



# Policy

# Resolutions

The following was submitted by the CUPE Local 1767 Executive Board to the 1978 Annual General Meeting held on May 26 to 28<sup>th</sup> 1978. This Policy Statement entitled "A MATURING LOCAL" was subsequently adopted by the convention.

### **"A MATURING LOCAL"**

We feel that at the present time, certain fundamental problems exist which inhibit Local 1767 from functioning at its potential.

We have a province-wide local, with some members who do not understand the purpose of a strong Union. They either see themselves as "professionals" who can "look after themselves" when it comes to a conflict with a supervisor or as model employees to which no harm could ever come. To these people, the Union Executive is often considered a nuisance and the Contract and Constitution as frivolous documents.

The present and past Executive Boards have lived with and functioned in spite of these attitudes, but the time has come for change.

#### **OUR MEMBERS**

At present the majority of our members are either apathetic towards, or frustrated with, the function of this Local. As some do not know what we do, what we stand for, who we represent, or if we're acting responsibly, they may question the reason for our existence or feel we are the opponent. A number are turning to their supervisors for answers to contractual questions rather than the Union. Because of a lack of a visible Union presence, many members are not willing to pursue rights that are contractually established for them.

An apathetic attitude towards nomination and election of officers in some positions occurs because of a lack of knowledge concerning the importance of those positions.

The results of this disarray on the part of the membership are the following:

- 1) A weakened bargaining position during negotiation of Collective Agreements or other issues.
- 2) Loss to some members of rights already contractually agreed to.
- 3) The alienation of needed talent from the Union cause.
- 4) The loss of informed input to the Executive Board.
- 5) A loss of stature for Union Officers in the eyes of management.
- 6) The eventual worsening of salaries, benefits and working conditions.

We feel it is of greatest importance that these problems be overcome by member involvement, effective officer action, and improved information flow.

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## DEFINED DUTIES

Because all of the officers of this Union are drawn from the rank and file, and also because of the great turnover in these positions, it is inevitable that effectiveness varies from Area to Area and year to year.

We believe that the methods found most effective for each position should be listed so that new officers will have guidance and instructions on how best to achieve the objectives of this organization. Also that the responsibility to see these functions are correctly performed be assigned to one of the Table Officers.

We feel that these lists of duties should be distributed to the membership so they will know what they can expect from their officers and also what is expected of them.

## OUR IMAGE

We consider that the image of this Local is not what it needs to effectively perform its function. Both in the eyes of middle management and our own uninvolved members, our lack of visible presence is creating problems.

Steps should be taken to:

1. Ensure the members and management is aware of the importance of the position of Area Representative.
2. Arrange for more contact between the Table Officers and the members, at meetings or in offices.
3. Ensure the membership is aware of the actions taken on their behalf by the Union.
4. Ensure the membership is aware of the desire for their input.
5. Ensure the membership is aware that the Unions resources are available to them to ensure the observance of the Collective Agreement and the defense of their rights at the work place.

## COMMUNICATION

We feel that one important reason for member apathy and frustration is the lack of information flow from the Executive Board to the members. It is not possible to remain interested, remain involved or contribute when not informed of the positions being taken, or even the issues involved.

Due to the geographic disparity the need for effective communication is accentuated. As Executive Board meetings are the substitute for regular membership meetings, there should be informative and prompt reporting taking place.

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We feel that communications must be handled in a responsive and comprehensive manner, that will inform the membership of the ongoing work and decision making that is affecting our working conditions, job security, and standard of living. Also, that guarantees be written into the officer job duties that all communication for the members reach everyone. It is important also that the membership realize the need for them to communicate their problems to the Union.

### CONCLUSION

CUPE Local 1767 is committed to its development into an organization that can effectively and responsively achieve its Principles and Objectives as set out in the Constitution. We believe that member and officer responsibility should include improved communication throughout the organization, improved awareness of the needs of the members and the Union, and increased visibility of the Union function in the work place.

