



**CIPP
IPPM**

Civic Institute of
Professional Personnel

L'Institut professionnel
du personnel municipal

**CIPP BOARD OF DIRECTORS MEETING
Tuesday, August 22, 2023, 5:30 pm
Rideau Room, The Bridge Public House & Via ZOOM**

Draft Minutes

Present: Beverley Croft (President), Chanel Brown, Victoria Cowell, Stan Mathew, Benjamin Ripley.

Via ZOOM: Mike Bureau, Karim Mekki

Regrets: Katrina Botting, Kendra Hobbs (Vice-President).

Staff: Peter Bleyer (Executive Director), Melissa Newitt (Communications Manager), Shirley D'Penha (Governance & Administration Officer).

1. Approval of the Agenda

Beverley Croft opened the agenda for any additions.

Motion: To adopt the agenda as presented

Moved by Chanel Brown; Seconded by Victoria Cowell.

Motion carried.

2. Correction and Acceptance of Minutes – Board Meeting May 23

Motion: To approve the minutes.

Moved by Chanel Brown; Seconded by Victoria Cowell.

Motion carried.

3. Executive Director Report

Peter Bleyer reviewed his report with the Board. A separate Health and Safety report was also provided.

The report included an overview of the status of policy and individual grievances. Peter noted that an upward trend in the number of grievances required was noticeable. He highlighted a number of items from the report including the status of bargaining and the transition to arbitration at the City of Ottawa, future COVID-19 funding for OPH and the request for an MOA on extended hours of work for immunization services also at OPH. Peter also referred to the City of Ottawa Service Review, return to the office policy and scheduling issues at the Ottawa Paramedic Services. Peter reported on consultations with Long Term Care, Ottawa Public Health, Ottawa Paramedic Services and Ottawa Community Housing.

In an overview of CIPP communications, engagement and advocacy work, he noted that the recent in-person member events were extremely well received and well attended and that the appreciation campaign this year had featured six members who were profiled in

advertising across the city and that the 2023 member survey had received a very good response.

Peter added that CIPP is working with six other City of Ottawa unions to respond to the Service Review and to plan further collaboration. He also reported that in their meeting with OMERS, CIPP had communicated a clear message that our members strongly oppose any cuts.

Motion: To accept the Executive Director's Report.

Moved by Ben Ripley; Seconded by Stan Matthew.

Motion carried.

3.1 Health and Safety Report

The report was shared with the Board.

4. Finance Report

4.1. Financial Report – July 2023

Peter Bleyer presented the Financial Report. The organisation continues to be in a good financial position.

Motion: To approve the July Financial Report.

Moved by Ben Ripley; Seconded by Karim Mekki.

Motion carried.

4.2. 2024 Draft Budget

In the Treasurer's absence, Peter presented the proposed budget reviewing specific line items and explaining variations from the year prior. Overall, the budget stays the course set in 2023. He noted that based on a recommendation from the Finance Committee, the budget for 2024 did include \$85,000 in projected revenue from investments. He reminded the Board that advocacy and campaigns and major projects were not budgeted but would be approved by the Board as required for payment from the Strategic Activities Reserve.

Motion: Recognizing dramatic growth in CIPP's Reserves from 2020 to 2023 (from \$1.5M to \$3M), and given that the current level of Reserves is more than adequate to address the objectives set out in CIPP's investment objectives, and given that CIPP is currently dealing with the impact of rapid growth followed by de-escalation in membership and that the union is working to meet important challenges and outcomes set out in the Strategic Plan;

Moved that the 2024 Budget as presented, with projected investment revenue generated by Reserves recognized as Other Income, be recommended to the 2023 AGM.

Moved by Ben Ripley; Seconded by Victoria Cowell.

Motion carried.

5. Committee Updates

5.1 Executive Committee

The Board was provided with Minutes of the Executive Committee meetings from June 27 and August 15.

5.2 Member Engagement and Diversity Committee (MEDC)

Chanel Brown, Chair of the Committee informed the Board that the Committee will be meeting on August 29th. The committee will be provided results on the member survey and discuss next steps with JEDI training. There will also be an information session on OMERS for members in the fall.

5.3 Scholarship Committee

Victoria Cowell, chair of the Scholarship Committee informed the Board that the selection process is complete.

5.4 Governance and Human Resources Committee (GovHR)

Peter Bleyer informed the Board that Kendra Hobbs (chair) would be reaching out to the committee members with an agenda and policies to be reviewed at a meeting in late September.

5.5 COO Bargaining Committee

Peter Bleyer and Bev Croft informed the Board that as bargaining had reached an impasse, the team was now preparing for arbitration. The Committee has met with our Counsel, Peter Engelmann, to review the process and plans. In addition to ongoing research on some key issues, the top priority is ensuring that CIPP's counsel and our designate, Michael Wright, were making progress in getting their opposites at the City to agree to an arbitrator and a date for arbitration. We continue to push for a date in late 2023 but this could very well end up in early 2024.

6. Outstanding Business

6.1 Member survey

Melissa Newitt, Communications and Engagement Manager made a presentation to the Board on the results of the member survey.

6.2 Building purchase/leasing process

The current lease of the office space ends as of July 1, 2024. Peter is working with realtors and our current landlords to look at a wide range of options from renewal, to purchase, to other leasing opportunities. It remains challenging to determine how to best meet CIPP's needs and how this matches up with available opportunities. Discussions were held on the pros and cons of leasing or purchase and the broader question of how to meet CIPP's space requirements. Peter will report back to the Board at the meeting in October.

6.3 Strategic planning

The Board agreed to the proposal to return to the practice of dedicating substantial time at the January Board/Staff retreat to strategic planning. Since we are at the end of our current planning cycle (2021-2023) the session will focus on reviewing and revising our strategic plan for a new three-year cycle (2024-2026). A progress report comparing outputs and activities CIPP delivered over the period of the plan (2021-2023) with the outcomes set out in the plan will be prepared.

7. New Business

7.1 Community Contributions

The Board discussed expenditures for the community contributions line item. Areas of interest included climate crisis, violence prevention, homelessness, low wage work, LGBTQ2S+ issues and recreation. A proposed list of organizations and campaigns in these areas to support will be circulated to the Board for discussion/approval.

7.2 AGM

The AGM 2023 will be a hybrid event at the Bayview Yards. The space accommodates 160 in person.

Motion: To accept the date of November 23 with a backup date of November 22 subject to availability of the meeting space

Moved by Victoria Cowell; Seconded by Chanel Brown

Motion carried.

7.2.1 Nominating Committee Chair

The Board appoints the chair to the Nominating Committee annually before the AGM.

Motion: To nominate Jerrod Riley as chair of the Nominating Committee.

Moved by Chanel Brown; Seconded by Mike Bureau.

Motion carried.

7.3 The Women of Ontario Say No Campaign

Peter Bleyer and Beverley Croft met representatives of the Campaign including a past CIPP member. A document explaining the campaign was shared with the Board.

Motion: To endorse The Women of Ontario, Say No Campaign

Moved by Victoria Cowell; Seconded by Stan Mathew.

Motion carried.

8. Next Board Meeting

October 24th at 5:30 pm

9. Adjourn