

## **MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING**

**Wednesday, September 28<sup>th</sup>, 2022**

**PRESENT:** AnaLori Smith (President), Christopher Yordy (Vice President), Dougald Brown, Soraya Ibrahim, Courtney Lockhart (Secretary), Micah Melnyk, Aditya Rao, Adrian Senn, Jesse Steinberg, Erica Braunovan, Nooreen Haider, Cynara Desbarats

**Staff:** Sarah Button (Executive Director), Emma Fox (Minute Taker)

**Regrets:** Court Millar (Treasurer), Reaz Zaman

### **1. Call to order:**

The meeting called to order at 8:31pm

### **2. Adoption of agenda:**

- Erica Braunovan volunteered as timekeeper.  
The agenda was adopted unanimously.

### **3. Adoption of the CCOC Board minutes from August 31<sup>st</sup>, 2022:**

- Aditya: Requested for his abstention on the vote regarding cameras to be noted.
- Christopher: Valued comments on Black Rock & Van City, requested these not be mentioned by name in the minutes, rather “credit unions” mentioned more broadly may be useful.

The minutes were adopted unanimously with the above amendments.

### **4. Declaration of conflict of interest:**

- No one declared a conflict of interest for today.

### **5. Risk Register- Verbal update:**

**Moving to in-camera:** (M/S/C, Jesse, Aditya)

**Moving to out-of-camera:** (M/S/C, AnaLori, Christopher)

### **New Business Update:**

### **6. For approval:**

- a. **Hybrid Work Agreements:** (from Personnel Committee recommendations):

The updated policy and agreement was circulated to the Personnel Committee in

spring 2022. Personnel recommended that staff have the opportunity to share feedback on the documents and opinions on this.

The board agreed that a hybrid work policy is valid because of precautionary measures due to COVID-19, and importance of allowing staff a flexible work environment.

Adi had some edits to be made to the policy:

- “Employee and employee” typo in the first paragraph
- Third paragraph under subtitle “Guidelines” begins with “CCOC is a front-line essential...” the second-last sentence contains “to the no CCOC position should be 100% remote-based”
- Same paragraph above, consider rewording so we do not preclude ourselves from 100% remote-based positions
- Under subtitle “approval process”, paragraph two ends with “when possible, i.e.: illness” which seems unclear
- Top of page 2 of policy may want to define a period of notice instead of saying “reasonable” notice
- “Home Office Expenses” section edit to: “CCOC is not responsible for providing office equipment or furnishings, except as provided under Appendix B” to avoid policy prohibiting all instances of office-provided equipment while also including an Appendix to suggest some equipment will be provided

**MOTION: The Board approved the hybrid work policy with the above amendment to edit the wording in certain sections as outlined above.**

(M/S/C, Aditya/Jesse), all are in favour

b. **Vacation Policy Update:** (from Personnel Committee recommendations)

The update for this policy was to help staff understand the importance of personal time off and that CCOC encourages its’ employees to use their vacation time in full every year. We’ve updated this policy to clarify the vacation entitlements of staff and when they’re eligible to use these vacation days.

The Board discussed having a cash out option under the vacation policy, but as Erica mentioned, this may not be a good idea because we should be encouraging staff to take time off and rest. Adi mentioned the possibility of rolling over vacation time from the previous year as to not force staff to take vacation if they feel pressured to. It comes down to it being a decision between staff and their supervisor to agree on specific vacation requests and negotiations.

Courtney mentioned an edit:

- **Paragraph 11.2.5 Vacation Scheduling**, paragraph at the end that needs to

be removed: *“How is CCOC going to work out a conflict between two employees who want to take vacation over the same period, but are in the same department...”*

**MOTION: The Board approved the Vacation Policy update with the above amendment that staff and respective supervisors have the ability to discuss vacation time on a case by case basis.**

(M/S/C, Chris/Jesse), all are in favour

**c. COLA (Cost of Living Adjustment) for Staff:**

The Personnel Committee has proposed a 2% salary increase for 2023, based on modelling completed by the HR and Finance departments and CCOC’s financial picture. The approval of this COLA adjustment is vital for the 2023 budgeting process and should be decided as soon as possible.

A great amount of discussion and concern from the board about whether this proposal aligns with our policies and is actually a wage decrease. The board would like more clarity on what a 2% increase means in the context of the overall CCOC budget. The board agreed that they need more information on the proposed 2% salary adjustment before making a final decision.

**MOTION: The Board moved to have the decision on the COLA staff salary increase of 2% deferred until the next meeting in October.**

Motion in order to move to table (Aditya/Dougald).

**d. Interim Vaccination Policy:**

The Interim Vaccination Policy was created and put in place under the guidelines set out by Ottawa Public Health in order to keep CCOC employees safe during the COVID-19 pandemic. The policy will expire on September 30<sup>th</sup>, 2022, therefore we must make a decision to either extend the policy or drop it. The Staff Pandemic Working Group have recommended to the Board that we extend the Interim Vaccination Policy as it aligns with our cautious approach here at CCOC.

The board did not have much time for discussion in regards to this policy. Some brief discussion led the Board to decide to approve the policy for another 3 months and revisit the discussion in December.

**MOTION: The Board approved the Interim Vaccination Policy under a three month extension.**

(M/S/C, Erica, Cynara), all in favour

**7. From Rental Committee:**



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All four of the rental motions:

- Rent Subsidy Request
- Internally-Funded Subsidy
- Mixed Income Housing Policy
- Guest Parking

Deferred to the October meeting due to time constraints.

**Adjournment:** The meeting adjourned at 10:08pm

**Next meeting: Wednesday, October 26<sup>th</sup>, 2022**