



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

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

GENERAL MEMBERSHIP MEETING November 17, 2020 at 7:00 pm Electronic Meeting via Zoom

AGENDA

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1. Call to Order	
Zoom Instruction	3 - 11
2. Recognition of Territory	
We acknowledge the land on which we gathered that is within the traditional territories of the Lkwungen, Malahat, Pacheedaht, Scia'new, T'Sou-ke and WSÁNEĆ peoples.	
3. Roll Call of Officers	
4. Reading of the Equality Statement	12
5. Voting on New Members	
6. Reading of the Minutes	
6.1. General Membership Meeting – June 17, 2020	13 – 17
7. Matters Arising from the Minutes	
8. Treasurer's Report	
8.1. Financial Statement to October 31, 2020	18
8.2. Trustee's Report/Treasurer's Response	
9. Communications	
10. Executive Committee Report	29
11. Reports of Committees and Delegates	
• Vancouver Island District Council	
• Victoria Labour Council	

12. Unfinished Business

13. New Business

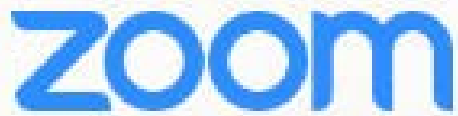
13.1. Kim Manton Spirt Award

13.2. Bylaw Review

13.3. Guest Speaker - Trevor Davies, CUPE BC Secretary-Treasurer

14. Good of the Union

15. Adjournment



PARTICIPANT INSTRUCTIONS

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This manual provides instructions on how to join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, and from a landline or mobile phone.

Prerequisites

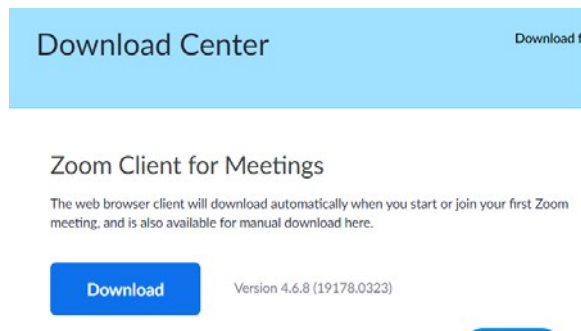
If you're are using your laptop or desktop it must have a camera, microphone and speakers.

Before a Videoconference

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call from your host/organizer. The notification will include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

Before joining a Zoom meeting you can download the Zoom app:

- On your computer
"Zoom Client for Meetings" app from the [Download Center](#) at <https://zoom.us/download>



- On your iPhone or iPad through your App Store OR on your Android through the Google Play Store.



Otherwise, you will be prompted to download and install Zoom when you click a join link.

JOIN A MEETING

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting.

1. Join the meeting at least 5 minutes before the start time, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application if you haven't already.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the **Meeting ID** provided by the meeting host/organizer.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

- On your phone, dial the teleconferencing number provided in your invitation.
- Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
- If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Email or Calendar Invitation

Click the join link in your email or calendar invitation.

Hi there,

[Name] is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android [https://\[Meeting ID\].zoom.us/j/\[Meeting ID\]](https://[Meeting ID].zoom.us/j/[Meeting ID])

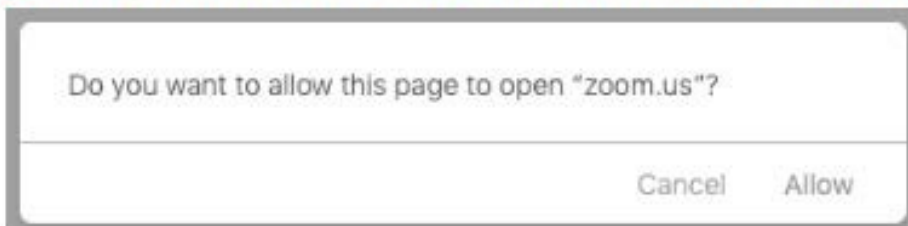
Or iPhone one-tap :

US: +16468769923, [Meeting ID] or +16699006833, [Meeting ID]

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.



SETTING UP YOUR DEVICE

Windows/MAC

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then click **Join**



Join

3. Enter the **meeting ID** and your display name.
 - If you're signed in, change your name if you don't want your **default name** to appear.
 - If you're not signed in, enter a display name.

Join a Meeting

Do not connect to audio

Turn off my video

IOS – iPhone or iPad

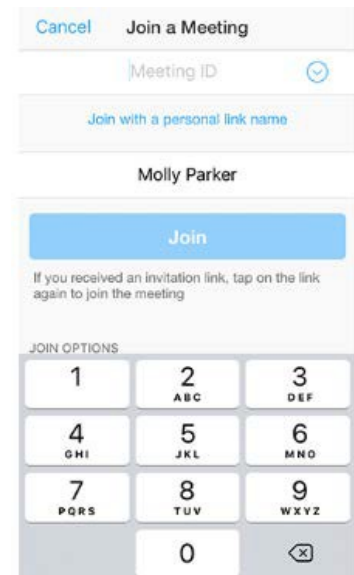
1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**

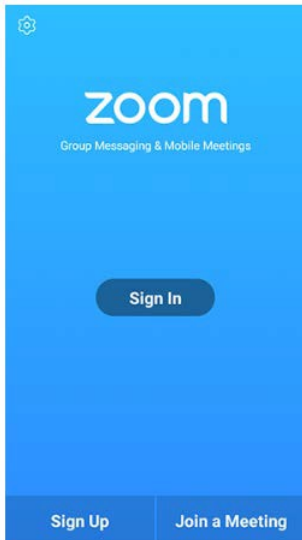


3. Enter the **meeting ID** number on your display name.
 - If you're signed in, change your name if you don't want you **default name** to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join**.



