

# Unifor Atlantic Regional Council



# Unifor Atlantic Regional Council 2023

Greetings!

We are pleased to announce that Atlantic Regional Council (ARC) will be held in person June 1 - 3, 2023 in Moncton, NB.

In addition to the usual business of council, this is an election year for ARC Executive and Standing Committee members. More information on elections can be found on page 6.

Please ensure delegates are prepared to stay until the completion of business on Saturday, June 3, which may mean travelling home on Sunday, June 4.

Registration for ARC will be done entirely through our online registration system. Username, Password and delegate entitlement information will be sent to Local Presidents in a separate email. If you encounter any difficulties with your log-in, please contact [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org) for assistance.

We look forward to seeing members from across the Atlantic in Moncton once again to celebrate the strength and solidarity of our union.

In Solidarity,



**Matt Blois**  
Atlantic Regional Council Chair



**Jennifer Murray**  
Atlantic Regional Director



# COVID-19 UNIFOR EVENT POLICY

## COVID-19 PREVENTION

Since the start of the pandemic, Unifor and its National Executive Board have issued statements and adopted policies to maintain the highest level of health and safety for all Unifor members at events and in the workplace. Every decision by the union regarding COVID-19 policies, both for union events, and with regard to workplace policies, followed the guidance of public health and/or scientific authorities.

From the beginning we acknowledged there would be a need to constantly re-evaluate our positions based on the evolving nature of the pandemic and the COVID-19 virus, as well as public health direction and advice. Things are shifting, but we are not out of the woods. We are not yet in a post pandemic world.

The size and scope of the upcoming Ontario Regional Council compels our union to maintain safety guidelines and standards, in an attempt to protect the health and safety of members, delegates and staff including the most vulnerable among us.

A modified Comprehensive COVID-19 policy remains in effect, ensuring the following safety protocols in place at ARC:

- Requiring a daily self-assessment from all delegates, and asking that delegates do not come to the ARC venue if they show symptoms or test positive;
- Creating a vaccine-friendly environment by stating that full vaccination is strongly encouraged for all delegates attending ARC;
- Creating a mask-friendly environment by strongly encouraging mask-wearing, having masks available at registration, leading by example, and making regular statements about the need to respect everyone's safety and well-being during the event;
- Requesting that delegates immediately report illness presenting during the course of the ARC so that organizers can notify others of risks and of any needed safety protocols;
- Inviting open communication between delegates and organizers on COVID-19 guidelines or arising issues.

## PRIOR TO ARRIVAL

Prior to arriving on site, we require that every participant respond to the pre-screening questionnaire included in this package. You must self-screen with the attached questionnaire daily before presenting to the physical location of the event.

If you answer "yes" to any questions, or are feeling ill in any way, do not come to the event location. We ask that you cancel your participation immediately by notifying [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org)

# TENTATIVE AGENDA

## Thursday, June 1, 2023

### 8:30 a.m. Presidents' Meeting

Presidents are encouraged to invite a member of their executive, or a unit chair to attend the Presidents' Meeting with them.

### 1:30 p.m. Workers with disAbilities Equity Caucus

### 2:30 p.m. LGBTQ Equity Caucus

### 3:30 p.m. BIWOC Equity Caucus

### 4:30 p.m. Young Workers Equity Caucus

## Friday, June 2, 2023

### 9:00 a.m. Atlantic Regional Council Plenary

### 5:00 p.m. Approximate adjournment

## Saturday, June 3, 2023

### 9:00 a.m. Atlantic Regional Council Plenary

### 5:00 p.m. Approximate adjournment\*

\*Saturday plenary session will run until the conclusion of business. Further agenda details will be shared closer to the event.

## EQUITY CAUCUSES

In an effort to ensure that members of equity seeking groups are able to focus on the important work of their caucuses and participate in any / all caucuses, as applicable to them, equity caucuses will take place in the afternoon of Thursday, June 1. Please see the schedule above for the exact times of each caucus.

The Women's Caucus will be held on Friday during the lunch break.

Please note that Equity Caucuses will be closed events, allies will not be invited to attend.



# REGISTRATION

Registration is entirely online. Please visit <https://register1.unifor.org>.

**The registration deadline is May 12, 2023.**

Your Local's registration information will be sent to you in a separate email. As the head of the delegation, it is the President's responsibility to register all members of a Local's delegation.

Your registration information is confidential and should not be shared.

To register your delegation, select one of the following events:

Atlantic Regional Council 2023  
ARC 2023 Presidents' Meeting

To register for multiple events, please log out and log back in again to select another event from the home screen.

