



Minutes of the Board Meeting

Feb 13th, 2018, 12 (noon)
Committee Room #3, City Hall

1. Call to Order

Chair

Meeting was called to order at 12:10 p.m.

Roll Call

Present

Mike Major
Fabio Biancolin
Judy Skinner
Trena Cesario
Rory O'Neill (12:20 p.m.)
Phil Pendleton
Anita Liu
Lorna Zappone
Danny Anckle (12:20 p.m.)
Kachan Maharaj
Tristan Downe-Dewdney

Absent with Regret

John Volk

Staff:

Heather Nicolson-Morrison, Executive Director (ED)
Jenna Mantle, Executive Assistant (EA)
Grace Ciardullo (SHRC)

2. Approval of Agenda

Chair

An amendment was made to the Agenda to add *Absence from Work Policy* to the *In Camera* section.

MOTION: To accept the Agenda of the Board Meeting of Feb 13th, 2018 subject to noted amendment. (Downe-Dewdney) Carried.

Declaration of Conflict of Interest

Chair

None

3. Approval of Minutes

Chair



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notes-DRAFT.doc

MOTION: To approve the Minutes of the Board Meeting of Jan 24th, 2018.
(Cesario/Downe-Dewdney) Carried.

4. Business Arising from Previous Meetings

TCHC (Dec 2017 Executive Meeting)

- **Article from the Star**

https://www.thestar.com/news/city_hall/2018/01/29/law-firm-called-in-to-investigate-toronto-community-housing-corps-hr-practices.html

- **Meeting with lawyer/investigator** (Feb 8th)

After speaking with the Ombudsman, the 3rd party investigator was contacted and meeting set to discuss the experiences COTAPSA has had.

Investigation came from complaints to the Ombudsman and then her strongly advising the CEO of TCHC as to the need for the investigation. TCHC is paying for the investigation but the report is being released to the Ombudsman and the TCHC CEO.

Investigator stated the majority of complainants are non-union. COTAPSA encouraged TCHC members via personal e-mail to speak to investigator.

We submitted documents pertaining to issues flagged to us and steps taken in an attempt to represent the non-union employees over the years.

It is unknown if the final report will be publically released or when it is expected to be completed.

Question - as to surge in workload if an influx of employees from TCHC joined.

- ED noted -- were aware and it was planned for
- SHRC raised the concern of fairness and equity.

Office Security (Dec 2017 Executive Meeting) – HOLD

- Panic buttons have been installed in the COTAPSA staff offices

City Budget (Jan /2018)

- **Media Release**

Our media release was distributed to strategic media mail boxes at City Hall. No responses were received.

Note - Language used in the City's News budget release was very similar to the communications released by COTAPSA.



2018 media release
budget draft 3 (HNN)

New 79 President (Dec 2017)

- New President Dave Mitchell contacted ED and provided cellphone number etc., so whenever we need to connect he will be readily available.

Rory O'Neill arrived at 12:20 p.m. and was welcomed to the Board

Board Orientation (Jan/2018)

Question as to Board meetings being open to members (attend and observe).

- Governance Committee Review and recommendation



2018 Opening
Board Meetings to r

Governance Committee recommended not to move forward on Open Board Meetings but suggested an Open Member Forum instead.

D. Anckle believes the Frontline Employee Engagement committee would be more successful if we were more transparent and not a "secretive" organization. The goal is not to create barriers and members should be given the opportunity to observe what is going on at Board meetings.

R. O'Neill commented that there must be specific items kept in house and not made public as there is content we would not want in the public.

J. Skinner noted there was an effort by an outside entity at one point to unionize the portion of our eligible membership that could be brought into a union that was why the meetings were set this way.

First VP P. Pendleton assumed the Chair at M. Major's request

M. Major noted he is in favor of transparency (good democratic value for any organization) and requested the Governance Committee come back with a report outlining legal, ethical and/or logistical issues of having an open meeting and investigate ways to overcome obstacles.

MOTION: Governance Committee to report back with report on how to address some of these issues. (Major/Anckle) Carried.

Suggestion - review of previous minute's content to see what should be omitted from an Open Meeting.

M. Major noted that there is concern as to OMERS SC being secretive...we need to look at our own organization.

Treasurer's Report (Jan/2018)

Policy in regards to Investments (Hold until April Board Meeting)

5. Chairs Comments

- OMERS meeting March 23/18 to discuss plan changes. Review of the plan, benefits and contribution rates going on. Important issue to follow because there may be some changes.

ED and President to attend

- ANUMMO Update

M Major met with Ian McEachern (Kinloch Public Affairs) regarding government relations and next steps to obtain standing on SC Board. Referenced background on credentials and responsibilities including: Dissemble ANUMMO, OMERS SC issue including research writing and develop/implement a strategy; communications including channels to get our voice heard with OMERS and the Ontario Government, outreach to other like-organizations and to respond to other issues as they arise.

