

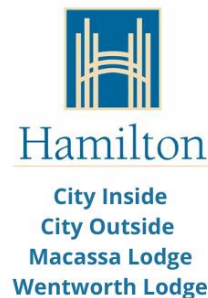
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# Member's Handbook



**Union Membership is not a service you receive; it is an opportunity to build collective bargaining power and work together for better working conditions.**

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This handbook is meant as an orientation for **CUPE Local 5167** members to familiarize themselves with their union and available supports.

Please visit the website for more information:

[www.cupe5167.org](http://www.cupe5167.org)



### **Did you know...**

"Canadian trade union history goes back a surprisingly long way. Nova Scotia had an Act against unions, and therefore presumably some unions, as early as 1816. Printers were organized in Quebec in 1827, and in Montreal and Hamilton in 1833."

**Source:** Dr. Eugene Forsey, Director of Research,  
Canadian Labour Congress, Ottawa.

**UPDATE SEPTEMBER 2025**

Jodi Coville Executive Administrator



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**Please return this Member's Handbook to:**

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**IMPORTANT CONTACT INFORMATION:**



**@cupelocal5167**

**CUPE Local 5167 office**

886 Barton Street East

Hamilton, ON

L8L 3B7

Phone: 905-522-0917

Email: [office@cupe5167.org](mailto:office@cupe5167.org)

**My Unit Vice President is:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**My Location Stewards are:** \_\_\_\_\_

\_\_\_\_\_

# WELCOME TO CUPE LOCAL 5167

## Hello, welcome to CUPE Local 5167!

Congratulations on your new employment. You are now part of a 4300+ member strong union! *Remember a union is not a service you receive, it is membership that requires you to do your part!*

**CUPE Local 5167** is a composite local.

That means we have more than one unit, employer, and Collective Agreement. In fact, we have 7 units, 6 employers and 9 Collective Agreements.



## Let's get started and talk about OUR UNION!

### Our 7 units and employers are:

- Hamilton International Airport
- City of Hamilton (Inside & Outside)
- City of Hamilton Lodges (Macassa & Wentworth)
- DARTS (Disabled & Aged Regional Transportation System, Inside & Outside)
- Good Shepherd (Women's Services, Family Centre & Reaching Home)
- RBG (Royal Botanical Gardens)
- SMH (St. Matthew's House)

## WHAT IS THE UNION?



Unions were formed to advocate for democratic and collective action to improve working conditions and the standard of living for all workers. Members work together to advance security and dignity in the workplace. Members choose to get involved in their union and can become union representatives such as Executive Members, Stewards and various committee members. They all work towards better working conditions, addressing workplace issues and supporting members to manage their relationship with the employer.

### Unions are:

- ✓ The state of being united.
- ✓ By joining there is strength in numbers, so **we can have a voice in the workplace.**
- ✓ Unions negotiate contracts with the employer for things like:
  - a fair and safe workplace
  - better wages
  - retirement plans
  - paid sick leave
  - vacation
  - benefits
  - scheduling hours

## HOW DOES CUPE WORK?

**CUPE Local 5167** are affiliated to **CUPE National** (Canadian Union of Public Employees), there is 750,000+ members across Canada.

**CUPE** has more than 2,363 locals and chartered organizations across the country; ranging in size from 20 to 20,000+ members. **CUPE** membership's collective payroll is over \$22 billion!

### CUPE National

**750, 000  
Members**

**CUPE Local 5167** is an affiliate of **CUPE National**, the largest union in Canada, 2025.

National provides various supports and resources to the local.

For example, they facilitate CUPE Education and provide 2 National Staff Representatives to support membership.

### CUPE Ontario

**290, 000  
Members**

**CUPE Ontario Division (OD)**, is the political wing of National. You may be familiar with some of their campaigns, Time to Care, Keep Hydro Public, Fix OMERS, etc. We pay well over one million dollars in affiliation fees to both **National** and **CUPE OD**.

### CUPE Local 5167

**4300+  
Members**

**CUPE Local 5167** is overseen by elected Executive Members that make up the Executive Board.

The local bylaws outline the rules of operating the local.

**CUPE Local 5167** is one of the 5 largest locals in Ontario: well organized and resourced.

**We are stronger together!!**



**CUPE Local 5167** has a long rich history dating back to 1918. To learn more please visit our history website: <http://5167history.org>

## LOCAL LEADERSHIP

### Membership That's YOU!

#### Member Participation

A union is not a service you receive; it is a collective membership you belong to. Each member has a responsibility to engage with their union.

**YOU ARE THE  
UNION!**

### Stewards in the workplace

#### A Location Steward

is an elected representative in the workplace. They assist in answering questions, connecting with the Executive, attending fact findings, resolving and reporting workplace issues and filing grievances.

### Executive Board

**The Executive** is a total of 16 elected representatives. Six (6) of them are Full Time positions. Each role has a portfolio and delivers supports to members.

Please note there are specific City positions that receive employer funds.

(President & 2 City Vice Presidents)



# Bylaw Committee

*Regulate local operations and ensure consistent governance.*

[administrator@cupe5167.org](mailto:administrator@cupe5167.org)

## CUPE Local 5167 Bylaws

The **CUPE Local 5167** Bylaws are the rules set out in conjunction with CUPE National Constitution on how the local will operate.

You can find the **CUPE Local 5167** Bylaws at:

[www.cupe5167.org/bylaws](http://www.cupe5167.org/bylaws)

CUPE National Constitution and Parliamentary Procedures at:

<https://cupe.ca/cupe-constitution>

<https://cupe.ca/parliamentary-procedure>

The Executive Administrator is the chair, and the President, Vice President, and Unit Vice Presidents are on the committee as they have the experience and knowledge to ensure our practices are based on the needs of membership.

Any member can submit a recommendation in writing to the Executive Administrator to be reviewed by the bylaw committee.

Any changes to the bylaws require advance notice to membership and a vote of 66 and two-thirds to pass the amendment(s).

## **MEMBERSHIP: WHAT DO I NEED TO KNOW?**

### **Are you a member in good standing (MIGS)?**

There is a distinction between being a **dues paying member** and being a **member in good standing**:

#### **Dues paying member:**

Everyone under the scope of a CUPE Local 5167 Collective Agreement is a dues paying member. Dues are collected off each paycheck. Members have access to the grievance process, all the rights under the Collective Agreement, and the right to vote in strike and ratification votes.

