



**55th Annual General Meeting
December 4th, 2020: 12pm (Noon)
WEBEX Meeting**

1. Welcome & Call to Order at 12:13 p.m.

Quorum was achieved with 39 participants (plus 1 proxy). Meeting called to order.

Board, Directors, staff and guests were introduced:

Executive Directors:

Mike Major, President
Karyn Spiegelman, 2nd VP
Trena Cesario, Secretary

Phil Pendleton, 1st VP
Marianne Sirro, Treasurer

Directors:

Fernando Cruz
Andrew Waters

Ben (Bahman) Marvi
Lorna Zappone

Ranil Mendis

COTAPSA Staff:

Acting Executive Director / Senior Human Resources Consultant, Grace Ciardullo
Acting Executive Assistant, Karen Chan

Guests:

Auditor – Thomas Kriens of Kriens~LaRose
Chief Returning Officer (CRO) – Rebecca Condon

The Chair informed the members that they will have an opportunity to ask questions through the WebEx chat box or anonymously in Sli.do. Sli.do will also be used to take votes.

The Chair reported that Proxy Forms were emailed to members on November 19th and a reminder was sent on December 4th. Proxy Forms were due Nov 25th, the Office received one (1) proxy to be held by the Chair.

MOTION: To move the Treasurer's report /financial presentation depending on when the treasurer returns. (Rebecca Condon, John Alderdice) Carried.

2. AGM Agenda



Agenda AGM
December 4 2020.doc

MOTION: To Approve the December 4th, 2020 AGM Agenda (Rebecca Condon, John Alderdice) Carried.

3. Declaration of Conflict of Interest

None declared.

4. CRO Report:

Chief Returning Officer (CRO) Rebecca Condon reported on 2021-2022 Board nominations.

There were 7 open seats on the COTAPSA Board of Directors for the 2021-2022 term, which starts January 1st 2021 and ends December 31st, 2022.

A call for nominations to the Board of Directors was sent via email to all Members on November 10th with a follow up reminder sent on November 18th. As per COTAPSA policy, all nominations received at the office were checked to ensure nominees were members in good standing. The nomination forms were then copied and submitted to the Chief Returning Officer. All nomination forms were noted with the date received.

5 nominations were received at the COTAPSA office prior to nominations closing November, 26 at 5 pm. As there were fewer than 12 candidates; all candidates were deemed elected.

Elected nominees are Phil Pendleton, Karyn Spiegelman, Marianne Sirro, Ranil Mendis and Andrew Waters.

As of January 1, 2021, the board will have a slate of 10 directors with 2 seats remaining open. The Board of Directors will elect its Executive Officers at the 1st meeting of the new board on January 20, 2021 Board of Directors meeting.

From 2020 to through 2021 directors, Mike Major, Fernando Cruz and Ben Marvi are finishing year 1 of a 2 year term ending December 31st.

5. Approval of the Minutes of the 54th AGM, Dec 4th 2019 AGM



AGM Minutes
2019Dec4 Draft.docx

MOTION: To adopt the minutes of last year's annual general meeting, December 4th, 2019. (Phil Pendleton / Lorna Zappone) Carried.

6. Approval of the Minutes of October 21, 2020 Special Meeting



Minutes of Special
Meeting October 21 2

MOTION: To approve the Special Meeting Minutes of October 21, 2020.
(Karyn Spiegelman / Sharon McGuigan) Carried.

7. President's Report - Year in Review

Key issue continues to be eroding away of employee benefits. The following are most noteworthy:

- OMERS approval of shared risk indexing which allows the Board of the Sponsors Corporation to reduce future inflation increases on benefits earned after December 31st, 2022.
- City Council decision to eliminate cost of living (COLA) increase and pay for performance program in 2020. The City has retained a consultant to review City wage grades compared to other municipalities and other employers. This is something we need to keep an eye on moving forward.
- Changes in ill dependent days taken as a sick occurrence. This is not yet in place due to COVID but it could be brought in at any moment.

These changes threaten longstanding terms of employment and need to be redressed. We will be recommending use of the Special Reserve Fund which is in place to fund actions that affect the broader membership. We want to use the special reserve to retain legal expertise and perhaps other services, whether it's a communications expert or a government relations person to develop strategies, to strengthen our bargaining position and to protect our interests. Members noted full support for this.

Acting ED/SHRC stated COTAPSA continues to represent, advocate and promote the interests of our members. During this fiscal year, COTAPSA handled over a 100 complaints. The most common issues remain similar to those reported in 2019: pay for performance, letters of expectation, suspension, unpaid wages, lieu time, overtime pay and acting assignments.

COTAPSA effectively communicates with members in a timely manner through phone calls, emails, bulletins and newsletters. Human resources and employee labor relations issues remain the core services that we provide to our members. In addition, COTAPSA continues to advocate on issues that affect our members.

The majority of cases for 2019 and 2020 were human rights, workplace investigations, followed by terminations. As previously reported, the City may dismiss any employee as long as the City provides the employee with adequate compensation. In this regard, COTAPSA reviews termination packages for members and negotiates more favorable terms, such as positive reference letters and in special circumstances, on occasion, additional compensation.

COTAPSA is happy to report that we successfully negotiated the removal of the 2-year rehire termination provision. The rehire termination provision is now aligned with the duration of the separation payments. For example, if you are terminated and receive a separation package of 12 months, you're eligible to reapply after 12 months.

COTAPSA attends human rights workplace investigation meetings to ensure procedural fairness is followed. According to the human rights policy, as a complainant or a respondent, you have a right to a support person.

