

Public Service Alliance of Canada **CONVENTION CALL**

Attention: All members of the National Board of Directors, Directly Chartered Locals, Area Councils and Equal Opportunities Committee Representatives of the PSAC.

The Fifteenth National Triennial Convention of the Public Service Alliance of Canada will be held at the

Vancouver Convention & Exhibition Centre

in Vancouver, BC

beginning **Sunday, April 26** and concluding **Friday, May 1, 2009**.

Sunday, April 26, 2009 Schedule

All Equity Caucus:	12:00 p.m. to 1:00 p.m.
Regional Caucuses:	1:00 p.m. to 3:00 p.m.
Pre-Convention Plenary Panel:	3:00 p.m. to 5:00 p.m.
Meet & Greet Reception	5:00 p.m. to 8:00 p.m.

Deadline for receiving resolutions:	October 27, 2008
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Deadline for receiving delegate names:	November 21, 2008
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The theme for the 2009 PSAC National Triennial Convention is: ***Lead the Way for Quality Public Services.***

This theme calls on each of us to take leadership in the promotion of quality public services, work performed by PSAC members that strengthen our communities and country. Quality public services foster peace, human rights and democracy. We are living in a world where freedom and human rights are being eroded, and social inequalities are sustaining poverty. Taking leadership for quality public services is about taking action, particularly by promoting human rights, equality and social justice in Canada and internationally. By leading the way for quality public services and social justice, we will build a better world!

CONSTITUTION

Attention is invited to the provisions of Sections 9, 11, 14, 17, 19 and 24 of the PSAC Constitution with regard to the authority and responsibility vested in the National Triennial Convention and representation at National Conventions. Pertinent Sub-Sections of the referenced Sections read as follows:

SECTION 9

COMPONENTS, THEIR JURISDICTION, AUTHORITY AND RIGHTS

Sub-Section (4)(b) A Component shall have the right to elect delegates and alternates to National Triennial Conventions of the PSAC, in accordance with procedures outlined in its By-Laws, providing that such election takes place and is fully completed six months prior to the commencement of the National Triennial Convention of the PSAC. Only dues-paying members in good standing as defined in Section 4, Sub-Section (2), (a), (b), (c), (d), (e), (f) and (g) or Life Members who are otherwise eligible, shall be eligible for election as delegates.

SECTION 11

DCLs, THEIR JURISDICTION, AUTHORITY AND RIGHTS

Sub-Section (4) (a) A DCL shall have the right to elect its own officers and to elect at a general meeting, held within a period of not more than twelve (12) months and not less than six (6) months prior to the regular National Triennial Convention of the PSAC, delegates and alternates to the forthcoming National Triennial Convention of the PSAC. Only dues-paying members, or Life Members who are otherwise eligible, shall be eligible for election as delegates.

SECTION 14

AREA COUNCILS

- Sub-Section (12)(a)** Area Council meetings shall be held at least four (4) times a year. One such meeting shall be known as the annual meeting at which time officers shall be elected and financial and other reports presented.
- Sub-Section (12)(b)** Area Council delegates shall have the right to elect at an annual meeting, held within a period of not more than twelve (12) months and not less than six (6) months prior to the commencement of the regular National Triennial Conventions of the PSAC, a delegate to the forthcoming PSAC Convention.

SECTION 17

NATIONAL TRIENNIAL CONVENTIONS

- Sub-Section (6)** The National Triennial Convention shall:
- a) adopt rules of procedure governing the processing of all matters before the National Triennial Convention;
 - b) deal with all resolutions and matters submitted to it by: the NBoD; Components, in accordance with Section 9, Sub-Section (13); Regional Convention /Councils in accordance with Section 16, Sub-Section (4); and, DCLs in accordance with Section 11, Sub-Section (4) (b) except that this would not normally include collective bargaining demands;
 - c) deal with all specific matters assigned to it by this Constitution;
 - d) establish the general policies of the PSAC;

- e) elect officers from the PSAC as outlined in Sections 18 and 23 of this Constitution;
- f) ratify all appointments to Committees of the National Triennial Convention made by the NBoD or the AEC;
- g) establish the budgetary provisions of the ensuing period including the dues to be paid by each member other than those dues established by a:
 - i. Component Convention or by subordinate bodies of a Component; or
 - ii. DCL
- h) review all reports submitted to it by officers and subordinate bodies;
- i) review the report of the National Triennial Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and vote on recommendations adopted at the Conferences;
- j) act upon any other items of business placed before it by the duly elected delegates in the manner prescribed by the procedural rules adopted by the Convention for the orderly processing of its business.

