

**CUPE BC Young Workers' Committee
Meeting Agenda – January 8, 2024**

- 1) Call to Order –**
- 2) Attendance Roll Call –**
- 3) Remote Accessibility Check** – Ensure remote participants are able to view/hear the in-person attendees
- 4) Welcome** (led by Committee Chair)
 - a) Territorial Acknowledgement
 - b) Equality Statement
 - c) TRC 94 Calls to Action
 - d) CUPE BC Respectful Workplace Policy
 - e) CUPE National Code of Conduct
 - f) Establish break periods
 - g) Review Committee Contact List
 - h) CUPE BC Regional Office Safety Protocol & Floor Plan
- 5) Adoption of the Agenda –**
- 6) Adoption of past minutes dated Oct 4, 2024 –**
- 7) Matters arising from the minutes** – also see items 12, 13 and 15 below
- 8) Terms of Reference Review & Updates**
 - a) 2023-2025 term appointees and shadow assignments summary
- 9) 2023-2025 Committee Action Plan**
 - a) Review 2023-2025 Action Plan
- 10) 2024 Resolutions Workplan Review (as needed)**
- 11) New Business**
- 12) Old Business**
 - a) **October meeting action items:**

ACTION: Bring resolutions to next committee meeting
Person(s) Responsible: All members

ACTION: Follow up with Karen on scholarship for winter school
Person(s) Responsible: Donny Grant

ACTION: Follow up about sending a young worker to fall school
Person(s): David Fleming

ACTION: Poster to get more young workers involved in the union
Person(s) Responsible: All members

ACTION: Letter template
Person(s) Responsible: Donny Grant to speak to Karen

ACTION: Video
Person(s) Responsible: All members

ACTION: Template for committee action
Person(s) Responsible: Donny Grant

- b) Young workers age range data collection

13) Committee Project Budget

- a) Scholarship details for budget request (carried over from October meeting)

14) Executive Board Updates

- a) **Report to the Executive Board** – to be attached
- b) **Recommendations to the Executive Board** – Please summarize below (not limited to 2)

Recommendation:
Rationale & Detail of Request:
Cost Anticipated (Yes or No):

Recommendation:
Rationale & Detail of Request:
Cost Anticipated (Yes or No):

15) Other Business

- a) 2025 Convention: Resolution planning
 - i) Retail/grocery/cashier provisions to sit during shift
 - ii) Lobby for voting age to be changed from 18 to 16
 - iii) Send out an email template for locals to send out to their members with information about how to join committees and/or make posters that can be distributed. Both will plug the young workers event at convention
- b) 2025 Convention: Young Worker Social details, plans and recommendations
 - i) Venue notes: space limitations (election year & caucuses)

16) Administrative Deadlines

- a) Expense Claim Form (attached) – **Jan 8, 2024**
- b) Committee Minutes Deadline – **Jan 10, 2024**
- c) Committee Attendance List Deadline – **Jan 8, 2024**
- d) Committee Budget Applications Deadline – **Jan 8, 2024**
- e) Committee Report to Executive Board Deadline – **Jan 8, 2024**
- f) Recommendations to the Executive Board Deadline – **Jan 8, 2024**

17) Motions Passed – please summarize below (not limited to 1):

MOTION:
Moved by:
Seconded by:
Status:

18) Action Items – please summarize below (not limited to 1):

ACTION:
Person(s) responsible:

19) Adjournment – [TIME]

**First Nations Territorial Acknowledgment
CUPE BC Division & BC Regional Offices
Willingdon Avenue, Burnaby**

CUPE BC acknowledges and respects the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Tsleil-Waututh and Qayqayt First Nations, on whose traditional and unceded territories we are on today to conduct our work on behalf of CUPE members.

move**up**



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



Truth and
Reconciliation
Commission of Canada

Truth and Reconciliation Commission of Canada: Calls to Action



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2015

Truth and Reconciliation Commission of Canada, 2012

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Calls to Action

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

Legacy

CHILD WELFARE

1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by:
 - i. Monitoring and assessing neglect investigations.
 - ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside.
 - iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools.
 - iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.
 - v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers.
2. We call upon the federal government, in collaboration with the provinces and territories, to prepare and

publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions.

3. We call upon all levels of government to fully implement Jordan's Principle.
4. We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that:
 - i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies.
 - ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making.
 - iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate.
5. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families.

EDUCATION

6. We call upon the Government of Canada to repeal Section 43 of the *Criminal Code of Canada*.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate

educational and employment gaps between Aboriginal and non-Aboriginal Canadians.

8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
 - i. Providing sufficient funding to close identified educational achievement gaps within one generation.
 - ii. Improving education attainment levels and success rates.
 - iii. Developing culturally appropriate curricula.
 - iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
 - v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
 - vi. Enabling parents to fully participate in the education of their children.
 - vii. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.
12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

LANGUAGE AND CULTURE

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:
 - i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
 - ii. Aboriginal language rights are reinforced by the Treaties.
 - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
 - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
 - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.
16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.
17. We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

HEALTH

18. We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.
19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes

between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.

20. In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.
21. We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority.
22. We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.
23. We call upon all levels of government to:
 - i. Increase the number of Aboriginal professionals working in the health-care field.
 - ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
 - iii. Provide cultural competency training for all health-care professionals.
24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

JUSTICE

25. We call upon the federal government to establish a written policy that reaffirms the independence of the

Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.

26. We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.
27. We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.
30. We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so.
31. We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending.
32. We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences.

33. We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner.
34. We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including:
 - i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD.
 - ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD.
 - iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community.
 - iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety.
35. We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system.
36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.
37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.
38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.
39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.
40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
41. We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry's mandate would include:
 - i. Investigation into missing and murdered Aboriginal women and girls.
 - ii. Links to the intergenerational legacy of residential schools.
42. We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the *Constitution Act, 1982*, and the *United Nations Declaration on the Rights of Indigenous Peoples*, endorsed by Canada in November 2012.

Reconciliation

CANADIAN GOVERNMENTS AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLE

43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
44. We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the *United Nations Declaration on the Rights of Indigenous Peoples*.

ROYAL PROCLAMATION AND COVENANT OF RECONCILIATION

45. We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:

- i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and *terra nullius*.
 - ii. Adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements.
46. We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to:
- i. Reaffirmation of the parties' commitment to reconciliation.
 - ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts.
 - iii. Full adoption and implementation of the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation.
 - vi. Enabling additional parties to sign onto the Covenant of Reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

SETTLEMENT AGREEMENT PARTIES AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES

48. We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the *United Nations Declaration on the Rights of Indigenous Peoples* as a framework for reconciliation. This would include, but not be limited to, the following commitments:
- i. Ensuring that their institutions, policies, programs, and practices comply with the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - ii. Respecting Indigenous peoples' right to self-determination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iii. Engaging in ongoing public dialogue and actions to support the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the *United Nations Declaration on the Rights of Indigenous Peoples*.
49. We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*.

EQUITY FOR ABORIGINAL PEOPLE IN THE LEGAL SYSTEM

50. In keeping with the *United Nations Declaration on the Rights of Indigenous Peoples*, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and

understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada.

51. We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights.
52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
 - i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
 - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation.

NATIONAL COUNCIL FOR RECONCILIATION

53. We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following:
 - i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada's post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years.
 - ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action.
 - iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources.

- iv. Promote public dialogue, public/private partnerships, and public initiatives for reconciliation.

54. We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:
 - i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
 - ii. Comparative funding for the education of First Nations children on and off reserves.
 - iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
 - iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
 - v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
 - vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.
 - vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.
56. We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual "State of Aboriginal Peoples" report, which would outline the government's plans for advancing the cause of reconciliation.

PROFESSIONAL DEVELOPMENT AND TRAINING FOR PUBLIC SERVANTS

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

CHURCH APOLOGIES AND RECONCILIATION

58. We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada.
59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.
60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.
61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:
- i. Community-controlled healing and reconciliation projects.

- ii. Community-controlled culture- and language-revitalization projects.
- iii. Community-controlled education and relationship-building projects.
- iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.

EDUCATION FOR RECONCILIATION

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:
- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
 - ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
 - iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
 - iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.
63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:
- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
 - ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
 - iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
 - iv. Identifying teacher-training needs relating to the above.
64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on

Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.

YOUTH PROGRAMS

66. We call upon the federal government to establish multi-year funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices.

MUSEUMS AND ARCHIVES

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and to make recommendations.
68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.
69. We call upon Library and Archives Canada to:
 - i. Fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
 - ii. Ensure that its record holdings related to residential schools are accessible to the public.
 - iii. Commit more resources to its public education materials and programming on residential schools.
70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:

- i. Determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

MISSING CHILDREN AND BURIAL INFORMATION

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.
72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.
73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.
74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of

appropriate memorial ceremonies and commemorative markers to honour the deceased children.

76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:
- i. The Aboriginal community most affected shall lead the development of such strategies.
 - ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
 - iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

NATIONAL CENTRE FOR TRUTH AND RECONCILIATION

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
78. We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation.

COMMEMORATION

79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to:
- i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
 - ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.

- iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history.

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.
81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.
82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.
83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.

MEDIA AND RECONCILIATION

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:
- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
 - ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.
 - iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians,

including the history and legacy of residential schools and the reconciliation process.

85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:
 - i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.
 - ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians.
86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.

SPORTS AND RECONCILIATION

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.
89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.
90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:
 - i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse

cultures and traditional sporting activities of Aboriginal peoples.

- ii. An elite athlete development program for Aboriginal athletes.
 - iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
 - iv. Anti-racism awareness and training programs.
91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

BUSINESS AND RECONCILIATION

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
 - i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
 - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
 - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

NEWCOMERS TO CANADA

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including

information about the Treaties and the history of residential schools.

94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.

Truth and Reconciliation Commission of Canada

1500-360 Main Street

Winnipeg, Manitoba

R3C 3Z3

Telephone: (204) 984-5885

Toll Free: 1-888-872-5554 (1-888-TRC-5554)

Fax: (204) 984-5915

E-mail: info@trc.ca

Website: www.trc.ca



CUPE BC RESPECTFUL WORKPLACE POLICY

CUPE BC Respectful Workplace Policy	
Policy Effective	June 2019
Final Approver	Executive Board
Responsibility	Executive Director
Policy Review	Every 5 Years
Last Revised	November 2022
Appendices	I. Complaint Process II. Complaint Form

1.0 Purpose

The purpose of the CUPE BC Respectful Workplace Policy (the “Policy”) is to:

- i. Promote and maintain a safe and respectful work environment that is free from Discrimination, Bullying, and Harassment;
- ii. Set out the types of behaviours that may be considered inappropriate; and
- iii. Outline procedures for reporting and addressing inappropriate behaviour should it occur.

2.0 Policy Statement

2.1 CUPE BC is committed to providing an inclusive work environment that is welcoming, equitable, respectful, and free from Discrimination, Bullying and Harassment. CUPE BC believes that everyone has the right to work in a professional atmosphere that promotes mutual respect, cooperation, and understanding among coworkers.

