



BOARD OF DIRECTORS MEETING

Date:	Monday, June 12 2017	Time: 5:00pm	
Location:	Innovation Park- Front Board Room		
Invited:	Judith Pineault, Chair Peter Dalton David Carnegie Trevor Wilson	Councillor Hutchison Councillor Turner Bill Durnford Gillian Watters	Gerard Hunt (ex officio) Lyndsay Wise Councillor George
Staff:	Donna Gillespie	Kirk Smallridge	Pete Paige
Guests:	Peter Huigenbos Carey Bidtnes	Paige Agnew Saru Bajwa	Jim Keech
Regrets:	Mayor Paterson	Bo Wandschneider	Shai Dubey (ex officio)

1. Call to Order

- The Board of Directors meeting was called to order at 5:09pm by Chair Judith Pineault.

2. Approval of Agenda

- **Motion to** “approve the agenda as presented;” moved by Councillor George, seconded by Lyndsay Wise. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “approve the minutes of the Board of Directors May 8, 2017 meeting;” moved by Peter Dalton. Seconded by Trevor Wilson. Carried.

5. Business Arising from the Minutes

- Memorandum of Understanding with Launch Lab under discussion
- The Third Crossing PowerPoint meeting June 13

6. Presentation-City of Kingston Employment Land Strategy

- Gerard Hunt, Peter Huigenbos, Paige Agnew and Jim Keech presented Employment Land, City Land Use, Servicing and Fibre. Presentation attached with Board of Directors Package further review.



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- Peter Huigenbos spoke about Urban Growth Plan and how the City of Kingston plans to expand south of Highway 401.
- Paige Agnew presented the Building Permit Report and explained a number of the policy changes regarding the Official City Plan.
- Jim Keech informed the board of upcoming project Utilities Kingston will be undergoing in the upcoming year.

7. Finance Committee Update: Dave Carnegie

Dave Carnegie briefed the Board on the April Finance Committee meeting and explained that the Committee was continuing to look at making new investments in the reserve fund. It was noted that work is still being undertaken to divide the assets and liabilities of the Corporation with the DMO.

It was noted that financial policies surrounding the purchase of alcohol be reviewed to ensure that Kingston EcDev staff are in compliance when hosting events and clients.

8. Risk Committee Update: Trevor Wilson

Trevor Wilson shared feedback regarding the Risk Committee meeting that occurred on June 6. Trevor explained the four hour brainstorming session was used to create a list of potential risks with a mitigation strategy. After a discussion it was determined that the top areas where potential risk could occur would be:

- Kingston EcDev and Tourism divide
- CEO search and recruitment
- Strategic Plan
- Financial Risks surrounding budgets for Kingston EcDev

A draft copy of the Risk Matrix was circulated for the Board to review. It was requested the Board review the draft copy and present any suggestion or recommendations to the next Board meeting.

Peter Dalton suggested the Risk Committee further research potential technology and security risks. Councillor Laura Turner raised concerns over fraudulent activity that occurred on a corporate credit card recently and agreed that Technology should be higher on the Risk Matrix.

9. Tourism Transition Update: Bill Durnford

- Tourism committees are established. The second rounds of interviews are being conducted for the new Executive Director for Tourism Kingston. An applicant should be selected by the end of the month.

10. CEO Report : Donna Gillespie

- To be circulated with report



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11. Discussion: Service Level Agreement with City of Kingston

- **Motion to** “defer this discussion to the next Board meeting;” moved by Trevor Wilson. Seconded by Lyndsay Wise. Carried.

12. Other Business

- None

13. Date of next meeting – Monday July 10, 2017

14. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” moved by Councillor Hutchison. Seconded by Councillor Turner. Carried. 7:23 pm

Judith Pineault, Chair

Peter Dalton, Vice Chair

Date