

# GENERAL MEETING AGENDA

DATE: June 14<sup>th</sup>, 2025

CHAIR: Mike Myers

1. ROLL CALL OF OFFICERS ☐

~~2. READING OF INITIATES~~ ☐

~~3. SWEARING IN OF INITIATES~~ ☐

4. READING OF HONOURING OUR ANCESTORS and EQUALITY STATEMENT ☐

5. MINUTES (May 2025) ☐

6. CORRESPONDENCE (May 2025) ☐

7. TREASURER'S REPORT (April 2025) ☐

8. EXECUTIVE REPORT ☐

## 9. UNIT REPORTS

Library ☐

Transdev ☐

Montessori ☐

## 10. COMMITTEE REPORTS

Bylaws ☐

Newsletter ☐

Political Action ☐

Social & Picnic ☐

Other ☐

School Board ☐

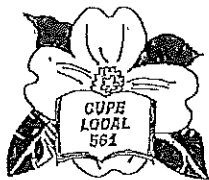
Grievance / JJE / Health & Safety / Negotiating /

11. UNFINISHED BUSINESS ☐

12. NEW BUSINESS 2 Bylaw motions to be voted on ☐  
CUPE National - 5 delegates and 1 alternate

13. GOOD OF THE UNION ☐  
Moment of silence for Susan Lyne (Member), and Donny April (Retiree)





## CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 561

#203 -- 1465 Salisbury Avenue  
Port Coquitlam, BC V3B 6J3  
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Coquitlam School Board Employees  
Coquitlam Municipal Library Employees  
TransDev Fraser Valley Employees  
Children's House Montessori Pre-School Employees

As a visitor on this land, we would like to acknowledge that we reside on the Traditional, ancestral, and unceded territory of the Kwikwetlem, Sto lo, Katzie and other Coast Salish Peoples.

All My Relations.

moretp

# 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.

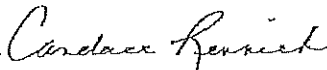
Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

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.

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MARK HANCOCK  
National President

  
CANDACE RENNICK  
National Secretary-Treasurer

CUPE LOCAL 561 -- GENERAL MEETING MINUTES  
May 10<sup>th</sup>, 2025

Meeting Called to Order: 9:13 am

Meeting Adjourned: 10:40 am

**ROLL CALL OF OFFICERS:**

Mike Myers  
Karin Leathwood  
Carol Archibald  
Absent: Delilah Burry

Darin Nielsen  
Shamus Halvorsen  
Shayna McCormack

Jill Allen  
Donna MacMurchy  
Rebecca Campesato

**READING OF INITIATES:**

**School District 43**

Farishta Ahangerzada (EA)  
Eri Baillie (LISW)  
Dolma Barungtang (CT)  
Manjinder Bhangal (EA)  
Hailey Carruthers (CL)  
Lap Ki Chan (LISW)  
Hye Yeong Choi (LISW)  
Maryam Zamani (LISW)

Sujin Han (CT)  
Ryann Hoxsey Pilon (EA)  
Xinna Huang (NHA)  
Yumi Im (LISW)  
Yu Kyung Jeong (CT)  
Kirin Kaur (LISW)  
Michelle Lacombe (EA)  
Myeong Whangbo (CT)

Jeong Eun Lee (EA)  
Yoon Lee (CT)  
Claire Lindsay (SSF)  
Sovanmoly Meas (EA)  
Sooah Na (LISW)  
Emily Nelson (EA)  
Wendy Nystrom (PR)  
James Richardson (CT)

Nikka Peredo (LA)  
Majdalin Sata (EA)  
Azadeh Shakeri (EA)  
Yu Yeon Shin (CT)  
Quiyun Yang (CT)  
Jae Sun Lee (CT)  
James Ylarde (CT)  
Serena Dhesi (EA)

Move that the minutes of March 8<sup>th</sup>, 2025 General Membership be acted upon as distributed  
General minutes April 12<sup>th</sup>, 2025

**M/S/C**  
**No Quorum**

**CORRESPONDENCE: April 2025**

**Treasurer Report – February and March 2025**

**CUPE Local 561 Membership**

Total: 1911

Full Time: 818 Part Time: 1093

**Balance Sheet February 2025:**

Bank balance for General Funds: \$ 192,348  
SD 43 EI Rebate: \$ 123,450  
Coq Pub Library EI Rebate: \$ 7,760  
**Total Cash \$ 434,689**

Term Deposit RBC \$ 501,318  
Term Deposit CSC 418,049  
Investments \$2,256,496  
**Total investments: \$3,175,863**

