

Seven Board Responsibilities

Ensure clear mission and purpose • Effective strategic planning • Evaluation of CEO
Ensure sound financial and legal practices (fiduciary) • Financial resources deliver mission
and used effectively • Engage stakeholders • Ensure effective governance

KINGSTON & FRONTENAC HOUSING CORPORATION MEETING MINUTES 07-2024

September 23, 2024, 12:30 p.m. Location: KFHC Board Room

Liz Shell, Chair
Councillor Don Amos, Vice Chair
Joan Jardin, Director
Councillor Brandon Tozzo

Nancy South, Director
Sanjiv Kapoor, Director
Bryan Hamberg, Director
Steven Silver, Director

1. MEETING TO ORDER

2. APPOINTMENT OF MEETING OBSERVER

THAT the Board Chair appoints Sam Kapoor as the meeting observer for September 23, 2024, Board meeting.

3. DISCLOSURE OF CONFLICT OR PECUNIARY INTEREST- None

4. APPROVAL OF AGENDA

THAT the Board of Directors approve Agenda No.07-2024 for the September 23, 2024, meeting with the amended order and additional agenda item of the Snow Removal Contract.

Moved by: Councillor Tozzo

Seconded by: Sanjiv Kapoor

CARRIED

5. CONSENT AGENDA

THAT the Board of Directors approve the Consent Agenda No.7-2024 for September 23, 2024, meeting.

Moved by: Bryan Hamberg

Seconded by: Councillor Tozzo

CARRIED

6. CONFIRMATION OF MINUTES

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.06-2024 held on June 24, 2024, be confirmed.

Moved by: Councillor Amos

Seconded by: Nancy South

CARRIED

7. BUSINESS ARISING

The Board of Directors thanked Scott Vanderschoor for the tour of properties and all the information and knowledge he shared as it provided great insight and understanding for the Board.

8. REPORTS FOR APPROVAL

a) Snow & Ice Removal Contract

THAT the Board of Directors approve the award for snow and ice removal services for all KFHC properties for the 2024-205 and the 2025-2026 snow season (6months each season), RFP 2023-02 to Hughson Group for an amount of \$361,462.50 excluding HST per season for 6 months each.

Moved by: Councillor Tozzo

Seconded by: Bryan Hamberg

CARRIED

b) August 2024 Financial Statements

THAT the Board of Directors approve the financial statement for the month of August 2024 on the recommendation of the CEO.

Moved by: Bryan Hamberg

Seconded by: Nancy South

CARRIED

c) Board Annual Evaluation for 2024

THAT the Board of Directors complete the Board Evaluation Form as requested by the Governance, Human Resources and Strategy Committee and submit it on or before the board meeting on October 28, 2024.

Moved by: Bryan Hamberg

Seconded by: Joan Jardin

CARRIED

9. REPORTS FOR INFORMATION

a) CEO Update and Standard Reports

THAT The Board of Directors receive the CEO's report for information.

Moved by: Councillor Amos

Seconded by: Councillor Tozzo

CARRIED

b) Board Membership and Application

THAT Board Members whose term is ending and are interested in returning next year must reapply to the City of Kingston using the nomination's process.

Councillor Tozzo outlined the strength of the Board. He thanked the new members for joining and the skills and strengths they have brought to the Board. Councillor Tozzo and Councillor Amos encouraged all members whose terms were expiring to reapply.

Moved by: Councillor Tozzo

Seconded by: Councillor Amos

CARRIED

10. IN CAMERA

THAT the Board of Directors move in camera.

Moved by: Steven Silver

Seconded by: Councillor Tozzo

CARRIED

11. MEETING OBSERVER FEEDBACK

Sanjiv Kapoor provided the Board with his observations as it related to the seven board responsibilities. He stated that the meeting was very good in terms of conservation, the agenda was thorough and was completed with in-depth decisions regarding the financial status of the corporation and current in a strong financial situation, that the Board was well informed by the staff provided insight and reports highlighting KFHC operations and future projects.

12. DATE OF NEXT MEETING

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on October 28, 2024

ADJOURNMENT

Agenda was fulfilled and the meeting was adjourned.

X

Liz Shell
Chair

X

Mary Lynn Cousins Brame
CEO