

Unifor Prairie Regional Council

Stand Up, Fight Back!

April 23 - 27, 2020

To: Unifor Alberta, Manitoba & Saskatchewan Locals

Greetings!

The next Unifor Prairie Regional Council will be held at the Hyatt Regency Hotel in Calgary, Alberta, located at 700 Centre Street, SE.

Prairie Leadership Meeting: **Thursday April 23, 2020**
10:00 a.m. - 3:30 p.m.
Hyatt Regency Calgary (Imperial Ballroom 1/2/3)

Prairie Regional Council: **Friday, April 24 - Sunday, April 26, 2020**
9:00 a.m. - 5:00 p.m. (9:00 a.m. - 12:00 p.m Sunday)
Hyatt Regency Calgary (Imperial Ballroom 4/6/8)

EFAP Workshop: **Monday, April 27, 2020**
9:00 a.m. - 4:00 p.m.
Fairmont Palliser (Turner Valley Room)

Registration for this council will be done online. Your username and password for your local was sent to you via email from National in January. This username and password is your log in for 2020. You may register your local delegation, designate for the Prairie Leadership Meeting, and members attending the workshop online.

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

We look forward to welcoming you to Calgary!

In solidarity,



Guy Desforges
Prairie Regional Council Chair



Gavin McGarrigle
Western Regional Director

Delegate Registration

Delegates to the Prairie Regional Council are outlined in Article 2: Membership of the council bylaws. A copy of the current council bylaws can be found on the [council event website](#). If you have questions please contact Jamie.Ayres@unifor.org

There are no extra entitlements given for members who sit on the Prairie 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. If you have questions regarding this process, please contact Jamie.

NEW!! Registration for Prairie Council, Prairie Leadership Meeting and EFAP Workshop will be online only. To register delegates, alternates and observers, please visit <https://register1.unifor.org>
Select: Prairie Regional Council 2020

Registration for the **Prairie Leadership Meeting and/ or EFAP workshop can be found under conferences.** To register a delegate, select Yes when asked “ are you attending any of the conferences.” Select yes or no for each conference the delegate will be attending. Registration instructions and login information was sent to local presidents via email from the National in January 2020. If a local president did not receive this email, contact registration@unifor.org

If you require a change to your local registration, please send an email to registration@unifor.org or Jamie.Ayres@unifor.org. To apply for Special Delegates from an equity seeking group, please send an email to Jamie.Ayres@unifor.org.

The deadline to register your delegation online is Friday April 3, 2020.

Article 2: Membership

Local Union delegate entitlement to the Prairie Regional Council shall be as follows:

- 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.

Registration Table

Registration of delegates will be held at the Hyatt Regency Calgary in the lobby on 3rd (third) floor. Please note the following dates and times the Registration Table will be open:

April 23, 2020	April 24, 2020	April 25, 2020
3:30 p.m. - 5:30 p.m.	8:00 a.m. - 4:00 p.m.	8:30 a.m. - 3:00 p.m.

Submitting Resolutions

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 20, 2020**. The 30 days notice would then be given to locals no later than March 24, 2020.

The 2020 resolutions deadline is March 25. If possible, we encourage you to send in your resolutions prior to this date to help assist with printing and shipping deadlines.

Who is Able to Submit a Resolution?

- Prairie Regional Council Executive
- Western Regional Director
- Prairie Local Unions

Ways to Submit Resolutions

1. Email to: Jamie.Ayres@unifor.org
2. Fax to: 604-522-8975
3. Mail to: Unifor
Attention: Jamie (PRC)
326 12th Street, 2nd Floor
New Westminster, BC V3M 4H6

Please refer to the **sample resolutions template** in this call package on a clear language explanation of how to compose, using **“Unifor Prairie Regional Council will”** and **“Because”** 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.



Child Care Registration

Child care will be provided free of charge for children from infancy to 14 years of age who have been registered on or before March 27, 2020.

