Delegate Guide

Ontario Federation of Labour
Convention 2017
November 20 – 24, 2017
The Ontario Federation of Labour represents 54 unions and one million workers. It is Canada’s largest provincial labour federation.

The DELEGATE GUIDE was produced for the 14th Biennial OFL Convention, 2017.

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14th Biennial Convention  
Sheraton Centre Toronto Hotel  
123 Queen Street West

ELECTION CAUCUSES

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<tr>
<th>Day</th>
<th>CAUCUS</th>
<th>TIME</th>
<th>MEETING ROOM</th>
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<tbody>
<tr>
<td>Sunday, November 19, 2017</td>
<td>Labour Councils</td>
<td>7:30 p.m.</td>
<td>Dominion Ballroom South</td>
</tr>
<tr>
<td>Monday, November 20, 2017</td>
<td>Smaller Affiliates</td>
<td>5:00 p.m.</td>
<td>Civic Ballroom North</td>
</tr>
<tr>
<td>Tuesday, November 21, 2017</td>
<td>Persons with Disabilities</td>
<td>12:15 p.m.</td>
<td>Sheraton B</td>
</tr>
<tr>
<td></td>
<td>Aboriginal Persons</td>
<td>5:00 p.m.</td>
<td>VIP</td>
</tr>
<tr>
<td></td>
<td>Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ)</td>
<td>6:30 p.m.</td>
<td>Huron</td>
</tr>
<tr>
<td>Wednesday, November 22, 2017</td>
<td>Workers of Colour</td>
<td>5:30 p.m.</td>
<td>Civic Ballroom North</td>
</tr>
<tr>
<td></td>
<td>Young Workers</td>
<td>6:00 p.m.</td>
<td>Wentworth</td>
</tr>
</tbody>
</table>

Election Caucuses are for the purpose of electing representatives to the OFL Executive Board (see OFL Constitution Article V Sections 1.1 and 1.2), and they are open to self-identified members of the particular designated group who are convention delegates.
14th Biennial Convention
Sheraton Centre Toronto Hotel
123 Queen Street West

★ ★ ★ Important Notice ★ ★ ★

Caucus Registration

Delegates planning to participate in election caucuses must register. To facilitate this, we have set up caucus registration in the Concourse Checkroom from Sunday to Wednesday.

Sunday, November 19, 2017
3:00 pm to 8:00 pm

Monday, November 20, 2017
8:00 am to 5:00 pm
(closed between 12 noon to 1:30 pm)

Tuesday, November 21, 2017
8:00 am to 5:00 pm
(closed between 12 noon to 1:30 pm)

Wednesday, November 22, 2017
8:00 am to 5:30 pm
(closed between 12 noon to 1:30 pm)

In addition, you can register at the Caucuses.
Child Care

Child care services will include: age-appropriate equipment, toys, educational materials, supplies and crafts. Children will be encouraged to take part in the following activities: free arts/crafts and creative minds/face painting; cognitive area with puzzles and brain-based activities; age appropriate audio-visual games; community walks and on-site presentations (music and movement sessions, a magician, bouncing castle and pawsitively pets).

Child Care Hours

Monday, November 20, 2017
DANFORTH ROOM, 4TH FLOOR
8:30 am to 8:00 pm

Tuesday, November 21, 2017
DANFORTH ROOM, 4TH FLOOR
8:30 am to 8:00 pm

Wednesday, November 22, 2017
DANFORTH ROOM, 4TH FLOOR
8:30 am to 8:00 pm

Thursday, November 23, 2017
DANFORTH ROOM, 4TH FLOOR
8:30 am to 1:00 am

Friday, November 24, 2017
DANFORTH ROOM, 4TH FLOOR
8:30 am to 1:00 pm
Ontario Federation of Labour

14th Biennial Convention

New Delegate Orientation Session

Accessibility Orientation Session

Sunday, November 19, 2017

4:00 p.m. – 5:30 p.m.