One year contract, with monthly deliverables, to report directly to M. Major who will subsequently report back to the Board. M. Major noted that Kinloch is willing to come to Board meeting as well.

Requested that contract should state monthly report backs to the board on strategy and costs.

ED to forward signed agreement to Board

M. Major then provided background on the current OMERS issue, as to non-union members not having a seat on the SC Board which is problematic as the SC's role is to define retirement benefits received and set contribution rates. The SC is made up of employers and the employees are represented only by Unions. It is a closed organization, with little communication and vague minutes.

MOTION: To allocate \$10,000 for Kinloch Public Affairs to work on OMERS SC issue. Retention of Kinloch Public Affairs. (O'Neill/Downe-Dewdney)
Carried.

R. O'Neill left the meeting 12:53 p.m.

6. Executive Directors Report

ED

- **Discussion with K Pond BN – CONFIDENTIAL**
ED provided an overview of content in document.



BN 2018 Jan 29
meeting with K Pond

The Board discussed the ratio issue on Performance Planners. It was explained by M Major that the unions make their way through the pay grade ... if the pay for performance is scrapped, non-union employees could work through the pay grade

as well. However, this could eliminate the lump sum payment for employees at the top of their paygrade.

J Skinner - there is a low chance of going back to how it was. The issue is the ratio by unit. One could have a high performing unit and all employees should receive 4.5% performance but the program does not allow for this. This process does not build teams.

ED raised - issue having COLA locked into Performance. If employee receives 0% they do not receive COLA.

ED flagged a follow-up member survey will be done in June and results will again be shared with City HR.

A. Liu flagged concerns with objectivity. Issue with unconscious bias being scored by Director i.e. gender, ethnicity, age, language. In regards to this the SHRC commented as to requesting a breakdown of performance based on diversity would be interesting as to who is receiving it? It would be helpful to see if there is a pattern/trend. Reality is that it would probably require approval from Council.

M. Major directed it be a standalone item at the April Board meeting. Should look to a solution and if other methods would be more effective.

Green Shield Booklet is not available.

- K .Pond is looking into this.

- **Authorization Representation Form (ARF)**

The ARF gives permission/direction to the SHRC to represent a member to the City. Past practice, SHRC had member sign as required, we now ask that it be signed when joining, so it is on file when required.

Recently, City HR and Toronto Human Rights focused on the provision of this form, also the TCHC 3rd party investigator was interested in it. It was discussed at length during the development of the 2017 COTAPSA/City Relationship Protocol and is cited on pg. 3 as a requirement for COTAPSA to represent a member.

In order to get forms signed in advance, we're doing a 'sweep,' sending a member Bulletin with the ARF attached asking for it to be signed, and returned. NB: There may be a faster electronic way to do this (IT and Communications are discussing)

In future there will be a place to show if it has been received on a members file

7. **Committee Reports**

Updated list of committees.



2108 Committee
Structure and Work

Governance (Feb 7)

ED

- Policy in regards to amended section 3.06 d) and e) is required



MOTION: To approve the Membership Dues Policy (Pendleton/Skinner) Carried

- **Bill 154** – impacts all Ontario NFP's
Has passed through Ontario Government and will be proclaimed in next 23 years. We will need to do a review to see how it impacts us as a NFP

Communications (Feb 12)

Secretary

- Call for articles on the Feb 14th
- 4 newsletters will be done for 2018
- EA has had the WebEx Training, as soon as we get an account we will be starting – Retirement 101 will be first once we get an account
- Looking at adding Instagram and not doing Twitter
- Looking at how IT and communications will work together – i.e. video clips

Member Recruitment (Feb 6)

1st VP

2018-19 Recruitment Program

1) Flyer 1 for period of March – April

Will focus on COTAPSA as Insurance if you require HR/LR aid – cost of \$24 per month for security versus legal costs if you have to go at it alone
Having SHRC with you as support and acting as advocate when needed – have a team behind you.

2) Flyer 2 – period April to May

Will include a little video or graphic with member comments
I'm a COTAPSA member because...

3) Flyer 3 – period May to June

Will include information on new benefits, education, member-only benefits, having a voice and access to a network of support.

