



CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 374

Oak Bay, North Saanich, Sidney, Colwood, Metchosin, Sooke & Esquimalt Municipal Employees
& Abilities Community Services

#201 - 524 Culduthel Road, Victoria, BC V8Z 1G1

Tel: 250-472-0374 • Fax: 250-472-0378

Email: president@cupe374.ca Web: www.cupe374.ca

LOCAL 374 General Membership Meeting

June 26, 2019

Agenda

	Page
1. Call to Order	
2. Roll call of officers	
3. Reading of the Equality Statement	1
4. Voting on new members	
5. Guest Speakers	
6. Adoption of Agenda	
7. Reading and approval of minutes of previous meetings	
• March 14, 2019 General Membership Meeting	3 - 9
• March 14, 2019 Special Membership Meeting	10
• May 8, 2019 Special Membership Meeting	11
8. Matters arising out of the minutes	
9. Correspondence	
10. Treasurer's Report	12
11. President and Unit Reports	13 - 15
12. Executive Board Recommendations	
13. Reports of committees and delegates	
a) CUPE BC Convention	
b) Vancouver Island District Council	
14. Unfinished business	
a) 60 th Birthday Celebrations	
15. New business	
a) 2019/2020 Scholarship Draw	
16. Nominations, Elections, or Oath of Office	
a) Trustee (1 position) 3 Year Term Auditing 2018-2021	16
17. Good of the Union	
18. Adjournment	

Equality Statement

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

GENERAL MEMBERSHIP MEETING MINUTES
March 14, 2019
Spectrum School Cafeteria, 957 Burnside Road West, Victoria, BC

CALL TO ORDER

The meeting was called to order at 6:12 pm by President Shireen Clark in the chair.

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	EXCUSED
Vice President – North Saanich	Sarah Fairbrass
Vice President – Together Against Poverty Society	Isabelle Dehler-Hyde
	Excused:
	Paul Butterfield
	Guests:
	Loree Wilcox, CUPE National
	Rob Lemongelli, CUPE National
	CUPE Members:
	13

READING OF THE EQUALITY STATEMENT

The Equality Statement was read by Shireen Clark, President.

VOTING ON NEW MEMBERS

- 2 – Colwood
- 14 – Esquimalt
- 32 – Oak Bay
- 2 – Sidney

Four members took the oath of membership:

- Charles Borge – Town of Esquimalt
- Emily Rogers – Together Against Poverty Society
- Caitlin Wright – Together Against Poverty Society
- Megan Billing – Together Against Poverty Society

MOTION: To receive the new members.

M/S/C

ADOPTION OF AGENDA

MOTION: To adopt the March 14, 2019 agenda as presented.

M/S/C

READING AND APPROVAL OF MINUTES

The minutes of the November 14, 2018 General Membership Meeting were reviewed.

MOTION: To adopt the November 14, 2018 General Membership Meeting minutes.

M/S/C

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

TREASURER'S REPORT

Carol McNichol, Treasurer, reported the following:

- Since November, the Local has arranged with both CUPE National and CUPE BC to pre-pay averaged per capita payments in order to prevent an arrears. Dues payments from the employers are not always received in a timely manner. When the dues are received from the employers, the financial statement is adjusted to reflect the actual.
- At year end the budget actual was \$80,322 in the surplus. There was \$21,521 was used for arbitration and grievances. This amount is not budgeted for as they are unpredictable and variable.
- There was \$100,000 invested which as drawn from the surplus reserves.
- The bank account has a reserve sitting between \$75K and \$110K.
- There is \$256,250 invested, split into 5 different terms with different interest rates and redeemable dates.

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

M/S/C

a) 2019 Budget

Carol McNichol, Treasurer, highlight the following items in the 2019 Budget:

- Increases to both Dues Received and Per Capitas paid are due to wage rate increases. There are no increase to dues.

- 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.
- More education opportunities will be provided to new and existing activists.

MOTION: To approve the 2019 Budget as presented.

M/S/C

Discussion ensued regarding the following:

- What is included in the executive expenses line item?
It includes wages for book off of the executive board, honorariums and mileage.
- What is the president's rate of pay?
The president is paid as book off at the rate of pay at her base position at the City of Colwood plus benefits. It was approved last year that the president's hours be increased to 8 hours per day as she puts in far more than 40 hours of time per week and overtime is not allowed.

