

CIPP / IPPM

Civic Institute of Professional Personnel



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Annual Report 2011

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PRESIDENT’S MESSAGE

Stephen Forestell, President

Over the past year, Staff and Board members have been quite involved with a number of special projects as well as the ongoing operation and administration of the daily business. We had a number of significant grievances that were dealt with as well as the successful negotiation of the OCH collective agreement. I would like to take this opportunity to thank all the staff and board members for their hard work and perseverance.

Our Policy and Education Committee continued to look at improvements to our By-laws and Policies to ensure they are current and help to make the Board more effective in dealing with the day-to-day administrative issues of the Institute.

As you can see from the financial information attached to the package, we continue to maintain a sound financial structure. This allows us to pursue those issues we see as being critical to the welfare of our members as well as maintaining a strong presence with our employers. Again this year we have been able to produce a budget that maintains dues at their current level.

As well as representing our members, CIPP feels that giving back to the community is also a responsibility that we share. This year we conducted the 6th Annual CIPP charity Golf Tournament in support of Roger’s House. This was our most successful event to date, raising just under \$40,000. I would be remiss if I didn’t extend a huge Thank You to all the volunteers, staff and Golf Committee members who spent countless hours on all the tasks associated with such a significant undertaking.

As we head into a new round of Collective Bargaining for the City in 2012 I would urge all of our members to respond to the survey that will be sent out in the Fall. Your input is valuable and will help to guide our negotiation team in finalizing your next agreement.

On a final note I would like to thank all of the CIPP staff, Sheila, Brian, Filomena, Susan and Judith for their hard work and dedication in ensuring that we are well represented and for their guidance to help ensure that CIPP remains a strong and vibrant association.

I look forward to seeing you at our AGM in September.

TREASURER'S REPORT/PENSION REPORT

Gary Baker, Treasurer

RESULTS OF OPERATIONS

Total revenue collected from member dues in fiscal year 2010/2011 was \$956K. This exceeds the amount forecasted by \$69K and is attributed to higher than expected membership levels. Investment revenues brought in an additional \$17K, bringing total revenues to \$1,007K for fiscal year 2010/2011.

As a result of greater than expected revenues and lower operating costs, an overall surplus of \$83K was generated. While the cost of arbitration was substantially under budget for fiscal 2010/2011, it is important to note that several new cases were brought forward and are still pending.

FINANCIAL POSITION

The operating surplus in 2010/2011 will allow the Institute to maintain a strong financial position. With the addition of this year's surplus, the Institute will post total assets of \$1,138K. After liabilities of \$56K, net assets available are \$1,082K.

2011/2012 BUDGET

Revenues are forecasted at \$915K, based on an estimated membership of 1,600 and dues of \$22/pay. Investment revenue is forecasted at \$5K and is in keeping with current market trends. Total revenue for fiscal 2011/2012 is projected to be \$920K.

Operating expenses, excluding line items for salaries/benefits and the JE consultant, have been budgeted at basically the same levels as previous years. Salary expenses are now \$40K higher and the JE consultant budget has increased from \$70K to \$90K.

Finally, a \$239K reserve fund contribution has been budgeted to offset operating expenses.

OMERS REPORT

The Ontario Municipal Employees Retirement System (OMERS) posted a \$5.5B net gain on investments, with a 12.01% rate of return on assets as markets remained volatile in 2010. OMERS needs to earn an average 6.5% on investments if it hopes to return to a surplus by 2025. With net assets of \$53.3B, OMERS provides pension services to more than 400,000 people.

OMERS pension obligations continue to grow at a faster pace than contributions. For the year ended December 31, the funding deficit tripled to \$4.5B compared to \$1.5B the previous year. This was expected to occur over the next four years as nearly \$5B in net losses from 2008 are still listed on the balance sheet. As a result, pension deductions for active members and employers are set to increase in 2011.

OMERS remains on course with its five-year strategy introduced in 2008. The strategy involves (i) increasing the portion of Plan assets that are managed internally; (ii) increasing the size of the OMERS Plan; (iii) managing investments on behalf of other domestic and international funds; and (iv) establishing investment alliances with third-party investors.

The objective of OMERS' five-year strategy is to grow assets, allowing for more extensive participation in large-scale investments. The resulting stronger cash flows are expected to help address the growth in pension obligations.

OMERS is working to shift its portfolio away from stocks and bonds towards private market investments, such as private equity, infrastructure, and real estate.

