

**Minutes and Notes of Board Meeting**

Feb 13<sup>th</sup>, 2019, 12 (noon)  
City Hall, Committee Room #4

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- 1. Call to Order** **Chair**  
Meeting was called to order at 12:00 p.m.

**Roll Call**

**Present**

Mike Major  
Phil Pendleton  
Rory O'Neill  
Kanchan Maharaj  
Tristan Downe-Dewdney  
Fabio Biancolin  
Karyn Spiegelman  
Andrew Waters (call in)  
Lorna Zappone

**Absent with Regret**

Marianne Sirro  
Trena Cesario

**Absent**

Ranil Mendis

**Staff:**

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

Mike Major held proxy for A. Waters in the case the call was disconnected.  
A. Waters to act as Secretary in the absence of T. Cesario

- 2. Approval of Agenda** **Chair**



Agenda Board Feb  
13th.DOC

**MOTION:** To accept the Agenda of the Board Meeting of Feb 13<sup>th</sup>, 2019  
(Spiegelman/Biancolin) Carried.

- 3. Declaration of Conflict of Interest** **Chair**  
None

- 4. Approval of Minutes** **Chair**



board-20190116-mi  
nutes with notes.DC



board-20190116-mi  
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**MOTION:** To approve the Minutes of the Board Meeting of Jan 16<sup>th</sup>, 2019 (Spiegelman/Biancolin) Carried.

## 5. Business Arising from Previous Meetings Under TCHC

ED



Letter to TCHC re  
3rd Party Investigati

Letter to TCHC Chair – no response

### Under Other Business

- 1) ED noted that the previous opinion from the lawyer regarding the possibility of COTAPSA unionizing has been posted *on the Board site* for review.
- 2) ED said that she reached out to Michael Mortisen at AMAPCEO and he confirmed that anyone who hires, fires or disciplines can't be a member of AMAPCEO – some Managers who only manage a program can join.
- 3) ED suggested we wait for the spring member survey to survey members regarding office illness. Discussed this item with Omo Akintan and she is interested in hearing our findings.

## 6. Chairs Report



COTAPSA letter to  
Financial Services Cc

February 4<sup>th</sup> OMERS Letter:

- Keeping up the pressure and unveiling issues a bit more.  
M. Major explained the purpose of the letter a bit further – highlighting the concerns raised. Requesting that the FSCO look into this.
- Staff requested the possibility of their participation in the OMERS Pension Plan be investigated.
  - M. Major noted that staff currently get RRSP matching at the OMERS rate, however, looking into possibility of staff becoming part of the OMERS Pension Plan. Need to review the costs for COTAPSA, such as administrative costs. Kinloch to be engaged to do this research – cost analysis, applications, etc.
  - Benefits: staff do not pay RRSP management fees to financial advisors, better return on investments. It was noted that OMERS members still have a marginal fee deducted on their rate of return. Requires a fulsome analysis.
  - M. Major to request an estimate from Kinloch for this work and report back to Board.
  - H Morrison flagged that she would not be joining and that if it is deemed feasible to go forward that has no impact for her but would for future employees (must join plan)

**MOTION:** To take the limit of \$4500 from professional consulting in present budget to have Kinloch explore COTAPSA staff becoming members of OMERS for report back in June. (Fabio/Spielgelman) Carried.

**7. Executive Directors Report**

**ED**

**TCHC Update** – meeting with lawyer J. LeNoury

Issue is two-fold

1) He will trace/research the legal authority, if any, through City/agencies, City of Toronto Act, etc. Are they under any authority within City (argument is that they are still City employees)?.

2) We may need to bring a Challenge forward to Supreme Court on the Labour Act.

M. Major explained that we will wait for the results of the third party investigation where hopefully everything may be addressed.

If it goes nowhere, we will ask our lawyer if we have a case and if we do, we will discuss next steps.

- ED to follow up with J. LeNoury to receive an estimate for this research

P. Pendleton arrived at 12:21 p.m.

**Omo Akintan** (Executive Director, People, Equity and Human Rights) meeting Had a good teleconference meeting that was very positive – seems that she will work with us.

**City Employee Engagement Survey**

K. Spiegelman had contacted the ED about the upcoming City Engagement Questionnaire and suggested that we ask to participate in question development. She provided some suggested questions which were forwarded to J. Schaffter/L. Keen. A meeting is expected.

**8. Operations**

**ED**

Entry to COTAPSA office is at back of building. Once the door and door frame are replaced, we will add signage. Currently anyone visiting the office must call COTAPSA reception, and staff have to go down to let in.

**9. Treasurer's Report**

**EA/Treasurer**

**Monthly Financials** (Jan)

- K. Spiegelman asked if the City investment sector manage our investments.
  - It was noted that the investments are with TMECU and are doing well.
- It was suggested that a forecast of expenses be created for the full year
  - M. Sirro to speak to this upon her return.

