

**City of Toronto  
Administrative, Professional,  
Supervisory Association,  
Inc. (COTAPSA)**

**55<sup>th</sup> Annual General Meeting  
Friday, December 4, 2020  
LIVE Webinar**



# COTAPSA Board & Executive

- President – **Mike Major**, EDC
- 1st Vice-President – **Phil Pendleton**, Transportation Services
- 2nd Vice-President – **Karyn Spiegelman**, Office of the Controller
- Treasurer – **Marianne Sirro**, Financial Planning
- Secretary -**Trena Cesario**, PF&R

# COTAPSA Board & Executive (cont'd)

## *Directors:*

- **Fernando Cruz**, Toronto Building
- **Ben Marvi**, Toronto Building
- **Ranil Mendis**, Children Services
- **Andrew Waters**, Financial Planning
- **Lorna Zappone**, Transportation Services

# COTAPSA Staff

- **Grace Ciardullo**, A/Executive Director/Senior Human Resources Consultant
- **Karen Chan**, Executive Assistant

# Auditor

- **Thomas Kriens**, Auditor from Kriens LaRose

# Chief Returning Officer

- **Rebecca Condon**, Chief Returning Officer (CRO)

# Meeting Format

- For minute-taking purposes (accuracy and information), this meeting is being recorded
- Members will have an opportunity to ask questions,
  - ✓ Members can use the Webex chat box
  - ✓ Or provide input anonymously through **SLI.DO**
  - ✓ Visit <https://www.sli.do> and enter event code **#COTAPSA**
- **SLI.DO** will also be used for voting during the meeting
- Please remember to keep your microphones muted to prevent disruption from late-comers, reduce background noise, and improve internet connection.

# AGM Agenda

1. Welcome & Call to Order
2. Motion to Approve the December 4<sup>th</sup>, 2020 AGM Agenda
3. Declaration of Conflict of Interest
4. Nomination/Elections
5. Approval of the Minutes of the 54<sup>th</sup> AGM, December 4, 2019 Minutes
6. Approval of the Minutes of October 21, 2020 Special Meeting
7. Treasurer's Report – including Auditor's Report and Audited Financial Statements for the period ending September 30, 2020
8. Appointment of the Auditor
9. President's Report
10. SLI.DO Results and Next Steps
11. Members' Question Period
12. Adjournment

# Nomination/Elections

For 2020-2021, Directors, Mike Major, Trena Cesario, Lorna Zappone, Fernando Cruz and Ben Marvi are finishing year 1 of a 2-year term ending December 31 2021.

There were seven (7) open seats on the COTAPSA Board of Directors for the 2021-2022 term, which starts January 1<sup>st</sup> 2021 and ends December 31<sup>st</sup> 2022.

A **Call for Nominations** to the Board of Directors was sent via email to all Members on Nov 10<sup>th</sup> with a follow-up reminder sent on Nov 18<sup>th</sup>.

Five (5) nominations were received; The elected nominees are Phil Pendleton, Karyn Spiegelman, Marianne Sirro, Ranil Mendis, and Andrew Waters

As of January 1<sup>st</sup>, 2021 the Board has a slate of 10 Directors with two (2) seats remaining open. The Board of Directors will elect its Executive Officers at the first meeting of the new Board on January 20, 2021 Board of Directors meeting.



# Approval of Agenda

Motion to Approve the December 4<sup>th</sup>, 2020  
AGM Agenda

# Declaration of Conflict of Interest

# MOTION:

To adopt the Minutes of the 54<sup>th</sup> AGM,  
December 4, 2019 Minutes

To adopt the October 21, 2020 Special  
Meeting Minutes

# Treasurer/Financial Report

Overview 2019/2020 Audited Financial  
Statements

## INDEPENDENT AUDITORS' REPORT

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To the Members of  
**COTAPSA Inc.**

### **Report on the Audit of the Financial Statements**

#### *Opinion*

We have audited the accompanying financial statements of COTAPSA Inc., which comprise the statement of financial position as at September 30, 2020, and the statements of changes in net assets, operations, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of COTAPSA Inc. as at September 30, 2020, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of COTAPSA Inc. in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