SECTION 19

REPRESENTATION AND VOTING AT THE PSAC NATIONAL TRIENNIAL CONVENTION

Sub-Section (1)

For purposes of representation at any National Triennial Convention of the PSAC, each Component shall be entitled to elect delegates on the following basis:

- One delegate for the first 400 members;

- One additional delegate for each additional 400 members or major fraction thereof.

Sub-Section (2) (a) For the purposes of representation at any National Triennial Convention of the PSAC, a DCL shall be entitled to elect delegates on the following basis:

- One delegate for the first 100-400 members; and
- One additional delegate for each additional 400 members or major fraction thereof.

Sub-Section (2)(b) (i) For the purposes of representation at any National Triennial Convention of the PSAC, DCLs of a region under the jurisdiction of a REVP who are not entitled to elect delegates pursuant to Section 19, Sub-Section (2) (a), shall be entitled to elect delegates on the following basis:

- One delegate for the first 100-400 members from DCLs of a region as defined above; and
- One additional delegate for each additional 400 members or major fraction thereof.

Sub-Section (2) (b) (ii) Procedures governing the election of delegates under Sub-Section (2) (b) (i) will be developed by the AEC.

The AEC has developed the following procedures:

- a) At the time that the call to a National Triennial Convention is made, the PSAC Director of Administration Branch shall furnish to each Regional Executive Vice-President, a list of all Directly Chartered Locals within his/her jurisdiction/region, including the number of members in each Local.
- b) The Regional Executive Vice-President shall call for one (1) nomination from each Directly Chartered Local within his/her region which is not entitled to elect delegates pursuant to Section 19, Sub-Section (2) (a) of the PSAC Constitution.
- c) The Regional Executive Vice-President will facilitate the selection of one (1) (or more if numbers warrant) of the nominees through the Presidents of the Locals concerned.
- d) The name(s) of the individual(s) selected will be forwarded to the PSAC Director of the Administration Branch for registration as a Convention delegate.

Sub-Section (3) Delegate entitlement under Section 19, shall be determined in accordance with Section 4, Sub-Section (14) for the month during which a call to National Triennial Convention is issued.

Sub-Section (4) All accredited delegates as elected by Components and DCLs shall have full voice and voting rights.

Sub-Section(5)(a) Each member of the NBoD or their alternate shall be entitled to attend a National Triennial Convention of the PSAC and shall be accorded all the rights and privileges of accredited delegates.

Sub-Section (5) (b) Each member of the NBoD, and each full-time Component Vice-President who is required to relocate to the National Capital Region shall, within thirty (30) days of his/her election, notify the PSAC Director of the Administration Branch of his/her intention to either:

- i) participate in the caucus at Convention from the geographic area where he/she resided immediately prior to his/her election to the NBoD or Component Vice-President; or
- ii) participate in the National Capital Region Caucus.

Sub-Section (6) Each Area Council shall be entitled to elect and send to any National Triennial Convention of the PSAC one delegate who shall be accorded all rights and privileges of accredited delegates.

Sub-Section (7) (a) Each PSAC equity group represented on the PSAC Equal Opportunities Committee shall be entitled to send two (2) delegates to any National Triennial Convention of the PSAC who shall be accorded all rights and privileges of accredited delegates.

SECTION 24

FINANCES AND COLLECTION OF DUES

Sub-Section (22) Remuneration of delegates, including members of the NBoD, to any National Triennial Convention of the PSAC, shall be paid by the PSAC Centre.

Remuneration shall consist of all necessary transportation, hotel accommodation, per diem at a flat

rate to cover subsistence expenses incurred during attendance at the National Convention, the flat rate to be struck at the opening session of the Convention, and actual salary or wages for time lost. Salary for time lost shall not be payable to any full-time elected or appointed officer of the PSAC in attendance at any National Triennial Convention of the PSAC.

RESOLUTIONS

Resolutions to the PSAC National Triennial Convention can be submitted by Directly Chartered Locals (**), Area Councils (***), Regional Conventions (****) and PSAC National Conferences (*****).