**MOTION:** To accept the Treasurers Report (Spiegelman/Pendleton) Carried.

## 10. Committee Reports

### i) Governance

ED



10.1 - Complaint  
Handling Process.doc



9.2 - Customer  
Service Standards.doc

- City has expectations and processes in place which COTAPSA should also have. Therefore *Complaint Handling Process*, and *Customer Service Standards* were developed.
- It was suggested that:
  - a standard for phone and email be included – 2 business days at the latest.
  - '15 days' be changed to 'working days' – 2 business days vs. 48 hours.
  - holiday hours be considered – "based on City of Toronto identified holiday hours".
  - specify what happens to the complaints when received
  - explain how a complaint about the ED is handled

**MOTION:** To accept the *Complaint Handling Process* and the *Customer Service Standards* as amended. (Waters/Zappone) carried.

#### **Three-Year Strategic Plan** (*Board input exercise, distributed at meeting*)

- 14/15 were submitted all mirrored similar concerns
- Will be setting up committee meetings to develop plans
  - The goal is to have a plan in place for the next 3 years, starting Sept, 2019

### ii) Political Action Committee (PAC) 2019 City Budget

ED/President

- T. Downe-Dewdney, J. Skinner, M. Major and the ED drafted a submission which was submitted on February 7<sup>th</sup>. Many members had sent in emails regarding concerns as to staff cuts this year. Core issue is that the City has a revenue problem – not a spending problem. Challenges are not getting smaller.
  - M. Major noted that the Mayor's office insinuated staffing cuts will be implemented for Budgeting shortfalls.
- Budget Deputation will be provided to City Council when meetings occur.



2019 budget  
deputation FINAL.doc

## City Meetings



2019 Council  
information pkg.doc

- Met with Robinson, Fletcher and Mayor's Chief of Staff
- Upcoming booked -- McKelvie, Carroll, Nunziata, Holyday, Wong-Tam, Bailao, Bradford, Layton, Karyigiannis and Perks
- Colle, who came into our last Board meeting, introduced himself and said he was looking forward to meeting us, has declined a meeting
- At these sessions - TCHC letters, Budget deputation, OMERS letters, performance planners – staff morale, succession planning... are discussed

### iii) Communications

Secretary

No Report.

### iv) Member Services

2<sup>nd</sup> VP

T. Downe-Dewdney explained that for 2019, to date we have successfully completed one webinar. *Sexual Harassment in the Workplace* with James LeNoury and SHRC -- over 40 members registered.

We have confirmed room bookings for lunch sessions throughout 2019 rotating at City Hall, North York Civic Center, Scarborough civic center and Etobicoke Civic Center.

Halley Georgas with BMO Nesbitt Burns, has confirmed availability and will start with a session March 28 in North York. Her topics will be: budgeting workshop, considerations for peak income earning years and advanced planning.

EA has reached out to TMECU and will provide them with dates and locations of our current room bookings to schedule a session on mortgages.

Additionally -- working on confirming a session on nutrition, healthy bodies, mindfulness, purchasing real estate (legal), economical insurance and are looking into session on *how to keep yourself healthy at work during flu season*. We are considering offering repeat sessions on retirement 101, PPEB session and Green Shield.

The Board needs to decide as to whether to re-engage OMERS to do educational lunch hour sessions or not.

- It was agreed that we should re-engage OMERS to do lunch hour sessions.

It was suggested that we add in the steps to take – contact details, etc. to the *Retirement 101 booklet* and to use more plain language during the presentation.

It was recommended that the Retirement 101 session be back-to-back with the OMERS session.

It was agreed that we continue to make more webinars available and continue a

rotation to all Civic Centres and Metro Hall – not just City Hall.

T. Downe-Dewdney left at 1:15 p.m.

In June, we have our Member's Forum date blocked and the format and logistics i.e. providing lunch are under review

The ED plans to work through the Champion Circle with United Way to incorporate our Yoga for United Way event

**v) IT (Report tabled to Apr meeting)**

**F Biancolin**

Moving at a slow pace due to other required operations

**vii) Member Recruitment**

**1<sup>st</sup> VP**

**MOTION:** to go in-camera (Biancolin/Pendleton) Carried.

• **Membership Report**

**EA**

**11. Member Status Report**

**SHRC**

**12. SHRC Report**

**SHRC**

- HR/LR -- yearly stats – Annual Snap shot (*hand out*)
- Dispute resolution process
- 2 year termination provision
- Acting assignment policy

**MOTION:** to Rise and Report () Carried. (lost quorum)

Board received the Membership Report, Member Status Report,

P. Pendleton left the meeting at 1:28 p.m.

**13. Other Business**

The Income Tax Receipts for 2018 will be completed this week.

**14. Adjournment**

**Chair**

**MOTION:** To adjourn. (X). Carried  
Meeting adjourned at 1:38 p.m.

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

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**Signed: Andrew Waters, Director**

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**Date:**

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**Date:**