

December 9, 2022

TO: All Locals & District Councils Affiliated to CUPE BC

Greetings:

Enclosed is the Call to the 2023 Annual CUPE BC Convention. The 2023 CUPE BC Convention will be held at the Victoria Conference Centre (720 Douglas Street, Victoria), commencing at 7:00 pm on Wednesday, April 26, 2023, continuing through until 4:00 pm on Saturday, April 29, 2023.

Locals are invited to register their delegates as of December 9, 2023. As per the CUPE BC Constitution Article 4.4, "Delegate entitlement shall be based on the paid-up membership, including Rand Formula payees for the average month of the previous twelve (12) months, ending with the previous month in which the Convention Call is sent out, or the month of the previous year's convention whichever is greater."

While Locals may proceed with registering their delegates, per capita must be paid to January 31, 2023, prior to April 26, 2023 (per the constitution) to have delegates seated at Convention.

REGISTRATION

Registration is now live! Locals may proceed with registering delegates based on their credential entitlement. Registrations are to be completed online on the WE Travel Registration website ([click here](#)).

Deadline to register online is **April 4, 2023**.

CREDENTIALS

While Locals may begin registering their delegates, please note that per capita must be paid to **January 31, 2023**, prior to April 26, 2023, to have delegates seated at Convention.

Delegates will be required to show ID at registration to receive their kit and electronic voting pads.

The credentials registration deadline, for the inclusion of delegate names in the Convention Book, is **March 13, 2023**.

DELEGATE SELECTION

CUPE BC conventions have seen excellent debates on the need to involve more equity-seeking groups in our union activities. If there is more than one delegate spot, please consider sending a member who self-identifies as belonging to an equity-seeking group, including, but not limited to: Indigenous, persons with disabilities, 2SLGBTQIA+, racialized workers, women, and young workers.

CONVENTION COMMITTEES

At this time, CUPE BC would like to request name submissions [online](#) for candidates to serve on the following CUPE BC Convention Committees:

- 1) Credentials
- 2) Resolutions
- 3) Sergeant-at-Arms

Please find attached the [Terms of Reference](#) for each Convention Committee. The deadline to submit names for Convention committees is **February 27, 2023**.

Kindly note that all committee members must be delegates to Convention.

HOTEL ACCOMMODATIONS

CUPE BC has secured a block of rooms for delegates at the Empress and surrounding hotels in Victoria. The [WE Travel Convention registration site](#) is live and locals can proceed with registering and booking accommodations for their delegates. Please visit the website for a list of current rates. **NOTE:** Hotels are 100% non-smoking. Delegates requiring any accessibility accommodations (such as wheelchair accessible room) should note the requirement on the accommodation form **under accessibility needs**.

Due to changes in hotel policies, CUPE BC is seeing a huge increase in attrition costs (rooms that are reserved and later released by Locals and billed to CUPE BC as part of our room block with the hotel). This creates an environment where Locals are on a waitlist and unsure whether they will have rooms for their delegates. We strongly encourage Locals to **ONLY** book rooms for their delegates when they are confirmed to attend Convention. We kindly ask that Locals confirm their delegate names with WE Travel by **March 13, 2023** to avoid attrition charges and waiting lists challenges.

For group accommodations, please contact WE at 604.969.5585.

CHILDCARE

CUPE BC will be providing childcare at the 2023 Convention from April 26th to April 29th at the Victoria Conference Centre. **Pre-registration is required and the deadline to register is March 13, 2023**. Please note that we will not be able to accommodate requests for childcare after this deadline.

There is a nominal fee of \$10 per day/per child for the entire day or any partial day. Lunch and snacks are included, not breakfast or dinner. Please fill out one registration per child [here](#).

SUBSIDY

Any locals eligible for reimbursement are required to complete the online [Subsidy Application Form](#) at the time of registering their delegates. Per Section 4.7 of the CUPE BC Constitution, please note that the deadline for subsidy applications is **March 13, 2023**.

RESOLUTIONS

Resolutions may be submitted via [online form](#) or by email (in word file format) to events@cupe.bc.ca. **The resolutions submission deadline is February 27, 2023 at 12:00 pm PST.**

If submitting via email, please submit your resolution in MS Word file format by email to the BC Division Office (events@cupe.bc.ca). While locals are not required to submit resolutions electronically, doing so will greatly assist towards the compiling of the Resolutions Book.

NOTE: CUPE BC will not require written signatures from Presidents and Secretaries for resolutions submitted via online form or by email (in word file format). Please note, however, that all resolutions must be submitted by and with the approval of both the Local President and Secretary.

Please find enclosed the following documents:

Convention Call for 2023
2023 Convention Deadlines
Resolutions Guide
Resolution Checklist
Resolution Submission Form ([word file](#) & [online](#))
Convention Committee Nominations Form ([online](#))
Term of Reference for Credentials Committee ([online](#))
Terms of Reference for Resolutions Committee ([online](#))
Terms of Reference for Sergeant-at-Arms ([online](#))
Subsidy Application Form ([online](#))
Accessibility Assistance Request Form ([word file](#) & [online](#))

Guest Credential Registration Form ([online](#))

Childcare Form ([online](#))

WE Air Travel Info Document

Environmental Tips for Convention

If you have any questions, please feel free to contact our office at events@cupe.bc.ca. We look forward to seeing you at Convention!

In solidarity,



Trevor Davies
Secretary-Treasurer