Simcoe/Dufferin Room

Sheraton Centre Hotel
Ontario Federation of Labour

14th Biennial Convention

Sears: A Case Study of Workers’ Pensions

Hosted by: Koskie Minsky LLP

Tuesday, November 21, 2017
12:30 p.m.

City Hall Room (2nd floor)

Sheraton Centre Hotel
CONVENTION PARKING

PARKING PASS FORM FOR THE

“ONTARIO FEDERATION OF LABOUR (OFL)”

Dear Attendees:

We have made arrangements with the Toronto Parking Authority for a special parking rate at their adjacent Toronto City Hall parking garage. The garage is connected through an underground walkway directly to the Sheraton Centre.

When arriving, please park in the City Hall parking garage located directly across from the Sheraton Centre. Please take a ticket at the entry to the garage (please DO NOT insert a credit card). Remember to bring your parking entry ticket to the Parking Control Office on the main floor of the City Hall parking garage together with your completed application form (see below). A Rebate Ticket will be issued to you, which will allow you entry and exit privileges throughout the duration of the convention. The Rebate Tickets are non-transferable and are to be used by the registered vehicle holder only.

Your parking fee for the period from 2:00 PM on Sunday, November 19, 2017 to 6:00 PM on Friday, November 24, 2017, is $132.00/vehicle (CDN) (includes HST). Members must pay the Parking Authority directly for the Rebate Ticket.

Note 1.: Rebate Tickets must be obtained on either Sunday, November 19 (btwn. 2:00 p.m. – 9:00 p.m.) or Monday, November 20 (btwn. 7:30 a.m. – 5:00 pm) at the Parking Control Office noted above. Rebate Tickets will not be available after these dates and regular parking rates will apply.

Note 2.: Refer to the parking level map attached which outlines the location of the Parking Control Office in the City Hall Garage.

Note 3.: Please note: No refund will be issued for unused time. If a Rebate Ticket is lost, a new Rebate Ticket will have to be purchased at the regular rate.

________________________________________________________________________________________

1. Name of Convention/Meeting: “Ontario Federation of Labour (OFL)”

2. Name: ________________________________

3. Vehicle(s) Licence Number: ________________________________

Province/State: ________________________________

Signature: ________________________________

________________________________________________________________________________________

For Office Use Only

Rebate Ticket No. ________________________________ Method of Payment: ________________________________

Parking Ticket Returned: Yes ________ No ________

Guests are responsible for their parking expenses outside the hours stated on this form.

OFL Convention Form 2017
RULES OF ORDER
Ontario Federation of Labour Constitution Article IV Section 16

1. The President, or in the absence of the President or at the President’s request, a Vice-President shall take the chair at the time specified, at all regular and special conventions. In the absence of both the President or the designated representative, a person to chair the convention shall be chosen by the Executive Board.

2. No question of a sectarian character shall be discussed.

3. A delegate wishing to speak shall proceed to one of the microphones provided for that purpose. When recognized by the Chair, delegates shall give their name and the organization they represent and shall confine their remarks to the question at issue.

4. Speeches shall be limited to five minutes except in moving a resolution, when the delegate shall be allowed ten minutes.

5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.

6. A delegate shall not interrupt another except it be to call to a point of order, or question of privilege.

7. If a delegate is called to order he/she shall, at the request of the Chair, be seated until the question of order has been decided.

8. Should a delegate persist in unparliamentary conduct, the Chair will be compelled to name such delegate and submit the delegate’s conduct to the judgement of the convention. In such case the delegate whose conduct is in question should explain and then withdraw, and the convention will determine what course to pursue in the matter.

9. When a question is put, the Chair, after announcing the question, shall ask: “Are you ready for the question?” If no delegate wishes to speak, the question shall be put.

10. Questions may be decided by a show of hands, or a standing vote on the basis of one vote per delegate. A roll call vote may be demanded by one-third of the delegates present. In a roll call vote each delegate shall be entitled to one vote.