# **POLICY RESOLUTIONS**

## **HONORARIUMS FOR UNION OFFICERS OF LOCAL 1767 - 1977 AGM (ORIGINATING)**

Area Representative and Webmaster	\$25.00 per month (Amended 2007 to \$35.00) (Amended 2016 to \$40.00)
Regional Director	\$75.00 per month (Amended 2006 to \$100.00) (Amended 2011 to \$150.00) (Amended 2016 to \$200.00)
Secretary-Treasurer	\$120.00 per month (Amended 2003 to \$300.00) (Amended 2011 to \$400.00) (Amended 2016 to \$500.00)
Vice President	\$120.00 per month (Amended 2003 to \$300.00) (Amended 2011 to \$400.00) (Amended 2016 to \$500.00)
President	\$150.00 per month (Amended 2003 to \$400.00) (Amended 2011 to \$525.00) (Amended 2016 to \$650.00)
Past President	\$200.00 per month
Past Secretary/Treasurer	\$35.00 per month (Amended 2016 \$40.00)
Grievance Officer	\$200.00 per month
Regional Recording Secretary	\$30.00 per meeting
Trustees	\$100.00 per year
Negotiators – non executive board members	\$120.00 per month during active negotiations
(1985 AGM – Table Officers honoraria doubled)	
(2003 AGM – Sec/Treasurer & Vice President)	Increased to \$300.00/month (current 2008)
(2003 AGM – President)	Increased to \$400.00/month (current 2008)
(2005 AGM – Past President added)	Established at \$200.00/month
(2006 AGM – Regional Directors)	Increased to \$100.00/month (current 2008)
(2007 AGM – Area Reps & Webmaster)	Increased to \$35.00/month (current 2008)
(2011 AGM – President)	Increased to \$525.00/month
(2011 AGM – Vice President & Sec/Treasurer)	Increased to \$400.00/month

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(2011 AGM – Regional Directors)	Increased to \$150.00/month
(2014 AGM – Past Sec/Treasurer added)	Established 2014 at \$35.00/month
(2016 AGM – Area Representative)	Increased to \$40.00/month
(2016 AGM – Regional Director)	Increased to \$200.00/month
(2016 AGM – Secretary/Treasurer)	Increased to \$500.00/month
(2016 AGM – Vice-President)	Increased to \$500.00/month
(2016 AGM – President)	Increased to \$650.00/month
(2016 AGM – Past Secretary/Treasurer)	Increased to \$40.00/month
(2017 AGM – Grievance Officer)	Established at \$200.00/month
(2019 AGM – Regional Recording Secretary)	Increased to 30.00/per meeting

**ELECTION POLICY FOR REGIONAL DIRECTOR AND REGIONAL RECORDING SECRETARY 1977 AGM**

To guarantee equal democratic opportunity to all members during the election for the Regional Director and Regional Recording Secretary,

- 1) Notice of election meeting shall be given not less than 15 (fifteen) days prior to that date.
- 2) All election meetings shall be held in a centrally located area in the Region

**CONTRACT RESOLUTIONS – 1977 AGM (amended 2012 AGM)**

All resolutions regarding contract items passed at the negotiating policy meeting (Contract AGM) shall be given to the negotiation committee.

**RESOLUTION FORMAT – 1978 AGM**

The Chairperson of the Education Committee will instruct all Area Representatives as well as the Executive Board on the proper format in which all resolutions should be submitted.

**CORPORATE HUMANISM – 1979 AGM**

Whereas: Article 1.03 of the Collective Agreement recognizes the “need for control over one’s working life is a deep and enduring trait in all human beings”

And whereas: This phrase is greatly ignored, neglected and violated in the day to day functioning of the BC Assessment Authority.

Therefore be it resolved that: This Local continue to recognize that, “the need for control over one’s working life is a deep and enduring trait in all human beings” and regards this philosophy as an ideal to strive for.

