



UNIFOR
theUnion | lesyndicat

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Toronto, ON M2H 3H9

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Toronto, Ontario M2H3H9

Jerry Dias
National President
Président National

Renaud Gagné
Quebec Director
Directeur Québécois

Robert J. Orr
National Secretary-Treasurer
Secrétaire-trésorier national

March 3, 2019

**TO: Local Union Presidents and Recording Secretaries, and
Chairpersons and Secretaries of Retired Workers Chapters and Area Councils**

2019 RETIRED WORKERS COUNCIL September 1-6, 2019

This is our call letter to the annual Retired Workers Council to be held at the Unifor Family Education Centre, in Port Elgin, Ontario.

Check-in time is 3:00 p.m to 10pm. The council will commence after dinner on Sunday and adjourn at 12:00 p.m. on Friday. (All rates include kit materials, five (5) nights' accommodation and meals beginning with dinner on Sunday, up to and including lunch on Friday).

***Council registration fee is \$30.00 per delegate.** The registration fee of \$30.00 per delegate plus the room and board rates for this council is, as follows:

Delegates or Local Union Guests	\$1,050.00, (after \$250.00 subsidy), no taxes applicable
+ Spouse (if local is paying)	\$ 250.00, no taxes applicable
+ Spouse (if delegate is paying)	\$ 282.50, incl. 13% hst of \$32.50
Sharing with another delegate	\$ 675.00, (after \$250.00 subsidy), no taxes applicable
	- (per person, not accompanied by spouse)

NO single accommodation is available, unless medical proof is provided to the Unifor Family Education Centre. **Subsidy Eligibility** – The cost for delegates has been subsidized, in the amount of \$250.00, by the National Union.

ALL delegates + spouses or Local Union guests must submit a council registration form and centre reservation form. Accommodation at the Centre will be on a first-come, first-served basis. If the

Centre is booked it is your responsibility to make your own alternative arrangements or Local may on your behalf.

*OFF-SITE delegates + spouses or Local Union guests must also submit a council registration form and pay the \$30.00 per delegate. - Meal plans can be arranged at the front desk. Anyone not complying with this policy will be charged accordingly. ALL DELEGATES + spouses STAYING OFF-SITE MUST PURCHASE A \$50.00/DAY MEAL PACKAGE

ALL FEES must be paid in advance by cheque, Visa, Master Card or Amex. Two separate forms of payment must accompany the reservation form. One for the \$30.00 registration fee (per delegate) and a separate one for total cost of accommodation. Cheques are payable to "Unifor Family Education Centre". Mail with the "signed" reservation form AND delegate or Local Union guest registration form(s) to the Unifor Family Education Centre, 115 Shipley Avenue, Port Elgin, ON, N0H 2C5, or email to confcentre@unifor.org. If you wish to pay by credit card complete the "method of payment" section on the reservation form. Please contact the front desk with questions, toll free 1-800-265-3735, ext. 3221 or 519-389-3200.

Cancellations must be made 48 hours prior to the Council. Failure to do so will result in a billing for the first night's accommodation cost.

Special needs of any delegate or spouse, requiring particular accommodations or meals, must indicate the request on their reservation form.

Travel allowance is provided to delegates whose chapter or area council is over 800 km. one way to the Unifor Family Education Centre. This applies to one (1) delegate per chapter or area council. An economy airline ticket with Air Canada will be reimbursed by the National Union. Approval must be pre-authorized before the Council.

Resolutions – (deadline June 15, 2019) brought to the floor of this council are to be forwarded to Joan Prescott Secretary RW department, email Mississauga.Reception@unifor.org and Barb.Dolan@unifor.org or by fax to 905.678.7868. If possible, please submit resolutions in word format.

Note: To be eligible to vote you must be a delegate to the council from your Chapter or Area Council.

Delegate entitlement is outlined in the Unifor National Constitution Article 12. Section 20 and 21 and the National Retired Workers By-laws Article 3. (see below)

ARTICLE 3 – REPRESENTATION TO THE NATIONAL RETIRED WORKERS COUNCIL

- a) Each Local Union Retired Workers Chapter shall be entitled to one (1) retired worker delegate.
- b) Each Local Union Retired Workers Chapter having more than one thousand (1,000) retired workers shall be entitled to one (1) additional retired worker delegate for each one thousand (1,000) retired workers or major fraction thereof; providing however, that where appropriate, the National Executive Board may approve additional representation.