Resolutions submitted by the Component Conventions (*), must be certified by the Component President (or Designate) and **must have been debated and adopted at the Component Convention**. Resolutions to be considered by the Fifteenth National Triennial Convention must be received by the Convention, Conferences and Project Officer by e-mail at felixg@psac-afpc.com and in printed copy to 233 Gilmour Street, Ottawa, Ontario K2P 0P1, no later than:

October 27, 2008.

We urge you to forward all resolutions at the earliest possible date.

Resolutions will be referred to one of the four Pre-Convention Committees – Constitution, Collective Bargaining, Finance and General – and prepared for distribution prior to the Convention.

To provide a uniform format that will facilitate the production of the National Convention Resolutions books in both official languages, a mandatory Convention Resolution format was devised and **sent on April 7, 2008 to all relevant parties. Additional copies can be obtained from the Convention, Conferences and Project Officer or on the PSAC website at:**

<http://www.pfac-afpc.com/Convention2009>

Entitlement to send resolutions to the PSAC National Triennial Convention

References in the PSAC Constitution:

- (*) **Section 9, Sub-Section (13)** - A Component may adopt resolutions for consideration at a regular National Triennial Convention of the PSAC in accordance with procedures outlined in its By-Laws, providing that such resolutions are adopted at least six (6) months prior to the National Triennial Convention of the PSAC.
- (**) **Section 11, Sub-Section (4)(b)** - At a general meeting held at least six (6) months prior to the regular National Triennial Convention of the PSAC, a DCL shall have the right to adopt resolutions for consideration by delegates to the forthcoming National Triennial Convention of the PSAC.
- (***) **Section 14, Sub-Section (13) (b)** - Area Council resolutions to National Triennial Conventions must be submitted to the NBoD six (6) months prior to the Convention.
- (****) **Section 16, Sub-Section (4) (b)** - (Regional Triennial Conventions) may adopt resolutions for consideration at National Triennial Conventions of the PSAC in accordance with procedures outlined in its By-Laws.
- (*****) **Section 17, Sub-Section (6) (i)** – (The National Triennial Convention shall) review the report of the National Triennial Women’s, Aboriginal Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and vote on recommendations adopted at the Conferences.

CREDENTIALS

A delegate block number has been assigned to each Component, Area Council, Directly Chartered Local and Equal Opportunities Committee member. A list of delegates with corresponding delegate number must be submitted to the Director of Administration Branch's office, **attention Convention, Conferences & Project Officer**. The list must be signed by the President and another officer of the Component or the President and another officer of the Directly Chartered Local or the President and another officer of the Area Council concerned. The official list and covering memorandum must be received no later than:

November 21, 2008

DELEGATES

Membership figures as of **September 30, 2008**, as provided by the PSAC Director of Administration Branch's office will be used to determine the number of delegates each Component and Directly Chartered Local is entitled to send to Convention.

REGISTRATION AT THE CONVENTION

Registration will take place at the Vancouver Convention and Exhibition Centre, 999 Canada Place, Vancouver, British Columbia, as indicated below:

Saturday, April 25, 2009	12:00 p.m. - 5:00 p.m.
Sunday, April 26, 2009	10:00 a.m. - 5:00 p.m.
Monday, April 27, 2009	7:30 a.m. - 8:45 a.m.

A registration fee of \$225 will be charged to each delegate and observer. The registration fee includes the cost of the participant's kit, hospitality package, Sunday reception and Thursday banquet. Individual tickets for Thursday's banquet will be sold at a cost of \$50.

TRANSPORTATION/HOTEL ACCOMMODATIONS

All delegates attending the Convention must complete and return no later than **Monday, January 19, 2009** to the office of the PSAC Director of Administration Branch, **attention Convention, Conferences Project Officer, 233 Gilmour Street Ottawa, Ontario, K2P 0P1 or via fax at 613-236-4405**, the enclosed Request for Transportation and Hotel Accommodation form. As per the enclosed Travel Guidelines, starting January 26, 2009 delegates will be able to contact W.E. Travel to make their air and train reservation (the Request for transportation and Hotel Accommodation form must be received prior to booking travel).

A block of hotel rooms has been reserved for our Convention requirements. All room reservations must be made through the Convention, Conferences & Project Officer. In order to reserve accommodation, it is necessary that delegates complete the referenced form giving details of their accommodation requirement. If accompanied, delegates should so indicate on the request form.

REIMBURSEMENT FOR LOSS OF SALARY

REMINDER: Prior to making their travel arrangements, delegates should ensure that they have been granted leave from their employer to attend the Convention.

