

**KINGSTON & FRONTENAC HOUSING CORPORATION**  
**Minutes 03-2024**  
**March 25, 2024, 12:30 p.m. Location: KFHC Board Room**

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**Attendance:**

Liz Schell, Chair  
Sanjiv Kapoor, Director  
Joan Jardin, Director  
Councillor Brandon Tozzo  
Bryan Hamberg, Director  
Nancy South, Director  
Steven Silver, Director

**Guest:**

Anoop Michael, KPMG  
Lori Huber, KPMG

**KFHC Staff:**

Mary Lynn Cousins Brame, CEO  
Dan Song, Director of Finance & Operations

**Regrets:** Councillor Don Amos, Vice Chair

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1. **MEETING TO ORDER:** The Chair called the meeting to order at 12:30 pm and welcomed new board members, Steven Silver and Nancy South.

2. **APPOINTMENT OF MEETING OBSERVER**

**THAT** the Board recognizes Councillor Brandon Tozzo, for volunteering as the Board Meeting Observer for March 25, 2024.

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 approve Agenda No. 03-2024 for the meeting on March 25, 2024.

**CARRIED**

CEO outlined that depending on the agenda some workplan agenda items for board meetings will need to be deferred and that committee minutes are a draft.

5. **APPROVAL OF CONSENT AGENDA**

**Moved by:** Bryan Hamberg

**Seconded by:** Councillor Brandon Tozzo

**THAT** the Board approves the Consent Agenda No. 03-2024 for March 25, 2024

**CARRIED**

6. **CONFIRMATION OF THE MINUTES**

**Moved by:** Bryan Hamberg

**Seconded by:** Joan Jardin

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**THAT** the minutes of the Kingston & Frontenac Housing Corporation Meeting No.02-2024 held on February 26, 2023, be approved. **CARRIED**

**7. BUSINESS ARISING:** None

**8. NEW BUSINESS:** Nancy South will join the Stakeholder Relations Committee and Steven Silver will join the Governance Committee.

**9. PRESENTATIONS:** KMPG 2023 Audit Report

Lori Huber and Anoop Michael, from KPMG presented KFHC 2023 Audit Report and findings. A copy of the audit and audit findings report was circulated with the March BOD package. Questions and answers followed. Lori Huber outlined the Asset Retirement Obligation and the work that KFHC had done to fulfil the new accounting requirement. The Chair thanked the Director of Finance and Operations for her excellent work overseeing the corporate finances.

**10. REPORTS FOR APPROVAL**

**a) 2023 Audited Financial Statements**

**Moved by:** Councillor Brandon Tozzo

**Seconded by:** Joan Jardin

**THAT** the Board of Directors on the recommendation of the Finance, Audit, and Administrative Committee approve the draft Financial Statements for the year ended December 31, 2023.

**CARRIED**

**b) Purchasing and Signing Authority Policy**

**Moved by:** Bryan Hamberg

**Seconded by:** Steven Silver

**THAT** the Board of Directors on the recommendation of the Finance, Audit, and Administrative Committee approve the Purchasing and Signing Authority Policy and accompany the Procurement Procedure.

**CARRIED**

**c) Extencicare Facility Letter of Support**

**Moved by:** Bryan Hamberg

**Seconded by:** Joan Jardin

**THAT** the Board of Directors on the recommendation of the Governance, Human Resources and Strategy Committee approve the letter of support for the Extencicare Facility be submitted to Mayor Paterson and City Council.

**CARRIED**

**11. REPORTS FOR INFORMATION**

**a) CEO Update and Standard Report**

**Moved by:** Joan Jardin

**Seconded by:** Councillor Brandon Tozzo

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

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

**12. MEETING OBSERVER FEEDBACK**

Councillor Tozzo stated the board has strong oversight of the finances, all board members participated in the discussions including the new board members, the CEO was able to answer all inquiries in a detailed manner. The board meeting was well chaired, and overall, the board has strong governance and met the seven responsibilities.

**13. Next Meeting**

April 29, 2024

**14. ADJOURNMENT**

The agenda being fulfilled; the Chair declared the meeting adjourned

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Liz Shell  
Chair

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Mary Lynn Cousins Brame  
CEO