



ACOs
When lives are on the line
Paramedics
make the difference

**Répartiteurs
ambulanciers (RA)**
Lorsque des vies sont en danger
**Les techniciens
ambulanciers**
font la différence



To: Sector 1 – Ambulance Local Presidents or Highest Ranking Officers
Sector 1 – Ambulance Divisional Executives

From: Joel Usher, Ambulance Divisional Executive Chair

Date: October 16, 2024

Subject: Sector 1 – Ambulance Health and Safety Conference 2024

Dear Members,

This is to advise you that the Sector 1 – Ambulance Health and Safety Conference has been scheduled.

Date: Tuesday, November 12, 2024 1:00 pm – 5:00 pm
Wednesday, November 13, 2024 9:00 am – 4:00 pm

Hotel: Pan Pacific Toronto
900 York Mills Road,
Toronto, Ontario M3B 3H2
+1 416 444 2511

Single rate: \$184 +taxes (Premier)

Meeting Room: 155 Lesmill Road (Room A1), Toronto, Ontario

Registration: Tuesday, November 12, 2024 12:30 pm – 1:00 pm
Wednesday, November 13, 2024 8:30 am – 9:00 am

Parking: Complimentary
**Note: valet parking receipts are not a reimbursable claim.*

Please note: This is a hybrid event. If you elect to attend virtually, one week prior to the event a Zoom link with instructions will be sent to you. No expenses outside of time off (if required) will be reimbursed unless otherwise pre-approved. Meals for virtual participants are not covered. To inquire about pre-approval, please email conferencesandtravel@opseu.org.

Delegate Entitlement

One delegate per bargaining unit. You may wish to designate your joint health and safety co-chair as your bargaining unit's delegate to this conference. Any additional participants will be covered at the Local's expense.

Members of the Divisional Executives re automatic delegates

October 16, 2024

Credential Attestation Form

The OPSEU/SEFPO Procedures Manual (Section 2.5) 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.

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

Any alternate(s) and observers accompanying delegates **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/SEFPO Policy Manual (Section 4.2), any member who resides further than 60 kilometers from the event may request that OPSEU/SEFPO make their hotel reservation on their behalf by completing the Hotel Registration section when registering for the event in the OPSEU/SEFPO Member Portal.

OPSEU/SEFPO will be booking all hotel rooms centrally. Delegates will be reimbursed for single room hotel accommodation.

Members are also responsible for payment of their hotel room upon check out as there are **no charges billed back to OPSEU/SEFPO**. Please save your itemized receipt and submit it with your Membership Expense Claim Form.

Please also notify the Conferences Unit 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 Conferences Unit, regardless of Region or distance from the event.

OPSEU/SEFPO Travel Policy

As per OPSEU/SEFPO policy (Section 4.2 7.1), the most economical means of transportation should be used. All delegates are to make their own travel arrangements. As per OPSEU/SEFPO policy, you are directed to use unionized providers where available. Please note all Membership Expense Claim submissions require itemized receipts.

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.

Family, Dependent and Attendant Care are covered expenses for this event for those who require it at the event or at home.

OPSEU/SEFPO Child Care Policy

OPSEU/SEFPO undertakes to provide child care services, 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/SEFPO 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.

Procedures for Online Submission of Forms

Members are to complete their Event Registration, Hotel Booking and Child Care Registration through OPSEU/SEFPO's Member Portal.

Attached you will find the following documentation:

1. Credential Attestation Form
2. Advance Form
3. OPSEU/SEFPO Human Rights Accommodation Form
4. Local that wish to use rebates for time off for alternates and observers Form

In order to confirm your registration, please submit the respective forms to the appropriate email addresses that are noted in the forms by no later than 3:00 pm on Tuesday, October 22, 2024.

We appreciate your participation in these meetings.

In Solidarity,

Authorized for Distribution:



Joel Usher
Divisional Chair



J.P. Hornick
OPSEU/SEFPO President

- c. Fred Ho, Administrator, Contract Negotiations Division
Tania Boisjoly, Assistant to the Administrator, Contract Negotiations Division
Marc Casey, Supervisor, Contract Negotiations Division
Manzur Malik, Negotiator, Contract Negotiations Division
Sania Wadalia, Health and Safety Officer
Rosa Zetler, Research Officer, Contract Negotiations Division
Ricardo Dentone, Research Assistant, Contract Negotiations Division
Da Silva, Administrative Assistant, Contract Negotiations Division
Anthony Tse, Secretary, Contract Negotiations Division
Claims Unit
Conferences Unit
Executive Board Members
All Regional Offices