2.2 Discrimination, Bullying, and Harassment will not be tolerated. CUPE BC encourages reporting of all such behaviour regardless of who the offender may be. All reported or suspected occurrences of such behaviour will be investigated in an impartial and timely manner.

2.3 Breaches of this policy may result in disciplinary action up to and including termination of employment or dismissal from position as well as learning opportunities. Off duty conduct which has an impact in the workplace may be subject to this policy.

3.0 Scope

3.1 This Policy applies to all CUPE BC Staff, Officers, Board, and Committee members, contractors, consultants, and volunteers.

3.2 This Policy applies to all interactions conducted in-person, in writing, by telephone, by email, and through social media in any work-related environment, including:

- i. CUPE BC offices;
- ii. Any other location where activities of CUPE BC are being carried out;
- iii. Official and unofficial work-related social functions;

- iv. Work related conferences or training sessions;
- v. Work-related travel.

3.3 This Policy also applies to all internet and social media posts and interactions that may have an impact in the workplace.

4.0 Definitions

“Board and Committee Members” are members of the CUPE BC Executive Board and its respective committees.

“Bullying” is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized.

“Harassment” is different from bullying in that it is a form of discrimination. Bullying turns into harassment when the behaviour focuses on one or more of the characteristics as outlined in Discrimination below.

Examples of conduct that may constitute Bullying and Harassment include:

- i. Ostracism (i.e. deliberately excluding a person from work-related social interaction)
- ii. Words, gestures, and actions, the natural consequence of which is to humiliate, undermine, demean, ridicule, or insult
- iii. Unwelcome attention of a sexual nature
- iv. Unwelcome physical touching
- v. Threats and intimidation
- vi. Shouting
- vii. Use of profane language
- viii. Persistent rudeness and patronizing behaviour
- ix. Gaslighting
- x. Microaggressions
- xi. Tone policing
- xii. Sharing humiliating videos or images in person or online

“Complaint” is a complaint pursuant to this Policy.

“Complaint Process” is the process for dealing with Complaints pursuant to this Policy.

“Discrimination” as outlined in the BC Human Rights Code is unfair or prejudicial treatment on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction that is unrelated to the employment or to the intended employment of the person.

“Officers” are the President and the Secretary-Treasurer of CUPE BC.

“Retaliation” is any adverse action taken against an individual for initiating this Policy in good faith or participating or cooperating in any investigation under this Policy. Forms of retaliation can include:

- Demotion or termination
- Reduction of working hours
- Exclusion
- Defamation

“Respectful Workplace” is a place where:

- People can show up as their authentic selves
- There is open and honest communication
- Bias and presumptions are examined and challenged
- Accessibility needs are met and respected
- Diverse lived experiences of persons are acknowledged
- There is clear and fair accountability
- People are free to share their views and beliefs without fear of retaliation

“Staff” are individuals employed by CUPE BC.

5.0 Expected standards of conduct

5.1 All CUPE BC Staff, Officers, Board and Committee Members, contractors, consultants, and volunteers have a responsibility to follow this Policy and are expected to promote and maintain a respectful work environment free of Bullying and Harassment or Discrimination by:

- i. Conducting themselves in a manner that demonstrates professional conduct, respect for others, and that honours diversity and inclusion in the workplace.
- ii. Reporting any behaviour that may be in violation of this Policy to the Executive Director or the Secretary-Treasurer of CUPE BC.
- iii. Participating fully and in good faith in the Complaint Process under this Policy.

5.2 Bullying and Harassment, Discrimination, and Retaliation are prohibited.

6.0 Roles and responsibilities

6.1 The Executive Board of CUPE BC is responsible for approving and reviewing this Policy.

6.2 The President, the Secretary-Treasurer, and the Executive Director of CUPE BC are responsible for the oversight and management of respectful workplace practices at CUPE BC.

6.3 All CUPE BC Staff, Committee Members, contractors, consultants, and volunteers are responsible for following this Policy to ensure that the work environment is free from Discrimination, Bullying, and Harassment.

7.0 Confidentiality

7.1 To protect the interests of everyone involved, confidentiality will be maintained throughout the Complaint Process to the extent possible. All information relating to a Complaint (including contents of meetings, interviews, etc.) will be disclosed only to the extent necessary to carry out the procedures under this Policy or as required by law.

7.2 All CUPE BC Staff, Officers, Board and Committee Members, contractors, consultants, and volunteers are expected to respect and preserve the confidentiality of all Complaints and Complaint Processes. This includes refraining from discussions or releasing information in any form except for the purpose of compliance with this Policy or as required by law. Failure to maintain confidentiality may result in disciplinary action up to and including termination of employment or dismissal from position.

7.3 Any third party retained to mediate or investigate a Complaint under this Policy is subject to the confidentiality provisions of this Policy except to the extent necessary to carry out procedures under this Policy or where disclosure is required by law.

7.4 Information collected and retained pursuant to this Policy is subject to the *Personal Information Protection Act*, SBC 2003, c. 63.

8.0 No Retaliation

8.1 CUPE BC will not tolerate Retaliation in any form against anyone with respect to this Policy. Any form of Retaliation will be considered a violation of this Policy and may result in disciplinary action including dismissal termination of employment or dismissal from position.

8.2 CUPE BC will follow all legal provisions for retaliation and grant the right to address problematic, discriminatory or unethical behaviours. Whether these issues are found to be true or false, CUPE BC commits to preventing victimization or other forms of retaliation towards the individual who raised the issue.

9.0 False Complaints

9.1 Any person who makes a Complaint under this Policy that they know is untrue may be subject to discipline up to and including dismissal from a position or termination of employment.

10.0 Complaint Process


10.1 A person who considers that they, or someone else, have been subjected to Bullying and Harassment or Discrimination is encouraged to follow the Complaint Process set out in Appendix I of this Policy.

10.2 Members of MoveUp, Local 378 may submit a complaint pursuant to the Letter of Understanding No. 1 of the collective agreement between CUPE BC and MoveUp, Local 378 instead of a Complaint pursuant to this Policy.

11. Other remedies

This Policy is in addition to, and not in substitution for, any rights individuals may have under the *BC Human Rights Code*.

12. CUPE BC RESPECTFUL WORKPLACE POLICY APPROVAL

Approved By:	
Karen Ranalletta, President CUPE BC Signature:	
Date:	December 13, 2022
Trevor Davies Secretary-Treasurer CUPE BC Signature:	
Date:	December 13, 2022

CUPE BC RESPECTFUL WORKPLACE POLICY

Effective Date: June 2019

APPENDIX “I” Complaint Process

A person may pursue a Complaint regarding a breach of this Policy as follows:

Informal Resolution:

A person who considers that they, or someone else, have been subjected to Bullying and Harassment or Discrimination is encouraged to:

- i. If the person feels comfortable and safe to do so, bring the matter to the attention of the person responsible for the conduct, advise them in a reasonable and appropriate manner that their behaviour is inappropriate, and ask them to stop.
- ii. Document all the relevant facts (date, time, location, circumstances, witnesses, etc.)

Formal Intervention:

If a person is not comfortable bringing the matter directly to the attention of the person whose behaviour is at issue or where such an approach is attempted and does not produce a satisfactory result, the person may seek assistance from the Executive Director of CUPE BC or, if the conduct of the Executive Director is at issue, from the Secretary-Treasurer of CUPE BC.

The Executive Director or the Secretary-Treasurer may take action to resolve the matter, including any one or more of the following:

- i. Speaking with the person(s) whose behaviour is at issue;
- ii. Facilitating communication between the persons involved; and
- iii. Attempting to mediate a resolution to the matter, or retaining an unbiased third party, with a background in equity and inclusion, to attempt to mediate a resolution to the matter.

Formal Complaint:

A formal Complaint may be made in writing (Appendix II – Complaint Form) to the Executive Director of CUPE BC or, if the conduct of the Executive Director is at issue, to the Secretary-Treasurer of CUPE BC. Once a complaint has been received, the complainant will be notified within 7 working days of the commencement of the investigation.

The Executive Director or the Secretary-Treasurer may take action to resolve the Complaint, including any one or more of the following:

- i. Speaking with the person(s) whose behaviour is at issue;
- ii. Facilitating communication between the persons involved; and
- iii. Attempting to mediate a resolution to the Complaint, or retaining an unbiased third party, with a background in equity and inclusion, to attempt to mediate a resolution to the matter.

If the Complaint is not resolved, CUPE BC will investigate the Complaint, and may retain an unbiased third party, with a background in equity and inclusion, to conduct the investigation and issue recommendations. The affected parties will be advised of the results of the investigation and CUPE BC will take appropriate action to ensure that the workplace is free from Discrimination, Bullying and Harassment. CUPE BC commits to fair decisions and recommendations that are based solely on misconduct and does not discriminate on bases including but not limited to: age, sex, ethnicity, pronouns, sexual orientation.

CUPE BC RESPECTFUL WORKPLACE POLICY

Effective Date: June 2019

APPENDIX "II" Complaint Form

(use additional pages if necessary)

Complainant Information	
Name:	
Contact Phone:	
Contact Email:	
Current Role:	
Complaint	
On what grounds do you believe the incident violates the Respectful Workplace Policy:	
Details of the Complaint:	
Date & Time the Incident Occurred:	
Witness to Alleged Incident (Name & Contact)	
Respondent (Person you allege committed the violation)	
Name:	
Current Role:	
Verification	
By signing this, I am agreeing to provide a copy of this Complaint Form to the respondent and any third party mediator or investigator.	
Signature:	Date:

CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.


The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.



A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.
8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.



