



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, October 15, 2018	Time: 5:00-7:00pm	
Location:	945 Princess Street, Innovation Park, Front Board Room		
Invited:	Judith Pineault, Chair Councillor Turner John Sheridan Trevor Wilson	David Carnegie Councillor Oosterhof Don Aldridge Murray Matheson (ex officio)	Gillian Watters Lyndsay Wise Bill Durnford
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Councillor Hutchinson	Gerard Hunt, CAO (ex officio)	Mayor Paterson

1. Call to Order

- The Board of Directors meeting was called to order at 5:03pm by Chair, Judith Pineault.

2. Approval of Agenda

- Judith Pineault requested the addition of a SPEAKingston information update to the agenda.
- **Motion to** “Approve the agenda;” Moved by Lyndsay Wise. Seconded by Dave Carnegie. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve the minutes of the September 17, 2018 Board of Directors Meeting;” Moved by Gillian Watters. Seconded by Don Aldridge. Carried.
- **Motion to** “Approve the minutes of the June 28, 2018 Finance Committee Meeting;” Moved by Dave Carnegie. Seconded by Lyndsay Wise. Carried.

5. Business Arising from the Minutes

- Trevor Wilson has requested to step down from the Board of Directors for 2019 due to increased work obligations. Kingston EcDev will then be recruiting for one Board vacancy. Donna explained that applications will be accepted by the City Clerk’s office from October 30 to November 20. The Kingston EcDev HR & Nominations Committee is scheduled for applicant review and interviews. It was noted the HR & Nominations Committee’s recommendation would be circulated for Board approval via email prior to submitting to the City of Kingston Nominations Committee.



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6. Information Update: SpeakKingston

- John Sheridan provided an overview of the new advocacy group SPEAKingston. John mentioned the mission of the group was to promote constructive dialogue about smart growth to enhance understanding as well as build support and engagement. Four tenets that were identified regarding smart growth consisted of:
 1. Strengthen Infrastructure (physical, technology & human capital)
 2. Grow Economic Base (employment, housing & competitive taxes)
 3. Foster Attractive, Vibrant, Safe Neighbourhoods & Public Safety
 4. Protect Historical Assets and Natural Environment in Responsible Ways

7. Updates from Partner Organizations

Judith Pineault introduced Murray Matheson, Interim Executive Director (ED) of Tourism Kingston and Laura Turner as Interim Chief Executive Officer (CEO) of the Greater Kingston Chamber of Commerce.

Chamber of Commerce (Laura Turner)

- Laura Turner introduced her new role as Interim CEO of the Greater Kingston Chamber of Commerce. Councillor Turner discussed upcoming events being held by the Chamber of Commerce including the Gala Awards ceremony and Inspiring Women in Business panel featuring EcDev Chair, Judith Pineault.
- Laura Turner provided a brief update on current advocacy projects the Chamber of Commerce was undertaking such as addressing vacancy rates, housing and family physician shortage concerns.

Tourism Kingston (Murray Matheson)

- Murray reviewed the mandate of Tourism Kingston and provided an update of current projects including:
 1. Travel Trade mission to Asia
 2. Film Office activity
 3. An upcoming significant sport tourism announcement
 4. Kingston Accommodation Partners nominations for marketing awards

8. CEO Monthly Report

- Donna Gillespie provided a summary of the CEO report that was circulated with the Board package.
- A discussion was held regarding a news article with an alarmist headline which was released related to impacts of the proposed USMCA trade agreement on Feihe Canada Royal Milk's investment and job creation. Donna noted that while there were questions pending regarding the proposed trade agreement, there would be no immediate impact on Canada Royal Milk's operations. Facility construction is on schedule and recruitment for jobs will begin later this year.
- **Motion to "Accept the CEO Report;"** Moved by Trevor Wilson. Seconded by Councillor Turner. Carried.



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9. Leveraging Board Director's Experience & Engagement

Chair Judith Pineault engaged Directors in a discussion on Board structure and how best the Board can better leverage their collective experience to support the Corporation.

- Directors felt the Board has become more generative in nature in recent years and having stronger more meaningful dialogue at meetings.
- Directors mentioned more information sharing between partner organizations would be beneficial to help learn about what is happening in different areas of the community and identify more collaborative opportunities.
- Directors felt a more frequent review of qualitative and quantitative data throughout the year would assist in gaining a better understanding of the outputs of the Corporation and general state of the Kingston economy.
- Directors discussed Board and Committee meeting frequency and suggested consideration of meeting every other month. Staff to prepare an outline of key annual milestones and Board decision requirements for review.
- It was recommended that the Board Skills Matrix be updated and circulated.

10. Other Business

- None

11. In Camera (if required)

- None

12. Date of next meeting

- Board of Directors Meeting – November 12, 2018, 5:00-7:00pm
- Strategic Planning Committee – October 24, 2018, 5:00-7:00pm
- Finance Committee Meeting – October 25, 2018, 8:30-10:00am
- HR Committee Meeting – November 23, 2018, 1:00-3:00pm

13. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Don Aldridge. Seconded by Dave Carnegie. Carried. 6:40pm.

Judith Pineault, Chair

Director

Date