



LOCAL MAPPING

An Exercise in Local Development

***“If there is no union at the workplace
there is no union”***

union adage

To complete the Exercise the following items are required:

- 1) Local Mapping – Questionnaire – attached
- 2) Local Mapping – Discussion Questions – attached
- 3) Local “To Do” List – attached
- 4) The Good Local Brochure – supplied by your Regional Rep
- 5) Strategic Planning Learning Activities – supplied by your Regional Rep

*(adapted from the local analysis
Learning Activity – Local Officers Kit)*

LOCAL MAPPING

Your Local is participating in the Local Development Program, the objective of which is to create a viable union presence at your workplace.

This questionnaire is a **LOCAL DEVELOPMENT TOOL**. It will help to identify your local's strengths and weaknesses as well as areas which need to be developed in order to achieve the above objective. The Questionnaire looks at the demographics of your local, the level of activity of the executive, shop stewards, local committees and also assesses your local's involvement both within the labour movement and your community.

Pooling of information and ideas is often helpful. It is therefore suggested that the Mapping Exercise be completed by a core of members involved in reactivating the local. It may take 2 to 3 meetings to discuss all of the questions in the **7 Sections** of this document. As well the follow up work required by the **Discussion Questions** and *The Good Local* brochure can be done over a period of time.

Answer the questions to the best of your knowledge. Don't become discouraged if you don't know the answers to some questions, or if others seem daunting to you. Solutions will become clearer only after further work is completed. Answer according to what "actually" happens in your local now, not according to what you think "should" take place.

As you work through the Questionnaire you are certain to encounter areas of your Local about which you would like to learn or do more. Once completed, **review the Local Mapping - Discussion Questions associated with each section and The Good Local brochure** to raise awareness of how to improve your understanding and /or performance in those areas. Finally use the handout entitled, *"Local "To Do" List ..."* to record further areas of follow-up.

The next steps logically involve developing a strategic plan to carry out the priorities you have identified for your local. This should be worked out with your Regional Representative using the elements and outline of strategic planning, contained in various Learning Activities found in Chapter 4 of the Local Officers' Kit.

<p>Local # _____ Component: _____</p> <p style="text-align: center;"><i>or</i></p> <p>Directly Chartered Local: _____</p>
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Section #1 - Demographics of Local

1. Number of members in the Local: _____
2. Number of work sites covered by the Local: _____
3. Approximate number of men and number of women in the local:
 - Men: _____
 - Women: _____
4. Approximate number of members by bargaining unit (i.e., Table 1, 2, 5; Other Treasury Board locals only): and work sites _____
5. Number of Rands in the local: _____
6. Different occupational groups in the local: _____
7. Our local meets regularly at a place that is accessible to all members.
 - Yes _____
 - No _____

Section #2 – Local Leadership

1. Our local has up-to-date By-Laws that meet the needs of the local.
 - Yes _____
 - No _____

2. Members of the Local Executive have a good understanding of the Local By-Laws.
 - Yes _____
 - No _____

3. Do your By-Laws ensure accountability of Executive members?
 - Yes _____
 - No _____

4. Our Local Executive has the following positions (indicate whether the position is currently filled or vacant):
 - President: _____
 - Vice-President: _____
 - Treasurer: _____
 - Secretary: _____
 - Chief Shop Steward: _____
 - Members at large: _____
 - Other: _____

5. Our Local holds Executive meetings:
 - Once a week _____
 - Once a month _____
 - Twice a month _____
 - Every second month _____
 - Other _____

6. Our Local holds general membership meetings:
 - Once a month _____
 - Once a year _____
 - Quarterly _____
 - Other _____

7. Our local executive has had the following leadership training:

<u>Position Held</u> <i>ie.: President</i>	<u>Relevant Training</u> <i>LOAT, Grievance, AFTP, OSH, UDP</i>
President:	_____
Vice-President:	_____ _____ _____
Treasurer:	_____ _____
Secretary:	_____ _____
Chief Shop Steward:	_____ _____
Members at large:	_____ _____
Other:	_____ _____

Section #3 – Shop Steward Network

1. Our local has a Chief Shop Steward who is a member of the Local Executive.
 - Yes _____
 - No _____

2. In our Local, the approximate ratio of Stewards to members is:
(i.e., 1 Steward for every 20 members)
 - 1:20 _____
 - 1:50 _____
 - 1:100 _____
 - greater than 1:100 _____

3. In our Local, Stewards meet together:
 - Once a week _____
 - Once a month _____
 - Infrequently _____
 - Never _____
 - Other _____

4. Stewards hold workplace meetings with the members they represent:
 - Once a week _____
 - Once a month _____
 - Infrequently _____
 - Never _____
 - Other _____

5. Stewards have an up-to-date list of the members they represent, and their coordinates, and are in regular contact with members on union issues.
 - Yes _____
 - No _____

6. Our Local Officers and Stewards are representative of the membership
(i.e., by classification, equity group, language, geography, etc.)
 - Yes _____
 - No _____

