

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 01-2018
Monday, January 29, 2018
1:00 p.m. Boardroom, 119 Van Order Drive

PRESENT: Councillor Liz Schell, Chair Mr. Don Amos
 Ms. Denise Cumming, Vice Chair Ms. Catharine Gibson
 Mr. Gerard Hunt

REGRETS: Ms. Ortiz Carlsson, Mr. Mir, Mr. Godkin, Councillor Oosterhof

KFHC Staff:

Ms. Mary Lynn Cousins Brame, CEO
Ms. Janice Dobler, Executive Assistant

1. MEETING TO ORDER: The Chair called the meeting to order the time being 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST - Mr. Hunt advised he has a conflict of interest regarding the 645 Brock Street Project and will be leaving the meeting during this discussion.

3. APPROVAL OF AGENDA

Moved by: Mr. Hunt

Seconded by: Ms. Gibson

THAT the Board of Directors approve Agenda No. 01 -2018 held on January 29, 2018.

CARRIED

4. CONFIRMATION OF MINUTES

Moved by: Mr. Hunt

Seconded by: Mr. Amos

THAT the minutes of Kingston & Frontenac Housing Corporation Meeting No. 08-2017 held on November 27, 2017 be approved.

CARRIED

5. ELECTIONS/APPOINTMENTS TO BOARD SUB-COMMITTEES

Election of Board Chair

Moved by: Mr. Hunt

Seconded by: Ms. Cumming

The CEO declared nominations open for Board Chair.

CARRIED

Nomination by: Mr. Hunt
Seconded by: Ms. Cumming
THAT Councillor Schell be nominated for Board Chair. **CARRIED**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson
THAT there being no further nominations, nominations were closed. By acclamation Councillor Schell was elected Board Chair. **CARRIED**

The Election of Vice-Chair

Moved by: Mr. Hunt
Seconded by: Mr. Amos
THAT the Chair declared nominations open for Board Vice-Chair. **CARRIED**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson
THAT Ms. Cumming be nominated for Board Vice-Chair. **CARRIED**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson
THAT there being no further nominations, nominations were closed. By acclamation Ms. Cumming was elected Board Vice-Chair. **CARRIED**

Board Committee Appointments

Moved by: Mr. Hunt
Seconded by: Ms. Gibson
THAT the Finance, Audit & Administration Committee and Governance, Human Resource & Strategy Committee selections of members be deferred to the next meeting. **CARRIED**

6. REPORTS FOR APPROVAL

Moved by: Mr. Hunt
Seconded by: Ms. Gibson

i. 2018 Board Officers

THAT the Board of Directors appoint the CEO as Secretary-Treasurer and approve the Chair, Vice Chair and CEO as signing authorities for the Corporation for 2018. **CARRIED**

Moved by: Ms. Gibson
Seconded by: Mr. Amos

ii. Board Meeting Calendar

THAT the Board of Directors, approve the 2018 Board Meeting Calendar. **CARRIED**

- iii. **Moved by:** Ms. Cumming
Seconded by: Ms. Gibson

THAT the KFHC Board of Directors, approve the award for the Pest Control services, PT 18-01, under the 2018 operating budget, to Greenshield Pest Control Ltd. for an amount of \$101,525.00 plus HST. **CARRIED**

- iv. **Business Plan**

Moved by: Mr. Hunt
Seconded by: Ms. Cumming

THAT the Board of Directors approve a strategy for the development of a business plan led by the CEO with full board input and to have the plan in place no later than the end of the year 2018 for the period 2019 – 2023.

CARRIED

7. REPORTS FOR INFORMATION

- a. **Alignment to Corporate Values**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson

THAT the Board of Directors recommend the CEO work with the Tenant Advisory Committee to assess how staff align with the Corporate Values and to report back to the Board. **CARRIED**

- b. **Increased Tenant Satisfaction**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson

THAT the Board of Directors received the report on the actions taken to improve tenant satisfaction and to demonstrate such improvement **CARRIED**

- c. **645 Brock Street**

Mr. Hunt left the meeting

Moved by: Ms. Cumming
Seconded by: Mr. Amos

THAT the Board of Directors receive the update on 645 Brock Street for information **CARRIED**

Mr. Hunt returned to the meeting

- d. **CEO Update and Standard Reports**

Moved by: Mr. Hunt
Seconded by: Ms. Gibson

THAT the Board of Directors recommend the CEO report back to the Board, at the next meeting, on the effect the minimum wage increase and the legalization of cannabis will have on the Corporation. **CARRIED**

8. IN Camera

Moved by: Mr. Hunt

Seconded by: Ms. Cumming

THAT the Board of Directors move into Close Session.

CARRIED

Moved by: Mr. Hunt

Seconded by: Ms. Gibson

THAT the Board of Directors move out of Closed Session.

CARRIED

9. DATE OF THE NEXT MEETING

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday February 26, 2018 at 2:30 p.m., in the Boardroom, 119 Van Order Drive.

11. ADJOURNMENT

Moved by: Mr. Hunt

Seconded by: Ms. Cumming

THAT there being no further business, the meeting was adjourned at 3:00 p.m.

CARRIED

Kingston & Frontenac Housing Corporation

Councillor Schell, Chair

Mary Lynn Cousins Brame, CEO