11. A delegate may appeal the decision of the Chair. The question is not debatable. The delegates challenging the Chair may briefly state reasons for the challenge. The Chair may make an explanation of the ruling. The question shall then be put, thus, “Shall the decision of the Chair be sustained?”

12. The Chair shall have the same rights as other delegates to vote on any question. In case of a tie vote, the person chairing shall cast the deciding vote.

13. When the previous question is moved, no discussion or amendment of either motion is permitted. If the majority vote that “the question be now put,” the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.

14. Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of the Committees are not subject to amendment except such as is acceptable to the Committee, but a motion to refer back to the Committee for reconsideration shall be in order.

15. A delegate shall not move a motion to refer back after they have spoken on the question at issue.

16. A motion to refer back is not debatable and when properly seconded the question shall be immediately put to the convention.

17. If the report of a Committee is adopted, it becomes the decision of the convention. If defeated, it may be referred back to the Committee for reconsideration.

18. When a question is pending before the convention, no motion shall be in order except – to refer – for the previous question – to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.

19. A motion may be reconsidered providing the mover and seconder of the motion to reconsider voted with the prevailing side and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to pass.

20. The Executive Board is empowered to establish the hours of convention.

21. In all matters not regulated by these rules of order, Roberts Rules of Order shall govern.

22. When two or more nominees are to be elected to any office by ballot, each delegate voting shall be required to vote for the full number of candidates to be elected or the delegate’s ballot will be declared spoiled. (Canadian Labour Congress Constitution).
RÈGLES DE PROCÉDURE
Chapitre IV, article 16, des Statuts de la Fédération du travail de l’Ontario

1. À tout congrès ordinaire ou extraordinaire, le président, la présidente ou, en son absence ou à sa demande, un vice-président, une vice-présidente, préside à l’heure prévue. En l’absence à la fois du président, de la présidente et de ses représentantes, représentants attitrés, le Bureau exécutif choisit une personne pour présider le congrès.

2. Nulle question de caractère sectaire ne peut être débattue.

3. Un délégué, une déléguée qui désire prendre la parole doit s’avancer vers l’un des microphones installés à cette fin. Dès que le président, la présidente leur donne la parole, les délégués et déléguées déclinent leur nom et le nom de l’organisation qu’ils représentent; ils doivent s’en tenir à la question à l’étude.

4. Les discours ne doivent pas durer plus de cinq minutes, sauf que, pour la présentation d’une proposition, le membre a droit à dix minutes.

5. Un délégué, une déléguée ne doit pas parler plus d’une fois sur le même sujet tant que tous ceux qui désirent s’exprimer n’ont pas eu l’occasion de le faire.

6. Un délégué, une déléguée ne doit pas en interrompre un autre, sauf pour invoquer le règlement ou une question de privilège.

7. Si on invoque le règlement contre une déléguée, un délégué, il doit à la demande du président, de la présidente se rasseoir jusqu’à ce que la question de règlement soit tranchée.

8. Si un délégué, une déléguée persiste à maintenir une conduite non parlementaire, la présidente, le président se verra obligé de nommer ce délégué, déléguée et de soumettre la conduite du délégué au jugement du congrès. Le délégué, déléguée dont la conduite est ainsi mise en cause doit s’expliquer, puis se retirer et laisser le congrès décider de la suite à donner à l’incident.

9. Lorsqu’une question est mise aux voix, le président, la présidente, après avoir annoncé le vote, demande : Êtes-vous prêts à voter? Si aucun délégué, déléguée ne demande la parole, la question est mise aux voix.

10. Les décisions peuvent se prendre par un vote à main levée, ou par un vote assis et levé, chaque délégué, déléguée ayant droit à un vote. Un vote par appel nominal peut être exigé par un tiers des déléguées, délégués présents. Dans le vote par appel nominal, chaque délégué, déléguée a droit à un vote.

