



**Minutes of the Board Meeting**

Sept 13, 2017, 12 (noon)  
Meeting Room C, City Hall

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**1. Call to Order**

**Chair**

Meeting was called to order at 12:15 pm.

**Roll Call**

Present

M. Major, President  
T. D-Dewdney, 2<sup>nd</sup> VP (12:20)  
T. Cesario, Secretary  
P. Pendleton 1<sup>st</sup> VP  
J. Skinner, Treasurer  
P. Pavlovic (12:25)

Absent with Regret

F. Biancolin (LOA)  
S. Hughes  
C. Di Leo

Absent

J. Volk

Staff:

H. Nicolson-Morrison, Executive Director (ED)  
J. Mantle, Executive Assistant (EA)  
G. Ciardullo (SHRC)

**2. Approval of Agenda**

**Chair**

**MOTION:** To accept the Agenda of the Board Meeting of Sept 13th, 2017 as amended bringing the Budget forward on the agenda (Downe-Dewdney/Pavlovic) Carried.

Note – The Executive Director is holding a proxy from Tristan Downe Dewdney

**3. Declaration of Conflict of Interest**

**Chair**

**4. Approval of Minutes**

**Chair**



board-20170613-minutes-DRAFT.doc

**MOTION:** To approve the Minutes of the Board Meeting of June 14th, 2017. (Cesario/Downe-Dewdney) Carried.

## MOTIONS APPROVED THROUGHOUT THE SUMMER

### E-Vote by Board – July 4/2017

COTAPSA received incredible interest in the student summer position and interviewed six excellent candidates. As we did not receive a summer grant from the Canadian Government Student Summer Program, the Board at the June meeting approved \$5,000 to hire for a student. Staff requested an additional \$2,000 in order to hire a second student. One student to focus on marketing/social media and the other the archiving project. (There was room in the Budget to account for this under legal and office) Students to start work July 10, 2017 and finish August 31, 2017.

**MOTION:** To approve an additional \$2,000 for an additional student for summer employment project in the COTAPSA office. (Pavlovic/Di Leo) Carried

M Major declared a conflict and did not Vote  
S Hughes and T Cesario – absent

### E-Vote by Board - July 7, 2017

At June Board meeting staff were directed, as an additional step, to submit the policies (see below) to LeNoury Law for review which staff did. Changes were made and policies provided to board.

**MOTION:** To approve the Authorization Representation Form, the Protocol for COTAPSA SHRC Investigation Notes and Protocol for COTAPSA's SHRC/Legal Representation. (Di Leo/Pendleton) Carried



Authorization  
Representation Form



Protocol for  
COTAPSA Investigation



Protocol on SHRC  
and Legal Represent

### E-Vote Executive COMMITTEE – August 16, 2017

- 1) Estimated that by August 31<sup>st</sup> – we will be approximately \$1,200 over the initial estimate of \$6000 for the summer students pay
- 2) Adam Major was hired to do the Archiving Project and has done an amazing job - scanning the historical documents (minutes, etc.) which research has shown we are required, as an incorporation, to keep. He will not be finished by August 31 and it is estimated that another three (3) weeks would enable him to complete the scanning (+\$1,300)
- 3) In the upcoming 2017-18 Budget the Communications Committee and staff are recommending that Jessica Ngsee continue, on a part-time basis, working on social media/marketing (work 5 hours or less a week posting on FB, Twitter etc.). Additionally, she is setting up the webinars (Retirement 101, financial advisor etc.) which our members have requested via the Survey and she will also be doing some social media training with the COTAPSA staff. Until budget approved approximately \$300 is required for September (1<sup>st</sup>-30<sup>th</sup>) to cover social media (likely will be less)

NOTE – As of July 31<sup>st</sup> there is room in the 'Office' category/line of the 2016-17 Budget -- (+\$6,000 left)

**MOTION:** That the Executive approve an additional \$2,800 to: 1) cover the expected overage, 2) complete the archiving project, and 3) employ the social media consultant until the end of Sept. (Pendleton/Downe-Dewdney).  
Carried

M. Major declared a conflict on this item and did not vote  
T. Cesario was absent

### **Vote at the Finance Committee Meeting of August 22nd**

**MOTION:** To purchase a new laptop for the office \$1,845.83. (Major/Pendleton)  
Approved

### **5. Business Arising**

**ED**

**(Nov 2016) – Executive Directors Report**

- Framework Meeting

Meeting between P Wallace, K Pond, M Major and ED went well. It was agreed that it would be considered a Framework, not an MOU. Must get the 'framing' of the agreement and expectations right as it will define the professionalism of the relationship between COTAPSA and the City. P Wallace commented that the *white collar work force is alienated as knowledge work is not viewed as a commodity*. M Major asked if it is to go to Council or LR.

