



AREA COUNCIL HANDBOOK

2025

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AREA COUNCIL MAP

Regional Offices

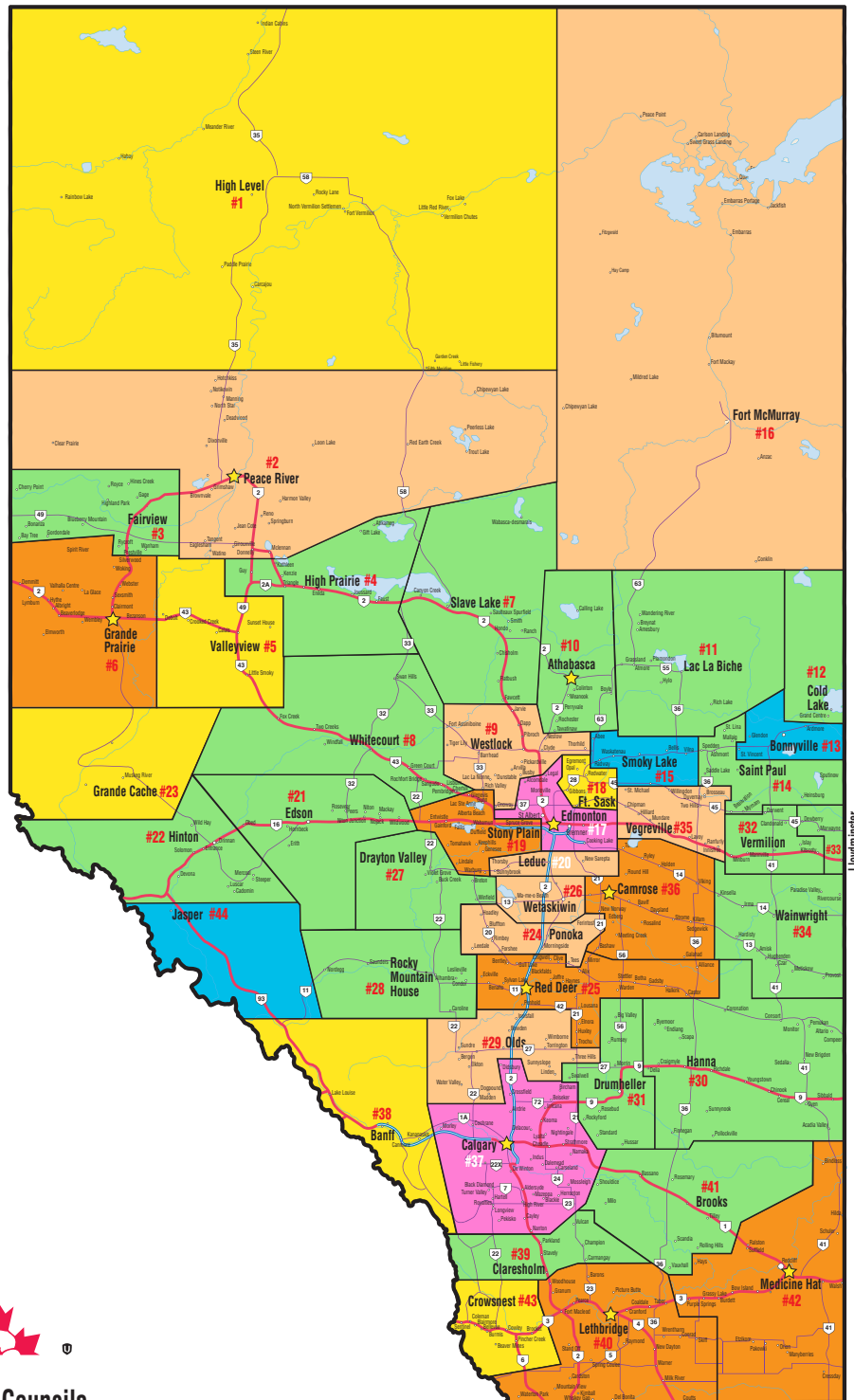
Peace River
Grande Prairie
Athabasca
Edmonton
Camrose
Red Deer
Calgary
Medicine Hat
Lethbridge

Membership Over 90,000 Strong



Legend - AUPE Area Councils

#	Name	Members	#	Name	Members	#	Name	Members	#	Name	Members
10	Athabasca	481	31	Drumheller	340	22	Hinton	313	28	Rocky Mountain House	336
38	Banff - Canmore	342	17	Edmonton	31,757	44	Jasper	65	7	Slave Lake	389
9	Barrhead - Westlock	746	21	Edson	338	11	Lac La Biche	397	15	Smoky Lake	204
13	Bonnyville	191	3	Fairview	335	20	Leduc	891	19	Spruce Grove - Stony Plain	1,936
41	Brooks	372	16	Fort McMurray	626	40	Lethbridge	4,586	14	St. Paul	418
37	Calgary	27,333	18	Fort Saskatchewan	828	33	Lloydminster	333	5	Valleyview	122
36	Camrose	1,424	23	Grande Cache	56	42	Medicine Hat	1,588	35	Vegreville	702
39	Claresholm	384	6	Grande Prairie	1,524	29	Olds	737	32	Vermilion	471
12	Cold Lake	421	30	Hanna - Youngstown	369	2	Peace River	795	34	Wainwright	398
43	Crowsnest Pass	262	1	High Level	431	24	Ponoka	859	26	Wetaskiwin	585
27	Drayton Valley	311	4	High Prairie	322	25	Red Deer	4,667	8	Whitecourt	409



A NOTE FROM EST HUSEBY



Dear Area Council Executives,

On behalf of the AUPE Executive Committee, I warmly welcome you to your new role. Your election to this voluntary position is a vital step in building social solidarity within your community and across our union.

As an Area Council Executive, you play a key role in connecting members from all sectors and creating space for initiatives that bring people together. While you'll likely help plan and implement events, your broader responsibility is to encourage participation and foster engagement. Remember - supporting member involvement is the core purpose of an Area Council.

Your energy, experience, and ideas will help strengthen AUPE's presence by connecting members in your region. I look forward to working with you to build on past successes and create new opportunities that benefit members in your community. Along the way, you'll gain valuable experience in leadership, organizing, and communication - skills that I hope will deepen your union involvement.

Thank you for stepping up to lead and for taking part in this orientation. Together with other Area Council Executives, you'll share knowledge, support one another, and collaborate toward successful, member-driven outcomes.

Once again, welcome. I'm excited to work alongside you and see the impact we can make together.

In Solidarity!

A handwritten signature in black ink that reads "Justin Huseby". The signature is stylized with a large, looped 'J' and a cursive 'Huseby'.

Justin Huseby AUPE Executive Secretary-Treasurer

ACKNOWLEDGMENT OF INDIGENOUS TERRITORY AND TREATY

As we come together to conduct our union business on Treaty 4, 6, 7, 8 and 10 lands, AUPE would like to voice our continued commitment to walking the path of reconciliation with the many First Nations, Métis, and Inuit peoples of Turtle Island. The journey to this day has not been easy. It is important to acknowledge the damage and horrific loss of life due to colonial practices of forced disconnection from land, family, culture, language, and community. Recognizing the legacy of tradition and history is a step on the path to healing, and we will work towards a future in which we are living reconciliation, not just speaking about it.