Actual loss of salary will be reimbursed for all working days lost during the Convention. There will be no compensation for days of rest, travel time or overtime. When a delegate has been authorized to travel during normal working hours, reimbursement will be made based on the fastest means of travel available to the delegate.

In order to assist the staff to prepare expense claims, wherever feasible, shift or compressed schedules will be required by **March 1, 2009** for those delegates whose work week is other than Monday to Friday or whose work day is longer than 8 hours. Attached Request for Information Re: Salary form must be completed and returned by **March 1, 2009**.

GENERAL

Arrangements have been made for the simultaneous translation of the proceedings at the plenary sessions of the Convention. Sign language interpretation and alternate formats will be provided based on needs identified on the Request for Accommodation of a Disability form. Childcare arrangements will be provided based on needs identified on the Childcare Registration form. **Details of the Convention agenda and program, rules of procedures, copies of resolutions and any other item of interest, will be distributed to delegates in due course.**

In solidarity,

John Gordon
National President

Attachments: Convention Travel Guidelines
 Travel and Hotel Request Form
 Request for Information Re: Salary Form
 Request for Accommodation of a Disability Form
 On-Site Childcare Registration Form
 Self-Identification Form

CONVENTION TRAVEL GUIDELINES

Travel to the Fifteenth PSAC National Triennial Convention will be arranged by our Travel Agents by the most economical means available based on the departure point.

- For delegates travelling more than 300 km (one way) the “normal mode of transportation” means by air.
- For delegates travelling less than 300 km (one way), who do not have rail access, the “normal mode of transportation” means by bus or car.
- For delegates travelling less than 300 km (one way) who have rail access, the “normal mode of transportation” means by train¹.

If you have any questions concerning the “normal mode of transportation”, or to obtain approval of travel arrangements that fall outside of these guidelines, please contact **Gaëlle Felix, Convention, Conferences and Project Officer** at **(613) 560-2597** or via email at convention2009congres@psac-afpc.com.

TRAVEL TO VANCOUVER

- Delegates are entitled to travel to Convention in order to arrive in Vancouver by approximately 11:00 a.m. (Pacific Standard Time (PST)) on Sunday, April 26, 2009 to attend the noon PSAC All Equity caucus, the afternoon PSAC Regional Caucuses and the pre-Convention meeting. For those members who must travel on Saturday to arrive by 11:00 a.m., the PSAC will pay for accommodations for Saturday, April 25, 2009.

¹ Tickets issued will be the most economical available; usually Economy

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- It is expected that most delegates will be able to travel and arrive late Saturday or early Sunday and as such no LWOP will be paid for Friday April 24, 2009. Anyone who must travel on Friday solely in order to arrive at Convention by Sunday 11:00 a.m., and who will therefore be claiming Loss of Salary for Friday must obtain **prior approval** of this expense. Please contact Gaëlle Felix, Convention, Conferences and Project Officer with your request for pre-approval of LWOP.
- If Component meetings require earlier travel, the Components will be responsible for the extra costs. The PSAC will reimburse members as if they had travelled for Convention purposes only.

RETURN TRAVEL HOME

- Delegates will **not be scheduled** to travel out of Vancouver **before 2:30 p.m.** on Friday, May 1st. Accommodations for Friday, May 1st will not be paid to any delegate who would normally be required to travel on Friday but who has requested to stay over for personal reasons.
- Delegates will not be expected to travel out of Vancouver on Friday, May 1st if their flight arrives at their destination airport after 11:45 pm. The PSAC will pay for accommodations for that evening and delegates will be expected to depart on the morning flight on Saturday, May 2, 2009.
- Any delegate whose “normal mode of transportation” would have been by air or train and who chose to travel by car to Vancouver will be treated as though they had travelled by air or train. The PSAC will not assume additional costs for delegates who voluntarily opt to drive and therefore extend their travel time. These delegates will be expected to travel out on Friday, or personally assume the additional costs for accommodation, meals, etc.

