



Organizing for change

CONVENTION CALL

PSAC NATIONAL
TRIENNIAL CONVENTION

May 28 – June 2, 2022

Winnipeg, MB



National Board of Directors
of the
Public Service Alliance of Canada

CONVENTION CALL

Attention: All Components, Directly Chartered Locals, Area Councils and Equity Representatives of the PSAC

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

RBC Convention Centre Winnipeg

in Winnipeg, Manitoba

beginning **Saturday, May 28th at 2:30 p.m.** and concluding
Thursday, June 2, 2022 at 12:00 p.m.

Deadline for receiving Area Council resolutions: September 17, 2021

Deadline for receiving all other resolutions: November 28, 2021

Deadline for receiving delegate names: November 28, 2021

ORGANIZING FOR CHANGE

The global pandemic has re-written the playbook for PSAC's Nineteenth National Convention. The business of this convention will set the course for a shorter – but critically important – two-year window of opportunity instead of the usual three-year cycle.

The lives of PSAC members have changed so much since our last convention, and that means the work of our union must change too. We will address the many issues that the pandemic has brought to the fore including economic, social and racial inequities and other injustices. With so many members regularly teleworking, we will explore new ways to engage, organize, mobilize and support our membership. We will adopt a budget and important resolutions that will guide our efforts to build a stronger union. And we will also look outward as we re-commit to using our union's strength to support the rebuilding of a more just society and communities that are free from racism and all forms of discrimination.

Please review the provisions found in Sections 9, 11, 14, 17, 19 and 24 of the PSAC Constitution regarding 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) (g) (h) and (j) or Life Members who are otherwise eligible, shall be eligible for election as delegates.

SECTION 11

DIRECTLY CHARTERED LOCALS, 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 commencement of 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 (13)

- (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.
- (b) Area Council delegates shall have the right to elect at a general membership 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 of 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, Indigenous 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 100-400 members; and
- One additional delegate for each additional 400 members or major fraction thereof; and
- Dues-paying members who are recognized by the terms of their collective agreement.

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, defined here to include those dues-paying members who are recognized by the terms of their collective agreement; and
 - One additional delegate for each additional 400 members or major fraction thereof, defined here to include those dues-paying members who are recognized by the terms of their collective agreement.
- (b) (i) For the purposes of representation at any National Triennial Convention of the PSAC, DCLs of a region under the jurisdiction of an 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.
- (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 the Finance Branch shall provide a list of all Directly Chartered Locals within each Regional Executive Vice-President's 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 names of the selected individuals will be forwarded to the Convention, Conferences and Project Officer for registration as a Convention delegate.

Sub-Section (3)

Delegate entitlement under Section 19 shall be determined in accordance with Section 4, Sub-Section (13) in the 12 months prior to the date of the Convention Call.

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 rights and privileges of accredited delegates.
- (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 Membership Programs 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)

The Indigenous Peoples, Racially Visible Persons, Pride, Access and Women equity groups shall each 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. These delegates shall be elected at their respective PSAC National Triennial Conference.

SECTION 24

FINANCES AND COLLECTION OF DUES

Sub-Section (21)

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 Triennial 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 Component Conventions*, Directly Chartered Locals**, Area Councils***, Regional Conventions**** and PSAC National Conferences*****.

Resolutions submitted by Component Conventions and Regional Conventions must be certified by the Component President and the REVP respectively, and must have been debated and adopted at the Convention. Resolutions submitted by National Conferences must be certified by the responsible AEC Officer and must have been debated and adopted at the Conference. Resolutions submitted by Area Councils and Directly Chartered Locals must be certified by their respective President and must have been debated and adopted at a general meeting of their members.

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 (14) (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 Regional By-Laws.

***** **Section 17, Sub-Section (6) (i)** – The National Triennial Convention shall review the report of the National Triennial Women’s, Indigenous Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and vote on recommendations adopted at the Conferences.

Resolutions from Components, Directly Chartered Locals, National Conferences and Regional Conventions to be considered by the Nineteenth National Triennial Convention **must be received by the Convention, Conferences and Project Officer by email at Felixq@psac-afpc.com, no later than:**

November 28, 2021

Resolutions from Area Councils must be received no later than September 17, 2021.

Please forward all resolutions as soon as possible.

Resolutions will be referred to one of the four Pre-Convention Committees – Constitution, Collective Bargaining, Finance or General.

Submitting bodies must ensure that resolutions meet the following mandatory requirements.

