

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 13-2025
December 15, 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 – Councillor Brandon Tozzo
Nancy South, Director	
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 Bryan Hamberg as the Board meeting observer for the December 15, 2025, meeting.

Moved by: Joan Jardin

Seconded by: Nancy South

CARRIED

3. DISCLOSURE OF CONFLICT OR PECUNIARY INTEREST –

4. APPROVAL OF AGENDA

THAT the Board of Directors approve Agenda No. 13-2025 for the December 15, 2025, meeting.

Moved by: Councillor Don Amos

Seconded by: Joan Jardin

CARRIED

5. CONFIRMATION OF MINUTES

THAT the minutes of the Kingston & Frontenac Housing Corporation Meeting No. 12-2025 held on November 24, 2025, be confirmed.

Moved by: Councillor Don Amos

Seconded by: Nancy South

CARRIED

6. NEW BUSINESS

a. 381 BAGOT STREET SECURITY HARDWARE & FIRE ALARM CONNECTIONS

THAT the Board of Directors approves the award of PT 25-03 Door Security Hardware to Upper Canada Specialty Hardware Limited (UCSH) for a price of \$246,000, excluding HST.

And THAT the Board of Directors approves the award of the required Electrical, Fire Alarm upgrades and the required Engineering for the door hardware security to Ed Malette Electric Ltd. for a price of \$150,000, excluding HST.

Moved by: Joan Jardin

Seconded by: Councillor Don Amos

CARRIED

b. ARCHITECT AWARD MCMULLEN MANOR REBUILD

THAT the Board of Directors approve the award directors to Square Vis Architects Inc. for the creation of the tender package for contractor bidding, the prequalification process, the code upgrades, and the contract administration during construction for the replacement, 28-unit building in Verona for \$312,900 plus HST, **and**.

THAT the Board of Directors authorizes the CEO to execute all the necessary agreements for the award of the contract.

Moved by: Joan Jardin

Seconded by: Paul Smith

CARRIED

7. In Camera

Discussion around Insurance Claim and Operational Review response and status.

Moved: Joan Jardin

Second: Bryan Hamberg

CARRIED

8. Rise and Report

THAT the Board of Directors are requesting a meeting with Laney Hurdle (CAO), Commissioner Jennifer Campbell, City Solicitor Jenna Morley and Deputy Solicitor Alan McLeod to discuss the contents of the Operational Review for on or before January 26th, 2026.

Moved by: Joan Jardin

Seconded by: Paul Smith

CARRIED

9. MEETING OBSERVER FEEDBACK

- Great governance, questions answered well. Conversations were respectful and informative to all.

10. 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.

11. ADJOURNMENT

The meeting was adjourned at 2:05 p.m.

Liz Schell
Board Chair

Mary Lynn Cousins Brame
CEO