



Date: December 16, 2011

TO: ALL PRESIDENTS IN REGION THREE OR THEIR DESIGNATE; UNIT STEWARDS IN COMPOSITE LOCALS; PHRC DELEGATE; PWC DELEGATE; PYWC DELEGATE; PRESIDENTS OF AREA COUNCILS OR THEIR DESIGNATE.

**RE: REGION 3 EDUCATIONAL – FEBRUARY 25 & 26th, 2012
HILTON SUITES, Toronto/Markham Conference Centre & Spa**

Dear Brother/Sister:

RE: REGIONAL EDUCATIONAL – FEBRUARY 25 & 26th, 2012

We have enclosed a call for the Region 3 educational to be held on **February 25 & 26, 2012** at the **HILTON SUITES**, Toronto/Markham Conference Centre & Spa, 8500 Warden Avenue, Markham, Ontario L6G 1A5. (Map attached)

You will find the following in this package:

1. **Attendance & Advance Form** (to be forwarded to your Local President for prioritization.) Accommodations must be booked by **JANUARY 25, 2012** - and paid for by yourself. *Extra or incidental charges are to be paid by the member as well.*
2. **Application for Regional Education, 2012** (to be forwarded along with your Attendance & Advance form).
3. **Child Care.** If numbers are sufficient Child Care will be arranged; however, *Children should be supervised by their parent. Complete the "Registration Sheet for Child Care" only if child care is required at the Hotel.*
4. **Personal Assistance / Needs form** – if required please fill out and return.
5. Description of Courses to be offered.
6. Information Sheet – outlines certain educational policies.
7. O.P.S.E.U. Harassment / Discrimination Policy / Scents / Nut-Free / Smoking
8. Map/Hotel Information – See file attached.

**Application to be sent to: O.P.S.E.U.
500 King Street West, Unit 6
Oshawa, Ontario L1J 2K9
or Fax: (905) 720-2974**

**DEADLINE FOR APPLICATION to reach the Oshawa Regional Office is
January 9, 2012**

The negotiated weekend package room rate will be 105.00 \$ **(plus all applicable taxes)**. **The hotel will charge \$20.00 for each additional person in the room...if there is more than two people booked in the room.**

You are responsible for your own meals and those of your dependants and will be reimbursed as per OPSEU policy. (Except for Saturday February 25 – Lunch will be provided)

Expenses for dependent care will be paid or provided in accordance with OPSEU's policies.

Lost wages will be reimbursed for shift workers only in accordance with current OPSEU policy. Documentation must be submitted with your claim.

Own time is not paid for a weekend education.

Time off arrangements are to be made by the member. No time off arrangements are made for educational seminars.

Check-in time: after 4 p.m. on Friday **Checkout time:** by Noon Sunday.

Should you require additional information, please call your Regional Office.

In solidarity,

Tom Tangie
Staff Representative
Oshawa Regional Office

cc. Region 3 Executive Board Members
Peterborough and Orillia Regional Offices
Bob Cook, Supervisor, Local Services
Education/Campaigns Department
Accounting Department

PLEASE NOTE: You will receive a confirmation letter if selected.

ATTENDANCE & ADVANCE FORM - REGION 3 EDUCATIONAL

FEBRUARY 25 & 26th, 2012

PERSONAL INFORMATION	LOCAL: _____ UNION # _____ Name: _____ Last _____ First _____ Home Address: _____ Street _____ City _____ Postal Code _____ Phone Numbers: _____ Home _____ Business _____ E-Mail: _____ Home Email _____ Work Email _____																				
COURSE SELECTION Please indicate 1st, 2nd & 3rd choice	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">1. Stewards 1</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>2. Stewards 2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Health & Safety: Level One</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. (new) Interpreting Your Collective Agreement: An Activist's Role</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	1. Stewards 1					2. Stewards 2					3. Health & Safety: Level One					4. (new) Interpreting Your Collective Agreement: An Activist's Role				
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ACCOMMODATION	HILTON SUITES , Toronto/Markham Conference Centre & Spa, 8500 Warden Avenue, Markham, Ontario L6G 1A5. 1-800-593-9223 OR 905-470-8500 Fax: 905 477-8611 Mention: <i>OPSEU-Educational Conference 1 when booking room</i> * TO ENSURE A ROOM PLEASE BOOK YOUR ROOM BY JANUARY 25TH, 2012*																				
LOST WAGES	Lost wages will be considered according to the Education Policy. Will you be applying for lost wages: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate: Number of hours: _____ Hourly rate: _____ Total wages being claimed: _____ NO LOST WAGES WILL BE PAID UNLESS REQUESTED ON THIS FORM																				
ADVANCE	Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____ Sent to: Home <input type="checkbox"/> Meeting <input type="checkbox"/> Regional Office <input type="checkbox"/>																				
SPECIAL NEEDS	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Please complete Personal Assistance Form attached</i>																				