COTAPSA INC.  
**STATEMENT OF FINANCIAL POSITION**  
AS AT SEPTEMBER 30, 2020

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	2020	2019
	\$	\$
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	46,254	174,327
Investments (Note 3)	733,207	382,469
Accounts receivable	19,920	20,184
Prepaid expenses	1,564	1,524
	800,945	578,504
<b>INVESTMENTS</b> (Note 3)	580,856	726,267
<b>EQUIPMENT</b> (Note 4)	3,795	5,071
	1,385,596	1,309,842
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	60,292	26,809
<b>NET ASSETS</b>		
General Fund	1,042,640	1,006,160
Special Fund (Note 2)	282,664	276,873
	1,325,304	1,283,033
	1,385,596	1,309,842

COTAPSA INC.  
**STATEMENT OF OPERATIONS**  
FOR THE YEAR ENDED SEPTEMBER 30, 2020

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	2020	2019
	\$	\$
		(Note 6)
<b>REVENUES</b>		
Membership dues	537,903	542,367
Interest	28,837	34,320
Other income	10,854	8,250
	577,594	584,937
<b>OPERATING EXPENSES</b>		
Salary and wages	449,535	405,331
Legal fees	39,740	21,563
Office	10,289	12,915
Telephone and website	9,352	11,471
Professional fees	7,989	7,206
Insurance	6,597	6,337
Government relations	5,085	21,043
Meetings and conventions	3,055	4,416
Advertising and promotion	2,052	3,127
Amortization	1,275	1,734
Staff and board	354	947
Membership recruitment	-	4,725
	535,323	500,815
Excess of revenues over expenses for the year	42,271	84,122
Fund balance, beginning of the year	1,006,160	932,871
Interfund transfer	(5,791)	(10,833)
Fund balance, end of the year	1,042,640	1,006,160

# Questions of the Auditor/Treasurer

# MOTION:

- To Adopt the Auditor's Report for the year ending September 30, 2020.
- To Adopt the Audited Financial Statements for the year ending September 30, 2020.
- To appoint Kriens La Rose as the Auditor for the year ending September 30, 2021.



# Report from the President Year in Review

- OMERS Pension Changes - <https://www.omerssc.com/other-plan-changes>

**Shared Risk Indexing** - Provides the option for the SC Board, based on its annual assessment of the Plan's health and viability, to reduce future inflation increases on benefits earned after December 31, 2022.

- No COLA for 2020
- Elimination of Pay for Performance – Total Rewards Review
- Counting Ill dependant as Sick Occurrence - Not yet in place due to COVID

All these changes threaten long-standing terms of employment and more are likely to come/

**These changes stem from lack of bargaining power and strategic action is required. COTAPSA will be recommending use of Special Reserve to retain legal and other services to develop strategies to strengthen our bargaining position and protect our interests**

