



W26 YYZ ITO BID COLLATERAL

KEY DATES

- Bid Start Date: Sunday, November 1, 2026
- Bid End Date (Tentative): Saturday, May 08, 2027
- W26 Schedule Viewing Open Date: Sunday, October 25, 2026
- Electronic Bid Form Deadline: Monday, September 21, 2026, at 10:00 EST (no extension)
- Form Access (6.15 & Relief Preference): Monday, September 28, 2026, at 09:00 EST
 - **Any submissions before September 28, 2026, at 09:00 will be removed.**
- Vacation/STAT Adjustment Deadline: Monday, September 28, 2026, at 09:00 EST
- **Check your bid list info. Issues WILL NOT be corrected during open bid.** Email questions to YYZWorkforcePlanningITO@aircanada.ca by 09:00 EST on Monday, September 21, 2026.

IMPORTANT REMINDERS

- No in-person bidding; all bids are via telephone
- Electronic Bid Form is mandatory to receive a telephone call.
- Multiple submissions; only the most recent time-stamped form is used
- Proxy bidding is allowed and must be indicated on the form

SCHEDULE ADJUSTMENTS

- 9-Hour Rest Rule: Adjustments will be made by the company to ensure a 9-hour rest period between the last day of S26 and the first day of W26 schedules. Not applicable to shift trades.

FORMS & SUBMISSIONS

- All forms must be submitted online via the Workforce Planning Site
- No extensions will be accommodated. Employees who do not submit their forms by the deadline will be assigned a work schedule following the completion of the bid process.
- No paper forms or emails accepted

BIDDING GUIDELINES

- Must be available at the **Canadian phone number** listed on your form.
 - If you miss your bid call, please DO NOT call back. For further assistance, kindly contact your local union.
- You must be ready to bid at your bid time. Selections must be made within 2 minutes.
- Union SharePoint updates are for reference only – The Bid room document is the official result.



• Mirror Bid Process

- “Mirror Bid” lines are identified and available for bidding (as per clause 6.12.08.06).
- “Mirror Bid” process is also available to the bid lines selected by those employees on **LOU (LOU 16 / LOU 17, NOT LOU 33)**
- Any employee bidding on a “Mirror Bid” line must also select a Relief Line.
 - The Relief Line will be assigned to the Mirror Bid holder once the original employee returns to active duty.

LANGUAGE COMMITMENTS

- Employees hired with language commitment, as per the bid time document, may be required to bid on Language Bid lines.

JOB FUNCTION NOTES

- **The company reserves the right to reassign any CES working Baggage Hall or Arrivals shifts to Gates and Lobby shifts in an effort to maintain skill-set qualifications among employees.**
- The Company has the discretion to reassign employees as it deems required, once their shift has commenced. (L39.01)
- Advance reassignment is based on qualification with following order (L39.02):
 - Relief employees
 - Employees on shift trade
 - Bid holders
- WCHR Assistance: All CES will support WCHR assistance, regardless of bid position.
- For more information about each Bid location, please refer to the CES/LCES Job Description

AREA-SPECIFIC HIGHLIGHTS

Function	Details
Concierge	• Refer to Concierge Bid Collateral for job function updates
Stocking	• 1-year bid starts in W26
Gates & Arrivals	NEW NEW Hardstand (GT_Z2_HARDSTAND): CES in Zone 2 will support the Hardstand operations. CES bid/assigned to Hardstand must carry PPE. CES on Arrivals shifts may be reassigned to Gates (control and assist) shifts in effort to maintain the qualifications. • Gate Support will bid by area as GT_SUPPORT_DOM, GT_SUPPORT_INT, GT_SUPPORT_TBR.



	- CES working Gate Support shifts can still be deployed as per operational requirement. Gate Support will perform any functions within the gate area including not limited to WCHR handling, CSD, arrivals, departures, etc. - HI & PA bid lines will only be available to those CES that have hiring commitment in both Hindi & Punjabi. - CES working in Zone 1 will be stationed at CSD DOM Jazz and assist passengers in between assigned tasks. - Zone 1 & 4 CES will be assigned to larger lockers by the company (limited availability) - Zone 1 & 4 CES will be provided time to change from outdoor gear when reassigned to indoor tasks - Includes: Zone 1–5, Gate Support, DOM Arrivals, Customs Arrivals, Corridor
Lobby	- CES working in US INDUCTION position must take breaks during down times. When required, communicate to the lead/manager in TBR Gates. - HI & PA bid lines will only be available to those CES that have hiring commitment in both Hindi & Punjabi. - CES working Lobby shifts will be primarily assigned to Lines, Kiosk Assist, Check-In Assist, Family Check-In, Over-Size Baggage Belt, COB, Premium & Priority Lobby functions & may also be assigned to: CCT Lobby, Security, Gates, Pier G Relay, HHF, CNX, Baggage Hall as required. - More “Stand Up” than “Sit Down” roles - Assigned to work location by Advance Planning 1 day prior
Departure CCT	- CES working CCT shifts will be primarily assigned to: CCT Lobby Check-In, CCT Lobby, CCT Security, CCT Gates, CCT Pier G Relay, CCT HHF, CCT CNX, CCT Baggage Hall & may also be assigned to any Lobby functions as required. - Assigned to work locations/functions by Advance Planning 1 day prior
Premium Lobby (DOM & TBR)	- Assigned to: Lines, J Class/Super Elite Check-In Assist, COB, Bag Drop, Kiosk Assist, Priority Check-In, CCT Lobby/Gates - Assigned to work locations/functions by Advance Planning 1 day prior
Baggage Hall	NEW CES on Baggage Hall shifts may be reassigned to Lobby/Departure CCT shifts in effort to maintain the qualifications. - HI & PA bid lines will only be available to those CES that have hiring commitment in both Hindi & Punjabi. - Assigned to: CCT Baggage Hall Monitor/Relay, Rainbow Monitor/Relay, Pier G Relay, CNX CCT & CNX Relay - Assigned to work location by Advance Planning 1 day prior
OPS All Functions (OPS_AF)	NEW No OPS AF requirements in the bid. NEW However, be advised that the company reserves the right to reassign those that are on Baggage Hall and Arrivals shifts to Gates (control and assist) shifts in effort to maintain skill-set qualifications among employees.
OPS Support	CES working OPS SUPPORT shifts will be assigned primarily to any CNX functions/positions including but not limited to PAT STAR, ITPC REWORK, CCT ITPC, ITT, NO LOAD, etc. as required & may also be assigned to all other functions/positions as required.



