



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

Oak Bay, North Saanich, Sidney, Colwood, Metchosin, Esquimalt, and Sooke Municipal Employees,
Abilities Community Services, BC Healthy Communities & Together Against Poverty Society

GENERAL MEMBERSHIP MEETING **September 22nd, 2021** **(to commence at the adjournment of the Special Meeting)** **Electronic Meeting via Zoom**

AGENDA

- 1. Call to Order**
- 2. Recognition of Territory**
- 3. Roll Call of Officers**
- 4. Reading of the Equality Statement**
- 5. Voting on New Members**
- 6. Guest Speakers**
- 7. Reading of the Minutes**
 - 7.1. General Membership Meeting – May 12, 2021
- 8. Matters Arising from the Minutes**
- 9. Treasurer's Report**
 - 9.1. Ledger balance to August 30, 2021
 - 9.2. Trustees' Report
- 10. Communications**
- 11. Executive Committee Report**
- 12. Reports of Committees and Delegates**
 - Vancouver Island District Council
 - Victoria Labour Council
- 13. Unfinished Business**

14. New Business

15. Good of the Union

16. Nominations, Elections or Oath of Office

17. Adjournment

Roll Call of Officers

President

Shireen Clark

Treasurer

Carol McNichol

Recording Secretary

Amanda Irving

Executive Vice President/Oak Bay VP

Gary Flynn

Abilities Community Services VP

Meredith Jenkinson

BC Healthy Communities VP

Johanna Henderson

Colwood VP

Gord Beauvillier

Esquimalt VP

Steve Migliarese

Metchosin VP

Melissa Kirk

North Saanich VP

Sarah Fairbrass

Sidney VP

Ron Green

Sooke VP

Andrew McNeill

TAPS VP

Izzy Dehler-Hyde

New Members: 14

Colwood: 7

Sidney: 3

Sooke: 3

TAPS: 1



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Abilities Community Services, Together Against Poverty Society and BC Healthy Communities Society

**GENERAL MEMBERSHIP MEETING MINUTES
May 12, 2021**

Electronic Meeting via Zoom

In accordance with CUPE National Directive of March 19, 2020 and April 8, 2020.

CALL TO ORDER

The meeting was called to order at 7:02 pm by President Shireen Clark in the chair.

MOTION: THAT the agenda be approved as presented.

M/S/C

RECOGNITION OF TERRITORY

Shireen Clark, President, acknowledged the land on which we gathered that is within the traditional territories of the Lkwungen, Esquimalt, and Songhees, Malahat, Pacheedaht, Scia’new, T’Sou-ke and W̱SÁNEĆ peoples.

ROLL CALL OF OFFICERS

Present:	
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	Andrew McNeill
Vice President – North Saanich	Sarah Fairbrass
Acting Vice President – Together Against Poverty Society	Thea McDonagh
Vice President – BC Healthy Communities Society	Johanna Henderson
CUPE Members:	15

READING OF THE EQUALITY STATEMENT

The Equality Statement was read by Local 374 executive board members present.

VOTING ON NEW MEMBERS

Colwood – 5
Together Against Poverty Society – 1
Sidney - 7
Sooke – 4

MOTION: THAT the new members be received as presented.

M/S/C

GUEST SPEAKERS

There were no guest speakers.

READING OF THE MINUTES

The minutes of the February 26, 2021 General Membership Meeting were reviewed.

MOTION: THAT the General Membership Meeting minutes from February 26, 2021 be adopted as presented.

M/S/C

MATTERS ARISING FROM MINUTES

There were no matters arising from the minutes.

TREASURER'S REPORT

Carol McNichol, Treasurer, presented the ledger to April 30, 2021. She reported that we are on track as budgeted and everything is balanced. Per captias are paid to February as it is challenging to get reports from employers.

MOTION: THAT the Treasurer's Report be received as presented.

