



BOARD OF DIRECTORS MEETING

Date:	Monday, February 11, 2019	Time: 5:00pm	
Location:	945 Princess Street, Innovation Park, Front Board Room		
Invited:	Dave Carnegie, Chair Councillor Boehme Bill Durnford Megan Knott (ex officio)	Councillor Oosterhof Judith Pineault Lyndsay Wise	Councillor Chapelle Gillian Watters Yafan Huang
Staff:	Donna Gillespie Yina Wang	Kirk Smallridge Dajana Turkovic	Andrew Bacchus
Regrets:	Don Aldridge Gerard Hunt (ex officio)	John Sheridan	Mayor Paterson

1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 5:03pm.

2. Approval of Agenda

- **Motion** to “approve the agenda;” Moved by Bill Durnford. Seconded by Councillor Boehme. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion** to “approve the minutes of the January 14, 2019 Board of Directors meeting;” Moved by Councillor Chapelle. Seconded by Councillor Boehme. Carried.

5. Business Arising from the Minutes

- Lyndsay Wise volunteered to sit on the Finance & Audit Committee. Other Board members were invited to sit on the Finance & Audit Committee if interested.

6. Updates from Partner Organizations

Tourism Kingston & KAP

- Megan Knott circulated the 2019 Visitor Guide to the Board of Directors.
- Tourism Kingston is planning to launch a French website in April 2019.
- Tourism Kingston is working on an agreement with the St. Lawrence Parks Commission to utilize the Kingston Penitentiary funds.
- Tourism Kingston is currently working with Kingston EcDev on a Queen’s initiative to further communications starting with the University.
- Bill Durnford has been announced as the new Chair for the Tourism Kingston Board of Directors.



BOARD OF DIRECTORS MEETING

City of Kingston

- Lanie Hurdle is the Acting CAO for the City of Kingston for the next six months.
- City Councillors informed the Board of Directors that Bob Runciman was recently appointed Chair for the St. Lawrence Parks Commission.
- Councillors promoted the online survey for the SWOT Analysis for Kingston to help set the City's strategic priorities. An Open House will be held on February from 6 to 7:30pm at City Hall.

7. CEO Report

- The written CEO Report was circulated to the Board of Directors.
- The Corporation continues to work with local brokers to find new office space and is exploring the option of co-renting a location with community partners. The Board held a further discussion regarding the office move and potential spaces, deadlines and partner timelines.
- Donna invited the Board of Directors to attend the Ontario East Economic Development Commission Disrupted 2.0 workshop on March 1, 2019. The agenda and an invitation to the event will be circulated to the Board.
- KPMG was appointed as the Corporation's auditors and has begun preliminary work for audit for the 2018 with the actual audit scheduled to begin March 18, 2019.
- Donna mentioned a recurring topic of concern regarding the family physician recruitment file in Kingston. The Greater Kingston Chamber of Commerce identified they were interested in championing the file in 2018. It was mentioned that it is perceived that the Economic Development Office should be involved with the file. Donna referenced that in the past, Kingston EcDev led the physician recruitment effort on behalf of the City of Kingston, but she did not recommend this route as the issue is at this time outside the economic development portfolios.
- The Tim Horton's Brier 2020 bid deposit program was discussed. Megan Knott expressed concern with event ticket sales and asked for assistance with the promotion of the purchase of full event packages. Information for the Brier package will be circulated to the Board of Directors.
- Donna thanked Board members who attended the tour of Feihe Canada Royal Milk. Site development is going according to plan and recruitment efforts are underway with Senior Management heading overseas for training in March.
- Kingston EcDev has been working closely with China Eastern Airlines, an affiliate of WestJet. A formal Memorandum of Understanding (MOU) signing ceremony will be held on February 14, 2019 at 3:00pm. The partnership will promote and showcase Kingston on China Eastern in-flight magazines and will offer Kingston businesses and organizations a preferred travel rate with China Eastern Airlines.



BOARD OF DIRECTORS MEETING

- Kingston EcDev submitted an application for Invest Canada – Community Initiatives funding for 2019 Foreign Direct Investment initiatives.
- Kingston EcDev is working on a file with the City of Kingston on the Municipal Vacancy Rate Program. City Staff are currently creating a report to present to Council that will examine the future of the program. Kingston EcDev is supporting the file by providing information. The Board discussed the perceptions surrounding the rebate program and the lack of community understanding.
- Kingston EcDev hosted a quarterly meeting with the Commercial Real Estate Advisory Group to discuss the Municipal Vacancy Rate Program and the waiving of Development Charges (DC) & Impost fees. Donna explained that currently, DC & Impost fees are waived to help attract industrial manufacturing investments and helps keep Kingston competitive with surrounding municipalities. The Board suggested creating a briefing for Council to highlight the importance of waiving the DC & Impost fees versus eliminating them completely.
- Kingston EcDev has partnered with KEYS to host “Welcome Nights” that will help new employees set roots in the community and meet and network with other newcomers to Kingston. The Board suggested a follow-up survey could be incorporated to help collect the data.
- **Motion to “accept the CEO Report;”** Moved by Councillor Boehme. Seconded by Lyndsay Wise. Carried.

8. 2019 Overview

- Donna provided an overview of the 2019 budget presentation that was presented to City Council. Kingston EcDev requested an increase of 1.5% in municipal funding for a total of \$1,461,500, making the operating budget for 2019 \$1,796,500. Projects within the Attraction and Aftercare, Business Retention & Expansion, Start-ups & Youth Business portfolios were discussed. Kingston EcDev is working to ensure local businesses capture global revenue by providing export based workshops.
- Andrew Bacchus, Business Development Officer for Emerging Sectors introduced himself and discussed the Emerging Sectors portfolio. Andrew explained the portfolio supports the future technologies such as Artificial Intelligence, Block Chain and Clean Tech companies. Andrew informed the Board of Directors of different collaborative projects being undertaken and partnerships within the portfolio.
- Yina Wang, Business Development Officer for Chinese Markets introduced herself and explained that she assists both the Attraction & Aftercare portfolio as well as the Business Retention & Expansion portfolio. Yina explained she is the lead for the Feihe Canada Royal Milk file, and is currently working with foreign investors and undertaking a Business Retention & Expansion research survey.
- Dajana Turkovic, Business Development Officer for Workforce Development introduced herself and explained the Workforce portfolio. Dajana explained the portfolio is focused on people attraction and retention people who already live in Kingston. Dajana explained the major project for the portfolio is the development of a new website that will assist with people attraction to Kingston. Dajana mentioned the tools that will be incorporated into the website and the analytics that will be available that will be used to showcase Kingston as a place to live and for targeted marketing efforts.



BOARD OF DIRECTORS MEETING

9. In Camera (If Required)

- **Motion to** “move In Camera;” Moved by Lyndsay Wise. Seconded by Bill Durnford. 6:33pm
- **Motion to** “out of Camera;” Moved by Councillor Chapelle. Seonded by Lyndsay Wise. 6:42pm. Carried.

10. Date of Next Meeting

- Monday, March 18, 2019 – Board Development Session – Rural Economic Development Opportunities

11. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” Moved by Bill Durnford. Seconded by Councillor Oosterhof. Carried. 6:46pm.

Dave Carnegie, Chair

Director

Date