## **FORMATION OF A FINANCE COMMITTEE – 1979 AGM**

Whereas: the concept of a finance committee composed of members of the executive was Suggested by the Trustees, and

- that idea was accepted by the Executive at their January, 1979 meeting and
- it is not the role of the Trustees to establish the budget or to justify the income or expenses as approved by the membership or the Executive, and
- the feeling of the delegates at this AGM indicates the need for more information regarding the dollars and cents of this Local

Therefore be it resolved that: A finance committee composed of members of the executive and chaired by the Secretary-Treasurer be established:

- that this committee be comprised of at least two
- the responsibility of this committee shall be to report to the Executive at every Executive meeting, the actual income and expenses as compared with the amounts so budgeted and as required make suggestions and recommendations to the Executive re: the expenditure of the funds of the Local (a budget reconciliation)
- a comprehensive written report shall be made to delegates at the AGM regarding the actual income and expenses when compared with the budget and reasons for surpluses and overruns be explained to the delegates so that they are able to make an informed intelligent decision
- a report on the proposed budget be presented to the delegates at the AGM; this report shall contain enough information so that, once again, the delegates shall be able to make an informed and intelligent decision

## **TRAVEL EXPENSE POLICY – 1980 AGM (amended 2012/2013/2016 AGM)**

Therefore be it resolved that: Local 1767 adopt the attached travel expense policy.

### **CUPE Local 1767 Travel Expense Policy**

The major aim of this policy is to ensure that members are not out of pocket when conducting business on behalf of our Local. It is also the intent of this policy to clarify the claiming of expenses from our Local.

#### **WHAT IS CHARGEABLE?**

1. Bus, ferry, limousine, taxi, auto rental and plane fares (economy class) at cost. Receipts to be supplied if practical, most economical method to be used where possible.
2. Motel/hotel rooms at cost. Claims must be supported by paid receipts.

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3. In lieu of hotel accommodation when staying with friends or relatives while on Union business, an amount consistent with those rates established at the Annual General Meeting (\$50) may be claimed. There is no provision for retroactive consideration.
4. Child care expenses, when required, to attend to Union business.
  - a. With prior approval, Union Members be reimbursed for necessary & reasonable receipted child care expenses up to an 8 hour day at minimum wage while conducting Union business. Claims should not be paid for a spouse, partner, or a family member who normally provides care without charge, or for periods of time where a member would normally have paid for care such as during normal hours of work at their job.
5. Meal and 'per diem' allowance:
  - a) A meal allowance while conducting business on behalf of the Local may be claimed at the amounts established at the Annual General Meeting. There is no provision for retroactive consideration.
  - b) Meal allowance may be claimed for attendance at a Regional Meeting.
  - c) Group meals may be claimed in total by one member, provided that the total claim does not exceed the number of members in attendance times the allowed meal allowance.
  - d) A 'per diem' may be claimed for an amount established at the Annual General Meeting, for each overnight stay away from home. There is no provision for retroactive consideration.
  - e) i) While on travel status (more than 32 km away from home or while on approved nightly stay)
    - Breakfast: \$19.00
    - Lunch: \$19.00
    - Dinner: \$32.50ii) While not on travel status but conduction union business
    - Receipted expenses not to exceed the claimed amounts in (i) above
  - f) The Per Diem amount shall be \$20.00 per night.
6. Use of private automobiles:
  - a) Members using personal automobiles for travelling must claim the lesser of mileage or air fare, and must indicate this on the expense claim.
  - b) This rule may be relaxed when in the opinion of this Local's Executive the use of public transportation would be impractical or would cause unreasonable hardship.
  - c) Parking charges may be claimed at cost for which receipts are supplied.
  - d) Mileage may be claimed by members for attendance at meetings. Mileage may be claimed at an amount consistent with those rates established at the AGM. There is no consideration for retroactive consideration.
  - e) The Mileage rate shall be \$0.58/km.
  - f) The Local will reimburse members for mileage to attend Regional Meetings provided however that the number of members claiming this expense does not exceed 25% in number (to encourage carpooling) of the number of members in good standing in the Region.