Young Workers Committee

Meeting Date: January 8, 2025

Please have attendees sign at the start of your meeting and submit the completed sheet to CUPE BC Division staff with any updates to contact information

First Name	Last Name	Local	Email	Phone	City	RSVP	Signature
Donny	Grant	8911	donald.grant@ecpbc.ca	(778)898-9081	Port Moody		
Juno	Diane	1936	junotimeck@gmail.com	(604)614-1075	Burnaby		
Cassie	Deezar	728	kalleighsmommy@icloud.com	(604)353-5159	Langley		
Kasahra	Atkins	4879	kasahraatkins@outlook.com	(250)571-2445	Kamloops		
Cody	Beyer	411	meldin263@gmail.com	(604)819-2069	Chilliwack	Yes	
Hannah	Christo	2081	hannahechristo@gmail.com	(250)880-9236	Victoria	Virtual	
Sam	Connolly	2278	president@cupe2278.ca	(778)977-8770	Vancouver	Regrets	
Emma	Inman	2773	tfaemmai@gmail.com	(250)910-1156	Cranbrook	Yes	
Sydney	Sullivan	5278	ssullivan@cupe.ca	(250)667-7441	Nanaimo		
Luke	Tetrault	454	luke_tetrault@hotmail.com	(604)347-8080	Vancouver		
David	Fleming	CUPE	dfleming@cupe.ca	(604)291-1940	Vancouver		
Jessica	Orcutt	CUPE	jorcutt@cupe.ca	(604)291-1940	Burnaby	Yes	
Maja	Bohinc	CUPE BC	mbohinc@cupe.bc.ca	(604)291-9119	New Westminster	Yes	

**CUPE BC COMMITTEE ASSIGNMENTS
2023-2025 TERM**

COMMITTEES	EXECUTIVE BOARD CHAIR	CO-CHAIR	RECORDING SECRETARY	CUPE STAFF ADVISOR	CUPE COMMUNICATIONS ADVISOR	CUPE BC STAFF
STANDING COMMITTEES						
Anti-Privatization	N/A	N/A	N/A	N/A	N/A	N/A
Education	Michelle Bennett	Jennie Copeland	Jennifer Tass	Natasha Morley	Kristen Keighley-Wight	Morgan McCrystal
Environment & Climate Justice	Chloe Martin-Cabanne	Andrea Craddock	Sarp Yalcin	Caitlin Gilroy	Tania Jarzebiak	Maja Bohinc
International Solidarity	Sarah Bjorknas	Craig Chapman	Phoebe Lo Patigdas	Carissa Taylor	Kristen Keighley-Wight	Maja Bohinc
Occupational Health & Safety	Tony Rebelo	Henry Lee	Martha Higgins	Tom McKenna	Kristen Keighley-Wight	Nancy Dhillon
Pension	Cindy Ozouf	Kyle Clark	Roberta Ciaraulo	Gary Yee	Tania Jarzebiak	Maja Bohinc
Political Action	Dal Benning	Denise Bardua	Kim Doucette	Neal Adolph	Jessica Orcutt	Nancy Dhillon
Skilled Trades	Kirk Mercer	TBD	Shannon McKenzie	Liam O'Neill	Tania Jarzebiak	Nancy Dhillon
Women's & Gender Rights	Sheryl Burns	Theresa Pidcock	Bridget Barker	Tuesday Andrich	Kathryn Davies	Nancy Dhillon
Young Workers	Donny Grant	Juno Diane	Cassie Deezar	David Fleming	Jessica Orcutt	Maja Bohinc
SECTORAL COMMITTEES						
Colleges	Tiffany McLaughlin	Kristy Brons	Rose Palozzi	Nick Angrignon	Kristen Keighley-Wight	Maja Bohinc
Community Social Services	Lee-Ann Lalli	Bob Crozier	Gabby Cameron	Carmen Sullivan	Greg Taylor	Maja Bohinc
K-12	Amber Leonard	Dave Bollen	Jennie Copeland	Kirsten Daub	Greg Taylor	Nancy Dhillon
Libraries	Nicole Cabrejos	Fatima Ferreira	Natalie Fouquette	Mitch Guitard	Tania Jarzebiak	Darci Schmid
Municipal	TBD	Bruce Campbell	Karen Welch	John Gibson	Kathryn Davies	Maja Bohinc
Transportation	Paula Bass	Tyler Mace	Shannon Levinsky	Crystal Hill	Kathryn Davies	Maja Bohinc
Universities	Lois Rugg	Greg Melnechuk	Chloe Martin-Cabanne	Micha Pesta	Kristen Keighley-Wight	Nancy Dhillon
EQUITY COMMITTEES						
Indigenous	Debra Merrier	TBD	Kerra Michel	Deea Bailey	Greg Taylor	Darci Schmid
Persons with Disabilities	Laurie Whyte	Monica Brady	Laura Hagar-Gaube	Matt Lensen	Jessica Orcutt	Darci Schmid
Pink Triangle	Joyce Griffiths	Hailey Fielden	Leslie Hilder	Matt Lensen	Jessica Orcutt	Darci Schmid
Racialized Workers	Edward Parsotam	Cindy Ozouf	Jaspreet Kaur	Anusha Balram	Greg Taylor	Darci Schmid



CUPE BC Division Office Action Plan Protocol
Emergency Action Plan & Protocol & Automatic External Defibrillator (AED)
6222 Willingdon Avenue, Burnaby

Person witnessing medical emergency

- Ask reception to call 911
- Clearly give the location (6222 Willingdon Avenue, Burnaby – 4th Floor), access and meeting point, and type (if known) of medical emergency
- Designate one person to meet the emergency responders **(enter via the ground floor concourse parking lot off Cassie Street)**
- Make sure you are safe and stay with patient until help arrives
- If person is unresponsive with no signs of NORMAL breathing – immediately start CPR/AED

AED Locations

1. 4th floor at reception waiting area
2. 4th floor outside the Mountain View Boardroom doors

Fire Protocol

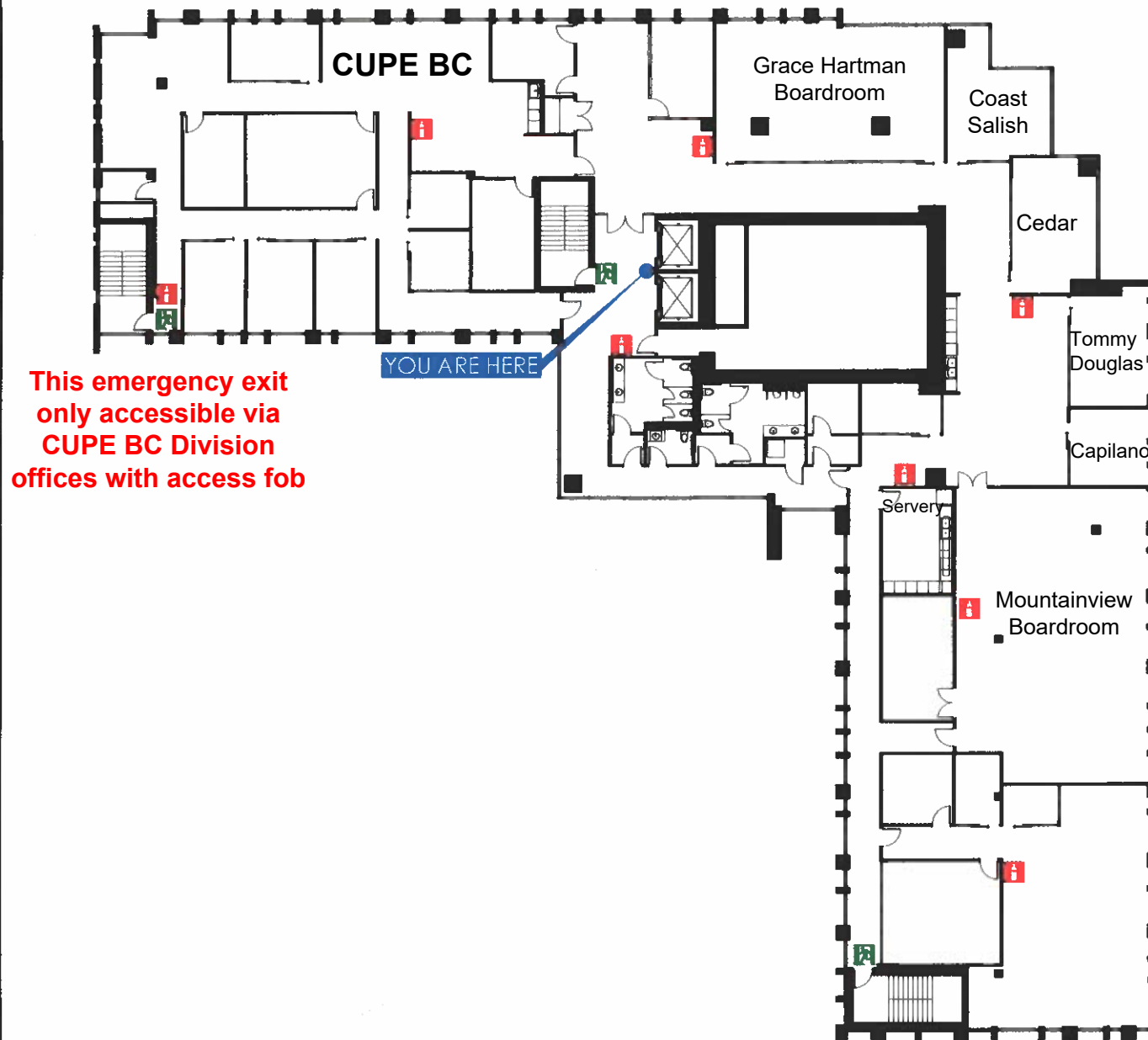
- Ask reception to call 911
- Clearly give the location (6222 Willingdon Avenue, Burnaby – 4th Floor), access and meeting point
- Exit through the 2 green marked stairwells (attached) – DO NOT use elevators
- Fire extinguisher locations (attached)
- The muster station is across Beresford Street on the sidewalk