Included with this package, you will find the Unifor Child Care Registration Form. The form must be completed and **returned no later than March 27, 2020.**

If there are enough children registered, childcare will take place on-site at the Hyatt Regency Calgary during the following hours:

Thursday, April 23	9:30 a.m. - 6:00 p.m. (if attending Prairie Leadership meeting)
Friday, April 24	8:30 a.m. - 5:30 p.m.
Saturday, April 25	8:30 a.m. - 5:30 p.m.
Sunday, April 26	8:30 a.m. - 1/2 hour after adjournment

Equity Caucuses

Please note that all equity caucus meetings will be staggered throughout the council. We ask that you refer to your council agenda upon registration at the Hyatt Regency for times and dates.

When registering your delegation online, please select the appropriate equity caucus where applicable. Any members who self-identify will be kept confidential. Self-identifying prior to council will help to ensure adequate food and beverage/ and or seating numbers for caucus meetings where this is applicable.

Please note: All equity caucuses are for individuals that self identify with an equity seeking group, with the exception of the LGBTQ caucus, which is open to allies.

Accessibility

In preparing for this council, we would like to remind you that Unifor works to remove all barriers. If you have a specific need with respect to the list below while attending the Prairie Regional Council, please let us know in advance.

Please email Jamie.Ayres@unifor.org or call 604-516-8012 and speak with Jamie on what needs you may have.

VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE

In addition, if you have any dietary requirements or restrictions, please contact Jamie.Ayres@unifor.org. Dietary requirements can be difficult to accommodate with short notice, please ask your delegation to be in touch with Jamie ASAP.



Call for Nominations

Per council bylaws, following Constitutional Convention, the Prairie Regional Council must re-elect all positions for the next 3 (three) year term. Positions to be filled are listed below and in the nomination form.

If you are interested in being considered as part of the unity team, please fill in the nomination form included with this package by March 31.

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.

Please note, if you are interested in being on the Prairie Regional Council Executive or a Standing Committee, your local must commit to sending you with the Local Delegation to Prairie Regional Council for the 3 (three) year term and cover those costs for future Prairie Regional Councils.

If you are interested in a position, we encourage you to speak with your local president to ensure their support. Send your nomination forms to Jamie.Ayres@unifor.org by March 31.

The Unity Team meeting is scheduled for 5:30 p.m. on Thursday April 23 in the Imperial Ballroom 4/6/8 on the 3rd (third) floor of the Hyatt Regency hotel.

Term Positions & Elections

Positions for the 3 (three) year term to be filled will be as follows:

- PRC Chairperson - 1 (one)**
- PRC Vice-Chair - 1 (one)**
- PRC Secretary-Treasurer - 1 (one)**
- PRC Members at Large - 6 (six)**
- AWOC Standing Committee - 3 (three)**
- EFAP Standing Committee - 3 (three)**
- Health & Safety Standing Committee - 3 (three)**
- LGBT Standing Committee - 3 (three)**
- Political Action Standing Committee - 3 (three)**
- Women's Standing Committee - 3 (three)**
- Workers with Disabilities Committee - 3 (three)**
- Young Workers Standing Committee - 3 (three)**

Nominations and elections happening on the floor of council will take place on Friday April 24. Registration and changes to delegate status will be closed 1 (one) hour prior to voting.

Workshop

EFAP Workshop - Mental Health Matters

Monday, April 27 9:00 a.m. - 4:00 p.m.

Fairmont Palliser Hotel (Turner Valley Room) **lunch provided*

133 - 9th Avenue SW, Calgary

This workshop is 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 workshop 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.

Other topics that will be covered include:

- improvements to collective agreement language to support members
- discuss ways to shift from a culture of fear and avoidance to a culture of empathy and solidarity
- understanding health care workers
- tips for support and knowing our resources

We will tackle issues that are complex and often uncomfortable, but this workshop aims to navigate participants through this tough topic and supply the tools required for their role in the union.

