

Canadian Postmasters  
and  
Assistants Association



l'Association canadienne  
des maîtres  
de poste et adjoints

# THE CANADIAN POSTMASTER



## Spring 2024



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# National Office

## National President

Dwayne Jones

## National Vice President

Judy Potter

## National Vice President

Brigitte Faucher

## National Labour Relations Officer

Steve McCuaig

## Office Manager /

## Accounting Financial Administrative

Vanessa Leblond

## Computer Data Technical Specialist

Pascal Leroux

## Administrative Assistant

Andréanne Ménard

## Communications and Administrative Assistant

Chantal Legault

## Financial Administrative Assistant

Gaetana Roberge

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Chantal Legault

## CHANGE OF ADDRESS

In order to maintain an accurate mailing list,  
please send your changes of address to our National Office  
as well as through Canada Post's SAP.

Please send us photos of your post offices and yourselves to:  
[mail@cpaa-acmpa.ca](mailto:mail@cpaa-acmpa.ca)

Cover photo:

Postmaster Céline Trudel and Assistant Pascal Corich from the  
Évain, Rouyn-Noranda, Quebec Post Office



# CPAA Union Representatives / Représentants syndicaux de l'ACMPA

281 Queen Mary, Ottawa, Ontario K1K 1X1 mail@cpaa-acmpa.ca

Name and address / Nom et adresse	Email / Courriel	Tel. No. / no de tél.		
		Fax	Off.-bureau	Home-rés.
Mr. Dwayne Jones, Nat. Pres. / Prés. Nat.	DwayneJones@cpaa-acmpa.ca	613-745-5559	613-745-2095	
Mrs. Judith Potter, Nat. Vice Pres. / Vice-prés. Nat.	judytpotter@cpaa-acmpa.ca	613-745-5559	613-745-2095	
Mme Brigitte Faucher, Nat. Vice Pres. / Vice-prés. Nat.	brigittefaucher@cpaa-acmpa.ca	613-745-5559	613-745-2095	
Mr. Steve McCuaig, Lab. Rel. Off. / Off. rel. trav.	stevemccuaig@cpaa-acmpa.ca	613-745-5559	613-745-2095	

## Newfoundland and Labrador / Terre-Neuve-et-Labrador

Ms. Kimberly V. Hunt, Pres., 20 Dawes Place, Conception Bay S. NL A1X 6Z7 (Hr Main)	khvntcpaa@gmail.com	709-744-2546	709-229-6279	709-744-1945
Ms. Daphne Tobin-Evans, Vice Pres., PO Box 83, English Harbour West NL A0H 1M0 (Harbour Breton)	dtevens.cpaa@gmail.com	709-888-2184	709-885-2655	709-888-2105
Mrs. Sherry-Lee Williams, Sec.-Treas., PO Box 122, New Harbour NL A0B 2P0 (Dildo)	sherrywilliamscpaa@gmail.com	709-582-3067	709-582-3115	709-582-3067
Mrs. Mary Green, Dir., Box 111, Green's Harbour NL A0B 1X0	emcooper130@outlook.com		709-582-2550	709-582-3334
Mrs. Karla Parsons-Jacobs, Dir., PO Box 268, Hampden NL A0K 2Y0	karlajacobs.cpaa@hotmail.com		709-455-2109	709-455-5552

## Maritime / Maritimes

M. Eugene Verdon, Pres., 10610 Route 113, Miscou Centre NB E8T 1Y9	eugencpaa@outlook.com	506-344-5660	506-344-2538	506-344-8974
Mme Lisa MacDonald, Vice Pres., 1796 Route 211 RR 2, Sherbrooke NS B0J 3C0 (Bickerton .)	lisamacPAA@hotmail.com	902-522-2115	902-364-2081	902-522-2079
Mme Lise Doiron, Sec.-Treas., 305 route 365, Tilley Road NB E8M 1N7 (Caraquet)	liscpaa@outlook.com	506-600-0166	506-727-3200	506-888-7634
Mrs. Krista Heath, Dir., 61 Princess Ave. Po Box 466, Trenton NS B0K 1X0	kristaheathcpaa@hotmail.com		902-922-3791	902-301-3859
Ms. Mary Chaisson, Dir., PO Box 771 - 17 Lavie Ave, Souris PE C0A 2B0 (St Peters .)	maryccpaa@gmail.com	902-743-2060	902-961-2072	902-215-0003

