

# Notice to All Members of CUPE Local 1004

April 10, 2025



Dear Members:

## **Re: Administration / Trusteeship**

TAKE NOTICE that the Canadian Union of Public Employees is applying to the British Columbia Labour Relations Board (the Board) for consent to an extension of the trusteeship over Local 1004 for a further period of up to twelve (12) months.

CUPE's reasons for the trusteeship and its tentative plan in the event that an extension is granted is attached to this notice.

The Board will provide information regarding how members can make a submission in response to CUPE's extension application. The Board's instructions will be communicated by CUPE to members by e-mail, Local 1004's website and posted in the workplace shortly.

In solidarity,

**Robert Limongelli**

Administrator, CUPE Local 1004

# Request for Extension of the Trusteeship

## Plans with Timeline

CUPE 1004 is a multi-sector composite union local representing more than 3,000 public and non-profit workers recognized by an array of employers.

The Local was put under trusteeship on May 15, 2024, after CUPE received increasing evidence that the Local Executive ceased to function appropriately and was not able to address the structural challenges faced by the local following the departure of a large unit. Relations among Executive members and between Executive members and staff, devolved to a point where the day-to-day functions were no longer occurring. This situation placed members at risk and called on the National Union to fulfill its responsibilities under the Constitution by placing Local 1004 under Administration.

There was a breakdown of civility and respect in the local's democratic structures, creating an unworkable environment for all involved—members, staff and elected officials. This contributed directly to the Local's dysfunction.

Although CUPE has observed marked improvements in the functioning of the Local since May 2024, additional work and time is required to restore the local to a strong and effective voice for its members.

Upon securing the trusteeship, the Administrators Beasley and Limongelli learned from members that they needed to support the local by strengthening its capacity to follow normal accounting practices, engage in labour relations, leadership, and union governance. Over the past year, the Administrators worked to:

### Strengthen Human Resources:

- Assessed, investigated and resolved outstanding issues with the unions representing Local staff.
- Negotiated a renewed collective agreement with the union representing business agents.
- Onboarded a new payroll system and new systems for tracking vacation, sick leave, and other employee accruals.
- Re-organized the staffing structure.

### Restore Financial Stability:

- Corrected accounting entries and practices.
- Corrected existing financial controls and build additional necessary controls.
- Improved cash management and investments.
- Changed financial service providers.
- Developed long-term financial strategies.
- Reduced staffing cost in response to changes in the Local's size and structure.
- Standardized and improved book-off, reconciliation, and reimbursement procedures.

#### Rebuild the Steward Network:

- Appointed lead stewards and change the structure of the steward network.
- Assessed the capacity and activity of pre-existing stewards.
- Provided training and skills to new and pre-existing stewards.
- Assessed stewarding demands and the re-organization of steward distribution across units.

#### Better Accommodate Small Units:

- Empowered small units to operate more independently.
- Sought better fits with other CUPE locals for some small units.

#### Improve Member Outreach and Engagement:

- Held accessible virtual and in-person membership events.
- Provided frequent updates using an updated membership e-mail contact list.
- Improved Local website content and organization.
- Planned campaigns to mobilize members and increase public visibility.
- Planned to create or adopt a union app for use by the members.

#### Reinforce Labour Relations:

- Substantially reduced outstanding grievances.
- Improved grievance tracking and processing.
- Strengthened grievance handling and consultations with the employer and staff on behalf of the local.
- Improved member's access to appeal of unfavourable disability benefit assessments.
- Concluded bargaining for members at Bowen Island, EasyPark, Science World, PNE/Playland, Douglas Faculty Association, and University of Fraser Valley Faculty Association.

Despite improvements in union engagement and internal local matters, building trust with members to rebuild a local takes time and much of this work is on-going.

Outstanding work on financial reporting, executive elections, strategic planning and labour relations mentorship continues to be needed. More time is required to ensure the local returns to good governance.

Below is a tentative outline of CUPE's plans with a timeline to conclude the trusteeship and transition to independent operation of the local in an orderly and appropriate fashion. Should the following steps be met earlier than anticipated, the Administrator will recommend that CUPE lift the trusteeship.

## **Timeline**

### **April – June 2025**

- Ongoing: updating and improving steward network through continued recruitment, retention, and ongoing training on content & skills.
- Ongoing: bargaining and bargaining prep in various units, including bargaining team training, preparing and distributing bargaining survey.
- Ongoing: Work with members to re-align units.
- Ongoing: Addressing backlog in grievance handling with various Employers and with Locals' staff.
- Undertaking site visits, communications on union updates, review membership engagement survey results, consider a union phone app, update Member in Good Standing data.
- Planning and executing member engagement events, and public-facing campaign work.
- Hold membership meeting to share and discuss 2024 financial statements and auditor's report.
- Conducting bylaw and policy review to increase rigor of financial management practices, increase member engagement, and improve labour relations functions.
- Undertaking hiring for temporary business agents to cover vacations, illnesses, and other leaves.

