



BOARD OF DIRECTORS MEETING

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| Date: | Monday, March 19, 2018 | Time: 5:00pm | |
| Location: | 945 Princess Street, Innovation Park, Front Board Room | | |
| Invited: | Judith Pineault, Chair Councillor Oosterhof Gillian Watters Gerard Hunt, CAO (ex officio) | Councillor Hutchison David Carnegie John Sheridan | Councillor Turner Bill Durnford Don Aldridge |
| Staff: | Donna Gillespie | Kirk Smallridge | |
| Invited: | Andrew Bacchus | | |
| Regrets: | Mayor Paterson Rob Kawamoto (ex officio) | Lyndsay Wise Brian Dodo | Trevor Wilson |

1. Call to Order

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

2. Approval of Agenda

- **Motion to** “approve the agenda;” Moved by Dave Carnegie. Seconded by Don Aldridge. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “approve the minutes of the Board of Directors February 12, 2018 meeting;” Moved by John Sheridan. Seconded by Councillor Turner. Carried.
- **Motion to** “approve the minutes of the Finance & Audit Committee February 02, 2018 meeting;” Moved by Dave Carnegie. Seconded by Councillor Turner. Carried.
 - i. Dave Carnegie provided an update to the Board of Directors regarding the 2017 audit. It was noted that the audit started on February 20 and no concerns had been reported.

5. Business Arising from the Minutes

- Judith Pineault asked for a Councillor to volunteer for the Human Resources & Nominations (HR & Noms) Committee. Councillor Hutchison volunteered.
- **Motion to** “accept Councillor Hutchison to join the Human Resources & Nominations Committee;” Moved by Dave Carnegie. Seconded by Councillor Oosterhof. Carried.
- Donna noted that Kingston EcDev purchased the Brier 2020 Community Supporter Package as suggested by the Board of Directors after the February 12 meeting. Directors to submit event ticket payment to the Corporation if interested in participating.



BOARD OF DIRECTORS MEETING

6. Presentation: South Africa Delegation Debrief

(Written report attached with Board minutes)

- Andrew Bacchus provided an introduction and overview of the February South Africa Delegation. Targeted meetings were held in the Gauteng Province and Western Cape.
- Andrew provided an introduction for the Gauteng Innovation Ecosystem:
 - i. The Innovation Hub – Facilitate and support innovations in building new smart, knowledge-based industries and the local economy.
 - ii. The Industrial Development Zone – Facilitate the development of the sector-specific skills required to meet the needs of the jewellery economic sector.
 - iii. The Automotive Industry Development Centre – Revitalised and modernised industries reflecting the reindustrialisation of Gauteng’s economy.
- Andrew highlighted that the Innovation Hub was located in an area that supports high growth and opportunities existed to facilitate referrals to the Innovation Hub for Kingston companies.
- It was noted that a number of trade opportunities have been identified for Canada, including renewable energy and information and communication technology (ICT) sectors.
- Meetings were held with the Future Water and opportunities for referrals for “water technology focused companies” for Kingston companies.
- A summary of the meeting with the High Commission of Canada in Africa was provided. The focus of the meeting was to gain shared resources on navigating legal, anti-corruption, market intelligence, and export & trade opportunities.
- The Board of Directors asked if the EDO has decided how to measure the success of the South Africa Delegation. A discussion about tracking leads, referrals made and follow-up with local companies was held. The Board recommended obtaining testimonials from the companies making connections in South Africa in order to demonstrate impact of the delegation. It was suggested the Corporation track the time invested to help gauge the return on investment.
- The Board of Directors inquired if Kingston EcDev was able to identify local companies exporting or ready to export in South Africa. Donna Gillespie referenced the BR&E survey being conducted to gain more information on local company’s expansion & export plans.
- Donna Gillespie reminded the Board of Directors of the General Consul of South Africa was visiting Kingston on March 29. All Directors were invited to attend.
- The Board of Directors discussed infrastructure and if Kingston was staying competitive with other municipalities. Gerard Hunt provided a high level overview of the *Smart Cities* presentation delivered to City Council. Gerard referenced the foundational platform for Utilities Kingston and the recent projects to increase the City’s capacity with fibre. The Board of Directors agreed to table the discussion for a future Directors meeting. Gerard Hunt mentioned a team that was currently working on this topic, and recommended asking them to provide a debrief.



