or non-concurrence.

All resolutions received are presented at the next National Triennial Convention. Each one is presented separately as a motion, debated, and if moved and seconded, it is then voted upon. All amendments require a two-thirds (2/3) majority vote to be approved. Because we are an incorporated body, all amendments must receive approval from the Minister responsible for the Corporations Directorate, Industry Canada, before they come into effect.

Branch Triennial Conventions

2010

The following list provides the location and dates of each Branch Convention for 2010.
For more information, consult your Branch Newsletter.

Newfoundland & Lab.

Albatross Hotel
114 Trans Canada Hwy
Gander NL A1V 1W6
May 14, 15 & 16, 2010

Maritime

Holiday Inn Express
2515 Mountain Rd
Moncton NB E1G 2W4
May 28, 29 & 30, 2010

Quebec

St-Castin Manor
99 Tour-du-Lac Road
Lac-Beauport QC G3B 2J8
May, 21, 22 & 23, 2010

Ontario

Four Points by Sheraton Kingston
285 King St East
Kingston ON K7L 3B1
April 30, May 1 & 2, 2010

Manitoba

Viscount Gort Hotel
1670 Portage Ave
Winnipeg MB R3J 0C9
April 30, May 1 & 2, 2010

Saskatchewan

Travelodge Hotel Saskatoon
106 Circle Drive West
Saskatoon SK S7L 4L6
June 4, 5 & 6, 2010

Alberta, NWT & NU

Red Deer Lodge
4311 - 49 Ave
Red Deer AB T4N 5Y7
June 4, 5 & 6, 2010

BC & Yukon

Coast Capri Hotel
1171 Harvey Ave
Kelowna BC V1Y 6E8
April 30, May 1 & 2, 2010

Notice

National Triennial Convention

October 4, 5 & 6, 2010

The Fairmont Winnipeg
2 Lombard Place
Winnipeg MB R3B 0Y3
Toll free 1-800-441-1414

At this meeting, members will receive an activity report from CPAA National Board of Directors;
they will discuss and decide on changes to be brought to the By-laws.
Members will also elect the National Executive Officers for the next three (3) years.

Corporate Achievement Bonus 2009

by Leslie A. Schous

We have been advised that the Canada Post Corporation Board of Directors has decided it will consider payment of a partial Bonus.

Unfortunately, at this time we do not know what percentage will be paid out.

ARBITRATOR TO DECIDE COLLECTIVE AGREEMENT

by Daniel L. Maheux

As we indicated on the Association's Web site, after nine (9) months of bargaining, the parties will be asking an arbitrator to decide the remaining terms of the Collective Agreement. The Corporation indicated their preference for an arbitrator and the Association responded. Once an arbitrator has been selected, the parties will have thirty (30) days to submit in writing their respective final offers [Clause 60.03 (c)].

For many years, CPAA members have had a Clause in the Agreement that says final offer selection is the best way to resolve bargaining disputes. The Clause means that both parties have to make a final offer. An arbitrator will look at the Association's offer as well as the Corporation's. He or she will decide which one is the most reasonable and that will become the agreement.

We are very comfortable that we have made a reasonable offer to Canada Post. The increases in compensation are in line with the overall compensation that has been given to the other bargaining units. Although both sides have made some gains, a great deal of the offer reflects the status quo, given that we are starting to come out of the recession.

Canada Post is asking to cut back or eliminate benefits which have not been taken away from two of its other bargaining units who recently reached new collective agreements. CPAA will not accept such a proposal.

Often the parties have informal discussions to bridge the gap. That may still happen – CPAA prefers a bargained settlement to an arbitrated one. If we can't reach a negotiated agreement though, then we are quite prepared to defend our offer before the arbitrator.

As usual, we will keep you informed of the latest developments.

