



To: All Corrections Bargaining Team Members
All MSG - Corrections Institution Presidents or Highest Ranking
All MCCSS – Youth Justice Facility Presidents or Highest Ranking
All MSG – Corrections P&P RERC Chairs
All MCCSS – Youth Justice PO RERC Chairs

From: The OPS Negotiations Department

Date: April 12, 2019

Subject: Corrections Bargaining Meeting

Dear Corrections Bargaining Unit Members:

This is to advise you that a **Corrections Bargaining Meeting** has been scheduled.

Date: Monday, May 13, 2019 9:00 a.m. – 5:00 p.m.

Hotel: **Delta Hotel East**
2035 Kennedy Road
Scarborough, ON
M1T 3G2
(416) 299-1500

Shared rate: \$71.00+taxes
Single rate: \$142.00+taxes

Meeting Room: **Toronto Ballroom**

Registration: Monday, May 13, 2019 8:00 a.m. – 9:00 a.m.

Parking: Parking is complimentary. Keep your ticket received upon entry and upon exiting insert this ticket first followed by the ticket received at the event.

****Please note: As per policy, valet parking is not a reimbursable claim.***

Meeting Participation

Attendance at this meeting is as per Executive Board Approval of June 20 and 21, 2018, and is further to the proposal to the Executive Board submitted June 4, 2018, by the Corrections Bargaining Team.

Hotel Room Bookings

In accordance with OPSEU Policy (OPSEU Policy 10.1-5), any member who resides further than 60 kilometers from the event must request that OPSEU make their hotel reservation on their behalf by submitting a Hotel Room Booking Request when registering online.

OPSEU will be booking all hotel rooms centrally. Hotel rooms will be reimbursed, for Delegates, on a shared room basis and it is the responsibility of the member to find another member to share with. If you prefer your own single room, you will be responsible for the difference of the shared and the single room rate.

Members are also responsible for payment of their hotel room upon check out as there are **no charges billed back to OPSEU**. Please save your itemized receipt and submit it with your Membership Expense Claim Form.

- The shared room rate is **\$71.00** plus taxes per night.
- The single room rate is **\$142.00** plus taxes per night.

You must notify the hotel of any special accessibility needs that you may have with respect to your hotel room.

Any additional nights outside of this policy must be pre-approved by the First Vice-President/Treasurer's office regardless of region or distance from the event.

Human Rights Accommodation Request Form

Should you require a human rights accommodation or have an existing accommodation under the Human Rights Code, please complete and submit the Human Rights Accommodation Request Form in full.

******Preferred Method of Registration******

Procedures for Online Submission of Forms

Online submission of all registration forms for this meeting is now available. Members must complete and submit the Member Event Registration Form and Hotel Booking Form online, through OPSEU's Member Portal.

Attached you will find the following documentation:

1. Advance Form
2. OPSEU Human Rights Accommodation Form
3. Member Portal Quick Intro
4. Event Registration Tutorial
5. Online Expense Claim Tutorial

In order to confirm your registration, please submit all forms no later than **Tuesday, April 23, 2019**, by email to conferencesandtravel@opseu.org.

We appreciate your co-operation and participation in these meetings.

Authorized For Distribution:



Warren (Smokey) Thomas
President
OPSEU

cc: All OPS Local Presidents (or Highest Ranking Local Officer)
Executive Board Members
OPS Negotiations Unit
Ron Elliott, Administrator, Local Services & Collective Bargaining Division
Gord Longhi, Supervisor, OPS Negotiations Unit
Anastasios Zafiriadis, Senior Negotiator, Negotiations Unit
Sandra Harper, OPS Negotiator, OPS Negotiations Unit
Raina Fernandes, Secretary, OPS Negotiations Unit
Hasnain Abid, Administrative Assistant, OPS Negotiations Unit
Claims Department
All Conferences and Travel