## Québec

M. Steeven Roy, Prés., 117 Pouliot , St-Henri-de-Lévis QC G0R 3E0	s.roy.acmpaquebec@gmail.com		418-700-3600	418-700-3600
Mme Chantal Coulombe, Vice-prés., 1331 Principale, St-Côme QC J0K 2B0 (Rawdon)	ccoulombe.acmpa@gmail.com		450-883-1660	450-883-3137
Mme Angèle Sénéchal, Sec.-Trés., 59 Sainte-Marie, Les Éboulements QC G0A 2M0 (Baie St-P.)	asenechal.acmpa@gmail.com		418-435-2541	418-635-2676
Mme Chantal Corriveau, Dir., 1623 rue Giguère, St-Adrien QC J0A 1C0 (Wotton)	ccorriveau.acmpa@gmail.com		819-828-2466	819-828-3641

\* \*

## Ontario

Mrs. Connie A. Kelloway, Pres., Box 2121, Angus ON L0M 1B0 (Erin)	connie4cpaa@sympatico.ca	705-424-7377	705-424-1107	705-733-6820
Mr. T. Anders Carson, Vice Pres., 4726 Briton Houghton Bay Rd, Portland ON K0G 1V0 (Westport)	anders4cpaa@gmail.com		613-272-0006	613-282-9996
M. Christopher La Berge, Sec.-Treas., Po Box 134, St Williams ON N0E 1P0 (Port Rowan)	chris4cpaa@hotmail.com		519-586-3220	519-771-4293
Mrs. Carrie Hendsbee, Dir., 319 Parkside Dr Box 623, Waterdown ON L0R 2H0 (Carlisle)	carrie4cpaa@gmail.com		905-689-0353	905-220-9340
Ms. Michelle Black, Dir., 125 Blanchard St East, Gravenhurst ON P1P 1B1 (Bala)	michelleb4cpaa@gmail.com		705-762-5412	
Mrs. Angelene Pudas, Dir., 50 Hoath St, Bruce Mines ON P0R 1C0 (Desbarats)	angelene4cpaa@gmail.com	705-665-5496	705-782-6227	705-665-5493

## Manitoba

Mrs. Janet Johnson, Pres., Box 307, Anola MB R0E 0A0 (East Selkirk)	jjohnsoncpaa@gmail.com	204-866-4822	204-866-4822	204-232-1571
Mr. Raymond Bonk, Vice Pres., PO Box 1258, Killarney MB R0K 1G0	rbonk.cpaa@hotmail.com	204-523-8407	204-523-4920	204-523-8407
Mrs. Hope M. Toporowski, Sec.-Treas., PO Box 66, Fork River MB R0L 0V0	hopecpaa@mymts.net	204-656-4283	204-657-2453	204-656-4815
Mrs. Kimberly Houston, Dir., PO Box 135, Oak Lake MB R0M 1P0	kimbcpaa@gmail.com	204-855-3225	204-855-2851	204-730-0233
Mrs. Christine Ott, Dir., PO Box 235, Binscarth MB R0J 0G0	christine.cpaa@gmail.com	204-532-2119	204-532-2478	204-532-2119

## Saskatchewan

Ms. Yolanda Kreitzer, Pres., Box 119, Raymore SK S0A 3J0 (Punnichy)	yolanda@cpaask.org	306-746-9001	306-835-2517	306-535-1100
Ms. Amanda Hannah, Vice Pres., PO Box 2738, Melfort SK S0E 1A0 (Kinistino)	amanda@cpaask.org		306-864-3553	306-921-3936
Ms. Janelle Christensen, Sec.-Treas., PO Box 144, Hawarden SK S0H 1Y0 (Davidson)	janelle@cpaask.org		306-567-3118	306-855-2066
Ms. Crystal Dumonceaux, Dir., PO Box 2229, Fort Qu'Appelle SK S0G 1S0	crystal@cpaask.org		306-332-5911	306-332-3883
Ms. Katherine Alexander, Dir., PO Box 704 , Raymore SK S0A 3J0 (Wynyard)	kathy@cpaask.org		306-554-3622	306-737-2630

