



To: Local Presidents (Correctional Facilities),
Local JHSC Co-chairs (Correctional Facilities),
Probation and Parole R.E.R.C. Members,
Select Members of the MCCSS Divisional Health and Safety Committee,
Select Members of the BPS Divisional Executive

From: Joscelyn Ross, Health and Safety Officer
OPSEU Health and Safety Unit

Date: March 25, 2019

Subject: *Corrections-Division Strategic Planning Session*

Dear Member:

This is to advise you that the Corrections-Division Strategic Planning Session has been scheduled.

Date: Saturday, May 25th, 2019 7:00pm – 9:00pm
Sunday, May 26th, 2019 9:00am – 5:00pm
Monday, May 27th, 2019 9:00am – 12:00pm

Hotel: Chelsea Hotel
33 Gerrard Street West
Toronto, ON
M5G 1Z4
416 595 1975

Shared rate: **\$94.50 +taxes**
Single rate: **\$189.00 +taxes**

Meeting Room: Mountbatten Salon

Registration: Saturday, May 25th, 2019 7:00pm – 9:00pm
Sunday, May 26th, 2019 8:00am – 9:00am

Parking: The rate is \$36.00 plus tax per day with unlimited in and out access
*The parking garage height is 5' 5" at the Chelsea Hotel
**Please note: as per policy, valet parking is not a reimbursable claim.



This dynamic and exclusively designed project aims to provide leaders within the division a unique opportunity to gather and participate in an informative, educational and strategic-planning session which will focus on the workplace violence portions of the Occupational Health and Safety Act (OHSA); its impact on the members of the division and how the members can effectively employ new approaches and techniques when engaged in situations with the employer or the Ministry of Labour. The goal of this planning session is to enable members of the facility and community sectors within the Corrections Division to develop and carry out a division-wide occupational health and safety strategy with the goal of improving the overall health and safety in the workplace.

Hotel Room Bookings

OPSEU will be booking all hotel rooms centrally. Hotel rooms will be reimbursed, for all attendees, 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(s) and submit it **via the online member portal**.

The shared room rate is **\$94.50** plus taxes per night.
The single room rate is **\$189.50** 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.

OPSEU Child Care Policy

OPSEU undertakes to provide child care service, when requested, at all union educationals, conventions, regional, divisional and demand-setting meetings where the membership requests at least three weeks prior to the event. Members who bring their children to OPSEU sponsored functions should normally be required to use the on-site child care service if it is available. The three week notice will ensure adequate time to process advances when requested. If no requests for on-site child care are received three weeks prior to the activity date, child care arrangements for on-site child care may not be made. If members then bring children to the event without the required notice, the member should be responsible for making his/her own child care arrangements.



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

Procedures for Online Submission of Forms

Online submission **now available**. Members will be able to complete and submit the Member Event Registration online, through **OPSEU's Member Portal**.

Although this event is scheduled immediately following OPSEU Convention 2019, it is **NOT** in conjunction with OPSEU Convention. Therefore, all Member Expense Claims or request for Advances for the Corrections-Division Strategic Planning Session, **MUST BE SUBMITTED SEPARATELY** from any Member Expense Claims or Advances submitted for convention.

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

****NOTE:** Attendance and participation to the Corrections-Division Strategic Planning Session, has been determined based on the current position held within the local (e.g. President or JHSC Co-chair, Correctional Facilities) or the specifically identified attendees of the BPS Corrections and Ministry of Children, Community and Social Services. Should you **NOT** be able to attend, please contact: OPSEU Health and Safety Officer, Joscelyn Ross at: jross@opseu.org to discuss and arrange an alternate in your place.

Should you have any questions regarding the Corrections-Division Strategic Planning Session, please contact Joscelyn Ross, OPSEU Health and Safety officer.

In order to confirm your registration, please submit all forms no later than **Friday, April 5th, 2019** email to conferencesandtravel@opseu.org.

We appreciate your cooperation and participation in these meetings.



Authorized For Distribution

A handwritten signature in black ink, appearing to read "Warren Thomas", written in a cursive style.

Warren (Smokey) Thomas
OPSEU President

cc: Executive Board Members
Eric O'Brien, General Counsel, Legal Services Division
Gord Longhi, Supervisor, Pensions & Benefits Unit, Health and Safety Unit
Joscelyn Ross, Health and Safety Officer, Health and Safety Unit
Richard Meagher, Bilingual Secretary, Arbitrations Unit
Claims Department
Conferences Unit