**LUNCH WILL BE PROVIDED AT THE HOTEL ON SATURDAY FEB. 25TH
(NO EXPENSE CLAIMS FOR LUNCH WILL BE HONOURED ON FEBRUARY 25TH)**

LOCAL AUTHORIZATION:	PRIORITY RANKING # <input style="width: 30px;" type="text"/>
Name: _____	Local: _____
President or Designee: _____	Signature: _____

APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LOCAL PRESIDENT'S AUTHORIZATION!!!

** IMPORTANT: Deadline for your Application to reach the OSHAWA Regional Office is *JANUARY 9th, 2012 FAX (905) 720-2974
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MANDATORY: YOU MUST FORWARD TO YOUR LOCAL PRESIDENT ALONG WITH ALL NECESSARY COMPLETED FORMS, SO THAT YOUR LOCAL CAN PRIORITIZE YOUR APPLICATION.

APPLICATION FOR REGIONAL EDUCATIONAL – FEBRUARY 25 & 26th, 2012

NAME : _____ LOCAL: _____

- 1) Office presently held in your Local:

- 2) Office(s) previously held in your Local:

- 3) Union activities to date: campaigns, committees, handling grievances, health & safety, relevant activity.

- 4) What do you plan to do with the skills you will acquire in this course?

- 5) OPSEU is committed to achieving equitable participation of designated group members in its education programs. Your indication of your designated group status on this form will assist us in assessing our progress in reaching this goal.

Aboriginal	yes []	no []
Racialized person	yes []	no []
Woman	yes []	no []
Person with disability	yes []	no []
Francophone	yes []	no []
This section does not apply	[]	

ONLY COMPLETE IF YOU BRING YOUR CHILD(REN) TO THE EDUCATIONAL AND REQUIRE CHILD CARE AT THE HOTEL.

NOTE: IF SPOUSE ATTENDS, CHILD CARE WILL NOT BE PROVIDED

REGISTRATION SHEET FOR CHILD CARE

This form **MUST BE** completed and returned if requesting Child Care at the hotel.

CHILD(REN)'S NAME

AGE

If your child will be at the **Hilton Suites (Markham)** does s/he have allergies, medical or special care needs? If yes, please specify:

******* HAVE YOUR CHILD BRING A FAVOURITE TOY *******

Childcare will be available during the hours the school is in progress.

Signature of parent: _____

Name of parent (print) _____

Address: _____

Phone: (Home) _____ (Business) _____

Please return this form with your application - to be received by **January 9, 2012**
at the
OSHAWA REGIONAL OFFICE (FAX 905-720-2974).

PERSONAL ASSISTANCE/NEEDS FORM

NAME: _____ LOCAL: _____

PHONE NUMBER: _____

SPECIAL NEEDS

Please check any of the following which affect you:

Special Diet: _____

Blind or Visually Impaired: _____

Deaf: _____ or Hearing Impaired: _____

Wheelchair: _____ Assistive Walking Device: _____

Other: (please specify) _____

1. I require the following considerations regarding my health/and or diet:

2. Any additional requests:

Please return this form with your application - to be received by **January 9, 2012**
at the
OSHAWA REGIONAL OFFICE (FAX 905-720-2974).

COURSE DESCRIPTIONS FOR FEBRUARY 25 & 26th, 2012

**IMPORTANT NOTE ON PREREQUISITES:
You must have taken Part 1 of the course before you take Part 2*

Courses Being Offered in February 25, 26, 2012 – Region 3

NEW - INTERPRETING YOUR COLLECTIVE AGREEMENT: AN ACTIVIST'S ROLE

Do you know what your collective agreement is? Do you have a copy of it? Have you ever wondered what is in your collective agreement and how to find information on different articles? Do you know how the collective agreement is structured? Are you confused by some of the terms used in it?

