



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, November 11, 2019	Time: 5:00pm	
Location:	366 King Street East, Suite 420 Boardroom		
Invited:	Dave Carnegie, Chair Bill Durnford Gillian Watters (5:24-5:50pm)	Councillor Oosterhof Lyndsay Wise	Don Aldridge John Sheridan
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Mayor Paterson Judith Pineault Lanie Hurdle (ex officio)	Councillor Boehme Yafan Huang	Councillor Chapelle Megan Knott (ex officio)

1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 5:24pm.

2. Approval of Agenda

- The Board discussed amending the agenda to address the Board recruitment & Budget 2020 discussion to Section 4.
- Motion to** “Approve the agenda;” Moved by Lyndsay Wise. Seconded by Councillor Oosterhof. Carried.

3. Disclosure of Conflict of Interest

- None

4. Board Recruitment & Budget 2020

Board Recruitment

- Judith Pineault and Yafan Huang’s terms of appointment are expiring at the end of 2019. Both Directors expressed interest in remaining on the Board and submitted applications to the City of Kingston Nominations Committee. The Board discussed the importance of retaining corporate knowledge and organizational experience for 2020 with work on updating the strategic plan, service level agreement and KPIs being a priority.
- The Board referenced the Corporate Bylaw 8.a. stating that Board members will be appointed for a three-year term and noted that Judith would be apply for a one-year term to complete her total three-year term and Yafan would be applying for a two-year term to complete his three-year term.
- Motion to** “Recommend to City of Kingston Nominations Committee the reappointment of Judith Pineault to the Board of Directors for a one-year term ending December 31, 2020 and Yafan Huang for a two-year term ending December 31, 2021;” Moved by Dave Carnegie. Seconded by John Sheridan. Carried.
- Dave and Donna plan to attend the City Nominations Committee meeting on November 20 to present the Board recommendation.



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Budget 2020

- Donna presented the draft 2020 budget as approved by the Finance Committee and overview of operational plans. The Corporation developed the budget with a zero per cent increase in municipal funding from 2019 or \$1,461,500. Donna noted the Business Expansion and Retention budget as well as the Workforce Development budget lines incorporated the \$150,000 contribution towards the new partnership agreement with the City of Kingston.
- Donna noted the municipal budget request would be presented to City Council on November 25.
- **Motion to** “Approve the 2020 budget and plans as presented;” Moved by John Sheridan. Seconded by Bill Durnford. Carried.

5. Approval of the Minutes

- **Motion to** “Accept the October 7, 2019 Board of Directors meeting;” Moved by John Sheridan. Seconded by Lyndsay Wise. Carried.
- **Motion to** “Approve the August 29, 2019 Finance & Audit Committee meeting;” Moved by Don Aldridge. Seconded by Gillian Watters. Carried.

6. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved Gillian Watters. Seconded by John Sheridan. Carried. 5:47pm.
- The meeting continued with a general discussion without quorum.

7. Business Arising from the Minutes/Corporate Updates

Partnership Agreement with City of Kingston

- Donna confirmed that she and Chair Dave Carnegie went in delegation to the City Council meeting on October 15, 2019 to speak in support of the Interim Chief Administration Office’s report proposing a new partnership agreement between Kingston Economic Development Corporation and City of Kingston.

Service Level Agreement & KPIs

- The Board discussed forming an Ad-Hoc Committee to assist with the development of strategic metrics to be presented to City staff for discussion. The Board agreed to meet early December to review staff recommendations.

Integrated Economic Development Strategic Plan

- Staff are working with the City to identify consultants/proposals for consideration to assist with the development of the Integrated Economic Development Strategic Plan.

Q3 Report/November CEO Update

- Donna provided an overview of Q3 activities – consultations and inquiries are trending in line with previous years. Report will be submitted to City Council.
- Upcoming activities include: annual Perspective Kingston publication, launch of Queen’s Career Apprenticeship 2020 program, visiting delegation of Southern African Ambassadors Corps and St. Lawrence College meeting to discuss a Downtown Centre of Excellence.



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- Donna briefed the Board that the Corporation is in an inquiry stage with the Information Privacy Commission related to the Friends of Kingston Municipal Freedom of Information and Privacy Protection Act request.

8. In Camera (if Required)

- None

9. Date of Next Meeting

- * TBD in December, 2019 – Special Meeting
- Monday, December 16, 2019 – Board of Directors Meeting & Members Meeting – 4:00pm
- Thursday, November 28, 2019 – Finance & Audit Committee Meeting, 9:00am

Dave Carnegie, Chair

Director

Date