

**MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING
7:00 pm Wednesday, February 23, 2022**

Present: AnaLori Smith (President/Chair), Chris Yordy (Vice-President), Erica Braunovan, Dougald Brown, Wayne Fan, Sarah Gelbard, Sandy Hung, Soraya Ibrahim, Courtney Lockhart, Penny McCann, Jesse Steinberg, Reaz Zaman

Regrets: Court Miller, Erin Sirett

Staff: Sarah Button, Tessa Trueman (recorder)

1. Call CCOC meeting to order & Anti-Oppression Statement:

The meeting called to order at 7:13pm.

2. Adoption of agenda:

Item 8b was added to discuss the City of Ottawa Stakeholder meeting.

Item 8c was added to discuss an *in-camera* item.

Chris Yordy volunteered as time keeper.

The Board approves the agenda unanimously with the above revisions.

3. Adoption of January 26th, 2022 minutes

There are a few corrections to the January 26th minutes:

- Some names are misspelled
- Penny made a point in item 10c that should have read: "It is important to reclaim the narrative, try to make end of mortgage an election issue for the province".

The meeting minutes were adopted unanimously with the revisions above.

4. Declaration of conflict of interest: None

5. Strategic Business

a) Convoy Impacts on CCOC

Staff have been keeping a list of convoy impacts that CCOC staff and tenants have experienced. The list was circulated with the Board package.

CCOC has taken some actions:

- We were provided a list of mutual aid supports in case tenants needed them. We did not share them publicly as protesters were flooding support lines.
- Provided supplies to buildings in the red zone such as ear plugs. Feedback from tenants was positive.
- The City has stated they may provide compensation so we will be exploring that when more details are released.
- Sarah is following up on the class-action lawsuit to see if we should join it. We will also be sharing this information with tenants, as applicable.
- We haven't tracked specific costs yet as we don't know what expenses will be eligible.

The news is reporting that some protesters are continuing in other parts of Ottawa so we will see whether there are continued impacts.

Board members discussed thanking the city counsellors that have done important work during this protest. We will not make a public statement but will send personalized letters. Sarah will write the letters with the help of Courtney L.

The Board also wants to give a big thank you to staff for all their hard work. An email will go out shortly.

b) Board Directors' Liability for Statutory Deductions

At the Executive Committee, Dougald asked if the CCOC Board is protected from liability for any statutory deductions that the corporation fails to remit. Dougald prepared a memo about this issue that was shared in the Board package.

The Board agrees that the Finance Director should provide a signed statement with the financial statements annually. This will be reviewed after the AGM, along with the other housekeeping items.

c) Signing Officer motion

The CCOC Board needs to appoint Sarah as a signing officer for the corporation.

MOTION: To appoint Sarah Button as a signing officer for CCOC. (M/S/C, AnaLori Smith/Sarah Gelbard). The motion passed unanimously.

d) Strategic Planning

Department directors are working on a new strategic plan as the old one is expiring. We budgeted \$15,000. The department directors would prefer to hire a consultant to support the process because it will allow staff to participate fully without having to plan logistics. We expect the process to take 6-8 months. We are looking to do a 5-year plan this time, instead of another 10-year plan. The strategic plan will feed into the workplan.

We are looking to seek participation at the AGM and kick off the process.

Discussion:

- Is a 15k budget sufficient for this? We will need to be very strategic about the work we ask a consultant to do to try to stay within this budget. We will want to narrow the focus, scope the work, and determine deliverables before bringing the consultant in.
- The anti-oppression work should be complete or well-underway before doing a 5-year plan as this work will greatly inform our next 5 years. Once we have the strategic plan consultant in place, perhaps we should have a meeting with both consulting teams to ensure they are all on the same page. The first step is to map out the timelines for both major projects to see where they overlap.
- Can any of the grant TCE got help with this since the work is similar in scope?

The department directors will meet before the March Board meeting so there should be more information then.

e) Board Package

We want to make the Board meetings and package more user-friendly. What are member's thoughts on this?

Discussion:

- Including the presentation slides in advance is helpful.
- Flagging items in the agenda as “Information, Decision, or Discussion” would give a sense of clarity around the items.
- In terms of the board package, shorter is more easily digestible.
- Committee Minutes:
 - o Currently, 14 sets of eyes are on all committee minutes. Could we instead divide up the minutes and each be responsible for one or two sets instead of being responsible for all? Some members feel they can’t meaningfully review some of the minutes as the topic is outside their areas of expertise.
 - o Do we even need to look at all the minutes? Can we just get a synopsis (like a more detailed committee summary) instead? We should be mindful of not adding more work for staff by asking for additional reports though.
 - o Can we create a standardized template for each committees’ minutes? This would make them easier to navigate.
 - o Members like when motions are highlighted in the committee minutes (in a different colour) or when there is a specific section dedicated to motions for review. The Finance minutes are a favourite for their easily identifiable motions.
- We should keep in mind the purpose of the board package. It allows us to provide effective oversight of the corporation. We have a fiduciary responsibility as board members. The package is large but it’s important we do the best thing for the corporation so we should be careful about reducing the amount of information we review.
- How do members feel about receiving the draft minutes asynchronously? You would receive them as they occur over the month and review them at your leisure. This doesn’t add much work for staff but does make things messier for board members. Feelings on this were very mixed. Some would prefer it, some do not.

6. Time-sensitive Business: None

7. Business arising from the previous minutes

a) Executive Director Orientation: Implementation ideas

There was some discussion about creating a sub-committee to help Sarah get started but that adds a lot of work for participants. Instead, Sarah would like to set up meetings with each Board member or set drop-in hours so that members can share their opinions and expertise.

Members like the idea of smaller group meetings, rather than drop-in hours. Keeping them casual, with no set discussion topics, is a good chance for everyone to communicate freely. Sarah will send out some meeting times and members can decide what times work best for them.

8. Other Business

a) Forward Avenue Funding Update:

Unfortunately, there is no update. Things *are* moving but it’s a lot of back and forth.

b) City of Ottawa stakeholder meeting:

Jesse presented. CCOC was involved with a coalition that worked to increase the City’s capital housing budget and aimed to make more of the land around public transit to be used for affordable housing. One of the outcomes was that 20 sites of municipal land are being held loosely for affordable housing. The City of Ottawa has now created a new external working group dedicated to affordable housing and have reached out to those who attended in the past. Jesse

will attend but having other members or staff would be valuable. Anyone interested should email Jesse directly for the details.

c) *In Camera* Item

The committee moved *in camera* at 8:56pm. (M/S/C, Jesse Steinberg/Penny McCann)

In camera minutes are recorded separately.

The committee moved *ex camera* at 8:57pm. (M/S/C, Jesse Steinberg/Penny McCann)

9. Information Items

a) Executive Committee minutes

b) Facilities Management Committee minutes

c) Rental Committee minutes: the arrears situation seems to be coming back into control! Great summary from Fran.

d) Tenant & Community Engagement Committee minutes

e) Finance Committee Minutes

f) Development Committee Minutes

g) Personnel Committee Minutes

10. Adjournment: The meeting adjourned at 9:00pm (M/C, Jesse Steinberg)

Next meeting: March 30th, 2022