	• Must carry radios and PDAs
CNX	NEW Landline (AC_L4): CES at YYZ will now handle all Landline OPS. This requirement is being introduced for the first time will be managed by CNX team. For more detailed information, please refer to the Job Description. • CNX functions/positions that are not in the bid will be staffed dynamically as per the operational requirement. • Includes: PAT STAR, ITT, NO LOAD, ITPC REWORK & CCT ITPC
MLL	NEW ACSS (Air Canada Signature Suite) is scheduled for renovation and may be out of service until the end of December 2026. There will be a Pop-Up INT MLL near the Gate E85 to relieve some pressure on INT MLL. NEW CES working MLL_AF and INT MLL shifts may be assigned to work at the Pop-Up INT MLL as required. • CES working MLL_AF must carry PDAs. • CES working MLL_AF will also be responsible for assisting customers requiring mobility assistance in and out of MLLs in the assigned areas. • Includes: DOM MLL, TBR MLL, INT MLL, YYZ Café & TBR Express, MLL_AF is the designated break relief for DOM MLL, YYZ Café, TBR MLL and MLL TBR Express. • CES working MLL_AF will be assigned to DOM MLL_AF or TBR MLL_AF. DOM MLL_AF is the designated break relief for DOM MLL and YYZ Café. TBR MLL_AF is the designated break relief for TBR MLL and MLL TBR Express.
CSD	• No CSD DOM Jazz (CSD_DOM_QK) in this bid. However, CSD DOM Jazz will be staffed dynamically based on operational requirements. • One CES on each CSD (DOM, INT and TBR) will be assigned (by Advance Planning one day prior) to a PDA and assigned to ground tasks. • CSD TBR provides break coverage for CSD Pier G • Includes: CSD DOM, CSD TBR, CSD Pier G, CSD INT
Relief (RLF & RLF_AF)	• BL Base Relief (RLF_BL) bid lines are only available to those CES that are hired with commitment in French. • Base Relief (RLF) schedules are developed monthly as per Article 6.13.05 & shift changes are made as per Articles 6.13.06 & 6.13.07 • CES working either Base Relief (RLF) or Relief All Functions (RLF_AF) shifts will be assigned to work location by Advance Planning one day prior. • All relief employees must be ready to work in any trained area, including outdoor functions (e.g., ramp directs, hardstands)
Leads	NEW Premium Lead is introduced for the first time. NEW Premium Lead is responsible for oversight of Aisle 1 and 12 as well as ACSS. • CNX lead will be positioned in YYZ STOC. • TBR Lobby Leads are responsible for oversight of Aisle 8, 11 and 12, including Departure CCT activities. • DOM/INT Lobby Leads are responsible for oversight of Aisles 1, 2, 5, and 6, and may be assigned to support Departure CCT activities based on operational requirements. • Perform CES functions as needed • Bid by area: Lobby (TBR & DOM/INT), CNX, DOM Gates, INT Gates, TBR Gates (TBR & Pier G), Premium

TRAINING

- Mandatory Bid Training will be scheduled by Workforce Training, if you are not qualified for your bid position
- Until the training is completed, employees without qualifications for their bid positions will be assigned to training lines.
 - **Bid Cycle and Shift remain the same, location will be changed to RLF**
- Training Notice: 48 hours for time change, 7 days for changes to days off.
- Failure to attend/complete training will result in forfeiting the bid line. A Base Relief line will be assigned.

QUALIFICATION MATRIX

Area/Skill	Acceptance & Disruption	Gate	MLL	Debit	PAT STAR
Relief	X	X	X	X	X
Midnight	X	X	X		
Gates	X	X			
CSD	X	X			
CNX	X				
OPS Support	X	X			
OPS AF	X	X			
Lobby	X				
Departure CCT	X				
DEBIT	X			X	
PAT STAR	X	X			X
Landline	X	X			