- c) Each Retired Workers Council established by the National President shall be entitled to three (3) retired worker delegates and each additional Retired Worker Area Council established by the National Executive Board shall be entitled to one (1) retired worker delegate.
- d) Each Local Union shall be entitled to one (1) delegate to be designated by the President of the Local Union, who is not retired.

National Retired Workers Council Executive Composition

National Retired Workers By-laws Article 6. (see below)

ARTICLE 6 – NATIONAL RETIRED WORKERS COUNCIL EXECUTIVE

- a) As per Article 12 (25) of the Constitution, a National Retired Workers Council Executive shall be established and shall meet quarterly.
- b) The composition of the Executive shall reflect the regional, gender and equity principles of the National Union.

Eligibility to seek election at the Retired Workers Council

National Retired Workers By-laws Article 8. (see below)

ARTICLE 8 – RETIRED WORKERS COUNCIL EXECUTIVE POSITIONS AND ELECTIONS

- a) The Retired Workers Council Executive Board and members-at-large will be elected by the National Retired Workers Council. The term will be for three (3) years.
- b) Members who wish to stand for any position on the Retired Workers Council Executive must be elected as a delegate by their Local Union Retired Workers Chapter or Area Council to the National Retired Workers Council.
- c) Each member standing for election, for the above positions, will be afforded two minutes to address the delegates.
- d) Voting shall be by secret ballot, unless there is no contest, in which case, election may be by acclamation. For positions where only one (1) is to be elected a candidate must receive the majority of the votes cast to be declared elected. For the members-at-large positions, where more than seven (7) candidates stand for election, the seven (7) candidates receiving the most votes will be declared elected.

ARTICLE 9 – COMMITTEES

- a) In addition to the positions as set out in Article 6 (a), the National Retired Workers Council will elect a Retired Workers Recreation Chairperson for a three (3) year term. The election for this position will be held in conjunction with the National Retired Workers Council Executive election on a separate ballot.

- b) The Retired Workers Recreation Chairperson will be an automatic member of the National Recreation Committee if the National Recreation Committee's Council Bylaws allow for such a provision.
- c) Including the positions as set out in Article 6 (a) and Article 9 (a), the National Retired Workers Council will elect the following committees for a three year term: Credentials Committee consisting of three (3) members, and Labour Day Parade Committee consisting of seven (7) members.
- d) A member of the Retired Workers Council Executive shall chair these committees.
- e) As per Article 8 (b), members who wish to stand for these committees must be elected as a delegate to the National Retired Workers Council, by their Retired Workers Chapter or Area Council.
- f) Members elected to the above positions must be a delegate to each National Retired Workers Council in order to fulfill their respective term. Any vacancies to these committees will be filled, as per Article 8 (f).
- g) The composition of the above committees shall reflect the regional, gender and equity principles of the National Union.

***Note: Delegates and Alternates are encouraged to bring a non-perishable food item and the Grey Bruce Labour Council and Unifor Retired Workers will be holding a food collection on Labour Day for the Foodbank.**

Please ensure that all forms are completed and sent in, this includes the Unifor Family Education Centre reservation form as well as a Council registration form: Delegate/Alternate/Spouse/Observer/Local Union Delegate.

Please contact Barb Dolan, Director, Retired Workers department, if you have any questions, at 416-998-3954, or email to barb.dolan@unifor.org.

In solidarity,



Jerry Dias
National President



Barbara M. Dolan
Director, Retired Workers Department

BD:jpcope343/Encl.

cc: B. Orr, D. Tveit, Assistants, National Executive Board, National Representatives, RWCE, D. Lindsay, B. Johnson, K. O'Keefe

REGISTRATION DEADLINE – AUGUST 6



Local/Chapter/

**Area Council:
1111**

**Chair:
Jane Smith**

**Recording -Secretary:
John Smith**

UNIFOR NATIONAL RETIRED WORKERS COUNCIL WILL:

1. Encourage all chartered chapters/area councils to use the recommended format for resolutions; and
2. Encourage chartered chapters/area councils to keep resolutions at 175 words or fewer.

