

PSAC Atlantic – Solid as a Rock!

Public Service Alliance of Canada
Atlantic Region



CONVENTION CALL

8th PSAC Atlantic Regional Triennial Convention | St. John's | June 26-28, 2020

CONVENTION CALL

Attention: All Locals/Branches of the Atlantic Region,
National Board of Directors,
Component Full-Time Vice-Presidents of the Atlantic Region,
Atlantic Regional Council,
Area Councils,
Regional Women's Committees,
Human Rights Committees,
Regional Young Workers Committees;
National Indigenous Peoples Circle Representatives, Atlantic Region

**The Atlantic Regional Triennial Convention of the Public Service
Alliance of Canada will be held at:**

Delta Hotel, St. John's, NL

beginning June 26, 2020 and concluding June 28, 2020

Deadline for receipt of resolutions:	Wednesday, February 26, 2020
Deadline for delegate registration:	Wednesday, April 8, 2020
Deadline for alternate registration:	Wednesday, April 8, 2020
Deadline for observer registration:	Wednesday, May 6, 2020



INTRODUCTION AND THEME

Sisters, Brothers and Friends,

On behalf of the Atlantic Regional Council, I am pleased to announce that the 8th Atlantic Regional Triennial Convention of the Public Service Alliance of Canada will be held at the Delta Hotel, St. John's, located on 120 New Gower Street, St. John's, NL from Friday, June 26 to Sunday, June 28, 2020 under the theme: "PSAC Atlantic – Solid as a Rock!".

The theme of this Convention, "PSAC Atlantic – Solid as a Rock!" speaks to a union that you and your coworkers have built that is strong, inclusive and stands in solidarity.

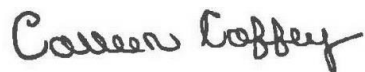
The attached guide will provide delegates and observers with the information needed to register and participate in the Convention, how to submit resolutions to Convention, as well as information on travel and expense reimbursement. Further details will be made available at the regional website by visiting <http://psacatlantic.ca/our-organization/convention-2020>

Please feel free to contact the REVP Office if you have any questions:

PSAC Atlantic REVP Office
301-287 Lacewood Drive
Halifax, NS B3M 3Y7
Tel: 902-445-0925 or 1-888-808-5544
Email: atlconvention@psac-afpc.com

I look forward to seeing you at the Convention in June!

In solidarity,



Colleen Coffey
Regional Executive Vice-President
Public Service Alliance of Canada, Atlantic



LOCATION, CONVENTION SCHEDULE & REGISTRATION INFORMATION

DELEGATE REGISTRATION

All delegates attending this Convention must be members in good standing of PSAC. Registration is to be done by completing the online registration form (available mid-February 2020) found on the PSAC Atlantic website.

LOCATION

The 8th PSAC Atlantic Regional Triennial Convention will be at the Delta Hotel, St. John's, NL located at:

120 New Gower Street

St. John's, NL A1C 6K4

<https://www.marriott.com/hotels/travel/yytds-delta-hotels-st-johns-conference-centre>

DELEGATE REGISTRATION FEE

The registration fee for each delegate is \$150 and this fee will be **deducted** from each delegate's expense claim once submitted on the member expense portal (MEP).

A receipt in the amount of \$150 will be provided to each delegate during convention registration. In order to receive reimbursement, delegates will be responsible to provide this receipt to their respective component/local/branch/committee.

REGISTRATION

Registration will take place at the foyer of the Delta Hotel, during the following periods:

Thursday, June 25, 2020:

5:30 PM to 9:00 PM

Friday, June 26, 2020:

7:30 AM to 9:00 AM

Saturday, June 27, 2020:

8:00 AM to 12:00 PM (admin room)

Sunday, June 28, 2020:

8:00 AM to 9:00 AM (admin room)

The deadline for submitting completed online delegate registration forms to the REVP Office is Wednesday, April 8, 2020



DELEGATE ENTITLEMENT

WHO CAN BE A DELEGATE TO THE ATLANTIC REGIONAL TRIENNIAL CONVENTION?

At the 2018 PSAC National Triennial Convention, Section 16 of the PSAC Constitution was amended to define the delegate entitlement to all PSAC Regional Triennial Conventions. This Constitutional definition therefore supersedes the language regarding Regional Convention participation in our Atlantic Regional Council Bylaws.

