



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 **November 15, 2023, at 7:00 pm** **Electronic Meeting via Zoom**

AGENDA

- 1. Call to Order**
- 2. Recognition of Territory**
- 3. Roll Call of Officers**
 - 3.1. Introduction of new and re-elected Vice Presidents.
- 4. Reading of the Equality Statement**
- 5. Voting on New Members**
- 6. Guest Speakers**
- 7. Reading of the Minutes**
 - 7.1. General Membership Meeting – March 8, 2023
- 8. Matters Arising from the Minutes**
- 9. Treasurer's Report**
 - 9.1. Trustee's Report
- 10. Communications**
- 11. Executive Committee Report**
- 12. Reports of Committees and Delegates**
 - Vancouver Island District Council
 - Victoria Labour Council
 - CUPE National Convention
- 13. Unfinished Business**

14. New Business

14.1 Benefits coverage for Oak Bay member

15. Good of the Union**16. Nominations, Elections or Oath of Office**

16.1 Recording Secretary (3 Year Term ending Fall 2026)

16.2 Trustee (3 Year Term ending Fall 2026)

17. Adjournment

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.

Roll Call of Officers

President	Shireen Clark
Treasurer	Sarah Monaghan-Covacic
Recording Secretary	Vacant
Unit Vice Presidents:	
Ability Community Services	Mike Brassard
BC Healthy Communities	Stacy Chappel
City of Colwood	Shaun Bradley
District of Metchosin	Jennifer Miller
District of North Saanich	Sarah Fairbrass
District of Oak Bay	Simon Vickers
District of Sooke	Andrew McNeill
Together Against Poverty Society	Gillian Gaffney
Town of Sidney	Ron Green
Township of Esquimalt	Steve Migliarese



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


CANDACE RENNICK
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

March 8, 2023

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, 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	Sarah Monaghan-Covacic
Recording Secretary	Gabrielle Whitters
Vice President – Colwood	Shaun Bradley
Vice President – Esquimalt	Steve Migliarese
Vice President – Metchosin	Melissa Kirk
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
Absent:	
Vice President – Abilities Community Services	VACANT
Vice President – BC Healthy Communities Society	Stacy Chappel (excused)
Vice President – Oak Bay	Tim Roberts (excused)
CUPE Members:	
8	

READING OF THE EQUALITY STATEMENT

The Equality Statement was read by Shireen Clark, President.

VOTING ON NEW MEMBERS

Colwood - 2
Oak Bay - 16

MOTION: THAT the new members be received.

M/S/C

GUEST SPEAKERS

None

READING OF MINUTES

General Membership Meeting October 12, 2022

MOTION: THAT the minutes of the General Membership Meeting October 12, 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 and spoke regarding:

- Ledger balance to end of February 2023
- Per capita and affiliation fees up to date as of January 2023
- Long term investment rolled over and increased interest rate
- Budget vs actual
- How to use the surplus
- Operating expenses
- Honorariums
- Bargaining expenses
- Budgeting for grievances and arbitrations
- Committee expenses and upcoming conventions
- Education budget

MOTION: THAT the Treasurer's Report be received as presented February 28, 2023.

M/S/C

Discussion ensued regarding savings.

MOTION: THAT the 2023 budget be accepted.

M/S/C

COMMUNICATIONS

There were no communications to present.

EXECUTIVE COMMITTEE REPORTS

The local finally completed bargaining for 6 of the municipalities and we are now working on getting the agreements written up. This has turned into a much bigger task as the documents are very old, have never been updated and have underlying formatting that creates more work. The Local and the GVLRA are working together to get the 6 documents re-written from scratch to have as working documents in the future. This will make the bargaining changes much easier to add in.

Abilities Community Services completed bargaining at the provincial level. National reps are conducting Zoom meetings to update and ratify with those members. This group continues to be a challenge for the Local as we don't have a unit VP there and the Executive Director is intermittent in communications with the Local making work for us constantly. I am having conversations with CUPE leadership on how to improve this and make sure the members there are getting the support they need. This is a workplace that we cannot show up unannounced due to the clientele on site.

There are some big changes in some of our municipalities after the elections in the fall. There is new council, leadership, and senior management in a few and it is too soon to see how these changes may affect members and the workplaces. We are trying to create open communication with the leadership in each municipality as best as possible.

In the last month, the Local held 2 Introduction to Shop Steward Courses with 25 members attending. It was a great turnout with some great discussions. Many have expressed interest in being involved in other capacities as well. There will be more courses in the near future, stay tuned for details.

Annually the Local awards 4 Scholarships of \$500 to dependants of our members. There will be a notice sent out in April for application timelines. The awards are randomly selected at the General Meeting on June 14th.

We currently have two active grievances outstanding. One was resolved and one new in the New Year on the same matter just escalated to a different entity involving the LTD Trust. The other grievance is almost resolved involving a policy being created for the Employer and implemented to protect all staff.

GRIEVANCES	4th QTR	1st QTR
NEW	0	1
ACTIVE	2	1
RESOLVED	0	1
TOTAL ACTIVE	2	2

CUPE BC Convention will be in-person this year and held in Victoria at the end of April.

MOTION: THAT the executive committee report be received.

M/S/C

REPORTS OF COMMITTEES AND DELEGATES

VANCOUVER ISLAND DISTRICT COUNCIL REPORT

Sarah Fairbrass, Vice President, CUPE Vancouver Island District Council

VICTORIA LABOUR COUNCIL

Vacant

No Report Received

Shireen Clark, President, noted that we are looking to fill this position and to reach out to your Vice President if you're interested.

UNFINISHED BUSINESS

None

NEW BUSINESS

CUPE BC Convention

MOTION: THAT CUPE Local 374 Support Trevor Davies running for CUPE BC Treasurer.

M/S/C

GOOD OF THE UNION

Discussion ensued regarding union dues and Long Term Disability.

NOMINATIONS, ELECTIONS OR OATH OF OFFICE

Shireen Clark, President, noted that we will be looking for nominations for trustee in June or July and training for union members to sit in on job evaluations.

ADJOURNMENT

Meeting was adjourned at 7:31 pm.

Shireen Clark, President

Gabrielle Whitters, Recording Secretary

Preliminary Signed by existing signors acknowledging minutes represent what took place at the general membership meeting March 8, 2023. Minutes to be passed at the next general membership meeting.

Shireen Clark, President

Gabrielle Whitters, Recording Secretary

Date Audit Completed: November 10, 2023

Local 374 Trustee Report

January 1 – December 31, 2022

This year's Trustee Audit took place in-person at the CUPE BC Office at 3550 Saanich Road, November 9 & 10, 2023. The Local President and Treasurer were both available in a separate room for any questions and to provide requested materials for the audit process.

In order to perform the audit, the trustees had access to all financial records and files including: financial and investment statements, cheque-book and cheques, and monthly treasurer reports as well as the electronic Ledger. We also reviewed the minutes of both the Executive and General Membership meetings, and also current Bylaws. Additionally, we reviewed all per capita payments and calculations, member dues, reviewed all motions, authorization vouchers, and checked against bylaws and all amounts confirmed.

Recommendations

The trustees spoke with the President and Treasurer, and confirmed the adoption of some recommendations from the previous year's audit, including: the availability of contract agreements, such as insurance policy, Shaw contract, etc., and expanded Ledger description details to better identify revenue or expense (e.g.: payee reference date). The recommendation to provide receipts for new initiation fees wasn't not feasible on a local level, however other supporting documentation is still available for record-keeping purposes (like the member's employee pay-slip, and the obligation form the member signs), while the recommendation to include bank statements along with financial reports at general meetings was adopted into practice starting at last year's AGM on October 12, 2022. Finally, the recommendation to complete an inventory of all the local's assets while not yet fulfilled, is an important area of transparency that the local is looking forward to implement in the coming year.

The following is list a of the recommendations for the local's 2022 Trustee Financial Audit:


- 1) Adjust folder and document naming conventions to be more specific and to allow for easier organization and use by the trustees.
- 2) Provide a listing of all automatic, regular payments for the year (listing payee and amount) at the beginning of the year, which will satisfy the requirement of having 2 signing authorities.
- 3) Create and maintain a tracking Action List of all approved motions from both general and executive meetings, in order to ensure that all required actions are taken. This will help to provide information on when the motion was first actioned to when it was completed.
- 4) Create an itemized list of the local's assets sometime in 2024.

Closing Remarks

It was very helpful to hold the audit in a larger space that was more accessible. As well, the ability to have all three Trustees along with the President and Treasurer nearby, made the audit process much more timely and efficient.



Deborah Viske



Caitlin Wright



Clay Halliday

Signed in-person in Victoria, on November 10, 2023.

CUPE 374 Oath of Office

I, (say your own name),
do most sincerely promise
that I will truly and faithfully,
to the best of my ability,
perform the duties of my office for the ensuing term,
as prescribed in the Constitution and laws
of the Canadian Union of Public Employees; and

As an Officer of this Local Union
will at all times endeavour,
both by counsel and example,
to promote the harmony
and preserve the dignity of its sessions.

I further promise that at the close of my official term,
I will promptly deliver all monies, books, papers
or other property of this Local Union
in my possession to my elected successor.

Thank you,

GOOD AND WELFARE

An Oak Bay employee has been off work for personal reasons and has exhausted all leaves available to them. The Union and the Employer have been working hard to set the employee up on Medical EI until LTD can begin. As the employee will receive Medical EI, benefits will be due to the employer for October, November and December 2023. The total amount owing will be \$580.55.

MOTION: To pay the benefits to the employer in the amount of \$1,161.10 (\$580.55 per month) for the Oak Bay employee for November and December 2023.