

Quebec branch
www.acmpaquebec.com



Have a wonderful autumn season!

Of: 59, Rang Ste-Marie
Les Éboulements, Qc
G0A 2M0

 **You are important to the team :**



Word from the President

A present, solid and committed team

Hello everyone,

It is with great pleasure that I address you today as the new president of the CPAA.

Being president, to me, is not only holding a position. It is, above all, **to be present for the members, to listen to them, to accompany them and to defend their interests on a daily basis.** Behind every question, every phone call and every situation shared in our work spaces, there is a person who deserves to be listened to and respected.

Our union role takes on its full meaning in this close relation with you. We are there to inform you, to guide you, to represent you, but also to make your voices heard. And sometimes our role is simply to be there, to take the time to listen and to find together the best way to go forward.

I am particularly proud of the team that surrounds me. We have today a stable and experienced team that is full of complementary skills. Everyone brings his share of knowledge, his experience, his strengths and his personality. We do not always have the same ideas or the same way of seeing things, and it is perfect that way! It also is what allows us to have constructive discussions, to question ourselves and to make the best decisions.

This stability is precious. It allows us to develop our expertise, to ensure a better follow-up of our cases and, most importantly, to work together with a shared vision: **being present and efficient to represent you in the best way possible.**

We will announce the person that we have chosen following this summer's nomination. She will join us, as a new director, during our fall's TEAMS session, to which you will be invited.

The next months will also be busy. One thing for sure, we will continue to keep you posted and to give you a clear picture of the issues that concern you.

I also want to remind you that **our union is not only the team representing you. Our union is all of us.** It is our exchanges, our participation and above all our solidarity that gives us this force.

Never hesitate to reach for us, to ask your questions or to share your concerns. It is by working close together that we can really make a difference.

Thanks to my colleagues for their commitment and their excellent work, and thanks to you all, members, for your trust.

Your president,
Chantal Coulombe

Political Neutrality in the Workspace

It is strictly forbidden to carry out political activities in the workspace, whether or not they are linked to the business.

For example, it is forbidden to place a petition on the counter at the disposal of clients to mobilize them on the future of your office or any other subject.

We remind you that respecting this rule is imperative.

Failure to comply with this directive will expose the employee in question to a convocation by the local zone manager for a disciplinary interview.



Time Management: A Basic Requirement to Protect Our Jobs

In our post offices, time management has become a daily critical issue. As soon as we arrive, our job is to prepare the mail for our postmen before they arrive, or at least to give them enough work for us to continue sorting. The importance of this task often remains unknown.

Unfortunately, reports indicate that many RSMCs (rural mail carriers) do mail sorting to “help.” However, it is essential that we be given the time necessary to prepare the mail of our RSMC colleagues.

The RSMCs must not, in any circumstance, complete our sorting tasks. Defend your jobs through every action, even those that seem without any consequence. Do not assume that your tasks can be executed by somebody else.

You might be able to sort the mail every morning without pressure, but what will happen to your replacement?

If your actual schedule does not allow you to accomplish these tasks and you feel pressure, discuss the matter with your LZM. It is possible to adjust the arrival time of the RSMCs according to the volume of mail, or to delay the opening of the counter to free up some time in the morning.

Do not forget that we have the entire day to accomplish our daily tasks. By spreading the tasks on the whole day, you show the real work load of your position, particularly during the visits by management.

Together for a healthy workplace: the impact of our actions

On a daily basis, the quality of our work environment depends on each of us. Whether individual or collective, our actions fashion our daily job routine. To build a healthy and stimulating environment, several key pillars must guide our interactions.

Foster Respect and Openness

Respect for others starts with simple gestures, like **saying hello**, and extends to deeper attitudes. **Accepting our differences** and **being open-minded** enriches our team. Furthermore, it is essential **to make your own opinion and to avoid gossip**, in order to maintain healthy relationships and **to avoid isolating a colleague**.

Growing Through Self-Reflection and Dialogue

Dialogue remains the best tool to defuse tensions. Working in harmony also demands **to know how to forgive and forget** when necessary. This approach requires a firm will **to question oneself, to be willing to change and improve**, while maintaining a **positive attitude** to meet challenges.

