



To: Sector 13 – Municipalities Local Presidents and/or Highest Ranking Officers
Sector 13 – Municipalities Division Executive

From: Tara Langford, Sector 13 - Municipalities Chair

Date: March 5, 2021

Subject: Sector 13 - Municipalities – 2021 Bargaining Conference

Dear Members:

This is to advise you that the Sector 13 - Municipalities – 2021 Bargaining Conference has been scheduled.

Date: Thursday, April 15, 2021 9:00 am - 4:00 pm

Registration: Thursday, April 15, 2021 8:30 am - 9:00 am

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

We look forward to providing you tools, data and strategies on how to negotiate better Collective Agreements by sharing superior language provisions including Job Security, Shift Premiums and Leave Provisions (Vacation and Sick Time).

Delegate Entitlement

Each unit shall select one member from the current or most recent bargaining team to attend the conference. We encourage you to select an alternate as well in the event that your delegate cannot attend or there is additional space available to send an alternate.

*****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.***

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 on. Please send this completed form to conferencesandtravel@opseu.org no later than **Friday, March 26, 2021**. Please clearly identify your status on the form (i.e. Delegate/Alternate/Observer).

Once the form is received, a follow up email will be sent to you to register via OPSEU/SEFPO's Member Portal. In order to confirm your registration, please register through the Member Portal no later than **Thursday, April 1, 2021**.

*****Please Note: Registration and other required forms cannot be processed until the Credential Attestation Form is received. You will not see the conference open for registration on the portal until your credentials have been processed. You must register by the established due date.***

Due Dates

Credential Attestation Form: **Friday, March 26, 2021**

Attendee Registration on OPSEU/SEFPO Portal: **Thursday, April 1, 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 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.***

Procedures for Online Submission of Forms

Once the Credential Attestation Form has been received and processed, members are to 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,



Tara Langford
Sector 13 – Municipalities Chair

Authorized For Distribution:



Warren (Smokey) Thomas
OPSEU/SEFPO President

- c. Steve Saysell, Administrator, Local Services & Collective Bargaining Division
Jayme Giles, Assistant to the Administrator, Local Services & Collective Bargaining Division
Steve Nield, Supervisor, BPS Negotiations & Research
Andrew Ruszczak, Negotiator
Rosa Zetler, Research Officer
Matt Dougan, Sector Assistant
Elsbeth Lumley, Administrative Assistant
Claims Department
All Conferences Unit
All Regional Offices