



Date:	January 30, 2017	Time: 5:00 PM	
Location:	945 Princess Street, Innovation Park, Front Board Room		
Attended:	Judith Pineault, Chair Peter Dalton Bo Wandschneider David Carnegie	Bill Durnford Councillor Hutchison Councillor George Councillor Turner	Lyndsay Wise Trevor Wilson Gillian Watters Shai Dubey
Staff:	Donna Gillespie	Stephanie Milner	Andrew Bacchus
Regrets:	Mayor Paterson	Gerard Hunt, CAO	

1. Call to Order: 5:09 PM
2. Approval of Agenda
 - **Motion to** “approve the agenda as presented;” moved by Councillor Hutchison, seconded Dave Carnegie. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes:
 - **Motion to** “approve the minutes of the Board of Directors December 19, 2016 meeting;” moved by Trevor Wilson, seconded by Peter Dalton. Carried.
5. Business Arising from the Minutes
 - None
 - Donna Gillespie noted that the All Members Meeting Minutes in the Board Package will be approved at the 2017 Annual General Meeting.
6. Presentation: Board Governance Overview – Shai Dubey
Shai Dubey gave a presentation on the generative model of Board Governance and roles and responsibilities of Board Directors.
7. Board Orientation
Donna Gillespie reviewed the following content in the Board Orientation binders:
 1. Board Governance & Policy
 2. Service Level Agreements – To be reviewed at the next Board meeting
 3. Strategic Plan 2015-2020
 4. Operating & Sales Plan - Please note that the 2017 Budget is on page 4 and 5
 5. Operations & HR Policies Manual – HR and Nominations Committee to review in Q1 of 2017



8. Election of Officers

At the All Members Meeting held December 19, 2016, Chair, Vice-Chair and Secretary/Treasurer (Chair of Finance Committee) were elected for the Board.

Motion to “appoint the following Directors to 2017 Committees:

- a. Finance & Audit Committee: Dave Carnegie (Chair) Gillian Watters, Peter Dalton, Councillor Turner, Councillor George, Councillor Hutchison, Lyndsay Wise
- b. HR & Nominations Committee: Judith Pineault (Chair), Trevor Wilson, Bo Wandschneider, Bill Durnford, and Councillor Turner
- c. Ad-hoc Risk & Transparency (Policy) Working Group: Dave Carnegie, Gillian Watters, Trevor Wilson, Lyndsay Wise and Shai Dubey (as required);”
moved by Bo Wandschneider, seconded by Bill Durnford. Carried.

9. Transition Updates

Bill Durnford gave a brief update on the DMO on the establishment of the new Destination Marketing Organization (Tourism Kingston):

An application has been submitted to incorporate Tourism Kingston. A meeting is being planned the City Nominations Committee to confirm members of the inaugural Tourism Kingston Board.

10. CEO Report

Donna Gillespie provided updates on the following:

- Donna reviewed upcoming Kingston Economic Development events for February and March 2017.
- The Economic Developers Council of Ontario’s Conference in Toronto on February 7-9 will be attended by Board members Lyndsay Wise and Gillian Watters, accompanied by staff, Donna Gillespie, Ella Vanderburgt, Katie Ross and Andrew Bacchus.
- Through Ministry of Economic Development and Growth funding to support Small Businesses and entrepreneurs receives funding for the following:
 - Core Funding \$298,000
 - Starter Company \$250,000
 - Summer Company \$40,000/year (24 students)
- Frulact, the Portuguese fruit preparation manufacturer (\$15 Million Investment) will be welcoming their owner Joao Mirander and the Portuguese Ambassador to Kingston in March.
- Donna Gillespie, Judith Pineault and Shai Dubey spoke to the Board of their successful delegation in China and the abundance of opportunity that will come from Feihe International. The delegation was a response to an invitation from Feihe International Inc., which on Dec. 1 announced plans to build a \$225 million processing and research and development facility in the city. Donna Gillespie noted



that Business Development Officer, Carey Bidtnes will be dedicated to the Feihe file full-time for the next 2 years.

- Over the last 18 months Kingston EcDev has been working on a variety of key files - Donna will circulate a confidential briefing note on opportunities and messaging Board Directors may use in the community.
- The office is preparing for our annual Audit with Secker Ross & Perry in February. They will primarily be dealing with the City Financial Services who we contract to manage all our accounts payables and receivables.
- Kingston EcDev is currently in mediation with an Information Privacy Commissioner with regards to a Freedom of Information request made to Kingston EcDev under the Municipal Freedom of Information and Personal Privacy Act by the Friends of Kingston.

11. In Camera Discussion

- **Motion to** “move in camera;” moved by Bo Wandschneider, seconded by Councillor George. Carried
- The meeting moved IN CAMERA – 7:46PM
- The meeting moved OUT of CAMERA – 8:30PM

12. Date of next meeting – February 13, 2017

Peter Kirkham will be presenting at the next Board meeting.

13. Adjournment

Motion to “Adjourn the Board of Directors meeting;” moved by Bo Wandschneider, seconded by Councillor Turner. Carried. 8:30 PM

Judith Pineault, Chair

Bo Wandschneider, Vice Chair;
Peter Dalton, Vice Chair

Date