



To: All OPS Local Presidents (or Highest Ranking Local Officer) and Stewards with OPS Members in MCSCS Corrections

From: The OPS Negotiations Department

Date: Friday, March 1, 2019

Subject: 2019 OPS Divisional Meeting

Dear OPS Members:

This is to advise you that a **2019 Ministry of Community Safety & Correctional Services (MCSCS) OPS Corrections Divisional Meeting** has been scheduled.

Date: Wednesday, May 22, 2019 9:00 a.m. – 5:00 p.m.

Hotel: **Sheraton Centre Toronto Hotel**
123 Queen Street West
Toronto, ON, M5H 2M9
(416) 361-1000

Shared rate: \$149.50+taxes
Single rate: \$299.00+taxes

Meeting Room: **Birchwood Ballroom**

Registration: Wednesday, May 22, 2019 8:00 a.m. – 9:00 a.m.

Parking: Green P on Queen Street across from the Sheraton

Monday to Friday (7 a.m. to 6 p.m.) \$20 (Day Maximum)
Monday to Friday (6 p.m. to 7 a.m.) \$ 6 (Night Maximum)

There are no In/Out privileges – if members come and go they will pay each time.

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

Please call a meeting for the OPS MCSCS Corrections members in your Local to elect Delegates to the MCSCS Corrections Divisional as soon as possible. Your entitlement is according to the convention formula (Article 13.4 Constitution), based on the number of members in the local concerned and is as follows:

1. The Chair of each Local Employee Relations Committee (LERC) is the **automatic first Delegate** to the divisional meeting. There should be one LERC, with its own chair in the local.
2. If a LERC Chair's position is vacant in your local, or if there is no LERC; the Local President from MCSCS Corrections is the **automatic first Delegate**. Where there is an absence of LERCs **and** Corrections Local President, the members of the Regional Employee Relations Committee's (RERCs) become the **automatic first Delegates**.
3. **All other Delegates, Alternates and Observers must be elected as per policy.**

The members of the current MCSCS Corrections Ministry Employee Relations Committee (MERC) and Health and Safety subcommittee are automatic Delegates in **their own right**. They may attend over and above their Local's entitlement, as do Executive Board Members who are from the division.

Please make every effort to ensure that members from your Local are represented at these meetings.

Delegate Entitlement

Each local is entitled to send Delegates to this meeting based on the following formula and on the number of members in good standing in your Local as of **December 31, 2018**.

Up to 150 Members	1 delegate
151 to 300 Members	2 delegates
301 to 500 Members	3 delegates
501 to 800 Members	4 delegates
801 to 1100 Members	5 delegates

The Delegate entitlement for your Local, according to our records at Head Office as of December 31, 2018, is provided in the email that accompanies this letter.

Alternate(s) shall attend at the Local's expense. Head Office will **ONLY** cover an Alternate's expenses where the Alternate attends **instead of and in place of** the Delegate. Please note that Alternates, like Delegates, must be elected.

Hotel Room Bookings

In accordance with the 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 Form.

OPSEU will be booking all hotel rooms centrally. Hotel rooms will be reimbursed, for Delegates, on a shared room basis and 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 **\$149.50** plus taxes per night.
The single room rate is **\$299.00** 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.

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 member 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 childcare 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 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.

Credential Attestation Form

The OPSEU Policy Manual (Section 16.1) states two (2) signatures are required on all Delegate credentials. We have provided one form for you to list all attendees on. The Credential Attestation Form must be signed by two (2) Local Officers.

Please clearly identify your status, i.e. Delegate/Alternate/Observer/EBM.

Note: other required forms cannot be processed until this form is received.

Attached you will find the following documentation:

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

In order to confirm your registration, please submit all forms no later than **Monday, April 29, 2019**, by email to conferencesandtravel@opseu.org.

We appreciate your cooperation and participation in these meetings.

Authorized For Distribution
In Solidarity,



Warren (Smokey) Thomas
OPSEU President

cc: All OPS Local Presidents (or Highest Ranking Local Officer)
and Stewards with OPS Members in MCSCS Corrections
Executive Board Members
OPS Negotiations Unit
Ron Elliott, Administrator, Local Services & Collective Bargaining Division
Gord Longhi, Supervisor, OPS 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