



Full Time College Support Divisional Meeting
October 5 – 6, 2019
Sheraton Centre Toronto Hotel – Willow Room

To: Full Time College Support Local Presidents or Highest Ranking Officers and College Support Division Executive
From: Janice Hagan, Full Time College Support Divisional Chair
Date: August 19, 2019
Subject: Full Time College Support Divisional Meeting

Dear Members:

This is to advise you that the Full Time College Support Divisional Meeting has been scheduled.

Date: Saturday, October 5, 2019 9:00 am – 5:00 pm
Sunday, October 6, 2019 9:00 am – 1:00 pm

Registration: Saturday October 5, 2019 8:00 am – 9:00 am

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

Shared rate: \$124.50 +taxes
Single rate: \$249.00 +taxes

Parking: Off Site Green P across from the Sheraton Hotel.
\$6 hourly, \$26 daily, No In / Out Privileges

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



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Delegate Entitlement

Only Full Time College Support members are eligible to be delegates to this meeting.

The local's delegate entitlement is calculated based on the convention formula under Article 13.4 of the OPSEU Constitution. The Local's Delegate entitlement (attached) which is based on your membership as of July 31, 2019.

Size of Local:

- 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
- 1101 to 1500 Members 6 delegates
- 1501 to 1900 Members 7 delegates

The quorum at any Divisional Meeting shall be 50 % of all registered delegates. The members of the current Bargaining Team and the Divisional Executive are automatic Delegates in their own right. They may attend over and above their Local's entitlement.

Expenses incurred by Alternate(s)/Observer(s) are at the Local's expense. Head Office will cover an Alternate's expense ONLY 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 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 **\$124.50** plus taxes per night.

The single room rate is **\$249.00** plus taxes per night.



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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 for this meeting is now available. Members will be able to complete and submit the Member Event Registration Form and Hotel Booking Form online and childcare registration, 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:

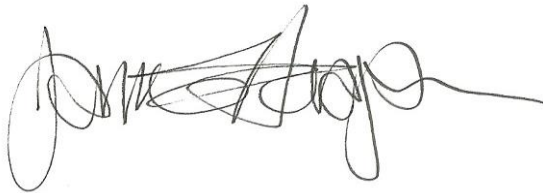
1. Credential Attestation Form
2. Advance Form
3. OPSEU Human Rights Accommodation Form
4. Member Portal Quick Intro
5. Event Registration Tutorial
6. Online Expense Claim Tutorial
7. Section 18.4 CAAT Support Negotiations Procedures (revised May 2019)
8. Local Delegate Entitlement as of July 31, 2019

In order to confirm your registration, please submit all forms no later than **Friday, September 13, 2019** by email to conferencesandtravel@opseu.org.

We appreciate your cooperation and participation in these meetings.

In Solidarity

Authorized For Distribution



Janice Hagan
Full Time College Support Divisional Chair



Warren (Smokey) Thomas
OPSEU President

cc: Full Time College Support Local Presidents or Highest Ranking Officers
Full Time College Support Division Executive
Executive Board Members
All Regional Offices
All Negotiations
Steve Saysell, Administrator, Local Services & Collective Bargaining Division
Patricia Honsberger, Supervisor, Negotiations Unit
Manzur Malik, Research Officer
Heather Petrie, Bilingual Negotiator, Negotiations Unit
Rachael Williams, Sector Assistant
David Loeffen, Administrative Assistant, Negotiations Unit
Lisa Evans, A/Secretary, Negotiations Unit
Claims Department
All Conferences and Travel