City of Ottawa Superannuation Fund

Jim Guilbault

A number of changes have taken place since July, 2010, both within the membership of the Board of Trustees of the COSF, and the overall management of the plan. The Board's former Secretary Manager Barry Ridsdale retired last year. Ms. Mona Monkman, a Deputy City Treasurer with the City, has been appointed the new Secretary Manager. She will undertake the management responsibilities of the job as part of her position with the City. All of the investment and financial responsibilities formerly undertaken by Mr. Ridsdale are now being handled by existing City staff, with the costs charged back to the Fund on a time of use basis. A study conducted during the last six months of 2010, indicated this should prove to be a benefit financially for the Fund.

The City is now being represented on the Board of Trustees, by only one City Councillor, Mr. R. Bloess. Ms. Catherine Fredericks, the City's Director of Human Resources is now representing the City on the Board, instead of a councillor. The Mayor is also a member of the Board.

The COSF membership received a cost of living increase of 1.738% for the year 2011. They did not receive any cost of living increase for the year 2010.

City of Ottawa/CIPP Job Evaluation Project

Judith Cousins

The joint Job Evaluation Project between CIPP and the City of Ottawa has now entered phase two. The benchmarking exercise (phase one) was completed with sixty one jobs evaluated by the rating team. Those jobs were selected from various job families and departments to reflect the complexity of professional jobs in the City structure. While the exercise was time consuming it provided the rating team with an excellent understanding of the Hay method which will be the evaluation tool used in the future.

Phase two has begun with data collection for existing jobs in the City Manager's office, City Operations, Infrastructure Services and Community Sustainability, and IS&CS. Target dates for completion have been extended to accommodate inadequate staffing levels in HR. Now that staffing is at the full complement, job evaluation consultants will meet with City managers who will discuss the job descriptions with their employees, update the information required and incorporate employee comments where appropriate.

As a member of the joint steering committee, CIPP is involved in approving communication with managers and staff and meeting with department heads. This role continues as the project is slated for completion in 2013.

REPORTS OF THE STANDING COMMITTEES

City of Ottawa Negotiation Committee

Chairperson: – Steven Boyle

Staff Members: – Sheila Stanislawski, Brian Futterer

Directors: – Gary Baker, Stephen Forestell, Mandana Ghadaksaz, Hannah London, Mira Wernik & Stanley Wilder

The current Collective Agreement expires on December 31, 2011. As has been past practise is it intended that this Fall a survey will be sent to City of Ottawa CIPP members asking for input as to priorities for negotiation of the next

collective agreement and additionally a membership meeting would be held to solicit discussion and input. In the mean time CIPP office staff remain attuned to outcomes of other recent collective agreement negotiations undertaken with the City of Ottawa such as those of the CIPP's OCHC bargaining unit and other non-CIPP bargaining units.

Ottawa Community Housing Corporation Negotiation Committee

Chairperson: – Keith Gagnier

Members: – Fred Conlin, Carolyn Nolan,
Sheila Stanislawski, Brian Futterer

OCHC Negotiation committee and CIPP Senior Staff entered into negotiations in May 2011 with the optimistic view of reaching a fair and equitable agreement for all members. The negotiation team met on several occasions with the employer and after 3 rounds of negotiations and one morning round of conciliation, reached a tentative 2 yr agreement starting on January 1st 2011

The agreement was later ratified by the members late June.

The following items form part of the negotiated agreement

- **Salary Increases** – 2% Retroactive to January 1st, 2011 – 3.2 % effective January 1st, 2012
- **Signing Bonus** - \$500
- **Term** is for two years expiring on Dec. 31st, 2012
- **Management Rights** is amended such that the Employer will not act in a manner that is arbitrary, discriminatory or in bad faith
- **Job Redundancy** language is amended as follows: where a multi-incumbent full time position is declared redundant, the employee with the least amount of service time with the Employer will be declared surplus.
- **Vehicle Expenses and Other Expenses** must be submitted within 60 days after the end of the month in which the claim has occurred.
- **Legal Protection language** is broadened to include all actions against the Employer or employee
- **Wellness Benefit Plan** is introduced for expenses related to personal wellness initiatives
- **Overtime** language is improved such that time and a half applies after 37 hours.
- **Compressed work week** language has been introduced in the collective agreement
- **Suspension** of any required **license** is to be reported to the Employer

- **Job evaluation plan** to be introduced during the life of this agreement
- **Sick Leave entitlement** is grandfathered for all current members. A new sick leave credit plan will be introduced and will apply to all future employees

Congratulations to the negotiating team

Policy and Education Committee

Chairperson: Keith Gagnier

Members: Mandana Ghadaksaz, Hannah London & Mira Wernik

P and E Committee met during the year to discuss two main agenda items:

1. **Bursary request:** Following some criteria recommendation prepared by CIPP staff, the Committee met and discussed in length the merits of the bursary request and the possible implementation process, the committee performed some preliminary work to establish recommendations for the introduction of a bursary program at CIPP.

