



**Minutes 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**
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|--|---|
| <b><u>Present</u></b><br>Mike Major<br>Phil Pendleton<br>Rory O'Neill<br>Kanchan Maharaj<br>Tristan Downe-Dewdney<br>Fabio Biancolin<br>Karyn Spiegelman<br>Andrew Waters (call in)<br>Lorna Zappone | <b><u>Absent with Regret</u></b><br>Marianne Sirro<br>Trena Cesario |
|  | <b><u>Absent</u></b><br>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**  
**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**  
**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** **ED**

## **Under Other Business**

ED suggested we wait for the spring member survey to survey members regarding employee illness.

### **6. Chairs Report**

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

- 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.

**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/Spiegelman) Carried.

### **7. Executive Directors Report**

**ED**

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

**Omo Akintan** (Executive Director, People, Equity and Human Rights)

- Had a good teleconference meeting that was very positive

#### **City Employee Engagement Survey**

- K. Spiegelman had contacted the ED about the upcoming City Engagement Questionnaire and suggested we ask to participate in question development.

### **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)

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

### **10. Committee Reports**

#### **i) Governance**

**ED**

- City has expectations and processes in place which COTAPSA should also have. Therefore a COTAPSA *Complaint Handling Process*, and *Customer Service Standards* were developed.

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

## **Three-Year Strategic Plan**

- The goal is to have a plan in place for the next 3 years, starting Sept, 2019

**ii) Political Action Committee (PAC)**

**ED/President**

**2019 City Budget**

- A submission was drafted and 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.

**City Meetings**

- Met with Robinson, Fletcher and Mayor's Chief of Staff
- Upcoming booked -- McKelvie, Carroll, Nunziata, Holyday, Wong-Tam, Bailao, Bradford, Layton, Karyigiannis and Perks

**iii) Communications**

**Secretary**

No Report.

**iv) Member Services**

**2<sup>nd</sup> VP**

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 will have our Member's Forum -- date blocked and the format and logistics 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**

**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**

**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:**

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

DRAFT