



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

LABOUR ACT REGULATIONS

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this regulation, current to January 2, 2021. It is intended for information and reference purposes only.

This document is *not* the official version of these regulations. The regulations and the amendments printed in the *Royal Gazette* should be consulted on the Prince Edward Island Government web site to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

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LABOUR ACT
Chapter L-1

REGULATIONS

Made by the Lieutenant Governor in Council under the *Labour Act* R.S.P.E.I. 1988, Cap. L-1

1. Definitions

In these regulations

- (a) “**Act**” means the *Labour Act* R.S.P.E.I. 1988, Cap. L-1;
- (b) “**Board**” means the Labour Relations Board established pursuant to the Act;
- (c) “**chief executive officer**” means the chief executive officer of the Board;
- (d) “**unfair labour practice**” means any labour practice or act prohibited by the Act or these regulations. (*EC521/71; 651/07*)

2. Application

- (1) Every proceeding before the Board, other than an application under section 34.2, shall be commenced by the filing of an application verified by statutory declaration and made in accordance with these regulations.

Signatures to application

- (2) An application to the Board or any notice may be signed, if it is made, given or entered into
 - (a) by an employer who is an individual, by the employer;
 - (b) where several individuals are jointly employers, by a majority of the said individuals;
 - (c) by a corporation, by one of its authorized managers or by one or more of the principal executive officers;
 - (d) by a trade union or employers’ organization
 - (i) by any two officers of the trade union or employers’ organization, or
 - (ii) by any person authorized for such purpose by a resolution duly passed at a meeting of the trade union or employers’ organization. (*EC521/71; 651/07; 770/20*)

3. Application for certification

- (1) An application by a trade union for certification as bargaining agent pursuant to the Act shall be made in Form 1.

Supplementary documentation

- (2) Subject to subsection (2.1), concurrently with the filing of an application for certification, the applicant trade union shall file with the Board the material upon which it relies to establish its right to certification and such material shall include
- (a) a list of persons in the proposed bargaining unit who wish that the applicant trade union be certified as bargaining agent on their behalf;
 - (b) evidence that the persons in the list referred to in clause (a) wish that the applicant trade union be certified as bargaining agent on their behalf;
 - (c) a copy of its constitution, rules and bylaws, or other instruments or documents containing a full and complete statement of its objects and purposes;
 - (d) a list of its officers.

Exception

- (2.1) The Board may waive compliance by an applicant trade union with clause (2)(c) where the applicant trade union, by statutory declaration, declares that current copies of the union constitution or other documents required by clause (2)(c) have been filed with the Board.

Confidentiality, availability of information

- (3) The material filed by an applicant trade union pursuant to
- (a) clauses (2)(a) and (b), shall be for the information of the Board only and shall not be available to or open for inspection by any other party to the proceedings;
 - (b) clause (2)(c), or material on file with the Board pursuant to subsection (2.1), shall be available to and open for inspection by any other party to the proceedings; or
 - (c) clause (2)(d), shall be available to and open for inspection by any other party to the proceedings only with the approval of the Board.

Approval of application by members

- (4) A person shall be deemed by the Board to agree to the applicant trade union being certified as bargaining agent on the person's behalf if at the date of application
- (a) the person was a member in good standing of the applicant trade union, and, had paid union dues within three months preceding the date on which the application was filed; or
 - (b) the person has signed a document stating that the person wishes the applicant trade union to be certified as bargaining agent on the person's behalf. (EC521/71; 651/07; 770/20)

4. Terminal date

- (1) The chief executive officer, upon receipt of an application for certification, shall forthwith fix the terminal date for the application and shall serve notice in Form 2 upon the applicant.

Service of application on respondent

- (2) The chief executive officer shall serve the respondent with
- (a) a notice of application in Form 3 with a copy of the application attached;
 - (b) an appropriate number of copies of the notice to employees in Form 4 for posting. (EC521/71)



5. Posting notice to employees

An employer upon whom copies of the notice to employees is served shall immediately upon receipt thereof

- (a) post all copies of the notice in conspicuous places where they are most likely to come to the attention of all employees who may be affected by the application; and
- (b) report in writing to the chief executive officer the date and time at which, and the places in which the postings have been made by the employer. *(EC521/71)*

6. Notice to union affected

The chief executive officer shall serve a notice of application upon any trade union named in the application or reply or known to the chief executive officer to claim to be the bargaining agent of or to represent any employee who may be affected by the application. *(EC521/71)*

7. Reply

The employer named in an application shall file a reply in Form 5 not later than the terminal date and the reply shall be accompanied by any existing or recently expired collective agreement that is or was recently binding upon the employer or any employees of the employer in the bargaining unit claimed by either the applicant or the employer to be appropriate for collective bargaining. *(EC521/71)*

8. Interpretation

- (1) Any trade union other than the applicant trade union claiming to represent or be the bargaining agent for any of the employees who may be affected by the application, may, not later than the terminal date for the application, file an intervention and, if it fails to file such intervention, it may be deemed to have abandoned any claim to represent any of the employees who may be affected by the application.

Application for certification

- (2) A trade union that files an intervention may, not later than the terminal date for the application to which the intervention relates, file an application for certification.

Notices

- (3) The chief executive officer shall give notice to the employer and the applicant trade union to the original application. *(EC521/71)*

9. Filing intervention

Any employer, employee, or group of employees, affected by an application by a trade union for certification desiring to oppose such application shall file with the Board an intervention in writing not later than the terminal date for the application and shall state therein the grounds for opposing the application. *(EC521/71; 651/07)*

10. New terminal date

Where, in the opinion of the Board a new terminal date should be set, the Board may by order set such new date and serve notice thereof upon the applicant, respondent, and other interested parties. *(EC521/71)*

11. Notice of hearing

When the Board deems it necessary to hear verbal evidence or argument respecting an application for certification, the chief executive officer shall give notice in Form 12 of the time and place fixed for the hearing to the applicant and respondent and any intervener. (EC521/71)

12. Application to amend certification order

- (1) An application under section 18 of the Act for the amendment of a certification order shall be made in Form 6 and filed with the Board.

Notice

- (2) Notice of the application with a copy of the application attached shall be served on the other party or parties named in the certification order and sufficient copies for posting shall be sent to the employer.

Reply

- (3) The notice of the application shall set a date for filing of replies to the application and if no replies are filed, the Board may proceed to consider the application without giving a notice of hearing. (EC521/71)

13. Revocation of certification

- (1) An application for the revocation of a certification order shall be made in Form 7.

Notice

- (2) The chief executive officer shall serve the applicant with a notice in Form 2 setting out the terminal date for the application.

