

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 10-2018**  
**Monday, November 26, 2018**  
**12:30 p.m. Boardroom, 119 Van Order Drive**

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

**REGRETS:** Mr. Gerard Hunt

**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 12:35 p.m.

**2. DISCLOSURE OF PECUNIARY – None**

**3. APPROVAL OF AGENDA**

**Moved by:** Ms. Gibson

**Seconded by:** Mr. Godkin

**THAT** the Board of Directors approve Agenda No. 10 -2018 held on November 26, 2018, as amended to add,

**8. New Business item:** Board Evaluation update

**7. b) Town Home Kingston Maintenance:** Board response to public inquiries

**CARRIED**

**4. CONFIRMATION OF MINUTES**

**Moved by:** Ms. Gibson

**Seconded by:** Mr. Godkin

**THAT** the minutes of Kingston & Frontenac Housing Corporation Meeting No. 09-2018 held on October 29, 2018 be approved as amended to add list of Board of Directors to item 6 b) Encasa Worldsource Financial Management Inc.

**CARRIED**

**5. PRESENTATION – 645 Brock Street and 28 Cliff Crescent Infill**

The Board of Directors will have the opportunity to tour the two properties once construction is complete.

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**6. REPORTS FOR APPROVAL - None**

**7. REPORTS FOR INFORMATION**

**Moved by:** Ms. Godkin

**Seconded by:** Mr. Amos

**a) Purchasing Policy and Procurement Practice Manual**

The Board of Directors receive the Kingston & Frontenac Housing Corporations Purchasing Policy and Procurement Practice manual for information.

**b) Town Homes Kingston Maintenance Update**

The Board of Directors receive the Town Homes Kingston maintenance update for information.

The Board Chair spoke to the Board regarding the changes that have taken place with Town Homes Kingston and how the Board should respond to public inquiries.

**c) CEO Update and Standard Reports**

The Board of Directors receive the CEO's reports for the month of October for information.

**d) DEVELOPMENT REPORTS**

The Board of Directors receive the information update of the 645 Brock Street, 28 Cliff Crescent Infill, 20 Cliff Crescent Infill and 1 Curtis Crescent as presented by Scott VanderSchoor, Technical Service Manager for information.

**CARRIED**

**8. NEW BUSINESS:**

**Board Evaluation**

The Vice Chair reviewed the Governance, Human Resources & Strategy Committee Board Evaluation with the Board of Directors.

**And,**

The Vice Chair noted Councillor Schell will be resigning from City Council in the New Year and will no longer be KFHC Board Chair. She reached out to the Board Members to consider a position to replace Councillor Schell on the Finance, Audit & Administration Committee and the Governance, Human Resource & Strategy Committee.

**9. INCAMERA**

**Moved by:** Ms. Ortiz Carlsson

**Seconded by:** Mr. Mir

**THAT** the Board of Directors move into Closed Session.

**CARRIED**

**10. INCAMERA**

**Moved by:** Councillor Oosterhof

**Seconded by:** Mr. Mir

**THAT** the Board of Directors move out of Closed Session.

**CARRIED**

**DATE OF NEXT MEETING**

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday January 28, 2019 at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

**9. ADJOURNMENT**

**Moved by:** Ms. Cumming

**Seconded by:** Councillor Oosterhof

**THAT** there being no further business, the meeting was adjourned at 2:45p.m.

**CARRIED**

Kingston & Frontenac Housing Corporation

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Councillor Schell, Chair

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Mary Lynn Cousins Brame, CEO