



CONVENTION REPORTS & RESOLUTIONS GENERAL INFORMATION SHEETS

OCTOBER 11, 12 & 13, 2018
SHAW CONFERENCE CENTRE
9797 JASPER AVENUE, EDMONTON AB

The 42nd Annual Convention of the Alberta Union of Provincial Employees will be held at the Shaw Conference Centre (9797 Jasper Avenue, Edmonton AB) beginning at 9:00 am, Thursday, October 11, 2018 and will continue until 3:00 pm, Saturday, October 13, 2018.

#AUPECONVENTION



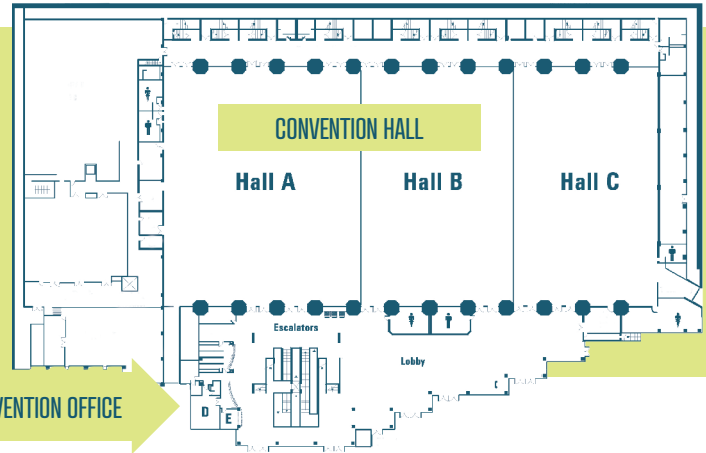
CONVENTION ORIENTATION

AUPE CONVENTION OFFICE - Salon D

The AUPE Convention Office will be set up in Salon D on the Assembly Level and will be open for Delegate inquiries as indicated:

| | |
|------------------------------|-------------------|
| Wednesday, October 10 | 3:00 pm - 7:00 pm |
| Thursday, October 11 | 8:00 am - 4:30 pm |
| Friday, October 12 | 8:00 am - 4:30 pm |
| Saturday, October 13 | 8:00 am - 3:00 pm |

CONVENTION OFFICE



PRE-CONVENTION COURSE

Convention is a busy and exciting time for our union. For new delegates, there's a lot to take in. To help with this, AUPE created a pre-Convention course. This short online seminar will introduce you to the basics of Convention so that you and your fellow delegates can get the most out of this year's event in Edmonton.

Visit this link to complete the pre-Convention course:
www.aupe.org/training



REGISTRATION

For proper registration at Convention, the **WHITE COPY** of your credential must be presented to the Convention Credentials Committee during registration.

Wednesday, October 10, 2018

3:00 pm - 7:00 pm
Shaw Conference Centre
Hall C, Assembly Level

Thursday, October 11, 2018

8:00 am - 4:30 pm & throughout Convention
(same time as Convention Office Hours)
Shaw Conference Centre
Salon E, Assembly Level

LATE REGISTRATION

Thursday, October 11, 2018

9:00 am - 9:30 am
Salon E, Assembly Level

SUPPLEMENTARY EXPENSE CLAIMS

Cheques for supplementary expense claims will NOT be provided at Convention. Supplementary claims are to be forwarded to headquarters for processing, and the cheques will be mailed out approximately 2 weeks after Convention.

CONVENTION HALL ASSIGNED SEATING

Hall A & B, Assembly Level

A copy of the Convention Hall **Assigned Seating** floor plan is included for your information. The seating as outlined on the floor plan will remain in effect throughout Convention.

The classroom style tables indicate the table set up in the Hall. The number(s) on the tables are the Locals that will be seated at each table. If you are sharing a table with another Local please fill the tables solely assigned to your Local first, using the shared tables only if necessary. The number in brackets indicates how many delegates are sharing from each Local assigned to that table. (See seating chart located on the last page.)

SCRUTINEERS AND SERGEANT-AT-ARMS COMMITTEE

The following is a brief summary of the Policy Guidelines for the Scrutineers and Sergeant-At-Arms Committees:

Scrutineers Committee

The purpose of the Convention Scrutineers Committee is to ensure that only properly elected Delegates to Convention are registered and that Life Members, Observers, Guests and Media are appropriately registered.

