

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 03-2023
April 24, 2023, 12:30 p.m. Location: KFHC Board Room

Attendance:

Liz Schell, Chair
Bryan Hamberg, Director
Councillor Brandon Tozzo (**Depart 1:10**)
Sanjiv Kapoor, Director

Denise Cumming, Director
Wendy Scheer, Director
Constantin Mugenga
Councillor Don Amos, Vice Chair

KFHC Staff:

Mary Lynn Cousins Brame, CEO,
Lori Kidd Velkova, Asset & Project
Scott VanderSchoor, Director of
Assets & Development

1. **MEETING TO ORDER:** The Chair called the meeting to order the time being 12:30 p.m.
2. **APPOINTMENT OF MEETING OBSERVER**
THAT the Board recognizes Councillor Brandon Tozzo who volunteered as the Board Meeting Observer for April 24, 2023.
3. **DECLARATION OF CONFLICT AND PECUNIARY INTEREST:** None
4. **APPROVAL OF AGENDA**
Moved by: Councillor Brandon Tozzo
Seconded by: Councillor Don Amos
THAT the Board of Directors approve Agenda No. 03-2023 for the meeting on April 24, 2023, with the removal of the Property Management and Finance & Administration reports from the consent agenda. These items will be moved to New Business for further discussion.

CARRIED
5. **APPROVAL OF CONSENT AGENDA**
Moved by: Wendy Scheer
Seconded by: Councillor Don Amos
THAT the Board approves the Consent Agenda No.02-2023 for March 27, 2023, with the removal of the Property Management and Finance reports.

CARRIED
6. **CONFIRMATION OF THE MINUTES**
Moved by: Bryan Hamberg
Seconded by: Councillor Brandon Tozzo
THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.02-2023 held on March 27, 2023, be approved.

CARRIED

7. BUSINESS ARISING:

Financial Review – MDA Report for March; Property Management – MDA Report for March; Maintenance, Corporate Assets, and Development – MDA Report for March.

8. NEW BUSINESS

- a. **Property Management – MDA Report for March** - Board asked questions about position acronyms and proposed arrears collection. KFHC is working with the City in particular the Housing & Social Services Department to consider creating a directive to assist in KFHC receiving rent payment on behalf of eligible tenants directly. CEO outlined the roles of the Property Management Assistants and the Applicant/Tenant Service Coordinator.

- b. **Financial Review – MDA Report for March** - Board asked for clarification about arrears reporting as it related to the various housing programs, bad debts, non-rental revenue, and utility costs.

9. REPORTS FOR APPROVAL

- a. **Elevator Modernization at 205 Rideau** presented by Mary Lynn Cousins Brame and Scott VanderSchoor due to receiving only one bid for a public tender.

Moved by: Councillor Brandon Tozzo

Seconded by: Constantin Mugenga

THAT the Board of Directors approve the creation of a Contract Order for TK Elevator for capital project Elevator Modernization at 205 Rideau.

CARRIED

- b. **Mortgage Renewal for 205 Rideau** presented by Mary Lynn Cousins Brame

Moved by: Wendy Scheer

Seconded by: Councillor Brandon Tozzo

THAT the Board of Directors approve of the refinancing arrangement of the existing charge/mortgage of land (the "Mortgage") for its project municipally known as Rideaurcrest Towers, 205 Rideau Street, Kingston by the Ministry of Municipal Affairs and Housing for approximately \$1,220,086.32 maturing June 1, 2023 (Ref No. E02116).

CARRIED

10. REPORTS FOR INFORMATION

- a. **LHC Key Performance Data 2022**

The CEO presented the data which outlined KFHC's performance in relation to all nine independent LHCs in the province. Overall KFHC is performing quit well under the current economic and social environments.

- b. **CEO Update and Standard Report**

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

The CEO Report was circulated with the board package, with a focus on waste removal and the Local Housing Corporation (LHC) Community of Practice kick-off meetings starting in April.

11. NEW BUSINESS CONTINUES

Board Sub-Committees – Three (3) committees need to begin meeting: Finance, Advocacy, and Governance. Surveys will be sent to determine optimal dates and times for meetings being held at KFHC. Wendy Scheer to join the Finance Committee.

13. BOARD MEETING OBSERVER FEEBACK

Denise Cumming reported on behalf of the Observer, who had to depart early. She commended the group for reaching the seven (7) key responsibilities of the Board: financial & fiduciary duties exercised, knowledge collection mission & purpose re: LHC presentation, and CEO report. Overall, a highly effective meeting.

14. Next Meeting

May 29, 2023

15. ADJOURNMENT

The agenda was fulfilled; the Chair declared the meeting adjourned at 1:40 pm.

X

Liz Shell
Chair

X

Mary Lynn Cousins Brame
CEO