Assuming Our Role With Professionalism

For the well-being of the team, it is important **to leave our personal problems at home**, in order to remain fully available to our colleagues. Each of us must **assume one's position** by respecting one's role and the tasks that come with it. We must never forget that **our behaviour has an impact on our environment**.

Let's be committed, day after day, to make our working environment a collective fulfilment space.

Individual and collective actions to improve the work environment



- Respect
- Dialogue
- Accepting our differences
- Saying hello
- Be open-minded
- Be willing to change and improve
- To question oneself
- Have a positive attitude
- Knowing how to forgive and forget
- Leave our personal problems at home
- Make your own opinion/avoid gossip in the workplace.
- Try not to isolate a colleague
- My behaviour has an impact on my environment
- Fill out your position with your role and the appropriate tasks.

“Coming together is the beginning, keeping together is progress, working together is success.” — Henry Ford

BE SURE TO UNDERSTAND THE DIFFERENCE

“FORMULAIRE DE CANDIDATURE” FOR CASUAL EMPLOYEE WITH CONTINUOUS SERVICE.

Here is the new form for casual employees with continuous service who wish to get a part-time position. You can obtain this form from your zone manager or on the www.acmpaquebec.com website. Once completed, send it to the e-mail address written on the form.

FORMULAIRE DE CANDIDATURE POUR UN POSTE D'ADJOINTE TEMPS PARTIEL

(ce document s'adresse aux occasionnelles **AVEC SERVICE CONTINU**
qui désirent un poste de niv 1 ou 2 entre 4 à 40 h/sem)

Ce présent formulaire a pour but de déposer ma candidature afin d'obtenir un poste d'adjointe temps partiel qui serait disponible dans un rayon de cinquante (50) kilomètres de mon bureau d'origine.

Nom : _____ Prénom : _____ No d'employé : _____

Mon bureau d'origine (d'attache qui fait ma paie) est : _____

Liste des bureaux où j'aimerais poser ma candidature :

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature de l'employée : _____ Date : _____

S.V.P., envoyer le formulaire par courriel à l'adresse suivante :

manifestation.acmpa_interest.cpaa@canadapost.postescanada.ca

“MANIFESTATION D’INTÉRÊT” LEVEL 1 TO LEVEL 2.

If you are a level 1 part-time employee, you have the possibility to make an expression of interest for level 2 part-time positions. You can obtain this form from your zone manager or on the www.acmpaquebec.com website. Once completed, send it to the e-mail address written on the form. These expressions of interest are valid for a year; do not forget to renew them if you did not get a promotion.

MANIFESTATION D’INTÉRÊT POUR UN POSTE DE NIVEAU 2 D’ADJOINT(E) 15 HEURES OU PLUS (S’applique uniquement aux employé(e)s temps partielles niveau 1)

La présente, tel que prévu à l’article 11.03 e) de la convention collective de l’ACMPA, a pour but de manifester mon intérêt afin d’obtenir un poste de niveau 2 de 15 heures ou plus qui serait disponible dans un rayon de cinquante (50) kilomètres de mon bureau d’origine.

Nom : _____ Prénom : _____ No. d’employé(e) : _____

Lieu de travail (bureau d’origine) : _____

Liste des bureaux :

Valide 1 an

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature de l’employé(e)

Date

S.V.P. NOUS RETOURNER LE FORMULAIRE PAR COURRIEL :

manifestation.acmpa_interest.cpaa@canadapost.postescanada.ca

JOB Termination

You must use this form to inform your zone manager upon termination, whatever your reason (retirement or resignation). Use the lines to explain the reason why you are leaving. You will find this form on our website: www.acmpaquebec.com and you can also ask your zone manager. Once completed, send this form by e-mail to your LZM.

