



CALL LETTER

P.S.A.C. Ontario 5th Triennial Convention

December 10th, 2010

TO: All Ontario Local/Branch Presidents, Ontario Caucus National Elected Officers (Component President, National Vice-President, Regional Vice-President), Regional Women's Committee Chairs, Area Council Presidents, Equity Seeking Committee Chairs, Ontario NAPC Representatives and Ontario Regional Council Members

Greetings Sisters & Brothers,

Important Dates:

Delegate Assistance Application Deadline	February 14, 2011
Resolutions Deadline	February 28, 2011
Registration Deadline	March 31, 2011
Hotel Accommodations Booking Deadline	April 27, 2011

This document will serve as the official call out for the upcoming PSAC Ontario Regional Convention. The Convention will elect the representatives of Ontario Council, deal with all resolutions and matters submitted to it, and establish the budget of the ensuing period.

The 5th Triennial Convention of the Ontario Region of the Public Service Alliance of Canada will be held at the Delta Meadowdale Resort and Conference Centre, 6750 Mississauga Road, Mississauga, Ontario, from May 13th – 15th, 2011. Evening registration will begin on Thursday, May 12th @ 5:30 p.m. and continue on Friday, May 13th, 2011. @ 8:00 a.m. The Convention will open at 9:00 a.m. on Friday, May 13th and conclude by 5:00 p.m. on Sunday, May 15th, 2011.

Who Can be a Delegate to the PSAC Ontario Triennial Convention?

Section 8, of the PSAC Ontario By-Laws, determines who can be a delegate at the PSAC Ontario Triennial Convention.

Sub-Section (1)

Each Local/Branch shall be entitled to one delegate for each 200 members or part thereof, and to one additional delegate for each additional 200 members, or part thereof. Sending bodies shall provide a copy of the monthly PSAC membership report confirming their membership numbers in any of the twelve months preceding the call-out to the PSAC Ontario Triennial Convention in order to determine their delegate entitlement.

Sub-Section (2)

- (a) The PSAC Ontario Council members shall be delegates to PSAC Ontario Triennial Conventions.
- (b) A PSAC member who holds a PSAC national elected office, a Component President, Component National Vice President and/or Regional Vice-President who is a member of the PSAC Ontario caucus shall be entitled to attend PSAC Ontario Triennial Conventions as a delegate.
- (c) A PSAC member who is elected to the National Aboriginal, Inuit, Métis (NAIM) Circle (now NAPC) or elected as equity representatives to the PSAC Equal Opportunities Committee and resides in the Ontario Region shall be entitled to attend PSAC Ontario Triennial Conventions as a delegate.

Sub-Section (3)

Each accredited PSAC Ontario Regional Women's Committee will be entitled to one delegate to the PSAC Ontario Triennial Convention.

Sub-Section (4)

Each accredited PSAC Ontario Equity seeking group Committee will be entitled to one delegate to the PSAC Ontario Triennial Convention.

Sub-Section (5)

Each accredited PSAC Ontario Area Council will be entitled to one delegate to the PSAC Ontario Triennial Convention.

Delegate Assistance

All costs related to travel and attendance at the 5th Triennial Convention are the responsibility of the sending body with the following provisions:

Your call out letter will indicate in which group your local/committee was categorized for delegate assistance purposes.

The PSAC Ontario Council has allocated funds to be used for delegate assistance. Each local/branch or sending body will be eligible to receive assistance for each delegate they are entitled to send providing these delegates attend convention. Delegates will be determined by the sending body. In order to receive delegate assistance monies your registration form must be completed and received by the Regional Executive Vice-President's office **no later than February 14th, 2011**. The intent is to provide some financial assistance for delegates to attend the 2011 Ontario Triennial Convention.

Geographic Areas (Distance determined from Convention Hotel)	Subsidy Amount
Group 1 – (approx. 40 km radius) – E to Scarborough, NE to Newmarket, NW to Orangeville, W to Bronte.	\$350.00
Group 2 – (approx. 90 km. radius) – E to Newcastle, NE to Beaverton, N to Barrie, SW to Drumbo, W to Kitchener/Waterloo, SE to Beamsville.	\$450.00
Group 3 – (approx. 150 km. radius) – E to Colborne, N to Bracebridge, NW to Owen Sound, W to London, remainder of Niagara Peninsula.	\$550.00
Group 4 – (approx. 300 km. radius) – E to Mallorytown, N to North Bay, NW to French River, rest of SW Ontario.	\$675.00
Group 5 – E to Quebec border, NE to Pembroke and Petawawa, N to Sudbury.	\$775.00
Group 6 – W to SSM, N to Timmins/Kirkland Lake, rest of NE Ontario excluding James Bay	\$850.00
Group 7 – Thunder Bay area	\$1,100.00
Group 8 - rest of NW Ontario (including Sioux Lookout, Kenora, Fort Frances, Marathon), James Bay area.	\$1,400.00

It is possible that these amounts may be increased based on the number of requests received by the deadline date.