Bargaining Unit Review

by Daniel L. Maheux

Over the course of last summer and the fall of 2009, members of the National Board of Directors gave a presentation at Branch Conventions and various Branch meetings on the future of CPAA. Thankfully, many of you were able to attend. **A new presentation on the bargaining unit review will be given at this summer's Branch Conventions. We ask all of you to make every possible effort to attend your respective Branch Conventions, as your participation and comments are needed on a going-forward basis.**

During last summer's presentation, we raised the issue of merger requests made by CUPW. As you will remember, those requests were flatly rejected by your elected National Board and by you, the members.

Still the other union would not take no for an answer. All sorts of initiatives were pursued by CUPW, in an attempt to position itself as the voice of Rural Canada in general and the union representing postal workers in Rural Canada. Rather than succeeding, we feel their efforts mostly muddied the waters and confused many citizens in Rural Canada.

As you all know by now, we are in the midst of a bargaining unit review. We felt it was something they might try and, lo and behold, we were proven correct. A special committee was formed by National President Schous to research the other unions' submissions and compile information, which will be used for the CPAA submission to the Canada Industrial Relations Board. For your information, our initial response to the CIRB and that of Canada Post Corporation are found on the Association's Web site. We will also post on the Web site all future correspondence with the CIRB.

We invite all members to visit the Association's Web site at: www.cpaacmpa.ca.

We know that some members are a little reluctant to visit the Web site. Please bear in mind that the Web site is the most economical and efficient way to inform you on the latest developments. At a time when we battle a hostile takeover, we must ensure we spend your union dues wisely.

Finally, we will need you the members to get involved. We are currently collecting the names and contact information of all members willing to pitch in. If you can help in any way, call us, write or send us an email.

Health and Safety

by Shirley L. Dressler

Mould does not belong in the workplace.

Mould indoors can gradually damage building materials and cause health problems to those within the building. Mould can grow without sunlight and can often be found in dark, damp areas. The mould spores can be easily disturbed. A person becomes exposed to the mould when the spores are inhaled. Those with allergies or other health issues such as asthma, bronchitis, hay fever, or a weakened immune system are more likely to react when exposed.

Common symptoms include runny nose, eye irritation, skin rash, cough, congestion and aggravation of asthma.

Mould can grow anywhere moisture is present. The possibility of indoor mould increases with excess moisture indoors.

Prevention is the best method of deterring mould. As warmer weather approaches, we must be aware of the collection of water and moisture within and around our buildings. Drying or removing water-damaged material will help to prevent or at least limit mould growth.

Perform regular inspections to identify potential problem areas, such as:

- Possible leaks in the roof.
- Inadequate drainage around the building. Ensure landscaping or gutters do not direct water into or under the building.
- Possible condensation and wet spots.
- Areas of weak air circulation.
- Plumbing leaks that require repair as soon as possible.

Delayed or insufficient maintenance may contribute to moisture problems in buildings. Encourage all employees to help identify possible problems.

Information for the above report was obtained from the Canadian Centre for Occupational Health and Safety, Health and Safety Report, Volume 2, Issue 2, February 2004.



Mrs. France Ringuette
Baie Trinité, Que.

In Memoriam

From November 1st, 2009 to February 28, 2010



Mrs. Suzie Paradis
Morin Heights, Que.

Mrs. Lillian Christensen
Hawarden, Sask.

Our most sincere condolences to their family and friends.

Political Action

by Daniel L. Maheux

Since the last National Triennial Convention, our high profile Political Action struggles have been: **Bill C14/C44, the Strategic Review of Canada Post Corporation, the closure of rural Post Offices, and the Bargaining Unit Review.**

Bill C14/C44: It was introduced by the Conservative Government to allow private re-mailers to enter the Canadian mail market and erode the Canada Post exclusive mail transmission privilege. The bill died on the House of Commons floor when Mr. Harper prorogued parliament. A new version of that bill may be reintroduced later and if so, our campaigning will continue.

