



## BOARD OF DIRECTORS MEETING MINUTES

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Date:	<b>Monday, June 10, 2019</b>	<b>Time: 5:00pm</b>	
Location:	945 Princess Street, Innovation Park, Front Boardroom		
Invited:	Dave Carnegie, Chair Councillor Chapelle Bill Durnford Gillian Watters	Councillor Oosterhof Judith Pineault Don Aldridge (6:00pm) Gary Dyke (ex officio)	Mayor Paterson (6:00pm) John Sheridan Yafan Huang Megan Knott (ex officio)
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Councillor Boehme	Lyndsay Wise	

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### 1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 5:04pm.

### 2. Approval of Agenda

- **Motion to** “approve the agenda;” Moved by Councillor Chapelle. Seconded by Gillian Watters. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- **Motion to** “approve the minutes of the May 13, 2019 Board of Directors meeting minutes;” Moved by John Sheridan. Seconded by Judith Pineault. Carried.

### 5. Business Arising from the Minutes

- None

### 6. Updates from Partner Organizations

- No updates were provided.

#### Tourism Kingston – Megan Knott

- Megan Knott updated the Board of Directors on Tourism Kingston activities. Megan referenced the City Nation’s Place conference that Kingston Economic Development attended with Tourism Kingston. The conference brings together tourism and economic development for place branding and both Kingston Economic Development and Tourism Kingston were invited to be guest speakers.
- Megan informed the Board that their Q1 report had been submitted to City Council. It was noted that stats were trending lower than normal due to inclement weather.
- The Tourism Kingston and Kingston Accommodation Partners Annual General Meeting would be taking place on June 20, 2019.



## **BOARD OF DIRECTORS MEETING MINUTES**

### **7. Discussion: Draft Partnership Agreement between Kingston Economic & City of Kingston**

- Gary Dyke referenced the draft partnership agreement that was circulated in the Board package. Gary mentioned that discussion would be held with Kingston Economic Development to further refine the agreement. It was discussed that a modified agreement would be produced by the end of 2019.
- The Board of Directors referenced section 2, subsection C of the Service Level Agreement “The City shall provide direct support to existing businesses in areas of business retention and expansion,” and mentioned that often the issues businesses experience are with the municipality and a third party is needed to be advocate for businesses.
- The Board of Directors inquired if a committee could be formed with members of the City of Kingston and Kingston Economic Development to develop the agreement to utilize the expertise on the Board. Gary clarified that City Staff will work together to provide a document for the Board to apply their experience and expertise.
- Donna informed the Board that an initial meeting with Gary Dyke had been held. Donna explained a new framework is needed, but expressed that more clarity regarding Business Retention & Expansion (BR&E) roles would be needed as successful business attraction efforts need knowledge and relationships in the community. Gary emphasized that the new Service Level Agreement between the City and Kingston Economic Development would identify how the two organizations communicate with one another as it relates to the services Kingston Economic Development provides for the City of Kingston.
- Mayor Paterson mentioned that Provincial funding changes have created financial pressures on the City so staff have been given a mandate to seek efficiencies where applicable across all agencies. Mayor Paterson suggested that if Kingston Economic Development and the City create efficiencies that work for both parties that will put the Corporation in the best position to preserve economic development.
- The Board of Directors held a discussion regarding two tier economic development systems and how they worked.

### **8. Corporate Updates**

#### **Q1 Report**

- The Q1 Report to Council was submitted electronically to the Board of Directors. Donna provided quick highlights for the report and mentioned the Corporation was using Salesforce to better track corporate metrics.
- Donna explained that the BR&E portfolio experienced lower consultations than previous years in Q1 due to staff vacancy.
- Donna mentioned that inquiries in the Start-ups & Youth portfolio were trending lower. It was noted that during 2018 a high number of inquiries for the portfolio were relating to the Starter Company Plus program.
- The Corporation would be submitting the Q1 report to CAO’s office as per the Service Level Agreement following the Board meeting.



## BOARD OF DIRECTORS MEETING MINUTES

### Monthly CEO Report

- Donna referenced the CEO report circulated via email. Donna highlighted that the office relocation to the Royal Block should be complete by July 31 and reminded the Board of Directors of upcoming events.
- **Motion to** “Accept the June CEO report;” Move by Councillor Chapelle. Seconded by Judith Pineault. Carried.

### MFIPPA Update

- Donna provided the Board of Directors with a brief updated on the status of the Freedom of Information request. Donna noted that documents were still being retrieved and reviewed. The Corporation is looking to release the documents to the Friends of Kingston at the end of July. Donna recommended using the July 8 Board of Directors Discussion Session to have a more detailed discussion regarding the historical documents. Donna confirmed that nothing new has been reviewed that hasn't been shared with the Board previously.

### 9. In Camera

#### CEO Performance

- **Motion to** “Move In Camera;” Moved by Judith Pineault. Seconded by John Sheridan. Carried. 6:15pm.
- **Motion to** “Leave In Camera;” Moved by Judith Pineault. Seconded by John Sheridan. Carried. 7:01pm

### 10. Date of Next Meeting

- Monday, July 08, 2019 – Board of Directors Meeting, 5:00-7:00pm
- Thursday, June 27, 2019 – Finance & Audit Committee Meeting, 12:00-1:00pm

### 11. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by . Seconded by . Carried. 7:02pm.

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Dave Carnegie, Chair

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Director

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Date