# Report from the President (Cont'd)

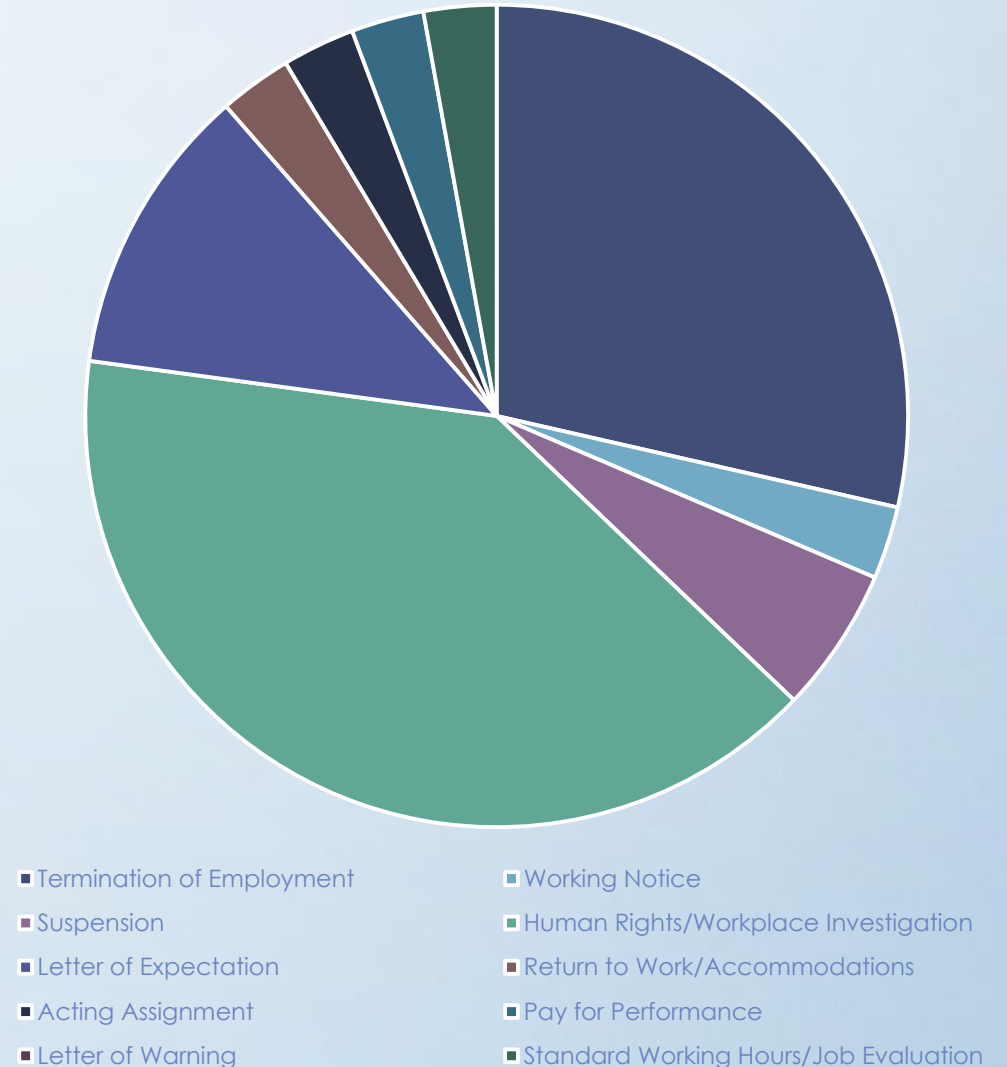
## Year in Review – Case by Issues

COTAPSA continues to represent, to advocate and to promote the interests on behalf of our Members with the City;

Human Resources and Employee Labour Relations issues remain the core services that we provide to our members;

The majority of cases for 2019/2020 were Human Rights/Workplace Investigations followed by Terminations.

# of Cases by Issue



# ONGOING Work for Members

- Reviews separation packages for Members and negotiates for more favourable terms: such as pay for performance, more reasonable notice, positive reference letters;
- Removal of the two year re-hire termination provision – the re-hire termination provision is now aligned with the duration of the separation payments;
- Attend human rights/workplace investigations meetings to ensure procedural fairness is followed; as a Complaint and/or Respondent you have a right to a “support person”;
- Negotiated to revise Letters of Expectations disguised as Letter of Discipline
- Return to Work/Accommodations

# Future Forward -

- Will continue to monitor & provide updates on a variety of Human Resources/Labour Relations issues and initiatives;
  - Total Rewards Program
  - Dispute Resolution Procedure
  - OMERS
  - COVID-19
- Members with workplace issues and/or termination of employment are reminded to contact the COTAPSA office at the earliest opportunity

# Survey Results

The results of the SLI.DO survey,

**City Council voted to cancel the pay for performance program in July 2020, such that no one will receive pay for performance in 2021. What is your opinion?**

- I'm ok with that. 8 %
- I have mixed feelings about it. 27 %
- It was unfair to cancel this program during 2020. I have been working very hard and feel that I deserve pay for performance in relation to my efforts. 65 %
- No opinion. 0 %

# Survey Results cont'd

The results of the SLI.DO survey,

**City Council voted to give to non-unionized staff a 0% cost of living increase in 2020. It has been suggested that non-unionized staff may continue to receive 0% in 2021.**