Strategic Review of Canada Post Corporation: If it had been adopted in full, it would have drastically and, in our view, negatively impacted CPAA members. Thankfully, it was not, probably much to the chagrin of Dr. Campbell, the Chairperson of that Committee. It was noted that Dr. Campbell, prior to being chosen by the Conservative Government to Chair that review panel, had done extensive work as a Consultant to Pitney Bowes, one of the private re-mailers trying to get a slice of the Canada Post exclusive mail transmission privilege. The National and Branch Political Action Committees made submissions to the Canada Post Corporation Strategic Review Committee, along with contacting all the key political leaders. Your CPAA Branches were also instrumental in getting hundreds of resolutions voted on by your Municipal Councils and thousands of petitions signed by fellow rural residents.

Post Office Closures: We saw renewed efforts by the Corporation to use loopholes in the Community Outreach Program in their desire to close rural Post Offices. This occurred despite the government maintaining the Moratorium on Post Office closures and introducing a Canadian Postal Service Charter. Your Branches remain vigilant. The sad part is that some Postmasters still forget to let the Association know of their impending retirement. The best opportunity for CPAA to save an office threatened with closure is to know in advance so that the Branch can contact the community leaders and work with the community to save their Post Office. In some cases, unfortunately, we were not able to succeed. We learned that some CPC managers started using the Community Outreach Program in creative and self-serving ways. Rather than communicating with the communities with the intent of reviewing all options, often times the residents were told that the only option was the installation of CMB's. Please let your Branch officers know of your retirement ahead of time so the Political Action Committee can get to work. At the National level, we are in contact with Political leaders and bring all impending Post Office closures to the attention of our elected officials.

Bargaining Unit Review: CUPW is still trying to force a merger of their union with CPAA, in which the identity of CPAA and the interests of its members would forever vanish. As mentioned elsewhere in this magazine, we are busy working on our submission and we will need you, our members, to chip in. As an aside, all members who have access to a computer should visit the CUPW Web site and read the "*Interim Report on the Structural Review of CUPW*". In that report you will note the comments made by RSMCs and other groups of their members. **Keep in mind that in order to be included in the reports, the comments needed to reflect the opinions of the majority of members.** It is sad to read how dissatisfied those workers are with the union they thought would look out for them.

DIRECTIVES FOR INDIVIDUAL TRAINING REQUEST

by Pierre Charbonneau

It is possible for all **active members** of this Association to take part in a training program related to any aspect of unionism. The following directives describe the rules established by the Training and Education Committee to **approve** an **individual training request**.

The request will be considered by the Committee for approval if:

- The course to be taken by the member is directly related to the labour movement.
e.g.: labour laws, workers' compensation, health and safety, conflict resolution, etc.
- The total cost for the member's request doesn't exceed the amount of **\$1,000**.
- Only one request per member, per year.

You will find the application form on the CPAA Web site: www.cpa-aacmpa.ca

➤ You should click:

- CPAA logo on desired language
- On **Publications** – left side of screen
- Education Fund - Application Form
- Education Fund - Application Form – on desired language
- You will find the form on the second page.

Complete and sign the form and send it to our office:

- By email: mail@cpaa-acmpa.ca
- By fax: 613-745-5559
- By regular mail: CPAA
281 Queen Mary
Ottawa ON K1K 1X1

N.B. A reasonable timeframe would be appreciated to handle your request.

Staffing Transfers

by Shirley L. Dressler

Clause 11.05 provides complete details for transferring within CPAA. Some important points applicable to a transfer include the following:

- A transfer to a vacant position will be accepted only after all the provisions of Clause 35.10 have been followed and prior to the start of a competition.
- The employee must have been at their present classification level for at least two (2) years.
- Transfer lists are considered closed when the Canada Post staffing officer receives the request to staff. If transfers have been submitted, the offer of employment will be given to the employee with the most years of continuous employment. If there are no transfers on file, the position is posted for transfer for two (2) weeks on the Employee Information Line. Applications received more than one week after the transfer closing date will not be considered.
- A separate application must be submitted in writing to the staffing officer in the area of competition for each location where the employee wishes to transfer. The employee will be notified within 30 days that the transfer has been received and accepted.
- Accepted transfers remain on the transfer list for twelve (12) months from the date of receipt by the staffing officer or until a transfer has been accepted.
- Applications for transfer are first considered from employees within the applicable area of competition as defined in Clause 11.07, and then from employees within the bargaining unit.
- If there is still a vacancy, the position is placed for transfer and competition on the Employee Information Line for two (2) weeks. All applicants for transfer will be considered prior to competition.
- The Corporation is not responsible for the cost of a transfer.

