

# **ACCOMMODATION AND EXPENSE GUIDE**

**APRIL 14-16, 2016**

## **OPSEU ANNUAL CONVENTION THE METRO TORONTO CONVENTION CENTRE**

255 Front Street West  
Toronto, Ontario M5V 2W6



**Important – Please read carefully before completing your Credential  
Form**

## **Accommodation**

### **IMPORTANT**

**If paying by cash, full payment for the entire stay PLUS a cash security deposit of \$150.00 per night (TOTAL \$450.00) is required on check-in.**

**Please ensure your credit card has sufficient funds to cover the full period of stay.**

### **Hotel Accommodation (OPSEU Policy Manual 4.1-1).**

**THEREFORE BE IT RESOLVED THAT** as of January 1, 2016, the OPSEU Executive Board amends the current room accommodation policies and procedures for members attending the Annual Convention. Members will provide their rooming information along with their registration details and the accommodations will be booked centrally on their behalf. The Request for Accommodations Form will be included with the first mailing of Convention documents.

Members will still be responsible for payment of all hotel charges at checkout. Hotel bills will still be submitted for reimbursement using a member expense claim form.

**(Executive Board, December 2015)**

**Members are required to complete the Hotel Accommodation Application Form and send together with their credentials to the Regional Office no later than February 19, 2016. The hotel will email you the confirmation. If you have changes, please advise the Convention Office at 416-443-8888, or 1-800-268-7376, ext. 7467.**

**As per OPSEU Policy (Section 10.1-3) Delegates must book into the convention hotels, or their room costs will not be paid.**

Members will be booked at the following Convention Hotels:

The Fairmont Royal York Hotel  
100 Front Street West  
Toronto, Ontario M5J 1E3  
Tel: (416) 368-2511  
or 1-800-441-1414  
One block east of the Metro  
Toronto Convention Centre

The Inter-Continental Toronto Centre  
225 Front Street West  
Toronto, Ontario M5V 2X3  
Tel: (416) 597-1400  
or 1-800-422-7969  
Attached to the Metro Toronto  
Convention Centre

Delegates will be **reimbursed for the cost of a TWIN-SHARED ROOM** as per OPSEU policy (Section 10.1-3). Hotel rates, including taxes, are as follows:

	Single or double	Twin-shared
The Fairmont Royal York Hotel	➤ \$250.70	➤ \$125.35
The Inter-Continental Hotel	➤ \$250.70	➤ \$125.35

All reservations must be cancelled 72 hours prior to arrival to avoid penalty of one night's room rate and tax. Members are responsible for payment of their hotel room upon check-out.

As per OPSEU Policy (Section 4-3), Delegates requiring any extra night(s) accommodation beyond adjournment of Convention (noon on Saturday), must have prior approval by the First Vice President/Treasurer's Office in order to have expenses paid by OPSEU. Members must submit their rationale to the First Vice President/Treasurer's Office for consideration before submitting their Accommodation Form.

The completed Expense Claim should be received by Head Office no later than three months after the expense has been incurred as per OPSEU policy (Section 10.1-7).

### **Advances (Delegates Only)**

Please indicate on the credential form the amount of advance required. Specify if the cheque is to be mailed to your Home, Regional Office (**indicate which Regional Office on the credential form**) or if it is to be picked up at

Convention. We recommend that your advance be mailed to your home. Make your request early. Advances will be based on the twin-shared rate only.

Hotel (twin shared), parking (see PARKING) and telephone expenses for Convention **will not be directly billed back to OPSEU, and will not be deducted from your local rebate cheque.** Make sure you **include** these costs in your advance request.

### **OPSEU Travel Policy**

As per the policy of the Union (Section 10.1-12), the **MOST ECONOMICAL MEANS** of transportation should be used. Your Regional Office may be able to match you with another member if you need a ride. Please advise them if **you can take a passenger.**

### **Air Travel**

All delegates are to make their own travel arrangements. As per OPSEU policy, you are directed to use unionized providers, where available.

### **By Train**

You may want to take either the GO Train or VIA Train to Union Station. The Fairmont Royal York Hotel is located directly across the street from Union Station.

### **Childcare**

Please drop off your children at the Childcare Centre on your way to the Convention Centre.

***All Children, (16 years and younger), accompanying Delegates, must be pre-registered and signed in daily at the day care centre. Your children's names and ages must be listed on your expense claim. If they are not signed in and attending, single accommodation and meals will not be honoured. Lunch is provided by the OPSEU Day Care Centre for children attending.***

Childcare facilities will be made available to those members who bring children. Facilities will be provided during the hours that the Convention or functions relating to Convention business are in progress. The childcare registration form must be completed and forwarded to your **Regional Office by February 19, 2016.** In order to provide quality childcare that meets our legal obligation to the Day Nurseries Act, it is essential that **the Regional Office receive all forms by February 19, 2016.** Otherwise, accommodating your child(ren) cannot be guaranteed.

**Note: Any children, age 12 and up, will be required to attend a special program. This program is MANDATORY.**

**Delegates who do not bring their child(ren) to Convention will be reimbursed for childcare claims at the rate of \$6.00 per hour to a maximum of 12 hours. The overnight fee is \$40.00 to a maximum of \$112.00 per 24 hour period.** *The Family/Attendant Care Claim on the back of your expense claim form must be completed and signed by the care provider(s) as per OPSEU Policy (Section 10.2).*

### **Convention Hours**

The Convention hours for 2016:

Thursday	9:00 a.m. to 5:30 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 12 noon

### **Credentials**

**All credentials must be submitted to your Regional Office by February 19, 2016.**

- **All locals will be required to submit the minutes of the meeting** at which the locals elected Delegates for Convention with their credentials.
- All locals are required to complete Appendix A: Election Reporting Form as per OPSEU Policy (Section 4-4).
- Be sure to fully complete your credential.

