

December 11th, 2023

TO: All Locals & District Councils Affiliated to CUPE BC

Greetings:

Enclosed is the Call to the 2024 Annual CUPE BC Convention. The 2024 CUPE BC Convention will be held at the Westin Bayshore Vancouver (1601 Bayshore Drive, Vancouver), commencing at 7:00 pm on Wednesday, April 24th, continuing through until 4:00 pm on Saturday, April 27th, 2024.

The Division invites Locals to register their delegates online as of **February 5th, 2024**. 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 as of February 5th, 2024, please note that per capita must be paid to January 31st, 2024, prior to April 24th, 2024 (per the constitution), to have delegates seated at Convention.

REGISTRATION

Online registration will go live on February 5th, 2024. At that time, Locals may proceed with registering delegates based on their credential entitlement.

The deadline to register online is **March 18th, 2024**. Locals registering after the deadline are responsible for securing accommodations for their delegates. Please contact W.E. Travel at (604)-969-5585 regarding cancellations and waitlists before seeking accommodations outside of the Division room block.

Please note that the registration deadlines have been revised to better manage accommodation bookings (attrition fees), childcare service and accessibility requests.

Locals may also register their delegates on-site at Convention.

Childcare service and accessibility requests must be submitted to the Division by **March 18th, 2024**.

CREDENTIALS

While Locals may begin registering their delegates as of February 5th, 2024, please note that per capita must be paid to **January 31st, 2024**, prior to April 24th, 2024, to have delegates seated at Convention.

Delegates will be required to present 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 11th, 2024**.

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 26th, 2024**.

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 Westin Bayshore and surrounding hotels in downtown Vancouver. The WE Travel Convention registration site will go live on **February 5th, 2024**, at which point locals may proceed with registering and booking accommodations for their delegates. A list of current rates will be available on the W.E. Travel Accommodations website.

NOTE: Hotels are 100% non-smoking. The Division asks delegates with accessibility needs (i.e., wheelchair accessible room) to note their requirements in the accommodation form under **'Accessibility Needs.'**

Due to changes in hotel policies, CUPE BC is seeing a significant increase in attrition costs. When Locals reserve and later release rooms, the Division is billed for the released rooms as part of its room block. This also creates a situation where other Locals are waitlisted and are unsure whether they will have rooms for their delegates. The Division strongly encourages Locals to **ONLY** book rooms once their delegates are confirmed to attend Convention. We also kindly ask Locals to confirm their delegate names with WE Travel by March 18th, 2024 to prevent attrition charges and waiting list challenges.

All Locals are required to register for accommodations by **March 18th, 2024**. Any unassigned rooms will be released after the deadline, and Locals will then be solely responsible for securing accommodations for their delegates. Please contact W.E. Travel at (604)-969-5585 to inquire regarding cancellations and waitlists before seeking accommodations outside the Division room block.

For group accommodations, please contact W.E. Travel at (604)-969-5585.

CHILDCARE

CUPE BC will provide onsite childcare from April 24th to 27th at the Westin Bayshore. **Pre-registration is required and the deadline to register is March 18th, 2024**. 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 complete one registration per child using the online form.

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 11th, 2024**.

RESOLUTIONS

Resolutions may be submitted by email (in MS Word file format) to events@cupe.bc.ca. **The resolutions submission deadline is February 26th, 2024 at 12:00 pm PST.**

NOTE: CUPE BC will not require written signatures from Presidents and Secretaries for resolutions submitted 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 the following documents enclosed/linked below:

[2024 Convention Call](#)

[2024 Convention Deadlines](#)

[Resolutions Guide](#)

[Resolution Checklist](#)

[Resolution Submission Form \(word file download\)](#)

[Convention Committee Nominations Form](#)

[Term of Reference for Credentials Committee](#)

[Terms of Reference for Resolutions Committee](#)

[Terms of Reference for Sergeant-at-Arms Committee](#)

[Subsidy Application Form](#)

[Accessibility Assistance Request Forms](#)

[Childcare Registration Form](#)

[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

