

## Annual Meeting of the Board of Directors

ONTARIO INVESTMENT AND TRADE CENTRE (OITC)  
250 YONGE STREET  
TORONTO, ONTARIO

Teleconference Information for the Public: 1-844-369-2390; Conference ID: 12224850

Note: Members of the public may comment on items on the agenda prior to Board consideration of the item. The Chair may limit the amount of time allocated for comment on a particular issue and/or for each individual speaker. Members of the public who provide comment shall be asked to provide their name and affiliation to ensure transparency and for proper recording in the minutes of the meeting.

THURSDAY, SEPTEMBER 29, 2016 – 1:00 PM EASTERN / 10:00 AM PACIFIC

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### Convene Meeting of the Board of Directors and Establish a Quorum

- Welcome and call to order
- Roll call and establish a quorum of Directors
- Review agenda and approve any modifications

**Note:** The following agenda items may be heard in a different order at the Board meeting.

**I. Approve Board Meeting Minutes**

*Attachment 1a: May 12 Board Meeting Minutes\_English*

*Attachment 1b. May 12 Board Meeting Minutes\_French*

**II. Elect Officers and Appoint Standing Committee Members for 2017**

**a. Officers**

Nominations for Officers, followed by the adoption of the following resolution:

*RESOLVED that the following-named persons are elected to the offices set forth beside their respective names, to serve until the next annual meeting of the Directors and until their successors are duly elected and qualified:*

**Chair:**

**Vice Chair:**

**Treasurer:**

**Secretary:**

**b. Appoint Standing Committee Members**

**i. Executive Committee**

Discussion of the purpose of the Executive Committee and its powers under the By-Laws, followed by adoption of the following resolution:

*RESOLVED that the Executive Committee shall comprise the following Directors: [Names: Per the By-Laws, membership shall consist of the 4 officers and additional Class A directors if needed to ensure at least one Class A director from each Participating Jurisdiction]*

**ii. Audit Committee**

Discussion of the purpose of the Audit Committee and its powers under the By-Laws, followed by adoption of the following resolution:

*RESOLVED that the Audit Committee shall comprise the following Directors:*

*[Names: At least 2-6 Directors per the By-laws]*

**iii. Finance Committee**

Discussion of the purpose of the Finance Committee and its powers under the By-Laws, followed by adoption of the following resolution:

*RESOLVED that the Finance Committee will be chaired by the Treasurer and shall comprise the following Directors: [Names: At least 2 Directors per the By-laws]*

**III. Corporate Policies**

- a. Review the WCI, Inc. Ethical Guidelines and Conflict of Interest Policy and the requirement for renewal annually by each Director.

*Attachment 2a: Ethical Guidelines and Conflict of Interest Policy\_English*

*Attachment 2b: Ethical Guidelines and Conflict of Interest Policy\_French*

- b. Review proposed Amendment to the Funds Management Policy.

*Attachment 2c: Amendment to Funds Management Policy\_English*

*Attachment 2d: Amendment to Funds Management Policy\_French*

**IV. Finance Committee Report**

- a. Treasurer's Evaluation of Compliance with Funds Management Policy.  
Presentation of Treasurer's annual evaluation of compliance with Funds Management Policy.

*Attachment 3a: Treasurer's report on Compliance with the Funds Management Policy\_English*

*Attachment 3b: Treasurer's report on Compliance with the Funds Management Policy\_French*

- b. Finance Committee presentation of the 2017 budget and projected expenses for 2018 for Board approval, followed by adoption of the following resolution:

*RESOLVED that the budget for the fiscal year of the Corporation beginning January 1, 2017 and ending December 31, 2017, as presented and attached to the minutes of the this meeting, is hereby ratified, approved and adopted.*

*Attachment 4a: 2017 Budget and Projected Expenses for 2018\_English*

*Attachment 4b: 2017 Budget and Projected Expenses for 2018\_French*

*Attachment 4c: Financial Status Report\_English*

*Attachment 4d: Financial Status Report\_French*

**V. Executive Director's Report**

Update to the Board on operational matters.

**Executive (closed) Session to Discuss Procurement Matters and Strategic Planning**