

## **Minutes of the CCOC Board of Directors Meeting of Wednesday, November 28, 2018**

**Present:** Bill Rooney (President/Chair), Abra Adamo, Glen Allen, Kerry Beckett, Josh Bueckert (Treasurer), Sarah Button, James Clark, Penny McCann, Andrew McNeill, Lee Pepper, AnaLori Smith (Secretary), Jesse Steinberg.  
*Staff:* Ray Sullivan, Amanda Thompkins (guest), Adella Khan (recorder)

**Regrets:** Dallas Alderson, Chris Yordy

**1. The meeting was called to order at 7:09 p.m.**

**2. Adoption of agenda**

The Board adopted the agenda with two amendments to add 16. e) Ottawa affordable housing crisis; and 16. f) December meeting date. (M/S/C, Lee Pepper / Josh Bueckert)

**3. Adoption of the Board Minutes**

The Board amended the minutes of the October 31, 2018 meeting to reflect Glen Allen's regrets and otherwise adopted the minutes as presented. (M/S/C, James Clark / Abra Adamo)

The Board approved the *in camera* minutes of the October 31, 2018 meeting.

(M/S/C, Lee Pepper / Josh Bueckert)

**4. Declaration of conflict of interest – none.**

**5. Business arising from the previous minutes**

**a) Percy borrowing**

The Board authorized CCOC to refinance the property for \$3 million. The refinancing went through with the Royal Bank but we got stuck in the process with CMHC insurance due to an old land lease from the City of Ottawa that doesn't meet some current expectations. CCOC's lawyers are able to communicate directly with a City lawyer so they can work with CMHC to prepare an addendum that would satisfy everyone's needs. Even if CMHC signs off on the mortgage insurance, it's unlikely that we'll be able to execute within this financial year. We are not moving forward with refinancing 258 Lisgar right now as it is just too busy.

**6. Executive Committee Report – none.**

**7. Personnel Committee Report – none.**

## 8. Finance Committee Report

Amanda led the Board through comparisons of CCOC properties against each other with key indicators. The board appreciated this kind of information and would like to see more like this.

### a) Bad Debts

The Board moved that \$4047.54 in bad debts be written off for CCOC for October 2018.  
(M/S/C, Josh Bueckert / Sarah Button)

### b) 2019 Capital Budget & Long Term Capital Plan

Finance Committee recommends a total capital budget of \$6,397,407. This is significantly higher than a usual year, but \$2,585,000 is for a capital repair program at 258 Lisgar which is dependent on refinancing the property. There are also several LED lighting upgrades that will save in operating costs, and have offsetting grants. \$250,000 is allocated to energy efficiency improvement to the geothermal plant at Beaver Barracks.

The Board moved to accept the 2019 Long Term Capital Plan as presented.

(M/S/C, Josh Bueckert / Kerry Beckett)

### a) Geothermal Fees

The Board moved to geothermal fees to tenants at Beaver Barracks be increased by 3% for units under 900 ft<sup>2</sup>, and 2% for units above 900 ft<sup>2</sup>.

(M/S/C Josh Bueckert / James Clark)

### b) Payroll Approval Policy

The Board moved to update the Payroll Approval policy, which automatically gave it a new sunset date of 2023.

(M/S/C Josh Bueckert / Andrew McNeill)

## 9. Development Committee Report

### a) Arlington redevelopment

We have spent almost all of our construction contingency. There is still work to be done but we underspent in other lines of funding which will take care of the costs.

Passive House Certification: the energy performance is excellent but there are other issues for certification that make it complex because of climate differences between here and Germany, where the certification was developed. We're still working with the architect on solutions.

## 10. Tenant and Community Engagement Committee Report

- a) A City of Ottawa employee and beekeeper in training wants to put a beehive on one of our roofs! We need more details on what a partnership would look like. Staff will flesh out how this could work.

**11. Facilities Management Committee Report** – accepted on consent.

**12. Rental Committee Report**

**a) Policy updates**

Rental Committee recommended changes to four policies to keep them in line with practices:

1. Rescind demanding certified cheques;
2. Revise non-refundable deposit policy;
3. Revise serving notice of termination before the end of tenancy;
4. Revise ground oriented unit policy. Penny moved to take out “that CCOC is a business and” within the policy. (M/S/C Penny McCann / James Clark)

The Board moved to approve revisions to four policies.

(M/S/C Kerry Beckett / James Clark)

**13. Policy Research and Advocacy Committee (PRAC!)** – no meeting

**14. Corporate Business** – none

**15. Conference / Associations' Report**

**a) CMHC National Housing Conference**

They had their first conference last week! Ray attended and presented on green buildings while Sarah and Abra went for their work. The Board requests a video of the panel on housing globally as it seemed particularly impactful.

**16. Other Business**

**a) Tenant Presentation** (Shannon Lee Mannion, 41 Florence). The Board moved in camera. (M/S/C James Clark / Glen Allen)

**b) Lebreton Flats**

CCOC was one of the partners in the RendezVous LeBreton proposal. Our role was to help them deliver on the 25% affordable housing commitment. Since the senior partners are suing each other, it's dead in the water.

**c) Saturday All-committee meeting:** don't forget the all-committee starts at 9:30 Saturday December 1.

**d) Celebration of People Award Dinner**

CCOC was nominated by a tenant for an award and AnaLori Smith was also nominated for her work. Ray, Bill, and AnaLori will be attending, in addition to the nominator and guests. [update: AnaLori won the advocacy award! CCOC was runner-up for the accessibility award.]

**e) Ottawa's affordable housing crisis**

CMHC released their rental market report and Ottawa's vacancy rate is 1.6%. The rate of year to year rent increases is as high as it's been in 30 years.

The Healthy Transportation Coalition wants organizations to sign on to their asks to the City around affordable housing and transit:

*We request that Ottawa City Council commit at least \$12 million of City funding in Budget 2019, over and above federal and provincial grants, to build new affordable housing.*

*While we feel strongly that \$12 million in Budget 2019 is a meaningful and necessary short-term contribution to addressing the homelessness and affordable housing crisis in the nation's capital, we also call on the City of Ottawa to do the following:*

- *Pass a strong citywide inclusionary zoning by-law that ensures 25% of new development is dedicated to affordable housing and places a special emphasis on deeply affordable housing within 1 km of rapid transit stations;*
- *Ensure that all available government-owned land within 1 km of current & future rapid transit stations is used for non-profit and co-op housing; and*
- *Create a 2019-2022 Term of Council Priority that integrates transit and planning, with clear, affordable housing targets.*

The Board moved for CCOC to support the message and the campaign.

(M/S/C Lee Pepper / Andrew McNeill)

**f) December meeting date**

December 19. Convening at 6 p.m. for a holiday dinner.

**17. The Board moved to adjourn the meeting at 9:20 p.m.**

(M/S/C Josh Bueckert)