

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

**Present:** Abra Adamo, Dallas Alderson (Vice President), Kerry Beckett, Josh Bueckert (Treasurer), Sarah Button, James Clark, Andrew McNeill (Secretary), Lee Pepper, AnaLori Smith

*Staff:* Ray Sullivan, Erica Webster (recorder)

**Regrets:** Glenn Allen, Penny McCann, Bill Rooney (President)

**1. Call to Order** - The meeting was called to order at 7:08pm.

**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 L. Pepper / J. Bueckert)

**3. Adoption of the Board Minutes**

The Board adopted the regular minutes of the February 28, 2018 meeting as presented. (M/S/C A. Smith / K. Beckett)

The Board adopted the *in-camera* minutes of the February 28, 2018 meeting as presented. (M/S/C A. McNeill / J. Bueckert)

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

**5. Business arising from previous minutes**

**a. Property Tax Appeal**

Ray does not have news on the Beaver Barracks property tax appeal at this time. He'll keep the Board updated.

**6. Executive Committee Report** – none beyond minutes included in the Board Package.

**7. Personnel Committee Report**

**a. Office Reno**

We got the tenders for the renovation back, all of which were comparable in cost. Following the recommendation of our consultant, we've engaged ARK to do the construction. There will be additional costs from the structural work required to "beef up" the pillars at garage level to be consistent with commercial code requirements for the office space above. We have, however, found out we do not need to upgrade the electrical services for the building. As expected, the complete project will be in the \$2 million range. Personnel has recommended that the renovation move ahead.

The Board authorized staff to move forward with the renovation.

(M/S/C A. Adamo / K. Beckett)

**b. In-Camera Motion**

The Board moved *in-camera* at 7:20pm to approve a recommendation from Personnel.

(M/S/C K. Beckett / J. Clark)

The Board moved *ex-camera* at 7:33pm

(M/S/C J. Clark / K. Beckett)

**8. Finance Committee Report**

The Board moved that \$27,900 in Bad Debts be written off for CCOC (December 2017).

(M/S/C J. Bueckert / J. Clark)

The Board moved that \$3,418.09 in Bad Debts be written off for CCOC (January 2018).

(M/S/C J. Bueckert / K. Beckett)

The Board moved that \$3,650.34 in Bad Debts be written off for CCOC (February 2018).

(M/S/C J. Bueckert / A. Adamo)

CCOC is ending the year with a healthy surplus, higher than budget. Audited statements will be ready for the next Board meeting.

**9. Development Committee Report**

**a. Arlington Redevelopment**

Ray received a phone call from a neighbour to the west of the property (with whom we share the laneway). He told Ray that a jack post in his basement had fallen over inside the basement, taking out the exhaust pipe of their furnace. He felt this was due to the building shifting on account of the construction next door. He was also noticing some cracking around doorways and in bricks.

We sent the contractor who did the initial inspection of the neighbouring property in the next day to see if anything has changed since the pre-construction inspection. None of the cracking, etc. has changed because of the construction, and there is no way to attribute the exhaust pipe issue to the development as the furnace room was not initially inspected. Without any admission of liability, CCOC is willing to pay for the \$500 pipe as a gesture of goodwill. The neighbour has been very cooperative in our construction efforts thus far. We have now painted the basement post to ensure we are able to track if it shifts over time.

**10. Membership and Communications Report – none.**

## **11. Facilities Management Committee Report**

### **a. LeBreton Flats Heating Plant**

Ray walked the Board through a PowerPoint presentation on the history of the heating plant. The rebuilding of LeBreton Flats, South of Albert Street 35+ years ago introduced a mixture of tenures of housing, all on land leased from CMHC. CCOC has just over 100 homes on LeBreton Flats.

One of the ideas in this rebuilding plan was to have a district heating plant. It is generally good community infrastructure, and more efficient. The heating plant services 170 Booth, 33 Rochester, and Tomkins Co-Op. Ottawa Community Housing was originally plugged into the district heating plant, but unplugged and went with their own heating sources following the initial demonstration of the plant.

The heating plant, launched in 1981, is owned by CMHC. In 1994, CCOC and Tomkins became corporate members of the LeBreton Flats Non Profit Community Heating Corporation (LFPCH), which has a contract with CMHC to run the plant. CCOC has two representatives on the board (as does Tomkins).

Although the plant is old and inefficient, the biggest risk is a long East-West line serving Tomkins to the west). We know there are leaks along this line, due to hot spots under the ground and a loss of water from the plant. We had a major leak between the plant and 33 Rochester this winter, however we were able to fix it quickly.. A similar leak in the long line serving Tomkins might be un-fixable.

The heating plant does not have the capital reserves to do this kind of work, which is part of the reason CMHC put itself more at arms-length from the plant. The line is at the end of its natural life. If there were to be a significant leak under Preston Street or under OCH's parking lot, the cost of repairing it would not be worthwhile at this point.

We've been talking to Tomkins Co-Op, who are also very much aware of the issues the plant faces. We've acknowledged with each other that this may be the last winter we're able to rely on getting heat from the heating plant. In CCOC's case, we could acquire boilers and put them in each of our buildings. But in the case of Tomkins, they're getting heat through various branches – they would need individual options for three different sites, thus a greater proportionate cost for them than for us. They've already gone ahead with finding alternate solutions and securing financing to do this work. We are hiring engineers to do a similar evaluation of heating possibilities for us.

We have a complicated set of contractual obligations – CMHC has a contract with LFNPHC, which has contracts with CCOC and Tomkins, and behind all of this there’s an endpoint of liability for CMHC (who still own the plant). We haven’t formally begun the process of notifying CMHC that we wish to dissolve the corporation and the contract to maintain the plant. CMHC has reached out in the past to see if CCOC is interested in sole ownership – we aren’t, but there may be something to gain if we could negotiate ownership of the land we currently own buildings on.

The land itself is likely contaminated, and this could lead to increased liability for CCOC as a whole. There is another idea that’s been discussed with Executive Committee and that has also been broached with Tomkins. What if all of us (or most of us, or some of us) got together to create a community land trust? CMHC could transfer ownership to the community land trust, and the community land trust could then extend longer-term leases to affordable housing providers on LeBreton Flats.

Because this idea aligns with the National Housing Strategy, CMHC is interested in the potential of a community land trust.

We should set up a community land trust in such a way that it’s not just about LeBreton flats, but that could grow to incorporate land across the city of Ottawa.

The second bonus would be a recognition that this is currently Algonquin territory which is unceded. This could be an opportunity to invite Algonquin groups to participate as stakeholders in the community land trust. We do not care who “owns” the land as much as that CCOC is able to run affordable housing on it for many years to come.

The Board asked about running the heating plant for ourselves until it truly “breaks”. This introduces a degree of risk that our tenants may not have heat at some point in the cold. Additionally, the line servicing 170 Booth crosses the property line at Alex Laidlaw co-op. There is still potential liability here around potential damages to another property. Also, switching to new energy-efficient boilers earlier will save us money sooner.

The Board moved that we initiate exploration of disconnecting both CCOC and Tomkins from the plant, and working with CMHC around decommissioning of the heating plant and timing of dissolution of the heating plant board.

(M/S/C K. Beckett / A. McNeill)  
*Sarah Button abstained from voting.*

The Board authorized staff to explore a community land trust with neighbouring co-ops and

non-profits at LeBreton Flats

(M/S/C L. Pepper / J. Bueckert)  
*Sarah Button abstained from voting.*

## **12. Rental Committee Report**

### **a. Parking Policy Updates**

Rental Committee moved to add a new class to the policy on renting parking spaces wherein care workers would be eligible to rent parking spots at market rates.

The Board approved changes to the Parking Policy as recommended.

(M/S/C K. Beckett / S. Button)

Rental Committee amended the Agreement for the Rental of a Parking Space so that households with more than one parking space can be given one month's notice to vacate.

## **13. Policy Research Advisory Committee (PRAC!)**

The first substantive item PRAC discussed was around inputting into the province's social housing modernization process. Ray has put together a draft letter based on PRAC's feedback. The Board is encouraged to submit any comments they have after reviewing this letter.

The second issue discussed was around transit-oriented development, looking at specific pieces we may want to bring forward at an April 20<sup>th</sup> event we're co-hosting with the City, the Healthy Transportation Coalition, and the Alliance to End Homelessness.

## **14. Corporate Business**

### **a. Nominations and Appointments Subcommittee**

The subcommittee has identified a list of people to approach about standing for the Board. We have seven positions up for re-election, and we aim to have at least two more candidates than there are positions. If Board members have any suggestions they would like to make, please bring them to the subcommittee (Andrew, AnaLori, Dallas, Josh).

There is a requirement that at least 1/3 of the Board be tenants, and at least 1/3 non-tenants, and we're also looking for more folks interested in being on Finance Committee. The Board composition could better represent people with low and moderate income. The Board was also reminded that potential candidates need to be CCOC members by April 17<sup>th</sup>.

### **b. Borrowing Resolution**

The Board affirmed that the President, Vice President, Treasurer, Secretary, Executive Director and Finance Director are authorized to execute all documents as required in connection to financing agreements with Infrastructure Ontario pertaining to the Financing agreements dated September 1, 2009 (424 Metcalfe, Beaver Barracks Phase 1), August 6, 2010 (54 Primrose) and May 9, 2011 (Beaver Barracks Phase 2) (as amended, modified, renewed or extended from time to time). Infrastructure Ontario is authorized to act upon any instructions received from any of these persons from time to time, whose instructions shall be binding on CCOC.

(M/S/C K. Beckett / J. Bueckert)

**c. CHRA Congress: April 24 – April 27**

There is an opportunity for at least one, if not two, CCOC Board members to attend the CHRA Congress in Ottawa this year. If Board members are not interested, Ray will approach committee volunteers. If committee members are not interested, Ray would like to be able to reallocate the budget to staff. The Board agreed with this.

**15. Other Business**

**16. Adjournment**

The meeting adjourned at 8:29pm.

(M/C J. Bueckert)

**Next meeting:  
7:00 pm Wednesday, April 25, 2018  
in the meeting room at 415 Gilmour Street**

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Secretary of the Board

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Date