

KINGSTON & FRONTENAC HOUSING CORPORATION
Minutes 08-2022
Monday, October 31, 2022
12:30 p.m. Board Room 119 Van Order Drive

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

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

REGRETS: Councillor Chapelle

KFHC Staff:

Mary Lynn Cousins Brame, CEO
Ms. Janice Dobler, Executive Assistant
Mr. Scott VanderSchoor, Director of Assets & Development

1. MEETING TO ORDER: The Chair called the meeting to order the time being 12:40 p.m.

2. APPOINTMENT OF MEETING OBSERVER

THAT the Board Chair appoint Councillor Gary Oosterhof as the Board meeting observer for the October 31, 2022.

3. DECLARATION OF CONFLICT AND PECUNIARY INTEREST: None

4. APPROVAL OF AGENDA

Moved by: Ms. Schell

Seconded by: Councillor Oosterhof

THAT the Board of Directors approve Agenda No. 08-2022 for meeting October 31, 2022, as amended to defer 6) Presentation and add Closed Meeting as item 12).

CARRIED

5. APPROVAL OF CONSENT AGENDA

Moved by: Mr. Kapoor

Seconded by: Ms. MacNeil

THAT the Board approves the Consent Agenda No. 08-2022 for October 31, 2022.

CARRIED

6. CONFIRMATION OF THE MINUTES

Moved by: Mr. Youssef

Seconded by: Mr. Schell

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 07-2022 held on September 26, 2022, be approved.

CARRIED

7. PRESENTATION – LHC Quarter 2 Dare – presented by the CEO
DEFERRED

8. New Business - None

9. REPORTS FOR APPROVAL

a) Draft Operating & Capital Budgets 2023 – CEO to present the budgets

Moved by: Councillor Oosterhof

Seconded by: Ms. Gibson

THAT the Board of Directors approve the Operating & Capital Budgets for 2023.

i. 2023 Annual Operating Budget

ii. 2023 Capital Budget

iii. Three Year Capital Plan 2023 -2025

CARRIED

b) September Financial Statements

Moved by: Ms. Gibson

Seconded by: Ms. Schell

THAT the Board of Directors approve the Financial Statements for September 2022 on the recommendation of the CEO.

CARRIED

Mr. Youssef left the meeting time being 1:00 p.m.

c) Risk Matrix

Moved by: Ms. Schell

Seconded by: Mr. Kapoor

THAT the Board of Directors approve the Risk Matrix presentation presented by the CEO. The Board asked the CEO to incorporate the risk matrix into her monthly reports.

CARRIED

Business Arising: None

11. REPORTS FOR INFORMATION

a) CEO Monthly Report

Moved by: Ms. Schell

Seconded by: Mr. Kapoor

THAT the Board of Directors approve the CEO monthly report.

CARRIED

12. CLOSED SESSION

Moved by: Ms. Schell

Seconded by: Councillor Oosterhof

THAT the Board of Directors move into Closed Session.

CARRIED

Moved by: Ms. Shell

Seconded by: Ms. Gibson

THAT the Board of Directors rise from Closed Session.

CARRIED

13. CORRESPONDENCE

14. BOARD MEETING OBSERVER FEEDBACK

Councillor Oosterhof noted the board touched on a number of its responsibilities this meeting, including ensuring sound financial and legal practices, looking at the financial resources being used to deliver the mission, and evaluating the work of the CEO. The seven responsibilities noted on the agenda serve as a helpful guide through the meeting.

15. ADJOURNMENT

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

Ms. Denise Cumming, Chair

Ms. Mary Lynn Cousins Brame, CEO