Android

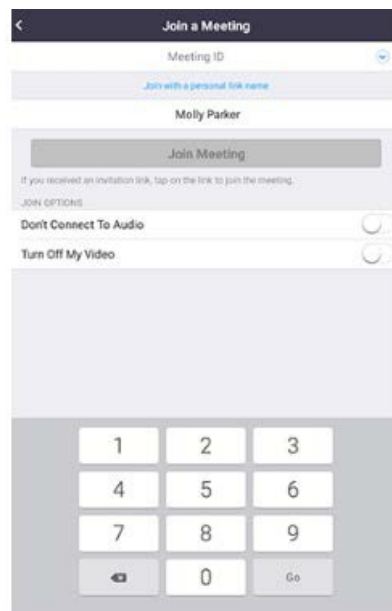
1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:
 - Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.



3. Enter the **meeting ID** number and your display name.
 - If you're signed in, change your name if you don't want your **default name** to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect to audio and/or video and tap **Join Meeting**.



Telephone

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone).

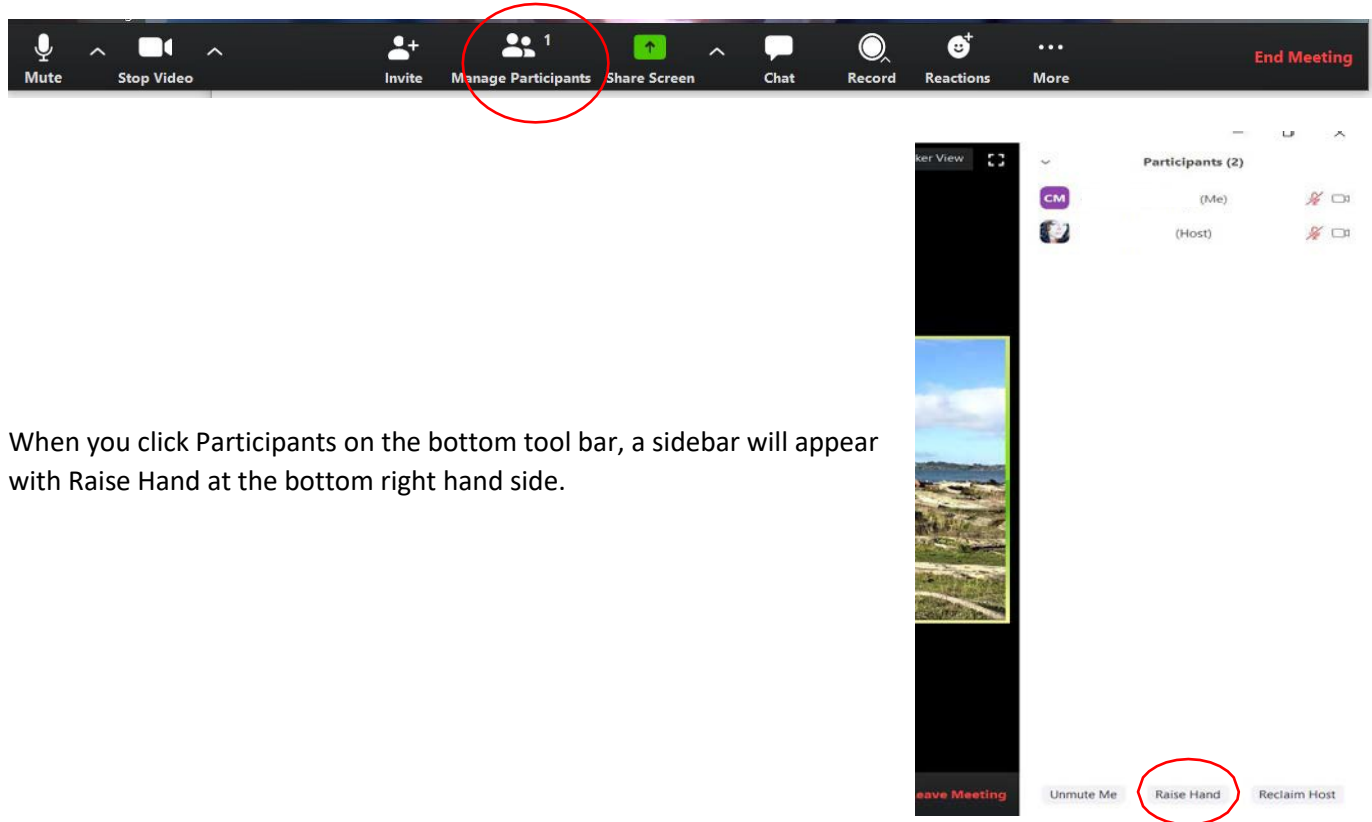
- On your phone, dial the **teleconferencing** number provided in your invite.
- You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
- Enter the meeting Password when prompted, followed by #.
- You will be prompted to enter your unique participant ID. Press # to skip.

