



BOARD OF DIRECTORS Minutes

Date: Monday, Sept 11, 2017 **Time:** 5:00pm

Location: Innovation Park- Front Board Room

Invited: Judith Pineault, Chair Councillor Hutchison Bo Wandschneider (via phone)
Peter Dalton Councillor Turner Gerard Hunt (ex officio)
David Carnegie Councillor George Rob Kawamoto (ex officio)
Trevor Wilson Gillian Watters

Staff: Donna Gillespie Kirk Smallridge

Regrets: Mayor Paterson Bill Durnford Shai Dubey (ex officio)
Lyndsay Wise

1. Call to Order
 - The Board of Directors meeting was called to order at 5:05pm by Chair Judith Pineault
2. Introduction: Rob Kawamoto, Executive Director, Tourism Kingston
3. Approval of Agenda
 - **Motion to** “amend the agenda to include transportation update discussion on VIA and the airport;” moved by Councillor Kevin George. Seconded by Councillor Rob Hutchison. Carried.
4. Disclosure of Conflict of Interest
 - None
5. Approval of the Minutes
 - **Motion to** “approve the minutes of the Board of Directors July 10, 2017 meeting;” moved by Dave Carnegie. Seconded by Councillor Rob Hutchison. Carried.
6. Business Arising from the Minutes
 - CEO provided Board of Directors with update on China Mission, contracts established and budget actuals (written Memo circulated)
 - Updates to the Financial Policies to be discussed under Finance Committee Update
7. Finance Committee Update: Dave Carnegie
 - Dave Carnegie reported the Finance Committee had discussed updates to the HR & Policy Manual. Discussion on clarifying hosting policies, alcohol consumption (future need for policy related to marijuana use if federal legislation put in place) took place. Updates to policies will be taken to the HR Nominations Committee for review and recommendation back to the Board.



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- A discussion was held regarding a contractor exceeding the approved procurement limit. The Finance Committee approved expenditure in 2017 for up to \$49,999 with this vendor as it was budgeted for within a provincially funded program. It was noted that Corporate Policies state that individual vendor expenditure cannot exceed \$24,999 without a motion from the Finance Committee (or Board, if expenses over \$49,999). Donna Gillespie noted that this was a unique situation as there had been delays with invoices being submitted in a timely manner and change in financial systems. Donna explained that a cumulative vendor report is created monthly and is monitored the CEO and Finance Committee.
 - The Board inquired if a change in scope of work caused the vendor overage. Donna Gillespie explained a cause of the increase in costs was related to more work up-front in the development and delivery of the program. The program was anticipated to run to the end of the provincial fiscal year (March 31, 2018), but will now be completed in this calendar year. The province has provided funding to cover the expenses.
 - The Board of Directors discussed the best method to resolve the outstanding debt. Donna Gillespie presented options: the debt could be left outstanding until 2018; or, the CEO or staff lead could be held personally liable for services procured exceeding the approved \$49,999.
 - It was asked if the program delivery would be in jeopardy. Donna Gillespie noted that internal resources will be refocused on a successful program completion.
 - **Motion to** “approve expenditure for Lean Advisors for the amount of \$62,007.46;” moved by Dave Carnegie. Seconded by Councillor Kevin George. Carried.
8. Risk Committee Update: Trevor Wilson
- Trevor Wilson updated the Board of Directors on the working Risk Matrix draft and mentioned the draft would be circulated for review. Trevor Wilson request that the Board submit feedback to the Risk Committee prior to the next meeting scheduled in January of 2018.
9. CEO Report: Donna Gillespie
- Donna circulated a written CEO Report to the Board of Directors for review. Donna highlighted recent and upcoming events, projects that that Kingston EcDev has been involved with such as the visit from the Indian High Commission and accolades such as Foreign Direct Investment awards.
 - Donna mentioned the Amazon Headquarters 2 Request for Proposal noted that Kingston did meet the criteria the proposal was requesting. However, a discussion with community partners was being planned to identify if it was worthwhile to consider or if a regional strategy to support other city’s bids (ie. Ottawa or Toronto) may be the best course of action with potential benefit to Kingston.
10. Other Business:
- Metrics/KPI Discussion
 - Judith Pineault suggested a small group of the Board meet to discuss metrics/KPI’s and the required Service Level Agreement with the City of Kingston, and present a draft to the Board for October 16.



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Judith Pineault, Dave Carnegie, Councillor Rob Hutchison, Gerard Hunt and Donna Gillespie confirmed participation.

- 2018 Budget Process
 - Donna recommended that Kingston EcDev work within the budget framework the City has recommended - a 1.5% increase to municipal funding request. The Board endorsed this direction. City Council budget deliberations are scheduled for late November.
- Formalizing Partnerships – Launch Lab/Innovate Kingston
 - **Motion to** “defer the discussion regarding formalizing partnerships to a future meeting;” moved by Trevor Wilson. Seconded by Dave Carnegie. Carried.
- 2018 Board Positions
 - The question of who would be renewing their terms for the Board of Directors was posed by Judith Pineault. The Board was asked to consider their tenure and inform Judith as soon as possible. If there are vacant Director positions, Kingston EcDev will work with the City Clerk on the standard recruitment process.
- Request for Endorsement of Kingston as a Sanctuary City
 - Kingston EcDev received a request from KEYS to endorse their proposal to City Council to make Kingston a Sanctuary City. The board was unanimous in their discussion that this was a municipal issue and that the EDO should not take a position.
- Transportation Updates – VIA & Kingston Airport
 - It was discussed that transportation was critical to bringing business to the city. Donna Gillespie referenced a recent meeting with VIA and highlighted their proposed upgrades/hub concept for the Kingston station and their proposed high-frequency rail line initiative.
 - It was noted that Kingston EcDev would work closely with the City regarding the new VIA project. Mayor Paterson furthered the discussion regarding the VIA hub and high-frequency rail, noting City Council has formally endorsed.
 - It was reported a new airport manager, Rick Reed has been hired by the City. He will oversee the terminal and runway expansion project. Work is anticipated to begin this fall. It was suggested that Mr. Reed could come in delegation to a future Board meeting to provide updates. Gerard and Donna to determine best time for future presentation.

11. Upcoming Meetings :

- Board of Directors – Monday, October 16, 2017
- Finance Committee – Wednesday, October 18, 2017



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12. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” moved by Councillor Kevin George. Seconded by Peter Dalton. Carried. 6:30 pm

Judith Pineault, Chair

Peter Dalton, Vice Chair

Date