## Alberta, Northwest Territories and Nunavut / Alberta, Territoires du Nord-Ouest et Nunavut

Mrs. Xan Moffatt-Toews, Pres., PO Box 2368, Fairview AB T0H 1L0	xan@abntnucpaa.com	780-835-2157	780-835-2855	780-835-2147
Mr. Gerry Henry, Vice Pres., General Delivery, Del Bonita AB T0K 0S0 (Warner)	gery@abntnucpaa.com	403-758-6329	403-758-6497	403-642-3992
Mrs. Katherine Simmons, Sec.-Treas., PO Box 21, Islay AB T0B 2J0	kathy@abntnucpaa.com		780-744-6688	780-871-3652
Mrs. Arlene Baird, Dir., 50009-Hwy 814, Leduc County AB T4X 0K2 (Nisku)	arlene@abntnucpaa.com		780-955-2475	780-974-8501
Mrs. Karen Luger, Dir., Box 425, Redwater AB T0A 2W0 (Lamont)	karen@abntnucpaa.com		780-942-2440	780-903-6603
Mr. John Pelley, Dir., PO Box 2586 - 11013 99 Ave, La Crete AB T0H 2H0	john@abntnucpaa.com		780-928-3883	780-502-3423

## British Columbia and Yukon / Colombie-Britannique et Yukon

Mrs. Denise Sorenson, Pres., 12-2714 Lower 6 Mile Road, Nelson BC V1L 6L4 (Salmo)	denisecpaa@gmail.com		250-357-2022	250-551-5711
Mrs. Marina Johnston, Vice Pres., 2334 Eva Rd, Lee Creek BC V0E 1M4 (Blind Bay)	marinacpaa@gmail.com		778-490-8069	250-574-7702
Ms. Janice Elliott, Sec.-Treas., Box 141, Keremeos BC V0X 1N0 (Hedley)	janicecpaa@gmail.com		250-292-8550	778-809-6717
Mrs. Sophie Shulist, Dir., Box 168-4817 Riverview Dr, Edgewater BC V0A 1E0 (Radium Hot springs)	sophie.shulist@cpaa-bcyukon.com		250-347-9460	250-688-4338
Mrs. Shona Brawdy, Dir., 9571 211A St, Langley BC V1M 1P2 (FORT LANGLEY)	shona.cpaa@gmail.com	604-888-3144	604-888-3144	604-866-5256

# President's Message



Since my last report, we have come through peak season, which meant busy days in the post office and a higher volume of parcels and mail to process. I trust you utilized sufficient staff with adequate hours to safely address the extra workload. As you know, during peak season, the Association and the Corporation don't meet as often for committee work nor schedule additional consultations as the focus around this time shifts to the workload in the offices and ensuring things are operating smoothly.

This year followed that very same process, except for your negotiating team. They continued to meet regularly and I'm sure many of you are wondering how things are going as our Collective Agreement expired on December 31, 2023. It is important to note that even though the new Collective Agreement has not been settled yet, the current Collective Agreement remains in effect with all the rights and benefits. Policies and practices remain in effect so it should be business as usual. If you are noticing anything different than this, please reach out to your union immediately. This helps everyone stay on top of things and everyone is able to address any concerns before they develop into something larger.

With your negotiating team, I am happy to announce that after ten days of face-to-face negotiations, we have been able to present over half of CPAA's demands. You will remember from my last report that the team has been tasked with not only submitting demands for this round of negotiations but also to bring forward issues from the last round. This is certainly a daunting task, and your team is doing a great job in ensuring your voices are being heard. We have several upcoming dates scheduled with the Corporation over the next few months and will continue to strive for a fair and equitable Collective Agreement. We remain hopeful that the parties continue towards an early settled agreement.

