

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

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

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

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.

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.

Liz Schell
Board Chair

Mary Lynn Cousins Brame
CEO