Idem

- (3) The chief executive officer shall serve the respondent with a copy of the application and a notice of application in Form 8 and such notice shall set out the terminal date for the application. The chief executive officer shall serve the employer with an appropriate number of notices of application in Form 9 for posting. (EC521/71; 651/07)

14. Reply

The respondent shall file a reply in Form 10 not later than the terminal date for the application. (EC521/71)

15. Notice

The chief executive officer shall serve the applicant and respondent and any other party affected by the application with a notice of the hearing of the application in Form 12. (EC521/71)

16. Transfer of business

- (1) An application under section 39 of the Act shall be made in Form 23.



Notice

- (2) The chief executive officer shall serve a copy of the application and a notice of application upon the employer or employers and the trade union or trade unions affected by the application, and such notice shall set the terminal date for the application.

Idem

- (3) The chief executive officer shall serve upon the employer or employers affected by the application an appropriate number of notices of application for posting.

Reply

- (4) A trade union or an employer served with notice of the application shall file a reply not later than the terminal date of the application.

Disposition

- (5) Where no reply has been filed and not statement of desire to make representations has been filed or any such reply or statement that has been filed does not state that a party desires a hearing before the Board, the Board may dispose of the application upon the material before it without further notice to any party or to the employees.

Hearing

- (6) Where an employer or a trade union or an employee or the representative of a group of employees requests and the Board directs that a hearing be held, the chief executive officer shall serve each of the parties and each such employee or representative of a group of employees with a notice in Form 12 of the hearing of the application. *(EC521/71; 26/86)*

17. Merger of trade unions

- (1) An application under section 40 of the Act shall be made in Form 24.

Notice

- (2) The chief executive officer shall serve a copy of the application and a notice of application upon the employer or employers and the trade union or trade unions affected by the application, and such notice shall set the terminal date for the application.

Idem

- (3) The chief executive officer shall serve upon the employer or employers affected by the application an appropriate number of notices of application for posting.

Reply

- (4) A trade union or an employer served with notice of the application shall file a reply not later than the terminal date of the application.

Disposition

- (5) Where no reply has been filed and no statement of desire to make representations has been filed or any such reply or statement that has been filed does not state that a party desires a hearing before the Board, the Board may dispose of the application upon the material before it without further notice to any party or to the employees.

Hearing

- (6) Where an employer or a trade union or an employee or the representative of a group of employees requests and the Board directs that a hearing be held, the chief executive officer

shall serve each of the parties and each such employee or representative of a group of employees with a notice in Form 12 of the hearing of the application. (EC521/71; 26/86)

18. Application for reconsideration

Where it appears that the Board has made a decision in ignorance of some material fact, or by reason of some technical irregularity, or if there is good reason for the Board doing so, the Board may entertain an application to reconsider a decision or order made by it under the Act. (EC521/71)

19. Complaint of unfair labour practice

- (1) A complaint of unfair labour practice shall be made in Form 11 and shall be verified by statutory declaration.

Form of complaint

- (2) The complaint shall identify the person or persons claiming to have been aggrieved, name the respondent party or parties against whom the complaint is made, state the allegation of unfair labour practice and the section of the Act alleged to have been violated and state the remedy desired by the complainant.

Reply

- (3) The chief executive officer shall forthwith send a copy of the complaint to the respondent party or parties against whom the complaint is made and within seven days of the receipt of a copy of the complaint, the respondent party or parties shall file with the Board a reply to the complaint specifically admitting or denying the statements contained in the complaint. (EC521/71)

20. Representation votes

Where the Board has directed that a vote be taken of the employees in a bargaining unit, the chief executive officer shall be responsible for the taking of the vote, and subject to the direction of the Board, shall have authority on behalf of the Board to determine all matters whatsoever pertaining to the taking of the vote and to issue all directions deemed necessary by the Chief Executive Officer for that purpose and shall report the result of such vote to the Board for its further action. (EC521/71; 651/07)

21. Consolidation of proceedings

Where the Board deems it necessary, it may at any time direct that a proceeding before the Board be consolidated with any other proceeding before the Board, and the Board may issue such directions in respect of the conduct of the consolidated proceeding as it considers advisable. (EC521/71)

22. Evidence

- (1) The Board shall accept evidence as to matters of fact only when verified by affidavit or statutory declaration or when tendered by way of sworn testimony before the Board.

Representation by counsel

- (2) A party in any proceeding desiring to adduce verbal evidence before the Board or to support or resist an application by argument may be permitted to appear for this purpose at a hearing of the Board by counsel or other persons authorized to conduct the party's case.



Right of audience

- (3) Subject to the Act and these regulations, in any proceedings before it, the Board shall afford an opportunity to all interested parties either to present oral or written evidence or make oral or written representations on matters at issue as the Board deems advisable in the circumstances. *(EC521/71; 651/07)*

23. Decisions of the Board

Decisions of the Board may be communicated in the form of an order signed

- (a) by the chief executive officer; or
(b) by each member of the panel having jurisdiction in the matter. *(EC521/71; 651/07)*

24. Service of documents

- (1) A document may be served or delivered for the purposes of these regulations by personal service or by registered mail.

Deemed receipt after 3 days

- (1.1) For the purposes of these regulations, any notice or communication sent by registered mail is presumed, unless the contrary is proved, to have been received by the addressee three days after the date of the mailing.

Idem

- (2) Where the name and address of a solicitor or agent of any person are endorsed on or shown in a document filed with the Board, service upon such solicitor or agent shall constitute service upon the person.

Failure to file reply

- (3) Where any person served with a notice fails to file a reply or attend upon a hearing pursuant to such notice or to these regulations, the person shall not be entitled to any further notice of or participation in the proceeding, but the Board may in its discretion receive submissions and hear representations and evidence from such person, upon such terms and conditions as the Board may determine.

Failure to give notice

- (4) Where, in any proceeding or hearing, it appears that any person to whom notice has not been given should have had notice, the Board may adjourn the proceeding or hearing in order that notice may be given to such person. *(EC521/71; 651/07)*

25. Adjournments

- (1) The Board may, if it thinks it advisable in any circumstances, adjourn any hearing for such length of time and to such place and upon such terms as it thinks fit.

Enlargement of time

- (2) The Board may, upon such terms as it thinks advisable, enlarge the time prescribed by these regulations for doing any act, serving any notice, filing any report, document or paper, or taking any proceeding and may do so although application therefor is not made until after the expiration of the time prescribed.

Abridgement of time

- (3) Where it is satisfied that it is necessary or convenient in the public interest, the Board may abridge the time prescribed by these regulations for doing any act, serving any notice, filing any report, document or paper, or taking any proceeding. (EC521/71)

26. Amendments

An application, reply, intervention, complaint, statement of desire to make representation or notice may be amended before or at the hearing by leave of the Board on such terms and conditions as the Board thinks advisable. (C521/71)

27. Defect in form

No proceeding under the Act or these regulations is invalid by reason of any defect in form or of any technical irregularity. (EC521/71)

28. Jurisdictional dispute complaint

- (1) A complaint to the Board under section 38 of the Act shall be made in Form 13, verified by statutory declaration.

Interim order

- (2) Notice of an interim order under subsection 38(4) shall be served upon any trade union, employer or employers' organization involved in the jurisdictional dispute.

Review

- (3) Where a trade union, employer or employers' organization involved in a jurisdictional dispute in respect of which an interim order has been made applies to the Board to review the interim order, the application shall be in writing and the applicant shall file with the Board
- (a) any union constitution;
 - (b) any collective agreement;
 - (c) any agreement or understanding between trade unions as to their respective jurisdiction on work assignments;
 - (d) any agreement or understanding between a trade union and an employer as to work assignments;
 - (e) any decision of any tribunal respecting work assignment; and
 - (f) any other document relating to the work in dispute which may be in the applicant's possession and upon which the applicant intends to rely for the claim for relief or the claim that the relief requested should not be granted, as the case may be, and a statement as to any area or trade practice related to the work in dispute, and pictures, diagrams or drawings of disputed work.

Exception

- (3.1) The Board may waive compliance by an applicant trade union with any clause of subsection (3) where the Board is satisfied that it has a current copy of
- (a) the union constitution;
 - (b) the collective agreement; or
 - (c) any other document related to the matter before the Board.



Filing

- (4) Where a date for a hearing to review an interim order under subsection 38(4) of the Act has been set every person served with notice of hearing in Form 12 shall file the material specified in subsection (3) with the Board prior to the hearing. (EC1016/73; 651/07)

29. Application for accreditation

- (1) Every proceeding before the Board shall be commenced by the filing of an application and made in accordance with section 2.

Form of application

- (2) (a) An application for accreditation as bargaining agent shall be made in Form 14, verified by statutory declaration.
- (b) An application for accreditation shall include or be accompanied by
- (i) a copy of the constitution, bylaws and rules of the employers' association, marked "Exhibit A",
 - (ii) the names and addresses of the duly elected officers of the employers' organization, marked "Exhibit B",
 - (iii) where necessary, under section 2, a copy of the resolution passed at a meeting of the employers' organization authorizing the making of an application for accreditation marked "Exhibit C",
 - (iv) a list of the unionized employers in the sector and area applied for which designates the trade union with which each bargains, and which indicates the unionized employers who are members in good standing of the applicant employers' organization, marked "Exhibit D",
 - (v) evidence that the members of the applicant employers' organization in the list referred to in clause (2)(d) has vested authority in the applicant employers' organization to enable it to discharge the responsibilities of an accredited bargaining agent and statutory declarations for each member of the applicant in the sector and area applied for, signed by a person or persons authorized in section 2, marked "Exhibit E",
 - (vi) where the applicant employers' organization intends to rely on clause 55(3)(b) of the Act, material verified by statutory declaration demonstrating that the employers who are members of the applicant employers' organization employ a majority of the employees employed by unionized employers in the geographic area and sector applied for. (EC1016/73)

30. Terminal date

- (1) The chief executive officer, upon receipt of an application for accreditation, shall forthwith fix the terminal date for the application and shall serve notice in Form 2 upon the applicant.

Notice

- (2) The chief executive officer shall serve notice of the application in Form 16 and a copy of the application upon
- (a) each trade union and each employer listed in the application for accreditation;
 - (b) every other employer, employers' organization or trade union known to the Board to be functioning in the geographic area and sector applied for; and

- (c) any other employer, employers' organization or trade union as the Board sees fit.
(EC1016/73; 651/07)

31. Reply

- (1) Each trade union or council of trade unions that is served with a notice of application for accreditation shall file with the Board not later than the terminal date, a reply in Form 17 which shall be accompanied by a list of all employers in the area and sector applied for on behalf of whose employees that trade union is certified and with whom the trade union has a collective agreement.

List of employers

- (2) Each trade union shall verify its list of employers by statutory declaration to the effect that it has complied with this section to the best of its knowledge and ability.

Collective agreement

- (3) Each trade union shall file, at the same time, a copy of any existing or recently expired collective agreement that is or was recently binding upon any employer in the sector and area applied for. (EC1016/73)

32. Intervention

- (1) Any employer, employers' organization, trade union or council of trade unions that has received notice under subsection 30(2) and who wishes to contest the application for accreditation shall, not later than the terminal date for the application, file an intervention in Form 18 and, if it fails to file such intervention, it may be deemed by the Board to have abandoned any claim for intervention in the matter.

Unit of employers

- (2) Where an employer, employers' organization, trade union or council of trade unions submits that a unit of employers other than the one applied for is appropriate, the submission shall include a detailed description of that unit.

Notice of intervention

- (3) Any person, trade union, council of trade unions, employer or employers' organization that has an interest in an application for accreditation which it believes should be considered the Board may file with the Board a notice of intervention on Form 18 which shall state the interest in the application and include documentary evidence in support of the interest.
(EC1016/73; 651/07)

33. Special cases

Where in an application for accreditation, the Board is not satisfied that the applicant employers' organization has as members a majority of the unionized employers in the geographic area and sector applied for but the applicant organization claims that it has as members no less than thirty-five per cent of the unionized members in the geographic area and sector applied for and that those employers who are members of the applicant organization employ a majority of the employees employed by unionized employers in the geographic area and sector applied for, the Board may instruct the parties to file additional documents to enable the Board to consider the requirements of clause 55(3)(b) of the Act.
(EC1016/73; 651/07)



34. Revocation of accreditation

- (1) An application for revocation of accreditation shall be made in Form 19 verified by statutory declaration.

Terminal date

- (2) The chief executive officer shall serve the accredited employers' organization, every employer bound by the accreditation order and every trade union or council of trade unions that has bargaining rights with the accredited employers' organization with a notice of the application for revocation and such notice shall set the terminal date for the application. *(EC1016/73)*

35. Reply

A respondent employers' organization served with a notice of the application for revocation of accreditation, if it contests the application, shall file with the Board a reply in Form 20 which

- (a) contains a concise statement of material facts upon which the employers' association intends to rely; and
- (b) specifically admits, denies or explains each of the statements made in the application for revocation of accreditation. *(EC1016/73)*

36. Idem

- (1) Any trade union or council of trade unions that has received notice of the application for revocation of accreditation from the Board, if it believes that it has an interest that should be considered by the Board in connection with the application for revocation of accreditation, shall file a reply in Form 18 not later than the terminal date of the application stating its interest and documentary evidence in support of its claims.

Notice of intervention

- (2) Any other person, trade union, council of trade unions, employer or employers' organization, that believes that there is an interest that should be considered by the Board in connection with the application for revocation of accreditation may file with the Board a notice of intervention in Form 18 stating his interest in the proceeding, and documentary evidence in support of this claim. *(EC1016/73; 651/07)*

37. Employer's complaint against employers' organization

- (1) A complaint by an employer that the employer has been denied membership in or expelled from an accredited employers' organization contrary to section 57 of the Act shall make the complaint in Form 21 verified by statutory declaration.