<u>FIN D'EMPLOI</u> ACMPA Bureau de: _____ Je donne ma démission comme employé/e de la Société canadienne des Postes pour la raison suivante (retraite, démission, retour aux études, etc....) : _____ _____ _____ Dernier jour payé par PC _____ NOM: _____ CLASSIFICATION: _____ ADRESSE: _____ _____ I.D.: _____ _____ Signature _____ Date _____	<u>JOB TERMINATION</u> CPAA Office: _____ I submit my resignation as an employee of Canada Post Corporation for the following reason (retirement, resignation, Education leave, etc): _____ _____ _____ Last day paid by CP _____ NAME: _____ CLASSIFICATION: _____ ADDRESS: _____ _____ I.D.: _____ _____ Signature _____ Date _____
<u>ACCUSÉ DE RÉCEPTION OBLIGATOIRE</u> <u>AU CHEF DE ZONE</u> J'accepte votre démission à compter du _____ Étant votre dernier jour à l'emploi. _____ Nom en lettres moulées _____ Signature _____ Date _____ ORIGINAL: ANALYSTE CPR – MONTRÉAL OU QUÉBEC @ COURRIEL COPIE: EMPLOYÉ ACMPA	<u>MANDATORY ACKNOWLEDGEMENT TO</u> <u>LOCAL AREA SUPERINTENDANT</u> I accept your resignation as of _____ Being your last day at work _____ Name (capital letters) _____ Signature _____ Date _____ ORIGINAL: PC&R ANALYSTE – MONTREAL OR QUEBEC COPY: EMPLOYEE CPAA

Septembre 2026

Reminder

Canadian Postmasters
and
Assistants Association



L'Association canadienne
des maîtres
de poste et adjoints

SECTION DU QUÉBEC

Bonjour à tous les membres ACMPA,

Nous vous envoyons par l'intermédiaire des bureaux de poste ce communiqué qui est pour une diffusion immédiate à **tous** les membres ACMPA de votre bureau.

Postes Canada procède actuellement à l'évaluation de tous ses bureaux et point de services. Ce processus est en lien avec la restructuration demandé par le gouvernement fédéral et la situation financière de l'entreprise.

Vous devriez recevoir des visites dans vos bureaux, ou du moins des consultations téléphoniques, portant sur votre travail, vos tâches, vos réalités, vos implications, vos situations géographiques, les commodités de proximité et bien plus...

Que vous soyez maîtres de poste, temps partiel, occasionnel, en intérim ou en affectation provisoire, nous demandons à tous de prévoir ces visites. Vous devez y être préparé, car une fois sur place, devant le représentant de l'employeur, il sera « humain » d'oublier tout ce que vous aimeriez dire et vous n'aurez pas d'autre opportunité pour votre message. L'employeur sous-estime souvent notre travail, et ce moment sera votre temps d'écoute pour mentionner tout ce que vous faites par automatisme tous les jours, toutes les semaines et même, chaque mois !

L'ACMPA propose une trousse à l'intention de ses membres qui est disponible sur demande, en communiquant avec nous, pour comprendre le contexte et avoir plus d'explications. Cet outil est pour votre usage personnel et ne doit pas être diffusé publiquement par la suite. Cet outil est exclusivement pour les membres ACMPA.

Ci-joint à cette communication la lettre d'entente concernant l'article 12 de notre convention collective qui indique une liste sommaire de tout ce que doit évaluer l'employeur lors de la consultation d'un bureau de poste avec des membres ACMPA et une liste exhaustive de notre part pour vous donner des pistes de tâches que nous faisons jour après jour. Prenez des notes, évaluez le temps de chaque tâche et soyez prêts à répondre à tout ce qui s'en vient !

Nous sommes toujours disponibles par courriel ou par téléphone et nos coordonnées sont sur notre site web. Prenez le temps de vous familiariser avec celui-ci et de connaître toutes vos ressources.

www.acmpaquebec.com

Syndicalement vôtre,
Votre équipe d'officiers du Québec,

Chantal Coulombe, présidente
Angèle Sénéchal, vice-présidente
Chantal Corriveau, secrétaire-trésorière

**Last August, we sent
a letter in order to
make you aware of
the post office
evaluations planned
for the next years.**

Our goal is to prepare you in the best manner. Canada Post must restructure and analyze every situation and nobody is safe. It will not only be office closures, but potentially reductions in work hours.

The tools we have provided are meant to help you prepare with your zone manager or the Canada Post authorized representative to justify the actual activity of your office.

We want to remind you that our jobs are often undervalued and unrecognized. Take the time to detail your days, your precise tasks, as well as the time necessary to fulfill them.

