



**ALBERTA
FEDERATION OF
LABOUR**

CONVENTION CALL



EDMONTON, AB
April 24-27, 2025

AFL'S 54TH CONSTITUTIONAL CONVENTION

**COMMON FRONT CONVENTION:
THE WORKER AGENDA**



TABLE OF CONTENTS

CONVENTION CALL	1
Convention Hours	1
Venue	1
Delegate Orientation	1
Questions	1
Delegate Procession	1
Registration Hours at the Edmonton Expo Centre	1
Transportation and Parking	1
Delegate Lunches	2
REGISTRATION	2
Fees	2
Refund Policy	2
Pre-Convention Package	2
CREDENTIALS & DELEGATE INFORMATION	3
Delegate Representation & Entitlement	3
How Credentials are Calculated	4
Arrears	4
Alternate Credentials	4
Observers	4
Display Tables	4
Coffee Sponsorship	4
Tip of the Hat ideas	4
DELEGATE SERVICES	5
Accessibility, ASSISTANCE AND Special Needs Requests	5
Child, Dependent, Elder Care	5
COVID-19 Protocols	5
RESOLUTIONS & CONSTITUTIONAL AMENDMENTS	5
Deadline for Resolutions – February 22, 2025	5
How to Submit Resolutions	5
ELECTIONS	5
Union Caucuses	6
CONVENTION COMMITTEES	6
USEFUL INFORMATION	7
In Memoriam	7
AFL Annual Awards – Call for Nominations	7
Convention Hotel	7
QUESTIONS	7

CONVENTION CALL

The 54th Alberta Federation of Labour (AFL) Constitutional Convention is carried out in accordance with the AFL Constitution, Article 1.4.0. click [here](#) for the 2023 AFL Constitution.

CONVENTION HOURS

Thursday, April 24, 2025	Convention	9:30 a.m. to 12:00 p.m. and 1:30 p.m. to 5:00 p.m.
Friday, April 25, 2025	Convention	9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 5:00 p.m.
Saturday, April 26, 2025	Convention	9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 5:00 p.m.
Sunday, April 27, 2025	Convention	9:00 a.m. to 1:00 p.m.

VENUE

The Convention will be paperless and held at the Edmonton Expo Centre located at 7515-118 Ave NW (Entrance 5), Edmonton, Alberta. Delegates and observers require a mobile phone, computer or tablet with reliable internet in order to access all documents (venue has Wi-Fi and charging stations). Login information will be sent out via email prior to the Convention.

DELEGATE ORIENTATION

An orientation session for all new delegates is scheduled for Thursday, April 24, 2025 at 8:00 a.m. Orientation and information on our EventMobi Convention App will be provided at this time.

QUESTIONS

Information about the 2025 AFL Convention and related activities will be available on our [event page](#). The page will be updated as new information is available.

If you require further information, you can also send an email to afl@afl.org or call us toll-free at 1-800-661-3995 or 780-483-3021.

DELEGATE PROCESSION

A procession will be held on the opening day of the Convention on Thursday, April 24, 2025. Bring your banners and signs and ensure you are ready to assemble in the hallways at approximately 9:30 a.m.

REGISTRATION HOURS AT THE EDMONTON EXPO CENTRE

Wednesday, April 23, 2025	7:00 p.m. to 9:00 p.m.
Thursday, April 24, 2025	8:00 a.m. to 12 p.m. and 1:30 p.m. until adjournment
Friday, April 25, 2025	8:30 a.m. to 12 p.m. and 1:30 p.m. until adjournment
Saturday, April 26, 2025	8:30 a.m. to 12 p.m. and 1:30 p.m. until adjournment
Sunday, April 27, 2025	8:30 a.m. to 10:30 a.m.

TRANSPORTATION AND PARKING

- If staying at the Chateau Lacombe, the hotel is across the street from the Central LRT station. It is approximately a 10-minute ride to the Coliseum station.

- The [LRT map](#) has the starting and end point highlighted. You can also check the [LRT website](#).
- Once at the Coliseum Station, the Expo Centre is located upstairs. Follow the signs and be sure to look for the Expo Centre entrance #5.
- For delegates registered at the Chateau Lacombe, the cost of parking is \$15.00 per night. **Parking is not included with your room and must be paid for separately.**
- There is abundant parking on the Edmonton Expo Centre grounds. Parking fees are included in the registration fee.

DELEGATE LUNCHES

Delegates have a choice of registering for lunch provided on-site or obtaining lunch by their own means. **On-site lunch fees are at a cost of \$50 per day and must be selected and paid for on the delegate registration form.** Please note there are limited dining options within walking distance of the venue.

