

# Unifor B.C. Regional Council

November 19 - 21, 2018

To: Unifor British Columbia Locals

Greetings!

The next Unifor B.C. Regional Council will be held at the Hyatt Regency Hotel in downtown Vancouver, located at 655 Burrard Street.

**AWOC Workshop:** Sunday, November 18  
9:00 a.m. - 5:00 p.m.  
Hyatt Regency Hotel (Tennyson/Cavendish Room)

**Young Workers Conference:** Monday, November 19  
9:00 a.m.- 5:00 p.m.  
Hyatt Regency Hotel (Grouse Room)

**Presidents Meeting:** Monday, November 19  
10:00 a.m. - 3:30 p.m.  
Hyatt Regency Hotel (Balmoral Room)

**B.C. Regional Council:** Tuesday November 20 & Wednesday November 21  
9:00 a.m. - 5:00 p.m.  
Hyatt Regency Hotel (Regency ABC Ballroom)

*\*Please note that council will go until the conclusion of business on November 21, please plan to stay for the full day, travelling out on November 22 if needed.*

Your local's delegate entitlement will arrive with the mailed copy of this package. Included with this package are registration forms, childcare form, equity caucus registration form, information on how to submit resolutions and accommodation information.

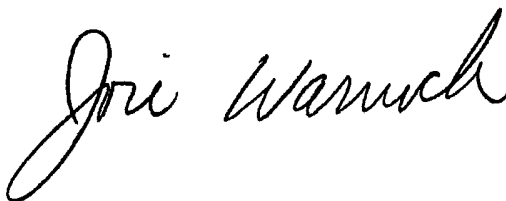
All locals are encouraged to consider equity representation (Women, Aboriginal Workers, Workers of Colour, Workers with disABILITY, LGBTQ and Young Workers age 35 or younger) as part of their delegation.

We look forward to welcoming you back to the Hyatt Regency, see you in November!

In solidarity,



**Ben Williams**  
B.C. Regional Council Chair



**Joie Warnock**  
Western Regional Director

## Delegate Registration

Delegates to the B.C. 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. Local entitlement is included with your mailed copy. If you have questions please contact [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

- a) There are no extra entitlements given for members who sit on the B.C. 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.
- b) The attached registration form must be completed, signed by the local union president and sent to the B.C. Council office in one of the following ways:
  1. Email to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)
  2. Fax to: 604-522-8975
  3. Mail to: Unifor  
Attention: Jamie (B.C. Council)  
326 12TH Street, 2nd Floor  
New Westminster, BC V3M 4H6
- c) Delegates that self-identify to an equity seeking group are asked to complete the enclosed self-identification form.
- d) **The deadline to submit registration forms is Friday November 9, 2018.**

### Article 2: Membership

Local Union delegate entitlement to the B.C. 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

And one additional delegate for each additional 250 members. Please refer to council bylaws for information on amalgamated local unions.

In order to vote delegates must be registered in advance. To facilitate this process local unions are requested to complete their delegate list ASAP on the attached registration form (including head of delegation and special delegate requests).

## Registration Table

Registration of delegates will be held at the Hyatt Regency Hotel in the Regency Foyer (convention floor, level 3). Please note the following dates and times the Registration Table will be open:

<b>Monday November 19</b>	<b>3:30 p.m. - 5:30 p.m.</b>
<b>Tuesday November 20</b>	<b>8:00 a.m. - 4:00 p.m.</b>
<b>Wednesday November 21</b>	<b>8:30 a.m. - 12:00 p.m.</b>

## Submitting Resolutions

Resolutions you want considered by the B.C. 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 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 October 15, 2018**. The 30 days notice would then be given to locals no later than October 19, 2018.

**The 2018 resolutions deadline is October 29, 2018.** If possible, we encourage you to send in your resolutions prior to this date.

### Who is Able to Submit a Resolution?

- B.C. Regional Council Executive
- Western Regional Director
- B.C. Local Unions

### Ways to Submit Resolutions

1. Email to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)
2. Fax to: 604-522-8975
3. Mail to: Unifor  
Attention: Jamie (B.C. Council)  
326 12TH Street, 2nd Floor  
New Westminster, BC V3M 4H6

Please refer to the sample resolutions form in this call package on a clear language explanation of how to compose, using “Unifor B.C. 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 without charge for children from infancy to 14 years of age who have been registered on or before November 2, 2018.

Included with this package, you will find the Unifor Child Care Registration Form. The form must be completed and returned no later than November 2, 2018.