STATEMENT OF EQUALITY

Equality and equity are core union values, and as such AUPE is committed to ensuring that individuals can meaningfully participate and contribute to union activities.

Participants are expected to challenge and debate issues and not individuals, as well as engage in behaviours that protect and celebrate our diversity.

AUPE will neither condone or tolerate behaviour that undermines the dignity or self-esteem of an individual or create an intimidating, hostile, or unsafe environment that interferes with the ability of others to participate in union activities. These behaviours prevent us from working together to strengthen our union.

We encourage individuals to acknowledge discrimination and harassment by challenging or reporting inappropriate behaviour in doing so we promote our own solidarity and equality. If you feel your rights, or the rights of others are being violated, and you are not able to address it, please seek assistance from an AUPE staff member or officer.

AUPE MISSION STATEMENT

To represent and support AUPE members through solidarity and mobilization.

ALBERTA TREATY LANDS

Where do you live?

TREATY 8

Signed at Lesser Slave Lake in 1899
24 Alberta First Nations

TREATY 6

Signed at Carlton and Fort Pitt in 1876
16 Alberta First Nations

TREATY 7

Signed at Blackfoot Crossing of Bow River
and Fort Macleod in 1877
5 Alberta First Nations



information from: <http://aadnc-aandc.gc.ca/eng/1100100020670/1100100020675>

NOTES

[illegible]

SECTION 1

GOVERNANCE

FROM THE CONSTITUTION

ARTICLE 4 - MEMBERSHIP

- 4.05 (b) Regular members in good standing shall be entitled to:
- i) the rights and privileges of membership in the Union including membership and participation in the Chapter, Local or Area Council to which they belong; and
 - ii) the right to stand for election as an Officer of the Union and of the Chapter, Local or Area Council to which they belong; and
- 4.07 (e) Life members are assigned to an Area Council based on their place of residence. Life members shall be entitled to participate in Area Council events and can attend Area Council meetings as observers.

ARTICLE 17 - COMPONENTS

- 17.01 The Union shall have the following components:
- (a) Locals;
 - (b) Chapters of Locals; and
 - (c) Area Councils
- 17.02 Components established under the Constitution shall be governed by the provisions of this Constitution.

ARTICLE 24 - AREA COUNCILS

- 24.01 The objectives of an Area Council shall be to promote and provide for the social and general welfare of its membership.
- 24.02 Chapters, or Locals without Chapters, or in special cases members, in an area may apply to the Executive Committee to establish an Area Council. The Executive Committee may allow the establishment of such Council, and define the geographic boundaries within which the Council will draw their membership from.
- 24.03 Members are assigned to an Area Council based on their place of residence on-file with Headquarters. Upon written request provided to the Executive Secretary-Treasurer, a member may however join the Area Council closest to their worksite, subject to approval of the Executive Committee. Notice will be provided to the Chairs of the applicable Area Councils of approved requests.
- 24.04 Each Area Council shall be funded by an approved budget, allocated by Headquarters. The Area Council shall annually submit a budget to the Finance Committee for approval.
- 24.05 The Area Council shall hold an Annual General Meeting prior to May 31st each year.
- 24.06 The Area Council shall elect an Executive Board consisting of a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer. The Executive Board members shall be elected by a majority vote (50% plus 1) of the Area Council's regular members present and voting at the election Annual General Meeting. The Executive Board shall meet from time to time at the call of the Chair; and the quorum for such meetings shall be fifty percent plus one (50% + 1) of its members.
- 24.07 The Officers shall be elected for a term of two (2) years and such election shall take place in the same election year as that of the President. The elected Officers shall assume the duties of their Office immediately following the Annual General Meeting of the Area Council.
- 24.08 If the Office of a member of the Executive Board becomes vacant, the Area Council shall promptly elect, from amongst its regular members, one member to fill the Office until the next Annual General Meeting of the Area Council.
- 24.09 The Area Council may coordinate joint membership meetings in their area.
- 24.10
- (a) The quorum of all meetings of Area Councils consisting of one thousand (1000) or more members shall be seven (7) regular members.
 - (b) The quorum of all meetings of Area Councils consisting of nine hundred ninety-nine (999) or less members shall be three (3) regular members.

Amended by the Provincial Executive April 12 & 13, 2024

5-3 Area Council Rebates and Accountability

- Effective July 1, 2024, funding for Area Councils shall follow the following formula:

COUNT	REBATE
0 to 150	\$ 66.66 per month; plus \$ 0.255 per member per month
151 to 375	\$ 150.00 per month; plus \$ 0.255 per member per month
376 to 500	\$ 175.00 per month; plus \$ 0.255 per member per month
501 to 600	\$ 208.33 per month; plus \$ 0.255 per member per month
601 to 800	\$ 250.00 per month; plus \$ 0.255 per member per month
801 to 10,000	\$ 291.66 per month; plus \$ 0.255 per member per month
10,000+	\$ 125.00 per month; plus \$ 0.255 per member per month

Effective July 1, 2026, funding for Area Councils shall follow the following formula:

COUNT	REBATE
0 to 150	\$ 66.66 per month; plus \$ 0.255 per member per month
151 to 300	\$ 150.00 per month; plus \$ 0.255 per member per month
301 to 450	\$ 175.00 per month; plus \$ 0.255 per member per month
451 to 600	\$ 208.33 per month; plus \$ 0.255 per member per month
601 to 750	\$ 250.00 per month; plus \$ 0.255 per member per month
751 to 900	\$ 250.00 per month; plus \$ 0.255 per member per month
901 to 1050	\$ 291.66 per month; plus \$ 0.255 per member per month
1051 to 5,000	\$ 291.66 per month; plus \$ 0.255 per member per month
5,001 to 10,000	\$ 291.66 per month; plus \$ 0.255 per member per month
10,001+	\$ 0.255 per member per month

- The objectives of an Area Council shall be to promote and provide for the social and general welfare of its membership. Typical expenditures would be BBQs, holiday socials, etc., to which all members of the Area Council are invited.
- The Treasurer shall have custody of all financial and accounting documents and shall be responsible for all accounting and financial records. The Treasurer shall prepare and have reviewed by AUPE Accounting, an annual financial statement of the component and shall prepare an annual budget for presentation to the component. Books are to be submitted to AUPE annually.
- A separate chequing account shall be maintained for the Area Council. All funds of the component shall be disbursed by cheque and shall be signed by the Treasurer and one other member of the Executive Board. A third member may be designated signing authority in the absence of the Treasurer.
- The following expenditures are not allowed without the expressed written permission from the Executive Secretary-Treasurer:
 - Honorariums
 - Mileage
 - Time Offs
- The following use of Area Council funds are expressly prohibited:
 - Donations
- An Area Council shall be deemed “inactive” if they have not fulfilled its obligations under Article 24 of the Constitution including having an AGM and submission of a budget to the Finance Committee for approval.
- Rebates will not be issued, accumulated, or held as a financial liability for any inactive Area Councils.
- An “inactive” Area Council may apply to the Finance Standing Committee for start-up funding after holding an Annual General Meeting. The funding to hold an “inactive” Area Council’s initial Annual General Meeting will be covered at HQ expense, as approved by the Executive Secretary-Treasurer.