(Please see pages 33-35 of the PSAC Constitution for the specific text.)

SECTION 16 - COUNCILS AND REGIONAL TRIENNIAL CONVENTIONS

Sub-Section (5)

Regional Conventions shall take place over three (3) days commencing on a Friday.

Sub-Section (6)

For the purpose of representation at a PSAC Regional Triennial Convention:

(a) Local Component Delegates

Each local (Components and DCLs) shall be entitled to one (1) delegate for the first one (1) to two hundred and fifteen (215) members and one (1) additional delegate for each additional two hundred and fifteen (215) members or fraction thereof.

1 to 215 members = 1 delegate
 216 to 431 members = 2 delegates
 432 to 647 members = 3 delegates
 648 to 863 members = 4 delegates
 864 to 1078 members = 5 delegates
 1079 to 1294 members = 6 delegates

(b) Automatic Delegates

Up to twenty (20) members of their respective Regional Councils shall be delegates;

(c) Area Councils

Each active Area Council shall be entitled to elect one (1) delegate;

(d) Regional Women's Committee

Each active Regional Women's Committee shall be entitled to elect one (1) delegate;

(e) Regional Human Rights Committee

Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;

(f) National Indigenous Peoples' Circle

Two (2) elected regional National Indigenous Peoples' Circle representatives shall be delegates;

(g) Regional Young Workers Committee

Each Regional Young Workers Committee shall be entitled to elect (1) delegate;

(h) Component National Officers

Component national officers shall be delegates in the region in which they live or work.



DELEGATE ENTITLEMENT

- (i) *Members of National Board of Directors*
Members of the NBoD and full time Component Vice-Presidents shall be entitled to delegate status in the caucus they have elected to participate in as per Section 19, Sub-Section 5 b)

Sub-Section (7)

- (a) Component officers as defined in Component By-Laws that meet the following criteria shall be delegates to their respective Regional Convention:
- (i) the officer must be a full voting member of the Component executive and elected by the Component Convention delegates or the membership at the national or regional level; and
 - (ii) the officer must live or work in the Region.
- (b) Delegation to a Regional Convention of any Component officer not included in (a) above will require a recommendation from the National President and approval from the NBoD.

Sub-Section (8)

Remuneration of delegates shall be in accordance with Section 24, Sub-Section (21).

Sub-Section (9)

No member shall attend more than one Regional Convention as a delegate per convention cycle.

The deadline for delegate registration is April 8, 2020.

An accounting of the highest number of members for the period of 12 months prior to the date of the Convention Call, as provided by the office of the PSAC Director of Finance Branch, will be used to determine the number of delegates each Component Local/Branch and DCL is entitled to send to Convention, as per Section 16, Sub-Section (6)(a) of the PSAC Constitution.

This information is being tabulated by the staff at headquarters and is expected to be available and communicated to Component National Officers by mid to late November. In the interim, Locals and Branches should prepare to (s)elect the number of delegate(s) and alternates appropriate to the language contained in Section 16, Sub-Section (6).



OBSERVERS

OBSERVERS

Members in good standing who wish to attend Convention as an observer must complete the online registration form (available in mid-February 2020) no later than Wednesday, April 8, 2020.

The registration fee for each observer is \$150 and must be submitted no later than Wednesday, May 6, 2020.

Cheques are to be made out to **PSAC Atlantic**. Please indicate on the cheque the DCL / Component / Local / Branch / Committee and the name of the observer(s). There will be no refund of registration fees.

PSAC Atlantic is not responsible for the following costs related to observer attendance:

- All travel-related costs
- Accommodations
- Meals and incidentals
- Loss of Salary
- Family Care

Due to space limitations, the number of observers is limited to a first come, first served basis and a room at the Sheraton Hotel will be reserved on your behalf once the request has been made. Only delegates will be master billed, however, a credit card will be required upon check in to secure any incidentals you may incur.

The Sheraton hotel is unionized, accessible and a smoke-free environment.