INSTRUCTIONS FOR PARTICIPATING IN A MEETING

Participant Controls

Desktop/Laptop

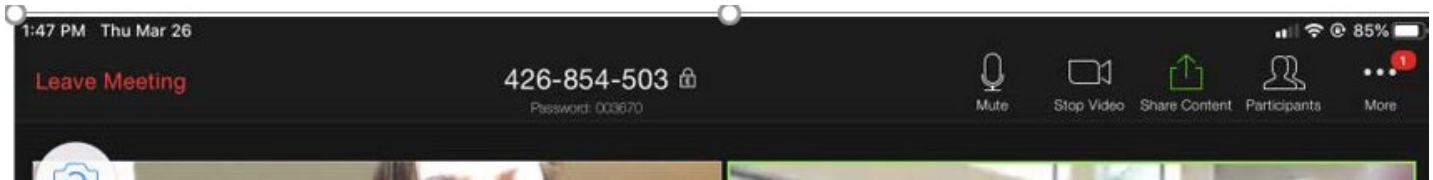
Participant controls are on the bottom of your Zoom screen:



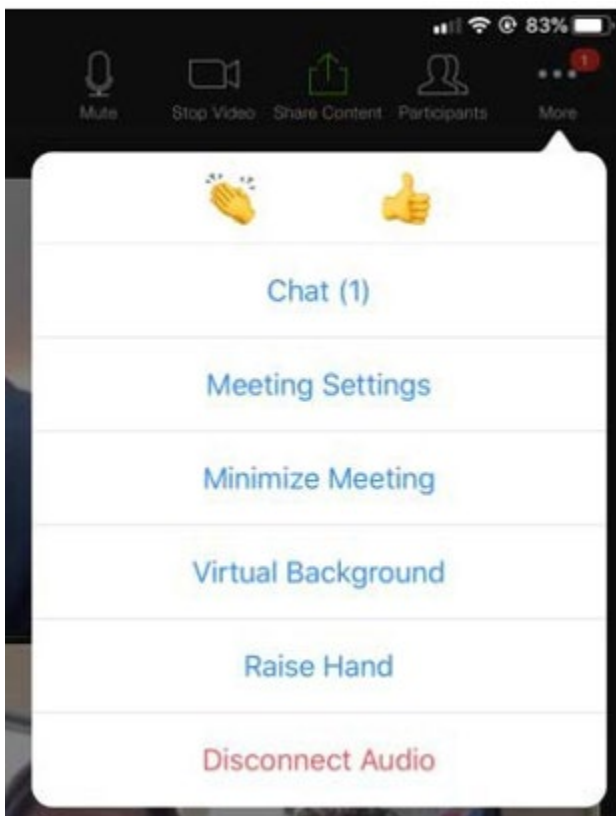
When you click Participants on the bottom tool bar, a sidebar will appear with Raise Hand at the bottom right hand side.

iPad

Below are the controls that will appear on your screen. Ensure that your microphone and video are on so that you can be seen and heard.



If you press More.... this dropdown will appear.



Telephone

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

*6 - Toggle mute/unmute

*9 - Raise hand

Entering the meeting password using your dial pad.

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 persons deserve dignity, equality and respect.



MARK HANCOCK
National President



CHARLES FLEURY
National Secretary-Treasurer



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 374

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

GENERAL MEMBERSHIP MEETING MINUTES

June 17, 2020

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 7:00 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	VACANT
	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
	Guest:	Colin Gusikoski, Labour Lawyer, Victory Law
	CUPE Members:	19

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.

Reading of the Equality Statement

The Equality Statement was read by members present.

Voting on New Members

No new members to vote on.

Reading of the Minutes

The minutes of the March 12, 2020 General Membership Meeting were reviewed.

MOTION: To adopt the General Membership Meeting minutes from March 12, 2020.

M/S/C

Matters Arising from Minutes

None

Treasurer's Report

Carol McNichol, Treasurer, presented the treasurer's report to the membership as well as a chart showing the breakdown in percent of where the budget money is allocated.

There were no questions from the membership.

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

M/S/C

Correspondence

Two items of correspondence from CUPE National regarding Conducting Local Business During the COVID-19 Pandemic and, Fix Long Term Care Campaign were reviewed.

There were no questions from the membership.

MOTION: To receive the general correspondence as presented.

M/S/C

Executive Committee Report

Shireen Clark, President, advised that since our last general meeting, the world has changed drastically. It has been a very busy few months having constant meetings with employers and the executive board as we determine the ever-evolving guidelines in the workplace.