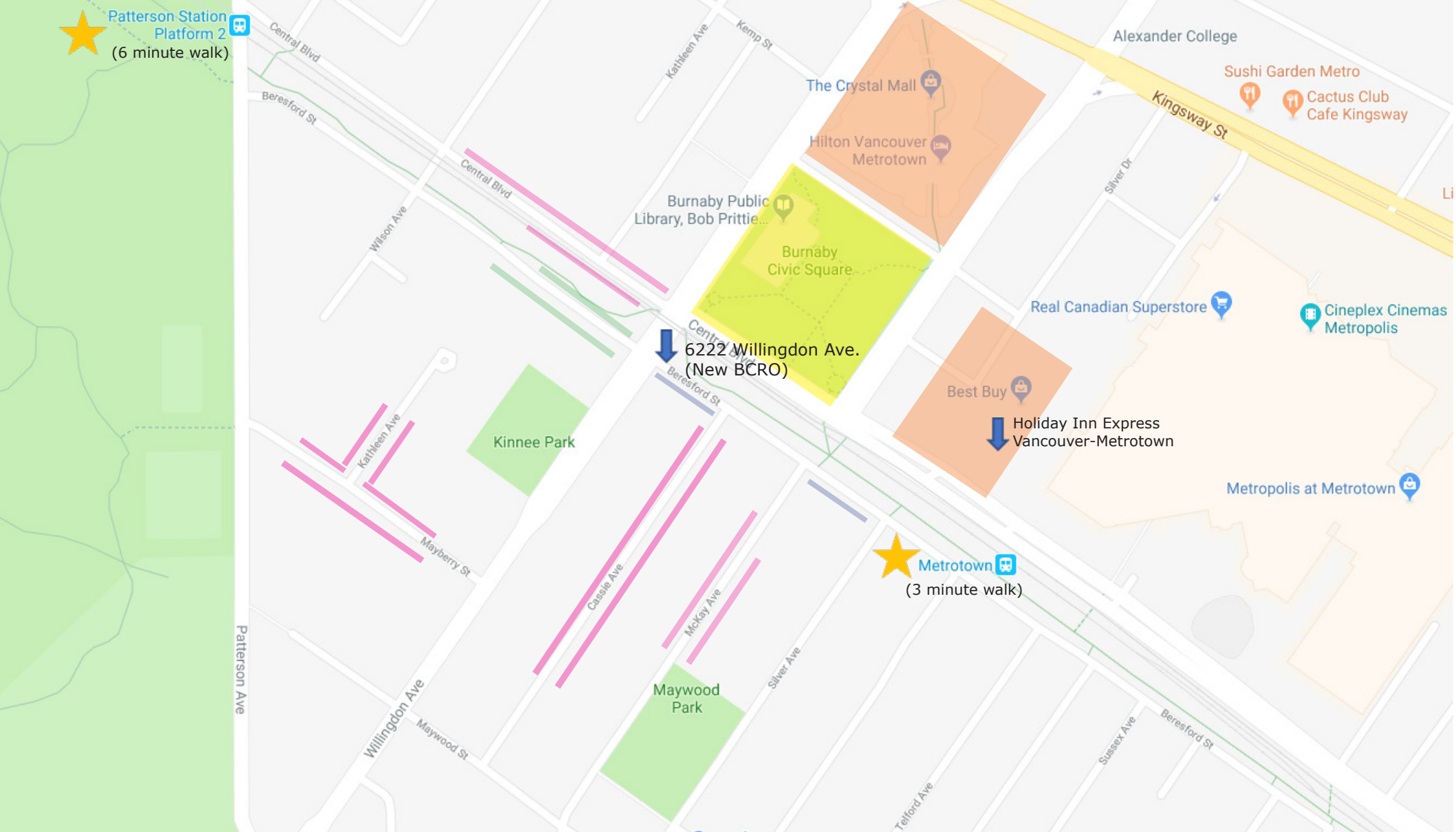
FIRE ESCAPE PLAN - CUPE

4th FLOOR - 6222 WILLINGDON AVE, BURNABY, BC

LEGEND




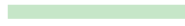

- YOUR LOCATION
- 🚪 EMERGENCY EXIT
- 🔥 FIRE EXTINGUISHER

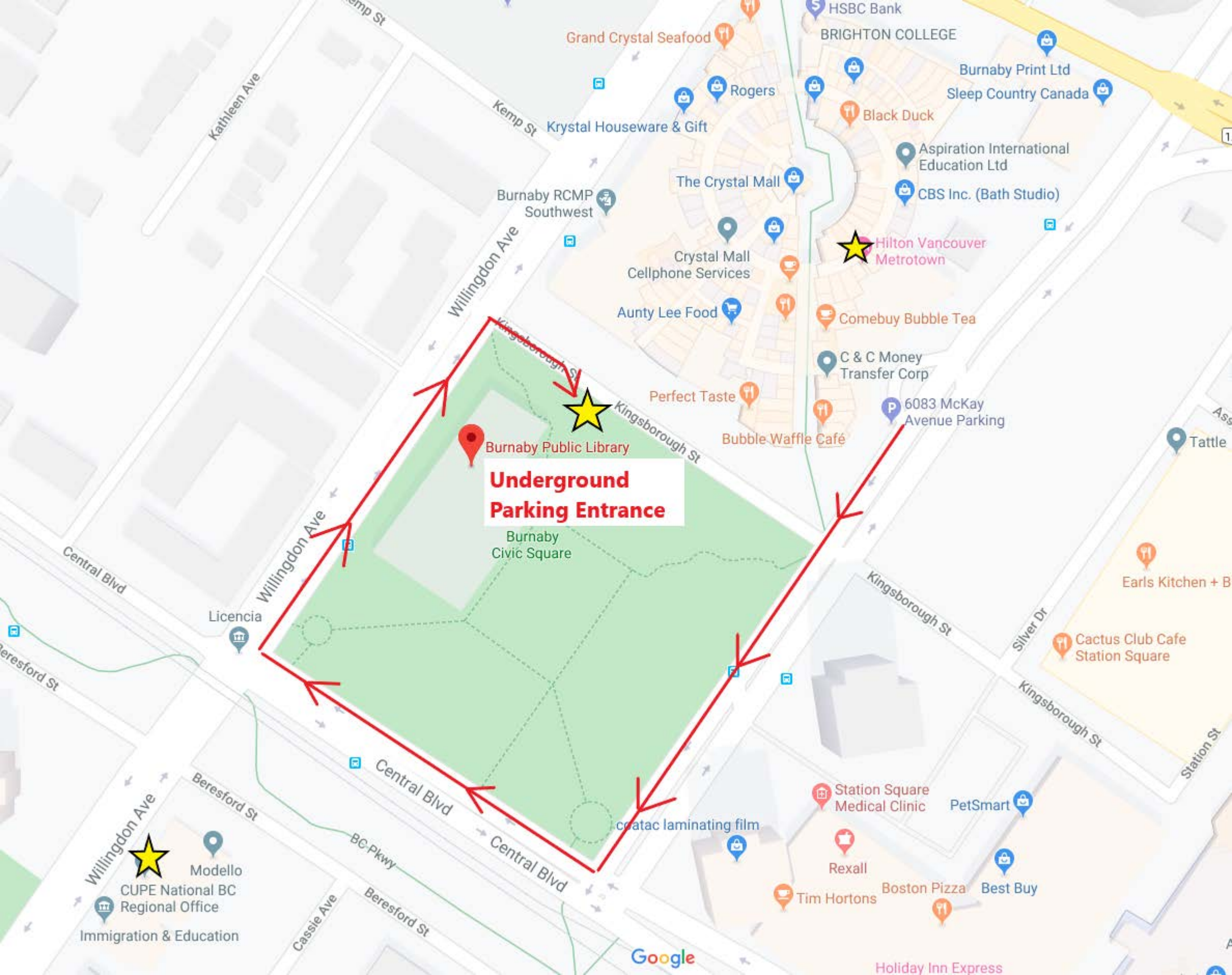




CUPE's new BC Regional and Division offices are located at 6222 Willingdon Avenue in Burnaby.

This map highlights some of the nearby parking options for visitors. We encourage visitors to consider taking public transportation as our new office has easy access to major transit routes. The nearest skytrain stations are the Patterson and Metrotown stations, and there is also a bus loop at Metrotown.

- | | | | |
|---|--|---|---|
|  | Burnaby Public Parking (3 Free Hours) |  | Free street parking with no time limit |
|  | Paid Parking Lot |  | Free street parking with 2 hour time limit |
| | |  | Metered street parking with time limit (typically 2 hours) |



**Underground
Parking Entrance**

Burnaby Public Library

Burnaby
Civic Square

Hilton Vancouver
Metrotown

BRIGHTON COLLEGE

Burnaby Print Ltd

Sleep Country Canada

Black Duck

Aspiration International
Education Ltd

CBS Inc. (Bath Studio)

The Crystal Mall

Crystal Mall
Cellphone Services

Aunty Lee Food

Comebuy Bubble Tea

C & C Money
Transfer Corp

Perfect Taste

Bubble Waffle Café

6083 McKay
Avenue Parking

Tattle

Earls Kitchen + B

Cactus Club Cafe
Station Square

Station Square
Medical Clinic

PetSmart

Rexall

Tim Hortons

Boston Pizza

Best Buy

Holiday Inn Express

Google

Kathleen Ave

Grand Crystal Seafood

Krystal Houseware & Gift

Burnaby RCMP
Southwest

Willingdon Ave

Central Blvd

Licencia

Beresford St

Willingdon Ave

Modello

CUPE National BC
Regional Office

Immigration & Education

Cassie Ave

BC Pkwy

Beresford St

Central Blvd

Central Blvd

Kingsborough St

Silver Dr

Kingsborough St

Station St



BPL P2 Level Parking Stalls

10 CUPE Reserved Stalls are located in the southwest corner of the P2 Underground parking lot.

Look for CUPE reserved parking signage as you descend the ramp.

Public stalls are marked below with a P.

	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
P															P
P															P
P			STAIRWELL				P	P			P	P			P
P							P	P			P	P			P
P							P	P			P	P			P
P							P	P			P	P			P
P							P	P			P	P			P
P							P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
P			P	P			P	P			P	P			P
Reserved CUPE BC 1			P	P			P	P			RAMP ↓				P
Reserved CUPE BC 2			P	P			P	P							P
Reserved CUPE BC 3			P	P			P	P							P
Reserved CUPE BC 4			P	P			P	P							P
Reserved CUPE BC 5			P	P			P	P							P
Reserved CUPE BC 6			P	P			P	P							P
Reserved CUPE BC 7			P	P			P	P			↓				P
Reserved CUPE BC 8			P	P			P	P							P
Reserved CUPE BC 9			←		←		←		←						P
Reserved CUPE BC 10															P
															P
	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

**RESERVED
CUPE
BC**

**CUPE BC Young Workers' Committee
Meeting Minutes – October 4, 2024**

Present (In-Person): Donald Grant (Chair), Cody Beyer

Remote Participants: Hannah Christo, Luke Tetrault

Staff Participants: David Fleming, Neil Adolph, Jessica Orcutt (Communications)

Regrets: Juno Diane (Co-Chair), Cassie Dezar (Recording Secretary), Sam Connolly, Emma Inman, Kasahra Atkins, Kathryn Davies (Communications)

-
- 1) **Call to Order and Welcome** - Complete
 - 2) **Adoption of the Agenda:** M/S/C
 - 3) **Adoption of past minutes dated 01/31/2024:** M/S/C
 - 4) **Matters arising from the minutes**
 - a) Budget used for Supercon Update: Only \$1,400 of budget was spent
 - i) Left over money to be spent on another young worker scholarship for education
 - b) Survey was supposed to go out in order to collect more information about a variety of topics including age ranges of members, but there has been a delay
 - c) Mentorship opportunities
 - i) Shadow national members
 - ii) Union stability concerns
 - iii) Push online resource packages for young workers
 - d) Connecting locals with each other in proximity
 - 5) **Old Business (if applicable)**
 - a) Karen is sending out a notification about young worker committee
 - b) Still wanting to lobby for the young workers age range to be extended up to 35, but will table until survey is able to go out for data collection. Priority would still be given to younger workers.
 - 6) **2024 Resolutions Workplan Review** - Complete
 - 7) **Committee Project Budget**
 - a) Review Committee Budget Guide and Criteria - Complete
 - b) Planning:
ACTION: Create scholarship for young workers to attend fall school and/or winter school

8) Executive Board Updates

- a) **Recommendations to the Executive Board** – Review survey information and increase committee age to 35 with priority given to younger members

9) Events

- a) Convention 2025
 - i) Young Workers Social (Date TBD)
 - (a) Location: Westin Bayshore for easier accessibility – social activity to host trivia night

10) Resolutions to 2025 Convention (Discussion)

- a) Retail/grocery/cashier provisions to sit during shift
- b) Lobby for voting age to be changed from 18 to 16
- c) Send out an email template for locals to send out to their members with information about how to join committees and/or make posters that can be distributed. Both will plug the young workers event at convention

11) Action Items – Please summarize below (not limited to 2):

ACTION: Bring resolutions to next committee meeting
Person(s) Responsible: All members

ACTION: Follow up with Karen on scholarship for winter school
Person(s) Responsible: Donny Grant