This policy is to be reviewed, updated and amended by Executive Board Committee each year. Any recommendations made are to be presented to the Annual General Meeting for delegate endorsement. This policy may, however be amended by Executive Board



motion if warranted by circumstances beyond control of this policy and shall be reported back to the membership.

### **WEEKDAY EXECUTIVE BOARD MEETINGS – 1980 AGM**

Whereas: The Executive Board is spending approximately 14 weekends each year for Executive Board meetings, schools, committees, and the Annual General Meeting,

And whereas: The majority of the Executive Board are over-worked and are spending too much time away from their family and friends,

Therefore be it resolved that: Every other Executive Board meeting may be held on weekdays.

### **OUTGOING OFFICERS TO TRAIN REPLACEMENTS – 1980 AGM**

Therefore be it resolved that: Outgoing officers make themselves available as resource persons to their replacements for the first three (3) months of the term of the subsequent Executive Board.

### **POLITICAL ISSUES – 1980 AGM**

Whereas: It appears to be an unwritten policy of this Union that it will not take a stand on any politically related issue,

And whereas: Politically related issues are playing an increasing role in directly affecting the working life of the members of this bargaining unit,

Therefore be it resolved that: This Local be aware of its responsibility to take a stand on issues that have a potential impact on its members.

### **DONATION POLICY – 1980 AGM**

This policy is being struck to give Area Representatives and Union officers guidelines for authorizing the giving of donations. Donations would include the giving of cash, gifts cards, flowers, etc.

The guidelines which follow although restrictive are only intended to protect the resources of our Local, into which we all contribute. The guidelines do not reflect the philosophy of our Union towards the health and welfare of our members. Our Union is very concerned over the health and well-being of our membership as this is the philosophy upon which unionism was founded. But, due to limited resources available, our Union is not able to express its philosophy in material ways in all cases, therefore the restrictions.

The following policy does set dollar limits but does not attempt to define serious illness, these decisions are left to the discretion of the Area Representative or alternate.

Flowers or cash donation may be upon a death or serious illness of one of our members or their immediate family, to a limit of \$25.00.

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Gift donations or cash donations may be made upon the retirement of one of our members to a maximum of \$25.00

### **THIRD PARTY PICKETING COMPENSATION FUND – 1981 AGM**

Whereas: some members of this Union, as a result of third part dispute picket lines, are subject to salary loss when the majority of members are not; resulting in economic injustice,

AND whereas: those members losing salary in the case of third party disputes could suffer hardship,

Therefore be it resolved that: that the foregoing policy entitled "Third Party Picketing Compensation Fund be adopted for one year by this Union.

Be it further resolved that: this policy, altered as required by experience, be placed before the 1982 Annual General Meeting as a Constitutional Amendment.

### **THIRD PARTY PICKETING COMPENSATION FUND (amended 2012 & 2014 AGM)**

Immediately upon the conclusion of the 2012 AGM \$275,000 will be transferred to the 'Defense Fund' account currently named the 'Third Party Picketing Compensation Fund' from the CUPE 1767 general account.

These funds are to be used for compensation to members of CUPE 1767 who lose salary due to participating in a strike. 'Strike' includes a cessation of work caused by a strike, a lockout or honouring the picket line of another CUPE local or trade union at a shared work site.

The fund is to be administered as follows:

For work stoppages involving our own strike or lockout or a general Province Wide Strike the following will apply:

- Compensation is to be \$2/day until the fund is exhausted. An additional \$100,000 will be transferred into the defense fund at the conclusion of the 2019 AGM.
- Active participation is a minimum of 4 hours per day of active participation in the strike.

For work stoppages involving honouring the picket line of another union at a shared work site the following will apply:

- compensation level is to be 50% of gross salary
- compensation is not to be paid in the case of general Province wide strikes
- compensation is only to be paid to those members with no alternative work locations
- compensation is to be paid for the term of the disruption up to ten days

This policy ceases to be in effect if the fund is emptied of monies.

