



**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 374**

Oak Bay, North Saanich, Sidney, Colwood, Metchosin, Sooke & Esquimalt Municipal Employees  
Abilities Community Services & Together Against Poverty Society  
#201 - 524 Culduthel Road, Victoria, BC V8Z 1G1  
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**ANNUAL GENERAL MEMBERSHIP MEETING  
Spectrum School - Cafeteria  
957 Burnside Road West  
March 14, 2019 - 6:00 pm  
AGENDA**

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1. Call to Order	
2. Roll call of officers	
3. Reading of the Equality Statement	2
4. Voting on New Members	
5. Adoption of Agenda – March 14, 2019	
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7. Treasurer's Report	8
a) 2019 Budget	9
<i>Motion: To approve the 2019 Budget as presented.</i>	
8. President's Report	10 -11
9. Unit Reports	12 - 14
10. Reports of Committees and Delegates	
a) Vancouver Island District Council – Sarah Fairbrass	15
b) Canadian Labour Conference Winter School – Gord Beauvillier	
11. New business	
a) Local 374 Bylaw Update – Roles of Executive and New Unit Added	
12. Good of the Union	
13. Adjournment	

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# Equality Statement

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Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.



PAUL MOIST  
National President



CHARLES FLEURY  
National Secretary-Treasurer



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## GENERAL MEMBERSHIP MEETING MINUTES November 14, 2018 #201-524 Culduthel Road, Victoria, BC

### Call to Order

The meeting was called to order at 6:00 pm by President Shireen Clark in the chair.

### Roll Call of Officers

	<b>Present:</b>	
	President	Shireen Clark
	Treasurer	Carol McNichol
	Recording Secretary	Amanda Irving
	Vice President – Abilities Community Services	Meredith Jenkinson
	Vice President - Colwood	Gord Beauvillier
	Vice President – Metchosin	Melissa Kirk
	Vice President/EVP – Oak Bay	Gary Flynn
	Vice President – Sidney	Ron Green
	Vice President - Esquimalt	Steve Migliarese
	Vice President - Sooke	Paul Butterfield
	Vice President – North Saanich	Sarah Fairbrass
	Vice President – Together Against Poverty Society	Isabelle Dehler-Hyde
	<b>Absent:</b>	
	<b>Guests:</b>	
	<b>CUPE Members:</b>	7

### Reading of the Equality Statement

The Equality Statement was read by Shireen Clark, President.

### Voting on New Members

New members in attendance:

- Isabelle Dehler-Hyde, Together Against Poverty Society Unit Vice President, was in attendance and took the Oath of Membership.

No new members were voted on.

### Guest Speakers

There were no guest speakers.

## **Adoption of Agenda**

**MOTION:** To adopt the Agenda as presented.

**M/S/C**

## **Reading and Approval of Minutes**

The minutes of the June 13, 2018 General Membership Meeting were reviewed.

**MOTION:** To adopt the General Membership Meeting minutes from June 13, 2018.

**M/S/C**

Matters Arising from Minutes: None

## **Correspondence**

The CUPE374 general correspondence and grievance log were reviewed and received.

## **Treasurer's Report**

Carol McNichol, Treasurer, presented the ledger for October. She noted that due to the delay in receiving reports from employers we are prepaying dues to CUPE National so that we are not denied requests to attend conferences and training. Adjustments are made accordingly when the employer reports are received.

Carol reported that investments remain the same and currently there is nothing outstanding as all cheques have been processed. Recently electronic banking has been set up to reduce the number of cheques that are written. Two signing authorities are required and all transfers are free.