The Local Executive Board has met weekly since the week of March 23rd via Zoom. Not only has this kept our spirits up but it has enabled us to compare what is going on in each workplace from day to day, week to week. Allowing us to stay on top of potential issues.

I have had routine calls with the majority of employers on a weekly to bi-weekly basis. The first 5 weeks is was constant as we all found ways to implement the mandatory changes coming down from both provincial and federal levels. We have provided support and resources to the Employers to assist as best as possible where requested and required.

In April, CUPE BC held an all presidents meeting via Zoom. All the local presidents from BC met online to discuss issues at hand and offer support to one another. CUPE BC offered financial support to all locals to improve technology during this time.

As you can imagine, this pandemic has made us all aware of how we need to improve our technological devices. In the past few months, we have acquired the following services to improve our communication with members:

- Simply Voting to conduct elections
- Zoom account to hold meetings online
- Membership subscribe section to the website
- Created the ability to mass send information to members

During the first 2 months, we sent out notices to all employers to suspend timelines of active and new grievances while we all dealt with the pandemic. Now that work is starting to resume in the offices again, we have started dealing with outstanding issues. Below is a chart listing our current grievance status to date.

GRIEVANCES	1st QTR	CURRENT	TOTAL
ACTIVE	11	3	14
RESOLVED		3	3
TOTAL	11	6	17

Finally, as this pandemic has cancelled many events and the inability to plan for any conferences, conventions and education in group settings, we have amended the 2020 Budget. It has been a work in progress with estimations to how the remainder of the year will play out.

MOTION: To receive the Executive Committee Report

M/S/C

Reports of Committees and Delegates

a) Vancouver Island District Council

Sarah Fairbrass, North Saanich Unit Vice President, reported that the Vancouver Island District Council (VIDC) have been meeting bi-weekly since COVID hit. The joint conference with CUPE BC that was planned for June in Nanaimo has been cancelled. The VIDC General Meeting took place June 13, 2020 via Zoom and held elections. CUPE BC Secretary Treasurer and President attended and it went very smoothly.

b) Victoria Labour Council

Isabelle Dehler-Hyde, Together Against Poverty Society Unit Vice President, advised that the first general meeting since COVID hit took place in May and they are trying to adjust. Tonight, is the second general meeting and the Victoria Labour Council (VLC) is focusing on some sort of mechanism to hold council members who they have endorsed, accountable for the promises they have made. VLC is also discussing a request from CUPE Local 50 asking that the VLC pressure on United Way to try to rectify a labour dispute they have regarding members who were laid off unfairly. She noted that it appears that the VLC will be withdrawing their typical donation amount and instead will offer the same amount in book off time for a VLC member provided they hire back the three laid off employees.

Unfinished Business

Shireen Clark, President, addressed the item of a dues increase that was discussed at the last general meeting. She indicated that it has been put aside for now due to COVID.

New Business

a) 2020/21 CUPE374 Local Scholarship Draw

There were 12 scholarship applications received. A random draw was conducted live during the electronic meeting and the following four applicants were drawn:

1. Julie Lamb (Graham Lamb – Oak Bay)
2. Olivia Carello (Nick Carello – Metchosin)
3. Glen Harrison (Maira Harrison – Oak Bay)
4. Andre Rodriguez (Aglade Vizcarra – North Saanich)

b) Colin Gusikoski, Labour Lawyer, Victory Law Employment Rights During COVID-19

Colin Gusikoski, Labour Lawyer, from Victory Law provided the members with information regarding the employer's responsibilities and employee rights during COVID-19. He advised that it is the employers right to provide a safe work place in accordance with the instructions coming from the Provincial Health Officer.

Colin noted that the collective agreement is paramount and the language in the collective agreements should not be affected by COVID. The union has been working with employers to address deviations to the collective agreement due to COVID.

Severance

The amount of severance is governed by the Employment Standards Act, the BC Labour Code and the Collective Agreement. Under the BC Labour Code there are provisions of severance for a group layoff. If a layoff is temporary and the call back requirements have not expired, then severance does not apply. Severance provisions under the collective agreement are triggered when there is a loss of seniority.

Returning to Work and Employer Responsibility

The employer is responsible to ensure unnecessary exposure and that the recommendations from WorkSafe and the Provincial Health Officer are implemented.

WorkSafe requires all employers to have a return to work policy that deals with COVID and other aspects that will affect the process and procedures of the workplace.

WorkSafe has accepted COVID related claims and the Human Rights Code is likely to recognize COVID as well. If there is discrimination based on an employee's status due to COVID the employer still has the obligation to accommodate to undue hardship. If an employee is living with a family member who has a compromised immune system which prevents the employee from returning to work, this would fall under the Human Rights Code.

Right to Refuse Unsafe Work

There is an underlying right to refuse unsafe work. If the employer is following the direction from WorkSafe and the Provincial Health Officer, then the right to refuse unsafe work would not apply.

If you or a member of your household is immune compromised, this may fall under the Human Rights Code as it would put them in an unsafe position.

Privacy

There have been privacy concerns in other sectors where employers are temperature testing employees coming to work. When employers are implementing policies, privacy impacts need to be addressed.

