

## **Minutes of the CCOC Board of Directors Meeting of Wednesday, February 27, 2019**

**Present:** Dallas Alderson (Vice President/Chair), Glenn Allen, Abra Adamo, Kerry Beckett, Sarah Button, James Clark, Penny McCann, Andrew McNeill, Lee Pepper, AnaLori Smith (Secretary), Chris Yordy,  
*Staff:* Ray Sullivan, Hannah Vlaar (recorder)

**Regrets:** Jesse Steinberg, Josh Bueckert (Treasurer), Bill Rooney (President)

**1. Call to Order:** The chair called the meeting to order at 7:14pm.

### **2. Adoption of Agenda**

James added a point to the FMC report. The board decided to look at all committee Terms of Reference at the end of the meeting, all at once. 9a will be deferred until March as Finance and Development will hold a joint meeting to discuss the development strategy in the interim. The committees will follow up to see if FMC can also be a part of this meeting.

(M/S/C, Lee Pepper/James Clark)

### **3. Adoption of the Board Minutes**

The board approved the minutes of the January 30, 2019 meeting.

(M/S/C Chris Yordy/Kerry Beckett)

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

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

#### **a) Percy & Lisgar borrowing**

CCOC is working with the Royal Bank to refinance the Percy School property to renovate the property as well as the CCOC office. There is an incoming cash flow crunch as one of two annual property tax bills are due on March 21. Amanda, our Finance Director, is working with the bank to see if the loan can be executed before this date. If there is a temporary issue with cash flow, CCOC can cash in some investments or look at a bridging loan.

Lisgar is being refinanced to put \$3-4 million back into the property. This work will include new windows, doors, fresh paint, duct work, etc. CCOC is applying to CMHC's co-investment fund for refinancing and the application is being processed. If we get less financing, we will narrow the scope of the project. Work will be conducted in one or two stacks at a time, and tenants will be temporarily moved from their homes to accommodate this work. Our Maintenance Department will coordinate this large project.

**6. Executive Committee Report** – terms of reference will be discussed under other business.

**7. Personnel Committee Report**

- a) The Personnel Committee has been in the process of completing a Compensation Fairness Review. The board reviewed the new staff salary ranges and discussed recommendations from the committee regarding individual equity processes.

The board moved *in camera* at 7:25pm. (M/S/C James Clark/Sarah Button)

The Board approved changes to compensation ranges and groupings as recommended by the Personnel Committee.

The board moved *ex-camera* at 9:03pm. (M/S/C Kerry Beckett/AnaLori Smith)

**8. Finance Committee Report**

- a) The Board moved that \$6442.12 in bad debts be written off for CCOC.

(M/S/C James Clark/Chris Yordy)

**9. Development Committee Report**

- a) **Development Strategy** – deferred to the March meeting.
- b) **Arlington Redevelopment**

Penny reported that the unit handover schedule has been delayed due to the passive house certification testing as well as finishing. Apartments will not be rented for April 1, but potentially April 15. Ray reported that the second blower door test didn't go nearly as well as the first. There are other issues that may make it hard to get the Passive House certification, in part due to the challenge of "Canadianizing" a German system. CCOC won't know until many months after occupancy whether or not the building will receive Passive House certification.

**10. Tenant and Community Engagement Committee**

- a) Lee reported that the AGM will be held in the new office. AnaLori said that it will be a great opportunity to have an AGM and an open house of CCOC's new office space. The TCE committee is asking folks who have any CCOC relics to bring them in. CCOC will put the items on display and create a museum event with a variety of artefacts.

**11. Facilities Management Committee Report**

James reported that at 210 Gloucester, trespassers have been coming into the building and sleeping in the stairwells. Maintenance staff have been telling tenants to call the police. The stairwells at this building are property of the City of Ottawa because of the parking garage. The stairwells are locked from the stairwell to inside the building, but CCOC can't control access to the stairwell itself. There have been a few miscommunications between tenants calling CCOC when they should be calling the police. Ray mentioned there was a tenant meeting at the end of November to talk about this.

Lee stated that if the practice is that staff tell tenants to call the police, CCOC should reconsider this

and instead try to connect the person with other city services. This policy should be revisited. Glenn suggested that tenants are told to call 311 as the City owns the stairwell and they have security at that particular building. Staff will investigate alternatives.

## **12. Rental Committee Report**

- a) Kerry reported on the 2018 eviction statistics. There were 19 new N5s which make up 1.2% of tenant households. 17 of these N5s were served for behaviour, and 2 were served for smoking. 8 are no longer tenants.

## **13. Policy Research and Advocacy Committee (PRAC!)**

- a) PRAC was pleased about the City's commitment to invest in affordable housing in the 2019 budget, but recognizes this is a one-year injection and not a commitment of long-term municipal funding. The committee is solidifying its work plan.

## **14. Corporate Business**

### **a) Nominations & Appointments Subcommittee**

Andrew reported that five of seven board members are running for re-election, and the board will need at least three more people to run for a healthy competition. Hannah is staffing the subcommittee and brought a list from staff of potential tenants to approach. Once those people have been contacted, the subcommittee will look at committee members as well as do a general call out in the April NewsNotes. Lee is not running for re-election but offered to support the work of the subcommittee. The board moved to add Lee to the Nominations & Appointments Subcommittee.

(M/S/C James Clark/Abra Adamo)

## **15. Conference / Associations' Report**

### **a) CHRA April 2-4, Victoria**

Ray reported that James will be attending the CHRA conference on behalf of the board. A couple of people were interested. The person who has been to a conference the least recently goes to the top of the list.

### **b) CHRA Board election**

Ray has been elected to the CHRA board for a three-year term.

## **16. Other Business**

### **a) Standing Committee Terms of Reference**

All of the standing committees revised and updated their Terms of Reference.

Two points have been added to each committee's Terms of Reference. The executive committee will take a look at the general policy on standing committees to clarify board member representation on committees. Some executive roles are tied to committee positions but this has not always been followed in practice. The TCE staff will work on the committee welcome package this year to make sure new committee volunteers

understand how things are supposed to work. It is made available online but is not the most accessible format.

The Board looked at some of the revised Terms of Reference submitted, but concluded that they need a global review to ensure consistent wording and format.

Executive – These Terms had a change in the committee’s composition. The board can now choose to appoint an additional temporary member.

Personnel – There was a special provision around staff representation at the committee. Provision has been rewritten to state that staff make up one person for quorum, but still have unique votes. There were also changes to authorities on HR issues and some titles were updated.

FMC – The formatting will be changed to align with all of the other Terms. Ray recommended moving the two bullets that were added to all of the Terms from the end to the beginning of the document.

Rental – Large changes have been suggested around the history of two-tiered membership on this committee. A long time ago, the committee was the appeal body for some staff decisions. However, the Housing Services Act has removed CCOC’s ability to do this. Because the Rental committee doesn’t look at a lot of confidential info any longer, the two-tiered system, where some members would be approved by the board, is no longer necessary. The line about the Rental Committee reporting directly to the Board of Directors has been removed—this has long been the case.

Sarah mentioned that the language across Terms of Reference should be harmonized language. All of the Terms of Reference will come back to the Board at a later month after these changes are made. Exec will look at the general standing policy on committees and will cross check to ensure consistency.

**17. Adjournment:** The board moved to adjourn the meeting at 9:46pm.

(M/C James Clark)