



Date: May 28, 2018

TO: ALL PRESIDENTS IN REGION THREE OR THEIR DESIGNATE; UNIT STEWARDS IN COMPOSITE LOCALS; PHRC DELEGATE; PWC DELEGATE; PYWC DELEGATE; PRESIDENTS OF AREA COUNCILS OR THEIR DESIGNATE.

Dear OPSEU Member:

**RE: September 14-16, 2018 Region 3 Equity Conference
FERN RESORT, RAMARA**

We have enclosed a call for the Region 3 Equity Conference to be held September 14-16, 2018 at the Fern Resort, 4432 Fern Resort Road, Ramara, ON L3V 0Z1.

You will find the following in this package:

1. **Attendance & Advance Form** (to be forwarded to your Local President for prioritization.) Accommodations must be booked and paid for by yourself. *Extra or incidental charges are to be paid by the member as well.*
2. **Application for Region 3 Equity Conference** (to be forwarded along with your Attendance & Advance form).
3. Time Off Letter request form
4. Description of Conference.
5. **Human Rights Accommodation Request** – if required, please fill out and return.
6. **Child Care.** If numbers are sufficient Child Care will be arranged; however, *Children should be supervised by their parent. Complete the "Registration Sheet for Child Care" only if child care is required at the Resort.*
7. 2018 Information Sheet – outlines certain educational policies.
8. Statement of Respect/ Scents / Nut-Free / Smoking

**Application to be sent to: OPSEU Equity Unit
equity@opseu.org or faxed at 416-448-7419**

**DEADLINE FOR APPLICATION to reach the *Equity Unit* is
Friday July 27 by 4 p.m.**

The double occupancy room rate for Friday night will be **\$89 per person and includes Breakfast on Saturday morning and is the rate covered by OPSEU as per the expense policy. The single occupancy is \$139 per room and members will be responsible for the difference as per policy. All rates will be subject to 15% gratuity and all applicable taxes.**

The double occupancy room rate for Saturday night will be **\$169 per person and includes lunch and dinner on Saturday as well as breakfast Sunday Morning and is the rate covered by OPSEU as per the expense policy. The single occupancy is \$209 per room and members will be responsible for the difference as per policy. All rates will be subject to 15% gratuity and all applicable taxes.**

Rooms must be booked with the hotel prior to August 14, 2018.

PLEASE NOTE: OPSEU will only reimburse a member for the shared accommodations rates outlined above as per our expense policy.

MEALS THAT ARE INCLUDED IN THE ROOM RATES WILL NOT BE ALLOWABLE EXPENSES EVEN IF YOU DO NOT EAT AT THE RESORT.

Expenses for dependent care will be paid or provided in accordance with OPSEU's policies.

Lost wages will be reimbursed for shift workers only in accordance with current OPSEU policy. Documentation must be submitted with your claim.

Own time is not paid for a weekend education.

Time off arrangements – Please see form attached regarding time off.

Check-in time: after **4 P.M.** on Friday **Checkout time:** by **11 A.M.** on Sunday.

Should you require additional information, please call the Equity Unit.

In solidarity,

Region 3 Equity Reps

cc. Region 3 Executive Board Members
Oshawa and Peterborough Regional Offices
Steve Nield, Supervisor, Local Services
Equity Department
Accounting Department

PLEASE NOTE: You will receive a confirmation letter if selected.

ATTENDANCE & ADVANCE FORM - REGION 3 EQUITY CONFERENCE

September 14-16 2018

| | | | | |
|-----------------------------|----------------------|------------|----------------|-------------|
| PERSONAL INFORMATION | LOCAL: | _____ | UNION # | _____ |
| | Name: | _____ | _____ | _____ |
| | | Last | First | |
| | Home Address: | _____ | _____ | _____ |
| | | Street | City | Postal Code |
| Phone Numbers: | _____ | _____ | _____ | _____ |
| | Home | Business | | |
| E-Mail: | _____ | _____ | _____ | _____ |
| | Home Email | Work Email | | |

REGION 3 EQUITY CONFERENCE DESCRIPTION

*Rising from the ashes of violence:
a conversation with women for women*

| | |
|----------------------|---|
| ACCOMMODATION | FERN RESORT |
| | 4432 Fern Resort Road, Ramara, ON L3V 0Z1 Phone: 1-888-725-2256 OR 705-325-2256 |
| | You are responsible for contacting the Fern Resort to book your accommodation. <i>Book your own room before Tuesday, August 14th, 2018, at 1-888-567-3376 WITH THE OPSEU GROUP RATE.</i> As per OPSEU Policy, members will be reimbursed for the cost of twin-shared occupancy which is \$89.00 for Friday and \$169.00 for Saturday. Members who bring children to Union events will be entitled to single accommodation and meal expenses. Members will be responsible for payment of hotel room upon check-out. \$100 deposit due per person within 14 days of reservation. 'Reservation Request' form attached. |
| | Are you a day tripper? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Do you live within 60 km. of the Fern Resort Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | <i>Friday Night: Single: \$139.00 per person Shared Double: \$89.00 per person</i> |
| | <i>Saturday Night: Single: \$209.00 per person Shared Double: 169.00 per person</i> |