This time of year, also brings with it the spring inventory count in our offices. We know that for many post offices there hasn't been a full inventory count done since the Retail Point of Service (RPOS) roll-out. It is important to remember that some counts may not be as expected however, don't stress, remember you have a support structure with your team leader and union representative who you can reach out to for help. Early communication is the key to a quick resolution.





Another topic that is crucial for this time of year is specific to the Group Post Offices. It is vital that the Group Postmaster submits their Supplemental Allowance Declaration form by June 30, 2024. The Supplemental Allowance Declaration form is mailed to each Group Postmaster by Canada Post in March of each year and we have also this year requested Canada Post to allow the form to be posted on our public website under “Member Resources” then under “Forms” ([www.cpaacmpa.ca](http://www.cpaacmpa.ca)). The form posted is the same as the one mailed to the Group Postmasters with the same address where to send it, and please note that you will still only be able to submit one form. We encourage you to complete the form as early as possible and submit to: **SUPPLEMENTAL ALLOWANCE, CANADA POST, 2701 RIVERSIDE DRIVE SUITE N1040, OTTAWA ON K1A 0B1** or [cpaa\\_sa@canadapost.postescanada.ca](mailto:cpaa_sa@canadapost.postescanada.ca). As always, we encourage you to keep a copy for your records and send the fully completed form by a method that you will have confirmation of delivery. This is extremely helpful should any concerns arise on whether a person sent the form before the cutoff time limit. It is also important to note that the Supplementary Allowance is not to be confused with the Leasing Allowance explained in Article 43 of the Collective Agreement. To request an increase to your leasing allowance you would reach out to your local union official to submit your request. Article 43 allows Group Postmasters to apply for an increase at any point throughout the year to the amounts they receive under Appendix “I”. However, the Supplemental Allowance form must be received by the Corporation no later than June 30<sup>th</sup> of each year. It covers the previous year so if you were a Group Postmaster for the majority of 2023 and meet the criteria explained in the **Letter of Understanding No. 13**, found in the Collective Agreement under Appendix “H”, please ensure that you submit your form by June 30, 2024. To help with the explanation, I’ve included an example of both forms following this report. As always, should you have any questions or concerns, we ask that you reach out to your local union officers who are happy to assist in answering questions and getting you the help you need.



This brings me to the part of my report where I get to talk about our team here at CPAA. We have had changes to our team both at the Quadrennial as well as the months following. National Vice President (English) Catherine Chazalon left the National Office in December to return to her home in beautiful Newfoundland and Labrador. She will continue to be a tremendous asset to her local post office, and we thank her for her time here at CPAA. The CPAA National Board met, and a unanimous decision was made to appoint Judy Potter as National Vice President (English) in January. You will be able to read about her biography in this magazine, and we are very fortunate to have her as part of the National team. She comes to us with a tremendous amount of experience with both Canada Post and having served CPAA at the local level for over ten years.

I would like to end my message with reminding you that you have upcoming conventions, and I can't say enough how important it is that you plan to attend. Not only are you able to meet with the Officers who serve you throughout the year, meet with your national representatives, but also be able to connect with other CPAA members to engage in sharing of best practices, learn what is happening in other parts of the provinces or territories and even share a laugh or two. Remember you are not alone, and you have a tremendous support structure around you that is eager to see you succeed in your role with Canada Post. I wish you a Happy Easter and an enjoyable summer.



**Supplemental Allowance Declaration Form**

CPC mails this form to Group Postmasters in March every year.

**Leasing Allowance Declaration Form**

Contact your local union representative to receive this form.