A question was raised from a member regarding when a vaccine is available, if the employer has the right to require the employee to disclose if they have received one. Colin indicated that arbitrators look at the balance between keeping the workplace safe and the employee's rights. Currently we don't know if the government is going to make a vaccine mandatory but if it is not mandatory, there will no longer be a risk for the employer. In the case of health care workers, it may be found that is reasonable to require a vaccine.

Good of the Union

There was nothing put forward.

Next Meeting Date

At the direction of the Chair.

ADJOURNMENT

Meeting was adjourned at 7:59 pm.

Shireen Clark, President

Amanda Irving, Recording Secretary

TREASURER'S REPORT TO MEMBERSHIP

	1st QTR	2nd QTR	3rd QTR			
No. Of Full Time Members	459	451	443			
No. of Part Time Members	28	27	25			
No. of Auxiliary Members	476	179	300			
Total Membership	963	657	768			
Ledger Bank Balance for Beginning of April:						
		\$68,883.24				
INCOME	1st QTR	2nd QTR	3rd QTR	YTD	BUDGET	REMAINING
Dues	181,877.11	141,782.78	149,567.92	473,227.81	645,946.18	172,718.37
Other	55,512.55	136.83	134.85	55,784.23	316.36	- 55,467.87
Total Income:	237,389.66	141,919.61	149,702.77	529,012.04	646,262.54	117,250.50
EXPENSES	1st QTR	2nd QTR	3rd QTR	YTD	BUDGET	REMAINING
CUPE Per Capita	78,257.36	22,406.70	98,949.96	199,614.02	280,308.24	80,694.22
Affiliation Fees	19,903.40	1,062.32	16,292.64	37,258.36	58,544.00	21,285.64
Salaries (Officer Book Off)	43,789.96	8,563.02	21,468.76	73,821.74	137,077.50	63,255.76
Operating Expenses	7,570.35	15,032.39	27,779.39	50,382.13	27,000.00	- 23,382.13
Special Purchases	-	-	-	-	6,000.00	6,000.00
Executive Expenses	8,620.25	10,940.30	9,396.76	28,957.31	45,779.00	16,821.69
Bargaining Expenses	2,271.19	-	-	2,271.19	6,562.50	4,291.31
Grievances/ Arbitration	1,506.06	2,099.73	1,874.23	5,480.02	-	- 5,480.02
Committee Expenses	542.14	158.92	-	701.06	7,250.00	6,548.94
Conventions/ Conferences	3,331.34	1,679.83	164.42	5,175.59	14,700.00	9,524.41
Education	18,877.40	4,867.89	-	23,745.29	49,000.00	25,254.71
Contributions/ Donations	12,736.67	177.20	500.00	13,413.87	11,300.00	- 2,113.87
Other	845.48	-	41.00	886.48	2,500.00	1,613.52
Total Expenses:	198,251.60	66,988.30	176,467.16	441,707.06	646,021.24	204,314.18
Surplus (Deficit) for the Period:						
	39,138.06	74,931.31	- 26,764.39	87,304.98	241.30	
Ledger Bank Balance at End of Period:						
	69,254.18	143,814.55	\$117,084.16			

Local 374 Trustee Report

January 1 – December 31, 2019

This year's trustee's audit took place in the Local 374 office August 18th and 19th. The Local President and Treasurer were available in the adjoining office to review and discuss last year's Trustees' Report.

To perform our audit, we had access to all financial files; including bank statements, investments, cheques (both cancelled and blank) and the monthly treasurer reports (including the ledger). We reviewed the minutes of all Local Executive Board meetings and all Local General meetings as well as the current Bylaws. We confirmed per capita payments and calculations. Motions were reviewed, compliance checked against bylaws and amount confirmed.

Recommendations:

Business practice has changed for 2020 due to COVID-19. With distancing in place, many electronic devices have been put in place to allow business to continue as close to normal as possible. With this, monthly or annual subscriptions have been acquired to be able to perform regular business. We recommend that the local acquire a Credit Card to maintain subscriptions and other purchases to allow the local to operate. With this recommendation we suggest a Credit Card Policy. The policy should include the following:

- Monthly and annual subscriptions required for local operations to be listed and will be automatic payments on the credit card.
- Each monthly item on the statement requires an expense voucher with 2 signatures and receipts.
- A list of expenses allowed to be purchased through credit card (subscriptions, reservations, education, office supplies).
- The monthly statement be reviewed and signed off by all executive members each month.
- The statements be presented at each General Meeting for review by membership.
- The credit card has a limit no higher than \$10,000.

Going forward many files will be stored electronically; we want the ability to print some items for review. As well, access to a computer provided if future audits need to be done virtually.

Updates from 2018

There is nothing outstanding from last year's audit recommendations. All recommendations were implemented and continue to be practiced.

Closing Remarks

Everything was well organized and easy to access. The budget was pretty accurate to the actual spending for the year without going over budget.