ACTION: Follow up about sending a young worker to fall school
Person(s): David Fleming

ACTION: Poster to get more young workers involved in the union
Person(s) Responsible: All members

ACTION: Letter template
Person(s) Responsible: Donny Grant to speak to Karen

ACTION: Video
Person(s) Responsible: All members

ACTION: Template for committee action
Person(s) Responsible: Donny Grant

12) Next Meeting Dates: Q4 – January 8, 2025

13) Adjournment – 3:03pm 10/04/2024

Respectfully submitted,

Hannah Christo, Interim Recording Secretary
CUPE BC Young Workers' Committee

2024 CUPE BC RESOLUTIONS

CUPE BC 2024 RESOLUTIONS WORKPLAN					
Resolution No.	Category	Resolution Summary (CUPE BC WILL)	Recommended Action	Responsibility	Status
Constitution					
4	Constitution	Amend the Constitution by changing Article 1. A. of the CUPE BC Bylaws to read as follows: CUPE BC 2023 BYLAWS 1. EXECUTIVE A.The Executive Board shall constitute the administrative governing body of CUPE BC between Conventions and shall meet at least four (4) times a year. Meetings of the CUPE BC Executive Board shall be at the call of the President, or in the absence of that officer, at the call of the Secretary-Treasurer, or upon the request of a majority of the members of the Executive Board provided that a minimum of seven (7) days' notice of such meetings shall be sent to all members of the Executive Board.	Amendment to be sent to CUPE National for approval & Locals post-approval	CUPE BC Division	Completed
5	Constitution	Amend Article 5.6 (d) of the Constitution to read as follows: 5.6. (d) Each standing, sectoral and equity committee shall have co-chairpersons, one to be appointed pursuant to 5.6 (a), (b) or (c) above and the other to be elected by committee members. Wherever possible gender and racial parity diversity shall be taken into consideration.	Amendment to be sent to CUPE National for approval & Locals post-approval	CUPE BC Division	Completed
Equity & Human Rights					
9a	Human Rights	Publicly campaign to demand employers and the provincial government prioritize a permanent cost of living adjustment (COLA) for workers with disabilities receiving long-term disability (LTD) income;	Write resolution to BC Fed to advocate for all workers to receive this.	CUPE BC Division/Communications	Pending
9b	Human Rights	Encourage locals and the National Union to make COLA for LTD plans a bargaining priority in all sectors; and	Work with Region to draft communication to locals; resolution to National Convention	CUPE BC Division/Directors/ Communications	
9c	Human Rights	Request that the National Union share researched resources, model collective agreement language, and speaking points on the need and rationale in solidifying COLA for workers receiving LTD.	Work with Region to draft communication to share with locals via their National Representatives	CUPE BC Division/ Directors	
10	Human Rights	Amend the Human Rights section of the Policy Manual as follows: Pornography: We oppose pornography wherever it is found in the workplace or community. We oppose the predatory nature of the pornography industry, the way in which a substantial proportion of pornography furthers exploitation and subjugation of those from equity seeking groups, and its contribution to such pervasive and abusive practices as “sextortion” and non-consensual sharing of images and videos. As in other forms of sex work, we support fair compensation and safe working conditions, strong regulations to ensure participation is consensual, a high standard for worker health and safety protections, and the principle that workers should have the ultimate agency over the use of their images and likenesses.	Add to Policy Manual	CUPE BC Division	Completed
12	Human Rights	Lobby the provincial government to expand financial supports for families with children that have diverse needs and extreme medical conditions, including increased funding for parents who are forced to leave the workforce, increased support for treatments and therapies, and full funding for in-home caregiver services.	Lobby - Budget Submission	CUPE BC President/ Legislative Coordinator	



TERMS OF REFERENCE

PURPOSE OF THE COMMITTEE

The Young Workers Committee will make recommendations to the CUPE BC Executive Board to build the capacity and participation of young CUPE members and strengthen locals through the involvement of young workers.

STRUCTURE OF THE COMMITTEE

- Chairperson to be appointed by the President.
- Co-Chairperson to be elected by the committee.
- Recording secretary to be elected by the committee.
- Members are appointed by the Executive Board.
- A CUPE National staff representative will be assigned to support the committee by attending meetings, providing advice and guidance to the committee, and liaising with other CUPE National staff and departments.
- With the exception of the Chairperson appointed by the Executive Board, members of the committee must be 30 years of age or younger.
- One (1) committee member will be appointed to each of the following committees: Pension, Political Action, Women and Gender Rights, and Municipal.
- As noted under *responsibilities*, all committee members will be encouraged to participate in one other committee meeting per term in a shadowing capacity.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from, and be responsible to, the CUPE BC Executive Board. Between meetings of the Executive Board tasks may be assigned to the committee by the Administrative Committee or by the President.
- The committee Chairperson shall report on a regular basis to the CUPE BC Executive Board.
- Submit signed copies of minutes of all meetings to the CUPE BC office as soon as possible following meeting adjournment.
- Make recommendations to the CUPE BC Executive Board related to the development of tomorrow's leaders today.
- Make recommendations to the CUPE BC Executive Board on methods to challenge and overcome any barriers facing young workers, including employers' lack of confidence in the abilities of young workers.
- Encourage the creation of young worker's reps at locals and liaise with young worker committees at local unions where established.
- Make recommendations to the Executive Board on dealing with resolutions passed at the CUPE BC Convention concerning young workers' issues.

- Continue to promote the bargaining of rights and benefits for part-time and auxiliary workers.
- Work in conjunction with other committees and working groups where activities may overlap.
- Assist in providing continued educational opportunities for young workers which could include workshops on knowing your rights, political action, or the WorkSafe BC young workers safety certificate program.
- A report of the committee's activities for the preceding year shall be submitted to the Secretary-Treasurer of CUPE BC upon request.

COMMITTEE GOALS AND OBJECTIVES

Specific goals and objectives for the committee for the term are to be determined at the One Big Committee Meeting (OBCM) and will be outlined in the committee action plan. OBCM will normally be held in the fall following the appointment of the working group. Goals and objectives must be consistent with the purpose of the committee, the CUPE BC Constitution, and any resolution(s) passed by the CUPE BC Convention. They must be approved by the Executive Board prior to implementation.





CUPE BC 2023 One Big Committee Meeting Committee Action Plan | 2023-2025 Term

How can our committee support CUPE BC Division and its members? Identify three to four actions to focus on during the term.

Questions to consider:

1. Does your committee have referred resolutions that require actions?
2. How can the committee ensure our goals include diversity initiatives?
3. What issues can our committee work on to support the 94 Calls to Action?
4. Are there associated project costs? If yes, please submit a Committee Budget Application to the Division.

CUPE BC YOUNG WORKERS COMMITTEE			
ACTION	RESPONSIBILITY	TIMELINE	COST/ RESOURCES
Promote Active Participation of Young and New Members in the Upcoming Provincial Election.	Political Action Coordinator, Communications, National Staff, YW Committee	Now until Provincial Election	TBD
Empowering and Engaging Young Workers at Locals and District Councils	National Staff, Communications, YW Committee	Ongoing	TBD



**CUPE BC 2023 One Big Committee Meeting
Committee Action Plan Report | 2023-2025 Term**

CUPE BC YOUNG WORKERS COMMITTEE			
ACTION	RESPONSIBILITY	TIMELINE	COST/ RESOURCES
Increasing the Young Worker Committee Age to 35	YW Committee	Now until Convention 2024	N/A
Fostering Young Worker Mentorship Opportunities within CUPE BC and All Union Structures	YW Committee, CUPE National Staff, Communications	Ongoing	TBD

CTTEE Name

Young Workers

✓

TERM

BUDGET

COMMITTED TO DATE

REMAINING

2023-2024

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\$5,000.00

(\$5,000.00)

Young Workers

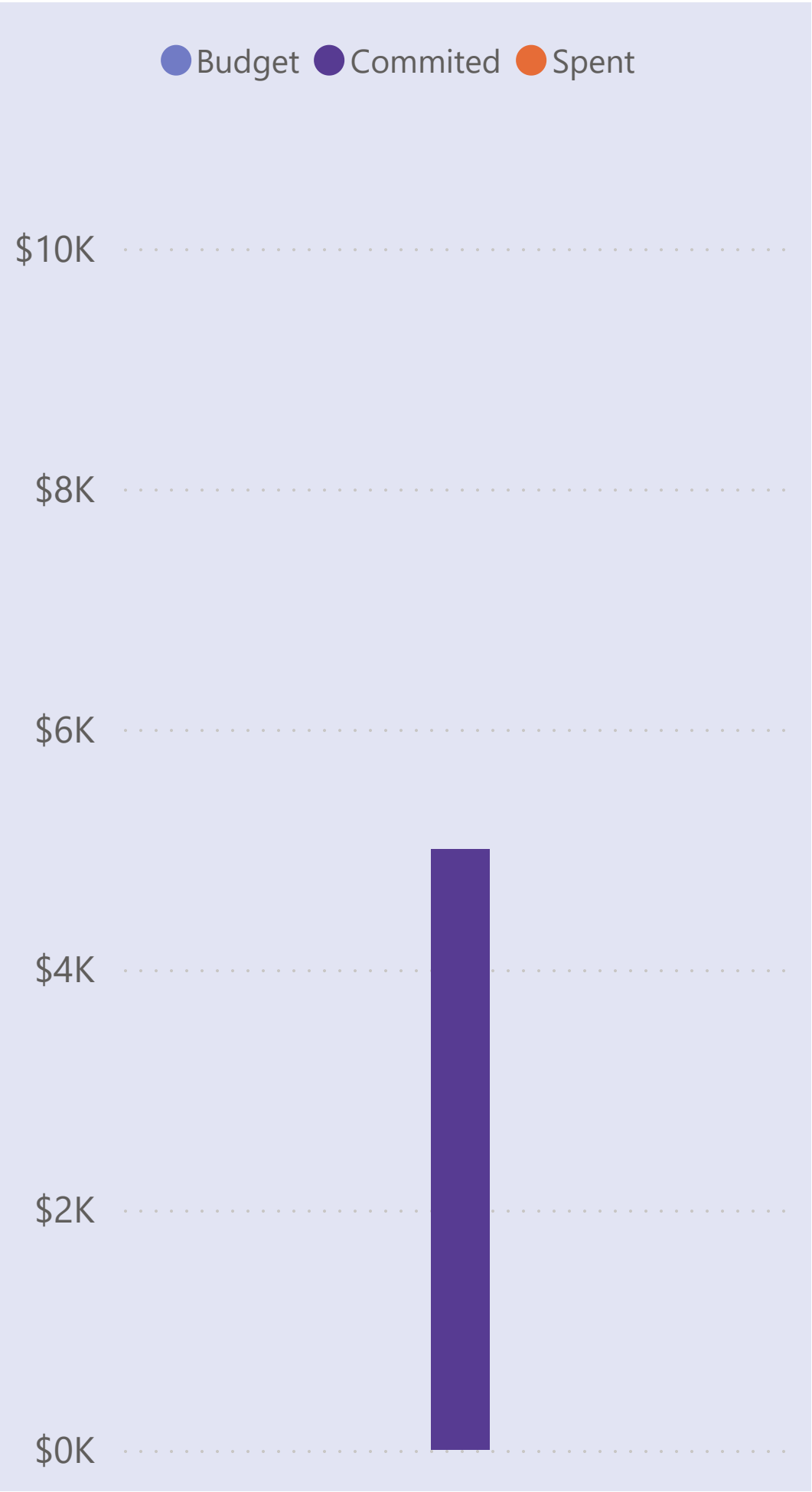
✓

APPROVED ITEMS

Year	Project Name	Amount Committed
2024	SuperCon attendance	\$5,000
Total		\$5,000

EXPENDITURE TO DATE

Date	Paid to	Description	Amount
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COMMITTEE BUDGET APPLICATION GUIDE

CUPE BC has allocated a budget of \$10,000 per CUPE BC Committee on a term basis towards advancing their projects. Committee Chairs will be responsible for managing the use of committee funds during the two-year term.

