



## BOARD OF DIRECTORS MEETING

---

Date:	<b>Monday, January 14, 2019</b>	<b>Time: 5:00pm</b>	
Location:	945 Princess Street, Innovation Park, Front Board Room		
Invited:	Dave Carnegie, Chair Councillor Chapelle Bill Durnford Megan Knott (ex officio)	Mayor Paterson Judith Pineault John Sheridan (via phone)	Councillor Oosterhof Yafan Huang Gillian Watters
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Councillor Boehme Gerard Hunt (ex officio)	Lyndsay Wise	Don Aldridge

---

### 1. Call to Order

- The Board of Directors meeting was called to order at 5:09pm by Board Chair, Dave Carnegie.

### 2. Approval of Agenda

- **Motion to** “Amend the agenda to include updates from community partners;” Moved by Councillor Chapelle. Seconded by Mayor Paterson. Carried.
- **Motion to** “Approve the agenda;” Moved by Councillor Chapelle. Seconded by Mayor Paterson. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- **Motion to** “Approve the minutes of the December 17, 2018 Board of Directors meeting;” Moved by Mayor Paterson. Seconded by Judith Pineault. Carried.

### 5. Business Arising from the Minutes

- Donna Gillespie informed the Board of Directors that applications for the Queen’s Career Apprenticeship Kingston program were still being accepted until the end of the month with interviews beginning in February.
- Donna Gillespie highlighted a student retention report conducted by Queen’s University Smith School of Business that explored recent graduates’ perceptions towards careers in Kingston.



## BOARD OF DIRECTORS MEETING

### 6. Updates from Community Partners

#### Tourism Kingston Update

- Megan Knott informed that five new directors would be joining the Tourism Kingston Board. Their first Board meeting will be held on January 28. Megan mentioned the Kingston Accommodation Partners Business Plan was complete with an emphasis on alignment with Tourism Kingston and is available for circulation upon request.

#### City Update

- Mayor Paterson informed the Board of Directors of the upcoming 2019 budget session and also mentioned the Council priority strategic planning would be taking place at the end of March.

### 7. Director Introductions, Interests & Background in Economic Development

- Dave Carnegie welcomed new and returning Board members and provided his background and history with the Corporation. The Board provided their backgrounds and interests with economic development.

### 8. Presentation: Board Governance Overview – Judith Pineault

- Judith Pineault presented an overview of on Board Governance. Judith explained that Kingston EcDev is a governance Board.

### 9. 2019 Budget Request

- Donna Gillespie referenced the proposed 2019 budget that was circulated via email. Donna mentioned the City of Kingston Treasurer and CAO requested that all agencies and external organizations prepare their 2019 Municipal requests with an inflation parameter of 1.5%. Donna explained the expected revenues, the changes in wages and project budgets and recommended proceeding with an increased budget of 1.5%. The Board of Directors discussed the expected increase in wages and projects being undertaken by the Corporation.
- **Motion to** “Proceed with a request for a 1.5% Municipal funding increase;” Moved by Bill Durnford. Seconded by Gillian Watters. Carried.

### 10. CEO Report

- Donna Gillespie provided a high level summary for the CEO report that was circulated via email. Donna mentioned the following highlights:
  - Kingston EcDev is currently exploring different space options as lease expires in July, 2019
  - Shelley Hirstwood officially joined the EcDev team as Business Development Officer for the Attraction & Aftercare portfolio
  - Donna invited the Board to attend the annual Economic Development Council of Ontario’s Conference in Toronto at the end of January
  - Work continues with City of Kingston on In-Migration strategy. Development of new Live & Work platform is progressing well to showcase Kingston’s assets
- **Motion to** “Accept the CEO Report;” Moved by Councillor Chapelle. Seconded by Councillor Oosterhof. Carried.



## BOARD OF DIRECTORS MEETING

### 11. Selection of Committee Members

- Dave Carnegie opened the membership of the Finance & Audit Committee, HR & Nominations Committee and the Strategic Planning Committee and encouraged the Board's participation. The following Board members volunteered for the respective Committees:

#### **Finance Committee**

- Gillian Watters, Committee Chair
- Councillor Chapelle
- Councillor Oosterhof

#### **HR & Nominations Committee**

- Dave Carnegie, Committee Chair
- John Sheridan
- Bill Durnford
- Judith Pineault

#### **Strategic Planning Committee**

- Dave Carnegie, Committee Co-Chair
- John Sheridan, Committee Co-Chair
- Judith Pineault
- Bill Durnford
- Yafan Huang
- Councillor Chapelle
- Councillor Oosterhof
- Councillor Boehme (intent expressed via email)
- Don Aldridge (intent expressed via email)
- Lyndsay Wise (intent expressed via email)

### 12. Board of Directors Meeting Frequency & Schedule Discussion (1:16 mins)

- Dave Carnegie referenced the 2019 Board of Directors proposed meeting dates memo and informed the Board that historically the Board has met monthly with the exception of summer months. Dave mentioned the 2018 Board's interest in changing the meeting frequency of meetings to every other month for formal meetings and using the alternating months to explore areas of interest or focus for more detailed discussion.
- **Motion to** "Adjust the meeting frequency of the Board of Directors to every second month starting February 11, 2019;" Moved by Mayor Paterson. Seconded by Councillor Chapelle. Carried.



## BOARD OF DIRECTORS MEETING

### 13. In Camera (If Required)

- None

### 14. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by John Sheridan.  
Seconded by Dave Carnegie. Carried. 6:35pm.

---

Dave Carnegie, Chair

---

Director

---

Date