In this newly revised version of the Contract Interpretation course members will be assisted in understanding the power of their collective agreement and how to interpret and enforce their collective agreement. Using interpretation guidelines developed through case law, participants will build the skills and confidence needed to understand and use their collective agreements. Activities will give participants an opportunity to review legislation, examine the importance of timelines, discuss case scenarios and debate some common clauses and what they mean.

HEALTH AND SAFETY: LEVEL ONE

This course is designed for members and stewards who want to become more involved in health and safety activities in their workplace. There is a strong focus on health and safety legislation to enable participants to use the legislation effectively in their own workplaces. Participants work in groups to explore the legislation and to gain a better understanding of their rights and employers' obligations under the Occupational Health and Safety Act and its regulations. Participants are introduced to the concepts of hazard identification, assessment and control and develop a greater understanding of the components of an effective health and safety system.

Stewards 1: MAKING A DIFFERENCE IN THE WORKPLACE

This is an updated version of Stewards 1, full of NEW tools and practical activities. The key aims are to strengthen steward skills to orient a NEW employee to the union, have effective one-on-one conversations with a cross-section of members, develop a communications strategy to enlist diverse member involvement, and develop approaches to everyday workplace problems. Throughout the course, participants are supported to develop a profile of their members, clarify the tasks of the steward, find resources and information in OPSEU, and understand the grievance process and their role in it. Participants must have completed Part 1 before registering in Part 2. Participants should bring their collective agreements.

Stewards 2: FACING THE EMPLOYER, BUILDING MEMBER INVOLVEMENT

Prerequisite: Part One

This revised follow-up to Stewards 1 focuses on investigating and writing a grievance, facing management, and involving members in worksite action. Participants will use their own collective agreements to identify grievances. They will become immersed in an evolving case study in order to interview a grievor, write up a grievance, face the employer at a step 1 and make a presentation on safety issues to the union side of the Joint Health and Safety Committee. They will examine the elements of effective mobilization and develop a campaign strategy for a local. Participants should bring their collective agreements.

INFORMATION SHEET

APPLICATIONS

- ❑ Application forms must be signed by the Local President, and received by the **OSHAWA Regional Office** no later than **JANUARY 9, 2012.**

CANCELLATIONS

- ❑ A member cancelling participation must notify the Local President **AND** the OSHAWA REGIONAL OFFICE as soon as possible so that another member may be placed into their spot. If you have booked a room at the Hilton Suites Toronto/Markham Conference Centre & Spa and you are cancelling, do not forget to cancel your room!!
- ❑ The Hotel's cancellation penalty is as follows: 24 hours prior to event
- ❑ Plus a **further \$50.00 penalty will be deducted from the Local's next rebate.** Extenuating circumstances will be considered. (Quantum of penalty under review).

ALLOWANCE/REIMBURSEMENT

- ❑ Members will be reimbursed for Child Care at \$6.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$112.00 per 24 hour period, and must be signed by care provider(s).
- ❑ Childcare claims will be honoured for children up to and including age 16, for whom the member is guardian.
- ❑ Care may be provided by friends/family, professional or commercial services, or any other arrangement satisfactory to the member making the claim. Claims may be verified and must be signed by the service provider.

ELDER/DEPENDANT CARE

- ❑ Members who have responsibility for elderly/dependant persons living with them as part of their family may claim for their care.
- ❑ Members will be reimbursed for family/attendant care at \$6.00 an hour for a maximum of 12 hours, and \$40.00 overnight, to a maximum of \$112.00 a day.
- ❑ This policy covers the expenses for persons over the age of 16, permanently residing with, and under the care of a member, who are differently-abled and/or aged.

Statement of Respect to be Read out at All OPSEU Events

Whenever OPSEU members gather, we welcome all peoples of the world. We will not accept any unwelcoming words, actions or behaviours against our sisters and brothers.

We accord respect to all persons, regardless of political affiliation, including people of colour, women, men, First Nations men and women, Métis or other Aboriginal peoples, members of ethno-racial groups, people with disabilities, gays, lesbians, bisexual, transgendered/transsexual peoples, francophones and all persons whose first language is not English.

In our diversity we will build solidarity as union sisters and brothers.

If you believe that you are being harassed or discriminated against, inform the Facilitator or Instructor for immediate assistance.



