

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 01-2022
Monday, January 31, 2022
12:30 p.m. Boardroom, 119 Van Order Drive

Ms. Dennis Cumming, Chair
Ms. Catharine Gibson, Vice Chair
Councillor Gary Oosterhof
Councillor Simon Chapelle

Mr. Sam Kapoor
Ms. Phuong MacNeill
Mr. Mohammed Youssef

KFHC Staff:

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

The Vice-Chair will Chair the meeting at the request of the Board Chair.

1. MEETING TO ORDER: The Vice-Chair called the meeting to order the time being 12:31 p.m.

2. APPOINTMENT OF MEETING OBSERVER

THAT the Board Vice Chair appoint Councillor Oosterhof as the Board meeting observer for the January 31, 2022.

3. DECLARATION OF CONFLICT AND PECUNIARY INTEREST: None

4. APPROVAL OF AGENDA

Moved by: Councillor Oosterhof

Seconded by: Ms. Cumming

THAT the Board of Directors approve Agenda No. 01-2022 with the amendment to add 8 e) 1 Curtis Crescent Phase 2 as an additional agenda item.

CARRIED

5. APPROVAL OF CONSENT AGENDA

Moved by: Ms. Gibson

Seconded by: Councillor Oosterhof

THAT the Board approves the Consent Agenda No.01-2022 for January 31, 2022.

- The Board asked for an explanation on the high legal costs, the CEO advised the Corporation has hired four law firms, Human Resource legal matter McKillop Law, Tenant LTB Nelson Law, Corporation lawyer, Wilson, Brigneti and Insurance Claim, Cunningham & Swan.

- The Board has requested to have the word aging in the Support Services MDA report changed and gave an example of fragility. The CEO will advise Support Service Manager.
- The Board noted they previously have received a pre-qualification contractors list for 27 Wright and previous builds but doesn't see the same for 1316 Princess Street. The CEO referred the Board to the report for 1316 Princess Street that was sent electronically to Board prior to the meeting which shows the pre-qualified contractors for 1316 Princess Street.
- The Board noted in a previous report it showed maintenance receiving 10,000 calls for service per year, the current report doesn't reflect this. The CEO advised the report in question was for all services including maintenance.
- The Board was concerned with the amount of tenant arrears and asked for more details. The CEO directed the Board to the Finance MDA arrears report which breaks down the arrears by amounts and properties pointing out family units having the highest arrears.
- The Board asked why tenant rent payments aren't all on pay direct. The CEO advised the corporation can only encourage tenants to go on pay direct, that it's not legislated, and the city has no directive in place mandating this.

Councillor Chappelle and Councillor Oosterhof have noted this for further discussion as council members.

CARRIED

6. CONFIRMATION OF THE MINUTES

Moved by: Mr. Kapoor

Seconded by: Ms. Cumming

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.09-2021 held on November 29, 2021, be approved as amended to add correction to 8 a) change 28 full time staff to 27 full time staff.

CARRIED

7. BUSINESS ARISING: None

8. NEW BUSINESS:

a) Elections Board Chair and Vice Chair

Moved by: Ms. Gibson

Seconded by: Councillor Oosterhof

THAT the Board of Directors hold elections for Board Chair and Vice Chair.

THAT the Vice Chair declared nominations open for Board Chair.

THAT Ms. Cumming be nominated for Board Chair.

THAT there being no further nominations, nominations were closed.

By acclamation Ms. Cumming was elected Board Chair.

CARRIED

b) Election of Vice-Chair

Moved by: Councillor Chapelle

Seconded by: Councillor Oosterhof

THAT the Chair declared nominations open for Board Vice-Chair.

THAT Ms. Schell be nominated as Board Vice-Chair

THAT there being no further nominations, nominations were closed.

By acclamation Ms. Schell was elected Board Vice-Chair.

CARRIED

c) Committee Appointments

Moved by: Councillor Chapelle

Seconded by: Ms. Cumming

THAT the Board of Directors make appointments to the Finance, Audit & Administration Committee, Governance, Human Resource & Strategy Committee and Stakeholders Committee.

CARRIED

d) Finance, Audit & Administration Committee

Moved by: Ms. Gibson

Seconded by: Councillor Oosterhof

THAT the Vice Chair declared the nominations open for the Finance, Audit & Administration Committee.

THAT Mr. Kapoor will Chair and members of the Finance, Audit & Administration Committee are Ms. Cumming, Councillor Chapelle

That Councillor Oosterhof noted that he and Councillor Chapelle will cover each other on committee's if timing issues cause one to be absent.

CARRIED

e) Governance, Human Resource & Strategy Committee

Moved by: Councillor Chapelle

Seconded by: Ms. Cumming

THAT the Vice Chair declared nominations open for the Governance, Human Resource & Strategy Committee.

THAT Ms. Gibson is Chair and members of the Governance, Human Resource & Strategy Committee are Ms. Cumming and Councillor Oosterhof.

CARRIED

f) Stakeholder Committee

Moved by: Ms. Cumming

Seconded by: Ms. Gibson

THAT the Vice Chair declared nominations open for the Stakeholder Committee.

THAT Ms. Schell is Chair and members of the Stakeholder Committee are Ms. Cumming, Ms. MacNeill and Councillor Oosterhof. **CARRIED**

g) Secretary-Treasurer

Moved by: Ms. Gibson

Seconded by: Councillor Oosterhof

THAT the Board of Directors appoint the CEO as Secretary-Treasurer and approve the Chair, Vice-Chair and CEO as signing authorities for the Corporation for 2022.

CARRIED

h) 2022 Board of Directors and Officers

Moved by: Ms. Gibson

Seconded by: Councillor Chapelle

THAT the Board of Directors approve the slate of Officers and Directors for the year 2022.

That the Executive Assistant will bring back Directors terms of appointment to the next meeting. **CARRIED**

i) 1 Curtis Crescent Phase 2

Moved by: Councillor Oosterhof

Seconded by: Mr. Kapoor

THAT the Board of Directors authorize Kingston & Frontenac Housing Corporation to cover the estimated shortfall for 1 Curtis Crescent, Phase 2 of approximately \$237,492 from contingency fund surplus not required for the 27 Wright Crescent pending final approval of the City of Kingston; and

THAT the Board of Directors approve the award for the general contractor of 1 Curtis Crescent Tender, Phase 2 to Robert J. Bourgon & Associates Ltd.

THAT the Board of Directors of Kingston & Frontenac Housing Corporation authorize the Chair and CEO to execute all agreements and the Construction Contract in a form satisfactory to the Corporation's Solicitor. **CARRIED**

9. REPORTS FOR APPROVAL

a. 2021 Former Tenant Account Write-Off

Moved by: Ms. Gibson

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve the 2021 Former Tenant Arrears Account write off in the amount of \$74,724.21 for the year ending December 31, 2021.

CARRIED

10. BUSINESS ARISING

11. REPORTS FOR APPROVAL

a) CEO Update

Moved by: Ms. Gibson

Seconded by: Ms. Cumming

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

The Board of Director's will email the Executive Assistant or the CEO if they would like to have a tour of the new building at 27 Wright Crescent.

CARRIED

12. CLOSED SESSION

Moved by: Ms. Cumming

Seconded by: Councillor Chapelle

THAT the Board of Directors move into Closed Session.

Moved by: Ms. Gibson

Seconded by: Ms. Cumming

THAT the Board of Directors move back into Public Session.

13. 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.

14. ADJOURNMENT

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

Ms. Denise Cumming, Chair

Ms. Mary Lynn Cousins Brame, CEO