



Delegate selection: Article 4, Sections 4 and 5 of the NTFL Constitution sets out how many delegates may attend from each affiliate union or labour council, and who qualifies to be a delegate. Please check to ensure you elect the correct number of delegates. A delegate must be a member of the local union, branch or lodge they represent at the convention. Please note, as per the constitution, delegates will not be seated at convention if their local union, branch or lodge is in arrears to the NTFL.

Convention registration deadline: March 31, 2023

Keep a COPY to present at registration.

Any changes to delegates must have a letter signed by the local's highest-ranking officer. This letter must be emailed to the NTFL office prior to convention or presented at registration.

Resolution submission deadlines must be submitted using the attached form. Resolutions can be suggested policy changes, additions or deletions. They can also be suggested amendments to the constitution. Resolutions are reviewed in advance by the Convention Resolutions Committee (a committee of the NTFL Executive). To be accepted as part of convention business, a resolution must, at minimum, be within the mandate of the NTFL. The order in which resolutions come to the floor is set by the Resolutions Committee, subject to the approval of the agenda. Other details regarding resolutions are in the NTFL Constitution, Article 4, Section 14.

As noted in the constitution, resolutions must be received by the convention secretary no later than 20 calendar days prior to the start of convention. For this convention, that deadline is **May 9, 2023**.

The resolution form can be returned by mail, or email.

Resolutions must:

- Deal with only one subject
- Propose an action
- Be written in plain language
- Be less than 150 words; **and** be signed by both the Presiding Officer and Secretary

The NTFL Constitution (pdf file) may be viewed at: www.ntfl.ca

Hotel and Travel Information

All delegates, observers and guests who require a hotel stay must make their own hotel reservations. The cost of travel and hotels will not be reimbursed by the NTFL. There are two hotels with block reservations for the convention. The block reservations ensure a negotiated room rate. If you book a room elsewhere or if you miss a reservation deadline, you may not be able to find a hotel, so please ensure your hotel reservations are made at one of these two approved hotels using the information provided below.

Aqsarniit Hotel and Conference Centre

(867)979-2422. Callers must identify themselves as being with the Northern Territories Federation of Labour Convention in order to qualify for your group rate. Please use the booking code NTFL.

Note that the Aqsarniit is fully booked for the PSAC North Convention. If you are a PSAC or component delegate please book at the Aqsarniit.

Frobisher Inn

867.979.2222 Ext. 7605. Please ensure you use booking code NWT523.

If you require special hotel accommodations please discuss this with the Hotel. Let the convention office know if you have any concerns.

Please note that if you are not a delegate for the PSAC or a component you will only likely be able to book through the Frobisher Inn.

Election Candidates

Elections for NTFL Officers will be held at Convention. Article IV, section 11 of the Constitution states that "all Candidates for office must be duly accredited delegates and present at the Convention unless absent on official business of the Federation or having been excused attendance at the Convention for other unavoidable cause, in which case written consent to nomination must be in the hands of the Secretary prior to the election."

Convention Committees

Delegates may be called upon by the President and Executive Council to serve on a Convention Committee. Delegates with specific interests are asked to contact the NTFL office.

Convention Registration

Convention registration will take place from **7:30 a.m. to 9:00 a.m.** at the Aqsarniit Hotel and

Conference Center on May 29, 2023.

Copies of our Constitution

The NTFL Constitution provides the specifics for the requirements and the operations of the Convention. Copies of our constitution will be available to delegates at the convention. If anyone wishes to have a copy in advance, please contact our office or visit our website at www.ntfl.ca

Persons with a Disability

The NTFL endeavors to provide services to persons with disabilities to allow full participation at the convention.

In order that we may accommodate delegates with disabilities, please submit the enclosed "Delegate Services" form, or contact our office, no later than March 31, 2023. This form can be returned by mail or email.

Translation

Delegates who require translation services must submit the enclosed "Delegate Services", form or contact our office, no later than March 31, 2023. This form can be returned by mail, or email.

Childcare Arrangements

If you are travelling to Iqaluit for convention and would like assistance in finding childcare, please contact our office by March 31, 2023. This form can be returned by mail or email.

**Be sure your union is represented at convention.
Together, in solidarity, we will chart the future of our federation.**

**Questions? Contact: Avery Parle via email NWT-VP@ntfl.ca
or phone 867-873-3695 or toll free 1-888-873-1956
email: admin@ntfl.ca
web: www.ntfl.ca**



Registration/Credential Form

This is to certify that (union and local) _____ of (town/territory/province) _____ has selected the following delegate to the 21st Convention of the Northern Territories Federation of Labour to be held May 29, 2023 in Iqaluit, NU.

PLEASE PRINT

Delegate's Name (first & last): _____
Mailing Address: _____
Phone Number: _____
Email: _____
Union & Local: _____

This form must be signed by the highest-ranking officer of the local sending delegates.

Signed Off: Name: _____
Position: _____
Signature: _____

Return **ORIGINAL** credential by mail no later than March 31, 2023, along with the \$325.00 registration fee to:
NTFL Convention Registration
100-4910-53rd Street
Yellowknife, NT X1A 1V2

Please do not fax this form

Make cheque payable to *Northern Territories Federation of Labour*

Are you a youth delegate (age 30 or under)? Yes/No? (circle one) If yes, NTFL covers the registration fee.

Retain a COPY of your credentials (to be presented by delegate at registration)



Access, Services, Childcare & Translation

Registered delegates attending the 21st Convention who require assistance when the convention is in session are requested to complete the form below and return it to the NTFL office. The federation will provide services at the convention site only. Outside activities are the responsibility of the delegate. The federation will endeavor to make appropriate arrangements for all requests received by March 31, 2023.

Delegate's Name (first & last): _____
Mailing Address: _____
Phone Number: _____
Email: _____
Union & Local: _____

Do you require Convention materials in another format (i.e. large print)? Please explain.

Do you require interpretation (i.e. Inuktitut, Sign Language)? Please explain.

Do you require any other additional services? Please explain.

Childcare

Childcare may be available on May 29, 2023 from 8:30 a.m. to 5:00 p.m. (or end of business), if it is needed as a lack of childcare would be a barrier to your participation. Arrangements for any childcare requirements outside of these hours will be the responsibility of the parent. Please note childcare may not necessarily be onsite.

Please complete the following:

Last Name:	First Name:	Age:
Last Name:	First Name:	Age:

Special Needs (All needs must be specified):

Delegate Information: _____ I AGREE to allow the NTFL to arrange childcare for my child.
Signature: _____

21st NTFL Convention Resolution Form

Please note, **May 9th, 2023** is the due date for resolutions **to be received** by the NTFL Office. **Resolutions must** deal with only one subject, propose an action, be less than **150 words** and be signed by the Presiding Officer and Secretary.

Resolution Title: _____

Submitted By: _____

The Northern Territories Federation of Labour will:

Because:

Signatures:

Presiding Officer

Secretary

Resolution approved by:

Resolutions Committee recommendation:

Resolution N°:

This form may be returned by mail, or email

100-4910-53rd St. ☐ Yellowknife NT Canada X1A 2R1 ☐ Tel (867) 873-3695 ☐ Toll Free (888) 873-1956 ☐ Email:
admin@ntfl.ca ☐ Website: www.ntfl.ca