

**MEMO TO:** Supervisors and Program Co-ordinators

**FROM:** Delwin Yung, Treasurer and CFO

**DATE:** July 28, 2026

**SUBJECT:** **Dependant care information**

At the 2026 Winter Representative Assembly, the membership approved revisions to the dependant care procedures. These updates clarify eligibility requirements, introduce a process for members to request special-care considerations, and increase the hourly and daily maximum reimbursement rates. The revisions also establish an annual rate adjustment tied to the Consumer Price Index (CPI) of British Columbia, effective each July 1. To support these revisions, new online and PDF expense claim forms and expense vouchers for dependant care expenses have been developed to help streamline the approval process for members and staff.

Dependant care is an eligible expense for members registered as delegates or participants at a BCTF event. This applies only to individuals formally attending the event, not voluntary observers. Eligible dependant care expenses may include:

- in-home childcare
- licensed daycare
- support with daily living activities
- mobility assistance
- medical management
- nursing care.

Several updates have been made to Procedure 10.I.28 regarding dependant care. The full procedure is available in the [Appendix](#). An overview of what has been clarified or expanded is summarized below.

## **Dependants**

The updated procedure clarifies who qualifies as a dependant for the purpose of claiming eligible care expenses. A dependant is now defined as someone who relies on the member for care and support and meets one of the criteria contained in the definition below.

### **Definition of a dependant**

A dependant is someone who relies on the member for care and support, including:

- a child under 18 years of age

- an individual 18 or older who requires care due to disability or special circumstances (may include a spouse, child, grandchild, parent, grandparent, or sibling of the member or the member's spouse).

The updated Procedure 10.I.28—4. provides clearer guidance on when dependant care expenses can be claimed and what qualifies for reimbursement. Reimbursement rates have been standardized, with a maximum hourly and daily limit that will adjust annually based on the CPI. The procedure also strengthens documentation requirements, ensuring members provide detailed receipts for any dependant care expenses claimed.

## Eligibility

An important clarification in the revised Procedure 10.I.28 is that members must be registered as a delegate or participant at the BCTF event, not as a voluntary observer, to be eligible for reimbursement.

Other clarifications state that the Federation will reimburse members for expenses incurred while taking part in Federation meetings, committees, and events. These reimbursements cover additional costs that would not have arisen had the member been at work. Some examples of eligible situations include but are not limited to the following:

- **Weekend training session**—A workshop is scheduled on a Saturday, and the member normally has no dependant care costs on weekends, so hiring dependant care for that day is eligible.
- **Unexpected extension of the workday due to BCTF duties**—A member is required to stay late for a BCTF meeting that runs past the time they typically pick up their dependant. The extra hours of dependant care are eligible.
- **Overnight care**—A member must attend a two-day BCTF conference requiring an overnight stay. The member arranges for overnight care for a dependant who typically lives with them. The care provider for that evening normally does **not** provide care overnight.
- **Different BCTF programs**—If two members of the same household attend separate BCTF meetings or events on the same calendar dates, dependant care expenses for that period may be reimbursed only once. Only one member may submit a claim for those expenses.

## Ineligibility

Some dependant care situations are not eligible for reimbursement. These include costs that would have been incurred regardless of union activities, are part of a member's regular caregiving arrangements, or are covered by other programs or benefits. Examples of ineligible situations include, but are not limited to the following:

- **Routine daytime dependant care**—A member attends a union meeting during the workday but still pays their dependant's typical daycare fee, which they would have paid regardless of the union activity.
- **Care normally provided by a designated care provider**—A care provider usually watches the dependant after school. Even if the member is away for union business, no reimbursement applies because this is the family's typical arrangement.
- **Ongoing activity or program fees**—A dependant's weekly piano lesson or sports practice happens at the same time as a union meeting. The lesson fee is not reimbursable because it is a recurring, pre-existing cost.

If a member has a specific circumstance and requires further clarification, please contact the program co-ordinator.

### **Rates**

The amount eligible for reimbursement is based on actual hours of care:

- up to \$21.78 per hour
- up to \$290 per day per household.

### **Daily maximum**

The \$290 per day maximum covers all dependants that need care for the same period of time.

## Appendix

### Procedure 10.I.28—**Dependant Care**

1. The definition of dependant is a person who is dependent upon an individual for their care and support and who is:
  - a. a child who is under 18 years of age.
  - b. an individual who is 18 or older who requires care due to disability or special circumstances. This may include a spouse, child, grandchild, parent, grandparent, or siblings of the individual or the individual's spouse.
2. Where permitted by community care licensing regulations the BCTF will provide daycare services for delegates' families at the AGM and for other meetings and conferences, as designated by the BCTF Executive Committee.
3. When on-site daycare is provided, these services be utilized by conference attendees wherever feasible. For dependants other than children, outside care, if required, is permitted. Those living outside the Lower Mainland are not required to bring dependants to on-site daycare facilities. Lower Mainland members should obtain approval of the program co-ordinator before using outside daycare services.
4. Dependant care claims can only be made for BCTF union events where the member is a registered delegate or participant, and not where the member has attended as a voluntary observer.
  - a. The BCTF will only reimburse members for dependant costs that would not otherwise be incurred by the member had the member been at their regular place of work.
  - b. The following situations are not eligible for any reimbursement for the dependant:
    - i. regular or usual dependant care arrangements, including regular daycare costs.
    - ii. care provided by close relatives as part of regular caregiving responsibilities and activities.
  - c. Where care is provided by a childcare provider, the amount paid will be based on the actual hours of care provided at a maximum hourly rate of \$21.78 an hour and a daily maximum of \$290 (per 24-hours, per household).
    - i. The maximum hourly and daily rates in c. will increase annually on July 1 by the percentage change in the Consumer Price Index for British Columbia, as published by Statistics Canada, and shall be updated in the procedure above annually.
    - iii. The maximum daily reimbursement is inclusive of all dependants requiring care. If additional reimbursement is needed due to special care requirements, members should contact the program co-ordinator before incurring any expenses.
  - d. Members must submit a receipt with the expense voucher showing the name and address of the caregiver, the hours the dependant was with the caregiver receiving care, and amount expended.
5. That where permitted by community care licensing regulations, the BCTF provide onsite childcare at all provincial meetings when extended beyond the working day.
6. That the Federation expand childcare services currently provided for BCTF delegates attending the AGM by including childcare services during lunch and dinner breaks, with parents bearing the responsibility for meals, to facilitate attendance at presentations and meetings.