



5th Unifor Constitutional Convention

August 25 - 29, 2025

Vancouver Convention Centre | Vancouver, British Columbia

Call Letter





We are pleased to convene Unifor's 5th Constitutional Convention which will be held August 25-29, 2025, at the Vancouver Convention Centre. The Convention will be called to order Monday, August 25, at 9:00 a.m. in the West Ballroom ABC on the first level.

Unifor's Constitutional Convention offers members, activists, and local leadership from across the country the chance to celebrate shared victories, assess current challenges, and plan for the future of Canadian workers.

These unprecedented times require all of us to step up the fight to protect jobs in Canada, to build unity and solidarity, and to rise to the mounting challenges of the day. We strongly encourage Local Unions to take part in the Constitutional Convention, as we will chart the path for our union in the coming years.

There is no registration fee. Advance registration is required and is available only through our online registration system.

The deadline to register is July 26, 2025, at 5:00 p.m. ET.

The deadline for submission of Resolutions and Constitutional Amendments is May 27, 2025, at 5:00 p.m. ET.

We look forward to welcoming you in Vancouver and to working together to advance the interest of Unifor members and all working people!

In solidarity,



Lana Payne
National President



Len Poirier
National
Secretary-Treasurer



Daniel Cloutier
Québec Director

Registration and Onsite Check-In

Online Registration

Delegate entitlements to Unifor's Constitutional Convention are outlined in the Constitution, in Article 6: Convention, and based on the dues remittance for the period of January 1, 2024 to December 31, 2024.

The Local Union entitlement will be sent following this call letter in a separate email directly to Local Union Presidents. If you have questions about your Local Union's delegate entitlement, please contact registration@unifor.org.

There is no registration fee to attend the Constitutional Convention. **The registration deadline is July 26, 2025 at 5:00 p.m. ET.**

To register, please visit: <https://register1.unifor.org>.

Local Union Presidents have already received the 2025 online registration username and password for the local. If you cannot locate your login information, please contact registration@unifor.org and the information will be resent. When registering delegates, please ensure each delegate has a unique email address. Upon registration, a follow up email will be sent to the delegates to facilitate self identification for any of the following equity caucus meetings:

- Women
- Young Workers
- Workers with Disabilities
- LGBTQ
- Black, Indigenous and Workers of Colour

This will confirm registration for selected equity caucus meetings.

To apply for an additional delegate from an equity seeking group, or to change your Local Union's registration, please send an email to: registration@unifor.org. The deadline to register and additional delegate representing equity is July 26, 2025, at 5:00 p.m. ET.

On-site Check-in

On-site check-in will take place at the Vancouver Convention Centre during the following times:

Date	On-site Registration Times
Sunday, August 24	3:00 p.m. to 6:00 p.m.
Monday, August 25	7:30 a.m. to daily adjournment
Tuesday, August 26	7:30 a.m. to daily adjournment
Wednesday, August 27	7:30 a.m. to daily adjournment
Thursday, August 28	8:00 a.m. to daily adjournment
Friday, August 29	8:30 a.m. to daily adjournment

Delegate Entitlement

Article 6.B.3 - Composition of Convention

Delegate Entitlement shall be based on the following:

a. Single Unit Local Unions or Subordinate Bodies

1 to 250 members	1 delegate
251 to 500 members	2 delegates
501 to 750 members	3 delegates
751 to 1,000 members	4 delegates
1,001 to 1,250 members	5 delegates

And one additional delegate for each additional 250 members.

b. Amalgamated Local Unions or Subordinate Bodies

Each bargaining unit with 250 members or more of an amalgamated Local Union shall have delegate entitlement based on the following:

250 to 500 members	1 delegate
501 to 750 members	2 delegates
751 to 1,000 members	3 delegates
1,001 to 1,250 members	4 delegates

And one additional delegate for each additional 250 members.

Members of bargaining units within an amalgamated Local Union with fewer than 250 members shall be grouped together and entitled to delegates as per Section B, Paragraph 3a. of this Article.

Article 6.B.5

Each Local Union and subordinate body shall provide the Secretary Treasurer with delegate registrations no later than 30 days prior to the opening of Convention, including the names, home addresses, email addresses of each delegate, alternate delegate or special delegate, and the identity of the Chairperson of the delegation.

Article 6.B.7

Delegates and alternate delegates to convention shall be elected by secret ballot with a minimum of 15 days notice to all members of nominations and elections. Candidates with the most votes shall be elected, unless the By-Laws of the Local Union stipulates otherwise.

Industry Council Meetings

If your Industry Council is meeting in Vancouver prior to the start of the Constitutional Convention, you will be notified directly by your Industry Council.

Registering for your Industry Council meetings DOES NOT register you for the Constitutional Convention.

Locals participating in Industry Council meetings will receive direct notice.

Resolutions & Constitutional Amendments

The following outlines the rules about Resolutions and Constitutional Amendments.