The criteria and recommendation have yet to be finalized for presentation at the AGM.

2. **Policy changes:** the CIPP policies over time have become obsolete and language contained in the policies either no longer applies and or is irrelevant to the everyday work of the CIPP office. An in depth review of the policies are underway and should be completed with the cooperation of the Executive officer before or on Oct 15th 2011 for board approval.

Grievance Arbitration Approval Committee

Chairperson: Hannah London

Members: Steven Boyle, Mandana Ghadaksaz, Mira Wernik & Stanley Wilder

The Committee met to review grievances that had either already been referred to arbitration, to refer others and to consider those that had been recently settled. The OCH scope grievance will proceed to arbitration in the Fall. The contracting in matter has been settled, and the grievance emanating from the rescoping of positions in Planning has been resolved to the parties' satisfaction.

REPORT FROM THE EXECUTIVE DIRECTOR

Sheila Stanislawski

As has been the case for every one of the past 15 years that I have been fortunate to have worked at CIPP, we have worked hard and faced challenges in order to ensure the best working environments for our 1600 members. We have resolved a number of contentious issues, including the long-standing contracting in grievance with the City of Ottawa, as well as a challenging round of collective bargaining with OCH, and are pleased with the results. Still outstanding are a number of individual grievances, many of which still revolve around the employer's inability to accommodate members with disabilities, and a scope issue involving the management structure at Ottawa Community Housing.

We continue to move forward on the Joint CIPP - City of Ottawa Job Evaluation project, and as you can see from the report of Judith Cousins in this Annual Report. We continue to be committed to seeing this project to completion, and will report further as various phases of the project are completed.

As has been mentioned, the annual CIPP Charity Golf Tournament for Roger's House was our biggest success yet, and has taken us close to the \$150,000 mark for funds given to children's charities. We are very proud of that accomplishment and of all the volunteers and participants who make that day the highlight of the year. We look forward to doing it again next June.

I'd like to take the opportunity to thank my colleagues at the CIPP Office – Brian Futterer, Susan Wilson, Filomena Muscari and Judith Cousins, for their tireless work on behalf of you, our members. I also send a note of gratitude to the members of the Board of Directors for their dedication and commitment to CIPP.

I look forward to seeing you all at our Annual General Meeting at the Hellenic Centre on Wednesday, September 14th.



REPORTS OF EMPLOYER COMMITTEES

City – Joint Management-Union Employee Assistance Program Advisory Committee

CIPP Representative – Lorna Pitcher

The Joint EAP Advisory Committee held two meetings in CIPP fiscal year 2010-2011. These meetings bring EAP staff together with representatives from key City departments and branches as well as representatives from all the City's unions.

The committee has three main mandates:

- To explore and make recommendations regarding the promotion and resource priorities of the EAP program
- To assist in finding more ways to promote and enhance the emotional health and wellness of City employees and their families
- To protect the privacy of City employees who seek help from EAP.

Under MFIPPA regulations, EAP staff holds information regarding EAP clients in the strictest confidence and never divulge personal information to the committee.

OCHC Joint Health & Safety Committee



CIPP Representative – Fred Conlin

OCHC Health and Safety committee met during 2011 and the following items were main agenda items

1. **Material and safety data:** OCHC in cooperation with the H and S committee strived towards an across the board standardization and cataloguing of materiel safety data sheets and a up to date inventory of all shop supplies as to provide additional protection to workers from the exposure to hazardous materials

2. **Bill 168:** Workers have received training on Bill 168. A safety audit has been completed by the H and S Committee and recommendation will be sent to OCHC Board for approval and direction.

Overall the health and safety commitment by the employer appears to be healthy and well supported

REPORT OF THE COUNCIL OF TRUSTEES

Chair – Lorna Pitcher

Members – Gina Gill & Joanne Moran

Mr. John Frouin was confirmed as our Auditor for the fiscal year from July 1, 2010 to June 30, 2011. Carolyn Nolan was appointed Chair of the Nomination Committee for the upcoming CIPP Board elections to be held at this year's AGM.

There were no outstanding issues brought to the Council of Trustees from the Board.

Finally, on behalf of the other Council members, I hope everyone is having a safe and enjoyable summer.