Hotel Accommodations

A block of rooms has been reserved at the Hyatt Regency Calgary. Please ensure you book into this block if you require overnight accommodation. ***The Prairie Council will be negatively impacted if rooms are not picked up in this block.***

Hyatt Regency Calgary (700 Centre Street SE)

Book online: <https://www.hyatt.com/en-US/group-booking/CALRC/G-UFOR>

Reservations: 403-717-1234

Rates: \$189.00/ night for King or 2 (two) queens

Parking: \$19.00 self-parking

The cut-off date for the block above is March 31, 2020. All reservations require a 1 (one) night deposit guarantee. Please book early to ensure group rate for your delegation!

Getting Around Downtown Calgary

The Hyatt Regency is located in downtown Calgary at the foot of Stephen Ave. Throughout this part of downtown you can ride the C-Train for free between City Hall Station and Downtown West Kirby Station. The downtown core also has a network of pedestrian walkways that connect buildings called The Plus 15. The skywalks are 15 feet above street level, with over 16 km of pathways.

If flying in to YYC, the distance between the airport and the Hyatt is approximately 20 - 30 minutes via taxi. Tourism Calgary guides and maps will be available upon registration.

Deadlines

Resolutions for Bylaw Amendments - March 20, 2020

Resolutions - March 25, 2020

Prairie Leadership Meeting Reports - March 25, 2020

Childcare - March 27, 2020

Nomination Forms- March 31, 2020

Hyatt Room Block Cut-off -March 31, 2020

Registration - April 3, 2020

Prairie Leadership Meeting

In preparation for the one day local Prairie Leadership Meeting on Thursday April 23, we would 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 Jamie.Ayres@unifor.org. If for some reason your report cannot be typed using the template, please contact Jamie at 604-516-8012. **Deadline to submit your report via email is March 25.**

Prairie Regional Council 2020 Event Page

Call package information, Council bylaws and updates for this meeting will be posted to the [Prairie Regional Council 2020 event page](#) on the Unifor website.

Prairie Council Reception Evening



We cordially invite you to attend the council reception evening on Saturday April 25 at the Fairmont Palliser Hotel in downtown Calgary. The Palliser is a quick 5 minute walk or taxi ride from the Hyatt Regency. Please check council agenda upon registration for more details.

**Unifor PRC Reception Evening
Saturday April 25, 2020
Fairmont Palliser - Crystal Ballroom
133 - 9th Avenue SW**

Photo Credit: Fairmont Palliser



Prairie Regional Council Call 2020

We Look Forward to Welcoming you to Calgary!