PRESIDENT'S REPORT

Shireen Clark, President, reported the following:

- Attended the BC Fed Convention at the end of November; newly elected President and Treasurer 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. When she is paid back for the wages for this.
- 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

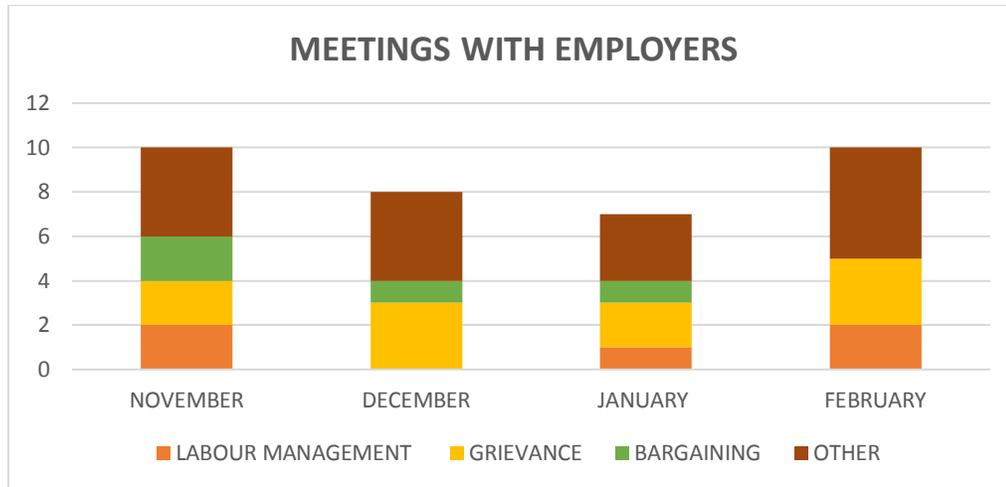
- Bargaining Conference March 18-21.
- CUPE BC Convention, Victoria May 1-4.
- National Trustee Audit June 3-7.
- Sooke Bargaining – dates to be set.

Collective Agreement Update

- Four of the six Collective Agreements have been received for review and sign off. We are still waiting to receive agreements from Colwood and North Saanich. It is anticipated that the remaining two will be received in March and all agreements will be signed and printed in April. The units that bargained under the Greater Victoria Labour Relations Association (GVLRA) are Esquimalt, Sidney, North Saanich, Colwood, Oak Bay and Metchosin.

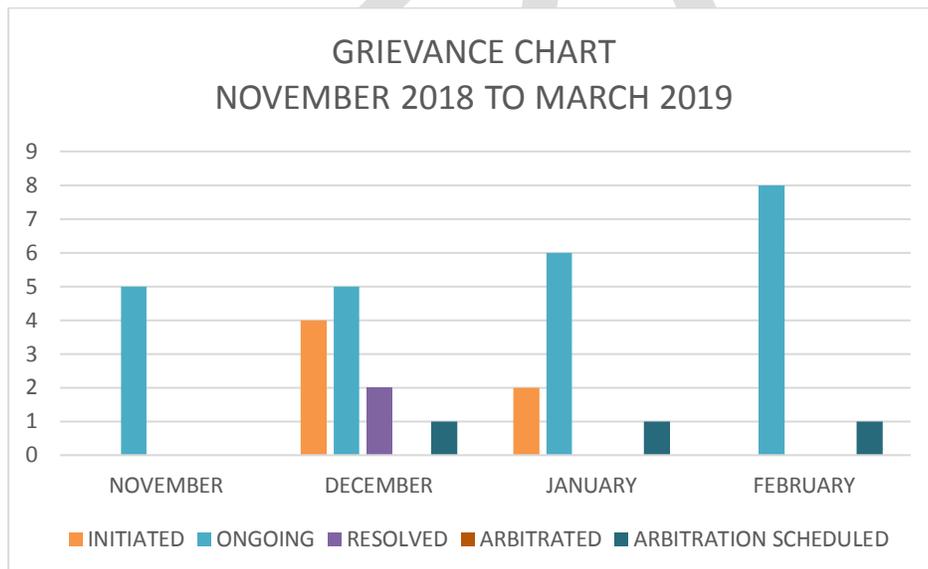
Meetings with the Employer

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.



Grievances

The grievance chart below displays the number of grievances that are still ongoing, initiated, resolved or have an arbitration scheduled each month in the last quarter. Currently there are eight active grievances and one arbitration which was scheduled at the end of February and have had conditions met.



