



**Alberta Federation of Labour  
Canadian Labour Congress**



Canadian Labour Congress  
Congrès du travail du Canada

*59 Years of Labour Education*

**2011 Annual School  
The Fairmont Jasper Park Lodge**

**Week 1: Jan. 17 – Jan. 22**  
**(Monday – Saturday)**

**Week 2: Jan. 23 – Jan. 28**  
**(Sunday – Friday)**



**ALBERTA FEDERATION OF LABOUR**

**10654 – 101 STREET  
EDMONTON, AB T5H 2S1**

**REGISTRAR: LINDA ROBINSON**  
**PHONE: 780-483-3021**  
**OR 1-800-661-3995**

**FAX: 780-484-5928**  
**EMAIL: [lrobinso@afl.org](mailto:lrobinso@afl.org) or [afl@afl.org](mailto:afl@afl.org)**  
**WEBSITE: [www.afl.org](http://www.afl.org)**

**REGISTRATION FEES:**

Single \$1470, Double \$1215, Delegate & Partner \$2295 (partner not attending classes)

Local resident \$825, Youth 6-18 years \$420, 5 years & under-no charge

**CLOSING DATE FOR REGISTRATIONS - December 10<sup>th</sup>, 2010**

# Building a Movement: Educating & Empowering Members

*A message from Gil McGowan, President, Alberta Federation of Labour*

Dear Sisters and Brothers:

The 2011 AFL/CLC School should be a part of every union local's yearly agenda. Why, because nothing builds a strong union like educated, empowered and energetic members.

Two things happen at the AFL/CLC School. First, you gain important skills, knowledge and strategies that will benefit your work back at the worksite or in the union office. Whether you're enrolled in collective bargaining, labour arbitrations, or another class, the skills and knowledge you gain over the next week will better prepare you for the challenges we all face as members of the labour movement.

Second, the school provides an important opportunity for you to meet activists from other unions in a comfortable social setting. It's a chance to share information and ideas; to discuss common

concerns; and to build friendships. These are the kinds of bonds that knit us together as community and make us stronger.

And what could be a better setting for all this learning than in the mountains at Jasper.

The AFL/CLC School is where a strong labour movement begins. I hope you and your brothers and sisters will be a part of it.

Come to Jasper this January. I guarantee you will learn, enjoy yourself and come away more confident and more connected to the labour movement across the province.

Yours in Solidarity,  
**Gil McGowan, President**  
Alberta Federation of Labour

## Labour Education Matters

*A message from Ken Georgetti, President, Canadian Labour Congress*

Sisters and Brothers:

It gives me great pleasure to present the course outline for this year's Alberta Winter School.

But first, I want to tell you about one of the most exciting campaigns the labour movement has waged in more than a generation.

After a lifetime of work, nobody should face poverty in retirement, not in a country like ours. The recent economic crisis exposed some major cracks in Canada's retirement savings system that need to be fixed, and fast. Too many people are not able to save enough to cover the basics in retirement.

Our campaign to help everyone save more by expanding the Canada Pension Plan is the answer.

Created in the 1960s, the CPP is a retirement savings plan that covers over 90% of Canadians. It is financed by contributions from workers and employers and today stands as one of the world's safest and best managed retirement savings plans, according to the OECD.

It's time to give Canadians a safe, secure and easy way to save enough for retirement. Expanding the CPP to cover a higher share of retirement income is the best way to do it. More of everyone's retirement savings would be protected by a plan that's guaranteed. Less of their savings would be skimmed off by high financial management fees or put at risk by greedy stock traders.

I want to invite you to join this exciting campaign. We have convinced federal and provincial finance ministers that expanding the CPP is the answer, now we need to get the job done. You can find out how to get involved at [canadianlabour.ca](http://canadianlabour.ca).

Our campaign to win retirement security for everyone is just one of the many positive and progressive labour initiatives you will learn about this week.

Schools like this one are your chance to play a larger role in Canada's labour movement. Here, you will learn the skills and gain the knowledge you need to win a better deal for everyone you work with - bargaining a better collective agreement; monitoring health and safety practices; ending discrimination in the workplace; improving your public speaking skills; learning how to work with local media; lobbying politicians for better laws; and organizing to elect better politicians. Everything you learn here over the coming days makes our movement stronger.

The added benefit of coming to a labour school is the friends you make and the relationships you build that will last a lifetime. Your time here is a unique opportunity to grow (and not just because of all the good food).

Enjoy your week. I hope you find it productive, informative and fun.

