



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, November 23, 2020** Time: **5:15pm**

Location: <https://us02web.zoom.us/j/83676534605?pwd=WXd2VkJoTS9lcXI3bnYrT3dIR3o0dz09>

Attended: Dave Carnegie, Chair Mayor Paterson Councillor Oosterhof
Councillor Hill Judith Pineault Bill Durnford
Lyndsay Wise John Sheridan Gillian Watters
Don Aldridge Yafan Huang Lanie Hurdle (ex officio)

Staff: Donna Gillespie Kirk Smallridge Craig Desjardins
Ian Murdoch Shelley Hirstwood Andrew Bacchus

Resource: Laura O’Blenis, Jenna Evans - Stiletto Consulting

Regrets: Councillor Boehme Megan Knott (ex officio)

1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 5:17pm.

2. Approval of Agenda

- The Board of Directors added an addendum to discuss the Kingston Economic Development Board Nominations.
- **Motion to** “Approve the agenda with the addendum;” Moved by Don Aldridge. Seconded by Councillor Hill. Carried.

3. Disclosure of Conflict of Interest

- Dave Carnegie, Gillian Watters and Lyndsay Wise declared a conflict of interest regarding the addendum to discuss Board Nominations regarding the Kingston Economic Development Board Nominations.

4. Approval of the Minutes

- **Motion to** “Accept the October 19, 2020 Board of Directors meeting minutes;” Moved by Don Aldridge. Seconded by John Sheridan. Carried.

5. Business Arising from the Minutes

- None

6. Integrated Economic Development Strategic Plan

Draft Strategic Plan Review

- Donna Gillespie and Laura O’Blenis provided an overview for the Integrated Economic Development Strategic Plan (IEDSP). Highlights were provided relating to the level of engagement from community stakeholders and expressed gratitude for the efforts of everyone involved.



BOARD OF DIRECTORS MEETING MINUTES

- The Board shared and discussed feedback relating to the IEDSP and noted the importance of:
 - i. Rural Economic Development
 - ii. Community/stakeholder engagement
 - iii. Feasibility of the Plan
- **Motion to** “Adopt the Integrated Economic Development Strategic Plan and present to City Council;” John Sheridan. Seconded by Councillor Oosterhof. Carried.
- The Strategic Plan and Service Level Agreement will be presented to City Council on December 15, 2020.

7. Service Level Agreement with City of Kingston

Review of new Service Level Agreement

- Donna provided an overview of the Draft Service Level Agreement and noted that staff are currently working with City Staff to finalize metrics for the appendices. It was noted the new Service Level Agreement was developed with the IEDSP recommendation in consideration.
- The Board held a brief discussion relating to the termination clause and clarified the definition. The Board recommended updates to the terms relating to termination and funding commitments from the City and offered to assist with developing the new terms.
- The Board discussed holding a special meeting on Monday, December 7, 2020 to review the appendices for the new SLA.

8. Other Business

- None

9. In Camera

- **Motion to** “Move in-camera;” Moved by John Sheridan. Seconded by Don Aldridge. Carried. 5:59pm
- CEO Performance Review
- **Motion to** “Exit in-camera;” Moved by John Sheridan. Seconded by Don Aldridge. Carried. 7:37pm

10. Addendum: HR Nomination’s Process

- The Board discussed By-Law review in 2021 due to issues that have occurred over the past three years relating to the City of Kingston Nomination’s Committee process.

11. Date of Next Meetings

- Friday, November 27, 2020 – Finance & Audit Committee Meeting @ 9:00am
- Monday, December 14, 2020 – Board of Directors & All Members Meeting @5:15pm

12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by John Sheridan. Seconded by Bill Durnford. Carried. 7:39pm.