**MOTION:** To receive the Treasurer's Report as presented.

**M/S/C**

## **President and Executive Board Reports**

### **President's Report**

- The summer was spent organizing the office, making things more efficient as well as wrapping up bargaining and ratifying contracts.
- Together Against Poverty Society joined CUPE374 and time was spent organizing.
- October and November were Unit Vice President elections at Sooke, Oak Bay, Colwood and Esquimalt.
- Bargaining started in Sooke and a bargaining committee was formed.
- Meetings and preparation for bargaining took place with Together Against Poverty Society.
- Attended Labour Management meetings, Oak Bay grievance meeting, Esquimalt auxiliary hours review and Colwood Public Works review.
- Taught the Steward Course in October.
- Early in November attended the CUPE Sector Conference in Ottawa and at the end of November will be attending the BC Fed Convention.

### **Abilities Community Services**

Meredith Jenkinson reported that they are expanding and have opened a new group home. This will bring 14 to 15 new members to CUPE374.

### **City of Colwood**

Gord Beauvillier reported that there is nothing pending and all grievances have been dealt with. He advised that there was a review done on the Public Works Department and there have been challenges that have arose from that but they are working through them.

### **District of Metchosin**

Melissa Kirk advised that there are no issues at the moment and that members are happy with the new collective agreement.

### **District of Sooke**

Paul Butterfield reported that there are no grievances at this time. There are some communication issues and a bullying and harassment policy has been put in place. Members are looking forward to bargaining.

### **Township of Esquimalt**

Steve Migliarese advised that shift change management has been taken off of staff and has been taken over by managers. Public Works is currently going through a wage review. Steve reported that he was recently re-elected as Unit Vice President and Josh Lloyd was elected as Alternate Vice President.

### **District of North Saanich**

Sarah Fairbrass advised that there continues to be communication challenges with management and they are trying to organize a labour management meeting to discuss current issues. The CAO position has been posted and a consultant will review the applications, short list and present the candidates to Council.

### **Together Against Poverty Society**

Isabelle Dehler-Hyde indicated that everything is new. They have moved to a new office recently and at this time there are no issues.

### **Town of Oak Bay**

Gary Flynn reported that there are a couple of grievances going forward. Currently there is an interim CAO and it is anticipated that the position will be posted with new Council coming in.

### **Town of Sidney**

Ron Green advised that members are happy that bargaining is complete. There have been issues with not posting vacant jobs but that is being dealt with at labour management meetings. Management is open to moving forward with issues.

**MOTION:** To receive President and Unit Reports

**M/S/C**

Matters arising from President and Unit Reports - None

### **Reports of Committees and Delegates**

a) CUPE Sector Conference

Carol McNichol indicated that she attended the CUPE Sector Conference with Shireen in Ottawa. Carol noted that of all the education and conventions that she has attended this was the most beneficial. The speakers were amazing and the three topics that were discussed were:

1. Mental health in the workplace - being conscious of mental health and that it is a big issue.
2. New legalization of cannabis – there was conversation about how employers are bringing new policies into the workplace.
3. Different generations in the workplace – the different ways to communicate, what is needed and wanted by each generation and that bargaining needs will be different for each generation.

After the convention Carol and Shireen met with CUPE National in Ottawa. They were able to put a face to the names of the staff they communicate with there. They discussed how they need to report to CUPE National and received a tour of their office.

b) Vancouver Island District Council (VIDC)

Sarah Fairbrass indicated that she is the Vice President of the Vancouver Island District Council (VIDC). They meet quarterly and have 14 various committees that do work throughout the year. VIDC is a venue for member delegates to come together, representing all sectors, and share what is happening in their sectors. The VIDC also facilitates bringing educational opportunities to the island. Their next meeting takes place in December.

**Unfinished Business**

There was no unfinished business for discussion.

**New Business**

a) CUPE Local 374 Property

Shireen advised that we are outgrowing the office/meeting space that we currently have. It was recently discovered that the contract for our office space expired in 2016 and that we had two months from that date to renew. The contract indicated that at any time the rent can be increased to fair market value which could be approximately \$3000 per month. We are currently paying \$1200 per month. The landlord has indicated that he likes having us as tenants but that he will be retiring and selling the building in the next 5 years.