Agreed that K Pond will redraft and enter discussion with ED



Items to raise at  
MOU Meeting.docx

The ED and Kerry Pond met August 31<sup>st</sup> and as promised K. Pond provided a draft of what he is terming a protocol (P Wallace has reviewed). This document was quite skeletal but it is designed to outline the relationship of City and COTAPSA.

They rejected two items that we requested;

- 1) We can't be the 'voice' for all non-union – (City legal said no)
- 2) They will not force all non-union employees to join (that would have to be a Council decision)

In areas of association input on policies, they said they will try but can't always make sure we have input.

They agreed with and the reprisal piece for the Board was strengthened.

The mediation section was removed.

We are to make suggestions and recommendations

#### **Next Steps**

- 1) ED and M. Major reviewed
- 2) PAC review (1<sup>st</sup> VP, Pres, ED) with SHRC reviewed
- 3) Send to K Pond for comments
- 4) Bring new document to Board for input in October
- 5) Recommendations back to K. Pond

## **Other issues discussed at ED's meeting with K. Pond**

### **Performance Planning**

KP thanked us again. They are using much of what we did in fall meetings with Division heads and clusters.

His focus this year will be on timelines of Performance Planner as they need to be met (he plans that every year a different part be dealt with)

**ACTION** – it was agreed a survey question would be sent to members as a follow up on this item – short and easy to answer

K Pond also shared that they are going forward to Labour Committee with a recommendation for COLA to be set again for 2 years and to mirror union.

### **Tracking of COTAPSA HR issues**

Huge issue for SHRC. ED wrote a recommendation report and presented to K. Pond in August. He agreed that tracking is an issue and he aims to resolve it and suggested ED use part of recommendation in Framework Agreement.

- Retirement Information from PPEB department – COTAPSA sent Bulletin outlining steps required by employees investigating retirement before contacting City for retirement information. Protocol has been set with City agreement.
- COTAPSA Member Legal Representation - Littler will conclude as our association legal consul with a final case that was initiated in June. LeNoury Law LLP has moved forward representing the association's members.

## **6. Chairs Comments**

### **ANUMMO**

M. Major explained that ANUMMO continues to seek representation on OMERS Board. An RFP will go out shortly for a Communications Consultant to ANNUMMO that will aid in the development of a strategy to get members, and includes the development of a public relations strategy which will aid in pressuring the OMERS Board and implement a social media presence for their cause.

## **7. Executive Directors Report**

### **Student Summer Employees**

They were excellent additions to the office. Reports as to the progress of their projects will be highlighted under specific committee reports.

### **Oath of Commissioner**

Application was turned down again. As a last effort, ED to meet with the Ministry of the Attorney General for further discussion.

### **TCHC Report**

Ombudsman had meetings with TCHC in June and cited that TCHC was very negative about having a relationship with COTAPSA. She indicated that *her hands are tied* unless someone lodges a complaint – COTAPSA staff working on getting members to do this. She left a message that TCHC stated that the issue was that *their members aren't interested in joining*.

Waiting to hear back from Councillor Cressy.

Note - Kathy Milsom, a professional engineer, is the new President/CEO of TCHC and according to a 2005 article City of Toronto's Director of Facility Planning.

Note -- In the COTAPSA June 2017 Performance Planner Survey there were concerns raised by TCHC members which couldn't be used as they don't fall under the City and therefore we have no one to flag them to.

## **PAC**

Member Response to Performance Planner Survey  
Extremely high member response rate.

Actual individual input responses (question #13) were short (2 -3 lines) but when compiled added up to 55+ pages of commentary which was reviewed by the ED and developed into the attached report that was provided to City.



Performance  
Planner Survey resp

Survey results were submitted to City HR during the Framework discussion – to flag the kind of work we do for the City.

Note -- In Fall City HR is bringing back information requested on Performance Planning to Employee and Labour Relations Committee

Staff to send a short one question survey to members asking if they have received their 2016 Pay for Performance rating.

## **Excellence TO**

ED met with City staff at their request, felt no real input was being requested and we were only a box to be ticked off so they could say they consulted – we were not part of process.