#### **Member in good standing:**

A member in good standing is equally entitled to the rights noted above with the addition of being eligible to run for union positions (executive, steward, committee, etc.) to vote in local elections, budgets, by-laws, and motions made at the general membership meetings (GMMs).

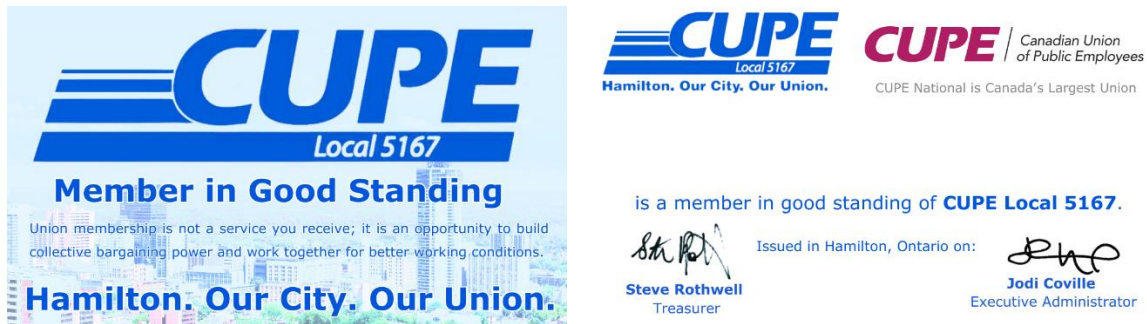
## **EVERY CURRENT MEMBER OF CUPE LOCAL 5167 MUST COMPLETE THE FOLLOWING STEPS MOVING FORWARD**

There are four steps to the process of becoming a **member in good standing**:

1. Member must fill out and sign a new member application form (they are available on the website under Members TAB – Member Orientation/Members in Good Standing PAGE)
2. Members must pay an initiation fee (Our local is keeping it at the lowest amount, \$1 as per our bylaws)
3. Member must take oath of membership; it is on the application form.

4. Membership must approve the application at a General Membership Meeting

Once all these steps have taken place, you will be a **member in good standing** and receive your MIGS card.



We understand that some of the steps in this process took place in some units years ago **prior** to **CUPE Local 5167** being formed, but the practice has not been consistent.

We encourage you to come out to a general membership meeting (GMM) to complete the 4 noted steps or come by the office to become a **member in good standing**. You can find more information on our website at [www.cupe5167.org](http://www.cupe5167.org), where you can register for email blasts as well.

**PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO COMPLETE THE STEPS TO BE A MEMBER IN GOOD STANDING TO BE ABLE TO PARTICIPATE IN ANY ELECTION/LOCAL BUSINESS MATTERS.**

Our local runs on the involvement of its members; our system is democratic and your participation matters!

## COLLECTIVE AGREEMENT

**You need to know you have a Collective Agreement and a Union!**

A **Collective Agreement** (CA) is an agreement made between the Employer and the Union to outline the rights and responsibilities for each party to guide the working relationship.

Request a copy of your Collective Agreement or download it from the website. It is important to be familiar with your rights and responsibilities.



## GENERAL MEMBERSHIP MEETING (GMM)

**General Membership Meetings (GMM)** are the 4<sup>th</sup> Monday of the month at 6pm at the Union Hall or ONLINE (except for the month of December). GMM is how the Membership decides on the business of the local. Attend and bring a friend who is also a member!



GMM's are conducted in compliance with Bourinot's Rules of Order. That means there is parliamentary procedures, a list of rules used to help run meetings democratically and efficiently. You can find more information about CUPE's Parliamentary Procedures at: <https://cupe.ca/parliamentary-procedure>

## SENIORITY MATTERS!

**Seniority** A listing of workers in order of length of service or time worked. The Collective Agreement will provide the rules of when seniority matters for things like vacation and promotions. Seniority is usually applied across the bargaining unit, but not between bargaining units. Seniority is unique to unions.

**What can impact my seniority?** Sick time does not impact seniority, nor does parental leave. Most unpaid time, leave of absences or time out of scope will impact seniority.

**What is service time?** The length of time you have worked for an employer. Benefits such as vacation are often linked to length of service. A member who works at the Lodges and then leaves to work for the City would keep their years of service in-tact provided there is no break in service; (same Employer) however, they do not carry over their seniority between Collective Agreements.

The Employer tracks seniority and service; the union is provided with the lists as outlined in the Collective Agreements as of September 2025.

**Airport:** Article 11 – Posted in January each year (260 days is 1 year)

**City:** Article 14 – Posted March 1<sup>st</sup> and September 1<sup>st</sup> each year (260 days is 1 year)



**DARTS:** Article 15 – Posted in January each year (260 days is 1 year)

**Good Shepherd:** Article 11 – Posted by the 31<sup>st</sup> of January and July each year (260 days is 1 year)

**Lodges:** Article 13 – Posted February 1<sup>st</sup> each year (1830 hours is 1 year)

**RBG:** Article 13 – Posted in January each year (260 days is 1 year)

**SMH:** Article 12 – Posted January and July each year (1820 hours is 1 year)

**It is your responsibility to check your seniority!!** If you find a discrepancy you must address it within the timelines of your Collective Agreement. Look to the article about seniority and the article about filing a grievance. Please contact the union Executive Administrator regarding discrepancies. You will need to be clear and have documentation to support an inquiry.

## UNION DUES AND AFFILATE FEES

**Union Dues** are a percentage of your regular earnings. Dues are deducted by the employer and forwarded to the union. As of 2025, **CUPE Local 5167** is paying the lowest dues of 1.53% (there has been no increase in over two decades) plus \$2.00 per week for the defense fund.

We are required to pay affiliation fees to **CUPE National** and **CUPE Ontario**. We send over a million dollars a year to **CUPE National** and approximately \$80k a year to **CUPE Ontario**.

Union dues pay for affiliation fees, full time officers, union leaves for members, union education for members, office administration, etc. The additional deduction per week is directed to the defense fund, which is used in the event of strike aversion, grievances and arbitration costs. The greater the resources we have the better bargaining position the union is in.



**CUPE Local 5167 owns OUR union hall - 886 Barton St E  
(Entrance is on GAGE)**



The **Location Steward** is a union support at the workplace. They are the eyes and ears in the workplace! Stewards support members, provide information, and ensure the employer complies with the terms of the Collective Agreement. They will connect with their Unit Vice President when an issue has been identified.

