



**To:** Sector 10 Hospital Professionals Local Presidents or  
Sector 10 Hospital Professionals Highest Ranking Officers  
Sector 10 Hospital Professionals Division Executive

**From:** Sara Labelle, Hospital Professionals Divisional Executive Chair

**Date:** October 1, 2024

**Subject:** Sector 10 Hospital Professionals Provincial Demand-Setting Meeting

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Dear Members,

This is to advise you that the Sector 10 Hospital Professionals Provincial Demand-Setting Meeting has been scheduled.

**Date:** Thursday, November 14, 2024 9:00 am – 5:00 pm  
Friday, November 15, 2024 9:00 am – 5:00 pm

**Hotel:** Courtyard by Marriott  
200 Coventry Road  
Ottawa, ON  
K1K 4S3  
+1-613-741-9862

Single rate: \$169 +taxes (King)  
\$189 +taxes (Two Queens)

**Meeting Room:** 106 ABCD, Ottawa Conference and Event Centre, 200 Coventry Rd

**Registration:** Thursday, November 14, 2024 8:00 am – 9:00 am  
Friday, November 15, 2024 8:00 am – 9:00 am

**Parking:** Complimentary

*\*Note: valet parking receipts are not a reimbursable claim.*

**Please note:** This is a hybrid event. If you elect to attend virtually, one week prior to the event a Zoom link with instructions will be sent to you. No expenses outside of time off (if required) will be reimbursed unless otherwise pre-approved. Meals for virtual participants are not covered. To inquire about pre-approval, please email [conferencesandtravel@opseu.org](mailto:conferencesandtravel@opseu.org).

September 19, 2024

## Delegate Entitlement

### As per Article 2 of the Hospital Professional's Division Negotiation Procedures:

#### **Article 2.3**

Each Division bargaining unit shall be entitled to send two (2) delegates to the Pre-Bargaining Conference (PBC) and provincial demand-setting meeting. (They shall be, except in extenuating circumstances, the same two delegates). Where the bargaining unit is a single-unit Local, the Local President (or in their absence, the Local Vice-President) shall be the automatic first delegate. For all other bargaining units, the highest-ranking officer in the unit shall be the automatic first delegate. The second delegate shall be elected by greater than fifty percent (50%) of the valid ballots cast of the members voting at a general membership meeting of the Unit. In the event that the officers entitled to be automatic first delegate are unable to attend the provincial demand setting meeting, then both delegates shall be elected. Delegates must be members of the bargaining unit that they are representing at the demand set.

Delegates to both meetings shall be responsible for representing their Unit during the bargaining process, including responsibility for reading, reviewing, summarizing and communicating bargaining information at the Bargaining Unit level.

#### **Article 2.6**

Any member of the Division Executive or Central Negotiating Team who is not entitled to attend the PBC under Section 2.3 above shall also be entitled to attend with full delegate status.

#### **Article 2.8**

An Executive Board member who is a member of the Division may attend with voice but no vote, unless the Executive Board member is a delegate from a Member Unit.

## Credential Attestation Form

The OPSEU/SEFPO Procedures Manual (Section 2.5) 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.**

Any alternate(s) and observers 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.

## **Hotel Room Bookings**

In accordance with the OPSEU/SEFPO Policy Manual (Section 4.2), any member who resides further than 60 kilometers from the event may request that OPSEU/SEFPO make their hotel reservation on their behalf by completing the Hotel Registration section when registering for the event in the OPSEU/SEFPO Member Portal.

OPSEU/SEFPO will be booking all hotel rooms centrally. Delegates will be reimbursed for single room hotel accommodation.

Members are also responsible for payment of their hotel room upon check out as there are **no charges billed back to OPSEU/SEFPO**. Please save your itemized receipt and submit it with your Membership Expense Claim Form.

Please also notify the Conferences Unit of any special accessibility needs that you may have with respect to your hotel room.

Any additional nights outside of this policy must be pre-approved by the Conferences Unit, regardless of Region or distance from the event.

## **OPSEU/SEFPO Travel Policy**

As per OPSEU/SEFPO policy (Section 4.2 7.1), the most economical means of transportation should be used. All delegates are to make their own travel arrangements. As per OPSEU/SEFPO policy, you are directed to use unionized providers where available. Please note all Membership Expense Claim submissions require itemized receipts.

## **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.

Family, Dependent and Attendant Care are covered expenses for this event for those who require it at the event or at home.

## **OPSEU/SEFPO Child Care Policy**

OPSEU/SEFPO undertakes to provide child care services, when requested, at all union educational, conventions, regional, divisional, and demand-setting meetings where the membership requests at least three weeks prior to the event. Members who bring their children to OPSEU/SEFPO sponsored functions should normally be required to use the on-site child care service if it is available. The three-week notice will ensure adequate time to process advances when requested. If no requests for on-site child care are received three weeks prior to the activity date, child care arrangements for on-site child care may not be made. If members then bring children to the event without the required notice, the member

should be responsible for making his/her own child care arrangements.

### Procedures for Online Submission of Forms

Members are to complete their Event Registration, Hotel Booking and Child Care Registration through OPSEU/SEFPO's Member Portal.

Attached you will find the following documentation:

1. Credential Attestation Form
2. Advance Form
3. OPSEU/SEFPO Human Rights Accommodation Form
4. Local that wish to use rebates for time off for alternates and observers Form

In order to confirm your registration, please submit the respective forms to the appropriate email addresses that are noted in the forms by no later than Monday, October 14, 2024.

We appreciate your participation in these meetings.

In Solidarity,

Authorized for Distribution:



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Sara Labelle  
Divisional Chair



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J.P. Hornick  
OPSEU/SEFPO President

- c. Fred Ho, Administrator, Contract Negotiations Division  
Tania Boisjoly, Assistant to the Administrator, Contract Negotiations Division  
Marc Casey, Supervisor, Contract Negotiations Division  
Manzur Malik, Negotiator, Contract Negotiations Division  
Christian Down, Research Officer, Contract Negotiations Division  
Arlene Anderson, Research Assistant, Contract Negotiations Division  
Lucas Da Silva, Administrative Assistant, Contract Negotiations Division  
Selvin Lennon, Secretary, Contract Negotiations Division  
Claims Unit  
Conferences Unit  
Executive Board Members  
All Regional Offices