BECAUSE:

- Retired Workers Council runs smoother when resolutions are worded and laid out correctly; and
- 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 RETIRED WORKERS CHAPTER/AREA COUNCIL 1111

Jane Smith, Chair

John Smith, Recording-Secretary


Location of Chapter/Area Council

Passed on Date

What are some other ways to make resolutions clear?

- 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 to be done, who you want to do it, and when you want it to happen.

Sample Resolution in Clear Language Format

	Local/Chapter/ Area Council: 1111	Chair: Jane Smith	Recording-Secretary: John Smith	← Typed on letterhead.
UNIFOR NATIONAL RETIRED WORKERS COUNCIL WILL:				
1. Encourage all chartered chapters/area councils to use the recommended format for resolutions; and				
2. Encourage chartered chapters/area councils to keep resolutions at 175 words or fewer.				← "WILL" section calls for action you want the Council to take.
BECAUSE:				
▪ Retired Workers Council runs smoother when resolutions are worded and laid out correctly; and				
▪ The Resolutions Committee needs proper signatures to know the resolution comes from a chartered local and has been approved by its membership; and				← "BECAUSE" section gives reasons.
▪ Unifor has to translate, print and process many resolutions.				
SUBMITTED BY UNIFOR RETIRED WORKERS CHAPTER/AREA COUNCIL 1111				← Local Chapter/Area Council number.
_____ Jane Smith, Chair				
_____ John Smith, Recording-Secretary				← Signature of Chair.
_____ Location of Chapter/Area Council				← Signature of Recording Secretary.
_____ Passed on Date				
A190111343				

**RESOLUTION SUBMISSION DEADLINE
JUNE 15, 2019 at 5:00 p.m. ET**

RESERVATION FORM

Unifor Family Education Centre

115 Shipley Avenue, Port Elgin, Ontario N0H 2C5

Toll Free: 1.800.265.3735 ext. 3221 • Fax: 519.389.3222 • Email: confcentre@unifor.org

Event/Conference Name: _____

Arrival Date: _____ Departure Date: _____

Guest Mailing Address Information

Local Union: _____

Guest Name: _____ Gender: _____

Address: _____ City: _____

Province/State: _____ Postal Code/Zip: _____ Country: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Labour Organization/Corporate Mailing Address Information

Organization Name: _____

Address: _____ City: _____

Province/State: _____ Postal Code/Zip: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Family Information - complete names only if they are attending:

Spouse/Partner attending: Yes No Name: _____

Children Attending: Yes No Child Care Required: Yes No

(Check with your event/conference organizer if childcare is offered and, if so, request a childcare form for completion)

Name: _____ DD/MM/YY: _____ Name: _____ DD/MM/YY: _____

Name: _____ DD/MM/YY: _____ Name: _____ DD/MM/YY: _____

Emergency Contact: _____ **Phone:** _____

Special Requirements (i.e. diet, accessible room, no stairs, medical, off-site accommodations, etc.)

No: Yes: Explain: _____ Off-site meal package

Do you smoke? No: Yes: (If so, we will provide ground floor access to patio if available)

Rooming Request (Partner): _____

METHOD OF PAYMENT

Full payment for room and board will be made by (please check one):

Labour Organization (Union/Union Associate) Corporate (Non-union) Guest

I authorize payment of the following accommodations for this delegate:

shared room with another delegate delegate only single room delegate & family

Contact person to authorize payment: _____

Title: _____ Signature: _____

Method of payment (please check one): M/C Visa American Express

Credit card number: _____ Expiry Date: _____ / _____ (mm/yy)

Cheque: *Payable to Unifor Family Education Centre - send with this form - no personal cheques*

Registration Fee: # _____ \$ _____

Room and Board Fee: # _____ \$ _____

If costs incurred are not covered by your local, please complete the following information:

Personal Visa/MC/AMEX: _____ Expiry Date: _____ / _____ (mm/yy)

I agree to be personally liable in the event that the indicated person, corporation or labour organization fails to pay for any part or the full amount of the invoice. The Centre assumes no responsibility for loss of money, jewels, or other valuables and is not responsible for articles left in rooms or automobiles.