MOTION: To receive the President’s report.

M/S/C

UNIT REPORTS

Amanda Irving, Recording Secretary, provided an overview of the written reports submitted from each unit.

Abilities Community Services – Meredith Jenkinson

- Abilities Community Services have grown and are now operating another home in Blenkinsop area.
- They have launched a new business within their agency selling second hand books online, employment opportunities for people with developmental disabilities.
- They recently had one resident pass away and have had a new resident join them.

City of Colwood – Gord Beauvillier

- Chris Pease has been hired as an interim Chief Administrative Officer (CAO) and the union will be included in the hiring process of the new CAO.
- Labour 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 and the results showed that the majority of respondents do not want to return to Local 333. A unit meeting will take place on May 8th which will provide an opportunity for a membership vote on this matter.
- 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 training opportunities and be essential to bringing our membership closer together and more informed on all matters.
- The Labour-Management Flex Time Committee met to discuss the feasibility of bringing a flex time program to Esquimalt. How to proceed and where to look for examples was discussed but there is 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

- There were two new Council Members elected and three who were re-elected.
- Metchosin office was closed between Christmas and New Year's with no major issues other than power outages from storms.
- Snow clearing went well with the Public Works Department and the District received compliments from the public.

District of North Saanich – Sarah Fairbrass

- A meeting took place with the new CAO to discuss resolving outstanding Labour Management issues and how to proceed going forward. It was a positive meeting.
- Snow overtime is currently an issue which is hoped to be resolved 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. They 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 6th 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

- The interim CAO become permanent as of April 2019 and communication has improved with new Chief Administrative Officer.
- The new CAO has asked to set regular Labour Management Meetings that she can attend.
- Several outstanding grievances were resolved by year end 2018.
- A Step 3 Grievance regarding seniority and overtime procedures is going ahead.
- A promotional grievance is going to arbitration.

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 CAO of the District of North Saanich.
- The Manager of Engineering is retiring this spring and the senior engineering tech has been appointed to this management position creating a union opening that will hopefully filled from within.
- There have been typical questions arising from attendance, since winter has started.

District of Sooke – Paul Butterfield

- Two new grievances have been filed and are ongoing.
- The Unit Vice President attended Winter Training: Investigating Bullying & Harassment
- Bi-monthly healthy workplace meetings have been set every second month with the theme of Shifting into Wellness.
- The District started a new Employee and Family Assistant Program through Homewood Health with emphasis on initial hours of treatment.
- A new IT staff member has been hired
- The District wishes to shift a Waste Water Treatment Plant position to Bylaw which will require posting 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 a temporary non-union until March 29, 2019.
- A new Chief Building Official position was created to replace the Building Inspector III position.

Together Against Poverty Society – Isabelle Dehler-Hyde

- Negotiated their first collective agreement in November.
- The first labour management committee meeting was held in February.
- A new full-time poverty law lawyer was hired.

MOTION: To receive the President and Unit reports.

M/S/C

There were no matters arising from President and Unit Reports.

REPORTS OF COMMITTEES AND DELEGATES

a) Vancouver Island District Council (VIDC)

Sarah Fairbrass advised that the VIDC represents 38 locals and 10,000 members. They work with CUPE BC and CUPE National and submit resolutions to take to conventions on various issues. The VIDC meet quarterly and initiate various fundraising opportunities throughout the year, helping in the community. The VIDC is always looking for members for committees and provides a lot of networking opportunities and support to the community.

b) Canadian Labour Conference (CLC) Winter School

Gord Beauvillier reported he attended the CLC Winter School for the first time. He attended the Parliamentary Procedures and Public Speaking program. He indicated that he has gained confidence to be able to run successful meetings and take part in public speaking. The course was very well run and he would highly recommend it to everyone. Gord noted that he made great connections from members throughout the province and came out of the week inspired to be more active in the union.

Shireen Clark added that the CLC Winter School started in 1972, runs over a 5 week period in between January and February and is attended by various BC union members.

