

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 09-2019
Monday, November 25, 2019
12:30 p.m. Boardroom, 119 Van Order Drive

PRESENT: Ms. Denise Cumming, Chair
Ms. Catharine Gibson, Vice Chair
Councillor Gary Oosterhof
Mr. Robert Godkin
Councillor Bridget Doherty
Mr. Don Amos
Ms. Alexandra Ortiz Carlsson

REGRETS: Mr. Mir

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 Councillor Doherty as the Board meeting observer for the November 25, 2019 Board meeting.

CARRIED

3. DISCLOSURE OF PECUNIARY – None

4. APPROVAL OF AGENDA

Moved by: Mr. Godkin

Seconded by: Ms. Ortiz Carlsson

THAT the Board of Directors approve Agenda No. 09 -2019 November 25, 2019 as amended to add to **9 a & b)** Committee Minutes **11 b)** Board Self Evaluation

CARRIED

5. APPROVAL OF CONSENT AGENDA

Moved by: Ms. Gibson

Seconded by: Mr. Amos

THAT the Board approves the Consent Agenda No.05-2019 for November 25, 2019.

CARRIED

6. CONFIRMATION OF THE MINUTES

Moved by: Mr. Godkin

Seconded by: Ms. Gibson

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.08-2019 held on October 28, 2019 be approved as amended to change **9c)** *CEO presentation to the Board*, be included in the motion.

CARRIED

7. Presentation: None

8. REPORTS FOR APPROVAL

a) 10 – Year Housing & Homeless Plan Update Response

Moved by: Mr. Godkin

Seconded by: Councillor Oosterhof

THAT the Board of Director approves the 10-year Housing & Homeless response to be submitted to the Service Manager as amended.

The CEO went through the City's Plan noting an extension was requested in order for the Board of Directors to review the plan and response to the City.

Mr. Amos noted a change to the CEO response pg. 2 second full paragraph to have jails changed to Correctional Institutions.

Board Questions:

- Clarification on the locations of rural housing? The CEO noted the rural areas are Sydenham, Inverary, Sharbot Lake and Verona. Verona is the only property under KFHC.
- Will this add and will the Corporation be able to accommodate the extra work load and what impact will this have? CEO advised she is lobbying to be at the table with the City. 2011 CEO put in a request to have funding made available for in house support staff; the funding was granted but given to Home Base Kingston, therefore the CEO had to find the funds within the corporation to hire a support manager. The CEO and Support Manager will be attending the meetings with the City and stakeholders.
- What are the next steps? The City will incorporate the feedback from the Stakeholders into a draft plan to be approved at Council.

CARRIED

b) Town Homes Kingston Management Agreement Renewal

Moved by: Mr. Gibson

Seconded by: Mr. Amos

THAT the Board of Directors authorize Kingston & Frontenac Housing Corporation to renew the contractual agreement with Town Homes Kingston (THK) to provide full management services consisting of maintenance, property management, finance, administration and operational governance until December 31, 2020; and

THAT the Board of Directors authorize the CEO to execute the required agreement for the provision of these services as amended to add to paragraph 3 pg. 2 KFHC has the capacity to hire staff.

Board Questions:

THK Staff Concerns, have they been resolved and have you been given authority to manage THK staff? The CEO met with Ruth and Lanie regarding the staff concern and it has been dealt with. THK still has a board of directors and KFHC is still under a contractual agreement all decisions have to go through the City who is the acting THK Board.

CARRIED

c) Portable Housing Program

Moved by: Mr. Godkin

Seconded by: Councillor Doherty

THAT the Board of Directors receives the report on the Portable Housing Program for information.

Board Questions:

- Is the monthly pension not sufficient to pay rent? CEO no it's not the portable housing benefit would be required to help with the rent for those who qualify.
- Why isn't this benefit advertised: It's only available to people on the waiting list they are notified of the benefit at time of being offered housing. The tenant has 90 days to decide if they want to stay where they are or move.
- What does RGI Market mean? RGI Market rent is market rent lower than the true Market rent.

CARRIED

9. REPORTS FOR INFORMATION

a) Governance, Human Resource & Strategy Committee

Moved by: Mr. Godkin

Seconded by: Ms. Ortiz Carlsson

The Board of Directors receive an update from the Governance, Human Resource & Strategy Committee from the Chair for information.

CARRIED

b) Finance, Audit & Administration Committee

Moved by: Mr. Amos

Seconded by: Mr. Godkin

The Board of Directors receive the Chairs update on the Finance, Audit & Administration Committee meeting for information.

Further,

The Board requested the committee minutes be included in the Board package for information.

CARRIED

c) CEO Update

Moved by: Mr. Godkin

Seconded by: Ms. Ortiz Carlsson

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

Work Orders

The CEO noted maintenance work orders have increased and spoke with the maintenance team who noted a number of the work orders are due to tenants reporting minor non-significant problems produces a work order.

Board Questions:

Are the number of work orders related to the age of the building? CEO yes this is correct.

Arrears

The Board of Directors will send a letter to the Landlord Tenant Board regarding the extended wait time for tribunal hearings, asking to have more adjudicators assigned to the Tenant Board.

1316 Princess Street Development

The City has delayed development to allow more time for planning.

Pest Management

The CEO took a direct look at the pest issue. CEO met with Greensheild, has directed staff to be in attendance at the time Greenshield is scheduled to do a treatment. Things have improved.

LHC

As the LHC Forum Chair CEO arranged for the local housing CEO's to meet with Minister Steve Clark the Minister of Municipal Affairs & Housing. The Minister is aware of the complex needs of tenants, the need for more affordable housing and funding required. The Minister has committed that his office will be consulting with the LHC Forum on a regular basis.

CARRIED

10. CLOSED SESSION

Moved by: Councillor Doherty

Seconded by: Ms. Gibson

THAT the Board of Directors move into Closed Session.

CARRIED

11. CLOSED SESSION

Moved by: Mr. Amos

Seconded by: Mr. Godkin

THAT the Board of Directors move into Public Session

CARRIED

12. OTHER BUSINESS

a) Board Self-Assessment

The Board Chair requested the Board of Directors complete the Board Self-Assessment and have it emailed back no later than December 31, 2019.

13. MEETING OBSERVER FEEDBACK

Councillor Doherty noted the meeting made efficient use of everyone's time and we stayed focused on board responsibilities.

14. Date of Next Meeting

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday January 27, 2020 at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

14. ADJOURNMENT

Moved by: Mr. Amos

Seconded by: Mr. Godkin

THAT the meeting of the Board of Directors is adjourned.

CARRIED

Ms. Denise Cumming, Chair

Mary Lynn Cousins Brame, CEO