Form of complaint

- (2) The complaint shall identify the person or persons claiming to have been aggrieved, name the respondent party or parties against whom the complaint is made, a statement of the nature of the complaint alleged, and state the remedy requested by the complainant.

Copy of complaint to respondent

- (3) The chief executive officer of the Board shall forthwith send a copy of the complaint to the respondent against whom the complaint is made.

Reply

- (4) The respondent, within seven days of receipt of the copy of the complaint, shall file with the Board a reply to the complaint admitting or denying the statements contained in the complaint. *(EC1016/73; 651/07)*



SCHEDULE

**FORM 1
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
APPLICATION FOR CERTIFICATION**

- 1. Name of Applicant Union
- 2. Address
- 3. Is there on file with the Board a current copy of your constitution, rules and bylaws, or other instruments or documents containing a complete statement of the Applicant Union's objects and purposes? Yes No

If no, please file concurrently with this application.

- 4. If the applicant is a member of a council of trade unions, please state the name and address of each union that is a member of the council of trade unions:
.....
.....
.....

- 5. Name of Respondent (Employer)
- Address

- 6. Nature of Employer's Business

- 7. Is this application filed under section 54 of the Act? Yes No

- 8. If yes, is there a collective agreement in place of which the proposed unit will become a part? If yes, state commencement date expiry date

- 9. Detailed description of unit of employees of the respondent and geographic area that the applicant claims to be appropriate for collective bargaining:
.....
.....
.....

- 10. Total number of employees of the respondent in respect of which the application for certification has been made
- (use approximate number, if exact number is not known)

- 11. Name of any trade union or employee organization known to the applicant as claiming to be the bargaining agent of, or to represent, any employees affected by this application.
.....
.....

- 12. Is there a collective agreement affecting employees in the proposed unit?
If so, state commencement date expiry date

- 13. The applicant does..... does not..... request a pre-hearing representation vote* among employees in such voting constituency as the Board determines.

- 14. The applicant requests that the Board certify the applicant as bargaining agent of the employees in the unit set forth as appropriate for collective bargaining.

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988, Cap E-11.

DECLARED by the)
before me at)
in the County of)
Province of)
this day of)
20....

.....
Applicant Union Name

.....
A Commissioner for taking affidavits
in the Supreme Court

.....
Authorized signature

.....
Title

.....
A Commissioner for taking affidavits
in the Supreme Court

.....
Authorized signature

.....
Title

*Note: This application will be processed without a pre-hearing vote unless the applicant indicates that it does require a pre-hearing vote.
[Attach completed Exhibit "A" and "B".]



EXHIBIT "A" to Form 1

The following is a list of the duty elected officers of

President	_____
	(name)

	(address)

	(phone) (fax)
Vice President	_____
	(name)

	(address)

	(phone) (fax)
Recording Secretary	_____
	(name)

	(address)

	(phone) (fax)
Financial Secretary	_____
	(name)

	(address)

	(phone) (fax)
Treasurer	_____
	(name)

	(address)

	(phone) (fax)

Date: _____

Initials of person making
statutory declaration

EXHIBIT "B" to Form 1

Names of members in good standing	Date of payment -initiation fee	Day of payment -monthly dues	Detail of payment -equivalent to monthly dues
--------------------------------------	------------------------------------	---------------------------------	---

Date: _____

Initials of person making
statutory declaration



**FORM 2
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF FIXING TERMINAL DATE**

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

TO:

TAKE NOTICE that the day of, 20.....
has been fixed as the terminal date of this application.

DATED at Charlottetown, Prince Edward Island, this day of, 20.....

.....
Chief Executive Officer of the Board



**FORM 3
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF APPLICATION**

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

TO:

TAKE NOTICE that on the day of, 20.....
the applicant filed with the Board an application for certification as bargaining agent of a
unit of employees described in the attached copy of the application.

AND TAKE NOTICE FURTHER THAT the day of,
20..... has been fixed as the terminal date of the application.

You are required to post the enclosed Notice of Application to Employees (Form 4)
immediately in conspicuous places where it is most likely to come to the attention of all
employees who may be affected by the application. You shall keep the notices posted until
the close of business on the terminal date and report to the chief executive officer of the
Board the date and time at which, and the places at which the postings have been made.

You shall file a reply in form 5 with the Board not later than the terminal date.

DATED at Charlottetown, Prince Edward Island, this day of, 20....

.....
Chief Executive Officer of the Board

**FORM 4
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE TO EMPLOYEES OF APPLICATION**

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

TO THE EMPLOYEES OF:

1. TAKE NOTICE that on, 20....., the applicant made an application to the Board for certification as bargaining agent of employees in the following bargaining unit:

.....

2. The terminal date fixed for this application is theday of, 20.....

3. Any employee or group of employees affected by the application and intending to make representations to the Board in relation to this application shall send to the Board a statement of intent, which shall

- (a) contain the return mailing address of the employee or representative of a group of employees;
- (b) contain the name of the employer concerned;
- (c) be signed by the employee or each member of a group of employees described above; and
- (d) state whether or not the employee or group of employees intend to give evidence at a Board hearing.

4. The statement of intent shall be

- (a) received by the Board not later than the terminal date shown in paragraph 2; or
- (b) mailed by registered mail to the Board not later than the terminal date shown in paragraph 2.

5. The Board will not accept a statement of intent that does not comply with paragraphs 3 and 4.

6. If the Board conducts a hearing to receive further evidence, a notice of hearing shall be duly posted at the workplace.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board

FORM 5
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPLY TO APPLICATION FOR CERTIFICATION

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

- 1. Name of Respondent
Address of Respondent
2. Nature of Respondent's Business
3. Total number of employees of the respondent on the payroll of the plant(s) or establishment(s) in respect of which the application for certification has been made:
4. Number of employees in the unit described by the applicant as being appropriate for collective bargaining as of the date the application was made:
5. Detailed description of the unit claimed by the respondent to be appropriate for collective bargaining, including the municipality or other geographic area affected
6. Number of employees in the unit claimed by the respondent to be appropriate for collective bargaining as of the date the application was made:
7. The name, job description and status (full-time or part-time) of each employee on the payroll at the time the application for certification was made are as set out in Exhibit "A" annexed to this Form.
8. The name and address of any trade union known to the respondent as claiming to be the bargaining agent of or to represent any employees who may be affected by the application:
9. The date of any certification of a bargaining agent of any employees who may be affected by the application:
10. The respondent is or was a party to or bound by a collective agreement, a copy of which is enclosed, with a trade union or council of trade unions that
(a) was signed on the..... day of, 20.....;
(b) became effective on the..... day of, 20.....;
and
(c) contains the following provision relating to its termination or renewal:
11. Other relevant statements (use additional pages if necessary):



I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by)
before me at)
in the County of)
and Province of)
this day of)
20...