Find out who your workplace Location Steward and Unit Vice President is. This information can be found on the website, or you can ask your coworkers.

<https://cupe5167.org/whos-my-steward/>

### **What do Stewards do?**



**Update the union boards** – The union office sends communications to the workplace for the union board. This is one way of keeping members informed of union activities. There should be a list of when the general membership meetings are, recent communications, etc.

There should only be **CUPE Local 5167** postings on this board. Please note there is a union board on the website and communications are posted on social media as well.

**Provide information and education** – Location Stewards can answer questions or pass along information on what happening in the union, especially when bargaining is around the corner.

**Resolve workplace issues** – Location Stewards and Executive will often have conversations with Supervisors or Managers about issues as they arise. If it cannot be resolved and there is a violation of the Collective Agreement, a grievance can be filed, or we can look into other options.

**Note Taking** – Stewards or Executive will attend meetings with members and take notes containing information about the meeting.

If you are interested in becoming a Steward please visit:

[Steward Supports - CUPE Local 5167](#)



“As a steward, your role is to watch and listen to what’s happening  
in your workplace; on behalf of your local.

As part of this role, you will want to inform the executive of issues  
that the local needs to deal with in bargaining;  
watch for early warning signs of privatization or contracting out;  
and stay alert for other problems.”

CUPE Steward Handbook, page 5.

## THE EXECUTIVE BOARD AND PORTFOLIOS

The Executive Board consists of 16 elected representatives. There are 6 full time officers that are booked off from their regular employment, as agreed to in their Collective Agreements.

|                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRESIDENT (Full Time)</b><br>Organizational Lead<br>Local Spokesperson/Unit Lead (City)<br>Signing Officer /<br>Finance Committee Member<br>Political Action, Job Evaluation                                                                                                                | <b>VICE PRESIDENT (Full Time)</b><br>Unit Lead (Airport, DARTS, Good Shepherd, Lodges, RBG, SMH)<br>Signing Officer /<br>Finance Committee Member                                                                                                                                      |
| <b>EXECUTIVE ADMINISTRATOR (Full Time)</b><br>Office Coordinator and Staff Supervisor<br>Chief Steward Communications/Records<br>Website/Social Media<br>Signing Officer/Facilities<br>Member Supports<br>Finance Committee Member<br>Communications Committee Chair<br>Bylaws Committee Chair | <b>UNIT VICE PRESIDENTS</b><br>Each Unit has a Vice President (Airport, DARTS, Good Shepherd, Lodges, RBG, SMH)<br><b>(City Inside and City Outside) (Full Time)</b><br>Unit specific issues<br>Unit Grievance Committee Chair<br>Bylaw Committee Member<br>Education Committee Member |
| <b>TREASURER</b><br>Budget and Finance Lead<br>Signing Officer<br>Finance Committee Chair                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                        |
| <b>SECOND VICE PRESIDENT (Full Time)</b><br>Health/Safety<br>STD/LTD/WSIB<br>Accommodations /Return To Work                                                                                                                                                                                    | <b>EQUITY COORDINATOR</b><br>Equity Committee Chair: responsible for issues regarding Human Rights, Equity, Diversity and Solidarity.                                                                                                                                                  |
| <b>EDUCATION COORDINATOR</b><br>Education Committee Chair<br>Coordinating member education<br>Finance Committee Member                                                                                                                                                                         | <b>SOCIAL PLANNING COORDINATOR</b><br>Social Committee Chair<br>Lead participation in Labour Day Plan and carry out social opportunities for members to engage with their union.                                                                                                       |

## COPE 343 STAFF

**CUPE Local 5167** employs 3 staff members that are unionized **COPE Local 343**. Our staff are essential in running the local operations of the union. **CUPE Local 5167** have a Collective Agreement as the employer with **COPE Local 343**.

- Financial Assistant
- Administrative Assistant Full Time
- Administrative Assistant Part Time



## COMMITTEES & TRUSTEES

### Election Committee

The Election Committee is nominated and elected in January of uneven years to coincide with Executive Elections in June of uneven years. The term runs from

January to June. The committee plans and oversees the election process and will have access to the [elections@cupe5167.org](mailto:elections@cupe5167.org) email until the end of June.



All other elections are done online by the Executive Administrator. Members are elected to 5 positions and 2 alternates,

**Please see 123 Online Voting on page 32.**



# Bylaw Committee

*Regulate local operations and ensure consistent governance.*

[administrator@cupe5167.org](mailto:administrator@cupe5167.org)

## By Law Committee

The By Law Committee meets to review and make changes to the by laws as required. The **CUPE Local 5167** bylaws are the rules set out in conjunction with CUPE National Constitution on how the local will operate.

Members are able to submit bylaw amendments or new language to the Chair. Any changes made to the existing by laws must be presented to membership and be voted on at 2/3 approval. After this process, they are sent to the National Executive Board (NEB) for approval. Once approved by NEB then they are active.

### Committee members:

- Executive Administrator, Chair
- President
- Vice President
- Airport VP
- City Inside VP
- City Outside VP
- DARTS VP
- Good Shepherd VP
- Lodges VP
- RBG VP
- SMH VP



## Communications Committee

Term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter. The Communication Committee engages membership with media content. That includes Facebook, Instagram, Twitter, eblast, contests and one yearly event!

### Committee members:

- Executive Administrator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH

### Retirement Planning

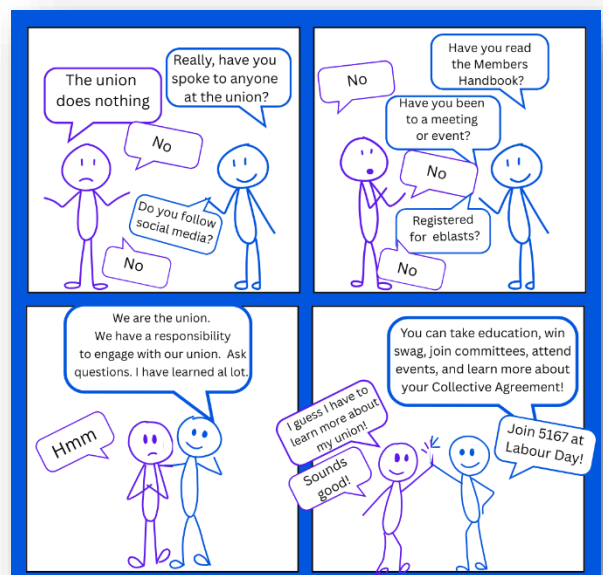


**Meet Jean!**  
 5167 Retiree  
 Former Lodge Vice President  
 Steward  
 JE Committee Member  
 JHSC Committee Member  
 Union Activist  
 Mother  
 Grandmother  
 Friend and Volunteer  
 Turtle Protector at Cootes Paradise  
 We call Jean Florence Nightingale!