The Scrutineers Committee counts all standing votes when so directed by the Chair. The Committee also supervises the polling station used for the Executive elections.

Sergeant-At-Arms Committee

The purpose of the Convention Sergeant-At-Arms Committee is to maintain control in the Convention Hall and to ensure that only properly credentialed Delegates sit at tables where a vote may be counted.

The Committee is also responsible for handling all potential crowd control situations at AUPE functions held during Convention.

LITERATURE

The Shaw Conference Centre has requested that posters, banners, etc. not be put up on the walls. They have asked that literature be placed on the tables only.

MEALS

Organized Luncheon

Lunches will be organized as follows:

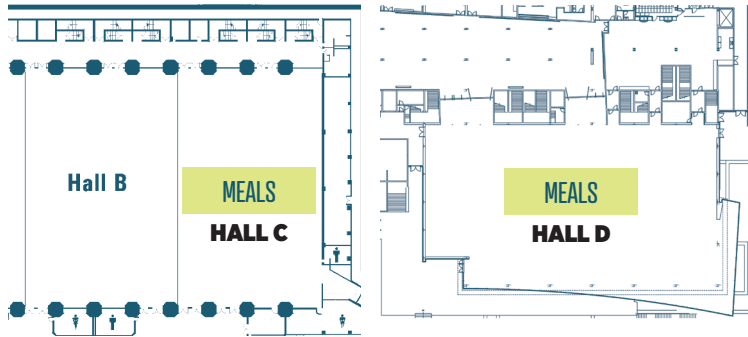
October 11, 12 & 13, 2018

Hall C, Assembly Level & Hall D, Pedway Level

12:00 noon - 1:00 pm

* Meal location will be indicated on name tags.

Expense claims will not be accepted for the organized lunches.



COFFEE SERVICE

Assembly Level

A concession will be set up on the Assembly Level and will be selling coffee, tea, hot chocolate, juice, pop, water, muffins and danishes.

SPECIAL REQUIREMENTS

If you have any special needs or requirements please ensure you fill out the form at www.aupeconvention.org.

Complete the information that pertains to you only. Information must be received by **September 28, 2018** to allow for arrangements to be made. All information received is confidential.



6-6 Policy on Wearing Scented Products

To facilitate all AUPE members being comfortable at an AUPE sponsored-function, the following guidelines be incorporated.

That:

1. AUPE members should be considerate about their use of fragrance;
2. Members should be encouraged to limit their use of scent to their personal "scent circle" (about an arm's length away from their body);
3. AUPE when sponsoring a function makes every effort that the facility being used has good ventilation; and
4. AUPE include the following sentence in all meeting notices and courses/seminar/conference announcements: "Moderation when wearing scented products should be exercised by all members attending."



ALBERTA UNION OF PROVINCIAL EMPLOYEES

CHILD CARE REIMBURSEMENT 5-20

The AUPE Child Care Expense Policy 5-20 will apply

FINANCES 5-20

Amended by the Provincial Executive June 02 and 03, 2017

5-20 Reimbursement for Child Care Expenses

Child care will be reimbursed when AUPE members attending any union function incur child care as a direct result of such travel. Members are to be reimbursed for child care expenses at the rate of up to \$15.00 per hour to a maximum of \$195.00 per day for the first child and up to \$3.00 per hour for each additional child to a maximum of \$39.00 per day, per child.

1. All claims for reimbursement under this policy must be accompanied by a signed AUPE Child Care receipt form.
2. Reimbursement will not be made for:
 - (a) child care expenses that would have been incurred had that member been performing his/her normal work that day;
 - (b) child care that would normally not have been paid, eg. Spouse;
 - (c) for an in-town delegate, after the meeting and/or associated function has concluded; and
 - (d) child care expenses for children above age 12.
3. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, where expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
4. AUPE accepts no legal responsibility as to the arrangements made by the parents or guardians.

The Union reserves the right to examine any and all claims with respect to this policy.

This policy will affect all Locals.

AUPE CLOTHING SALES

Salon 9, Meeting Room Level Shaw Conference Centre

| | |
|------------------------------|-------------------|
| Wednesday, October 10 | 3:00 pm - 7:00 pm |
| Thursday, October 11 | 8:00 am - 4:30 pm |
| Friday, October 12 | 8:00 am - 4:30 pm |
| Saturday, October 13 | 8:00 am - 1:30 pm |

EXHIBITS

Salon 8, Meeting Room Level Shaw Conference Centre

| | |
|-----------------------------|-------------------|
| Thursday, October 11 | 8:30 am - 4:30 pm |
| Friday, October 12 | 8:30 am - 4:30 pm |



TRANSPORTATION & ACCOMMODATION

TRANSPORTATION

Charter buses and carpooling have been arranged to pick up delegates in various towns and cities across the province.

Delegate Transportation sheet (grey colour)

Delegates are required to confirm whether they **are** or **are not** taking the transportation provided by AUPE. The enclosed form will provide you with your transportation instructions.

* Delegates who do not take advantage of the transportation provided by Union Headquarters will not be paid out of town mileage. AUPE will not be reimbursing for parking costs downtown.

ACCOMMODATION - GUEST ROOMS

Your Local is responsible for ensuring that you have accommodation. Please contact your Local Chair to confirm your accommodation arrangements. If you are unable to attend Convention, please contact your Local Chair so your room can be cancelled, otherwise it will be charged back to your Local.

PARKING

Grierson Hill Parking Lot

100 stalls have been designated for the AUPE Convention. The parking lot will be manned by an attendant and in order to park in the lot the following identification will be required:

Wednesday, October 10, 2018

8:30 am - 12:30 am

(ID - Convention Name Tag/AUPE Membership Card)

Thursday, October 11, 2018

7:00 am - 12:30 am

(ID - Convention Name Tag)

Friday, October 12, 2018

7:00 am - 12:30 am

(ID - Convention Name Tag)

Saturday, October 13, 2018

7:30 am - 4:30 pm

(ID - Convention Name Tag)

- Parking stalls will not be reserved and will be on a first-come, first-served basis.
- If you leave the lot you are not guaranteed parking upon your return.
- If you park in the lot which has been pre-paid by AUPE, do not claim for parking on your expense claim.
- The stairs from the parking lot (outdoor) will take you directly to the Assembly Level.
- NO OVERNIGHT PARKING - cars left in this lot overnight WILL BE TOWED.

NOTE: Delegates who park their vehicles in the Grierson Hill Parking lot reserved for AUPE and the Hotel parking lots will be doing so at their own risk. AUPE and the Hotels will not be responsible for any damages that may occur.



ALBERTA UNION OF PROVINCIAL EMPLOYEES

SMOKING POLICY 6-4

Smoking is not permitted in the Shaw Conference Centre.





ALBERTA UNION OF PROVINCIAL EMPLOYEES
SHUTTLE SERVICE
 PROVIDED BY EDMONTON TRANSIT (ETS)

Roundtrip shuttle service is provided from the Shaw Conference Centre to the hotels listed below:

- Chateau Lacombe Hotel
- Coast Edmonton Plaza
- Sutton Place
- Hotel MacDonald
- The Westin
- Hyatt Place Edmonton Downtown

Pick up and drop off areas will be the main entrance on Jasper Avenue and the Assembly Level at the Shaw Conference Centre.



WEDNESDAY
 October 10

THURSDAY
 October 11

FRIDAY
 October 12

SATURDAY
 October 13

2:30 pm - 12:30 am

TO CONVENTION

Continuous service from downtown hotels to Shaw Conference Centre, Assembly Level

12:15 am

TO HOTELS

Last bus leaves the Chateau Lacombe

7:30 am - 9:00 am

TO CONVENTION

Continuous service from downtown hotels to Shaw Conference Centre, Assembly Level

4:00 pm - 12:30 am

TO HOTELS

Continuous service from the Shaw Conference Centre to downtown hotels

Service also available continuously between the downtown hotels and the Chateau Lacombe

12:15 am

TO HOTELS

Last bus leaves the Chateau Lacombe

7:30 am - 9:00 am

TO CONVENTION

Continuous service from downtown hotels to Shaw Conference Centre, Assembly Level