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

<b>Monday November 19</b>	<b>9:00 a.m. - 6:00 p.m.</b>
<b>Tuesday November 20</b>	<b>8:30 a.m. - 5:30 p.m.</b>
<b>Wednesday November 21</b>	<b>8:30 a.m. - 5:00 p.m.</b>

Please submit your childcare form one of the following ways:

1. Mail to: Unifor  
Attn: Jamie Ayres (B.C. Council)  
326 12TH Street, 2nd Floor  
New Westminster, BC V3M 4H6
2. Email to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)
3. Fax to: 604-522-8975

## Unity Team Meeting

The Unity Team meeting is scheduled for 5:30 p.m. on Monday November 19 in the Regency ABC Ballroom, convention level, third floor.

## Vacancies & Elections

Any vacancies for positions on the B.C. Regional Council will be filled during this meeting. Current vacancies are:

Health & Safety Standing Committee - 1 (one) vacancy  
Political Action Standing Committee - 1 (one) vacancy  
Young Workers Standing Committee - 3 (three) vacancies  
EFAP Standing Committee - 1 (one) vacancy

Equity standing committee positions will be filled by peer election during their designated equity caucus. 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 B.C. Regional Council bylaws.

## Equity Caucuses

Please note that all equity caucuses 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.

In addition, a self-identification form has been included with this call package. If you know ahead of time you plan to attend a caucus, we encourage you to have the form returned with your registration. 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 B.C. Regional Council, please let us know in advance.

Please email [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or call 604-516-8012 and speak with Jamie on what needs you may have.

**VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE**

## Presidents Meeting

In preparation for the one day local Presidents Meeting on Monday November 19, 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 at the Presidents meeting.

This template has been ***left in word document 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 word format to [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org). If for some reason your report cannot be typed using the word template, please contact Jamie at 604-516-8012. Deadline to submit your report via email is **November 1, 2018**.

## **B.C. Regional Council 2018 Event Page**

Call package information, Council bylaws and updates for this meeting will be posted to the [Unifor B.C. Regional Council 2018](#) event page on the Unifor website.

### **Deadlines**

Resolutions for Bylaw Amendments - **October 15, 2018**

Resolutions - **October 29, 2018**

Presidents Meeting Reports - **November 1, 2018**

Childcare - **November 2, 2018**

Registration Forms - **November 9, 2018**

### **Hotel Accommodations**

A block of rooms has been reserved at the Hyatt Regency hotel at a rate of \$224.00 per night, single or double occupancy. The cut-off date for reservations in the block is October 29, 2018. Please book early to ensure you receive the council rate!

Please make your reservations under the Unifor B.C. Regional Council block by using the following link or by calling by the hotel:

#### **Hyatt Regency Hotel (655 Burrard Street)**

Book online: [Book your group rate at the Hyatt for BCRC 2018](#)

Reservations: 1-888-421-1442 or 604-683-1234

Parking is available underground at the Royal Centre (attached to the Hyatt)

**Book early - the cut-off date for hotel room block is October 29!**

### **Transit Options**

Not interested in driving into downtown Vancouver? Consider taking transit! The Burrard Skytrain station is beside the Hyatt Regency Hotel. To plan your trip on skytrain or bus, [click here](#).

# Equity Conference & Workshop

## AWOC Workshop Sunday, November 18 - Hyatt Regency Hotel

This 1 (one) day workshop, held by the Unifor B.C. Regional Council Aboriginal & Workers of Colour standing committee will take place on Sunday, November 18 from 9:00 a.m. - 5:00 p.m. The theme of this workshop is Stereotypes & Stigmas Associated with Indigenous People.

Registration form can be found in this call package, please register no later than November 9.

**Date:** Sunday, November 18, 2018  
**Location:** Hyatt Regency Hotel - Tennyson/Cavendish Room  
**Time:** 9:00 a.m. - 5:00 p.m. (lunch provided)  
**Theme:** Stereotypes & Stigmas Associated with Indigenous People

## Young Workers Conference November 18 & 19, 2018 - Hyatt Regency Hotel

### Attention All Young Workers!

This year, Unifor will be holding stand-alone regional Young Workers conferences prior to each regional council. Registration is open to young workers (35 years old and under) from locals in British Columbia. The conference will provide a combination of issue-based awareness presentations and skill-building opportunities to provide young workers with the tools and resources they need to be active in their workplaces, in their union and in their broader communities. The conference will be a great opportunity for young workers to meet other young Unifor members from across the province, and to discuss priority actions for the year to come.

Any questions you may have regarding this young workers conference, please contact Roxanne Dubois at [Roxanne.Dubois@unifor.org](mailto:Roxanne.Dubois@unifor.org)

A Young Workers conference registration form has been included with this package. Please register no later than November 9.

This conference will begin on Sunday, November 18 with an intro session from 7:00 p.m. - 9:00 p.m. in the Grouse Room at the Hyatt Regency Hotel. The conference will continue on Monday November 19 from 9:00 a.m. - 5:00 p.m.

