



**PSAC 7th Triennial Atlantic Regional Convention**  
**June 23-25, 2017**  
**Saint John Trade and Convention Centre, Saint John, NB**

**CONVENTION GUIDELINES**

**IMPORTANT DATES FOR CONVENTION DELEGATES**

<b>Registration Deadline</b>	Wednesday, May 3, 2017
<b>Resolutions Deadline</b>	Wednesday, March 15, 2017
<b>Air Travel Deadline</b>	Starting <b>Wednesday, April 5, 2017</b> delegates pre-approved for air travel may book arrangements through W.E Travel.  Travel must be booked on or before <b>Wednesday, May 31, 2017.</b>
<b>Hotel Reservations</b>	Rooms are available at the Hilton Saint John and the Delta Brunswick. Your room will be reimbursed at the guaranteed negotiated rate for a standard room assuming your room was booked prior to the below cut-off dates:  <b>Delta Brunswick: Monday, May 22, 2017</b>  <b>Hilton Saint John: Friday, May 26, 2017</b>  <i>Please Note: Rooms booked after cut-off dates will only be reimbursed up to the amount of the PSAC negotiated rate.</i>
<b>Convention Registration</b>	<b>Where:</b> Saint John Trade and Convention Centre, Conference Floor  <b>When:</b> Thursday, June 22, 2017: 4:00 p.m. to 9:00 p.m.  Friday, June 23, 2017: 7:30 a.m. to 8:00 p.m.
<b>Convention Start Date</b>	Friday, June 23 at 9:00 a.m.
<b>Convention End Date</b>	Sunday, June 25 at 12:00 p.m.

## **REGISTRATION**

Registration will take place on the Conference Floor of the Saint John Trade and Convention Centre at the following times:

Thursday, June 22, 2017:	4:00 p.m. to 9:00 p.m.
Friday, June 23, 2017:	7:30 a.m. to 8:00 p.m.

**Delegates** will have their registration fee deducted from their expense claim. Therefore, delegates are not required to send payment.

**Observers** are required to pay the \$50 registration fee prior to Convention.

Registration cheques can be made payable to *PSAC Atlantic* and mailed to:

- Public Service Alliance of Canada, Attention: Convention Registration, 301-287 Lacewood Drive, Halifax, NS B3M 3Y7

## **EXPENSES**

### **SALARY**

There will be no compensation for loss of salary from PSAC Atlantic under any circumstances.

### **EXPENSE CLAIMS**

All delegate expense claims **must** be submitted electronically through the Member Expense Portal (MEP). The MEP is located on the PSAC Members Portal website at <http://psacunion.ca>. Claims **must** be submitted within 90 of the PSAC Triennial Atlantic Regional Convention.

Administrative staff will be on-site to assist you in completing your expense claim.

Upon registration at the Convention, an advance will be provided to delegates. Should you be in a hardship situation and require an advance ahead of time, please contact Katie Murphy-Langille at [langilk@psac-afpc.com](mailto:langilk@psac-afpc.com) or 902-445-0925.

Typically, the PSAC Atlantic Regional Convention is not funded at this degree. Due to careful financial responsibility and savings, the PSAC Atlantic Region is able to provide a higher subsidy to delegates (almost fully funded) for this Convention only. There is no guarantee that subsequent Conventions will be funded to this degree.

Simplified, the PSAC Atlantic Region will be covering the following:

- Meals/incidentals;
- Hotel as per the negotiated rates for a standard room;
- Mileage subsidy, as per the chart in this document

## **TRANSPORTATION**

### **Air Travel**

Beginning **Wednesday, April 5, 2017**, delegates will be able to contact W.E. Travel to make their air travel arrangements. **All air travel must be arranged by W.E. Travel and completed by Wednesday, May 31, 2017.**

W.E Travel can be reached at 1-888-676-7747 from 9:30 a.m. – 6:30 p.m. (Atlantic Time) Monday to Friday. Please refer to the “PSAC Atlantic Regional Convention” when making your reservations.

Once you have contacted W.E. Travel, the itinerary will be sent to PSAC for approval before the ticket is issued; ensuring that the travel guidelines were applied. Please note that W.E. Travel has been advised to book flights for travel on **Thursday, June 22, 2017 and for departure on Sunday, June 25, 2017** for all delegates.