Section #4 –Local / Workplace Committees

1. Our Local has the following committees, or equivalent (indicate whether they are active or inactive):

<u>Committee</u>	<u>Frequency of Meetings</u>
Grievance	_____
Rand	_____
By-Law	_____
Women’s Communications	_____
Employment Equity / EO	_____
Racially Visible Groups	_____
Discipline	_____
Health and Safety	_____
Other	_____

2. The Local participates in the following joint committees with the Employer:

3. Local committees meet:

- Once a week _____
- Once a month _____
- Infrequently _____
- Never _____
- Other _____

4. Local committees have Terms of Reference to guide their work.

- Yes _____
- No _____

5. Which members of the Local participate in Union Management Consultation meetings?

President: _____
Vice-President: _____
Treasurer: _____
Secretary: _____
Chief Shop Steward: _____
Members at large: _____
Other: _____

6. Our Local participates in the Occupational Safety and Health Committee.

➤ Yes _____
➤ No _____

7. How many OSH committees fall within your local? _____

8. The union side co-chair of all OSH committees within your local is:

Where applicable, please specify for each location

1) A member of our Local Executive _____
2) A member in good standing _____
3) Not a RAND _____

Section #5 – Communications

1. The local mail is collected, sorted and distributed by:
 - the local secretary _____
 - the local President _____
 - the communications officer _____
 - other _____

2. Local mail is distributed
 - as it comes in _____
 - once a week _____
 - once a month _____
 - sporadically _____
 - Other _____

3. Our Local has its own web site (or the capacity to establish it).
 - Yes _____
 - No _____

4. Our Local communicates with members in both official languages (or has the capacity to do so).
 - Yes _____
 - No _____

5. The Local is receiving sufficient copies of the Union Update through Executive members and Stewards for posting on bulletin boards and communicating with the membership.
 - Yes _____
 - No _____

6. The Component and the PSAC Regional Office have been provided with a complete and current list of Executive members, Stewards and Committee Chairs (with mailing and email addresses; work, home and fax numbers).
 - Yes _____
 - No _____

7. Are Executive members assigned the duty of updating bulletin boards?
 - each day _____
 - once a week _____
 - once a month _____
 - Ad hoc _____
 - Other _____

8. Besides PSAC News, our Local regularly posts notices of other labour events or social justice events in the community (e.g., strike support pickets; demos; rallies; etc.)
- Yes _____
 - No _____
9. Our Local has a well organized email system to communicate with Executive members, Stewards and the general membership.
- Yes _____
 - No _____
10. Our Local regularly distributes information from the PSAC and Component Web Sites.
- Yes _____
 - No _____
11. Our Local publishes and distributes a Local newsletter:
- once a month _____
 - quarterly _____
 - twice a year _____
 - we have no Local newsletter _____
 - Other _____
12. Our Local ensures that all members have access to union information (including those with accommodation needs)
- Yes _____
 - No _____
13. We know that the membership print-outs list complete and current membership addresses, however, the Local also keeps up-to-date address changes of members.
- Yes _____
 - No _____
14. The membership print out shows # _____ of Rand members.
15. We are prepared to approach Rand members to sign membership cards.
- Yes _____
 - No _____

Section #6 – Education

1. Our local receives the Regional PSAC Education schedule and supports the participation of executives, stewards and members in the weekend, and advanced program.
 - Yes _____
 - No _____

2. We are aware that information regarding the PSAC education programs is available on the PSAC website.
 - Yes _____
 - No _____

3. Our members are aware that all expenses are covered by the PSAC for the participation in the PSAC Education program.
 - Yes _____
 - No _____

4. Members of the Local attended PSAC courses in the past year.
 - 1-5 _____
 - 6-10 _____
 - 11-15 _____
 - >15 _____

5. There are one or more trained Alliance Facilitators (AF's) in our Local. (List their names, if applicable.)
 - Yes _____
 - No _____
 - Don't know _____

6. The Shop Stewards in our local have all taken the Grievance Handling Course.
 - PSAC _____
 - Component _____
 - Both _____

7. Our members are aware they can access the union education program in either English or French.
 - Yes _____
 - No _____
 - Don't know _____

