



**To:** Sector 01 - Ambulance Highest Ranking Officers  
Sector 01 - Ambulance Divisional Executive Health  
Sector 01 - Ambulance Health & Safety Reps  
Executive Board Members

**From:** James Ramage, Sector 01 Divisional Chair and  
Dave Doran, Executive Board Member and  
Sector 01 - Health & Safety Representative

**Date:** Monday September 20, 2021

**Subject:** Sector 01 - Ambulance Health & Safety Forum 2021 (Webinar)

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Dear Members,

This is to advise you that the Sector 01 - Ambulance Health & Safety Forum 2021 has been scheduled.

**Date:** Friday October 15, 2021 from 9:00am to 4:30pm

**Virtual Meeting:** Participation instructions will be provided to all attendees upon confirmation of attendance.

**Registration:** *Friday October 15, 2021 from 8:00am to 9:00am*

### **Delegate Entitlement**

All bargaining units in the Sector 01 - Ambulance Division are invited and are encouraged to attend. Each bargaining unit is entitled to send the Local President from the Sector 01 - Ambulance Division, as well as, a co-chair of the Joint Health & Safety Committee from Sector 01 – Ambulance Division (or designee) in each unit. In addition the Ambulance Divisional Executive Members, as per the Executive Board proposal dated June 23 - 24, 2021.

***\*\*Please Note: As this meeting is being held virtually, no expenses outside of time off (if required) will be reimbursed except in special circumstances where expenses have been pre-approved. To inquire further about pre-approval, please email [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org).***

## Credential Attestation Form

The OPSEU/SEFPO Policy Manual (Section 16.1) states that credentials must be submitted with the signatures of two (2) Local Officers on the Credential Attestation Form. We have provided one form for you to list all attendees. Please send this completed form to the Conferences Unit at [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org) no later than **Friday September 24, 2021**. Please clearly identify your status on the form (i.e. Delegate/Alternate/Observer).

Once the Credentials Attestation Form is received by the Conferences Unit, a follow up email will be sent to each member on the form directing them to register through OPSEU/SEFPO's Member Portal by **Friday September 24, 2021**.

***\*\*Please Note: Registration and other required forms cannot be processed until the Credential Attestation Form is received.***

### Due dates:

Credential Attestation Form due: **Friday September 24, 2021**.

Attendee Registration on OPSEU/SEFPO Portal by: **Friday September 24, 2021**.

## Human Rights Accommodation Request Form

Should you require a human rights accommodation or have an existing accommodation under the Human Rights Code, please complete and submit the Human Rights Accommodation Request Form in full.

## OPSEU/SEFPO Child Care Policy

OPSEU/SEFPO will reimburse for child care expenses as per policy. OPSEU/SEFPO's rate of family care is paid at \$15/hr to a max of \$220 within a 24 hr period to cover the cost of you doing union business. A receipt, signed by the care provider, showing the dates the service was provided, the address and phone number of the care provider and the names and ages of the children must be provided.

***\*\*Please Note: As this meeting is being held virtually, child care expenses will not be reimbursed unless pre-approved. To inquire further about pre-approval, please email [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org).***

## Procedures for Online Registration

Once the Credential Attestation Form has been received and processed, members must complete the Member Event Registration Form through OPSEU/SEFPO's Member Portal.

Attached you will find the following documentation:

1. Credential Attestation Form
2. OPSEU/SEFPO Human Rights Accommodation Form
3. Member Portal Quick Intro
4. Event Registration Tutorial
5. Online Expense Claim Tutorial

We appreciate your cooperation and participation in these meetings.

In Solidarity,



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James Ramage  
Sector 01 – Divisional Chair

Authorized For Distribution:



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Warren (Smokey) Thomas  
OPSEU/SEFPO President

- c. Sector 01 - Ambulance Highest Ranking Officers  
Sector 01 - Ambulance Divisional Executive Health  
Sector 01 - Ambulance Health & Safety Representatives  
Executive Board Members  
Nazlin Mohamed, Administrator, Legal Services Division  
Janey Haggart, Assistant to the Administrator, Legal Service Division  
Len Elliott, Supervisor, OPS Negotiations, Pension & Benefits, Health & Safety  
Dave Lundy, Health & Safety Officer, Health & Safety Unit  
Claims Department  
All Conferences Unit  
All Regional Offices