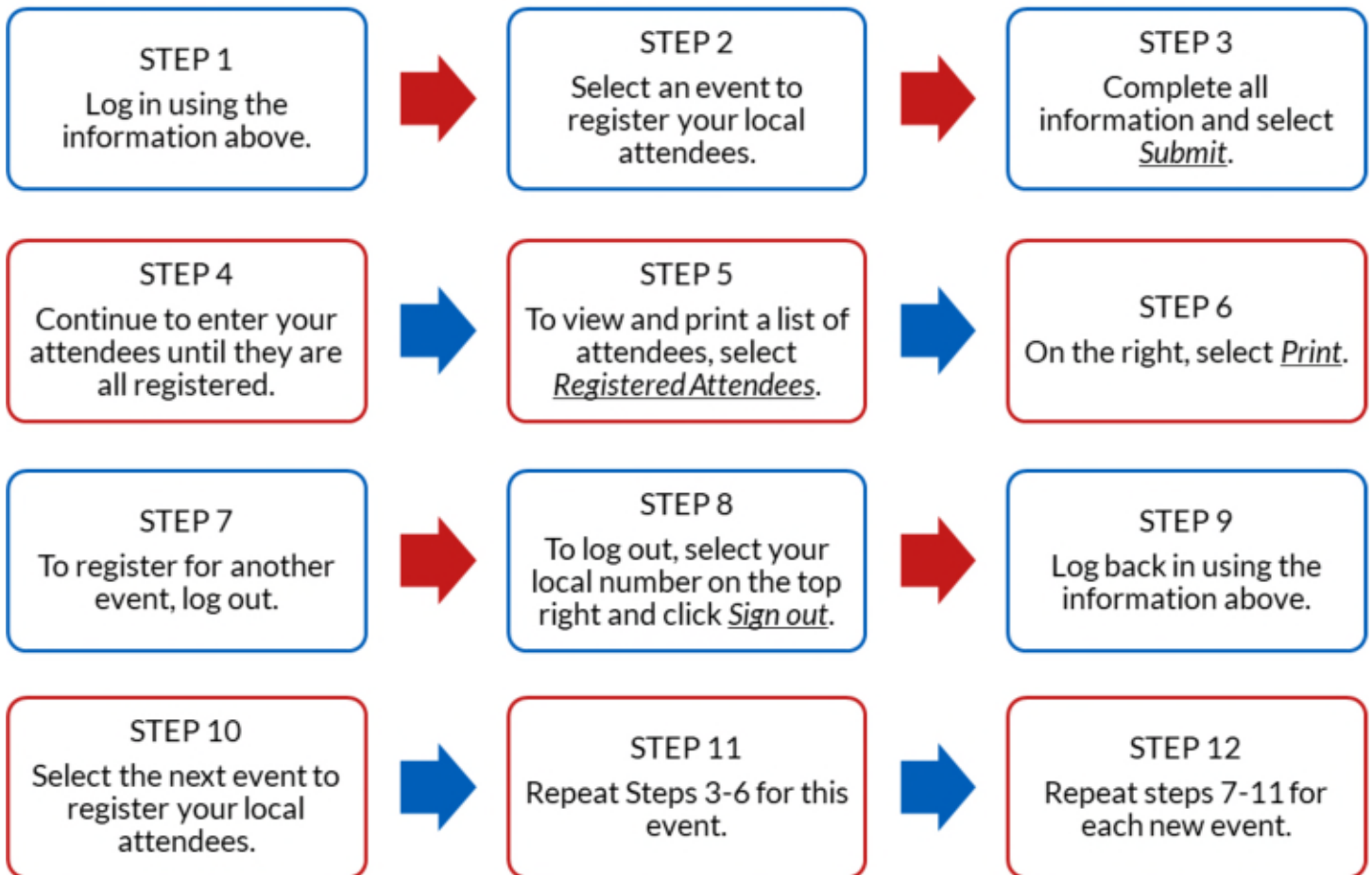


Unifor Online Registration Quick Start Guide

Save this information for upcoming Unifor events.
Passwords change once a year.

To Register for a Unifor event, visit:

<https://register1.unifor.org/>



Registering for one of the following?

- **Constitutional Convention**
 - **Canadian Council**
 - **Regional Council**

Your delegate entitlement will be will be available online.

For help with registration, contact registration@unifor.org.

Resolutions to Unifor Prairie Regional Council 2020

Resolutions you want considered by the Prairie Regional Council must be received at the New Westminster office no later than March 25, 2020.

In addition, please note that in accordance with the Regional Council Bylaws, Article 9: Amendments, that: Any **resolutions pertaining to bylaw changes must be submitted no later than March 20, 2020.** The 30 days notice would then be given to Locals no later than March 24, 2020.

The **2020 resolutions deadline is March 25, 2020.** If possible, we encourage you to send in your resolutions prior to this date.

What Should Resolutions Contain and How Should They Look?

- Be sent in the format of the sample resolution (on the back of this page)
- Be typed whenever possible or sent via email in MS word format
- Have the seal or stamp of your local, if you have one
- Be signed by your local president
- Explain why your local is submitting the resolution
- Explain what your local wants done
- Be no longer than 200 words
- Cover new issues or change current policies

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

Who is Able to Submit a Resolution?

- ✓ Prairie Regional Council Executive
- ✓ Western Regional Director
- ✓ Prairie Local Unions

Ways to Submit Resolutions

1. Email to: Jamie.Ayres@unifor.org (please request a “read receipt” to indicate received)
2. Fax to: 604-522-8975 (please retain a fax confirmation to ensure successful transmission)
3. Mail to: Unifor Prairie Regional Council
326 12TH Street, 2nd Floor
New Westminster, BC V3M 4H6



Prairie Regional Council 2020 Sample Resolutions Template

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

**RESOLUTIONS DEADLINE IS MARCH 25, 2020
IF YOUR RESOLUTION REQUIRES A BYLAW CHANGE, DEADLINE IS MARCH 20, 2020**



PRC EXECUTIVE & STANDING COMMITTEES 2020

Please return completed form to: Jamie.Ayres@unifor.org or via fax at 604-522-8975
no later than March 31, 2020.

