

LABOUR RELATIONS CODE

BRITISH COLUMBIA
LABOUR RELATIONS BOARD

APPLICATION FOR CERTIFICATION

• **PLEASE TYPE OR PRINT CLEARLY. ATTACH EXTRA PAGES IF NECESSARY.**

PLEASE INDICATE UNDER WHICH SECTION OF THE CODE THIS APPLICATION IS BEING MADE

18 19 20 21 28 142

LOCAL TRADE UNION INFORMATION

Full name:	<input type="text"/>				
Local:	<input type="text"/>				
Address:	<input type="text"/>	City:	<input type="text"/>		
Postal Code:	<input type="text"/>	Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Name of Contact Person:	<input type="text"/>				
Address, if different from above:	<input type="text"/>				
Has this trade union been previously certified for another unit with any employer? If no, complete Appendix "A" attached.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Is this the trade union's first application for certification for this unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If no, when was the last application withdrawn or refused?	<input type="text"/>				

EMPLOYER INFORMATION

Full name:

Address: City:

Postal Code: Telephone: Fax:

Name of Contact Person:

Address (if different from above):

Nature of Employer's business and type of work performed by employees in the unit applied for:

Address at which Employer's records can be inspected (if different from above):

BARGAINING UNIT APPLIED FOR (IF THIS APPLICATION IS FILED UNDER PLEASE GO TO PAGE 4).

SECTION 142 ,

WORKSITE INFORMATION

A. Addresses of all worksite locations:

1.

2.

3.

4.

5.

6.

B. DOES THIS APPLICATION INVOLVE INDIVIDUALS EMPLOYED ON NISGA'A LANDS?

YES NO

MEMBERSHIP INFORMATION (IF APPLICATION FILED UNDER
NEXT SECTION).

SECTION 142 , PLEASE GO TO

Numbers of employees in the proposed bargaining unit:	<input type="text"/>
Number of employees claiming to be members in good standing of the applicant trade union:	<input type="text"/>
Where are the cards available for inspection? Address above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, then where?	<input type="text"/>
• PLEASE TAKE A SET OF PHOTOCOPIES (ONE PHOTOCOPIED SHEET PER CARD) WITH THE ORIGINAL CARDS TO THE INDUSTRIAL RELATIONS OFFICER	

COMPLETE THIS SECTION IF THIS APPLICATION IS FOR AN EXPANDED BARGAINING UNIT
(SECTION 142)

Current bargaining unit description (or attach a copy of the current certification).	<input type="text"/>
Classification(s), group(s), address(es) sought to be included in current bargaining unit:	<input type="text"/>
Bargaining unit now being applied for (includes current unit and expanded portion):	<input type="text"/>
Number of employees in current bargaining unit:	<input type="text"/>
Number of employees in expanded portion:	<input type="text"/>
Number of employees in expanded portion claiming to be members in good standing of the applicant trade union:	<input type="text"/>
Where are the cards available for inspection? Address above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, then where?	<input type="text"/>
• PLEASE TAKE A SET OF PHOTOCOPIES (ONE PHOTOCOPIED SHEET PER CARD) WITH THE ORIGINAL CARDS TO THE INDUSTRIAL RELATIONS OFFICER.	

MEMBERSHIP INFORMATION

Does the unit consist of all or any dependent contractors? Yes No

If yes, please specify:

Have you attached a confidential alphabetical list of names of employees in good standing of applicant union? Yes No

COMPLETE THIS SECTION IF THIS APPLICATION IS A RAID

Please indicate if there is a collective agreement and its term.

If applicable, note the name of any trade union known by the Applicant claiming to be the present bargaining agent of any employees in the bargaining unit applied for or claiming to represent other employees of the employer.

Trade Union Name(s):

Local:

Address: City:

Postal Code: Telephone: Fax:

Unit Represented:

• **PLEASE TAKE A SET OF PHOTOCOPIES (ONE PHOTOCOPIED SHEET PER CARD) WITH THE ORIGINAL CARDS TO THE INDUSTRIAL RELATIONS OFFICER.**

Signature(s):

Print name(s):

Position(s):

Date of signing:

COMPLETE AND DELIVER TO: Registrar
Labour Relations Board
600 - 1066 West Hastings Street
Vancouver, B.C. V6E 3X1

Also deliver a copy of this Application to the Employment Standards Office nearest the Employer's location.