**Date:** Sunday, November 18, 2018, 7:00 p.m. - 9:00 p.m.  
Monday, November 19, 2018, 9:00 a.m. - 5:00 p.m. (lunch provided)  
**Location:** Hyatt Regency Hotel - Grouse Room

## Hotel Etiquette

### 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;
- 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.

### DO NOT

- 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



## B.C. REGIONAL COUNCIL REGISTRATION FORM 2018

Please print or type, and fill in completely

LOCAL UNION NO. \_\_\_\_\_

FIRST NAME	LAST NAME	EMAIL ADDRESS	WORKPLACE	GENDER*	DELEGATE	ALTERNATE	OBSERVER

\*W – Woman / M – Man / T – Transgender / DI – Don't Identify

Indicate the head of your Council delegation with an asterik \*

**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:

Street

City

Province

Postal Code

Tel No

Fax

Email :

President's Signature :

**RETURN FORM TO:** Jamie Ayres – 326 12<sup>th</sup> Street, 2<sup>nd</sup> floor, New Westminster, BC V3M 4H6 **Fax:** 604-522-8975 **Email:** [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org)

This form must be received **no later than November 9, 2018.**

## **Resolutions to Unifor B.C. Regional Council 2018**

Resolutions you want considered by the B.C. 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 B.C. Regional Council meeting.

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 October 15, 2018.** The 30 days notice would then be given to Locals no later than October 19, 2018.

The **2018 resolutions deadline is October 29.** 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 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?**

- ✓ B.C. Regional Council Executive
- ✓ Western Regional Director
- ✓ B.C. Local Unions

### **Ways to Submit Resolutions**

1. Email to: [Jamie.Ayres@unifor.org](mailto: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 B.C. Regional Council  
326 12<sup>TH</sup> Street, 2<sup>nd</sup> Floor  
New Westminster, BC V3M 4H6

## **B.C. Regional Council 2018 Sample Resolutions Template**

### **Unifor B.C. Regional Council Will:**

- 1. Encourage all B.C. locals to use the recommended format for resolutions; and**
- 2. Encourage all B.C. 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:**

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**Jane Smith, President**

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**John Smith, Recording Secretary**

**RESOLUTIONS DEADLINE IS OCTOBER 29, 2018.  
IF YOUR RESOLUTION REQUIRES A BYLAW CHANGE, DEADLINE IS OCTOBER 15, 2018**



**AWOC WORKSHOP REGISTRATION FORM**

**Stereotypes & Stigmas Associated with Indigenous People**  
**Sunday November 18, 2018 9:00 a.m. – 5:00 p.m.**  
**Hyatt Regency Hotel, Vancouver – Tennyson/Cavendish Room**

Please return completed form to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or via fax at 604-522-8975  
**no later than November 9, 2018.**

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

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

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

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

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

**YOUNG WORKERS CONFERENCE REGISTRATION FORM**

**Sunday November 18, 2018 7:00 p.m. – 9:00 p.m.**

**Monday November 19, 2018 9:00 a.m. – 5:00 p.m.**

**Hyatt Regency Hotel, Vancouver – Grouse Room**

Please return completed form to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or via fax at 604-522-8975  
**no later than November 9, 2018.**

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

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

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

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

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

**\*\*Please note there will be an introductory session for the YW conference on Sunday November 18 from 7:00 p.m. – 9:00 p.m. in the Grouse room. If possible, please attend this session! \*\***

Any questions regarding the Young Workers Conference, please contact Roxanne Dubois at  
[Roxanne.Dubois@unifor.org](mailto:Roxanne.Dubois@unifor.org) or by calling 416-497-4110.

**PRESIDENTS MEETING REGISTRATION FORM**

**Unifor B.C. Regional Council Presidents Meeting**  
**Monday November 19, 2018 10:00 a.m. – 3:30 p.m.**  
**Hyatt Regency Hotel – Balmoral Room (Convention Level)**

Please return completed form to: [Jamie.Ayres@unifor.org](mailto:Jamie.Ayres@unifor.org) or via fax at 604-522-8975  
**no later than November 9, 2018.**

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

**Please indicate if your local President will be attending the one day Presidents meeting on November 19:**

**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**

# B.C. Regional Council 2018 Equity Caucus Self-Identification Registration Form

Unifor is committed to equity and inclusion in every aspect of the union.

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

Name: \_\_\_\_\_ Local Union: \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate which caucuse(s) you self identify with and will be attending:

Aboriginal & Workers of Colour

LGBTQ

Women

Workers with disABILITIES

Young Workers (*35 and under - photo ID required*)



**unifor**  
theUnion | lesyndicat

# UNIFOR CHILD CARE SERVICES REGISTRATION FORM

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

Children must be registered before **the deadline of November 2, 2018.**

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

Program Name: Unifor B.C. Regional Council 2018. 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