

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 05-2024**  
**May 27, 2024, 12:30 p.m. Location: KFHC Board Room**

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**Attendance:**

Liz Schell, Chair

Councillor Don Amos, Vice Chair (arrived Late)

Councillor Brandon Tozzo

Sanjiv Kapoor, Director

Steven Silver, Director

Bryan Hamberg, Director

Nancy South, Director

Joan Jardin, Director

**KFHC Staff:**

Mary Lynn Cousins Brame, CEO

**Regrets:** Marion Vanderpool, Executive Assistant

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1. **MEETING TO ORDER:** The Chair called the meeting to order at 12:30 pm.
2. **APPOINTMENT OF MEETING OBSERVER**  
**THAT** the Board recognizes Councillor Brandon Tozzo for volunteering as the Board Meeting Observer for May 27, 2024, Steven Silver will volunteer as the Board Meeting Observer for June.
3. **DECLARATION OF CONFLICT AND PECUNIARY INTEREST:** None
4. **APPROVAL OF AGENDA**  
**Moved by:** Councillor Brandon Tozzo  
**Seconded by:** Joan Jardin  
**THAT** the Board of Directors approves Agenda No. 05-2024 for the April 29, 2024 meeting.  
**CARRIED**
5. **APPROVAL OF CONSENT AGENDA**  
**Moved by:** Councillor Brandon Tozzo  
**Seconded by:** Bryan Hamberg  
**THAT** the Board of Directors approves the Consent Agenda No. 05-2024 for April 29, 2024.  
**CARRIED**
6. **CONFIRMATION OF THE MINUTES**  
**Moved by:** Councillor Brandon Tozzo  
**Seconded by:** Steven Silver  
**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 05-2024 held on March 25, 2024, be approved with one amendment.  
**CARRIED**
7. **BUSINESS ARISING:** AGM Schedule for June 4, 2024, at 6:30 p.m. at City Hall

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**8. NEW BUSINESS:**

a) **Updated Risk Matrix**

**Moved by:** Councillor Brandon Tozzo

**Seconded by:** Nancy South

**THAT** the Board of Directors receive the Risk Matrix report of information.

b) **BUS TOUR OF PROPERTIES**

A discussion regarding a bus tour to visit KFHC properties was held, and Board members decided that the tour would be on September 19, 2024, at 10 am. CEO's EA will coordinate the tour and update the Board of Directors once confirmed.

**9. REPORTS FOR INFORMATION**

a) **CEO Update and Standard Report**

**Moved by:** Councillor Don Amos

**Seconded by:** Jone Jardin

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

The CEO verbally highlighted aspects of the report and answered questions related to the corporation's performance.

**10. MEETING OBSERVER FEEDBACK**

Councillor Brandon Tozzo stated that it was a great meeting as there was many decisions and questions and the CEO was well versed in the policies and able to answer questions. The Board fulfilled all responsibilities resulting in excellent governance. The agenda was straight forward, all Board members participated and were involved. A good meeting.

**11. Next Meeting**

June 24, 2024

**12. ADJOURNMENT**

The agenda being fulfilled; the Chair declared the meeting adjourned at 1:45 pm.

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X

Liz Shell  
Chair

X

Mary Lynn Cousins Brame  
CEO