**Total Current Assets: \$4,264,500**

**Income Statement February 1 – February 28, 2025:**

**Revenue:**

Dues: \$140,350  
EI Rebate -SD43: \$ 2,408  
**Total Revenue: \$142,856**

**Expenses:**

**Members Benefits:**

SD 43 \$ 7,239  
SD 43 Paid Education Leave \$ 6,745  
FSEAP Coquitlam Public Library \$ 360

**Per Capita Payments: \$140,899 – includes January & February**

**Meetings & Events & Retirement:**

- Executive: \$3,811
- Shop Steward: \$1,818
- Retirement Cheque Gift: \$2,460 (7 members)

**Union Education:**

- CLC Winter School \$10,667

**Conventions & Conferences:**

- BC Federation of Labour \$1,599  
(Book off time – Transdev)

**Grievances:**

- SD 43 \$7,581
- Transdev \$1,565

**TOTAL EXPENSES: \$227,786****Net income: \$-84,930.25****Response to Member inquiry of funds from Sick Leave Trust:**

\$398,000 received by Local 561. Originally placed into the general funds account. Transferred to a GIC investment fund until determination is made regarding use of funds for SD43 members in good standing.

**CUPE Local 561 Membership**

Total: 1911

Full Time: 818 Part Time: 1093

**Balance Sheet March 2025:**

Bank balance for General Funds: \$ 192,348  
SD 43 EI Rebate: \$ 130,658  
Coq Pub Library EI Rebate: \$ 7,760  
**Total Cash \$ 434,689**

Term Deposit RBC \$ 501,318  
Term Deposit CSC 418,049  
Investments 3,280,394

**Total investments: \$4,199,761****Total Current Assets: \$4,634,450****Income Statement March 1 – March 31, 2025:****Revenue:**

Dues: \$134,917  
EI Rebate -SD43: \$ 7,207  
Bank Account Interest: \$ 83  
**Total Revenue: \$142,207**

**Expenses:****Members Benefits:**

SD 43 \$ 4,205  
FSEAP Coquitlam Public Library \$ 480

**Per Capita Payments: \$ 74,201****Meetings & Events & Retirement:**

- Executive: \$ 2,805
- Shop Steward: \$ 1,391
- Retirement Cheque Gift: \$ 2,700 (5 members)

**Union Education:**

- CLC Winter School \$ 13,894  
SD43 Book Off Time

**Conventions & Conferences:**

- CUPE BC \$ 1,710  
(Delegate Registration)

**Grievances:**

- SD43 \$ 7,345
- Transdev \$ 74

**Bargaining:**

- SD43 \$ 514

**TOTAL EXPENSES: \$143,718**

**Net income: \$ -1,510**

**Move** that the Treasurer's report for February 2025 be acted upon as required.

**M/S/C**

**Move** that the Treasurer's report for March 2025 be acted upon as required.

**M/S/C**

**Executive Report:**

- Committees activated in June
- Will be going to CUPE Local 728 to see how they run their hybrid meetings
- Members that went to convention did a great job representing our local and participating in convention

**UNIT REPORTS:**

Library:

- Hired a new HR person
- Sent 2 emails and neither has been responded to
  - Sent a letter regarding the posting of several positions. Cited CA Article 7.3.1 regarding posting positions.
  - Intranet has not had the postings updated and only one set of jobs was sent in an all staff email.
- At the Labour Management meeting critical incident reporting was discussed. Follow up, types of incidences were discussed too. Follow up by management was brought up as it currently seems perfunctory. Debriefing policy was suggested by Union and employer asked to see SD43's policy.
- Emergency procedures manual was discussed regarding remote workers and post disaster situations and follow up.
- Employer to update manual.
- Email sent out to all staff after a critical incident regarding hybrid page/security position yet still they have not been posted yet.

Transdev:

- Will have another election to vote in a Shop Steward in Abbotsford
  - Nominations start as of today
  - Congratulations to all members that got in
- Reported that Supervisor was seen moving around buses in the yard. Even with Supervisor, nothing has changed. Job duties are the same. Have notified the Company to make sure this doesn't happen again.
- List that went out for First Aid training for mechanics for both sites has come down. Have been advised that 1 person signed up in Abbotsford. This person is off right now and when they return they will be scheduled for the course. If any mechanics decide they would like to be trained please let Carol know.
- Still need for Chilliwack and also for different shifts to be covered.