Article 6, Section C - Resolutions and Constitutional Amendments

1. Resolutions and constitutional amendments proposed by Local Unions or subordinate bodies must be approved by a membership meeting, signed by a Local Union Officer and submitted to the Secretary-Treasurer no later than 90 days prior to the opening of Convention.
2. The National Executive Board may submit resolutions or constitutional amendments approved by a majority vote of the National Executive Board.
3. The Secretary-Treasurer shall circulate to all Local Unions and subordinate bodies all resolutions or constitutional amendments no later than 60 days prior to the opening of Convention.

What is the process for submitting a Resolution or a Constitutional Amendment?

- Resolutions and constitutional amendments must be submitted by **Tuesday, May 27, 2025 at 5:00 p.m. ET.**
- Each resolution or constitutional amendment must be approved by the members at a membership meeting, include the date of the meeting when it was approved, and must be signed by a Local Union Officer.
- Resolutions and constitutional amendments must be submitted by email and will be accepted as long as the deadline date is respected and each resolution and amendment bears the required approval and signatures.
- Please submit resolutions and constitutional amendments only once. It is not necessary to mail the original if your submission has already been emailed with the required signatures.
- Ways to submit your resolutions or constitutional amendments:
 1. Email to: treasurer@unifor.org
 2. Mail to: Unifor National Office
Attention: National Secretary-Treasurer's Office
115 Gordon Baker Road
Toronto, ON M2H 0A8

Resolutions

Resolution submission must use the clear language format and include the following:

- Explain why your local is submitting the resolution;
- Explain what your local wants Unifor to do or not do;
- Be no longer than 200 words;
- Cover new issues or change current policies;
- Cover only one main issue per resolution;
- Use sentences that are clear, direct, and short;
- Use words that readers will easily understand;
- Be specific. Explain what you want to happen.

Sample Resolution in Clear Language Format



Constitutional Convention Resolution

Unifor will:

1. Encourage all locals to use the recommended format for resolutions; and
2. Encourage all locals to keep resolutions at 200 words or fewer

Because:

- The resolutions committee need proper signatures to know the resolution comes from a local and has been approved; and
- Using words like "will" and "because" helps delegates understand the resolution.

Submitted by Unifor local: _____

(Full name), President

(Full Name), Recording Secretary

Date of membership meeting

Constitutional Amendment

A Constitutional Amendment should:

- Clearly identify what article is to be amended and include the text of the Article in the current Constitution;
- Indicate whether the amendment is to: add, delete, or make changes;
- Emphasize the change to the Article, paragraph, or subparagraph.



Constitutional Amendment

Article 6: Convention – C. Resolutions and Constitutional Amendments

1. Resolutions and Constitutional amendments proposed by Local Unions or subordinate bodies must be approved by a membership meeting, signed by a Local Union Officer and submitted to the Secretary Treasurer no later than 90 days prior to the opening of Convention.

Change to:

1. Resolutions and Constitutional amendments, **in a clear language format**, proposed by Local Unions or subordinate bodies must be approved by a membership meeting, signed by a Local Union Officer and submitted to the Secretary Treasurer no later than 90 days prior to the opening of Convention.

Submitted by Unifor local: _____

(Full name), President

(Full Name), Recording Secretary

Date of membership meeting

Child Care, Shuttle Service & Accessibility

Child Care

Child care will be provided during the business hours of the Constitutional Convention. To be accepted into the program, children must be registered by the deadline - **July 26, 2025 at 5:00 p.m. ET.**

Please complete the child care registration form included in this package and send it directly to our Unifor Family Education Child Care Centre via email to fecchildcare@unifor.org. Once you have completed your child care registration form(s), additional information will follow.

Drop off and pick up information:

- All children must be signed into and out of the program each time they leave their group.
- Please respect the hours of child care and have your child/children picked up at the specified time.
- Your child/children must be registered by the deadline to secure a spot and won't be accepted into the program after July 26, 2025.

What to bring each day:

- Children 3 and under: formula, infant food (if required), diapers, wipes, extra change of clothes, blanket/cuddle item (for naps if they are accustomed to a security object).
- Children 4 and older: running shoes, rain coat/umbrella, swimsuit.

If you have questions or require additional information, please contact fecchildcare@unifor.org.

Shuttle Services

Shuttle buses will run between the Vancouver Convention Centre and the various hotels (with the exception of the PanPacific Hotel which is directly beside the Convention Centre), during the Constitutional Convention. Shuttles will run each morning beginning at 7:00 a.m. and again in the afternoon starting at 4:30 p.m.

There will be shuttles running between all hotels and the event during Thursday evening.

Detailed shuttle schedules will be available on the event website and in the lobbies of the respective hotels.

Partner Tours

A number of free and exciting local excursions are scheduled during the business hours of the Constitutional Convention, Monday, August 25, 2025. Additional tours are available throughout business hours during the remainder of the Convention for a fee. More information will be provided closer to the start of Convention.

Accessibility

Unifor seeks to make all union meetings and events accessible and barrier free. If you require accommodations for human rights related needs, we invite you to provide us with your relevant information so we can take all reasonable steps to address any barriers to your participation in your Union. Please email requests to treasurer@unifor.org.

If you require printed material in an accessible format, please send an email to registration@unifor.org so it can be prepared and available to you upon arrival.

Travel and Accommodation Information

Travel Discounts to get you to Vancouver, British Columbia

Air Canada

Toll Free: 1-888-247-2262 (in Canada)

TTY 1-800-361-8071

Online at aircanada.com

Promotional Code: TZJDUQJ1

Porter Airlines

Toll Free: 1-888-619-8622

TTY: 1-855-542-3707 extension 711

Online: www.flyporter.com

Promotional Code: UCCV25

WestJet

Toll Free: 1-888-937-8538

TTY: 1-877-952-0100

Online: www.westjet.ca

Promotional Code: 1Y4O9UN

Via Rail

Via Rail has offered a 5% discount off the best available fare in Economy, Economy Plus, Business, Business Plus, and Sleeper Class. If you wish to take advantage of these savings, please contact VIA Rail at 1-888-842-7245 (in Canada), TTY 1-800-268-9503 (hearing impaired), or online at viarail.ca. In all cases, please quote code 811133.



Accommodations

In preparation for the Constitutional Convention, Unifor has negotiated a special rate and reserved a block of rooms until Monday, July 21, 2025 at the accessible Vancouver hotels listed below.

When making your reservation, please keep in mind that Unifor has to secure this space in advance and may be financially responsible if the block commitments are not met.

Fairmont Hotel Vancouver

900 West Georgia Street, Vancouver BC V6C 2W6

13-minute walk from the Convention Centre

Rate: \$349/night

Telephone: 1-604-684-3131 | Toll Free – 1-866-540-4452

Booking Reference: **REBO0825_001**

[Click here to book online](#)

Members of Unifor

Westin Bayshore

1601 Bayshore Drive, Vancouver BC V6G 2V4

17-minute walk from the Convention Centre

Rate: \$399/night

Telephone – 1-604-682-3377

Booking Reference - **M-KYU43CE**

[Click here to book online](#)

Members of Unite Here

Pan Pacific Vancouver

300-999 Canada Place, Vancouver BC V6C 3B5

5-minute walk from the Convention Centre

Rate: \$439/night

Telephone – 1-604-662-8111 | Toll Free – 1-800-663-1515

Booking Reference – **UNIF0825**

[Click here to book online](#)

Members of Unite Here

Hyatt Regency

655 Burrard Street, Vancouver BC V6C 2R7

10-minute walk from the Convention Centre

Rate: \$399/night

Telephone: 1-800-233-1234

Booking Reference: **Unifor 2025**

[Click here to book online](#)

Members of Unite Here

Tentative Week-at-a-Glance

Saturday, August 23

- Industry Council Meetings

Sunday, August 24

- Industry Council Meetings
- Standing Committee Meetings
- Constitution Committee Meeting
- Québec Caucus

Monday, August 25

- New Delegate Orientation
- Convention Plenary Day 1
- Women's Caucus
- Welcome Reception

Tuesday, August 26

- BIWOC Caucus
- Convention Plenary Day 2
- Regional Caucus Meetings
- LGBT Caucus Meeting

Wednesday, August 27

- Young Workers Caucus
- Convention Plenary Day 3
- Workers with DisAbilities Caucus
- Allies Caucus

Thursday, August 28

- Convention Plenary Day 4
- Evening Reception

Friday, August 29

- Convention Plenary Day 5
(Adjournment by 12:00 p.m. PT)



Election & Important Dates

Election

The upcoming Constitutional Convention will include elections for the following positions:

- National President
- National Secretary-Treasurer
- Québec Director*
- Western Regional Director
- Ontario Regional Director
- Atlantic Regional Director

*During the Constitutional Convention, a motion to affirm the election of the Quebec Director by the Quebec Council shall be placed before the delegates following the election of the President and the Secretary-Treasurer.

The National Executive Board has adopted an Election Code that will apply to the election of National Officers and Regional Directors at this Convention. That Election Code permits a candidate to declare their candidacy after the date of this call letter. Declared candidates must affirm that they will comply with the Election Code. The Election Code reminds candidates of the high standards of ethics, democratic practice and ethical conduct that are demanded by our Constitution. It regulates election campaign finances and donations and limits the participation of Unifor employees in election campaigns. It also prohibits employer donations.

Please visit our website to download a copy of the [Unifor Election Code](#).

A member that declares that they will be a candidate for National Officer or Regional Director may make their declaration by any means but must at the same time deliver a statement of their declaration and their affirmation that they will adhere to this Election Code to elections@unifor.org

Convention Website

Delegates will have access to a dedicated Convention website for updates and materials.

Important Dates

Resolution submission deadline	May 27
Constitutional Amendment submission deadline	May 27
Hotel Reservation deadline	July 21
Registration deadline	July 26
Child Care Registration deadline	July 26