

Standing Committee Strategic Planning

All members of Atlantic Regional Council standing committees are invited to a strategic planning meeting on Wednesday, May 1, 2019 at 1 p.m.

Standing committee members should advise Laura by email at Laura.Vickery@unifor.org if they are **unable** to attend.

Atlantic Unifor Presidents' Meeting

As part of the work of our Local Union Task Force (LUTF) and in order to build stronger local unions, it is important to bring our 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 Thursday, May 2 at 9 a.m. This year's meeting will include training on the Local Administration System (LAS).

Please advise Laura at laura.vickery@unifor.org who will be attending from your local.

Atlantic Unifor Political Action Workshop

We will all be heading to the polls this fall with both federal and provincial elections on the horizon in our region. That's why we are dedicating some of our pre-council time to Political Action.

This workshop is open to all who wish to attend and will focus largely on political action training for the upcoming elections.

Please be sure to register your participants in advance to ensure sufficient space for everyone.

You can register participants by contacting Laura Vickery in the Halifax office at 902-455-9327 or laura.vickery@unifor.org.

Accessibility

In preparing for this council, we would like to remind you that Unifor works to remove all barriers to participation. If you have a specific need with respect to the list below while attending 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



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

If you would like to use child care, **please complete the attached child care registration form and forward by April 1, 2019** to: Unifor Child Care Services, attention Laurie Wright, by fax to 519-389-3544, by email to Laurie.Wright@unifor.org or by mail to Unifor Family Education Centre, 115 Shipley Ave, Port Elgin, ON N0H 2C5.

Registration

Local unions are requested to complete their delegate list as soon as possible on the attached registration form and forward to Laura by email at Laura.Vickery@unifor.org. If you prefer fax, please forward to 902-454-9473.

Please be sure to indicate the Head of Delegation, as well as any special delegates.

Registration forms should be forwarded to Laura Vickery by April 15, 2019.

Delegate Entitlement

Please see the information below regarding the calculation of delegate entitlements for each local. A complete list of specific entitlements is attached.

Please note there are no extra entitlements given for members who sit on the Atlantic Council Executive or standing committees. If your local has a member who sits on the council executive or a committee they **MUST** be registered as part of your local delegation in some capacity.

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. We encourage all locals to take advantage of this option to allow as many members as possible to participate in Atlantic Regional Council.

Special Delegates are entitled to voice, but no vote and may include, for example, a Local Union President or Bargaining Unit Chairperson OR representatives of designated equity groups who would participate in our Council's Standing Committees. Special Delegates will help ensure we achieve our equity and diversity requirements as outlined in Unifor's Constitution and our Atlantic Council bylaws.

Complete Atlantic Regional Council Bylaws are available on the ARC event page at Unifor.org



Submitting 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 March 26, 2019. The 30 days notice would then be given to locals no later than April 2, 2019.

The 2019 resolutions deadline is April 10, 2019. We encourage you to send in your resolutions prior to this date.

