



**CIPP  
IPPM**

Civic Institute of  
Professional Personnel

L'Institut professionnel  
du personnel municipal

## **CIPP BOARD OF DIRECTORS MEETING**

**Tuesday, January 24, 2023, 5:30 pm**

**Via Zoom**

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### **Draft Minutes**

**Present:** Katrina Botting, Chanel Brown, Mike Bureau, Victoria Cowell, Beverley Croft, Kendra Hobbs, Karim Mekki, Benjamin Ripley, Darryl Wilton (Committee elections only), Garth Tourangeau (Nominating Committee Chair).

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

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

Darryl Wilton called the meeting to order. He thanked Garth Tourangeau for joining the meeting as chairperson of the Nominating Committee.

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

Moved by Beverley Croft; Seconded by Chanel Brown.

**Motion carried.**

#### **2. Executive Committee Elections**

By-law 9.1 (b) states that the members of the Executive Committee are the officers - President, Vice-President, Treasurer, as well as the Director elected to represent the bargaining unit at Ottawa Community Housing. The Executive Director is a non-voting member of the Committee. Standing Committee Chairs will be elected at this meeting. Ad Hoc Committees could be formed at this meeting or later during the year.

##### **2.1. Election for President:**

Beverley Croft was nominated by Chanel Brown and seconded by Kendra Hobbs.

There were no other nominations.

**Beverley Croft accepted the nomination and was acclaimed to the position of President.**

##### **2.2. Election for Vice-President:**

Kendra Hobbs was nominated by Beverley Croft and seconded by Victoria Cowell

There were no other nominations.

**Kendra Hobbs accepted the nomination and was acclaimed to the position of Vice-President.**

##### **2.3. Election for Treasurer:**

Katrina Botting was nominated by Kendra Hobbs and seconded by Beverley Croft.

There were no other nominations.

**Katrina Botting accepted the nomination and was acclaimed as Treasurer.**

The Executive Committee and CIPP Officers are now: Beverley Croft, President; Kendra Hobbs, Vice-President; Katrina Botting, Treasurer & OCH Director and Peter Bleyer, Executive Director (ex-officio).

Garth Tourangeau and Darryl Wilton congratulated the Committee.

Beverley Croft chaired the meeting from this point onward.

### **3. Standing and Ad Hoc Committee Election**

#### **3.1 Audit and Finance Committee**

The Chairperson of the Audit and Finance Committee is the Treasurer, Katrina Botting. Members of the Executive Committee will serve on the Finance Committee. Benjamin Ripley and Mike Bureau will join the Finance Committee.

#### **3.2 Governance and Human Resources Committee**

Kendra Hobbs was nominated by Beverley Croft and seconded by Chanel Brown as Chairperson of the Committee.

There were no other nominations.

**Kendra Hobbs accepted the nomination and was acclaimed.**

Katrina Botting will represent OCH on the Committee. Beverley Croft and Chanel Brown will also be members of the Committee.

#### **3.3 Ad hoc Committees**

##### **i. Member Engagement Committee**

Chanel Brown was nominated by Beverley Croft and seconded by Victoria Cowell as Chairperson of the Committee.

There were no other nominations.

**Chanel Brown accepted the nomination and was acclaimed.**

Beverley Croft, Victoria Cowell, Karim Mekki and Kendra Hobbs will join the committee.

##### **ii. Scholarship Committee**

Victoria Cowell was nominated by Kendra Hobbs and seconded by Chanel Brown as Chairperson of the Committee.

There were no other nominations.

**Victoria Cowell accepted the nomination and was acclaimed.**

Lola Dubé-Quibell, Benjamin Ripley and Karim Mekki will join the committee.

No other Committees were formed.

Darryl Wilton thanked the Board members for taking on the various committee responsibilities. He also thanked the Board and staff for their support during his time on the Board.

Garth Tourangeau congratulated the Board and thanked all the Board and staff for their support through his tenure as a Board Member.

#### 4. Acceptance of Minutes

##### 4.1 October 27 Board meeting

**Motion:** to accept the Minutes of the October 27, 2022 Board Meeting.

Beverley Croft provided minor edits to the Minutes. With these changes the Minutes were accepted.

Moved by Kendra Hobbs; Seconded by Victoria Cowell.

**Motion Carried.**

##### 4.2 December 13 – Executive meeting

Minutes were shared for information.

#### 5. Executive Director Report

The Report was circulated prior to the meeting. Peter Bleyer highlighted some activities including extensive preparation for City of Ottawa bargaining: broad consultation with members, training, setting priorities and developing proposals. He added that the hope was to start bargaining in early March.

P. Bleyer reported that CIPP staff visits to long-term care homes had been appreciated by members. He noted that CIPP had been informed of an organizational realignment at the City that would have implications for members but that he had received a strong commitment from the Employer to minimize this impact.

Work was underway to plan the next phase of CIPP's member appreciation campaign with NOW Communications. Once again, we will be profiling the value of our members' work and commitment to the community. The plan is for this campaign to go live at the latter stages of bargaining (e.g., May).

We continue to collaborate with other bargaining agents on further efforts to increase pressure on OMERS to pull back from attacks on our members' pensions.

**Motion:** to adopt the Executive Directors Report.

Moved by Chanel Brown; Seconded by Katrina Botting.

**Motion carried.**

#### 6. Outstanding Business

##### 6.1 2022 AGM debrief.

Board members engaged in a brief roundtable discussion. There was agreement that the AGM was well organized, with good turnout and participation by the membership.

#### 7. Financial Report

Peter Bleyer referred to a few items from the December 2022 Financial Report. He noted that the CIPP assets had increased substantially over the course of 2022. He added that while the budget was largely on target, some larger projects under Communications would be carried forward to the new year. He explained the structure of the report and the Strategic Activity and Restricted Operating Reserves on the balance sheet summary to the new board members.

P. Bleyer noted that he had been directed by the Board to take steps to prepare for the possible purchase of a building, adding that research was underway. It was agreed that the Board would consider striking a committee if required.

**Motion:** to accept the Financial Report for December 2022.

Moved by Kendra Hobbs; Seconded by Karim Mekki.

**Motion Carried.**

## **8. NEW BUSINESS**

### **9.1 2023 Board Schedule**

A schedule for Board and Executive Committee meetings for the year was shared with the Board. A calendar invitation for all the meetings will be sent to the Board members.

### **9.2 Board Vacancy**

**Motion:** To establish an appointment committee including Beverley Croft, Kendra Hobbs, and Benjamin Ripley to provide recommendations to the Board to fill the Board vacancy.

Moved by Kendra Hobbs; Seconded by Chanel Brown.

**Motion Carried.**

### **9.3 Committee Scheduling**

Staff will work with Committee chairs to recruit members, where required, and to schedule committee meetings for the year ahead.

## **9. Date of Next Board Meeting**

The next Board Meeting was scheduled for March 28.

The meeting adjourned at 6:30 pm