- I understand, and am ok with receiving a 0% cost of living increase for either 2020 or 2021. 8 %
- I am ok with receiving a 0% cost of living increase in 2020, provided that I do receive a greater than 0% cost of living increase in 2021. 21 %
- I am not ok with receiving a 0% cost of living increase for 2020, nor would I be ok with receiving a 0% cost of living increase in 2021. 69 %
- No opinion. 2 %

# Survey Results cont'd

The results of the SLI.DO survey,

**The City has changed the internal staff policy whereby Ill dependent days are counted towards sick occurrences. The policy is currently suspended due to COVID pandemic.**

- It has no effect on me. I am ok with the change in policy. 11 %
- While the change in policy will probably not affect me, I know others who will experience negative effects as a result. I am not ok with the change in policy. 25 %
- I have one or more dependents who rely on me some of the time. This change in policy might affect me. I am not ok with the change in policy. 26 %
- I have one or more dependents who always rely on me, such that this policy change will most likely have an effect on me. I am not ok with the change in policy. 35 %
- No opinion. 3 %

# Survey Results cont'd

The results of the SLI.DO survey,

**At the special COTAPSA meeting on Oct 21st, COTAPSA adopted a motion to begin a class action suit against the City for their recent decisions on COLA, Pay for Performance and Ill Dependent as a Sick Occurrence. Do you support this action?**

- Yes 80 %
- No 9 %
- No opinion. 11 %



# NEXT STEPS

- Subsequent to October Special Meeting, and SLI.DO results:
  - COTAPSA Executive - retaining (legal) Steven Barrett of Goldblatt Partners;
  - Proposed funding source - COTAPSA Special Reserve Fund, established for the purpose of “collective defense matters, including legal representation and labour relations expertise”
  - Special Fund Reserve balance - \$282,664, as at September 30, 2020
  - **Use of Special Reserve Fund requires membership approval**

## MOTION:

To Approve the use of COTAPSA Special Reserve Fund for the purpose of funding legal services to support and strengthen COTAPSA's ability to take strong action to fight issues that impact us all, including 0% COLA, Pay for Performance cancellation, change in Ill dependent policy.

# Communications

Chair: T. Cesario, B. Marvi

***Responsible for the provisions of information in a number of formats to the members & at times all non union City employees***

COTAPSA effectively communicates with Members in a timely manner through Bulletins and Newsletters.

In 2019/2020 main source of Communication was through Bulletins;

- Focus was sending out important information in Bulletins as "hot" issues arose;
- Will revisit other forms of communication when appropriate;
- Looking at hiring Social Media Strategist to build followers, build membership, build capacity in the organization

# Member Services and Benefits: 2020

Chair: K. Spiegelman and R. Mendis

## ***Responsible for maintenance, review & development of benefits***

- Sonnet Insurance has commenced offering online home and auto insurance to COTAPSA members;
- COTAPSA Members are invited to annual Chartered Institute of Management Accountants (CIMA) Business Conferences, generally held in November;
- COTAPSA members have enjoyed lunchtime events via WebEx, including:
  - February 25 – Retirement 101, with Grace Ciardullo
  - July 15 – Retirement Planning, with Halley Georgas
  - July 29 - The Importance of Wills and Estate Planning, with Kemi Ibitoye
  - August 12 – How to Practice Yoga during Office Hours, with Ghazal Bina. (This event will be repeated on December 16)
  - August 26 – Relieving Work Related Stress with Humour, with Judy Croon
  - Sept 30 - Nutrition for Optimal Performance in the Workplace, with Tara Postnikoff

# Member Recruitment

Chair: P. Pendleton, L. Zappone

***Responsible for promoting the benefits of COTAPSA to encourage non-members to join and/or previous member to renew***

Products include

- Membership Incentive Benefits
- Recruitment Drives – twice yearly
- Outreach
- Monitor reasons members leave

# Member Input / Questions

- To ask questions and provide input:
  - Members can use the Webex chat box
  - Or provide input anonymously through SLIDO
    - ✓ Visit <https://www.sli.do> and enter event code #COTAPSA

# Adjournment

## MOTION:

To adjourn the Annual General Meeting  
of December 4, 2020