

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 02-2022**  
**Monday, February 28, 2022**  
**12:30 p.m. Virtual Meeting**

---

Ms. Dennis Cumming, Chair  
Ms. Liz Schell, Vice Chair  
Councillor Oosterhof

Mr. Mohammed Youssef  
Ms. Catharine Gibson

**REGRETS:** Mr. Kapoor, Councillor Chapelle, Ms. MacNeil

**KFHC Staff:**

Mary Lynn Cousins Brame, CEO  
Scott VanderSchoor, Director Assets & Development  
Ms. Janice Dobler, Executive Assistant

**1. MEETING TO ORDER:** The Chair called the meeting to order the time being 12:40 p.m.

**2. APPOINTMENT OF MEETING OBSERVER**

**THAT** the Board Chair appoint Ms. Gibson as the Board meeting observer for the February 28, 2022.

**3. DECLARATION OF CONFLICT AND PECUNIARY INTEREST:** None

**4. APPROVAL OF AGENDA**

**Moved by:** Councillor Oosterhof

**Seconded by:** Ms. Schell

**THAT** the Board of Directors approve Agenda No. 02-2022 with the amendment to add tour dates to Business Arising.

**CARRIED**

**5. APPROVAL OF CONSENT AGENDA**

**Moved by:** Councillor Oosterhof

**Seconded by:** Ms. Schell

**THAT** the Board approves the Consent Agenda No. 02-2022 for February 28, 2022, as amended to pull the Finance MDA and the Maintenance MDA.

**Maintenance MDA**

The Board asked if the peat replacement for the Verona septic system is happening now and if the insurance is covering the costs. The Director of Assets & Development advised the peat replacement will be paid through capital costs not the insurance and will be installed once occupancy is established for the building.

---

**Finance MDA**

• The Board questioned the high amount of arrears and if there was anything the Board could be doing to assist. The CEO advised the Board this was the first month the arrears for THK and KFHC have been consolidate, 23% of the arrears are due to tenants not getting the required paperwork in, after repeated attempts by staff, their rent charge automatically goes up to market until they get the paperwork in, which increases the arrears. Once the documents are received the rent is adjusted accordingly and the arrears will go down. Majority of tenants who are schedule with the LTB will automatically stop paying their rent which increase arrears as well. The CEO suggested the Board could assist with advocating to have OW pay the tenants rent to the Landlord, write a letter to the LTB Board on behalf of KFHC regarding the long timelines for hearings.

**CARRIED**

**6. CONFIRMATION OF THE MINUTES**

**Moved by:** Ms. Gibson

**Seconded by:** Councillor Oosterhof

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 01-2022 held on January 31, 2022, be approved as amended to change Advocacy Committee to Stakeholder Committee in #8 (c).

**CARRIED**

**7. PRESENTATION – Enhanced Support Services Pilot Report – Fiona Drake**

**DEFERRED**

**8. BUSINESS ARISING: Tour Dates 27 Wright Cres**

The Board Chair asked the Executive Assistant to schedule a Board Tour on either a Tuesday or Thursday for 27 Wright Crescent.

**9. NEW BUSINESS**

**10. REPORTS FOR APPROVAL**

**a) All Calendar of Activities**

**Moved by:** Ms. Gibson

**Seconded by:** Mr. Youssef

**THAT** the Board of Directors approve on recommendation of the Governance, Human Resource & Strategy Committee the Board Calendar of Activities for 2022 as amended to add Board Bus Tour of KFHC Buildings.

**CARRIED**

**11. BUSINESS ARISING**

**a) All Candidates Meeting**

**Moved by:** Ms. Schell

**Seconded by:** Councillor Oosterhof

**THAT** the Board of Directors approve on recommendation of the Stakeholders Committee to initiate an all Candidates meeting.

The Stakeholder Committee Chair advised an invitation would go out to Providence Care, Homebase Housing, Mental Health & Addictions to join KFHC to meet with the candidates running in the Provincial Election in June and again with the candidates running in the Municipal Election in the fall to have a round table discussion on YourTV regarding the housing and homeless crisis.

**CARRIED**

**b) Terms of Board of Directors**

**THAT** the Board of Directors receive the Board Terms for 2022 for information.

**c) KFHC Key Messages (Elevator Pitch)**

**Moved by:** Ms. Schell

**Seconded by:** Ms. Gibson

**THAT** the Board of Directors on recommendation of the Stakeholder Committee approve the KFHC Key Messages.

The Stakeholder Chair noted she reached out to Ruth Noordegraaf Director of Housing & Social Services, John Henderson Programs Administrator and Rob Hosier City of Kingston Communications Department to attend the tour of 27 Wright Crescent. Board members in attendance Ms. Catharine Gibson, Ms. Phuong MacNeill, Stakeholder Chair Ms. Liz Schell. KFHC CEO Ms. Mary Lynn Cousins Brame who hosted the tour. All were very impressed with the building.

**CARRIED**

**12. REPORTS FOR INFORMATION**

**a) CEO Monthly Report**

**THAT** the Board of Directors receive the CEO monthly report for information.

The CEO reviewed the content of her report noting with the steady progress on the 1316 Princess Street and having a tendering process in March there will be a Special Board Meeting schedule to approve the award of the building contract prior to the CMHC deadline of March 31, 2022.

The CEO advised the Board she and the Director of Assets & Operations have advised the city, KFHC would not be taking on further tasks unless the hiring of additional staff were included in the funding proposal.

The Board suggested the CEO have the Health & Safety policy updated to include *staff have the right to have another person attend a unit or building they feel uncomfortable entering on their own.*

Mr. Youssef left the meeting time being 1:15

---

**Communication Report**

The Board Chair asked that the communication report be amended and brought back for Board approval at the next meeting. **DEFERRED**

**13. CLOSED SESSION**

**Moved by:** Ms. Cumming

**Seconded by:** Councillor Chapelle

**THAT** the Board of Directors move into Closed Session.

**CARRIED**

**Moved by:** Ms. Gibson

**Seconded by:** Ms. Cumming

**THAT** the Board of Directors move back into Public Session.

**CARRIED**

**14. BOARD MEETING OBSERVER FEEDBACK**

The Board stood by the seven Board responsibilities, specifically being mindful of hearing from each Board member. It was a highlight hearing from the CEO and feeling connected to the Corporation, Board showed effective governance as always.

**15. ADJOURNMENT**

The agenda having been fulfilled; the Chair declared the meeting terminated.

---

Ms. Denise Cumming, Chair

---

Ms. Mary Lynn Cousins Brame, CEO