



## BOARD OF DIRECTORS MEETING

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Date: **Monday, April 15, 2019**      Time: **5:00pm**

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

Invited: Dave Carnegie, Chair      Mayor Paterson      Councillor Oosterhof  
Councillor Boehme      Councillor Chapelle      Don Aldridge  
Bill Durnford      Lyndsay Wise      John Sheridan  
Gillian Watters (via Phone)      Yafan Huang      Megan Knott (ex officio)  
Gary Dyke (ex officio)

Staff: Donna Gillespie      Kirk Smallridge

Guests: Andrea Risk, Cunningham, Swan, Carty, Little & Bonham LLP  
Wanda Williams, Kingston Economic Development Consultant

Regrets: Judith Pineault

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### 1. Call to Order

- The Board of Directors meeting was called to order at 5:04pm by Chair, Dave Carnegie.
- The Board of Directors congratulated Councillor Boehme and his family on the birth of their child.

### 2. Approval of Agenda

- **Motion to** “approve the agenda;” Moved by Lyndsay Wise. Seconded by Councillor Oosterhof. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- **Motion to** “approve the minutes of the Board of Directors February 11, 2019 meeting;” Moved by Councillor Chapelle. Seconded by Mayor Paterson. Carried.
- **Motion to** “approve the minutes of the Finance Committee November 1, 2018 meeting;” Moved by Councillor Boehme. Seconded by Councillor Chapelle. Carried.
- **Motion to** “approve the minutes of the Finance Committee February 28, 2019 meeting;” Moved by Gillian Watters. Seconded by Lyndsay Wise. Carried by the Finance Committee. Moved by Councillor Oosterhof. Seconded by Councillor Boehme. Carried by the Board of Directors.



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### **5. Business Arising from the Minutes**

- The Finance Committee agreed to change the time of the April 15, 2019 Finance & Audit committee meeting. Staff to circulate a Doodle Poll to select a new time.
- Donna informed the Board of Directors that Kingston EcDev is organizing a second tour of the Canada Royal Milk facility on May 3, from 3:00-5:00pm and mentioned an invitation would be circulated. The Board of Directors held a discussion regarding the timelines of the plant production and recruitment requirements.

### **6. Updates from Partner Organizations**

#### City of Kingston – Mayor Paterson

- Mayor Paterson discussed the preliminary work conducted for the new City Council strategic priorities. Mayor Paterson mentioned that with the release of the new Provincial Budget, City Council was working to understand what the implication of the budget may be on the City. Mayor Paterson mentioned there was a funding gap and that through strategic planning process, Council had a discussion about what the desired annual tax rate would be over the next four years. City Staff is currently conducting research to gather more information, but the desired tax rate was 2.5% or lower, so Council would be looking to staff and agencies to explore any and all efficiencies for 2020 going forward.
- The Board of Directors discussed that economic development was identified as a priority sector for City Council and that it is the responsibility of the Board to advocate for economic development. Mayor Paterson mentioned that City Council discussed the creation of innovation hubs where Kingston has competitive advantages such as Healthcare, Cleantech and Biotech and creating ecosystems and developing the workforce to sustain the hubs.

#### Tourism Kingston – Megan Knott

- Megan provided an update to the Board on opportunities currently being pursued by Tourism Kingston. Megan noted the five-year Intergraded Destination Strategy would be going to Council for endorsement and that Tourism Kingston would begin to act on the 20 recommendations within the plan.
- Megan mentioned that in collaboration with St. Lawrence College and the City of Kingston, collaborative training synergies were identified with Public Works, the Marina staff, DBIA, City of Kingston and Tourism Kingston. A two-day training session for customer service and greeting international guests and safety has been organized so all entities are sending similar messages.
- Tourism Kingston has partnered with Kingston EcDev to conduct a BR&E survey of our local tourism businesses. The survey seeks input on the future plans and needs of local businesses, as well as how business owners and managers view our community as a place to do business.
- The Board discussed the progress of the Brier 2020 bid. It was mentioned that funding will not be effected with the change in the Provincial Budget. Tourism Kingston has been promoting the purchasing of the Brier 2020 deposits to convert to real event tickets.



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### 7. Corporate Updates

#### Q4, 2018 Report to Council

- Donna informed the Board of Directors that the Q4, 2018 report had been submitted to City Council and was attached with the Board package. Kingston EcDev is compiling a roll up for the 2018 stats to incorporate in the Annual Report. The Board inquired if an internal report could be prepared to show the percent of females compared males submitting inquiries to the Corporation as well as the age group and sectors to help identify the needs of small businesses in Kingston.
- The Board discusses the Business Retention & Expansion survey and how Kingston EcDev administered the survey with MDB Insights for the manufacturing sector in Kingston. The Corporation can access provincial data to benchmark Kingston against other communities.

#### Acceptance of March, 2019 CEO Report

- **Motion to** “accept the March, 2019 CEO Report;” Moved by John Sheridan. Seconded by Councillor Boehme. Carried.

#### April, 2019 CEO Report

- Written report was circulated via email and physical copies were handed out.
- Donna Gillespie welcomed Ian Murdoch to the team as a Business Development Officer focused on the Business Expansion & Retention portfolio.
- Meetings were held with the Ontario Investment Office to identify budget direction to help incorporate the new “Open for Business” branding into FDI initiatives. Members of Invest in Canada office were in Kingston to meeting with Kingston EcDev and Ontario East to understand unique assets to position communities in their global marketing efforts.
- Frulact Canada confirmed the addition of a third production shift and will be expanding a 30,000 square feet addition starting in 2020. As well, Spearhead Brewing celebrated their one-year anniversary of their opening in Kingston.
- Kingston EcDev is hosting a second Manufacturing Matters event to showcasing funding opportunities and highlight the new Picton Terminals Port projects.
- Donna Confirmed that the Province has confirmed the Small Business Enterprise Centre funding, the Starter Company Plus as well as Summer Company for small businesses. The Queen’s Career Apprenticeship program celebration will be held on May 9.
- **Motion to** “accept the April, 2019 CEO Report;” Moved by John Sheridan. Seconded by Bill Durnford. Carried.

#### Q1, 2019 Review

- The Board of Directors differed this topic to a later meeting.



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### 8. In Camera

- **Motion to** “move in camera;” Moved by Councillor Boehme. Seconded by Lyndsay Wise. Carried. 5:50pm Office Relocation
- Office Relocation
- MFIPPA Request
- **Motion to** “move out of Camera;” Moved by Lyndsay Wise. Seconded by Don Aldridge. Carried. 7:01pm.

### 9. Date of Next Meeting

- Thursday, April 18, 2019 – Finance & Audit Committee Meeting, 12:00-1:30pm
- Early May TBD – Finance & Audit Committee Meeting – Review Draft Audited Statements
- Wednesday, May 3, 3:00-5:00pm – Tour of Feihe Canada Royal Milk
- Monday, May 13, 2019 – Board of Directors Meeting, 4:00-5:00pm
- Monday, May 13, 2019 – Annual General Meeting, 5:00-7:00pm

### 10. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Lyndsay Wise. Seconded by Bill Durnford. Carried. 7:03pm.

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Dave Carnegie, Chair

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Director

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Date