**It is important that you use the personal email of each member that you register.**

## IMPORTANT NOTES

Current members of the Atlantic Regional Council Executive and Standing Committees must be registered as part of your Local's delegation, either as a delegate or special delegate from your local.

Every member of your delegation MUST be registered with their own unique email address. We recommend NOT using company emails. These addresses will be used to contact each member to verify registration details and have them complete a confidential equity self-identification questionnaire.

If you require a change to your Local's registration, or you experience any difficulties with your registration, please send an email to [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org).


## DELEGATION DESIGNATIONS

Delegates are the only members of the delegation to get both voice and vote at Council. Each local has a limited number of delegates based on the following calculations:

- *local unions with 1 to 250 members - 1 delegate*
- *local unions with 251 to 500 members - 2 delegates*
- *local unions with 501 to 750 members - 3 delegates*
- *local unions with 751 to 1,000 members - 4 delegates*
- *local unions with 1,001 to 1,250 members - 5 delegates*

*Plus one additional delegate for each additional 250 members.*





Please refer to council bylaws for information on amalgamated local unions. [ARC bylaws can be downloaded from Unifor.org.](#)

**Special Delegates** get voice but no vote at council. This category may include members of your executive, unit chairs or members of equity-seeking groups (BIWOC, Young Workers, Workers with disAbilities, LGBTQ or Women.)

**Observers** have no voice or vote at council and may be members who do not qualify as special delegates. Locals may register multiple observers.

**Alternates** may replace a voting delegate in the event a delegate is called away from council. Alternates do not have voice or vote unless they are replacing an absent delegate. Each local may register only one Alternate.

## 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

\*Black, Indigenous and 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, June 3. Registration and changes to delegate status will be closed at least one hour prior to voting.

Anyone wishing to express an interest in running for a role within the ARC Executive or Standing Committees may complete the form by visiting <https://form.jotform.com/230433576811050>.

The deadline to submit your form is on or before May 25, 2021.

Formal nominations for the ARC Executive and Standing Committees will take place during the Council. As per our by-laws (Article 5: Elections):

*...a delegate nominating another delegate may make a brief statement, and all candidates shall have an opportunity to address the delegates.*

Please note that nominees should ensure they have the support of their Local President prior to accepting a nomination. The home locals of members of the ARC Executive and Standing Committees must commit to financial support for your three (3) year term, including costs associated with sending you to ARC as part of their delegation for your term. Financial support may also include lost time for committee work and/or training sessions in Port Elgin, among other things.

## **ACCESSIBILITY**

Unifor seeks to make all union meetings and events accessible and barrier-free. If you require accommodation for human rights related needs, we invite you to provide us with your relevant information so that we can take all reasonable steps to address any barriers to your participation in your Union.

All documents can be provided in a format more accessible to members' needs, upon request.

Please email accessibility requests to [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org).

**VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE**

## **ON-SITE**

### **CONFERENCE CHECK-IN**

The on-site registration table will open during the following times for delegate check-in.

Thursday, June 1	12:30 p.m. to 5:00 p.m.
Friday, June 3	8:00 a.m. to 5:00 p.m.
Saturday, June 4	8:00 a.m. to 12:00 p.m.

In the event of an election, registration will close at least one hour prior to voting.



# TRAVEL AND ACCOMODATIONS

## TRAVEL

Delegations flying in to Moncton are invited to use the following code on [aircanada.com](https://aircanada.com) to take advantage of discounted ticket prices.

**Discount Code: M2J9ABQ1**

Delegates wishing to travel to Moncton by train can take advantage of discounted rates when booking on [viarail.ca](https://viarail.ca).

**Discount Code: 811133**

## DELTA BEAUSÉJOUR

Delta Beauséjour, 750 Main St., Moncton, NB. Room rate is \$189.00, single or double occupancy Traditional room. The cut-off date for reservations is **Sunday, May 3, 2023**. Please call 1-506-854-4344. Reference "UNA" when booking.

Or use the [secure booking link](#) to book online.

