

SCHEDULE

**PART 1
Preliminary Matters**

Title

1 These regulations may be cited as *The Saskatchewan Employment (Labour Relations Board) Regulations, 2021*.

Definitions and interpretation

2(1) In these regulations:

“**Act**” means *The Saskatchewan Employment Act*;

“**Form**” means a Form set out in the Appendix;

“**registrar**” means the registrar as defined in section 4-3 of the Act.

(2) The definitions in Part VI of the Act apply to these regulations.

**PART 2
Applications and Forms**

Rules re filing

3(1) Subject to subsection (2), if a Form or other document, other than a proof of service, is required to be filed with the board pursuant to these regulations, the completed original of the Form or document must be filed.

(2) A Form or other document may be filed with the board by electronic means, but only if the electronic copy of the Form or other document is in a format satisfactory to the board.

(3) All Forms and other documents to be filed with or delivered to the board must be filed at the address for service of the board in Regina as stated on the board’s website.

(4) The registrar shall cause every Form and other document:

(a) if filed with the board as an electronic copy, to be printed and stamped with the date on which it was received by the board; and

(b) if filed with the board as a paper copy, to be stamped with the date on which it was received by the board.

(5) A Form or other document filed with the board by electronic means is deemed to have been received on the day on which the board receives the Form or document unless it is received after 5 p.m., in which case the date of filing is deemed to be the next business day.

Notice of appeal, re Parts II, III or V of the Act

4(1) In this section “a person who intends to appeal” means the following persons:

- (a) an employer, employee or corporate director who intends to appeal a decision of an adjudicator on an appeal or hearing pursuant to Part II of the Act;
- (b) a person who intends to appeal a decision of an adjudicator on an appeal pursuant to Part III of the Act;
- (c) a person who intends to appeal a decision of an adjudicator pursuant to Part V of the Act;
- (d) the director of employment standards or the director of occupational health and safety who intends to appeal a decision of an adjudicator pursuant to Part II, III or V of the Act.

(2) A person who intends to appeal shall:

- (a) file with the board a notice of appeal in Form 1 (Notice of Appeal);
- (b) serve a copy of Form 1 on the persons mentioned in clause 4-8(3)(b) or 4-10(2)(b) of the Act and on the adjudicator; and
- (c) file with the board proof of service of Form 1 in accordance with clause (b).

(3) On being served with a copy of Form 1 pursuant to clause (2)(b), the adjudicator shall, as soon as is reasonably possible, send to the board the record of appeal mentioned in subsection 4-8(4) or 4-10(3) of the Act.

Application for bargaining rights or change in union representation

5(1) A union that intends to apply to the board for a certification order pursuant to section 6-9 of the Act or an amendment to a certification order pursuant to section 6-10 of the Act shall file:

- (a) an application in Form 2 (Application for Bargaining Rights or Change in Union Representation);
- (b) the evidence of employees’ support as required by subsection 6-9(2) or 6-10(2) of the Act, as the case may be;
- (c) if the union has not already filed its constitution with the board or if the constitution has been amended since the date it was last filed, a copy of its constitution certified by an officer of the union; and
- (d) if the union is chartered by a national or international organization, a copy of the charter certified by an officer of the national or international organization.

(2) Notwithstanding clause (1)(d):

- (a) if the union has not received the charter mentioned in clause (1)(d), the union shall file instead a statement signed by an officer of the national or international organization stating that the grant of a charter to the union has been approved by the organization; and
- (b) if the union has previously filed the charter mentioned in clause (1)(d) or the statement mentioned in clause (a), the union is not required to refile that charter or statement.

Application re cancellation of certification order

6 An employee or employer that intends to apply to the board for an order pursuant to section 6-14, 6-15, 6-16 or 6-17 of the Act shall file:

- (a) an application in Form 3 (Application to Cancel Certification Order);
- (b) in the case of an application by an employee pursuant to section 6-17 of the Act, the evidence of employees' support required by that section; and
- (c) a copy of the certification order that the applicant seeks to be cancelled.

Application re transfer of collective bargaining obligations to successor employer

7(1) A union, employer or employee that intends to apply to the board for an order pursuant to section 6-18 of the Act shall file an application in Form 4 (Application for Employer Successorship).

(2) A union, employer or employee that, in addition to the relief mentioned in subsection (1), also intends to apply for an order pursuant to clause 6-104(2)(b) of the Act to determine whether an unfair labour practice or contravention of section 6-5, 6-6, 6-62 or 6-63 of the Act has occurred shall describe the facts on which the alleged unfair labour practices or contraventions of the Act are based with reasonable particularity to permit the board and the union, employer or other person against whom the allegation is made to determine the nature and extent of the allegation, including referring to any provision of the Act that is alleged to have been contravened.

Application re declaration that related businesses are one employer

8 A union or employer that intends to apply to the board for an order pursuant to section 6-20 of the Act shall file an application in Form 5 (Common Employer Application).

Application re transfer of collective bargaining obligations to successor union

9 A successor union within the meaning of section 6-21 of the Act that intends to apply to the board for an order pursuant to section 6-104 of the Act to amend an existing order of the board shall file an application in Form 6 (Application for Union Successorship).

Application re first collective agreement assistance

10 An employer or union that intends to apply to the board for an order pursuant to section 6-25 of the Act shall file an application in Form 7 (First Collective Agreement Application).

Application for supervised vote

11 A union, employer or employees that intend to apply to the board for an order pursuant to section 6-35 of the Act shall file:

- (a) an application in Form 8 (Application to Conduct Vote); and
- (b) in the case of an application by employees, the evidence of employees' support required by that section.

Application re technological change or organizational change

12 A union that intends to apply to the board for an order pursuant to section 6-55 of the Act shall file an application in Form 9 (Technological Change or Organizational Change Application).

Application by employee re dispute with union

13 Any person who intends to apply to the board for an order determining whether a union has contravened section 6-4, 6-58 or 6-59 of the Act shall file an application in Form 10 (Employee-Union Disputes).

Application re unfair labour practice or contravention of Act

14(1) An employer, union or other person shall file an application in Form 11 (Unfair Labour Practice Application) if the employer, union or other person intends to apply for all or any of the following relief from the board:

- (a) an order pursuant to clause 6-104(2)(a) of the Act to require an employer or union to engage in collective bargaining;
- (b) an order pursuant to clause 6-104(2)(b) of the Act to determine whether an unfair labour practice or a contravention of Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board is being or has been engaged in;
- (c) an order pursuant to clause 6-104(2)(c) of the Act to require a person:
 - (i) to refrain from contravening Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board or from engaging in any unfair labour practice; or
 - (ii) to do any thing for the purpose of rectifying a contravention of Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board;
- (d) an order pursuant to clause 6-104(2)(d) of the Act to require an employer to reinstate an employee terminated under circumstances determined by the board to constitute an unfair labour practice, or to otherwise be in contravention of Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board;
- (e) an order pursuant to clause 6-104(2)(e) of the Act:

(i) to fix or determine the amount of monetary loss suffered by an employee, employer or union as a result of a contravention of Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board; and

(ii) to require payment of the amount of the monetary loss or any portion of the monetary loss that the board considers to be appropriate.

(2) For the purposes of subsection (1), the application must describe the facts on which the alleged unfair labour practice or contravention is based with reasonable particularity to permit the board and the employer, union or other person against whom the allegation is made to determine the nature and extent of the allegation, including referring to any provision of the Act, regulations or order that is alleged to have been contravened.

Application for an interim order

15(1) An employer, union or other person that intends to apply to the board for an interim order or decision pursuant to clause 6-103(2)(d) of the Act shall file:

(a) an application in Form 12 (Application for Interim Relief);

(b) an affidavit of the applicant or other witness in which the applicant or witness identifies with reasonable particularity:

(i) the facts on which the alleged contravention of Part VI of the Act, the regulations made pursuant to Part VI of the Act or an order or decision of the board is based, including referring to any provision of the Act or regulations that is alleged to have been contravened;

(ii) the party against whom the interim relief is claimed; and

(iii) any exigent circumstances associated with the application or the granting of the interim relief;

(c) a draft of the order sought by the applicant in Form 13 (Draft Interim Order); and

(d) any other material that the applicant considers necessary for the purposes of the application.

(2) Subject to subsection (3), every affidavit filed pursuant to clause (1)(b) must be confined to those facts that the applicant or witness is able of the applicant's or witness's own knowledge to prove.

(3) If the board is satisfied that it is appropriate to do so because of special circumstances, the board may admit an affidavit that is sworn or affirmed on the basis of information known to the person swearing or affirming the affidavit and that person's belief.

(4) If an affidavit is sworn or affirmed on the basis of information and belief in accordance with subsection (3), the source of the information must be disclosed in the affidavit.

(5) Before filing an application pursuant to this section, the applicant shall contact the registrar and, on being contacted, the registrar shall set a date, time and place for the hearing.

(6) On being notified pursuant to subsection (5) of the date, time and place of the hearing, the applicant shall serve a copy of the application and all other material mentioned in subsection (1) on the party against whom the interim relief is claimed at least 3 business days before the date set for the hearing.

(7) Before the hearing, the applicant shall file with the board proof of service of the application and the material mentioned in subsection (1) in accordance with subsection (6).

Application to amend a board order

16(1) An employer, union or other person that intends to apply to the board for an order pursuant to clause 6-104(2)(f), (g) or (h) of the Act to amend a board order or decision shall file:

(a) an application in Form 14 (Application to Amend); and

(b) if a collective agreement is in force between the employer and the union named in the order, a copy of the collective agreement.

(2) An employer and a union that jointly intend to apply to the board for an order to amend a board order pursuant to subclause 6-104(2)(g)(i) of the Act shall file:

(a) an application in Form 15 (Joint Application to Amend); and

(b) a draft of the order sought.

Application for exclusion on religious grounds

17 A person who intends to apply to the board for an order pursuant to section 6-8 of the Act excluding an employee from a bargaining unit of employees as a matter of conscience based on religious training or belief shall file an application in Form 16 (Application re Exclusion on Religious Grounds).

Reference re dispute

18 An employer and a union that have entered into an agreement pursuant to section 6-110 of the Act to refer a dispute to the board and that intend to have the board hear and determine the dispute shall file:

(a) an application in Form 17 (Reference of Dispute);

(b) a copy of any written agreement entered into pursuant to section 6-110 of the Act; and

(c) if a collective agreement is in force between the employer and the union, a copy of the collective agreement.

Application for summary dismissal

19(1) In this section:

“**application to summarily dismiss**” means an application pursuant to subsection (2);

“original application” means, with respect to an application to summarily dismiss, the application filed with the board that is the subject of the application to summarily dismiss;

“party” means an employer, union or other person directly affected by an original application.

- (2) A party may apply to the board for an order to summarily dismiss an original application.
- (3) An application to summarily dismiss must:
 - (a) be in Form 18 (Application for Summary Dismissal); and
 - (b) be filed and served in accordance with subsection (5).
- (4) In an application to summarily dismiss, a party shall specify whether the party requests the board to consider the application with or without an oral hearing.
- (5) The application to summarily dismiss must be filed, and a copy of it must be served on the party that made the original application and on all other parties to the original application, before the date for the hearing of the original application is set.

Application for reconsideration

20(1) In this section, **“application for reconsideration”** means an application pursuant to subsection (2).

- (2) An employer, union or other person directly affected by a decision or order of the board may apply to the board to reconsider that decision or order.
- (3) An application for reconsideration must:
 - (a) be in writing; and
 - (b) be filed and served within 20 days after the date of the decision or order with respect to which reconsideration is sought.
- (4) An application for reconsideration must contain the following information:
 - (a) the full name and address for service of the party making the application for reconsideration;
 - (b) the file number of the decision or order with respect to which reconsideration is sought;
 - (c) the reasons the applicant believes the board ought to reconsider its decision or order;
 - (d) a summary of the law on which the applicant intends to rely.
- (5) An application for reconsideration must be served by the applicant on any other parties named in the decision or order with respect to which reconsideration is sought.

Application re pre-hearing production

21(1) In this section, “**original application**” means an application made to the board pursuant to the Act and these regulations that is the subject of an application for pre-hearing production of particulars or documents or things.

(2) An employer, union or other person that intends to apply to the board for an order for pre-hearing production of particulars or documents or things pursuant to section 6-111 of the Act shall:

(a) file an application in Form 19 (Application for Pre-hearing Production of Particulars or Documents or Things), including evidence that the applicant has served the respondent with a sufficiently particularized request for production and that the respondent has failed, refused or objected to comply with that request; and

(b) serve a copy of the application on all other parties to the original application, at least 20 business days before the date set for hearing the original application.

Application re provisional determination of employee

22 A person who intends to apply to the board for a provisional determination pursuant to section 6-105 of the Act shall file an application in Form 20 (Provisional Employee Determination).

PART 3

Participation, Interventions, Votes and Hearings**Registrar to provide copies of applications**

23 On the filing of an application mentioned in Part 2, the registrar shall:

(a) make efforts that the registrar considers reasonable to determine the identity of any employer, union, labour organization and other person that is referred to in the application or has a direct interest in the application; and

(b) provide a copy of the application to the employers, unions, labour organizations and other persons identified pursuant to clause (a).

Reply

24(1) In this section, “**original application**” means an application made pursuant to Part 2 that is the subject of a reply.

(2) An employer, union, labour organization or other person named in an original application shall file a reply in Form 21 (Reply) within 10 business days after the date on which a copy of the application was provided to the employer, union, labour organization or other person by the registrar pursuant to section 23.

(3) The registrar shall provide a copy of every reply to:

(a) the party that filed the original application; and

(b) any person that filed a reply to the original application or an application to intervene pursuant to section 25.

Intervention

25(1) In this section:

“**application to intervene**” means an application in Form 22 (Application to Intervene);

“**original application**” means an application made to the board pursuant to the Act and these regulations that is the subject of an application to intervene.

(2) An employer, union, labour organization or other person shall file an application to intervene if the employer, union, labour organization or other person:

- (a) is not named in that application; and
- (b) intends to apply to intervene in the proceedings before the board.

(3) All applications to intervene must be filed within 20 business days after the date on which the original application was filed with the board.

(4) The registrar shall provide a copy of every application to intervene to:

- (a) the party that filed the original application;
- (b) any person that filed a reply to the original application or an application to intervene; and
- (c) any other employer, union, labour organization or person that is directly affected by the application to intervene.

(5) If an application to intervene is filed pursuant to subsection (2), the board has the authority to:

- (a) determine if the employer, union, labour organization or other person that filed the application to intervene is a party to the proceedings before the board and what standing is to be granted; and
- (b) impose terms and conditions on a party to the proceedings before the board.

Required information – conduct of vote

26(1) On receipt of an application respecting a matter for which the board is authorized or required by the Act to conduct a vote, the registrar may issue a written direction to an employer of employees whom the registrar considers affected by the application requiring the employer to file with the registrar the employer’s payroll records respecting those employees.

(2) The payroll records mentioned in subsection (1) must identify the names, positions and classifications of employees who are employed in the unit of employees specified by the registrar in the written direction as at the date specified by the registrar in the written direction.

(3) An employer to whom a written direction pursuant to subsection (1) is issued shall also file with the registrar the following information:

- (a) the location of any workplace at which the employees mentioned in subsection (1) are employed;
 - (b) any safety restrictions respecting access to the workplace mentioned in clause (a);
 - (c) the hours of work of the employees at the workplace mentioned in clause (a).
- (4) An employer to whom a written direction pursuant to subsection (1) is issued shall file the payroll records required by this section and the information mentioned in subsection (3) within 3 business days after being served with the written direction.

Conduct of votes

- 27(1) In this section, “**agent**” means a person appointed pursuant to subsection (3).
- (2) On the filing of an application respecting a matter for which the board is authorized or required by the Act to conduct a vote, the board may:
- (a) if the board considers it to be appropriate, direct that a vote of employees be conducted by secret ballot before the application is heard by the board; and
 - (b) provide any directions respecting the conduct of the vote that the board considers appropriate.
- (3) The board may appoint the registrar or any other person who the board is satisfied is independent from the parties to the application mentioned in subsection (2) as its agent to conduct a vote required or authorized by the Act.
- (4) If the registrar is appointed by the board as its agent:
- (a) the registrar may delegate to one or more other persons the exercise of any of the registrar’s powers, or the fulfilling of any of the registrar’s duties, as agent and impose any terms and conditions on the delegation that the registrar considers appropriate; and
 - (b) the exercise of any powers or the fulfilling of any duties by a delegate mentioned in clause (a) is deemed to be the exercise of those powers or the fulfilling of those duties by the registrar.
- (5) An agent shall:
- (a) act as the returning officer for the vote;
 - (b) comply with any directions given by the board respecting the vote;
 - (c) establish a list of employees who are eligible to vote;
 - (d) determine the form of the ballot to be used in the vote;
 - (e) determine whether the vote is to be conducted:
 - (i) at one or more polling places;

- (ii) using a mail-in balloting procedure; or
 - (iii) in any other manner;
- (f) if the vote is to be conducted at one or more polling places, determine the place or places where the vote is to be conducted, together with the dates and hours for conducting the vote;
- (g) if the vote is to be conducted using a mail-in balloting procedure or in any other manner, determine the date by which completed ballots must be returned;
- (h) prepare a notice of vote in the form and manner determined by the agent and issue directions to the employer respecting posting the notice of vote;
- (i) appoint any persons whom the agent considers necessary as deputy returning officers and poll clerks;
- (j) if the vote is to be conducted at one or more polling places, invite the employer, the union and any other person named in the application mentioned in subsection (2) to appoint one scrutineer for each polling place established pursuant to clause (f) and allow those scrutineers to be present at the polling place during the hours the vote is conducted;
- (k) if the vote is to be conducted using a mail-in balloting procedure or in any other manner, determine the place for counting of the ballots and invite the employer, the union and any other person named in the application mentioned in subsection (2) to appoint one scrutineer to be present while the ballots are counted.
- (6) An agent may issue any directions or instructions that the agent considers necessary respecting the conduct of the vote.
- (7) No person shall:
- (a) fail to comply with any directions or instructions given by an agent respecting the conduct of the vote;
 - (b) interfere, or attempt to interfere, with a person who is voting;
 - (c) attempt to obtain information as to how a person has voted or is about to vote;
 - (d) canvass or solicit votes within 20 metres of a polling place while the vote is being conducted; or
 - (e) display, distribute or post a campaign sign, button or other similar material within 20 metres of a polling place while the vote is being conducted.
- (8) In counting ballots, the agent:
- (a) shall reject every ballot on which anything is written or marked that identifies the person voting or on which no vote is marked; and

(b) shall accept a ballot if the employee has marked the ballot in a manner that clearly indicates the choice of the employee and notwithstanding that the employee may have marked his or her vote out of, or partly out of, its proper space or with a mark other than an "X".

(9) On completion of the vote, if there is no direction of the board to the contrary and if there is no impediment to doing so, the agent shall promptly count the ballots and complete Form 23 (Report of Agent of the Board - Polling Station Respecting the Conduct of Vote and Counting of Ballots) or Form 24 (Report of the Agent of the Board - Non-polling Station Respecting the Conduct of Vote and Counting of Ballots).

(10) Immediately after completing Form 23 or Form 24, the agent shall file a copy of the completed Form with the registrar and the registrar shall provide a copy of the completed Form to the employer, the union and any other person named in the application mentioned in subsection (2).

(11) An employer, a union or any other person named in the application mentioned in subsection (2) that intends to object to:

(a) the conduct of the vote shall file an application in Form 25 (Objection to Conduct of Vote or Counting of Ballots) within 3 business days after the conclusion of the voting period; or

(b) the results from the counting of the ballots shall file an application in Form 25 within 3 business days after the counting of the ballots.

Hearings

28(1) On an application being filed pursuant to the Act and these regulations, the registrar shall give the parties to the application, including any employer, union, labour organization or other person that filed a reply pursuant to section 24 or an application to intervene pursuant to subsection 25(2), notice of the date, place and time for hearing the application.

(2) If an employer, union, labour organization or other person named in the application does not file a reply pursuant to section 24:

(a) unless the employer, union, labour organization or other person has made a request to the registrar to receive notices respecting the hearing and provided an address for service, the employer, union, labour organization or other person is not entitled to any notice by the registrar respecting the hearing of the application; and

(b) the board may hear and determine the application notwithstanding that the employer, union, labour organization or other person has not filed a reply pursuant to section 24 or received any further notice respecting the hearing of the application.

Adjournment

29(1) Before a hearing of an application filed pursuant to the Act or the regulations commences:

(a) the executive officer may adjourn the hearing by giving notice of the adjournment to the parties; and

(b) the registrar may adjourn the hearing not less than 5 business days before the date scheduled for the hearing with the consent of the parties.

(2) At any time before or after a hearing has commenced, the board may adjourn the hearing.

(3) If the board adjourns a hearing before the date scheduled for the hearing, the registrar shall give notice of the adjournment to the parties.

PART 4 General

Authority to vary time

30(1) On the request of any employer, union, labour organization or other person, the registrar may extend the time fixed by these regulations for filing any Form or document or doing any other thing authorized or required by these regulations, if the period at or within which the matter ought to have been done has not expired.

(2) On the request of any employer, union, labour organization or other person, the executive officer may by order set a further or other time than the time fixed by these regulations for filing any Form or document or doing any other thing authorized or required by these regulations.

(3) The executive officer may issue an order pursuant to subsection (2) whether or not the period at or within which a matter mentioned in that order ought to have been done has expired.

(4) The executive officer may impose any terms and conditions on an order issued pursuant to subsection (2) that the executive officer considers appropriate.

(5) Anything done at or within the time specified by the registrar pursuant to subsection (1) or in an order pursuant to subsection (2) is as valid as if it had been done at or within the time fixed by these regulations.

Copies of filed documents

31 Subject to an order of the board to the contrary, the registrar may provide a copy of any filed document to any person.

Subpoena

32 A writ of subpoena must be in either Form 26 (Subpoena) or Form 27 (Subpoena with Documents).

Witness fees

33 A witness who is required by a subpoena to appear before the board at a hearing is entitled to be paid by the party requesting the attendance of that witness:

(a) a fee of \$50 for each day or part of a day that the witness is required to travel to, attend and return from the hearing before the board; and

(b) on submitting proper receipts to establish the claim, reimbursement, at the rates paid to members of the public service of Saskatchewan, for any necessary travel, sustenance and accommodation expenses.

Service

34 Any Form or other document required to be given or served pursuant to these regulations is to be given or served in accordance with section 9-9 of the Act.

Non-compliance

35 Non-compliance with these regulations does not render any proceeding void unless the board directs otherwise.

Proceeding where no Form prescribed

36(1) If an employer, union, labour organization or other person intends to apply to the board respecting a matter that the Act authorizes or requires to be submitted to the board and no Form is prescribed in these regulations for making the application, the employer, union, labour organization or other person shall file a written document that sets out all of the following with reasonable particularity:

(a) the nature of the application being made and the facts relied on by the applicant;

(b) the name of the applicant and of any other employer, union, labour organization or person directly affected by the application;

(c) the relief being sought;

(d) the provisions of the Act on which the applicant relies to make the application.

(2) If an employer, union, labour organization or other person intends to apply to the board respecting a matter that the Act authorizes or requires to be submitted to the board and more than one Form is prescribed in these regulations for making that application, the employer, union, labour organization or other person may combine the information required by those Forms into one application.

PART 5

Repeal, Transitional and Coming into Force

RSS c S-15.1 Reg 1 repealed

37 *The Saskatchewan Employment (Labour Relations Board) Regulations* are repealed.

Transitional

38(1) In this section, “**former regulations**” means *The Saskatchewan Employment (Labour Relations Board) Regulations* as they existed before the coming into force of these regulations.

(2) Any application made pursuant to the former regulations but not completed before the coming into force of these regulations is continued and is to be dealt with pursuant to these regulations as if it were made pursuant to these regulations.

Coming into force

39(1) Subject to subsection (2), these regulations come into force on April 1, 2021.

(2) If these regulations are filed with the Registrar of Regulations after April 1, 2021, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

Appendix



Saskatchewan
Labour Relations Board

www.sasklabourrelationsboard.com

FORM 1
[Section 4]

NOTICE OF APPEAL

APPLICATION FOR ORDER UNDER SECTION 4-8 OR 4-10
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

applies to the Labour Relations Board for an order appealing the decision of an adjudicator on an appeal or hearing pursuant to Part II, III or V of *The Saskatchewan Employment Act*, particulars of which are set out below.

The applicant is:

(Check the appropriate box.)

An employee An employer A corporate director Other: _____

2. This appeal concerns:

(Check the appropriate box.)

- A decision or hearing pursuant to Part II of the Act – Employment Standards
 A decision or hearing pursuant to Part III of the Act – Occupational Health and Safety
 A decision or hearing pursuant to Part V of the Act – Radiation Health and Safety

3. The name and address of the respondent are as follows:

Name: _____

Address: _____

_____ *no.*

_____ *street*

_____ *city/town*

_____ *province*

_____ *postal code*

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

4. Date of adjudicator's decision: _____ / _____ / _____
day, month, year

5. Identify the decision and/or order #(s) being appealed: _____

6. In the space provided below, clearly state the error of law in the decision and/or order of the adjudicator that you believe exists.

(If necessary, provide additional explanation on an attachment.)

7. Are you also requesting a stay of the decision/order, pending the result of the hearing?

Yes No

(If yes, complete 8 and 9 below.)

8. Compliance Date noted on the decision/order: _____ / _____ / _____
day, month, year

9. If you are requesting a stay, clearly indicate why you believe the decision/order should be suspended pending the results of your appeal.

(If necessary, provide additional explanation on an attachment.)

10. The following items must be attached to this Notice of Appeal:

- A copy of the written decision/order of the adjudicator

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 ____ .

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

NOTICE TO ADJUDICATOR

You are required by The Saskatchewan Employment (Labour Relations Board) Regulations, 2021 to deliver to the registrar of the Saskatchewan Labour Relations Board at 1600 - 1920 Broad Street, Regina, Saskatchewan, S4P 3V2 the record of appeal in these proceedings.

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 2
[Section 5]

**APPLICATION FOR BARGAINING RIGHTS
OR CHANGE IN UNION REPRESENTATION**

APPLICATION PURSUANT TO SECTION 6-9 OR 6-10
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. The _____
full legal name of union

applies to the Labour Relations Board for an order determining that the unit of employees described in paragraph 3 of this application is an appropriate unit of employees for the purpose of bargaining collectively, determining that the applicant union represents a majority of the employees in the unit and requiring the employer designated in paragraph 2 of this application to bargain collectively with the applicant union.

2. The name and address and the general nature of the business of the employer concerned are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

3. The applicant union submits that the following unit of employees is appropriate for the purpose of bargaining collectively:

(In the space above give a detailed and accurate description of the unit of employees which you consider to be appropriate for the purpose of bargaining collectively. State specifically the occupational classifications that you think should be excluded or included. Example: "All employees of the A.B. Company, except the general manager, office manager, plant superintendent and forepersons." Example of a craft unit: "All carpenters and carpenter apprentices employed by the C.D. Company.")

4. Is this application being made pursuant to Division 13 of Part VI of *The Saskatchewan Employment Act*?

Yes No

5. (a) There are approximately _____ employees in the unit.

(b) Does the applicant union claim to represent a majority of these employees?

Yes No

(At the same time as you submit your application, also submit your membership cards or other evidence of employee support, together with a sample of the cards submitted and a list of the names, occupational classifications, addresses and dates shown on the cards. This material will be treated as strictly confidential, and the cards will be returned to you as soon as the application is disposed of.)

6. (a) Does any other union or other labour organization, to the knowledge of the undersigned, claim to represent any of the employees in the unit of employees described in paragraph 3 of this application or in any part of the unit?

Yes No

(b) If yes, list here the name and address of that union or labour organization:

Name: _____

Address: _____

no. street city/town province postal code

telephone alternate phone number email address

7. (a) Has the applicant union ever been chartered by a national or international organization?

Yes No

(b) If yes, what is the name of the national or international organization:

(c) Is the applicant union now in good standing with the parent organization?

Yes No

(d) If not, explain:

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 3
[Section 6]

APPLICATION TO CANCEL CERTIFICATION ORDER

APPLICATION FOR ORDER UNDER SECTION 6-14, 6-15, 6-16 OR 6-17
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for an order rescinding an order of the Labour Relations Board pursuant to section _____ of *The Saskatchewan Employment Act*.

2. The name and address of the union certified in the existing order are:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The name and address of the employer are:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. The order applied to be rescinded was made by the board on _____
date of order

and a copy is attached.

5. The reasons why the applicant submits that the order ought to be rescinded are as follows:

(Outline fully the material facts on which the applicant relies in requesting this order, including the section of the Act pursuant to which the application is made. If necessary, include additional reasons as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 4
[Section 7]

APPLICATION FOR EMPLOYER SUCCESSORSHIP

APPLICATION FOR ORDER UNDER SECTION 6-18
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for a declaration that collective bargaining rights, privileges and/or duties of the predecessor employer have transferred to the successor employer set forth in paragraph 2 by reason of sale, lease, transfer or other disposition.

2. The name and address of the successor employer are as follows:

(Where more than one employer is affected by the application, attach names, contact information and certification details.)

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The name and address of the predecessor employer certified in an existing certification order, **a copy of which is attached**, is as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. Outline fully the material facts on which the applicant relies in requesting this declaration, including the manner in which the employer named in paragraph 2 became the successor employer.

(If necessary, provide additional reasons as an attachment.)

5. There are approximately _____ employees in the bargaining unit.

6. When did the transfer of collective bargaining rights, privileges and/or duties take place?

_____/_____/_____
day, month, year

7. (a) Is it alleged that the successor employer has committed or is committing unfair labour practices or contraventions of the Act?

Yes No

- (b) If yes, describe clearly and concisely the nature of the alleged unfair labour practices or contraventions of the Act, including a statement of all of the relevant facts and the provision(s) of the Act on which the applicant intends to rely.

(If necessary, provide additional facts as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 5
[Section 8]

COMMON EMPLOYER APPLICATION

APPLICATION FOR ORDER UNDER SECTION 6-20
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board regarding associated or related businesses, undertakings or other activities that are carried on under common control or direction.

2. The name and address of the respondent are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The name and address of the second respondent are as follows:

(Where more than 2 respondents may be affected by the application (and are therefore to be treated as a common employer) attach the names and contact information of all associated or related corporations, as well as information regarding how each party is affected by the application.)

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. Describe the extent to which the businesses, undertakings or other activities identified in the application are carried on under common direction or control. You may include details surrounding the general nature of operations, common facilities, financial control and ownership.

(If necessary, provide additional details as an attachment.)

5. Has a sale of a business taken place?

Yes No

6. Has a change in the character of the business occurred, so that it has become substantially different from the business of the predecessor employer?

Yes No

7. Has an interchange of employees of one business with those of another business represented by a union taken place?

Yes No

8. Describe all material facts that the applicant relies on in making this request.

(Attach all documents on which you intend to rely, including any certifications, collective agreements and/or letters of understanding.)

9. Describe in detail the request of the applicant, including the outcome you ask the board to order as a result of this application:

(If necessary, provide additional details as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 6
[Section 9]

APPLICATION FOR UNION SUCCESSORSHIP

APPLICATION BY SUCCESSOR UNION WITHIN THE MEANING OF SECTION 6-21
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant union

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for a declaration that collective bargaining rights, privileges and/or duties of the predecessor union have transferred to the applicant union by reason of change of name, amalgamation, merger, affiliation, transfer or assignment.

2. The name and address of the employer are as follows:

(If more than one employer is affected by the application, attach names, contact information and certification details.)

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The name and address of the predecessor union certified in an existing certification order, **a copy of which is attached**, are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. Outline fully the material facts on which the applicant relies in requesting this declaration, including the manner in which the applicant became the successor union.

(If necessary, provide additional reasons as an attachment.)

5. There are approximately _____ employees in the bargaining unit.

6. When did the transfer of collective bargaining rights, privileges and/or duties take place?

_____/_____/_____
day, month, year

7. (a) Has the applicant union ever been chartered by a national or international organization?

Yes No

(b) If so, what is the name of that national or international organization: _____

- (c) Is the applicant union now in good standing with the parent organization? Yes No

(d) If not, explain:

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 7
[Section 10]

FIRST COLLECTIVE AGREEMENT APPLICATION

APPLICATION FOR ORDER UNDER SECTION 6-25
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for assistance by one of the following, in the conclusion of a first collective agreement:

- labour relations officer special mediator conciliation board arbitrator Labour Relations Board

2. The name and address of the respondent are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The applicant states that, in order to achieve a first collective agreement, intervention by the board is necessary and appropriate by reason of the following facts:

(If necessary, provide additional details as an attachment.)

4. The following materials must be attached in support of this application:

- A copy of the certification order
- A description of the bargaining unit, including its size
- A list of dates on which collective bargaining has occurred
- A list of bargaining issues that have been agreed on by the parties
- A list of issues that remain in dispute, including the applicant’s position on these issues
- The applicant’s last offer on the disputed issues
- Any additional documents or evidence on which the applicant intends to rely

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
 this _____ day of _____,
 20 _____.

 Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant’s lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 8
[Section 11]

APPLICATION TO CONDUCT VOTE

APPLICATION FOR ORDER UNDER 6-35
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant or name of representative of applicant employees

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for a vote to be conducted among the employees in the bargaining unit to determine whether a majority of employees voting are in favour of accepting the employer's last offer.

2. If the applicant is an employer or the applicants are employees, the name and address of the union are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. If the applicant is a union or the applicants are employees, the name and address of the employer are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. The facts on which the applicant intends to rely in making this application are as follows:

(If necessary, provide additional facts as an attachment.)

5. The following materials must be attached in support of this application:

- A copy of the certification order
- A copy of the employer's last offer
- A list of the names and addresses of the employees in the bargaining unit as of the date on which the application was filed
- If the applicants are employees, evidence that the employees represent at least 45% of the bargaining unit or 100 employees, whichever is less.

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 9
[Section 12]

TECHNOLOGICAL CHANGE OR ORGANIZATIONAL CHANGE APPLICATION

APPLICATION FOR ORDER UNDER SECTION 6-55
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant union

of _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

applies to the Labour Relations Board for an order determining whether the respondent employer has failed to comply with section 6-54 of *The Saskatchewan Employment Act*.

2. The name and address of the respondent employer are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

3. The applicant alleges the following technological change or organizational change was implemented by the employer on:

_____/_____/_____
day/month/year

(If necessary, provide additional facts as an attachment.)

4. The applicant alleges that the employer has failed to comply with section 6-54 of the Act by reason of the following facts:

(If necessary, provide additional reasons as an attachment.)

(Here state clearly and concisely all relevant facts indicating the exact nature and date(s) of the practice or contravention complained of. Additional material in the form of exhibits properly marked and attached to this sworn or affirmed application may be included. List attached exhibits here.)

5. (a) There are approximately _____ employees in the bargaining unit.
(b) Out of these employees, approximately _____ employees are affected by the technological change or organizational change.

6. In the space provided below, clearly state the outcome or remedy you are seeking from the board.

(If necessary, include any additional details as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____
Position Held: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____



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FORM 10
[Section 13]

EMPLOYEE-UNION DISPUTES

ALLEGED CONTRAVENTIONS OF SECTION 6-4, 6-58 OR 6-59 OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

applies to the Labour Relations Board for an order determining whether a contravention of *The Saskatchewan Employment Act* is being and/or has been engaged in by the union named in paragraph 2 of this application and requiring the union to refrain from engaging in the contravention of *The Saskatchewan Employment Act*, particulars of which are set out below.

2. The name and address of the union concerned are as follows:

Name: _____ Local No: _____

Address: _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

3. The name and address of the employer concerned and the general nature of its business are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

4. The applicant alleges that a contravention of *The Saskatchewan Employment Act* has been and/or is being engaged in by the union by reason of the following facts:

(Here state clearly and concisely all relevant facts indicating the exact nature of the practice or contravention complained of. Additional material in the form of exhibits properly marked and attached to this sworn or affirmed application may also be included. List attached exhibits here.)

5. When did the action or circumstances giving rise to the alleged contravention of the Act come to your attention?

____/____/____
day/month/year

6. If the complaint involves a grievance, what was the outcome of the grievance proceedings?

7. Describe any union appeal or complaint procedures available in the union's constitution, bylaws or regulations, as well as the results of your participating in those proceedings:

8. The applicant submits that, by reason of the facts set out above, the union has been or is engaging in a contravention of section _____ of *The Saskatchewan Employment Act*.

(6-4, 6-58 or 6-59)

9. In the space provided below, clearly state the outcome or remedy you are seeking from the board.

(If necessary, include any additional details as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,

this _____ day of _____,

20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 11
[Section 14]

UNFAIR LABOUR PRACTICE APPLICATION

APPLICATION FOR ORDER UNDER 6-104
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

applies to the Labour Relations Board for an order determining whether an unfair labour practice (or a contravention of the Act, the regulations or an order or decision of the board) is being and/or has been engaged in by the party described in paragraph 2 of this application (the respondent), and requiring the respondent to refrain from engaging in the unfair labour practice (or contravention).

2. The name and address of the respondent concerned, and, if the respondent is an employer, the general nature of its business, are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone alternate phone number email address*

3. The applicant alleges that an unfair labour practice (or a contravention of the Act, the regulations or an order or decision of the board) has been and/or is being engaged in by the respondent by reason of the following facts:

(Here state clearly and concisely all relevant facts indicating the exact nature of the practice or contravention complained of. Additional material in the form of exhibits properly marked and attached to this sworn or affirmed application may be included. List attached exhibits here.)

4. The applicant submits that by reason of the facts set out in paragraph 3 the respondent has been or is engaging in an unfair labour practice (or a contravention of the Act, the regulations or an order or decision of the board) within the meaning of section _____ of *The Saskatchewan Employment Act*.

5. In the space provided below, clearly state the outcome or remedy you are seeking from the board.

(If necessary, include any additional details as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



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FORM 12
[Section 15]

APPLICATION FOR INTERIM RELIEF

APPLICATION FOR ORDER UNDER CLAUSE 6-103 (2)(d)
OF THE SASKATCHEWAN EMPLOYMENT ACT

TAKE NOTICE that an application will be made to the Labour Relations Board as follows:

At the Labour Relations Board Hearing Room at:

- Room 1600 - 1920 Broad St., Regina, Saskatchewan;
- Room 1072 - 122, 3rd Ave. N, Saskatoon, Saskatchewan; or
- Other _____ (as directed by the board)

Date: _____ Time: _____

(The date must be given to you by the Board Registrar of the Labour Relations Board. When calling the board and offering a specific date, ensure you have at least 3 business days for service of your application for interim relief.)

or as soon after that as a representative can be heard, for the party set out in paragraph 1, for the relief described in paragraph 3, affecting the party set out in paragraph 2.

1. _____
(name of applicant)

of _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

requests an Order for Interim Relief, as detailed in paragraph 3.

2. The name and address of the respondent are as follows:

Name: _____

Address: _____

no. street city/town province postal code

telephone alternate phone number email address

3. The applicant applies to the board for the following interim relief:

(If necessary, provide additional explanation as an attachment.)

4. The applicant relies on the following grounds:

(If necessary, provide additional explanation as an attachment.)

(State the serious issue to be decided and the harm that the applicant believes could result.)

5. Pursuant to this application, the applicant is seeking interim relief in the proceedings in LRB File No. _____ pending before the board.

6. A copy of the requested Draft Interim Order (Form 13) must be attached in support of this application.

AND FURTHER TAKE NOTICE that in support of this application will be read this application with proof of service, the original application in this matter filed with the Labour Relations Board, affidavit evidence to be filed and served before the hearing of this application and any further and other materials that the board may allow.

DATED this _____ day of _____ 20 _____

applicant's signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____
Position Held: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____



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FORM 13
[Section 15]

DRAFT INTERIM ORDER

LRB File No. _____

IN THE MATTER OF:

An application for an Interim Order and/or Decision pursuant to clause 6-103(2)(d) of *The Saskatchewan Employment Act*;

BETWEEN:

APPLICANT

- and -

RESPONDENT

INTERIM ORDER

THE LABOUR RELATIONS BOARD, pursuant to clause 6-103(2)(d) of *The Saskatchewan Employment Act*, **HEREBY ORDERS:**

(a) _____

(b) _____

(c) _____

LABOUR RELATIONS BOARD

Chairperson / Vice-Chairperson



Saskatchewan

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FORM 14
[Section 16]

APPLICATION TO AMEND

APPLICATION FOR ORDER UNDER CLAUSE 6-104(2)(f), (g) OR (h) OF
THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

applies to the Labour Relations Board for an order amending the order or decision of the board described in paragraph 3.

2. The name and address of the respondent concerned, and, if the respondent is an employer, the general nature of its business, are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone*

_____ *alternate phone number*

_____ *email address*

3. The order or decision applied to be amended was made by the board on _____ / _____ / _____ ,
day, month, year

in LRB File No. _____ , and is attached.

4. The reasons why the applicant submits that the order or decision ought to be amended are as follows:

(If necessary, include additional reasons as an attachment.)

5. State here the manner in which the applicant submits the order or decision ought to be amended:

6. Does this application add to or remove from the bargaining unit any encumbered positions? Yes No

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

Labour Relations Board

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FORM 15
[Section 16]

JOINT APPLICATION TO AMEND

APPLICATION FOR ORDER UNDER SUBCLAUSE 6-104 (2)(g)(i),
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

and _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

jointly apply to the Labour Relations Board for an order amending the order of the board described in paragraph 2.

2. The order applied to be amended was made by the board on ____/____/____,
day, month, year
in LRB File No. _____, and is attached.

3. The reasons why the applicants submit that the order ought to be amended are as follows:

(If necessary, provide additional reasons as an attachment.)

4. State here the manner in which the applicants submit the order ought to be amended:

(If necessary, provide additional explanation as an attachment.)

5. Does this application add to or remove from the bargaining unit any encumbered positions? Yes No

6. A draft of the order sought from the board must be attached in support of this application.

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,

this _____ day of _____,

20 ____ .

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

and

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicants are not individuals, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

and

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicants are represented by legal counsel, indicate the name and address for service of the applicants' lawyer(s).

Lawyer: _____

Representing: _____

indicate the party being represented

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____

and

Lawyer: _____

Representing: _____

indicate the party being represented

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

Labour Relations Board

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FORM 16
[Section 17]

APPLICATION RE EXCLUSION ON RELIGIOUS GROUNDS

APPLICATION FOR ORDER UNDER SECTION 6-8
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for an order to be excluded from the bargaining unit of employees described in paragraph 4.

2. The applicant is an employee employed by the following employer:

Name: _____ Office Held: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

General Nature of Business: _____

3. Employees of the employer are represented for the purpose of bargaining collectively by the following union:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

4. The bargaining unit of employees of the employer represented by the union is as follows:

(Here set out the description of the bargaining unit applied for by the union or, if certified, attach the certification order.)

5. The applicant objects:

(a) to joining or belonging to a union; or

(b) to paying dues and assessments to a union;

as a matter of conscience based on religious training or belief in the _____

name of religion

6. The reasons why the applicant submits that the applicant ought to be excluded from the bargaining unit of employees described in paragraph 4 are as follows:

7. The applicant undertakes for the period that the applicant is excluded from the bargaining unit, to pay an amount at least equal to the amount of dues and assessments that a member of that bargaining unit is required to pay to the union with respect to that period:

(a) to a charity agreed on by the applicant and the union; or

(b) if agreement cannot be reached by the applicant and the union, to a charity designated by the board.

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is represented by legal counsel, indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

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FORM 17
[Section 18]

REFERENCE OF DISPUTE

REFERENCE OF DISPUTE TO LABOUR RELATIONS BOARD
PURSUANT TO SECTION 6-110 OF *THE SASKATCHEWAN EMPLOYMENT ACT*

1. An agreement, dated _____, to refer a dispute or category of disputes to the Labour Relations Board for hearing and determination pursuant to section 6-110 of *The Saskatchewan Employment Act* has been entered into between:

(a) Name of union: _____

Address: _____

no. street city/town province postal code

telephone alternate phone number email address

and

(b) Name of employer: _____

Address: _____

no. street city/town province postal code

telephone alternate phone number email address

A true copy of the agreement is annexed and marked Exhibit "A".

The party, _____, refers the dispute to the board.

2. The essential facts of the dispute that is referred to the board are as follows:

(If necessary, provide additional explanation as an attachment.)

3. The party making this reference makes the following submission with respect to the dispute:

(If necessary, provide additional explanation as an attachment.)

4. What is the question the parties ask the board to determine?

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 ____ .

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

The name, address and office held by the individual swearing or affirming this document are as follows:

Name: _____

Address: _____
no. street city/town province postal code

Office Held: _____

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

Labour Relations Board

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FORM 18
[Section 19]

APPLICATION FOR SUMMARY DISMISSAL

APPLICATION PURSUANT TO CLAUSE 6-111(1)(p) OF *THE SASKATCHEWAN EMPLOYMENT ACT*

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for an order summarily dismissing the application of

_____ in LRB File No. _____ .

2. The name and address for service of the respondent concerned are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The facts relied on in support of summary dismissal are as follows:

(If necessary, provide additional details as an attachment.)

4. A summary of the law that is relevant to the board's determination is as follows:

(If necessary, provide additional details as an attachment.)

5. The applicant is requesting that this matter be considered:

without an oral hearing with an oral hearing

DATED this _____ day of _____ 20 _____

applicant's signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

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FORM 19
[Section 21]

APPLICATION FOR PRE-HEARING PRODUCTION OF PARTICULARS OR DOCUMENTS OR THINGS

APPLICATION FOR ORDER PURSUANT TO SECTION 6-111
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

applies to the Labour Relations Board for an order with regard to LRB File No. _____ .

2. The name and address of the respondent concerned are as follows:

Name: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The order requested by the applicant is as follows:

(If necessary, provide additional details as an attachment.)

4. The reasons why the applicant submits that the order ought to be granted are as follows:

(If necessary, provide additional details as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

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FORM 20
[Section 22]

PROVISIONAL EMPLOYEE DETERMINATION

APPLICATION FOR ORDER PURSUANT TO CLAUSE 6-104(2)(i) AND SECTION 6-105
OF THE SASKATCHEWAN EMPLOYMENT ACT

1. _____
name of applicant

of _____
no. street city/town province postal code

telephone alternate phone number email address

applies to the Labour Relations Board for a provisional Order determining the appropriate bargaining unit for the position of _____ .

2. The name and address of the respondent concerned, and, if the respondent is an employer, the general nature of its business, are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

telephone alternate phone number email address

3. The applicant alleges that the position of _____ should properly be:

within the scope of _____ in LRB File No. _____ ; or
(union)

excluded from the bargaining unit;

by reason of the following facts:

(If necessary, provide additional details as an attachment.)

4. The names of all unions that represent employees of the employer in the workplace of the disputed position are as follows:

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____



signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____
no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

Labour Relations Board

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FORM 21
[Section 24]

REPLY

RE APPLICATION BY _____

(State here name of applicant.)

DATED THE _____ DAY OF _____, 20 _____ TO THE LABOUR RELATIONS BOARD

FOR AN ORDER _____

(State here briefly as to order applied for e.g. "for certification".)

1. This reply is made by _____

name

of _____

no.

street

city/town

province

postal code

telephone

alternate phone number

email address

2. With respect to the application, the following statements are specifically admitted:

(a) _____

(b) _____

(c) _____

etc.

3. The following statements are specifically denied:

(a) _____

(b) _____

(c) _____

etc.

4. The following statements are specifically commented on:

(a) _____

Comment: _____

(b) _____

Comment: _____

(c) _____

Comment: _____

5. The following is a concise statement of the material facts which are intended to be relied on in support of this reply:

(a) _____

(b) _____

(c) _____

etc.

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,

this _____ day of _____,

20 ____ .

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the reply is not made by an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____

If the party filing the reply is represented by legal counsel, also indicate the name and address for service of the party's lawyer.

Lawyer: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

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FORM 22
[Section 25]

APPLICATION TO INTERVENE

1. _____
name of intervening person, employer, union or labour organization

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

gives notice that it seeks to intervene in the matter of the application of _____
(name of person, employer, union or labour organization that made the application in which intervention is sought)

_____ in LRB File No. _____ .

2. On what basis does the applicant seek to intervene in the proceedings?
(If necessary, include additional reasons as an attachment. Indicate whether applying as direct, public interest or exceptional intervenor.)

3. On what facts does the applicant rely in seeking to intervene in the proceedings?
(Give a detailed and accurate statement of the facts on which intervention is sought. If necessary, include additional facts as an attachment.)

4. Other relevant facts (if any) touching the original application and this notice are as follows:

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If the applicant is not an individual, indicate the name, address and contact information of the individual swearing or affirming the document.

Name: _____

Position Held: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____

Address: _____

no. street city/town province postal code

Telephone: _____

Email address: _____



Saskatchewan

Labour Relations Board

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FORM 23
[Section 27]

LRB File No. _____

**REPORT OF AGENT OF THE BOARD - POLLING STATION
RESPECTING CONDUCT OF VOTE AND COUNTING OF BALLOTS**

THE LABOUR RELATIONS BOARD, on the _____ day of _____, 20____, pursuant to *The Saskatchewan Employment Act*, directed that a vote among all eligible employees be conducted by secret ballot to determine whether or not the employees choose to be represented by or continue to be represented by

_____ for the purpose of bargaining collectively.
name of union

I, the undersigned agent of the board appointed to conduct the vote and to act as returning officer, report that:

1. The vote was conducted by me in accordance with the direction of the board at _____ on the _____ day of _____, 20____.
2. The employer was instructed by the agent of the board to post the Notice of Vote in a conspicuous place.
3. The employees who voted were, in all cases, properly identified as being eligible voters.
4. The ballots used were in the same form as the sample ballot shown in the Direction for Vote.
5. In my opinion, the vote was conducted in a fair and proper manner.

6. The result of the vote was as follows:

No. of Eligible Voters _____
No. of Ballots Cast _____
No. of Votes for Union _____
No. of Votes against Union _____
No. of Spoiled Ballots _____
No. of Employees Not Voting _____

7. Additional comments:

DATED AT _____, Saskatchewan, this _____ day of _____, 20 _____.

