

December 12, 2011

To: Branches & Facilities – Central Region

## Central 2012 Winter Steward Training

We will be undertaking a training program in each region. The primary audience for this program should be Stewards and Branch Executives but any CATCA member wishing to attend will be welcomed.

The basic schedule of events in each region will be a one day seminar covering a number of topics presented by the National Executive, our CAW Staff Representative, your RVP and a visiting RVP.

The Central Region Seminar will be held:

**Friday January 27, 2012**

**8:00 - 16:00**

**Sheraton Toronto Airport Hotel & Conference Center**

**801 Dixon Road**

**Toronto, Ontario**

Travel to Toronto will be either the evening of the 26<sup>th</sup> or the morning of the 27<sup>th</sup>, and travel home will be on the evening of the 27<sup>th</sup>.

Each branch shall be entitled to send (1) representative for the first thirty (30) members in such branch and one additional representative for each additional thirty (30) members or part thereof.

Each Branch/Facility shall be entitled to at least one (1) observer. Branches with more than three (3) delegates shall be allowed one (1) additional observer for each additional three (3) delegates or portion thereof.

Travel, accommodation, and per diem will be paid by the National Office. Lost time will be the responsibility of the individuals attending.

Your Regional Vice President will need the names and addresses of those attending as soon as possible but no later than **December 21, 2011**.

All travel arrangements will be made by the CATCA National Office. If your branch wishes to send more people at branch expense please advise your RVP.

In solidarity,

Greg Myles  
President

Doug Best  
Executive Vice President