**Supplemental Allowance Declaration**  
**Déclaration relative à l'indemnité supplémentaire**

Employee name / Nom de l'employé / employée \_\_\_\_\_  
 Employee ID number / Numéro de l'employé / employée \_\_\_\_\_  
 Phone number / Numéro de téléphone \_\_\_\_\_  
 Email / Adresse courriel \_\_\_\_\_  
 Office name, Province / Nom du bureau, province \_\_\_\_\_

**Please check the appropriate box(es)**

**1. In 2023, I provided premises for Canada Post that are:**  
 in residential premises   
 or  
 As a stand-alone office (I did not operate another business or engage in other employment on the same premises as the post office)   
**AND**  
**2. Commercial (or equivalent) insurance**  
 I provided commercial (or equivalent) insurance due to providing the premises for the post office.   
 or  
**Telephone use**  
 I was required to have a telephone line that was not provided, or paid for, by Canada Post.   
*If none of the above applies to you, you are not eligible for the supplemental allowance and do not need to return the form.*

**Signature** \_\_\_\_\_

**Submit to:**  
 SUPPLEMENTAL ALLOWANCE  
 CANADA POST  
 2701 RIVERSIDE DRIVE SUITE N1040  
 OTTAWA ON K1A 0B1  
 or cpaa\_sa@canadapost.postescanada.ca

**VEUILLEZ COCHER LA OU LES CASE(S) APPLICABLE(S)**

**1. En 2023, j'ai fourni des locaux pour un bureau de Postes Canada qui se trouvent :**  
 dans un immeuble d'habitation   
 ou  
 dans un bureau autonome (je n'ai pas exploité d'autre commerce ni exercé un autre emploi dans l'immeuble du bureau de poste)   
**ET**  
**2. Assurance commerciale (ou l'équivalent)**  
 J'ai souscrit une assurance commerciale (ou l'équivalent) afin de fournir les locaux du bureau de poste.   
 ou  
**Usage téléphonique**  
 Je devais avoir une ligne téléphonique qui n'était ni fournie, ni payée par Postes Canada.   
*Si aucun de ces cas ne s'applique à vous, vous n'êtes pas admissible à l'indemnité supplémentaire et vous n'avez pas besoin de retourner le formulaire.*

**Date** \_\_\_\_\_

**Soumettre à :**  
 INDEMNITÉ SUPPLÉMENTAIRE  
 POSTES CANADA  
 2701 PROM RIVERSIDE BUREAU N1040  
 OTTAWA ON K1A 0B1  
 ou cpaa\_sa@canadapost.postescanada.ca

Please note that all forms, without exception, must be received by June 30, 2024. Forms received after June 30 will not be considered for payment. Eligible claims will be paid by August 31, 2024. For mailed applications, it is recommended to use a traceable mailing product to obtain proof of mailing.

Veillez noter que tous les formulaires de demande, sans exception, doivent être reçus avant le 30 juin 2024. Les formulaires reçus après cette date ne seront pas admissibles. Les demandes de remboursement admissibles seront payées avant le 31 août 2024. Pour les demandes envoyées par la poste, il est recommandé d'utiliser un produit postal repérable pour obtenir une preuve d'envoi.

**Leasing Allowance Declaration (43) (App "1")**  
**Déclaration d'indemnité de location (43) (App « 1 »)**

**Statement of income/Revenues**

Post office name/Nom du bureau de poste : \_\_\_\_\_ Postal code/Code postal \_\_\_\_\_  
 Postmaster/Maitre de poste : \_\_\_\_\_ ID# \_\_\_\_\_ Position # \_\_\_\_\_ Tel# \_\_\_\_\_  
 Leasing Allowance received from Canada Post/Allocation reçue de Postes Canada: \_\_\_\_\_  
 Telephone Allowance/Allocation de téléphone: \_\_\_\_\_  
 Supplemental Allowance/Allocation supplémentaire: \_\_\_\_\_  
 Total: \_\_\_\_\_ \$

**Statement of expenses/ Dépenses encourues (If applicable/si applicable)**

Rent/Coût du loyer : \_\_\_\_\_ Month/mois  
 Electricity/Électricité : \_\_\_\_\_ Month/mois  
 Heat/Chauffage : \_\_\_\_\_ Month/mois  
 Water/Sewer/Garbage/Eau/Égouts/Poubelles: \_\_\_\_\_ Month/mois  
 Telephone/Téléphone: \_\_\_\_\_ Month/mois  
 Insurance/Assurance: \_\_\_\_\_ Month/mois  
 Snow removal/Déneigement: \_\_\_\_\_ Month/mois  
 Lawn mowing/Tonte de gazon : \_\_\_\_\_ Month/mois  
 Cleaning supplies/Produits nettoyage : \_\_\_\_\_ Month/mois  
 Office supplies/Dépense de bureau : \_\_\_\_\_ Month/mois  
 Othe/Autres : \_\_\_\_\_ Month/mois

