



10th Annual PSAC BC Regional Triennial Convention May 22-24, 2026 – Victoria Conference Centre

IMPORTANT DATES FOR CONVENTION DELEGATES

Please read enclosed guidelines carefully

Convention Location	<p>Victoria Conference Centre 720 Douglas Street Victoria, B.C. V8W 3M7</p>
Onsite Registration Information	<p>WHERE: Carson Hall Foyer</p> <p>WHEN: Thursday, May 21, 2026 from 6:30 PM to 9:00 PM Friday, May 22, 2026 from 7:00 AM to 9:30 AM</p>
Travel Information and Deadlines	<p>Starting Friday, February 27, 2026 you may book your travel arrangements.</p> <p>For delegates travelling by commercial airline, you must book your travel before March 27, 2026 by contacting W.E. Travel at 1-800-663-4703 or 1-604-969-5585 <i>between the hours of 8:30 AM to 5 PM.</i></p> <p>Delegates travelling to Vancouver Island, who are not more than 300KM from the venue, must travel by BC Ferries unless prior approval has been granted for alternate modes of travel.</p>
Hotel Reservation	<p>A block of hotel rooms at the Chateau Victoria, Fairmont Empress and the Coast Victoria Hotel & Marina have been reserved for delegates to the PSAC B.C. Regional Triennial Convention. Please note that we are not able to entertain hotel preference requests.</p> <p>All reservations must be made through the PSAC; the hotels will not accept any individual reservation requests.</p>

DELEGATE TRAVEL GUIDELINES FOR THE PSAC B.C. 10TH REGIONAL TRIENNIAL CONVENTION

The 10th PSAC B.C. Regional Triennial Convention will begin on **Friday, May 22, 2026 at 9:30 AM** and will conclude on **Sunday, May 24, 2026 at 3:00 PM**.

All delegates attending the Convention must register by completing the online registration form. Instructions for online registration have been provided to confirmed delegates individually.

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

REGISTRATION AT THE PSAC B.C. REGIONAL CONVENTION

Registration at the Convention will take place in the Carson Hall foyer of the Victoria Conference Centre as indicated below:

Thursday, May 21, 2026: 6:30 PM to 9:00 PM

Friday, May 22, 2026: 7:00 AM to 9:30 AM

HOTEL ACCOMMODATION

A block of rooms has been reserved at the Chateau Victoria, Fairmont Empress and the Coast Victoria Hotel & Marina. **The PSAC will coordinate and book all hotel accommodations for Convention delegates. Please do not book any hotel rooms independently. You will be informed or your assigned hotel by April 10, 2026.**

Delegates will be accommodated in the hotel with an arrival date of Thursday, May 21, 2026 and a departure date of Sunday, May 24, 2026. Note that delegates living less than 60KM from the venue, will need to check in after working hours. Loss of Salary will not be provided on Thursday for those living within 60KM from the venue.

A rooming list will be provided to the hotels 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.

movies, meals, telephone calls, valet parking, 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 Angela George or Taylor Harrington at 604-430-0191 or by e-mail GeorgeA@psac-afpc.com HarrinT@psac-afpc.com before March 13, 2026. 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 FOR MEMBERS MORE THAN 300KM FROM VENUE

Starting **Friday, February 27, 2026**, delegates must contact W.E. Travel to make their air reservations.

W.E. Travel Vancouver
430 – 233 West 1st Street, North Vancouver

W.E. Travel can be reached at **1-800-663-4703** or at **604-969-5585** from 8:30 AM to 5:00 PM.

Once you have contacted W.E. Travel, the itinerary will be sent to PSAC for approval before the ticket is issued, to ensure that the travel guidelines were applied. Please note that W.E. Travel has been advised to book flights on unionized carriers for **travel on Thursday, May 21, 2026, after 5PM, and for departure from Victoria on Sunday, May 24, 2026** 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 and times indicated above*).

In addition, W.E. 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 cost incurred as a result of changes or cancellations made by a delegate to the Convention after the ticket has been 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. Please contact Angela George or Taylor Harrington for any further information.

The deadline for making travel arrangements is

Friday, March 27, 2026

TRAVEL BY PRIVATELY OWNED MOTOR VEHICLE (POMV)

Delegates who do not reside in the Victoria 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 email to GeorgeA@psac-afpc.com HarrinT@psac-afpc.com before March 13, 2026.

TRANSPORTATION FROM VANCOUVER ISLAND

Delegates who reside on Vancouver Island 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.

We strongly encourage all delegates residing within Victoria to take Transit to Convention where possible.

TRAVEL FOR MEMBERS WHO ARE LESS THAN 300KM FROM THE VENUE, NOT RESIDING ON VANCOUVER ISLAND

Delegates travelling from the mainland, must travel by BC Ferries unless prior approval has been granted for alternate modes of travel. It is expected that Delegates will travel to Victoria on a BC Ferry departing from Vancouver at 5 PM or later on Thursday, May 21, 2026. Return travel will be via BC Ferries on Sunday, May 24, 2026 after the close of Convention.

Delegates who travel by privately owned motor vehicle (POMV) will be reimbursed mileage at the rate specified in the PSAC Travel Directive and for their self-parking at the hotel.

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 23rd and/or Sunday, May 24th, **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.

ON-SITE CHILD CARE AND/OR FAMILY CARE EXPENSES

The objective of the PSAC Family Care Policy is to remove a barrier that may prevent **delegates** from participating fully in Union activities and that 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 March 6, 2026 by email to HarrinT@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 Angela George or Taylor Harrington at 604-430-0191 or by email GeorgeA@psac-afpc.com or HarrinT@psac-afpc.com.

EXPENSE CLAIM

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 days of the PSAC B.C. Regional Triennial Convention.

Administrative staff will be on-site at the PSAC B.C. Regional Triennial Convention to assist you in completing your expense claim. Please bring all original receipts for your ground transportation and proof of shift schedule with you if applicable.

IN CASE OF EMERGENCY CONTACT

All Convention delegates, observers and guests will be required to provide the name and contact phone number for an emergency contact person with their registration. Please include your relationship to this individual as well. This information will only be used in the event of an emergency where we need to contact someone for you.

DISABILITIES-RELATED ACCOMMODATION

If you requested any accommodation for a disability on your registration form which requires a follow-up, please contact Angela George or Taylor Harrington at 604-430-0191 or by e-mail at GeorgeA@psac-afpc.com or HarrinT@psac-afpc.com to discuss this further.

ENVIRONMENTAL SENSITIVITIES

In consideration for the health of 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 Conference **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, shampoos, deodorants, and other products promoted by the fragrance industry.