Amended by the Provincial Executive April 3 & 4, 2025

5-4 Component Banking & Investing Component Banking Requirements

1. Component Bank Accounts: All AUPE bank accounts, including those for Locals, Chapters, and Area Councils, shall be held at ATB Financial. Authorized signers from AUPE Headquarters shall have signing authority on all AUPE bank accounts which includes Locals, Chapters, and Area Councils, in the event that the elected Executive of a component can no longer fulfill the role of their elected position.
2. Deposits: All Union funds shall, within ten (10) business days of receipt, be deposited into the Component bank account.
3. Authorized Signatories for Disbursements: All funds of the component shall be disbursed only by cheque or e-transfer from the Component bank account. Disbursements require the signatures of two (2) Executive Officers of the Component, including, where practicable, the Treasurer. Signatories are responsible for the timely distribution of funds.
4. Cash Withdraws: Cash withdraws from AUPE bank accounts are prohibited.
5. Pre-signed Cheques: Pre-signed cheques are prohibited.
6. Bonding: All Component Officers that handle funds or property on behalf of AUPE must be bondable.

Component Investments

7. Locals may, upon direction of their Council, have the option to hold funds in the following investments:
 - a. Guaranteed Investment Certificates (GICs) offered by ATB Financial. The selection of terms and amounts must align with the Component's financial needs and liquidity requirements.
 - b. AUPE Local's Investment Fund. The terms of participation are governed by the AUPE Local's Investment Fund policy and managed as per the AUPE Investment policy.
8. Chapters and Area Councils shall only use their bank account to hold funds remitted to them for disbursements (if applicable).
9. AUPE Components cannot transfer, hold, or invest allocated funds outside of the approved options (ATB Financial bank accounts, GICs from ATB, and/or AUPE Local's Investment Fund).
10. Any exceptions to this policy must be submitted in writing to the Executive Secretary-Treasurer and will be reviewed on a case-by-case basis by the AUPE Finance Committee.

Amended by the Provincial Executive June 14, 1991

5-8 Financial Agreement Prohibited

No member or elected representative of the Union may lend, borrow or enter into a financial agreement with the Union, its Locals and/or Area Councils. This does not include advances for approved expenses.

FINANCE POLICY

5-13

Amended by the Provincial Executive April 12 & 13, 2024

5-13 Remuneration to Component Officers (Honorariums)

Locals/Chapters

Honorariums must be approved by the membership at an Annual General Meeting.

Component officer's honorariums, as approved by the Annual General Component Meeting (along with the names, addresses and Social Insurance Numbers of each officer) must be sent to AUPE Headquarters no later than November 30 of each calendar year.

Chapters will not issue honorarium cheques. All honorariums will be paid from Local funds. T-4 forms will be provided by AUPE Headquarters.

It is recommended, if paid, that honorariums combined should total no more than 10% of the Local's total budget for the year.

The honorarium(s) should only be paid if there are sufficient funds left after covering membership meeting expenses and events for membership engagement.

Area Councils

Area Councils shall not issue honorariums.

FINANCE POLICY

5-36

Amended by the Provincial Executive February 2, 3 & 4, 2023

5-36 Gift Certificates/Cards

Gift cards or gift certificates issued as an award or prize must be recorded and documented properly with the Local/Component financial records.

The value of a gift card or gift certificate shall not exceed \$100.00 per member per event.

Documentation shall include:

- Events (eg: Chapter meeting)
- Number of certificates, name of retailer, and denomination
- List of recipients and signature or initial of same

MEMBERSHIP SERVICES POLICY - GENERAL

10-10

Amended Provincial Executive June 03 & 04, 2016

10-10 Area Council Activities

1. Area Council activities must only be to promote and provide for the social and general welfare of its membership.
2. Area Council activities must be open to all AUPE members to attend or participate.
3. Area Council activities may be open to the family of AUPE members.
4. Notices shall clearly define who is eligible (members and/or family) to attend and participate in the planned activity.
5. Area Council may support community activities that have AUPE members involved. However, no cash donations are to be made directly from Area Council.
6. Approval for all extraordinary expenses i.e. mileage may be made upon written application to the Executive Secretary-Treasurer or their designate.
7. Each Area Council may create internal policies to responsibly govern their activities and financial matters with the approval of the Executive Secretary-Treasurer or their designate.

2024-2026 PROVINCIAL EXECUTIVE STRATEGIC PLAN - REVISED FEB 2025

2024 -2026 Provincial Executive Strategic Plan Revised February 2025



GUIDING STATEMENT

AUPE is committed to ensuring members are supported as they focus on mobilizing and building solidarity to be successful in negotiations commencing in 2024.

STRATEGIES	TACTICS	TACTIC DEVELOPMENT PROCESS	MEASURABLE OUTCOMES
1. In the event of a work stoppage ensure that picket lines are co-ordinated and supported and well administered.	Identify and map potential picket line or consolidated picket lines locations	HQ Operations identify and strategically map locations of worksite picket lines/consolidated picket lines/number of worksite members on strike/number of DESWs (as per ESA) assigned to the worksite/ number of strike captains required to effectively support and administer the picket lines	All picket lines are identified, well managed and administered and are supported.
2. To ensure maximum involvement in strike votes or a ratification votes. To ensure efficient picket line attendance and duty served. To ensure efficient disbursement of strike pay.	Mass member personal information recruitment and encouragement to sign up to MyAUPE to ensure members can efficiently participate in important decisions such as strike votes and/or ratification votes, and to ensure efficient picket line duty assignments and disbursement of strike pay.	HQ, through the new website main page, and other communication tools constantly encourage members to sign up to MyAUPE. Locals through their strategic plans will continue to increase their member contact information, maintain contact with members, and continuously encourage members to sign up to MyAUPE.	All members participating in their strike votes and ratification votes, and getting their appropriate strike pay for picket line duty.
3. Ensure that picket lines are supported and administered by strike captains.	Provide strike captain training as often as possible starting in February 2025.	HQ to contact members who have taken picket captain training and/or members who are interested in being strike captains.	Identified picket lines supported and administered by designated/ assigned strike captains.
4. Practical preparation for potential work stoppage.	Identify picket line locations, consolidated picket lines where required, assign strike captains to administer and support picket lines, assign staff to support picket lines where needed. Ensure that members are notified in advance where their assigned picket line is located.	HQ Operations to determine potential locations for picket lines and determine resources required to support those picket lines. Provide picket line locations on the new website main page	Members attending the picket line they are assigned to, and receiving the support and resources they need from strike captains, staff, and HQ to maintain a strong picket line
5. Members are aware of the status of their Essential Services Agreement (ESA) to be able to understand when they are able to make decisions if/when bargaining reaches an impasse.	Include a section on the new website main page that includes updates on the status of ESA development and links to completed ESAs and accessible information to members explaining what ESAs mean to them.	HQ develop, maintain and update the ESA section on the website with current and ongoing ESA information.	Increased member understanding of ESAs in general and their bargaining unit ESA specifically and how it impacts them during a work stoppage.
6. Financially prepare members for potential work stoppage.	Include a section on the new website main page which provides information that will educate members on how to financially prepare for a work stoppage.	HQ to provide member financial preparation information to be included on the website main page.	Members well prepared financially in the event of work stoppage.
7. As directed by Convention 2024, educate the membership on the importance of picket line solidarity.	Include a section on the new website main page to include educational information re: the importance of maintaining picket line solidarity.	HQ to develop educational information re: picket line solidarity. Locals to use this information at membership meetings, lunch and learns, through other communication to their members.	Picket lines well attended and supported with full solidarity and no members crossing picket lines without union authorization.