4:00 pm - 12:30 am

TO HOTELS

Continuous service from the Shaw Conference Centre to downtown hotels

Service also available continuously between the downtown hotels and the Chateau Lacombe

12:15 am

TO HOTELS

Last bus leaves the Chateau Lacombe

7:00 am - 9:00 am

TO CONVENTION

Continuous service from downtown hotels to Shaw Conference Centre, Assembly Level

2:00 pm - 4:00 pm

TO HOTELS

Continuous service from the Shaw Conference Centre to downtown hotels

4:00 pm**

Last bus leaves the Shaw Conference Centre

**** At the adjournment of Convention, the shuttle buses will pick up at the JASPER AVENUE LEVEL only.**

TIMES ARE SUBJECT TO CHANGE

Due to ongoing construction, buses may be delayed; your patience and co-operation is appreciated.

LUGGAGE – HALL C, ASSEMBLY LEVEL

Saturday, October 13, 2018

7:00 am – 9:00 am

If you are returning home on the bus, bring your luggage to the Shaw Conference Centre on Saturday morning. Please ensure that your luggage has the correct bus tag. Drop off will be Hall C, Assembly Level.

At the end of Convention collect your luggage and proceed to your bus that will be parked outside the assembly level doors.



SOCIAL EVENTS

HOSPITALITY SUITE FUNCTIONS

(Co-hosted by AUPE, AUPE Locals & Area Councils)

Chateau Lacombe Hotel - Alberta Ballroom

10111 Bellamy Hill
Edmonton, AB T5J 1N7

Wednesday, October 10

Sound DJ, Karaoke Night & Photo Booth
8:00 pm - 12:00 am

Thursday, October 11

Mardi Gras theme night

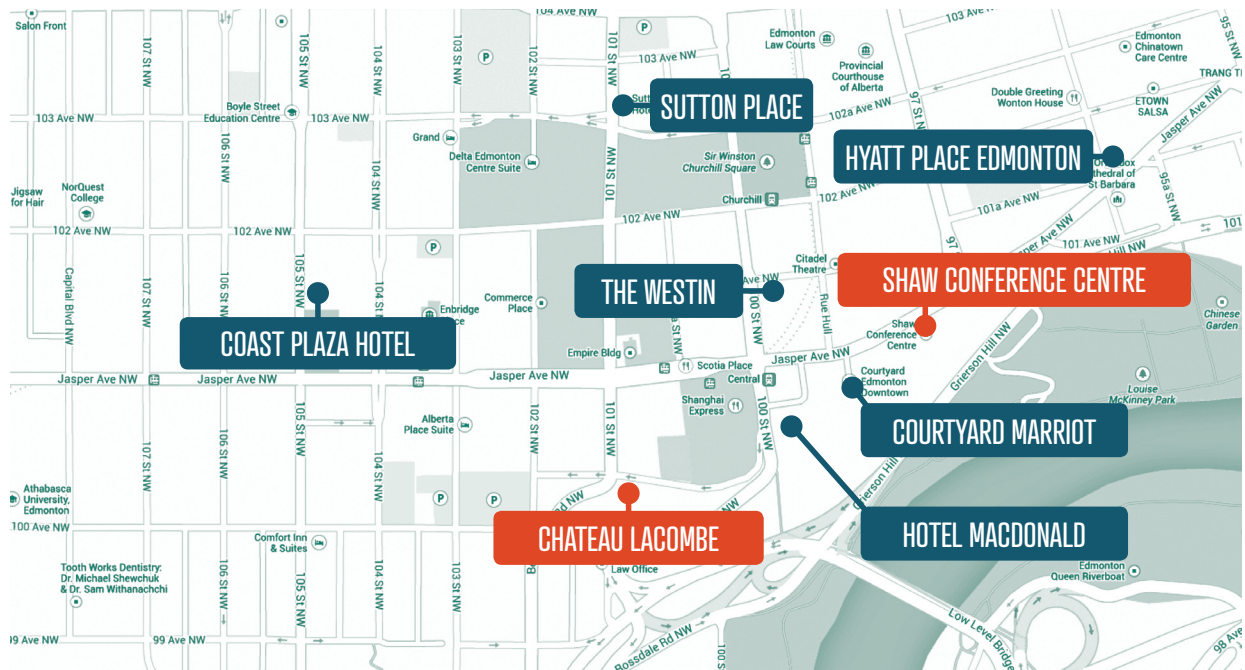
Sound DJ & Photo Booth
8:00 pm - 12:00 am

Friday, October 12

Sound DJ & Photo Booth
8:00 pm - 12:00 am

Doors opens each night at 8:00 pm.

