

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 09-2021
Monday, November 29, 2021
12:30 p.m. Boardroom, 119 Van Order Drive

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

Councillor Gary Oosterhof
Ms. Phuong MacNeil
Ms. Catharine Gibson

REGRETS: Councillor Doherty

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.

2. **APPOINTMENT OF MEETING OBSERVER**

THAT the Board Chair appoints Ms. Cumming as the Board meeting observer for the November 29, 2021 meeting.

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

4. **APPROVAL OF AGENDA**

Moved by: Mr. Kapoor

Seconded by: Ms. Gibson

THAT the Board of Directors approve Agenda No. 09-2021 for the November 29, 2021.

CARRIED

5. **APPROVAL OF CONSENT AGENDA**

Moved by: Ms. Cumming

Seconded by: Mr. Kapoor

THAT the Board approves the Consent Agenda No.09-2021 November 29, 2021 meeting.

6. **CONFIRMATION OF THE MINUTES**

Moved by: Ms. Gibson

Seconded by: Ms. Cumming

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.08-2021 held on October 25, 2021 be approved.

CARRIED

7. PRESENTATION: Curtis Crescent Site Improvements

Scott VanderSchoor, Director of Assets & Development
Key Performance Indicator & 2022 Budgets – CEO

- The Board asked what changes are being made to enhance the appearance of Curtis Crescent. The Director of Assets and Development advised there will be changes to the façade such as siding, air barrier, insulation, landscaping, the architect drawings will be completed shortly. The site improvements scheduled may need to take place in 2022 due to their scope. Much work has gone into the development of concepts and a plan for the improvements, but the work will need to be phased over several years. Funds will be budgeted accordingly.
- The 9 new units you are building at Curtis funded through the rapid housing initiative, will this be affecting the tenants living there? The Director advised we take all precautions not to disrupt the existing tenants, the tenants will receive notices in advance of the build letting them know the plan.
- The Board commended the maintenance department in turning the vacant units over in seventeen days and asked what technique is used to do this? The Director explained it has to do with scheduling and planning, getting contractors in place for cleaning, repairs and completing pre move out inspections.
- The Board asked the CEO if there is a benchmark set at reducing arrears. The CEO explained we are at 96% collection rate we could try to increase this to 98%.
- The board asked how many staff are working with the corporation. The CEO noted there are 9 building monitors and 27 full time office and maintenance staff, we are at full capacity.

8. REPORTS FOR APPROVAL

a) Operating and Capital Budgets 2022

Moved by: Mr. Kapoor

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve the Operating & Capital Budgets for 2022 on the recommendation of the Finance, Audit & Administration Committee; and

THAT the Board of Directors approve the capital funding allocation for 2021 projects not yet completed to be allocated to the 2022 capital funding.

i. 2022 Operating Budget

ii. 2022 Capital Budget

- The CEO provided a slide show outlining the Operating and Capital 2022 budgets.
- The board asked the CEO if there is a benchmark set at reducing arrears. The CEO explained we are at 96% collection rate and could try to increase this to 98%.
- The board asked how many staff work for the corporation. The CEO noted there are nine building monitors and 27 full time staff we are at full capacity.

CARRIED

9. NEW BUSINESS

a) Board Annual Evaluation Summary for 2021

Moved by: Ms. Cumming

Seconded by: Councillor Oosterhof

THAT the Board of Directors receive for information the summary of the annual board evaluation for 2021.

Board Orientation will take place in January 2022 when new Councillor and Board member is added to the Board of Directors.

10. BUSINESS ARISING

a) Committee Memberships and Meeting Frequency

A Board member suggested the Board meetings be held quarterly. The Board decided the Board meetings needed to remain monthly, the Governance, Human Resource & Strategy Committee can cancel a Board meeting if after reviewing the Board agenda they feel there isn't a need for a meeting. The Board agreed the Finance, Audit & Administration Committee would start meeting on a quarterly basis.

11. REPORTS FOR INFORMATION

a) CEO Monthly Report

Moved by: Councillor Oosterhof

Seconded by: Ms. Gibson

THAT the Board of Directors receive the CEO monthly report for information. The CEO reviewed her report in detail.

The CEO made note the Work Order report will start to show a reduction in work orders over next the next month with changes the maintenance department has made.

The CEO advised she will arrange for the Board and media to take a tour of 27 Wright in January.

12. CLOSED SESSION

Moved by: Councillor Oosterhof

Seconded by: Ms. Gibson

THAT the Board of Directors move into Closed Session

13. CLOSED SESSION

Moved by: Ms. Gibson

Seconded by: Mr. Oosterhof

THAT the Board of Directors move out of Closed Session.

14. MEETING OBSERVER FEEDBACK

Ms. Cumming said we had a good meeting, thanking Ms. Schell for Chairing the

meeting and waiting for Councillor Oosterhof to sign in before approval of the Consent agenda. Looking at the Board seven responsibilities I feel the Board met six with Evaluation of the CEO, met the fiduciary responsibility of reviewing the LHC key performance indicators, tenant feedback and good discussion on the committee memberships and meeting frequency.

15. ADJOURNMENT

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

Ms. Denise Cumming, Chair

Ms. Mary Lynn Cousins Brame, CEO