



June 13, 2011

To: All PSAC Ontario Directly Chartered Locals (DCL) Presidents

**From: Sharon DeSousa, REVP Ontario
Vicki Pine, DCL Representative, PSAC Ontario Council
MaryAnne Laurico, DCL Academic Workers Representative, PSAC Ontario Council**

Re: Ontario Region Directly Chartered Locals Stewards School

**cc: Regional Council and Alternates
Regional Offices**

Greetings Sisters and Brothers,

We are pleased to announce that PSAC Ontario is hosting our first Directly Chartered Local (DCL) Stewards School. The School will be held on July 19 – 22, 2011 in Toronto at the Old Mill Inn and Conference Centre, 21 Old Mill Road, Toronto (Ontario) (<http://www.oldmilltoronto.com/>)

The DCL Steward School is an opportunity to enhance the representation skills of stewards with the objective of building the capacity of PSAC DCL Locals. The Steward School is fully-funded.

The School Program will feature the following topics:

- The Role of Stewards in Political Action
- Recruiting to Build a Steward Network in the Local
- Stewards Role in engaging the membership
- Alternative strategies for issue resolution
- Facing Management
- Grievance Preparation, Presentation and Referral
- Duty of Fair Representation

- PSAC Anti-Harassment Policy
- Linking Grievance Representation to future bargaining demands
- The Negotiations Process
- Overview of the Social Justice Fund
- Human Rights
- Basic Health & Safety Rights, including Bill 168

Stewards attending the School can expect

- valuable and relevant union education, geared to the reality of DCLs
- an opportunity for DCL Stewards to network and share their knowledge and experiences
- educational support in their the role as Stewards and in ensuring the viability of the Local
- to be part of the establishment of a DCL communication network within the Region

Participant Entitlement

DCLs will be entitled to send two (2) participants per Local to the School. Locals with a membership in excess of 400 may send up to two additional participants. You should also select an alternate in the event that one of your participants cannot attend.

Each local will be responsible for the selection of their respective participants. All attendees must be members in good standing. Preference should be given to stewards both new and experienced, but with a particular focus on ensuring that both young workers and members of equity seeking groups are represented. Should you require any assistance with your selection process, please contact your closest Regional Office or the REVP's Office.

Registration Process

Three (3) registration forms are enclosed. The third registration form is included for purposes of your Alternate. Locals with a membership in excess of 400 may make two additional copies of the registration form if required.

Please send your registration forms by fax or email by **Wednesday, July 6, 2011** to the attention of Marcia Maliwat, Administrative Assistant (Toronto Regional Office) at maliwatm@psac.com or fax to (416) 485-8607. If you need assistance with the registration process please contact your closest Regional Office.

Registration will begin at 11:00 am on Tuesday, July 19th, 2011, with lunch provided at 12 noon. The School then opens at 1:00 p.m. and ends on Friday, July 22nd, 2011 at 1:00 pm.

Travel and Expense Entitlements

Most participants will be expected to travel on Tuesday morning while others will need to commence their travel on Monday evening. Please contact your closest Regional Office for assistance with your travel arrangements. All travel must be pre-approved and arranged by your closest Regional Office.

In solidarity with striking CAW members working as ticketing agents, counter staff and administrative workers at Air Canada, air travel will not be approved for the duration of the strike. Alternative travel arrangements will be required.

The following costs will be covered by PSAC:

- travel costs, including transportation (as per PSAC's Travel Policy)
- single accommodation (on-site parking is free) will be master billed to PSAC directly
- loss of salary including applicable allowances (please bring a copy of your shift schedule with you)
- Family Care as per the PSAC Family Care Policy (please ensure you bring your receipts to the conference) Note: There will be no onsite childcare
- costs associated with accessibility requirements
- all meals not covered at the school and incidentals (meals provided at the school include: Tuesday lunch; Wednesday – Friday breakfast & lunch)

An Administrative Assistant has been assigned to the conference and will be processing expense claims at that time. Please note, however, that loss of salary claims cannot be processed there, but will be submitted to Ottawa for payment.

What to Bring

We ask that you bring the following with you to the school:

- a copy of your collective agreement
- a copy of your local by-laws
- a copy of your service agreement, if applicable

Please note this is a Harassment-free and Scent free School, many of our members are highly sensitive to chemicals and we ask that you refrain from using any scented products during this event.