## **Office Credit Card** *(information)*

Initially COTAPSA office credit card limit was \$500 per holder (2 cards for SHRC and ED) for a total of \$1,000. Limit was increased in July to \$2000 per holder (\$4000 total) as it was becoming difficult to cover items i.e. courses, board costs, operations etc.

## **8. Committee Reports**

### **Special – IT**

**EA for F Biancolin**

- Item was not discussed. On hold for conversation with F. Biancolin, Chair of IT Committee, upon return from LOA in October.

### **Member Recruitment/Renewal**

**P Pendleton**

- Conference Board of Canada (CBoC) – Offering a new benefit where COTAPSA members can get up to 25% conferences. It was discovered that COTAPSA members attend CBoC conferences annually.

*Other Incentive Benefits with Budget Impact*

- Venngo – they have not followed through on our agreement specific to reporting and communications. Members are aware the benefit exists but few use it. Recommending that COTAPSA discontinue as a benefit (see Budget)
- Economical Select – met with staff and they are pushing marketing including articles for newsletter. We will be working on who has access to this member benefit in future which may impact the monetary incentive we receive as people have a policy with Economical Select under our benefit but aren't members. Out of 378 policy holders, 78 are not members.

It was agreed we would continue to offer benefit to retirees.

EA with ES to find out if a family member of a COTAPSA member is using the benefit (this is acceptable)

Opt outs of membership to be notified that they may lose this benefit if they do not re-instate their membership with COTAPSA.

EA working with ES to identify which non-members who hold a policy are employees of the City, if they are not they must be taken off the list


- New Budget item (see Budget) – there will be no Ambassador Program this year but there will be a spring recruitment drive. This year's incentive offering is \$20 Home Depot Gift Certificate for first 50 new members.

**Communications**

**T Cesario**

- **Social Media**

As we have a consultant doing social media work under the direction of the ED/President changes are required to update the policies to reflect authorization

  
Social Media  
Guidelines.docx

  
Social Media  
Protocol Operations

**MOTION:** To approve changes to both the Social Media Guidelines and the Social Media Operational Protocol (Cesario/Pavlovic) Carried.

**Student Report by Social Media Student (*Information*)**

  
Summer 2017  
Report - Jessica Ngs

Our social media student worked hard over the summer and we were fortunate to engage her in a contract position over the next year where she will manage our social media (under the ED's direction) and additionally assist in webinars to offer our members outside the city. Jessica will work 3-5 hours per week and any unused hours will carry over for possible use during the holiday season.

Currently on Facebook, we have 55 followers and we are strongly suggesting that all Board Members be on Facebook, follow our page, like and comment on posts and forward any relevant articles for posting.

In the coming months, as we increase our social media audience, we will begin to do contests and also pay for boosts which will hopefully increase the number of people our posts reach. The hope is that the contests and boosts will increase engagement and our social media presence.

EA to follow up with J. Chown on implementation of YouTube channel.

- **Newsletter**

Fall newsletter ready to be sent within the next week. Waiting on final version to be completed in the Mail Chimp template for distribution.

## **Governance**

ED

### **i) New Bylaws**



UPDATED BN as to  
Bylaw changes.docx

Historical documents have been found from a prior EA that flagged when a member was behind in dues payments. This process was stopped at about the time Mary was the EA. We are rewriting the notes to reflect any bylaw changes.

ED spoke to an accountant and it was suggested that out of fairness to all members, a solution be implemented.

After discussions with the Member Recruitment Chair, a report was created with a suggested by-law change. All members who miss a payment are to be sent a letter advising of such and must pay the balance to maintain their membership.

The other by-law change being suggested is to decrease quorum from 50 to 30.

**MOTION:** To approve the bylaw amendments. (Pendleton/Pavlovic) Carried

T. Downe-Dewdney left meeting at 1:05 p.m.

### **ii) Clerks Project**

#### **Report by Adam Major on Archiving Project (*Information*)**



Adam scan  
memo.docx

Our Clerical student has been hard at work doing much needed scanning of historical documents. He will be finished before his contract end date of September 22/17.

Questions have arisen as to what to do with past documents once scanned.  
Do the paper copies need to be kept?

- The Treasurer commented that all physical copies of the Audited Financial statements must be kept.

Under Operations item called "Purchase of a fire proof safe", done to hold scanned documents which are on external hard drive.

### **iii) New Item for 2018 – Confidential to be distributed at Meeting**

This item was moved to "In Camera"

## **Member Services**

**ED for T D-Dewdney**

### **i) Response from Member Services Survey (Information)**



Member Survey  
response 2017 Que:

Staff is already using some of the ideas brought forward and took direction during setting of events and budget.