- PRINT firmly AND CLEARLY when filling out your credential.
- Complete all sections in full.
- Include your **union number**.
- If you require time-off, read the Time-Off Section in this document for instructions.
- If you have special needs, complete the Human Rights Accommodation Request Form included in this package and return it with your credential.
- If you require childcare facilities at Convention, complete the Childcare Form included in this package and return it with your credential.
- Your credential must be signed by two officers of the local.
- **Alternates** must ensure they indicate their ranking.
- If you lose your Delegate badge, only an Observer's badge will be given as a replacement.
- If you do not have a credential and wish to attend the Convention, you must bring your OPSEU union card together with a photo ID for verification.

The "original" white credential form is to be retained by YOU and it **must** be presented at the Convention Registration desk in order to receive your badge. Head Office must have an original credential on file. No photocopied credential forms will be allowed. If you forget to bring your credential form to Convention, you must see the Credentials Committee at the Registration desk.

### **Cancellation**

If you are not attending Convention, please notify the **Convention Office at OPSEU Head Office, 1-800-268-7376 or (416) 443-8888, ext. 7467** as soon as possible. **You must cancel your own hotel reservations or you will be responsible for payment of the room. Only cancel your portion of the room, if sharing, and be sure to let your roommate know you have cancelled.** Deposits are refundable only if a reservation is cancelled more than 72 hours prior to expected arrival.

**ALL ISSUED ADVANCE CHEQUES ARE NON-TRANSFERABLE AND MUST BE RETURNED TO HEAD OFFICE.**

### **Change In Status**

If there is a change in status from Alternate to Delegate, it will be done in order of Alternate ranking, i.e. 1st Alternate, 2nd Alternate, etc. **If there is a change in status prior to Convention, your Local President must advise the Convention Office in writing. If there is a change in status at Convention, it must be authorized by the Credentials Committee. If your change in status will affect your accommodation arrangements, notify the hotel immediately.**

<b>OBSERVERS CANNOT BECOME OR REPLACE DELEGATES OR ALTERNATES</b>
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### **Finding A Roommate**

**You are responsible for finding another member who will share your hotel room.** Be sure to indicate who you will be sharing with on your hotel registration form and notify the hotel of any changes/cancellations immediately.

If you are having difficulty finding a roommate, speak to your Local President or advise your Regional Office. They **may** be able to assist you in finding a roommate.

**If your roommate does not show up at Convention, notify your Local President or a member of your Local Executive immediately because you will be responsible for the full cost of the room.**

### **Meals (Delegates Only)**

Meal expense entitlements are: Breakfast \$13    Lunch \$18    Dinner \$28

## **Non-Claimable Expenses**

The following expenses are **NOT** to be claimed: expenses of spouses, room service, Valet parking, other personal charges, or any fees incurred above the set rates for this Convention.

Internet **or** telephone calls may be claimed up to \$10.00 per day (receipt required). All expenses of Alternates and Observers are covered by the locals. Please note that the hotels charge for using the phone for local calls.

## **Own Time/Vacation/Lost Wages (Delegates Only)**

Own Time of \$45.00 will be paid to members using lieu days, accumulated credits or vacation days. Own Time will not be paid for an unpaid day. **Claims for Own Time must be accompanied by supporting documentation** (original letter from employer or pay stub indicating the deductions) confirming the type of credit being used. **Claims for lost wages must be accompanied by supporting documentation confirming the details of the time off without pay.**

## **Parking**

Parking at a discounted rate is available at The **Metro Toronto Convention Centre**.

**You can purchase your pass online by using the specialized link below to order:**

**<http://iebms.mtccc.com/OPSEU2016>**

Online ordering is available until Thursday, April 14, 2016. After that date passes can only be purchased on-site.

**The discounted rates** are available until April 14, 2016 on passes purchased for 2 or more consecutive days.

**Standard rates** will apply for all one-day pass purchases or for passes purchased after April 14, 2016.



All orders placed prior to March 28, 2016 can be mailed to the address you provide. Please specify your preference. You can either have your passes mailed to you or you can pick them up at the area outside registration when you arrive at Convention.

If you have any questions, please contact the Exhibitor Services Office at (416) 585-8387 or [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

**PARKING WILL ONLY BE REIMBURSED WITH AN ORIGINAL RECEIPT.**

The Fairmont Royal York Hotel and the InterContinental Hotel only provide valet parking. Please note that **VALET PARKING WILL NOT BE REIMBURSED BY OPSEU.**

**Special Needs**

Indicate your accessibility requirements on the "***Human Rights Accommodation Request***".

**Be sure to let the hotel know if you require special accommodation.**

**Time-Off Letters – Provided for Delegates Only**

**No employer notification is provided by OPSEU for Alternates and Observers.**

To avoid delays in the processing of time off requests, fill out your Delegate credential form **completely. If you are on shift duty, please specify the hours.**

**OPS**

Specify your Ministry, name of your Manager or Supervisor, fax number or email.

All OPS **Delegates** will receive Convention Leave Reimbursable.

**Ministry of Corrections shift workers – Please note in your Collective Agreement, that leave “shall be granted for not more than four (4) consecutive days for each employee delegate for the purpose of attending the Annual Convention”.**

**CAAT** - Specify the name of the College.

**BPS** - The following information must be provided:

- Complete name and full address of your employer.
- Full name and title of appropriate contact person that the letter will be addressed to including fax number or email address. The appropriate contact person will be the **Director of Human Resources or equivalent**.