2024 -2026 Provincial Executive Strategic Plan

Revised February 2025



STRATEGIES	TACTICS	TACTIC DEVELOPMENT PROCESS	MEASURABLE OUTCOMES
8. To co-ordinate actions of different bargaining units and worksites to build cross-union action and solidarity.	Ensure that multi bargaining unit/ Local worksites are connected and working with each other through worksite elected officers, union stewards, worksite contacts, and rank and file members.	HQ Operations develop worksite lists of elected officers and activists from the various bargaining units/ Locals within each worksite. Support the worksite leaders and activists to connect with each other.	Increased worksite awareness, activity and specific actions to support bargaining.
9. To share information between bargaining units/Locals and negotiating teams within a sector to support and co-ordinate common demands at the bargaining table.	Hold sector wide update sessions (conferences) at strategic points in bargaining.	HQ Operations organize sector wide update sessions (conferences) when deemed necessary/ appropriate by negotiating teams and negotiators.	No negotiating teams settle without the knowledge and understanding (and preferably the support) of the other negotiating teams in the sector.
10. To share information between bargaining units/Locals and negotiating teams between sectors to support and co-ordinate common demands at the bargaining table.	Hold joint sector update sessions (conferences) at strategic points in bargaining.	HQ operations organize joint sector update sessions (conferences) when deemed necessary/ appropriate by negotiating teams and negotiators.	No negotiating teams settle without the knowledge and understanding (and preferably the support) of the other negotiating teams in other sectors.
11. To ensure Locals continue to be supported in the implementation of their strategic plans to engage, activate and mobilize their members in support of bargaining.	Regular Local strategic plan updates at Local Council meetings or special strategic planning meetings. Locals to focus on putting their strategic plans into action by engaging directly with members at worksites and preparing members to mobilize for potential strike action.	VPs work directly with their assigned Locals to support and facilitate the ongoing implementation of the Local SP, with a concerted focus on preparing members to mobilize for potential strike action. Locals be provided updated member engagement statistics for each Local quarterly or more frequently when requested by the Executive.	Increased workplace power initiatives and actions. Increased member awareness and engagement specific to bargaining, and the need to prepare for potential strike action. Increased engagement as per statistics reports.
12. To ensure that Components are effectively supported in their requests for staff support and operations resources to engage in actions and activities to support bargaining. To ensure that AUPE policies (e.g. mobilization policy) are adhered to.	Component requests for staff and operations resources to be made directly to the VP assigned as a liaison to that component.	VPs to bring component request to the President and EST for determination of priority and feasibility based on operations resources and adherence to AUPE policies (e.g. mobilization policy).	Components making requests to VPs and not directly to AUPE staff. Increased number of components engaging in actions/activities to support bargaining.
13. To build solidarity and mutual support between unions that are in collective bargaining to increase the impact and effectiveness of strikes and other actions.	Endorse and participate in the Alberta Federation of Labour (AFL) Common Front and encourage members to participate in Common Front activities in their community.	HQ to advertise Common Front activities and to invite members to participate.	Increased number of AUPE members participating in Common Front activities and supporting other unions in their actions (e.g. strikes, rallies, info pickets) in their community.
14. To build public awareness of the role of AUPE members in the community and to build community support.	Co-ordinated and mass distribution of the "We Support Public Services" lawn signs to AUPE members in communities with the potential for distribution to members of the public in the community.	HQ Operations to develop a co-ordinated plan for distribution of lawn signs to AUPE members and identify the eventual possibility of distribution to non-AUPE members who are supportive of the message (e.g. Save Michener Centre strategy).	Increased number of lawn signs across the province.
15. To ensure the health and longevity of the Defense Fund.	Revisit and update the Strike Policy.	Develop an operational strategy to build up our defense fund. Mitigate risk around the administration of strike pay.	Adopt policies that support the defense fund strategy.
16. To ensure PE is fully apprised and able to provide feedback on an ongoing basis on the progress of the Strategic Plan.	Regular update and revision reports provided to every PE meeting or more often if required.	President and EST to provide reports to every PE meeting or more often if required.	PE to be fully aware and engaged in the implementation of the Strategic Plan and to make adjustments to the plan as deemed necessary by PE.

NOTES

[illegible]

SECTION 2

COMMUNICATING WITH YOUR AREA COUNCIL

COMING SOON ...

ZOHO WORKPLACE

This new resource is user-friendly and easy to navigate. Emails, chats, notifications, announcements, and everything else you need are updated in real time. All Workplace apps are available on mobile.

Mail

Communicate with your membership using an @aupe.ca email account.

Mail 50GB and Shared Drive 50 GB.

Future Email Best Practices Course coming soon.

2FA Secure Storage

Two-Factor authentication (2FA) is used for an extra layer of security using Zoho Authenticator or any other Authenticator App. SMS is not an option.

Workplace mobile apps

Calendar - stay organized and keep track of your events.

Writer - create new or existing documents.

Sheet - carry your spreadsheets on your mobile.

Show - create, access and collaborate on presentations.

Meeting - hold online meetings for up to 100 people.

Cliq - hold online meetings (similar to Microsoft Teams) for up to 1000 people.

Member IT Support

AUPE staff - are available to help by filling out the Digital Support Form on the AUPE website at

www.aupe/about/contact/digital-support-form

First name *

Last name *

Member ID number - Optional

Do you hold an elected component officer position for your Local, Chapter, and/or Area Council? *

☐ Yes

☐ No

Email address *

Please provide a personal, non-work email address

Phone number *

What is your preferred method of contact for our team to follow up with you? *

☐ Email

☐ Phone

What are you looking for assistance with? Please select from the drop-down list below: *

- Select -

Submit

Reset

Amended by the Provincial Executive October 18, 2017

10-7 Policy on Confidentiality of Membership Lists

- 1) Membership personal information in the custody of AUPE is subject to the Alberta Personal Information Protection Act (PIPA). Nothing in this policy is intended to limit the right of AUPE, as set out in PIPA, to collect, use and disclose membership personal information.
- 2) AUPE maintains membership personal information for the sole purpose of conducting the business of the union. PIPA allows the use of this information only for the purposes collected – namely for the purposes of conducting our business.
- 3) An AUPE Component Chair or Designate may request that AUPE provide access to membership personal information for the sole purpose of carrying out the work of the Component. This includes a request for a membership list of their own respective Local, Chapter or Area Council.
- 4) An AUPE Component may collect personal information with the assistance of AUPE Headquarters, for the sole purpose of conducting the business of the Component. The membership personal information collected must be reasonable for the purpose for which it was collected. This information must be shared with the records department at AUPE Headquarters as soon as practicable.
- 5) The Chair of an Ad-Hoc, Standing or Bargaining Committee, with the approval of the Committee, may request and receive a membership list as required in relation to the business of the Committee.
- 6) In disclosing personal information to a Component or Committee, AUPE will take reasonable steps to protect the privacy of personal information.
- 7) Members shall have the right to opt out of receiving information by indicating in writing to their Component Chair(s) and/or AUPE Headquarters.
- 8) Except as set out above, membership personal information cannot be copied or distributed.
- 9) AUPE staff and members who receive membership personal information for the purposes of conducting the business of AUPE will be made aware of and be required to acknowledge their personal responsibilities in relation to the protection of this information in accordance with PIPA.
- 10) Unauthorized collection, use or distribution of membership personal information is prohibited and, where applicable, will constitute “conduct unbecoming” pursuant to the AUPE Constitution. A breach could also result in a person being found guilty of an offence under PIPA.*

**Under PIPA, a person may be liable for a fine of not more than \$10,000, and may be liable for damages arising from the breach of PIPA or other claims in law.*

PIPA COMPONENT OFFICERS ONLINE COURSE

The AUPE PIPA Component Officers course is offered to all Area Council executives.

This course is designed to introduce you to the Alberta's Personal Information Protection Act (PIPA) and learn about AUPE's commitment to protecting member information.

Learning Objectives:

Define PIPA and how it affects AUPE and AUPE Component Chairs and Designates.

Identify "Personal Information" and how to collect it.

Demonstrate how to use and protect private information.

Differentiate between proper and improper disposal of PIPA information.

HOW TO SIGN UP FOR THE PIPA COMPONENT OFFICERS ONLINE COURSE

Head to www.aupe.org/training/courses then Register for courses online. This will link you to the online course registration system.

Register for courses online

Visit the online course registration system to create an account and/or register for AUPE courses

[Register online for AUPE courses](#)

First Time User:

If this is your first time using the system, please register using your Member Number and Last Name, which can be found on your AUPE Membership Card or obtained by calling the Member Resource Centre at 1-800-232-7284.

HOW TO REQUEST A MEMBERSHIP LISTING

Area Council Chairs can request a digital listing of members with some basic information.

Chairs may also designate another member of their executive committee to request and receive listings for union business. The Chair must send a detailed email giving permission to records.staff@aupe.org.

1. Anyone requesting a listing must do the PIPA online course before they can receive a listing.
2. Reach out to your assigned Area Council Membership Services Officer and their Administrative Professional to request a listing. You must state what information is required and why it is needed (the purpose of the listing).
3. Allow 10 working days for your listing request to be processed and sent.

If you are not sure who your assigned Area Council Membership Services Officer is, please call our Member Resource Centre at 1-800-232-7284.

HOW TO REQUEST A BULK EMAIL

Chairs (or their designate) can request that AUPE send out bulk emails to their Area Council members.

1. Contact your assigned Area Council Membership Services Officer and their Administrative Professional to request a bulk email.
2. Include all information that you want sent out including the message, details of the event, and the event poster if applicable.
3. Allow 10 working days for your bulk email request to be processed and sent.

If you are not sure who your assigned Area Council Membership Services Officer is, please call our Member Resource Centre at 1-800-232-7284

AUPE EVENTS CALENDAR

The AUPE events calendar is a feature of the AUPE website and can be found at <https://www.aupe.org/events>

On this page you will find a listing of all upcoming AUPE events and meetings, including Area Council social events.

HOW TO GET YOUR EVENT ON THE EVENTS CALENDAR

Contact your assigned Area Council Membership Services Officer and their Administrative Professional to let them know you have an event taking place.

1. Provide all information including date, time, location, cost (if applicable) and your event poster if you have created one.
2. The Administrative Professional will upload your event to the calendar.
3. Allow 10 working days for your event to be posted to the calendar.

If you are not sure who your assigned Area Council Membership Services Officer is, please call our Member Resource Centre at 1-800-232-7284.

NOTES

[illegible]

SECTION 3

HOSTING AREA COUNCIL EVENTS

NFP QUESTIONNAIRE



EVENT QUESTIONNAIRE (Staff, Third Party, Visitor)

- ☐ Further information may be required
- ☐ Additional charge may be applied depending on the scope of the event
- ☐ Separate insurance may need to be arranged for events that present a higher risk
- ☐ Minimum 2 weeks notice required to arrange coverage

- 1 Local/Area Council: _____
- 2 Contact Information: _____
Phone Number: _____
E-Mail: _____
- 3 Date of Event: _____
- 4 Start Time of Event: _____
- 5 End Time of Event: _____
- 6 Total Time Needed for Set up & Tear Down: _____
- 7 Location of Event: _____
- 8 Event Held: Indoors? _____ Outdoors? _____
- 9 # Attendees: _____
- 10 Description of Event: _____
- 11 List all activities in detail to ensure adequate coverage is arranged: _____
- 12 Will there be Music, Entertainers, Vendors, or exhibitors at the Event? Y ☐ N ☐
If so, please provide the name of hired individuals/company: _____
*Proof of Insurance obtained? Y ☐ N ☐
- 13 Will alcohol be consumed at the event? Y ☐ N ☐
Who will be serving the alcohol?: _____
What is the name of the catering company or bartending service? _____
*Proof of Insurance obtained? Y ☐ N ☐
Will transportation be provided for those consuming alcohol? _____
- 14 Will there be fireworks or any other special effects? i.e. Pyrotechnic Devices, Sparklers, Incense
Name of Company: _____
*Proof of Insurance obtained? Y ☐ N ☐
- 15 Will there be a petting zoo or any animals involved in the event? Y ☐ N ☐
Name of Company: _____
*Proof of Insurance obtained? Y ☐ N ☐

NFP QUESTIONNAIRE (CONTINUED)



16 Will there be inflatables/jumping castles at the event? Y ☐ N ☐

Name of Company _____

*Proof of Insurance obtained? Y ☐ N ☐

17 Will there be rides? Wagon Rides? Amusement Rides? If yes, Describe: _____

***All third parties hired by AUPE should supply AUPE with a Certificate of Insurance containing:**

- o Alberta Union of Provincial Employees (AUPE) is the Certificate Holder
- o \$2,000,000 Commercial General Liability Limit of Insurance (Minimum)
- o Alberta Union of Provincial Employees (AUPE) is an Additional Insured with a Waiver of Subrogation
- o Description of the 3rd Party Operations is show on the Certificate of Insurance

Provide a copy of any contracts signed with any third parties. Contracts will include insurance requirements and/or hold harmless agreements that should be reviewed

