

MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING

Wednesday, April 27, 2022

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

Staff: Sarah Button, Tessa Trueman (recorder)

Regrets: AnaLori Smith (President), Reaz Zaman

1. Call to order

The meeting called to order at 7:13pm.

2. Adoption of agenda

Requested additions:

- Taiga CHRA presentation
- Second pest control vehicle

The agenda was adopted unanimously as presented with addition of the above items.

3. Adoption of the CCOC Board minutes from March 30, 2022

Sandy is not listed in the regrets.

The CCOC Board minutes from March 30, 2022 were unanimously adopted with the above noted change. (Sandy Hung abstains as she was absent)

The Board requests the in-camera minutes be brought to the next Board meeting.

4. Declaration of conflict of interest: None

5. Time-sensitive Business

a) Review draft financial statements

Maryse presented the CCOC financial statements for the 2021 fiscal year.

Motion 1: That the CCOC 2021 Year-end Financial Statements presented herewith, incorporating the recommended adjustments, including that an additional \$1,300,000 be transferred from EOA operating income to the EOA capital replacement reserve, and that \$98,000 be transferred from unrestricted net assets to the Other capital replacement reserve, and with any required minor amendments, be received and forwarded to the Membership for approval. (M/S/C, Court Miller/Penny McCann)

The Board reviewed the Directors' liability for statutory deductions.

Motion 2: The Board recommends this statement be attached to the minutes for this meeting. (M/S/C, Courtney Miller/Dougald Brown)

b) Camera Policy

Conversations about cameras in buildings began several years ago but it began anew when we amalgamated with Taiga because they already had cameras at 2100 Scott St.

Two draft policies were created and reviewed by a camera working group, TCE Committee, Facilities Management Committee, Rental Committee, and CCOC staff. Additionally, we got legal input from our Residential Tenancies lawyer.

The Board would be the final decision maker before installing new cameras. The intent is for cameras to be a "last resort" after trying everything else first. Staff are working on a draft checklist to clarify what "everything else" entails.

Discussion:

- Was there a community consultation? If so, who was included? The last time this came to the Board we had asked for more information on the engagement process. This is especially important with regards to our anti-oppression and anti-racism work.
 - Engagement would be part of the "try everything else" checklist. This part is not ready for Board review but can be brought back once it is ready. Since the policies make the Board final decision makers, members would be well-informed of the engagement that was done prior to the camera installation.
- Can we combine this into one camera policy? We have 68 policies as an organization and it's better to keep things together.
- Whenever something comes to the Board, we get costing for the project, but we don't always see the budget impact. Can we get more budget information for things like this? For example, the total cost is "xxx" and here is how we had to adjust the budget to afford this project.
- In the experience of Taiga, what were the tangible results of having cameras?
 - Unfortunately, we did not get this level of detail during the merger. Since we took over property management there, we have already used footage in 2 instances for legal proceedings.
- Anti-oppression language is missing from these policies. Could we send this to Connect2Knowledge (our AROC consultant) for their insights? Sarah will look into this.
- The Board does not feel ready to approve the policy as it stands. Are there any buildings that are eagerly waiting for cameras and will be held up by sending the policy back for further review?
 - There are two buildings that have many tenants requesting cameras. However, we don't want to rush the process since we can't walk it back once we install cameras. In addition, even once these policies are approved, we would not be jumping straight to cameras as we really need

to nail down the checklist of everything we need to try before cameras get installed.

- Since we already have one building with cameras (2100 Scott St), we should at least approve the camera footage access policy so that there is clarity for staff while the rest of the policy is reviewed.

Motion 1: The Board directs staff to combine the camera installation and camera footage access policies, add AROC lens considerations to the policies, and provide the guidance/report template to the Board for final approval.

(M/S/C, Penny McCann, Erica Braunovan)

Motion 2: The Board approves the camera footage access policy as written.

(M/S/C, Penny McCann/Erica Braunovan)

c) Resolutions for the AGM

The Resolutions Committee reviewed and provided recommendations on 4 draft Resolutions that were presented (details attached).

Proposed Amended Resolution 1: That CCOC create a fossil-fuel free transportation strategy that includes bike rooms, e-bikes, and electric vehicles.

The Board recommends this resolution be presented to the CCOC membership at the 2022 AGM.

(M/S/C, Courtney Lockhart/Wayne Fan)

Proposed Resolution 2: Client services around capital projects.

The Board does not recommend this resolution be presented at the 2022 AGM.

Proposed Resolution 3: Contractor feedback forms

The Board recommends this resolution be presented to the CCOC membership at the 2022 AGM.

(M/S/C, Penny McCann, Court Miller)

Proposed Resolution 4: Tenant improvement program.

There was some discussion about this proposal. The Resolution is not ready for the AGM but the Board requests that it be sent to staff of Facilities Management for discussion. Is there a middle ground that would be feasible?

6. New Items/Business arising from the previous minutes

a) Taiga CHRA presentation:

CHRA is having their annual conference this week. As part of our transformation funding, we are doing an information session tomorrow. Message Courtney L. if you want a link.

- b) Joint Rentals & TCE safety meeting** (for discussion, deferred to May due to time constraints)
- c) Forward Financing:**

CMHC needed documents last minute and we were unable to get those documents signed by the City in time. This means the first draw will be May 12. Interest rates have gone up again, so they updated our loan and grant amounts to compensate once again (3.42 million grant, 9.41 million loan).
- d) Anti-oppression statement:**

The anti-oppression statement went around to all the committees again. The main feedback was that the language is a bit complex. We are drafting a new version with more plain language. It will come back to the Board when it is ready.
- e) TCE updated guideline and policy** (for information and approval – deferred to May due to time constraints)
 - New Guideline for Public Art (for info)
 - Personal Social Media Policy – shift to Personnel (for approval)
 - Corporate Social Media Policy (for info)
- f) Second Pest Control Vehicle** (deferred to May due to time constraints)

7. Information Items

- a)** Executive Committee minutes
- b)** Facilities Management Committee minutes
- c)** Rental Committee minutes
- d)** TCE Committee minutes
- e)** Finance Committee minutes
- f)** Development Committee minutes
- g)** Personnel Committee minutes

8. Adjournment – The meeting adjourned at 9:30pm. (M/C, Penny McCann)

Thank you to all Board members, especially those for whom this was their final meeting!

Next meeting: May 25, 2022 (there is also a very brief meeting after the AGM)