



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, May 25, 2020	Time: 5:15pm	
Location:	366 King Street East, Suite 420 - Zoom Meeting (https://zoom.us/j/99401506602)		
Invited:	Dave Carnegie, Chair Judith Pineault John Sheridan	Councillor Oosterhof Bill Durnford Gillian Watters	Yafan Huang Lyndsay Wise (6:19PM) Don Aldridge
Staff:	Donna Gillespie Shelley Hirstwood	Kirk Smallridge Ian Murdoch	Andrew Bacchus
Regrets:	Mayor Paterson Councillor Boehme	Megan Knott (ex officio) Councillor Hill	Lanie Hurdle (ex officio)

1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 5:16pm.

2. Approval of Agenda

- Motion to** "Approve the agenda;" Moved by John Sheridan. Seconded by Councillor Oosterhof. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- Motion to** "Approve the April 20, 2020 Board of Director Meeting minutes;" Moved by Bill Durnford. Seconded by Gillian Watters. Carried.
- Motion to** "Approve the April 7, 2020 Finance & Audit Committee Meeting minutes;" Moved by Don Aldridge. Seconded by Gillian Watters. Carried.

5. Business Arising from the Minutes

- None

6. Corporate Updates

Business Development Officers

- Kingston EcDev has completed its first Business Performance Survey in mid May. Ian Murdoch reviewed the draft report and identified initial insights. The data is being segmented for closer analysis of the Tourism and Manufacturing/Construction sectors. Information collected will be used to develop/adapt programming and to better support local businesses. Follow-up surveys will be issued quarterly for benchmarking results. Final survey reports will be circulated.
- Shelley Hirstwood noted that an application is being explored with FedDev to offer direct financial relief to local business who have been most impacted by COVID-19. The Board inquired if the application would be in conflict with other applications currently in the pipeline for Kingston. It was confirmed there would be no impact on existing requests for funding.



BOARD OF DIRECTORS MEETING MINUTES

- Andrew Bacchus reported that Kingston has been ranked in the top 150 start-up ecosystems in the world and top 10 ecosystems in Canada. The Board discussed the criteria that was used to determine the start-up ecosystem. A formal announcement is pending.

CEO Updates

- Donna provided an update on the Response and Recovery Plans submitted to City Council on May 5.
- Kingston EcDev developed and launched the local consumer campaign “Love Kingston” developed in partnership with Downtown Kingston! BIA, Tourism Kingston, Kingston Accommodation Partners, Chamber of Commerce and City. Donna provided an overview of the campaign and highlighted preliminary analytics.
- The Board discussed an advocacy role in supporting infrastructure development such as broadband in rural areas in Kingston. The Board requested that City representation identify specific areas where the Corporation can be more supportive.

7. Strategic Plan Discussion

Criteria to Rank & Select Priority Sectors

- The Board discussed that in order to maximize the Corporation’s impact, Kingston EcDev needs to establish a strategic focus with a short list (e.g., 3-4) of priority sectors. This focused sectoral approach will support the development of industrial/commercial clusters, enabling:
 - agglomeration economies
 - growth of a specialized labour force
 - development of unique supply chains
 - real estate/servicing considerations
 - branding, marketing strengths, etc.
- The suggested criteria to identify priority sectors were identified as followed:
 - i. number of incremental quality, good paying jobs to be created, with priority given to full-time, professional jobs
 - ii. magnitude of tax revenue to be generated
 - iii. potential to leverage return existing infrastructure investments (fibre, etc)
 - iv. strategic considerations, qualitative consideration of businesses which:
 - have low particulate and GHG emissions
 - align with the City’s Brand of innovation
 - potential to stimulate follow-on economic growth/spin-off potential
 - resiliency
 - build deeper relationships with the post-secondary institutions.
 - v. Regional consideration
- The Board discussed the agri-food sector and it was noted that the City’s servicing capacity can only support low-impact opportunities at this time. A clearer definition from City representation on infrastructure capacity was requested.
- The Board discussed the opportunity to position Kingston as a large scale testing centre for the pandemic and future pandemics. It was noted that Kingston possesses both the physical infrastructure and workforce to support the needs of such a centre.



BOARD OF DIRECTORS MEETING MINUTES

- The Board discussed City Council priorities in light of COVID-19. City representation noted that most likely priorities would not change, just the original timelines might need to be adjusted for implementation plans.
- The Board agreed that long-term success of the Corporation is important to the success of the community. It was discussed that although immediate wins are important to the community, it should be the role of the Economic Development Corporation to champion the long term vision of the City.

8. In Camera (if Required)

- None

9. Other Business

- None

10. Date of Next Meeting

- Wednesday, June 17 – Strategic Planning Industry Analysis @5:00pm
- Monday, June 22, 2020 – Board of Directors Meeting @5:15pm
- Thursday, June 18, 2020 – Finance & Audit Committee Meeting @10:00am

11. Adjournment

- **Motion to “Adjourn the meeting;”** Moved by Don Aldridge. Seconded by John Sheridan. 7:14pm.