Whereas committees previously submitted recommendations to the CUPE BC Executive Board for expenditure approvals, committees may now submit a **Committee Budget Application Form** to access project funds on an expedited basis.

COMMITTEE BUDGET APPLICATION PROCESS

To access committee budget funds, Committee Chairs must complete a **Committee Budget Application Form** per project. Completed forms are to be submitted to the CUPE BC Administrative Staff, who will bring them forward to the **CUPE BC Admin Committee** for approval.

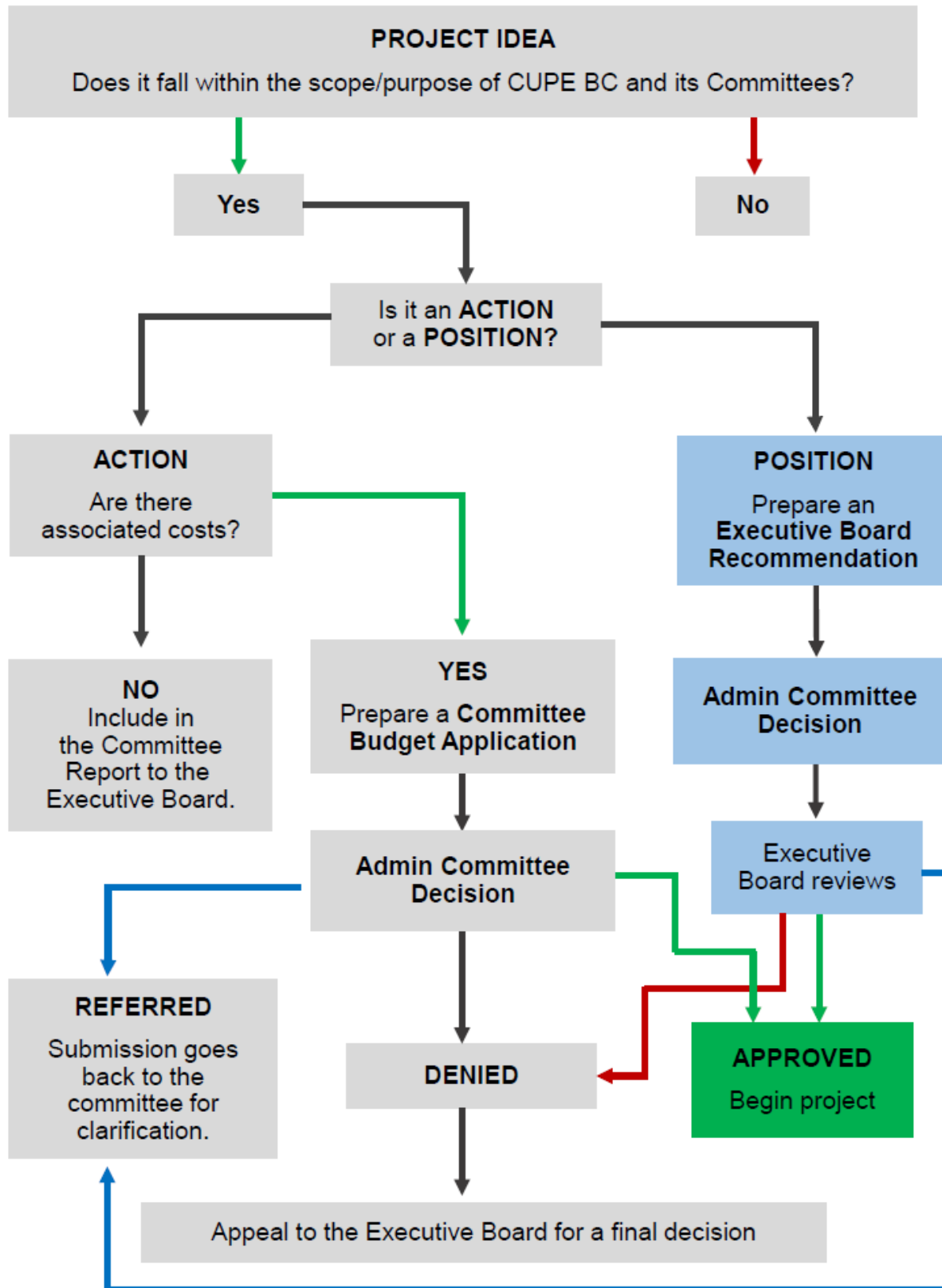
All forms must be completed by the committee and clearly outline the **project rationale** and **costs**. Once approved, the committee and staff may commence work on the project. **Incomplete form submissions will be referred back to the Committee for further action.** Likewise, any budget applications that are not approved by the Admin Committee will also be referred back to the Committee.

COMMITTEE BUDGET REQUESTS vs EXECUTIVE BOARD RECOMMENDATIONS

The purpose of the Committee Budget is to facilitate funding access for smaller scale, routine project expenses (see table below). For any requests exceeding these parameters, committees must continue to submit them as **Recommendations** to the Executive Board for approval. Some common examples have been captured below for comparison:

Committee Budget Requests	Executive Board Recommendations
Mailouts to Local Offices & District Councils	Lobby Government
Campaign Materials	External Sponsorships
Swag Orders (including design costs, etc.)	Provide direction to CUPE BC
Event Supplies (i.e., Vaisakhi Parade Apples)	Request CUPE staff support & resources
Registration, travel, and wage reimbursement for Conferences and Union Education	Committee project requests with no associated costs**
**NOTE: Requests must still be approved by the Executive Board.	

If you are unsure whether to submit a budget application to the Admin Committee or a recommendation to the Executive Board, please contact your assigned CUPE BC Admin Support Staff for further clarification.



BUDGET TIMELINE & AVAILABILITY

All CUPE BC Committees serve two-year terms and disband during the CUPE BC Convention in April. Newly appointed committees meet for the first time during the One Big Committee meeting (OBCM), which is typically held in October of the same year.

Please note that any unused funds from a given term cannot be carried over into a new term. Newly appointed committees will receive a new project budget installment of \$10,000 but will not have the option to request unused funds from the previous term.

QUESTIONS?

Should you have any questions regarding the new committee budget process, timelines, and/or fund balance for your committee, please contact your assigned CUPE BC Admin Support Staff for further assistance. Committee Budget Application Forms may also be obtained from the Division Office at info@cupe.bc.ca.





COMMITTEE BUDGET APPLICATION FORM

ONE PROJECT PER FORM

INSTRUCTIONS

Committee Chairs are to complete one form for each project being requested. Please put any important background information about the project in the "Details of request" section. If you don't know the exact cost, please make your best estimate. Project expenses are any expense outside of a regular committee meeting; examples could include: costs associated with sending member to a conference or an extra day for training (registration, transport, perdiems, lost wages), materials for a campaign or swag for an event.

COMMITTEE NAME: _____ NAME OF PERSON COMPLETING FORM: _____

EMAIL: _____ PHONE: _____

PROJECT NAME: _____ PROJECT ID (OFFICE ONLY): _____

PROJECT DESCRIPTION:

DETAILS OF REQUESTED ITEMS (e.g. registration,transport, perdiems, lost wages,materials, swag, mail-out cost)	ANTICIPATED COST:
TOTAL \$	

Signature (Committee Chair)

Date

YES

NO

APPROVED:

ON BEHALF OF THE ADMIN COMMITTEE

Signature

Date



CUPE BC KEY DATES

Date	Event	Location
2025		
Jan 01	<i>STAT: New Year's Day</i>	
Jan 09	CUPE Metro Meeting	Burnaby/Virtual
Jan 14	CUPE BC Library Symposium	Virtual
Jan 18	FVDC Annual General Meeting	Abbotsford
Jan 12 - Feb 14	CLC Winter School	Harrison Hot Springs
Jan 25	SIDC General Meeting	Salmon Arm/Virtual
Jan 31	VIDC Executive Meeting	Nanaimo
Feb 01	VIDC General Meeting	Nanaimo
Feb 02 - Feb 07	Presidents Academy	Harrison Hot Springs
Feb 12	CUPE BC Admin Committee Meeting	Zoom
Feb 13	CUPE Metro Meeting	Burnaby/Virtual
Feb 17	<i>STAT: Family Day</i>	
Feb 19	CUPE BC Admin Committee Meeting	Vancouver
Feb 20 - Feb 21	CUPE BC Executive Board Meeting	Anvil Centre
Feb 26 - Feb 27	KDC Meetings	Creston
Mar 13	CUPE Metro Meeting	Burnaby/Virtual
Mar 25 - Mar 27	National Executive Board	Ottawa
Apr 10	CUPE Metro Meeting	Burnaby/Virtual
Apr 18	<i>STAT: Good Friday</i>	
Apr 21	<i>STAT: Easter Monday</i>	
Apr 25	BCSTA Reception	Vancouver (Westin Bayshore)
Apr 28	CUPE BC Admin Committee Meeting (Pre-Convention)	Vancouver (Westin Bayshore)
Apr 29	CUPE BC Executive Board Meeting (Pre-Convention)	Vancouver (Westin Bayshore)
Apr 30 - May 03	CUPE BC Convention	Vancouver (Westin Bayshore)
2025 - 2027 Term		
May 07 - May 09	BC Library Conference	Nanaimo
May 08	CUPE Metro Meeting	Burnaby
May 10	VIDC Executive & General Meeting	Victoria
May 13 - May 14	KDC Meetings	Cranbrook
May 19	<i>STAT: Victoria Day</i>	
May 26 - May 27	Special Executive Board Meeting	Kamloops
May 26 - May 30	CUPE BC Spring School	Kamloops
May 31	SIDC General Meeting	Vernon
Jun 10 - Jun 11	CUPE BC Admin Planning Sessions	TBD

*Conflicts with another meeting.