.....
A Commissioner for taking affidavits in the
Supreme Court

.....
Respondent

.....
Title

EXHIBIT "A" to Form 5

The following is a list of employees on the payroll of _____

as of _____ (Date of application for certification)
(date)

Name Job Description Hours of Work
(full-time, part-time, etc.)

date

Initials of Respondent



FORM 6
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
APPLICATION FOR AMENDMENT OF CERTIFICATION ORDER

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

- 1. Name of Applicant
Address
2. Name of Respondent
Address
3. The applicant requests an amendment to certification order number
issued by the Board on the ... day of ..., 20...
4. Description of requested amendment:
5. Name of any trade union or employee organization known to the applicant as claiming to be the bargaining agent of, or as claiming to represent, any employees affected by this application.
6. Reasons for requesting amendment:

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this ... day of
20...

A Commissioner for taking affidavits in the Supreme Court

Applicant

Title



FORM 7
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
APPLICATION FOR REVOCATION OF CERTIFICATION ORDER

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

1. The applicant applies to the Board for revocation of certification order number issued on the day of, 20.....

2. The bargaining unit in the said certification order is described as follows:

3. Is there a collective agreement affecting employees in the bargaining unit? If so, state commencement date and expiry date.

4. Does the respondent union represent a majority of the employees in the unit for which it was certified?

State particulars:

5. Is this application accompanied by an application for certification of another trade union in place of the respondent union?

If so, state name of such union

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by)
before me at)
in the County of)
and Province of)
this day of)
20....

A Commissioner for taking affidavits in the Supreme Court

Applicant

Title



**FORM 8
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF APPLICATION FOR REVOCATION OF CERTIFICATION ORDER**

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

TO:

1. TAKE NOTICE that the applicant on the day of, 20.....
made an application to the Board for the revocation of certification order number
on the ground that a majority of the employees of
in the bargaining unit described in the attached copy of the application no longer wish the
respondent to act as the bargaining agent on their behalf.

2. The terminal date for the application is the.....day of, 20.....

3. The respondent is required to file a reply in Form 10 not later than the terminal date.
Failure to file a reply and appear on the hearing of this application may result in the Board
disposing of the application on the evidence and representations placed before it by the
applicant without further notice to you.

4. TAKE FURTHER NOTICE that if a hearing is required, the parties shall be given notice
of the hearing by the Board.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board



**FORM 9
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE TO EMPLOYEES OF APPLICATION FOR REVOCATION OF
CERTIFICATION ORDER**

BETWEEN:

.....APPLICANT

AND:

RESPONDENT

TO THE EMPLOYEES OF

1. TAKE NOTICE that the applicant on the day of, 20 made an application to the Board for the revocation of certification order number on the ground that a majority of the employees of in the bargaining unit described in the attached copy of the application no longer wish the respondent to act as bargaining agent on their behalf.
2. The terminal date for the application is the..... day of, 20....
3. TAKE FURTHER NOTICE of the hearing of the application at on the day of, 20..... at o'clock in the noon.
4. Any employee or group of employees affected by the application or intending to make representations to the Board shall send to the Board a statement in writing of such intent which shall
 - (a) contain the return mailing address of the employee or representative of a group of employees;
 - (b) be signed by the employee or each member of a group of employees and shall be received by the Board not later than the terminal date set out in paragraph 2.
5. TAKE FURTHER NOTICE that if a hearing is required, the parties shall be given notice of the hearing by the Board.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board



FORM 10
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPLY TO APPLICATION FOR REVOCATION OF CERTIFICATION

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

1. Name of respondent
Address

2. Name of employer of the employees affected by this application
.....
Address of employer

3. The respondent is or was a party to or bound by a collective agreement, a copy of which
is enclosed herewith, with
name of employer

that,

- (a) was signed on the day of, 20.....;
(b) became effective on the day of, 20; and
(c) contains the following provision for termination or renewal:

4. State grounds for opposition to application:

I hereby declare that the statements made and information given herein are true in substance
and in fact and I make this solemn declaration conscientiously believing it to be true,
knowing that it is of the same force and effect as if made under oath and by virtue of the
Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this day of
20....

.....
A Commissioner for taking affidavits in the
Supreme Court

.....
Respondent

.....
Title



FORM 11
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
UNFAIR LABOUR PRACTICE COMPLAINT

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

1. The Complainant complains to the Board that the Respondent has violated section of the Labour Act as follows:

2. The persons or parties alleged to be aggrieved are as follows:

3. Name of Complainant
Address of Complainant for service
Name of Respondent
Address of Respondent

4. The following is a concise statement of the nature of each act or omission complained of:

5. State measures taken for resolution of the matters giving rise to the complaint:

6. State remedy requested:

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this day of
20....

.....
A Commissioner for taking affidavits in the Complainant
Supreme Court



**FORM 12
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF HEARING**

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

TO:

TAKE NOTICE of the hearing by the Board in the matter of at
..... at
..... on the day of, 20..... at o'clock in the
..... noon.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board



FORM 13
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
JURISDICTIONAL DISPUTE COMPLAINT

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

The Complainant is a party to a jurisdictional dispute and has been unable to effect a settlement of the dispute.

The Complainant requests the Board to issue an interim order under subsection 38(4) of the Labour Act with respect to the assignment of work hereafter set forth.

The Complainant states:

1.(a) Address and Telephone Number of Complainant

(b) Address and Telephone Number of each of the Respondents.....

2. Name, address, and telephone number of any person, trade union, council of trade union, or employers' organization that may be affected by the complaint

3. The dates upon which the act or work assignment complained of occurred

4 Detailed description of the work in dispute

5. The work has been assigned to

6. The material facts upon which the Complainant proposes to rely at the hearing.....

7. The relief to which the Complainant claims to be entitled by reason of such facts

8. The submissions the Complainant proposes to make in support of a claim for relief (copies of which are attached)

9. The following steps have been taken by or on behalf of the Complainant for the adjustment of the matters giving rise to the complaint.....

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by)
before me at)
in the County of)
and Province of)
this day of)
20....

A Commissioner for taking affidavits in the Supreme Court

Complainant

FORM 14
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
APPLICATION FOR ACCREDITATION

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

(Each trade union that bargains)
(with any employer for whom)
(accreditation is sought)

The Applicant applies to the Board for accreditation as the bargaining agent for the employers whose employees are bargained for by the Respondents in a unit of employers that the applicant claims is appropriate for accreditation.

The Applicant states:

1. Address of Applicant

Address of each of the trade unions named as respondent

.....

2. Detailed description of the unit of unionized employers that the applicant claims to be appropriate for accreditation (refer to the sector(s) of the construction industry claimed and to the geographic area affected)

.....

3. Representations as to the appropriateness of the unit described in paragraph 2, including the history of collective bargaining, if any, of the applicant and the respondent. (use additional sheets as required)

.....