In solidarity,  
**Kenneth V. Georgetti, President**  
Canadian Labour Congress

# Course Selections

## Week 1

**Jan. 17 - 22**

**Monday through Saturday**

- **Advanced Steward Training**  
*\*Prerequisite: Basic Course either through CLC, Labour Council or equivalent*
- **Basic Health & Safety**
- **Collective Bargaining**
- **Duty to Accommodate**
- **Labour History**
- **Facilitator Training**
- **Women in Leadership**

## Week 2

**Jan. 23 - 28**

**Sunday through Friday**

- **Campaign Management**
- **Conflict Resolution**
- **Human Rights & Diversity**
- **Labour Law**
- **Pensions**
- **Union Counselling**
- **Workers' Compensation**



## AFL Education Committee

Ivana Niblett, Chair & AFL Liaison  
 Meaghan McNeil, Secretary  
 Elaine Alt  
 Larry Dionne  
 Martin Duckworth  
 Ryan Ermet  
 Winston Gereluk  
 Ed Hanson  
 Mike Kapalka

TWU  
 HSAA  
 PSAC  
 CUPW-Edm.  
 IBEW  
 IAM  
 AUFA  
 CUPE  
 CEP 777

Tanice Olson  
 Cam Sherk  
 Karen Kennedy – alternate  
 Wanda Zimmerman – alternate  
 Nancy Furlong  
 Tom Kehoe  
 Gil McGowan  
 Dave Winter

UNA  
 UFCW  
 CUPW-Edm.  
 UNA  
 AFL  
 CLC  
 AFL  
 CLC

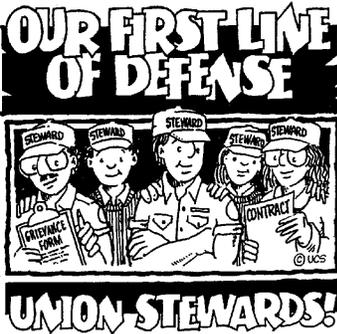
# Course Outlines – Week 1

**January 17 to January 22, 2011**  
*(Monday through Saturday)*

## **Advanced Steward Training**

*Prerequisite: Basic Course either through CLC, Labour Council or equivalent*

Have you already taken the Basic Steward Training course and know there's more to learn? If you have acted in the position of Steward and have fundamental knowledge of what a



Steward's job is and want to kick it up a notch, this is the course for you! A steward's job has many roles. Encouraging membership to become

activists and to attend union education to develop skills and conference is an important factor. As well, stewards need to gain the knowledge to deal with workplace issues such as Duty to Accommodate, addressing discrimination and resolution, grievance investigation and preparation, and effectively building your local union. This course will give you the tools and background to be more confident in this position. Definitely a course worth checking out!

*Please bring a copy of your collective agreement, constitution and union bylaws.*

## **Basic Health and Safety**

This course is intended to serve as an introduction for health and safety committee members and for interested union activists. Students will learn to describe the scope of the problems of occupational health and safety and will know the provisions of the legislation governing their jurisdiction. The course will provide an understanding of the role of the union and the basic rights of the workers.

Workers are confronted daily with hazards to their health and safety.

Legislations and our collective agreements can protect us only if we are aware of our rights. Executive members and activists will discuss the formation of responsibilities of an effective Health and Safety Committee; the extent and limits of legislation; and collective bargaining priorities.

*Note: There will be a small charge to the participant for a copy of health and safety regulations.*



## **Collective Bargaining**

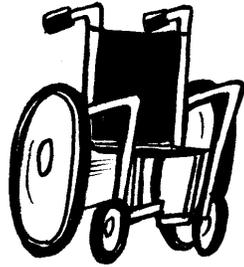
Over the past decade the economic situation has changed drastically in our society. This change has created the need for new collective bargaining strategies and priorities. This course is designed for negotiators entering into collective bargaining for the first time.



*Please bring a copy of your collective agreement and a calculator.*

## Duty to Accommodate

Mention “duty to accommodate” to a union activist and their eyes light up! Recent human rights decisions and aggressive case management by WCB and other insurers have left many injured workers afraid and many union activists confused (and even busier). How can we advocate for our members’ rights and protect our collective agreements? Is the return to work program in your workplace fair? How can we support our injured members when they come to us for help? This course begins with a look at various implications of being disabled in our society. Participants will develop an understanding of the fundamental legal concepts related to the implementation of the duty to accommodate. As well, participants will critically explore the principles and components of return to work programs.