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

a) Local 374 Bylaw Update – Roles of Executive and New Unit Added

Shireen Clark provided an overview of the changes to Local 374 Bylaws as follows:

- Page 3 Section 1 Name, added Together Against Poverty Society
- Page 12 Section 10 – Nomination, Election and Installation of Officers (b) Elections 2, added Together Against Poverty Society
- Page 16 Section 16 Committees (b) Bargaining Committee(s), changed District of Metchosin to Unit Vice President plus 1 bargaining unit member and added Together Against Poverty Society Unit Vice President plus 1 bargaining unit member.
- Page 17 Section 16 Committee (c) Grievance Committee, added Together Against Poverty Society
- Page 26 Appendix C CUPE Expense Policy President Compensation Full/Part Time President, changed to:
 1. The President may be a full time officer of CUPE Local 374. The President will be booked off of their regular position with their Employer for the term of office on an agreed upon basis.
 2. The Local President shall be booked off from their job for the term of office at their regular rate of pay.
 3. The hours of work per day will be eight (8) hours to a maximum of forty (40) hours per week.

- Page 27 Appendix C CUPE Expense Policy Officers Out of Pocket Expenses 2 (a), changed to “The maximum amount of out of pocket expenses for meeting with the Capital Regional District [Greater Victoria Area] shall be equip to the half (1/2) day amount as per CUPE BC Expense Policy”

MOTION: To adopt the amendments to Local 374 Bylaws.

M/S/C

GOOD OF THE UNION

Shireen Clark explained what the Good of the Union is for and what type of items would be considered.

NEXT MEETING DATE

At the direction of the Chair.

ADJOURNMENT

MOTION: To adjourn the meeting at 6:47 pm.

M/S/C

Shireen Clark, President

Amanda Irving, Recording Secretary

SPECIAL GENERAL MEMBERSHIP MEETING MINUTES
March 14, 2019
Spectrum School Cafeteria, 957 Burnside Road West, Victoria, BC

CALL TO ORDER

The meeting was called to order at 7:15 pm by President Shireen Clark in the chair.

NOTICE OF MOTION REGARDING THE TRANSFER OF JURISDICTION OF THE ESQUIMALT UNIT OUT OF LOCAL 374 INTO THEIR OWN LOCAL.

Shireen Clark, Local 374 President, advised that a debate and vote will be held on May 8th at an Esquimalt Unit Membership meeting.

MOTION: That the Esquimalt Unit secede from Local 374 in a Transfer of Jurisdiction, as stated in the CUPE National Constitution Article 3.8.

M/S/C

ADJOURNMENT

MOTION: To adjourn the meeting at 7:17 pm.

M/S/C

Meeting was adjourned at 7:17 pm.

Shireen Clark, President

Amanda Irving, Recording Secretary

SPECIAL GENERAL MEMBERSHIP MEETING MINUTES
May 8, 2019
CROW'S NEST, 2ND FLOOR, ARCHIE BROWNING SPORTS CENTRE,
1151 ESQUIMALT ROAD, ESQUIMALT, BC

CALL TO ORDER

The meeting was called to order at 5:15 pm by President Shireen Clark in the chair.

NOTICE OF MOTION REGARDING THE TRANSFER OF JURISDICTION OF THE ESQUIMALT UNIT OUT OF LOCAL 374 INTO THEIR OWN LOCAL.

Shireen Clark, Local 374 President invited members to speak.

Several members spoke for and against transfer of jurisdiction out of Local 374 to their own local.

MOTION: To end the discussion portion and move to vote on the issue:

That the Esquimalt Unit secede from Local 374 in a Transfer of Jurisdiction, as stated in the CUPE National Constitution Article 3.8.

M/S/C

Esquimalt members voted on the motion to transfer jurisdiction.

The motion was defeated and the results were as follows:

- 39 against separating
- 38 for separating

ADJOURNMENT

MOTION: To adjourn the meeting.

M/S/C

Meeting was adjourned at 6:30 pm.



PRESIDENT'S REPORT

Shireen Clark

- Bargaining Conference – Saskatchewan; March 18-21
- Facilitated Financial Officers Training for CUPE March 29.
- CUPE BC Convention, Victoria; May 1-4.
- National Trustee Audit, Ottawa; June 3-7.
- Vacation June 10-14.
- National Trustee Meetings, Ottawa; June 17-19.
- Facilitated Financial Officers Training for CUPE June 24-25

Upcoming

- Pride Parade July 7.
- Executive Meeting July 10.
- New Chief Administrative Officer Meeting; Sooke.
- New Chief Administrative Officer Meeting; Colwood.
- Sooke Bargaining – dates to be set.

Collective Agreement Update

- Our National Reps have been in contact with the GVLRA. The Collective Agreements previously received for proofing contained changes that were not signed off in bargaining. We have just received 2 of the 6 in draft in the month of June. Waiting on the remaining 4.