| | |
|-------------------|---|
| LOST WAGES | Lost wages will be considered according to the Education Policy. |
| | Will you be applying for lost wages: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | If yes, indicate: Number of hours: _____ Hourly rate: _____ Total wages being claimed: _____ |
| | NO LOST WAGES WILL BE PAID UNLESS REQUESTED ON THIS FORM |

| | |
|------------------------|--|
| TIME OFF LETTER | Do you require a time off letter to attend?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete attached form in full. LBED to complete RUL form process |
|------------------------|--|

| | |
|----------------|---|
| ADVANCE | Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete Advance form |
|----------------|---|

| | |
|-----------------------------------|---|
| HUMAN RIGHTS ACCOMMODATION | Yes <input type="checkbox"/> No <input type="checkbox"/> Please complete Human Rights Accommodation Form attached |
|-----------------------------------|---|

| | |
|------------------------------|--|
| LOCAL AUTHORIZATION: | PRIORITY RANKING # <input type="checkbox"/> |
| Name: _____ | Local: _____ |
| President or Designee: _____ | Signature: _____ |

MANDATORY: YOU MUST FORWARD TO YOUR LOCAL PRESIDENT ALONG WITH ALL NECESSARY COMPLETED FORMS, SO THAT YOUR LOCAL CAN PRIORITIZE YOUR APPLICATION. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LOCAL PRESIDENT'S AUTHORIZATION!!!

**** IMPORTANT: Deadline for Application to reach the Equity Unit (FAX 705-325-0821) or email: equity@opseu.org is Friday, July 27th, 2018 by 4:00 pm**

APPLICATION FOR REGION 3 EQUITY CONFERENCE

NAME : _____ LOCAL: _____

- 1) What does "rising from the ashes of violence: a conversation with women for women" mean to you?

- 2) How would you assess your current knowledge of this topic?

- 3) Why is this an important topic to be addressed by a labour union?

- 4) What do you think about harassment of women and girls as an issue for men as well as for women?

- 5) What skills/knowledge do you hope to attain by attending this conference?

- 6) Do you consider yourself a member of an equity-seeking group? If so, please explain.

MANDATORY IF REQUESTING TIME OFF LETTER BE SENT TO EMPLOYER

(excluding LBED)

TIME OFF REQUEST

The following information must be provided if you require a time off letter to be sent to your employer.

You do not need to complete this form, if your employer considers your Acceptance Letter proof of time off needed.

LOCAL: _____ UNION # _____

Name: _____
Last First

Home Address: _____
Street City Postal Code

Phone Numbers: _____
Home Business

E-Mail: _____

Employer: _____

Supervisor: _____ Title: _____

Department: _____ Email: _____

Date(s) & shift(s) required off to attend educational:

**** IMPORTANT: Deadline for Application to reach the Equity Unit at equity@opseu.org or fax 416-448-7419 is Friday July 27, 2018 by 4:00 pm**

HUMAN RIGHTS ACCOMMODATION REQUEST

Event name: Region 3 Equity Conference

Event Date: September 14-16, 2018

NOTE: This form is to be completed only if you are requesting an accommodation in accordance with the Ontario Human Rights Code. Sufficient information must be provided to prove the need for the accommodation and to show a link to a code-related ground. If necessary, an Equity Unit Officer will contact you to obtain further information.

Member Name: _____ Local #: _____

Phone # for contact: _____ Home E-mail: _____

How do you prefer to be contacted? Phone: _____ E-mail: _____

1. Do you have an existing human rights accommodation approved by the Equity Unit? (**Check one.**)
- a) YES and there are NO CHANGES IN MY NEED for accommodation _____
 - b) YES but there are CHANGES IN MY NEED for accommodation _____
 - c) NO, I have never been approved for an accommodation _____

NOTE: If you checked (a) above, you do not need to complete the rest of the form but the form still needs to be submitted. If you checked (b) or (c), please finish the form.

2. Please check **ALL** the Code-related grounds related to your request:

Disability (including food allergy) _____ Family status _____
 Sex/gender (including pregnancy) _____ Creed or religion _____
 Other (please specify) _____

3. Why do you require a human rights accommodation (i.e. what are your restrictions or limitations)? Please be as detailed as possible.

