

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 04-2018**  
**Monday, April 30, 2018**  
**12:30 p.m. Boardroom, 119 Van Order Drive**

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**PRESENT:** Councillor Liz Schell, Chair                      Mr. Don Amos  
                 Ms. Denise Cumming, Vice Chair                      Ms. Catharine Gibson  
                 Mr. Robert Godkin    Mr. Hunt  
                 Ms. Alexandra Ortiz Carlsson

**REGRETS:** Councillor Oosterhof, Mr. Mir

**KFHC Staff:**

Ms. Mary Lynn Cousins Brame, CEO  
Ms. Janice Dobler, Executive Assistant  
Mr. Scott VanderSchoor, Technical Service Manager

**1. MEETING TO ORDER:** The Chair called the meeting to order the time being 12:35 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST – None**

**3. APPROVAL OF AGENDA**

**Moved by:** Mr. Godkin

**Seconded by:** Mr. Amos

**THAT** the Board of Directors approve Agenda No. 04 -2018 held on April 30, 2018. **CARRIED**

**4. CONFIRMATION OF MINUTES**

**Moved by:** Mr. Godkin

**Seconded by:** Mr. Amos

**THAT** the minutes of Kingston & Frontenac Housing Corporation Meeting No. 03-2018 held on March 26, 2018 be approved. **CARRIED**

**5. Governance, Human Resources & Strategy Committee Report April 2018**

**Moved by:** Ms. Cumming

**Seconded by:** Ms. Gibson

**THAT** the Board of Directors receive the report from the Governance, Human Resources & Strategy Committee for information. **CARRIED**

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**6. REPORTS FOR APPROVAL**

**Moved by:** Ms. Cumming

**Seconded by:** Mr. Godkin

**a) Governance Matrix**

**THAT** the Governance, Human Resources & Strategy Committee recommend the Board of Directors approve the Governance Matrix for a means to ensure the Board is meeting its responsibilities and ensuring strong governance. **CARRIED**

**Moved by:** Ms. Cumming

**Seconded by:** Mr. Hunt

**b) Board Meeting Evaluation**

**THAT** the Governance, Human Resources & Strategy Committee recommend the Board of Directors approve as part of the governance evaluation process the implementation of a board meeting evaluation survey. **CARRIED**

**7. REPORTS FOR INFORMATION**

**Moved by:** Mr. Hunt

**Seconded by:** Mr. Amos

**a) Strategic Planning Process**

**THAT** the Board of Directors receive for information from the CEO the outline for the upcoming strategic planning process. **CARRIED**

**Moved by:** Mr. Godkin

**Seconded by:** Ms. Cumming

**b) CEO Update and Standard Reports**

The Board of Directors receive the CEO reports for the month of March for information. **CARRIED**

**Moved by:** Mr. Hunt

**Seconded by:** Ms. Cumming

**c) 645 Brock Street**

The Board of Directors receive the overview of the 645 Brock Street Build as presented by Scott VanderSchoor, Technical Service Manager for information.

**d) Cliff Crescent/Nickle/Curtis, Affordable Infill,  
Design/Construction Phase**

The Board of Directors receive the information update of the Cliff Crescent/Nickle/Curtis, Affordable Infill, Design/Construction Phase as presented by Scott VanderSchoor Technical Service Manager for information. **CARRIED**

**10. DATE OF THE NEXT MEETING**

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday May 28, 2018 at 12:30 p.m., in the Board Room, 119 Van Order Drive.

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11. **ADJOURNMENT**

**Moved by:** Mr. Godkin

**Seconded by:** Ms. Oritiz Carlsson

**THAT** there being no further business, the meeting was adjourned at 2:15 p.m.

**CARRIED**

Kingston & Frontenac Housing Corporation

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Councillor Schell, Chair

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Mary Lynn Cousins Brame, CEO