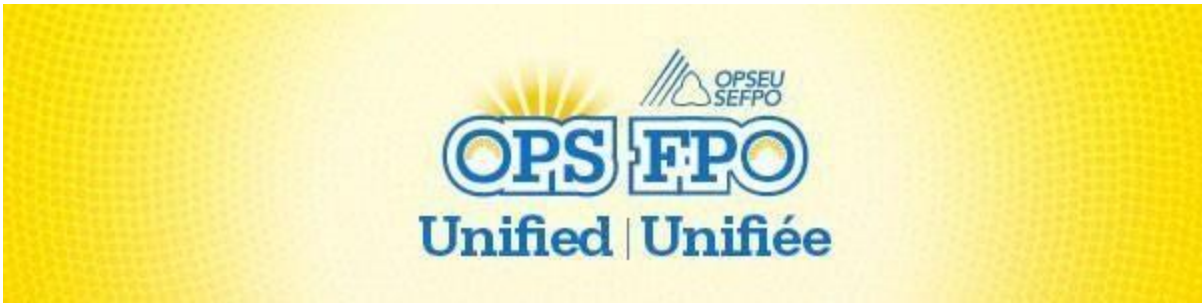




To: All OPS Unified (or Highest-Ranking Unified Local Officer)
and Stewards with OPS Unified Members

From: The OPS Negotiations Department

Date: August 14, 2026

Subject: 2026 OPS Unified Bargaining Unit Divisional Conference
and Meetings

Dear Members,

Please be advised that the 2026 OPS Unified Bargaining Unit Divisional Conference and Meetings have been scheduled.

Date:	Saturday, November 14, 2026	9:30 am – 5:00 pm
	Sunday, November 15, 2026	9:30 am – 1:00 pm

Hotel: Sheraton Centre Toronto Hotel

123 Queen Street West, Toronto, ON

M5H 2M9

(416) 361-1000

Single rate: \$275.00 +taxes

Meeting Room: Grand West & Centre

Registration:	Friday, November 13	7:00PM – 9:00PM
	Saturday, November 14	7:30AM – 9:30AM
	Sunday, November 15	7:30AM – 9:30AM

Parking: Green P – Across from the Sheraton (110 Queen St. W. Toronto)

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

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

Please call a meeting for the OPS Unified members in your Local to elect Delegates to the OPS Unified Divisional Conference and Meetings as soon as possible.

Entitlement is according to the convention formula (Article 13.4 Constitution), based on the number of members in each of the Ministries within your local, as follows:

1. **The Chair of each Local Employee Relations Committee (LERC) in your local is the automatic first delegate** to the divisional meeting of that ministry. (There should be one LERC, with its own chair, for each ministry with members in the local). The LERC chair is included in the total delegate entitlements for your local.
2. **If a LERC chair's position is vacant** in a ministry in your local, or if there is no LERC for a given ministry:
 - a. the Local President is the automatic first delegate, if they are from that ministry, as per the existing policy.
 - b. for all other ministries, the delegate or delegates will have to be elected from the members from that specific Ministry only.
3. **Ministries where there is an absence of LERCs**, the chairs of the Regional Employee Relations Committee's (RERCs) become the automatic delegates for that Ministry. Where both LERCs and RERCs exist within a ministry, the RERC chairs have no automatic delegate status.
4. **Members of current Ministry Employee Relations Committees (MERCs) are automatic delegates.** They may attend over and above their Local's entitlement, **as do Executive Board Members** who are from the division.

Please make every effort to ensure that members of each Ministry within your Local are represented at these meetings.

Each local within the OPS Unified Bargaining Unit (BU) is entitled to send delegates by ministry to this meeting based on the following formula as outlined in the procedures and based on the number of members in good standing in your Local as of **August 1, 2026**.

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

For your reference and guidance only, another email will be sent to you outlining your Delegate entitlement based on specific ministries, as of **August 1, 2026**.

