



 **unifor**
Atlantic Council
Conseil de l'Atlantique

2024

Halifax, NS - June 10-12

Unifor Atlantic Regional Council 2024

Greetings,

We are pleased to announce that Atlantic Regional Council (ARC) will be held June 10-12, 2024, at the Halifax Convention Centre in Halifax, NS.

In addition to the usual business of council, we will have interim elections for several ARC Executive and Standing Committee positions. More information on elections can be found on page 6.

Please ensure delegates are prepared to stay until the completion of business on Wednesday, June 12, which may mean travelling home on Thursday, June 13.

Take special note that this council runs from Monday to Wednesday, which is a departure from our usual schedule.

Registration for ARC will be done entirely through our online registration system. Username, password information has been sent to Local Presidents in a separate email. If you encounter any difficulties with your login, please contact registration@unifor.org for assistance.

Delegate entitlements will be sent directly to Local Presidents. Please contact laura.vickery@unifor.org if you would like a copy of your delegate breakdown.

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

In solidarity,




Morgan Palmer
Atlantic Regional Council Vice-Chair




Jennifer Murray
Atlantic Regional Director

Tentative Agenda

Sunday, June 9, 2024

9:00 a.m. Mental Health Matters Course (Pre-registration required)

Monday, June 10, 2024

8:30 a.m. Presidents' Meeting

12:00 p.m. Health & Safety Lunch & Learn (Pre-registration required)

1:30 p.m. Workers with DisAbilities Equity Caucus

2:30 p.m. LGBTQ Equity Caucus

3:30 p.m. Young Workers Equity Caucus

3:30 p.m. Naloxone Training (Pre-registration required)

4:30 p.m. Naloxone Training (Pre-registration required)

6:30 p.m. Meet & Greet

Tuesday, June 11, 2024

9:00 a.m. Atlantic Regional Council Plenary

Lunch Women's Caucus

5:00 p.m. Daily adjournment

Wednesday, June 12, 2024

7:30 a.m. BIWOC Caucus

9:00 a.m. Atlantic Regional Council Plenary

5:00 p.m. Adjournment*

All ARC 2024 meetings and events will take place at the Halifax Convention Centre (1650 Argyle St, Halifax) unless otherwise noted.



*Wednesday plenary session will run until the conclusion of business.
Detailed agendas will be distributed on site.

Pre-Council Events

MENTAL HEALTH MATTERS COURSE

Sunday, June 9 from 9:00 a.m. to 4:00 p.m.
Registration deadline: May 9, 2024

Space is limited and participants must register ahead of time by contacting laura.vickery@unifor.org.

This is an important program for union representatives and local union officers who want to learn how to support and represent members who are dealing with mental illness, including addiction. The program will provide a foundation to better understand mental illness and will engage participants in how to effectively refer members to appropriate services. Participants will learn about the duty to accommodate as it applies to workers with mental illness, including dependency issues, and the rights and duties that apply to the employer, the union, and the individual worker.

Please note that this course is not eligible for the PEL 50/50 cost sharing program.

PRESIDENTS' MEETING

Monday, June 10 from 8:30 a.m. to 12:00 p.m.
Registration deadline: May 20, 2024

Please register at <https://register1.unifor.org>.

This is an opportunity for Local Union leadership to connect and gain valuable information to help support their locals.

In addition to discussion of local issues, this meeting will include a presentation from Unifor EFAP/ Addictions Liaison Mike Byrne on the impacts of workplace harassment on mental health.

Local Presidents are encouraged to invite a member of the local executive, or unit chairs to attend the Presidents' Meeting with them.



HEALTH & SAFETY LUNCH & LEARN

Monday, June 10 from 12:00 p.m. to 1:30 p.m.

Registration deadline: May 9, 2024

Space is limited and registration is required. Please contact laura.vickery@unifor.org.

The Unifor Health, Safety & Environment Department will support participants as they broaden their understanding of important workplace health and safety topics.

Please include any dietary requirements with your registration request.



NALOXONE TRAINING

Monday, June 10 at 3:30 p.m. and 4:30 p.m.

Registration Deadline: May 9, 2024

Space is limited and registration is required. Please contact laura.vickery@unifor.org.

Nova Scotia Take Home Naloxone will be on site offering training on the use of life-saving Naloxone.

Participants will learn how to identify opioid poisoning and how to respond using a Naloxone kit. They will also have a chance to practice their technique and will take home their own Naloxone kit.

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 and all caucuses, as applicable to them, several of the caucuses will be held on the afternoon of Monday, June 10, as indicated on page 3. Light refreshments will be offered at these caucuses.

The Women's Caucus will be held on Tuesday, June 11, during the lunch break. The BIWOC Caucus will be held at 7:30 a.m. on Wednesday, June 12. Because of the timing of these two caucuses, meals will be provided.

Please note that Equity Caucuses will be open to those who self-identify, allies will not be invited to attend.

