

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 07-2022**  
**Monday, September 26, 2022**  
**12:30 p.m. Board Room 119 Van Order Drive**

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

Mr. Mohamed Youssef  
Ms. Phuong MacNeil

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

**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 12:30 p.m.

**2. APPOINTMENT OF MEETING OBSERVER**

**THAT** the Board Chair appoint Ms. Schell as the Board meeting observer for the September 26, 2022.

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

**4. APPROVAL OF AGENDA**

**Moved by:** Councillor Oosterhof

**Seconded by:** Mr. Youssef

**THAT** the Board of Directors approve Agenda No. 07-2022 for meeting September 26, 2022.

**CARRIED**

**5. APPROVAL OF CONSENT AGENDA**

**Moved by:** Councillor Oosterhof

**Seconded by:** Mr. Youssef

**THAT** the Board approves the Consent Agenda No. 07-2022 for September 26, 2022 and removes Finance MDA Report, Property Manger MDA Report and Maintenance MDA Report for discussion.

Questions:

Finance MDA Report

**Approved by:** Ms. Schell

**Seconded by:** Ms. MacNeill

This report indicates that a long-term budgetary plan is urgently required with the City please explain. The CEO explained with the increase costs for snow removal, upcoming insurance renewal and union contract negotiations KFHC will be meeting with the city to review a budgetary plan to offset the costs.

Arrears have increased significantly what are the plans in place to bring the arrears down? The CEO explained the LTD Board is in a crisis hearings are not occurring there is little movement over the last year. Tenants continue to not pay their rent as they feel we have little control over the situation. The arrears drastically increased from 2021 on a month over month basis. The bad debt that has been budgeted is very low in comparison to the true cost. Until the LTB hearings are occurring KFHC has little control over the situation. Over 80% of the arrears are in front of the LTB. If the hearings happen and tenants continue to not pay rent, there will be a huge number of evictions. The CEO has met with the Service Manager and will be developing a proposal to have the RGI tenant rent reimbursement paid directly to KFHC and not given to the tenant. Tenants on OW receive a housing allowance however refuse to pay rent therefore it is fraud. KFHC implemented many cost saving measures to address the low operating surplus several months ago which has resulted in a steady operation surplus over the last three months.

**CARRIED**

Property Management MDA Report

**Moved by:** Ms. Schell

**Seconded by:** Mr. Kapoor

Question: Why is 205 Rideau so hard to rent? The CEO explained the tenants who have been shown the unit say the unit is too small.

**CARRIED**

Maintenance MDA Report:

**Moved by:** Ms. MacNeill

**Seconded by:** Councillor Oosterhof

Your report states Curtis Crescent will have October occupancy and construction completed in November? The Directors of Assets & Development explained tenants will be moved in on October 30<sup>th</sup> the remaining construction is minimal and won't affect the tenants.

**CARRIED**

**6. CONFIRMATION OF THE MINUTES**

**Moved by:** Councillor Oosterhof

**Seconded by:** Mr. Schell

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 06-2022 held on June 27, 2022, be approved.

**CARRIED**

**7. PRESENTATION – None**

**8. New Business - None**

**9. REPORTS FOR APPROVAL**

**Moved by:** Mr. Kapoor

**Seconded by:** Councillor Oosterhof

**a) Award of Audit Services Contract**

**THAT** the Kingston & Frontenac Housing Corporation Board of Directors, approve to award the contract for the auditing services to KPMG for the fiscal years 2023 – 2027.

**CARRIED**

**Moved by:** Ms. Schell

**Seconded by:** Councillor Oosterhof

**b) RFP 05-2022, Snow and Ice Removal Services for 2022-2023 Season**

**THAT** the Board of Directors approve the award for snow and ice removal service for all KFHC properties for the 2022-2023 snow season, RFP 05-2020 to Hughson Group for and amount of \$302,994 excluding HST.

**CARRIED**

**Moved by:** Councillor Oosterhof

**Seconded by:** Ms. Schell

**c) Confirm Electronic Vote For 1316 Princess Street CMHC Financing**

**THAT** the Kingston & Frontenac Housing Corporation Board of Directors  
Resolve **THAT**

1. The Corporation is hereby authorized to borrow up to \$19,536,237 from Canada Mortgage and Housing Corporation (the Lender), upon and subject to the terms and conditions contained in a loan agreement to be dated on or about June 8, 2022, between the Corporation and the Lender (as the same may be amended, restated, supplemented, or otherwise modified from time to time, the Loan Agreement).
2. As general and continuing collateral security for the due payment of all present and future indebtedness and the performance of all of the other obligations of the Corporation to the Lender pursuant to the Loan Agreement and otherwise (the Obligations), the Corporation is hereby authorized to mortgage, charge, hypothecate and grant a security interest in favour of the Lender in its property and assets, now owned or hereafter acquired, and every interest therein of any nature whatsoever, all as more particularly described in, and upon and subject to the terms and conditions set out in, a charge and a general security agreement (the Security Agreements).
3. As additional security for the Obligations, the Corporation is hereby authorized to enter into the other Loan Documents (as such term is defined in the Loan Agreement) and any other documents or agreements as may be reasonably required by the Lender in connection with the Loan Agreement substantially in the form of such draft documents or agreements presented or described to the directors of the Corporation, subject to such amendments to which any authorized officer or director may agree from time to time (collectively, the Additional Documents).

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4. Any and all actions taken prior to this date by any of the officers or directors of the Corporation in connection with the negotiation of the Loan Agreement, the Security Agreements, and the Additional Documents and any other ancillary and supporting documents or agreements (collectively, the Documents), are hereby authorized, ratified and confirmed.
  5. Any officer or director of the Corporation is hereby authorized to:
    - a) execute and deliver the Documents with such changes, if any, as the officer or director may deem necessary or advisable, such execution to be conclusive evidence of his or her approval of any such changes;
    - b) execute and deliver all such instruments, agreements and other documents and take such further and other action as in such officer's or director's opinion may be necessary or desirable, now or in the future, to facilitate or complete the transactions and agreements hereby approved and authorized; and
    - c) execute and deliver any replacements, extensions, amendments, renewals, or supplements to any of the foregoing as he or she may deem necessary or advisable at any time or from time to time.

**CARRIED**

**10. Business Arising: None**

**11. REPORTS FOR INFORMATION**

- a) **CEO Monthly Report**  
**Moved by:** Ms. Phuong  
**Seconded by:** Ms. Schell

**THAT** the Board of Directors approve the CEO monthly report.

**CARRIED**

**12. CORRESPONDENCE**

**14. BOARD MEETING OBSERVER FEEDBACK**

Ms. Schell was impressed with how the Board has and continues to follow the seven board responsibilities, the Board members were all involved in the conversation, CEO and management had excellent explanations. Overall, it was a good meeting.

**15. ADJOURNMENT**

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

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Ms. Denise Cumming, Chair

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Ms. Mary Lynn Cousins Brame, CEO