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NOTE DE SERVICE | MEMORANDUM

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| DATE: | Friday, July 4, 2025 |
| TO: | Participants of the 2025 CBHSSJB Annual Nurses Training |
| FROM: | HRD team in collaboration with DPSQA Health |
| **SUBJECT:** | **2025 CBHSSJB Annual Nurses Training – Information to participants** |

Wâchiyehkw | Kwey | Bonjour | Hi

We are pleased to invite you to the 2025 CBHSSJB Annual Nurses training. The event will take place at:

**The DoubleTree by Hilton**
6700 Trans-Canada Hwy,
Pointe-Claire, Quebec
H9R 1C2.

There are two scheduling options for participants. They are planned, as follows:

- **Week 1**: From Tuesday September 30 to Thursday October 2, 2025
- **Week 2**: From Tuesday October 7 to Thursday October 9, 2025

In order to help you prepare for the training, here are some additional information and guidelines that we kindly ask you to follow:

**Participants registered for the Week 1 option:**

For participants staying at the hotel:

- The check-in will be on Monday September 29, 2025
- The check-out will be either on Thursday October 2 before 11 AM[1] for participants who wish to liberate the room and leave the same evening or on Friday October 3, 2025 before 11 AM.

Participants who are not staying at the hotel are invited to arrive at the DoubleTree by Hilton at 7h45 AM.

**Participants registered for the Week 2 option:**

For participants staying at the hotel:

- The check-in will be on Monday, October 6, 2025
- The check-out will be either on Thursday October 9 before 11 AM for participants who wish to liberate the room and leave the same evening or on Friday October 10, 2025 before 11 AM.

Participants not staying at the hotel are invited to arrive at the DoubleTree by Hilton at 7h45 AM.

[1] For participants leaving on Thursday we will ensure a room to leave your luggage's is available and easily accessible until the end of the training. Please consult the HRD representative on-site should you need this option.

**TRAVEL AUTORISATION (TA)**
Please make your training TA via Nomadis. The deadline to submit your TA is **July 28, 2025.**

Before completing your TA, **you must obtain approval from your manager for your chosen training week**. After receiving approval, submit your TA through Nomadis to the HRD team, where it will be reviewed by an HRD agent.

**Steps to follow when completing your training TA:**

- In the category choose Training (HRD only);
- Ensure to put the proper training name as follows: **Annual Nurse Training 2025**;
- The budget code you need to enter in the Accounts section is: **737214-053112**
- In the accommodation section in Nomadis depending on your situation please choose one of the following:
  - Staying at the hotel choose **Doubletree by Hilton Pointe-Claire**
  - Staying at home or in private accommodation choose **Private home Mtl**
  - Sharing a room at the hotel choose **Will stay in room with other**
- For any questions related to completing your travel authorization and support, please contact: 18TCR.TA.Support@ssss.gouv.qc.ca
- Once completed kindly send your TA for approval to **Lilia Ionel or Virginie Hamel.**

**Important note**
If you are on a **sortie**, please complete an additional **Travel Authorization (TA)** under your **operational budget** and submit it to your manager for signature and approval. This should be done as you would normally proceed when not in training—whether the travel occurs **before, during, or after** the sortie.

**TRANSPORTATION – Participants NOT in a Sortie**

**Participants travelling as a part of a Business Travel:**
As per the CBHSSJB Business Travel Policy: "*All travel must be done in the most appropriate and cost-effective manner possible and all arrangements must be done in the best interests of the organization, operationally as well as economically'' and we ''shall take into consideration any additional travel time required, the schedule, the efficiency and any other related expenses (taxi, hotels, per diem, etc.) incurred when one means of transportation is chosen instead of another and which could increase the overall cost of travel.*''

**Travel by plane:**
In order to comply with the policy, we highly recommend that participants travelling from Eeyou Istchee take the plane to travel. The HRD department will make the reservations if the training is NOT associated with a sortie.

- Please, understand that the CBHSSSJB reserves the right to choose the travelling dates according to the places available on the flight. There cannot be any unnecessary or unauthorized last-minute changes; any additional charges related to late changes in plane ticket reservations may be charged to the employee.
- For people traveling by plane on the CBHSSJB charter, please note that flights arriving and departing from Montréal depart and land at the Air Creebec charter terminal located at 9475 Ryan Avenue, Dorval and not at Pierre Elliott Trudeau airport. For all departures from Montréal, participants must arrive at the terminal at least one hour in advance.
- For participants landing and departing from the airport to the hotel or from the hotel to the airport on the same day, we kindly ask you to share cabs in order to limit transportation expenses.

**Travel by car:**
If you decide to travel with your private vehicle to attend the training, take note of the chart attached to see what amount is reimbursable for the mileage. (Annexe 1):

- For participants travelling on business travel, please note that no additional overnight hotel charge will be reimbursed for the choice to use the car as the means of transportation.
- Finally, employees will NOT be reimbursed for any additional costs incurred for indirect routes or stopovers taken for personal reasons.