Applicants are required to make an appointment to take the membership evidence and a set of photocopies to the Industrial Relations Officers for review.

IF THIS FORM HAS BEEN FAXED, THE ORIGINAL SIGNED COPY MUST ALSO BE FORWARDED TO THE BOARD (LRB RULES).

LABOUR RELATIONS BOARD FEES

- APPLICATION/COMPLAINT MUST INCLUDE FEE OF \$100.00

- METHOD OF PAYMENT (CHECK ONE)

CREDIT CARD - MASTER CARD

VISA

CREDIT CARD NO:

EXPIRY DATE:

SIGNATURE: _____

CHEQUE

DEBIT CARD

CHARGE TO PRE-APPROVED ACCOUNT

- PAYMENT (CHECK ONE)

ENCLOSED

TO BE SENT WITH ORIGINAL COPY AS APPLICATION/COMPLAINT SENT BY FAX

CHARGED TO PRE-APPROVED ACCOUNT

- NOTE: FEE OF \$50.00 MUST ACCOMPANY REPLY TO APPLICATION/COMPLAINT
- NOTE: CREDIT CARD INFORMATION WILL BE DELETED BY THE BOARD PRIOR TO DISTRIBUTING THIS FORM TO THE PARTIES

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APPLICATION FOR CERTIFICATION - APPENDIX "A"

(Note: This form is to be completed where a trade union has not previously ***been certified for a bargaining unit in British Columbia.***)

PART A

(To be completed where the applicant has not been recognized by the Board as a trade union under the Labour Relations Code.)

1. Has the parent body (international or national union) issued a charter for this Local?
(If yes, please attach copy of Charter and Bylaws)

2. If no documentation has been issued, please provide details of formation of Local to show that it was duly and properly brought into existence in accordance with the national/international union's bylaws.

PART B

(To be completed where the applicant is an association of employees or a newly created independent union.)

ORIGIN

1. Which employee or employees initiated discussions about forming a new union?

2. Were there any discussions with the employer or people who are generally considered to be "management" personnel?

FOUNDING PROCESS

3. Was anyone, besides the employees, involved in setting up the process for establishing the union (lawyer, consultant, etc.). If so, who?

4. When and where was the first meeting held?

5. How were employees notified of this meeting? (If Notice sent, enclose copy.)

6. How many attended?

7. Were any outside advisers present? (If so, who?)

8. Were any persons generally viewed as "management" present? (If so, who?)

9. Were minutes taken at the meeting? (If Yes, please attach copy.)

10. At the first meeting:

(a) What were the main topics discussed and what did the group decide to do?

(b) What motions were passed?(Attach copies.)

(c) Was balloting or any form of voting carried out with respect to:

(i) deciding to form the union?

(ii) electing officers, temporary or otherwise (who)?

(iii) establishing a Constitution Committee (who)?

(d) If balloting took place, are the ballots available? If so, enclose a sample of the ballot.

SUBSEQUENT MEETINGS

11. When and where were subsequent meetings held?

12. How were employees notified? If a written notice was used, enclose a copy if possible.

13. How many employees attended?

14. Were any non-employees or persons generally viewed as management present?

15. Was a draft Constitution or Bylaws presented to the employees? If so, enclose a copy.

16. What voting process was followed in adopting the Constitution or Bylaws?

17. What date was the Constitution and Bylaws passed?

(a) Were Officers then elected in accordance with finalized Constitution and Bylaws.

(b) Provide Officers names and positions

18. Were members signed up in accordance with the Constitution and Bylaws?

19. When were members signed up? If a membership form was used, enclose a sample copy.

20. What dues or initiation fees were paid?

21. Have monies been paid out? To whom and for what?

22. Has outside funding been received or payment for services made from any source? (Name source.)

23. Is there a proposed budget for the expenditure or revenues? (If so, enclose copy.)

STRUCTURE

24. What is the dues structure and the estimated number of current employees in the proposed bargaining unit?

25. OTHER COMMENTS :