Registration

Registration is entirely online at <https://register1.unifor.org>. **The registration deadline is May 1, 2024.**

Your Local's registration login information has already been sent. As the head of the delegation, it is the Local President's, or thier designate's, responsibility to register all members of a Local's delegation. If you have any difficulty with the registration process, please contact registration@unifor.org.

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

Atlantic Regional Council 2024
ARC 2024 Presidents' Meeting

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

IMPORTANT NOTES

Current members of the Atlantic Regional Council Executive and Standing Committees must be registered as part of your Local's delegation, in accordance with [ARC Bylaws](#).

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 please send an email to laura.vickery@unifor.org.

DELEGATION ENTITLEMENTS

Detailed information about delegate entitlements can be found in the [ARC Bylaws](#).

Specific delegate entitlements are sent to directly to Local Presidents in a seperate email. If you have not received yours, or have any questions, please contact laura.vickery@unifor.org

Single Unit Locals

Local unions with:

- 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

Plus one additional delegate for each additional 250 members.

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

DELEGATE STATUS

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 calculations found on page 6.

Only Delegates are eligible to run for positions voted on from the floor. (i.e.: ARC Executive positions and non-equity Standing Committees.)

Special Delegates have 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.) Equity-seeking Special Delegates are eligible to run for positions on their respective equity committees.

Observers have no voice or vote at council. They may be Local 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

Elections will be held to fill current vacancies on the Executive and Standing Committees. Vacancies to be filled are as follows :

ARC Chairperson - 1
ARC Executive Member-at-Large (PEI) - 1
ARC Executive Member-at-Large (NS) - 1

Health & Safety Standing Committee - 1
Political Action Standing Committee - 1
EFAP / Addictions Standing Committee - 1

Members wishing to run for any of the above positions must be registered as Delegates, and have the support of their local.

Workers with DisAbilities Standing Committee - 1

Equity standing committee positions will be filled by peer election during their designated equity caucus meeting. Equity-seeking members registered as **Delegate or Special Delegate are eligible to run for positions on their respective Equity Standing Committees. Members must have the support of their local in order to run.**

For information on duties related to Council Executive Officers and Standing Committee positions, please refer to your [Atlantic Regional Council Bylaws](#).

Elections from the floor of Council will take place on Wednesday, June 12. Registration and changes to delegate status will close at least one hour prior to voting.

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 at the Family Education Centre in Port Elgin, ON, among other things.

Members wishing to run for any position should complete the attached Confirmation of Support document and have it signed by their local president. The form can be emailed to laura.vickery@unifor.org or printed and presented at the time of nomination.

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.

Travel and Accommodations

TRAVEL

Delegates flying to Halifax are invited to use the following code on aircanada.com to take advantage of discounted ticket prices.

Discount Code: M2J9ABQ1

Delegates wishing to travel to Halifax by train can take advantage of discounted rates when booking on viarail.ca.

Discount Code: 811133

LORD NELSON HOTEL

The Lord Nelson Hotel, 1515 South Park St., Halifax, NS. Room rate is \$259.00, single or double occupancy, traditional room. The cut-off date for reservations is **Wednesday, May 1, 2024**. Please call 1-902-423-6331. Reference "Unifor Atlantic Council" when booking.

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

Please note that all meetings associated with ARC 2024 will take place at the Halifax Convention Centre (1650 Argyle St, Halifax) unless otherwise noted.

At Council

CONFERENCE CHECK-IN

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

Monday, June 10	12:30 p.m. to 5:00 p.m.
Tuesday, June 11	8:00 a.m. to 5:00 p.m.
Wednesday, June 12	8:00 a.m. to 12:00 p.m.

In preparation for an election, registration will close at least one hour prior to voting.

SHUTTLE SERVICE

Shuttles will be running between the Lord Nelson and Halifax Convention Centre from Monday, June 10 to Wednesday, June 12.

Further details on shuttle schedules will be shared closer to the event date.

If you, or a member of your delegation, has particular accessibility needs in terms of transportation, please contact laura.vickery@unifor.org to ensure we are able to accommodate those needs.



Child Care

Child care will be provided for members attending council, without charge for children from infancy to 12 years of age who have been registered **on or before the Friday, May 17, 2024 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:

Monday, June 10	8:30 am – 5:30 pm
Tuesday, June 11	8:30 am – 5:30 pm
Wenesday, June 12	8:30 – ½ hour after adjournment

Resolutions

BYLAW AMENDMENTS

Please note that in accordance with ARC Bylaws, 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 May 3, 2024**. Locals would then be given notice no later than Friday, May 10, 2024.

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 **Friday, May 24, 2024**. We encourage you to send your resolutions prior to this date.

Resolutions and Bylaw Amendments may be submitted via email to 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.

Important Deadlines

Hotel Booking	Wednesday, May 1
Bylaw Amendment Submission	Friday, May 3
Pre-Council Events Registration	Thursday, May 9
Child Care Registration	Friday, May 17
Council Registration	Monday, May 20
Resolution Submission	Friday, May 24



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

John Smith, Recording Secretary