

# Unifor Prairie Regional Council

## April 2022

Dear Unifor Alberta, Manitoba & Saskatchewan Locals,

It's with great pleasure we invite you to the upcoming Prairie Regional Council to be held in-person at the Fort Garry Hotel in Winnipeg, Manitoba, from April 6 - 8, 2022.

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, designate for the Prairie Leadership Meeting, and the Organizing Summit 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 Winnipeg!

In Solidarity,



**Guy Desforges**  
Prairie Regional Council Chair



**Gavin McGarrigle**  
Western Regional Director



# COVID-19 UNIFOR EVENT POLICY

## COVID-19 Prevention

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.

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

## Proof of immunization

All participants at this Unifor meeting are required to be fully vaccinated against COVID-19 in order to gain access to this event space. Unifor requires proof of vaccination provided by the province or territory in which the individual resides, verifying receipt of a vaccination series approved by Health Canada or the World Health Organization. We will not keep records of vaccination disclosure information.

Any participant who does not provide proof of vaccination or valid medical exemption will not be allowed to access the space.

## 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 [Marilyn.Romanow@unifor.org](mailto:Marilyn.Romanow@unifor.org)

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

## Tentative Agenda

### **Monday, April 4, 2022**

**Unifor Organizing Summit at 9:00 a.m.**

### **Tuesday, April 5, 2022**

Prairie Leadership meeting at 9:00 a.m.

### **Wednesday, April 6, 2022**

Call to order 9:00 a.m.

Regional Director's Report

Guest speaker(s)

Resolutions and recommendations

### **Thursday, April 7, 2022**

PRC Secretary-Treasurer's Report

Guest speakers(s)

Resolutions and recommendations

### **Friday, April 8, 2022**

Election

Resolutions and recommendations

Mid-day adjournment

## REGISTRATION TABLE

Registration of delegates will be held in the Foyer of the Grand Ballroom of the Fort Garry Hotel, located at 222 Broadway, Winnipeg.

**Tuesday, April 5, 2022**

3:30 p.m. - 5:30 p.m.

**Wednesday, April 6, 2022**

8:00 a.m. - 4:00 p.m.

**Thursday, April 7, 2022**

8:30 a.m. - 3:00 p.m.

# REGISTRATION

Registration this year will be entirely online. Please visit <https://register1.unifor.org>. **The registration deadline is March 9, 2022.**

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:**

- 1. Unifor Organizing Summit Monday, April 4, 2022**
- 2. PRC Leadership Meeting Tuesday, April 5, 2022**
- 3. Prairie Regional Council Wednesday, April 6, 2022**

**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 PRC. 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 [marilyn.romanow@unifor.org](mailto:marilyn.romanow@unifor.org).



## 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 on Unifor.org](#)*

**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 (AWOC, 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 PRC must elect all positions that currently have a vacancy. Vacancies to be filled are as follows:

- PRC Member-at-large – 1

NOTE: Election for this position will take place from the floor of council Friday, April 8.

Formal nominations for this PRC Executive position 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.

**The Unity Team meeting is scheduled for Wednesday, April 6 at adjournment in the Grand Ballroom.**

Please note that nominees should ensure they have the support of their Local President prior to accepting a nomination.

# PRAIRIE LEADERSHIP MEETING

In preparation for the one day President's Meeting on Tuesday April 5 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 [Marilyn.Romanow@unifor.org](mailto:Marilyn.Romanow@unifor.org). If for some reason your report cannot be typed using the template, please contact Marilyn at 780-448-5865 extension 3075. Deadline to submit your report via email is March 7.

## HOTEL ACCOMMODATIONS

A block of rooms has been reserved at the Fort Garry Hotel and Conference Centre Winnipeg. Please ensure you book into this block if you require overnight accommodation. The Prairie Regional Council will be negatively impacted if rooms are not picked up in this block.

### **The Fort Garry Hotel and Conference Centre (222 Broadway):**

Book online: <https://www.choicehotels.com/reservations/groups/YG19T5>

Reservations: 1-888-855-4599

Rates: \$159.00 / night for Standard King, Standard Queen or 2 (two) Queens

Parking: \$18.00 self parking

The cut-off date for the block above is Friday, March 11, 2022. All reservations require a first night room deposit or guaranteed with a major credit card. Please book early to ensure group rate for your delegation!

### Getting around Downtown Winnipeg

The Fort Garry Hotel is conveniently located in downtown Winnipeg offering easy access to shops and restaurants.

If flying into YWG, the distance between the airport and The Fort Garry Hotel is approximately 10 minutes via taxi.

# 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 March 11, 2022. 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 Feb 28, 2022. Locals would then be given notice no later than March 7, 2022.

Resolutions may be submitted via email to [marilyn.romanow@unifor.org](mailto:marilyn.romanow@unifor.org)

Please refer to the sample resolution on page 8 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.





## 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

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John Smith, Recording Secretary

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## 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 [marilyn.romanow@unifor.org](mailto:marilyn.romanow@unifor.org)

VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE

## CHILD CARE REGISTRATION

Information regarding child care for this event will be provided to locals in the near future. Please watch your email for further information.

## DEADLINES

**Please make note of important deadlines for this upcoming PRC.**

Bylaw Amendment Resolutions Deadline - Feb 28

Fort Garry Hotel Block Cut-Off - March 11

Resolutions Deadline - March 11

President's Meeting Reports - March 7

Council Registration - March 9

Call package information, Council bylaws and updates for this meeting will be posted to the Prairie Regional Council 2022 event page on the Unifor website.