



**FOCUS KINGSTON STEERING COMMITTEE**  
**Meeting No. 2011-07**  
**MINUTES**  
**Meeting held Thursday October 20<sup>th</sup>, 2011**  
**10:00 a.m. in the Councillors' Lounge, City Hall**

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**MEMBERS PRESENT**

Ms. Linda Whitfield, Chair  
Ms. Katherine Barry Cotton  
Mr. Dan Corbett  
Mr. Sean Wayne Ifill

**STAFF PRESENT**

Mr. Joe Davis, Project Manager  
Ms. Kim Jamieson, Project Office Assistant  
Ms. Susan Powley, Committee Clerk

**REGRETS**

Councillor Dorothy Hector  
Councillor Brian Reitzel  
Mr. Nathan Putnam

<b>THIS IS NOT A VERBATIM REPORT</b>
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**MEETING TO ORDER**

Ms. Whitfield, Chair, called the meeting to order.

**INTRODUCTIONS**

**APPROVAL OF AGENDA**

*Moved by Mr. Ifill*  
*Seconded by Ms. Cotton*

***THAT*** the agenda and addendum be confirmed.

**CARRIED**

**CONFIRMATION OF MINUTES**

*Moved by Mr. Corbett*  
*Seconded by Ms. Cotton*

***THAT*** the minutes from Meeting No. 2011- 06 held on September 15<sup>th</sup>, 2011 be confirmed.

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST**

None was declared.

## DELEGATIONS

## BRIEFINGS

## BUSINESS

- i) **Update – Founding Board of Directors** (First Directors) – by Mr. Joe Davis, Project Manager, Sustainability and Growth

Mr. Davis reported that meetings have been ongoing with the Founding Board of Directors (First Directors). A project timeline has been approved noting a completion date of 15<sup>th</sup> February 2012. It may be necessary to extend their services to 31<sup>st</sup> March 2012 at which time responsibilities will be turned over to the new board.

A risk registry of 17 identified risks has been compiled and distributed to directors. He noted that the timelines established are tight but workable.

Ms. Cotton added that the workload has been diminished as much groundwork has already been done for the board by FOCUS Kingston, allowing the First Directors to quickly do the work of setting the structure and the framework.

- ii) **Update - Annual Sustainability Conference** – by Mr. Joe Davis, Project Manager, Sustainability and Growth

Mr. Davis reported regarding ongoing meetings with stakeholder groups which are nearing the agenda approval stage. An annual general meeting event won't be held in January, and the first annual Sustainable Kingston Community Forum will be held on Saturday 14<sup>th</sup> January at the Four Points Sheraton Hotel. He noted that sustainable partners will be involved in interactive activities and a tradeshow component during the day. Community ownership will be highlighted.

A discussion took place regarding the logistics of the forum, opportunities for dialogue and how ideas will be captured. The two distinct but complementary roles of the FOCUS Kingston Advisory Committee and the Board of Directors were noted in regard to moving the plan forward.

- iii) **Update – November 23<sup>rd</sup> Event** – by Mr. Joe Davis, Project Manager, Sustainability and Growth

A discussion took place regarding this event which had been considered prior to the current plans for the Kingston Community Forum. It was noted that 23<sup>rd</sup> November will be an evening celebration of the success of the Sustainable City Plan of community and community partners, as a kick off for the January forum.

- iv) **Discussion - Next Steps** – by Ms. Linda Whitfield

Mr. Davis noted the outcomes of the earlier discussions as well as noting that staff will report back to the Committee in November or December further to their meetings with stakeholders.

Ms. Whitfield said the roles of the committee will need to be defined for the Sustainable Kingston Mix and Mingle on November 23<sup>rd</sup>, as well as the Sustainable Kingston Community Forum on January 14<sup>th</sup>.

## **OTHER BUSINESS**

### **DOCUMENTS**

- The following links are available:
- Integrated Community Sustainability Plan Toolkit – AMO Document:  
<http://www.amo.on.ca/Content/NavigationMenu/SustainableMunicipalities/FederalGasTax/IntegratedCommunitySustainabilityPlan/default.htm>
  - Final copy of the Sustainability Summit report:  
<http://www.cityofkingston.ca/cityhall/sustainability/>
  - Sustainability website: [Sustainable Kingston](http://www.cityofkingston.ca/cityhall/sustainability/)
  - To receive updates through an email distribution list:  
<http://www.cityofkingston.ca/cityhall/sustainability/subscribe.asp>

### **CORRESPONDENCE**

A memo dated 14<sup>th</sup> October 2011 - 'Extension of FOCUS Kingston Appointments to the end of June 2012' – indicated Council approval of the extension of the present membership of the FOCUS Kingston Steering Committee to the end of June 2012 in order to facilitate a smooth transition from FKSC to the Sustainable Kingston Board of Directors.

## **OTHER BUSINESS**

### **NEXT MEETING**

The following regular meetings for 2011 are scheduled at 10:00 a.m. in the Councillors' Lounge as follows:

- November 17
- December 15

## **ADJOURNMENT**

The meeting adjourned at 11:20 a.m.