Please indicate which position you are interested in:

_____ **PRC Chairperson 1 (one)**

_____ **PRC Vice-Chair 1 (one)**

_____ **PRC Secretary-Treasurer 1 (one)**

_____ **PRC Executive Members at Large 6 (six)**

_____ **PRC AWOC Standing Committee 3 (three)**

_____ **PRC EFAP Standing Committee 3 (three)**

_____ **PRC Health & Safety Standing Committee 3 (three)**

_____ **PRC LGBTQ Standing Committee 3 (three)**

_____ **PRC Political Action Standing Committee 3 (three)**

_____ **PRC Women's Standing Committee 3 (three)**

_____ **PRC Workers with Disabilities Standing Committee 3 (three)**

_____ **PRC Young Workers Standing Committee 3 (three)**

(*must be 35 years or younger)

Local: _____

Member Interested:

Name: _____

Phone: (_____) _____

Email: _____

Local President's Endorsement:

Name: _____

President's Phone: (_____) _____

President's Email: _____

Endorsement signature: _____

UNIFOR CHILD CARE SERVICES REGISTRATION FORM

Childcare if held, will be on-site at the Hyatt Regency Calgary for children up to 14 years of age.

Children must be registered before **the deadline of March 27, 2020**

Telephone: (604) 522-7911 Fax: (604) 522-8975 E-mail: Jamie.Ayres@unifor.org

Program Name: Unifor Prairie Regional Council 2020. Date: _____
(indicate dates childcare required)

CHILD INFORMATION

Child's Name: _____
Full Name

Address: _____
Street & Number City Province Postal Code

Gender: _____ Birthday: _____
(day / month /year)

Principal Home Language: _____

Name(s) of people to whom the child may be released: _____

PARENT INFORMATION

Name of Parent/Guardian: _____ Local # (i.e. L. 222): _____

Address (If different than above): _____
Street & Number City/Town Province Postal Code

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

MEDICAL INFORMATION

Child's Health Card Number and Initials: _____

Is your child receiving any medication on an ongoing basis? If yes describe what medication is for and times that it is to be taken:
Yes: _____ No: _____

Does your child suffer from any medical conditions such as allergies, asthma and disease? If "yes", please list and explain in detail the medical condition:

Does your child have any dietary restrictions? If yes please list/explain:

Yes: _____ No: _____

Does your child have any special needs such as but not limited to ADD, ADHD, Autism, Asperger Syndrome, Cerebral Palsy? If "yes", please list and explain in detail the special need:

Does your child have any behavioural issues/concerns that we need to be aware of in order to maintain his/her safety and the safety of the other children? If "yes", please list and explain in detail the behavioural issues/concerns:

Is your child physically able to take part in all program activities?

Yes: _____ No: _____

If no, please list restrictions: _____

CONSENTS

Do you grant permission for your son/daughter/ward to participate on short supervised walks or excursions within a 2 km. radius from Unifor Child Care facility in Port Elgin or the city that the program is taking place in?

Yes: _____ No: _____

In the case of a medical emergency, every effort will be made to contact the child's parent(s) or guardian(s):

A. In the event of a medical emergency do you hereby grant permission for the staff of Unifor Child Care Services who are trained in emergency first aid and CPR to attend to your child?

Yes: _____ No: _____

B. In the event that you cannot be reached, do you hereby grant permission for a physician/hospital, as selected by the Unifor Child Care Service to hospitalize and/or secure proper treatment for your child?

Yes: _____ No: _____

The Unifor Child Care Service is a high profile program, do you hereby grant permission for your son/daughter/ward to be video taped or photographed by public media or Unifor Public Relations?

Yes: _____ No: _____

Signature of Parent/Guardian

Date