If you are called to attend a meeting, that is disciplinary in nature, please reach out to us for support. We also successfully negotiated to revise letters of expectations disguised as letters of discipline and assisted members with return to work accommodations. COTAPSA will continue to monitor and provide updates on a variety of human resources, labor relations issues and initiatives such as the total rewards program, dispute, resolution, procedures, OMERS, and COVID-19. Members with workplace issues and termination of employment are reminded to contact the COTAPSA office at their earliest opportunity.

8. SLI.DO Survey Results and Next Steps

The Chair reported Sli.do results from our Special Meeting. He explained that we asked a number of survey questions. The first related to Council's decision to eliminate the pay for performance program. 65% of members feel that it was unfair to cancel the program, and that they've been working very hard and feel that they deserve a pay for performance increase. He confirmed that we did not know in advance that this was going forward to Council. The one thing we did was to reach out to some councillors, as well as the Mayor's Chief of Staff. The one thing that was particularly upsetting to me is by eliminating this program, many members were not able to even move through their pay range so they're not even moving up within the range.

Next survey question was about no cost of living increase by Council and again, 69% of our members were not happy with this and wanted us to take specific action on it.

We also asked a question about ill dependent days counting towards sick occurrences. A little more varied opinion on this. Some people didn't have ill dependents, so it wasn't really an issue for them. But again, the majority do have dependents and were not supportive of this change in policy.

One of the matters discussed at the special meeting was how do we take action? The most extreme course of action would be a class action suit or statement. A claim against the city because they've taken away longstanding terms of employment. We

asked members about their opinion on this approach and 80% of the people at that special meeting were in support.

Since the special meeting, we've had discussions with some lawyers to see how best we can fight these actions. We are moving forward with retaining Steven Barrett of Goldblatt Partners. We are recommending that, for broader action that affects all members, we use the Special Reserve Fund. This fund was established for the purpose of "collective defense matters". In order to use these funds, we require membership to approval.

Q. Thomas McGuinty questioned what the outcome was in 2007 when COTAPSA fought the elimination of pay for performance?

A. The Chair reported we won that case and the City had to reinstate pay for performance. He noted that COTAPSA won because Council took the action retroactively. That was not the case in 2020. SHRC reported in 2007 we won and monies paid went to everybody but COTAPSA members received a special bonus.

It was noted that not all of our members are management with the ability to hire and fire, however, many are on the front lines. We need to get the message across that a lot of our members are front line workers and are deserving to be recognized financially for their performance.

Q. Benedicta Lian questioned the chances of winning this case especially with the City in a financial hole.

A. The Chair responded that the City's financial issue(s) should not impact the validity of our core case. In terms of winning this case, what we want is to have the City stand up and take notice if we decide to go down this route, but we just want to have as much leverage as possible to bring the City to the table. The cost of living allowance is very small.

Karyn Spiegelman commented we represent a smaller portion of the City's employees, but the unionized complement is about 20 to 25 thousand people and they all got 1% increase and they still have the ability to go through the step program to get through their range.

Q. A member asked if a performance plan should still be completed and on file. Is it an issue if your manager did not complete one?

A. The Chair responded that a 2019 performance plan should be completed because compensation was paid out.

SHRC reported that many individuals received monies and was processed in July and August. So if you didn't receive your 2019 plan, then that's a concern. A payment in 2020 for 2019 performance.

MOTION: To approve the use of COTAPSA Special Reserve Fund for the purpose of funding legal services to support and strengthen COTAPSA's ability to take strong action to fight issues that impact us all, including 0% COLA, Pay for Performance cancellation, change in Ill dependent policy. (Sharon McGuigan, Phil Pendleton) Carried

9. Treasurer's Report – including Auditor's Report and Audited Financial Statements for the period ending September 30, 2020.



September 30, 2020
Draft Financial Statem

Marianne Sirro presented the draft audit and financial statements as prepared by our auditor Kriens~LaRose. The Auditor has reported that the financial statements are fairly presented in all material respects and in accordance with accounting standards for non-profit organizations. In other words, the auditors did not find any significant errors in the financial statements.

The key differences between 2019 and 2020 GIC investments is between our short and long term investments in this year. There were several that came due in late 2020 and others will come due in 2021. As these terms come due, they will be invested from 1 to 5 years, depending on the interest rate. Currently the interest rate that we get ranges from 1.25 to 3.4 annually.

Our liabilities are mainly higher due to staff vacation accruals. This is the vacation time that has been banked in the 2020 fiscal year, but was not taken as of September 30th, 2020.

Our revenues are generally at the same level as 2019. The lower revenues are dues to lower membership dues as a result of our increased retirements. Our biggest line items, the salaries of benefits, it's higher this year as a result of staff COLA increases and performance pay. In this fiscal year, there was a maternity leave where we were required to pay the top-up of salary. The remaining costs are standard administrative expenditures and along with legal costs for our member issues and advocacy work. Our revenue exceeds our expenditures by \$42,000 and this amount is added to the General Fund. Each year, a portion of the interest accrued from GICs is also allocated to the Special Fund.

MOTION: To adopt the Auditors Report for the year ending September 30, 2020. (Marianne Sirro / Karyn Spiegelman) Carried.

MOTION: To adopt the Audited Financial Statements for the year ending September 30, 2020. (Marianne Sirro / Karyn Spiegelman) Carried.

MOTION: To appoint Kriens~LaRose as the Auditor for the year ending September 30, 2021 (Marianne Sirro / Karyn Spiegelman) Carried.

10. Members' Question Period

11. Adjournment

MOTION: To adjourn the Annual General Meeting of December 4, 2020 (Karyn Spiegelman /Phil Pendleton) Carried.

Meeting adjourned at 1:16 p.m.

DRAFT