4. Approximate number of unionized employers described in paragraph 2.

.....

5. The name and address of any other employer's organization, trade union or council of trade unions which may have an interest in this application

.....

6. Approximate number of employees affected by this application

7. The nature of the authority relied upon by the applicant to act as bargaining agent for employers in the unit of employers (For example, authority to act as bargaining agent may in the case of memberships in the applicant, stem from the applicant's constitution or bylaws; or, in the case of members or non-members from a specific authorization by an employer)

.....

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this day of
20....

A Commissioner for taking affidavits in the Supreme Court

Applicant

Title



**FORM 15
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF APPLICATION FOR ACCREDITATION**

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

TO THE RESPONDENTS:

1. TAKE NOTICE that on, 20..... the Applicant filed with the Board an Application for Accreditation as bargaining agent for employers whose employees are represented by you in a unit of employers described in the attached copy of the application.

2. TAKE FURTHER NOTICE that the day of, 20..... has been fixed as the terminal date for this application.

3. You shall send to the Board your reply as well as the material listed below so that
(a) it is received by the Board not later than the terminal date or
(b) if it is mailed by registered mail addressed to the Board at its office,
..... mailed not later than the terminal date.

4. TAKE FURTHER NOTICE that if a hearing is required, the parties will be given notice of the hearing by the Board.

5. This Form serves as notice of application to employers or employers' organizations named in the application, as well as notice to the respondent trade unions.

6. The following shall be completed by any trade union or group of employees affected by the application and not by the employers or employers' organization:

(a) a list verified by statutory declaration arranged as in the attached Schedule A and B of all employers described in the application as to the date when the applicant's application was made.

(b) for each employer listed in the attached Schedules, the address and, if known, the telephone number.

(c) for each of the employers listed in the attached Schedules a reference to the type of document upon which you base your claim to represent employees of each of the employers, whether collective agreement, recognition agreement or certificate together with a copy of any existing or recently expired collective agreement that is or was recently binding upon any employer in the sector and area applied for.

(d) if, in your reply, you propose a unit of employers different from the one proposed by the applicant, you should indicate on the list of employers referred to in paragraph 3 the name of any employer you propose should be excluded from, as well as the name of any employer you propose should be added to the unit of employers proposed by the applicant.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board

FORM 16
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPLY TO APPLICATION FOR ACCREDITATION

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

1. Name of Respondent
Address of Respondent

2. Detailed description of unit of employers claimed by the respondent to be appropriate for accreditation (reference shall be made to sectors of the construction industry and to the geographic area affected):

.....

3. Representations as to the appropriateness of the unit of employers described in paragraph 2, including the history of any applicant and respondent. (Use additional pages, if necessary)

.....

4. The number of employers in the unit described by the applicant as being appropriate for accreditation as of the date the application was made:

.....

5. The number of employers of the respondent working in the area and sector described in the unit of employers claimed by the applicant, as of the date the application was made:

.....

6. Approximate number of members of the respondent working the area and sector described in the unit of employers claimed by the applicant, as of the date the application was made:

.....

7. The names and addresses of any employers' organization, trade union or council of trade unions which may have interest in this application:

.....

.....

8. All existing or recently expired collective agreements have been filed with this Reply.

9. Schedules A and B are annexed and form part of this Reply.

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this day of
20....

A Commissioner for taking affidavits in the Supreme Court

Respondent

Title



**EXHIBIT "A" to FORM 16
LIST OF EMPLOYERS -- ACCREDITATION**

Alphabetical list of all employers in the following unit of employers:

.....
.....
.....
on behalf of whose employees
is entitled to bargain as of the day of, 20.....

Name, Address & Phone Number of Employer	Source of Bargaining Rights	Relevant Date
1.
2.
3.
4.

INSTRUCTIONS

1. Under "Source of Bargaining Rights" indicate whether respondent is entitled to bargain as a result of a collective agreement, a recognition agreement or a certificate of the Labour Relations Board that has not yet resulted in a collective agreement.
2. Under "Relevant Date" give the date of the collective agreement, recognition agreement or certificate, as the case may be.
3. Do not include employers listed in Schedule B.

EXHIBIT "B" to FORM 16

LIST OF EMPLOYERS - ACCREDITATION

Alphabetical list of all employers in the following unit of employers:

.....
.....
.....
on behalf of whose employees
is entitled to bargain as of the day of, 20..... but
who have not, to the respondent's knowledge, had employees performing any work in the
geographic area set out in the above unit of employers or sector (e.g., industrial,
commercial and institutional, residential, etc.) within the period of one year to the date of
making of this application.

Name, Address & Phone Number of Employer	Source of Bargaining Rights	Last Day Known to Have Had Employees
1.
2.
3.
4.

INSTRUCTIONS

1. Under "Source of Bargaining Rights" indicate whether respondent is entitled to bargain as a result of a collective agreement, a recognition agreement or a certificate of the Labour Relations Board that has not yet resulted in a collective agreement.
2. Under "Relevant Date" give the date of the collective agreement, recognition agreement or certificate, as the case may be.
3. Do not include employers listed in Schedule A.

FORM 17

LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
INTERVENTION REGARDING ACCREDITATION OR
REVOCATION OF ACCREDITATION

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

AND:

..... INTERVENER
(Name of Intervener)

- 1. The intervener is a:
___ Trade Union
___ An Employer
___ A Council of Trade Unions
___ An Employers' Organization

(check one)

that claims an interest in this application for the following reason(s):

.....

- 2. The Intervener contests the accreditation/revocation on the following ground(s):

.....

- 3. The Intervener submits with this intervention the following documentary evidence in support of its claim to an interest in this proceeding:

.....

- 4. The intervener state(s):

(a) Address of intervener

(b) Address of intervener for Service

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by the said
before me at
in the County of
and Province of
this day of
20....

A Commissioner for taking affidavits in the
Supreme Court

..... Intervener
..... Title



FORM 18

LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
APPLICATION FOR REVOCATION OF ACCREDITATION ORDER

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

- 1. The applicant applies to the Board for the revocation of accreditation order, number issued on theday of, 20.....
2. The applicant states:
(a) Address of Applicant:
(b) Address of Respondent:
3. The names and addresses of all unions and councils of trade unions affected by or likely to be affected by the accreditation order or its revocation:
.....
.....
4. Detailed description of the unit of unionized employers for which the respondent is the bargaining agent:
.....
.....
.....
5. Approximate number of unionized employers in the unit described in paragraph 3:
.....
6. Approximate number of employees employed by the employers in the unit described in paragraph 3:
.....
7. Where
(a) the application is made under clause 59(1)(a) of the Act, date of the respondent's accreditation order:
.....
(b) the application is made under clause 58(1)(b) of the Act, expiry date of the collective agreement between respondent and the trade union or council of trade unions:
.....
(c) the application is made under clause 58(1)(c) of the Act, date of the respondent's accreditation order:
.....
8. The applicant submits with the application the document or documents by which employers in the unit of employers have voluntarily signified in writing that they no longer wish to be represented by the respondent:
.....
.....
9. Approximate number of employees employed by the employers who have voluntarily signified in writing that they no longer wish to be represented by the respondent:
.....
10. This Application is made under clause 59(1)(a) of the Act and the Respondent is not a party to any collective agreement. (Delete if this Application is made under other provisions of the Act.)

