



**INTERNATIONAL ALLIANCE OF
THEATRICAL STAGE EMPLOYEES
OF THE UNITED STATES, ITS TERRITORIES AND CANADA**

LOCAL NO. 168

**P.O. BOX 5321, STATION B
VICTORIA, B.C. V8R 6S4**

Phone: (250) 381-3168 • Toll Free Fax: (866) 618-3848
Web: www.iatse168.com

May 4, 2022

Dear New Special Department Permittee of the Cowichan Valley Regional District:

Congratulations on your employment with the Cowichan Valley Regional District. We hope you will enjoy your work here and look forward to meeting you.

Special Department and Stage Employees of the Cowichan Theatre are represented in the workplace by the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada - Local 168. This is a trade union which, among other things, negotiates wages and working conditions on your behalf. We can also help with any questions you might have about your employer with regards to the workplace. This Union exists for your benefit and is here for you.

As a new employee of CVRD, your status within the union is that of "Permittee." The dues for "Permittee" employees are currently 4% of your gross wages which will be taken as a deduction in payroll. Please also note that a \$10 administration charge will be taken from your first paycheque to set up your account with us. Should you become a Full Member, this money goes towards your Full Member application fee. As a "Permittee" you will be able to vote on ratification of new Collective Agreements, and any actions which affect all working members of your bargaining unit. Although you are fully represented by the Union in this status, you are more than welcome to apply for Full Membership in the Local, and the International Alliance.

After you have completed your probationary period and depending upon your income, you may be required to become a Full Special Department Member of the Local. When you earn an average of \$2,000 per quarter with the employer you will be invited to become a Full Member. As long as you are earning less than \$2,000, the quarterly cost is less if you maintain your "Permittee" status. However, should your gross for the year pass \$7,000 you will be required to become a Full Member. Once you become a Full Member, be aware that you will be required to pay your quarterly minimum dues regardless of the amount of work you take, and you will not be allowed to take work if you are in arrears. The dues for Full Special Department Members are currently \$35.00 per quarter (every 3 months), plus 2% of all gross earnings. If you do not meet the income threshold but would still like to become a Full Member, you may send your request to the Secretary-Treasurer of the Local at sec-treas@iatse168.com.

As a Full Special Department Member, you will have voting rights in all matters of the Local. You will be able to vote in the election of Officers and on all matters pursuant to the regular business of the Local. Furthermore, if you wish to run for office you must become a Full Member. If you become a Full Member, please be advised that we have regular general meetings which you are strongly encouraged to attend and participate in.

Please fill out the attached forms and return them to the CVRD office. As CVRD may be only one of several employers for you, be sure to fill out the taxation information form carefully to ensure that adequate deductions are taken and avoid unpleasant surprises at tax time. We also strongly recommend opting into the RRSP contribution plan through CEIRP; contributions you make to this plan will be tax deductible, and matched up to 5% of your pay by our employer.

If you have any questions, or wish further information regarding the Union and what it has to offer, contact your Special Department Vice President via email viceFOH@iatse168.com. You may also contact the office through the address on the letterhead. The current Collective Agreement (contract) which covers the wages and working conditions for Special Department and Stage employees of the CVRD may be found on our website, www.iatse168.com.

Thank you for your interest in us and what we do. We look forward to meeting you soon.

Sincerely,

Laurie Edmundson
Secretary – Treasurer
Sec-treas@iatse168.com



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Personal Information Form Front of House/ Special Department Employees

Date Accepted (Office Use Only) IATSE File Number (Office Use Only):

Hire Date (yyyy-mm-dd): Social Insurance No.:

Last Name: First Name: Ms./Mr.:

Street Address:

City: Province: Postal Code:

Main Phone No.: () Alternate Phone No.: ()

E-Mail Address:

Date of Birth (yyyy-mm-dd):

Emergency Contact: Relationship: Phone No.: ()

Employer: Position:

Comments or Questions:

Have you ever been a member of a trade union? If yes, which one and where?

Please make sure that you keep your information up-to-date with Local 168 the Secretary-Treasurer

The information you provide on this form is solely used by IATSE Local 168 to maintain your file.

Dues & Application Fee Authorization

I hereby authorize the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada - Local 168 to deduct from my gross wages the current amount of union dues and/or the current administration fees required for new employees. I also authorize Local 168 to deduct any other fees, fines, and/or deductions that form a part of the terms of the Union's collective agreements under which I may work.

Consent to the Collection, Use, and Disclosure of Personal Information

I acknowledge receipt of a copy of the I.A.T.S.E. Local 168 Privacy Code ("the Code"). I have read the code and I give my consent to the collection, use, and disclosure of my personal information in the manner and for the purpose outlined in the Code.

Print Name: _____

Signature: _____ Date: _____



Introduction to I.A.T.S.E. Local 168

The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists & Allied Crafts of the United States, its Territories and Canada has been expanding throughout the years. Gradually, the Stage Employees and Movie Operators have been joined by a great variety of other craftspersons in other fields of the entertainment industry. The organization is best known as the I.A.T.S.E., but is often shortened to simply I.A.

Our Local represents the many fine Craftspeople, Technicians, and Front of House, Box Office and Office Workers

in the theatre and entertainment industry. I.A.T.S.E. Local 168 was re-chartered on October 1, 1992, and has continued to grow and expand, both in its membership and venue affiliations. Our jurisdiction in the areas of Stage and Special Department (FOH) is for all of Vancouver Island.

Presently, the Local maintains a working relationship with the Royal & McPherson Theatres Society, Cowichan Valley Regional District, Tidemark Theatre, Pacific Opera Victoria, The Mary Winspear Centre, Intrepid Theatre, and University of Victoria / University of Victoria Student's Society.

In early 2005 the Local created our own company named, Victoria Stage Incorporated (VSI). VSI was mainly setup to secure the stage labour for the new Victoria Save-On Foods Memorial Centre. VSI currently holds the stage labour contract for the arena and is also used to secure smaller contracts around the island.

Thank you for your interest in us and what we do.