

To: All RPN Occupational Division Executive Members and Highest Ranking RPN member from each BPS bargaining unit or OPS worksite where RPNs are represented

From: Lucy Morton – Chair RPN Division

Date: August 26, 2019

Subject: 2019 RPN Biennial Leadership Meeting

Dear Members:

This is to advise you that the **RPN Biennial Leadership Meeting** has been scheduled.

Date: Thursday, October 17, 2019 9:00 AM – 5:00 PM

Hotel: DoubleTree by Hilton Hotel Toronto Airport West
5444 Dixie Road
Mississauga, ON, L4W 2L2
905-624-1144

Shared rate: \$74.50 +taxes
Single rate: \$149.00 +taxes

Meeting Room: Alderwood Room

Registration: Thursday, October 17, 2019 8:00 AM – 9:00 AM

**Please note: as per policy, valet parking is not a reimbursable claim.*

The OPSEU RPN Occupational Division has been busy working within OPSEU and with allies to raise the profile of the valuable work RPN's contribute to Ontario's public health care system. We invite you to our 2nd biennial meeting to debate priorities for our occupation and move issues specific to RPN's forward.

There are elections this year at the meeting. Please review the attached RPN Division Bylaws for positions to be elected and the process for elections.

Delegate Entitlement

As per Article 6.9 of the RPN Division bylaws; Delegate entitlement, funded by OPSEU Head Office, for Locals with RPNs', shall be one (1) RPN by bargaining unit or in the case of the OPS by worksite employed as an RPN. Alternates may attend at the expense of the local. Attendees must be an RPN member in order to attend this conference.

Hotel Room Bookings

In accordance with the OPSEU policy (Article 10.1-5), any member who resides further than 60 kilometers from the event may request that OPSEU make their hotel reservation on their behalf by submitting a Hotel Room Booking Form.

OPSEU will be booking all hotel rooms centrally. Hotel rooms will be reimbursed, for Delegates, on a shared room basis and is the responsibility of the member to find another member to share with. If you prefer your own single room, you will be responsible for the difference of the shared and the single room rate.

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

The shared room rate is **\$74.50** plus taxes per night.
The single room rate is **\$149.00** plus taxes per night.

You must notify the hotel 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 First Vice-President/Treasurer's office, regardless of Region or distance from the event.

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.

OPSEU Child Care Policy

OPSEU undertakes to provide child care service, 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 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.

******Preferred Method of Registration******

Procedures for Online Submission of Forms

Online submission of some registration forms for this meeting is now available. Members will be able to complete and submit the Member Event Registration Form and Hotel Booking Form online, through OPSEU's Member Portal.

Attached you will find the following documentation:

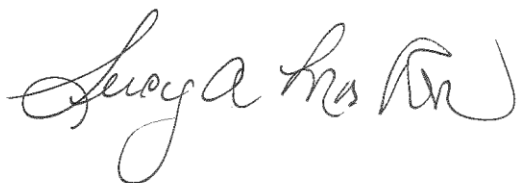
1. Advance Form
2. OPSEU Human Rights Accommodation Form
3. Member Portal Quick Intro
4. Event Registration Tutorial
5. Online Expense Claim Tutorial
6. RPN Division Bylaws 2017
7. RPN Division Minutes 2017

In order to confirm your registration, please submit all forms no later than **Monday, September 23, 2019** by email to conferencesandtravel@opseu.org.

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution



Lucy Morton
RPN Division, Chair



Warren (Smokey) Thomas
OPSEU President

cc: Executive Board Members
All BPS Negotiations Unit
Steve Saysell, Administrator, Local Services and Collective Bargaining
Pat Honsberger, Supervisor, Negotiations Unit
Tracy More, Negotiator, Negotiations Unit
Dave Lundy, Research Officer
Matt Dougan, Sector Assistant, Negotiations Unit
David Loeffen, Administrative Assistant, Negotiations Unit
Claims Department

All Conferences and Travel
All Regional Offices