

Date:	February 8, 2016	Time: 5:00 PM
Location:	945 Princess Street, Lobby Boardroom	
Attended:	Shai Dubey, Chair Peter Kraus Judith Pineault Bill Durnford	Sandra Gibson Bo Wandschneider Councillor Turner
		Councillor Hutchinson Councillor Allen David Carnegie
Staff:	Donna Gillespie	Emily McCracken
Regrets:	Mayor Paterson	

1. Call to Order: 5:05 PM
2. Approval of Agenda
 - Motion to “approve the agenda as presented;” moved by Councillor Allen, seconded by Councillor Turner. Carried.
 - Peter Kraus requested a discussion item on the federal budget meeting be added to agenda following item eight, CEO Update.
3. Disclosure of Conflict of Interest
 - None.
4. Approval of the Minutes
 - Motion to “approve the January 11, 2016 Board of Directors minutes with amendments requested;” moved by Niall O’Driscoll, seconded by Councillor Turner.
 - Motion to “approve the Finance Committee minutes from November 25, 2015 as presented;” moved by Peter Kraus, seconded by Councillor Turner.
 - Sandra Gibson provided an update on the Finance Committee, stating that there has been one meeting in 2016. The Committee plans to review many areas in 2016, one of which are Reserve Funds. She noted that the auditors from Secker, Ross & Perry will be attending the upcoming February 17 meeting.
 - Rob Hutchison requested clarification on the materiality of the Corporation’s audit.
Donna Gillespie stated she would follow up with the auditors on this.

Shai Dubey, referencing recent community communications, asked for information on the costs associated with a forensic audit.

Donna Gillespie, stated that she had spoken with Secker, Ross & Perry about a forensic audit. The firm representative noted this type of audit is generally performed on an individual or department; to perform an audit of this nature on an entire Corporation would be an open ended request and the cost would be very large. The representative stated that Secker, Perry & Ross does not perform forensic audits.

- Bo Wandschneider suggested the Board communicate to the community what is involved in the annual KEDCO audit with Secker, Ross & Perry.

5. Business Arising from the Minutes

- None

6. Election of Officers

- Nomination and Election of members of the Finance and Audit Committee. Current members are Bill Durnford, Peter Kraus, Councillor Allen, Dave Carnegie and Councillor Turner.
- Motion to, “elect the above noted Directors to the Finance Committee;” moved by Councillor Turner, seconded by Bo Wandschneider. Carried.

7. Review Committee Update – Judith Pineault

- Judith Pineault provided an update on the Review Committee, noting that two meetings were held in January:
 - i. January 20, 2016: Public Town Hall
 - ii. January 27, 2016: Public Meeting

There will be an upcoming meeting taking place on Wednesday, February 17. Three delegations are confirmed to present at this meeting.

- Bill Durnford stated his support for the Committee and encouraged members to continue pursuing their mandate and focus on the process.
- Niall O’Driscoll requested more information on the Review Committee discrepancy surrounding voting.

Bo Wandschneider stated that it is not in the purview of the Committee to question the makeup, the structure was pre-determined.

- Rob Hutchison noted that Council was told by the Mayor that the review was a Council led process and recently it was indicated that it was initiated by KEDCO. He suggested this misconception be cleared.

- Shai Dubey stated that there is a binder containing newspaper articles, letters and media activity from 2004, which can be provided for the Board to review.
- Councillor Allen suggested that the interest of the Review Committee should be in determining the future of Economic Development. He suggested that the Board respond to some of the big ideas being brought forward by the public.
- Shai Dubey passed the duties of Chair to Bo Wandschneider. 6:12PM.
- Shai Dubey indicated that the review is a City Council approved Committee; the KEDCO Board made a recommendation on its creation. He stated that the Board cannot interfere with the Review Committee's mandate or voting.
- Bo Wandschneider passed the duties of Chair to Shai Dubey. 6:15PM.
- Motion to have, "KEDCO staff prepare answers for questions posted to the Review Committee for the Boards approval by email as soon as possible;" moved by Shai Dubey, seconded by Councillor Turner. Carried.

8. CEO Update

- Donna Gillespie referenced a correspondence from the United Way included in the Board package. The letter congratulates KEDCO on raising \$2,714 for the 2015 United Way campaign.
- It was noted that a memorandum of understanding (MOU) had been drafted between Tourism Kingston and the Kingston Accommodation Partners (KAP). This document was developed for the tourism market to recognize that both organizations are working together. The KAP Board has approved the document, no formal signing date has been established. This item is to be brought back for discussion at the March Board meeting.
- Donna Gillespie stated that an MOU was being drafted with Innovation Kingston; this partnership will promote innovation in Kingston and solidify a positive working relationship. This item is to be brought back for discussion at the March Board meeting.
- A request for proposals (RFP) was issued on Monday, February 8 for the development of new Tourism Kingston website. The costs for this project were budgeted for in 2016 and will be shared equally with the Kingston Accommodation Partners and Tourism Kingston. An Ottawa based firm representative, Stephen Beamish, Black Tusk Business Solutions, was contracted to draft the RFP.
Bo Wandschneider asked if a City model was followed on the creation of the RFP.
Donna Gillespie stated that it had been drafted with consultation from a

City of Kingston Procurement Officer, based on the KEDCO policy manual.

- Peter Kraus brought forward a pre-budget consultation happening on Tuesday, February 9 with MP Mark Gerretsen. The KEDCO Board was invited to attend the event. He clarified that Board members are attending with individual perspectives.

9. Date of next meeting – March 14, 2016

10. Adjournment