

# ONTARIO REGIONAL COUNCIL

## December 2022

Dear Unifor Ontario Local Unions,

We are pleased to announce the next Ontario Regional Council will be held in-person at the Sheraton Centre Toronto, from December 2-3, 2022.

Registration for council is available only through our online registration system. Username, password and entitlement information for your local will be sent via email. If you encounter difficulty logging on, please contact [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) for assistance.

All locals are encouraged to consider equity representation (Women, Black, Indigenous and Workers of Colour, Workers with disAbilities, LGBTQ and Young Workers 35 and under) as part of their delegation. As part of our ongoing commitment to equity we are requesting that locals utilize the special delegate entitlement allotted under the ORC Bylaws.

Please ensure your delegates are prepared to stay until the conclusion of business, 5:00 p.m. or later, on Saturday December 3. Delegates should be prepared to travel out on December 4 if necessary.

We are looking forward to welcoming you back to the Sheraton Centre!

In solidarity,



**Shinade Alder**  
Ontario Regional Council Chair



**Naureen Rizvi**  
Ontario Regional Director



# COVID-19 UNIFOR EVENT POLICY

## COVID-19 Prevention

Since the start of the pandemic, Unifor and its National Executive Board have issued statements and adopted policies to maintain the highest level of health and safety for all Unifor members at events and in the workplace. Every decision by the union regarding COVID-19 policies, both for union events, and with regard to workplace policies, followed the guidance of public health and/or scientific authorities.

From the beginning we acknowledged there would be a need to constantly re-evaluate our positions based on the evolving nature of the pandemic and the COVID-19 virus, as well as public health direction and advice. Things are shifting, but we are not out of the woods. We are not yet in a post pandemic world.

The size and scope of the upcoming Ontario Regional Council compels our union to maintain safety guidelines and standards, in an attempt to protect the health and safety of members, delegates and staff, including the most vulnerable among us.

A modified Comprehensive COVID-19 policy remains in effect, ensuring the following safety protocols in place at ORC:

- Requiring a daily self-assessment from all delegates, and asking that delegates do not come to the ORC venue if they show symptoms or test positive;
- Creating a vaccine-friendly environment by stating that full vaccination is strongly encouraged for all delegates attending ORC;
- Creating a mask-friendly environment by strongly encouraging mask-wearing, having masks available at registration, leading by example, and making regular statements about the need to respect everyone's safety and well-being during the event;
- Requesting that delegates immediately report illness presenting during the course of the ORC so that organizers can notify others of risks and of any needed safety protocols;
- Inviting open communication between delegates and organizers on COVID-19 guidelines or arising issues.

## Prior to Arrival

Prior to arriving on site, we require that every participant respond to the pre-screening questionnaire included in this package. You must self-screen with the attached questionnaire daily before presenting to the physical location of the 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 [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

## **Tentative Agenda**

### **Wednesday, November 30, 2022**

Presidents Meeting at 9:30 a.m.

### **Thursday, December 1, 2022**

Industry/ Sector Meetings

**\*\*If taking place, you will be notified by your Industry/Sector council directly\*\***

Standing Committee Meetings

ORC Registration begins at 12:00 p.m.

### **Friday, December 2, 2022**

Call to Order at 9:00 a.m.

Regional Director's Report

ORC Financial Report

Debate on Recommendations & Resolutions

Guest Speaker (s)

Unity Team Meeting

Evening Social Event

### **Saturday, December 3, 2022**

Call to Order 9:00 a.m.

Nominations & Elections

Debate on Resolutions and Recommendations

Guest Speaker (s)

Attendance Prize Draw

## **REGISTRATION TABLE**

Registration of delegates will be held on the Concourse Level of the Sheraton Centre Toronto, located at 123 Queen Street West. Please note the following dates and times the registration table is available:

### **Thursday, December 1**

12:00 p.m. - 5:00 p.m.

### **Friday, December 2**

7:30 a.m. - 4:00 p.m.

### **Saturday, December 3**

8:30 a.m. - 1:00 p.m.

# REGISTRATION

Registration this year will be entirely online. Please visit <https://register1.unifor.org>. The registration deadline is November 11, 2022.

Your Local's registration information has been sent via email. As the head of the delegation, it is the President's responsibility to register all members of a Local's delegation.

**To register your delegation, select one of the following events:**

1. Ontario Regional Council December 2-3, 2022
2. ORC Presidents Meeting November 30, 2022

**To register for multiple events, please log out and log back in to select the next event on the home screen.**

Locals are encouraged to register a full delegation along with Special Delegates (keeping in mind our equity seeking groups) and observers for this year's ORC. Please remember that when registering your delegation online, you must identify if a delegate plans to attend an equity caucus. Any members who self-identify will be kept confidential. All equity caucuses are for members who self-identify with an equity seeking group.

## IMPORTANT NOTES!

Current members of the Ontario Regional Council Executive and Standing Committees must be registered as part of your Local's delegation, as a delegate from your local.

If you require a change to your Local's registration, to apply for Special Delegates, or you experience any difficulties with your registration, please send an email to [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org).



## DELEGATION DESIGNATIONS

**Delegates** are the only members of the delegation to get both voice and vote at Council. Each local has a limited number of delegates based on the following calculations:

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

*Plus one additional delegate for each additional 250 members. Please refer to council bylaws for information on amalgamated local unions. [ORC bylaws can be found here on Unifor.org](https://unifor.org).*

**Special Delegates** get voice but no vote at council. This may include members of your executive, unit chairs or members of equity seeking groups (BIWOC, Young Workers, Workers with disAbilities, LGBTQ or Women.)