W.E. Travel agents have been instructed that they must seek approval from the PSAC for any deviation to this rule (*i.e traveling earlier or later from the dates indicated above*). **Please note: Any loss of salary incurred for travel to and/or from the Convention will not be reimbursed by the PSAC.**

Any penalty cost incurred as a result of changes or cancellations made after the ticket has been issued will be the responsibility of the delegate. **Exceptions will require prior approval from the Regional Executive Vice-President.** Please contact the convention organizers for any further information by email at [atlconvention@psac-afpc.com](mailto:atlconvention@psac-afpc.com) or telephone 902-445-0925.

**Registration must be completed/confirmed with PSAC Atlantic prior to making any hotel or travel arrangements.**

**The deadline for making air travel arrangements is:  
Wednesday, May 31, 2017**

Privately Owned Motor Vehicle:

Calculations are based on *one-way* travel and established in relation to geography and location of workplace.

**Nova Scotia:**

Reimbursed mileage is based on one-way ground travel from your local's headquarters area to Saint John, NB as per Google Maps and is calculated at \$25 per 50 km or any part thereof.

0 – 50 km	\$25
51 - 100	\$50
101 – 150	\$75
151 – 200	\$100
201 – 250	\$125
251 – 300	\$150
301 – 350	\$175
351 – 400	\$200
401 – 450	\$225
451 – 500	\$250
501 – 550	\$275
551 – 600	\$300
601 – 650	\$325
651 - 700	\$350
701 - 750	\$375

- Digby, NS-based members are excluded from the above scale and are entitled to a subsidy of \$100 to assist with round trip via the Princess of Acadia Ferry. Please provide receipt.
- For example, members in Antigonish travel 433 km one way. As per the scale, one-way subsidy entitlement is \$225. Therefore, round trip subsidy for members in Antigonish would be \$450.

**Newfoundland & Labrador Airfare:**

Reimbursement is based on travel to the nearest airport from your local's headquarters area.

The subsidy amounts are as follows:

St. John's	\$800
Gander	\$850
Deer Lake	\$1,050
Goose Bay / Wabush	\$1,200

**Newfoundland & Labrador Ground Transportation:**

An additional ground subsidy is available to members who are located more than 50 km from the airport. The ground subsidy is based on one-way travel and is calculated at \$25 per 50 km or any part thereof, as follows:

51 – 100 km	\$50
101 – 150	\$75
151 – 200	\$100
201 – 250	\$125
251 – 300	\$150
301 – 350	\$175
351 – 400	\$200
401 – 450	\$225
451 – 500	\$250
501 – 550	\$275
551 – 600	\$300
601 – 650	\$325
651 - 700	\$350
701 - 750	\$375

- For example, members whose headquarters is located in Gros Morne, which is 70 km from the nearest airport, are entitled to a one-way subsidy of \$50 in addition to the airfare subsidy of \$1,050. Therefore, subsidy allocation for Gros Morne members would be \$1,150.

### **New Brunswick:**

Reimbursement is based on one-way ground travel from your local's headquarters area to Saint John, NB as per Google Maps and is calculated at \$25 per 50 km or any part thereof, as follows:

0 – 50 km	\$25
51 - 100	\$50
101 – 150	\$75
151 – 200	\$100
201 – 250	\$125
251 – 300	\$150
301 – 350	\$175
351 – 400	\$200
401 – 450	\$225
451 – 500	\$250
501 – 550	\$275
551 – 600	\$300
601 – 650	\$325
651 - 700	\$350
701 - 750	\$375

- Members in the Saint John, NB area are entitled to a subsidy of \$50 as per the above scale.
- For example, members in Woodstock travel 207 km one way. As per the scale, one-way subsidy entitlement is \$125. Therefore, round trip subsidy for members in Woodstock would be \$250.

**Prince Edward Island:**

Reimbursement is based on one-way ground travel from your local's headquarters area to Saint John, NB as per Google Maps and is calculated at \$25 per 50 km or any part thereof, as follows:

0 – 50 km	\$25
51 - 100	\$50
101 – 150	\$75
151 – 200	\$100
201 – 250	\$125
251 – 300	\$150
301 – 350	\$175
351 – 400	\$200
401 – 450	\$225
451 – 500	\$250
501 – 550	\$275
551 – 600	\$300
601 – 650	\$325
651 - 700	\$350
701 - 750	\$375

- For example, members in Montague travel 363 km one way. As per the scale, one-way subsidy entitlement is \$200. Therefore, round trip subsidy for members in Montague would be \$400.
- An additional subsidy of \$46.00 for the Confederation Bridge toll may be claimed with submission of receipt.

## **HOTEL ACCOMMODATIONS**

**All delegates are responsible for making their own room reservations.** Claims with receipts will be reimbursed up to the PSAC negotiated rate for a standard room. Please ensure you book before the outlined cut-off dates.

