



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

2018 PSAC B.C. REGIONAL YOUNG WORKERS' SUMMIT

Shaping Our Future Now

August 1, 2018

To: PSAC Locals in the B.C. Region

APPLICATION DEADLINE:	Friday, September 28, 2018
CONFERENCE DATES:	November 24 - 25, 2018
CONFERENCE LOCATION:	Four Seasons Hotel Vancouver 791 West Georgia St., Vancouver

This Application Package includes:

- Introduction/Callout Letter
- Application Form

We are pleased to be sending you this Application Package for the **2018 PSAC B.C. Regional Young Workers' Summit**, which will be held November 24 - 25, 2018 at the Four Seasons Hotel Vancouver under the theme ***Shaping Our Future Now***.

We encourage you to personally inform PSAC Young Worker members in our Region to ensure they are made aware of this summit. Bulletin boards may not always be accessible and additional outreach is very important and appreciated.

This application package is available upon request in alternative formats through the PSAC Regional Executive Vice-President's Office by contacting us at 604-430-0191 or toll-free in B.C. 1-866-811-7700 or by emailing kimballd@psac-afpc.com .

CONFERENCE OBJECTIVES

The objectives of the 2018 PSAC B.C. Regional Young Workers' Summit are:

- To gather PSAC Young Workers in B.C. to learn more about their union, including its work on young worker's issues, from past to present;

- To provide an opportunity to hear from, share experiences and challenges with those in leadership positions who have mobilized around issues;
- To gain skills and tools on how to effect change in our political landscape inside and outside of the union;
- To challenge participants to develop their own political action skills and empower them to bring these skills to their respective Young Worker Committees.

PARTICIPANTS

DELEGATES

PSAC members in good standing and who self-identify as a young worker (35 years or younger), may apply to be a delegate to this Summit. Priority will be given to members who are active on young workers' rights in their union or workplace. Priority will also be given to community activists on young worker issues. The selection of delegates will take into account representation such as geography, Component (if any), gender, and other equity groups.

Delegates will be entitled to full voice and vote during the summit.

Funding for Delegates:

All Delegates will be reimbursed loss of salary for the days that they are normally scheduled to work during the summit.

Members with Treasury Board, CFIA and Parks - Leave With Pay

Effective January 1, 2018, Treasury Board members (PA, SV, TC and EB Groups), and CFIA members, FB members (effective July 3, 2018), and Parks members (effective August 1, 2018) attending PSAC events covered by any of the following clauses **must no longer submit loss of salary via the Member Expense Portal**. Only non-salary expenses are to be claimed for reimbursement.

- 14.02 (13.02 for CFIA and Parks): representing PSAC on a certification or intervention
- 14.09 (13.09 for CFIA and Parks): contract negotiation meetings
- 14.10 (13.10 for CFIA and Parks): preparatory contract negotiation meetings
- 14.12 (13.12 for CFIA and Parks): Board of Directors and Executive Board meetings and conventions
- 14.13 (13.13 for CFIA and Parks): representatives' training courses

Members affected will receive a Union Authorization Letter from the Regional Executive Vice-President's Office for the Young Workers' Summit authorizing their participation in the union activity for which a leave with pay is to be requested. The member will enter the leave request for the union activity in their respective Leave Management System and submit an electronic copy of the letter to their delegated manager.

PLEASE NOTE: Illness or other unforeseen circumstances may prevent a member from attending a union event. Members who are unable to participate in part or all of the event are personally responsible for modifying their related leave request in their Leave Management System. The Leave Management System must reflect the actual union leave used by the member in order to ensure the accuracy of the loss of salary invoiced to Public Service Alliance of Canada. The leave recorded in the Leave Management System should only reflect the actual amount of leave required to attend the union event.

Delegates that reside **within 60 kilometres of the venue:**

- will be entitled to claim a \$50 per day allowance for Saturday and Sunday to cover the cost of travel, meals, and parking.
- Hotel will not be provided.

Delegates that reside **more than 60 kilometres from the venue** will be considered in travel status which means the following costs will be covered:

- Travel costs, including ground transportation;
- Hotel accommodation costs at the Four Seasons Hotel Vancouver;
- Meal and incidental allowances (except those provided) as per the PSAC Travel Policy;
- Hotel self-parking charges (where applicable)

ACCOMMODATION FOR DISABILITIES

The PSAC Accommodation Policy strives to ensure that PSAC events are barrier-free for members with disabilities. Once selected as a delegate, members will be asked to specify their accommodation needs in order to facilitate their participation at the B.C. Regional Young Workers' Summit.

FAMILY CARE

The objective of the PSAC Family Care Policy is to remove one of the barriers which prevents 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 www.psaunion.ca/family-care-policy.

