

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 07-2019
Monday, September 30, 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

Mr. Don Amos
Mr. Kalam Mir
Ms. Alexandra Ortiz Carlsson
Mr. Robert Godkin

KFHC Staff:

Mary Lynn Cousins Brame, CEO
Ms. Janice Dobler, Executive Assistant
Mr. Scott VanderSchoor, Technical Service Manager

1. MEETING TO ORDER: The Chair called the meeting to order the time being 12:45 p.m.

2. APPOINTMENT OF MEETING OBSERVER

THAT the Board Chair appoint Ms. Alexandra Ortiz Carlsson as the Board meeting observer for the September 30, 2019 Board meeting.

3. DISCLOSURE OF PECUNIARY – None

4. APPROVAL OF AGENDA

Moved by: Mr. Godkin

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve Agenda No. 07 -2019 held on September 30, 2019.

CARRIED

5. APPROVAL OF CONSENT AGENDA

Moved by: Mr. Godkin

Seconded by: Mr. Amos

THAT the Board approves the management reports be adopted as part of the Consent Agenda as amended to add Maintenance MDA report as item 9 e) on the Public Agenda and moving forward the Finance Consolidated Income and RGI Report from the Finance MDA report be a standing Public Agenda item.

CARRIED

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- i. **Finance & Administration – MDA Report for July**
Moved by: Mr. Mir
Seconded by: Ms. Ortiz Carlsson
THAT the Board of Directors receive the Finance & Administration MDA report for information.

CARRIED

- ii. **Property Management – MDA Report**
Moved by: Councillor Doherty
Seconded by: Mr. Mir
THAT the Board of Directors receive the Property Management MDA report for information.

CARRIED

6. CONFIRMATION OF MINUTES

Moved by: Ms. Gibson
Seconded by: Mr. Amos

THAT the minutes of Kingston & Frontenac Housing Corporation Meeting No.6-2019 held on June 24, 2019 be confirmed.

CARRIED

7. PRESENTATION: Update Wright Crescent – Scott VanderSchoor

DEFERRED

8. REPORTS FOR APPROVAL – ELECTRONIC VOTE

a) Approval of Architectural and Engineering Services, 27 Wright Crescent

Moved by: Mr. Godkin
Seconded by: Mr. Amos

THAT the Board of Directors approve the architectural and engineering services of Shoalts and Zaback Architects Limited in the sum of \$240,000.00 plus HST for the 27 Wright Crescent Development.

THAT the Board of Directors respond to an Electronic Vote using “reply to all”.

CARRIED

b) Board Policies

THAT the Governance, Human Resource & Strategy Committee recommends to the Board of Directors for approval the Draft Recorded Information Policy and Draft Board Self-Assessment Policy.

Moved by: Ms. Gibson
Seconded by: Mr. Godkin

- i. **THAT** the Draft Board Recorded Information Policy be approved.

THAT the Governance, Human Resource & Strategy Committee draft a Policy Review policy and bring back to the Board.

CARRIED

Moved by: Councillor Doherty

Seconded by: Mr. Godkin

The Board Self-Assessment Policy No. 2019-06 be approved as amended to include:

- ii. Self-Assessment comprises two activities: the on-going use of a meeting observer and the use of any written annual self-assessment tool. At the start of each Board meeting the Board Chair will appoint a meeting observer from within the Board. At the end of the Board meetings the observer will make comments about the Board alignment with the Corporate Values and its fulfilment of the Board's responsibilities.

CARRIED

9. REPORTS FOR INFORMATION

a) Liveable Wage

Moved by: Ms. Ortiz Carlsson

Seconded by: Councillor Doherty

The Board receive the update by CEO on Liveable Wage for information.

THAT the CEO look into the declaration on Liveable Wage and how it aligns with the City.

CARRIED

b) CEO Update

Moved by: Councillor Doherty

Seconded by: Mr. Godkin

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

CARRIED

c) Governance , Human Resource & Strategy Committee

Moved by: Councillor Doherty

Seconded by: Mr. Amos

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

CARRIED

d) Finance, Audit & Administration Committee

Moved by: Ms. Gibson

Seconded by: Mr. Mir

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

CARRIED

e) Maintenance, Corporate Assets, and Development – MDA Report for July

Moved by: Mr. Amos

Seconded by: Ms. Gibson

The Board of Directors receive the Technical Services Managers report for information.

CARRIED

Councillor Oosterhof excused himself from the meeting.

10. Closed Session

Moved by: Mr. Mir

Seconded by: Councillor Doherty

THAT the Board of Directors move into Close Session.

CARRIED

11. Closed Session

Moved by: Mr. Godkin

Seconded by: Councillor Doherty

THAT the Board of Directors move into Public Session without reporting.

CARRIED

12. OTHER BUISNESS

The Chair outline that there are a few Board Members who terms are expiring and need to reapply to be on the Board. The Chair asked that Janice Executive Assistant circulate the information to each Board Member who needs to reapply. The Chair outlined that the advertisement for KFHC recruitment will state seeking applicants with financial skills and experience. The Chair shared the letter that will be sent to the Nomination Committee asking for a replacement of Mr. Hunt and seeking continuity on the Board.

13. MEETING OBSERVER FEEDBACK

Ms. Ortiz Carlsson provided the Board with her observations. She felt it was a bit frazzled with the large amount of paper however the Board was on purpose and fulfilling mission. The Board was very supportive of the CEO and staff. One suggestion was when an item is requested to be pulled from the Consent Agenda into the Public Agenda that a specific item be flagged and not the entire report. The observer outlined that she likes the approach taken by Councillor Oosterhof in that he asked if he was in his governance role when asking a question. All agreed this is a helpful approach to ensure Board is staying within their governance role. The observer felt the meeting was successful and everyone felt open to ask questions and seek information.

14. Date of Next Meeting

Moved by: Councillor Doherty

Seconded by: Ms. Gibson

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

CARRIED

15. ADJOURNMENT

Ms. Denise Cumming, Chair

Mary Lynn Cousins Brame, CEO