

*Reflect on Our Past,  
Focus on Our Future*



**Prairies**

## Convention Call

Public Service Alliance of Canada  
Prairie Region

8th PSAC Prairie Region Triennial Convention  
Regina, Saskatchewan  
June 12-14, 2020

Delta Regina Hotel  
1919 Saskatchewan Drive

# CONVENTION CALL

**Attention:** All Locals, Branches, Component National Officers, Prairie Region Council, Area Councils, Regional Committees and National Indigenous Peoples' Circle Regional Representatives.

The 8th Triennial Prairie Region Convention will be held in Regina, Saskatchewan June 12-14, 2020 at the Delta Regina Hotel, 1919 Saskatchewan Drive, Regina, Saskatchewan.

<b>Deadline for Receipt of Resolutions:</b>	January 31, 2020
<b>Deadline for Prairie Voice Award Nominations:</b>	March 30, 2020
<b>Deadline for Delegate Credentials &amp; Registration Fee:</b>	February 28, 2020
<b>Deadline for Delegate and Observer Registration:</b>	March 30, 2020
<b>Nominations for REVP and Alternate REVP Open:</b>	April 14, 2020

This guide is designed to provide you with all the information you will need to register and participate in the 8th Prairie Region Triennial Convention of the Public Service Alliance of Canada.

Included in this guide are details on how to register as a delegate or as an observer, how to submit resolutions to Convention, as well as information on travel and expense reimbursement.

Please contact Alison Davis with any questions. She can be reached by phone at 204-956-4625 or 1-855-956-4625 (toll free) or by email at [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com)

All delegates attending this Convention must be members in good standing of PSAC. Credentials must be postmarked by **February 28, 2020**. Credentials and payments should be mailed to:

PSAC REVP Prairies  
Suite 460, 175 Hargrave St.  
Winnipeg, MB  
R3C 3R8

The registration fee for each delegate is \$150 (non-refundable) and **must be submitted with the credential form**. Cheques may be made out to PSAC Prairie Region. Please indicate on the cheque the DCL/Component/Local/Branch # and the name of the delegate(s).

A link to register online will be sent directly to delegates upon receipt of the completed credential form and the registration fee. The deadline for submitted completed delegate registration forms online is **March 30, 2020**.

# INTRODUCTION AND THEME

Members of our Union Family,

We hope this guide will provide you with all the information you will need to register and participate in the 8th Prairie Region Triennial Convention of the Public Service Alliance of Canada.

The theme of this Convention, "*Reflect on Our Past, Focus on Our Future*" celebrates the PSAC's accomplishments and commits us to work together to build an even better future for our members and our communities.

Included in this guide are details on how to register as a delegate or as an observer, how to submit resolutions to Convention, as well as information on travel and expense reimbursement. Further details on Convention will also be available on the PSAC Prairies regional website under the Regional Convention tab at:

<https://prairies.psc.com/topics/convention-2020>

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

PSAC REVP Prairies  
Suite 460, 175 Hargrave St.  
Winnipeg, MB  
R3C 3R8  
Phone: 204-956-4625 or 1-855-956-4625 (toll free)  
Email: [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com)

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

In solidarity,

Marianne Hladun



Regional Executive Vice-President  
Public Service Alliance of Canada, Prairies

# DELEGATE ENTITLEMENT

## Who can be a delegate?

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 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 one (1) delegate;

#### (h) Component National Officers

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

#### (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.

# DELEGATE ENTITLEMENT

(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.

## CREDENTIALS

### FOR LOCALS, BRANCHES AND COMPONENT NATIONAL OFFICERS

PSAC Prairies will accept delegate names from each Local, Branch and from Component National Officers upon receipt of a completed credential form and non-refundable registration fee. Credential forms along with the cheque for the registration fee must be postmarked by **February 28, 2020**.

A link to register as a delegate will be sent directly to delegates upon receipt of the credential form and the registration fee. The deadline for submitting completed registration forms online is **March 30, 2020**.

### FOR AREA COUNCILS, REGIONAL COMMITTEES AND NATIONAL INDIGENOUS PEOPLES' CIRCLES

PSAC Prairies will accept delegate names from each Area Council, Regional Committee and National Indigenous Peoples' Circle Prairies Representative upon receipt of a completed credential form. Credential forms must be postmarked by **February 28, 2020**.

