



**CIPP
IPPM**

Civic Institute of
Professional Personnel

L'Institut professionnel
du personnel municipal

CIPP BOARD OF DIRECTORS MEETING

Tuesday, October 24, 2023

5:30 – 7:00 p.m.

Via Zoom

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

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 Mike Bureau; Seconded by Chanel Brown.

Motion carried.

2. Correction and Acceptance of Minutes – Board Meeting August 22

Minor edits were sent by Beverley Croft.

Motion: To approve the minutes.

Moved by: Mike Bureau; Seconded by Chanel Brown.

Motion carried.

3. Executive Director Report

Peter informed the Board that Kendra Hobbs will be leaving the City at the end of the month.

Peter shared a written report with the Board. He highlighted a few items from the report. He informed the board that staff has been providing individual support to members on the return-to-work policy since early October. Peter reported that there are nine individual grievances and there is potential for a few more to come in and four policy grievances. The hybrid work grievance has been referred to arbitration. Reporting on the employment benefit for members 65+ a mediation meeting was held but there was little interest from the City. A first hearing date is set for late November.

Peter provided the Board with an update on bargaining. A call was held with the membership via ZOOM with close to 400 members on the call. CIPP and the City have agreed to a chair of the panel and the date for arbitration is set for December 13 with an effort to get a mediation session before this date.

Peter added that CIPP has tried to narrow the priorities and is making good progress here by identifying close to eight issues to bring forward.

Peter reported that the OPH reorganisation de-escalation is ongoing. Reporting on the Service review Peter informed the Board that a date has been set to meet with the Service Review working group. Consultations are ongoing.

CIPP is also engaged in discussions with the City on extended hours of work for immunization services and the employer hybrid work policy decision for a minimum of two day per week in the office.

Peter informed the Board that CIPP is working with a budget developing tool. This tool will help monitor and understand municipal budgets and help understand what is going on with the service review.

Reporting on OMERS Peter informed the Board that members should have received communication stating that OMERS will not cut pension benefits or increase contributions this year.

Peter discussed the various options that he has researched on the office space. The priority here is accessibility, understanding how much office space is required and reducing expenses where possible.

Motion: To accept the Executive Director's Report.

Moved by Mike Bureau; Seconded by Stan Matthew.

Motion carried.

On behalf of members Beverley Croft thanked Kendra for her contribution to the Board and the committees and wished her the best as she moves on to the next journey.

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. This report is also the Q3 report that is presented at the AGM. The organization continues to be in a positive position. \$100,000 has been transferred to the unallocated reserves. Peter Chilshom presented the investment report at the Finance Committee meeting earlier this month.

4.2. Q3 Report and 2024 Budget

This is the budget previously approved by the Board that will be presented at the AGM. The budget projects a revenue based on income generated from the reserves.

Motion: To approve the September Financial Report

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 meeting from October 16.

5.2. Member Engagement and Diversity Committee (MEDC)

Chanel Brown, Chair of the Committee informed the Board that the Committee met at the end of August. The results of the member engagement survey were shared at this meeting. The committee discussed harassment in the workplace and ways to gather information on JEDI in the workplace. The committee discussed hosting a couple of in person coffee breaks next year at City Hall and Constellation. Overall, there has been a high level of member engagement over the last year.

5.3. Governance and Human Resources Committee (GovHR)

Kendra Hobbs, chair of the GovHR Committee discussed the policies that were reviewed at the GovHR meeting. Work continues on the Professional Association Policy.

Health and Safety Policy

Motion: The Board to accept the Health and Safety Policy with Respiratory illness safety plan as an appendix to the policy

Moved by Beverley Croft; Seconded by Victoria Cowell.

Motion carried.

Respectful Union Policy

Motion: No revisions are made to the Respectful Union Policy this year.

Moved by Mike Bureau; Seconded by Stan Mathew.

Motion carried.

Board honorarium policy.

Motion: To accept the no changes to the board honorarium policy

Moved by Victoria Cowell; Seconded by Chanel Brown.

Motion carried.

6. Outstanding Business

6.1. Collective Bargaining

This item was discussed in detail in the Executive Directors Report.

6.2. AGM 2023

Peter informed the Board that the meeting will be hybrid, and a meal will be served to those attending in person. Health and safety measures will be in place and high quality masks will be available. He added that Committee chairs will provide a verbal report at the AGM. There will also be a run through for all presenters ahead of the AGM. This will be the first hybrid election at the AGM.

Peter shared an AGM motion document with the Board to mark the 70th anniversary of CIPP. This motion lays the groundwork for what the Board can do in the next year and beyond. It celebrates what the organization has achieved and sets the goals for the future. Peter will send this motion by email to the Board for their comments and approval to present to the membership at the AGM.

6.3. Community Contributions

Peter shared the list of organization with the Board with the areas of interest of each organisation. Each of these organisations receives \$1000 from CIPP:

Friday for Futures

Alliance to End Homelessness

Ten Oaks

Youth Action Now

Justice4workers

Refugee 613

The Odawa Native Friendship Centre -Bannock Bus

Ottawa Food Bank

Interval House

CAFES Ottawa

Motion: To approve the 10 agencies for community contribution for \$1000 each.

Moved by Kendra Hobbs; Seconded by Mike Bureau

Motion carried.

7. New Business

7.1. 2024 Board Retreat

Discussions were held on having the Board meeting and Retreat in a hybrid format on the weekend on January 20th or January 27th. The option to have the Board meeting as usual on the Tuesday and the retreat on the Saturday were also discussed.

7.2. Holiday Season

A Board event will be held in the first 2 weeks of December.

8. Any Other Business

No items were discussed here.

9. Next meeting

9.1. AGM – November 23

10. Adjourn