**ACCOMMODATIONS**
A block of rooms has already been booked by HRD, for participants who are eligible to stay at the hotel.

**No individual room reservation is necessary.**

Please do not call the hotel to make reservations, it may cause double bookings.

**SPECIAL NOTE TO ALL PARTICIPANTS**

Upon arrival, all participants **MUST** mention that they are with the CBHSSJB group

**HOTEL ELIGIBILTY**

1. **Participants whose work location is not the Montréal Offices (ex: Eeyou Istchee, Val d'Or, Chibougamau) are entitled to a paid hotel room.**
   - Employees with a work location outside of Montréal that have personal residences in close proximity to the training location are invited to reside in their personal residence.
     - Mileage associated to the travelling back and forth from their personal residence to the location of the training will be reimburse as per the Business Travel Policy and Procedure.
     - For reimbursement of the fees associated to the travelling using public transportation, receipts are required to support their travel expense claims.

2. **Participants whose work location is associated to the CBHSSJB Montréal offices are not eligible to a hotel stay for the training.**
   - Transportation costs back and forth of the training location will be reimbursed according to the collective agreement and CBHSSJB policies in place.
   - For employees travelling with public transportation, receipts are required to support their travel expense claims.
   - If the employee resides more than 50km away from the location of the training, the employee can refer to their manager to validate the eligibility for a paid hotel room on their operational budget for the duration of the training.

**Additional information for participants staying at the hotel:** Amenities offered at the hotel:

- Free outdoors parking;
- Free WiFi;
- Indoor pool;
- Fitness center;
- On-site restaurant
- Participants staying at the hotel for the training are entitled to a single room.
- An incidental cost of 7.75$ per night can be included on your travel expenses.
- No long-distance phone call, movie renting, fax, copying, room upgrades or other extra room charges will be refunded.

**MEALS**

- Breakfast and lunch will be offered to all participants for each day of the training.
- Breakfast and lunch will be served in the lobby at the entrance of the conference room Champagne B to take away.
- Supper on the Wednesday of both training weeks (October 1 and October 8) will be provided by your union and CECII partners and cannot be claimed by participants residing outside of the Montréal area.
- For the other days, no suppers will be provided, therefore a per diem of $30,50 can be claimed to cover expenses if your work location is not the Montréal area.

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| Also, in our attempt to contribute to our efforts towards a healthier and better environment, we would like to try to use less plastic and we invite you to bring reusable water bottles. |

**DURING ACTIVITIES AND TRAININGS**

During the activities and training, we ask all participants to:

- Follow the schedule.
- Turn off their mobile phone ringers and refrain from texting.
- We ask that all participants show respect to their colleagues and to the facilitators.
- With the exception of the Tuesday where participants are asked to arrive for the breakfast, participants are asked to arrive 15 minutes before the starting of the day.

**CANCELLATION / NON-ATTENDANCE / EARLY DEPARTURE**

If you decide to leave the hotel earlier than expected, please notify Anca.stauceanu@ssss.gouv.qc.ca as soon as possible so we can cancel your daily reservation before noon. Cancellation fees may be charged to participants failing to inform us of an early departure.

- Should you have to leave the training for unexpected reasons, inform your HRD support team in a timely manner.

**TRAVEL EXPENSE (TE):**

- A representative of the HRD team will be present during both training weeks to answer any questions regarding travel expense completions.
- You can complete you excel TE and send it by email, once the training completed.
- All the Travel Expense Forms will be reviewed, approved and sent to the Finance Department by the HRD team.

**TIMESHEET:**

- Employees and managers attending the session (Tuesday to Thursday) are asked to code their time with the training timesheet code: **TRAIN**.
- Employees will receive their regular compensation while on training (as per our collective agreements).
- Please note that if you have any logistic questions, you can contact Anca Stauceanu (438-357-5932) or Angelica Treder (514-212-8149) from the HRD team.