### **July – September 2025**

- Ongoing: updating and improving steward network through continued recruitment, retention, and ongoing training on content & skills.
- Ongoing: bargaining and bargaining prep in various units, including bargaining team training, preparing and distributing bargaining survey.
- Ongoing: Work with members to re-align units.
- Undertaking site visits, communications on union updates, planning and executing member engagement events, and public-facing campaign work.
- Conducting bylaw and policy review to increase rigor of financial management practices, increase member engagement, and improve labour relations functions, develop proposals for consideration by members.
- Recruit and appoint a bylaw committee to advised on proposed bylaw and policy amendments.
- Seek delegates for upcoming conferences and National Convention.
- Hold membership meetings and begin proposing bylaw and policy amendments to the membership for consideration.

## **October – December 2025**

- Ongoing: bargaining, bargaining preparation, labour relations work, steward network growth and development, member education and training, site visits and membership outreach.
- Ongoing: Work with members to re-align units.
- Support members attending National Convention and other conferences and events.
- Review executive election process, seek executive nominations.
- Hold steward election/selection process.
- Hold executive elections.
- Hold member engagement events, and executive public-facing campaigns and promotions work.
- Prepare guidance manuals and toolkits for officers and stewards.
- Develop a training, coaching and onboarding plan for new executive based on skills and experience of those elected.
- Plan Executive Board strategic planning meetings.
- Plan trustee training and prepare for 2025 trustee review and external audit.
- 2026 Budget development.
- Hold membership meetings to propose bylaw and policy amendments, adopt 2026 budget.
- City of Vancouver and Parks Board pre-bargaining work: selection of bargaining committee, development of pre-bargaining survey.

## **January – March 2026**

- Ongoing: bargaining, bargaining preparation, labour relations work, steward network growth and development, member education and training, site visits and membership outreach.
- Ongoing: Work with members to re-align units.
- Advance public-facing campaigns and promotions work.
- Finalize guidance manuals and toolkits for officers and stewards.
- Onboarding new executive, providing mentorship and coaching while executive shadow in their elected positions with the support of the administrator.
- Hold Executive Board strategic planning sessions and create a written plan based on meeting outcomes.
- Support 2025 trustee review and prepare materials for external audit.
- Hold membership meetings and support newly elected executive to lead these meetings.
- City of Vancouver and Parks Board pre-bargaining work: selection of bargaining committee, development of pre-bargaining survey.

- Support newly elected executive members to undertake member outreach and hold pop-up union offices at worksites; introduce newly elected executive to key employer contacts at all units.
- Recruit and train the following committees: Social, Health and Safety, Equity, Equality and Diversity, Stewards and Pay Equity.

## **April – May 2026**

- Ongoing: bargaining, bargaining preparation, labour relations work, steward network growth and development, member education and training, site visits and membership outreach.
- Ongoing: Onboarding new executive, providing mentorship and coaching while executive shadow in their elected positions with the support of the administrator, with a focus on transitioning newly elected executive to working with National Representative(s) in place of administrator.
- Ongoing: Support newly elected executive members to undertake member outreach and hold pop-up union offices at worksites; introduce newly elected executive to key employer contacts at all units.
- Transition public-facing campaigns and promotions work to elected executive.
- Create implementation plan for Executive Board strategic plan.
- Hold membership meetings, present trustee report and audited financial statements.
- Member representation experience: ensure the new Executive and Stewards are working closely with the assigned National Representative to ensure member issues are heard and addressed internally as well as with employers and staff.
- City of Vancouver and Parks Board pre-bargaining work: development of bargaining proposals, and presentation of bargaining proposals to membership.
- Onboard committees and work with committee members to map out and undertake their work.
- Return to conventional servicing model: The Executive will receive coaching and support from the National Representative to take on labour relation matters including grievance handling, attending labour-management meetings, working with the Joint Occupational Health and Safety Committee, and Working on Job Evaluation and Pay Equity.
- Independent operation: Support continued improvement and development of local's independent internal infrastructure and skills for effective member communications, record keeping, financial reporting, and grievance tracking.
- Develop recommendation to the CUPE National Executive to release the Local from administration assuming plan is able to be executed as outlined herein.