Guest Signature: _____ Date: _____



DELEGATE REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL

September 1 – 6, 2019

LOCAL _____ RETIRED WORKER'S CHAPTER

OR

_____ AREA RETIRED WORKER'S COUNCIL

DELEGATE FEE = \$1050.00 (ACCOMPANIED BY SPOUSE)

DELEGATE FEE = \$675.00 EACH (SHARING WITH A DELEGATE OR L.U. GUEST)

DELEGATE NAME(S):

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____

X _____

PLEASE PRINT OR TYPE NAME

PLEASE PRINT OR TYPE NAME

**THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION
FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION
CENTRE BY AUGUST 6th**

BD/JPcope343



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SPOUSE REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL

September 1 – 6, 2019

LOCAL _____ RETIRED WORKER'S CHAPTER

OR

_____ AREA RETIRED WORKER'S COUNCIL

SPOUSE FEE = \$250.00 (IF LOCAL IS PAYING)

SPOUSE FEE = \$282.50 (IF DELEGATE OR L.U. GUEST IS PAYING, INCL. 13% HST)

SPOUSE NAME(S):

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____

X _____

PLEASE PRINT OR TYPE NAME

PLEASE PRINT OR TYPE NAME

THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION CENTRE BY AUGUST 6th



LOCAL UNION GUEST REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL
September 1 – 6, 2019

LOCAL _____

L.U. GUEST FEE = \$1050.00 (ACCOMPANIED BY SPOUSE)
L.U. GUEST FEE = \$675.00 EACH (SHARING WITH A GUEST OR DELEGATE)

DELEGATE NAME(S):

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____
PLEASE PRINT OR TYPE NAME

X _____
PLEASE PRINT OR TYPE NAME

**THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION
FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION
CENTRE BY AUGUST 6th**

BD/JPcpe343



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LOCAL UNION DELEGATE REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL
September 1 – 6, 2019

LOCAL _____

L.U. DELEGATE FEE = \$1050.00 (ACCOMPANIED BY SPOUSE)
L.U. DELEGATE FEE = \$675.00 EACH (SHARING WITH A GUEST OR DELEGATE)

DELEGATE NAME(S):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____
PLEASE PRINT OR TYPE NAME

X _____
PLEASE PRINT OR TYPE NAME

**THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION
FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION
CENTRE BY AUGUST 6th**



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ALTERNATE DELEGATE REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL

September 1 – 6, 2019

LOCAL _____ RETIRED WORKER'S CHAPTER

OR

_____ AREA RETIRED WORKER'S COUNCIL

DELEGATE FEE = \$1050.00 (ACCOMPANIED BY SPOUSE)

DELEGATE FEE = \$675.00 EACH (SHARING WITH A DELEGATE OR L.U. GUEST)

DELEGATE NAME(S):

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____

X _____

PLEASE PRINT OR TYPE NAME

PLEASE PRINT OR TYPE NAME

**THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION
FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION
CENTRE BY AUGUST 6th**



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OBSERVER REGISTRATION FORM

2019 RETIRED WORKERS COUNCIL
September 1 – 6, 2019

LOCAL _____ RETIRED WORKER'S CHAPTER

OR

_____ AREA RETIRED WORKER'S COUNCIL

DELEGATE FEE = \$1050.00 (ACCOMPANIED BY SPOUSE)
DELEGATE FEE = \$675.00 EACH (SHARING WITH A DELEGATE OR L.U. GUEST)

DELEGATE NAME(S):

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

CHAPTER/AREA COUNCIL CHAIRPERSON

CHAPTER/AREA COUNCIL SECRETARY

X _____

X _____

PLEASE PRINT OR TYPE NAME

PLEASE PRINT OR TYPE NAME

**THIS FORM MUST BE COMPLETED, ALONG WITH THE CENTRE REGISTRATION
FORM SIGNED AND FORWARDED TO THE UNIFOR FAMILY EDUCATION
CENTRE BY AUGUST 6th**

BD/jpcope343