Expenses Total/Somme des dépenses : \_\_\_\_\_ Month/mois

**Income/Revenues : + \_\_\_\_\_**  
**Expenses/Dépenses : - \_\_\_\_\_**  
**Total : = \_\_\_\_\_**



# National Vice President (English)



I grew up just around the corner from the National Office in Ottawa and started my full-time career as a legal assistant. I now live in Lanark, just west of Ottawa, where my husband, Ken, and I have raised two daughters in our rural community.

In 1998, I started with Canada Post in the Lanark Post Office, and like many of you, I travelled to different offices, to gain experience and extra hours, working as an Assistant and Postmaster.

While still working for Canada Post, I joined the CPAA Ontario Board of Directors in 2014 and became the Secretary-Treasurer for Ontario in 2016. I have now given up this position to accept the challenges that come with my appointment as National Vice President (English).

Canadian Postmasters and Assistants Association is also a rural community. We are all about shared ideas, working together, listening, negotiating, patience, learning and adapting to the various needs of our individuals and our organization. Working as a community, we can accomplish greater things. I look forward to using my acquired skills in serving our members, across the country in our rural communities, and the National Office .

This is quite a change from the daily routine of Postmaster, however, I am up for the challenge and the opportunity to represent you. Please do not hesitate to reach out with your questions, concerns, and good news stories too!

## Health and Safety



We want to promote members' well-being, both physically and mentally. There has been much emphasis on mental health in the workplace, which is very important, however, we must also take some time to look at the physical component of our workplace.

We often rush to complete tasks, and work at a fast pace without taking rest periods. Lifting, reaching, bending, turning, and twisting are all part of our daily jobs, especially if others are waiting on you to get their day underway.

Many of us work in pain and discomfort and use personal days or seek medication for pain relief. We are reluctant to reveal that we are in pain as we believe that it is a weakness or is our inability to do the job correctly. We want to wait until "it gets better" but eventually pain may make ordinary tasks impossible and often disturb sleep. Sometimes it is the gradual buildup of repetitive motion and poor posture that is causing the pain, leaving us open to Repetitive Strain Injury.

Look around your office. Do you have the proper equipment and tools to safely do your job? Is your counter at the right height? Consider all work heights and reaching distances, antifatigue mats, carts, etc. If there is more than one person in your office, can you mix up the tasks so that no one person is doing a repetitive job for an extended period? Be conscious of your posture and be sure to take your required breaks.

If you see something that could improve the ergonomics of your office, reach out to your Superintendent.





# Community Garden and Bicycle Rack Project:

## Cultivating Sustainability Together and Encouraging Bicycle Travel



We are proud to present our projects of 2022 and 2023. Thanks to Canada Post's Sustainability Grant, we've been able to bring to fruition a community garden as well as the installation of a bicycle rack. These initiatives were inspired by our environmental commitment and our desire to strengthen ties within our community. We were able to realize this dream of a shared, sustainable green space, as well as encourage travel by bicycle.

Located in front of the post office, our community garden has become a real attraction. The project has

been carefully designed to promote environmental sustainability while encouraging active participation of customers and post office employees alike.



The garden is the result of a collective effort. Employees and customers came together to plant, sow, tend and harvest together. This collaboration strengthens ties between neighbours, creates a sense of belonging and encourages environmental awareness.

What's more, by providing customers with a bicycle rack, we encourage a means of transportation that reduces carbon emissions for better air quality and easier access to our office. Encouraging the use of bicycles can improve the health of customers and employees alike.



In summary, a community garden and bicycle rack can bring about social, environmental and economic benefits to our post office and the community.