GROUND TRANSPORTATION ALLOWANCE

- A flat rate of **\$165.00** has been established to cover expenses incurred while travelling to and from the Convention such as:

To Convention:

- Taxi, or kilometers* to airport or train station
- Ferry
- Meal allowances (lunch and dinner) for the day of travel and incidentals
- Airport shuttle to hotel, taxi from train station

From Convention:

- Airport shuttle to airport, taxi to train station
- Taxi, or kilometers* to home from airport or train station
- Ferry

*Parking at the airport or train station is included in the Ground Transportation Allowance. **If actual costs exceed the allowance, receipts are required for all expenditures (including those falling within the \$165.00 allowance).**

A friendly suggestion: WHEN IN DOUBT, KEEP THE RECEIPT

PER DIEM

- The Per Diem established by Convention (**\$85.00**) will apply to the five (5) days of Convention (April 27th to May 1st).
- **Where not already covered by the Per Diem or Ground Transportation Allowance**, meals and incidentals will be paid at the rates specified in the most current PSAC Travel Policy.

ACCOMMODATIONS

The Convention will be held at the Vancouver Convention and Exhibition Centre in Vancouver, British Columbia. A block of rooms has been reserved at the Hyatt Regency Hotel Vancouver and at the Fairmont Hotel Vancouver. **The PSAC will confirm delegate hotel accommodation in January 2009.** The room rate of \$179.00 plus taxes will be charged to the PSAC Master Account. Delegates will be responsible for any personal expenses that they may charge to their room (i.e.: internet, movies, meals, telephone calls, etc.). Delegates will still be required to register in the usual fashion (deposit or credit card impression) and check out in the usual way (settling account for expenses plus any extra nights' accommodation the delegate may have chosen to add on).

SHUTTLE SERVICE

There will be a shuttle bus service between the Hyatt Regency Vancouver Hotel and the Fairmont Vancouver Hotel to the Vancouver Convention and Exhibition Centre. The bus schedule and additional information will be forwarded to delegates in January 2009.

TRAVEL ARRANGEMENTS

Starting **January 26, 2009** delegates must contact WE Travel to make air and train reservations.

**WE Travel 25-A York Street
Ottawa, ON K1N 5S7**

☎ (613) 232-9908 / 1-888-676-7747

📠 (613) 232-9931

TDD/TYY 1-800-855-0511

THE DEADLINE FOR MAKING TRAVEL ARRANGEMENTS IS MARCH 6, 2009

The travel agents have been instructed to book “at the lowest discounted rate”. Any delegate choosing to travel by air at a more expensive rate will be responsible for the additional cost. WE Travel will bill the PSAC directly for your travel costs up to the approved rates; they will require the delegate to remit directly to the travel agency the balance in excess of these rates.

When you complete your travel arrangements, please bear in mind that in the case of “travel at the lowest rate” there are restrictions regarding changes to travel plans once the ticket has been issued. The travel agent will be able to advise you of the restrictions particular to your ticket and the deadline for issuance of the ticket. In accordance with the PSAC travel policy on Conferences and Conventions **“Any penalty costs incurred as a result of changes or cancellations made by the participant after tickets are issued will be the responsibility of the participant, except in cases where penalty costs are the result of unusual circumstances or emergency situations beyond the control of the participant.”**

Delegates may not purchase their own air transportation without prior approval which must be obtained through the Convention, Conferences and Project Officer. Should approval be granted, the reimbursement will not exceed the actual cost to a maximum of the most economical fare that the PSAC would have obtained. Delegates must submit proof of payment for air travel in the form of the carrier’s official flight stub.

A) Delegates whose “normal mode of transportation” is by air (i.e. more than 300 km one way) and choose to travel by train or car:

- Delegates choosing to travel by train will be reimbursed the actual cost of travel, up to the most economical airfare, plus the \$165.00 Ground Transportation Allowance.
- Delegates choosing to travel by car will be reimbursed per kilometer at the applicable PSAC rate up to the equivalent of the most economical airfare cost - plus the \$165.00 Ground Transportation Allowance. Self-Parking at the hotel is included in the Ground Transportation Allowance. There will be no further allowance made specifically for parking at the hotel.
- Any delegate whose “normal mode of transportation” is by air and who chooses to travel by private vehicle or train will be entitled to claim expenses and loss of salary only for that period of absence that would have been necessary had air travel been used.

B) Delegates whose “normal mode of transportation” is by train (less than 300 km one way and who have rail access) and who choose to travel by car.