BOARD OF DIRECTORS MEETING

7. CEO Report

Presentation: The EcDev Ecosystem

- Donna Gillespie provided the Board with a presentation on the Economic Development Organizations and business organizations that work with Kingston EcDev.
- The Board of Directors agreed the presentation was great start to map out the complexity Economic Development ecosystem in Kingston.

Monthly Report on Activities

(Written report circulated with Board package)

- Donna noted the Corporation's auditors Secker, Ross & Perry will present the 2017 draft audit report to the Finance Committee at the next meeting on March 29. Donna is expecting a greater surplus than anticipated.
- Provided a high level update for the Sysco closure. The Board of Directors inquired if exit interviews being conducted to determine the rationale for the company closing. Donna noted no exit interviews were being conducted.
- An update was provided for the OTT Pay announcement. Donna explained what OTT Pay is and some of the opportunities for the company will provide for community. Donna noted OTT announced a full-time staff member will be hired in Kingston over the next few months.
- Donna noted that a date had been set for the Frulact Canada inaugural ceremony to officially open their Kingston manufacturing facility. It was mentioned the Prime Minister of Portugal would be visiting Kingston to celebrate the event.
- Donna reminded the Board of the Andrew Davis event and offered to register Directors interested for the event. The event will be held at Fort Henry Discovery Centre on March 20 with a morning and the afternoon session.
- Donna noted the newly formalized partnership with St. Lawrence College and delivering workshops. All workshops will continue to be hosted at Innovation Park and a full calendar of workshops has been set with instruction from St. Lawrence College professors in the areas of assessing business readiness, market research, social media marketing, financial preparedness and business planning.
- Donna explained the Kingston-Syracuse Pathway initiative that began in 2016. It was noted the pathway was established to promote collaborative working relationships between our academic institutions and economic development resources. A Memorandum of Understanding has been signed with Queen's University Office of Partnerships and Innovation, Ontario East Economic Development Commission, the New York Centre State Corporation for Economic Opportunity, SUNY Upstate Medical University and the Central New York Biotech Accelerator.
- Donna noted interviews for the Career Apprenticeship Program were commencing and students are expected to start their new careers in May.
- Kingston EcDev hosted a Call Centre Industry Roundtable on March 9 to learn more about challenges and opportunities in the call centre sector in Kingston.
- A debrief was provided by the Directors who attended the Ontario East Economic Development Commission's Disrupted event. The Directors noted future of the industry will be with focus on Workforce Development. It was mentioned Kingston will need to brand itself to attract the required workforce. Gerard Hunt discussed the City of Kingston's Workforce In-Migration Strategy and the some of the findings. Gerard invited the Board of Directors to get involved with the Working Committees if interested.



BOARD OF DIRECTORS MEETING

- Councillor Oosterhof noted that future discussion on small business in the community and their needs be held to assist with attraction and retention efforts.
- **Motion to** “accept Monthly CEO Report;” Moved by John Sheridan. Seconded by Councillor Turner. Carried.

8. In Camera (if required)

- None

9. Date of next meetings

- Board of Directors Meeting – April 09, 2018
- Finance Committee Meeting – March 29, 2018
- Risk Committee Meeting – April 11, 2018
- Annual General Meeting – Proposed May 14, 2018 as the date for this year’s Annual General Meeting as per the calendar hold from 2017.
- Motion to “hold annual AGM on May 14, 2018;” Moved by John Sheridan. Seconded by Don Aldridge. Carried.

10. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” Moved by Councillor Turner. Seconded by Gillian Watters. Carried. 6:58pm.

Judith Pineault, Chair

Dave Carnegie, Vice Chair

Date