Please note:

In September 2008, a National grievance was filed in protest of the Corporation, which determined that an administrative error was made in applying changes to the Job Evaluation Plan. These changes were a result of the negotiations of our 2006 Collective Agreement. The Corporation believed that seventy-five (75) positions had been improperly re-evaluated to a higher position. The arbitrator acknowledged that the Corporation had made an error but did not rule in CPAA's favour. The Corporation has committed to keeping these positions paid according to the higher position. Meanwhile all transfers for these seventy-five (75) positions will be allowed based on the corrected (lower) level and the employees will not be obligated to be in the lower position for two years.

CPAA has contacted all seventy-five (75) offices. If you have not been contacted by CPAA, your position is not affected.

Communication

by Daniel L. Maheux

Experts and academics have long said that the fields of politics, advertising, marketing, sales and several other areas of human endeavour have a key factor in common: communication. Bad communication will often result in conflicts. Good communication will help foster acceptance and understanding. Communication dictates how we, as human beings, relate to one another in all aspects of living.

A sub factor of communication, which is no less important, is demographics. “Demographics” is the science which looks at the composition of any particular group of people. The issue to bear in mind is that in order to successfully communicate with an audience, it is critical to know as much as possible about the target audience. The idea is that in order to successfully communicate, we must find words, ideas or concepts which are readily accepted and understood by our audience.

Interestingly enough for CPAA, at the time of writing, one basic element of demographic composition and gender stands as follows:

ACTIVE MEMBERSHIP STATS BY GENDER – February, 2010

F = Female M = Male

Branch	F	M	Total	% F
NL	440	34	474	92.83
MR	631	37	668	94.46
QC	1430	106	1536	93.10
ON	1258	84	1342	93.74
MB	367	29	396	92.68
SK	645	21	666	96.85
AB	606	38	644	94.10
BC	416	34	450	92.44
NAT'L	5793	383	6176	93.80

From the above, we see that 93.8% of CPAA members are female. Other factors which must be taken into consideration are age, income, education, marital status, place of residence, etc.

When your Communication Committee plans the Communiqué or any other pieces of communication, we always keep in mind who we are talking to, you CPAA members are our audience. The many comments you send us tell us that our efforts are paying off. You told us you like the Communiqué and in general you have a sense of community with your fellow rural postal workers and of belonging to the large CPAA family.

In the coming months, your CPAA family will need you more than ever. Through this magazine, future Communiqués, the Association’s Web site, your Branch Conventions and other communication initiatives, we will be keeping you informed of the issues we face. Stay informed, share with your fellow workers and if at all possible, get involved.

Vacation Leave Scheduling – Article 23

by Shirley L. Dressler

The time has come once again to schedule the next year of our vacation leave.

Article 23 provides the process to be followed for scheduling annual leave within an office. The vacation year runs from April 1 of the current year to March 31 of the following year. Vacation leave is to be scheduled and posted each year prior to April 1. Although vacation leave is not normally taken in December, these requests will not be unreasonably denied.

Postmasters have first choice of a vacation leave period followed by Senior Assistants, then Full-Time Assistants and finally Part-Time Assistants. The order of priority for vacation leave selection for Full-Time and Part-Time Assistants is based on their length of continuous employment.

Each employee chooses one continuous period of vacation leave consisting of all or part of the employee's vacation leave entitlement. Employees continue to choose further periods of vacation leave, in the same order of priority noted above, until all vacation leave entitlements are scheduled.

Clause 23.05 allows more than one employee to take vacation leave during the same period of time providing that suitable replacement schedules can be arranged and where practicable.

Clause 20.13 explains the assignment of extra hours.

We encourage all offices to have their own trained Term, or Terms assigned to their office. This will ensure you are able to meet the operational needs of the office whenever indeterminate employees are on authorized leave.