- Delegates whose “normal mode of transportation” is by train but who choose to travel by private vehicle will be reimbursed per kilometer at the applicable PSAC rate up to the cost of the train fare plus \$165.00 Ground Transportation Allowance. Self-Parking at the hotel is included in the Ground Transportation Allowance. There will be no further allowance made specifically for parking at the hotel.
- Any delegate whose “normal mode of transportation” is by train who chooses to travel by private vehicle will be entitled to claim expenses and loss of salary only for that period of absence that would have been necessary had they travelled by train.

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- C) **Delegates whose “normal mode of transportation” is by car (less than 300 km one way and do not have rail access) or who are authorized to drive** will be reimbursed per kilometer at the applicable PSAC rate plus \$165.00 Ground Transportation Allowance. Self-Parking at the hotel is included in the Ground Transportation Allowance. If actual costs exceed the allowance, receipts are required for ALL expenditures (including those falling within the Ground Transportation Allowance).

REQUEST FOR TRAVEL & HOTEL ACCOMMODATION

Completed form must be received by:

January 19, 2009

Delegate No. _____

PLEASE PRINT

PSAC ID Number _____ **Local** _____

Name _____

Mailing address _____

City _____ **Province** _____

Postal Code _____ **Language Preference** _____

Tel. (H) (____) _____ (W) (____) _____ Fax (____) _____

Email (Work) _____

Email (Home) _____

Employer _____

(Federal Government, GNWT, Yukon...)

Delegate of _____

(Component, Area Council, Directly Chartered Local, EOC...)

Delegate No. _____

***PLEASE REFER TO ENCLOSED CONVENTION TRAVEL GUIDELINES
BEFORE COMPLETING THIS SECTION***

TRANSPORTATION

Normal Mode of Transportation would be: AIR TRAIN

Requested mode of travel is:

AIR TRAIN BUS CAR _____ kilometers (one way)

From _____
(Location of departure point, airport, train station or bus terminal)

HOTEL ACCOMMODATION

Delegates will be provided with single/double room accommodation at the PSAC's expense at the Hyatt Regency or the Fairmont Vancouver hotel. If you choose more expensive accommodations, you will be required to pay the difference to the hotel.

The PSAC will confirm delegate hotel accommodations in January 2009.

I WILL REQUIRE: A single room (1 bed) A double room (2 beds)
Smoking Non-smoking

Please note that there are a limited number of smoking rooms. Therefore, requests will be allocated on a first come, first served basis.

Signature of Delegate

Date

REQUEST FOR INFORMATION RE: SALARY

Completed form must be received by:

March 1, 2009

Your expense claim for the week of convention will be pre-calculated based on the information provided. Please forward a shift or compressed schedule which covers the period of the convention, if claiming more than a normal work day as defined in your collective agreement. A pay stub must be included if no collective agreement is in place.

Please return form whether or not there will be lost wages.

Public Service Alliance of Canada
Attention: Finance Officer
Financial Accounting, Suite 401
233 Gilmour Street, Ottawa, ON K2P 0P1
Fax: (613) 560-5547 (Finance)
geoffrc@psac-afpc.com

General Information Required

Delegate N° _____	PSAC ID N° _____
Name _____	SIN _____
Telephone _____	Email _____

Will there be an interruption in your wages while attending the convention?

No Yes If **yes**, complete the following:

Information to be correct as at **April 26, 2009**

Employer _____ Which days claiming loss of salary _____

Classification _____ Level _____ Step _____ Zone _____

Annual salary _____ or Hourly salary _____

Number of hours per day/shift _____

Shift premium \$ _____/hr Weekend premium \$ _____/hr

Supervisory coordinates _____ Inmate training pay coordinates _____

Isolated post allowance Married _____ Single _____

Environmental \$ _____/hr

Living cost differential \$ _____/hr

Fuel and utilities \$ _____/hr

Shelter cost differential \$ _____/hr

REQUEST FOR ACCOMMODATION OF A DISABILITY

Completed form must be received by:

January 19, 2009

In order for us to make the convention and/or the convention facilities accessible, it is essential that you complete and return this form.

Convention Status:

DELEGATE # _____ OBSERVER # _____ GUEST # _____

General Information

Name _____ Tel. (W) (_____) _____

Tel. (H) (_____) _____ Fax (_____) _____

TDD (_____) _____

Please describe your **functional limitations and how we may accommodate you:** (i.e.: I cannot walk long distances; I cannot eat shellfish because of an allergy, etc...)

Check as many as apply.

Special Dietary Requirements or Allergies

Do you have any dietary requirements or any allergies that we should be aware of?