Montessori: None

**COMMITTEE REPORTS**

By-Laws

- New members were appointed to committee

Shop Talk

- Will come out mid June, training new secretary.

Political Action

- Will be getting going soon for upcoming election 2026.

Social and Picnic

- Stay tuned for info. on a June activity.

**Metro Council**

- At the last three Vancouver Metro District Council meetings, approximately **\$60,000** in spending was approved through various motions. Full details have been shared with the Executive for review.
- It was also reported that the District Council currently holds over **\$174,000** in funds. While some may be moved to savings, the preference is to use this money to support affiliated locals—particularly for public or themed events.
- All candidates endorsed by CUPE Metro in the recent CUPE BC elections were successfully elected. This ensures strong alignment between CUPE BC's direction and Metro's priorities.
- Finally, I shared updates on the District Council elections, noting some turnover in positions. I'm pleased to report that I was elected to an **Executive-at-Large** position on the Council.
- Fraser Valley – See Elizabeth's report

**Fraser Valley**

- FVDC with CUPE BC and CUPE National have sponsored a photo project to get pictures of current members doing their jobs to be used for various CUPE projects (example the websites).
- FVDC is a proud sponsor of the Fraser valley pride festival happening July 19th this year. We give away food, drinks, swag and offer free face painting and balloon animals. We are always looking for volunteers to support our very busy booths at this event.

**Grievances:**

- 3 discipline too severe.
- 3 arbitrations.

**JJEC**

- Meeting cancelled by employer rebook soon.

**Health and Safety****April 22, 2025****Old Business Updates:**

- **Bio-Hazardous Clean-Up:** Clarification provided that only trained staff should handle these situations.
- **Toileting Support:** EAs assist as outlined in student plans; PPE must be available. Custodians remain responsible for washroom clean-ups.
- **Supply Access:** Schools must ensure gloves and necessary safety supplies are readily available.
- **Rodent Pick-Up:** Caretaking handbook procedures apply. Training frequency should be reviewed periodically. OHS recommends integration of basic tasks into BSW Certificate training.

**Standing Items:**

- **Surveys:**
  - *BCPSEA K-12 Survey* – Extended one week; each site submits two.
  - *District Violence Perception Survey* – Closed April 30; reminder sent. Surveys are anonymous and will now occur annually.
- **Day of Mourning:** Notices sent to all sites; flags lowered.
- **Heat Stress:** Reports already surfacing from warmer sites. Sites encouraged to bring concerns to admin directly.
- **JHSC Self-Audits:** Committees asked to complete by June for review.
- **WSBC Emergency Planning Reg Changes:**
  - Site hazardous materials inventory required.
  - Risk assessments and updated evacuation procedures needed.
  - Annual drills are mandatory.
  - Admins have been asked to remove any hazardous materials.

**Confined Space Update:**

- 28 site assessments remain.
- Scheduling a coordination meeting with Pinchin, Maintenance, and OHS.
- Work cannot proceed until training and rescue procedures are complete.
- Currently, no SD43 staff are entering confined spaces.

**Injury & Incident Statistics (Sept 2024–Mar 2025):**

- **VIR Trends:** Slight increase, but intensity not significantly higher.
- **Cultural Shift:** Ongoing work to ensure proper reporting and data capture, including exploring severity tracking and adding context categories (e.g., communication, dysregulation).

**New Business:**

- **Rodent Activity:** Seasonal increase noted. Schools reminded to minimize food/water access and clutter.
  - Site staff should log activity in ASSET Planner. Terminix will respond accordingly.



### Returning Officer

- In the most recent elections for stewards and committees, a total of 395 members voted in the grievance committee elections. For the Transdev Steward and Committee elections, there were 187 voters.
- Thanks to all candidates and those who participated in the elections.

### Negotiating SD43

- Meeting with employer in May, need to vote for another Bargaining Member.

### **UNFINISHED BUSINESS**

#### **Motion:**

#### **Add:**

Section 10 – Timing of Elections – Point 4 – Transdev

- One steward will be elected from the office and transit supervisor staff.

M/S/C

### **NEW BUSINESS**

#### **Notice of Motion #1**

#### **Appendix A – Section L**

#### **Add:**

The Union provide compensation to the Member At Large in the form of one (1) paid day off per week, in recognition of the time, labour, and responsibilities required to support and represent the membership.

- Transdev Member wants ID badges – already asked Union to approach employer
- would also like to see the President at the yard

#### **Notice of Motion #2**

#### **Appendix A: Section L – Point 7**

#### **Change from:**

The Executive Board will support the retirement committee with up to \$2000.00 annually for their events.

