

**MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING  
Wednesday, April 29, 2020**

**Present:** Dallas Alderson (President/ Chair), Josh Bueckert (Treasurer), Ana Lori Smith (Vice-President), Shelley Robinson (Secretary), Abra Adamo, Kerry Beckett, Sarah Button, James Clark, Sinda Garziz, Penny McCann, Andrew McNeil, Jesse Steinberg, Chris Yordy

**Staff:** Ray Sullivan, Andrée-Ann Cousineau (recorder).

**Regrets:** Bill Rooney

**1. Call to order & Anti-Oppression Statement**

The meeting was called to order at 7:21p.m. and a board member read the anti-oppression statement.

**2. Adoption of agenda:**

The Board recommends adopting on consent items 7, 9, and 10 a) b) c).

(M/S/C, Penny McCann, Sarah Button)

**3. Adoption of March 25, 2020 minutes**

The Board moved to adopt the regular and *in camera* March 2020 minutes.

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

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

**5. Other Business**

**a) Pandemic reaction**

Ray updated the Board:

**Tenant Impact:**

- Maintenance in apartments is limited to emergency and urgent work only (no changes).
- As of April 28, there is one confirmed COVID-19 case in a triplex, lower risk as very little contact with other tenants.
- Rental Department is continuing telephone check-ins with vulnerable tenants, receiving positive feedback so far.
- Receiving reports of disruptions in some properties due to needles, trespassers and

rowdy guests. Tenant anxiety is already high in pandemic times, disturbances are having a greater impact on tenant stress than usual.

- Sheriff's office is not enforcing eviction notices, only N6/N7's (imminent threats) can be served. CCOC typically serves N5 notices as the burden of proof is significantly less than N6/N7.
- CCOC has a good record with N5 notices - requires a lot of communication over several months, sometimes case worker involvement, but generally a good formula.
- Received advice from lawyer to continue filing N5 notices, including second notices so as to be in line for a hearing date when the LTB re-opens. There was already a pre-Covid-19 backlog, and we anticipate very long processing times and delays when the LTB resumes.
- Police have "Agent Status" which gives them automatic permission to enter three properties (123 Stirling, 110 Nelson and 54 Primrose), it's only tool available right now to fend off dangerous behaviour.

The Board agreed with the direction to continue serving notices.

**Staff impact:**

- No COVID-positive reports, two staff members are off with cold/flu symptoms.
- The pandemic coordination group is planning for an increase in service levels and the eventual re-opening of the office for June and July.

The Board moved to echo Facilities Management Committee motion to recognize and thank field staff  
(M/S/C, Chris Yordy / Andrew McNeil)

**Corporate impact:**

- Rental Department reported 94% of rent collected in April – not too far off from usual collection. May should be OK since many tenants have emergency benefits in place now.
- CCOC is not eligible for Commercial Rent Relief – does not meet 30% commercial occupancy threshold. CCOC reached out to commercial tenants and offered a payment deferral plan.
- Almost half of March Property taxes deferred to Fall
- Working on Line of Credit
- Truncated capital budget coming – shifts in 2020 budget due to pandemic but looking good at the moment.

**b) Nominations and Appointments Subcommittee**

Shelley updated the Board:

- Nominations: 4 tenants confirmed, continuing discussions with other prospects
- Used Diversity in Leadership Ottawa as an outreach tool

**c) AGM Planning**

Ray updated the Board

CCOC and CCHC have flexibility to delay AGMs under government Emergency Orders.

Options proposed:

- a) May 21st online
- b) September 17th, in-person
- c) September 17th, hybrid (online/in-person)
- d) September 17th, online

- Unknown whether large groups will be allowed in September.
- Executive Committee recommends delaying AGM as not to compromise democratic element.
- TCE Committee advises AGM should aim to be as participatory as possible.
- Choosing to delay to September, regardless of platform, would favour a higher engagement even under the pandemic .

The Board moved to delay the AGM to September 17, 2020.

