



# 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

**November 24<sup>th</sup>, 2021**  
**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. Special Membership Meeting – September 22, 2021
  - 7.2. General Membership Meeting – September 22, 2021
8. **Matters Arising from the Minutes**
9. **Treasurer's Report**
  - 9.1. Ledger balance to October 31, 2021
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**

14.1 Bylaws Update – Housekeeping

**15. Good of the Union**

**16. Nominations, Elections or Oath of Office**

16.1 Treasurer (3 Year Term – 2021-2024)

16.2 Trustee (3 Year Term – 2021-2024)

**17. Adjournment**

---

Roll Call of Officers

President	Shireen Clark
Treasurer	Carol McNichol
Recording Secretary	Amanda Irving
Executive Vice President/TAPS VP	Isabelle Dehler-Hyde
Abilities Community Services VP	Vacant
BC Healthy Communities VP	Johanna Henderson
Colwood VP	Gord Beauvillier
Esquimalt VP	Steve Migliarese
Metchosin VP	Melissa Kirk
North Saanich VP	Sarah Fairbrass
Oak Bay VP	Tim Roberts
Sidney VP	Ron Green
Sooke VP	Andrew McNeill

## **Territory Acknowledgement**

We [I] would like to begin by acknowledging that land on which we gather is within the traditional territories of the Lkwungen (Le-KWUNG-en) Malahat, Pacheedaht (pah-chee-dah), Scia'new (CHEA\_nuh), T'Sou-ke (sook) and W̱SÁNEĆ (wh-SAH-nuch) peoples.

---

# 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, and Sooke Municipal Employees,  
Abilities Community Services, Together Against Poverty Society and BC Healthy Communities Society

**GENERAL MEMBERSHIP MEETING MINUTES  
September 22, 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 6:37 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**

<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 - 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
<b>Absent:</b>	
Vice President – Esquimalt	Steve Migliarese
<b>Guest:</b>	
National Rep:	Patrick Barbosa
<b>CUPE Members:</b>	47

## **READING OF THE EQUALITY STATEMENT**

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

## **NEW BUSINESS**

### **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 November 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.

**Moved/Seconded  
57% in favor/43% opposed**

**The vote was defeated as 2/3 majority is required in accordance with CUPE Local 374 Bylaws**

Membership discussion ensued regarding the following:

- Current status of reserve funds
- Dues increasing during the pandemic
- Two step dues increase
- Need for a strong union and appropriate resources
- Funds required to be well resourced and trained to represent the membership
- Duty to represent all members
- Effects of no dues increase will result in decreased services
- Effects in the future of not contributing to reserve funds
- Better and more effective use of current dues
- Need for better communication

## **ADJOURNMENT**

Meeting was adjourned at 7:32 pm.

---

Shireen Clark, President

---

Amanda Irving, Recording Secretary



**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 and BC Healthy Communities Society

**GENERAL MEMBERSHIP MEETING MINUTES  
September 22, 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 7:35 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 WSÁNEĆ peoples.

**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 - 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
<b>Absent:</b>	
Vice President - Esquimalt	Steve Migliarese
<b>CUPE Members:</b>	34

**READING OF THE EQUALITY STATEMENT**

The Equality Statement summarized by Shireen Clark, President.



## **VOTING ON NEW MEMBERS**

Colwood: 7  
Sidney: 3  
Sooke: 3  
TAPS: 1

**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 May 12, 2021 General Membership Meeting were reviewed.

**MOTION:** THAT the General Membership Meeting minutes from May 12, 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 general ledger to August 30, 2021. The trustees' report was presented, and recommendations were made as follows:

1. Anticipated total for Sea mark 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.

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

**M/S/C**

## **COMMUNICATIONS**

No communications to report.

## **EXECUTIVE COMMITTEE REPORT**

Shireen Clark, President, reported that the Local has been working with members and employers regarding questions around mandatory vaccinations. She also advised that the Local is actively bargaining with District of Sooke and BC Healthy Communities Society and that there will be upcoming collective bargaining beginning at the end of the year for six units – Colwood, Esquimalt, Sidney, North Saanich, Metchosin and Oak Bay. Currently she is working with several employers on job evaluation programs.

**MOTION:** To receive the Executive Committee Report

**M/S/C**

## **REPORTS OF COMMITTEES AND DELEGATES**

Nothing to report.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

There was no new business.

## **GOOD OF THE UNION**

Carol McNichol advised that the employers have started sending listings of retirements and she will provide this at the next meeting.

## **NOMINATIONS, ELECTIONS OR OATH OF OFFICE**

There were no nominations, elections or oath of office.

## **ADJOURNMENT**

Meeting was adjourned at 7:49 pm.

---

Shireen Clark, President

---

Amanda Irving, Recording Secretary

TREASURER'S REPORT TO THE MEMBERSHIP		October	
No. of Full-Time Members:		No. of Part-Time Members:	
<b>Ledger Bank Balance for Beginning of Period:</b>		<b>135,052.91</b>	
<b>INCOME</b>		<b>October</b>	<b>Year to Date</b>
Dues		30,561.83	530,550.79
Other		43.51	9,988.56
<b>Total Income:</b>		<b>30,605.34</b>	<b>540,539.35</b>
<b>EXPENSES</b>		<b>October</b>	<b>Year to Date</b>
CUPE Per Capita		120,336.90	251,141.85
Affiliation Fees		-	16,799.21
Salaries		1,918.62	145,553.60
Operating Expenses		3,014.08	25,294.97
Special Purchases		-	2,310.16
Executive Expenses		1,795.43	38,970.63
Bargaining Expenses		258.05	2,811.79
Grievances/ Arbitration		-	72,223.71
Committee Expenses		-	373.29
Conventions/ Conferences		-	9,443.87
Education		250.88	1,688.52
Contributions/ Donations		650.00	2,770.00
Other		-	5,713.33
<b>Total Expenses:</b>		<b>128,223.96</b>	<b>563,668.27</b>
<b>Surplus (Deficit) for the Period:</b>		<b>- 97,618.62</b>	
<b>*Ledger Bank Balance at End of Period: (A)</b>		<b>37,434.29</b>	

## Executive Committee Report November 2021

Currently, delegates from the Executive Board are attending the National Virtual Convention. This is a bi-annual event where the national board officers are elected and constitutional resolutions are voted on.

Since our last meeting:

- VP Elections (5 units)
- Bargaining Committee Elections (6 units)
- Bargaining for new unit, BCHC
- Completed Sooke bargaining

We are still awaiting a proposal from the building owner for a new lease. 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, however, it is a long delay waiting for the actual window.

The Special Meeting in September had the dues increase not pass as we needed 2/3 of votes in favour.

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	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR
ACTIVE	11	1	2	1
RESOLVED	7	2	-	2
TOTAL	4	3	5	3

### Unit Highlights:

#### **Abilities Community Services – Vacant**

- Unit VP has moved on to other opportunities leaving the seat vacant.
- PHO orders for vaccine are being rolled out.

#### **BC Healthy Communities – Johanna Henderson**

- Bargaining has started and will reconvene in January.

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

- This is Gord's last AGM as VP, he will be moving onto other opportunities.
- Lots of reorg and movement within offering opportunities to many members.

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

- One termination grievance has been dealt with that was time consuming.

**District of North Saanich – Sarah Fairbrass**

- The employer has initiated a job evaluation for 6 admin positions – still ongoing.
- Issues in the workplace within Fire and union and exempt positions.

**District of Oak Bay – Tim Roberts**

- New unit VP as of November.
- Waiting for the Vaccine Policy to come out so we can address with members.

**District of Sooke – Andrew McNeill**

- Completed bargaining in October.
- Labour Management committee to meet and plan next steps for Job Evaluation Plan.

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

- Working on a work from home policy, including urgent requests.
- A new time off policy was rolled out.

**Town of Sidney – Ron Green**

- Vaccination policy has rolled out and we are addressing as issues arise.

**Township of Esquimalt – Steve Migliarese**

- New facility in Parks is creating some issues.
- Vaccine policy is a concern for some right now.

## **COMMITTEE REPORTS**

### **VANCOUVER ISLAND DISTRICT COUNCIL REPORT**

**Sarah Fairbrass, Vice President, CUPE Vancouver Island District Council**

- The next VIDC meeting is scheduled for Saturday 4 with a 10 AM start.
- Due to the ongoing Labour dispute with Unite Here Local 40 and the Coast Bastion Hotel, VIDC will not be supporting the Coast with our business until a settlement is reached.
- This means we are limited for Island Unionized hotels to hold out meetings at. The executive made the decision to hold the Friday December 3<sup>rd</sup> executive at the Chateau Victoria and will cover extra mileage expenses for executive member having to travel the further distance from Nanaimo as well as any additional book off required to make the Friday evening meeting, so their locals will not have to.
- The General meeting on Saturday will be virtual only.
- The Community Social Services Chair position will be up for election.
- Further updates in my next report.

### **VICTORIA LABOUR COUNCIL**

**Izzy Dehler-Hyde**

- Labour Coordinator for the United Way, Darcy, is hoping to get in touch with folks regarding their workplace's United Way campaigns. I connect him with unit chairs that do/have done United Way campaigns.
- CLC has confirmed that Winter School 2022 is happening in person in Harrison Hot Springs (assuming no major changes to public health orders will happen from now until then) and registration was launched last month. They expect it will fill up fast, especially given they will have reduced capacity, so unions should sign up sooner rather than later if they want to attend. Some COVID protocols were discussed including staggered meal times, masking, reduced classroom numbers, and mandatory vaccinations, but I'd imagine there's probably more information on their website.
- The Paid Sick Leave Action at the Legislature building on October 25 was well attended despite the stormy weather.