#### **Change to:**

The Executive Board will support the retirement committee with up to \$3500.00 annually for their events.

#### **Good of the Union:**

Thank-you's for local sending us to CUPE BC Conference from:

Jill Allen, Karin Leathwood, Trista Barber, Shamus Halvorsen, Kyle Jones, Deborah Monkman, Elizabeth Roux, Carmin Carotenuto.

Keep posted on a survey from the Union.

**Meeting Adjourned:** 10:40 am

Duly adopted this 14<sup>th</sup> day of June 2025

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Mike Myers, President

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Jill Allen, Recording Secretary

//Minutes/General/2025/May 10th General Meeting Minutes 2025.docx

mxv:tp



## **C.U.P.E. LOCAL 561 CORRESPONDENCE LISTING FOR June Meeting**

### **Category 1: Items copies of which have been left with the Sergeant-At-Arms: None**

### **Category 2: Minutes of Meetings, Newsletters, Reports, which have been received and filed:**

BC Federation	General Mail – May 2025
CUPE BC	General Announcements & Resources, May 9 <sup>th</sup> & 23 <sup>rd</sup> , 2025 K-12: Provincial Bargaining Committee, May 28 <sup>th</sup> , 2025
CUPE Metro	Metro Meeting – May 8 <sup>th</sup> , 2025
NWDL	News, Action and Events: May 1 <sup>st</sup> & 14 <sup>th</sup> , 2025 Regular Monthly Meeting Reminder – May 21 <sup>st</sup> , 2025 NW Salmonbellies Union Night Poster 2025 Labour Day Invitation Celebrate Indigenous History Month
FVDC	General and Executive Meeting – May 9 <sup>th</sup> , 2025 General and Executive Minutes – May 15 <sup>th</sup> , 2025
CTA:	Newsletters – May 7 <sup>th</sup> & 21 <sup>st</sup> , 2025 Newsletters – May 21 <sup>st</sup> , 2025
DPAC	Annual General Meeting – May 15 <sup>th</sup> , 2025 Request for Parent-Guardian Representation on the Indigenous Education Council

### **Category 3: Items to be read for information as requested and to be acted upon or filed as required:**

#### **School District:**

1. Entitled to in lieu days
2. Shop Stewards appointments
3. Bulletins posted at sites
4. General Meeting information
5. Can a Member's hours be changed
6. Ill spouse day

#### **Transdev:**

7. President's email
8. Employee uniform
9. Proxy Voting

**Library: None**

**Montessori: None**

/Correspondence List/2025/June Meeting CorrespondenceList.docx



**CUPE LOCAL 561****Income Statement Apr 01, 25 to Apr 30, 25****REVENUE****Dues Revenue**

SD 43 - Dues	103,677.96
Coq Public Library - Dues	7,655.93
Transdev - Dues	22,594.78
Montessori - Dues	4,657.01
<b>Total Dues &amp; Fees</b>	<b>138,585.68</b>

**EI Rebate**

SD 43 - EI Rebate	4,696.64
<b>TOTAL EI REBATE</b>	<b>4,696.64</b>

**BANK INTEREST**

Bank Account Interest	86.48
<b>TOTAL BANK INTEREST</b>	<b>86.48</b>

<b>TOTAL REVENUE</b>	<b>143,368.80</b>
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**EXPENSE****PAYROLL**

Wages - Secretary	5,861.80
EI	106.40
CPP	313.02
MPP - Employer	514.84
WorksafeBC	12.72
<b>TOTAL Employer Portion</b>	<b>946.98</b>
Medical/Dental Benefits	545.71
Life & Casualty Benefits	253.37
<b>TOTAL Employee Benefits</b>	<b>799.08</b>
<b>TOTAL PAYROLL</b>	<b>7,607.86</b>

**MEMBERS BENEFITS**

SD 43 Members Benefits	4,228.51
FSEAP - Coq Pub Lib	450.00
<b>TOTAL MEMBERSHIP BENEFITS</b>	<b>4,678.51</b>

**PRESIDENT & EXECUTIVE**

Wages - President	7,689.60
Benefits - President	1,935.48
Sick Leave - President	1,153.44
<b>TOTAL President's Payroll</b>	<b>10,778.52</b>
Cell Phone - President	47.59
Mileage - President	250.60
Monthly Travel Allow. - President	25.00
<b>TOTAL President's Monthly</b>	<b>323.19</b>
Vice President	25.92
Secretary Treasurer	904.02
Returning Officer	479.92
Out of Pocket	450.00