- At the end of every flyer period (3 periods) there will be a contest held for the new members for the Home Depot cards – we will split up into 3 groups (April, May, June) 33 cards per contest period (equalling 100 new members and the \$2000 which is allocated in budget)
- Also provide the *Awesome at Being Awesome* Books as prizes
- ED received an updated non-union list from K Pond

Halley Georgas

- Request received from the H Georgas, Financial Advisor providing Lunch and Learns (free of charge) to our members. She requested her name/contact information go on the website. Request agreed to by the Member Recruitment Committee (Benefits) and the Member Services Committee (Events) but only as follows: 1) Not on public website, 2) only on member site and 3) a disclaimer with no endorsement by COTAPSA
- M. Major requested that member-only content on website be brought forward - what is to be posted on the public and member domains

A. Liu left meeting at 1:30 p.m.

Member Services (Feb 12)

2nd VP

- PPEB Retirement – Feb 15th sold out in 20 minutes. Members not in downtown requested hosting lunch sessions in other locations, others want webinar. Tried for larger site, none available for that day. Have asked PPEB if they would be willing to do second session.
- OMERS session - Feb 28
- Ask a Lawyer – April 3rd
- April 26th combined session volunteerism and coping in retirement
- Closer to offering webinars. EA had Webex training, we are waiting for Webex account from City.
- Looked at future offerings and how to involve Gen Next – subjects like getting a mortgage
- Development of COTAPSA Shares for next year project with Covenant House.
 - It was raised that we must consider other charitable organizations
 - M. Major noted any group we help needs to be linked to the City.
 - Board requested further conversation regarding assisting charities
 - M. Major suggested a policy or to survey members
 - Could be "Cause" focused rather than "Charity" focused.

PAC

President/ED

- *Readying for Municipal Election* Survey to members – toolkit plan has been developed, with next steps. T. Downe-Dewdney is reviewing. The next item is to design the COTAPSA Survey to go out in April. The candidate piece will be prepared in May.

ED/2nd VP

City HR – (including HR/LR issues COTAPSA deals with)

SHRC

No report re CITY HR Meetings – next meeting March 13th

- City HR meeting minutes to be shared with Board.

Employee LTD Benefits

Both L79 and L416 employees have the following criteria for LTD benefits:

- Employees who become disabled prior to age 63 up to age 65
 - Employees who become disabled on or after age 63 up to 18 months aggregate payments for the period from the date of disability up to age 70 (including recurrent and successive periods of disability), but in no event beyond age 70
- Non-Union and Fire employees only have coverage up to the age of 65.

To be pursued at next meeting with City HR as a fairness issue.

- Make members aware of this fight.
- Suggest bringing this with a package of items that are different between both groups to show the inequities.

Transportation Issue

- Issue flagged by members in Transportation re: Re-org and impact

- Transportation met with us and verified: 1) no reapplying for present positions and 2) very few moves by staff to other work sites.
- Shared re-org but we were asked to keep confidential until announced on Feb 15th – at which time the final report etc. will be provided to COTAPSA.

IT (Feb 12th)

F Biancolin

Committee discussed office needs and website issues

- Update on current status of IT Operations and Membership Tracking Modernization (MTM). Explained the purpose of the MTM is to streamline some of the processes for membership management which is currently highly manual activity. In early stages.
- Action items will come forward to Board with recommendation on how to move forward once more work is completed.
- The retainer to Chown Consulting is exhausted and a breakdown was provided to COTAPSA.

Frontline Employee Engagement (FEE) (Feb 12th)

ED/D Anckle

- Discussion with committee member as to the development of a plan regarding recruitment/retention of membership and specialized opportunities for members who are far geographically from the City center and feel a disconnect
- Understanding that there are greater numbers for membership attendance at events at City Hall/Metro (there are issues for this group including: travel time to attend an event, where it physically is (finding it), finding and paying for parking)
- Even more problematic for anyone interested in participating on the board/committee
- First step will be the use of webinars so members can be involved off site – and also to house YouTube videos etc. on the COTAPSA website

This will start as a committee but move to Membership Recruitment

8. Operations

ED

Summer Student Program

- Update – previously reported we applied for the 2018 Canadian Summer Student Program (3rd year we've participated). Submitted application on time etc., only to receive a notice after the fact that the application deadline was extended. ED sent letter of complaint to MP Adam Vaughan as to the unfair process experienced for past 3 years.

9. Treasurer's Report

Treasurer

Monthly Financials (Jan)

MOTION: To accept the Treasurers Report (Pendleton/Downe-Dewdney)
Carried.

Currently we are in a surplus. Decisions for OMERS work will affect the budget.

MOTION: To go in camera (Anckle/Pendleton) Carried.

10. Membership Report

EA

11. Absence from Work Policy

MOTION: To rise and report (Biancolin/Cesario) Carried.

Board received the Membership Report.

12. Other Business

- P. Pendleton spoke to the policy for Directors missing three out of the 10 meetings per year. He reminded Directors to provide regrets to the ED/EA if they know they will miss a meeting.
- Jessica Ngsee, our social media student consultant, won the Credit Union Scholarship available to the Unions and COTAPSA family members, \$1,000.

13. Adjournment

Chair

MOTION: To adjourn. (Pendleton). Carried
Meeting adjourned at 1:59 p.m.

Signed: Mike Major, President/Chair

Signed: Trena Cesario/Secretary

Date:

Date: