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 07-2025
September 22, 2025, 12:30 p.m. Location: KFHC Board Room

Liz Shell, Chair
Joan Jardin, Vice Chair
Councillor Brandon Tozzo
Nancy South, Director
Paul Smith, Director
Bryan Hamberg, Director

Mary Lynn Cousins Brame, CEO
David Kelly, EOA

Regrets – Councillor Don Amos

---

1. **MEETING TO ORDER -** Chair called the meeting to order at 12:33 p.m. Councillor Ridge joined the meeting.

2. **APPOINTMENT OF MEETING OBSERVER**

THE Board Chair appoint Nancy South as the Board meeting observer for the September 22, 2025, meeting.

3. **DISCLOSURE OF CONFLICT OR PECUNIARY INTEREST** – None.

4. **APPROVAL OF AGENDA**

THAT the Board of Directors approve Agenda No. 07-2025 for the September 22, 2025, meeting.

Moved by: Councillor Brandon Tozzo
Seconded by: Bryan Hamberg

CARRIED

5. **AGENDA ORDER CHANGE**

THAT the agenda order be altered to accommodate meeting guests and presentations.

Moved by: Bryan Hamberg
Seconded by: Councillor Brandon Tozzo

CARRIED

6. **CONSENT AGENDA**

THAT the Board of Directors approve the Consent Agenda No. 07 -2025 for September 22, 2025.

Held until next meeting for approval.

7. **CONFIRMATION OF MINUTES**

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 06-2025 held on June 23, 2025, be confirmed.

Held until next meeting for approval.

8. PRESENTATIONS (1:00PM)

a. TENANT COMPLAINT OVERVIEW

Executive Operations Administrator, David Kelly presented the complaint data for the last nine months. A total of 152 complaints were logged with 51% accounting for neighbour-to-neighbour disputes, a nonlandlord issue, 6% were for safety concerns and 11% for maintenance issues.

b. HEALTH & SAFETY CONCERNS

Councillor Gregory Ridge for King's Town District in the City of Kingston spoke on constituents' health and safety concerns.

9. REPORTS FOR APPROVAL

a. PLAYGROUND REPLACEMENT AT WELLER, WILSON & COMPTON

THAT the Board of Directors approve on the recommendation of the Finance, Audit and Administration Committee the award to supply and install four new playgrounds in the north end to Henderson Recreation Equipment Ltd. for a price of $117,780 excluding HST.

And THAT Board of Directors approve on the recommendation of the Finance, Audit and Administration Committee Finance, Audit and Administration Committee the award to supply and install four new playground bases in the north end to Fortco Rubberized Play Surfaces Ltd. for a price of $64,880 excluding HST.

Moved by: Joan Jardin
Seconded by: Councillor Brandon Tozzo

CARRIED

b. OPERATING & CAPITAL FUNDING REQUEST 2026

THAT the Board of Directors approve on the recommendation of the Finance, Audit and Administration Committee the Operating and Capital Funding Request for 2026.

Moved by: Bryan Hamberg
Seconded by: Nancy South

CARRIED

10. REPORTS FOR INFORMATION

a. CEO Update and Standard Reports

THAT the Board of Directors receive the CEO's report for information
Moved by: Councillor Brandon Tozzo
Seconded by: Bryan Hamberg

CARRIED

11. IN CAMERA MEETING

Moved by: Nancy South
Seconded by: Councillor Brandon Tozzo

CARRIED

12. MEETING OBSERVER FEEDBACK

The meeting has two informative presentations around tenant security concerns. Presentation from Councillor Ridge was eye opening. CEO was engaged and attentive.

13. DATE OF NEXT MEETING

The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday, October 27, 2025, at 12:30 p.m., in the Boardroom, 119 Van Order Drive.

14. ADJOURNMENT

The meeting was adjourned at 2:09 p.m.

Liz Schell	Mary Lynn Cousins Brame
Board Chair	CEO