Kevin Atkinson



Aglade Vizcarra



Josh Lloyd

Signed in Victoria on July 19, 2020

Local 374 Treasurer Report
To
Trustees Recommendations
January 1 – December 31, 2019

This year's trustee's audit took place in the Local 374 office August 18th and 19th. The three (3) trustees met in the Local Boardroom for two (2) days and myself and the President were on hand for any questions in the other room.

To perform our audit, I prepared access to all financial files; including bank statements, investments, cheques (both cancelled and blank) and the monthly treasurer reports (including the ledger). I had the minutes of all Local Executive Board meetings and all Local General meetings displayed in a binder for easy access. Current Bylaws were available digitally with the ability to print. All per capita payments and calculations were available for review in a binder. A motions log was presented for easy review to ensure compliance with bylaws amounts verified.

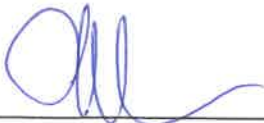
Recommendations:

We recommend that the local acquire a Credit Card to maintain subscriptions and other purchases to allow the local to operate. With this recommendation we suggest a Credit Card Policy.

- The Executive Board will implement a secure and safe credit card policy as recommended by the trustees to be presented at a general membership meeting for approval.

Going forward many files will be stored electronically; we want the ability to print some items for review. As well, access to a computer provided if future audits need to be done virtually.

- Implement a procedure to make all documents available to trustees for future audits that may need to be done virtually.
- In the event that everything goes digital, have it available to print any documents that trustees require for future audits.
- To ensure access to a computer either from home or in an office if virtual audits be required in the future.



Carol McNichol, Treasurer Local 374

Signed in Victoria on August 19, 2020

Executive Committee Report November 2020

Since our general meeting in June via zoom, we have been adapting to the new way of doing things. Going forward it looks like we will have the options of hybrid meetings and training. Allowing both virtual and in-person (when permitted to happen again) to take place at the same time.

The Local Executive Board was able to have the monthly executive meetings outside, at a social distance during the summer. In September we were further able to split into 3 groups and have our annual strategic meeting and review our bylaws. This provided a more thorough review and in-depth discussions. Perhaps this pandemic has shown us more efficient ways to get work done.

CUPE BC has held a few all presidents meeting via Zoom so we can check in with everyone around the province.

Routine union business resumed in the summer. Grievances started being dealt with. We had one zoom arbitration, still waiting for the outcome. As well as one coming up in the next year. It was efficient and cost effective. Below is a chart listing our current grievance status to date.

GRIEVANCES	1st QTR	2nd QTR	3rd QTR	TOTAL
ACTIVE	11	3	2	16
RESOLVED		3	2	5
TOTAL	11	6	4	21

Finally, as the year comes to an end with most events and education cancelled, our budget has seen a positive outcome. While we wait for the final numbers to come in for the year, we will have a budget for 2021 to present early in the New Year. With the pandemic still in place, we are recommending that we hold 1 or 2 more general meetings in 2021 to keep members informed.

Stay safe and healthy everyone.

In Solidarity,



Shireen Clark,
President, CUPE Local 374



KIM MANTON SPIRIT AWARD

In honour of the life of Kim Manton who passed away June 26, 2020.

Kim graduated with a degree in Sociology and through the years worked for CUPE Local 50, CUPE Local 1978, the Faculty of Education at the University of Victoria, as Labour Coordinator for United Way, and NDP Caucus Outreach Manager.

Kim had a passion for social justice and was a well-known respected labour and political activist with a sunny disposition who created enthusiasm, passion and energy that made you want to work harder, do more and reach further to make the world a better place.

Kim contributed significantly to her community through voluntary service, always giving 110 % of herself, she was a true inspiration to any who met her.

AWARD GOAL

To publicly recognize a person's outstanding achievements around social justice with the view that everyone deserves equal economic, political and social rights and opportunities, particularly those in the greatest need.

THE AWARD

This monetary award (\$500) recognizes an individual who has contributed significantly, working toward improving the lives of others. It may involve a variety of projects, groups and/or programs.

CRITERIA AND ELIGIBILITY REQUIREMENTS

- Nominators must be a CUPE 374 member in good standing.
- Nominations are open to any person living within the Capital Regional District.
- Nominees must demonstrate outstanding community service and/or extraordinary volunteer contributions to the community within the Capital Regional District.
- Nominators are strongly encouraged to provide supporting documentation, which may include letters of recommendation, newspaper articles, videos, photos.

Please submit nominations by email to admin@cupe374.ca by October 31, 2020. The award winner will be announced in November on our website (www.cupe374.ca), Facebook and Instagram pages.

Kim's last words to everyone ♥



(... or I'll haunt you)

BYLAW REVIEW

Review #1

Are you in favour of the change in the agenda in SECTION 5 (e) – REGULAR AND SPECIAL MEMBERSHIP MEETINGS as per the National Constitution?

(e) The order of business at the Annual General Membership Meetings is as follows:

1. ~~Call to Order~~ *Acknowledgement of Indigenous Territory*
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Guest Speakers (if any)
6. Reading and approval of minutes of previous meeting
7. Matters arising out of the minutes
8. Treasurer's Report and ~~approving expenditures~~
9. ~~Correspondence~~ *Communications*
10. ~~President and Executive Board Report~~
11. ~~Executive Board Recommendations~~
12. Reports of committees and delegates
13. *Nominations, Elections, or Oath of Office*
14. Unfinished business
15. New business and ~~Action Plan~~
16. ~~Nominations, Elections, or Oath of Office~~
17. Good of the Union
18. Adjournment

Review #2

Are you in favour of the addition of article (g) in SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS?

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

(g) All unit reports, president's and treasurer's reports provided to Recording Secretary by Friday before scheduled meeting.

Review #3

Are you in favour of the addition of “*(see Appendix for Virtual Meeting Guidelines)*” in SECTION 6 –UNIT, REGION or SITE MEETINGS (a)?

SECTION 6 –UNIT, REGION or SITE MEETINGS

New:

Each Unit Vice President shall hold a minimum of two (2) Bargaining Unit membership meetings during a calendar year. Additional meetings may be held at the discretion of the Unit Vice President. *(see Appendix for Virtual Meeting Guidelines)*

Review #4

Are you in favour of the addition of article (i) in SECTION 8 – EXECUTIVE BOARD?

SECTION 8 – EXECUTIVE BOARD

Members of the Executive Board shall act in a manner to promote solidarity, unification and cooperation between the bargaining units to create a strong union local which benefits all members.

(i) see Appendix for Virtual Meeting Guidelines

Review #5

Are you in favour of the additional points in article (c) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS?

(c) The Treasurer shall:

- Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office. *Sign the Local Signing Authority form upon taking the Oath of Office.*
- *Ensure all Signing Authorities sign the Local's Signing Authority form.*

Review #6

Are you in favour of the change in of members to employers in article (c) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS?

(c) The Treasurer shall:

- Notify all ~~members~~ *employers* who are one month in arrears and report to the Executive Board all ~~members~~ *employers* two or more months in arrears in the payment of union dues.

Review #7

Are you in favour of the addition to one point in article (e) of SECTION 9 – DUTIES OF OFFICERS AND ALTERNATE UNIT VICE PRESIDENTS?

(e) A Bargaining Unit Vice President shall:

- Ensure at least two (2) membership meetings occur annually in their bargaining unit. *(see Appendix for Virtual Meeting Guidelines)*

Review #8

Are you in favour of the removal of article (a)6 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS?

(a) Nominations

- ~~6. No member will be eligible for nomination if they are in arrears of dues and/or assessments.~~

Review #9

Are you in favour of the addition of article (a)6 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS?

(a) Nominations

- 6. See Appendix for Virtual Meeting Guidelines*

Review #10

Are you in favour of the changes in article (b)1 in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS to remove the transition that has now taken place?

(b) Elections

- ~~1. The President, Treasurer and Recording Secretary will be elected at the Annual General Meeting every three (3) years. The transition will take place as follows:~~

President	3 Year Term	Fall 2019 to Fall 2022
Treasurer	2 Year Term	Fall 2019 to Fall 2021
Treasurer	3 Year Term	Fall 2021 to Fall 2024
Recording Secretary	1 Year Term	Fall 2019 to Fall 2020
Recording Secretary	3 Year Term	Fall 2020 to Fall 2023

- 1. There will be elections at the AGM every year, alternating the President, Treasurer, and Recording Secretary. No term shall expire on the same year. If any incumbent leaves their term early, an election will take place for the remainder of the term.*

Review #11

Are you in favour of the changes in article (c) in SECTION 10 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS to reflect the current practice in place?

(c) Installation

The terms of office for Trustees shall be so that ~~one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter,~~ the Local Union shall elect one Trustee for a three year period *term, every year at the AGM*. No member who has been a signing officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.

Review #12

Are you in favour of the additional point in article (c) of SECTION 11 – FEES, DUES, AND ASSESSMENTS?

(c) Monthly Dues

The monthly dues shall be 1.75% of gross wages. Dues may be changed at a regular or special membership meeting. Notice of at least seven days at a previous meeting, or 60 days in writing, must be given.

Monthly Dues shall increase in accordance with any increase to per capita payments to CUPE BC or CUPE National.

Review #13

Are you in favour of the revision in article (e) of SECTION 15 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS?

(d) Delegates to the ~~VICG, VLC~~ *affiliations* shall be approved by Executive.

Review #14

Are you in favour of the removal of the list and the re-order at the start of SECTION 16 – COMMITTEES?

The following are the committees of this Local:

- (a) — Bargaining
- (b) — Labour Management
- (c) — Grievance
- (d) — Health & Safety
- (e) — Job Evaluation (Unit-specific)
- (f) — Constitution and Policies
- (g) — Communications
- (h) — Administration Committee
- (i) — Ad hoc Committees

Committee Elections

- When an election is necessary for any committee delegates, or for any other reason when the members required will be more than one, the Committee will be selected in order of the votes obtained; the alternates, if any, will also be declared from the same ballot in descending order. If the President is an automatic nominee to any Committee, then the meeting assembled will vote on one less member than is required on that committee.
- Where Committees are not elected at the annual meeting, the President and Executive shall, before the next meeting, appoint the above committees.
- These Committees shall stand for a period of one year at a time.

