

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 02-2023**  
**March 27, 2023, 12:30 p.m. Location: KFHC Board Room**

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**Attendance:**

Liz Schell, Chair  
Bryan Hamberg, Director  
Councillor Brandon Tozzo

Denise Cumming, Director  
Wendy Scheer, Director  
Councillor Don Amos, Chair **(Depart 1:50)**

**Regrets:** Constantin Mugenga  
**KFHC Staff:** Mary Lynn Cousins Brame,  
CEO, Marion Vanderpool, Executive  
Assistant, Dan Song, Finance Director

**Guest KPMG:** Laurie Huber, Anoop Michael  
**(Arrive 12:45 pm Depart 1:15 pm)**

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**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 Vice Chair appoint Bryan Hamberg as the Board meeting observer for March 27, 2023.

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

**4. APPROVAL OF AGENDA**

**Moved by:** Denise Cumming

**Seconded by:** Wendy Scheer

**THAT** the Board of Directors approve Agenda No. 02-2023 for the meeting on March 27, 2023, with the removal of the Property Management and Maintenance reports from the consent agenda. These items will be moved to New Business for further discussion.

**CARRIED**

**5. APPROVAL OF CONSENT AGENDA**

**Moved by:** Councillor Don Amos

**Seconded by:** Denise Cumming

**THAT** the Board approves the Consent Agenda No.02-2023 for March 27, 2023 with the removal of the Property Management and Maintenance reports.

**CARRIED**

**6. CONFIRMATION OF THE MINUTES**

**Moved by:** Councillor Brandon Tozzo

**Seconded by:** Councillor Don Amos

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No.01-2023 held on February 27, 2023, be approved with the requested amendments:

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- Finance Committee will decide on the Finance Committee Chair at the next Finance meeting.
  - The removal of the sentence. “It is a bit frustrating not to have had a finance package”. To be replaced with” It would have been nice to discuss finance in more detail but there has not been a finance meeting since May.”

**CARRIED**

- 7. BUSINESS ARISING:** Property Management – MDA Report for February, Maintenance, Corporate Assets, and Development – MDA Report for February.

**8. NEW BUSINESS**

- a. **Property Management – MDA Report for February-** Board asked questions about evictions and tenant arrears. CEO explained she will follow up on evictions and explained the difference in arrears between RGI and market units and the difference between apartments and townhomes. CEO explained this is a provincial issue not only a KFHC issue.

**9. Reports for approval – 2022 Audited Financial Statements**

- a. **KPMG 2021 Audit** presented by Laurie Huber Partner Audit, and Anoop Michael Audit Manager.

**Moved by:** Councillor Brandon Tozzo

**Seconded by:** Wendy Scheer

**THAT** the Board of Directors approve the draft Financial Statements for the year ended December 31, 2022.

**CARRIED**

**10. NEW BUSINESS CONTINUES**

- b. **Maintenance, Corporate Assets, and Development – MDA Report for February.** Board asked for clarification on the timeline for the princess street project, CEO explained the project is 17 days behind schedule due to structure. Board asked why there are so many outstanding work orders, CEO explained Plumbing continues to be the highest number of work orders that we are dealing with, however, this is normal for us. Only a few of the work orders are greater than two weeks old.

**10. REPORTS FOR INFORMATION**

- a. **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. CEO will provide and update on LHC 2022 Key Performance Indicators at the April Board of Directors meeting. Questions and answers followed.

**12. CLOSED SESSION**

**Moved by:** Ms. Councillor Brandon Tozzo

**Seconded by:** Denise Cumming

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

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**Moved by:** Liz Schell  
**Seconded by:** Councillor Brandon Tozzo  
**THAT** the Board of Directors move back into Public Session.

**13. BOARD MEETING OBSERVER FEEDBACK**

Bryan Hamberg reported there was a technical glitch that was quickly addressed, and the meeting ran smoothly and efficiently. He thanked the finance team and was pleased about the audit report. The board asked very good questions and Denise was commended on her questions in particular. He will be glad to attend in person.

**14. Next Meeting**

April 24, 2023

**15. ADJOURNMENT**

The agenda had been fulfilled; the Chair declared the meeting adjourned at 2:30 pm.

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Liz Shell  
Chair

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Mary Lynn Cousins Brame  
CEO