

Atlantic Regional Council

May 28-30, 2020

Halifax, NS



Greetings

Our 7th annual Unifor Atlantic Regional Council (ARC) is quickly approaching, and we are excited to be heading to Halifax, Nova Scotia this year.

This past year has been full of change. From a provincial election in Newfoundland and Labrador, to the federal election which returned a minority Liberal government. Our National Convention also saw Lana Payne move into the role of National Secretary-Treasurer and Linda MacNeil take on the role of Atlantic Regional Director. We have a lot to look back on and so much to look forward to.

The Atlantic Council will convene at 9:00 a.m. on Friday, May 29 and will continue until the conclusion of business on Saturday, May 30, 2020.

Prior to council, on Wednesday, May 27, we will have a Local Presidents' meeting in the afternoon and on Thursday, May 28 we will be holding two half-day workshops.

Council Registration opens on Thursday afternoon at 12:00 p.m. and continues Friday, May 29, at 8:00 a.m.

See everyone there!

In solidarity,



Matt Blois
Atlantic Regional Council Interim-Chair



Linda MacNeil
Atlantic Regional Director



What is Atlantic Regional Council (ARC)?



Our annual Atlantic Regional Council is part of the democratic institution of the Union. It allows Unifor Members from across New Brunswick, Prince Edward Island, Nova Scotia, and Newfoundland & Labrador to come together and celebrate the hard work done over the past year, while also looking ahead and setting priorities for the year to come.

Regional Councils are an opportunity for delegates to help determine those priorities. Does your local have suggestions for where the region should be focusing its energy? Why not submit a resolution to be debated at Council. (See page 12 for more information.)

Atlantic Regional Executive members are responsible for helping to keep the region on track with the priorities set at Council. This year will be an election year for the Atlantic Region, meaning delegates will have the important task of electing a new Regional Executive, as well as new Standing Committees. (Details on page 6.)

Regional Councils are also a great place to meet other members, hear from incredible guest speakers and build more Unifor solidarity.

Atlantic Regional Council | Halifax, NS | May 2020

Meetings & Workshops

ARC 2020 Meeting Schedule

Wednesday, May 27 2020

- 10:00 a.m. ARC Executive Meeting
- 1:00 p.m. Presidents' Meeting

Thursday, May 28, 2020

- 9:00 a.m. Workplace Hazard Assessment Workshop
- 1:00 p.m. Mental Health Workshop
- 6:30 p.m. Meet and Greet

Friday, May 29 2020

- 9:00 a.m. ARC Plenary Session

Saturday, May 30 2020

- 9:00 a.m. ARC Plenary Session

Sunday, May 31 2020

- 10:00 a.m. ARC Executive Meeting

Equity Caucuses

Equity caucuses will be held during lunch breaks, upon adjournment on Friday and prior to starting the plenary session on Saturday.

Please refer to the agenda on-site for exact times and locations.

Presidents' Meeting

In order to build stronger Local Unions, it is important to bring our Local Presidents together on a regular basis to discuss issues of common concern and how we can work better together.

The regional presidents' meeting will be Wednesday, May 27 at 1 p.m. This year's meeting will include training on the Area Course Registration System from the Education Department.

Presidents are welcome to bring a member of their executive as a guest to this meeting.



Reminder
Registration is
required for all pre-
council meetings and
workshops

Workplace Hazard Assessment Workshop

Unifor Director of Health, Safety and the Environment, Sari Sairanen, will be holding a Hazard Assessment Workshop. This workshop will focus on helping members identify things, situations and process in their workplaces which may cause harm, specifically to people. Members will learn how a consistent approach from workers and employers allows everyone to focus their efforts in the right areas, and to develop worker training, inspections, and emergency response plans specific to the hazards of their work sites.

Mental Health and Fair Representation

Many of our locals are recognising an increase in members dealing with mental health issues. Navigating how best to represent members in these situations can seem intimidating for those who are new to it.

