



**Welcome**  
**To**  
**Unifor Local 567**



Dear New Member,

Welcome to Unifor Local 567,

This letter will introduce you to the union and help you understand how it operates. It includes contact information for the local's executive board members; information on what the local does and what services it provides to you as a member; information on how Unifor operates; and information on how you can be involved in the union. In addition to reading this letter, you should also review our website: [www.unifor567.ca](http://www.unifor567.ca).

If you have any questions, please feel free to contact me at [unifor567pres@gmail.com](mailto:unifor567pres@gmail.com).

In solidarity,

Alex Aucoin  
President, Unifor Local 567

## What is Unifor Local 567?

Unifor Local 567 (often referred to by our members as “the local”) is a local of Unifor, which is Canada’s largest private sector union, with over 315,000 members. You can learn more about Unifor by visiting its website, <https://www.unifor.org/>, or by reading Unifor’s [new member kit](#). In addition to reading this document, you can learn more about Unifor Local 567 by visiting our website, <https://unifor567.ca/>.

Unifor Local 567 began in 1991, with three units and four members as a local of the United Electrical, Radio and Machine Workers of Canada. We merged with the Canadian Auto Workers in February 1993. The Canadian Auto Workers merged with the Communications, Energy and Paperworkers Union on September 1, 2013 to become Unifor.

A local is a union formed under the constitution of a national union. [Unifor’s Constitution](#) governs all Unifor locals, along with each local’s bylaws. The Unifor Local 567 bylaws are available on our website at <https://unifor567.ca/about/constitutionbylaws/>. Unifor Local 567 is a local of Unifor formed under the Unifor Constitution, and it represents about 100 members across 11 bargaining units. Most of our members live in the Ottawa-Gatineau area, but many members live in other parts of the country, such as Toronto, Edmonton, Vancouver, and Halifax.

A bargaining unit is a group of workers in a workplace who are represented by the same union and who are covered by the same collective agreement. Your collective agreement will define your bargaining unit, usually under an article titled “Scope”, “Purpose”, or “Definitions”. A bargaining unit is formed based on which workers have “a community of interest”, so multiple bargaining units can exist in one workplace.

Unifor Local 567 is your workplace representative. This means that the local represents your bargaining unit (i.e., all employees covered by your collective agreement) in all matters related to the terms and conditions of your employment (as defined by your collective agreement and employment-related legislation). The local negotiates a collective agreement with your employer, files and seeks to resolve complaints/grievances with your employer, and does other advocacy work to improve and protect your working conditions.

The local is led by an executive board. The current board members are named on the local’s [website](#). The duties and responsibilities of each position are described under [Article 10 of the local’s bylaws](#). Below are the contact emails for each position.

<b>Position</b>	<b>Email Address</b>
President	<a href="mailto:unifor567pres@gmail.com">unifor567pres@gmail.com</a>
Vice President	<a href="mailto:vpunifor567@gmail.com">vpunifor567@gmail.com</a>
Chief Steward	<a href="mailto:unifor567steward@gmail.com">unifor567steward@gmail.com</a>
Treasurer	<a href="mailto:unifor567.treasurer@gmail.com">unifor567.treasurer@gmail.com</a>
Recording Secretary	<a href="mailto:unifor567recsec@gmail.com">unifor567recsec@gmail.com</a>

### **What Does the President Do?**

The president's main responsibilities are to lead or assist with collective bargaining (the negotiation of collective agreements), to organize the activities of the local (mainly regular board meetings and membership meetings), and to act as a spokesperson for the local (often by advocating on our members' behalf to their employer). You should contact the president if you have questions about your local's next round of collective bargaining or an upcoming union meeting, or if you have general questions about the union and how it operates.

### **What Does the Vice President Do?**

The vice president assists the president, undertakes political action as directed by the local, and promotes and facilitates union education. You should contact the vice president if you're interested in having the local take political action, or if you're interested in attending a Unifor education course (more on this below).

### **What Does the Chief Steward Do?**

The chief steward ensures that collective agreements are enforced and respected. This usually includes filing a grievance against an employer and seeking to resolve it by reaching a settlement when a member's rights have been violated. The chief steward also regularly communicates with stewards about issues arising in their bargaining unit and advises members on how to handle various issues. You should contact the chief steward if you wish to discuss past, present, or anticipated workplace issues.

### **What Does the Treasurer Do?**

The treasurer manages and reports on the local's finances. The treasurer also processes union clothing orders (discussed below). You should contact the treasurer if you wish to place a clothing order, or if you need reimbursement related to an approved expense (e.g., you attended a Unifor course and incurred travel expenses).

### **What Does the Recording Secretary Do?**

The recording secretary keeps records of the local's proceedings (i.e., board meetings and membership meetings). The recording secretary also maintains the local's membership list, member contact information, and drafts and sends communications to the membership. You should contact the recording secretary if you wish to update your contact information with the local, if you wish to review meeting records, if you have any questions about communications from the local (e.g., the monthly update or announcements), or if you wish to have something added to the monthly update.

### **How Fast Will the Executive Board Respond to My Email?**

We aim to answer member emails as soon as possible. However, the executive board is made up of volunteers who work full-time jobs and have other obligations. We also may have other union work that affects our response time. It is important that you contact us about your concern/request as promptly as possible.

### **How Can I Receive Updates from the Union?**

The executive board provides a monthly email update. It includes information on the work of the union, meeting dates, educational opportunities, and more. To receive the monthly update, please

ensure you have completed and submitted the [Member Contact Information Update Form](#). We recommend that you provide the local with a personal email to contact you at, as we cannot guarantee your employer will never access your emails if it is hosted on your employer's server.