Date	Event	Location
Jun 17 - Jun 19	National Executive Board	Ottawa
Jul 01	<i>STAT: Canada Day</i>	
Jul 15 - Jul 17	CUPE BC Think Tank	Harrison Hot Springs
Aug 04	<i>STAT: British Columbia Day</i>	
Sep 01	<i>STAT: Labour Day</i>	
Sep 09	CUPE BC Admin Committee Meeting	Zoom
Sep 09 - Sep 11	National Executive Board	Ottawa
Sep 12	VIDC Strategic Planning	Victoria
Sep 13	VIDC Executive & General Meeting	Victoria
Sep 15	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
Sep 16 - Sep 17	CUPE BC Executive Board Meeting	Anvil Centre
Sep 22 - Sep 26	UBCM	Victoria
Sep 27	SIDC General Meeting	Kelowna
Sep 30	<i>STAT: National Day for Truth & Reconciliation</i>	
Oct 06 - Oct 10	CUPE 32 nd National Convention	Toronto
Oct 13	<i>STAT: Thanksgiving Day</i>	
Oct 21 - Oct 22	CUPE BC One Big Committee Meeting	Surrey
November TBD	CUPE BC Fall School	TBD
Nov 08	SIDC General Meeting	Kamloops/Virtual
Nov 11	<i>STAT: Remembrance Day</i>	
November TBD	BC NDP Convention	TBD
Nov 25	CUPE BC Admin Committee Meeting	Zoom
Dec 02	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
Dec 03	CUPE BC Holiday Party	Anvil Centre
Dec 03 - Dec 04	CUPE BC Executive Board Meeting	Anvil Centre
Dec 06	VIDC Executive & General Meeting	Nanaimo
Dec 09 - Dec 11	National Executive Board	Ottawa
Dec 25	<i>STAT: Christmas Day</i>	
2026		
Jan 01	<i>STAT: New Year's Day</i>	
Jan - Feb TBD	CLC Winter School	Harrison Hot Springs
Feb TBD	Presidents Academy	Harrison Hot Springs
Feb 11	CUPE BC Admin Committee Meeting	Zoom
Feb 16	<i>STAT: Family Day</i>	
Feb 18	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
Feb 19 - Feb 20	CUPE BC Executive Board Meeting	Anvil Centre
March TBD	National Executive Board	Ottawa
Apr 03	<i>STAT: Good Friday</i>	
Apr 06	<i>STAT: Easter Monday</i>	
Apr 10	BCSTA Reception	Hyatt Regency
Apr 27	CUPE BC Admin Committee Meeting (Pre-Convention)	Victoria Conference Centre
Apr 28	CUPE BC Executive Board Meeting (Pre-Convention)	Victoria Conference Centre

*Conflicts with another meeting.

Date	Event	Location
Apr 29 - May 02	CUPE BC Convention	Victoria Conference Centre
May TBD	CLC Convention	Winnipeg
May 18	<i>STAT: Victoria Day</i>	
May TBD	CUPE BC Spring School	TBD
June TBD	CUPE BC Admin Planning Sessions	TBD
Jun 09 - Jun 11	Super Con 2026	Nanaimo
June TBD	National Executive Board	Ottawa
Jul 01	<i>STAT: Canada Day</i>	
Jul 14 - Jul 16	CUPE BC Think Tank	Harrison Hot Springs
Aug 03	<i>STAT: British Columbia Day</i>	
Sep 07	<i>STAT: Labour Day</i>	
September TBD	National Executive Board	Ottawa
Sep 14	CUPE BC Admin Committee Meeting	Zoom
Sep 14 - Sep 18	UBCM	Vancouver
Sep 23	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
Sep 24 - Sep 25	CUPE BC Executive Board Meeting	Anvil Centre
Sep 30	<i>STAT: National Day for Truth & Reconciliation</i>	
Oct 12	<i>STAT: Thanksgiving Day</i>	
October TBD	CUPE National Conference	TBD
Nov 11	<i>STAT: Remembrance Day</i>	
November TBD	CUPE BC Fall School	TBD
Nov 20	CUPE BC Admin Committee Meeting	Zoom
November TBD	BC FED Convention	TBD
Dec 01	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
Dec 02	CUPE BC Holiday Party	Anvil Centre
Dec 02 - Dec 03	CUPE BC Executive Board Meeting	Anvil Centre
December TBD	National Executive Board	Ottawa
Dec 25	<i>STAT: Christmas Day</i>	
2027		
Jan 01	<i>STAT: New Year's Day</i>	
Jan - Feb TBD	CLC Winter School	Harrison Hot Springs
Feb TBD	Presidents Academy	Harrison Hot Springs
February TBD	CUPE BC Admin Committee Meeting	Zoom
February TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
February TBD	CUPE BC Executive Board Meeting	Anvil Centre
Feb 15	<i>STAT: Family Day</i>	
March TBD	National Executive Board	Ottawa
Mar 26	<i>STAT: Good Friday</i>	
Mar 29	<i>STAT: Easter Monday</i>	
Apr 16	BCSTA Reception	Hyatt Regency
Apr 26	CUPE BC Admin Committee Meeting (Pre-Convention)	Victoria Conference Centre
Apr 27	CUPE BC Executive Board Meeting (Pre-Convention)	Victoria Conference Centre
Apr 28 - May 01	CUPE BC Convention	Victoria Conference Centre

*Conflicts with another meeting.

Date	Event	Location
2027 - 2029 Term		
May 24	<i>STAT: Victoria Day</i>	
May 31 - Jun 01	Special Executive Board Meeting	Kamloops
May 31 - Jun 04	CUPE BC Spring School	Kamloops
June TBD	CUPE BC Admin Planning Sessions	TBD
June TBD	National Executive Board	Ottawa
Jul 01	<i>STAT: Canada Day</i>	
Jul 13 - Jul 15	CUPE BC Think Tank	Harrison Hot Springs
Aug 02	<i>STAT: British Columbia Day</i>	
Sep 06	<i>STAT: Labour Day</i>	
September TBD	CUPE BC Admin Committee Meeting	Zoom
September TBD	National Executive Board	Ottawa
September TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
September TBD	CUPE BC Executive Board Meeting	Anvil Centre
Sep 20 - Sep 24	UBCM	Whistler
Sep 30	<i>STAT: National Day for Truth & Reconciliation</i>	
Oct 11	<i>STAT: Thanksgiving Day</i>	
Oct 13 - Oct 14	CUPE BC One Big Committee Meeting	Surrey
Oct 24 - Oct 29	CUPE 33 rd National Convention	TBD
Nov 11	<i>STAT: Remembrance Day</i>	
November TBD	CUPE BC Fall School	TBD
November TBD	BC NDP Convention	TBD
November TBD	CUPE BC Admin Committee Meeting	Zoom
November TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
November TBD	CUPE BC Executive Board Meeting	Anvil Centre
December TBD	National Executive Board	Ottawa
Dec 25	<i>STAT: Christmas Day</i>	
2028		
Jan 01	<i>STAT: New Year's Day</i>	
Jan - Feb TBD	CLC Winter School	Harrison Hot Springs
February TBD	Presidents Academy	Harrison Hot Springs
February TBD	CUPE BC Admin Committee Meeting	Zoom
February TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
February TBD	CUPE BC Executive Board Meeting	Anvil Centre
Feb 21	<i>STAT: Family Day</i>	
March TBD	National Executive Board	Ottawa
Apr 14	<i>STAT: Good Friday</i>	
Apr 17	<i>STAT: Easter Monday</i>	
April 21, 208	BCSTA Reception	Hyatt Regency
April TBD	CUPE BC Admin Committee Meeting (Pre-Convention)	TBD
April TBD	CUPE BC Executive Board Meeting (Pre-Convention)	TBD
April TBD	CUPE BC Convention	TBD

*Conflicts with another meeting.

Date	Event	Location
May 22	<i>STAT: Victoria Day</i>	
May TBD	CUPE BC Spring School	TBD
June TBD	CUPE BC Admin Planning Sessions	TBD
Jun 20 - Jun 22	Super Con 2028	Prince George
June TBD	National Executive Board	Ottawa
Jul 01	<i>STAT: Canada Day</i>	
July TBD	CUPE BC Think Tank	TBD
Aug 07	<i>STAT: British Columbia Day</i>	
Sep 04	<i>STAT: Labour Day</i>	
September TBD	National Executive Board	Ottawa
September TBD	CUPE BC Admin Committee Meeting	Zoom
September TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
September TBD	CUPE BC Executive Board Meeting	Anvil Centre
Sep 18 - Sep 22	UBCM	Vancouver
Sep 30	<i>STAT: National Day for Truth & Reconciliation</i>	
Oct 09	<i>STAT: Thanksgiving Day</i>	
October TBD	CUPE National Conference	TBD
Nov 11	<i>STAT: Remembrance Day</i>	
November TBD	CUPE BC Fall School	TBD
November TBD	CUPE BC Admin Committee Meeting	Zoom
November TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
November TBD	CUPE BC Executive Board Meeting	Anvil Centre
November TBD	BC FED Convention	TBD
December TBD	National Executive Board	Ottawa
Dec 25	<i>STAT: Christmas Day</i>	
2029		
Jan 01	<i>STAT: New Year's Day</i>	
Jan - Feb TBD	CLC Winter School	Harrison Hot Springs
February TBD	Presidents Academy	Harrison Hot Springs
February TBD	CUPE BC Admin Committee Meeting	Zoom
February TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
February TBD	CUPE BC Executive Board Meeting	Anvil Centre
Feb 19	<i>STAT: Family Day</i>	
March TBD	National Executive Board	Ottawa
Mar 30	<i>STAT: Good Friday</i>	
Apr 02	<i>STAT: Easter Monday</i>	
April TBD	CUPE BC Admin Committee Meeting (Pre-Convention)	TBD
April TBD	CUPE BC Executive Board Meeting (Pre-Convention)	TBD
April TBD	CUPE BC Convention	TBD
2029 - 2031 Term		
May TBD	CLC Convention	TBD
May 21	<i>STAT: Victoria Day</i>	

*Conflicts with another meeting.

Date	Event	Location
May TBD	CUPE BC Spring School	TBD
May TBD	Special Executive Board Meeting	TBD
June TBD	CUPE BC Admin Planning Sessions	TBD
June TBD	National Executive Board	Ottawa
Jul 02	<i>STAT: Canada Day</i>	
July TBD	CUPE BC Think Tank	TBD
Aug 06	<i>STAT: British Columbia Day</i>	
Sep 03	<i>STAT: Labour Day</i>	
September TBD	CUPE BC Admin Committee Meeting	Zoom
September TBD	National Executive Board	Ottawa
Sep 17 - Sep 21	UBCM	Whistler
September TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
September TBD	CUPE BC Executive Board Meeting	Anvil Centre
Sep 30	<i>STAT: National Day for Truth & Reconciliation</i>	
Oct 08	<i>STAT: Thanksgiving Day</i>	
October TBD	CUPE BC One Big Committee Meeting	TBD
October TBD	CUPE 34 th National Convention	TBD
Nov 11	<i>STAT: Remembrance Day</i>	
November TBD	CUPE BC Fall School	TBD
November TBD	BC NDP Convention	TBD
November TBD	CUPE BC Admin Committee Meeting	Zoom
November TBD	CUPE BC Admin Committee Meeting	BCRO (Grace Hartman Room)
November TBD	CUPE BC Executive Board Meeting	Anvil Centre
December TBD	National Executive Board	Ottawa
Dec 25	<i>STAT: Christmas Day</i>	

Young Workers Committee Report to Convention

The CUPE BC Young Workers Committee continues its work to engage and develop activists aged 30 years or younger by providing training, mentorship, and unique opportunities to promote inclusion in our union.

