

# Letter of Understanding

Between:

**The City of Edmonton**  
("the City")

AND

**Canadian Union of Public Employees, Local 30**  
("the Union")

**RE: Volunteer Participation at the 2026 Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show**

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## 1. Purpose

The City of Edmonton will host the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show from June 4 to June 7, 2026. The City will be providing City employees with the opportunity to participate as volunteers for this event which includes orientation sessions, at least two volunteer shifts during the conference and trade show and may include registration shifts prior to the conference. Participation is entirely optional and subject to the terms of this Letter Of Understanding (LOU) and City guidelines and policies.

## 2. Eligibility & Application

This LOU applies to all permanent, probationary, and temporary employees within the CUPE Local 30 bargaining unit.

To be eligible, employees must be in active status at the time of the conference. The terms of this LOU do not apply to employees on long-term disability or other approved leaves of absence, with the exception of pre-approved vacation as noted in Section 3 of this LOU.

The adjustment of any work hours referenced in part 3 to enable participation as a volunteer is based on operational requirements and is subject to the approval of an employee's out-of-scope supervisor. It is expected that not all work areas will be able to enable participation, and it is not guaranteed that an employee that requests to volunteer shall be permitted to do so.

## 3. Scheduling & Compensation

The following terms apply to participating employees:

- All volunteer shift schedules must be approved by the employee's out of scope supervisor.
- Employees may work a volunteer shift in place of their regular shift.


- Employees may flex their regular weekly schedule to enable participation in a volunteer shift. For example, an employee may work Tuesday through Saturday (instead of Monday through Friday) to accommodate weekend conference shifts.
- Any hours worked in excess of regular daily or weekly hours of work assigned to the employee must be taken as time in lieu (banked at a one-to-one ratio) at a later date, as agreed to by the out of scope supervisor. These excess shifts/hours will be tracked internally by the supervisor and employee.
- Shift differential, weekend premium, standby and/or on-call premium, will NOT be applicable for volunteer shifts.
- If an employee is on pre-approved vacation but is approved to volunteer for a conference shift(s), they will be coded as having returned to regular work for the duration of that shift. The equivalent vacation time will be returned to the employee's vacation bank.

#### 4. Duration & Precedent

This agreement is entered into on a non-precedent or prejudice basis. This Letter of Understanding shall expire at 11:59pm on June 8, 2026.

SIGNED this 23rd day of April, 2026

  
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City of Edmonton  
Andrea van Velzen, Senior Negotiator

  
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Canadian Union of Public Employees, Local 30  
Sterling Valentine, President