**MOTION:** That the Executive Board explore the option of purchasing property for the local.

**Opposed: 4**

**M/S/C**

It was clarified that if something was found that the executive board would come back to the general membership with all the financials for approval to purchase.

There was discussion with regards to renting a larger space for meetings and that recreation centres and the legion are economical locations to rent, possibly rotating locations for each meeting.

b) 60<sup>th</sup> Birthday

Shireen advised that it will be the 60<sup>th</sup> birthday of CUPE Local 374 next year. CUPE Local 374 was established in 1959. There will be celebrations planned throughout the year so stay tuned.

**Nominations, Elections or Oath of Office**

a) Trustee (1 position) 3 Year Term Auditing 2018-2021

1<sup>st</sup> call

Nomination from the floor - Lori Jakimchuk

2<sup>nd</sup> call

3<sup>rd</sup> call

Nominations closed

Won by Acclamation

There was discussion with regards to when the Greater Victoria Labour Relations Board will be signing the contracts. It was noted that we are hoping to receive the copies of the contract to proof and then have them printed.

The potential library strike was discussed and Shireen indicated that she is hoping to get an update on the situation soon. The only unit that has a library at their location is Esquimalt and striking would have an impact on them as they are unable to cross picket lines.

**Good of the Union**

Together Against Poverty Society is having a fundraiser called the Worker's Justice Cup. The funds raised will be used for programming that provides legal advocacy for non-unionized employees. The fundraiser is a bowling event at Langford Lanes and takes place Tuesday, November 20<sup>th</sup>. The cost is \$1000 per team.

**MOTION:** To donate \$1000 to the Worker Justice Cup Fundraiser for TAPS.

**M/S/C**

**Next Meeting Date**

At the direction of the Chair.

**ADJOURNMENT**

Meeting was adjourned at 6:49 pm.

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Shireen Clark, President

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Amanda Irving, Recording Secretary



## CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

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### TREASURER'S REPORT

#### Carol McNichol

- Since November, the Local has arranged with both CUPE National and CUPE BC pre-paid, averaged amounts for the per capita payments. This is to prevent arrears as we wait for reports from multiple employers.
- By Year End, our budget was \$80,322 in the surplus. \$21,521 was used for arbitration and grievances. We never budget an amount for this item as you can't predict what will happen.
- \$100,000 was invested, drawing from the surplus plus the reserves in the account.
- The bank account has a healthy reserve and generally sits between \$75K and \$110K.
- There is \$256,250 invested, split into 5 different terms with different interest rates and redeemable dates.

#### 2019 Budget

- Increases to both Dues Received and Per Capitas paid are due to rate increases.
- Convention increase due to National Convention which occurs every 2 years.
- All other categories remain close to 2018 budget and the actuals for 2018.
- Any surplus over \$25K will be invested at year end.
- Trying to give more education opportunities to new and existing activists.

