

# Unifor Ontario Regional Council

**November 30 -December 1, 2018**

To: Unifor Ontario Local Unions

Greetings!

The next Ontario Regional Council meeting will be held at the Sheraton Centre Toronto, 123 Queen St. West. Toronto.

**Young Workers Conference:** Thursday, November 29  
(9:00 a.m. - 5:00 p.m.)  
(TBA)

**Human Rights Roundtable:** Thursday, November 29  
(6:00 p.m. - 8:30 p.m.)  
(TBA)

**Ontario Regional Council:** Fri, November 30 - Sat, December 1  
(9:00 a.m. - 5:00 p.m.)  
Grand Ballroom (Lower level)

Your locals delegate entitlement will arrive with the mailed copy of this package. Included with this package are delegate registration forms, childcare form, equity caucus registration form, information on how to submit resolutions with form, and accommodation information.

All locals are encouraged to consider equity representation (Women, Aboriginal Workers, Workers of Colour, Workers with disabilities, LGBTQ and Young Workers (age 35 or younger) 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.

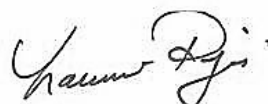
**Please ensure your delegates are prepared to stay until the conclusion of business, which could go past 5 p.m. traveling out on December 2 if needed.**

We look forward to welcoming you to the Sheraton Centre Hotel in Toronto, see you in December!

In solidarity,



**Scott McIlmoyle**  
Chairperson



**Naureen Rizvi**  
Ontario Regional Director



**UNIFOR**

Ontario Regional Council  
Conseil régional de l'Ontario

## Delegate Registration

Delegates to the Ontario Regional Council are outlined in Article 2: Membership of the council bylaws. A copy of the current council bylaws can be found on the council website. Local delegate entitlement is included with your mailed copy. If you have questions please contact [Laura.Hargrove@unifor.org](mailto:Laura.Hargrove@unifor.org)

- a. There are no extra entitlements given for members who sit on the Ontario Council Executive or Standing Committees. If your local has a member who sits on the council executive or a committee they **MUST** be registered as part of your Local delegation.
- b. The attached registration form must be completed, signed by the local union president and sent to the our office in one of the following ways:
  1. Email to: [Laura.Hargrove@unifor.org](mailto:Laura.Hargrove@unifor.org)
  2. Fax to: 416-495-6552
  3. Mail to: Unifor  
Attention: Laura Hargrove (ORC)  
205 Placer Court  
Toronto, ON M2H 3H9
- c. Unifor works to remove all barriers. If you have a specific Human Rights Code/Act related need, please let us know in advance so that we may take reasonable steps to accommodate.
- d. Delegates that self-identify to an equity seeking group are asked to complete the enclosed self-identification form.
- e. We request all attendees avoid wearing perfume or using heavily scented products during the event.
- f. Delegates are entitled to be on the resolutions committee. If you would like to be considered for the resolutions committee please check the appropriate box on the registration form.

**The deadline to submit registration forms is Friday, November 16, 2018.**

### Article 2: Membership

Local Union delegate entitlement to the Ontario Regional Council shall be as follows:

- |  |             |
|--|-------------|
| • 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 |

And one additional delegate for each additional 250 members. Please refer to council bylaws for information on Amalgamated local unions.

In order to vote delegates must be registered in advance. To facilitate this process local unions are requested to complete their delegate list ASAP on the attached registration form (including head of delegation and special delegate requests).

## Registration Table

Registration of delegates will take place at the Sheraton Toronto hotel located on the concourse level. Please note the following dates and times the Registration Table will be open:

<b>Thursday, November 29</b>	<b>3:30 PM - 5:30 PM</b>
<b>Friday, November 30</b>	<b>7:30 AM - 4:00 PM</b>
<b>Saturday, December 1</b>	<b>8:30 AM - 1:00 PM</b>

## Submitting a Resolution

Resolutions you want considered by the Ontario Regional Council must be received at the Toronto National office no less than 15 days (15 working days, excluding weekends) prior to the opening of council. In addition, please note that in accordance with the council bylaws, Article 9: Amendments, that:

***The bylaws of the Regional Council may be amended by a 2/3 majority vote to approve a resolution from 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***

Therefore, any resolutions pertaining to **bylaw changes must be submitted no later than October 17**. The 30 days notice would then be given to ON Locals no later than October 19, 2018.

