



**UNIFOR**

Prairie Council  
Conseil des Prairies

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Chester Lagman

**Western Director**  
Joie Warnock

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Christy Best

**Vice Chair**  
Guy Desforges

**Members at Large**  
Suzanne King  
Dave Kuntz  
Valerie Saliba  
Steve Kelly  
Bryan Glazer

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January 22, 2016

Via Email/ Mail

**TO: Alberta, Manitoba & Saskatchewan Local Union President's & Recording Secretaries**

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**UNIFOR PRAIRIE REGIONAL COUNCIL**  
**"Engaging Our Members, Building Alliances"**  
**APRIL 29 – MAY 2, 2016**  
DELTA REGINA HOTEL  
1919 SASKATCHEWAN DRIVE, REGINA, SK

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Greetings!

The next Unifor Prairie Regional Council meeting will be held at the Delta Hotel in Regina, Saskatchewan, April 29 – May 2.

**Local President's Meeting: Friday April 29**

**Prairie Regional Council: Saturday April 30 – Monday May 2**

The one day Local President's meeting on April 29 will be held from 10:00 AM to 3:30 PM in the Umbria room, located on the Convention Level, Delta Regina Hotel. Lunch will be provided.

The Council will convene at 9:00 AM on Saturday April 30 and will continue until the conclusion of business on Monday May 2 in the ballroom (Trentino/Tuscany/Lombardy), located on the Convention Level, Delta Regina Hotel.

**ACCOMODATIONS**

A block of rooms has been reserved at the Delta at a rate of \$159.00 per night, single or double occupancy. Please call the hotel to make your reservation under the "Unifor Prairie Regional Council Meeting PRCM042616" block by calling 306-525-5255 or 1-800-209-3555 and speak to in-house reservations. At this time online block reservations are not available.

**The cut- off date for reservations at the negotiated rate is April 11, 2016.**

## **REGISTRATION**

**Delegates/ Alternates/ Observers** – your Locals’ entitlement will be sent with the hard copy via mail. If you do not receive this package in the mail by February 29, please contact Jamie Ayres at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or phone 604-522-7911.

**The deadline to submit registration forms is April 18, 2016.**

Registration of delegates will take place at the Delta Regina Hotel in the foyer located on the Convention Level (near the ballroom).

**Registration will be available during the following dates/ times:**

Friday April 29, 2016	3:00 PM - 6:00 PM
Saturday April 30, 2016	8:00 AM – 4:30 PM
Sunday May 1, 2016	8:00 AM – 4:30 PM
Monday May 2, 2016	8:00 AM – 11:00 AM

**In order to vote, delegates must be registered in advance. To facilitate this process local unions are requested to complete their delegate list as soon as possible on the attached registration form. (including the head of delegation, and/or requests for Special Delegates) and forward to Jamie Ayres by fax at (604) 522-8975 or via email at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) no later than April 18.**

## **COUNCIL ELECTIONS**

There will be an election or reaffirmation for the vacancy of Member at Large, Prairie Regional Council Executive. Consequently, all eligible voting delegates will be required to register in advance of the election scheduled for the morning of Monday May 2<sup>nd</sup>. A call for Nominations for vacancies will take place on Saturday April 30.

In addition, there are currently two vacancies on Standing Committees, one vacancy on the Women’s Committee and one vacancy on the Aboriginal and Workers of Colour committee. These vacancies will be filled by peer election during their designated Equity Caucus.

## **UNITY TEAM MEETING**

The Unity Team meeting is scheduled for 6:00 PM on Friday April 29 in the Ballroom.

## **REGIONAL COUNCIL STANDING COMMITTEES**

All Council Committees and Council Executive will meet at the hotel before or during the council meeting. Committee members will be advised of the locations and dates of these meetings in advance via email. More information will be sent in the coming weeks.

## **EQUITY CAUCUSES**

Please note that all equity caucuses will be staggered throughout the council, please refer to your council agenda upon registration for times and dates.

In addition, a Self-Identification form has been included in this call package. These forms will be available at Registration. If you plan on attending an Equity Caucus, we encourage you to have it returned along with your registration form. Any members who self-identify will be kept confidential. Self-identifying prior to the council will help to ensure adequate food and beverage numbers for Equity Caucus meetings where applicable.

If any delegates require an accommodation due to disabilities, please contact Jamie at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org), or by calling the office at 604-522-7911 ASAP. We will make every effort to make accommodations.

