



**CIPP  
IPPM**

Civic Institute of  
Professional Personnel

L'Institut professionnel  
du personnel municipal

## **CIPP BOARD OF DIRECTORS MEETING**

**Tuesday, May 23, 2023, 5:30 pm**

**Via Zoom**

---

### **Draft Minutes**

**Present:** Beverley Croft (President), Kendra Hobbs (Vice-President), Katrina Botting, Chanel Brown, Mike Bureau, Victoria Cowell, Stan Mathew, Karim Mekki, Benjamin Ripley.

**Guests:** Todd Hamilton, Partner and Sarah McKeown, Manager (Hendry Warren)

**Staff:** Peter Bleyer (Executive Director), Shirley D'Penha (Governance & Administration Officer).

Beverley Croft was driving and requested the Vice-President, Kendra Hobbs to chair the meeting. Kendra Hobbs accepted and called the meeting to order.

#### **1. Approval of the Agenda**

Kendra Hobbs opened the agenda for any additions. The item 65+ benefits was added to New Business as item 7.1.

**Motion:** To adopt the agenda as presented

Moved by Mike Bureau; Seconded by Katrina Botting.

**Motion carried.**

#### **2. Correction and Acceptance of Minutes – Board Meeting April 4**

**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.

He noted that due to the volume of work associated with COO bargaining and developments at OPH some internal processes such as staff reviews and some infrastructure projects were delayed. Peter reported CIPP's advocacy has helped to reduce the impact on CIPP members as part of the COO department mergers earlier in the year.

Similarly ongoing communication with OPH including with Vera Etches was required given the changes taking place there. Extensive communication with and support for CIPP members had been and continued to be needed. Peter reported on the status of policy and individual grievances, consultations with various departments and services and noted that two in-person member events over lunch were coming up on May 31 and June 1.

Peter updated the Board on the status of the City Budget and planned Service review. He noted that the Service Review Working Group was planning to ask for input from Council, City staff, and residents and that CIPP will continue to stay on top of this matter.

Peter informed the Board that as part of the new phase of the Member appreciation campaign the member profiles are now up on the CIPP website and ads on billboards and bus shelters are up around town.

Reporting on OMERS, Peter informed the Board that at an upcoming meeting with representatives of the OMERS Sponsor Corporation, CIPP will reiterate the clear message that members are very concerned that OMERS is once again considering cuts to pension benefits. CIPP is collaborating with CUPE and other bargaining agents to encourage members to signal their opposition to OMERS and to push our employers to defend their employees and their retirement. We will promote an online action for members at our upcoming in person events with members.

**Motion:** To accept the Executive Director's Report.  
Moved by Katrina Botting; Seconded by Chanel Brown.

**Motion carried.**

### **3.1 Health and Safety Report**

The report was shared with the Board.

## **4. Finance Report**

### **4.1. Financial Report – April 2023**

Katrina Botting presented the April financial report to the Board. She informed the Board that the dues receipts were in line with the budget, and that they would continue to decline as the OPH de-escalation proceeds. Katrina also noted that the communications line item which was currently running far below budget would soon reflect major expenses from the appreciation campaign and other initiatives. The organization has a healthy operating account balance, and all the reserves are at their maximum.

**Motion:** To approve the April financial report  
Moved by Ben Ripley; Seconded by Victoria Cowell.

**Motion carried.**

### **4.2. 2022 Audit - Approval**

The audit findings letter from the auditors was shared with the Board. Todd Hamilton and Sarah McKeown from Hendry Warren, CIPP's auditors, updated the Board on the audit findings. Todd Hamilton provided the Board with details on the audit process. The threshold of errors in the audit is \$25,000. He informed the Board that the auditors sign off on the statement after a thorough financial evaluation of the entire organisation. He explained

that the audit includes attention to detecting any fraud within the organisation and none was identified here.

He identified some minor adjustments to revenues and expenses that should be reported in 2022 and suggested that from a good governance perspective it would be preferable to make these adjustments prior to finalising the statements.

**Motion:** Pending the adjustments proposed by the auditors the Board will approve the audited financial statement.

Moved by Stan Mathew; Seconded by Karim Mekki.

**Motion carried.**

The date for the audited statements will be May 23, 2023.

## 5. Committee Updates

### 5.1. Executive Committee

The minutes from the Executive Committee meetings of April and May were shared with the Board for information.

### 5.2. Member Engagement and Diversity Committee (MEDC)

Chanel Brown, MEDC chair reported on the Committee activities. The committee held a coffee break at the end of march to discuss health care coalition and the impact of privatization with guest speaker Nathalie Mehra, Executive Director of the Ontario Health Coalition. Chanel shared a link of a community run referendum on voting for or against privatization. She informed the Board to sign up for the two in-person lunches.

### 5.3. Scholarship Committee

Victoria Cowell (Chair) reported that the Scholarship Committee had successfully completed the selection process for the scholarships. She informed the committee that the non-board members on the committee will receive an honorarium of \$150 each for their contribution and participation on the committee.

**Motion:** To accept the report and the recommendation of the Scholarship Committee to confirm Alexandra Pauzé, Jia Qiao and Yael Tarasofsky as CIPP Scholarship recipients for 2023.

Moved by Katrina Botting; Seconded by Stan Mathew

**Motion carried.**

### 5.4. Governance and Human Resources Committee (GovHR)

Kendra Botting (Chair) reported that at present there are no concerns or issues that need to be addressed by the GovHR committee.

### 5.5. COO Bargaining

This item was included under the Executive Director's Report.

## 6. Outstanding Business

### 6.1. Appreciation campaign

Peter Bleyer reported on this item in the Executive Director's report. Discussions were held on options for future events to accommodate more members.

### 6.2. Building purchase process

Peter Bleyer informed the Board that the building that was sale and discussed with the Board in the last meeting continue to be available. Since the focus has been bargaining in the last few months this item has taken the back burner.

### 6.3. Strategic planning

Peter Bleyer reported that due to a busy schedule with bargaining an update on Strategic Planning will be provided to the Board in August.

## 7. New Business

### 7.1. 65+ benefits

Peter reminded the Board of the important policy grievance initiated by CIPP with regard to benefits for 65+ members. He noted that this is an important issue since members in this age group were subject to discriminatory treatment. The current challenge facing the grievance was the difficulty in identifying an expert witness which was required. He noted that the cost would be significant but that the principles at stake were important. The Board agreed to approve and proceed with this grievance conditionally.

**Motion:** To support proceeding with the policy grievance regarding benefits for 65+ members, including seeking an expert witness and using funds from the legal budget or if required from the Strategic Activities Reserve in the range of \$55,000 – \$100,000.

Moved by Ben Ripley; Seconded by Stan Mathew

**Motion carried.**

## 8. Next Board Meeting

8.1. Tuesday, August 22

## 9. Adjourn