



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

ANNUAL GENERAL MEMBERSHIP MEETING

March 8th, 2023, at 7:00 pm

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 – October 12, 2022
- 8. Matters Arising from the Minutes**
- 9. Treasurer's Report**
 - 9.1. Ledger balance to February 28, 2023
 - 9.2. Budget 2023 Presentation
- 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 CUPE BC Convention Endorsements

15. Good of the Union

16. Nominations, Elections or Oath of Office

16.1 Notice – Trustee vacancy (3-year term ends Fall 2025)

17. Adjournment



**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
October 12, 2022**

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 7.01 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	Sarah Monaghan-Covacic
Vice President – Abilities Community Services	VACANT
Vice President – Colwood	Shaun Bradley
Vice President – Esquimalt	Steve Migliarese
Vice President – Metchosin	Melissa Kirk
Vice President – Oak Bay	Tim Roberts
Vice President – Sidney	Ron Green
Vice President - Sooke	Andrew McNeill
Vice President – North Saanich	Sarah Fairbrass
Vice President/EVP – Together Against Poverty Society	Antonia Mah
Vice President – BC Healthy Communities Society	Stacy Chappel (Not in Attendance)
Guests:	
CUPE Members:	
21	

READING OF THE EQUALITY STATEMENT

The Equality Statement was read by Carol McNichol, Treasurer.

VOTING ON NEW MEMBERS

Oak Bay - 67
Sidney - 3
Sooke - 1

MOTION: THAT the new members be received.

M/S/C

GUEST SPEAKERS

None

READING OF MINUTES

General Membership Meeting June 8, 2022

MOTION: THAT the minutes of the General Membership Meeting June 8, 2022, be adopted as presented.

M/S/C

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

TREASURER'S REPORT

The Treasurer presented her report including a Ledger Balance to September 30, 2022. July, August and September ledgers are all in balance. A breakdown of investments and expenses were presented for all 3 months.

There is a term deposit coming due on October 23, 2022. This deposit will be rolled over with a 2.4% interest rate. Once a contract has been negotiated, it would be best to lock it in for a 3 - 5 year term.

The Seamark investments were made in 2016 after advisement from CUPE BC. The investment has earned approximately \$7000 in interest since the initial investment. These investments will soon be changing to a different provider as recommended by CUPE BC.

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

M/S/C

TRUSTEE'S REPORT

The Trustee's annual audit occurred in August 2022 for the 2021 calendar year. The Trustee's recommendations and Treasurer's responses were presented. A future Bylaw change will be presented to the membership to allow an outgoing Trustee to become an alternate should another Trustee be unable to attend the annual audit.

Treasurer's Response to Trustee Recommendations

Local 374 Trustee Report January 1 – December 31, 2021

This year's trustee audit took place in the Local 374 office August 24th, 25th, and was completed on September 23rd virtually via zoom. I, as the Treasurer was sick and unavailable, so the local President was available in the adjoining office to review and discuss with the Trustees. However, I was available and present to review and finalize the audit via Zoom on September 23rd.

Recommendations

The following is my response to the list of recommendations for the 2021 Financial Audit:

1. For the purposes of future trustee audits and to help facilitate the process, provide copies for proof of agreements for regular local expenditures, i.e.: rent, Shaw bill, insurance policy.

Rent, Shaw and Insurance are always readily available but will strive to have in the trustee's folder for future audits.

2. Provide more details regarding the time period pertaining to EFT's (e.g.: relevant month) as there are for deposits for member dues, and potentially a column in the ledger confirming the date of payment received or paid-out (for both revenue and expenditures).

We will strive to list the month(s) along with the deposit and who it is from in the ledger. Any modifications to the ledger, including adding a column, requires a lot of work and attention to detail for how it affects the rest of the spreadsheet.

3. Create and provide receipts for new initiation membership fees for best practices.

This is not a feasible option at the local level as it would be an administrative burden. It is deducted from pay and each employer records differently on paystubs. However, members sign an obligation form that indicates they will be paying a \$10 initiation fee.

4. For both Executive and General Membership meeting minutes, create an "Action-List", explicitly stating what motions or other actionable items were approved in that meeting, so that when the minutes are voted and signed-off on in the following meeting, the progress of the items can be discussed and confirmed.

We will implement this idea going forward.

5. Include a copy of bank statements created since the last membership meeting took place along with the financial report – to better increase financial transparency and members understanding of the local's sources of revenue and expenditures.

We have implemented this suggestion starting at our AGM, October 12th, 2022.

6. Create a separate pdf Batch-list and release amounts, instead of current practice of putting breakdown of expenditures that are paid out in a lump-sum at the end of the expense voucher.