**The 2018 resolutions deadline is November 9, 2018.** If possible, we encourage you to send in your resolutions prior to this date.

### Who can Submit Resolutions:

- Ontario Regional Council Executive
- Ontario Regional Director
- Ontario Local Unions

Please submit your resolution forms via one of the following methods:

1. Email to: [Laura.Hargrove@unifor.org](mailto:Laura.Hargrove@unifor.org)
2. Fax to: 416-495-6552
3. Mail to: Unifor  
Attention: Laura Hargrove (ORC)  
205 Placer Court  
Toronto, ON M2H 3H9

If you are faxing a copy, please retain a fax confirmation to ensure the transmission was successful. If you send via email, please request a “read receipt” to indicate it was successfully received, as you may not receive a personal reply.

**Please refer to the sample resolutions form in this call package on a clear language explanation of how to compose, using “ ” and “Unifor Ontario Regional Council will” and “Because” statements.**

### What are ways to make resolutions clear for everyone to understand?

- Cover only one main issue per resolution.
- Use sentences that are clear, direct and short.
- Use words that your readers will easily understand - avoid jargon and acronyms.
- 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.



## Child Care Registration

Child care will be provided during business hours of the ORC who have been registered on or before November 9. Included with this package, you will find the Unifor Child Care Registration Form. The form must be completed and returned no later than **November 9, 2018**.

If you would like to use Unifor Child Care, 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).

## Unity Team Meeting

The Unity Team meeting is scheduled on adjournment Friday, November 30 in the Grand Ballroom.

## Vacancies & Elections

Any vacancies for positions on the Ontario Regional Council will be filled during this meeting. Current vacancies are:

Executive Committee , Member at Large - 3 (three) vacancies

Health & Safety Standing Committee - 1 (one) vacancy

Young Workers Standing Committee - 1 (one) vacancies

EI/ CPP Standing Committee - 1 (one) vacancy

Workers' Compensation Standing Committee - 1 (one) vacancy

EFAP Standing Committee - 1 (one) vacancy

For information on duties related to Council Executive officers and Standing Committee positions, please refer to your Ontario Regional Council [Bylaws](#).

As per ORC bylaws **Article 3, No. 11:**

All members of the Executive Committee shall be regularly elected delegates to the Ontario Regional Council.

**Article 6, No. 40:**

Members of Standing Committees shall be delegates of the Regional Council. However the Executive Committee may appoint special delegates to the Regional Council for the purpose of establishing and maintaining effective Standing Committees. Special delegates shall have voice and vote within the Standing Committee but shall have voice only as a delegate to Regional Council.

## Equity Caucuses

Equity caucuses will be staggered throughout the council. We ask that you refer to your council agenda upon registration at the Sheraton Centre hotel for times and dates.

In addition, a self-identification form has been included with this call package. These forms will be available at registration for those who plan to attend an equity caucus. If you know ahead of time you plan to attend a caucus, we encourage you to have the form returned with your registration. Any members who self-identify will be kept confidential. Self-identifying prior to council will help to ensure adequate food/beverage and/or seating numbers for caucus meetings where this is applicable.

All equity caucuses are for individuals that self identify with an equity seeking group, with the exception of the LGBTQ caucus which is open to allies.

## Young Workers Conference November 28-29, 2018 - Sheraton Centre Hotel

### Attention All Young Workers!

This year, Unifor will be holding stand-alone regional Young Workers conferences prior to each regional council. Registration is open to young workers (35 years old and under) from locals in Ontario. The conference will provide a combination of issue-based awareness presentations and skill-building opportunities to provide young workers with the tools and resources they need to be active in their workplaces, in their union and in their broader communities. The conference will be a great opportunity for young workers to meet other young Unifor members from across the province, and to discuss priority actions for the year to come.

