

## **Notes of the CCOC Board of Directors Meeting of Wednesday, January 31, 2018**

**Present:** Dallas Alderson (Chair, Vice President), Abra Adamo, Kerry Beckett, Sarah Button, James Clark, Penny McCann, Andrew McNeill (Secretary)

*Staff:* Ray Sullivan, Hannah Vlaar (observer), Erica Webster (recorder)

**Regrets:** Glenn Allen, Josh Bueckert (Treasurer), Anna Froehlich, Lee Pepper, Bill Rooney (President), AnaLori Smith, Doris Zastre

**1. Call to Order** - The meeting was called to order at 7:07 pm.

The chair noted that there was not a quorum of Board members present and the meeting would proceed informally without binding decisions.

**2. Adoption of the Agenda**

The Board adopted the agenda as presented, accepting all committee reports for information except items noted for Board business. (M/S/C A. Adamo/K. Beckett)

**3. Adoption of the Board Minutes**

The Board deferred approval of the December 20, 2017 minutes (both regular and *in-camera*) to the February meeting due to a lack of quorum.

**4. Declaration of Conflict of Interest** – none.

**5. Business arising from previous minutes** – none.

**6. Nominations and Appointments Sub-Committee**

Both Doris and Anna have requested leaves of absence from the Board. Andrew is chairing the Nominations and Appointments Sub-Committee this year. The sub-committee will be meeting just in advance of next Board meeting to discuss potential recruits for the 2018-2019 term.

**7. Executive Committee Report**

**a. Joint Impact**

Although it may sound like an acapella group, Joint Impact is an initiative to look at shared services within the social housing sector. For instance, we currently provide property management services to Unity Housing. There are many of these small one-off partnerships currently occurring within the sector. There is a desire to examine the business case for more shared services among social housing providers. A consultant has been hired, under the umbrella of the Ottawa Social Housing Network and with a grant from the Ministry of Housing, to look at the best opportunities, and the plan is to roll out a pilot project in the

fall. Tom Belanger, ED of Nepean Housing Corporation is leading the initiative, Ray is on the steering committee. Ray will have more to report as this initiative takes shape.

## **8. Personnel Committee Report**

### **a. Office Renovation Update**

We were slightly delayed in going to tender due to the discovery of some pipes in walls that weren't meant to be there. We've encountered some new snags in the process. The first is that the electric supply to the building may be insufficient. There's a possibility of a \$200,000 cost to do this work – we would hope to share the costs with the commercial owner. The second issue is our contractors have realized the structural capacity of the expanded office area may not meet Building Code standards for a commercial floor, which assumes a higher weight load. We have engineers looking into both issues. We're proceeding on schedule, beginning to move the first set of staff to an alternate location in just over two weeks.

## **9. Finance Committee Report** – The Bad Debt motion was deferred to February due to a lack of quorum.

## **10. Development Committee Report**

### **a. Arlington Redevelopment**

Ray brought the Lorax back to inform the Board that we sadly lost one of the trees we were working to save (the western-most mature tree). We have been left with one in the south-eastern corner. Unfortunately due to all the work with the property's peat soil, we've used up more than 70% of our contingency budget which puts us in a bit of a risky position. There is some hopeful optimism we will be able to recoup costs in other areas. We're looking at late October for completion.

### **b. Lebreton Flats**

Rendez-Vous Lebreton (which we are a part of) has officially been chosen as the preferred bidder to go ahead and develop the site. The NCC's Agreement in Principle unfortunately did not mention affordable housing specifically when it was read out. Our push will now be to get a signed Memorandum of Understanding from the group. We are looking for an agreement that we will be the exclusive provider of nonprofit housing on the site, and understanding that the group will need to contribute more than just land to development. Board members present asked staff to get a signed MOU before March 31.