We also remind you of our policies that designate all OPSEU events as
Scent free – Nut free – Smoke free

We ask all participants to turn off cell phones, smoke outside and refrain from the use of perfumes and colognes or nuts.



at a glance

Location

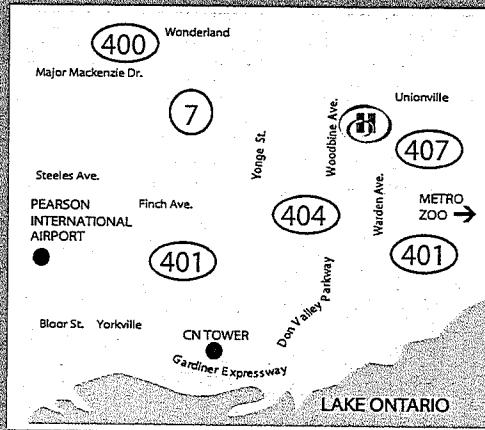
The only all-suite Four Diamond hotel in Markham and York Region

25 minutes from downtown Toronto and Pearson International Airport

Easily accessible to major highways 404, 401 and 407

Nearby shopping, restaurants, spa, golf and major attractions

Host to many conferences, galas, trade shows and social functions



Facilities/Services

- Club Markham - 30,000 sq. ft. health club with indoor swimming pool
- Flexible meeting and banquet space
- Full service spa - the ultimate escape to relax and rejuvenate
- Self and valet parking
- Self laundry and valet services
- Self-serve 24 hr business centre
- Spacious two-room suites

Guest Suites

- Separate bedroom and living room
- Luxurious marble bathroom
- Hilton Serenity bed and bath collection with Crabtree & Evelyn toiletries
- Complimentary in-room wired high-speed Internet access
- Complimentary local & toll free calls
- Complimentary in-room coffee & tea
- Individual climate control
- Two flat panel televisions
- Large desk area with ergonomic chair
- Iron and ironing board
- Mini bar/fridge and microwave in selected suites
- Accessible suites

Dining

- Essence of Unionville
- Absolute Lounge
- Empire Court Chinese restaurant
- Room service

Conference & Meeting Space

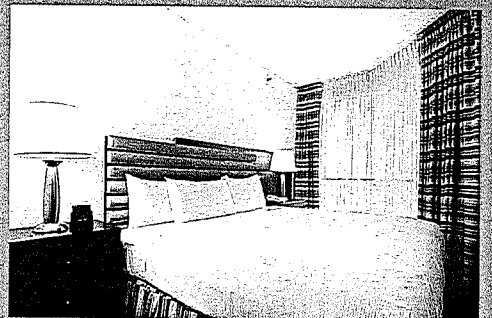
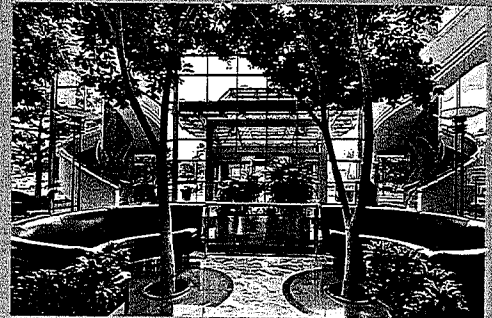
- 45,000 sq. ft. total function space
- 14,000 sq. ft. conference centre
- 27 function rooms
- 3 executive boardrooms
- Accommodating 10 - 1,400 people
- Meeting & Logistics Professionals
- AVW-TELAV/AV Professionals
- High-speed Internet access

Nearby Attractions

- Angus Glen Golf & Country Club
- Canada's Wonderland
- CN Tower
- Dave & Buster's
- Downtown Toronto
- First Markham Place
- Historic Main Street Unionville
- Joyride 150 indoor bike park
- Lucky Strike Lanes (cosmic bowling)
- Markham Theatre
- Markville Shopping Mall
- NASCAR SpeedPark
- Ontario Science Centre
- Pacific Mall
- Reptilia
- Toronto Zoo
- Vaughan Mills outlet mall

Hilton HHonors®

Hilton HHonors members can earn both Points & Miles for every qualifying stay



Hilton Suites Toronto/Markham Conference Centre & Spa

8500 Warden Avenue (at Hwy 7)
Markham, ON L6G 1A5
905-470-8500 or 1-800-668-8800
www.torontomarkham.hilton.com
www.twitter.com/HiltonSuites



Local Restaurants in the Area • • • •



On Site:

Absolute Lounge

(905) 470-8500 ext. 2900

Casual dining with live entertainment on selected nights

Empire Court

(905) 415-7638

Authentic Chinese cuisine and dim sum with a twist

Essence Of Unionville

(905) 470-8500 ext. 2067

Open for breakfast, lunch dinner, weekend afternoon tea and Sunday brunch

Wraps To Go

Inside Club Markham

(905) 604-7400

Walking Distance (across the street):

Restaurants

Casa Victoria

(905) 948-1618

Cora's

(905) 489-2446

Gal's Sushi

(905) 305-7753

Milestone's

(905) 305-1915

St. Louis Wings

(905) 604-7788

Fast Foods

Bagel Stop

(905) 479-4054

Felix & Norton

(905) 479-2172

McDonald's

(905) 513-8978

Mr. Sub

(905) 948-0945

Pizza Pizza

(905) 967-1111

Second Cup

(905) 477-6755

Teriyaki Experience

(905) 300-2288

Wonton Hut

(905) 604-9060

Within 4 km/ Main St. Unionville:

Ambiyan (Indian)

(905) 480-0094

Blacksmith's Bistro

(905) 305-0503

Dragon Bistro

(905) 604-4074

Il Postino Ristorante

(905) 940-1555

Jake's On Main (Pub)

(905) 470-6955

La Grotta on Main

(905) 940-0235

Old Country Inn (Austrian)

(905) 477-2715

Old Firehall Confectionary

(905) 415-9192

Polar Bear

(905) 479-3834

Starbucks Coffee

(905) 944-0703

Timothy's World Coffee

(905) 415-3956

TooGood Café

(647) 287-5419

The School Fine Dining

(905) 477-1161

Unionville Arms (Pub)

