

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 03-2022**  
**Monday, March 28, 2022**  
**12:30 p.m. Board Room 119 Van Order Drive**

---

Ms. Denise Cumming, Chair  
Ms. Liz Schell, Vice Chair  
Mr. Sam Kapoor  
Councillor Simon Chapelle

Mr. Mohammed Youssef  
Ms. Catharine Gibson  
Ms. Phuong MacNeil

**REGRETS:** Councillor Oosterhof

**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 12:30 p.m.

**APPOINTMENT OF MEETING OBSERVER**

**THAT** the Board Chair appoint Ms. Schell as the Board meeting observer for the March 28, 2022.

- 2. DECLARATION OF CONFLICT AND PECUNIARY INTEREST:** None

- 3. APPROVAL OF AGENDA**

**Moved by:** Councillor Chapelle

**Seconded by:** Ms. Schell

**THAT** the Board of Directors approve Agenda No. 03-2022 for meeting March 28, 2022 as amended to add Stakeholders Update to New Business 10 (a) remove 9 a) under Reports for approval to the Closed Agenda.

**CARRIED**

- 5. APPROVAL OF CONSENT AGENDA**

**Moved by:** Mr. Kapoor

**Seconded by:** Ms. Schell

**THAT** the Board approves the Consent Agenda No. 03-2022 for March 28, 2022, as amended to pull the Arrears Report.

**Arrears Report**

- The Board asked for clarification on the amount of arrears owing, the CEO explained the arrears are based on tenants' income level. If a tenant doesn't hand in the required documents at time of their annual review, their rent will automatically go to market rent which will show a higher arrears total. This follows legislation and is a

---

provincially directed process. The Property Manager will send reminders, issue N4's to tenants who don't comply. When the tenant's paperwork is received the rent calculation is then recalculated accordingly. Tenants who are not in compliance are taken to the LTB to start the eviction process. The CEO noted the LTB was closed during the Covid shutdown which led to tenant cases being on hold for over a year and added the majority of tenants going to the LTB stop paying their rent.

**CARRIED**

**6. CONFIRMATION OF THE MINUTES**

**Moved by:** Ms. Schell

**Seconded by:** Ms. Gibson

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 02-2022 held on February 28, 2022, be approved.

**CARRIED**

**7. PRESENTATION** – Enhanced Support Services Pilot Report – Fiona Drake  
LHC Key Performance Indicators – Mary Lynn Cousins Brame  
The Board of Directors asked the CEO to update the Board quarterly on the LHC Key Performance Indicators.

**8. BUSINESS ARISING:** None

**9. REPORTS FOR APPROVAL:** None

*Mr. Youssef left the meeting*

**10. NEW BUSINESS:**

**a) Stakeholder Committee Update**

**Moved by:** Mr. Kapoor

**Seconded by:** Ms. Schell

**THAT** the Board of Directors approve the Stakeholder Committee to proceed with the arrangement of a joint meeting with the Home Base Housing and Mental Health & Addictions Boards, to have a round table discussion on the homeless population and the issues they are causing in our buildings. The Stakeholder Committee will draft a structured Agenda to be followed for this meeting.

**CARRIED**

**11. REPORTS FOR INFORMATION**

**a) CEO Monthly Report**

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

---

**Communication Report**

The Board Chair advised the Communications Report isn't required to be a detailed as report submitted.

**12. CLOSED SESSION**

**Moved by:** Ms. Schell

**Seconded by:** Ms. Gibson

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

**CARRIED**

**Moved by:** Ms. Gibson

**Seconded by:** Ms. Schell

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

**CARRIED**

**14. BOARD MEETING OBSERVER FEEDBACK**

The presentations were very informative, the Board stood by the 7 Board Responsibilities, the Board reports were explained clearly, and Board questions were answered with clarity.

**15. ADJOURNMENT**

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

---

Ms. Denise Cumming, Chair

---

Ms. Mary Lynn Cousins Brame, CEO