11. Un délégué, une déléguée peut en appeler de la décision du président, de la présidente. La question ne peut pas faire l’objet d’un débat. Le délégué, la déléguée qui conteste le président, la présidente peut énoncer brièvement les raisons de sa contestation. Le président, la présidente peut expliquer sa décision. La question est ensuite mise aux voix dans les termes suivants : << La décision du président, de la présidente, doit-elle être maintenue?>>

12. Le président, la présidente a le droit, comme tous les autres délégués, déléguées, de voter sur toutes les questions. En cas d’égalité des voix, la personne qui préside a un vote prépondérant.

13. Lorsque l’on pose la question préalable, aucune des deux motions ne peut être débattue ni modifiée. Si la majorité décide que << la question soit mise aux voix dès maintenant >>, la motion originale doit être mise aux voix sans débat. Si la motion réclamant la mise aux voix est rejetée, la discussion continue sur la motion originale.

14. Les comités peuvent réunir plusieurs projets de résolution en un seul ou rédiger une résolution composée pour couvrir l’esprit de la question débattue. Les rapports des comités ne sont pas susceptibles d’amendement, sauf si cela convient au comité, mais une motion de renvoi au comité pour reconsideration est conforme au règlement.

15. Un délégué, une déléguée ne peut pas présenter une motion de renvoi après avoir parlé sur la question à l’étude.

16. Une motion de renvoi ne peut pas être débattue, et si elle est convenablement appuyée, elle doit être immédiatement soumise au vote du congrès.

17. Si le rapport d’un comité est adopté, il devient la décision même du congrès. S’il est rejeté, il peut être renvoyé au comité pour reconsideration.

18. Lorsque le congrès est saisi d’une question, aucune motion n’est admissible, sauf une motion de renvoi, une motion posant la question préalable, ou une motion d’ajournement à une date déterminée. Si l’une de ces motions est refusée, elle ne peut être renouvelée au cours du même débat.

19. Une motion peut être reconsiderée à condition que celui qui propose la reconsideration et que celui qui l’appuie aient voté avec la majorité, et qu’un avis de motion ait été donné à la séance précédente. L’adoption d’une motion de reconsideration requiert l’appui d’une majorité des deux tiers.

20. Le Bureau exécutif a le pouvoir de fixer les heures de session du congrès.

21. Pour toute question non prévue par les présents règlements, les règles de procédure de Roberts font autorité.

22. Lorsqu’il y a deux ou plusieurs candidats, candidates à élire à un poste, chaque déléguée, délégué votant est tenu de voter pour autant de candidats, candidates qu’il y a de postes à remplir, sans quoi son bulletin de vote est déclaré nul. (Statuts du Congrès du Travail du Canada).
Ontario Federation of Labour
14th Biennial Convention

Notice

Accessibility at the
Ontario Federation of Labour Convention

In 1957 at the founding Convention of the Ontario Federation of Labour (OFL) Cleve Kidd in his first remarks as President said in part:

This is the Parliament of labour, this is where we reason things out and this is where our policies will be formed. On my part, I promise you to do all in my power to ensure that everyone is heard and that the Ontario Federation of Labour will be known as a truly democratic organization.

In 1993, a constitutional amendment created a position on the OFL Executive Board for a Person with a Disability. In 1997, another constitutional amendment created a Standing Committee for Persons with Disabilities. Since that time, this Committee has taken as one of its aims to ensure in the words of Brother Kidd that everyone is heard. The Committee has worked closely with the OFL officers and staff to ensure that the OFL Convention is the Parliament of Labour; that it is accessible to allow all delegates, especially those with disabilities, to play a full role in the deliberations of the Convention. The OFL has always been receptive to the suggestions of the Committee.