Any questions you may have regarding this young workers conference, please contact Roxanne Dubois at [Roxanne.Dubois@unifor.org](mailto:Roxanne.Dubois@unifor.org).

A Young Workers conference registration form has been included with this package.

**Intro Session - Sheraton Centre Hotel - (room TBA)**

**Wednesday, November 28 Intro session from 7:00 p.m. - 9:00 p.m.**

**Conference - Sheraton Centre Hotel (room TBA)**

**Thursday, November 29 from 9:00 a.m. - 5:00 p.m.**

### **Human Rights Roundtable on Racism, Systemic Discrimination and the State of the Province of Ontario-November 29, Sheraton Centre 6-8:30pm**

After a highly attended National Roundtable on Taking Action Against Racism & Islamophobia as part of Canadian Council this year, we heard from our members and community partners how important it is to keep having these raw conversations. Please join us between 6:00 p.m. and 8:30 p.m. on Thursday, November 29, prior to the commencement of the Ontario Regional Council, for an engaging conversation with panelists about racism, systemic discrimination and the state of the province.

What can we as trade unionists and activists do when the public has chosen a politician like Doug Ford to lead the province? What can we as trade unionists and activists do when our fellow unionists, police officers, are carding our coworkers, our neighbours and our family members? What can we as trade unionists and activists do to keep a positive conversation around systemic racism flowing so that we are not stuck in our corners pointing fingers at the other side?

To register for this roundtable, please use the attached registration form and send it to [catarina.xhuli@unifor.org](mailto:catarina.xhuli@unifor.org). This roundtable is open to Unifor members. You do not have to be a delegate to ORC to attend. Child care is available for children of delegates providing they are a single parent, or a parent not accompanied by a spouse or companion. Where both parents are registered delegates, they will also qualify for child care. Child care registration forms are enclosed. Please make your child care reservations as early as possible. Keep an eye out in your inbox for more information on panelists. **Registration is required to attend.**

**Sheraton Centre Hotel - (room TBA)**

**6:00 p.m. - 8:30 p.m.**

## Hotel Accommodations

A block of rooms has been reserved at the Sheraton Centre Hotel, 123 Queen Street West at a rate of \$221.00 per night (single or double occupancy) for a Traditional King or Queen room.

Please call the hotel to make your own reservations under the ORC block by calling 1-888-627-7175 and mention our group (Unifor ORC) block. You may also reserve your room on-line here [Unifor ORC 2018](#) OR copy and paste the following link into a web browser <https://www.starwoodmeeting.com/Book/ORC2018>.

Locals who are looking to set up their own sub-block need to have more than 10 guest rooms.

**The cut-off date for reservations in this block is October 26, please book early to ensure you receive the council rate!**

## Parking

There is a pay Green P carpark across the street from the Sheraton Centre Hotel located at 110 Queen Street West (Nathan Phillips Square Garage). [https://parking.greenp.com/parking-info/carpark-info/36\\_110-queen-street-west-nathan-phillips-square-garage.html](https://parking.greenp.com/parking-info/carpark-info/36_110-queen-street-west-nathan-phillips-square-garage.html)

## Air Canada Discount

Air Canada has offered savings to our delegates who will be 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 on-line at [aircanada.com](http://aircanada.com). In all cases, please quote promotional code **X2UW3E21**

## Deadlines

Please note the following deadlines for forms:

Resolutions for Bylaw Amendments - **October 17, 2018**

Hotel rooms - **October 26, 2018**

Resolutions - **November 9, 2018**

Childcare - **November 9, 2018**

Registration Forms - **November 16, 2018**

## Ontario Council Event Page

Call package information, Council bylaws and updates for this meeting will be posted to the [Unifor Ontario Regional Council 2018](#) event page on the Unifor website.

## Fund Raising at ORC

We know that Ontario Regional Council is a great opportunity for local unions to raise funds for worthy causes, and the delegates have always been very generous. Some of them have asked us to notify delegates in advance.

