

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 05-2019
Monday, May 27, 2019
12:30 p.m. Boardroom, 119 Van Order Drive

PRESENT: Ms. Denise Cumming, Chair
Ms. Catharine Gibson, Vice Chair
Councillor Bridget Doherty
Councillor Gary Oosterhof

Ms. Alexandra Ortiz Carlsson
Mr. Kalam Mir
Mr. Bob Godkin

REGRETS: Mr. Gerard Hunt

ABSENT: Mr. Don Amos

KFHC Staff:

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. APPOINTMENT OF MEETING OBSERVER

THAT the Board Chair appoint the Board meeting observer for the May 27, 2019 Board meeting.

Mr. Bob Godkin reported the meeting went well and fit the 7 board responsibilities.

3. DISCLOSURE OF PECUNIARY – None

4. APPROVAL OF AGENDA

Moved by: Ms. Gibson

Seconded by: Mr. Godkin

THAT the Board of Directors approve Agenda No. 05 -2019 held on May 27, 2019, as amended.

- i. Add Consent Agenda after Public Agenda
- ii. Add Rise and Report as #5 b)

CARRIED

4. CONFIRMATION OF MINUTES

Moved by: Councillor Doherty

Seconded by: Ms. Gibson

THAT the minutes of Kingston & Frontenac Housing Corporation Meeting No.4-2019 held on April 29, 2019 be confirmed.

CARRIED

5. In Camera

Moved by: Mr. Mir

Seconded by: Councillor Oosterhof

THAT the Board of Directors move into closed session

Moved by: Councillor Oosterhof

Seconded by: Mr. Godkin

THAT the Board of Director move out of closed session without reporting

CARRIED

6. RISE AND REPORT

1. The Board of Directors received and considered the report from Sheldon Laidman and Peter Huigenbos with the City of Kingston, for potential development at 1316 Princess Street.
2. The Board of Directors received and considered the Business Case and Plan presented by CEO.
3. The Board of Directors received and considered the service agreement with Town Homes Kingston as amended.

7. REPORTS FOR APPROVAL

Moved by: Mr. Godkin

Seconded by: Ms. Gibson

a) Draft Capital Audit 646 Brock Street

THAT the Board of Directors approve the draft capital audit for 645 Brock Street conducted by KPMG.

CARRIED

b) Special Board Meeting Policy

Moved by: Ms. Gibson

Seconded by: Mr. Godkin

THAT the Governance, Human Resource & Strategy Committee recommends to the Board of Directors for approval the Special Board Meeting Policy.

CARRIED

8. REPORTS FOR INFORMATION

Moved by: Ms. Cumming

Seconded by: Councillor Doherty

a) Governance, Human Resource & Strategy Committee

The Board of Directors receive the Chair's April update on the Governance, Human Resource & Strategy Committee meeting for information.

CARRIED

b) Finance Audit & Administration Committee

Moved by: Ms. Gibson

Seconded by: Mr. Mir

The Board of Directors receive the Acting Chair's April update for information.

CARRIED

c) CEO Update and Standard Reports

Moved by: Mr. Mir

Seconded by: Councillor Oosterhof

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

CARRIED

d) Consent Report

Moved by: Mr. Godkin

Seconded by: Ms. Gibson

The Board of Directors review the following management reports for information.

- i. Finance Statements – Consolidated Income Statement
- ii. Property Management Department Arrears
- iii. Property Management Department Vacancy Loss
- iv. Maintenance Department Work Order Tracking
- v. Capital Projects Tracking

CARRIED

9. Other Business

a) Liveable Wage (Deferred)

b) Board information meeting of KFHC's projects. The Executive Assistant will pole to see best times over the summer months and invite Susan Gibson to facilitate.

c) Board Chair will send a letter to Dr Andrew Hamilton, St. Vincent de Paul Society advising KFHC has declined their request to enter into a partnership at this time.

10. Date of Next Meeting

Moved by: Councillor Doherty

Seconded by: Mr. Godkin

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday June 24, 2019 at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

CARRIED

ADJOURNMENT