Shuttle service will be provided for attendees staying at the Sheraton hotel:

Friday, June 26 th	7:15AM – 8:45AM 5:00PM – 6:00PM
Saturday, June 27 th	7:15AM – 8:45AM 5:00PM – 6:00PM
Sunday, June 28 th	7:15AM – 8:45AM



TRAVEL ARRANGEMENTS, EXPENSE REIMBURSEMENT & EMERGENCY CONTACTS

TRANSPORTATION AND HOTEL RESERVATIONS

Delegate registration must be completed prior to making any hotel or travel arrangements.

Beginning Wednesday, March 4, 2020, delegates who require commercial transportation must reserve through W.E. Travel to make their flight arrangements.

A block of hotel rooms has been reserved for our Convention requirements at the Delta Hotel, St. John's. All room reservations must be made through PSAC and must utilize the PSAC block of hotel rooms at the Delta Hotel. Once this room block reaches capacity, the overflow hotel is the Sheraton Hotel, St. John's.

For delegates, rooms at the Delta are limited and once the block is full hotel accommodations will be made at the Sheraton.

For observers, hotel accommodations at their request to PSAC staff will be made at the Sheraton Hotel.

REIMBURSEMENT AND LOSS OF SALARY

REMINDER: Prior to making travel arrangements, delegates must ensure that they have been granted leave from their employer to attend the Regional Convention.

Actual loss of salary will be reimbursed for working hours lost during the Regional Convention. There will be no compensation of salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of an official work or shift schedule. There will be no overtime compensation. You will be required to provide PSAC with your normal working hours should you require a leave letter.

If a union leave with pay letter is required, please contact atlconvention@psac-afpc.com with a request providing specific hours for which reimbursement is required.

EXPENSE CLAIMS

All delegate expense claims must be submitted electronically through the Member Expense Portal (MEP). The MEP is located on the PSAC Members Portal website at psacunion.ca. Claims must be submitted within 60 days of the PSAC Atlantic Regional Triennial Convention.

Administrative staff will be on-site at the PSAC Atlantic Regional Triennial Convention to assist you, if required in completing your expense claim. Please bring proof of shift schedule with you, if applicable.

SHUTTLE

Shuttle service will be provided for attendees staying at the Sheraton hotel:

Friday, June 26 th	7:15AM – 8:45AM 5:00PM – 6:00PM
Saturday, June 27 th	7:15AM – 8:45AM 5:00PM – 6:00PM
Sunday, June 28 th	7:15AM – 8:45AM

IN CASE OF EMERGENCY CONTACT

All Convention delegates, observers and guests will be required to provide the name and contact phone number for an emergency contact person with their registration. Please include your relationship to this individual as well. This information will only be used in the event of an emergency where we need to contact someone for you.



ACCOMMODATION FOR DISABILITIES, FAMILY CARE, CONVENTION WEBSITE & SCENT FREE POLICY

GOING GREEN AT OUR CONVENTION

Climate change, global warming and the protection of our environment are union issues. Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by adopting environmentally-friendly practices. PSAC has worked to create a more sustainable Convention to reduce our carbon footprint. Our actions have included reducing the amount of paper and materials distributed by using the convention app that will be provided; as well as providing clean public water, and recycling and reusing Convention materials. Together, we can make a difference.

ONLINE CONVENTION RESOURCES

A copy of the Atlantic Regional Bylaws is available on the PSAC Atlantic website: <http://psacatlantic.ca/con-tent-type/laws-0>

You may also contact the office of the Regional Executive Vice-President.

Details of the Atlantic Convention, including agenda and program, rules of order, copies of resolutions and committee reports as well as other items of interest will be made available to delegates by June 1, 2020.

FAMILY CARE

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent delegates from participating fully in union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at psacunion.ca/family-care-policy.

ACCOMMODATION

PSAC strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations identified on the registration form.

NO SCENTS!

In consideration for the health of our members who may suffer from environmental sensitivities, and with the goal of eliminating contaminants from the air, PSAC asks that all participants attending the Regional Convention refrain from using scented products. These include perfume, colognes, scented lotions, hairsprays, deodorants, and other products promoted by the fragrance industry.



