

Niagara Employee Assistance Program Council fonds, 1980-2008, n.d.

RG 520

**Creator:** Niagara Employee Assistance Program Council

**Extent:** 26 cm. (2 boxes) textual records

**Abstract:** The textual material of the Niagara Employee Assistance Program Council fonds includes clerical records, bylaws, clippings and newsletters that document the activities of this institution.

**Materials:** Clerical records, clippings and publications

**Repository:** Brock University Archives

**Processed by:** Anne Adams

**Finding Aid:** Anne Adams

**Last Updated:** November 2014

**Terms of Use:**

The Niagara Employee Assistance Program Council fonds is open for research

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**Citation:** RG 520, Niagara Employee Assistance Program Council fonds, 1985-2008, Brock University Archives.

**Acquisition Info:**

Files were donated by William Craine, former and last president on behalf of the Niagara Employee Assistance Program Council in October, 2014.

**Administrative History:**

The Niagara Employee Assistance Program Council was started in Welland in 1979. It expanded to a regional council in 1981. The

membership consisted of companies, interested individuals, service providers and non-profit charitable organizations.

The objective of this organization was to improve communication links and provide a networking framework for council members; to promote awareness of the Niagara Employment Assistance and Employee Assistance Programs within the community; to share feelings, knowledge and expertise of individuals and institutions in developing and maintaining effective Employee Assistance Programs; to bring attention to local issues and to improve on the effectiveness of Employee Assistance Programs in the Niagara region. This program assisted employees with personal problems that could affect job performance.

The Niagara Employee Assistance Council was dissolved as of March 31, 2008.

**Organization:**

The records are arranged into 9 series

Series I – Administrative Records, 1990-2008, n.d. (non-inclusive)

Sub-Series A. Minutes, 1995-2008

Sub-Series B. Reports, 1996-2000

Sub-Series C. Correspondence, 1995-2006

Sub-Series D. Council Executive Lists and Job Descriptions, 2000-2003, 2005-2007, n.d.

Sub-Series E. Membership Lists, 1994, 1996, 1998-2000, 2002-2003, n.d.

Sub-Series F. Various Lists including Mailing Lists, 1990, 1998-1999

Sub-Series G. Logos, Business Cards and Mailing Labels, n.d.

Series II – Constitution, Bylaws, Objectives and Guidelines, 1985, 2003-2005, n.d.

Series A. Niagara Employee Assistance Program Council Bylaws and Objectives, 1985, 2003-2005, n.d.

Series B. Canadian Employee Assistance Program Council Guidelines, n.d.

Series III – Clippings, 1998-1999, 2004

Series IV – Seminars, Presentations and Conferences, 1995-2007

Series V – Community Awards, 1986, 1996-1997, n.d.

Series VI – Publications, 1983-1989, 1991-1996, 1999-2000, n.d.

Series A. Newsletters, 1983-1989, 1991-1996, 1999-2000

Series B. Pamphlets, 2002-2003, n.d.

Series VII – Alcohol and Other Drug Information, 1995, 1997-1999, n.d.

Series VIII – Other Organizations, 2000, n.d.

Series IX – Book, 1980

## **Inventory:**

### **Series I – Administrative Records, 1990-2008, n.d. (non-inclusive)**

#### **Sub-Series A. Minutes, 1995-2008**

- 1.1 Minutes (written), floppy disc of minutes 1996-2006 and compact disc of minutes, 2001-2007. The compact disc also contains other information including thank you letters to speakers, 1996-2007
- 1.2 Minutes, 2001-2008
- 1.3 Executive minutes in hardcover notebook, 1995-2006
- 1.4 Executive minutes, 1999-2001, 2003-2007

#### **Sub-Series B. Reports, 1996-2000**

- 1.5 Reports, 1996-2000

#### **Sub-Series C. Correspondence, 1995-2006**

- 1.6 Correspondence, 1995-2006

#### **Sub-Series D. Council Executive and Executive Job Descriptions, 2000-2003, 2005-2007, n.d.**

- 1.7 Council executive lists, executive attendance records and job descriptions for executives, 2000-2003, 2005-2007, n.d.

#### **Sub-Series E. Membership Lists, 1994, 1996, 1998-2000, 2002-2003, n.d.**

- 1.8 Membership lists, 1994, 1996, 1998-2000, 2002-2003, n.d.

#### **Sub-Series F. Various Lists including Mailing Lists, 1990, 1998-1999**

- 1.9 Lists including: Out of town (publicly funded); Services and resources in the Waterloo region; Addiction research; Guest list and Health fair databases, 1990, 1998-1999

#### **Sub-Series G. Logos, Business Cards and Mailing Labels, n.d.**

- 1.10 Logos, business cards and mailing labels, n.d.