REGISTRATION

TYPE	FEE	DEADLINE	ADDITIONAL INFORMATION
Delegate	\$550	March 7, 2025	Online Credential Registration
Alternates	\$550	March 7, 2025	If a registered delegate is unable to attend and an alternate has been selected by the union, it is the union's responsibility to notify the AFL office of any changes to credentials, in a timely manner.
Observers	\$35	None	Individuals not eligible to attend as delegates may, upon approval, register as observers.

FEES

\$550 per delegate (non-refundable after March 7, 2025) must be received in the AFL Office for credentials to be accepted.

REFUND POLICY

Up to March 7, you can receive a full refund. No refunds will be issued after March 7, 2025. There is no reduction in fees for partial days attended.

PRE-CONVENTION PACKAGE

Delegates registered by April 8, 2025, will receive a digital pre-Convention package containing the policy primers and resolutions.

CONVENTION DEADLINES

TOPIC	DEADLINE	ADDITIONAL INFORMATION
May Day Award Nominations	February 3, 2025	Email Subject Line--Attention: AFL Executive Council
International Women's Day Award Nominations	February 3, 2025	Email Subject Line--Attention: AFL Executive Council
In Memoriam	February 3, 2025	Submit names here
Resolutions	February 22, 2025	Resolution submissions
Care Requests	February 22, 2025	Child, Dependent and Elder Care
Special Needs Requests	February 22, 2025	
Refunds	Up to March 7, 2025	Full Refund
	After March 7, 2025	No Refund
Delegate Registration	March 7, 2025	Any registrations submitted after this date are considered late delegates.
Updated Credentials	March 7, 2025	As per the Constitution, final credentials will be re-calculated 45 days prior to Convention.
Convention Committees	March 25, 2025	Names to be submitted to the AFL.

CREDENTIALS & DELEGATE INFORMATION

Registration form for delegates and alternates registration.

- Complete the Delegate form [here](#). Ensure you save a copy for your records.
- Make cheques payable to the **Alberta Federation of Labour and mail to:**
- #300, 10408 – 124 Street, Edmonton, Alberta, T5N 1R5
- Online Delegate Credential [Form](#)
- Deadline for Credentials: March 7, 2025

Delegate credentials must be submitted to the AFL office, through online registration, no later than **March 7, 2025**. Delegate registrations will be accepted after March 7, 2025, up to and including, at the Convention. Delegates registered after March 7, 2025, will be considered late delegates and need to be approved by the Credentials Committee.

DELEGATE REPRESENTATION & ENTITLEMENT

Representation at Convention is as follows:

- a) Local Unions: Two (2) delegates for the first 100 members or less; and one (1) additional delegate for each additional 100 members or major fraction.

- b) Delegates must be members of unions affiliated with the Alberta Federation of Labour.
- c) An additional credential to send a Young Worker delegate (age 30 or younger) is given to each local union.
- d) Alberta Federation of Union Retirees (AFUR): Two (2) delegate credentials are available to the AFUR members. They can speak and vote at Convention but may not run for any position.
- e) CLC-chartered Labour Councils: Two (2) delegates, who must be members of unions affiliated to the Alberta Federation of Labour.

HOW CREDENTIALS ARE CALCULATED

The number of credentials issued is based on the average membership per capita that was paid during the 12-month period ending two months before Convention (average membership from February 1, 2024, to January 31, 2025).

ARREARS

Local unions are not entitled to representation at Convention if they are three (3) months or more in arrears with their per capita payments. Unions must be paid up to, and including, **January 2025**. Unions may submit outstanding per capita payments to allow their delegates to be seated.

ALTERNATE CREDENTIALS

If a registered delegate is unable to attend and an alternate has been selected by the union, it is the union's responsibility to notify the AFL office of any changes to credentials. This must be done as soon as the union is aware of the change.

OBSERVERS

Individuals not eligible to attend as delegates may register as observers. The observer's fee is \$35.

DISPLAY TABLES

Organizations wishing to have a display table must submit a written request to afl@afl.org before **January 24, 2025**. Display tables are authorized and approved by the AFL.

COFFEE SPONSORSHIP

If you are able to sponsor a coffee break, please reach out to us. There are 3 sponsorship options ranging from \$2,812 to \$4,662. Contact afl@afl.org for further details.

TIP OF THE HAT IDEAS

We will be doing a 'Tip of the Hat' presentation at the Convention. If there are any successes and victories within your union that you would like us to tip our hat to, forward them afl@afl.org.

DELEGATE SERVICES

ACCESSIBILITY, ASSISTANCE AND SPECIAL NEEDS REQUESTS

Every effort will be made to accommodate specific services. The deadline to notify the AFL office is **February 22, 2025**.

CHILD, DEPENDENT, ELDER CARE

If you require child, elder, and/or dependent care during the Convention, the deadline for receipt of care requests is **February 22, 2025**.