If you have any questions or concerns please feel free to contact my office @ (416) 485-3558 or your Regional Office.

In Solidarity,

Sharon DeSousa,
Regional Executive Vice-President, Ontario
Public Service Alliance of Canada

Vicki Pine
DCL Representative
PSAC Ontario Council

MaryAnne Laurico
DCL Academic Workers Representative,
PSAC Ontario Council

Encl.



**Ontario Region Directly Chartered Local Stewards School
REGISTRATION FORM
Public Service Alliance of Canada**

Application form must be faxed or emailed by July 6, 2011 to:
 Marcia Maliwat, 90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
 Phone: 416-485-3558, Fax: 416-485-8607, email: maliwam@psac.com

Regional Office:			
Dates: July 19-22, 2011		Location: Old Mill Inn, Toronto	
Name:			
PSAC ID #:			
Address:			
City:		Province:	Postal Code:
DCL #:			
Position in Local:			
Employer:			
Home Phone:		Work Phone:	
Fax:		Email:	
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
Self- Identification (Optional) – PLEASE CIRCLE or MARK with “X”			
Are you a member of any of these Equity Groups?	<input type="checkbox"/> Woman <input type="checkbox"/> Aboriginal Member <input type="checkbox"/> Racially Visible Member <input type="checkbox"/> Member with Disabilities <input type="checkbox"/> Gay, Lesbian, Bisexual, or Transgendered Member		
Are you a Young Worker? (Age 30 or Under)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

TRAVEL ARRANGEMENTS - Participants are expected to travel by the most direct, economical means however all special circumstances will be taken into consideration.
Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

Departing on: _____

Returning on: _____

Please note this is a non-smoking hotel therefore all accommodations are smoke-free.



Ontario Region Directly Chartered Local Stewards School
REGISTRATION FORM
Public Service Alliance of Canada

Application form must be faxed or emailed by July 6, 2011 to:
 Marcia Maliwat, 90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
 Phone: 416-485-3558, Fax: 416-485-8607, email: maliwam@psac.com

Regional Office:			
Dates: July 19-22, 2011		Location: Old Mill Inn, Toronto	
Name:			
PSAC ID #:			
Address:			
City:		Province:	Postal Code:
DCL #:			
Position in Local:			
Employer:			
Home Phone:		Work Phone:	
Fax:		Email:	
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
Self- Identification (Optional) – PLEASE CIRCLE or MARK with “X”			
Are you a member of any of these Equity Groups?	<input type="checkbox"/> Woman <input type="checkbox"/> Aboriginal Member <input type="checkbox"/> Racially Visible Member <input type="checkbox"/> Member with Disabilities <input type="checkbox"/> Gay, Lesbian, Bisexual, or Transgendered Member		
Are you a Young Worker? (Age 30 or Under)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

TRAVEL ARRANGEMENTS - Participants are expected to travel by the most direct, economical means however all special circumstances will be taken into consideration.
Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

Departing on: _____

Returning on: _____

Please note this is a non-smoking hotel therefore all accommodations are smoke-free.



Ontario Region Directly Chartered Local Steward School

ALTERNATE

REGISTRATION FORM

Public Service Alliance of Canada

Application form must be faxed or emailed by July 6, 2011 to:

Marcia Maliwat, 90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
 Phone: 416-485-3558, Fax: 416-485-8607, email: maliwam@psac.com

Regional Office:			
Dates: July 19-22, 2011		Location: Old Mill Inn, Toronto	
Name:			
PSAC ID #:			
Address:			
City:		Province:	Postal Code:
DCL #:			
Position in Local:			
Employer:			
Home Phone:		Work Phone:	
Fax:		Email:	
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
Self-Identification (Optional) – PLEASE CIRCLE or MARK with “X”			
Are you a member of any of these Equity Groups?	<input type="checkbox"/> Woman <input type="checkbox"/> Aboriginal Member <input type="checkbox"/> Racially Visible Member <input type="checkbox"/> Member with Disabilities <input type="checkbox"/> Gay, Lesbian, Bisexual, or Transgendered Member		
Are you a Young Worker? (Age 30 or Under)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

TRAVEL ARRANGEMENTS - Participants are expected to travel by the most direct, economical means however all special circumstances will be taken into consideration.
Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

Departing on: _____

Returning on: _____

Please note this is a non-smoking hotel therefore all accommodations are smoke-free.