As Jean began to prepare for her next chapter, she did some research on how to retire:

- Call OMERS Pension (Mandatory at age 71)
- Call Homewood (EAP Provider) as they provide guide and information on retirement
- Read up on the Canada Pension Plan (CPP) to decide 60 or 65
- Read up on the Canada Old Age Security Program (OAS)
- Research Manulife (Benefits) package options
- Research MROO (Retirement Benefits) package options
- Plan to join a group for socializing and staying physically and mentally healthy
- Utilize the City of Hamilton website to research programs (Sackville Senior Centre for example, utilize senior discounts)
- Keep a routine, stay active and connect with people!

Jean is volunteering the first month of retiring!  
**We wish her well and thank her for all her contributions to OUR UNION!**





## Education Committee

Members at Large term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter. The Education Committee meets regularly to decide on who will be approved for CUPE Education. There are budgetary and criteria that must be met in accordance with the policy.

Each member should watch for education postings and complete an education form to attend what interests them. Please note expenses, wages, and accommodations are paid by the local once approved.

Please connect with the **Education Coordinator** if you have any questions about education or educational opportunities at [education@cupe5167.org](mailto:education@cupe5167.org)

### Committee members:

- |                         |                    |                        |
|-------------------------|--------------------|------------------------|
| ▪ Education Coordinator | ▪ City Inside VP   | ▪ Lodges VP            |
| ▪ President             | ▪ City Outside VP  | ▪ RBG VP               |
| ▪ Vice President        | ▪ DARTS VP         | ▪ SMH VP               |
| ▪ Airport VP            | ▪ Good Shepherd VP | ▪ Members At Large (2) |



## Equity Committee

Term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter.

equity (noun) the quality of being fair and just, especially in a way that takes account of and seeks to address existing inequalities.

The Equity Committee looks to build engagement with members; equity seeking groups and provide information and education.

The **Equity Coordinator** with the Committee will plan activities or attendance at events such as Black History Month, International Women's Day, Mental Health Month, Pride Season, Indigenous History Month, Take Back the Night, and many others!

### Committee members:

- Equity & Diversity Coordinator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH



## Health and Safety Committee

Term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter.

Members must be a **JHSC Member** in their workplace. The Health & Safety Committee meets to provide opportunities for learning and safer workplaces. They organize an annual Wellness Picnic in the beginning of June.

### Committee members:

- 2<sup>nd</sup> Vice President, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH

If you are interested in becoming a **Joint Health and Safety Committee Member** in your workplace, please go to your workplace health and safety board and connect with the JHSC Worker Chair about potential vacancies.

### For more information about Health and Safety:

[Health & Safety - CUPE Local 5167](#)



## Social Committee

Term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter.

The **Social Planning Coordinator** leads the committee and organizes social events and community participation. Some examples of events and activities are the annual Breakfast with Santa, the annual Spring Fling, community fundraisers, and of course Labour Day!

### Committee members:

- Social Planning Coordinator, Chair
- Airport
- City Inside
- City Outside
- DARTS
- Good Shepherd
- Lodges
- RBG
- SMH



**Building solidarity and engagement one event at a time!!**

## Finance Committee

The Member at Large (MAL) term runs from November 1, 2023 to October 31, 2025 and every 2 years thereafter. The other members of the committee are outlined in the bylaws by portfolio.



The **Signing Officers** for the local are the Treasurer, Executive Administrator, President and Vice President. Signing Officers approve expenses and are authorized to make purchases for the operations and budgetary expenses of the local. All receipts are submitted to the Financial Assistant.

The Finance Committee meets to review the previous years expenses and set the next years budget.



### Committee members:

- Treasurer, Chair
- Executive Administrator
- President
- Vice President
- Education Coordinator
- 3<sup>rd</sup> Year Trustee
- Member At Large

## Trustees

Each term is a 3-year term. Self-nominations occur every April. An election happens each year for the 3<sup>rd</sup> year term in May. The Trustees meet a few times a year to review the finances. After the fiscal year is complete, they are responsible for submitting an annual report to **CUPE National**.

- Trustee
- Trustee
- Trustee



## Sergeant At Arms

June 1, 2024 to May, 31, 2026 and every 2 years thereafter. The Sergeant At Arms sign members into the IN PERSON general membership meetings and assist with keeping order.

- Sergeant At Arms
- Sergeant At Arms

## Campaign Action Ad Hoc Committee

Any time a campaign request is submitted to general membership for approval it will address committee requirements as per the bylaws.