On-site child care is intended to remove a barrier to a delegate's ability to participate at the summit and is provided only for those who could not otherwise attend, had the service not been available. Requests must be received **no later than September 28, 2018.**

PSAC POLICIES: ANTI-HARASSMENT, SCENT-FREE AND SMOKE-FREE ENVIRONMENT

During the summit, and at all events associated with the summit, the PSAC Anti-Harassment, Smoke-free Environment and Scent-free Environment policies will be in effect. **Please refrain from using scented products of any type.**

SELECTION OF DELEGATES

If you are selected as a delegate to this summit, you will be advised by email and/or telephone.

SELECTION OF OBSERVERS

If you are not selected as a delegate, you may be selected as an observer. **Please note:** All observers selected to this summit shall have self-identified as a young worker.

Observers

All observers, if selected, are required to pay a registration fee of \$100.00. This registration fee entitles observers to participate in the summit, including workshops and materials provided. In addition, all observers are responsible for their own travel, accommodation, loss of salary, and all other expenses.

**DEADLINE TO APPLY IS:
Friday, September 28, 2018**

For further information or assistance:

- Call the PSAC Regional Executive Vice-President's Office at 604-430-0191 or toll-free in B.C. 1-866-811-7700 or email kimballd@psac-afpc.com. Leave a voicemail or email message and someone will get back to you.

We look forward to the upcoming regional summit. This summit is an opportunity for our PSAC Young Worker members to improve their level of activism of the Union and build our leadership in the workplace, union, and in our communities.

Please consult the PSAC B.C. Region website www.psacbc.com periodically as information will be posted as soon as it becomes available.

Thank you for your cooperation and support.

In Solidarity,



Jamey Mills
Regional Executive Vice-President
for B.C.



James Brierley
B.C. Regional Council
Young Workers Coordinator

Cc: B.C. Regional Council, Regional Committees, Area Councils, PSAC BC National Officers, and PSAC National Board of Directors



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APPLICATION FORM

2018 PSAC B.C. REGIONAL YOUNG WORKERS' SUMMIT

Shaping Our Future Now

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CONFERENCE DATES:	November 24 - 25, 2018
CONFERENCE LOCATION:	Four Seasons Hotel Vancouver 791 West Georgia St., Vancouver

You may **complete the application form:**

- **on-line** on the PSAC B.C. Regional Web site www.psacbc.com. (Please note: **When applying on-line, you will receive a confirmation email that your application form has been received successfully. This does not guarantee your seat at the Conference. You will be notified under separate cover once delegates/observers are selected.**)
- **by fax** at 604-431-6727.
- **by regular mail at:**

Attn: B.C. Young Worker Regional Summit Organizing Committee
c/o PSAC Regional Executive Vice-President's Office
#302-5238 Joyce Street,
Vancouver, BC V5R 6C9

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

If you are mailing your application, ensure that it is sent well in advance of the deadline.

- If you have any questions with respect to the application form or the Conference, call the PSAC Regional Executive Vice-President's Office at 604-430-0191 or toll-free in B.C. 1-866-811-7700 or email kimballd@psac-afpc.com . Leave a voicemail or email message and someone will get back to you.



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2018 PSAC B.C. REGIONAL YOUNG WORKERS' SUMMIT

Shaping Our Future Now

Please ensure that you answer all the questions on the application form to avoid any delay in processing your application.

I identify myself as a young worker (35 years of age or younger)

Only members who self-identify as young workers can attend this summit.

I am applying as a delegate

If not selected as a delegate, I would like my application to be considered to be an observer

I am applying as an observer

PERSONAL INFORMATION

Last name: _____

First name: _____

Street address: _____

City: _____

Postal code: _____

Work phone: _____

Home phone: _____

Other phone: _____

Fax: _____

Preferred Email: _____

(provide the address you would like used for correspondence for this Conference)

Other email: _____

PSAC Membership #: _____

Local number: _____

Component or
Directly Chartered Local:

- | | |
|-------------------------------|-------------------------------|
| <input type="checkbox"/> AGR | <input type="checkbox"/> UNE |
| <input type="checkbox"/> CEIU | <input type="checkbox"/> UPCE |
| <input type="checkbox"/> CIU | <input type="checkbox"/> USJE |
| <input type="checkbox"/> GSU | <input type="checkbox"/> UTE |
| <input type="checkbox"/> UCTE | <input type="checkbox"/> UVAE |
| <input type="checkbox"/> UHEW | |
| <input type="checkbox"/> UNDE | <input type="checkbox"/> DCL |

AGENDA

The Conference Organizing Committee is working hard on developing an exciting program that will include hearing from young workers in leadership roles, learning about the PSAC and our work on your issues, offering workshops on how to effect change, both inside and outside of the PSAC and more. All of this is planned for Saturday and continues to Sunday morning.