Submitted resolutions must:

- be in both official languages (this only applies to National Conferences, Component Conventions, Atlantic, Québec and NCR Regional Convention resolutions);
- be formatted in 14-point Arial font;
- be formatted in either the traditional or clear language format and include the title, originating body and language of origin;
- be limited to 150 words; and
- not include any special formatting such as boxes or drawings.

Examples of resolutions in the traditional and clear language formats may be found on the PSAC website at:

psacunion.ca/convention

CREDENTIALS

Since the COVID-19 pandemic forced the Regional and Component Conventions to be postponed to 2020, the PSAC 2021 National Triennial Convention was also postponed.

Prior to the postponement of the PSAC 2021 National Triennial Convention, an accounting of the highest number of members, for the period of December 1, 2019 to November 30, 2020 as provided by the office of the PSAC Director of the Finance Branch, would have been used to determine the number of delegates each Component and Directly Chartered Local was entitled to send.

In the calculation of the PSAC 2022 National Triennial Convention delegate entitlement numbers for Components and DCLs, the highest number in that same 12 months between of December 1, 2019 to November 30, 2020 will be used to determine preliminary delegate entitlement. However, the membership numbers will be reviewed for the period of December 2020 to December 2021 and if a Component or a DCL has an increase in their membership to cause a change in their delegate entitlement, then we will adjust accordingly and give them the additional credential(s). If there is a membership loss, there will not be a reduction in delegate entitlement.

In January 2022, final accounting of December 2020 to December 2021 will be made available and required adjustments will be made at that time.

A delegate block number has been assigned to each Component, Area Council, Directly Chartered Local and Equity Representatives.

A list of delegates with their corresponding delegate number and PSAC membership number **must** be submitted to the **attention of the Convention, Conferences and Project Officer by email at Felixg@psac-afpc.com**. The list or the cover memorandum 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 by:

November 28, 2021

REGISTRATION

The registration fee for each delegate and observer is \$300 and must be submitted no later than April 1, 2022.

There will be no refunds of registration fees after April 27, 2022.

Registration will take place at the RBC Convention Centre Winnipeg, 375 York Ave. Winnipeg, MB, R3C 3J3, as indicated below:

Friday, May 27, 2022:	1:00 p.m. to 6:00 p.m.
Saturday, May 28, 2022:	7:30 a.m. to 2:15 p.m.

All delegates attending the Convention must register by completing the online registration form. **The link will be provided to confirmed delegates once their names have been received by the Convention, Conferences and Project Officer.**

The deadline for registration is:

February 11, 2022

TRANSPORTATION / HOTEL ACCOMMODATIONS

Beginning March 1, 2022, delegates will be able to contact W.E. Travel to make their travel arrangements. Please refer to *PSAC 2022 National Triennial Convention Travel Guidelines*.

A block of hotel rooms has been reserved for our Convention requirements. **All room reservations must be made through the PSAC.**

Registration must be completed prior to making any hotel and travel arrangements.

REIMBURSEMENT OF LOSS OF SALARY

REMINDER: Prior to making 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 working hours lost during the Convention. There will be no compensation of salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of official work or shift schedule. There will be no overtime compensation.

Please refer to the *PSAC 2022 National Triennial Convention Travel Guidelines* for further instructions regarding reimbursement or loss of salary.

NO SCENTS PLEASE!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, the PSAC requests that all participants attending the convention **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry.

GREENING OUR CONVENTION

Climate change, global warming and the protection of our environment are union issues. We have both the opportunity and the responsibility to make a difference

Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by putting in place some environmentally friendly practices. Right from the pre-planning process, the PSAC has tried to create a more sustainable Convention to reduce our carbon footprint on the environment.

From reducing the paper used and the materials we distribute to using high post-consumer paper, we are making a difference.

During the Convention, all participants can also help further the goal of greening our Convention by just doing a few things that make a difference such using the water bottles which have been provided as part of the Convention kit at water stations with clean public water which will be set up at various locations in the Convention hall, by recycling, by re-using materials and items and making use of shuttle services which have been scheduled as part of this Convention.

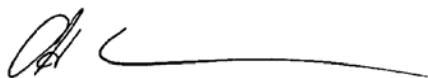
GENERAL

Arrangements will be made for the simultaneous translation of the proceedings at the plenary sessions of the Convention. Sign language interpretation, alternate formats and accommodation related to the accommodation of a disability will be provided based on needs identified on the registration form.

On-site child care arrangements will be provided based on needs identified on the registration form.

Details of the Convention agenda and program, rules of procedures, copies of resolutions, committee reports, etc., will be distributed to delegates in due course.

In Solidarity,

A handwritten signature in black ink, appearing to read 'Chris Aylward', followed by a long horizontal line extending to the right.