### **CHILD CARE**

**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 April 4, 2016**. Registration forms must be received by the deadline to guarantee acceptance into the child care program! Child care will be available during the following hours:

#### **CHILD CARE HOURS**

<b>Friday, April 29 (President's Meeting)</b>	<b>9:30 AM – 4:00 PM</b>
<b>Saturday, April 30 (Council Day One)</b>	<b>8:30 AM – 5:30 PM</b>
<b>Sunday, May 1 (Council Day Two)</b>	<b>8:30 AM – 5:30 PM</b>
<b>Monday, May 2 (Council Day Three)</b>	<b>8:30 AM – ½ hour after adjournment</b>

If you would like to register for child care, please complete the child care registration form in the call package and forward **by April 4, 2016** to:

Jamie Ayres at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or by fax at 604-522-8975 or mail to:

326 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New Westminster, BC V3M 4H6

### **RESOLUTIONS**

Resolutions must be sent 15 days in advance of the Prairie Regional Council. Please send your resolutions (form attached) to Jamie Ayres at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or via fax at 604-522-8975 **no later than April 11, 2016**.

In addition, please note that in accordance to the Regional Council Bylaws, Article 9: Amendments, that:

5. *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 21, 2016.** The 30 days' notice would then be given no later than March 30<sup>th</sup>, 2016 to all Local unions.

Your call package consists of a Council Registration form, your Local's delegate entitlement, a Council Resolutions form, Childcare form, Self-Identification form, Local Presidents Meeting Registration form. The Council Bylaws have been posted on the Unifor Prairie Regional Council 2016 event page of the Unifor website (see link below).

Please note the following deadlines for forms:

**Resolutions for Bylaw Amendments Deadline – March 21<sup>st</sup>, 2016**

**Childcare Deadline – April 4<sup>th</sup>, 2016**

**Resolutions Deadline – April 11<sup>th</sup>, 2016**

**Registration Deadline – April 18<sup>th</sup>, 2016**

**President's Meeting Registration Deadline – April 18<sup>th</sup>, 2016**

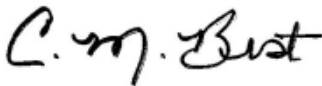
Call package information, Council Bylaws and updates will be posted to the Unifor Prairie Regional Council 2016 event page on the Unifor Website.

<http://www.unifor.org/en/whats-new/event/unifor-prairie-regional-council-2016>

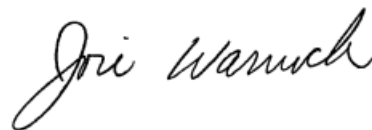
There will be a collection of toiletries at Council, which will be donated to a local Women's Shelter. Boxes will be available at Registration to place your toiletries donations.

We look forward to seeing you in April!

In solidarity,



**Christy Best**  
**Prairie Regional Council Chair**



**Joie Warnock**  
**Western Director**

CB/JW/ja:cope343

Copy: J. Dias, P.Kennedy, Assistants, Department Directors, NEB, National Staff Representatives, PRC Executive & Standing Committees, K. Davis, G. Brown, L. Wright



## REGISTRATION FORM / FORMULAIRE D'INSCRIPTION

Please print or type, and fill in completely / Veuillez écrire en lettres carrées ou à la machine, et remplir au complet

LOCAL UNION NO. / NO SECTION LOCALE: \_\_\_\_\_

FIRST NAME / PRÉNOM	LAST NAME / NOM DE FAMILLE	EMAIL ADDRESS / COURRIEL	WORKPLACE / LIEU DE TRAVAIL	MALE / FEMALE / H / F	DELEGATE / DÉLÉGUÉ(E)	ALTERNATE / SUPPLÉANT(E)	OBSERVER / OBSERVATEUR

**Indicate the head of your Council delegation with an asterik \*/ Veuillez indiquer qui est le chef de votre délégation au Conseil avec un astérisque \***

**Please note there are no extra delegate entitlements given for members on the Council Executive or Standing Committees over and above what Locals receive**

LOCAL ADDRESS / ADRESSE DE LA SECTION LOCALE :

Street / Rue \_\_\_\_\_ City / Ville \_\_\_\_\_

Province \_\_\_\_\_ Postal Code / Code Postal \_\_\_\_\_ Tel No / N° tél. \_\_\_\_\_