RESOLUTIONS

RESOLUTION FORMAT

Submitted resolutions must comply with the following criteria:

Format:

- ✓ Formatted in 14-point Arial font;
- ✓ Concise, focused, and limited to 150 words;
- ✓ Utilize either the traditional or clear language format and include the title, originating body and language of origin;
- ✓ Not include any special formatting such as boxes or drawings;

Approved:

- ✓ Resolutions cannot be submitted by individual members. They must be voted on and endorsed by the appropriate originating body (i.e. Local, Area Council, etc.) prior to being submitted;



Content:

- ✓ Addresses just one topic (issue) and has one major objective;
- ✓ In simple wording, clearly identifies the issue and the action(s) required;
- ✓ Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;
- ✓ Does not call for an action or outcome that contradicts or contravenes the PSAC Constitution;
- ✓ Ensures that the action proposed is within the jurisdiction of the organization to implement;
- ✓ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- ✓ Does not duplicate an existing Resolution of Record;
- ✓ Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;
- ✓ Allows for flexibility in implementation, as it's the end result that counts;
- ✓ Is not calling for something that is already enacted;
- ✓ Applies the Who, What, When, Why and How test;

On Time:

- ✓ Resolution is submitted by Wednesday, February 26, 2020.

RESOLUTIONS

Examples of traditional and clear language format resolutions are included at the end of this document.

The "Be it resolved" and "Be it further resolved" (or "The PSAC will" in clear language format) clauses are the most important parts of the resolution as these are the points delegates will be debating. Therefore, it is important that they are drafted in such a way as to stand alone.

DEADLINE FOR RESOLUTIONS

Resolutions to Convention must be forwarded to the office of the Regional Executive Vice-President by Wednesday, February 26, 2020. Please submit resolutions in electronic format to: atlconvention@psac-afpc.com

TIPS FOR WRITING GOOD RESOLUTIONS

A good resolution:

- uses clear simply wording
- is concise and focused, and respects the 150-word limit
- deals with just one topic (problem) and has one major objective
- clearly identifies the problem
- specifically outlines the required action
- builds in accountability (i.e. deadlines, who will be responsible for implementing the proposed action, what resources will be required)
- ensures the action proposed is within the jurisdiction of the organization to implement
- isn't something that it constitutionally dealt with in another way (i.e. bargaining demands)
- allows for flexibility in implementation - it's the end results that counts
- is submitted on time (prior to the 4 PM deadline on Tuesday, December 31, 2019)
- isn't about something that is already enacted
- applies the WHO, WHAT, WHEN, WHY and HOW test.

Please note - Bargaining demands will not be accepted as there are other mechanisms in place to address them.

Should you have any questions regarding the resolutions process, please contact the REVP Office at (902) 445-0925 (1-888-808-5544) or by email at atlconvention@psac-afpc.com



EXAMPLE RESOLUTIONS

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><i>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</i></p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><i>MENTAL HEALTH AWARENESS IN THE WORKPLACE</i></p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>

ELECTIONS

ELECTIONS

The following positions will be elected at the 8th Atlantic Regional Triennial Convention (subject to any Bylaw changes):

- The Regional Executive Vice-President (REVP)
- The Alternate REVP
- The 2nd Alternate REVP

Regional Council Directors to be elected

- | | |
|--|---------|
| • Directly Chartered Locals | one (1) |
| • Francophone | one (1) |
| • Indigenous | one (1) |
| • LGBTQ2+ | one (1) |
| • Members with Disabilities | one (1) |
| • Non-Treasury Board/Separate Employer (Maritimes) | one (1) |
| • Non-Treasury Board/Separate Employer (Newfoundland & Labrador) | one (1) |
| • Provincial Directors for each province | two (2) |
| • Racially Visible | one (1) |
| • Women (Maritimes) | one (1) |
| • Women (Newfoundland & Labrador) | one (1) |
| • Young Workers (35 years of age and under) | one (1) |



8th Atlantic Regional Triennial Convention Call - Information



PREPARING FOR CONVENTION

CONVENTION PROCEDURES COURSE

The Atlantic Region is planning on offering the Convention Procedures Course across the Region to help prepare members for the PSAC Atlantic Regional Triennial Convention.

By the end of the course, participants will understand the purpose of conventions, become familiar with convention procedures such as voting, elections, reports, etc., and become more skilled at using Rules of Order. We will examine the roles of convention committees, committee chairpersons, convention chairpersons, and gain some understanding of the dynamics of conventions.

Dates and Locations for the Convention Procedures Course can be found on the PSAC Atlantic website at <http://psacatlantic.ca/our-organization/education-program>