Laura Johnson, from Unifor's Legal Department, will help locals understand their responsibilities and how best to ensure fair representation of members dealing with mental health issues.

Workshops and presidents' meeting spaces are limited so register early to take advantage of these great learning opportunities.

Elections

Per the council bylaws, following Constitutional Convention, the ARC must re-elect all positions for the next 3-year term. Vacancies to be filled are as follows :

ARC Chair - 1
ARC Vice Chair - 1
ARC Secretary-Treasurer - 1
ARC Members-at-Large - 7
Health & Safety Standing Committee - 3
Political Action Standing Committee - 3
EFAP/Addictions Standing Committee - 3

*Aboriginal & Workers of Colour Standing Committee - 3
*Young Workers Standing Committee - 3
*Women's Standing Committee - 3
*Workers with DisAbilities Standing Committee - 3
*LGBTQ Standing Committee - 3

*Equity standing committee positions will be filled by peer election during their designated equity caucus session/meeting. Please refer to your council agenda at registration for caucus times and dates. For information on duties related to Council Executive Officers and Standing Committee positions, please refer to your Atlantic Regional Council Bylaws.

Elections happening on the floor of council will take place on Saturday, May 30. Registration and changes to delegate status will be closed one hour prior to voting.





Call for Nominations

If you are interested in being considered for a position on the Executive or a Standing Committee, please fill in the nomination form included with this package by March 31.

Equity standing committee positions will be filled by peer election during their designated equity caucus. Please refer to your council agenda at registration for caucus times and dates.

Please note, if you are interested in being on the Atlantic Regional Council Executive or a Standing Committee, your local must commit to sending you with the Local Delegation to Atlantic Regional Council for the 3 (three) year term and cover those costs for future Atlantic Regional Councils. Financial support may also include lost time for committee work and/or training sessions in Port Elgin, among other things.

We encourage you to speak with your local president to ensure their support. Send your nomination forms to laura.vickery@unifor.org by March 31.

Registration

NEW!! Registration for Atlantic Regional Council, Presidents' Meeting, Health & Safety Workshop and Mental Health & Fair Representation is now online. To register delegates, special delegates and observers, please visit <https://register1.unifor.org> using your local's 2020 online registration username and password (sent out from Nicole Campbell in January.)

To register delegates for the Presidents' Meeting, select Yes when asked "are you attending any of the conferences," then select Yes for the Presidents' Meeting.

Your local's delegate entitlement is listed in the online registration system and will be included in the Call Package mailed to your local.

If you require a change to your local registration, or experience any difficulties with your registration, please send an email to laura.vickery@unifor.org.

Paper registration forms are still available and will be mailed with call packages. If you do not receive your call package in the mail, please contact Laura Vickery at laura.vickery@unifor.org or 1-800-565-1272.

Atlantic Council Executive and Standing Committee Members must be registered as part of your Local's delegation

Who is in your delegation?

DELEGATE

This is the only designation to get both voice and vote at Council. Each local has a limited number of delegate positions, determined by the calculations on the next page.

SPECIAL DELEGATE

Members of your executive, unit chairpersons, or members of equity seeking groups (AWOC, Young Workers, Workers with disAbilities, LGBTQ, or Women) may be registered as Special Delegates. They will have voice but no vote.

OBSERVER

Your local can send an unlimited number of observers. Observers have neither voice nor vote. Members who do not qualify as Special Delegates may be Observers. This category also allows family members and guests to see what ARC is all about.

ALTERNATE

Like Observers, an Alternate has neither voice nor vote. They may replace a voting delegate in the event that a delegate is called away from Council. Each local may send only one Alternate.

Delegate Entitlements

Please see the information below regarding the calculation of delegate entitlements for each local.

The membership of a National or multi-regional Local Union shall be assigned to the Council covering their residence. They shall be deemed to constitute a local union for the purposes only of their respective Regional or Quebec Council.