Yes No

If yes, please specify:

Chemical sensitivity

Nut allergy

Food restriction/allergies

Please specify _____

For Delegates Only

Will you require an alternate to temporarily replace you during convention sessions?

Personal Care

1. Will you require a personal care attendant to assist you in meeting your personal needs.

Yes No

2. Will your personal attendant accompany you to this convention?

Yes No

3. Do you require assistance in this regard from the convention organizers?

Yes No If **yes**, please specify _____

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Communication American Sign Language Oral Interpretation

Reader Sound Amplification Real Time Captioning

Other (Please specify) _____

Hotel Wheelchair Accessible Room Telephone Amplifier

Visual Alarm TDD TV Decoding

Assistance in case of emergency evacuation

Alternate Media Braille 18 Font Diskette/CD

Other (Please specify) _____

ON-SITE CHILDCARE REGISTRATION FORM

Completed form must be received by:

March 6, 2009

1. Number of children requiring on-site childcare _____

Child's name	Age	Gender	Language preference English or French	Medical Insurance No.

(If there are additional children, please continue on a separate sheet of paper.)

2. Does your child have any special dietary or medical requirements?

Yes No If **yes**, please describe _____

Any needed items related to these special requirements should accompany the child (i.e.: medication)

3. Does your child have a disability?

Yes No If **yes**, please describe his or her functional limitations & restrictions related to his or her disability, if any. How may we accommodate his or her disability? _____

4. Would you allow your child to participate in a field trip?

Yes No

(For activity planning purposes only - a permission slip detailing the activity will be provided by the childcare provider should any such trips be scheduled.)

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5. Childcare will be provided from April 26th to May 1st as follows:

Sunday.....11:00 a.m. to 9:30 p.m
Monday, Tuesday & Wednesday..... 8:00 a.m. to 9:30 p.m
Thursday8:00 a.m. to midnight
Friday8:00 a.m. to 3:00 p.m

Simple but nutritious lunches and snacks will be provided (sandwiches, fruit and drinks). All other supplies for your child (bottles, diapers, change of clothing, favourite toys etc...) should accompany the child.

6. Information on Parent or Guardian:

DELEGATE N° _____	OBSERVER N° _____
Component & DCL _____	Local _____
First Name _____	Last Name _____
Tel. (H) _____	(W) _____ (Other) _____
Address _____	City _____
Province _____	Postal Code _____

7. Emergency Contact Information (Please Print)

First Name _____ Last Name _____

Relation to the child and/or parent: _____

Telephone Number (day): _____

Telephone Number (evening): _____

8. Authorization

Parent or Guardian (Please Print)

Relation to Child

Signature

Date

SELF-IDENTIFICATION QUESTIONNAIRE
(Completion is voluntary)

Completed forms must be received by:
January 19, 2009

Members who belong to the following groups are invited to self-identify. This information is voluntary. It will be kept confidential and will be used in order to provide an accurate profile of the representation of equity groups at Convention. It may also be used in conducting caucuses during the Convention.

It is possible to identify in more than one designated group. For example, you may identify yourself as an Aboriginal woman with a disability.

PART 1: GENERAL INFORMATION

Delegate No _____ PSAC ID Number _____

Name _____

Address _____

Postal Code _____

PART 2: EQUITY STATUS

GENDER

- I am a Woman

ABORIGINAL PEOPLES OF CANADA

Aboriginal Peoples include members of a First Nation, Inuit or Métis community. Based on the above, do you self-identify as a person from the Aboriginal Peoples' communities?

YES _____

NO _____

RACIALLY VISIBLE PERSON

A racially visible person is anyone who is racialized, other than Aboriginal Peoples.

Based on the above, do you self-identify as a racially visible person?

YES _____

NO _____

PERSONS WITH DISABILITIES

- I am a person with a disability

GLBT GROUPS

- I am a Lesbian
 I am a Gay man
 I am a Bi-sexual person
 I am a Trans Person

YOUNG WORKERS (YOUTH)

A young worker (youth) is someone under the age of thirty (30).

Based on the above, are you a young worker?

YES _____ NO _____

PART 3: PSAC EQUITY CONTACT LISTS

May we add your name to one or more of our respective PSAC Equity contact lists? If yes, this information may be shared with different structures of the Union in support of our human rights work.

YES _____ NO _____

**Thank you for participating in the Self-Identification
Questionnaire.**