Important Reminder: Postmasters Who Provide Their Premises

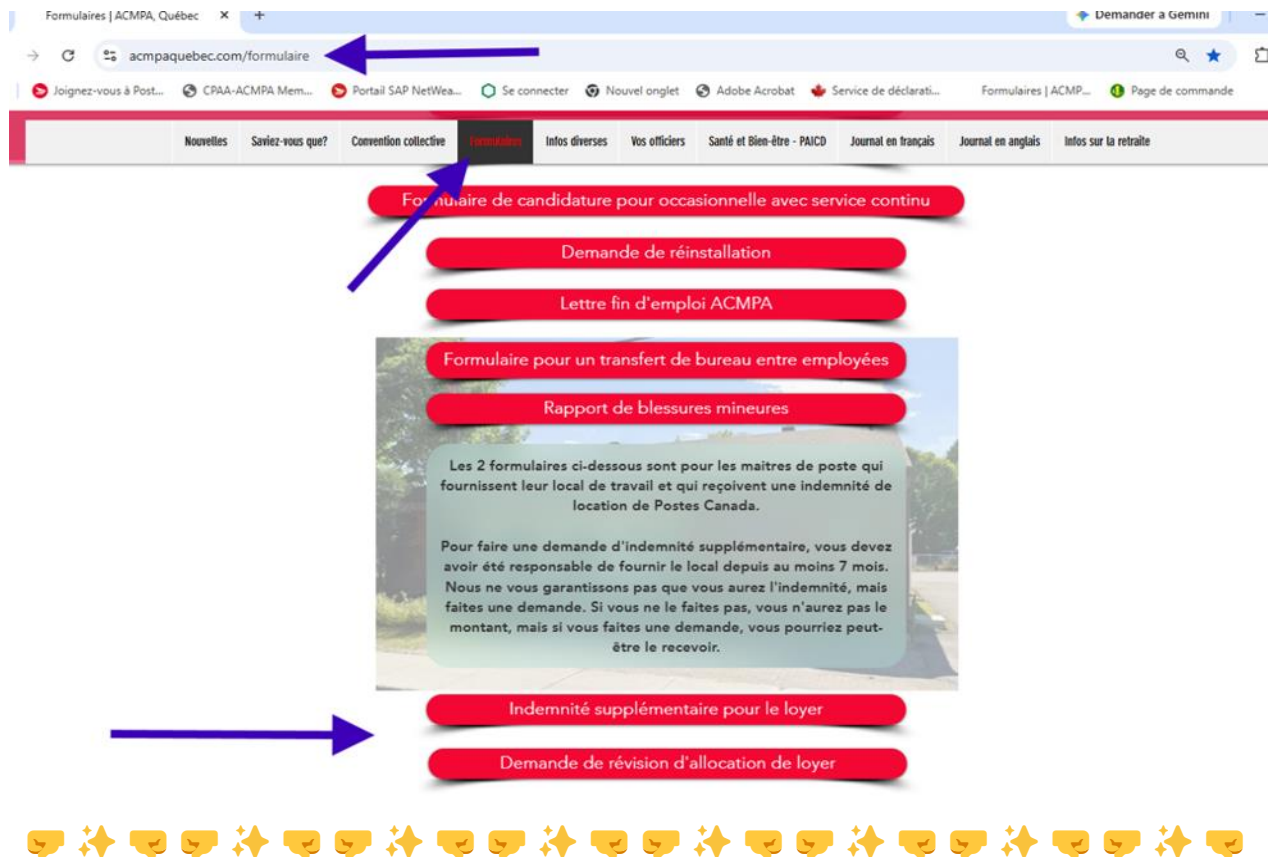
Providing your own work space entails costs. Those costs often exceed the compensation allotted in the collective agreement. To absorb these costs, you have two options:

1. The supplemental allowance for provided premises

- **Reference:** Collective agreement, Appendix H, Letter of Understanding (page 124)
- **Amount:** \$730 by August to compensate for insurance and telephone fees of the previous year.
- **Procedure:** Fill out the *Declaration Related to the Supplemental Allowance* received in April. (You can add an independent handwritten note, if you believe an additional explanation is necessary.)
- **Deadline:** Return the form before **June 30**.
- **Strict directive:** Do not use shipping material or services of the Corporation for this claim.
- **Proof of delivery:** Take a picture of your completed form. Send it with traceable delivery with signature at your own expense, take a picture of your delivery and keep the receipt in a safe place. Print the proof of delivery.