<p>Events included in AUPE Insurance <u>subject to confirmation</u>:</p> <ul style="list-style-type: none"> • Events restricted to <i>AUPE Members & Family</i> (no high risk entertainment) including: <ul style="list-style-type: none"> • Barbeques • Cineplex Family Movie Night • Fort Edmonton Park Family Event • WEM Waterpark Family Event • Centennial Celebration 	<p>Events NOT automatically included under AUPE insurance:</p> <ul style="list-style-type: none"> • Events <i>not restricted</i> to AUPE members • Events that present <i>high risk for injury</i> • <i>Injury to Participants</i> • Examples of Events <i>NOT</i> included: <ul style="list-style-type: none"> • Gun Range • Contact Sporting Events • Sport Leagues • Horseback Riding • Bouncy Castles • Event including Liquor Sales • Mechanical Bull • Fireworks • Axe Throwing • Live Animals on site <p>Separate Insurance will likely need to be arranged and a premium will apply.</p> <p>Suggestion for Self-Serve Online Event Facilities:</p> <p>www.palcanada.com</p> <p>www.duuu.ca</p> <p>Fosterpark.ca</p>
---	--

2-4 WEEKS BEFORE YOU HOST AN EVENT

STEP ONE: DO WE HAVE ENOUGH MONEY FOR THE EVENT?

NO

Fill out the **Area Council Request for Funds Form**. See SAMPLE on next page.

- Complete all applicable fields.
- Request total funds required.
- DON'T factor in your Bank Balance, AUPE does that for you.
- DO note any uncashed cheques that will affect the bank balance.
- Attach the minutes/motion from the meeting where the event was approved.
- Attach the latest Bank Statements.
- Attach your event poster (if you have made one).
- Form must be approved and signed by either the Chair or Treasurer.
- Email the **Request for Funds Form, Meeting Minutes, Bank Statements**, and **Event Poster** (if applicable) to areacouncils@aupe.org.
- Incomplete forms/documentation will be returned to the Area Council for completion and resubmission.

AUPE will then process the request, checking that all the paperwork was included and submitted correctly.

- AUPE will email the Chair/Treasurer to update them on the status of the request.
- Funds will be released by Electronic Funds Transfer (EFT) directly to your bank account. Please allow up to 5 business days.
- Step Two - Host your Event - have fun!
- Step Three - Report your Actual Expenditure using the **Actual Expenditure Form**.

STEP ONE: DO WE HAVE ENOUGH MONEY FOR THE EVENT?

YES

- Step Two - Host your Event - have fun!
- Step Three - Report your Actual Expenditure using the **Actual Expenditure Form**.

AUPE AREA COUNCIL REQUEST FOR FUNDS (PROPOSED BUDGET)

AUPE Area Council:

Date Submitted: Oct 1, 2025

What (Event Planned): Holiday Party

Where (Event Location): AUPE Headquarters

When (Date Of Event): Nov 25, 2025

Event Contact (Print Name): Jimmy Smith

Phone Number: 780-XXX-XXXX

Email: j.smith@email.com

Estimated Number of Attendees: 100

Estimated Cost per Attendee: \$ 22.50

PROPOSED EXPENSES

ITEM DESCRIPTION

COST

Food	\$ 1000.00
Pop	\$ 250.00
Supplies	\$ 250.00
Entertainment	\$ 750.00
	\$
	\$
Outstanding Cheques (#)	\$ 0.00
Total Funds Required	\$ 2250.00

Date Funds Required By: Oct 25, 2025

Minutes/Motion Attached

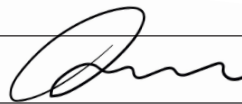


Latest Bank Statement Attached



NOTE: Attach a copy of the minutes and/or motion approving this event and a copy of the latest bank statement

Approved By Treasurer/Chair (Signature Required):



This form must be submitted via email to **areacouncils@aupe.org** at least **FOURTEEN (14) DAYS PRIOR** to the fund requirement date in order to allow for administrative processes.

INCOMPLETE FORMS/DOCUMENTATION WILL BE RETURNED TO THE AREA COUNCIL FOR COMPLETION AND RESUBMISSION.

Alberta Union of Provincial Employees
10025 - 182 St. NW, Edmonton, AB T5S 0P7
T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

AULReP
Area-Council-Request for Funds Form



STEP TWO: HOST YOUR EVENT

A festive flyer for an Area Council Holiday Party. The background is dark green with various Christmas ornaments and decorations. The text is arranged in a clear, bold layout. The title 'AREA COUNCIL HOLIDAY PARTY' is in a yellow box. The date, location, and time are in yellow text. The cost is in pink text. The RSVP information is in white text. The AUPE logo is at the bottom left.

**AREA COUNCIL
HOLIDAY PARTY**

**NOVEMBER 25, 2025
AUPE HEADQUARTERS
5:00 PM TO 9:00 PM**

\$10 CASH PER PERSON ATTENDING

RSVP by November 1, 2025 to treasurer@email.com

AUPE 
C2440 AULReP

STEP THREE: REPORT YOUR ACTUAL EXPENDITURE

Fill out the **Actual Expenditure Form** within **14 days of your event taking place**. See SAMPLE on next page.

- Complete all applicable fields.
- Fill out attendance sheet(s).
- Collect money (if any) - see **Notes** below for additional information.
- Detail all expenses in the space provided. List all attached receipts and totals. If you don't have enough space, combine items together on the same line. Example of Supplies (Dollar Store, Staples, Party Store).
- Attach all of your receipts. **Failure to submit the receipts will delay future release of funds until appropriate documentation is submitted.**
- Detail any money advanced (if applicable), collected (if any), outstanding (any uncashed cheques), total expenses and balance.
- The Actual Expenditure Form must be signed by either the Chair or Treasurer.
- Email the **Actual Expenditure Form, all receipts, deposit slips** (if any), **attendance sheet(s)**, and your **event poster** (if applicable) to areacouncils@aupe.org.

Note 1 - Any money collected needs to be deposited into the Area Council bank account. **DO NOT spend it as cash.**

- Deposit it to your account and submit the deposit slip.
- All purchases should be made by cheque in order to maintain a proper paper trail through your bank statements.

Note 2 - Any items that were given away for free (door prizes etc.) need to be tracked with a list of names and signatures. Any time tickets/gift cards were purchased or sold they also need to be tracked with a list of names and signatures.

- Remember that gift cards must not exceed \$100. **Policy 5-36.**
- You need to record and reconcile ticket/gift card balances.
- The remaining balance will be for the next time you report ticket/gift card sales.

Note 3 - Submit all Bank Statements quarterly via email to areacouncils@aupe.org. Remember to include both the front and the back of the bank statements.

Note 4 - Submit Ticket/Gift Cards/Door Prizes Tracking (if applicable) quarterly via email to areacouncils@aupe.org.

*Quarterly is September 30, December 31, March 31 and June 30.