COVID-19 PROTOCOLS

COVID-19 protocols will be finalized closer to the date of convention. Note that there will be a small supply of masks available, provided by the AFL.

RESOLUTIONS & CONSTITUTIONAL AMENDMENTS

Review the [Resolution Submission Guidelines](#) and submit resolutions for the 2025 AFL Convention using this online [form](#).

DEADLINE FOR RESOLUTIONS - FEBRUARY 22, 2025

Resolutions must be received by 5:00 p.m. on February 22, 2025. Resolutions can be submitted by affiliated local unions, labour councils, AFL Executive Council and AFL Committees. Resolutions received after February 22, 2025 will be referred to the AFL Executive Council.

Emergency resolutions may be submitted after February 22, 2025. Emergency resolutions deal with a subject matter that has arisen during the 60 days prior to the Convention. If the AFL Executive Council refers an emergency resolution, consideration by convention is dependent upon two-thirds majority consent of the convention.

HOW TO SUBMIT RESOLUTIONS

Submit resolutions in digital format online [here](#). A resolution should be written in plain language, focus on one subject, be 200 words or less, and signed by your presiding officer. To avoid having your resolutions returned or not accepted, ensure they are accurately submitted.

ELECTIONS

At convention, elections are held for AFL Officers, AFL Executive Committee and Council Vice Presidents, Labour Council representatives and Equity representatives. The form for all positions can be found [here](#).

As per the constitution, candidates who would like their names to stand for the position of [President and/or Secretary Treasurer](#) must declare their intention, and submit a nomination form to the AFL office by the adjournment of the Convention on **Thursday, April 24, 2025**.

Elections for caucus members for the for AFL Executive Council [equity representatives](#) are also held at Convention. AFL’s equity representatives are Indigenous Workers, Ethnically Diverse Workers, Pride and Solidarity Workers, Women, and Young Workers (35 and younger).

All equity representative candidates must submit a nomination form to the Convention office. The [form](#) must be signed by their president indicating they have their union support to run for an equity representative position.

UNION CAUCUSES

To reserve a room for a union caucus meeting at either the Edmonton Expo Centre or the Chateau Lacombe hotel, please contact the AFL office at afl@afl.org or call 780-483-3021. Rooms will be assigned on a first-come, first-served basis.

When reaching out, **include** the **preferred date** and **time** for your meeting, as well as the approximate **number of attendees**. Submit these requests as soon as possible.

CONVENTION COMMITTEES

Convention Committees carry out the business of a Convention. If interested in sitting on the **Credentials, Sergeant-at-Arms, Balloting, General Resolutions, or Constitution Committees**, submit your name on your delegate registration. Names must be submitted **by March 25, 2025**.

Convention Committees meet on Wednesday, April 23, 2025, and as needed during Convention. AFL Executive staff members are assigned to each Convention Committee.

COMMITTEE	DESCRIPTION
Credentials	Official greeters at hotels and venues, assist with registration on Wednesday and Thursday, and prepare the daily delegate count.
Resolutions	Make recommendations on resolutions or refer resolutions to a different Convention Committee for action.
Constitution	Make recommendations on handling constitutional resolutions.
Sergeant-at-Arms	Monitor seating, check credentials, maintain order on the Convention floor, distribute materials, and are marshals for any rally.
Balloting	Oversees counting of elections ballots and participates in standing vote counts on the floor.

USEFUL INFORMATION

IN MEMORIAM

Local unions and labour councils are encouraged to submit names and info of members who passed away between April 2023 to February 2025. Deadline to [submit names](#) for the visual presentation is **February 3, 2025**.

AFL ANNUAL AWARDS – CALL FOR NOMINATIONS

The Alberta Federation of Labour invites affiliated unions, labour councils and AFL committees to submit nominations for the 2025 AFL May Day Solidarity Award and the 2025 AFL International Women’s Day Award. Email submissions to afl@afl.org by February 3, 2025.

CONVENTION HOTEL

The Convention hotel is the **Chateau Lacombe Hotel**, 10111 Bellamy Hill NW, Edmonton, Alberta.

INDIVIDUAL RESERVATIONS:

Reserve your room online using this [link](#) or call 1-800-661-8801 to make individual reservations. The code for **phone** reservations is **2504AFLCON**.

You can also send an email to cledmreservations@chateaulacombe.com and use AFL Convention 2025 as the subject line.

DEADLINE TO BOOK IN THE BLOCK IS MARCH 21, 2025 (*provided rooms are available*)

QUESTIONS

For information about the 2025 AFL Convention and related activities, email the AFL at afl@afl.org or call toll free at 1-800-661-3995 or 780-483-3021.