2. Request for review of leasing allowance

- **Reference:** Collective agreement: Leasing Allowance: Appendix I (page 151).
- **Condition:** Your monthly expenses for the premise exceed the amount of your actual allowance.
- **Procedure:** Go to www.acmpaquebec.com, click on the **Forms** tab, then select **Request for review of leasing allowance**.
- **Obligation:** Follow the instructions carefully and included all required supporting documents. (The expense invoices and receipts for the last 12 months [phone, hydro, insurance...], a copy of the lease contract.
- **Processing:** You must send your claim and the supporting documents by e-mail to: ccoulombe.acmpa@gmail.com. Canada Post and our national office will meet to study your case.
- **Please note:** The results vary depending on the case. No amount is guaranteed and the shortfall may not be covered in entirety.



Important Procedure

Communication of Temporary Closures and Schedule Modifications

As of now, we ask you to systematically inform us of every temporary closure or of any schedule modification in your office.

We are actually working in close partnership with the national office. Our common strategy aims to support the network and to **avoid permanent closures** in a near future. This is why your thoroughness and your full cooperation on this matter are essential.

How to inform us?

Send us the information **only through email** at the two following addresses:

- ccoulombe.acmpa@gmail.com
- asenechal.acmpa@gmail.com

*Attention: **Do not use the RPO** to inform us. The messages sent on that platform will not reach us. Furthermore, please use our CPAA email addresses, not the Canada Post ones from the time when we may have been SSR.*

Thanks for your involvement and your precious collaboration.

STDP / PAICD

For any sick leave, you must provide the **STDP** documents (short-term disability program), correctly completed by you and your attending physician. You will find these forms in the following file: **SAP/EES/Forms**

It may happen that a claim can be denied. Here are the main reasons that can explain a refusal:

- **Inability is not demonstrated:** The program manager has determined that the medical proof do not demonstrate a complete inability to work according to the established criteria.
- **Lack of information:** The file does not contain enough detail on your medical condition.
- **Insufficient proof:** The medical information provided does not justify the existence of a total disability.
- **Non-eligibility:** The employee does not meet the eligibility criteria of the program.
- **Incomplete or incorrectly filled form:** The document contains errors or omissions.

This last reason is yet easy to avoid. We invite you to **check your form carefully** before you send it. If you notice an omission or a mistake on the part of your physician, do not hesitate to return the form to him (by communicating with his secretary or department) to get the form corrected. It is your absolute right and it will save you many administrative delays.

The screenshot shows the intraposte website interface. The top navigation bar includes the intraposte logo and a search bar. The main content area is divided into sections: 'Frais engagés à l'étranger / Demande de règlement', 'Assurance-vie', and 'Programme d'assurance-invalidité de courte durée'. The 'Assurance-vie' section contains links for 'Désignation de bénéficiaires', 'Instructions pour remplir le formulaire Régime d'assurance-vie de base', 'Assurance-vie de base - Désignation / changement de bénéficiaire', 'Prestation suppl. de décès payée par la SCP (65 ans et plus) - Désignation / Changement de bénéficiaire', 'Programme d'Assurances vie et accident (PAVA) - Désignation - Employés Cadre/exempt et AFPC seulement', and 'Instructions pour remplir le formulaire PAVA'. The 'Programme d'assurance-invalidité de courte durée' section contains links for 'Gestion des cas d'invalidité', 'Formulaire d'appel pour les employés FFRS ou représentés par l'ACMPA', 'Formulaire d'appel pour les employés représentés par l'AOPC, l'AFPC et le STTP-EPU et les employés cadres/exempts', and 'Trousse de demande du Programme d'assurance-invalidité de courte durée'. The right sidebar, titled 'Mes liens rapides', contains links for 'Mon SAP', 'SuperVISION', 'Formulaires', 'Avantages sociaux', and 'Suggestions'. A green arrow points to the 'Formulaires' link in the sidebar, and another green arrow points to the 'Trousse de demande du Programme d'assurance-invalidité de courte durée' link in the main content area.

