



2023
PRAIRIE
REGIONAL COUNCIL
Calgary · March 8-10



UNIFOR

Prairie Council
Conseil des Prairies

A Message from the Prairie Regional Council Chair and Western Regional Director

Greetings!

It is with great pleasure we invite you to the upcoming Prairie Regional Council to be held in-person at the Hyatt Regency in Calgary, AB, located at 700 Centre Street SE, March 8 -10, 2023.

Registration for this council will be done through our online registration system. Your username, Password and Entitlement information for your local will be sent to you via email and you may register your local delegation and designate for the Prairie Leadership Meeting online.

All locals are encouraged to consider equity representation (Women, Aboriginal Workers, Workers of Colour, Workers with disAbilities, LGBTQ and Young Workers (35 and under) as part of their delegation.

We look forward to welcoming you to Calgary, AB!

In solidarity,



A stylized, handwritten signature in black ink.

Guy Desforges
Prairie Regional Council Chair



A stylized, handwritten signature in black ink.

Gavin McGarrigle
Western Regional Director

Unifor COVID-19 Event Policy

COVID-19 Protection

The health and safety of our members and staff during this event is a priority. The ongoing pandemic requires us to collectively work together to ensure that everyone participating in this action, as well as their families and loved ones, are kept safe.

Unifor has adopted a union-wide comprehensive policy on COVID-19 prevention for Unifor events, meetings and offices.

This event will be a vaccine and mask-friendly event, therefore full vaccination and mask-wearing is strongly encouraged for all individuals attending.

All public health guidelines as outlined by the regional public health unit will be followed for this event.

Prior to Arriving on Site

Prior to arriving on site, we require that every participant respond to the pre-screening questionnaire. You must self-screen with the attached questionnaire daily before presenting to the physical location of 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 Teri.Roland@unifor.org



Agenda

Tentative Agenda

TUESDAY, MARCH 7, 2023

Prairie Local Leadership meeting at 10:00 a.m.

WEDNESDAY, MARCH 8, 2023

Main Plenary Day 1- call to order 9:00 a.m.

Regional Director's Report

Guest speaker(s)

Resolutions and Recommendations

THURSDAY, MARCH 9, 2023

Main Plenary Day 2 - call to order 9:00 a.m.

PRC Secretary-Treasurer's Report

Guest speaker(s)

Elections

Resolutions and Recommendations

FRIDAY, MARCH 10, 2023

Main Plenary Day 3 - call to order 9:00 a.m.

Resolutions and Recommendations

Mid-day adjournment



Registration

Registration this year will be entirely online. Please visit <https://register1.unifor.org>. The registration deadline is February 17, 2023.

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

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

- Prairie Regional Council March 8-10, 2023
- Prairie Local Leadership Meeting Tuesday, March 7, 2023

To register for multiple events, please log out and log back in to select the next event on the home screen.

Locals are encouraged to take advantage of the opportunity to register a full delegation along with Special Delegates (keeping in mind our equity seeking groups) and observers for this year's Prairie Regional Council. Please remember when registering your delegation online, you must identify if a delegate plans to attend an equity caucus. Any members who self-identifies will be kept confidential. All equity caucuses are for members who self-identify with an equity seeking group.

Important Notes

Current members of the Prairie 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.

If you require a change to your Local's registration, to apply for Special Delegates or you experience any difficulties with your registration, please send an email to Teri.Roland@unifor.org.

Registration Table

Registration of delegates will be held in the Grand Foyer of the the Hyatt Regency, located at 700 Centre Street SE, Calgary AB.

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 100 members = 1 delegate
- local unions with 101 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. PRC Bylaws can be found at <https://www.unifor.org/resources/our-resources/prairie-regional-council-laws>.

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.

Elections

In accordance with council by-laws, following Constitutional Convention, the PRC must re-elect all positions for the next 3 (three) year term. Vacancies to be filled are as follows:

PRC Chairperson - 1 (one) vacancy

PRC Vice-Chair - 1 (one) vacancy

PRC Secretary-Treasurer - 1 (one) vacancy

PRC Members at Large - 6 (six) vacancies

BIWOC Standing Committee - 3 (three) vacancies

EFAP Standing Committee - 3 (three) vacancies

Health & Safety Standing Committee - 3 (three) vacancies

LGBTQ Standing Committee - 3 (three) vacancies

Political Action Standing Committee - 3 (three) vacancies

Women's Standing Committee - 3 (three) vacancies

Workers with disAbilities Committee - 3 (three) vacancies

Young Workers Standing Committee - 3 (three) vacancies



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 Prairie Regional Council Bylaws.

