

Here are the notes for **Ontario CIC 5.12.25**.

Present: Adam Gongwer, Andy Medwid, Amy Hiner, Beth Delaney, Brett Baxter, Josh Bradley, Kris Knapp

Jessica Gribben

Overview

- The group established the Ontario CIC as an official entity with an EIN number
- Board composition decided at **11** total members with **5** public sector and **6** private sector representatives to maintain the required **40%** public representation
- Public sector positions include the mayor, service safety director, council chair of economic development, head of planning commission, and a sergeant from safety forces
- Trustee terms for private sector members will be staggered in three groups with terms ending in **2026**, **2027**, and **2028**
- Brett expressed concerns about the CIC becoming ineffective due to bureaucracy and indicated he may step down from the board
- The group agreed to hold an annual organizational meeting each January starting in **2026**

CIC formation and official status

- Jessica confirmed the Ontario CIC is now officially established with an EIN number
- Andy completed all required filing paperwork to make the CIC a legal entity
- The meeting focused on reviewing bylaws to ensure they're set up for optimal functioning
- The CIC will operate as a quasi-governmental entity for economic development

Board composition and public/private sector balance

- The board requires **40%** public sector representation by law
- Group decided on **11** total board members: **5** public sector and **6** private sector
- Public sector positions include:
 - Mayor

- Service Safety Director
- Council Chair of Economic Development Committee
- Head of Planning Commission
- Sergeant from safety forces
- Joel Fox declined to serve on the board due to time constraints
- Brett indicated he may step down and suggested Ken Spencer or Matt Dilley as potential replacements

Trustee terms and rotation system

- Private sector trustees will be divided into three groups with staggered terms
- Group 1 terms expire December **31st, 2026** with option for three-year renewal
- Group 2 terms expire in **2027**
- Group 3 terms expire in **2028**
- Trustees cannot serve more than three consecutive three-year terms
- After term limits, trustees must take one year off before becoming eligible again

Meeting requirements and organizational structure

- The CIC must meet at least quarterly according to bylaws
- Group agreed to hold an annual organizational meeting each January starting in **2026**
- A majority of trustees constitutes a quorum for conducting business
- Meeting notices must be posted publicly with time, place, and purpose
- The clerk of council will handle posting meeting notices
- Communication about meetings can be via email, text, or other common methods

Trustee removal procedures

- Bylaws state trustees can be removed without cause by vote of other trustees
- Group questioned whether removal requires a quorum or super majority
- Participant 6 expressed concern about potential abuse of removal power by small number of trustees

- The group was reviewing whether to add specific language about quorum requirements for removal votes – yes

Names for consideration for additional board seat:

Ken Spencer

Matt Dilley

Amy Forrest

Jen Meice

Denny Nelson

Jay Goyal

Kim Winkle

Meetings:

January – Annual Organization Meeting

3rd Mondays 2:00-3:00

City Hall

We will plan a ½ day strategic meeting once all board seats are filled.