On Sunday afternoon, all conference participants will be expected to attend the BC Federation of Labour's Young Worker Forum. The forum will include the opportunity to network with other unionized young workers from around the province, guest speakers, discussion of issues facing young workers and the opportunity to learn how to mobilize around, and debate resolutions at a convention.

PARTICIPANT PROFILE

(Important note: The responses to the questions below will be used in the selection process for delegates and observers to the summit.)

To ensure that the summit responds to the needs of our members, we invite you to complete the following questions:

- I have been a PSAC member for _____. (Indicate in months/years if possible.)
- I am a member of my Local/Branch executive as, _____ . (please note the position(s) you hold)
- This is my first PSAC Conference.

4. I **have** attended a PSAC Young Worker Conference/Summit in the past.
Please indicate what year you attended and briefly indicate how your attendance assisted you:

5. I have recently attended other PSAC/Components/Directly Chartered Locals Conferences or Conventions.
If yes, please specify:

6. In the last two years, I have attended a PSAC or Component education course.
If yes, what courses have you attended in the last two years?

7. I am a leader or member of a PSAC Regional Young Worker Committee or other young worker related social justice organization.
Please specify which one(s):

8. Tell us about your Union/Community involvement in young worker issues.

9. If confirmed as a delegate, I would like to be considered to co-facilitate one of the workshops, if needed.

If not, proceed to question 11

10. I am an Alliance Facilitator (AF) and/or Joint Learning Program Facilitator (JLP).

If you are an AF or JLP Facilitator and/or have facilitated courses, what courses have you facilitated? Please specify:

11. Rationale for wanting to attend the 2018 PSAC BC Young Worker Summit **(in 150 words or less)**

12. As a delegate or observer to this Summit, please let us know how your attendance would further increase young worker participation in the union in your workplace, your Local, Region and in your Component, or in your community? **(in 150 words or less)**

With this application, I agree that, if selected, I will attend and participate in all sessions of the Young Workers Summit on Saturday and Sunday, including the separate session being provided by the BC Federation of Labour for Sunday afternoon.

EQUITY GROUP SELF-IDENTIFICATION

PSAC members who belong to the following groups are invited to self-identify. This information is voluntary and kept confidential and will be used for the purposes of supporting our equity initiatives and programs.

Please check all that apply.

- Person with a Disability
- Indigenous Person
- Racially Visible Person
- Woman
- LGBTQ2+

PSAC Equity Contact Lists

- Please add my name and contact information to one or more of our respective PSAC Equity contact lists.

Please note that this information may be shared with different structures of the union in support of our human rights work only.

The following information will only be used if you are selected as a delegate or observer for the conference.

- If selected as a delegate, I will require an advance for expenses associated with the summit.
- I will require a *Leave with Pay Authorization Letter* for my attendance at the summit (applicable to PA, SV, TC, EB, FB, CFIA and Parks members)

ACCOMMODATION FOR DISABILITIES

The PSAC Accommodation Policy for delegates at PSAC Conferences strives to ensure that conferences are barrier-free for **delegates with disabilities**. Once selected, members may be required to further specify their accommodation needs in order to facilitate their participation at these conferences.

- I am a member with a disability and require accommodation.**

What are the functional limitations arising from your disability? (You are not obliged to disclose your diagnosis, only your functional limitations.)

- I require that the PSAC arrange for a personal care attendant to assist me in order for me to fully participate at the Conference.
- I require documentation in alternative media.
- I require sound amplification.
- I require a sign language interpretation.
- I require an oral interpretation.
- I require that the PSAC arrange for a Reader (for a person with a visually related disability) to assist me in order for me to fully participate at the Conference.
- I will be using animal assistance (i.e. guide dog) at the Conference.

You may be required to provide relevant medical documentation that will assist us to respond to your request. This information will not be disclosed except where necessary to respond to your request for accommodation.

SPECIAL DIETARY REQUIREMENTS OR ALLERGIES

I have dietary requirements or allergies that the PSAC should be aware of.

Please specify:

FAMILY CARE FOR DELEGATES

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On-site child care is intended to remove a barrier to a delegate's ability to participate at the Summit and is provided only for those who could not otherwise attend, had the service not been available. Requests must be received **no later than September 28, 2018**.

If there are any requests by delegates, on-site childcare will be provided at the event for the activities outlined in the agenda.

I require on-site childcare.

Number of children: _____

Ages of children: _____

We will follow-up for additional information.

HOTEL ACCOMMODATION

The PSAC has reserved a block of rooms at the Four Seasons Hotel Vancouver. This hotel is unionized and accessible.

I require specific accommodation for my disability in my hotel room.

Please specify

Thank you for completing the application form.