



## 2025 PSAC ATLANTIC ACCESS SUMMIT

**“Accessibility. Diversity. Solidarity.  
From Awareness to Action”**

To: PSAC Locals

We are thrilled to announce that the **2025 Atlantic Access Summit** will be held at the **Hampton Inn and Homewood Suites** in **Halifax, NS** from **November 14 to 16, 2025**.

The Summit theme is Accessibility. Diversity. Solidarity. From Awareness to Action. This Summit will endeavor to connect Access members with other activists in the Atlantic Region to help support and motivate each other in sustainable ways. Incorporating self-care and community care principles to create strategies to work together to create the change that will benefit our members in our workplaces, union and communities

<b>SUMMIT DATES:</b>	Friday, November 14, 2025 – 3:00 p.m. until 5:00 p.m. Saturday, November 15, 2025 – 9:00 a.m. until 4:30 p.m. Sunday, November 16, 2025 – 9:00 a.m. until 12:00 p.m.
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<b>SUMMIT LOCATION:</b>	Hampton Inn and Homewood Suites 1960 Brunswick Street Halifax, NS B3J 2G7
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<b>REGISTRATION DEADLINE:</b>	<b>August 15, 2025</b>
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**Applications received after the deadline will not be accepted.**  
*Participants will be notified of their delegate status through email.*



Any member who identifies as an **Access member (member with a disability)** may apply to be a participant at this Summit. The selection will also strive to ensure that participants reflect the diversity of the membership within PSAC.

You are encouraged to inform members in your Local to ensure they are aware of this Summit. Bulletin boards may not always be accessible, and many people now work exclusively from home. Additional outreach is therefore important and necessary.

French and English simultaneous interpretation will be provided on an as-needed basis as noted in the accepted delegates' registration forms.

## **FUNDING FOR PARTICIPANTS**

Participants are entitled to the following:

- travel costs, including ground transportation;
- hotel accommodation costs will be direct billed to PSAC;
- loss of salary;
- meals;
- incidental costs;
- family care as per the Family Care Policy; and
- costs related to accessibility requirements (based on pre-approval).

## **REIMBURSEMENT AND LOSS OF SALARY**

*Reminder:* Prior to making travel arrangements, delegates must ensure that they have been granted leave from their employer to attend the Summit.

## **LEAVE WITH PAY (LWP) UNION AUTHORIZATION LETTERS**

Actual loss of salary will be reimbursed for working hours lost during the Summit. There will be no compensation for salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of an official work or shift schedule. There will be no overtime compensation. You will be required to provide PSAC with your normal working hours should you require a leave letter.



Treasury Board members, Parks members and CFIA members attending the PSAC Summit will not be required to submit loss of salary via the Member Expense Portal. Under clause 14.13 (13.13 for CFIA and Parks) members affected will receive a Union Authorization Letter, authorizing their participation in the union activity for which a LWP is to be requested. The members 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. The leave recorded in the Leave Management System should only reflect the actual amount of leave required to attend the union event.

If a union LWP letter is required, please contact Emma Harding at [hardine@psac-afpc.com](mailto:hardine@psac-afpc.com) with a request providing specific hours for which reimbursement is required.

## **EXPENSE CLAIMS**

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 [psacunion.ca](http://psacunion.ca). Claims must be submitted within 90 days of the Summit.

Administrative staff will be on-site to assist you, if required, in completing your expense claim.

Unexcused absences during the event may result in loss of ability to expense claims for the time missed.

## **ACCOMMODATION, MEALS, TRANSPORTATION**

Single room accommodation will be available to all participants at no cost. Mileage, Meal Allowances and Incidentals will be paid in accordance with the PSAC Travel Policy.

Travel by air or any method other than a personal motor vehicle will be arranged by the Regional Office.



## **FAMILY CARE**

To improve access to Summits and training for members with family care responsibilities, PSAC reimburses family care costs in accordance with the PSAC Family Care Policy: <http://psacunion.ca/family-care-policy>.

## **ACCESSIBILITY**

The Summit venue is accessible. If you have any additional needs that require accommodation, please include this information in your application.

## **IN CASE OF EMERGENCY CONTACT**

All participants 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.

## **SMOKE AND SCENT FREE**

The Summit venue is strictly non-smoking and non-vaping throughout the building. There are designated smoking areas. Adherence to all rules regarding a smoke-free environment will be the responsibility of each individual participant.

To assist members with environmental sensitivities, we must insist on a scent-free environment during the Summit.

## **HOW TO REGISTER**

[To register, please submit the form on the PSAC Atlantic site.](#)

Please note: Applying does not guarantee your seat at the Summit. You will be notified by email if you have been selected or not.

## **ACCEPTANCE**

By confirming your acceptance to this event, you are acknowledging that attendance of all sessions is required. Given that the number of applications is expected to exceed the seats available, please keep this in mind when submitting your application and confirming your participation if selected.



# Atlantic · Atlantique

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[psacatlantic.ca](http://psacatlantic.ca) | [afpcatlantique.ca](http://afpcatlantique.ca)

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Should you have any questions please contact Emma Harding at [hardine@psac-afpc.com](mailto:hardine@psac-afpc.com).

In Solidarity,

Chris Di Liberatore  
Regional Executive Vice President – Atlantic

cc: Jawara Gairey, Director, Regional Offices Branch  
Holmann Richard, Regional Coordinator, Atlantic  
Sharon Barbour, Regional Representative  
Atlantic Regional Offices  
Mireille Jaillet, Atlantic Region's Director, Access Members