Alternate(s) shall attend at the Local's expense. Head Office will ONLY cover an Alternate's expenses where the Alternate attends instead of and in place of the Delegate. Please note that Alternates, like Delegates, must be elected.

Observers must also be elected by the local to attend as the credential attestation form reflects.

Ministry structure is subject to change based on Employer announcements. At any time up to the commencement of Divisional Meetings, a ministry may be merged with another ministry. We thank you for your patience.

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. Hotel rooms will be reimbursed for Delegates only.

Delegates may choose to have their room centrally paid by OPSEU/SEFPO or pay for their own room and will be reimbursed for single room hotel accommodation.

If Delegates choose to pay for their room, please save your itemized receipt and submit it through your Member Portal to submit with your expenses. Only the hotel and rate(s) listed in this call out will be approved for reimbursement unless otherwise pre-approved. Third party booking sites are ineligible for reimbursement.

Should there be no available rooms at the OPSEU/SEFPO rate as stated in this call out, please contact the Conferences Unit at conferencesandtravel@opseu.org

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 and Travel 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.

Delegates may choose to have OPSEU/SEFPO book and pay for flights centrally or can 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 and email to equity@opseu.org.

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 educationals, 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.

Credential Attestation Form

The OPSEU/SEFPO procedure manual (Section 2.5) states two (2) signatures are required on all delegate credentials. One (1) Credential Attestation Form has been provided for each local to list all attendees. Please submit one form per local and ensure the ministry field is completed. If additional space is required, attach additional sheet (s) as indicated on the form. The Credential Attestation Form must be signed by two (2) Local Officers.

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

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

Procedures for Online Submission of Forms

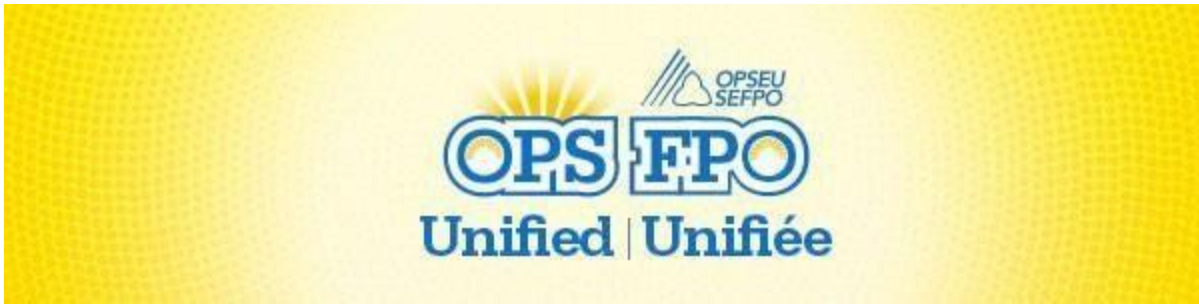
Members are to complete their Event Registration, Hotel Booking and Child Care Registration through OPSEU/SEFPO's Member Portal.

Attached you will find the following documentation:

1. Credential Attestation Form – Send to: conferencesandtravel@opseu.org

These forms must be submitted no later than **Tuesday, October 16, 2026**. This is to ensure that there is enough time for processing.

We appreciate your cooperation and participation in these meetings.



In Solidarity,

Authorized for Distribution:

Chris Eckert

Chris Eckert
OPS Unified CERC Chair

J.P. Hornick
OPSEU/SEFPO President

- c. Fred Ho, Administrator, Contract Negotiations Division
Tania Boisjoly, Assistant to the Administrator, Contract Negotiations Division
Len Elliott, Supervisor, Contract Negotiations Division
Amanda Usher, Pro-Tech Staff Member Contract Negotiations Division
Hasnain Abid, Administrative Assistant, Contract Negotiations Division
Angela Huynh-Chew, Secretary, Contract Negotiations Division
Conferences and Travel
Executive Board Members
All Regional Offices