



Atlantic Regional Council 2025

May 2-4
St. John's, NL

Greetings,

We are pleased to announce that Atlantic Regional Council (ARC) will be held May 2 - 4, 2025, at the Sheraton Newfoundland in St. John's, NL.

We cannot wait to see the Atlantic Region come together to celebrate with and learn from each other.

We are back to a weekend schedule for this year's event, with the President's meeting on Thursday, May 1, and plenary sessions running from Friday, May 2 to Sunday, May 4, 2025.

Please ensure delegates are prepared to stay until the completion of business on Sunday, May 4.

Registration for ARC will be done through our [online registration system](#). Username and 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 you all in St. John's!

In solidarity,



A handwritten signature in black ink that reads "M. Palmer".

Morgan Palmer
Atlantic Regional Council Chair



A handwritten signature in black ink that reads "Jennifer Murray".

Jennifer Murray
Atlantic Regional Director

TENTATIVE AGENDA

Thursday, May 1

9:00 a.m. Presidents' Meeting

Friday, May 2

9:00 a.m. Atlantic Regional Council Plenary

12:00 p.m. Women's Caucus

5:00 p.m. Daily adjournment
Young Workers Caucus

7:00 p.m. Welcome Reception

Saturday, May 3

8:00 a.m. BIWOC Caucus

9:00 a.m. Atlantic Regional Council Plenary

12:00 p.m. Workers with DisAbilities Caucus

5:00 p.m. Daily Adjournment
LGBT Caucus

Sunday, May 4

9:00 a.m. Atlantic Regional Council Plenary

12:00 p.m. Adjournment

Detailed agendas will be distributed on site.

REGISTRATION

Registration for ARC is available online by visiting <https://register1.unifor.org>. **The registration deadline is Thursday, April 17, 2025.**

Your Local's registration login information has already been sent. As the head of the delegation, it is the Local President'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 2025
- ARC 2025 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.

PRESIDENTS' MEETING

Thursday, May 1 at 8:30 a.m. and adjourning no later than 4:30 p.m.

Registration deadline: Thursday, April 17, 2025

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

EQUITY CAUCUSES

Please note that Equity Caucuses will be open to those who self-identify, allies will not be invited to attend. Upon being registered through the online portal, all attendees will receive an email inviting them to self-identify as part of their respective equity-seeking group(s).

DELEGATE ENTITLEMENTS

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

Delegate entitlements will be sent directly to Local Presidents in a separate 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 above.

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 replace a voting delegate. Alternates can only be replaced by the Local Union President or the identified head of delegation at the on-site registration desk. 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 Vice-Chairperson - 1
- ARC Executive Member-at-Large (PEI) - 1
- ARC Executive Member-at-Large (NL) - 1
- and any other positions that become vacant at Council.

- Political Action Standing Committee - 2
- EFAP / Addictions Standing Committee - 1
- Health & Safety 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 - 2
- Black, Indigenous and Workers of Colour - 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 Saturday, May 3. Registration will close at least one hour prior to voting.

Nominations for Election

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 is committed to dismantling barriers that exclude our membership from equal participation in their Union and will take every reasonable step to address any substantiated, human-right related needs requiring accommodation.

Please email all accessibility requests to laura.vickery@unifor.org

TRAVEL AND ACCOMMODATIONS

Travel

Delegates flying to St. John’s, NL are invited to use the following promotional codes to take advantage of discounted ticket prices.

Air Canada: UEWBC961 Book online at: aircanada.ca

Porter Airlines: UNAT25 Book online at: flyporter.com

Sheraton Newfoundland

The Sheraton Newfoundland, 115 Cavendish Square, St. John’s, NL. Room rate is \$189.00, single or double occupancy, traditional room. The cut-off date for reservations is Friday, March 28, 2025. Reservations can be made by calling 1-709-726-4980 or using the [secure booking link](#).

AT COUNCIL

Conference Check-in

The on-site registration table is tentatively scheduled for the following times for Delegate check-in.

Thursday, May 1	1:00 p.m. to 7:00 p.m.
Friday, May 2	7:30 a.m. to adjournment
Saturday, May 3	7:30 a.m. to adjournment
Sunday, May	8:30 a.m. to adjournment

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

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, March 28, 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:

Thursday, May 1	8:30 a.m. – 5:30 p.m.
Friday, May 2	8:30 a.m. – 5:30 p.m.
Saturday, May 3	8:30 a.m. – 5:30 p.m.
Sunday, May 4	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 Monday, March 24. Locals would then be given notice no later than Wednesday, April 2, 2025.

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 **Thursday, April 17, 2025**. 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.



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

IMPORTANT DEADLINES

Bylaw Amendment Submission	Monday, March 24
Hotel Booking	Friday, March 28
Child Care Registration	Friday, March 28
Council Registration	Thursday, April 17
Resolution Submission	Thursday, April 17