## Facilitator Training

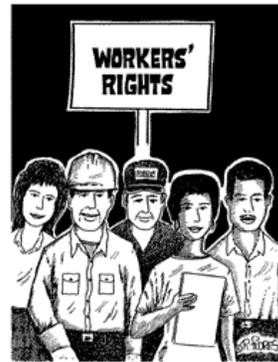
This course is designed for union members who are interested in developing the ability to facilitate basic labour education courses, identify adult learning needs and objectives, and develop learning techniques, including the proper use of visual aids. The purpose of this course is to assist unions as well as the AFL,



CLC and labour councils in the delivery of their education programs. Therefore, every effort will be made to see that participants, upon completion of this course, have an opportunity to put to use their new-found knowledge and experience.

CLC and labour councils in the delivery of their

## Labour History: Learning from our Past



The *real* history of Canada has more to do with the daily struggle of workers and their families than with Prime Ministers, politicians or the wealthy few.

➤ Find out what you never learned in school about

the triumphs, sacrifices and tragedies that built the Canadian labour movement.

- Learn how union activists in the past dealt with hostile employers, media and governments.
- Appreciate your inheritance so that you can preserve it and improve it.

Understand where we are going by knowing where we have been!

## Women in Leadership

The new Women Activists program provides women with the tools to organize, hold ground on the gains we've made, and push forward to build a movement for women's economic and social equality. The course covers a wide range of issues, such as women's work, understanding oppression, women and advertising, harassment and violence, women's history, women as leaders, communications, union structures and strategy, and women in unions.

Participants develop skills to make real change in the union, the workplace, and the community around equality issues. This course reinforces the union movement's commitment to take on and advance the goals of working women. We know that when women's voices are part of the debate something positive happens. Women bring a different voice to the union.

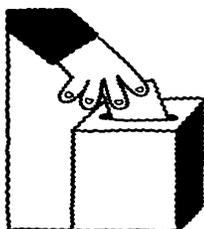


# Course Outlines – Week 2

**January 23 to January 28, 2011**  
*(Sunday through Friday)*

## Campaign Management

Campaigns require organizers. This course is designed to equip participants with more in-depth organizing and co-ordinating skills for campaigns. This course will reinforce the importance of campaign strategic planning and the steps required to develop such a plan. The course will also strengthen skills in volunteer recruitment, leadership, problem-solving techniques, coalition strategies, campaign organizing and voter contact.



- Describe a continuum of dispute resolutions options, evaluate appropriate frameworks for analyzing disputes, practice techniques for effective coaching of others within their union
- Examine procedures for conducting investigations, contrast methods of generating alternatives and evaluating options or solutions demonstrate various communication skills, and identify techniques to deal with systemic conflict.

## Conflict Resolution

This course provides union reps with a toolkit of strategies, tactics and skills to manage specific disputes as well as conflict in the workplace. Managing workplace disputes and conflict focuses on mastering coaching and communication skills, investigative techniques, documenting facts utilizing frameworks for analyzing disputes, strategies for generating alternatives and evaluation options as well as dispute system design techniques. After this course, representatives will be able to:



## Human Rights & Diversity

The overall objective of this course is to provide workplace activists the information and practical skills to become effective human rights advocates. Increased understanding and awareness of how to effectively address social justice issues which highlight the status of disadvantaged groups as well as lighting up the underlying causes of inequality. This course will promote practical remedies and lead change. Participants will develop a better understanding of how systemic barriers impact employees in the everyday workplace.



## Labour Law

*Labour College of Canada Accreditation – Prerequisite: pre-reading and preparation time will be required*



This course presents an overview of labour legislation and its impact on the strategies and actions of unions. Among the topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts and picketing; the duty of fair representation; management and union rights; and grievance arbitration law. Students who take this course will attain a good understanding of the basic principles underlying Canadian labour law and the specifics of labour legislation.

## Pensions

This course is intended for local activists involved in designing or negotiating pension plans. Participants will look at the income needs of retired persons and how private pensions, publicly funded plans and private savings combine to supply retirement income. In a hands-on approach, participants will use this information to construct a model of a typical pension plan and examine the strengths and weaknesses of some existing plans. Topics also include pension law, women and pensions and reforms needed in the current pension system. *Participants should bring any information pertaining to their pension plan.*

## Union Counselling

Interested in becoming a union counsellor? Union counsellors offer guidance, referrals and information to their co-workers about personal and family problems on and off the job. You will develop the skills to support and advise your co-workers with referrals to community services; identify inadequacies in our social service system and take collective action to make improvements. Topics include: social and health care services, communication and counselling skills, alcohol and drug dependency/mandatory drug testing, employment insurance and/or workers' compensation and employee/family assistance programs. You will be equipped to assist members and their families in a confidential and appropriate manner and it is hoped that participants will maintain an ongoing interest in this area. The course will also cover the role of the Union Counsellor and the union with an employee assistance program.