This term, the Committee has identified several priority areas, including but not limited to connecting with other CUPE BC Committees, reconciliation, political action, empowering young workers, and increasing mentorship and leadership opportunities within all union structures.

Connecting with Other Committees

The current Young Workers Committee members are very active in their Local, with experience ranging from being a shop steward to being the president of their Local. Part of the responsibilities outlined for the Young Workers Committee are appointments wherein committee members attend all the meetings held over a two-year term for the Municipal, Pension, Political Action, and Women's and Gender Rights Committees, as well as appointing committee members in a shadow capacity to attend one meeting during the term for all of the other CUPE BC committees. CUPE BC Young Workers Committee members can also be appointed to other roles, such as the BC Federation of Labour Young Workers' Committee, or as Young Worker Representatives on the CUPE BC Executive Board.

These shadow roles allow committee members to gain insight into CUPE BC's activities and experience how CUPE BC works. During each Young Workers Committee meeting, members report back what they have learned and what activities they have participated in during their appointments. They get to collect a wide variety of experiences, from learning about the work of each committee to providing insight back to committees about a young worker's perspective.

Political Action

With the upcoming provincial election, there has been an extra focus on contributing to CUPE BC's efforts in preparing for the election, registering to vote, getting out the vote, and learning how to be involved in politics and political campaigns.

During the term, the committee met with Parliamentary Secretary Brittny Anderson and discussed her role in government, including her role as the Premier's Special Advisor for Youth, as well as pressing issues for young workers such as housing, mental health, health care, affordability, barriers to unionization for young people, involvement of young people in government, and more.

The committee heard presentations from the Political Action Coordinator about CUPE BC's plans to prepare for the upcoming provincial election, and how CUPE members can get involved.

CUPE BC Super Conference

The Young Worker Committee encourages there to be space for Young Workers at the upcoming CUPE BC Super Conference and promotes the use of these opportunities to invest in the development of future union leaders. As part of this, the committee will send two young workers to the conference to get exposure to conference discussions, conference sessions, networking opportunities, and mentorship that can inspire and prepare young members to take on leadership roles within their union.

Empowering Young Workers

From August to September 2022, CUPE National conducted a survey and produced a report titled *Engaging Young Workers*. This report indicated that 25% of young workers believe their locals promote youth engagement in their union. Further, the survey indicated that young workers comprise 18% of CUPE's membership nationwide.

A great first step to engaging young workers is to ask, "How is my local engaging young workers?" and consider what pathways or processes exist within your local for young workers to become more engaged. Getting young workers involved can look like creating a young worker committee, or examining how training is allocated within the local to develop and train future union leaders.

The Young Workers Committee has been actively working on creating space for young workers at the table. Part of that has been ensuring there are young workers at the upcoming Super Convention and encouraging young workers and district councils to create processes for young workers to get involved at their local and district councils.

Conclusion

We offer our sincere thanks to our staff advisor, David Fleming, the CUPE BC Executive Board, and the much-appreciated efforts of Kiran Kooner, Maja Bohinc, and the CUPE BC office staff, which allow our Young Workers Committee to successfully advocate for young workers across the province.

Respectfully submitted:

Donny Grant, Chair
Juno Diane, Co-Chair
Cassie Deezar, Recording Secretary
Kasahra Atkins
Cody Beyer
Hannah Christo
Sam Connolly
Emma Inman
Sydney Sullivan
Luke Tetrault
Bailey Van Der Meer

David Fleming, Staff Advisor
Kathryn Davies, Communications
Maja Bohinc, Admin Support

2025 CONVENTION DEADLINES as at Nov.21.24

ITEM	DEADLINE
SEND OUT CONVENTION CALL <i>(deadline date is December 30, 2024)</i>	December 16, 2024
Convention Booth Requests Applications Open	January 3, 2025
Convention Booth Requests Applications Close	January 31, 2025
Registration Opens	February 20, 2025
Submit Convention Committee Nominations	February 20, 2025
SUBMIT RESOLUTIONS TO CUPE BC	Monday, March 3, 2025 @ 12:00pm PST
Submit Election Nominations & Materials	March 3, 2025
SUBMIT CREDENTIALS: NAME IN CONVENTION BOOK	March 17, 2025
SUBMIT SUBSIDY APPLICATION	March 17, 2025
SUBMIT COMMITTEE REPORTS TO CUPE BC	March 17, 2025
Childcare Application Forms	March 27, 2025
Submit Accessibility Assistance Requests	March 27, 2025
Hotel Room Booking Cut-Off	March 27, 2025
Submit Guest Credential	March 27, 2025
Online Registration for Convention Closes	March 27, 2025
DRAFT RESOLUTION BOOK SENT TO LOCALS	March 31, 2025
Deadline to Receive Cheques for Registration Payments at CUPE BC Office	April 14, 2025
Convention Commences	April 30, 2025

**Young Workers' Committee
Report to Executive Board**

Meeting Date: January 8, 2025

KEY ITEMS DISCUSSED
Please outline in bullet format

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-
-

COMMITTEE ACTION ITEMS
Please outline in bullet format

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-
-
-
-

COMMITTEE BUDGET REQUESTS & EXECUTIVE BOARD RECOMMENDATIONS

Each Committee has been allocated a budget for smaller scale, routine project expenses. For any requests exceeding these parameters, committees must continue to submit them as **Recommendations to the Executive Board** for approval. Please see the table below for a list of common examples and refer to the Committee Budget Application Guide for additional details:

Committee Budget Requests	Recommendations to the Executive Board
Mailouts to Local Offices & District Councils	Lobby Government
Campaign Materials	External Sponsorships
Swag Orders (including design costs, etc.)	Provide direction to CUPE BC
Event Supplies (i.e., Vaisakhi Parade Apples)	Request CUPE staff support & resources
Registration, travel, and wage reimbursement for Conferences and Union Education	Committee project requests with no associated costs**
**NOTE: Requests must still be approved by the Executive Board.	

Submit **Recommendations to the Executive Board** by completing the form fields below. If you are unsure whether to submit a budget application to the Admin Committee or a recommendation to the Executive Board, please contact your assigned CUPE BC Admin Support Staff for further clarification.

RECOMMENDATIONS TO THE EXECUTIVE BOARD (Not limited to 2)
Recommendation:
Rationale & Detail of Request:

Recommendation:
Rationale & Detail of Request:

Next Meeting Date: N/A

Respectfully submitted:

Donald Grant, Chair
Young Workers' Committee

EXPENSE CLAIM

(effective Jan 1, 2024)

FOR ACCOUNTING USE ONLY

CUPE BC DIVISION
410 - 6222 WILLINGDON AVENUE
BURNABY, BC V5H 0G3

Phone 604-291-9119
Fax 604-291-9043
Email accounting@cupe.bc.ca

INSTRUCTIONS: Complete and print form, sign and include all receipts. Forward to CUPE BC (make a copy for your records).

FIRST NAME		LAST NAME		CHEQUE PAYABLE TO – please (✓) one <input type="checkbox"/> MEMBER <input type="checkbox"/> LOCAL				REASON FOR EXPENSE– (identify CTTE name or event attended)				
CHEQUE MAILING ADDRESS – include street, city or town, province, postal code						Email:			BOOK OFF REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATES:												
EVENT DATE	DESTINATION From To (Location)	TIME Depart Arrive	PER DIEM FULL DAY = \$86 HALF DAY = \$43 VIRTUAL MTG=\$17	PRIVATE VEHICLE EXPENSE KM \$0.70/km	PARKING/ TAXI/ TRANSIT	FERRY/ CAR RENTAL	HOTEL	WAGES (Locals only)	OTHER AMOUNT DESCRIPTION		TOTAL DAILY COST	FOR ACCOUNTING USE ONLY
TOTALS												

NOTES

I certify that I incurred the amounts shown on this statement on behalf of CUPE BC and/or my Local

MEMBER SIGNATURE _____ DATE SIGNED _____

OFFICE USE ONLY	
RECOMMENDED BY: _____	SPENDING AUTHORITY SIGNATURE _____
CLAIM TOTAL \$ _____	

CUPE BC EXPENSE POLICY SUMMARY

PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees. Expense claim forms must be submitted within 6 months of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

WAGES

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the Local Union only. Wage loss will not be paid to individuals. Copy of employer invoice and proof of payment to employer is required.

ACCOMMODATION

If accommodations are required, they must be booked through the CUPE BC office. Members are entitled to a single room, however if members choose to share a room, this should be clarified with the CUPE BC office when booking the room. Where possible all room, taxes and parking will be billed directly to CUPE BC.

DEPENDANT CARE

If required, dependant care will be paid outside of regular working hours at the rate of up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care Expense Claim form.

TRANSPORTATION

To be the most convenient and economical means with the maximum kilometres not to exceed airfare. Airfare, where required (economy class), must be booked through WE Travel.

- Automobile allowance 70¢ km (**effective Jan 1, 2024**), and to automatically follow the CRA mileage rate.
- Parking cost when on CUPE BC business (receipt must be provided).
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
- Where ferry travel is required, only land kilometres will be reimbursed and ferry fares with submitted receipts.
(Note: some distance calculators include the kilometres the ferry travels over the water; those kilometers should be deducted from claim).
- If you are using the public transit system to attend the meeting you can claim a transit honorarium equivalent to the cost of an All Day Transit Pass.

PER DIEM & INCIDENTALS

- \$43.00 per half day meeting (when no meals provided).
- \$86.00 per day for an all day meeting (when no meals are provided).
- \$43.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting.
- \$86.00 for full day travel to and from meetings.
- \$43.00 for evening meetings requiring meals (unless already receiving \$86.00 full day per diem).
- Where members are booked off for special projects, the full time officers per diem policy will apply.
- \$17.00 for in person meetings where all expenses (meals) are included.
- \$17.00 for Video Conferencing Meetings scheduled for 4 hours or more.

DAYS IN LIEU

In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary - Treasurer is required for book off of days in lieu.

CONVENTION COMMITTEES

Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening. Per diem for days committee meets when Convention is not in session will be \$86.00.

The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session

- Chairperson - \$35.00 per day.
- Committee Members - \$30.00 per day.
- Hotel room at prevailing rates and loss of wages as required.

Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund. Resolutions Committee – when required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

RECEIPTED EXPENSES

Where receipted expenses are being submitted, a credit card/debit slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels, BC Ferries, etc.) If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These declarations may be reviewed by the Trustees.