Delegate entitlement shall be based on the following:

Single Unit Local Unions or Subordinate Bodies:

1 to 250 members - 1 delegate

251 to 500 members - 2 delegates

501 to 750 members - 3 delegates

751 to 1,000 members - 4 delegates

1,001 to 1,250 members - 5 delegates

And one additional delegate for each additional 250 members

b. Amalgamated Local Unions or Subordinate Bodies

Each bargaining unit with 250 members or more of an amalgamated Local Union shall have delegate entitlement based on the following:

250 to 500 members - 1 delegate

501 to 750 members - 2 delegates

751 to 1,000 members - 3 delegates

1,001 to 1,250 members - 4 delegates

Add one additional delegate for each additional 250 members

Members of bargaining units within an amalgamated Local Union with fewer than 250 members shall be grouped together and entitled to delegates as per Paragraph 6 a. of this Article.

Delegate entitlement shall be based on the average dues payment to the Quebec Council and Regional Councils in the year preceding the Council meeting excluding any period in which National Union dues payments have been interrupted by a labour dispute.

While our Constitution and proposed bylaws outline delegate entitlement based on size of the local or bargaining unit, local unions are also entitled to send Special Delegates as outlined in Article 10, Paragraph 9, of the Unifor Constitution.

**Sending Unit
Chairs as Special
Delegates is a great
way to ensure all
your Units are
represented at ARC**

Planning

Air Canada Discount Code

Air Canada has offered savings to our delegates who will be traveling by air. If you wish to take advantage of these savings, please contact Air Canada at 1-888-247-2262 (in Canada), TTY 1-800-361-8071 (hearing impaired) or online at aircanada.com. In all cases, please quote promotional code **FG8GHD71**

Accessibility

Unifor works to remove all barriers to participation. If you, or one of your members, have a specific need with respect to the list below for the Atlantic Regional Council, please let us know in advance please email laura.vickery@unifor.org or call 1-800-565-1272 and/or 902-455-9327 and speak with Laura on what needs you may have.

VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE

Hotel Halifax

A room block for delegates has been set aside at Hotel Halifax, 1990 Barrington St, Halifax, NS. Room rate is \$185.00, single or double occupancy for standard rooms. **The cut-off date for reservations is Friday, April 24, 2020.** Please call 1-833-357-8155. Reference **"Unifor"** when booking. Or book online at <http://bookings.ihotelier.com/bookings.jsp?groupID=2471102&hotelID=108084>



Child Care Facilities

Child care will be provided without charge for children from infancy to 14 years of age who have been registered on or before the May 8 deadline.

Registration forms must be received by the deadline to guarantee acceptance into the child care programs! Child care will be available during the following hours:

Thursday, May 28	8:30 am – 5:30 pm
Friday, May 29	8:30 am – 5:30 pm
Saturday, May 30	8:30 – ½ hour after adjournment

**Requests for child care
will not be accepted
beyond May 8, 2020.**

**On-site requests
CANNOT be
accomodated.**



If you would like to take advantage of child care, please complete the attached child care registration form and forward by May 8, 2020 to Unifor Child Care Services, Attention Laurie Wright.

By fax to 519-389-3544

By email to Laurie.Wright@unifor.org

By mail to Unifor Family Education Centre
115 Shipley Ave
Port Elgin, ON N0H 2C5.

Resolutions

Resolutions you want considered by the Atlantic Regional Council must be received at the Halifax office no less than 15 working days prior to the opening of council. In addition, please note that in accordance with the council bylaws, Article 9: Amendments, that:

The bylaws of the Regional Council may be amended by a 2/3 majority vote to approve a resolution from a local union or a recommendation of the Executive Committee provided that all local unions have been given 30 days notice of a resolution or recommendation to amend the bylaws.

Therefore, any resolutions pertaining to bylaw changes must be submitted no later than April 22, 2020. The 30 days notice would then be given to locals no later than April 29, 2020.

