

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 05-2018**  
**Monday, May 28, 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. Gerard Hunt  
                 Mr. Kalam Mir    Councillor Gary Oosterhof

**REGRETS:** Ms. Alexandra Oritz Carlsson

**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 INTEREST – None**

**3. APPROVAL OF AGENDA**

**Moved by:** Mr. Godkin

**Seconded by:** Ms. Cumming

**THAT** the Board of Directors approve Agenda No. 05 -2018 held on May 28, 2018 as amended: **5. a)** 2018 Annual General Meeting Agenda

**Moved by:** Ms. Cumming

**Seconded by:** Mr. Godkin

**THAT** the Agenda be approved as amended.

**CARRIED**

**4. CONFIRMATION OF MINUTES**

**Moved by:** Mr. Hunt

**Seconded by:** Mr. Amos

**THAT** the minutes of Kingston & Frontenac Housing Corporation Meeting No. 04-2018 held on April 30, 2018 be approved.

**CARRIED**

**5. REPORTS FOR APPROVAL**

**Moved by:** Mr. Hunt

**Seconded by:** Mr. Mir

**a) 2018 Annual General Meeting Agenda**

**THAT** the Board of Directors approve the seventeenth Annual General Meeting Agenda as amended:

**5. a)** Replace 2017 with 2018 Annual General Meeting Agenda.

**e)** Include, Ratification of Act, Buy-Laws and Proceeding of Directors and Officers.

**CARRIED**

**b) Draft 2017 Annual Report**

**Moved by:** Ms. Gibson

**Seconded by:** Mr. Oosterhof

**THAT** the Board of Directors approve the 2017 Annual Report as amended.

**CARRIED**

**c) Board Calendar and Activities**

**Moved by:** Ms. Gibson

**Seconded by:** Ms. Cumming

**THAT** the Governance, Human Resource & Strategy Committee recommend the Board of Directors approve the Board calendar and schedule of activities.

**CARRIED**

**d) Governance, Human Resource & Strategy Committee Revised Terms of Reference**

**Moved by:** Ms. Cumming

**Seconded by:** Mr. Hunt

**THAT** the Governance, Human Resource & Strategy Committee recommend to the Board for approval the revised terms of reference for the Governance, Human Resource & Strategy Committee.

**CARRIED**

**6. REPORTS FOR INFORMATION**

**Moved by:** Mr. Hunt

**Seconded by:** Ms. Cumming

**a) Board Director Survey**

**THAT** the Board of Directors receive and complete the Board Director Survey developed by the Governance, Human Resource & Strategy Committee.

**b) CEO Update and Standard Reports**

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

**c) 645 Brock Street**

The Board of Directors receive the over view of the 645 Brock Street build as presented by CEO for information.

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

The Board of Directors receive the information update of the Cliff Crescent and Nickle/Curtis, Affordable Infill, Design/Construction Phase as presented by the CEO.

**CARRIED**

**7. DATE OF THE NEXT MEETING**

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday June 25, 2018 at 12:30 p.m., in the Board Room, 119 Van Order Drive.

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**8. ADJOURNMENT**

**Moved by:** Mr. Hunt

**Seconded by:** Ms. Gibson

**THAT** there being no further business, the meeting was adjourned at 1:45 p.m.

**CARRIED**

Kingston & Frontenac Housing Corporation

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Councillor Schell, Chair

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Mary Lynn Cousins Brame, CEO