**Balance Sheet As at Apr 30, 25****ASSET****Current Assets**

CSC - General Chequing	310,683.86
CSC - SD 43 EI Rebate	135,354.65
CSC - Coq Pub Lib EI Rebate	7,759.93
<b>TOTAL Cash</b>	<b>453,798.44</b>
Term Deposit #1 RBC	501,318.09
Term Deposit #2 CSC	418,049.32
Investment	2,256,495.66
<b>TOTAL Investments</b>	<b>3,175,863.07</b>
Accounts Receivable	6,440.94
Society (Loan 25 years)	763,008.00
<b>Total Receivable</b>	<b>769,448.94</b>
<b>TOTAL CURRENT ASSETS</b>	<b>4,399,110.45</b>

<b>TOTAL ASSET</b>	<b>4,399,110.45</b>
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**LIABILITY****Current Liabilities**

Accounts Payable	4,869.91
Visa Payable	1,426.69
Society (Remt 25 Yrs)	863,008.00
Vacation Payable -Secretary	6,010.41
Sick Pay - Secretary	13,825.00
EI Payable	197.10
CPP Payable	626.04
Income Tax Payable	712.25
<b>Total Receiver General</b>	<b>1,535.39</b>
MPP - Employer Portion	3.00
<b>Total MPP Payable</b>	<b>3.00</b>
WorksafeBC	242.89
<b>TOTAL CURRENT LIABILITIES</b>	<b>890,921.29</b>

<b>TOTAL LIABILITY</b>	<b>890,921.29</b>
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**EQUITY****Retained Earnings**

Retained Earnings	-124,215.02
Retained Earnings - Previous Year	3,432,123.47
Current Earnings	198,962.62
Accumulated OCI - Term Deposits	1,318.09
<b>Total Retained Earnings</b>	<b>3,508,189.16</b>

<b>TOTAL EQUITY</b>	<b>3,508,189.16</b>
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<b>LIABILITIES AND EQUITY</b>	<b>4,399,110.45</b>
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TOTAL Executive	1,859.86
<b>TOTAL PRESIDENT &amp; EXECUTIVE</b>	<b>12,961.57</b>
<b>GENERAL &amp; ADMINISTRATIVE &amp; DONATION</b>	
Cleaning & Janitorial Services	180.00
Internet Services	323.54
Service Charges AFT Fees & Interest	10.50
3rd Party Billing	-26,067.23
Telephone	67.27
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>-25,485.92</b>
<b>MEETINGS &amp; EVENTS &amp; RETIREMENT</b>	
Executive Meeting	1,599.02
Annual General Meeting	47.97
General Meeting	56.00
Shop Stewards Meeting	1,624.20
Retirement Cheque Gift	1,360.00
<b>TOTAL Retirement</b>	<b>1,360.00</b>
<b>TOTAL MEETINGS &amp; EVENTS</b>	<b>4,687.19</b>
<b>UNION EDUCATION</b>	
CUPE Weeklong Schools	-2,000.00
CLC Winter School	-8,780.50
<b>TOTAL UNION EDUCATION</b>	<b>-10,780.50</b>
<b>COMMITTEES &amp; COUNCILS</b>	
Accessibility Advisory Committee -	15.43
Duty to Accommodate Committee	11.31
JEIS Committee	27.62
Paid Education Committee	17.62
<b>TOTAL COMMITTEES &amp; COUNCILS</b>	<b>71.98</b>
<b>CONVENTIONS &amp; CONFERENCES</b>	
Conventions & Conferences	360.00
<b>TOTAL CONVENTIONS &amp; CONFERENCES</b>	<b>360.00</b>
<b>GRIEVANCES</b>	
Coq Pub Lib Grievance/Arbitration	3,038.01
SD 43	10,894.83
Transdev Grievance/Arbitration	1,755.60
<b>TOTAL GRIEVANCE</b>	<b>15,688.44</b>
<b>BARGAINING &amp; STRIKES</b>	
SD 43 - Bargaining	1,408.06
<b>TOTAL SD 43 Bargaining &amp; Strikes</b>	<b>1,408.06</b>
Transdev - Bargaining	109.44
<b>TOTAL Transdev Bargaining &amp; Strikes</b>	<b>109.44</b>
<b>TOTAL BARGAINING &amp; STRIKES</b>	<b>1,517.50</b>
<b>TOTAL EXPENSE</b>	<b>11,306.63</b>
<b>NET INCOME</b>	<b>132,062.17</b>