The following are the committees of this Local:

(a) Bargaining Committee(s)

A Unit Bargaining Committee shall be elected at a unit bargaining unit meeting prior to collective bargaining...

Review #15

Are you in favour of the additional member in article (h) of SECTION 16 – COMMITTEES?

(h) Administration Committee

- This Committee shall consist of the President, Executive Vice President, Treasurer *and Recording Secretary*.

Review #16

Are you in favour of the change in part 10 of the appeal process in SECTION 17 – RECALL PROCEDURE AND TRIALS?

Appeal Process:

10. The decision of the Executive is ~~final and unless new and cogent evidence arises there will be no further appeal.~~ *may be appealed through the Office of the National President as per the National Constitution.*

Review #17

Are you in favour of the addition in the description under the President Compensation in the CUPE 374 EXPENSE POLICY?

PRESIDENT COMPENSATION

FULL/PART TIME PRESIDENT *or Designate*

Review #18

Are you in favour of the change in section of 4 of President Compensation in the CUPE 374 EXPENSE POLICY?

PRESIDENT COMPENSATION

4. The President will be provided with an ~~Education Fund~~ on an annual **Training Allowance** basis of a minimum of \$5,000 per year not including the annual CUPE and CLC Schools. ~~If the amount is to exceed \$5,000, the excess will be approved by the Executive Board from the approved budget.~~

Review #19

Are you in favour of the revised Out of Pocket Expenses in the CUPE 374 Expense Policy?

OFFICERS OUT-OF-POCKET EXPENSES

The Officers of Local 374 can be booked off from work to conduct unit or local business, subject to approval by the President.

All out-of-pocket expenses (Per Diems and mileage rates) are to follow the CUPE BC expense policy except in the following instances:

1. The Officers of Local 374 can be booked off from work to conduct unit or local business, subject to approval by the President.
2. All out-of-pocket expenses (Per Diems and mileage rates) are to follow the CUPE BC expense policy except in the following instances:
 - a) ~~The maximum amount of out of pocket expenses for meetings within the Capital Regional District [Greater Victoria Area] shall be~~ **equal to the half (1/2) day amount as per CUPE BC Expense Policy** for full day and ~~seventeen dollars (\$17.00) for half day. Conventions and Conferences will not be considered meetings.~~

Revised

a) *The maximum amount of out of pocket expenses for meetings within the Capital Regional District [Greater Victoria Area] shall be **as follows:***

***Full Day:** Equal to the half (1/2) day amount as per CUPE BC Expense Policy.*

***Half Day:** Equal to one half (1/2) of the Full Day amount as above.*

Conventions and Conferences will not be considered meetings.

b) ~~At~~ ***Members attending*** local Education ***and Training*** courses where meals are supplied the per diem shall ~~be seventeen dollars (\$17.00) per day.~~ ***be per the CUPE BC Expense Policy article (f).***

3. Members, who without good reason are unable to attend the union function, must return to the local union any and all funds related to that function.

4. *For Virtual Meetings, there will be no out-of-pocket expenses provided.*

Review #20

Are you in favour of the addition of section 3 under Guidelines for Donations in the CUPE 374 Expense Policy?

Financial Donations

The donation policy of the Local upholds basic labour principles of solidarity, equality and equity. The Local donates only to Labour Support and Community organizations and groups that support these principles. The Local does not make donations to individuals. The Executive Committee shall be given the responsibility to decide on donations to a maximum of five hundred (\$500) per donation. The Local will establish a yearly budgetary limit for all such donations.

1. Solidarity

As a Local we uphold the basic union principles of equality, democracy and anti-oppression.

Our mission is to assert workers' rights by supporting social justice activities locally and globally.

Upon Executive recommendation, Local 374 may donate up to two thousand (\$2000) annually to organizations which uphold the same principles and values.

2. Member Recognition

CUPE 374 recognizes members of longstanding. Upon retirement and as approved by the Executive Board, the member will receive a gift in the value of \$10 per each year of service within Local 374. (This includes recognition of CUPE Local 333 members prior to transfer of jurisdiction).

3. Member Good & Welfare

Member good and welfare will be provided up to \$1,000. This request will come through the Executive Board either at an Executive Board Meeting or General Membership Meeting.

Guest Speaker: Trevor Davies



Trevor Davies is Secretary-Treasurer of CUPE BC, re-elected in May 2019. He was first elected to the position on December 10, 2015, after serving as one of four general vice presidents. Davies was elected as GVP in July of 2010 after serving on the executive board since 2009. Trevor is the former President of CUPE Local 374 in the Greater Victoria area and worked as the Occupational Health and Safety Advisor for the City of Colwood before being elected as Secretary-Treasurer. Trevor also serves as the alternate Trustee for CUPE on the BC Municipal Pension Plan Board, which is responsible for pension assets of over \$45 billion. Trevor has traveled across B.C. and internationally working on health and safety projects for workers and youth. Davies is an alumnus of the University of Victoria, the Labour College of Canada and the Governor General Leadership Conference.