## In union there is strength – Aesop

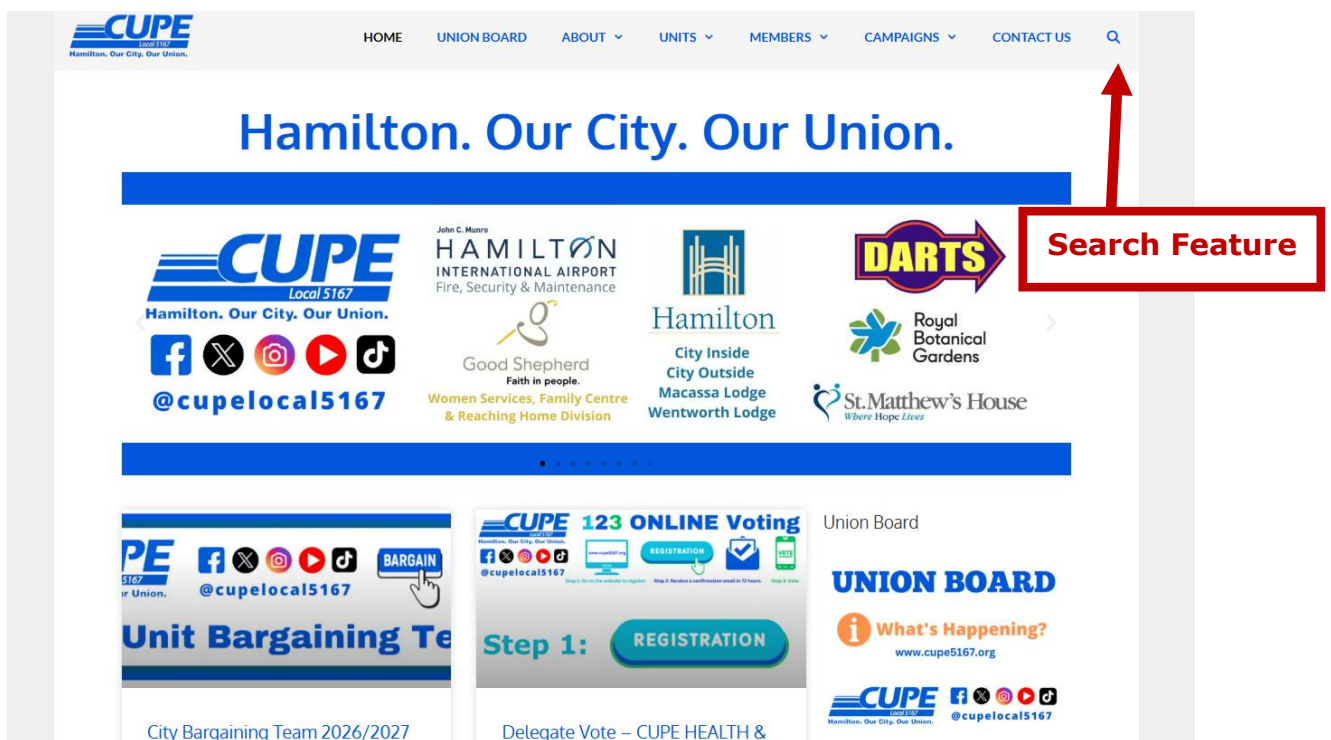
(Ancient Greek storyteller – Aesop Fables)

## HOW DO I STAY CONNECTED TO MY UNION?

There are many ways to stay connected to your Union.

- Come to a General Membership Meeting (GMM)
- Chat with your Location Steward
- Call your Unit Vice President
- Check out the Union Board in your workplace or on the website
- Visit the website [www.cupe5167.org](http://www.cupe5167.org)
- Register for eblasts that come right to you
- Follow 5167 on social media:
  - ✓ Facebook
  - ✓ Twitter
  - ✓ Instagram
  - ✓ youtube (no regular postings)
  - ✓ TikTok (no regular postings)

**SIGN  
ME UP** ☒



## There is a lot of information on the website!

(\*subject to change based on needs and developments)

- **HOME PAGE:** Hot topics
- **UNION BOARD TAB:** Union board (postings)
- **ABOUT TAB:** Executive, History, Staff, Stewards, Committees & Trustees, Bylaws, Policies & Forms
- **UNITS TAB:** Collective Agreements and unit specific information
- **MEMBERS ZONE TAB:** You will find supports and benefit links, member orientation, member in good standing, opportunities for education, member advantages, union dictionary, Health and Safety, WSIB, labour links and this member's handbook!
- **POLITICAL CAMPAIGNS TAB:** Current political campaigns
- **CONTACT US:** Local phone, fax, email contacts



## 123 Online Voting

The graphic features the CUPE Local 5167 logo with the tagline "Hamilton. Our City. Our Union." and social media icons for Facebook, X, Instagram, YouTube, and TikTok, along with the handle @cupelocal5167. To the right, the text "123 ONLINE Voting" is displayed in large, bold letters. Below this, three steps are illustrated: Step 1 shows a computer monitor with the website www.cupe5167.org; Step 2 shows a blue button labeled "REGISTRATION" with a hand cursor; Step 3 shows a blue envelope with a checkmark and a green smartphone displaying the word "VOTE".

Step 1: Go to the website to register.    Step 2: Receive a confirmation email in 72 hours.    Step 3: Vote.

### Voter Eligibility:

**DUES PAYING MEMBER** – able to vote on strike and ratification votes only.

**MEMBER IN GOOD STANDING** – able to participate in all union activities.

Please note there may be multiple elections or votes happening at the same time. You must register for each vote.

Members are notified of voting/elections via a posting. A poster is sent out to the workplace union board, virtual union board, eblasted and on social media.

PLEASE READ THE WHOLE POSTING.

## Easy as 123 ... ONLINE VOTING PROCESS

**STEP 1:** Go to the website **HOME PAGE** and complete the **REGISTRATION FORM**.

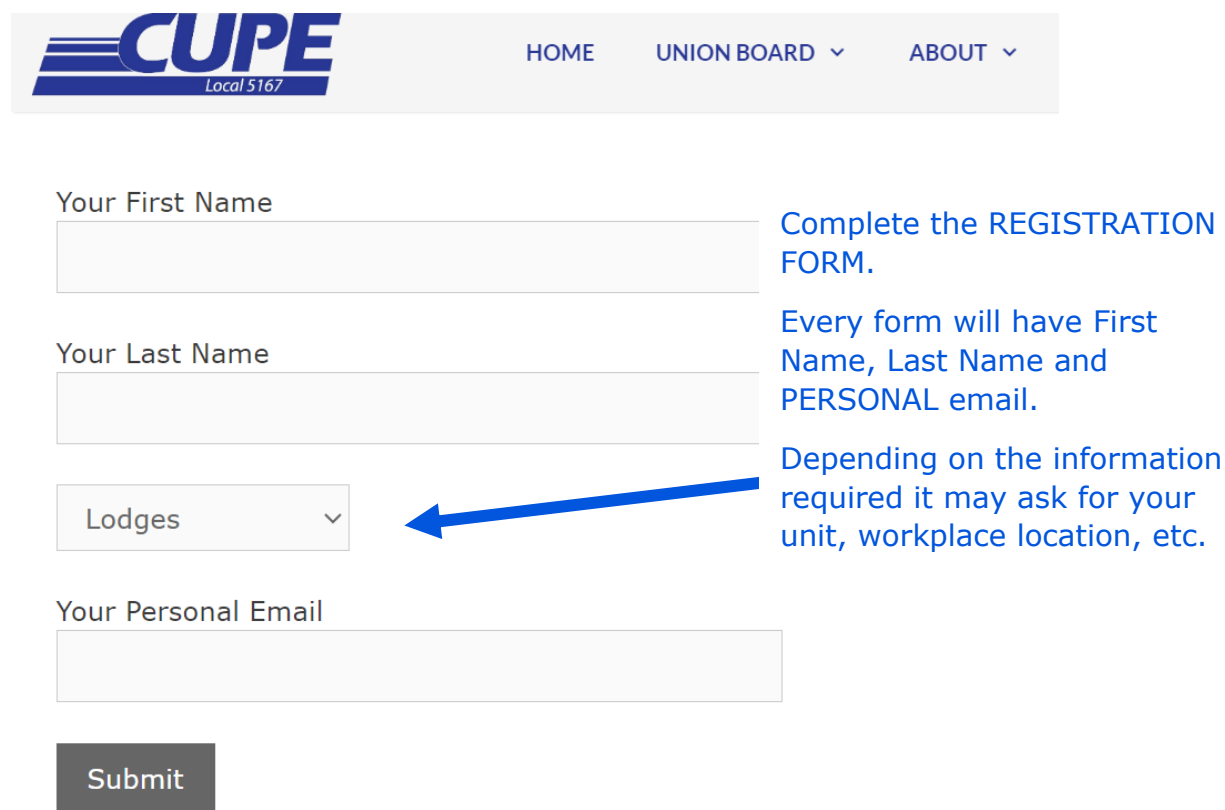
To register to vote for any election or vote a contact form will be posted on the home page of the website.