Chris Aylward
National President

Attach.: PSAC 2022 National Triennial Convention Travel Guidelines



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

PSAC 2022 NATIONAL TRIENNIAL CONVENTION TRAVEL GUIDELINES

The PSAC 2022 National Triennial Convention **will begin on Saturday, May 28, 2022 at 2:30 p.m. and will end on Thursday, June 2, 2022 at 12:00 p.m.**

Registration will take place at the RBC Convention Centre Winnipeg, 375 York Avenue, Winnipeg, MB, R3C 3J3, as indicated below:

Friday, May 27, 2022:	1:00 p.m. to 6:00 p.m.
Saturday, May 28, 2022:	7:30 a.m. to 2:15 p.m.

All delegates attending the Convention must register by completing the registration form. **Instructions for online registration will be provided to confirmed delegates individually once their name has been received by the Convention, Conferences and Project Officer.**

Registration must be completed prior to making any hotel and travel arrangements.

The deadline for registration is:

February 11, 2022

Beginning March 1, 2022, delegates will be able to contact W.E. Travel to make their travel arrangements. Travel to the Nineteenth 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), the “normal mode of transportation” means by bus or car.

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 the Convention, Conferences and Project Officer at **(613) 560-2597** or via email at:

convention-congres@psac-afpc.com

TRAVEL TO WINNIPEG

- Delegates are entitled to travel to the PSAC Convention to arrive in Winnipeg on Friday, May 27, no later than 11:00 p.m. (CST). The PSAC travel agent will advise delegates of approved flights from their area.
- A room will be reserved as of Saturday, May 28th for delegates residing within 60km of the RBC Convention Centre Winnipeg. Reimbursement of expenses for these delegates will begin on that day.
- If Component meetings require earlier or later travel, the Components will be responsible for the extra costs. The PSAC will reimburse delegates as though they had travelled for Convention purposes only.

TRAVEL FROM WINNIPEG

- Delegates will be scheduled to return home on Thursday, June 2, 2022. However, delegates will **not be scheduled** to travel out of Winnipeg before **2:30 p.m. (CST)**. Accommodations for Thursday, June 2nd, will not be paid to any delegate who could have travelled on Thursday but who has requested to stay over for personal reasons.
- Delegates will not be expected to travel out of Winnipeg on Thursday, June 2nd if their flight arrives at their destination airport after 11:45 p.m. The PSAC will pay for accommodations for that evening and delegates will be expected to depart on a morning flight on Friday, June 3rd. **Consideration will be given to those delegates with unusual travel circumstances.**

- Any delegate whose “normal mode of transportation” would have been by air and who chose to travel by car to Winnipeg will be treated as though they had travelled by air. These delegates will be expected to travel out on Thursday, June 2nd, or personally assume the additional costs for accommodation, meals, etc.

GROUND TRANSPORTATION

Delegates will be required to take the shuttle service to and from the Winnipeg airport.

All other ground transportation expenses will be reimbursed as per the PSAC Travel Policy guidelines. Delegates are advised to retain all receipts.

Please note that exceptions will be made in cases of accommodation of a disability, but pre-approval will be required.

PER DIEM

The Per Diem established by Convention is **\$125.00** and will apply as follows:

- Six (6) official days of Convention (Saturday, May 28th to Thursday, June 2nd).

Where not already covered by the Per Diem (such as travel on Friday, May 27th), meals and incidentals will be paid at the rates specified in the most current PSAC Travel Policy for the authorized travel based on the fastest means of travel available and the number of hours required for the day of travel by commercial travel.

ACCOMMODATIONS

The Convention will be held at the RBC Convention Centre Winnipeg, in Winnipeg, Manitoba. A block of rooms has been reserved at the following hotels:

- The Fairmont Winnipeg Hotel
- The Fort Garry Hotel
- Alt Hotel Winnipeg
- Radisson Hotel Winnipeg Downtown
- Holiday Inn & Suites Winnipeg-Downtown

The PSAC will confirm delegate hotel accommodation before March 1, 2022. Registration must be completed to secure a hotel room.

Please note that for delegates residing in the Winnipeg area (and at less than 60 km one-way) a room will be reserved for you as of the Saturday, May 28, 2022.

A rooming list will be provided to the hotel for all delegates. The room rate, 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 (cash or credit card deposit) and check out in the usual way (settling account for expenses plus any extra nights' accommodation the delegate may have chosen to add on). If you do not have a credit card, please contact **Gaëlle Felix** at **(613) 560-2597** or by e-mail convention-congres@psac-afpc.com before **April 8, 2022**.