The non-refundable registration fee for Area Councils and Regional Committees will be paid by the REVP Office. The non-refundable registration fee for NIPC Prairies Representatives will be paid by PSAC National Office.

A link to register as a delegate will be sent directly to delegates upon receipt of the credential form. The deadline for submitting completed registration forms online is **March 30, 2020**.

## DELEGATE ENTITLEMENT

An accounting of the highest number of members for a 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 has been tabulated by the staff at headquarters and communicated to Component National Officers by the REVP Office.

If you have any questions regarding your delegate entitlement please submit your questions via email to [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com)

# TRAVEL ARRANGEMENTS AND EXPENSE REIMBURSEMENT

## TRANSPORTATION AND HOTEL RESERVATIONS

All travel and accommodation for delegates will be booked by the REVP Office. Because we have moved to a fully-funded convention, it is critically important that delegates complete the registration process by the **March 30, 2020 deadline**. Travel and accommodation will be booked in accordance with the PSAC Travel Policy. This policy will be strictly adhered to for all delegates.

**Delegates who have not completed the registration process by the March 30, 2020 deadline will be removed from the hotel block and travel list.**

## REIMBURSEMENT AND LOSS OF SALARY

**REMINDER:** Prior to making travel arrangements, delegates should 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 official work or shift schedule. There will be no overtime compensation.

Those delegates requiring a Loss of Salary letter as per your collective agreement will have them issued as soon as possible after travel arrangements have been confirmed.

## 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](http://psacunion.ca). Claims must be submitted within 90 days of the Regional Triennial Convention.

Administrative staff will be on-site at the Regional Triennial Convention to assist you in completing your expense claim. Please bring all original receipts for your ground transportation and proof of shift schedule with you if applicable.

## OBSERVERS

**Observers are required to make their own travel arrangements and hotel bookings.** Please contact [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com) for a list of unionized hotels.

# OBSERVERS

## OBSERVERS

PSAC Prairies will accept observer names from each Local and Branch upon receipt of a completed credential form and registration fee. Credential forms along with the cheque for the registration fee must be postmarked by **February 28, 2020**. The registration fee for each observer is \$150. A link to register as an Observer will be sent directly to observers upon receipt of the credential and registration fee. The deadline for submitting completed observer registration forms online is **March 30, 2020**.

Cheques may be made out to PSAC Prairie Region. Please indicate on the cheque the DCL/Component/Local/Branch # and the name of the observer(s). **There will be no refunds of registration fees after April 27, 2020.**

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

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

**Observers are required to make their own travel arrangements and hotel bookings.** Please contact [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com) for a list of unionized hotels.

PSAC Prairies will, however, cover expenses related to on-site accommodation of disabilities not related to personal care (i.e.: sign language, oral interpretation, etc.) as well as on-site childcare.

Due to space limitations, the number of observers is limited to three (3) per Local or Branch. Should additional spaces be available, Locals and Branches will be advised and invited to submit additional credentials.

Observer registration shall begin December 1, 2019 with a deadline of **March 30, 2020**.

# GUESTS

## GUESTS

Guests such as NBoD members who do not reside in the Prairies who wish to attend Convention are asked to contact us at [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com) as soon as possible to make arrangements.

# ACCOMMODATION FOR DISABILITIES, FAMILY CARE, CONVENTION WEBSITE AND 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 Prairies 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, providing clean public water, and recycling and reusing Convention materials. Together, we can make a difference.

Also, we strongly encourage all delegates residing in the Regina Area to take transit to Convention where possible.

## 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:

<http://psacunion.ca/family-care-policy>

On-site child care is intended to remove a barrier to a delegate's ability to participate at the Prairie Region Convention and is provided only for those who could not otherwise attend had the service not been available.

On-site child care will only be provided during official hours of session at the Convention. This does not include Component caucuses, Candidate Forum, Banquet/Meet & Greet or other agenda items listed as optional.

Family care arrangements will be provided based on requests identified on the registration form.

## ACCOMMODATION

PSAC Prairies strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations. A medical certificate may be requested.

Delegates who require alternate format for submission of credentials, registration or submission of resolutions should contact [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com) or call 1-204-956-4625 or toll free at 1-855-956-4625.

## NO SCENTS!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant 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.

## CONVENTION WEBSITE

Details of the Convention agenda and program, rules of procedure, copies of resolutions and committee reports as well as other items of interest will be made available to delegates in due course.

Convention documents will be posted on the PSAC Prairies website under the Regional Convention tab as they become available at:  
<https://prairies.psic.com/topics/convention-2020>



# RESOLUTIONS

## DEADLINE FOR RESOLUTIONS

Resolutions to Convention must be forwarded to the office of the Regional Executive Vice-President online by **January 31, 2020**. Resolutions will be accepted in both the traditional and clear language format. Please submit resolutions online at:

<https://prairies.psic.com/resolution-traditional-format>

or

<https://prairies.psic.com/resolution-clear-language-format>

## WHO CAN SUBMIT RESOLUTIONS?

- Regional Council
- Locals and Branches
- Regional Women's Committees in good standing
- Area Councils in good standing
- Human Rights Committees in good standing
- Young Workers Committees in good standing
- Regional Indigenous Peoples' Circles in good standing

**To be in good standing, Regional Women's Committees, Area Councils, Human Rights Committees, Young Workers Committees and Regional Indigenous Peoples' Circles must have four (4) meetings per year, a full executive in place and have submitted a financial reporting package to the REVP Office.**

**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. Minutes may be requested by the REVP Office to ensure that a resolution has been approved.

We urge you to submit all resolutions at the earliest possible date. Resolutions will be referred to one of the three Resolutions Committees: By-Laws, Finance/General or General.

## RESOLUTION FORMAT

Submitted resolutions must comply with the following criteria:

- √ Concise, focused, and **limited to 150 words** (not including the title or name of submitting body);
- √ 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;
- √ 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;

# RESOLUTIONS

- √ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- √ Does not duplicate an existing Resolution of Record of the Prairie Region and/or PSAC;
- √ 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:**

- √ The resolution must be submitted on time - by **January 31, 2020**.

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.

Should you have any questions regarding the resolutions process, please contact [Prairies2020Convention@psac-afpc.com](mailto:Prairies2020Convention@psac-afpc.com)

# EXAMPLE RESOLUTIONS

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><b>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</b></p> <p><b>WHEREAS</b> 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><b>WHEREAS</b> 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><b>WHEREAS</b> without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p><b>BE IT RESOLVED THAT</b> PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p><b>BE IT FURTHER RESOLVED THAT</b> PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><b>MENTAL HEALTH AWARENESS IN THE WORKPLACE</b></p> <p><b>BECAUSE</b> mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p><b>BECAUSE</b> there needs to be an increased awareness of mental health issues; and</p> <p><b>BECAUSE</b> there needs to be consistency in dealing with mental health issues;</p> <p><b>PSAC WILL</b> 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 2020 Prairie Region Triennial Convention (subject to any By-law changes):

- Regional Executive Vice-President (REVP)
- Alternate REVP (and one Alternate)
- One representative for each of the following six geographical areas: Northern Alberta, Southern Alberta, Northern Saskatchewan, Southern Saskatchewan, South-East Manitoba, North-West Manitoba (and two (2) Alternates for each position)
- One representative for Regional Women's Committees (and two (2) Alternates)
- One representative for Aboriginal Peoples (and two (2) Alternates)
- One representative for Persons With Disabilities (and two (2) Alternates)
- One representative for Racially Visible Persons (and two (2) Alternates)
- One representative for Pride (and two (2) Alternates)
- One representative for Directly Chartered Locals (and two (2) Alternates)
- One representative for Young Workers (and two (2) Alternates)
- One representative for Separate Employer Locals (and two (2) Alternates)

Nomination forms for REVP and Alternate REVP will be available in PDF form under the Regional Convention tab on the PSAC Prairies website at <https://prairies.psac.com/topics/convention-2020> as of **12:00pm Noon, Tuesday, April 14, 2020.**

Elections for PRC Area Council Representatives will be conducted at the applicable Area Council prior to **February 28, 2020.**

The election process for all other positions (excluding REVP, Alternate REVP and Area Council Representatives) will be conducted during the course of the convention in their respective caucus meetings.