RELOCATION POLICY AND PROMOTION

Several positions in remote locations such as Kuujjuaq, Havre-St-Pierre, or Schefferville are difficult to fill. These are attractive positions, but they likely require relocation. Please be aware that Canada Post has a relocation policy in place. Our collective agreement states:

ARTICLE 41

RELOCATION AND TRAVEL

41.01 Relocation and Travel

- (a) This Article does not apply to employees regularly scheduled to work less than fifteen (15) hours per week.
- (b) The benefit levels of the Corporate Relocation and Travel Policies in force on date of signing of the collective agreement will apply to eligible employees in the bargaining unit for the life of the collective agreement, unless amended by agreement of the parties.

The internal hiring practice stipulates:

3.13 Apply Travel and Relocation Cost Guidelines

Employee's may be eligible for the reimbursement of expenses incurred while conducting corporate business. Relocation may also be considered when a person is recruited and appointed. Both travel and relocation expenses must be pre-approved.

To request approval for relocation costs, the [Request for Relocation Authorization to Relocation Services form](#) must be completed and submitted to Relocation Services.

Additional information on the Canada Post's Travel Policy and Relocation Obligations can be found on the Policy and Practice Centre or at the following links:

[Travel Policy](#)

[Relocation Obligations for all employee groups](#)

While the relocation policy can be difficult to locate, under the terms of this collective agreement, if you are a permanent employee working more than 15 hours a week and you secure a promotion via a competition for a position located more than 50 km from your current office or place of residence, you may be eligible for a relocation allowance.

There are currently opportunities available through external reposting for highly attractive positions where there is a critical need. If you have been hesitating, go ahead and apply and be sure to ask your recruiter for more information.

Good luck! 🍀

Office Maintenance Contracts

As a postmaster or relief postmaster, it is your responsibility to be familiar with the "Building Maintenance Management Manual." If the hard copy cannot be found, you can easily access it via the CIPB through the PVD. It is important to know how to consult it and locate the information needed to properly manage your maintenance contracts (among other things). This applies primarily to offices where Canada Post owns the building. However, if you are in premises leased by Canada Post, it is crucial to have a copy of your lease to understand which maintenance services are included and which are not (e.g., cleaning, fire extinguishers, snow removal).

We discuss this topic with you and emphasize the need for you to actively understand this aspect of management, which falls under your purview. These tasks must be part of your job, and this should be reflected in the office evaluations that we also review with you.

As a postmaster, you cannot simply decide to perform the office maintenance yourself. You must adhere to the procedures outlined in sections 6.9 and 6.9.1 of the manual:

6.9.1 Cleaning service contract awarded to the Postmaster

Before Postmasters can be awarded a cleaning service contract, the RFQ process must be followed in an attempt to source an outside contractor. It is recognized, however, that there may be circumstances where Postmasters will provide the cleaning services themselves.

Property Maintenance Management Manual-For postmaster-managed facilities-T576276

- Obtain special approval for cleaning by Postmaster or part-time assistant if the following applies:
 1. The RFQ process was followed, and every reasonable effort has been made to obtain outside contractors but there have been no responses; or
 2. The outside contractors' estimates to provide the required services are significantly higher than costs at neighbouring Canada Post facilities or compared to the previous year.
- Solicit special approval first from LAM/LAS as part of the review and validation process with Real Estate. The LAM/LAS and Real Estate must signify acceptance through execution of the contract by signing in the Postmaster's signature block, with the Postmaster or part-time assistant signing in the contractor's signature block, before forwarding the contract to Canada Post Accounts Payable.

Do not wait until the last minute to renew a contract; start at least two months before the current one expires, because if the contractor changes, they will need to undergo a security check to gain access to your offices.

CORRESPONDENCE

The journal is sent according to the coordinates of your ESS. A delay between your update and the version given to the CPAA can vary by a few months. It is important to correct your address quickly with the employer AND to indicate your preferred language of communication correctly.

Newly Retired or Associate Member

Please stay in touch with us and keep coming to our conventions! At the moment of retiring, no matter the time of the year, please send us your payment. The 2026 dues for associate members will be receivable in January 2026. In both cases, the payment is of \$ 10.00.

Contact Angèle Sénéchal for payment options.



