



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, January 20, 2020	Time: 5:15pm	
Location:	366 King Street East, Suite 420		
Attended:	Dave Carnegie, Chair Judith Pineault Don Aldridge	Councillor Oosterhof Bill Durnford Yafan Huang	Councillor Hill Gillian Watters Lanie Hurdle (ex officio)
Staff:	Donna Gillespie Shelley Hirstwood	Kirk Smallridge Ian Murdoch	Andrew Bacchus
Regrets:	Mayor Paterson Lyndsay Wise	Councillor Boehme Megan Knott (ex officio)	John Sheridan

1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 5:15pm.

2. Approval of Agenda

- **Motion to** “Approve the agenda;” Moved by Don Aldridge. Seconded by Bill Durnford. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve the minutes of the December 16, 2019 Board of Directors meeting;” Moved by Gillian Watters. Seconded by Don Aldridge. Carried.

5. Business Arising from the Minutes

- Donna Gillespie updated the Board of Directors that Yafan Huang has agreed to join the Human Resources & Nominations Committee and Don Aldridge the Finance & Audit Committee.
- The Friends of Kingston appeal to the Information Privacy Commissioner (IPC) remains at the inquiry stage with the IPC.

6. Partner Updates

Tourism Kingston

- Megan Knott was not in attendance, so Donna provided a brief update on the Brier 2020 and staffing changes at Tourism Kingston.

City of Kingston

- Lanie Hurdle provided an update on the newly created staff position to assist local businesses navigate municipal services. The position which is currently posted, will report to Peter Huigenbos, Director, Real Estate and Environmental Initiatives/Acting Commissioner of Community Services.



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Airport Advisory Committee

- The inaugural meeting of the Airport Advisory Committee was held on January 20, 2020. The agenda included an overview presentation on the recently upgraded terminal and runway expansion and current initiatives on attracting additional carriers. Councillor Hill was selected as Committee Chair.

7. Integrated Strategic Plan Proposal Recommendation

- Donna provided a verbal and written report regarding the selection of the successful proposal for the Kingston Economic Development/City of Kingston Integrated Strategic Plan. A working group comprised of Donna Gillespie, Lanie Hurdle, Craig Desjardins, Peter Huigenbos, Ian Murdoch and Shelley Hirstwood met on January 16, 2020 to review and rank the proposals. Based on review of methodology, company profile, resources, relevant experience and pricing, the sub-group recommends that Stiletto Consulting Ltd. be selected as the consultant.
The Board reviewed Stiletto's proposed timelines and milestones for planning and stakeholder consultation and held a discussion about costs, approach and high level desired outcomes.
- **Motion to** "Approve the selection of Stiletto Consulting LTD for the development of the integrated economic development strategy for Kingston;" Moved by Bill Durnford. Seconded by Judith Pineault. Carried.
- **Motion to** "Commit up to \$65,000 from Kingston Economic Development Reserves towards the development of the strategic plan to match the contribution from the City of Kingston;" Moved by Gillian Watters. Seconded by Don Aldridge. Carried.

8. Corporate Updates

Business Development Briefings

- The Business Development Team – Shelley Hirstwood, Ian Murdoch, Andrew Bacchus - provided verbal updates on their prospective portfolios and plans for 2020. Business Development Officers will be invited monthly to provide updates and briefings to the Board on activities.

CEO Report

- Donna Gillespie provided a verbal update for the monthly report. Staff will circulate written CEO reports with meeting minutes.

9. Risk & Transparency Annual Review

- Donna provided an overview of the annual Risk & Transparency process. Donna noted the Review Committee in 2016 recommended the Corporation establish a Transparency Committee to review Transparency International standards for operating. The 2018 Board recommended that this review be undertaken annually by the full Board of Directors in place of a separate sub-committee. Staff to circulate its Risk & Transparency Matrix for Board review and discussion at a future meeting.

10. In Camera (if Required)

- None



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11. Other Business

- Donna noted the upcoming Economic Developers Council of Ontario's Annual Conference being held in Toronto and invited Board members to attend if interested. Staff to circulate the conference agenda and invite.
- Donna noted the upcoming Chamber of Commerce/Royal Bank of Canada's Economic Outlook Luncheon and invited Board members to attend. Staff to circulate invite.

12. Date of Next Meeting

- Strategic Planning Meeting – February 11, 2020 Suggested – TBD
- Monday, February 24, 2020 – Board of Directors Meeting 5:15pm

13. Adjournment

- **Motion to “Adjourn the Board of Directors meeting;”** Moved by Don Aldridge. Seconded by Councillor Oosterhof. Carried. 7:15pm.

Dave Carnegie, Chair

Director

Date