### **ii) Survey Findings from Healthy Bodies (Information Only)**



COTAPSA Healthy  
Bodies Lunch Sessio

City Hall event was well attended and put on FB etc., North York Session cancelled due to availability of the speaker and concern over low numbers

iii) Have set up many information/education sessions for members in the fall including a new Financial Planning session and an OMERS Session. Surveys ready to be sent to members in the fall on content items for these two sessions.

## **2017**

- Healthy Bodies (Posture) with Aleks Thornton at North York Civic Centre
- Lunch Session with Mr. James A. LeNoury (Lawyer)
- Lunch Session with Halley Georgas (Investment Advisor)
- Retirement 101 Session with Grace Ciardullo
- OMERS Lunch Session
- Healthy Bodies (Posture) with Aleks Thornton
- Mindfulness with Tristan Downe-Dewdney

## **2018**

- Mindfulness with Avi Craimer
- Coping in Retirement Lunch Session
- Lunch Session #2 with Mr. James A. LeNoury (Lawyer)
- Lunch Session #2 with Halley Georgas (Investment Advisor)
- Retirement 101 Session #2 with Grace Ciardullo
- OMERS Lunch Session #2



Additionally City has offered two provide other education sessions for our members  
1) Green Shield – how to submit a claim, coverages etc. (city would accompany)  
2) Retirement Benefit Plan – city to speak to – we would host

iv) COTAPSA Cares Logo (*Information*)



*Designed by Jessica*

P. Pendleton Chaired meeting at 1:20pm

## **9. Operations (*Information*)**

### **Fire Proof Safe**

A safe was purchased for storage of scanned files etc., key to be held by EA and a second key held by the Auditor

### **Office Site Security**

As staff is isolated security measures are being added to control entry and exit of offices.

## **10. Treasurer's Report (*Financials/ Draft Budget to be distributed at meeting*)**

- Monthly Financials (August)
- It was noted that a new laptop would be purchased in the 2016-17 budget since there is still monies available. This purchase is required to maintain warranty on our devices and stay current with the City's IT requirements.
- Audit and Finance Committee/2017-18 Draft Budget Approval Committees looked at need to haves as opposed to nice to have.

**MOTION:** To approve the 2017-18 Budget (Skinner/Pendleton) Carried.

**MOTION:** To receive the Treasurer's Report (Skinner/Pendleton) Carried.

- **Search for financial Director to join Board (*future Treasurer*)**



PPFA and SDFA  
Members - consider.

It was mentioned that we are going to have to secure a new Treasurer going forward. Board to identify anyone they know who has a finance background and interested in being Treasurer.

- **Amendment to the Cheque Signing Policy**



2017 Cheque  
Signing Electronic P

ED explained that there needs to be an amendment to the cheque signing policy that provides her the ability to approve operational expenditures that fall within the budget without having to wait for approval from the Board/Executive. There needs to be some autonomy with the position

- o J. Skinner to work with ED to make amendments to the current policy.

Approval of amended cheque signing policy to be deferred to the next meeting of the Board. Revised version to be re-presented to the Board.

**MOTION:** To go in camera. (Pavlovic/Cesario) Carried.

ED discussed a new item regarding the possible impact of Municipal Election taking place in the Fall of 2018. Item to be brought forward at October, 2017 Board for decision.

#### **11. Membership Report**

**EA**

**MOTION:** To rise and report. (Skinner/Pavlovic) Carried.

#### **12. Other Business**

##### **Outreach**

- United Way

ED is the Leadership Co-Chair on United Way City of Toronto for the next two years representing associations/unions with Presidents of unions. ED will help with marketing with agreement that the United Way Logo will be on our COTAPSA staff email signatures.

There was concern raised by the ED at the Leaders Meeting that the donations statement indicated COTAPSA only donated \$1,000. ED checked and a cheque was submitted in 2016 for \$1,500. Upon review it was discovered that we were noted as having donated \$1,000 to United Way and \$500 for t-shirts and wrap up event costs. It has been recommended to keep donation at \$1500 but not to split funding and keep as a single donation – money should go to community and 'event' funding should be sought from a corporate donor

#### **13. Adjournment**

**Chair**

**MOTION:** To adjourn. (Pavlovic). Carried  
Meeting adjourned at 1:48 pm

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**Signed: Mike Major, President/Chair**

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**Signed: Trena Cesario**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT