

Unifor Constitutional Convention

August 8-12, 2022

Metro Toronto Convention Centre | Toronto, Ontario

ENSEMBLE  **TOGETHER**





To all Local Unions,

I am so looking forward to our union being Together!

It seems like ages ago, but just six months after we last came together for a Constitutional Convention, a pandemic disrupted our lives and forced us to be physically apart for a very long time. I am proud to say we did not allow that pandemic to stop us from organizing for a better world for workers.

Today, I am pleased to officially invite your local union to the 4th Unifor Constitutional Convention which will be held from August 8-12, 2022 at the Metro Toronto Convention Centre. The Convention will convene on Monday, August 8 at 9:00 a.m. in Exhibit Hall A & B on the 300 level of the Convention Centre.

This Convention will be a turning point for our union: one where we will gather and set a course for the future of our union. We have much to debate, much to reflect on, much to mourn, and much to celebrate.

Certain Industry Council meetings scheduled in conjunction with the Convention will be held on Saturday, August 6 and Sunday, August 7. You will receive additional information from your respective Industry Council executives in the coming months.

You will find, included in this call package, important information regarding registration details, the child care service registration form, the process to submit resolutions, and more details on travel and accommodation. Delegate entitlements and registration information will be sent in a separate email.

There is no registration fee for the Constitutional Convention, however advanced registration is required and is available only through our online registration system.

The deadline for registration is July 22, 2022 at 5:00 p.m. ET.

The deadline for Resolutions and Constitutional Amendments is May 10, 2022 at 5:00 p.m. ET.

All local unions are encouraged to participate in the Constitutional Convention and to send delegates to this important event.

I am looking forward to seeing you in Toronto and for our members to be together again!

In solidarity,

A handwritten signature in black ink that reads 'Lana Payne'. The signature is fluid and cursive, with the first name 'Lana' being more prominent than the last name 'Payne'.

Lana Payne
National Secretary-Treasurer

Delegate and Registration Information

Delegate entitlements to Unifor's Constitutional Convention are outlined in the Constitution Article 6: Convention, and are based on the dues period of January 1, 2021 to December 31, 2021. Your local union entitlement will follow in a separate email including your user name and password for the online registration system. If you have any questions, please contact registration@unifor.org.

There is no registration fee to attend the Convention. Registration deadline is July 22, 2022 at 5:00 p.m. ET.

Registration is online only. To register, please visit: <https://register1.unifor.org> and select "Constitutional Convention 2022" under "Select an event." Follow the screen prompts. Your local entitlement and registration password will follow this call letter in a separate email. Please ensure that each individual is registered with a unique email address so all registered participants receive a link to self identify for one of the Equity Caucus meetings.

Once your local is registered you will receive a confirmation email only if your email is in our Local Administration System. If you require a change to your local registration, please send an email to registration@unifor.org.

To apply for an additional delegate from an equity seeking group, please send an email to: treasurer@unifor.org.

Article 6.B.3

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 fifteen 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.

Registration Information

There is no registration fee. Registration will take place at the Metro Toronto Convention Centre during the following times:

August 6	August 7	August 8	August 9	August 10	August 11	August 12
3:00 p.m. to 6:00 p.m.	7:30 a.m. to 6:00 p.m.	7:30 a.m. to adjournment	8:00 a.m. to adjournment	8:00 a.m. to adjournment	8:00 a.m. to adjournment	8:00 a.m. to adjournment

Industry Council Meetings

If your Industry Council is meeting in Toronto 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.

Agenda

Saturday, August 6

- Industry Council Meetings
- Resolution Committee Meeting

Sunday, August 7

- Industry Council Meetings
- Standing Committee Meetings
- Resolution Committee Meeting
- Constitution Committee Meeting
- New Delegate Orientation

Monday, August 8

- Convention Commences at 9:00 a.m.
- Regional Caucus Meetings at lunch adjournment
- Welcome Reception

Tuesday, August 9

- LGBTQ Caucus Breakfast
- Convention resumes at 9:00 a.m.
- Women's Caucus Lunch
- Aboriginal and Workers of Colour Caucus at daily adjournment

Wednesday, August 10

- Young Workers Caucus Breakfast
- Convention resumes at 9:00 a.m.
- Allies Caucus at daily adjournment

Thursday, August 11

- Convention resumes at 9:00 a.m.
- Convention Gala Event

Friday, August 12

- Convention resumes at 9:00 a.m.
- Convention adjourns at 12:00 p.m.

Resolutions & 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 10, 2022 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

How should a Resolution or Constitutional Amendment look?

Submissions should:



- Be sent on the official letterhead of your local;
- Be typed whenever possible or emailed in word format;
- Have the official seal or stamp of your local, if you have one;
- Explain why your local is submitting the resolution;
- Explain what your local wants done.

**RESOLUTION AND CONSTITUTIONAL AMENDMENT
SUBMISSION DEADLINE: Tuesday, May 10, 2022 at 5:00 p.m. ET**

Sample Resolution in Clear Language Format

A sample resolution should:

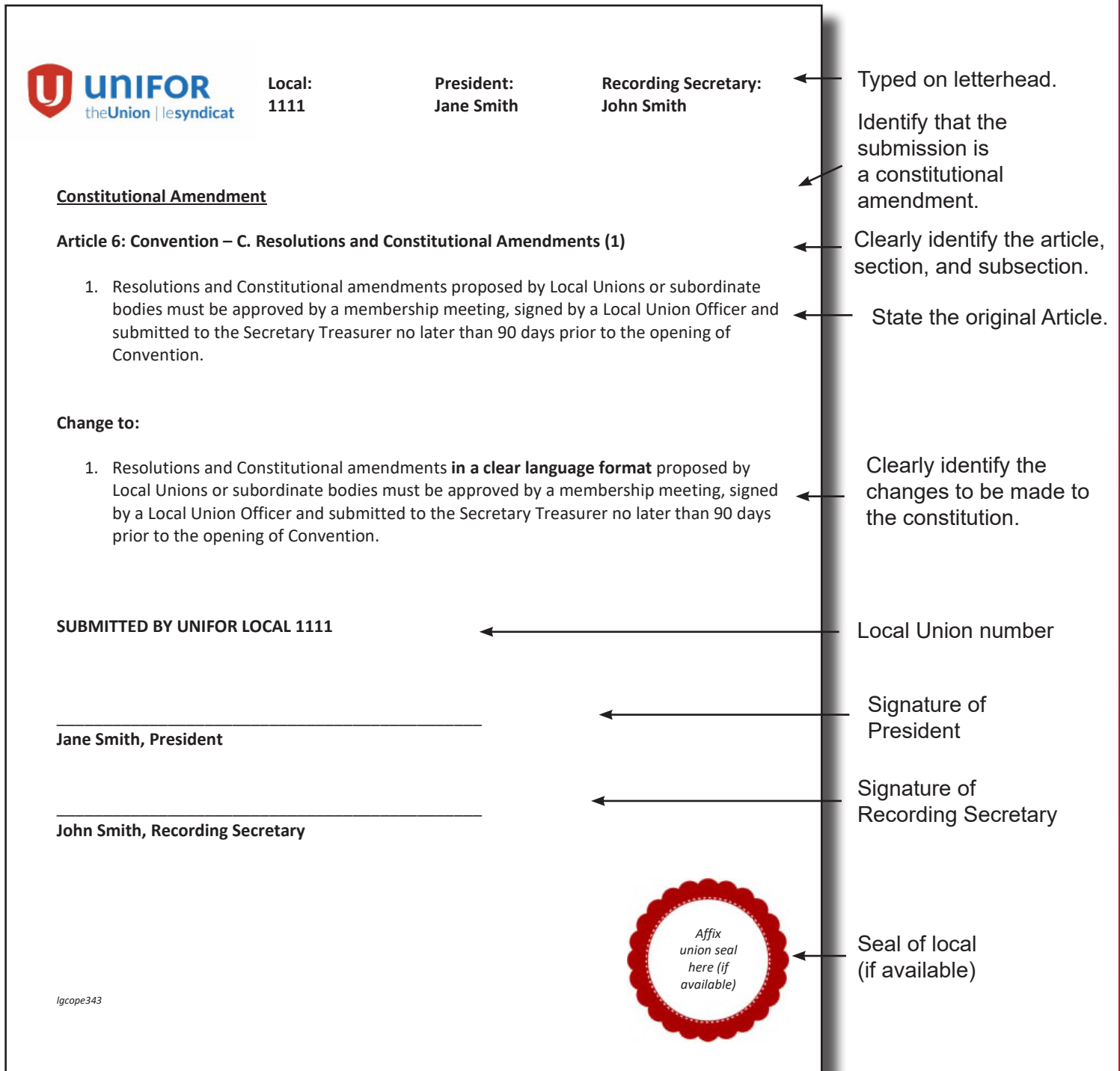
- Explain why your local is submitting the resolution;
- Explain what your local wants done;
- Be no longer than 200 words;
- Cover new issues or change current policies;
- Cover only one main issue per resolution;
- Use sentences that are clear, direct, and short;
- Use words that readers will easily understand;
- Be specific. Explain what you want to see happen: what you want to change, how you want it to be done, who you want to do it, and when you want it to happen.

	Local: 1111	President: Jane Smith	Recording Secretary: John Smith	← Typed on letterhead.
UNIFOR NATIONAL WILL:				
1. Encourage all chartered locals to use the recommended format for resolutions; and				← “WILL” section calls for action you want the Convention to take.
2. Encourage chartered locals to keep resolutions at 200 words or fewer.				
BECAUSE:				
• The Constitutional Convention runs smoother when resolutions are worded and laid out correctly; and				← “BECAUSE” section gives reasons.
• The Resolutions Committee needs proper signatures to know the resolution comes from a chartered local and has been approved by its membership; and				
• Unifor has to translate, print, and process many resolutions.				
SUBMITTED BY UNIFOR LOCAL 1111				← Local Union number
_____ Jane Smith, President				← Signature of President
_____ John Smith, RecordingSecretary				← Signature of Recording Secretary
				← Seal of local (if available)
<small>lgcope343</small>				

Sample Constitutional Amendment in Clear Language Format

A Constitutional Amendment should:

- Clearly identify what article is to be amended, for example, Article 6: Convention (1) and include the text of the Article as it originally appeared;
- Indicate whether the amendment is to: add, delete, or make changes;
- Emphasize the direct change, for example, strike out the changes to the Article, paragraph, or subparagraph that is to be deleted.



The image shows a sample form for a Constitutional Amendment with several sections and annotations. The form is enclosed in a black border. On the right side, there are several arrows pointing to specific parts of the form, each with a corresponding text label.

Header Information:

- UNIFOR** theUnion | lesyndicat (Logo)
- Local:** 1111
- President:** Jane Smith
- Recording Secretary:** John Smith

Annotations on the right side:

- ← Typed on letterhead.
- ← Identify that the submission is a constitutional amendment.
- ← Clearly identify the article, section, and subsection.
- ← State the original Article.
- ← Clearly identify the changes to be made to the constitution.
- ← Local Union number
- ← Signature of President
- ← Signature of Recording Secretary
- ← Seal of local (if available)

Constitutional Amendment Section:

Article 6: Convention – C. Resolutions and Constitutional Amendments (1)

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 1111

Jane Smith, President

John Smith, Recording Secretary

Affix union seal here (if available)

Igcope343

Travel & Accommodation Information

Travel Discounts to get you to Toronto, Ontario

Air Canada

Air Canada has offered savings to our delegates traveling by air. If you wish to take advantage of these savings, please contact Air Canada at 1-888-247-2262 (in Canada), TTY 1-800-361-8071 (hearing impaired), or online at aircanada.com. In all cases, please quote promotional code: **W6N3T881**

Via Rail

Via Rail has offered a 5% discount off of 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.

Hotel Accommodations

In preparation for the Constitutional Convention, Unifor has negotiated a special rate and reserved a block of rooms until Monday, July 4, 2022 at the accessible Toronto 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.

