



Date: June 8, 2023

To: Members of the Board of Governors of Exhibition Place

From: Councillor Gary Crawford

Subject: Recognition of Service to the Board – Carol Kaustinen

Summary

In recognition of Carol Kaustinen, City Clerk's Administrator, for the Board of Governors of Exhibition Place, as she retires, the Board move the following resolution.

Carol started in the City Clerk's Office (CCO) on the Council team as Administrator in 2010, placement as Acting Manager and as meeting management administrator for a variety of decision bodies. Over the years, Carol's clients have included Exhibition Place, TO Live, Toronto Atmospheric Fund, CreateTO, Film Television and Digital Media Board, and the Toronto Accessibility Advisory Committee. Carol's expertise and calmness was apparent from the start. It is nearly impossible to catalogue all of Carol's contributions over the past 13 years with the City of Toronto.

Carol joined the Board of Governors of Exhibition Place as the Board Administrator in 2017. Carol quickly aligned the Exhibition Place Board meetings with the City format and structure. From the onset Carol has also been an invaluable member of the team providing general support to the board and staff on a whole range of topics for Board Meetings as required. Carol was integral in the transition of the Board Meetings to a hybrid model and implementation of the Board's new Procedural By-law for governance and its financial by laws, which has proven to be very successful. Carol's tireless work ethic, professionalism, efficiency, and warmth has been evident from the onset of joining the Exhibition Place Board and will definitely be missed.

The Board extends best wishes to Carol Kaustinen upon her retirement on June 22, as she moves into the next chapter of her life.

Recommendation

The Board of Governors of Exhibition Place:

1. Request the Board Chair to send a letter to Carol Kaustinen conveying the Board's appreciation for her service to the Board.

Sincerely,

Gary Crawford
Chair – Board of Governors of Exhibition Place