

**MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING
Wednesday, September 25th, 2019**

Present: Dallas Alderson (President/ Chair), Kerry Beckett, , Sinda Garziz (Secretary), Penny McCann, Andrew McNeill, Shelley Robinson, Bill Rooney, Jesse Steinberg, Chris Yordy, James Clark, Josh Bueckert (Treasurer), Abra Adamo

Staff: Ray Sullivan, Nicole Picton (recorder).

Regrets: Sarah Button, AnaLori Smith (Vice President)

1. Call to order

The meeting was called to order at 7:18 p.m.

2. Adoption of agenda:

The agenda was adopted as presented, with items not specifically noted being adopted on consent.

(M/S/C, James Clark / Bill Rooney)

3. Adoption of August 28, 2019 minutes

Board member Sinda Garziz mentioned the minutes missing her as a part of the working group drafting the anti-oppression statement. This should be updated and reflected in the September 2019 minutes.

Additionally, James was not at the last meeting and his name should be removed as a mover/ seconder on any motions.

Motion: The Board moved the August 2019 minutes be accepted with changes.

(M/S/C, Andrew McNeil / Jesse Steinberg)

4. Declaration of conflict of interest – none.

5. Business arising from the previous minutes

- a) Anti-Oppression Statement- The working group did not make progress this month but they will provide an update for the October meeting. One member suggested a statement should be made at the start of Board meetings and add we are on unceded an unsurrendered land and that the statement should be developed further. Everyone was in agreement.

6. Executive Committee Report – none.

7. Personnel Committee Report – none.

8. Finance Committee Report (joint meeting with Facilities)

- a) **Motion:** The Board moved that \$1329.69 in bad debts from August be written off
(M/S/C, Josh Buecket / Chris Yordy)

9. Facilities Management

- a) **Charge Back Policy** On page three, the last sentence on the page refers to the Property Management Committee and should be updated to the Facilities Management Committee
Additionally, point #4 on page 1 referencing chargebacks: one member suggested there should be another mention of wear and tear.

Motion: The board moved that all changes be accepted and point number 4 read as cost incurred to return the apartment to rentable condition after the tenant vacates; beyond normal wear and tear.

(M/S/C, James Clark / Penny McCann)

10. Development Committee Report

a) Action Ottawa Application

The City's current Action Ottawa RFP makes both land and grants available. Ray outlined the current proposal to develop City land at 159 Forward. Opportunities for free land in our downtown neighbourhoods are rare. This is an opportunity for CCOC to create 31 new homes and to grow.

However, the amount of equity required by CCOC remains an issue. The project team has done a great job reducing the equity requirement to under \$550k, however our balance sheet shows us that too much of our equity is tied up in other places right now.

Staff are working on some other possibilities to further reduce, or even completely replace CCOC's equity contribution. We have also maximized our grant request from the City.

Additionally, there are many variables we do not know about, such as the Phase 2 Environmental Site Assessment. Not having this information in advance, as was originally promised by the City, makes it harder to estimate costs and potentially opens the door for some negotiation when it comes out.

Development Committee recommends we proceed. Finance Committee recommends we only proceed if there is no equity contribution required from CCOC. Ray reminded the Board that the decision before them was whether to apply to Action Ottawa, and there will be multiple decision points on whether to proceed.

Motion: The Board moved that the Development Department proceed with the Forward Avenue Action Ottawa application before the October 2nd deadline.

(M/S/C, Bill Rooney / Jesse Steinberg)

- b) **Project Charter:** the authority matrix chart was deferred to next the meeting.

11. Tenant and Community Engagement Committee

- a) **Pride Parade slide show**-This was the second time CCOC marched in the Pride Parade. There was good turn out and many people from the crowd recognized us. The Board

enjoyed seeing the pictures.

12. Rental Committee Report

a) 2020 Rents Bachelor Units

At the August Board meeting, the Board approved new rents for 2020 but held the proposal for Bachelor apartment rents aside, requesting alternatives from the rental committee.

The Rental Department Director was present at the meeting to provide context to the proposed increase in bachelor unit rents and present the rental committee's alternatives. She explained that historically the rental committee has kept the bachelor rents low to provide greater access to potential low-income market rent tenants. In total, there are 209 bachelor units and there are 125 tenants receiving subsidy which equals 60%. 84 of tenants pay market rent.

Rental Committee is proposing moving forward with the original turnover rents for bachelor apartments, as originally proposed, but at the same time expanding the number of internally subsidized bachelor apartments. This will be done over the next many years, on a one-for-one basis: when one bachelor rent moves up to the new turnover rent, then next bachelor apartment could become available for an internal subsidy. This approach will keep the costs neutral. Staff will also be mindful of keeping an appropriate income mix at all properties.

Motion: The board approved 2020 turnover rents for bachelor apartments as proposed by the rental committee, and directed staff to increase the number of internal subsidies for some bachelor apartments as proposed by the rental committee.

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

13. Policy Research and Advocacy Committee (PRAC!) –none.

14. Corporate Business

- a) Upcoming events: Sept 28 Bike Tour

15. Conference / Associations Report: none.

16. Other Business: none.

17. Adjournment: 10:00 p.m. (M/C, Josh Bueckert)

Next Meeting: 7 pm, October 30, 2019