## Workers' Compensation

All workers should know their rights related to workers' compensation and how the Board functions to provide financial, medical and rehabilitative help for workers with work related injuries or diseases. This course provides a review of the Workers' Compensation Act, procedures for filing claims, WCB policies for adjudicating claims and the appeals process.

**IMPORTANT DEADLINE  
CLOSING DATE FOR REGISTRATIONS:  
DECEMBER 10, 2010  
REGISTER EARLY!!**



# Information for the Delegate

## Jasper Park Lodge Location & Park Passes

The Fairmont Jasper Park Lodge, a unionized facility, is located five kilometers east of the Town of Jasper on the south side of the Athabasca River in Jasper National Park. **Note: Annual Park passes are \$67.70 per individual or group rate of \$136.40 per car (up to 7 individuals).** Daily passes are \$9.80 (individual) and \$19.60 (car).

## Hotel Check-in & Check-out Times

Check-in begins at 4:00 p.m. Early arrival may result in delays in registering for rooms. Check-out time is noon.

## Costs NOT covered by Registration Fee

The registration fee covers course materials, meals, gratuities, refreshment breaks and accommodations. **Delegates are responsible for their own incidentals (phone, internet, room service, laundry, etc.). Union merchandise is also sold at the school and raffles and donations occur throughout the week.**

## Accessibility

The Jasper Park Lodge presents some challenges to those with limited mobility. Delegates are to indicate any special needs on the registration form. **Every effort will be made to provide access and specified services.**

## What to Wear

Dress is casual. Please bring warm clothing and boots for outdoor activities. There is a banquet and dance held on the last evening of the school (Friday in Week 1 and Thursday in Week 2). You may wish to bring something dressier to wear to the banquet.

**PLEASE NOTE: EACH CLASS WILL BE REQUIRED TO PREPARE A SKIT OR SONG THAT REFLECTS THEIR COURSE AND PRESENT IT AS PART OF THE CLOSING BANQUET PROGRAM.**

## On-site Recreational Facilities

An outdoor heated pool, sauna, hot tub, games and weight rooms are located on the lower level of the hotel. Delegates will have access to these facilities (some fees may apply). Outdoor activities include cross country skiing, downhill skiing, ice skating, tobogganing and hiking. Outdoor activities will depend on weather conditions.

## Hospitality and Fellowship Rooms

A Hospitality Room and a Fellowship Room (no alcohol) are provided for delegates to use in the evenings. These rooms are provided to encourage delegates to socialize. Bring your musical instruments, games, playing cards, etc.

## Child Care

Child care will be provided as per the AFL Constitution. Refer to the registration form for child care provisions. **In order to qualify, indicate your child care requirements on the registration form and submit it to the AFL by the deadline. Delegates failing to register prior to the December 10, 2010 deadline will not qualify.**

## Registration Time & Location

Registration will occur from 4:00 to 6:00 pm in the main lobby of the Fairmont Jasper Park Lodge. **WEEK ONE delegates - Monday, January 17**  
**WEEK TWO delegates - Sunday, January 23**  
If you will not arrive in time for registration please notify the AFL office no later than noon on Monday, Jan. 7, 2011.

## Delegate Cancellation

If you are **unable to attend** the course you have been registered in it is your responsibility to **notify the AFL office no later than January 7, 2011. Cancellations after that date result in a \$100 cancellation fee.**

## Course Changes

If you wish to change courses you must notify the AFL after receipt of the confirmation letter which will be mailed the week of **December 17<sup>th</sup>, 2010.**

## Course Cancellations

Should a course be cancelled due to low enrollment (less than 10 participants) you will be placed in your second choice. If this is not possible you will be notified of any cancellation.

## Timetable

Dinner follows registration at 6:00 pm on the opening night. A plenary session is held at 7:00 pm and class orientations take place from 8:00 to 9:00 pm. Icebreaker starts at 9:00 pm in the main foyer and ends at 11:00 pm. Classes are held daily usually from 9:00 am to 4:30 pm. Please see note on compulsory morning sessions. On the last day of school, classes run from 9:00 am to 11:00 am, followed by a closing session until noon.