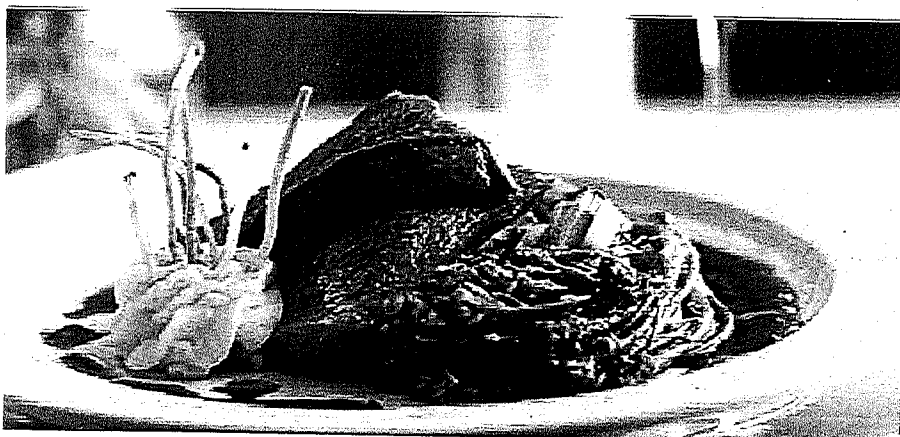
(905) 477-2767

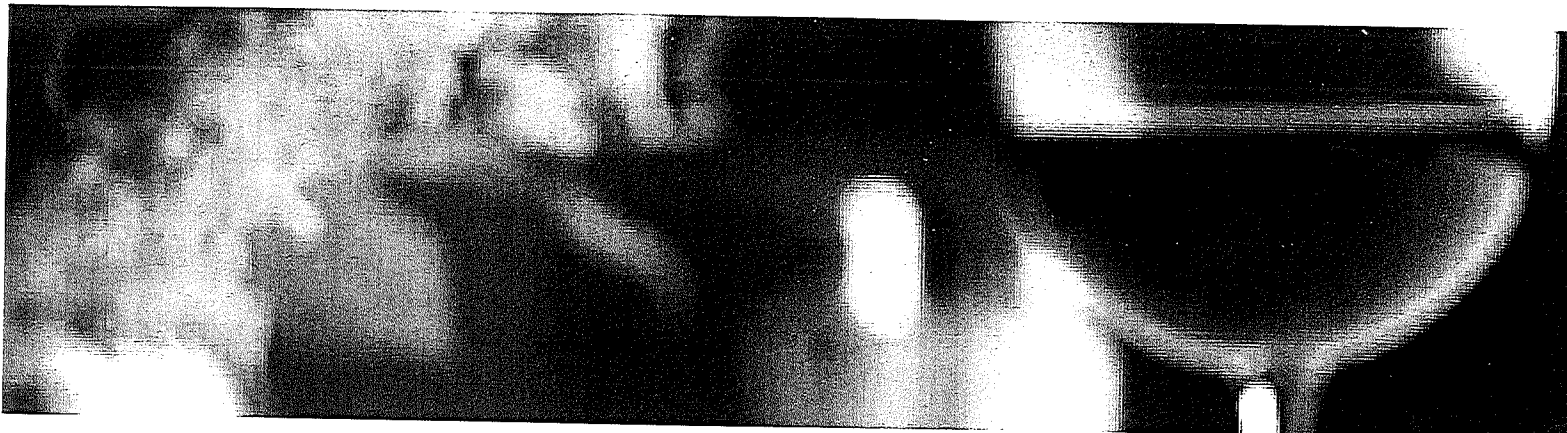
Unionville Mediterranean House

(905) 604-4117

Unionville Pizza Co.

(905) 944-9463





Additional restaurants within 3-10 km:

Akasaka (905) 764-9291	280 West Beaver Creek Rd 5 km (7 Min Drive) Japanese/ Teppanyaki	Marlowe (905) 771-8645	155 York Blvd, Richmond Hill 7 km (7 Min Drive) Fine Dining	Kosher Restaurants: Beyond 10 km
Alice Fazooli's (905) 709-4280	155 York Blvd., Richmond Hill 7 km (7 Min Drive) Italian/Seafood	Moxie's (905) 764-9500	159 York Blvd, Richmond Hill 7 km (6 Min Drive) Grill	Café Sheli Kosher (905) 762-0640 7700 Bathurst St., Toronto 13.3 km (13 Min Drive)
Arthur's Steakhouse & Silo Grill In Angus Glen Golf Club (905) 887-0090	10080 Kennedy Rd, Markham 6.4 km (6 Min Drive) Steakhouse/ Seafood	Pickle Barrel (905) 470-7400	5000 Hwy 7, Markham (At Markville Mall) 3.8 km (6 Min Drive) International/ Family	Hamizrach (416) 222-7727 6233 Bathurst St, North York 15 km (17 Min Drive)
Baton Rouge (905) 764-6959	230 Commerce Valley Dr, Markham 7 km (7 Min Drive) Grill	Peters Fine Dining (905) 294- 9039	5701 Hwy 7, Markham 5.6 km (8 Min Drive) Fine Dining/ Steak/ Seafood	Kosher Sushi (905) 764-4832 7241 Bathurst St., Toronto 15.3 km (17 Min Drive)
Bluestone Bistro (905) 475-6999	4621 Hwy 7, Unionville 2 km (4 Min Drive) Italian	Starbucks (905) 474-9967	3175 Hwy 7, Markham 2.1 km Café	Marron Blstro (416) 784-0128 948 Eglinton Ave West, North York 27 km (25 Min Drive)
Brix Napa Valley (905) 763-2749	230 Commerce Valley Dr, Markham 7 km (7 Min Drive) Grill and Wine Bar	Swiss Chalet (905) 305-1809	5070 Hwy 7, Markham 3.8 km (6 Min Drive) Rotisserie Chicken/Ribs	Pizza Café (416) 633-5678 3774 Bathurst St, North York 21 km (23 Min Drive)
Boston Pizza (905) 305-6446	7020 Warden Ave., Markham 4 km (5 Min Drive) Pizza/ Bar	Taste Of Japan (905) 470- 8858	7501 Woodbine Ave., Markham 5 km (6 Min Drive) Japanese/ Teppanyaki	
Kelsey's (905) 470-6700	3131 Hwy 7, Markham 7 km (6 Min Drive) Bar and Grill	The Keg (905) 882-0500	162 York Blvd, Richmond Hill 4.1 km (7 Min Drive) Steak/ Seafood	
Korean Grill House (905) 762-1338	505 Hwy 7, Markham 3.7 km (6 Min Drive) Korean BBQ	The Host (905) 709-7070	670 Hwy 7, Richmond Hill 6 km (6 Min Drive) Indian	
Mandarin (905) 479-6000	7660 Woodbine Ave, Markham 4.6 km (6 Min Drive) Chinese Buffet	Tim Hortons (905) 946-8855	8801 Woodbine Ave, Markham 2.9 km (5 Min Drive) Café	



Hilton  **Suites**
Toronto/Markham Conference Centre & Spa
 8500 Warden Avenue (at Hwy 7), Markham ON L6G 1A5 (905) 470 - 8500