Complete all the requested details.

Click on the submit button, it will tell you that it is complete.

REGISTER ONLY ONCE.

### REGISTRATION FORM:



**CUPE**  
Local 5167

HOME UNION BOARD ▾ ABOUT ▾

Your First Name

Your Last Name

Lodges ▾

Your Personal Email

Submit

Complete the REGISTRATION FORM.  
Every form will have First Name, Last Name and PERSONAL email.  
Depending on the information required it may ask for your unit, workplace location, etc.

**STEP 2: You will receive a CONFIRMATION EMAIL that you registered within 72 HOURS.**

Please note we will reach out if there are any issues with your registration.

Please do not call the office to confirm your registration as this creates workload issues.

## CONFIRMATION

Once you click on submit a confirmation box will appear.

**CUPE**  
Local 5167

HOME UNION BOARD ▾ ABOUT ▾ UNITS ▾ MEMBERS ▾

Your Last Name

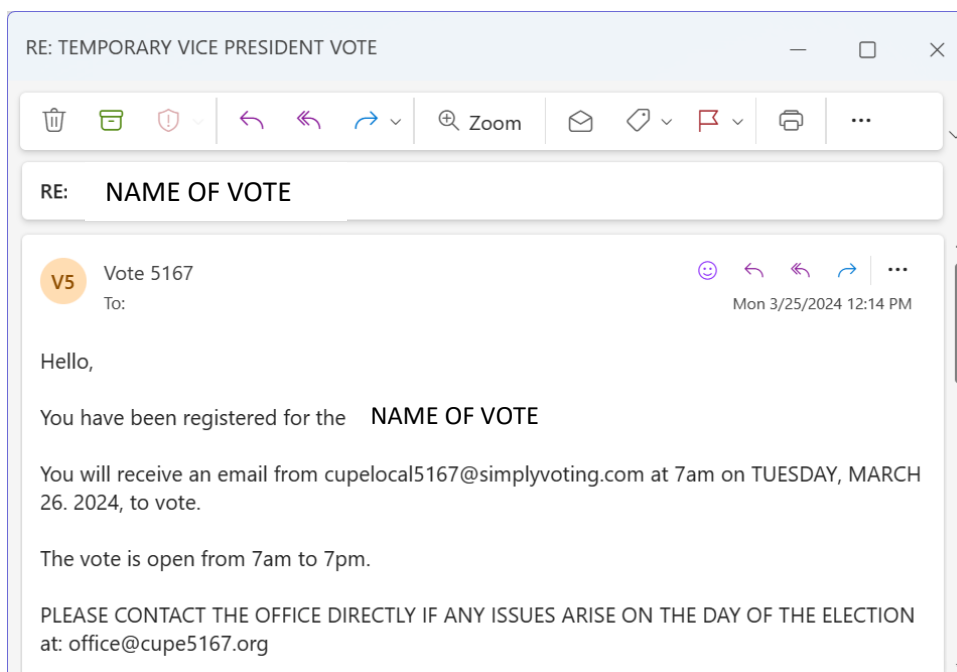
Airport ▾

Your Personal

**Submit**

YOU HAVE BEEN REGISTERED for the NAME OF VOTE You will receive registration confirmation WITHIN 72 hours.

You will receive an email from [vote@cupe5167.org](mailto:vote@cupe5167.org) within 72 hours of registering.



### STEP 3: VOTE

On the day of the vote, you will be sent an email from **cupelocal5167@simplyvoting.com** with your Elector ID and Password on the day of the election or vote at 7am.

The image shows an email from CUPE Local 5167 with the subject 'CUPE Local 5167 <vote@simplyvoting.com>' and a timestamp of 'Tue 3/26/2024 7:04 AM'. The email body says: 'Hello [NAME OF VOTE]', 'You are registered to vote in [NAME OF VOTE] on 26 19:00 America/Toronto.', 'To vote, please visit: <https://cupelocal5167.simplyvoting.com/>', 'Then enter: Elector ID - [NAME OF VOTE] Password - [NAME OF VOTE]', and 'Or follow this link to access the ballot directly: <https://cupelocal5167.simplyvoting.com/auth.php?e=8401&mac=94b9e874f8218342adf0>'. The email is signed 'Regards, CUPE Local 5167'. Overlaid on the email is a sample ballot titled 'CUPE ONTARIO Delegates' with the instruction 'I am voting for the following two (2) delegates to attend the CUPE Ontario Convention:'. It lists four options with checkboxes: Option 1, Option 2, Option 3, and Option 4. At the bottom of the ballot are 'Continue' and 'Cancel' buttons. Two green arrows point from the 'Continue' button to the direct login link in the email. A third green arrow points from the 'Continue' button to the text 'This link brings you directly to the ballot. You click on your choice(s) and click on continue and then submit.' Below this text is the phrase 'Easy as 1,2,3!'.

CUPE Local 5167 <vote@simplyvoting.com>  
To: Tue 3/26/2024 7:04 AM

Hello [NAME OF VOTE]

You are registered to vote in [NAME OF VOTE] on 26 19:00 America/Toronto.

To vote, please visit: <https://cupelocal5167.simplyvoting.com/>

Then enter:

Elector ID - [NAME OF VOTE]  
Password - [NAME OF VOTE]

Or follow this link to access the ballot directly:  
<https://cupelocal5167.simplyvoting.com/auth.php?e=8401&mac=94b9e874f8218342adf0>

Regards,  
CUPE Local 5167

**CUPE ONTARIO Delegates** Name of Vote  
I am voting for the following two (2) delegates to attend the CUPE Ontario Convention:  
You may select 2 of the following.

☐ Option 1  
☐ Option 2  
☐ Option 3  
☐ Option 4

Continue Cancel

This link brings you directly to the ballot. You click on your choice(s) and click on continue and then submit.

**Easy as 1,2,3!**

If you do not receive an email/ballot on the day of the vote, please check your junk/spam folders first.

Please contact the office as soon as possible during business hours (9:00am to 4:30pm).

Thank you in advance for respecting the consistent practice to ensure fairness and integrity of the registration process.

## HEALTH & SAFETY

Ontario's **Occupational Health and Safety Act (OHSA)** gives workers rights. It sets out roles for employers, supervisors, and workers so they can work together to make workplaces safer.

Each workplace location is required to have a **Health and Safety Board**. Under the OHSA, a copy of the Occupational Health and Safety Act (OSHA) should be posted in the workplace. Most workplace locations will have a **Joint Health and Safety Committee (JHSC)**.

Health and safety are mutual responsibilities for EVERYONE to prevent workplace illness and injury.

### **Workers have the right to:**

- ✓ Know about workplace hazards and what to do about them.
- ✓ Participate in solving workplace health and safety problems.
- ✓ Refuse work they believe is unsafe.

For more information: (Members TAB – Health & Safety)

[Health & Safety - CUPE Local 5167](#)

**If you have any questions or concerns, contact the 2<sup>nd</sup> Vice President.**



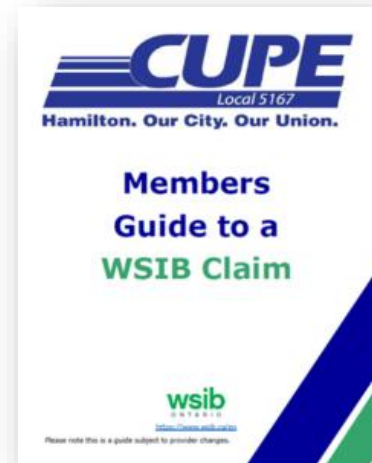
## WORKERS SAFETY AND INSURANCE BOARD (WSIB)

WSIB provides wage-loss benefits, medical coverage and support to help people get back to work after a work-related injury or illness. **In the event a person is injured on the job, they need to report the injury to their supervisor right away.** CUPE Local 5167 has a guide to assist members through their claim process. Access the guide:

(Members TAB – WSIB Information)

[WSIB Information - CUPE Local 5167](#)

If your claim is approved, you may be eligible for WSIB benefits, including benefits for lost pay and help to recover and return to work.



### Employee Responsibilities:

- Report the accident/incident immediately.
- Seek medical care if required.
- Advise the Health Care Provider that the injury/disease is work related.
- Stay in contact with your Employer throughout your recovery period.
- Cooperate and provide information/documentation as required.
- **Complete the Form 6.**
- Write down what happened and keep records.
- It is VERY IMPORTANT THAT YOU KEEP COPIES OF ALL FORMS, AND ANY OTHER DOCUMENTATION INVOLVED WITH YOUR CLAIM.

**If you have any questions or concerns, contact the 2<sup>nd</sup> Vice President.**

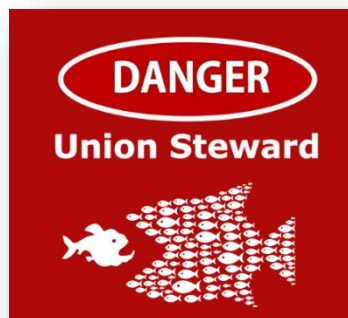
## WHO SHOULD I CALL FOR WHAT?

### Union



- If you are called in by your employer for a meeting, ask if it is about or can lead to discipline; you should have union representation.
- To file a grievance when the Collective Agreement has been violated.
- All grievances are managed by the unit vice president and the grievance committee.
- Any union related questions (Collective Agreement).

### Location Stewards



The Location Steward shall act as the Union's representative at the workplace and shall ensure that member issues are dealt with, and grievances are filed if the employer fails to comply with the terms of the Collective Agreement.

Stewards can attend meetings with the employer that are about discipline or can lead to discipline. They can file a grievance to dispute the discipline or another violation.

### Employer

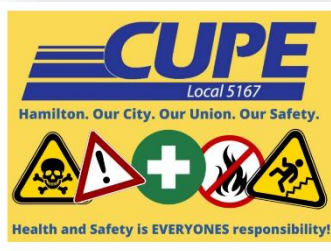
- Calling in sick (supervisor)
- Scheduling vacation (supervisor)
- Workplace issues (start with supervisor)
- Payroll inquiries (HR)
- Pension & Benefits (HR)
- Human Rights/Harassment Complaints (HR)
- Employee Assistance Program



## Joint Health & Safety Committee

JHSC is composed of worker and employer representatives.

JHSC is a legal requirement under Section 9 of OHSA – Occupational Health & Safety Act.



If you see or know of any health and safety issues, report them to your supervisor immediately. Also inform your worker representative so they are aware and follow up accordingly. Know your rights!

## Labour Management Committee

If your location does not have one, call your unit vice president to see about implementing one.



LMC is composed of worker and employer representatives. The LMC looks at discussing workplace issues and finding solutions. Your worker representative will participate at bi-monthly meetings, collect agenda items from workers in your location, and share information. If you identify a workplace issue like workload, process issue, etc., talk to your LMC representative.



**Keeping notes is a good practice!** It is better to have them and not need them than need them and not have them!

Dates/times, what happened, witnesses, incidents, letters, mileage, expenses, phone calls, conversations and/or direction from employer, etc. In addition, keep copies of all documents. The best way to avoid problems is to keep notes. You may use these for performance appraisals or if something happens in the workplace. It is recommended you keep a notebook in chronological order (earliest date to the current date of /notes/activities). This will provide support and credibility for potential issues that may arise. Most people are unable to remember all the specifics of events for long periods of time.