Join us in this exciting adventure for a more sustainable future, more frequent cycling, and a stronger community.

Thanks to Canada Post for this annual grant!





# JUST FOR YOU

Canadian Postmasters  
and  
Assistants Association



l'Association canadienne  
des maîtres  
de poste et adjoints

Are you an Active Member interested in increasing your union knowledge?

Will this be your first Just For You training?

If you answered yes to both of those questions, a portion of our negotiated education fund has been used to develop and present a training program [Just For You!](#)

## DATES LOCATIONS TOPICS

### DATES

OCTOBER 22, 23 & 24, 2024

### LOCATIONS

Moncton NB English

Quebec QC French

Ottawa ON English

Calgary AB English

### TOPICS

3-DAY TRAINING – for CPAA members

**OBJECTIVES** – you will have a better understanding of:

- ✓ The structure of CPAA
- ✓ Articles of our Collective Agreement
- ✓ How you can work for CPAA
- ✓ CPAA's role in the labour movement
- ✓ How CPAA can work for you

### Important information:

- From Oct. 21 to 25, 2024, the CPAA Education Fund will pay expenses such as: wages, per diem, accommodations, travel, etc.
- Enrolment is limited to 50 participants across Canada, selected by a random draw.
- Past and Present Union Representatives are not eligible for this training.
- CPAA members who have already attended a previous Just For You training are not eligible to apply.
- Only one application form per member will be accepted.
- Please carefully review the dates of the training sessions and your availability to avoid unnecessary cancellations and added expenses.
- Contact CPAA immediately if you are on any type of leave, so arrangements can be made.

- CPAA History
- By-laws / Policies
- Labour Movement
- Rights
  - ✓ Collective Agreement
  - ✓ Canadian Human Rights Act
  - ✓ Canada Labour Code



### JUST FOR YOU APPLICATION FORM

Applications must be received by June 21, 2024, at: CPAA, 281 Queen Mary, Ottawa ON K1K 1X1

Name \_\_\_\_\_

Address \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Post Office Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_

Position Title \_\_\_\_\_

Preferred training language

English

French



## **Branch Annual Conventions 2024**

<p><b>Newfoundland and Labrador</b> Holiday Inn, St John's Conference Centre 180 Portugal Cove Road St-John's NL A1B 2B2 Tel. (709) 722-0506  <b>May 3 &amp; 4, 2024</b></p>	<p><b>Manitoba</b> Canad Inns Destination Centre Transcona 826 Regent Ave W Winnipeg MB R2C 3A8 Tel. (204) 224-1681  <b>May 3, 4 &amp; 5, 2024</b></p>
<p><b>Maritime</b> Microtel Inn &amp; Suites by Windham 515 Notre Dame Street Summerside PE C1N 1T2 Tel. (902) 888-1500 <a href="mailto:info@microtelsummerside.com">info@microtelsummerside.com</a>  <b>May 24, 25 &amp; 26, 2024</b></p>	<p><b>Saskatchewan</b> Dakota Dunes Resort 203 Dakota Dunes Way Whitecap SK S7K 2L2 Tel. (306) 668-1888  <b>April 26 &amp; 27, 2024</b></p>
<p><b>Quebec</b> Riôtel Matane 250 du Phare E Ave Matane QC G4W 3N4 Tel. (855) 516-1090  <b>April 26, 27 &amp; 28, 2024</b></p>	<p><b>Alberta, N.W.T and Nvt.</b> Heritage Inn Hotel &amp; Convention Centre 919 Waterton Ave Pincher Creek AB T0K 1W0 Tel. (403) 627-5000  <b>April 26 &amp; 27, 2024</b></p>
<p><b>Ontario</b> Hampton Inn &amp; Suites 55 Benjamin Road Waterloo ON N2V 0C6 Tel. (519) 514-0090  <b>May 31, June 1 &amp; 2, 2024</b></p>	<p><b>B.C. and Yukon</b> Coast Chilliwack Hotel by APA 45920 First Avenue Chilliwack BC V2P 7K1 Tel. (604) 792-5552 <a href="mailto:chilliwack@coasthotels.com">chilliwack@coasthotels.com</a>  <b>April 26 &amp; 27, 2024</b></p>

