

April 10, 2025

To: UNIFOR STAFF RETIREES AND THEIR SPOUSES/PARTNERS AND SURVIVING
SPOUSES OF UNIFOR STAFF RETIREES

2025 RETIRED STAFF CONFERENCE Tuesday, August 5 – Friday, August 8, 2025

Family Education Centre, Port Elgin ON

Greetings,

The annual Unifor Retired Staff Conference will be held at the Unifor Family Education Centre in Port Elgin, Ontario, beginning on August 5 and adjourning on August 8, 2025.

RESERVATIONS

Included in this reservation package is the [Reservation Form](#). It must be completed in full and returned no later than **Monday, June 30, 2025**.

It is important when mailing in your reservation form (attached) that you complete the form in its entirety ensuring that you provide the name of the person that will be accompanying you.

Reservations must be honoured as there is a cost to the Centre when a “no-show” occurs. **RESERVATIONS WILL NOT BE ACCEPTED over the telephone.**

Forward your completed reservation form (on or before June 30, 2025) by email to confcentre@unifor.org or by mailing your completed for to:

UNIFOR FAMILY EDUCATION CENTRE
115 Shipley Avenue
Port Elgin ON N0H 2C5

CHECK IN/OUT:

Check-in: Tuesday August 5, 2025, **after 3:00 p.m.**

Check-out: Friday August 8, 2025, **before 10:00 a.m.**

RATES:

Unifor National will cover the cost of three (3) nights accommodation for retired staff members and their spouse/partner as well as the surviving spouses of a retired staff member, to attend this conference.

Accommodation package includes an arrival Tuesday, August 5 and a departure Friday, August 8 inclusively. The duration of the accommodation package also includes meals beginning with dinner on Tuesday up to and including lunch on Friday. **Please note that you must check-out prior to having lunch on Friday.**

TRAVEL EXPENSES:

All travel costs incurred to attend the conference is the responsibility of the participant.

ACCESSIBILITY:

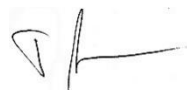
Unifor seeks to make all union meetings and events accessible and barrier free. If you require accommodation for a human rights related need (Visual, Hearing, Mobility, Endurance, Assistance) we invite you to provide us with your relevant information so that we can take all reasonable steps to address any barriers to your participation. Please email requests to janet.ormston@unifor.org.

COVID 19 AND OTHER RESPIRATORY VIRUSES (COLD, FLU, AND/OR RSV) POLICY:

If you are feeling sick or unwell, please do not come to the Centre. If you start to feel sick or unwell while at the Centre, notify the Front Desk. Please stay in your room and arrangements will be made for you to return home. If you need further guidance on the severity of your symptoms. Complete the self-assessment tool located at <https://www.ontario.ca/self-assessment/> and follow their guidelines.

Looking forward to seeing everyone in Port Elgin!

In solidarity,



John Aman
Senior Director, Recreation Department

cc: Leadership, Ted Squire, Alex Keeney, Sarah Hamilton, Jo-Anne Cameron, Port Elgin Front Desk, Conference Co-ordinators

JA/jcope343