## WHAT IS POLITICAL ACTION?

political action noun : action designed to attain a purpose by the use of political power or by activity in political channels specifically : such action by organized labor through recognized political means (as participation in party organization, in elections, and by lobbying) —contrasted with direct action <https://www.merriam-webster.com>

**As a union it is important that we organize our efforts as working people to make our voices heard by our elected public officials regarding labour related issues!**

Becoming politically active can often seem overwhelming – there are so many issues that need to be addressed!

## WHAT ISSUES DOES CUPE LOCAL 5167 GET INVOLVED IN?

**CUPE Local 5167** focuses on local and **labour related political actions only**. We look to engage and bring membership together on issues that impact the labour of the local!

## WHAT ISSUES SHOULD I GET INVOLVED WITH?

- One that is important to YOU
- One that is important to your neighbours, family, or community
- One that is important to your colleagues
- One that is important to your clients

## TYPES OF POLITICAL ACTION ISSUES:

- Your unit specific issues (i.e., / CUPE National Fix Long Term Care campaign directly impacts the work of our Lodge Unit members or when your Collective Agreement is being bargained, supporting the bargaining team)

- Labour related issues (OFL \$15 and Fairness is about ensuring all workers earn a living wage)
- Public service issues (CUPE Ontario Communities Not Cuts campaign is about protecting our public services such as healthcare, education and community services)
- Social justice issues (Black Lives Matters is about bringing attention and action to the racial inequities that impact black people; for example, why are young black men experiencing such high rates of police brutality?) (Affordable Housing is about the lack of housing that is affordable to all community residents and encompasses low income, homelessness, renovictions and landlord/tenant rights)
- We are all constantly juggling work, family, and social responsibilities. Adding “political action” to our to-do lists may seem like just one more thing we have to do! But remember you are not alone and there are various levels of involvement from the union or community agencies.  
**You decide how much time you have to commit.**

## **WHAT CAN I DO TO BE POLITICALLY ACTIVE?**

- Stay up to date and aware of current issues and participate in the associated political action events and organizations that you chose
- Talk to your neighbours and co-workers about political action issues
- Join an organizational committee or council in your community
- Speak out and attend organizational town hall meetings or forums
- Attend rallies and protests
- Sign online and hardcopy petitions (often they take a few seconds as campaigns have done the work)



- Write to your City Councillor (Municipal), MPP (Provincial) or MP (Federal) about a political action issue (often they take a few seconds as campaigns have done the work), go a step further and meet with your local government representatives
- Share information on social media
- Run for a position in your union or community, there are many opportunities out there!
- **VOTE!!** Make an informed vote about who is representing you at the municipal, provincial and federal levels!!
- **Remember CUPE Local 5167** focuses on labour issues and campaigns are approved by Membership.



**The most important action you can take is to VOTE!**

- Vote for your City Councillors
- Vote for you Provincial Representatives
- Vote for your Federal Representatives
- Vote for you Union Representatives

**YOUR VOTE IS YOUR VOICE!**

**"Someone struggled for your right to vote. Use it."**

Susan B. Anthony was an American suffragette, reformer, and anti-slavery activist known for her work for women's rights.

**"To make democracy work, we must be a nation of participants, not simply observers. One who does not vote has no right to complain."**

Louis L 'Amour, American Novelist

## MEMBERSHIP RESPONSIBILITIES CHECKLIST:

As a new member to **CUPE Local 5167** you need to ask yourself some questions and ensure you are meeting your responsibilities.

### Membership checklist:

- ☐ Are you a member in good standing?
- ☐ Have you reviewed your Collective Agreement?
- ☐ Have you registered for 5167 eblast?
- ☐ Have you checked out the 5167 website?
- ☐ Have you taken the Membership eLearning orientation? (Review your Collective Agreement it may allow for this on employer paid time).
- ☐ Do you know who your Unit Vice President is?
- ☐ Do you know who your location stewards are? (You may not have one at your location so check in with your Unit Vice President)



## EMPLOYEE REMINDERS

- **Contact Information:** In the event you move, or your contact information changes, always contact your employer first and your union second! It is **YOUR responsibility** to update them and the union of any contact changes.
- **Reporting In:** Know how you are to communicate any absences. What is the expectation? Are there forms you are to provide? Ask your supervisor. What does your Collective Agreement say?
- **Policies & Procedures:** Ask your supervisor where to find any Employer policies and procedures that may apply to you as an Employee. For example, Code of Conduct, Appropriate Dress, etc. **It is important to know your rights and responsibilities.**
- **Notes:** It is always helpful to have notes on any situations or issues that arise in the workplace. Keep a notebook at home for yourself, note the good and what needs improvement in the workplace. This can help with potential workplace issues and performance reviews.
- **Call your Union Vice President to ask questions!**



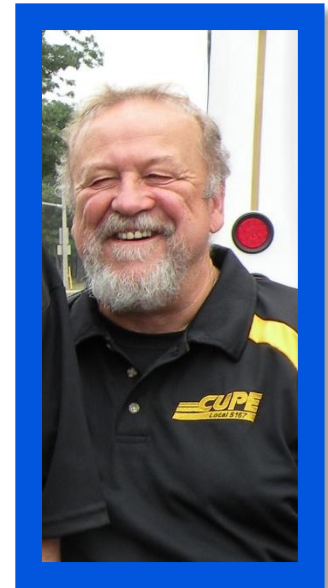
## WHAT HAS THE UNION EVER DONE FOR ME?

My name is **Ed Thomas** - I am a **retired member** of **CUPE Local 5167 and Labour Activist.**

I started working for the old City of Hamilton on July 7, 1977, as a labourer for the Streets & Sanitation Department. I worked for the City for 30 years. Over the years I have had several members ask me the question: **"What has the Union ever done for me?"**

Well, when I started with the City of Hamilton, I was only making \$5.00 an hour. There was very little shift premium, and a weekend premium was non-existent.

I had seven (7) statutory holidays. I had to work eight (8) years before I was granted two (2) weeks' vacation. Sick time was based on a credited system. Members would receive 1 and 1/2 days a month in a sick leave bank. I did not have a drug and dental plan. I did not have a vision care plan. Seniority language was very weak, and overtime rates were low.



The Union has fought and negotiated with the Employer for changes which resulted in improving my quality of life and now yours! The strong Collective Agreement City of Hamilton members have today has taken decades to progressively negotiate.

So, when you ask "what has the Union done for me? **Think about it.** Now, I ask you "What have you done for your Union?"

