



**To:** Sector 26 – LBED Local Presidents or Highest Ranking Officers  
Sector 26 – LBED Division Executive

**From:** Colleen MacLeod, Sector 26 – LBED Chair

**Date:** December 21, 2020

**Subject:** Sector 26 – LBED Final Demand Set

---

Dear Members:

This is to advise you that the Sector 26 – LBED Final Demand Set has been scheduled.

**Date:** Saturday, January 23, 2021 9:00 am – 6:00 pm

**Registration:** Saturday, January 23, 2021 8:00 am – 9:00 am

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

---

In accordance with the LBED's Negotiating Procedures and OPSEU/SEFPO Policy, each local is instructed to convene a Local meeting for the purpose of electing delegates, alternates and/or observers and setting bargaining proposals and priorities through a demand set meeting.

All delegates are determined according to OPSEU/SEFPO's Convention formula. Any alternate(s) accompanying delegates **are at the Local's expense**. 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.

The delegates and alternates to the Pre-Bargaining Conference and the Final Demand Setting meeting, except in extenuating circumstances, shall be the same delegates/alternates for both meetings.

Your current collective agreement expires on March 31, 2021 and in accordance with your negotiation procedures we need you to do the following;

Submit registration forms by **January 4, 2021**.

Due to the pandemic, the process for elections for the Pre-Bargaining and Final Demand Set Meeting will be different as we are not able to meet in-person. Instead, we will be conducting the meeting virtually, using Zoom and online voting technology. We also understand the pandemic has put time constraints on the process.

### **Delegate Entitlement**

As per Article 2.2 of the Negotiating procedures:

Delegate entitlement for each Member Local and Unit Local of the LCBO Bargaining Unit shall be according to the Convention formula, as per Article 13.4 of the OPSEU/SEFPO Constitution.

The Local's Delegate entitlement is based on your membership as of December 31, 2019:

#### **Size of 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

The Member Local President or Member Unit Steward will be the automatic first delegate from his/her Member Local or Member Unit. All other delegates shall be elected by a clear majority of the members voting at an LCBO Unit membership meeting. In a composite Local, only members from the LCBO 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 Divisional Executive shall be automatic delegates in their own right. They may attend over and above their Local's entitlement.

***\*\*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).***

### **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 to be paid \$15/hr to a max of \$220 within a 24 hour 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. 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 two (2) signatures are required on all delegate credentials. We have provided one form for you to list all attendees on. The Credential Attestation Form must be signed by two (2) Local Officers.

Please clearly identify your status, i.e. Delegate/Alternate/Observer.

**Note: other required forms cannot be processed until this form is received.**

## **Procedures for Online Registration**

Members are to complete and submit the Member Event Registration Form through OPSEU/SEFPO's Member Portal after the Credential Attestation Form has been received and processed.

Attached you will find the following documentation:

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

In order to confirm your registration, please submit all forms no later than **Monday, January 4, 2021** by email to [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org). As with the pre-bargaining conference a credential invite will be sent to you in accordance with the negotiation procedures and a virtual binder with your resources for the final demand setting meeting.

We appreciate your cooperation and participation in these meetings.

In Solidarity,

Authorized For Distribution:



---

Colleen MacLeod  
Sector 26 – LBED Chair



---

Warren (Smokey) Thomas  
OPSEU/SEFPO President

cc: Sector 26 – LBED Local Presidents or Highest Ranking Officers  
Sector 26 – LBED Division Executive  
Executive Board Members  
All Negotiations – BPS and CAAT  
Steve Saysell, Administrator, Local Services & Collective Bargaining Division  
Steve Nield, Supervisor, BPS Negotiations & Research  
Tracy More, Negotiator  
Elsbeth Lumley, A/Administrative Assistant  
Claims Department  
All Conferences Unit  
All Regional Offices