

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 05-2022
Monday, May 30, 2022
12:30 p.m. Board Room 119 Van Order Drive

Ms. Denise Cumming, Chair
Mr. Sam Kapoor
Councillor Gary Oosterhof

Mr. Mohamed Youssef
Ms. Phuong MacNeil

REGRETS: Councillor Chapelle, Ms. Schell, Ms. Gibson

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. Phuong MacNeil as the Board meeting observer for the May 30, 2022.

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

- 3. APPROVAL OF AGENDA**

Moved by: Ms. MacNeil

Seconded by: Mr. Kapoor

THAT the Board of Directors approve Agenda No. 05-2022 for meeting May 30, 2022.

CARRIED

- 5. APPROVAL OF CONSENT AGENDA**

Moved by: Councillor Oosterhof

Seconded by: Mr. Kapoor

THAT the Board approves the Consent Agenda No. 05-2022 for May 30, 2022.

CARRIED

- 6. CONFIRMATION OF THE MINUTES**

Moved by: Ms. Phuong

Seconded by: Mr. Youssef

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting

No. 04-2022 held on April 25, 2022, be approved.

CARRIED

7. PRESENTATION – KPMG 2021 Audit
Laurie Huber Partner Audit,
Anoop Michael Audit Manager

8. New Business - None

9. REPORTS FOR APPROVAL

Moved by: Mr. Kapoor

Seconded by: Councillor Oosterhof

a) 2021 Financial Audited Financial Statements

THAT the Board of Directors approve the draft Financial Statements for the year ended December 31, 2021.

CARRIED

b) Annual Information Return and Annual Occupancy Report

Moved by: Mr. Youssef

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve the Annual Information Return and Annual Occupancy Report.

CARRIED

c) THK PT 22-01 Mechanical Unit Replacement, 375 Patrick Street

Moved by: Councillor Oosterhof

Seconded by: Mr. Kapoor

THAT the Board of Directors approve the award for the replacement of mechanical units (furnaces and hot water heater) THK PT 22-01 to Alex McCoy Plumbing & Heating Ltd. for a price of \$292,411.40 excluding HST.

CARRIED

d) Confirm Electronic Vote – 2021 Annual General Meeting Agenda & Annual Report.

Moved by: Ms. Schell

Seconded by: Ms. Cumming

THAT the Board of Directors approve the twentieth Annual General Meeting Agenda and Annual Report.

10. Business Arising: None

11. REPORTS FOR INFORMATION

a) CEO Monthly Report

Moved by: Councillor Oosterhof

Seconded by: Ms. MacNeil

THAT the Board of Directors approve the CEO monthly report.

The CEO reviewed her report with the board put forth the motion set out by the Finance, Audit & Administration Committee for approval of the Corporation Operating Costs.

THAT the Finance, Audit & Administration Committee approve the Corporation Operating Costs motion and recommendation to the Board of Directors for approval.

In order to better reflect the corporation's current circumstances, the Finance, Audit & Administration Committee recommends that the salary costs directed to capital project management be reallocated to the affordable housing construction budget, at a rate not to exceed industry standards for project management.

CARRIED

12. CLOSED SESSION

13. CORRESPONDENCE

14. BOARD MEETING OBSERVER FEEDBACK

The meeting went well was surprised at how well the projects are going and the hard work of the management team. Impressed with the clean financial audit.

15. ADJOURNMENT

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

Ms. Denise Cumming, Chair

Ms. Mary Lynn Cousins Brame, CEO