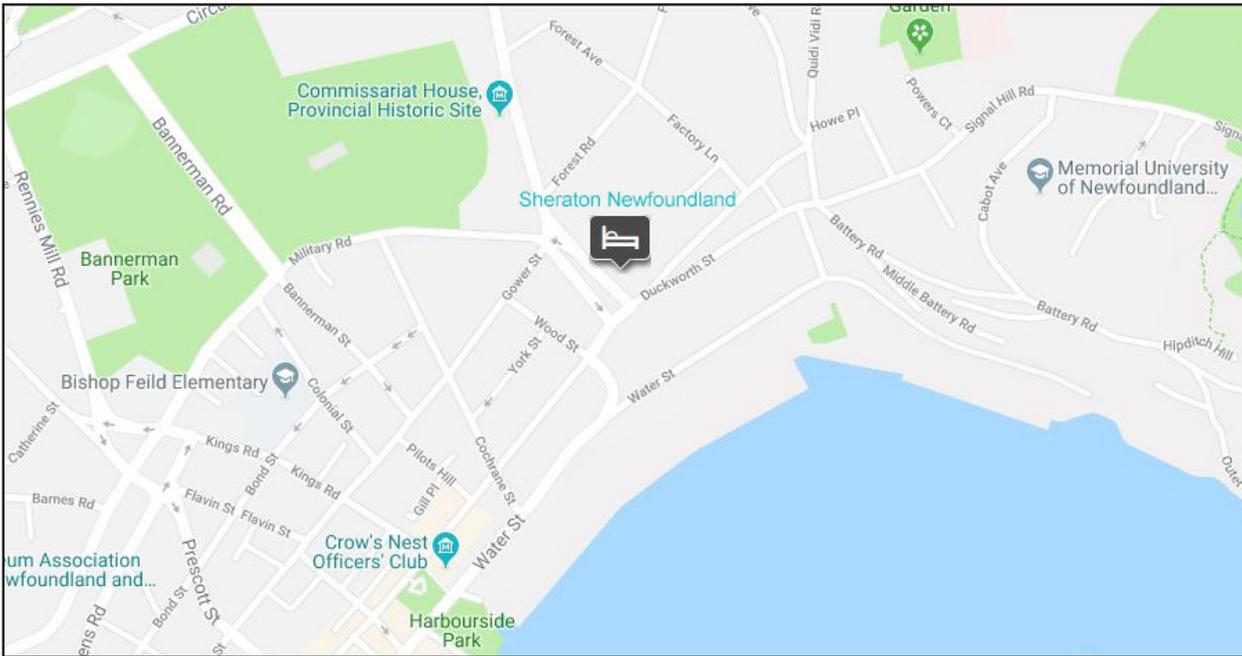
Please refer to the sample resolutions form in this call package for a clear language explanation of how to compose, using “Whereas” and “Be it resolved that” statements.

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 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.



St John's area map



Accommodations

Sheraton Newfoundland, 15 Cavendish Square, St. John's, NL. Room rate is \$174.00, single or double occupancy Traditional room. **The cut-off date for reservations is Monday, April 1, 2019.** Please call 1-800-325-3535. Reference "Unifor Atlantic Canada" when booking.

Registration Table

The registration table will be open during the following hours:

Wednesday, May 1	-	5:00 p.m. - 7:00 p.m.
Thursday, May 2	-	8:00 a.m. - 5:00 p.m.
Friday, May 3	-	8:00 a.m. - 5:00 p.m.
Saturday, May 4	-	8:00 a.m. - 12:00 noon



Hotel Do's & Dont's

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 into appropriately provided bins;
- Food and beverage tipping is standardized at 15-20%;
- Request fresh towels everyday;
- 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 union sisters and brothers who are working; and
- 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.

In solidarity,

Hospitality & Gaming
Council Executives



Added to the Agenda

Newfoundland and Labrador Local Union Forum

This will be a great opportunity to meet the sisters and brothers who serve on the Executive, or in other elected positions, of Local Unions across the province and discuss important topics relevant to you and your members.

Guest Speaker Niki Lundquist, Unifor Legal Counsel, will talk about Anti-Harassment and Drug and Alcohol policies, among other important topics. There will also be an opportunity for open discussion on any other topics affecting Newfoundland and Labrador Locals.

Guest Speaker Erin Harrison, Unifor Membership & Mobilization department, will be speaking on Campaigns, Political Action and Building Unifor (LUTF Phase 2.)

This event will run from 9 a.m. to 5 p.m. and lunch will be included.

Please note that while this Forum is geared primarily to Newfoundland and Labrador locals, locals from all provinces are welcome and information presented will hold relevance across all provinces.

Troubleshooting WCB and Insurance Claims

In this workshop Sari Sairanen, Director of Health and Safety and Environment, will help locals find the tools they need for dealing with WCB and Insurance Claims.



UNIFOR

**Atlantic Council
Conseil de l'Atlantique**