



**CIPP
IPPM**

Civic Institute of
Professional Personnel

L'Institut professionnel
du personnel municipal

CIPP BOARD OF DIRECTORS MEETING

Tuesday, March 26, 2024, 5:30 pm

Via Zoom

Draft Minutes

Present: Beverley Croft (President), Mike Bureau, Léo Cardinal, Victoria Cowell, Stan Mathew, Matthew Moore, Karim Mekki, Krishon Walker.

Absent: Benjamin Ripley

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

1. Approval of the Agenda

Motion: To approve the agenda

Moved by L. Cardinal; Seconded by Victoria Cowell

Motion carried.

2. Acceptance of Minutes (January 23)

Motion: To accept the Minutes of January 23, Board Meeting

Moved by L. Cardinal; Seconded by Victoria Cowell

Motion carried.

3. Executive Director Report – Attached

Peter Bleyer provided a written report to the Board.

He informed the Board that Labour Relations Officer Rukiya Mohamed Nur has been recruited by another union. The position has been posted on various job boards. Tracey Foster will be supporting the search process to fill this position. Beverley Croft will work with Peter to provide a letter to Rukiya from the Board.

Peter reported that the Member Engagement and Diversity and Scholarships Committees have held their initial meetings.

On finance, Peter noted that work on the audit is complete, and an auditor's letter and draft statement will be sent for the Board's review at the May meeting. He added that the payment process will shortly be moving to SparcPay, which will provide CIPP with a fully online payment processing service that will include issuing cheques and with an improved tracking process.

The report included details on current grievances.

In an overview of City of Ottawa interest arbitration, Peter noted that it has been a frustrating experience for both the members and staff as the process has been prolonged. Once the award is finalized, it will be shared with the membership and a briefing session will be held. Due to this delay leading to impatient members, the Board suggested that some communication should go out to update them on the process.

Other items in the report included the good news that OMERS will not be proceeding with any reduction to pensions in 2024 and that their investment performance has improved and ongoing work with other City unions on various issues.

Motion: To accept the Executive Director's Report.

Moved by Victoria Cowell; Seconded by Mike Bureau.

Motion carried.

3.1. Health and Safety Report

The report was shared with the Board.

4. Finance Report

4.1. Financial Report - February 2024

Mike Bureau reviewed the February 2024 Financial Report.

He informed the Board that the dues remain higher than anticipated and all other items are on track year to date. Mike also reviewed the Strategic Activities Account, the Restricted Operating Reserve, and the Unallocated Reserve on the Balance Sheet to the new Board members. Regarding the Investment account, he noted that close to \$1.5 million in investments will come due. He suggested that these funds can be reinvested for somewhat longer terms since the purchase of a building was no longer on the agenda.

Mike tabled the motion that was recommended at the Executive Committee Meeting.

Motion: To transfer up to \$100,000 from the operating bank account to the investment account.

Moved by Mike Bureau; Seconded by Léo Cardinal.

Motion carried.

Motion: To accept the Financial Report for February

Moved by Victoria Cowell; Seconded by Karim Mekki

Motion carried.

4.2. 2023 Audit Update

This was discussed during the Executive Director's Report.

5. Committee Updates

5.1. Executive Committee

The Minutes from the Committee Meeting on 19 March were shared with the Board.

5.2. Member Engagement and Diversity Committee (MEDC)

Stan Mathew, chair of MEDC, provided a report to the Board. He informed the Board that the Committee had their initial meeting to review the plan for the year and get a better understanding of the committee members role. The Committee plans to meet early May and will discuss the member outreach events and the opportunity to mobilize engagement effort.

5.3. Scholarship Committee

Krishon Walker, chair of the Scholarship Committee, reported that the Committee had their initial meeting on March 13th. Members reviewed the workplan for the year and good discussions were held on evaluating the proposals, ways to make it equitable for applicants and formatting of questions to allow for diversity of responses. The applications for the Scholarships open on April 26.

5.4. Governance and Human Resources Committee (GovHR)

The Committee has not met this year. There are a few items carried over from last year. A committee meeting will be scheduled soon.

5.5. COO Bargaining

This item was discussed during the Executive Director's report.

6. Outstanding Business

6.1. Office Lease Update

Peter provided the Board with a document with lease calculations and options. At present the options are a 3-year lease, or a 6-year lease with an exit clause at 3 years. Peter has also requested a rebate equivalent to the broker cost amounting to \$4000 - \$5000. Once the lease is signed a tender will be put out for the work that needs to get done in the new office space. The current landlord has offered some options which are not functional.

Motion: To sign a 3-year or 6-year lease with a 3-year exit clause at City Centre pending legal review.

Moved by Mike Bureau; Seconded by Léo Cardinal

Motion carried.

Via e-mail (April 3, 2024)

Based on this updated information we would like to propose an amendment to the motion passed by the Board last week to allow for management to pursue the 4-year lease option pending legal review.

Revised Motion: to proceed with a 3-year or 4-year lease at 250 City Centre pending legal review.

Moved by Mike Bureau; Seconded by Bev Croft

Motion carried.

7. New Business

No items were added.

8. Next Board Meeting

8.1. Tuesday, May 21 at Bayview Yards

9. Adjourn