



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, September 16, 2019** Time: **5:00pm**

Location: 366 King Street East, Suite 420 Boardroom

Attendees: Dave Carnegie, Chair Mayor Paterson Councillor Oosterhof
Councillor Boehme Councillor Chapelle Don Aldridge
John Sheridan Yafan Huang Gillian Watters
Megan Knott (ex officio) Lanie Hurdle (ex officio)

Staff: Donna Gillespie Kirk Smallridge

Regrets: Judith Pineault Lyndsay Wise Bill Durnford

1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 5:05pm.

2. Approval of Agenda

- **Motion to** “Approve the agenda;” Moved by John Sheridan. Seconded by Mayor Paterson. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve the June 10, 2019 Board of Directors meeting minutes;” Moved by John Sheridan. Seconded by Mayor Paterson. Carried.
- **Motion to** “Approve the May 07, 2019 Finance & Audit Committee meeting minutes;” Moved by Gillian Watters. Seconded by Mayor Paterson. Carried.
- **Motion to** “Approve the July 04, 2019 Finance & Audit Committee meeting minutes;” Moved by Gillian Watters. Seconded by Councillor Chapelle. Carried.

5. Business Arising from the Minutes

- None

6. Ratification of Email Motions

- **Motion to** “Waive client privilege and not redact records referencing legal expenditures in the general ledger related to fulfillment of the Friends of Kingston MFIPPA Freedom of Information request;” Moved by Dave Carnegie. Seconded by John Sheridan. Carried.
- **Motion to** “Waive remaining fees of \$3,485.80 related to fulfillment of the Friends of Kingston MFIPPA Freedom of Information request and off-set costs incurred from Corporate reserves;” Moved by Dave Carnegie. Seconded by John Sheridan. Carried.



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- **Motion to** “Approve expenses to Lyman-Potts Construction LTD. for up to \$75,000 plus HST for retrofits at the new Kingston Economic Development Corporation Office located 366 King Street East;” Moved by Dave Carnegie. Seconded by Judith Pineault. Carried.

7. Updates from Partner Organizations

- Megan Knott provided an update to the Board of Directors about the activities within Tourism Kingston and Kingston Accommodation Partners. Megan mention Tourism Kingston secured additional funds to support the Brier 2020 tournament, an initiative with Queen’s University to welcome new students and Tourism Kingston relocated to 366 King Street East.

8. Corporate Updates

CEO Report Acceptance July – September 2019

CEO reports were circulated with the Board package.

- **Motion to** “Accept the CEO reports from July – September 2019;” Moved by Councillor Chapelle. Seconded by Don Aldridge. Carried.

Q2 Report to Council

- Donna provided an overview of the Q2 Report to City Council that was circulated in the Board package. Donna mentioned the numbers were trending in line with 2018 and over the first quarter of the year. Donna noted that a few trends in Q2 Report were an increase of online inquiries, more events are being held and more participants attending events.
- **Motion to** “Accept the Q2 Report to Council;” Moved by Councillor Chapelle. Seconded by Councillor Boehme. Carried.

Budget 2020

- Kingston Economic Development received a letter from the CAO and City Treasurer recommending the Corporation consider a maximum of 1.5% increase for 2020 operations. Donna recommended to the Finance Committee a 0% increase in operating budget for 2020 as the Corporation was successful in securing greater non-municipal revenues and realizing operating efficiencies. The 2020 operating budget is being developed within this 0% framework.

Corporate Investments

- Donna explained the Finance & Audit Committee met on August 29, 2019 and discussed corporate investments that were maturing. The Committee recommended investing the maturing funds in a three-year rate builder with Kawartha Credit Union.
 - **Finance Committee Motion to** “Recommend to the Board of Directors to reinvest Corporate Guaranteed Investment Certificates (GIC) into the three-year rate builder with Kawartha Credit Union pending Board approval;” Moved by Councillor Chapelle. Seconded by Judith Pineault. Carried.
- **Motion to** “Reinvest the maturing GIC funds with Kawartha Credit Union in a three-year rate builder;” Moved by Councillor Chapelle. Seconded by Councillor Oosterhof. Carried.



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Office Relocation Expenses

- Donna requested a motion to authorize additional expenses for Lyman-Potts Construction LTD. for renovations at the new office location. Donna noted the expected accumulated expense for the renovations would be \$91,129 but was asking for approval up to \$95,000 should any last minute expenses occur. The \$91,129 would be \$6,379 over the current Board approval. The Corporation would be reimbursed \$79,100 for leasehold improvements from the property owner.
- **Motion to** “Authorize up to \$95,000 for Lyman-Potts Construction LTD. for the renovations at 366 King Street;”

9. Discussion: City Council Priorities & Areas of Partnership: Lanie Hurdle, Interim CAO

- Lanie Hurdle discussed a proposed partnership between the City of Kingston and Kingston Economic Development Corporation to support Strategic Planning and enhanced municipal support services for economic development. Lanie proposed the City co-lead the Strategic Plan development as it did with Tourism Kingston’s Integrated Destination Strategy. Lanie indicated she would bring a recommendation to City Council to allocate \$75,000 to assist with the development of this integrated economic development plan. The Board discussed the Tourism Kingston model and how some research and input could be leveraged/repurposed. It was noted that the Economic Development Strategic Plan needed to be nimble enough to adjust to changing market trends.
- Lanie explained City Council’s strategic priority to enhance support to economic development and how the City can do that as a partner. Lanie discussed a position within the City that would be partially funded by the Economic Development Corporation that would provide support to businesses on City services and how to navigate those services. Lanie also discussed the City’s goal to increase their focus on airport services as well as the Workforce In-migration Strategy. The Board held a discussion surrounding the logistics of the proposed position.
- Lanie also noted the Service Level Agreement between the City of Kingston and Kingston Economic Development would need to be renewed at the end of the year. The Board inquired if the governance model for the Corporation’s board was on the table for discussion. Lanie expressed that governance models discussions could be added to the discussion, but it would ultimately be the decision of the Corporation. Lanie proposed that a new Draft Service Level Agreement be prepared for November for the Board of Directors to review and provide feedback.

10. Board Updates

Recruitment & Vacancies

- Dave noted all Board members expressed interest in renewing their positions within their six-year maximum terms. Staff to submit the letters of intent to the City Clerks Office. No Board vacancies would be available for at large Board members in 2020.

Opinion Letter Regarding Closed Meeting Procedures

- Dave Carnegie discussed the opinion letter from Cunningham Swan regarding the Corporation’s recording of in-camera meetings minutes. Staff was directed to review and recommend best practices to Corporate policies.

11. In Camera



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- **MFIPPA Update**
- **Motion to “Move In Camera;”** Moved by John Sheridan. Seconded by Councillor Boehme. Carried. 6:30pm.
- **Motion to “Move out of In Camera;”** Moved by Don Aldridge. Seconded by Mayor Paterson. Carried. 6:49pm.

12. Date of Next Meeting

- Monday, October 7, 2019 – Board of Directors Meeting, 5:00-7:00pm
- Thursday, October 24, 2019 – Finance & Audit Committee Meeting, 12:00-1:00pm

13. Adjournment

- **Motion to “Adjourn the Board of Directors meeting;”** Moved by Mayor Paterson. Seconded by Gillian Watters. Carried. 6:50pm.

Dave Carnegie, Chair

Director

Date