



## BOARD OF DIRECTORS MEETING MINUTES

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Date: **Monday, October 7, 2019** Time: **5:00pm**

Location: 366 King Street East, Suite 420 Boardroom

Attended: Dave Carnegie, Chair Councillor Oosterhof Councillor Boehme  
Judith Pineault Don Aldridge Yafan Huang  
Bill Durnford Lyndsay Wise Gillian Watters

Staff: Donna Gillespie Kirk Smallridge

Regrets: Mayor Paterson John Sheridan Lanie Hurdle (ex officio)  
Councillor Chapelle Megan Knott (ex officio)

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### 1. Call to Order

- The Board of Directors meeting was called to order by Board Chair, Dave Carnegie at 5:07pm.

### 2. Approval of Agenda

- Motion to** “Approve the agenda;” Moved by Don Aldridge. Seconded by Lyndsay Wise. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- Motion to** “Approve the September 16, 2019 Board of Directors meeting minutes;” Moved by Councillor Boehme. Seconded by Don Aldridge. Carried.

### 5. Business Arising from the Minutes

- Donna referenced the legal opinion letter regarding Closed Meeting or In Camera meeting procedures. Work for updating corporate policies is ongoing.

### 6. Corporate Updates

- Staff to circulate the written report via email.
- Donna provided an overview of the Corporation’s updates and activities. It was highlighted that the City is exploring the formation of an Airport Advisory Committee to advance opportunities. Kingston Economic Development will have a seat on the Committee.
- The Corporation received two Request for Proposals (RFP) from the Ontario Agriculture, Food and Rural Affairs (OMAFRA) related to agribusiness investment opportunities. Responses are being prepared and details will be shared as appropriate.



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### 7. Discussion:

#### Partnership Agreement with City

- Donna provided a recap of the discussion from the September Board meeting regarding a new partnership agreement with the City of Kingston. The three areas highlighted in Lanie Hurdle's presentation were:
  1. The City's offer to co-lead an integrated economic development plan
  2. Kingston Economic Development's support for Workforce In-migration Strategies
  3. A jointly funded new position in the City to provide dedicated business support to assist with the navigation of City services & departments
- Donna noted that Lanie Hurdle would be submitting a report to Council with an overview of the partnership agreement for discussion at the October 15 Council meeting.
- The new role will be a liaison that would provide enhanced support to small businesses to navigate City services, be a first City point of contact for new and existing businesses looking at employment lands, and review City processes to help identify bottlenecks and redundancies. The Board noted measurements of success/KPIs would be needed to measure the success of the partnership agreement and return on investment/impact.

#### Strategic Planning

- Donna noted that Lanie's report to City Council would also recommend an investment in strategic planning similar to the City's investment/role with Tourism Kingston's Integrated Destination Strategy.
- The Board discussed strategic planning as a standing agenda item for upcoming meetings rather than a separate working Committee. Donna is working with members of the Board on the framework which can feed into an integrated plan/broader consultation with stakeholders.

#### Bylaws & Board Recruitment

- Donna noted that Board members with terms coming to an end in 2019 had submitted letters of intent to continue to serve on the Board. The City Clerk's office has noted that these are still considered vacancies and would need to be advertised through the City recruitment process. Board and staff will need to present recommendations to the City Nominations Committee and encourage the reappointment of directors to maintain corporate knowledge.
- It was noted that a recent bylaw review with legal counsel indicated that Board appointments of general members must be on a three-year term instead of the rotating term process that is currently being used. Staff to work with City Clerk's office to correct moving forward.
- The Board discussed the pros/cons of involving the City Nominations Committee in the appointment of Directors. It was noted that a comprehensive review of the Bylaws should be a Board priority for 2020 to confirm recruitment, appointment, composition and terms of Directors.



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**8. In Camera (if Required)**

- None

**9. Date of Next Meeting**

- Monday, November 11, 2019 – Board of Directors Meeting, 5:00-7:00pm
- Thursday, October 24, 2019 – Finance & Audit Committee Meeting, 12:00-1:00pm

**10. Adjournment**

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Bill Durnford. 6:41pm.  
Carried.

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Dave Carnegie, Chair

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Director

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Date