Formal nominations for the PRC Executive positions will take place during the Council Wednesday, March 8. 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.

Elections happening on the floor of council will take place Thursday March 9. Registration and changes to delegate status will be closed 1 (one) hour prior to voting.

Prairie Local Leadership Meeting

In preparation for the one-day Prairie Local Leadership meeting on Tuesday March 7 we ask that you please fill in the attached report template. All local union reports will be compiled into a booklet and given to you upon your arrival.

This template has been left in MS Word format so that you may easily type your report and add more space if required.

Please do not send in faxed, PDF or hand-written reports. Send your completed report in MS Word format to Teri.Roland@unifor.org. If for some reason your report cannot be typed by using the template, please contact Teri at 780-930-3077. Deadline to submit your report via email is February 6, 2023.

Resolutions

General Resolutions

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

The general resolution deadline is February 15, 2023. We encourage you to send your resolutions prior to this date.

By-law Amendments

Please note that in accordance with PRC 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 January 30, 2023. Locals would then be given notice no later than February 6, 2023.

Resolutions may be submitted via email to Teri.Roland@unifor.org

Please refer to the sample resolution on page 9 for a clear language explanation of how to compose your resolution.

Tips for making resolutions clear for everyone to understand.

1. Cover only one main issue per resolution
2. Use sentences that are clear, direct and short
3. Use words that your readers will easily understand – avoid jargon, abbreviations and acronyms
4. 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.

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. Please email requests to Teri.Roland@unifor.org.

Child Care Registration

Child care will be provided during business hours of the PRC.

Included with this package, you will find the Unifor Child Care Registration Form. The form must be completed and returned no later than February 8, 2023 to Teri.Roland@unifor.org.

If there are enough children registered, childcare will take place on-site at the Hyatt Regency Calgary.

Deadlines

Please make note of important deadlines for this upcoming PRC!

Bylaw Amendment Resolutions Deadline – **January 30**

President’s Meeting Reports – **February 6**

Childcare Registration – **February 8**

Hyatt Regency Calgary Reservation Cut-off – **February 13**

General Resolutions Deadline – **February 15**

Council Registration – **February 17**

Call package information, Council bylaws and updates for this meeting will be posted to the Prairie Regional Council 2023 event page on the Unifor website.



Prairie Regional Council Sample Resolution

Unifor Prairie Regional Council Will:

1. Encourage all Prairie locals to use the recommended format for resolutions; and
2. Encourage all Prairie 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



Hotel Accommodations

A block of rooms has been reserved at the Hyatt Regency in Calgary, located at 700 Centre Street SE at a rate of \$189 per night for a standard room(single and double occupancy). The cut-off date to reserve in this block is Monday, February 13, 2023.

In order to ensure you receive the applicable rate please reserve your rooms by calling the hotel at 1-888-421-1442 mentioning you are under the Unifor Prairie Regional Council 2023 room block or reserve online at <https://www.hyatt.com/en-US/group-booking/CALRC/G-UNFR>

Parking

The Hyatt Regency will have self parking at the rate of \$20 per night based upon availability.

COVID-19 PRE-SCREENING QUESTIONS

In order to ensure the health and safety of all staff and members, please ask the following questions to limit the spread of COVID-19.

If you answer yes to any of the questions below, please do not come to the event location and contact your local health authority.

1. Are you experiencing any of the following symptoms:

- Fever of 38°C or higher?
- Cough?
- Difficulty breathing or shortness of breath?
- Severe fatigue or feeling of being generally unwell?
- Loss of smell or taste?

2. In the last 10 days have you:

- Tested positive for COVID-19 or been advised by a doctor, health care provider or public health unit that you should currently be isolating or staying home?
- Tested positive on a rapid antigen/home-based test and not completed a follow up test at an assessment centre?
- Had close physical contact:
 - with someone you live with who is experiencing any new COVID-19 symptoms and/or waiting for a test result?
 - with someone who has tested positive for COVID-19 or who is considered a probable case?
- Received a COVID Alert exposure notification on your cell phone?

3. In the last 14 days have you:

- Travelled outside of Canada and been told to quarantine (per the federal quarantine requirements)?

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:

You must then follow your local public health guidelines, including getting tested for COVID-19.