

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 08-2019
Monday, October 28, 2019
12:30 p.m. Boardroom, 119 Van Order Drive

PRESENT: Ms. Catharine Gibson, Vice Chair
Mr. Don Amos
Councillor Gary Oosterhof

Mr. Mir
Mr. Robert Godkin
Ms. Alexandra Ortiz Carlsson

REGRETS: Ms. Denise Cumming, Councillor Bridget Doherty

KFHC Staff:

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

1. MEETING TO ORDER: The Vice Chair called the meeting to order the time being 12:35 p.m.

2. APPOINTMENT OF MEETING OBSERVER

Moved by: Mr. Mir

Seconded by: Mr. Godkin

THAT the Board Vice Chair appoint Councillor Oosterhof as the Board meeting observer for the October 28, 2019 Board meeting.

CARRIED

3. DISCLOSURE OF PECUNIARY – None

4. APPROVAL OF AGENDA

Moved by: Mr. Godkin

Seconded by: Mr. Amos

THAT the Board of Directors approve Agenda No. 08 -2019 held on October 28, 2019

CARRIED

5. APPROVAL OF CONSENT AGENDA

Moved by: Ms. Gibson

Seconded by: Mr. Godkin

THAT the Board approves the Consent Agenda No.04-2019 for October 28, 2019 as amended to answer question posed by Ms Ortiz Carlsson and Councillor Oosterhof regarding the Maintenance MDA report last sentence pg.1: Finding Contractors who are willing to work within our occupied units continues to be a challenge.

The CEO noted some contractors have issue with working in the units due to health and safety factors or condition of the unit. Contractors refuse to bid on or put in high bid to do the work.

CARRIED

6. CONFIRMATION OF THE MINUTES

Moved by: Mr. Amos

Seconded by: Mr. Mir

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.07-2019 held on September 30, 2019 be confirmed.

THAT the Governance Human Resource & Strategy Committee review the Board Minutes at their next meeting as requested by Ms. Ortiz Carlsson.

CARRIED

7. CLOSED SESSION

Moved by: Councillor Oosterhof

Seconded by: Ms. Ortiz Carlsson

THAT the Board of Directors move into Closed Session.

CARRIED

8. PRESENTATION: None

9. REPORTS FOR APPROVAL

Moved by: Councillor Oosterhof

Seconded by: Mr. Mir

a) Governance Strategies

THAT the Board of Directors approves the governance strategies on the recommendation of the Governance, Human Resource & Strategy Committee.

- i. **THAT** the Board Calendar & Activities be approved.
- ii. **THAT** the Board Evaluation Survey Tool be approved.

Further,

THAT the Board of Directors complete the Board Evaluation Form as requested by the Governance, Human Resources & Strategy Committee for submission at the November Board meeting.

CARRIED

b) Draft Policies

Moved by: Mr. Gibson

Seconded by: Mr. Amos

THAT the Board of Directors approves the Board Policies on the recommendation of the Audit Finance & Administration Committee.

- i. **THAT** the Budgeting Policy No. 2019-07 be approved
- ii. **THAT** the Capital Expenditures Policy No. 2019-08 be approved.

CARRIED

c) Draft Budget 2020 & Presentation by the CEO

Moved by: Mr. Godkin

Seconded by: Mr. Amos

THAT the Board of Directors approve the following draft budgets and CEO presentation on recommendation of the Finance, Audit & administration Committee.

- i. **THAT** the Draft Budget 2020 be approved.
- ii. **THAT** the Capital Expenditures for 2020 be approved.
- iii. **THAT** the Long Range Capital Expenditures for 2021 and 2022 be approved.

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. Ms. Ortiz Carlsson spoke to the report on behalf of the Chair.

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. Mr. Amos spoke to the report on behalf of the Chair.

CARRIED

c) CEO Update

Moved by: Mr. Godkin

Seconded by: Ms. Ortiz Carlsson

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

Ms. Ortiz Carlsson queried on the LHC Forum. THE CEO noted the LHC Forum was based on Complex Tenant needs. Managers for each housing provider broke out into department specific groups to brain storm on the topic.

CARRIED

11. OTHER BUISNESS – None

12. MEETING OBSERVER FEEDBACK

Councillor Oosterhof felt the Board meeting discussions during the meeting followed the Governance/Strategic mission and planning. The legal support along with financial overview exercised effective governance.

13. Date of Next Meeting

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday November 25, 2019 at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

14. ADJOURNMENT

Moved by: Mr. Mir

Seconded by: Mr. Godkin

THAT the meeting of the Board of Directors is adjourned.

CARRIED

Ms. Denise Cumming, Chair

Mary Lynn Cousins Brame, CEO