



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, July 09, 2018 Time: 5:00pm**

Location: 945 Princess Street, Innovation Park, Front Board Room

Invited: Judith Pineault, Chair Mayor Paterson Councillor Hutchinson
Councillor Turner Councillor Oosterhof Lyndsay Wise
David Carnegie Bill Durnford Trevor Wilson
John Sheridan Don Aldridge Gerard Hunt, CAO (ex officio)
Rob Kawamoto (ex officio)

Staff: Donna Gillespie Kirk Smallridge

Guests: Craig Desjardins Matt Kussin
Carey Bidtnes Dajana Turkovic Andrew Bacchus

Regrets: Gillian Watters

1. Call to Order

- The Board of Directors meeting was called to order at 5:04pm by Chair, Judith Pineault.

2. Approval of Agenda

- Councillor Oosterhof requested the addition of an open discussion on how Kingston EcDev can work with the City of Kingston to develop a rural industrial park under "Other Business".
- **Motion to** "Approve the agenda with the addition of the rural industrial park discussion;" Moved by John Sheridan. 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 June 11, 2018 meeting;" Moved by Trevor Wilson. Seconded by Dave Carnegie. Carried.
- **Motion to** "Approve the minutes of the HR Committee October 24, 2017 meeting;" Moved by Councillor Turner. Seconded by Councillor Hutchison. Carried.
- **Motion to** "Approve the minutes of the Risk Committee April 18, 2018 meeting;" Moved by Councillor Turner. Seconded by Trevor Wilson. Carried.
- The Board of Directors inquired about a discrepancy that appeared on the financial summary provided to the Finance & Audit Committee package regarding Federal funds. Donna explained that Kingston EcDev had been approved for Invest Canada funding and would receive the funds at the end of the year.
- **Motion to** "Approve the minutes of the Finance Committee May 31, 2018 meeting;" Moved by Councillor Turner. Seconded by Dave Carnegie. Carried.



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5. Business Arising from the Minutes

- None

6. Presentation: Workforce In Migration Steering Committee Update –

Craig Desjardins, Director, Strategy, Innovation & Partnerships, City of Kingston

(Presentation circulated with Board package)

- Craig Desjardins introduced himself and Matt Kussin, Workforce Development Analyst, and provided an update on the City of Kingston Workforce In-Migration strategy and discussed the business model, funding and initiatives involved with In-Migration strategy. Craig mentioned that in 2016-17, the City of Kingston took a collaborative process of engagement and consultation regarding workforce development. Craig explained the City of Kingston is working with KEYS Job Centre to provide professional workplace internships to assist newcomers to Kingston with securing full-time employment. Craig also discussed talent attraction and mentioned opportunities for collaboration between Kingston EcDev and the City of Kingston regarding data analytics and matching employers with employees.
- Craig provided an overview and the next steps for the following working groups established to support the City led Workforce Development Initiatives:
 1. Inclusive Workplaces
 2. Strategic HR
 3. Employment Brand
 4. Career Pathways
 5. Tapping into Talent
 6. Data Analytics
 7. Spousal Employment
- The Board of Directors thanked Craig and Matt for their presentation. The Board held a discussion about the ratio of jobs created to support the people being attracted to Kingston. The Board suggested the Steering Committee reach out to the major employers to assist with this important initiative.

7. Finance & Audit Committee Investment Recommendation

- Dave Carnegie explained the Guaranteed Investment Certificate (GIC) investment options being explored by the Finance & Audit Committee and mentioned motion being brought forward. It was noted the Corporation held two investments with one coming to maturity on July 07, 2018.
- **Motion to** “Approve a ladder approach for investment of the GIC maturing on July 07, 2018 (\$111,374.21 as of July 07, 2018) with the Kawartha Credit Union as follows as recommended by the Finance & Audit Committee:
 1. Invest one third in a 12 month option which mature in 2019.
 2. Invest one third in a 24 month option which mature in 2020.
 3. Invest one third in a 60 month option that will mature in 2023;” Moved by John Sheridan. Seconded by Councillor Turner. Carried.



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8. Q1 & Q2 Activity Report

(Presentation circulated with Board package)

- Donna mentioned that Q1 presentation to City Council was well received and no questions were asked. The Board inquired if City Council had and feedback regarding the KPI's and it was stated that no feedback was provided.
- The Board held a discussion regarding the investment parameters being tracked for the Attractions & Aftercare portfolio and that investment dollars would not be tracked until the company has officially broke ground.
- Donna mentioned that with the Business Retention & Expansion portfolio there has been an increase in the number of visitations and consultations with local businesses and the number of inquiries appear to be lower because the timing of the year.
- The Board of Directors recommended seeking feedback from the team for what is not currently being track that would be beneficial.

9. CEO Report

(Written report circulated with Board package)

- Donna referenced the City Nation Place conference that was attended to help with identify how economic development offices can work more closely with tourism marketing agencies for people and investment attraction. Donna reminded the Board of the Joint Board Summer Social on Aug 22 from 3-5pm where a presentation of the highlights of the conference will be held.
- There was a conversation regarding an article released in the Toronto Star regarding dairy quotas and Feihe Canada Royal Milk. It was confirmed with the Board that dairy quota concerns or NAFTA should not effect production.
- **Motion to** "accept the CEO report;" Moved by Councillor Hutchison. Seconded by Lyndsay Wise. Carried.

10. Other Business

Rural Industrial Park Discussion

- Councillor Oosterhof raised the discussion topic of introducing a "rural business park". The Board help a conversation regarding rural businesses; land availability; zoning and City ability to support.
- Councillor Turner raised concerns over US/Canada tariffs and how they are affecting Kingston and the business landscape and inquired if this could be a future discussion topic.

11. In Camera (if required)

- None

12. Date of next meeting

- Joint Boards Summer Social – August 22, 2018, 3:00pm
- Board of Directors Meeting – September 17, 2018, 4:00pm
- Strategic Planning Committee – July 24, 2018, 3:00pm
- HR Committee Meeting – August 02, 2018, 10:00am
- Finance Committee Meeting – September 27, 2018, 8:30am



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13. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Mayor Paterson. Seconded by Lyndsay Wise. Carried. 6:57pm.

Judith Pineault, Chair

Director

Date