This practice started in 2022 and is now in place.

7. Create a list of all Local 374 assets to then be listed in the ledger (continuing recommendation from 2020 Trustee Audit).

One of the trustees has volunteered to take on this task to complete before the next audit.

This concludes our response to the Trustee Recommendations for the 2021 Audit.

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

M/S/C

COMMUNICATIONS

There were no communications to present.

EXECUTIVE COMMITTEE REPORTS

The local is still in bargaining for 6 of the municipalities. We completed TAPS bargaining in July in a record 5 hours. Our Abilities Community Services group is still in provincial bargaining, and we are awaiting updates. There are a lot of changes in our municipalities with leadership and senior management, and more changes coming with council elections this fall.

Since our last meeting:

- Bargaining (6 Units), meetings with National Reps and other CUPE Locals bargaining
- Bargaining for TAPS completed
- Completed Job Evaluation Plan for Sooke, to roll out this October

We are still awaiting a proposal from the building owner for a new lease, and they researched a lift for the stairs for accessibility for everyone to the offices and it wasn't possible to install. Inquired about an exit clause and still waiting for a response.

We currently have only one grievance outstanding that is involving a human rights issue.

GRIEVANCES	1st QTR	2nd QTR	3rd QTR
NEW	1	1	0
ACTIVE	1	1	1
RESOLVED	2	1	0
TOTAL ACTIVE	1	1	1

Most of the units are waiting on bargaining and dealing with municipal elections.

REPORTS OF COMMITTEES AND DELEGATES

VANCOUVER ISLAND DISTRICT COUNCIL REPORT

Sarah Fairbrass, Vice President, CUPE Vancouver Island District Council

The next VIDC General meeting is scheduled for October 15, 2022. This will be the last virtual meeting before VIDC returns to all in person meetings.

We will also be holding 2 days of Strategic Planning October 30 and 31st in conjunction with CUPE Fall School in Nanaimo.

There have been no summer meetings, but VIDC members have still been busy! From attending Miners' Memorial in Cumberland, participating in Pride parades in both Victoria and Vancouver, supporting BCGEU on

the picket lines and attending Labour Day events across the island. There are lots of photos on the VIDC Facebook page <https://www.facebook.com/groups/204043752968512>
Pride



Laour Day Picnic – Transfer Beach



On the lines with BCGEU



Public Employee

I hope everyone had the opportunity to see the Summer 2022 Public Employee

This special labour day issue has stories related to the work, of CUPE members, their hobbies, and their communities. It is a very special issue! If you haven't already checkout the stories by and about Kirk Mercer Monika Pearl Karl Fultz Lisa Scott Hailey Brianne Larissa Deneault Setsè Shelley Bear Sr. CUPE Local 3500 CUPE 716 Richmond Ken Vaughan-Evans Tony Rebelo and so many more!

https://www.cupe.bc.ca/2022/08/29/public-employee-summer-2022/?fbclid=IwAR3SXossI_egEX-V8ceLHUMxZX-ZEaNXHI16fehaJi-VyBS3dNQ5p5nLRMo

VICTORIA LABOUR COUNCIL

Vacant

No Report Received

UNFINISHED BUSINESS

None

NEW BUSINESS

Bylaw Review

We have received updated wording on Bylaw amendments passed previously from CUPE National that had been sent to them for approval.

It was questioned if previous bylaw reviews were approved and was reassured that CUPE National has just requested the change wording.

MOTION: THAT the local approve the change in wording the Bylaw Review as presented by CUPE National
M/S/C

GOOD OF THE UNION

A request was brought forward to pay for an independent medical exam for a member on LTD appeal. This member had previously been on LTD and has been acknowledged as disabled by the Canada Pension Plan. A vote was taken and 97% were in favour of paying for the exam.

MOTION: THAT the local agrees to pay for the independent medical exam for the Local 374 member for the appeal for LTD.

M/S/C

NOMINATIONS, ELECTIONS OR OATH OF OFFICE

Election were held with Izzy Dehler-Hyde acting as the election official. The results of the vote are:

President – Three Year Term – Acclaimed Shireen Clark
Treasurer – Two Year Term – Acclaimed – Sarah Monaghan-Covacic
Recording Secretary – One Year Term – Gabrielle Whitters 78% of the vote
Trustee – Three Year Term – Acclaimed – Laurel Houniet

Oath of Office was performed.

ADJOURNMENT

Meeting was adjourned at 7.42 pm.

Shireen Clark, President

Sarah Monaghan-Covacic, Recording
Secretary