M/S/C

COMMUNICATIONS

General correspondence received:

- Legislative Coordinator's Report
- Advance Notice: CUPE National Convention 2021
- CUPE BC Memo re: CUPE National Per Capita Arrears
- Seamark Monthly Evaluation
- Seamark Quarterly Report
- Legislative Coordinator's Report
- CUPE BC 2021 Convention Updates Announcements & Reminders

EXECUTIVE COMMITTEE REPORT

It has now been over a year since we have adapted to conducting business virtually. It seems to be catching up with everyone both mentally and physically. Everyone is exhausted.

The Local Executive Board still meets monthly via zoom. Last year before the pandemic hit, we knew that a dues increase was imminent. We held off moving forward due to the unknown. However, we are back in the same

situation. Costs have grown, uncertain rental space looms, and we have 10 employers with members to service. The split with the District of Saanich in 2011 has had an impact on us financially. We have been discussing it at the Executive Board and although the timing isn't great, we are trying to keep the Local functioning and able to provide for all members.

CUPE BC will be having its annual convention virtually May 19-21. 5 of us will be attending, in a socially distance room, together.

Grievances have gone down substantially during the pandemic. We are awaiting 1 arbitration ruling still. The pandemic has opened up dialogue with most employers and allowed us to work through issues together. Below is a chart listing our current grievance status to date.

GRIEVANCES	1st QTR	2nd QTR	TOTAL
ACTIVE	11		11
RESOLVED	7	1	8
TOTAL	4	1	3

Unit Highlights:

Abilities Community Services – Meredith Jenkinson

- Regular Monthly Labour Managements now in place.

BC Healthy Communities – Johanna Henderson

- Currently reviewing draft collective agreement for upcoming bargaining for first contract.

City of Colwood – Gord Beauvillier

- Colwood has been mostly quiet, membership continues to put their best foot forward during the Pandemic operating structure. Mental fatigue and all around low moral is prevalent but with a hint of optimism at the prospect of restrictions being lifted in the future.

District of Metchosin – Melissa Kirk

- There are discussions about answering the phones again in the office instead of leaving a voice message on the answering machine as there are complaints from residents and contractors that no one is picking up the phone.
- The office is still not open to the public, however, we are using a service window to deal with the public. Inside workers are working 3 days a week in the office and 2 from home. Outside staff working full-time.
- Office is busy with a lot of FOI's from the public.

District of North Saanich – Sarah Fairbrass

- Weekly PHO updates provided to staff by CAO.
- Former 374 member has started as the new North Saanich Director of Corporate Services.
- A union member has taken the exempt position of Deputy Clerk/Executive Secretary.
- Planning a Labour Management meeting with new Director of Corporate Services end of May or beginning of June.

District of Oak Bay – Gary Flynn

- Jobs being posted and filled. Which is nice to see.
- Not much else happening just waiting to return to normal.

District of Sooke – Andrew McNeill

- Labour Management to introduce new VP to procedures.
- Team will be meeting in-person, at a distance, to discuss the Job Evaluation LOU and get started on creating a plan.
- Bargaining dates scheduled for the fall for the collective agreement expiring at the end of 2021.

Together Against Poverty Society - Isabelle Dehler-Hyde

- No report received.

Town of Sidney – Ron Green

- New hires for summer still going on.
- Covid still high on anxiety list for everyone. Management starting to question sick leave etc.
- Morale is low.

Township of Esquimalt – Steve Migliarese

- Some position juggling going on with moving between locations. Trying to work with employer and affected members.
- Currently no PW Manager or Director of Parks.

MOTION: To receive the Executive Committee Report

M/S/C

REPORTS OF COMMITTEES AND DELEGATES

Vancouver Island District Council - Sarah Fairbrass, Vice President

- Our next general meeting is Saturday May 29, 2021 at 10 AM. There are 30 positions for election at the May meeting so it will be a busy one, following right after convention!!
- VIDC has sent letters of support/endorsement to both Karen Ranaletta and Trevor Davies in their bid for the positions of CUPE BC President and Secretary-Treasurer at CUPE BC convention.
- If anyone ever has questions about the Council and the work it does, please feel free to contact me.

Victoria Labour Council - Isabelle Dehler-Hyde

No report received.

MOTION: To receive the Reports of Committee and Delegates.

M/S/C

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

a) CUPE Local 374 Scholarship

Shireen Clark, President, advised that the Local will be receiving application until June 4th and reported that 13 applications have been received to date:

- 1 Colwood
- 2 Esquimalt
- 1 Metchosin
- 3 North Saanich
- 4 Oak Bay
- 2 Sidney

b) Notice of Motion

The following Notice of Motion was served to the membership:

NOTICE OF MOTION:

THAT CUPE Local 374 will increase membership dues from 1.75 percent to 2.15 percent in a two-step increment as follows:

- Effective August 1, 2021, membership dues will increase from 1.75 percent to 2 percent.
- Effective March 1, 2022, membership dues will increase from 2 percent to 2.15 percent.

AND THAT CUPE Local 374 Bylaws will be amended accordingly.

Shireen advised that the Notice of Motion is not debated when “served”, only presented to the members. The purpose of holding a special meeting is to ensure all members are given advanced notice of the motion which will be debated and voted on at our June 24th, 2021 Special General Membership meeting at 6:30 pm.

Lunchtime virtual meetings will be set up on May 18, 25, June 9, and 16 from 11:30 am to 1:30 pm for members to login and ask questions. The membership was also advised to reach out to their Unit Vice Presidents who will be happy to answer any questions.

GOOD OF THE UNION

There are two upcoming retirements. One in Esquimalt and one in Sidney.

NOMINATIONS, ELECTIONS OR OATH OF OFFICE

There were no nominations, elections or oath of office.

ADJOURNMENT

Meeting was adjourned at 7:22 pm.

Shireen Clark, President

Amanda Irving, Recording Secretary

TREASURER'S REPORT TO THE MEMBERSHIP		August	
No. of Full-Time Members:		No. of Part-Time Members:	
Ledger Bank Balance for Beginning of Period:		64,638.40	
INCOME		August	Year to Date
Dues		110,577.41	420,677.55
Other		49.33	9,878.29
Total Income:		110,626.74	430,555.84
EXPENSES		August	Year to Date
CUPE Per Capita		-	130,804.95
Affiliation Fees		-	12,391.50
Salaries		20,290.78	89,119.33
Operating Expenses		2,891.42	18,993.59
Special Purchases		-	2,310.16
Executive Expenses		412.20	25,311.65
Bargaining Expenses		888.05	2,553.74
Grievances/ Arbitration		380.22	55,185.69
Committee Expenses		80.09	373.29
Conventions/ Conferences		1,189.20	9,443.87
Education		-	1,290.04
Contributions/ Donations		-	250.00
Other		328.61	5,713.33
Total Expenses:		26,460.57	342,314.48
Surplus (Deficit) for the Period:		84,166.17	
*Ledger Bank Balance at End of Period: (A)		148,804.57	

Local 374 Trustee Report to the Local President & Secretary Treasurer

Date: September 16, 2021

To: CUPE Local 374

Subject: Local 374 Audit - For the period of January 1, 2020 -December 31, 2020.

Following the guidelines as set out in the CUPE trustees' checklist, the audit for the above period was performed at the local 374 office at 524 Culduthel Rd Victoria BC from September 14-16, 2021. We find the books to be in order and have the following recommendations.

1. Anticipated total for Seamark investments account should be noted as a book value amount in savings/GIC/long term deposits portion of ledger until investment reaches maturity and actual interest accrued can be added to initial deposit sum.
2. Due to the discovery of financial-related motions (in the minutes of meetings) that have not been completed, the creation of a financial motion log to track actions approved by the executive and membership during said meetings would be useful to help track these motions through to completion.
3. Minutes on record must be signed by the President and the Recording Secretary after adoption, and a clear answer needs to be ascertained as to whether hard copy back-up of the electronic version should be kept.
4. Monthly ledger entries for individual units' dues deposits should include specific dates for reference by trustees during audit.
5. As per the recommendations for honorarium payments, a process for withholding and remitting income taxes and CPP should be instituted by the local to satisfy CRA regulations.
6. A list of all Local 374 assets needs to be created and listed in the ledger. As well, the insurance policy needs to be reviewed at annual renewal to ensure adequate coverage in case of claim for losses.


This concludes the recommendations reached by the trustees during the audit; the success of which hinged greatly on the clear record keeping and explanations provided by the Local 374 treasurer.

Signed:

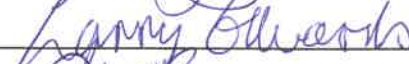
Trustee #1 Deborah Liske

Trustee #2 Larry Edwards


Trustee #3 Aglade Vizcarra



Deborah Liske



Larry Edwards



Aglade Vizcarra

Executive Committee Report September 2021

The Executive Board met in July and took August off, which has been routine for the past several years. We were hoping to start having meetings in-person starting in September and be able to have an in-person General Meeting. We have been starting to discuss if and how we could do hybrid meetings in the future, once in-person meetings seem more likely again.

The Executive agreed to sign a 5-year lease with the new owners of the building that we currently lease space in. We are currently awaiting a proposal from the owner. The positive with the new owner is they have employed a property management company that deals with any of our issues. We finally have someone coming to fix our broken window that happened over 2 years ago.

Unfortunately, we had to cancel the Special Meeting in June due to unforeseen circumstances. We did hold 4 special meetings over lunch hours for members to attend before that for any discussion with very low attendance.

CUPE National will be having its annual convention virtually November 22-26. 4 of us will be attending, in a socially distance room, together.

While grievances have been down and many resolved during the pandemic we have had a few new ones recently. We have resolved 1 termination and currently dealing with another. Below is a chart listing our current grievance status to date.

GRIEVANCES	1st QTR	2nd QTR	3rd QTR
ACTIVE	11	1	2
RESOLVED	7	2	-
TOTAL	4	3	5

Unit Highlights:

Abilities Community Services – Meredith Jenkinson

- Working on local issues to add to provincial bargaining.

BC Healthy Communities – Johanna Henderson

- Awaiting the start of bargaining in October for first contract.

City of Colwood – Gord Beauvillier

- Working on a job evaluation plan and committee.
- COVID measures are back. The JOSH committee have put forward preventative measure for workers in the office such as mandatory masks, etc.

District of Metchosin – Melissa Kirk

- Employees are back to work full-time in the office, but office is closed to the public. We are serving the public through a service window.

District of North Saanich – Sarah Fairbrass

- The employer has initiated a job evaluation for 6 admin positions.
- There are lots of new people. There are still 4 outside positions that need to be filled and the Corporate Officer has agreed to rolling 2 auxiliaries over to full time.
- The office staff are back in the office this week and there will be no more working from home.

District of Oak Bay – Gary Flynn

- Jobs being posted and filled.
- Not much else happening just waiting to return to normal.

District of Sooke – Andrew McNeill

- Labour Management to introduce new VP to procedures.
- Team will be meeting in-person, at a distance, to discuss the Job Evaluation LOU and get started on creating a plan.
- Bargaining dates scheduled for the fall for the collective agreement expiring at the end of 2021.

Together Against Poverty Society - Isabelle Dehler-Hyde

- Four more staff departures since the last report (two permanent, two temporary), meaning we have now lost over 50% of our permanent staff members over the last three months, most of whom have been long-term staff.
- Our new CA came into effect on September 1.
- With the new CA comes a new health spending account.

Town of Sidney – Ron Green

- Fairly quiet summer
- Postings in yard have been filled (Gardner 1 x2) Inside workers were successful.
- Still cannot fill Engineering tech position. (3 postings, not 1 applicant)

Township of Esquimalt – Steve Migliarese

- Public Works finally have a new manager.
- Parks has a new Director.
- Various admin jobs have been vacated and filled in the last few months.