

### 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 12-2025

November 24, 2025, 12:30 p.m. Location: KFHC Board Room

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Liz Shell, Chair	Mary Lynn Cousins Brame, CEO
Joan Jardin, Vice Chair	David Kelly, EOA
Paul Smith, Director	
Bryan Hamberg, Director	<b>Regrets –</b>
Nancy South, Director	
Councillor Brandon Tozzo	
Councillor Don Amos	

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**1. MEETING TO ORDER** - Chair called the meeting to order at 12:32 p.m.

### **2. APPOINTMENT OF MEETING OBSERVER**

**THAT** the Board Chair appoint Nancy South as the Board meeting observer for the November 24, 2025, meeting.

**Moved by:** Bryan Hamberg

**Seconded by:** Brandon Tozzo

**CARRIED**

### **3. DISCLOSURE OF CONFLICT OR PECUNIARY INTEREST –**

### **4. APPROVAL OF AGENDA**

**THAT** the Board of Directors approve Agenda No. 12-2025 for the November 24, 2025, meeting.

**Moved by:** Nancy South

**Seconded by:** Brandon Tozzo

**CARRIED**

### **5. APPROVAL OF CONSENT AGENDA**

**THAT** the Board of Directors approve Agenda No. 12-2025 for the November 24, 2025, meeting.

**Moved by:** Joan Jardin

**Seconded by:** Bryan Hamberg

**CARRIED**

### **6. CONFIRMATION OF MINUTES**

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 08-2025 held on October 27, 2025, be confirmed.

**Moved by:** Bryan Hamberg

**Seconded by:** Joan Jardin

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**CARRIED**

**7. CONFIRMATION OF SPECIAL MEETING MINUTES – NOVEMBER 4, 2025**

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Special Meeting 11-04-2025 held on November 4, 2025, be confirmed.

**Moved by:** Don Amos

**Seconded by:** Brandon Tozzo

**CARRIED AS AMENDED**

**8. CONFIRMATION OF SPECIAL MEETING MINUTES – NOVEMBER 10, 2025**

**THAT** the minutes of the Kingston & Frontenac Housing Corporation Special Meeting 11-10-2025 held on November 10, 2025, be confirmed.

**Moved by:** Nancy South

**Seconded by:** Brandon Tozzo

**CARRIED AS AMENDED**

**9. NEW BUSINESS**

**a. BOARD OF DIRECTORS AND GOVERNANCE COMMITTEE WORKPLANS**

**THAT** the Board of Directors approve the Board and Committee Workplans for 2026.

**Moved by:** Joan Jardin

**Seconded by:** Nancy South

**CARRIED**

**b. PAST CHAIR ROLE**

**THAT** the Board of Directors approve the adoption of the Past Chair role. **(Term – for one year which can be extended if mutually agreed upon between Board and Past Chair)**

**Moved by:** Joan Jardin

**Seconded by:** Bryan Hamberg

**CARRIED**

**10. PRESENTATION - OPERATIONAL REVIEW REPORT- 1:00 P.M.**

Anne Lindsay, KPMG

Jennifer Campbell, Commissioner Community Services

Jayne Beggan-Hartley- Director Housing and Social Services

**11. REPORTS FOR INFORMATION**

**a. CEO UPDATE AND STANDARD REPORTS**

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

**Moved by:** Joan Jardin

**Seconded by:** Nancy South

**CARRIED**

**b. BOARD EVALUATION – document will be tabled at meeting.**

**THAT** the Board of Directors receive the Board Evaluation results and findings from the Governance Committee Chair.

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**Moved by:** Don Amos

**Seconded by:** Joan Jardin

**CARRIED**

**12. MEETING OBSERVER FEEDBACK**

- Focused moving through agenda items, good questions showing close reading of board material, asked important questions to the SM and KPMG. Good board governance.

**13. DATE OF NEXT MEETING**

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday, January 26, 2026, at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

**14. ADJOURNMENT**

The meeting was adjourned at 3:01 p.m.

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Liz Schell  
Board Chair

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Mary Lynn Cousins Brame  
CEO