Section #7 – Labour / Community Affiliation

1. Our Local sends (a) delegate(s) to the PSAC Area Council.
 - Yes _____
 - No _____

2. Our Local is affiliated to the District Labour Council (DLC).
 - Yes _____
 - No _____
 - Don't know _____

3. Our Local participates in the Regional Women's Committee / Regional Equity Committees.
 - Yes _____
 - No _____

4. Our Local's (geographic) representative(s) on the PSAC Regional Council is (are) _____

5. Did the Local send delegates (or observers) to the last PSAC Regional convention?
 - Yes _____
 - No _____

6. Did the Local send resolutions to the last PSAC regional convention?
 - Yes _____
 - No _____

7. Our Local sent _____ delegate(s) to the last Component Convention.

8. Our Local submitted resolutions to the last Component Convention.
 - Yes _____
 - No _____

9. Our Local sponsored observers at the last Component _____ and PSAC _____ Convention.
 - Yes _____
 - No _____

10. Our Local is affiliated to the Federation of Labour.
 - Yes _____
 - No _____

11. Our Local sponsored _____ delegate(s) and _____ observer(s) to the last Federation of Labour Convention.

12. Our Local sponsored:
 _____ delegate(s) to attend the last PSAC National Women's Conference,
 _____ delegate(s) to the last PSAC Unity Conference,
 _____ delegate(s) to the last PSAC Access Conference,
 _____ delegate(s) to the last National Health and Safety Conference and ...
 _____ delegate(s) to the last Pride Conference.
13. Our Local Bargaining Committee(s) forwarded a total of _____ bargaining proposals (or demands, whichever is applicable) during the most recent round of negotiations.
14. Our Local sent (a) delegate(s) or (an) observer(s) to the most recent Regional Bargaining Conferences (where applicable).
 ➤ Yes _____
 ➤ No _____
15. In the past year, our Local represented members on approximately _____ grievances.
16. If the Local were faced with emergency situation next week and needed to directly communicate with all members quickly, the Local has a contact system in place for quickly and efficiently doing so. Our Local collects members' home telephone numbers and forwards them so they are listed on the membership print-out.
 ➤ Yes _____
 ➤ No _____
17. Our Local has a strike structure in place for the current round of negotiations (where applicable).
 ➤ Yes _____
 ➤ No _____
18. We have identified _____ strike captains and _____ picket captains.
19. We are building a strike fund.
 ➤ Yes _____
 ➤ No _____
20. Members of the Local actively participate in municipal, provincial and federal elections.
 ➤ Yes _____
 ➤ No _____

21. Our local has a Political Action and/or Solidarity Committee that organizes political lobbies regarding local, regional and national issues affecting the membership and the community.

- Yes _____
- No _____

22. Local members are adversely affected by the following political, social and/or community issues:

We know this because:

23. Local members are actively involved in community issues and work with, and have strong links to, other unions, community groups and non-profit organizations.

- Yes _____
- No _____

We are aware that the following issues are of most importance to our members:

We know this because:

24. Review and discuss your answers to the above questions.
How would you describe our Local's main strengths and critical weaknesses? (Be specific.)

(i) Our **strengths** are

(ii) Our **weaknesses** are

Local Mapping - Discussion Questions

We suggest these discussions take place between the Regional Rep and local activists, in conjunction with *The Good Local* brochure. Again this work may take a period of days/weeks for completion.

Discussion Questions for Section 1 – Demographics of Local

1. From what sources does the local receive information on the membership?
2. Where would the local find information on the number and representation of equity group members in the workplace? Why is this information important to the local?
3. Does the local have an Employment Equity Committee?
4. Is there a workplace (joint union/management) Employment Equity Committee?
5. What are Rands? Has there ever been a “Rand” campaign in the local?
6. How many anglophones and francophones are there in your local? (the membership printout will help you to collect this information)

Discussion Questions for Section 2 - Local Leadership

1. How should the local proceed if the local By-Laws need updating?
2. Why is it important for the By-Laws to enshrine accountability?
3. Discuss the importance of leadership to the local.
4. Discuss the importance of a full and functioning Local Executive (Refer to *The Good Local* brochure).
5. Do members receive services in the language of their choice?
6. Are meetings held in both languages?

Discussion Questions for Section 3 - Shop Steward Network

1. How can you recruit stewards for the local?
2. Discuss the steward network in conjunction with #3 of *The Good Local* brochure.
3. How many shop stewards do you need to carry out the work of the local?

Discussion Questions for Section 4 – Local / Workplace Committees?

1. Which committees are necessary for a well-functioning local?
2. Discuss how a well-functioning UMCC can contribute to problem-solving for the local membership?
3. Discuss the importance of a local (in addition to the OSH) health and safety committee in contributing to a safe and healthy workplace.

Discussion Questions for Section 5 - Communications

1. What does the term Good communications with the members imply? See #2 and #4 of *The Good Local* brochure. Discuss questions listed there.
2. Discuss the local's communications with the Component and the PSAC (as per # 4 of the brochure.)
3. Does the local actively promote labour / social justice events in the community?
4. Does the local's french/english communications adequately meet the needs of the members?

Discussion Questions for Section 6 – Education

1. Review the current Education schedule within the group and determine the training needs and who will register for upcoming courses.
2. Discuss who would best benefit from the advanced education program including the Union Development Program (UDP)?

Discussion Questions for Section 7 – Labour Community Affiliation

(See # 4 of *The Good Local* brochure)

1. The activists engaged in Local Development have a good understanding of the structure of the PSAC, the Regional Council, Committees, Components, and the Labour Community in which they operate.
2. The activists in the local understand the collective bargaining structures and the importance of full membership participation in all parts of the process including mobilization and strike.

LOCAL “TO DO” List ...



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____