Hotel check-in for both hotels require a cash or credit card deposit. Should neither of these options be available to you, or place you in a hardship position, please contact Katie Murphy-Langille at [langilk@psac-afpc.com](mailto:langilk@psac-afpc.com) or 902-445-0925.

A block of hotel rooms has been reserved for our Convention at the Hilton Saint John and Delta Brunswick. When booking accommodations, please keep in mind that the Hilton Saint John is directly attached to the Trade & Convention Centre; whereas the Delta Brunswick requires a short walk via indoor pedway or outside (approximately 7-10 minutes).

Please refer to the “PSAC Atlantic Regional Convention” when making your reservations. Accommodations are available as follows:

### **Hilton Saint John**

Accommodations are available at a daily rate of \$169.00 for a standard room plus applicable taxes. There are some Club rooms available at a rate of \$209.00 plus applicable taxes. For reservations, please call the reservations department locally at (506) 693-8484 or toll free at 1-800-561-8282.

Underground parking is available at a daily rate of \$20.

Wireless Internet access has been negotiated within the room rate for your convenience.

Please complete your bookings **prior to Friday, May 26, 2017 to guarantee the negotiated rate.**

### **Delta Brunswick**

Accommodations are available at a daily rate of \$155.00 for a standard room plus applicable taxes. There are a number of Executive rooms available at a rate of \$165.00 plus applicable taxes. For reservations, please call the reservations department at 1-800-335-8233.

Self-parking and wireless Internet access has been negotiated within the room rate for your convenience. Complimentary parking will be available effective from 12 noon on Friday, June 23 until 2:00 pm on Sunday, June 25, 2017.



Discounted 24-hour parking on additional dates is available upon check-in at a rate of \$15.95 plus HST.

A short walk (7-10 minutes) via indoor pedway is required to reach the Trade & Convention Centre.

Please complete your bookings **prior to Monday, May 22, 2017 to guarantee the negotiated rate.**

Please note that these hotels are 100% smoke-free environments.

### **SCENT FREE/SMOKE FREE EVENT**

All PSAC events are non-smoking and scent free. All delegates, observers and guests **must** refrain from using perfumes and similar products (body sprays, lotions, scented shampoos, etc.).

### **FAMILY CARE POLICY**

The objective of the PSAC Family Care Policy is to remove one of the barriers that prevents members from participating fully in Union activities and that provides for the reimbursement of family care expenses. A copy of the policy is outlined below and can also be found on the PSAC Website: <http://psacunion.ca/family-care-policy>

#### **Eligibility**

Where the member is the sole caregiver at the time of the authorized union activity, the FCP will cover costs for care during the day **outside** normal work/school/daycare hours. Family care costs that **would have ordinarily been incurred during work hours** had the member been at his/her place of work **are not covered**.

The FCP shall not cover cost for care provided by a spouse/partner, former spouse/partner with custody rights or a relative residing in the household.

Members are entitled to claim fees related to the care of the following family members who reside on a full or part-time basis with the member:

1. a child under 18 years of age;
2. a person with a disability;
3. an adult, who is a dependent, requiring care.

## How to Claim

A *completed* Family Care Expense Claim form must be submitted, accompanied by a receipt, which must include the following information:

- Caregiver's full name
- Caregiver's full address
- Caregiver's telephone number
- Caregiver's license number (if applicable)
- Detailed dates and hours when the care was provided for each individual family member
- Amount charged
- Caregiver's signature

## Reimbursement of Fees

1. Where the care is provided by someone other than a licensed agency/caregiver or the spouse/partner, former spouse/partner with custody rights.
  - a. the actual amount up to a maximum of \$12 per hour, up to a maximum rate of \$80 for each 24 hour period for the first family member;
  - b. the actual amount up to a maximum of \$12 per hour, up to a maximum rate of \$55 for each 24 hour period for each additional family member.  
A "24 hour period" is defined as care provided between the hours of 7:30 a.m. to 7:29 a.m. the following day.
2. If care is provided by a licensed agency/attendant, the **actual fees** will be reimbursed.
3. Where an **on-site child care program is provided at the PSAC activity**, increased shared accommodation costs will be covered.

## Pre-Approved Exceptions

Upon request, consideration will be given for special needs or unusual circumstances resulting in costs which exceed the above rates and expenses allowable. **Detailed information must be provided in advance for pre-approval to the REVP's office at [atlconvention@psac-afpc.com](mailto:atlconvention@psac-afpc.com) or by calling 902-445-0925.**