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act* R.S.P.E.I. 1988 Cap. E-11.

DECLARED by)
before me at)
in the County of)
and Province of)
this day of)
20....

.....
A Commissioner for taking affidavits in the
Supreme Court

.....
Applicant

.....
Title



**FORM 19
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF APPLICATION FOR REVOCATION OF ACCREDITATION ORDER**

BETWEEN:

.....APPLICANT

AND:

.....RESPONDENT

To:

1. TAKE NOTICE that the Applicant on the day of 20..... made an application to the Board for the revocation of accreditation order, number, on the grounds that the Respondent no longer represents the employers in the unit of employers described in the attached copy of the application.
2. The terminal date for the application is theday of, 20.....
3. You shall send to the Board your reply not later than the terminal date as shown in paragraph 2.
4. Failure to file a reply and appear on the hearing of this application may result in the Board disposing of the application on the evidence and representations placed before it by the Applicant without further notice to you.

DATED at Charlottetown, Prince Edward Island, this..... day of, 20.....

.....
Chief Executive Officer of the Board



FORM 20
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPLY TO NOTICE OF APPLICATION FOR REVOCATION OF
ACCREDITATION ORDER

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

To:.....

This form serves as a reply to employers or employers' organizations named in the application and to any other person including any trade union or council of trade unions that the Board believes has an interest that should be considered by the Board in connection with this application for revocation of accreditation. Part A shall be completed by the employers. If any person, trade union or council of trade unions that has received notice of the application for revocation of accreditation from the Board believes that it has an interest that should be considered by the Board, it shall complete Part B.

PART A

- 1. A list arranged as in the attached Exhibit "A" of all employers in the unit of employers described in the application as at the date that the Applicant's application was made.
2. For each employer listed in the attached Schedule, the address and, if known, telephone number
3. Name of trade union or council of trade unions affected by the application:
4. Address of trade union or council of trade unions
5. Detailed description including geographic area and sector of the construction industry of the unit of employers for which the Respondent is the accredited bargaining agent.
6. The date of accreditation of the Respondent as bargaining agent of the employers in the unit:
7. The Respondent is or was a party to a collective agreement, a copy of which is enclosed herewith, with (name of trade union or council of trade unions) that (a) was signed on the day of, 20..... (b) became effective on the day of, 20..... (c) contains the following provision relating to its termination
8. State grounds for opposition to application
9. Schedule A forms part of this Reply.



PART B

- 1. Name of person, trade union or council of trade unions
.....
- 2. Address of person, trade union or council of trade unions
.....
- 3. State grounds for opposition to application
.....

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by)
 before me at)
 in the County of)
 and Province of)
 this day of)
 20....

.....)
 A Commissioner for taking affidavits in the) Respondent
 Supreme Court
)
 Title

EXHIBIT "A" to FORM 20
LIST OF EMPLOYERS - ACCREDITATION

Alphabetical list of all employers in the following unit of employers:
As of the day of, 20.....

Name of Employer	Address of Employer	Phone Number
.....
.....
.....
.....

FORM 21
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
COMPLAINT UNDER SUBSECTION 57(1) OF THE ACT

BETWEEN:

.....COMPLAINANT

AND:

.....RESPONDENT

- 1. The complainant complains that the respondent has violated subsection 57(1) of the Labour Act.
2. The person or parties alleged to be aggrieved are as follows:
3. (a) Name of Complainant
(b) Address of Complainant for service
(c) Name of Respondents
(d) Addresses of Respondents
4. The dates upon which the acts complained of occurred
5. The following is a concise statement of the nature of each act complained of:
6. As of the date of filing of this Complaint the act(s) complained of in paragraph 5
* is
* are continuing.
* Strike out if not applicable.
7. State remedy requested

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by
before me at
in the County of
and Province of
this day of
20...

A Commissioner for taking affidavits in the Supreme Court

Complainant



FORM 22
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF COMPLAINT UNDER SECTION 57 OF THE Act

BETWEEN:

..... COMPLAINANT

AND:

..... RESPONDENT

TO:

- 1. TAKE NOTICE that on....., 20....., the applicant filed a complaint with the Board under section 57 of the Act. A copy of the Complaint is attached.
2. TAKE FURTHER NOTICE that the..... day of, 20..... has been fixed as the terminal date of the application.
3. You shall send to the Board your reply so that
(a) it is received by the Board not later than the terminal date or
(b) if it is mailed, by registered mail addressed to the Board at its office
.....
mailed not later than the terminal date.
4. If a hearing is required, the Board shall give notice of the hearing to the parties.

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED)
before me at)
in the County of)
and Province of)
this day of)
20....)

.....
A Commissioner for taking affidavits in the
Supreme Court

.....
Chief Executive Officer
of the Board



**FORM 23
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPLY TO COMPLAINT UNDER SECTION 57 OF THE ACT**

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

The Respondent states in reply to the complaint of the Applicant as follows:

- 1. (a) Correct Name of Respondent(s).....
.....
(b) Address of Respondent(s).....
.....
- 2. The Respondent(s) reply to the Complaint as follows:.....
.....
- 3. The Respondent confirms/denies the statements contained in the complaint as follows:
.....
.....

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act R.S.P.E.I. 1988 Cap. E-11.*

DECLARED by
before me at
in the County of
and Province of
this day of
20....

.....
A Commissioner for taking affidavits in the
Supreme Court

.....
Respondent

.....
Title



FORM 24
APPLICATION UNDER SECTION 39 OF THE ACT
(SUCCESSOR RIGHTS) BEFORE THE LABOUR RELATIONS BOARD
(PRINCE EDWARD ISLAND)

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

The Applicant applies to the Board under section 39 of the Act with respect to the bargaining rights of

..... (trade union)

as a result of an alleged

* (a) lease or transfer or an agreement to sell, lease or transfer a business or the operation of a business by (predecessor employer)

to alleged to have taken place on or about the..... day of, 20...

OR

* (b) annexation, attachment or adding all or part of one municipality to another or an amalgamation, union or other joining of two or more municipalities involving

..... (successor municipality) alleged to have taken place on or about the..... day of, 20...