Registration for the 5th Triennial Convention

There is a registration fee of \$100.00. This payment **must accompany** the registration and special needs request form. Please make your cheque payable to PSAC Ontario. Please indicate on the cheque the Local/Branch# or Committee and the name of the delegate(s) it is for. You must pre-register to be a delegate. Delegates are required to complete and return the enclosed registration/special needs request form(s), to the REVP's office **no later than March 31st, 2011**. The registration form will also serve as your credentials. All Locals that are applying for multiple delegates please ensure you provide your monthly membership printout. Rands are not included in the total membership count,

it must be full members only. Please return a **copy** of the registration/special needs request and your membership printout, if required, to the:

Regional Executive Vice-President, Ontario Region
Public Service Alliance of Canada
Suite 608, 90 Eglinton Avenue East
Toronto, Ontario M4P 2Y3

Hotel Accommodations

Please book your hotel room directly with the ***Delta Meadowvale Resort and Conference Centre***. The hotel has blocked off a number of rooms for PSAC Ontario members attending the convention, beginning Thursday, May 12th. The convention rate is \$115. per night plus applicable taxes. Please call (905) 542-4003 or toll free 1(800) 422-8238 and ask for reservations or book your reservation online, using the following link <http://www.deltameadowvale.com/gupsac0511> and reference **PSAC Ontario**.

Please note that the Delta Meadowvale Hotel is a non-smoking property.

Please try to complete your bookings **prior to April 27, 2011**. Following that date, the hotel will release our unused block of rooms for sale to the general public. They will still continue to take your reservations, but it will then be subject to availability and not necessarily at the quoted convention rate.

Please ensure you use the correct reference when booking your room.

Resolutions

Section 7, Sub-Section (3), of the PSAC Ontario By-Laws

“The PSAC Ontario Triennial Convention shall:

- (b) refer to the appropriate Convention Committee and deal with all resolutions and matters submitted to it through the Ontario Regional Executive Vice-President, by the PSAC Ontario Council, Locals/Branches, Regional Women’s Committees, Area Councils and recognized PSAC Equity seeking group Committees in good standing. “

All resolutions are to be received by the PSAC Ontario Regional Executive Vice-President **no later than February 28th, 2011**.

Please submit the resolutions in electronic format to the office of the REVP c/o Rita Cantalini, cantalr@psac.com.

Non-Smoking and Scent-Free

The PSAC requests that all participants attending any union function refrain from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry. Click here for the PSAC Policy (<http://www.psac-afpc.org/documents/what/scent-free-kit-feb2006-e.pdf>) As per PSAC Policies, all convention meeting rooms and other facilities will be non-smoking and scent-free. Delegates/Observers/Guests are asked to abide by these policies.

General

The business of the convention will be conducted in English, however simultaneous interpretation into French will be provided upon request.

Sign language interpretation, alternate formats and other accommodation will be provided based on needs identified on the Special Needs Request Form. Please ensure your needs are identified otherwise we may not be able to provide adequate accommodation.

Details of the 5th Triennial Convention agenda, rules of order and other documents will be made available on our website (www.psac.com/Ontario) and distributed to delegates at the convention.

A call for nominations for the office of the Regional Executive Vice-President (REVP) and alternate REVP, will be sent under separate cover.

In Solidarity,



Gerry Halabecki
Regional Executive Vice-President, Ontario

Attachments: Registration//Delegate Assistance Form
Special Needs Request Form

c.c. NBOD



PSAC ONTARIO

5th Triennial Convention

Delta Meadowvale Resort and Conference Centre
6750 Mississauga Road, Mississauga, Ontario

May 13 - 15, 2011

DELEGATE **OBSERVER** **GUEST REGISTRATION**

Mark the appropriate boxes : DEADLINE FOR REGISTRATION: March 31, 2011

DEADLINE FOR DELEGATE ASSISTANCE: February 14, 2011

ARE YOU REQUESTING DELEGATE ASSISTANCE: **YES** **NO**

Name: (please print)			
Local/Branch # & Component:		PSAC ID#:	
Address:			
Address (Continued)			
Phone: Home #		Work #:	
Email Address: (Home)			
Email Address: (Work)			

CERTIFICATION/CREDENTIALS

To be completed by President/Chair:

Name: _____, I certify that the above-named has been chosen by our sending body.

(please print and sign your name) President/Chair

- Representative of (please indicate name of cttc i.e. Hamilton RWC)
- _____ Equity Seeking Committee
 - _____ Regional Women's Committee
 - _____ Area Council

Self-Identification will be used for PSAC Record Purposes Only: Woman Aboriginal
 Racially Visible Disabled Gay/Lesbian/Bisexual/Transgendered Young Worker

Please indicate if simultaneous interpretation is required:

Please ensure that the \$100 registration fee is enclosed. Please make cheques payable to P.S.A.C. Ontario

Note: For Locals that are applying for multiple delegates please ensure you provide your monthly membership printout with your application.

RETURN ONE COPY TO REVP-Ontario

Suite 608-90 Eglinton Ave. E., Toronto, Ontario M4P 2Y3



SPECIAL NEEDS REQUEST FORM

(check as many as apply)

If you require assistance to make the convention and facilities accessible, it is essential that you complete this form and return, by March 31, 2011 to:

REVP, Ontario
Suite 608-90 Eglinton Avenue East
Toronto, Ontario M4P 2Y3
(facsimile #) (416) 485-8607

General Information:

Name: _____ Tel.: (_____) _____

Fax: (_____) _____ TDD: (_____) _____

Convention Status: Delegate _____ Observer _____ Guest _____

Please describe your needs and how we may accommodate you:

(Example: I cannot walk long distances, food allergies/special diet, guide dog, wheelchair/walker, etc.)

Personal Care:

Yes / No

I require a personal care attendant to assist me in meeting personal needs during the convention. Yes No

Will your personal attendant accompany you to this meeting? Yes No

Do you require assistance in this regard from the meeting organizers? Yes No

(Please specify)

Communication:

American Sign Language

Oral Interpretation

Sound Amplification

Assistance for emergency evacuation of convention area?

Yes No

Alternate Media:

Braille

Large Print