Agent of the Labour Relations Board

We, the undersigned, acknowledge that we have each received a copy of the foregoing "Report of Agent of the Board", and each of us agrees that, subject to any objections that may be filed with the board by us or our principals not later than the _____ day of _____, 20 _____, the statements made in the report are true in all respects.

DATED AT _____, Saskatchewan, this _____ day of _____, 20 _____.

Scrutineer for Applicant

Scrutineer for Certified Union (if rescission)

Scrutineer for Employer



Saskatchewan

Labour Relations Board

www.sasklabourrelationsboard.com

FORM 24
[Section 27]

LRB File No. _____

**REPORT OF AGENT OF THE BOARD - NON-POLLING STATION
RESPECTING CONDUCT OF VOTE AND COUNTING OF BALLOTS**

THE LABOUR RELATIONS BOARD, on the _____ day of _____, 20____, pursuant to *The Saskatchewan Employment Act*, directed that a vote among all eligible employees be conducted by secret ballot to determine whether or not the employees choose to be represented by or continue to be represented by _____, for the purpose of bargaining collectively.
name of union

I, the undersigned agent of the board appointed to conduct the vote and to act as returning officer, report that:

1. The vote was conducted by me in accordance with the direction of the board by _____ from the _____ day of _____, 20____ to the _____ day of _____, 20____.
2. The employer was instructed by the agent of the board to post the Notice of Vote in a conspicuous place.
3. The employees who voted were, in all cases, properly identified as being eligible voters.
4. The ballots used were in the same form as the sample ballot shown in the Direction for Vote.
5. In my opinion, the vote was conducted in a fair and proper manner.

6. The result of the vote was as follows:

No. of Eligible Voters	_____
No. of Ballots Cast	_____
No. of Votes for Union	_____
No. of Votes against Union	_____
No. of Spoiled Ballots	_____
No. of Employees Not Voting	_____

7. Additional comments:

DATED AT _____, Saskatchewan, this _____ day
of _____, 20 _____.

Agent of the Labour Relations Board

We, the undersigned, acknowledge that we have each received a copy of the foregoing "Report of Agent of the Board", and each of us agrees that, subject to any objections that may be filed with the board by us or our principals not later than the _____ day of _____, 20 _____, the statements made in the report are true in all respects.

DATED AT _____, Saskatchewan, this _____ day
of _____, 20 _____.

Scrutineer for Applicant

Scrutineer for Certified Union (if rescission)

Scrutineer for Employer



Saskatchewan

Labour Relations Board

www.sasklabourrelationsboard.com

FORM 25
[Section 27]

OBJECTION TO CONDUCT OF VOTE OR COUNTING OF BALLOTS

IN THE MATTER OF THE VOTE CONDUCTED PURSUANT TO THE ORDER OF THE LABOUR RELATIONS BOARD ON THE _____ DAY OF _____, 20 _____

1. _____
name of applicant

of _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

states its objections to the vote in LRB File No. _____ for the reasons set out in paragraph 3.

2. The name and address of the respondent concerned, and, if the respondent is an employer, the general nature of its business, are as follows:

Name: _____ Nature of Business: _____

Address: _____
no. street city/town province postal code

_____ *telephone* _____ *alternate phone number* _____ *email address*

3. The reasons that the objecting _____
(union, employer or person)

objects to the conduct of the vote or the results from the counting of ballots are:

(If necessary, provide additional reasons as an attachment.)

I, the undersigned, swear (or affirm) that the submissions set forth above are, in so far as they are matters of fact, true and complete to the best of my knowledge and, in so far as they are matters of opinion, are reasonably and honestly believed by me.

SWORN (OR AFFIRMED) BEFORE ME

at _____, Saskatchewan,
this _____ day of _____,
20 _____.

Notary Public or Commissioner for Oaths for Saskatchewan

My Commission Expires: _____

} _____
signature

CONTACT INFORMATION AND ADDRESS FOR SERVICE

The name and address of the individual swearing or affirming the document, and acting on behalf of the objecting employer, union or person are as follows:

Name: _____
Position Held: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____

If the applicant is represented by legal counsel, also indicate the name and address for service of the applicant's lawyer.

Lawyer: _____
Address: _____
no. street city/town province postal code
Telephone: _____
Email address: _____



Saskatchewan

Labour Relations Board

www.sasklabourrelationsboard.com

FORM 26
[Section 32]

SUBPOENA

To _____
name of witness and street address

Greeting:

We command you to attend before the Labour Relations Board to testify as a witness as follows:

At the Labour Relations Board Hearing Room at:

- Room 1600 - 1920 Broad St., Regina, Saskatchewan;
- Room 1072 - 122, 3rd Ave. N, Saskatoon, Saskatchewan; or
- Other _____ (as directed by the Board)

Date: _____ Time: _____

And so from day to day until the above proceeding is tried and if the proceeding is adjourned to attend on the date to which it is adjourned and so from day to day until the proceeding is tried, to give evidence on behalf of the

applicant or respondent

ISSUED at _____, Saskatchewan, this _____ day of _____, 20_____.

Chairperson, Vice-chairperson or Board Member

NOTICE ON CHOICE OF OATH

When you give evidence before the board, you will be offered the choice of swearing an oath or making an affirmation. An affirmation is a non-religious promise to tell the truth. An oath can be taken in any way that is consistent with your religious beliefs, so long as you take an oath which binds your conscience to tell the truth. For in-person hearings, if you wish to give evidence by swearing an oath on a holy text other than the Christian Bible, contact the registrar to confirm that the holy text of your choice is available at the board. Alternatively, you may bring with you any religious symbol or holy text and advise the board clerk, prior to the hearing commencing, how you wish to take your oath. For video conference hearings, you will not be required to use a holy text when swearing an oath.



Saskatchewan

Labour Relations Board

www.sasklabourrelationsboard.com

FORM 27
[Section 32]

SUBPOENA WITH DOCUMENTS

To _____
name of witness and street address

Greeting:

We command you to attend before the Labour Relations Board to testify as a witness as follows:

At the Labour Relations Board Hearing Room at:

- Room 1600 - 1920 Broad St., Regina, Saskatchewan; or
- Room 1072 - 122, 3rd Ave. N, Saskatoon, Saskatchewan
- Other _____ (as directed by the Board)

Date: _____ Time: _____

And so from day to day until the above proceeding is tried and if the proceeding is adjourned to attend on the date to which it is adjourned and so from day to day until the proceeding is tried, to give evidence on behalf of the

applicant or respondent

You are also required to bring with you and produce at that time and place the following documents and things (list documents and things):

ISSUED at _____, Saskatchewan, this _____ day of _____, 20_____.

Chairperson, Vice-chairperson or Board Member

NOTICE ON CHOICE OF OATH

When you give evidence before the board, you will be offered the choice of swearing an oath or making an affirmation. An affirmation is a non-religious promise to tell the truth. An oath can be taken in any way that is consistent with your religious beliefs, so long as you take an oath which binds your conscience to tell the truth. For in-person hearings, if you wish to give evidence by swearing an oath on a holy text other than the Christian Bible, contact the registrar to confirm that the holy text of your choice is available at the board. Alternatively, you may bring with you any religious symbol or holy text and advise the board clerk, prior to the hearing commencing, how you wish to take your oath. For video conference hearings, you will not be required to use a holy text when swearing an oath.