*strike out where not applicable

The Applicant states:

1.(a) Name of applicant: (b) Address:

* 2.(a) Name of trade union claiming bargaining rights: (b) Address of trade union claiming bargaining rights:

* 3.(a) Full name of successor employer: (b) Address of successor employer:

* 4.(a) Full name of predecessor employer: (b) Address of predecessor employer:

* 5.(a) Full name of any other trade union, employer or other person known to have an interest in this application: (b) Address of any other trade union, employer or other person known to have an interest in this application:

6.(1) A sale of business did/did not take place. (2) An amalgamation of one or more municipalities into another municipality, union or other joining of two or more municipalities did/did not take place.

7. As a result,
- (a) is/is not bound by a collective agreement entered into by

 (trade union)
 and
- OR
- (b) is/is not required to bargain with with a view to
 (trade union)
 making a collective agreement.

8. A change in the character of the business so that it is substantially different from the business of the predecessor employer has/has not taken place.

9. An intermingling of employees of one business with employees of another business represented by a trade union has/has not taken place.

10. The applicant makes the following request (state nature of relief claimed):

11. The applicant submits with this application the following documents:

12. Other relevant statements, including a statement of events which led to this application (attach additional pages if necessary):

I hereby declare that the statement made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath, and by virtue of the *Evidence Act R.S.P.E.I.* 1988 Cap. E-11.

DECLARED by)
 before me at)
 in the County of)
 and Province of)
 this day of)
 20...

.....)
 A Commissioner for taking affidavits in the)
 Supreme Court Applicant
)
 Title



FORM 25
APPLICATION FOR ORDER CONCERNING STATUS OF
SUCCESSOR TRADE UNION BEFORE THE LABOUR RELATIONS BOARD
(PRINCE EDWARD ISLAND)

BETWEEN:

..... APPLICANT

AND:

..... RESPONDENT

The applicant applies to the Board under section 40 of the Act for a declaration that

(name of trade union claiming to be the successor)
has/has not acquired the rights, privileges and duties of its predecessor
(name of predecessor trade union)
by reason of a merger, amalgamation or a transfer of jurisdiction.

The applicant states:

- 1. (a) Address of applicant:
(b)Address of respondent:
2. Last known address of predecessor trade union:
3. (a) Name of employer of employees affected by the application:
(b) Address of employer:
4. Detailed description of the unit of employees for which the predecessor was the bargaining agent:
5. Approximate number of employees in the unit described in paragraph 4:
* 6. The predecessor trade union and the employer are or were parties to or bound by a collective agreement, a copy of which is attached, that,
(a) was signed on the ... day of ..., 20...;
(b) became effective on the... day of ..., 20...;
(c) contains the following provision relating to its termination or renewal:
7. The material facts upon which the applicant intends to rely to establish its request for a declaration (use additional pages if necessary):
8. Other relevant statements (use additional pages if necessary):

I hereby declare that the statements made and information given herein are true in substance and in fact and I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath, and by virtue of the Evidence Act R.S.P.E.I. 1988 Cap. E-11.

DECLARED by the said
before me at
in the County of
and Province of
this ... day of
20...

A Commissioner for taking affidavits in the
Supreme Court

Applicant

Title



**FORM 26
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
NOTICE OF REPRESENTATION VOTE**

To the employees of
.....
in the Province of Prince Edward Island,
Take notice that a vote will be conducted by secret ballot on the
day of 20..... by the Returning Officer for the Labour Relations Board to
determine whether a majority of the employees to whom this notice is directed wish to be
represented by
name of organization
in their employment relations with the above named employer.

SECRET BALLOT

This vote will be conducted by secret ballot under the direct supervision of the Returning
Officer and Voters will be able to vote without any interference whatsoever and it will be
impossible for anyone to know how any individual has voted.

HOW TO VOTE

At the proper polling place you will be given a ballot by the Returning Officer. You will
then mark your ballot in secret, fold it and deposit it in the locked ballot box which will be
under the direct supervision of the Returning Officer.

TIME and PLACE(S) of VOTING and SAMPLE BALLOT

Those eligible to vote shall be the persons whose names appear on the "Voter's List" which
is hereby also posted.

Voting Unit	TIME and PLACE(S) of VOTING		
	Polling Booth	Date	Time

.....
Chief Executive Officer
of the Board

BALLOT

THE FOLLOWING IS A SAMPLE BALLOT TO BE USED IN THE VOTE:

SECRET BALLOT

**PLACE AN "X" IN ONE SQUARE ONLY
ANY OTHER MARK WILL SPOIL YOUR
BALLOT**

Mark X opposite your choice IN YOUR EMPLOYMENT RELATIONS WITH	
DO YOU WISH TO BARGAIN COLLECTIVELY THROUGH	
OR	



Returning Officer

Posted on _____ at _____
Date Time

**THIS NOTICE IS POSTED BY THE LABOUR RELATIONS BOARD
AND SHALL NOT TO BE MARRED OR ALTERED**

**FORM 27
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
VOTER'S LIST (REPRESENTATION VOTE)**

In the matter of a representation vote of the employees of
.....
as set out in Form A herewith posted.

NAME

OCCUPATION

This voter's list is agreed upon

_____ for employer

_____ Returning Officer

_____ for union

Date _____ 20__



FORM 28
LABOUR RELATIONS BOARD (PRINCE EDWARD ISLAND)
REPORT OF RETURNING OFFICER (REPRESENTATION VOTE)

Having been directed by the Labour Relations Board to conduct a representation vote by secret ballot among the employees of _____,

Certification Order Number: _____, in their employment relations with the above named employer,

I, the undersigned Returning Officer appointed to conduct the said vote and to act as Returning Officer report that:

1. In accordance with directions issued, the said vote was conducted by me at _____ on the _____ day of _____ 20__

2. The "Notice of Vote" and "Voter's List" which is attached hereto was posted in a conspicuous place or places satisfactory to all parties concerned on the time and date indicated thereon and the minimum seventy-two hours from the time of posting of the said notices had elapsed before the opening of the poll.

3. The employees who voted were in all cases identified as being eligible to vote.

4. The ballots used were in the same form as the sample ballot shown in the "Notice of Vote" attached hereto.

5. The time and place(s) of voting as shown in the "Notice of Vote" attached hereto were adhered to.

6. The vote was conducted in a fair and proper manner.

7. The result of the vote was as follows:

- No. of eligible voters
- No. of votes for Applicant
- No. of votes against Applicant
- No. of spoiled ballots
- No. of ballots cast
- No. of employees not voting
- No. of contested ballots

In witness whereof, I have hereunto set my hand at _____ this _____ day of _____ AD 20__.

Returning Officer for Labour Relations Board

We the undersigned hereby acknowledge that we have each received a copy of the foregoing "Report of Returning Officer" and each of us agrees that the statements made in the said report are to the best of our knowledge true in all respects.

In witness whereof, we have hereunto set out hands at _____ this _____ day of _____ AD 20__.

Scrutineer for Employer

Scrutineer for Union

(EC651/07)