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 05-2025
May 26, 2025, 12:30 p.m. Location: KFHC Board Room

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

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1. **MEETING TO ORDER -** Chair called the meeting to order at 12:35 p.m.

Paul Smith joined the meeting virtually.
Councillor Brandon Tozzo joined the meeting at 12:46 p.m.

2. **ACKNOWLEDGEMENT OF THE PASSING OF STEVEN SILVER**

The Board would like to acknowledge the contribution of board member Steven Silver. He was a dedicated, friendly, helpful member and we are greatly saddened to hear of his death on May 1, 2025, and send our deepest condolences to Steven's family.

3. **APPOINTMENT OF MEETING OBSERVER**

THAT the Board Chair appoint Joan Jardin as the Board meeting observer for the May 26, 2025, meeting.

Moved by: Paul Smith
Seconded by: Nancy South

4. **DISCLOSURE OF CONFLICT OR PECUNIARY INTEREST** – NONE

5. **APPROVAL OF AGENDA**

THAT the Board of Directors approve Agenda No. 05-2025 for the May 26, 2025, meeting.

Moved by: Councillor Don Amos
Seconded by: Joan Jardin

CARRIED

6. **CONSENT AGENDA**

THAT the Board of Directors approve the Consent Agenda No.05 -2025 for May 26, 2025.
Bryan Hamberg sent questions via email. Questions were asked and answered by the CEO.

Move by: Joan Jardin
Seconded by: Nancy South

CARRIED

7. CONFIRMATION OF MINUTES

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No.04-2025 held on April 28, 2025, be confirmed.

Moved by: Joan Jardin
Seconded by: Councillor Don Amos

CARRIED

8. REPORTS FOR APPROVAL

a) Risk Matrix

THAT the Board of Directors approve the Risk Matrix on the recommendation of the Governance, Human Resource and Strategy Committee.

Move by: Nancy South
Seconded by: Councillor Brandon Tozzo

CARRIED

b) OMERS Electronic Payment

THAT the Board of Directors approves KFHC to pay OMERS through electronic payment by authorizing the financial limit for this payment to be increased to $30,000.

Moved by: Joan Jardin
Seconded by: Nancy South

CARRIED

9. REPORTS FOR INFORMATION

a) Annual Report

THAT Board of Directors receive the Annual Report for information.

Moved by: Councillor Don Amos
Seconded by: Brandon Tozzo

b) CEO Update and Standard Reports

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

Moved by: Councillor Don Amos
Seconded by: Councillor Brandon Tozzo

CARRIED

10. IN CAMERA MEETING

Moved by: Nancy South
Seconded by: Joan Jardin

Councillor Don Amos left the meeting at 1:29 p.m.

11. MEETING OBSERVER FEEDBACK

The meeting was cooperative, on-topic and focused. There was patience with questions. Happy with Cooperation with Union and letters of intent for retirement received for succession planning. CEO provided full explanations and shares compliments. Full accounting and background provided based on questions asked and elaborated on. Funding changes will require engagement from stakeholders.

12. DATE OF NEXT MEETING

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday, June 23, 2025, at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

Liz Schell Board Chair	Mary Lynn Cousins Brame CEO