




**Agenda for the Board Meeting**  
Sept 15th, 2016, 12 (noon) - 3pm  
Meeting Room B, City Hall

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|---|--------------|
| <b>1. Call to Order</b>                       | <b>Chair</b> |
| <b>2. Approval of Agenda</b>                  | <b>Chair</b> |
| <b>3. Declaration of Conflict of Interest</b> | <b>Chair</b> |
| <b>4. Approval of Minutes</b>                 | <b>Chair</b> |

- |   |   |
|---|---|
| <br>DRAFT Board<br>Minutes June 16 201 | <br>DRAFT Board In<br>Camera Minutes Jun |
| 4.1   | 4.2   |

- |  |           |
|--|-----------|
| <b>5. Business Arising from Previous Meetings</b>  | <b>ED</b> |
| <ul style="list-style-type: none"> <li>• <b>OMERS (October 2015) HOLD</b></li> <li>• <b>Response time (January 2016)</b><br/>Meeting with McGuire</li> </ul> |           |

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|---|
| <br>2016 - July 20 BN<br>ED meeting with Tir |
| 5.1   |


- **Employee Engagement (May 2016)**

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|---|
| <br>COTAPSA 2015<br>Engagement Summa |
| 5.2   |

- **Memo to Directors (June 2016)**

- |   |
|---|
| <br>Sept Memo to<br>Board re responsibil |
| 5.3   |

- |   |              |
|---|--------------|
| <b>6. Chairs Comments</b>   | <b>Chair</b> |
| <ul style="list-style-type: none"> <li>• <b>OMERS Update (<i>Information item</i>)</b></li> </ul> |              |

- |  |
|--|
| <br>SC to ANUMMO -<br>August 12 2016.pdf. |
| 6.1  |

- **Meeting with Mayor Tory** **ED**



August 29 2016 BN

6.2 Meeting with Mayc

## 7. Executive Directors Report

ED

- New Website
- E-Newsletter
- New Member/Recruitment Pamphlet
- Members Benefit Package
- ADDED ITEM -- Mental Health Training
- Investors Group (Information)

ED with staff  
Tristan



MP1948\_O\_2926301  
\_334421.pdf

6.3

- Venngo (decision)



Venngo 06-16  
sml-2.pdf

6.4



MemberPerks  
Program Facts.pdf

6.5



Confidential-  
MemberPerks for AB

6.6

- Recruitment Program  
AOCC



Aug 17 , AOCC  
Amnesty Program.doc

6.7

- Amnesty Update
- Ambassador Program



Ambassador  
Program August 22.doc

6.8

- 2016 Toronto Ombudsman (Information)



FW News Release -  
Susan E. Opler appc

6.9

- TABLED DOCUMENT -- Bylaw Amendments  
Full Bylaws and suggested amendments attached



2016 July 13  
constitution with ar

6.10



2016-17 Bylaw  
amendments to the

6.11

- New Policies approved by Executive (information Items)
- Minute Policy



Minutes Policy.doc

6.12

- Check Signing, staff pay and RSP's, and E-pay approval



DRAFT August 22  
Cheque Signing etc

6.13

- Electronic Voting As per Bylaw



Electronic  
Voting.doc

6.14

- Proxy Participation at Meetings & COTAPSA Proxy Form (Bylaw)



Proxy form and  
Protocol Policy.doc

6.15

- Member Application (Information) Policy



Member  
Application.doc

6.16

- Policy to establish Process when two members are in a conflict.



Aug 31 Protocol  
Policy members in cc

6.17

## 8. Members Report

- Performance Planner (*information*)

HRO



ED Memo Division  
Head Performance P

8.1

- City Change of Benefit Carrier
- Human Rights and Anti-Harassment/Discrimination Policy

HRO/ED

ED

## 9. Operations

- Staff Calendar (*information*)

ED



aug 18, 2016 -  
Yearly Meetings and

9.1

- Job Maintenance Review for ED and HRO (Update)
- Recruitment of EA (Update)
- Communications/Social Media (Update)
- Insurance
- Financial Processes and Procedures for Bookkeeping

Treasurer

EA



Financial Processes  
 9.2 and Procedures for Bc

**10. Membership Report** (*distributed at meeting*)

**EA**

**11. Treasurer's Report**

**Treasurer/EA**

- Monthly financials (*distributed at meeting*)
- Audit Update
- Draft 2016-2017 Budget



DRAFT 2016-17  
 budget.docx

**11.1**

- Replacement Treasurer for next Board (Succession Planning)

**12. Other Business**

- Fall COTAPSA Networking Session (*Information*)

**ED/VP/EA**



Aug 31 - Network  
 event Plan.docx

**12.1**

- Approved request for funding from United Way for \$1,500

**ED**



COTAPSA  
 Sponsorship Letter f

**12.2**

**13. Adjournment**

**Chair**