**Observers** have no voice or vote at council and may be members who do not qualify as special delegates. Locals may register multiple observers.

## ELECTIONS

In accordance with council bylaws, following a Constitutional Convention, ORC must elect all positions for the next 3-year term. Positions to filled as follows:

- ORC Chair – 1
- ORC Vice-Chair – 1
- ORC Secretary-Treasurer – 1
- ORC Members-at-large – 8
- Health and Safety Standing Committee – 3
- Political Action Standing Committee – 3
- EI/CPP Standing Committee – 3
- EFAP/Addictions Standing Committee – 3
- Workers Compensation Standing Committee – 3

Equity Standing Committees:

- Black, Indigenous and Workers of Colour – 3
- Young Workers – 3
- Women's – 3
- Workers with disAbilities – 3
- LGBTQ – 3





**NOTE:** Equity Standing Committee positions will be filled by peer election during their designated equity caucus meeting. Please refer to your council agenda upon registration for caucus dates and times. Elections happening on the floor of council will take place Saturday, December 3. Registration and changes to delegate status will be closed one hour prior to voting.

Formal nominations for the ORC Executive and Standing Committees will take place during the Council. As per our bylaws (Article 5: Elections):

*...a delegate nominating another delegate may make a brief statement, and all candidates shall have an opportunity to address the delegates.*

Please note that nominees should ensure they have the support of their Local President prior to accepting a nomination. The home locals of members of the ORC Executive and Standing Committees must commit to financial support for the term, including costs associated with sending you to ORC as part of their delegation for your term.

## ACCOMODATIONS AND TRAVEL

A block of rooms has been reserved at the Sheraton Centre hotel in Toronto, located at 123 Queen Street West at a rate of \$246.00 per night for a Traditional Room (king or queen beds). Double occupancy rate for traditional rooms will be \$266.00 per night. Please make your reservations under the Unifor Ontario Regional Council December 2022 Block by calling the hotel at 1-888-627-7175 or [reserve online here](#).

Locals looking to set up their own sub-block need to have more than 10 guestrooms. The cut-off date to reserve in the block is October 27, 2022. Please book early to ensure you receive the block rate.

### Parking

There is a pay Green-P carpark across the street from the Sheraton Centre located at 110 Queen Street West (Nathan Phillips Square Garage).

### Air Canada Discount

Air Canada has offered savings to our delegates who will be travelling 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](http://aircanada.com). In all cases, please quote promotional code **XX983JD1**.

### VIA Rail Discount

Via Rail has offered 5% 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](http://viarail.ca). In all cases, please quote promotional code **811133**.

# RESOLUTIONS

## GENERAL RESOLUTIONS

General resolutions to be considered by the Ontario Regional Council must be received no less than 15 working days prior to the opening of council.

The general resolution deadline is November 11, 2022. We encourage you to send your resolutions prior to this date. Delegates are entitled to be on the resolutions committee. If you would like to be considered for the resolutions committee, please email [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) no later than November 11.

## BYLAW AMENDMENTS

Please note that in accordance with ORC ByLaws, Article 9: Amendments:

*The bylaws of the Regional Council may be amended by a 2/3 majority vote to approve a resolution of a local union or a recommendation of the Executive Committee provided that all local unions have been given 30 days notice of a resolution or recommendation to amend the bylaws.*

In order to comply with Article 9, any resolutions pertaining to bylaw amendments must be submitted no later than October 31, 2022. Locals would then be given notice no later than November 2, 2022. Resolutions may be submitted via email to [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

Please refer to the sample resolution on page 8 for a clear language explanation of how to compose your resolution.

Tips for making resolutions clear for everyone to understand:

1. Cover only one main issue per resolution.
2. Use sentences that are clear, direct and short.
3. Use words that your readers will easily understand – avoid jargon, abbreviations and acronyms.
4. Be specific. Explain what you want to see happen: What you want to change, how you want it done, who you want to do it, and when you want it to happen.



## Ontario Regional Council Sample Resolution

Unifor Ontario Regional Council Will:

1. Encourage all Ontario locals to use the recommended format for resolutions; and
2. Encourage all Ontario 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 simple words like “will” and “because” helps delegates understand the resolution, especially new delegates

Submitted by Unifor local:

Jane Smith, President

\_\_\_\_\_  
John Smith, Recording Secretary





## ACCESSIBILITY

Unifor seeks to make all union meetings and events accessible and barrier free.

If you require accommodation for a human rights related need (Visual, Hearing, Mobility, Endurance, Assistance) we invite you to provide us with your relevant information so that we can take all reasonable steps to address any barriers to your participation. Please email requests to [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

In addition, if anyone in your delegation has any allergies, dietary concerns or restrictions, please contact [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) ASAP.

## CHILD CARE

Child care will be provided during business hours of the ORC. Included with this package, you will find the Unifor Child Care Registration Form. The form must be completed and returned **no later than November 2, 2022**.

Please complete the child care registration form attached and send to the attention of Laurie Wright at the Unifor Education Centre by fax: (519) 389-3544 or email [fecchildcare@unifor.org](mailto:fecchildcare@unifor.org)

## DEADLINES

Please make note of important deadlines for this upcoming ORC!

October 27, 2022 - Sheraton Centre Toronto Room Block Cut-Off

October 31, 2022 - Bylaw Amendment Resolutions Deadline

November 2, 2022 - Child Care Registration Deadline

November 11, 2022 - Resolutions Deadline

November 11, 2022 - Event Registration Deadline

Information from this call package may also be found on the [ORC December 2022 event page here on Unifor.org](#)

# COVID-19 PRE-SCREENING QUESTIONS

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:

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