Group Life Insurance Plan

A – Life Insurance Benefit

1. Commencing August 1, 2005, **all active members** of the Association are insured for \$10,000 Group Life Insurance in accordance with the terms of Group Policy No. 158073, issued to the Association by The Great-West Life Assurance Company.
2. The above amount is subject to a periodical review.
3. Such insurance will continue *in force* as long as the *employee is an active member of the Association*.
4. Such insurance will continue for as long as this policy is in force.
5. Such insurance will automatically terminate at the end of the month in which the member celebrates his/her 70th birthday.
6. New members are insured from the date on which *active membership to the Association begins*.

B – Total Disability Benefit

1. This policy provides group insurance during continuous total disability as long as the following conditions apply:
 - a) you have been totally disabled for 6 months or more, prior to your 65th birthday;
 - b) the disability is such that you are unable to perform any work of any kind;
 - c) you remain an active member of the Association.
2. The coverage does not extend beyond your 65th birthday.
3. If you cease to be a member while you are on disability and before your 65th birthday, you must consider the conversion outlined in item C below.
4. You applied for waiver of premium benefits within the contract provisions.

C – Conversion Privilege

1. This insurance can be converted into certain types of individual life insurance plans, then issued by Great-West Life Assurance Company.
2. To convert this policy, the following conditions must be in effect:
 - a) your active membership to the Association must terminate on or before your 65th birthday;
 - b) your application for conversion must be received by Great-West Life within 31 days of termination of your active membership.**
3. Presently, the maximum coverage available is \$10,000.
4. Conversion is available regardless of your health.
5. The privilege does not extend beyond 31 days following your 65th birthday, even though you may continue to work beyond that date.

D – Beneficiary

1. A form is provided below to enable you to register a beneficiary in the event of your death.
2. You may change your designated beneficiary any time.
3. If no beneficiary is named, the insurance proceeds will be paid through the administrator, executor, or assign(s) of your estate upon your death.
4. **If designating a beneficiary who is a minor or who lacks legal capacity, please check box below, (in beneficiary form) and a Trustee Appointment form will be sent to you for completion.**

Certificate of Insurance

1. *The Great-West Life*, certifies that the holder of this policy is insured for the sum of \$10,000, in accordance with the terms of Group Policy No. 158073:
 - a) as long as he/she is an active member of the Canadian Postmaster and Assistants Association; and
 - b) as long as he/she is under age 70.
2. The insurance is payable on death from any cause to the beneficiary last registered in writing with *Great-West Life*.
3. If no beneficiary is registered with Great-West Life, the insurance is payable to the deceased's administrator, executor or assign(s).
4. The policy includes a Total Disability Benefit and a Conversion Privilege.
5. The certificate and the descriptive literature above are provided for information purposes only.
6. If any conflicts arise between the above and the terms of Group Policy No. 158073, the terms of the latter shall govern.

Should you need any additional information about your Group Life Insurance Plan, please contact:

Pierre A. Jeurond, Administrator
CPAA Group Life Insurance Plan
PO Box 46007
2339 Ogilvie Road
Ottawa ON K1J 9M7

613-798-2424 pierre@capitalbenefit.ca

2010/03

Retain the above for your records.

(Remove when completed, and forward this portion to the **address above**.)

Beneficiary Designation Form (PLEASE PRINT)

Important notice regarding Group Life Insurance Plan

- **Before completing this form, you must have signed an Association Member's File.**
- This form should only be completed *ONCE*, unless you wish to amend it. (ex. change in beneficiary or name change)
- When this form is completed by a member, he/she must have their signature witnessed by someone other than the named beneficiary.
- **Minor beneficiary:** YES NO • **Language preference:** English French Home phone #: (____) _____

I, _____ living in the Province of _____
Member's full name *Office Name*

and insured under Group Policy No. 158073 declare that all proceeds payable under this policy at my death be paid to

Beneficiary's full name *Relationship of Beneficiary to Member*

Dated at _____ this _____ day of _____ 20____
City, Province

Signature of Witness *Signature of Member*