The 2020 general resolutions deadline is April 30, 2020. We encourage you to send in your resolutions prior to this date.

Please refer to the sample resolution on the next page for a clear language explanation of how to compose, using “Whereas” and “Be it resolved that” statements.

What are Ways to Make Resolutions Clear for Everyone to Understand?

- 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, abbreviations and acronyms.
- Be specific. Explain what you want to see happen: what you want to change, how you want it done, who you want to do it, and when you want it to happen.



Resolutions can be submitted by:

Email to: laura.vickery@unifor.org
Fax to: 902-454-9473
Mail to: Unifor
Attn: Laura Vickery
63 Otter Lake Court
Halifax, NS
B3S 1M1

Deadline to submit
resolutions is April
30, 2020



Atlantic Regional Council Sample Resolution

Whereas: The resolutions committee needs proper signatures to know the resolution comes from a local and has been approved;

Whereas: Simple, clear and concise language helps delegates understand the resolutions;

Therefore be it resolved that: All resolutions will be submitted in this format, complete with Local number and names of president and recording secretary;

Therefore be it further resolved that: All resolutions will be written in clear and concise language

Respectfully submitted by Unifor Local 007

Jane Smith, President

John Smith, Recording Secretary

On-Site Info

Halifax Convention Centre

ARC 2020 will be held at the Halifax Convention Centre, 1650 Argyle St, Halifax, NS on the Convention (lower) level.

The Convention Centre is an approximately six minute walk from Hotel Halifax and can be accessed from either Argyle St or Grafton St.

Special thanks to Unifor Local 4005 members working for Events East at Halifax Convention Centre for all their work during Council.

Registration Table

Registration will take place on the Convention Level of Halifax Convention Centre on the following schedule:

Thursday, May 28	12:00 p.m to 5:00 p.m.
Friday, May 29	8:00 a.m. to 4:00 p.m.
Saturday, May 30	8:00 a.m. to 12:00 p.m.

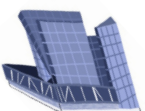




Map Legend



Hotel Halifax, 1990 Barrington St



Halifax Convention Centre, 1650 Argyle St

Hotel Dos and Don'ts

Do

- Allow staff access to clean your room daily;
 - Learn names/engage with staff assisting you. Talk to them about your union job;
- Respect non-conference hotel guests. They are community feedback of our union;
- Tip housekeeping guideline is \$2/bed/day. Tipping ensures that the person who cleaned your room gets tipped. Check-out tipping doesn't necessarily go to the person who cleaned your room during your stay;
- Leave a personalized note with your tip for housekeeping. A little recognition can mean a lot;
- Keep floors clear from bags and debris so housekeepers can vacuum and change bedding;
- Utilize on-site food and beverage outlets and services as they supply employment to staff and generate income for employees;
- Sort garbage appropriately into provided bins;
- Food and beverage tipping is standardized at 15-20%;
- Request fresh towels every day;
- Tip the Bellman/Concierge if they perform a task for you (carry or store luggage, call cab, make reservations, etc.);
- Fill out comment cards and surveys for staff and give recognition to your fellow union members who are working;
- Be an ambassador at all times! Remember that you are the face of the union.

Don't

- Leave a big mess in your room, but if you do, tip accordingly;
- Book with secondary booking sites, as it reduces jobs and revenues at the hotels - book directly with the hotel;
- Dispose improperly of any sharp or hazardous materials into room garbage (broken glass, needles, etc). Call housekeeping for assistance to prevent injuries;
- Expect piping hot food through Room Service - food travels a long way before it reaches your room;
- Dine in outlets just before close. Be aware of hours and operations;
- Throw room parties or be loud in your room for other guests to hear;
- Raise your voice at staff or use inappropriate language; and
- Participate in the green program as it reduces hours for the workers.

Top Tip
Consider using Local funds for a roll of toonies so all your delegates have easy cash for daily tipping

