



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, October 16, 2017	Time: 5:00pm	
Location:	Innovation Park- Front Board Room		
Invited:	Judith Pineault, Chair Bo Wandschneider David Carnegie Trevor Wilson Shai Dubey (ex officio)	Mayor Paterson Peter Dalton Bill Durnford Gillian Watters	Councillor Hutchison Councillor Turner Lyndsay Wise Rob Kawamoto (ex officio)
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Trevor Wilson	Gerard Hunt (ex officio)	Councillor George

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 Rob Hutchison. Seconded by Peter Dalton. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes
 - **Motion to** “Approve the minutes of the Board of Directors September 11, 2017 Meeting;” moved by Mayor Bryan Paterson. Seconded by Councillor Laura Turner. Carried.
5. Business Arising from the Minutes
 - The Amazon Headquarters 2 RFP was discussed. Kingston did not submit a bid, but a plan has been discussed for a regional strategy to support Ottawa in their bid.
6. Discussion: Service Level Agreement with City of Kingston
 - Appendix B of the Service Level Agreement was reviewed. An Economic Development Consultant is working with the EDO to finalize KPIs and Metrics working group, and a Special Projects Manager of The City of Kingston will also assist with the development of the SLA.
 - Discussion surrounding clear expectations and how the organization can meet and/or exceed targets, and how ambiguous wording of Appendix B may be an issue.



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- A concern was noted surrounding the use of the term “breach” in section 5.2 Appendix A. It was noted that if another recession occurred, the EDO would be in breach of the contract with not being able to meet targets.
 - **Motion to** “Approve the suggested amendment to the SLA;” moved by Councillor Hutchison. Seconded by Gillian Watters. Bo Wandschneider abstained. Carried.
7. HR Nominations Committee Update: Judith Pineault
- Board Recruitment
 - Donna Gillespie mentioned that 39 applications of potential candidates for the Board of Directors were received by the Clerk’s Office. Moving forward the EDO Nominations Committee will need to short-list the candidates, interview and make a recommendation to the Board of Directors.
 - The list of candidates is to be circulated to the HR Committee upon receiving it from the City Clerk’s Office. It was noted the Board’s recommendation must be received no later than November 6, 2017.
 - HR Policy Manual Update
 - Donna Gillespie reviewed the recommended revisions to the HR Policy.
 - Donna explained changes and updates to per diem policy rules, “hosting guidelines”, gratuities, the holiday closing period, short term disability, the signing authority of Business Development Officers, and pay band adjustment.
 - **Motion to** “Adopt the suggested policy changes presented to the Board of Directors;” moved by Councillor Turner. Seconded by Peter Dalton. Carried.
8. Finance Committee Update: Dave Carnegie
- Dave Carnegie gave the Board an update of the Finance Committee September Meeting. It was mentioned that corporate overhead expenses this year are higher than anticipated due to MFIPPA requests, legal fees and executive recruitment.
 - Budget 2018
 - Donna Gillespie presented the proposed Operating Budget for 2018. A request for a 1.5% increase in Municipal investment is in line with the City’s recommendation. It was noted the municipal investment had not increased in the past two years.
 - Kingston EcDev organizational chart and the different roles and responsibilities needed within the Corporation were discussed. The supporting Board and Advisory Committees were also referenced and discussed.
9. CEO Report: Donna Gillespie
- Donna Gillespie reviewed the CEO report that was circulated during the meeting and via email.
 - Councillor Laura Turner noted an increase in tourists visiting downtown Kingston, and suggested advertising for the tourists in different languages. Councillor Turner also suggested more communication between students in the United States and SLC, Queen’s and the City.



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10. Other Business

- Formalizing Partnerships
 - Donna Gillespie gave a brief description of the partnerships with Innovate Kingston and Launch Lab.
 - Asked for assistance from the Board on how to formulate a partnership with Launch Lab. Donna requested a formalized partnership/SLA with Launch Lab, which would contribute towards consultations and other services.
 - Discussion surrounding a direct link to Queen's and SLC with programs like the Dunin-Deshpande QUICSI and how these are creating businesses and opportunities within Kingston.
 - Councillor Rob Hutchinson asked if we contribute to QUICSI. It was noted we are involved, but no monetary support was provided.
 - Shai Dubey made note of a recent initiative that would provide financial assistance to employers to hire recent grads to give them a competitive advantage while applying for first careers.

11. Upcoming Meetings :

Finance Committee – Wednesday, October 18, 2017

Board of Directors – Monday, November 13, 2017

HR Nominations Committee – TBD

Metrics/KPI Meeting – October 24, 2017

12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” moved by Councillor Laura Turner. Seconded by Councillor Rob Hutchinson. Carried. 6:54 pm

Judith Pineault, Chair

Peter Dalton, Vice Chair

Date