



To: Sector 15 - Child Treatment Centres Highest Ranking Officers
Sector 15 - Child Treatment Centres Divisional Executive

From: Rachelle Lacoste, Sector 15 - Child Treatment Centres Divisional Chair

Date: October 16, 2020

Subject: Sector 15 - Child Treatment Centres Pre-Bargaining Conference

Dear Members:

This is to advise you that the Sector 15 - Child Treatment Centres Pre-Bargaining Conference has been scheduled.

Date(s): Wednesday, December 2, 2020 9:00 am - 4:00 pm

Registration: Wednesday, December 2, 2020 8:00 am - 9:00 am

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

In accordance with Sector 15 – Children’s Treatment Coordinated Bargaining Procedures a one-day Coordinated Bargaining Conference will be held on December 2, 2020.

The purpose of the Coordinated Bargaining Conference shall be as per Sec. 1.1 of the procedures:

- i) To educate the Sector bargaining units on the coordinated bargaining process;
- ii) To examine in depth a number of broadly-based issues that are relevant to the forthcoming round of negotiations;
- iii) To develop themes for consideration at local demand-setting meetings;
- iv) To identify priority issues and province-wide bargaining objectives; and
- v) Generally to provide guidance and recommendations to the Sector members for local demand-setting meetings.

We know that during these unprecedented times building solidarity and enforcing our collective agreements can be very challenging. As locals/units prepare to bargain during the Covid pandemic, we want to ensure that bargaining teams have the support, coordination and education that they need to succeed.

We hope that you will join us, together we are stronger!

Delegate Entitlement

The local's delegate entitlement is calculated based on the convention formula under Article 13.4 of the OPSEU Constitution. The members of the Divisional Executive (DIVEX) are automatic delegates in their own right. They may attend over and above their Local's entitlement. The quorum shall be 50% of all registered delegates.

The Member Local President or Member Unit Steward will be the automatic first delegate from their Member Local or Member Unit. All other delegates shall be elected by a clear majority of the members voting at a Unit membership meeting. In a composite Local, only members from the Bargaining Unit are entitled to be delegates.

Delegates shall be responsible for representing their Local during the entire bargaining process, including responsibility for reading, reviewing, summarizing and communicating bargaining information at the local level.

The Local's delegate entitlement (attached) is based on your membership as of December 31, 2019.

Size of Part-Time Unit in your Local:

- Up to 150 Members 1 delegate
- 151 to 300 Members 2 delegates
- 301 to 500 Members 3 delegates
- 501 to 800 Members 4 delegates
- 801 to 1100 Members 5 delegates
- 1101 to 1500 Members 6 delegates
- 1501 to 1900 Members 7 delegates

Expenses incurred by alternate(s)/observer(s) are at the Local's expense. OPSEU Head Office will cover an alternate's expense ONLY where the alternate attends instead of and in place of the delegate. Please note that alternates, like delegates, must be elected.

*****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.***

Credential Attestation Form

The OPSEU 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 on. Please send this completed form to the Conferences Unit at conferencesandtravel@opseu.org no later than **Tuesday, November 10, 2020**. Please clearly identify your status on the form (i.e. Delegate/Alternate /Observer/EBM).

In order to confirm your registration, please register through the Member Portal no later than **Wednesday, November 18, 2020**.

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

Due dates:

Credential Attestation Form due November 10

Attendee Registration on OPSEU Portal by November 18

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 Child Care Policy

OPSEU will reimburse for child care expenses as per policy. OPSEU's rate of family care to be paid \$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 will need to be provided.

*****Please Note: As this meeting is being held virtually, child care expenses will not be reimbursed unless pre-approved.***

Procedures for Online Registration

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

Attached you will find the following documentation:

1. Credential Attestation Form
2. Sector 15 - Bargaining Procedures
3. Sector 15 - Local Delegate Entitlement List
4. OPSEU Human Rights Accommodation Form
5. Member Portal Quick Intro
6. Event Registration Tutorial
7. Online Expense Claim Tutorial

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution:



Rachelle Lacoste
Divisional Chair
Sector 15 – Child Treatment Centres



Warren (Smokey) Thomas
OPSEU President

- cc. Sector 15 - Child Treatment Centres Highest Ranking Officers
- Sector 15 - Child Treatment Centres Divisional Executive
- Executive Board Members
- All Negotiations Unit – BPS and CAAT
- Stephen Saysell, Administrator, Local Services and Collective Bargaining
- Steve Nield, Supervisor, BPS Negotiations and Research
- Mirla Alvarado Fenn, Negotiator
- Christian Down, Research Officer
- Francesca Berube, Sector Assistant
- Janey Haggart, Secretary
- Elsbeth Lumley, A/Administrative Assistant
- Claims Department
- All Conferences and Travel Unit