All delegates must reserve within the PSAC room blocks.

All reservations must be made through the PSAC and hotels will not accept any individual reservation requests.

Please note that hotels are completely smoke-free.

TRANSPORTATION

Starting **March 1, 2022**, delegates must contact W.E. Travel to make travel by air reservations.

W.E. Travel
☎: (613) 232-9908 / 1-888-676-7747
TDD/TYY: 1-800-855-0511

**The deadline for making travel arrangements is
April 8, 2022**

Transportation from outside of the Winnipeg Area

The travel agents have been instructed to book “at the lowest discounted rate”, including seat selection and baggage fee. Any delegate choosing to travel by air at a more expensive rate will be responsible for the additional cost. W.E. 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.

“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 and delegates must submit proof of payment for air travel.

Travel by privately owned motor vehicle (POMV)

Delegates who do not reside in the Winnipeg area who choose to travel by POMV, where commercial air transportation is available, will be reimbursed for kilometric distance at the applicable rate plus self-parking, up to a maximum of \$700 (round trip).

Loss of salary and expenses will be paid only for the period of absence that would have been necessary had air travel been used.

Delegates who have no access to commercial transportation (*i.e. air*) and must travel by POMV, will be reimbursed the applicable mileage at the rate specified in the PSAC Travel Directive. Self-parking at the hotel will also be reimbursed.

All requests for travel by POMV must be obtained in advance by contacting the PSAC by e-mail at convention-congres@psac-afpc.com.

Transportation from the Winnipeg Area

Delegates who reside in the Winnipeg area (within 60 km) and who travel by Privately Owned Motor Vehicle (POMV), may be reimbursed mileage at the rate specified in the PSAC Travel Directives as well as be reimbursed for their self-parking at the hotel.

ON-SITE CHILD CARE AND/OR FAMILY CARE EXPENSES

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent **delegates** from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at <http://psacunion.ca/family-care-policy>.

On-site child care is intended to remove a barrier to a delegate's ability to participate at the Convention **and is provided only for those who could not otherwise attend, had the service not been available**. Only the registered delegate is permitted to pick up or drop off children during the conference. Requests must be received **no later than April 8, 2022** convention-congres@psac-afpc.com.

Upon request, an advance may be authorized for Family Care fees. Detailed information must be provided in advance for **pre-approval**. Please contact **Gaëlle Felix** at **(613) 560-2597** or by email convention-congres@psac-afpc.com.

LOSS OF SALARY

Actual loss of salary will be reimbursed for all working days lost during the Convention. There will be no compensation of salary for weekends and travel time, unless indicated below, as well as no overtime compensation.

- When a delegate has been authorized to travel during normal working hours, reimbursement will be made based on the fastest means of travel available and the number of hours required for the day of travel by commercial travel (*i.e. air*).
- The PSAC will cover the loss of salary for delegates that are regularly scheduled to work on Saturday, May 28th and/or Sunday, May 29th, **upon receipt of official work or shift schedule**.
- For participants requesting to travel by car where the maximum allowed for driving rules apply, the above guidelines also apply.

EXPENSE CLAIM

Please note that expense claims will be prepared for delegates prior to the Convention and a payment covering per diem, salary (where applicable), additional meals and incidentals (based on approved travel itineraries) will be provided at the time of registering on-site at the Convention. This payment will constitute a reimbursement of expenses and not an advance. Delegates will only be required to complete a supplemental claim for reimbursement of ground transportation, applicable loss of salary (if not provided on the cheque) and any additional pre-approved expenses.

Delegates from Treasury Board, CFIA, Parks Canada or SSHRC requesting union leave from their employer under their applicable Convention clause will not incur any interruption in pay. Therefore, loss of salary will not be included in their estimated reimbursement of Convention expense cheque distributed on location.

Those who will incur a loss of salary as a result of an interruption in pay, will be required to submit a “Request for Reimbursement of Loss of Salary” form by April 8, 2022 (*the link to this form will be provided to all registered delegates in February 2022*).

Accounting staff will be on-site at the Convention to assist delegates in completing any supplemental claims online (via the Member Expense Portal (MEP)). You **must** bring all original receipts for ground transportation and official work or shift schedule (if you were regularly scheduled to work on the weekend).

Supplemental expense claims must be submitted to PSAC Finance within 90 days following the Convention.

ACCOMMODATION OF DISABILITIES

If you requested accommodation for a disability on your registration form which requires a follow-up, please contact **Gaëlle Felix** at **(613) 560-2597** or by email at convention-congres@psac-afpc.com.

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