**THANK YOU FOR YOUR COOPERATION AND WE WISH YOU A GOOD TRAINING!**

CBHSSJB's Amounts Chart

**Tableau de remboursement (référence)**

| | Chisasibi | Mirage | Wemindji | Eastmain | Waskaganish | Nemaska | Waswanipi | Mistissini | Ouje-Bougoumou | Chibougamau | Matagami | Amos | Val d'Or | Montreal | Quebec City | Ottawa |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Chisasibi | x | 629,25 | 308,40 | 496,47 | 622,20 | 595,48 | 1039,30 | 1281,76 | 1175,84 | 1182,05 | 734,02 | 849,86 | 894,02 | 1233,22 | 1384,90 | 1163,46 |
| Mirage | 629,25 | x | 633,77 | 826,12 | 943,29 | 913,36 | 1339,07 | 1579,82 | 1478,17 | 1484,38 | 1059,39 | 1175,23 | 1219,39 | 1558,59 | 1710,27 | 1488,83 |
| Wemindji | 308,40 | 633,77 | x | 445,35 | 571,08 | 544,36 | 987,11 | 1229,57 | 1123,65 | 1129,86 | 681,83 | 797,67 | 841,83 | 1181,03 | 1332,71 | 1111,27 |
| Eastmain | 496,47 | 826,12 | 445,35 | x | 399,63 | 376,12 | 817,80 | 1060,26 | 954,34 | 960,55 | 512,52 | 628,36 | 672,52 | 1011,72 | 1163,40 | 941,96 |
| Waskaganish | 622,20 | 943,29 | 571,08 | 399,63 | x | 340,28 | 702,78 | 945,24 | 839,32 | 845,53 | 397,50 | 513,34 | 557,50 | 896,70 | 1048,38 | 826,94 |
| Nemaska | 595,48 | 913,36 | 544,36 | 376,12 | 340,28 | x | 756,31 | 998,77 | 892,85 | 899,06 | 451,03 | 566,87 | 611,03 | 950,23 | 1101,91 | 880,47 |
| Waswanipi | 1039,30 | 1339,07 | 987,11 | 817,80 | 702,78 | 756,31 | x | 241,82 | 141,24 | 146,59 | 305,28 | 188,80 | 175,36 | 470,40 | 400,64 | 403,20 |
| Mistissini | 1281,76 | 1579,82 | 1229,57 | 1060,26 | 945,24 | 998,77 | 241,82 | x | 158,36 | 95,23 | 547,74 | 429,34 | 415,90 | 547,07 | 423,55 | 643,10 |
| Ouje-Bougoum | 1175,84 | 1478,17 | 1123,65 | 954,34 | 839,32 | 892,85 | 141,24 | 158,36 | x | 63,13 | 443,74 | 325,98 | 313,18 | 488,69 | 370,29 | 540,38 |
| Chibougamau | 1182,05 | 1484,38 | 1129,86 | 960,55 | 845,53 | 899,06 | 146,59 | 95,23 | 63,13 | x | 448,03 | 337,95 | 320,67 | 451,20 | 328,32 | 547,87 |
| Matagami | 734,02 | 1059,39 | 681,83 | 512,52 | 397,50 | 451,03 | 305,28 | 547,74 | 443,74 | 448,03 | x | 115,84 | 160,00 | 499,20 | 650,88 | 429,44 |
| Amos | 849,86 | 1175,23 | 797,67 | 628,36 | 513,34 | 566,87 | 188,80 | 429,34 | 325,98 | 337,95 | 115,84 | x | 43,52 | 384,00 | 530,56 | 310,40 |
| Val d'Or | 894,02 | 1219,39 | 841,83 | 672,52 | 557,50 | 611,03 | 175,36 | 415,90 | 313,18 | 320,67 | 160,00 | 43,52 | x | 340,48 | 487,04 | 266,88 |
| Montreal | 1233,22 | 1558,59 | 1181,03 | 1011,72 | 896,70 | 950,23 | 470,40 | 547,07 | 488,69 | 451,20 | 499,20 | 384,00 | 340,48 | x | 171,52 | 128,00 |
| Quebec City | 1384,90 | 1710,27 | 1332,71 | 1163,40 | 1048,38 | 1101,91 | 400,64 | 423,55 | 370,29 | 328,32 | 650,88 | 530,56 | 487,04 | 171,52 | x | 286,72 |
| Ottawa | 1163,46 | 1488,83 | 1111,27 | 941,96 | 826,94 | 880,47 | 403,20 | 643,10 | 540,38 | 547,87 | 429,44 | 310,40 | 266,88 | 128,00 | 286,72 | x |

***In effect as of April 1st, 2025***

| **Rates Applicable to Business Travel** | | |
|---|---|---|
| **Use of Private Vehicle** | *Basic rate as per MSSS Circulaire 2018-008* | *Specific rate / north of Matagami & Chibougamau (including inland communities)* * |
| Paved road / km | .64$ | 1.07$ |
| Gravel road / km | + 0.16 /km = .80$ | + 0.27 /km = 1.34$ |
| Additional passenger | + 0.16 /km | + 0.27 /km |

| **Meals & lodging** | *Basic rate as per MSSS Circulaire 2018-008* | *Specific rate / north of Matagami & Chibougamau (including inland communities)* |
|---|---|---|
| Breakfast | 14.95 | 25.00 |
| Lunch | 20.60 | 34.40 |
| Supper | 31.10 | 51.90 |
| Private lodging *(receipt required)* | 22.25 | 37.15 |
| Lodging hotel for standard room | Upon receipt | |
| Incidental *(Only paid when staying at the hotel)* | 7.75 | 12.95 |

***Excluding Provincial Road 113**