### **Series II – Constitution, Bylaws and Objectives, 1985, 2003-2005, n.d.**

**Sub-Series A. Niagara Employee Assistance Program Council Bylaws and Objectives, 1985, 2003-2005, n.d.**

- 1.11 Niagara Employee Assistance Program Council Constitution, Bylaws and Objectives including: the philosophy; dialogue on issues facing Niagara's EAP; structure and guidelines; terms of reference; SWOT analysis; and policy, 1985, 2003-2005, n.d.

**Sub-Series B. Canadian Employee Assistance Program Council Guidelines, n.d.**

- 1.12 Canadian Employee Assistance Program Council practice guidelines, CUPE 1287 bylaws, terms of reference and responsibilities of personnel, n.d.

**Series III – Clippings, 1998-2000, 2004**

- 1.13 Clippings regarding employee assistance programs and also, alcohol and drug policies, 1998-2000, 2004

**Series IV – Seminars, Presentations and Conferences. These include presentations put on by the Niagara E.A.P. Council as well as other groups, 1995-2007**

- 1.14 Information, programs and flyers regarding seminars presentations and conferences including: Information on *Input '95*, the 12<sup>th</sup> Annual Spring Forum of the Niagara Employee Assistance Program Council (*Perspectives '96*), the Attendance Promotion Program, 1995-2000
- 1.15 Information, programs and flyers regarding seminars, presentations and conferences including trauma counselling, the 2004 Addictions Conference, the Wellness in the Workplace Conference and What Works in Therapy, 2001-2007

**Series V – Community Awards, 1986, 1996-1997, n.d.**

- 2.1 Files on community awards include: the Permissive Grants Policy; application for financial assistance; call for nominations from the EAP Council of Hamilton-Wentworth, Halton; certificates of recognition; selection criteria for Alexandra Park Community Centre and reasons to nominate Bill Craine for the Niagara EAP Council Community Award, 1986, 1996-1997, n.d.

**Series VI – Publications, 1983-1989, 1991-1996, 1999-2000, n.d.**

**Sub-Series A. Newsletters, 1983-1989, 1991-1996, 1999-2000**

- 2.2 *Outlook* by the Niagara Employee Assistance Program Council, vol. 1, no.4; vol. 2, no. 1-4; vol. 3, no. 1-4; vol. 4 no. 1-2, 1986-1989
- Outlook* vol.1, no.1-2, 1995
- Visions* by the Niagara Employee Assistance Program Council, vol. 2, no.1, 1996
- National EAP Association Newsletter*, October 1993

*Contact* by CUPE local 1287, vol. 19, no.3, 1999

*On Site* by the Addiction Research Foundation, vol. 1 no.1-2, 4; vol.2 no.1, 3-4, 1984-1986

*EAP Extra* from the City of Hamilton, no.1, 5-10, 29-31, 35, 41, 63, 1983-1986, 1991-1992, 1994, 2000

*Canadian Employee Assistance Program Association Newsletter*, vol.1, no.2, 1995

*The Ry-line* from the Bry-Lin Hospital in Buffalo, New York, July 1986 and November 1986

*Rush Hour* from the Bry-Lin Hospital in Buffalo, New York, 1985-1987

**Sub-Series B. Pamphlets, 2002-2003, n.d.**

- 2.3 Pamphlets from the Niagara Employee Assistance Program Council as well as pamphlets from the Canadian Palliative Care Association, the Alzheimer Society and pamphlets on gambling and alcohol, 2002-2003, n.d.

**Series VII – Alcohol and Other Drug Committee, 1995, 1997-1999, n.d.**

- 2.4 This file includes: notices of meetings; the workplace alcohol and other drug policies; minutes and suggested implementation schedule for information sessions, 1997-1999
- 2.5 Proposal for the development of a worksite alcohol and other drug policy, 1995, n.d.

**Series VIII – Other Organizations, 2000, n.d.**

- 2.6 Hospice Niagara, including: flyers and information about the Hospice Association of Ontario, n.d.
- 2.7 Abitibi Consolidated personnel policy statement, 2000

**Series IX – Book, 1980**

- 2.8 The Employee Assistance Program updated for the 1980's by James T. Writch, Hazelden, U.S.A., 1980. This book belonged to W. J. Craine of St. Catharines, 1980

**Related Material**

Employee Assistance Program at Health Canada

<http://hc-sc.gc.ca/ewh-semt/occup-travail/empl/eap-pae-eng.php>