Fax / Téléc: \_\_\_\_\_ Email : \_\_\_\_\_

President's Signature / Signature du président ou de la présidente \_\_\_\_\_



## REGISTRATION FORM PRESIDENT'S MEETING

**Unifor Prairie Regional Council Local President's Meeting  
Friday April 29<sup>th</sup>, 2016 10:00 AM – 3:30 PM, Umbria Room  
Delta Regina Hotel**

Please return completed form to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or via fax at 604-522-8975 **no later than April 18<sup>th</sup>, 2016.**

**Local:** \_\_\_\_\_

**Please indicate if your local President will be attending the one day President's Meeting on April 29<sup>th</sup>:**

**Yes, our President will be in attendance**

**Local President Name:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**No, our President will not be attending, but we have assigned a designate to attend:**

**Local Designate:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**No, our President or designate will not be attending**

**MAKING SURE YOUR RESOLUTIONS COMPLY WITH THE PRAIRIE REGIONAL  
COUNCIL BY-LAWS AND UNIFOR CONSTITUTION**

**DEADLINES:** Resolutions you want considered by the Prairie Regional Council must be received at the New Westminster office no less than 15 days prior (15 working days excluding weekends) to the opening of the Prairie Regional Council meeting.

The 2015 resolutions deadline is Monday April 11, 2015. If possible, we encourage you to send in your resolutions prior to this date.

*(Resolutions received after the deadline will be referred to the Resolutions Committee for their consideration and may be presented to delegates if the matter is considered urgent.)*

**CONTENT:** Each resolution must contain:

- Only deal with one subject;
- No more than 150 words, including the words “**WHEREAS**” and “**THEREFORE BE IT RESOLVED**” used on the form; and
- State the action that is being proposed.

**WHO CAN SUBMIT RESOLUTIONS:** The following bodies are allowed to send in resolutions:

- Prairie Regional Council Executive
- Western Director
- Local Unions

**SUBMISSION OF RESOLUTIONS:** In addition to submitting resolutions by mail, resolutions may also be submitted by fax or email, but must still meet the other requirements of the Constitution. If you are faxing a copy, please retain a fax confirmation to ensure the transmission was successful. If you are sending via email, please send to Jamie Ayres at [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) and request a “read receipt” to indicate it was successfully received.

**Via Mail:**

Unifor Prairie Regional Council  
326 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New Westminster, BC V3M 4H6

**Via Fax:**

604-522-8975

**Via Email:**

[Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)



**UNIFOR PRAIRIE REGIONAL COUNCIL RESOLUTIONS FORM**

NOTE: Resolutions to the Prairie Regional Council must meet the requirements of our By-Laws and of the Unifor Constitution. Please see reverse side of this form for a clear language explanation of these requirements.

**RESOLUTIONS DEADLINE TO THE UNIFOR PRAIRIE REGIONAL COUNCIL OFFICE IS  
APRIL 11<sup>TH</sup>, 2016. IF YOUR RESOLUTION REQUIRES A BYLAW CHANGE THE DEADLINE IS  
MARCH 21<sup>ST</sup>, 2016.**

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;and

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;and

WHEREAS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;and

THEREFORE BE IT RESOLVED THAT : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;and

BE IT FURTHER RESOLVED THAT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;and

SUBMITTED BY (UNIFOR LOCAL): \_\_\_\_\_

\_\_\_\_\_  
(Local President)



# Unifor Delegates

At our founding convention, we adopted a peer election process to ensure equity and inclusion at our Regional Councils. In order to ensure peer election for Standing Committees on Women, Aboriginal and Racialized Workers, Lesbian, Gay, Bisexual and Transgender (LGBT) members, Workers with Disabilities and Young Workers, delegates with voting rights must register prior to the caucus meeting.

If confidentiality is an issue, you may register at the caucus.

Allies are not members of the caucus. Only those registered may vote at the caucus.

**Please complete and return to registration desk *if* you identify with any of the 5 caucus' listed below and will be attending the Caucus meeting**

**NAME:**

**Local Union #:**

**Women's**

**Youth** (35 and under - photo id required)

**Aboriginal & Racialized Workers**

**Workers with disabilities**

**LGBTQ**

Ancop343

**UNIFOR CHILD CARE SERVICES REGISTRATION FORM**

Childcare if held, will be on-site at the Delta Regina Hotel for children up to 14 years of age.

Children must be registered before the deadline of April 4<sup>th</sup>, 2016.

Telephone: (604) 522-7911 Facsimile: (604) 522-8975 E-mail: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

Program Name: Unifor Prairie Regional Council 2016. 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