



To: BPS Sector 26 - LBED Local Presidents or Highest Ranking Officers
BPS Sector 26 - LBED Division Executive

From: Denise Davis, Sector 26 – LBED Chair

Cc: Executive Board Members, All Regional Offices, All Negotiations, Conferences and Travel Unit, Steve Crossman – Research Officer, Jeff Weston – Negotiator, Hilda Namu – Sector Assistant

Date: September 7, 2016

Subject: Sector 26 - LBED Final Demand Set Meeting 2016

Dear Members:

This is to advise you that a Sector 26-LBED Final Demand Set Meeting has been scheduled.

When: Saturday, November 5, 2016 from 9:00 a.m. – 5:00 p.m.

Registration: Saturday, November 5, 2016 8:00 a.m. - 9:00 a.m.

Where: Eaton Chelsea Hotel Toronto
Mountbatten Salon
33 Gerrard Street West
Toronto, ON
M5G 1Z4

Please note:

This is a fragrance and nut free event.
Meals will not be provided.

In accordance with the LBED's Negotiating Procedures and OPSEU Policy, each Local is instructed to convene a Local/Unit meeting for the purpose of electing Delegates, Alternates and/or Observers and setting bargaining proposals and priorities through a demand set meeting.

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.

All Delegates are determined according to OPSEU'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.



At your Local/Unit demand set meeting, ensure that you have quorum in accordance with the OPSEU constitution and that the priority demands are clearly recorded on the Demand Setting Report form. The form must be signed by two local officers and submitted no later than **October 3, 2016** to Jeff Weston by fax to 416-448-7451 or scanned and emailed to LBEDbargaining@opseu.org.

OPSEU will book your accommodation, provided you have submitted the appropriate form prior to **October 3, 2016**. After this date, neither the accommodation, nor the rate, are guaranteed. Please note that OPSEU will pay accommodations **only** for Delegates travelling in from more than 60 km away.

In order to confirm your registration, please fax all forms no later than **October 3, 2016** to Danielle Lynch at 416-448-7451 or scan and email to LBEDbargaining@opseu.org. Additionally, Human Rights Accommodation forms can be scanned and emailed directly to equity@opseu.org.

New Credential Attestation Form

The OPSEU Policy Manual (Section 16.1) states two 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 Local Officers.

Attached you will find the following documentation:

- OPSEU Member Event Registration Form
- OPSEU Credential Attestation Form
- OPSEU Advance Form
- OPSEU Hotel Room Booking Form
- OPSEU Human Rights Accommodation Form
- Section 18.10 LBED Negotiations Procedures
- Local/Unit Demand Setting Report Form
- Top 10 2016 Bargaining Priorities
- Demand Setting Factsheets

Please book your General Membership meeting as soon as possible and submit your local demand setting report form and all registration forms by **October 3, 2016**.

Note: Please remember to bring your Pre-Bargaining Conference binders to this event.

We look forward to meeting with you,

In solidarity,

Authorized for Distribution

A handwritten signature in black ink, appearing to read "Denise Davis".

Denise Davis
Chair, Sector 26 - LBED

A handwritten signature in black ink, appearing to read "Warren Thomas".

Warren (Smokey) Thomas
OPSEU President