### **c. Reconciliation/risk screening**

Cahdco will formalize the process of evaluating the alignment of potential contracts with CCOC's and Cahdco's mission, vision, and values. The Cahdco Board is reframing it as a project risk assessment. A written record of this process will be kept. It was noted that

reputational risks are likely larger for full service contracts than feasibility studies. PRAC will be working more thoroughly to examine issues surrounding reconciliation with Indigenous communities.

Dallas asked if the Board would be supportive of also bringing conversation surrounding CCOC's role in reconciliation to the Executive Committee to begin framing a discussion. The Board members present agreed this was a good idea.

## **11. Membership and Communications Committee Report**

### **a. Policy on Standing Committees**

This item has been deferred to a later meeting.

## **12. Facilities Management Committee Report**

### **a. Bed Bug Covers**

The committee had a discussion surrounding whether it would be appropriate for CCOC to absorb the cost of bed bug covers, which we require for tenants undergoing bed bug treatment. CCOC spent approximately \$3,000 on these covers last year, with the cost being charged back to tenants. This presents a significant administrative burden, and can also delay the timeframe for treatments. The committee decided it was in CCOC's best interests to pilot the full funding of bed bug covers in 2018, retroactively to January 1.

## **13. Rental Committee Report**

### **a. Rental Statistics**

Kerry and Ray summarized the highlights of 2017's rental stats for the Board. Turnovers are down, particularly for tenants with subsidies.

## **14. Policy Research and Advocacy Committee Report**

### **a. Inclusionary Zoning**

PRAC has drafted a letter on behalf of CCOC sharing our feedback around current proposed inclusionary zoning laws. One concern is the exclusion of purpose-built rental properties, as the proposed legislation focuses exclusively on ownership (although this is consistent with other regions). There are a lot of prescriptive regulations, yet not much specificity around the idea of affordability. What is being proposed is not reflective of what is seen with inclusionary zoning policies across the US and Canada – specifically, the proposed target of 5% is much lower than average.

The Board expressed their support for the letter drafted by PRAC.

### **b. Portable Housing Benefit**

We're continuing to monitor how PHB moves forward.

## **15. Corporate Business**

### **a. Not-For-Profit Corporations Act**

After years of delay, the government has announced their intention to proclaim the provincial *Not-for-Profit Corporations Act* into law in 2020. We will need to review our by-laws to ensure compliance. This will also be a good opportunity to make some housekeeping updates. There will be a working group struck to review the Act, our by-laws, and operational practicalities after the provincial election (when we will know for sure if the Act is moving forward).

## **16. Conference/association's Report**

### **a. CHRA congress, Ottawa April 24-27**

CHRA's conference is taking place in Ottawa this year, which means we have space for a couple Board members to attend. If anyone is interested in going, please let Ray know.

## **17. Other Business**

### **a. Household Income Limits**

The Board briefly touched on Household Income Limits during its December meeting. Ray took the time to demonstrate the very narrow window between those eligible for subsidized housing and the income limits at a couple of our properties. Waiting for market renters that fit within a very specific income bracket when they move in would lead to higher vacancy costs and this makes the system impractical. For that reason, we do not always strictly adhere to the Household Income Limits when approving market rent tenants. The City was made aware of our practices in this regard during our last Operational Review (2008).

### **b. Social Housing Modernization Part 1**

The province will be rolling out their vision for the social housing world during the month of February. Ray presented the Board with some background on the current status of social housing in Ontario before we dig in a bit deeper next meeting.

### **c. ACORN Trivia, March 2**

CCOC participates in ACORN's beer and trivia fundraiser each year. We already have enough people signed up to register two teams, and a few extras who are hoping to form a third team. If Board members are interested in participating, please let Ray know ASAP.

### **d. Unity Housing**

The Board moved *in camera* at 8:31pm.



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### **18. Adjournment**

The meeting adjourned at 8:42pm

(M/C, A. Adamo)

**Next meeting:**  
**7:00 pm Wednesday, February 28, 2018**  
**in the meeting room at 415 Gilmour Street**