Suggestions include:

- Make the OFL web page www.ofl.ca an important information source, accessible by posting material in PDF and HTML formats.
- All convention material is posted as soon as it is available on the OFL web page both PDF and HTML format. This will also include emergency or revised resolutions prepared during the Convention.
- Convention information, which is mailed to all affiliates, includes a form for accessibility needs. Delegates who send back the form are contacted individually and their needs are discussed and acted upon by the OFL.
- All emergency or revised resolutions, prepared during the Convention will be available in large print font.
- A separate registration for the equity caucuses (which includes Persons with Disabilities) is held to allow delegates to self-identify in order to take part in the caucus deliberations.
The Persons with Disabilities Caucus is held as close as possible to the Convention floor to allow maximum involvement by delegates with mobility difficulties. The Caucus is held at noon on Tuesday, in Sheraton Hall B and lunch is provided to allow for the maximum involvement of delegates who, for health consideration, must eat on a regular schedule.

Provision is made to provide transportation for delegates with disabilities who wish to take part in the traditional demonstration held during the Convention. Delegates needing such transportation must register at the same time as they register for the caucus.

An accessibility orientation will be part of the New Delegates Orientation session, on Sunday afternoon in the Simcoe-Dufferin Room.

Hotel security will have a list of all delegates with special needs. Should guest rooms have to be evacuated, security and other designated hotel staff will be attending to the guest rooms that are occupied by delegates with special needs. In the event of an evacuation, delegates with special needs are asked to remain in their rooms, as the elevators will not be functioning for general use. Hotel staff and/or the Fire Department will operate the elevators only.

The hotel will be asked to turn off all scent dispensers and where possible use unscented products for cleaning and sanitary purposes only.

The hotel will be asked not to have hotel staff use latex gloves during the Convention or for food services.

A ramp to allow accessibility to the Convention platform.

Adjustable microphones on the convention floor to allow easy access for delegates with mobility difficulties.

Roving microphones ensure that delegates with mobility difficulties have the opportunity to play a full role in the policy debates.

Efforts have been made to ensure that the aisles and spaces between tables on the Convention floor are wide for easy movement of all delegates especially those with mobility challenges.

Provision is made for personal attendants who regularly assist a person, to be with that delegate on the Convention floor.

While there has been improvement over the years, both the Ontario Federation of Labour and the OFL Persons with Disabilities Committee realize that there is more work to be done to ensure, to quote Cleve Kidd, that everyone is heard.
The Ontario Federation of Labour is committed to providing a positive environment at all Federation activities and ensuring that all individuals are treated with respect and dignity.

Union solidarity is based on the belief that all peoples are equal and deserve respect. Words, actions or conduct which are racist, sexist, homophobic or transphobic divide us. Discrimination on the basis of disability, age, religion, language and ethnic origin also divides us. Mutual respect must be the basis of interaction among trade unionists in addition to cooperation and understanding. Any behaviour that embarrasses, humiliates, excludes or intimidates a fellow union member prevents us from working together and will not be tolerated nor condoned.

Harassment and/or bullying are an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control: sex, race, age, creed, colour, marital status, sexual orientation, gender identity/expression, disability, political or religious affiliation or place of national origin. These are prohibited grounds under the Ontario Human Rights Code.

Harassment can be defined as any unwelcome action by any person whether verbal, psychological or physical, on a single or repeated basis which humiliates, insults or degrades. “Unwelcome” or “unwanted” in this context means any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Bullying can be defined as unwanted conduct, comments, actions or gestures that affect a person’s dignity, psychological or physical health and well-being. Bullying may result from the actions of one individual towards another, or from the behavior of a group. It is the abuse of perceived power that degrades, threatens and/or intimidates.

Trade union principles prohibit us from infringing on the human rights of others and oblige us to stand together to protect rights when others are attacked or victimized.