If you have any questions about the monthly update, or if you wish to have something included in the monthly update, please contact the Recording Secretary.

You can receive various newsletters from Unifor by completing and submitting its [Subscribe form](#). You can also follow Unifor on [X](#), [Facebook](#), and [Instagram](#).

### **How Can I be Involved in the Local Union?**

There are many ways you can be involved with the union, including attending bargaining unit meetings, general membership meetings, volunteering as a steward, and attending other union events.

You can also be involved by suggesting political action, motions, donations, and/or education or workshop topics.

#### Bargaining Unit Meetings

When your bargaining unit holds a meeting (usually organized by the unit's steward, if there is one), you should attend to participate in discussions and decision-making of your bargaining unit.

#### General Membership Meetings

The local holds a General Membership Meeting approximately every 90 days. The meeting is held on Zoom and typically is held from 12:00-1:00 p.m. on a Tuesday or a Wednesday. Attending a meeting is a great way to meet the local's executive board, to learn about what they have been working on, and to participate in the local's discussions and decision-making.

Membership meetings are also where most of the local's business is conducted. For example, membership meetings are where the budget is approved, where elections for executive board positions and event delegates occur, and where various motions are debated and voted on (e.g., motions to donate to a charity).

#### Volunteering to be a Steward

Each bargaining unit should have at least one steward. The role and duties of the steward are defined under Article 13 of the local's bylaws but mainly involve dealing with workplace issues.

If you are interested in becoming a steward, please contact the chief steward.

#### Union Events

Unifor has two main events each year that our local is entitled to participate in: A National/Constitutional Convention, usually held in August, and an Ontario Regional Council, usually held in November/December. The local also supports sending members to various other Unifor conferences, which can be found on the Unifor [events webpage](#). In the months leading up to these events, the local will hold nominations for delegates at a general membership meeting.

Attending these events is a great way to learn about the work of the national union, to meet Unifor's leadership, and to participate in the work of the national union (e.g., debating and voting on motions/resolutions). We encourage you to put your name forward at a general membership meeting if you are interested in being the local's delegate to one of these events.

The local also occasionally encourages members to attend local events, such as demonstrations/marches. These events will be advertised in the monthly update or through other email communications.

### **Union Education**

Unifor provides a variety of courses on topics such as human rights, conflict resolution, grievance handling, and collective bargaining. You can view the various course schedules on [Unifor's Education webpage](#).

Details about each course type and how you can attend are discussed below.

#### Family Education Centre Courses

Many courses are held at Unifor's Family Education Centre in Port Elgin, Ontario. These courses typically run for 5-6 days and require travel. Some bargaining units have Paid Education Leave (PEL) in their collective agreements, which can be used to cover some or all of the costs of attending these courses. The local also budgets to provide funds to cover the costs of attending these courses for members from bargaining units that have insufficient PEL funds.

#### Area Schools Courses

Unifor's Area Schools bring shorter courses to where many members live, which is often a more convenient way for members to attend a course. These courses typically run for 2-3 days and are held in large city centres, such as Ottawa or Toronto. Area Schools are held in cities across the country.

#### Online Courses

Unifor provides several online courses to members. Some of these courses are short and can be completed at your own pace. Other courses run for 2-3 days and are led by an instructor.

Please contact the Vice President if you are interested in attending a Unifor education course.

### **How Are My Union Dues Spent?**

As a union member you pay dues to Unifor. Currently, you pay 1.35% of your regular wages as union dues to Unifor, which is the lowest allowable rate under Unifor's Constitution.

0.735% out of the 1.35% dues rate is paid to Unifor National. This contribution from our dues helps support the work of the national union, which includes social justice campaigns/advocacy, providing union education (e.g., the Family Education Program), government lobbying, and more. It also helps build the strike fund and to pay the salaries of many staff members who provide support to our local.

0.0135 out of the 1.35% dues rate is paid to the Ontario Regional Council. As our local is an Ontario-based local, it is a member of the Ontario Regional Council. This contribution from our dues helps support the work of the Ontario Regional Council, which includes social justice campaigns/advocacy, government lobbying, and the annual Ontario Regional Council meeting.

0.6015 out of the 1.35% dues rate is paid to Unifor Local 567. This portion of our dues allows the local to cover various operating expenses outlined in our annual budget and to build an additional reserve fund to assist our members in the case of a strike.

### **Unifor Local 567 Clothing and Unifor Clothing/Other Items**

Each year the local allows members to place their own order for Unifor Local 567 branded clothing from [Cavan](#) and/or for clothing or other items from the [Unifor store](#). The executive board sets an annual order limit for each member, which does not include delivery and taxes. If your order is within the annual limit, there will be no cost to you.

You can email your [order form](#) for Cavan orders, or a receipt for reimbursement for [Unifor store](#) orders, to the local's [Treasurer](#).

### **Further Questions**

This letter has covered a lot of information and topics, but it cannot cover everything. Over time, you will become more familiar with the union, especially if you try to learn more and to be involved in the union's work.

If you have any further questions about Unifor Local 567 or Unifor as a national union after reading this letter, please contact me at [unifor567pres@gmail.com](mailto:unifor567pres@gmail.com). I would be happy to meet with you, have a phone call, or to answer your questions by email. Also, please read our monthly updates to stay current on what is going on with the local.