<b>BUDGET</b>			
<b>LOCAL NO.</b>	<b>374</b>	<b>BUDGET FOR 2019</b>	
<b>CURRENT YEAR</b>	<b>2019</b>		
<b>INCOME</b>	<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Dues	614,207.25	632,864.01	636,880.81
Other	12,630.88	2,687.73	22,606.00
<b>TOTAL INCOME:</b>	<b>626,838.13</b>	<b>635,551.74</b>	<b>659,486.81</b>
<b>EXPENSES</b>			
CUPE Per Capita	247,585.27	279,068.82	275,494.58
Affiliation Fees	42,089.90	57,928.92	57,243.00
Salaries	-		-
Operating Expenses	29,951.44	27,043.36	28,516.99
Special Purchases	6,763.86	6,500.00	20,000.00
Executive Expenses	139,472.46	147,200.00	155,213.00
Bargaining Expenses	5,580.65	9,800.00	2,500.00
Grievances/ Arbitration	<b>21,520.86</b>		-
Committee Expenses	3,628.61	7,250.00	7,250.00
Conventions/ Conferences	17,876.17	15,950.00	39,940.00
Education	27,792.85	70,000.00	62,000.00
Contributions/ Donations	4,253.83	11,900.00	8,400.00
Other	<b>100,000.00</b>	2,500.00	2,500.00
<b>TOTAL EXPENSES:</b>	<b>646,515.90</b>	<b>635,141.10</b>	<b>659,057.57</b>
<b>SURPLUS/(DEFICIT):</b>	<b>- 19,677.77</b>	<b>410.64</b>	<b>429.23</b>
<b>EXPENSES INCURRED NOT BUDGETED FOR</b>		<b>Amount</b>	
GRIEVANCES AND ARBITRATIONS		21,520.86	
INVESTED SURPLUS, LISTED AS OTHER		100,000.00	
		121,520.86	
<b>Anticipated Increase or New Expenses for Next Year</b>		<b>Amount</b>	
\$20,000 TO CELEBRATE THE UNION BEING 60 YEARS OLD, HOLDING AN EVENT AND DISPLAYING HISTORY FROM ALL OF THE UNITS MAKING UP 374.		20,000.00	
		20,000.00	



# CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

## PRESIDENT'S REPORT

Shireen Clark

- Attended the BC Fed Convention at the end of November; newly elected President and Treasurer really working with BC Unions to improve working conditions for everyone. Interesting to hear the challenges we are all facing throughout the province amongst many unions.
- Christmas Closure/Vacation December 24 to January 7.
- Facilitated Steward Training for CUPE January 24-25.
- CUPE Leadership Training January 28 – February 1. Focused on the history of Unions and how to engage new and existing members going forward.
- Acclaimed into National Trustee Position February 21.
- Facilitated Financial Officers Training for CUPE February 25-26.

### Upcoming

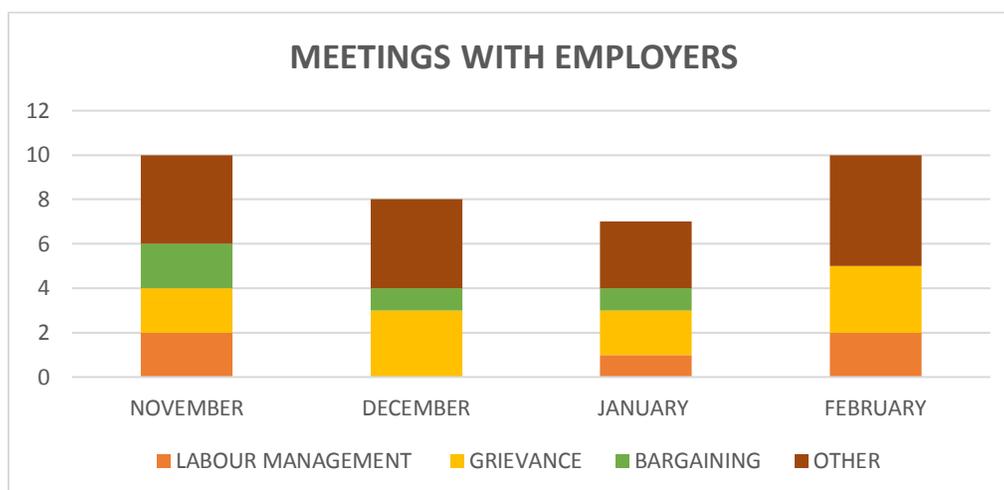
- Bargaining Conference March 18-21.
- CUPE BC Convention, Victoria May 1-4.
- National Trustee Audit June 3-7.
- Sooke Bargaining – dates to be set.

### Collective Agreement Update

- Have just received 3 of the 6 Collective Agreements to Review and sign off. Will hopefully receive the remaining 3 in March and have completed for signing and printing in April.