### Legend



Delta Beauséjour  
750 Main St



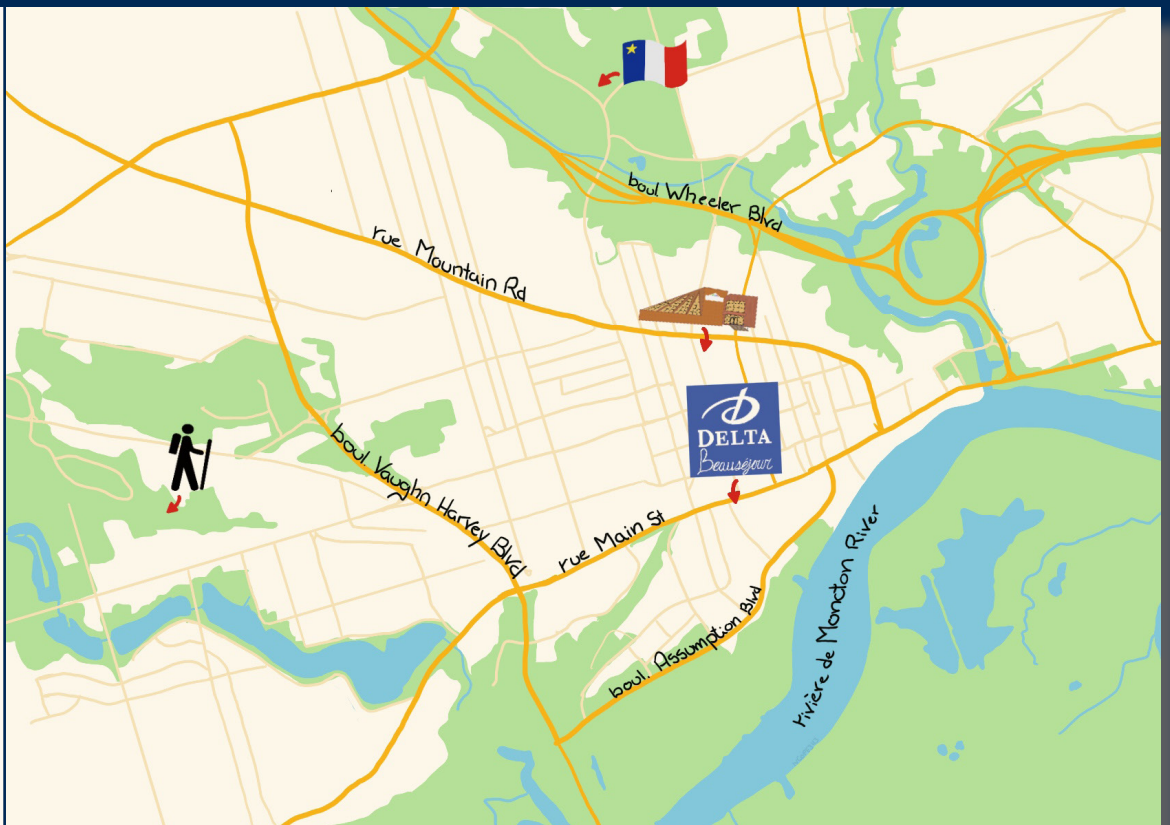
Moncton Museum  
20 Mountain Rd



Centennial Park  
811 St. George Blvd



Acadian Museum of  
University of Moncton  
405 Université Ave





# CHILD CARE

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 5 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, June 1	8:30 am – 5:30 pm
Friday, Jun 2	8:30 am – 5:30 pm
Saturday, June 3	8:30 – ½ hour after adjournment

# RESOLUTIONS

## GENERAL RESOLUTIONS

General resolutions to be considered by the Atlantic Regional Council must be received no less than 15 working days prior to the opening of council.

The general resolution deadline is **May 17, 2023**. We encourage you to send your resolutions prior to this date.

## BY-LAW AMENDMENTS

Please note that in accordance with ARC By-Laws, Article 9: Amendments:


*The bylaws of the Regional Council may be amended by a 2/3 majority vote to approve a resolution of 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.*

In order to comply with Article 9, any resolutions pertaining to **bylaw amendments must be submitted no later than April 21, 2023**. Locals would then be given notice no later than May 2, 2023.

Resolutions may be submitted via email to [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org).

Please refer to the sample resolution on the next page for a clear language example of how to compose your resolution using “Will” and “Because” statements.

Tips for making 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.
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### Atlantic Regional Council Sample Resolution

Unifor Atlantic Regional Council Will:

1. Encourage all Atlantic locals to use the recommended format for resolutions; and
2. Encourage all Atlantic locals to keep resolutions at 200 words or fewer

Because:

- The resolutions committee need proper signatures to know the resolution comes from a local and has been approved; and
- Using simple words like “will” and “because” helps delegates understand the resolution, especially new delegates

Submitted by Unifor local:

Jane Smith, President

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John Smith, Recording Secretary

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