PLEASE FORWARD COMPLETED FORMS TO *Equity Unit* at equity@opseu.org or fax 416-448-7419

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

HUMAN RIGHTS ACCOMMODATION REQUEST

4. Do you need a temporary or ongoing human rights accommodation? (Check one.)

Temporary need [Please specify expected duration: _____]

Ongoing need

5. What type of human rights accommodation or additional arrangements do you require to allow you to participate fully in union-related activities? (e.g. *material in alternate formats, interpreters, arrangements/expenses beyond those provided at the event or through OPSEU policy*). Please be as detailed as possible.

6. Please provide any additional information that may assist us in reviewing your request. [Attach any relevant documents.]

Signature: _____

Date: _____

PLEASE FORWARD COMPLETED FORMS TO *Equity Unit* at equity@opseu.org or fax 416-448-7419

NOTE: All information is kept confidential except where necessary to arrange the accommodation or to process expense claims.

ONLY COMPLETE IF YOU BRING YOUR CHILD(REN) TO THE EDUCATIONAL AND REQUIRE CHILD CARE AT THE RESORT.

NOTE: IF SPOUSE ATTENDS, CHILD CARE WILL NOT BE PROVIDED

REGISTRATION SHEET FOR CHILD CARE

This form **MUST BE** completed and returned if requesting Child Care at the Resort.

CHILD(REN)'S NAME

AGE

If your child will be at the **Fern Resort**, does s/he have allergies, medical or special care needs? If yes, please specify:

******* HAVE YOUR CHILD BRING A FAVOURITE TOY*******

Childcare will be available during the hours the educational is in progress.

Signature of parent: _____

Name of parent (print) _____

Address: _____

Phone: (Home) _____ (Business) _____

Please return this form with your application to **The Equity Unit at equity@opseu.org or fax 416-448-7419 is Friday July 27th, 2018 by 4:00 pm**

REGION 3 INDIGENOUS CONFERENCE DESCRIPTION

The Role of Resiliency in Resistance Today: Sixties Scoop Survivors Reclaim Their Culture
September 14-16, 2018
Fern Resort
4432 Fern Resort Rd, Orillia, ON L3V 6H5



Tentative Schedule

Please note that there will be smudging during the closing ceremony.

Friday, September 14

6:00 – 8:00 pm Registration
8:00 pm Welcome and Keynote with Q & A
9:00 pm Hospitality Room

Saturday, September 15

8:00 am Breakfast
9:00 – 12:00 am Morning Workshops: “Domestic Violence” or “Sex Trafficking”
12:00 – 1:30 pm Lunch
1:30 – 4:30 pm Afternoon Workshops: “Domestic Violence” or “Sex Trafficking”
5:00 – 7:00 pm Dinner
8:00 pm Hospitality Room

Sunday, September 16

8:00 am Breakfast
9:00 – 12:00 pm “Missing and Murdered indigenous Women” Talking Circle
Honour Dance and Closing Ceremony

INFORMATION SHEET

APPLICATIONS

Application forms **MUST** be signed by the Local President, and received by the *Equity Unit at equity@opseu.org or fax 416-448-7419 is Friday July 27th, 2018 by 4:00 pm*

CANCELLATIONS

- A member cancelling participation must notify the Local President **AND** the Equity Unit as soon as possible. If you have booked a room at the Fern Resort, and you are cancelling, **do not forget to cancel your room!!**
- Failure to cancel within 24 hours, the Resort's assessed penalty will be one day's accommodation plus applicable taxes, **AND a further \$50.00 penalty will be deducted from the Local's next rebate.** Extenuating circumstances will be considered (quantum of penalty under review).

ALLOWANCE/REIMBURSEMENT

- Members will be reimbursed for Child Care at \$10.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$160.00 per 24 hour period, and must be signed by care provider(s).
- Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.
- Care may be provided by friends/family, professional or commercial services, or any other arrangement satisfactory to the member making the claim. Claims may be verified and must be signed by the service provider.

ELDER/DEPENDANT CARE

- Members who have responsibility for elderly/dependant persons living with them as part of their family may claim for their care.
- Members will be reimbursed for family/attendant care at \$10.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$160.00 a day.
- This policy covers the expenses for persons over the age of 16, permanently residing with, and under the care of a member, who are differently-abled and/or aged.

Statement of Respect to be Read out at All OPSEU Events

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our sisters and brothers.

We accord respect to all persons, regardless of political affiliation, including people of colour, women, men, First Nations men and women, Métis or other Aboriginal peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, trans-gendered/transsexual peoples, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union sisters and brothers.

If you believe that you are being harassed or discriminated against, inform the Facilitator or Instructor for immediate assistance.



We also remind you of our policies that designate all OPSEU events as
Scent free – Nut free – Smoke free

We ask all participants to turn off cell phones, smoke outside and refrain from the use of perfumes and colognes or nuts.

