

April 30, 2024

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

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## 2024 Retired Workers Council

September 1-6, 2024

Unifor Family Education Centre, Port Elgin, Ontario

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Greetings,

The Retired Workers Council is planned for September 1 – 6, 2024, at the Unifor Family Education Centre in Port Elgin, Ontario.

### CHECK-IN

**Check-in time is 3:00 p.m. to 10:00 p.m.** E.T. The Council will commence after dinner on Sunday, September 1, and adjourn at 12:00 p.m. on Friday, September 6. All rates include kit materials, five (5) nights' accommodation, and meals beginning with dinner on Sunday, up to and including lunch (bagged lunch provided) on Friday.

### REGISTRATION FEES AND ACCOMMODATIONS

**Council registration fee is \$30.00 per participant.** All participants will receive the Council materials. The registration fee of \$30.00 per participant plus the room and board rates for this council is, as follows:

#### Costs

|                                  |   |
|----------------------------------|---|
| Delegates or Local Union Guests  | \$1,100.00, (after \$500.00 subsidy), no taxes applicable |
| + Spouse (if Local is paying)    | \$375.00, no taxes applicable                             |
| + Spouse (if delegate is paying) | \$423.75, incl. 13% HST of \$48.75                        |

Sharing with another delegate \$725.00 (after \$500.00 subsidy), no taxes applicable (per person, not accompanied by spouse)

**Single accommodation will be available on a limited basis** at the Unifor Family Education Centre. The cost for participants has been subsidized, in the amount of \$500.00, by the National Union.

**All participants, 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 or the local's responsibility on your behalf to make alternative arrangements.

Off-site participants, spouses, or Local Union guests are required to submit a registration form and pay the \$30.00 per participant fee.

All participants and spouses staying off-site must purchase a \$75.00/day meal package which must be arranged through the front desk.

All fees must be paid in advance by cheque, Visa, Master Card or Amex.

Two separate forms of payment must accompany the reservation form:

1. \$30.00 registration fee
2. Total cost of accommodation fee

Cheques are payable to "Unifor Family Education Centre." Mail with the signed reservation form and participant or Local Union guest registration form(s) to the Unifor Family Education Centre, 115 Shipley Avenue, Port Elgin, ON, N0H 2C5, or forms can be emailed directly to [confcentre@unifor.org](mailto: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.

**Anyone not in compliance with this policy will be charged accordingly.**

**The deadline to register is August 7, 2024**

## CANCELLATIONS

Cancellations must be received **48 hours** prior to the start of the Council. Failure to do so will result in a billing for the full cost of the accommodation. This is applicable to spouses and other guests. If your spouse is unable to attend and cancels within 48 hours of the start of the Council, please be advised that there will be billing for the full cost of the accommodation. There will be no exceptions.

## ACCOMMODATION, DIETARY AND ACCESSIBILITY REQUIREMENTS

**Special needs** of any participant or spouse, requiring accessible accommodations or meals, must indicate the request on their reservation form.

Unifor is committed to dismantling barriers that exclude our membership from equal participation in their Union and will take every reasonable step to address any substantiated, human-rights related needs requiring accommodation. For accessibility requests outside of your accommodation, please email [Susan.Muchhala@unifor.org](mailto:Susan.Muchhala@unifor.org).

## TRAVEL ALLOWANCE

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

## RESOLUTION SUBMISSIONS

**The deadline to submit resolutions to be brought to the floor of this council is June 15, 2024.** All resolution submissions must be emailed in advance to both [Susan.Muchhala@unifor.org](mailto:Susan.Muchhala@unifor.org) and [Barb.Dolan@unifor.org](mailto:Barb.Dolan@unifor.org). Please submit resolutions in word format.

## NON-PERISHABLE FOOD ITEM

Participants are encouraged to bring a non-perishable food item to support the Grey Bruce Labour Council and Unifor Retired Workers who will be holding a food collection on Labour Day for the Local Foodbank. Please contact Barb Dolan, Director, Retired Workers department, if you have any questions, at 416-998-3954, or by email to [barb.dolan@unifor.org](mailto:barb.dolan@unifor.org).

## **TRAVEL COORDINATION TO THE UNIFOR FAMILY EDUCATION CENTRE**

If you are flying into Toronto Pearson Airport, prior to booking your flight please email [Susan.Muchhala@unifor.org](mailto:Susan.Muchhala@unifor.org) as we will try to coordinate transportation from the airport to the Family Education Centre.

## **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.

## **DELEGATE ENTITLEMENT**

Delegate entitlement is outlined in the Unifor National Constitution Article 12. Section 15 a), b), c) and d) 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 Area Council shall be entitled to three (3) retired worker delegates.
- d) Each Local Union shall be entitled to one (1) delegate to be designated by the President of the Local Union.

**Please ensure that all forms are completed and sent in prior to the registration deadline of August 7, 2024.** This includes the Unifor Family Education Centre reservation form as well as a Council registration form for every participant.

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

In solidarity,

A handwritten signature in blue ink that reads "Barb Dolan".

**Barbara M. Dolan**  
**Director, Retired Workers Department**

cc: Leadership, National Executive Board, National Representatives, RWCE,  
S. Hamilton, Front Desk – FEC

BD: smcope343/Encl.