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### **ALTERNATE WORK PLACE DURING THIRD PARTY PICKETING – 1981 AGM**

Whereas: when a picket line is honoured and Appraisal Assistants and Appraisers do not go into the office,

AND whereas: Appraisers are allowed to work outside the office

Therefore be it resolved that: arrangements should be made that Appraisal Assistant's and Appraisers have the same opportunity to work.

### **EDUCATIONAL SEMINARS – 1982 AGM**

Whereas: It is the policy of this Union to better educate its members,

And whereas: Sufficient funds are not always available to hold Officers Training Schools,

Therefore be it resolved that: Whenever the Executive determines that the workload for the AGM would permit the holding of educational seminars, that the time be allotted for such purpose.

### **EXECUTIVE BOARD EDUCATION – 1985 AGM**

Whereas: the Executive Board can better serve this Local if it has received some training;

Therefore be it resolved that: the President, Vice President, Grievance Officer, Secretary/Treasurer and Regional Directors newly elected to the Executive Board for the first time, should be to review and discuss with the education chair an education plan that reflects the position and experience of the individual.

### **NORTHERN TRAVEL TO REGIONAL MEETINGS – 1986 AGM**

Whereas: members from Prince Rupert must travel 1500 km to and from attending a Regional Meeting (minimum 8 ½ hour drive one way)

And whereas: members from Terrace must travel 1320 km to and from attending a Regional Meeting (minimum 7 hour drive one way)

Therefore be it resolved that: The members from these Areas to a maximum of four (4) per meeting be granted one day off with pay for lost wages to be paid by the Local, to attend Regional meetings.

### **ADMINISTRATION & OPERATION OF THE LOCAL – 1988 AGM**

Whereas: the administration and operation of this Local has steadily increased in complexity,  
And whereas: Public Sector workers are threatened by anti-labour legislation such as Bill 19,  
And whereas: the Employer has clearly become more aggressive and demanding,

Therefore be it resolved that: The Executive Board be empowered to hire a Business Agent.

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### **SHOP STEWARD (AREA REP) TRAINING – 1989 AGM**

Whereas: the AGM is becoming less burdened with Policy and Constitutional Amendments,

And whereas: it is the objective of CUPE Local 1767 to better educate its members and the cost to set up educational courses on a stand-alone basis is too expensive,

Therefore be it resolved that: Time be set aside at the AGM where contract negotiations are not at issue, to promote the education of its members, i.e. Shop Steward Training.

### **BURSARY – 2001 AGM (amended 2012 AGM)**

Whereas: Education costs are rising,

And whereas: We have a number of dependents of employees pursuing post-secondary education

Therefore, be it resolved that: The annual bursary amount be increased from 2 bursaries of \$500 each, to up to 4 bursaries with a minimum award of \$500 of a total award of \$2,000, on the recommendation of the Bursary Committee and as approved by the Executive of CUPE Local 1767.

### **WEBSITE – 2003 AGM (amended 2016 AGM)**

Whereas: general information is primarily distributed to the membership in electronic format (i.e. e-mail, website, Facebook),

AND whereas: we have developed a functioning website that allows for password protected resource areas;

Therefore be it resolved that: a website be maintained for CUPE 1767 by volunteers from within the membership with professional assistance when needed if no volunteers step forward. The website will contain non-sensitive materials, such as steward handbooks, the Constitution, a calendar of events, with sensitive materials having restricted access such as Area and committee reports. All material will require prior approval by the Executive Board or a committee appointed by the Executive Board. The website will be updated as needed.

### **REQUIRED INFORMATION FOR THE LOCAL WEBSITE – 2016 AGM**

The local website include at a minimum the latest copy of the following:

1. Collective Agreement
2. CUPE 1767 Constitution
3. Active Policy Motions
4. Job duties for Officers
5. List of Committees and Committee members
6. List of current Executive Board members
7. List of Area & Alternate Representatives
8. Minutes of Executive Board meetings

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9. Minutes of Annual General meetings
10. Blank forms
11. Any other items designated by the Executive Board

### **EDUCATION – 2003 AGM**

Whereas: educating union members through Union course work strengthens the representation of bargaining unit members;

AND whereas: bargaining unit members must pay out of pocket to attend union-related courses, and these courses must be taken on personal time;

Therefore be it resolved that: CUPE 1767 dedicate a maximum of \$500 per year for partial reimbursement of fees for union-related courses upon the discretion of the Executive Board on the recommendation of the Education Committee.

