

Work, Life, Balance and
Beyond - Mental Health

BPS CONFERENCE 2019



To: Presidents of Locals with Broader Public Sector Units,
BPS Unit Stewards or Highest Ranking of Broader Public Service Units.

From: Jamie Ramage, Chair, Broader Public Sectors

Date: September 4, 2019

Subject: Broader Public Sector Conference and Sector Divisional Meetings

Dear Members:

This is to advise you that the Broader Public Sector Conference and Sector Divisional Meetings have been scheduled.

Date: **Broader Public Sector Conference**
Friday, November 15, 2019 9:00am – 5:00pm

BPS Sector Divisional Meetings (SDM)
Saturday, November 16, 2019
Sunday, November 17, 2019

Hotel: The Sheraton Hotel
123 Queen Street West
Toronto, Ontario M5H 2M9
Telephone: (416) 361-1000
Toll-free: 1-800-325-3535

Shared rate: \$129.50 + taxes
Single rate: \$239.00 + taxes

Registration: Thursday, November 14, 2019 6:00pm – 9:00pm
Friday, November 15, 2019 8:00am – 9:00am

Parking: Parking is available at City Hall - 100 Queen Street West, Toronto M5H 2N2 (across the street from the Sheraton Centre Hotel) on the North-west corner of Queen Street West and Bay Street. Please submit parking receipt(s) with your expenses.

Daily Max: 7:00am – 6:00pm - \$20.00

Night Max: 6:00pm – 7:00am - \$6.00

24 Hour Period: \$26.00

Saturday and Sunday: 7:00am – 7:00am - \$8:00

There are no “in and out privileges”.

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

The theme of this year’s conference is “Work, Life, Balance and Beyond - Mental Health; building awareness and breaking the stigma”. At least one in every five people are affected by some form of mental illness. The remaining four will know a friend, family member, co-worker, or acquaintance that struggles with their mental health. Organizations must build capacity to support people with mental health concerns because early identification and support will typically lead to the continued wellbeing of an employee. We believe this conference will help us break barriers surrounding mental health.

Stay tuned for additional information regarding this event. We hope to see you there!

Delegate Entitlement

The BPS Conference is designed to attract as much participation as possible from OPSEU’s BPS units. Elections must be held in each unit to determine the number of delegate(s) that may participate in the conference. Delegate entitlements are based on convention formula by bargaining unit and those can be found in the attached document “2019 Broader Public Sector (BPS) Conference and Sector Divisional Meetings (SDM) at a Glance”.

Delegate entitlement is determined by bargaining unit configuration, not by Local.

A bargaining unit is a group of employees covered by a single collective agreement.

Delegates to the Conference must be elected as per OPSEU Policy.

The Delegate entitlement for the following sectors is based on Convention formula by bargaining unit:

- Sector 2 - Developmental Services
- Sector 3 - Boards of Education
- Sector 5 - Community Services
- Sector 7 - BPS Corrections
- Sector 9 - Universities
- Sector 10 - Hospital Professionals Division
- Sector 11 - Hospital Support
- Sector 14 - Private Contractors
- Sector 17 - Community Health Care Professionals
- Sector 18 - Mental Health Division
- Sector 19 - Canadian Blood Services (CBS) & Diagnostics
- Sector 20 - General (Alcohol and Gaming Commission of Ontario [AGCO], Lactanet Canada, HR Ottawa Employee Services c.o.b. Rideau Carleton Raceway Casino, Ontario Lottery and Gaming Corporation [OLGC], Ontario New Democratic Party Caucus [ONDPC], Ontario Pension Board [OPB], Ontario Teachers' Pension Plan Board [OTPPB], OPSEU Pension Trust [OPT], Teranet Incorporated, Workplace Safety & Insurance Appeals Tribunal [WSIAT])
- Sector 26 - Liquor Board Employees Division (LBED), Ambassador Duty Free

NOTE: Because this is a BPS conference only BPS bargaining units are eligible to send delegates, (i.e. not Colleges of Applied Arts & Technology (CAAT) or Ontario Public Service (OPS) Units) and only BPS members are eligible to be delegates, (i.e. not CAAT or OPS members).

The Convention Formula is as follows:

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 1,100 members	5 delegates
1,101 to 1,500 members	6 delegates
1,501 to 1,900 members	7 delegates
1,901 to 2,300 members	8 delegates
2,301 or more members	9 delegates

If there is more than one BPS Unit/Employer contract within the same Local, each Unit is entitled to a delegate from that Unit.

The following sectors have bylaws which allow them to have a different delegate entitlement:

Sector 1 - Ambulance

Each BPS unit is entitled to delegates as per the Convention formula for both the Conference and the Sector Divisional Meeting.

Each **Ontario Public Service (OPS)** Dispatch Service is entitled to delegates to the Sector Divisional Meeting only as per the Convention formula.

Sector 4 - Children's Aid Societies (CAS)

(1 to 200 unionized employees) - 2 delegates; over 200 members - 3 delegates) There is a maximum of 3 delegates per Local/Unit with the exception of Article 6.2 of the CAS Bylaws.

Sector 8 - Long Term Care

(Up to 100 members – 2 delegates; over 100 members – 3 delegates)

Sector 13 - Municipalities

(Up to 75 members - 2 delegates; over 75 members - 3 delegates)

Sector 15 - Child Treatment Centres

(Up to 75 members - 2 delegates; over 75 members - 3 delegates)

Sector 16 - Municipal Property Assessment Corporation (MPAC)

(Each Local with MPAC is entitled to 1 delegate for 1 to 50 MPAC members, 51 to 98 MPAC members - 2 delegates; 99 and over MPAC members – 3 delegates)

NOTE: OPSEU will only pay for Delegates. While alternates are welcome, space is limited. The Local must pay all expenses of Alternates and/or Observers and must complete and attach the Local Rebate Deduction Form for alternates and observers

Hotel Room Bookings

In accordance with the OPSEU policy (Article 10.1-5), any member who resides further than 60 kilometers from the event may 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 **\$129.50** plus taxes per night.

The single room rate is **\$239.00** 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 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 of some registration forms for this meeting is now available. Members will be able to 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
7. 2019 Broader Public Sector (BPS) Conference and Sector Divisional Meetings (SDM) at a Glance

All the forms needed for the BPS Conference and SDM must be submitted to: conferencesandtravel@opseu.org.

Forms must be received **no later than Tuesday, October 15, 2019**. All participants must register on-line via the member's portal.

We appreciate your cooperation and participation in these meetings.

In Solidarity

Authorized For Distribution



Jamie Ramage
Chair, BPS

Warren (Smokey) Thomas
OPSEU President

cc: Executive Board Members
Steve Saysell, Administrator, Local Services and Collective Bargaining
Pat Honsberger, Supervisor, Negotiations Unit
Mirla Alvarado Fenn, Negotiator
David Loeffen, Administrative Assistant, Negotiations Unit
All Regional Offices
All Negotiations and Research
Claims Department
All Conferences and Travel