AUPE AREA COUNCIL ACTUAL EXPENDITURE FORM

AUPE Area Council:

Date Submitted: Nov 30, 2025

What (Event Planned): Holiday Party

Where (Event Location): AUPE Headquarters

When (Date Of Event): Nov 25, 2025

Event Contact (Print Name): Jimmy Smith

Phone Number: 780-XXX-XXXX

Email: j.smith@email.com

Actual Number of Attendees: 72

Total Money Collected from Attendees: \$ 720

ACTUAL EXPENSES

ITEM DESCRIPTION

COST

Pizza	\$ 802.50
Pop and Juice	\$ 260.50
Supplies: Staples, Dollar Store, Party Store	\$ 341.50
DJ music	\$ 750.00
	\$
	\$
	\$
Total Expenses:	\$ 2154.00

Advanced: \$ 2250.00

(from HQ/deposit in Bank Account)

Collected: \$ 720.00

(from Attendees, 0 if FREE/ deposit in Bank Account)

Outstanding: \$ 0.00

(cheques withdrawn from Bank Account, attach receipts)

Expenses: \$ 2154.50

Balance (Plus or Minus): \$ 815.50

(advanced + collected - outstanding - expenses)

Plus (+) = under spent: additional funds left in Bank Account for future events

Minus (-) = over spent: additional Bank Account funds were used for this event

Approved By Treasurer/Chair (Signature Required):



Please attached ALL receipts.

This form must be submitted via email to areacouncils@aupe.org within 14 days of your event.
**FAILURE TO REPORT AND ATTACH RECEIPTS WILL DELAY FUTURE RELEASE OF FUNDS UNTIL
 SUCH TIME AS PROPER DOCUMENTATION IS RECEIVED AND VERIFIED.**

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www.aupe.org

AULReP
 Area-Council-Expenditure Form



TICKET SALES TRACKING FORM

Event Name: WEM Tickets - \$10 per ticket

[illegible]

Alberta Union of Provincial Employees
10025 - 182 St. NW, Edmonton, AB T5S 0P7
T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

AULReP
Area-Council-Ticket Sales Tracking Form



AUPE AREA COUNCIL

GIFT CARDS / DOOR PRIZES – RECIPIENT TRACKING

Event Name: Sign up for MyAUPE

Event Date: June 26, 2025

No.	Gift Card Vendor	Amount (\$)	Name of Recipient (please print)	Signature of Recipient
1	Safeway	\$25	A. Lucky	<i>Anna</i>
2	Safeway	\$25	B. Fortunate	<i>Borg</i>
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

This was confirmed by the Area Council Chair/Treasurer of above items.

Confirmed by: Anna Smith *Anna*
(Name & Signature)

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AULReP
Area-Council-Gift Card Recipient Tracking Form



[illegible]

NOTES

[illegible]

SECTION 4

APPENDICES

CHANGING SIGNING AUTHORITIES WITH ATB

Area Councils can now contact ATB directly to change signing authorities. This means you no longer need to physically go to the local ATB branch to sign any paperwork.

Contact Katherine Santos at ksantos@atb.com with a copy of your AGM minutes and the following information:




1. Chair Name, Email Address, Cell number
2. Vice Chair, Name, Email Address, Cell number
3. Treasurer Name, Email Address, Cell number and Home Address (this will be the bank statement address).


Once the above contact information and AGM minutes have been received, Katherine will send the documents via email. Signatures will be done electronically via DocuSign.

Note - Previous authorized signers are NOT required when changing signatures on an existing account(s) if the current minutes of the meeting indicate who the current signing authorities are.


HOW TO SCAN DOCUMENTS ON YOUR IPHONE OR IPAD

Scan a document in Notes




1. Open Notes and select a note or create a new one
2. Tap the Attachment button  then tap Scan Documents 
3. Place your document in view of the camera
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap **Keep Scan**
5. Tap Save or add additional scans to the document.

In an open note, you can also tap the **More** button,  then tap Scan to scan a document.

How to email scanned documents from Notes

1. Open **Notes**, then open the note containing the scanned document
2. Tap the **Share** icon (square with an arrow pointing up) 
3. Choose your email app (like Mail) etc.
4. This will open a new email with the scanned document attached as a pdf.
5. Enter the recipient's email address, a subject line, and any message you want to include.
6. Tap the Send button to send the email with the document attached.

HOW TO SIGN A DOCUMENT IN NOTES ON YOUR IPHONE OR IPAD






1. Open **Notes**, then tap the document in the note
2. Tap the **Markup** button 
3. Tap the **Add** button  then tap **Signature**  and add a saved signature or create a new signature. Then you can adjust the size of the signature box and place it wherever you want on the document.
4. Tap Done

To manually sign your document, follow steps 1 - 2, then select a tool to use and sign the document with your finger or an Apple Pencil.

HOW TO SCAN DOCUMENTS WITH GOOGLE DRIVE

Scan documents like receipts, invoices, and statements to save them as searchable PDFs on your Google Drive.

Scan a document

1. Open your camera – and click on **Google Drive** 
2. At the bottom right, tap **Camera** 
3. Point your device's camera at a document
 - A blue line outlines the document. This indicates where the picture will be cropped.
4. Take a photo of the document
 - Optional: You can toggle automatic capture by choosing between Manual and Auto capture.
5. Adjust your scanned document
 - **Adjust scan area:** Tap Crop & Rotate
 - **Adjust the colours, or make image grayscale:** Tap Filter
 - **Erase stains, fingers, and more:** Tap Clean 
 - **Scan another page:** Tap Add +
 - **Retake the photo:** Tap Retake 
 - **Delete a page:** Tap Delete 
6. Tap Done
7. Create your own file name or select a suggested title
8. To save the scanned document select .pdf
9. To save the finished document, tap Save

HOW TO EMAIL THE SCANNED DOCUMENTS

1. Locate the document. Documents can be stored on your phone's internal storage, Google Drive, or other cloud storage services.
2. Open the **relevant app** (e.g., Files, Google Drive, or the specific app where your document is stored).
3. Depending on the app, you'll either **long-press** the document to open a context menu or **tap** a share icon.
4. Select the **Share** or **Send** option from the menu.
5. From the sharing options, select the email app you want to use (Gmail, Outlook etc.)
6. This will open a new email window with the document attached.
7. Enter the recipient's email address, a subject line, and any message you want to include.
8. Tap the **Send** button to send the email with the document attached.

REQUEST FOR FUNDS FORM

AUPE AREA COUNCIL REQUEST FOR FUNDS (PROPOSED BUDGET)

AUPE Area Council:	Date Submitted:
What (Event Planned):	
Where (Event Location):	
When (Date Of Event):	Event Contact (Print Name):
Phone Number:	Email:
Estimated Number of Attendees:	Estimated Cost per Attendee: \$

PROPOSED EXPENSES

ITEM DESCRIPTION	COST
	\$
	\$
	\$
	\$
	\$
	\$
Outstanding Cheques (#)	\$
Total Funds Required	\$

Date Funds Required By:

Minutes/Motion Attached ☐

Latest Bank Statement Attached ☐

NOTE: Attach a copy of the minutes and/or motion approving this event and a copy of the latest bank statement

Approved By Treasurer/Chair (Signature Required):
--

This form must be submitted via email to **areacouncils@aupe.org** at least **FOURTEEN (14) DAYS PRIOR** to the fund requirement date in order to allow for administrative processes.