## **NOTICE**

**National Annual Meeting  
October 31, 2024 (3 p.m.)**

CPAA  
National Office  
281 Queen Mary  
Ottawa, ON K1K 1X1  
Tel. (613) 745-2095 Fax (613) 745-5559  
Email: [mail@cpaa-acmpa.ca](mailto:mail@cpaa-acmpa.ca) Website: [www.cpaacmpa.ca](http://www.cpaacmpa.ca)



*In Memoriam*

Leslie Clarahan  
Ganges BC

Patrick McGivney  
Young Cove Road, NB

Carly Flowers  
Morris, MB

Debra Woodford  
Harbour Main, NL

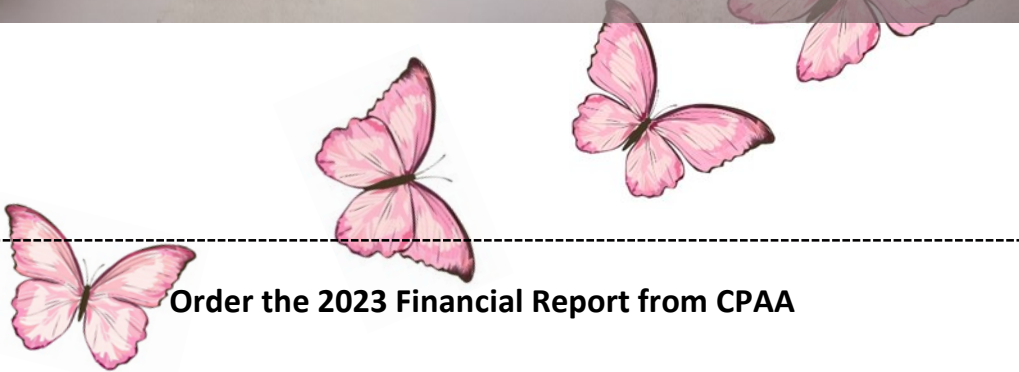
Ji Eun Baik  
Nisku, AB

Elizabeth Silvey  
Egmont, BC

Selina Lybbert  
Bonnyville, AB

Manon Di Campo  
St Alphonse, QC

*Our most sincere condolences to their families and friends*



**Order the 2023 Financial Report from CPAA**

Our 2023 audited financial report is expected to be available in May. In order to receive a copy of this report, please complete the mailing information below and return it by e-mail at [mail@cpaa-acmpa.ca](mailto:mail@cpaa-acmpa.ca) or by mail to the following address:



CPAA, 281 Queen Mary, Ottawa ON K1K 1X1

(PLEASE PRINT)

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ City — Province — Postal Code

# Group Life Insurance Plan

## A—Life Insurance Benefit

1. **Commencing April 1, 2016, all active members** of the Association are insured for \$10,000 Group Life Insurance in accordance with the terms of Group Policy No. **101959**, issued to the Association by the **Sun 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 **Sun 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 **Sun 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 Designation Form) and a Trustee Appointment form will be sent to you for completion. (Also available on CPAA Website)*

## **Certificate of Insurance**

1. The **Sun 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. **101959**:
  - 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 **Sun Life**.
3. If no beneficiary is registered with **Sun 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. **101959**, the terms of the latter shall govern.

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

**Meldrum Horne & Associates**  
**222 Queen Street, Suite 301**  
**Ottawa ON K1P 5V9**  
[info@meldrumhorne.com](mailto:info@meldrumhorne.com)  
**(613) 233-9105**

2022/10

*Retain the above for your records*

*Please complete, detach and forward this portion to: CPAA 281 Queen Mary, Ottawa, ON K1K 1X1*

## **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 (term employee not eligible)**.
- 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. **101959** 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*

\_\_\_\_\_  
*Witness Print your full name*

\_\_\_\_\_  
*Signature of Member*

\_\_\_\_\_  
*Signature of Witness*