(M/S/C, Jesse Steinberg / Penny McCann)

**d) Board self-evaluation**

The Board shared feedback, guided by three questions following the survey results:

- 1) Name one thing about CCOC Board that you think we are doing really well (Based on the survey results and your experience)
  - Mission oriented, housing expertise.
  - Accessible, with the recent online meeting platforms
  - Embracing of anti-oppression statement.
- 2) Areas for improvement? - e.g. meeting content, training ideas, taking up time and space at meetings etc.
  - Overall diversity, equity groups, but also socio-economic, and diversity in background/life experience.
  - Additional training and support vis-à-vis fiscal responsibilities/operations.
  - Ensuring equal participation, often the agenda is packed, not providing the space for everyone to speak.
  - Clarification of roles of Committees.
- 3) Choose one takeaway message from the Board survey results
  - Overall positive.
  - Lack of representation and diversity has been a takeaway for years.

**6. Executive Committee Report**

- a) *In Camera Minutes*

The Board reviewed *in camera* minutes from the April Executive Committee meeting regarding collaboration with another non-profit, and a workplace incident.

## **7. Personnel Committee Report (adopted on consent)**

### **8. Finance Committee Report**

#### **a) Bad Debt**

- Attributable largely to one tenant

The Board moved that \$18,241.98 (i.e. \$15,251.00 + \$2,990.98) in Bad Debts be written off for CCOC (February and March 2020)

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

#### **b) Draft Audited Statements**

2019 Balance Sheet, key takeaways:

- Shift in accounts receivables partly due to success in tax appeals for a number of properties but no payment received yet, and some outstanding reimbursements for capital projects at shared properties.
- Amount owing from Cahdco increased significantly, this is related to a property purchase.
- Beaver Barracks continues to accumulate deficits.

2019 Operations Statement, key takeaways:

- Increase in rent received is partly attributable to turnover rents.
- Initial operating surplus was greater than \$800k, but now reduced to \$200k to cover capital spending that exceeds reserves.
- Development costs not attributable to capital projects, but to other costs such as feasibility studies, application costs, etc.
- Maintenance contracts: expenses only for field work, not salaried and admin work, so it overstates the surplus.

Josh and Board gave kudos to the Finance team for pulling through the stressful audit period.

The Board moved that \$520,052 be transferred from the Re-Generation Fund within the Internally Restricted Fund, to the EOA capital replacement reserve. That \$9,000 be transferred from the Top-Up Replacement Reserve Fund within the Internally Restricted Fund to the EOA capital replacement reserve. That \$247,133 be transferred from the internally restricted Arlington re-development project fund to the EOA capital replacement reserve.

(M/S/C, Josh Clark /Chris Yordy)

The Board moved that an additional \$600,000 be transferred from EOA operating income to the EOA capital replacement reserve and that \$100,000 be transferred from unrestricted net assets to the Other capital replacement reserve.

(M/S/C, Josh Clark /Andrew McCann)

The Board moved that the Amortization Period for Leasehold Improvements change to 15 years from 5 years.

(M/S/C, Josh Clark /Chris Yordy)

The Board moved that the CCOC 2019 Year-end Financial Statements, incorporating the recommended adjustments, be received and recommended to the membership for approval

(M/S/C, Josh Clark /Andrew McCann)

**9. Facilities Management Report** (adopted on consent)

**10. Development Committee Report** (adopted consent)

- a) Forward Avenue
- b) COVID impact
- c) Aging in Place

**11. Tenant and Community Engagement Committee Report**

- a) Grants report
  - The Board had requested in November that TCE seek funding opportunities to offset costs, they were successful.

Initiative	Partner	Amount	Funder	Status
Vol Network	Live.Work.Play, Multifaith Housing Initiative	~15k held by Live.Work.Play over 3 years	Ottawa Community Foundation	Confirmed
Land Trust	Ottawa Community Land Trust (Inc.)	150k over 3 years	Community Housing Transformation Centre (CHTC)	Confirmed
Equity & Inclusion	-	150k over 3 years	CHTC	Pending
Transit- Oriented Dev	Health Transportation Coalition	16-75k	Ont Trillium Foundation	Pending

**12. Rental Committee Report**

**a) Mixed Income Policy**

- Policies need expiry dates. Change sunset date to April 2025.
- Currently at 44% market, 56% subsidized

The Board moved to re-approve the existing Mixed Income Policy, with no amendments adding a sunset date to April 2025.

(M/S/C, Kerry Beckett/ Sarah Button)

**13. Corporate Business – none**

**14. Conference / Associations' Report**

**a) CHRA AGM**

- Ray attended via Zoom meeting and was elected as Vice-President.

**15. Other Business – none**

**16. Adjournment:** 9:02 p.m. (M/S/C, Josh Bueckert)