## Compulsory Sessions

In addition to the opening plenary session, **compulsory morning sessions are held from 8:15 am to 8:45 am** prior to classes (except Saturday during Week One and Friday during Week Two). Delegates are required to attend these mandatory sessions as part of the school.

## Caucus Meetings

Caucus meetings for Women, Youth, Workers of Colour and Aboriginal Workers, Gay Lesbian Bisexual and Transgender members are held throughout the week. Bring ideas and information to share. Caucuses serve as a union building and networking tool and are usually held upon adjournment or over lunch or dinner.

## Delegate Conduct

The AFL and CLC try to provide a supportive working and learning environment that gives equal opportunity to all students. This atmosphere is based on the principle that union members are equal and deserve mutual respect. Behaviour that undermines the dignity or self-esteem of any individual, or creates an intimidating, hostile, or offensive environment, whether it be sexual, racial or any other form of personal harassment, will not be tolerated nor condoned and may result in the delegate being sent home and a letter forwarded to the local union.

# Information for the Union

## **REGISTRATIONS MUST BE RECEIVED BY DEC. 10**

Single	\$	1470
Double	\$	1215
Delegate & Partner	\$	2295
(Partner is <b>not</b> registered in a course)		
Local Resident:	\$	825
Youth (ages 6 – 18):	\$	420
Children (5 & under)	No charge	

**Fees include** accommodation (except for local resident), applicable taxes, meals, refreshment breaks, gratuities, banquet and dance, child care, course materials and kit.

**Fees do NOT include incidentals and the annual park pass (see rates below).**

## **UPGRADES**

Delegates whose local union pays for double but wish to upgrade to single may do so by enclosing an additional payment of \$255.

## **WAGES & TRANSPORTATION**

Locals are responsible for lost wages and transportation costs, including park fees. **Annual park pass fees are \$67.70 per adult or \$136.40 per car; daily rates are \$9.80 per individual and \$19.60 per car.**

## **SUBSIDIES**

A \$2,500 AFL subsidy fund is available to assist **affiliated locals with 75 members or less**. Registration fees for double occupancy will be waived for delegates whose local meet this criteria. **A maximum of one subsidy each year per local union will be granted, accepted on a first-come, first serve basis.** Locals will be notified the third week in December if their request for a subsidy was successful.

See course selection section for other subsidies available.

## **PAYMENT**

Payment for all fees must accompany the registration form. Cheques should be made payable to the **“Alberta Federation of Labour”** and forwarded to **10654 – 101 Street, Edmonton, AB T5H 2S1.**

## **CANCELLATION FEE**

**A cancellation fee of \$100 will be assessed to any delegate who fails to notify the AFL prior to January 7<sup>th</sup>, 2011 if they are unable to attend the course in which they were registered.**

## **REGISTRATION DEADLINE**

**Registrations must be received by the AFL no later than December 10.** Register early to also obtain your first choice, as course selection is on a first-come, first-serve basis. Class size is limited to 20 participants.

### **REGISTER EARLY!!**

Courses that go ahead each year are based on the registrations received by the deadline date.

## **COURSE SELECTION**

Delegates shall make their selections from the list of courses outlined in the brochure. **Remember, both your first and second choice courses must be from the same week.** Only courses listed under each week will be available during that period.

### **EXAMPLE:**

- Week 1:** Choice #1 Advanced Steward Training  
Choice #2 Basic Health & Safety
- Week 2:** Choice #1 Campaign Management  
Choice #2 Conflict Resolution

Delegates will be registered in their first choice on a first-come, first-serve basis and only placed in their second choice once the class size limit has been reached or their first choice course is cancelled.

**Please note that each delegate will register for either Week One or Week Two. All fees and courses listed are on a one-week basis.**

## **PRE-REQUISITES**

Some courses require pre-requisites. Please note those courses and ensure that your delegate(s) has completed the necessary pre-requisite.

## **EQUITY SEEKING GROUPS**

The policy of the AFL and CLC is one of affirmative action and equity. **Locals are encouraged to consider women, youth, workers of colour, aboriginal workers and gay, lesbian, bisexual and transgender members when selecting their delegates.**

## **QUESTIONS?**

For further information, please contact:

**Registrar:** Linda Robinson, AFL  
**Phone:** 780-483-3021 or 1-800-661-3995  
**Fax:** 780-484-5928  
**Email:** lrobinso@afl.org or afl@afl.org  
**Web:** www.afl.org