INCOMPLETE FORMS/DOCUMENTATION WILL BE RETURNED TO THE AREA COUNCIL FOR COMPLETION AND RESUBMISSION.

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10025 - 182 St. NW, Edmonton, AB T5S 0P7
T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

AULReP
Area-Council-Request for Funds Form



ACTUAL EXPENDITURE FORM

AUPE AREA COUNCIL ACTUAL EXPENDITURE FORM

AUPE Area Council:

Date Submitted:

What (Event Planned):

Where (Event Location):

When (Date Of Event):

Event Contact (Print Name):

Phone Number:

Email:

Actual Number of Attendees:

Total Money Collected from Attendees: \$

ACTUAL EXPENSES

ITEM DESCRIPTION

COST

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses:	\$

Advanced: \$

(from HQ/deposit in Bank Account)

Collected: \$

(from Attendees, 0 if FREE/ deposit in Bank Account)

Outstanding: \$

(cheques withdrawn from Bank Account, attach receipts)

Expenses: \$

Balance (Plus or Minus): \$

(advanced + collected - outstanding - expenses)

Plus (+) = under spent: additional funds left in Bank Account for future events

Minus (-) = over spent: additional Bank Account funds were used for this event

Approved By Treasurer/Chair (Signature Required):

Please attached ALL receipts.

This form must be submitted via email to areacouncils@aupe.org within 14 days of your event.

**FAILURE TO REPORT AND ATTACH RECEIPTS WILL DELAY FUTURE RELEASE OF FUNDS UNTIL
SUCH TIME AS PROPER DOCUMENTATION IS RECEIVED AND VERIFIED.**

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AULReP
Area-Council-Expenditure Form



GIFT CARDS / DOOR PRIZES - RECIPIENT TRACKING FORM

AUPE AREA COUNCIL

GIFT CARDS / DOOR PRIZES – RECIPIENT TRACKING

Event Name:**Event Date:**[illegible]

This was confirmed by the Area Council Chair/ Treasurer of above items.

Confirmed by: _____
(Name & Signature)

Alberta Union of Provincial Employees
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T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

AULReP
Area-Council-Gift Card Recipient Tracking Form



TICKET SALES TRACKING FORM

AUPE AREA COUNCIL

TICKET SALES TRACKING FORM

Event Name:[illegible]

Alberta Union of Provincial Employees
10025 - 182 St. NW, Edmonton, AB T5S 0P7
T: 1-800-232-7284 F: 780-930-3392
www.aupe.org

AULReP
Area-Council-Ticket Sales Tracking Form



NFP EVENT QUESTIONNAIRE



EVENT QUESTIONNAIRE (Staff, Third Party, Visitor)

- o Further information may be required
- o Additional charge may be applied depending on the scope of the event
- o Separate insurance may need to be arranged for events that present a higher risk
- o Minimum 2 weeks notice required to arrange coverage

- 1 Local/Area Council: _____
- 2 Contact Information: _____
Phone Number: _____
E-Mail: _____
- 3 Date of Event: _____
- 4 Start Time of Event: _____
- 5 End Time of Event: _____
- 6 Total Time Needed for Set up & Tear Down: _____
- 7 Location of Event: _____
- 8 Event Held: Indoors? _____ Outdoors? _____
- 9 # Attendees: _____
- 10 Description of Event: _____
- 11 List all activities in detail to ensure adequate coverage is arranged: _____
- 12 Will there be Music, Entertainers, Vendors, or exhibitors at the Event? Y ☐ N ☐
If so, please provide the name of hired individuals/company: _____
*Proof of Insurance obtained? Y ☐ N ☐
- 13 Will alcohol be consumed at the event? Y ☐ N ☐
Who will be serving the alcohol?: _____
What is the name of the catering company or bartending service? _____
*Proof of Insurance obtained? Y ☐ N ☐
Will transportation be provided for those consuming alcohol? _____
- 14 Will there be fireworks or any other special effects? i.e. Pyrotechnic Devices, Sparklers, Incense
Name of Company: _____
*Proof of Insurance obtained? Y ☐ N ☐
- 15 Will there be a petting zoo or any animals involved in the event? Y ☐ N ☐
Name of Company: _____
*Proof of Insurance obtained? Y ☐ N ☐

NFP EVENT QUESTIONNAIRE (CONTINUED)



16 Will there be inflatables/jumping castles at the event? Y ☐ N ☐

Name of Company _____

*Proof of Insurance obtained? Y ☐ N ☐

17 Will there be rides? Wagon Rides? Amusement Rides? If yes, Describe: _____

***All third parties hired by AUPE should supply AUPE with a Certificate of Insurance containing:**

- o Alberta Union of Provincial Employees (AUPE) is the Certificate Holder
- o \$2,000,000 Commercial General Liability Limit of Insurance (Minimum)
- o Alberta Union of Provincial Employees (AUPE) is an Additional Insured with a Waiver of Subrogation
- o Description of the 3rd Party Operations is show on the Certificate of Insurance

Provide a copy of any contracts signed with any third parties. Contracts will include insurance requirements and/or hold harmless agreements that should be reviewed

<p>Events included in AUPE Insurance <u>subject to confirmation</u>:</p> <ul style="list-style-type: none"> • Events restricted to AUPE Members & Family (no high risk entertainment) including: <ul style="list-style-type: none"> • Barbeques • Cineplex Family Movie Night • Fort Edmonton Park Family Event • WEM Waterpark Family Event • Centennial Celebration 	<p>Events NOT automatically included under AUPE insurance:</p> <ul style="list-style-type: none"> • Events not restricted to AUPE members • Events that present high risk for injury • Injury to Participants • Examples of Events NOT included: <ul style="list-style-type: none"> • Gun Range • Contact Sporting Events • Sport Leagues • Horseback Riding • Bouncy Castles • Event including Liquor Sales • Mechanical Bull • Fireworks • Axe Throwing • Live Animals on site <p>Separate Insurance will likely need to be arranged and a premium will apply.</p> <p>Suggestion for Self-Serve Online Event Facilities:</p> <p>www.palcanada.com</p> <p>www.duuo.ca</p> <p>Facility Rentals > NFP (fosterpark.ca)</p>
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AGM PROPOSED BUDGET

AUPE AREA COUNCIL PROPOSED BUDGET

AUPE Area Council:		Date of Meeting:	
Budget Year: July 1, 20____ to June 30, 20____			
Total Yearly Rebates:		\$	

Planned Events	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Rebate - Expenses	\$

Budget Approved by:

Chairperson:	Treasurer:
Date Approved:	Date Approved:

Meeting Attendance Sheet

AUPE

DATE	LOCAL	CHAPTER	TYPE OF MEETING

Name (Please Print)	Personal Cell Phone	Home Phone	Home Email

PLEASE NOTE:
The contact information you provide will be used by your local or chapter or AUPE headquarters to provide you with periodic updates on union events and activities.

MAF_MemberAttendanceForm2018
AULReP

NOTES

[illegible]



Alberta Union of Provincial Employees

10025 - 182 St. NW, Edmonton, AB T5S 0P7

T: 1-800-232-7284 F: 780-930-3392

www.aupe.org

C25276JW
AULReP