### Meetings with the Employer

The chart below displays the total amount of meetings held with Employers from November through to February. These meetings include Labour Management, Grievance, Bargaining and other meetings requested on either side to discuss a potential issue at hand.

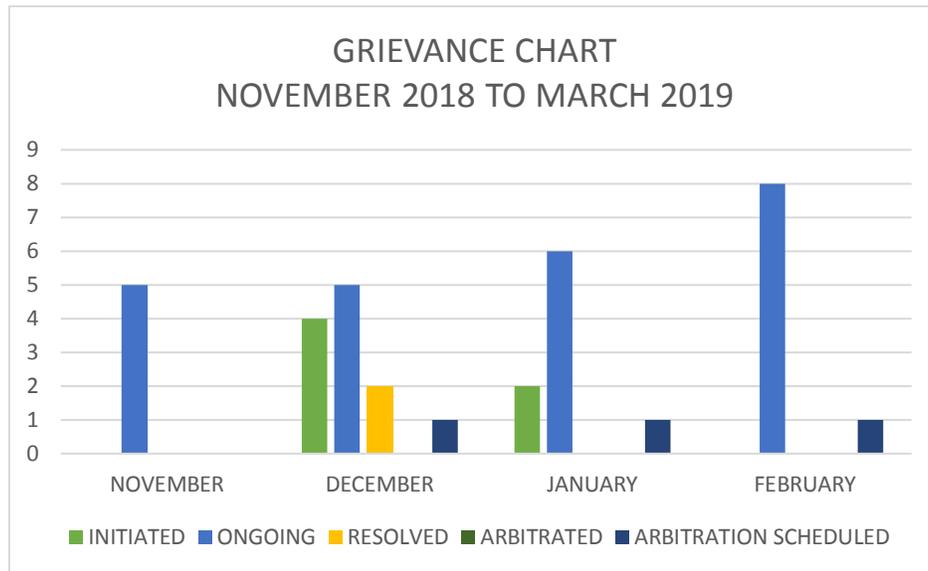




## CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

### Grievances

The chart below displays the amount of grievances each month in the last quarter. Showing how many are still ongoing, initiated, resolved or have an arbitration scheduled.





## **CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374**

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### **UNIT REPORTS**

#### **Abilities Community Services - Meredith Jenkinson**

- Abilities Community Services has grown, we now run another home in Blenkinsop area.
- We are launching a new business within our agency selling second hand books online. This will give employment opportunities for people with developmental disabilities.
- We have had a residential resident pass away.
- We now have a new residential resident.

#### **City of Colwood – Gord Beauvillier**

- Chris Pease has been hired as an interim Chief Administrative Officer the union will be included in the hiring process.
- Our labor management meetings have been successful and there is a tentative agreement on a current step 3 grievance.
- A Public Works superintendent has been hired.

#### **Township of Esquimalt – Steve Migliarese**

- A member satisfaction survey was conducted in February. A letter signed by 10 members was presented at the January 16th Unit Meeting requesting a Special Member Meeting to present a Motion for the Esquimalt Unit to separate from Local 374. This meeting will take place on May 8<sup>th</sup>.
- We are looking for people from all departments, especially from the arena, pool and hall, to step up and take on the role of shop steward. Those who decide to do so will be given lots of training opportunities and be essential to bringing our membership closer together and more informed on all matters.
- The Labour-Management Flex Time Committee held its first meeting to discuss the feasibility of bringing a flex time program to Esquimalt. How to proceed and where to look for examples was discussed but no definitive result to report yet. There will be more meetings to follow.
- The Employer and the Union continue to discuss options going forward for a new and improved Employee Family Assistance Program.

#### **District of Metchosin – Melissa Kirk**

- We have had 2 new Council Members that were elected that have never been on Council before and 3 Council Members who were re-elected.
- Metchosin office was closed between Christmas and New Year's no major issues other than power outages within the area from storms.
- Snow clearing went well with our Public Works Department, District received compliments by the public.
- We are waiting anxiously for our new Collective Agreement booklets to be printed and distributed to staff. We really hope that we received the CA's very soon.