Access to the Hospitality Suite will be restricted to those wearing wrist bands, which will be provided at the door with valid AUPE ID.





ALBERTA UNION OF PROVINCIAL EMPLOYEES
CONVENTION FLOOR SEATING
HALL A & B

STAGE

| | | | | |
|---------------|-----------------------------|------------------------------|-----------------------------|-----------------------------|
| | Local 052 (12) | Local 056 (16) | Local 044 (12) | |
| Local 003 (8) | Local 052 (12) | Local 056 (13) | Local 044 (11) | Local 012 (8) |
| Local 003 (8) | Local 052 (12) | Local 039 (9) Local 069 (5) | Local 050 (9) Local 012 (2) | Local 012 (8) |
| Local 003 (8) | Local 052 (12) | Local 046 (16) | Local 046 (12) | Local 048 (8) |
| Local 003 (8) | Local 052 (7) Local 060 (5) | Local 046 (16) | Local 046 (8) Local 048 (4) | Local 048 (8) |
| Local 001 (8) | Local 001 (12) | Local 048 (14) | Local 048 (12) | Local 048 (8) |
| Local 001 (8) | Local 001 (12) | Local 118 (16) | Local 118 (3) Local 049 (9) | Local 049 (8) |
| Local 001(8) | Local 001 (12) | Local 005 (16) | Local 047 (12) | Local 058 (8) |
| Local 053 (8) | Local 001 (12) | Local 047 (16) | Local 047 (12) | Local 058 (8) |
| Local 006 (8) | Local 006 (12) | Local 006 (14) Local 043 (2) | Local 047 (11) | Local 009 (2) Local 058 (5) |
| Local 095 (8) | Local 004 (9) | Local 043 (16) | Local 020 (12) | Local 009 (8) |
| Local 095 (8) | Local 095 (12) | Local 043 (16) | Local 002 (12) | Local 041 (8) |
| Local 095 (8) | Local 095 (12) | Local 095 (16) | Local 002 (12) | Local 041 (7) |
| Local 095 (8) | Local 095 (12) | Local 095 (11) Local 002 (5) | Local 002 (12) | Local 002 (8) |
| Local 040 (8) | Local 040 (12) | Local 038 (14) | Local 042 (12) | Local 002 (8) |
| Local 071 (8) | Local 071 (12) | Local 071 (10) Local 045 (5) | Local 042 (7) Local 057 (3) | Local 002 (8) |
| Local 054 (8) | Local 054 (12) | Local 045 (16) | Local 057 (12) | Local 057 (8) |
| Local 054 (8) | Local 054 (12) | Local 045 (16) | Local 057(12) | Local 054 (8) |
| | Local 054 (12) | Local 054 (16) | Local 054 (11) | |

STAFF SEATING

LIFE MEMBER SEATING

OBSERVER SEATING



CONTACTS

If you have any questions regarding Convention arrangements, please direct them as noted below:

Convention Inquiries:

Mary Guido at 780-930-3326
1-800-232-7284 (ext. 3326) or
email at m.guido@aupe.org

Time-Off Inquiries:

780-930-5288
1-800-232-7284 (ext. 5288) or
email at conventiontimeoff@aupe.org

Transportation:

Heather Seitz at 780-930-3314
1-800-232-7284 (ext. 3314) or
email at h.seitz@aupe.org



Alberta Union of Provincial Employees

10451 - 170 Street NW, Edmonton, AB T5P 4S7
T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

Information pertaining to Convention will be located
on the AUPE Convention website at:

www.aupeconvention.org

Additional details will be posted as they become available.

*To represent and support AUPE members
through solidarity and mobilization.*

AUPE MISSION STATEMENT