Hyatt Regency Toronto Hotel

370 King Street W, Toronto, ON M5V 1J9

Website - <https://www.hyatt.com/en-US/group-booking/TORRT/G-UN08>

Telephone - 1-888-421-1442

Booking Reference - Unifor

Members of Unifor Local 112

InterContinental Hotel Toronto Centre

225 Front St W, Toronto, ON M5V 2X3

Website - <https://book.passkey.com/go/UNIFOR2022>

Telephone - 1-800-235-4670

Booking Reference - Unifor2022

Toronto Sheraton Centre

123 Queen St W, Toronto, ON M5H 2M9

Website: <https://book.passkey.com/e/50309999>

Telephone - 1-888-627-7175

Booking Reference - Unifor 2022 National Convention

Hilton Toronto

145 Richmond St W, Toronto, ON M5H 2L2

Website - <https://book.passkey.com/go/2022NationalConvention>

Telephone - 1-800-HILTONS

Booking Reference - NTLC22

Accessibility, Child Care & Shuttle Service

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.

In addition, 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.

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 22, 2022 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 22, 2022.

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 Metro Toronto Convention Centre and the various hotels (with the exception of the InterContinental Hotel which is directly connected to the MTCC) 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.

Additionally, there will be shuttles running between all hotels and the Gala Event during Thursday evening.

Detailed shuttle schedules will be available in your delegate kits, on the mobile app, 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 8, 2022.

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.

COVID-19 Unifor Event Policy

Our current union-wide comprehensive policy on COVID-19 prevention for Unifor events, meetings and offices remains in place. Unifor national will continue to assess health guidelines and will notify locals of any change in our policy and advise of the protocols in advance of the Convention.

COVID-19 Prevention

The health and safety of our members and staff during this event is a priority. The ongoing pandemic requires us to collectively work together to ensure that everyone participating in this action, as well as their families and loved ones, are kept safe.

Unifor has adopted a union-wide comprehensive policy on COVID-19 prevention for Unifor events, meetings and offices.

All public health guidelines as outlined by the regional public health unit will be followed for this event.

Proof of immunization

All participants at this Unifor meeting are required to be fully vaccinated against COVID-19 in order to gain access to this event space. Unifor requires proof of vaccination provided by the province or territory in which the individual resides, verifying receipt of a vaccination series approved by Health Canada or the World Health Organization. We will not keep records of vaccination disclosure information.

Any participant who does not provide proof of vaccination or valid medical exemption will not be allowed to access the space and will be required to travel home and cover any lost travel, time or accommodation costs.

Prior to arriving on site

Prior to arriving on site, we require that every participant respond to the pre-screening questionnaire. You must self-screen with the attached questionnaire daily before presenting to the physical location of event.

If you answer “yes” to any questions, or are feeling ill in any way, do not come to the event location. We ask that you cancel your participation immediately by notifying your head of delegation and then follow your local public health guidelines, including getting tested for COVID-19.

Pre-Screening Questionnaire

In order to ensure the health and safety of all staff and members, please ask the following questions to limit the spread of COVID-19.

If you answer yes to any of the questions below, please do not come to the event location and contact your local health authority.

1. Are you experiencing any of the following symptoms:

- Fever of 38°C or higher?
- Cough?
- Difficulty breathing or shortness of breath?
- Severe fatigue or feeling of being generally unwell?
- Loss of smell or taste?

2. In the last 10 days have you:

- Tested positive for COVID-19 or been advised by a doctor, health care provider or public health unit that you should currently be isolating or staying home?
- Tested positive on a rapid antigen/home-based test and not completed a follow up test at an assessment centre?
- Had close physical contact:
 - with someone you live with who is experiencing any new COVID-19 symptoms and/or waiting for a test result?
 - with someone who has tested positive for COVID-19 or who is considered a probable case?
- Received a COVID Alert exposure notification on your cell phone?

3. In the last 14 days have you:

- Travelled outside of Canada and been told to quarantine (per the federal quarantine requirements)?

If you answer “yes” to any questions, or are feeling ill in any way, do not come to the event location.

We ask that you cancel your participation immediately by notifying your local union president or the designated head of your delegation who will notify registration immediately.

You must then follow your local public health guidelines, including getting tested for COVID-19.