The OFL considers harassment and bullying of any kind a serious offence. Complaints of harassment at activities of the OFL will be investigated. A substantial complaint could result in the removal of the harasser from the event. A letter outlining the reasons for the removal will also be sent to the appropriate affiliate.
RESOLUTION AND COMPLAINT PROCEDURE

A person who believes that he or she is a victim of harassment or bullying on any grounds prohibited under the Human Rights Code should take immediate remedial action.

Make it clear that you do not welcome the attention or offensive behaviour, either on your own (verbally or in writing) or if you do not feel safe to do so via a third party. Warn him or her that if the behaviour continues, you will pursue the matter. (It may be that the individual is unaware that the behaviour is offensive).

If the inappropriate behaviour persists, approach one of the designated representatives and ask him or her to act on your behalf.

The designated representative (with or without the complainant present) will advise the OFL Staff of the problem.

The OFL Staff (or his/her designate) will separately interview the complainant and the alleged harasser (and witnesses if there are any). If the problem cannot be resolved informally, the complainant will be asked to put the complaint in writing.

The written complaint will then be submitted to a meeting of the OFL Staff and the OFL Officer in charge. The complaint will be evaluated and investigated. If it is determined that the respondent’s conduct has fallen within the definition of harassment under the Human Rights Code, appropriate disciplinary action will be taken which includes, but is not limited to, an apology, reprimand and expulsion. The principal officers of affiliated unions to which the parties are members shall be advised of all particulars.

During the Convention, should any issue arise, please contact any of our Equality Officers, Ogho Ikhalo, Carrol Anne Sceviour, or Vern Edwards. They can be reached through the Convention Office on the Concourse Level.
November 2017

Greetings:

I am writing to invite your union to participate in the eighth year of our exciting March 8th Project developed by the OFL Women’s Committee celebrating International Women’s Day (IWD). This year’s theme is “Marching ON”. Both the pewter pin and poster are a work of art that our members and community partners will value for many years to come.

The pin is sold at cost plus 25 cents. Any surplus of this added cost will be donated to a provincial women's organization recommended by the OFL Women’s Committee to the OFL Executive Board. Last year’s surplus funds went to support the following organizations:

- Equal Pay Coalition’s Equal Pay Day Campaign
- CBTU Summer Youth Program: OFL sponsored 5 girls to attend
- OCBCC - Child Care Worker and Early Childhood Educator Appreciation Day
- Pay Equity Supreme Court Intervention

The price per pin for orders of 500 or more is $3.50. Orders of less than 500 is $3.75 per pin. Unions that place orders of 500 or more pins will have their union logo added to the poster. Posters (11x17) will be available in limited quantities in both English and French for $1.00 per poster. All orders must be placed by February 11, 2018, in order to have the pins produced and shipped in advance of IWD. Orders can be placed after February 11, 2018, however we would not guarantee receipt of order before March 8, 2018.

This year, for your convenience, we have arranged an online order and payment option. Click the following link to order your 2017 IWD Pins and Poster myunionstore.com/iwd or maboutiquesyndicale.com/8mars.

If you have any questions, please contact Paulette at phazel@ofl.ca or 416-443-7674.

Below is the unveiling of our 2018 IWD poster and pin design!

Yours in Solidarity,

PATTY COATES
Secretary-Treasurer
Ontario Federation of Labour
Rally for FAIRNESS • UNITY • JUSTICE

Join the Ontario Federation of Labour rallying to stop hate, build unity and fight for decent work. Now is the time.

When: Wednesday, November 22nd
Time: 11:30 a.m.
Where: Meet in front of the Sheraton Centre Toronto Hotel, 123 Queen St. W.

For more information go to www.ofl.ca/events
OFL’s 60th Anniversary Celebration (1957-2017)

Please join us for an evening with entertainment and dance. Thursday, November 23, 2017
8:00 p.m. to 1:00 a.m. (doors open at 7:30 p.m., cash bar)

Osgoode Ballroom, Sheraton Centre Hotel

Limited tickets will be sold at convention. Tickets are $20 each.
14th OFL Biennial Convention November 20-24, 2017

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