UNIT REPORTS

Abilities Community Services - Meredith Jenkinson

- Nothing new to report.

City of Colwood – Gord Beauvillier

- Working hard to establish a good working relationship with Management through labour relations.
- Public Works hired three new Chargehands and three new Labourer II positions internally as well as two external full time Labourer II positions.
- A new Planner has been hired and started in June.
- The Director of Engineering and Public Works has taken a new job. Her last day is July 2.
- Colwood is welcoming a new Chief Administrative Office in August, Robert Earl, from the Town of Banff. Earl was profiled in David Siegal's book, Leaders in the Shadows: the Leadership Qualities of Municipal Chief Administrative Officers.

Township of Esquimalt – Steve Migliarese

- Public Works hired a new full time Refuse Collector and a Labourer I.
- The employer is currently interviewing for the Manager of Engineering position.
- The first post-separation vote unit meeting took place and 10 members attended. Hoping to have improved attendance as time goes on. Unit meetings are tentatively set to take place on the last Tuesday of each month, with occasional lunch break meetings to provide opportunities for members with differing schedules to attend.
- Working on gathering personal email addresses from those members who would like to receive email news updates, announcements and notices. Email will be used as a secondary communication medium to increase communication levels. The primary mode of communication will be through the union notice boards in the workplace.
- A meeting is schedule July 9th will the employer to discuss new Employee Family Assistance Program options with increased services for our members and further discussion regarding flex time possibilities.
- The employer agreed not to contest members having union representation at meetings with management. This comes following reports from members feeling that meetings were somewhat disciplinary.

District of Metchosin – Melissa Kirk

- Property tax season is underway
- Paving roads in Metchosin
- Hired 2 Auxiliary workers for Public Works and hired 1 Auxiliary for the office

District of North Saanich – Sarah Fairbrass

- There has been a lot of job movement in the past couple of months both inside and outside and has provided some significant unprecedented movement particularly for outside staff.
- The Works Superintendent has been working on creating more progressive job movement and this has resulted in an additional Operator B, two Building & Grounds Maintenance Worker I and

continuing to recognize 'long standing' employees by moving to higher positions or through creation of new ones.

- Revising and restructuring has been a challenge within the confines of Job Evaluation.
- There are three outstanding grievances, some issues with the employer sharing information with the union and their interpretation of the collective agreement.

Town of Oak Bay – Gary Flynn

- There has not been a labour management meeting in a long time.
- There are a few outstanding grievances that the employer is not wanting to deal with.
- There has been several new jobs posted which is great. There are existing jobs that have been brought forward for wage increases but the employer has not responded to these.

Town of Sidney – Ron Green

- New Director of Engineering and Senior Engineering Tech has been hired.
- Questions about when the new Collective Agreements will be available.
- New Firehall grand opening will take place June 21 2019.

District of Sooke – Paul Butterfield

- New Chief Administrative Officer, Norm McInnis (from Fernie) starts July 1st.
- No news on pending grievances.
- No news on existing bullying and harassment claim.
- Director of Finance has not returned to work since January. Existing Director may step in to a new position. No details were given.
- Head of Planning and Waste Water Clerk have resigned.
- Head of Waste Water position remains unfilled.
- Director of Development Services/ Municipal Engineer position is not yet filled.

Together Against Poverty Society - Isabelle Deyler-Hyde

- There have been significant staff changes since March. Three staff have resigned and other staff members have shuffled positions and temporarily taken on extra job duties to fill the gaps.
- One staff members is on a leave until August to finish a law degree and will be returning as a full-fledged lawyer.
- The Tax Coordinator position has been posted and they are hoping to fill it with an external candidate by July. With this position open it has put a strain on the weekly drop-in tax clinic.
- Workloads are overwhelming at this time and capacity is diminished.
- A large tenancy file has been taken on representing an entire building with significant residential tenancy issues. This has not allowed them to take on any new tenancy files despite the high demand.
- The income assistance team has had to reduce its intakes due to staffing shortages and is now only taking on new clients with emergency situations.
- At the labour management meeting in April they worked on creating bullying and harassment policies and addressing issues related to the matching RRSP program.
- This year is TAPS' 30th birthday and they are hoping to host an open house in the Fall.

Trustee's Position Duties

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer and Recording Secretary, and the Committees at least once every calendar year.
- Submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Treasurer in an organized, correct, and proper manner.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
- Send to the National Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Treasurer of the Local Union
 - v. Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.