**Vice-president
Angèle Sénéchal**

59, rang Sainte-Marie
Les Éboulements, Qc, G0A 2M0
Tél. : 418-635-2676
asenechal.acmpa@gmail.com



President

Chantal Coulombe

1331, Principale
St-Côme, Qc. J0K 2B0
Tél. : 450-883-3137

ccoulombe.acmpa@gmail.com

www.acmpaquebec.com



**Secretary-treasur
Chantal Corriveau**

183, St-Maurice
Val des Sources, Qc, J1T 3L3
Tél. : 819-828-3641

ccorriveau.acmpa@gmail.com



Unveiling of the new director at the FALL
TEAMS meeting !

NOTICE

If you move, please send us your new contact information by e-mail at:
ccoulombe.acmpa@gmail.com or asenechal.acmpa@gmail.com

Journal publication

The ComPAAAnion Journal is published three times a year, without fixed dates, by the CPAA, Quebec Branch.

Fall TEAMS Invitation



We are happy to renew our traditional fall meeting with you!

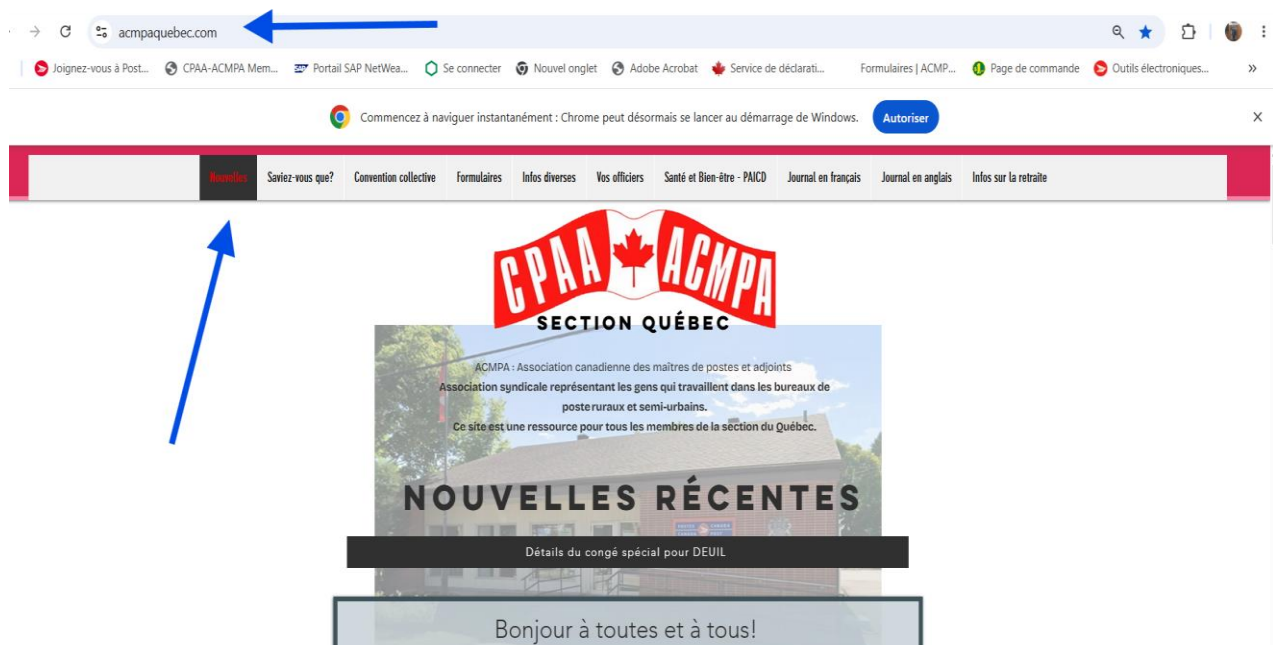
This moment of exchange will take place **Tuesday, November 3, 2026, at 19:00.**

On the meeting agenda:

- Sharing the latest and breaking news
- Question period and exchange of ideas

How to participate?

- **No registration** required
- The link to connect will be available on **November 3 as soon as 17:00** on our website.
- Go to **www.acmpaquebec.com** under the “NEWS” tab.



You will find all the instructions and important information for logging in easily in the same place.

We look forward to seeing many of you there! 😊

The CPAA Quebec teams