### **District of North Saanich – Sarah Fairbrass**

- A meeting took place with the new Chief Administrative Officer to discuss resolving some outstanding Labour Management issues and how we would like to proceed going forward. It seemed like a positive meeting.
- Snow overtime is currently an issue which we hope to resolve soon. The Municipal hall was closed for 2 days during the recent storm so inside staff were not expected to come to work and were not penalized for missing work on those days. We hope to reach an agreement as to how this impacts outside staff who may not have been able to get to work because of the dangerous conditions.
- North Saanich is holding a council by election Saturday April 6<sup>th</sup> for the recently vacated position.
- There continues to be issues with hiring based on seniority versus best qualified applicant.

### **Town of Oak Bay – Gary Flynn**

- Interim Chief Administrative Officer signed a contract to become permanent as of April 2019
- A Step 3 Grievance regarding seniority and overtime procedures is going ahead.
- Several outstanding grievances were resolved by year end 2018.
- A promotional grievance is going to arbitration.
- New Chief Administrative Officer would like to set regular Labour Management Meetings that she can attend.
- Communication has improved with new Chief Administrative Officer.

### **Town of Sidney – Ron Green**

- Things have been fairly quiet as far as union issues since the last general meeting.
- The Director of Engineering has left and is now the Chief Administrative Officer of the District of North Saanich.
- The Manager of Engineering is retiring this spring and our senior engineering tech has been appointed to this “management position” thus creating a “union opening” hopefully filled from within.
- Typical questions arising from attendance, since winter has started.

### **District of Sooke – Paul Butterfield**

- Two new grievances have been filed and are ongoing.
- A new IT staff member has been hired.
- Bi-monthly meetings have been set for the first Thursday of every second month with the 2019 theme: Shifting into Wellness.
- The District wishes to shift a Waste Water Treatment Plant position to Bylaw. This will require a posting for new position and a modified leave of absence.
- A new Waste Water Treatment Plant Operator II position job description sent to union for review.
- The Waste Water Treatment Plant Manager resigned.
- Human Resources hired temporary non-union until March 29, 2019.

- A new Chief Building Official position was created to replace Building Inspector III position.
- The Unit Vice President attended Winter Training: Investigating Bullying & Harassment
- The District started a new Employee and Family Assistant Program through Homewood Health with emphasis on initial hours of treatment.

### **Together Against Poverty Society - Isabelle Dehler-Hyde**

- Negotiated our first collective agreement in November.
- Held our first labour management committee meeting in February.
- Hired a new full-time poverty law lawyer (very exciting, it's our first time having a full-time staff lawyer).



## CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

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### REPORTS OF COMMITTEES AND DELEGATES

#### CUPE Vancouver Island District Council (VIDC) – Sarah Fairbrass

- \$700 raised for this quarter's fundraiser, Vets for Pets
- More than 30 resolutions were submitted to VIDC to endorse and forward to CUPE BC convention
- May will have a number of elections for term positions. If anyone is interested in becoming a more active part of VIDC it is a good time to become active!
- VIDC has designed a new logo and will be having shirts made to be distributed at CUPE BC convention during the VIDC caucus
- Delegates to CUPE BC convention were requested to support Brother Pat Shade's bid for Disability Vice President. Pat has been tireless for years in promoting the rights of disabled workers at all levels of CUPE. The vote will occur during the Disability caucus. You do not have to have a physical disability to attend and support Pat. Many unseen illnesses are 'disabilities' – Diabetes, heart condition, Celiac disease to name but a few. I strongly encourage all 374 delegates who self-identify with a disability to attend the caucus and support Brother Shade.
- Shireen was endorsed by VIDC in her campaign for CUPE National trustee
- All incumbent Vancouver Island GVP's and RVP's were also endorsed by the council.