There will be a collection of toiletries at council, which will be donated to a local Women's shelter. A toiletries donation box will be available at the Registration Table.

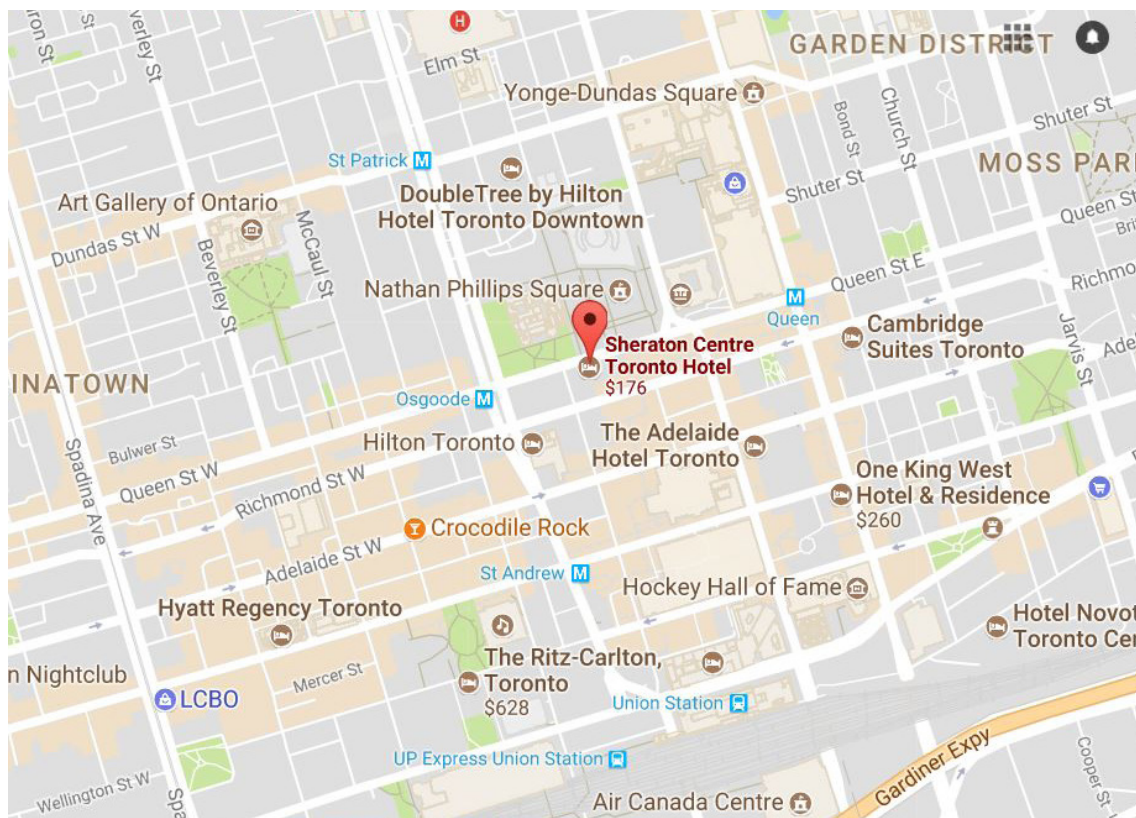
## Toy Drive

Unifor Local 1917 will be holding a Toy Drive in conjunction with the CP24 Chum Christmas Wish Toy Drive. Delegates are asked to bring a new unwrapped toy to donate at ORC.



## Hotel Information

- Hotel Restaurants: BnB Bistro Restaurant  
Monday-Saturday - 6:30am-1:00am  
Sunday - 6:30am - 12:00am  
Link Café - open daily at 6:00am  
Quinn's Steakhouse and Irish Bar  
Lunch: Monday - Saturday - 11:00 AM–3:00 PM; Irish Bar is Open, Steakhouse is Closed for Lunch on Weekends  
Dinner: Daily - 5:00–11:00 PM; Irish Bar is Open Late
- Area Restaurants: The Keg                      Queen Mother Café  
Richmond Station      Scaddabush Italian Kitchen & Bar  
Bosk                              Little India Restaurant  
Hy's Steakhouse              Little Anthony's
- Shopping Mall: Toronto Eaton Centre  
PATH
- Taxi: Associated Toronto Taxi-Cab Cooperative  
416-504-4016  
City-wide Taxi  
905-579-9393