### **UNION AFFILIATION – 2004 AGM**

Whereas: CUPE BC is at the forefront of the labour movement in our Province, representing more than 110,000 workers in BC;

AND whereas: our Local is not affiliated to CUPE BC and has become very insular;

AND whereas: CUPE BC has very kindly kept us informed, involved, and included, during the past few years;

AND whereas: our Local would benefit substantially by affiliating with the BC Division of CUPE;

Therefore be it resolved that: our Local affiliate with CUPE BC, provided the monies are available without putting us in a deficit position.

### **POLICY RESOLUTIONS – 2008 AGM**

Whereas: We are asked for policy resolutions,

And whereas: we do not have a copy of the policies,

Therefore be it resolved that: 6 months after the AGM, all policies are updated and a copy is sent to each office where they are put into policy binder containing the existing policies. The new policies either replace old policies or are new additional policies.

### **GUEST ATTENDEE TO EXEC MEETINGS – 2013 AGM (Amended 2016 AGM)**

Whereas: the Union Executive meets 8 times a year and there are 7 Regional Directors

And whereas: every time an Area Rep attends in the place of a Regional Director, the feedback the Executive receives is that listening to the discussions and the direction our union is taking is positive, informative and encouraging.

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Therefore, be it resolved that: a non-voting position be created for weekend executive meetings. This position will be rotated around the province to allow for interested members to attend an executive meeting no more than once per year as a non-voting attendee. Travel expenses will be covered by the Union as per our Travel Expense Policy. Interested members must notify the Secretary/Treasurer as of the deadline determined by the Secretary/Treasurer prior to the start of the next executive meeting in order to be considered for attendance. Preference will be given to active Area Reps and Alternates in those regions that have not recently participated in the process. Seniority will also be considered as well as preference to those who have not previously attended an Executive meeting.

### **CANDIDATES RUNNING FOR OFFICE – 2014 AGM**

Whereas: Local 1767 is becoming more active in the communities we serve

And Whereas: Candidates running for Municipal office, Regional District or School Board positions are costly endeavours

Therefore, be it resolved that: CUPE Local 1767 award up to three contributions to political campaigns for Local 1767 members running for Municipal councils, Regional District or School Board positions in their communities, with a minimum award of \$500 of a total award of \$1,500 as approved by the Executive Board of CUPE Local 1767. The awards will be granted subject to review and vetting of the Executive Board.

### **Affiliation with the NDP – 2017 AGM**

Whereas: CUPE 1767 is a very politically active local and has made many political connections with the current provincial NDP government

And whereas: the NDP shares and supports our union values

Therefore, be it resolved that: Our local affiliate with the NDP

### **Green Statements – 2020 AGM**

Whereas: there is no planet B

And whereas: the CUPE Vancouver Island District reads a Green Statement at the beginning of each meeting to raise awareness of the environments we live in and the impacts of our collective actions

Whereas: the CUPE BC Environment Committee encourages the education and awareness of all CUPE BC workers in the province

Therefore, be it resolved that: this Green Statement be read at every meeting of the Local after the recognition of Indigenous Territory and the Equity Statement:

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**GREEN STATEMENT**

"As our Union fosters awareness of Reducing, Reusing, and Recycling, CUPE the members should be mindful of their choices, and endeavour to make decisions that support the best practices protecting the environment. Please recycle all documents, respecting the confidentiality of the material therein. Bring a reusable cup to your meetings, and commit to walk, bike, carpool or take public transportation when you can. In this way, we respect our environment, each other and future generations."