

## From the Regional Director General: Message to Ontario Region employees

### **Toronto to host G-20 Summit, June 26 -27**

Information for Ontario Region employees

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Good morning,

On Saturday, June 26 and Sunday, June 27 Toronto will be hosting the G20 Summit at the Metro Toronto Convention Centre (MTCC). This event is expected to draw several thousand attendees and media delegates to the city, along with various protest groups and other activists.

The week leading up to the summit will be challenging for those living and working within the financial district. There will be a number of security zones surrounding the MTCC. Although the Exchange Tower is not located within the fenced security zone, unexpected closures of entrances, including those in the PATH, could occur due to non-peaceful protests or emergencies.

Traffic and transit is expected to be affected the week leading up to the event due to motorcades, protests and other issues. Travel in and around the city core is likely to be difficult.

Please be advised that your Ontario Region management team is currently reviewing our operational and business continuity plans and consulting with Exchange Tower management to ensure everyone is fully prepared for this significant event. Our approach will be shared with all employees in due course. More information will be communicated to you in the coming weeks.

**Carla R. Lyon**

Regional Director General  
Senior General Counsel  
Ontario Regional Office

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*This message was blind-copied to: \* Toronto - Ont. Regional Office*

## From the Regional Director General: Message to Ontario Region employees

### **G-20 Summit, Operational Plan for June 21-28 Ontario Regional Office**

Good afternoon,

As you know, Toronto will host the G-20 Summit on Saturday, June 26 and Sunday, June 27 at the Metro Toronto Convention Centre on Front Street. For the week starting June 21, traffic and protest activity may affect our ability to maintain normal business operations.

The Ontario Region management team is working to ensure we are well prepared by having a solid operational plan in place to address various scenarios that could affect employees and clients. We have been monitoring security and news reports and will continue to do so in the coming weeks.

It is imperative that you carefully review the following information so that you are aware of your responsibilities in terms of the operational plan as well as safety and security preparations.

Further details will be communicated to employees in the weeks leading up to summit and regularly throughout.

Safety and security is the responsibility of everyone in the Ontario Region. After reviewing this planning guide, please ensure you raise any questions or concerns with your manager.

***Carla R. Lyon***

Regional Director General  
Senior General Counsel  
Ontario Regional Office

### **Ontario Region Planning Guide June 21-28, 2010**

#### **Monday, June 21 – Wednesday, June 23**

Our operational plan from Monday to Wednesday is business as usual—for the most part—however contingency plans will be in place should the situation change, including alternate work locations for key staff and the emergency injunction group.

**Persons with disabilities**

Persons with disabilities and those requiring other types of accommodation will be given special consideration if they prefer not to be present in the workplace. Those persons are asked to discuss concerns with their manager at their earliest convenience, as it is important to have those plans in place as soon as possible.

**Emergency Procedures**

A yellow emergency procedures guide was distributed via desk drop to all employees in February of this year and is now included in the new employee orientation package. All employees, including students, casuals and temporary, should review and re-familiarize themselves with the emergency procedures. This document will also be posted on OROnet under the Security section by the end of next week.

**Office Hours**

During normal operations (Mon-Wed), office hours will be from 7:00 a.m. to 6:00 p.m. For safety reasons, no employee shall be present at the office outside of these hours **for any reason**.

**Employee Hours of Work**

Employees who wish to alter their regular hours of work (start and end time) during the week of the summit should discuss this with their manager.

**Commuting to the Office**

Employees are expected to plan ahead as security zones and driving restrictions will likely impact commuting and business travel routes, whether walking, biking, driving or by transit. Allow extra time for the commute and plan alternate routes or methods of transportation.

- **Biking:** Although the Exchange Tower is not located within the fenced security zone, it is within the affected security perimeter, including the area inside of Yonge, Queen, Spadina, and Lakeshore. This means that all outdoor bike racks within this area will be removed at some point in advance of the week of the summit. Bikes cannot be brought up to the floors under any circumstance in accordance with Exchange Tower policy. Racks will continue to be available underground (permit required) and on streets outside of the security perimeter.
- **Transit:** The TTC and GO Transit intend to operate on normal schedules. Union Station will remain open although with only two points of egress (Bay St. and to the Skydome). Transit spokespersons make it clear, however, that depending on circumstances (i.e., protests and motorcades) schedules may be disrupted.
- **Parking:** Underground parking in the Exchange Tower and surrounding buildings may only be accessible to monthly pass holders.
- **Missed time due to delays:** Up to one hour of missed time as a result of transit delays can be made up or taken as compensatory or annual leave. If the delay is beyond the employee's control and could not be prevented through advance planning, leave with pay for other reasons will be considered. This does not apply to casuals who are only paid for the hours worked.
- **Problems entering the office:** If you experience any difficulty reporting for work, please contact your manager who will then advise as to the appropriate course of action.

**Standard of Dress**

Employees should dress down during the week of the summit to fit in with the general population.

**Client Meetings**

All face-to-face meetings at the office should be postponed until after the summit.

**Supplies, Courier and Mail Service**

Arrangements should be made for advance delivery of office and operational supplies necessary for the week. Mail deliveries will continue to arrive at the office as usual from Mon - Wed.

**Building Access and Departmental Identification**

While in the office, ensure your government photo ID is visible and carry your access card at all times. When exiting the building, it is advisable to remove identification so that it is not visible to the public. Some floors will be on card access only (details to follow).

## Thursday, June 24 – Friday, June 25

On Thursday and Friday, the Ontario Regional Office will be **inaccessible to all employees** and members of the public. Employees are expected to make alternate arrangements for work unless they request leave. A variety of options are available, including vacation or compensatory leave, telework, professional development days, and a one-time only shift in earned compressed days off. Managers will be as flexible as possible when considering available options.

Employees should immediately begin speaking with their managers about what options are available, taking into consideration relevant collective agreements and/or terms and conditions of employment, operational requirements and feasibility.

## Saturday, June 21 and June 26 / Sunday, June 21 and 27

The office will be closed on Saturday and Sunday both the weekend before and during the summit (two weekends). No employee shall be present at the office on any of these days **for any reason**. In addition, no **on-site** overtime will be authorized.

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**More information will be shared in the coming days and weeks.**

*This message has been blind copied to \* Toronto - Ont . Regional Office.*