## Hotel Do's & Don'ts

### DO

- Allow staff access to clean your room daily;
- Learn names/engage with staff assisting you. Talk to them about your union job;
- Respect non-conference hotel guests. They are community feedback of our union;
- Tip housekeeping guideline is \$2/bed/day. Tipping ensures that the person who cleaned your room gets tipped. Check-out tipping doesn't necessarily go to the person who cleaned your room during your stay;
- Keep floors clear from bags and debris so housekeepers can vacuum and change bedding;
- Utilize on-site food and beverage outlets and services as they supply employment to staff and generate income for employees;
- Sort garbage into appropriately provided bins;
- Food and beverage tipping is standardized at 15-20%;
- Request fresh towels everyday;
- Tip the Bellman/Concierge if they perform a task for you (carry or store luggage, call cab, make reservations, etc.);
- Fill out comment cards and surveys for staff and give recognition to your union sisters and brothers who are working; and
- Be an ambassador at all times! Remember that you are the face of the union.

### DON'T

- Leave a big mess in your room, but if you do, tip accordingly;
- Book with secondary booking sites, as it reduces jobs and revenues at the hotels - book directly with the hotel;
- Dispose improperly of any sharp or hazardous materials into room garbage (broken glass, needles, etc). Call housekeeping for assistance to prevent injuries;
- Expect piping hot food through Room Service - food travels a long way before it reaches your room;
- Dine in outlets just before close. Be aware of hours and operations;
- Throw room parties or be loud in your room for other guests to hear;
- Raise your voice at staff or use inappropriate language; and
- Participate in the green program as it reduces hours for the workers.

In solidarity,

Hospitality & Gaming Council  
Executives



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Conseil régional de l'Ontario





## **Ontario Regional Council 2018 Sample Resolutions Template**

### **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:**

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**Jane Smith, President**

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**John Smith, Recording Secretary**

**RESOLUTIONS DEADLINE IS NOVEMBER 9, 2018.  
IF YOUR RESOLUTION REQUIRES A BYLAW CHANGE, DEADLINE IS OCTOBER 17, 2018**

## Resolutions to Unifor Ontario Regional Council 2018

Resolutions you want considered by the Ontario Regional Council must be received at the National Toronto office no less than 15 days prior (15 working days excluding weekends) to the opening of the Ontario Regional Council meeting. Please select a “read receipt” to indicate received)

In addition, please note that in accordance to the Regional Council Bylaws, Article 9: Amendments, that: Any **resolutions pertaining to bylaw changes must be submitted no later than October 17, 2018.** The 30 days’ notice would then be given no later than October 19, 2018 to all Local unions.

The **2018 resolutions deadline is November 9, 2018.** If possible, we encourage you to send in your resolutions prior to this date.

### What Should Resolutions Contain and How Should They Look?

- Be sent in the format of the sample resolution (on the back of this page).
- Have the seal or stamp of your local, if you have one.
- Must be signed by your Local President.
- State the action that is being proposed, explain what is to be resolved.
- No longer than 200 words, including the words “**Ontario Regional Council will**” and “**because**” used on the form; and
- cover new issues or change current policies.

### What are Ways to Make Resolutions Clear for Everyone to Understand?

- Cover only one main issue per resolution.
- Use sentences that are clear, direct and short.
- Use words that your readers will easily understand—avoid jargon and acronyms.
- 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.

### Who Can Submit a Resolution?

- ✓ Ontario Regional Council Executive
- ✓ Ontario Director
- ✓ Local Unions

### Ways to Submit Resolutions:

1. **Email:** [Laura.Hargrove@unifor.org](mailto:Laura.Hargrove@unifor.org)
2. **Fax:** 416-495-6552
3. **Mail:** 205 Placer Court, Toronto M2H 3H9