

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 08-2021
Monday, October 25, 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
Councillor Bridget Doherty
Ms. Catharine Gibson

REGRETS: Ms. Phuong MacNeil, Dr. John Rose

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 Mr. Kapoor as the Board meeting observer for the October 25, 2021 meeting.

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

4. **APPROVAL OF AGENDA**

Moved by: Ms. Schell

Seconded by: Mr. Kapoor

THAT the Board of Directors approve Agenda No. 08-2021 for the October 25, 2021 as amended to add to Business Arising items a) Board Meeting Schedule and b) Strategic Planning Update.

CARRIED

5. **APPROVAL OF CONSENT AGENDA**

Moved by: Councillor Oosterhof

Seconded by: Mr. Kapoor

THAT the Board approves the Consent Agenda No.08-2021 October 25, 2021 as amended to pull Financial & Administration MDA, Support Services MDA and Maintenance MDA reports.

a) **Financial & Administration MDA**

Moved by: Ms. Schell

Seconded by: Councillor Oosterhof

The Board asked for clarification if the OPHI funding in the amount of \$854,015 is the second year of the funding. The CEO advised it is.

b) Manager Support Services MDA Report

Moved by: Ms. Gibson

Seconded by: Ms. Schell

The Board Chair asked to have the report changed to remove aging and replace it with cognitive aging.

c) Maintenance, Corporate Assets & Development MDA

Moved by: Ms. Gibson

Seconded by: Councillor Doherty

- The Board Chair asked if the site improvements for Curtis Crescent include removing fences. The CEO noted the Director of Assets & Development would be outlining the new site plan for Curtis Crescent at the November Board meeting. The original plan design did include removing the fences and opening the area up, after receiving a legal opinion on removing the fences was sought, it was decided to leave the fences in place.
- The Board asked if the plumbing issues are tenant caused or age of the building. The Director noted the plumbing problems are due to the age of the building along with the replacement of kitchens and bathrooms.
- The Board asked if a plumber has been or is still being hired. The Director advised it is still being considered.
- The Board asked if there was a strategy to deal with the outstanding work orders. The Director responded they have hired contractors to assist and have assigned a couple of the maintenance staff to focus on the longstanding work orders.

CARRIED

6. CONFIRMATION OF THE MINUTES

Moved by: Ms. Schell

Seconded by: Councillor Doherty

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.07-2021 held on September 27, 2021 be approved.

CARRIED

7. PRESENTATION: None

8. ANNUAL EVALUATION OF THE BOARD

Moved by: Mr. Kapoor

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve the annual evaluation of the Board as distributed. The Executive Assistant will send the electronic version to Board members with instruction to complete and return prior to the November 29th Board meeting.

CARRIED

9. REPORTS FOR APPROVAL

a) September 2021 Financial Statements

Moved by: Ms. Schell

Seconded by: Councillor Doherty

THAT the Board of Directors approve the 2021 Financial Statements as distributed.

The CEO went through the September Financial Statements with the Board highlighting the Maintenance department is on budget, legal and Insurance costs have increased.

- The Board ask if other insurance companies were looked at for cost comparison. The CEO responded the Finance Director has approached Insurance companies for comparison but no quotes were offered due to the claims history. KFHC has the highest claims on average in the Province.
- Board asked why the City was taking over the Portable Housing Benefit Program. The CEO believed this is part of the Housing and Homeless initiative the CEO will update the Board once she has an affinitive update from the City.

10. BUSINESS ARISING

a) Board Meeting Schedule

The Board Chair advised she was approached to have the Board meetings schedule changed to the evening. A doodle poll was sent out to all Board members giving evening times and dates along with the scheduled afternoon time. The Chair reviewed the results with the Board and asked the Board to vote on how they wanted to proceed; the response was in favour of having the schedule remain at 12:30 p.m. It was noted by a Board member that they along with others have a number of meetings during the evening and would prefer to keep the Board meetings as they are.

b) Strategic Planning Session with Suzanne Gibson

The Board Chair asked the CEO to update the Board on her conversation with Suzanne Gibson. The CEO advised Suzanne is available to meet in January and asked if the Board could let her know of dates and times. The Board asked to have the meeting in person over two afternoons from 12:30 to 3:00. The Board request Suzanne and the CEO to come up with the dates and time Suzanne is available and advise. The Board also would like the Strategic Plan review to include Tenant Satisfaction.

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.

Questions:

- Board member commented on a complaint they received from a tenant. The CEO advised the Mayor's office received the same complaint and notified the CEO to handle. The Board member will forward the complaint onto the CEO.
- Do tenants being evicted for non-payment of rent often get evicted or pay their rent? The CEO noted if the tenant stops paying rent they will be evicted unless they start a rent repayment.
- How are you handling the capacity of the work load? The CEO advised the corporation is focused on 1316 Princess Street and the Town Homes transfer and will build on capacity as we move forward.

b) Status on Future Actions and Plans

Moved by: Ms. Schell

Seconded by: Councillor Doherty

THAT the Board of Directors receive for information CEO's update on the approved actions and plans established in August 2021.

12. CLOSED SESSION

Moved by: Mr. Kapoor

Seconded by: Ms. Schell

THAT the Board of Directors move into Closed Session

13. CLOSED SESSION

Moved by: Ms. Gibson

Seconded by: Ms. Schell

THAT the Board of Directors move out of Closed Session.

14. MEETING OBSERVER FEEDBACK

Mr. Kapoor said the meeting went very well with healthy in depth talk. Clear explanation of monthly reports and update on tenants, noting tenant complaints received by the Board go directly to the CEO.

15. ADJOURNMENT

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

Ms. Denise Cumming, Chair

Ms. Mary Lynn Cousins Brame, CEO