



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, May 31, 2021** Time: **5:15pm**

Location: <https://us02web.zoom.us/j/89565908578>

Invited: Gillian Watters, Chair Mayor Paterson Councillor Hill
Councillor Holland Councillor Oosterhof Anne Vivian-Scott
Dave Carnegie John Sheridan Lyndsay Wise
Ryan DaSilva Lanie Hurdle (ex officio)

Staff: Donna Gillespie Shelley Hirstwood Kirk Smallridge

City Resource: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships

Regrets: Yafan Huang Megan Knott (ex officio)

1. Call to Order

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

2. Land Acknowledgment Statement

Kingston Economic Development Corporation acknowledges that we are situated on traditional Anishinaabe and Haudenosaunee Territory and thank these nations for their care and stewardship over this shared land. Kingston Economic Development Corporation is committed to improving and strengthening relationships with Indigenous peoples and all residents to pursue a united path of reconciliation and economic prosperity.

Gillian Watters acknowledged the importance of opening with the LAS, especially in light of the recent discovery of a mass grave with 215 children at the site of the former Kamloops Indian Residential School.

3. Disclosure of Conflict of Interest

- None

4. Consent Agenda

All items listed on the Consent Agenda shall be the subject of one motion. Any member may ask for an item(s) to be separated from that motion to be dealt with separately.

- I. Approval of Agenda
- II. Approval of the March 29, 2021 Board of Directors Meeting Minutes
- III. City of Kingston Update
- IV. Tourism Kingston Update

Motion to accept reports and approve agenda and minutes.

Mover: John Sheridan

Seconder: Councillor Hill

Our Mission

Provide dynamic and collaborative leadership by leveraging Kingston's unique assets to create jobs and investment in order to sustain, grow and transform Kingston's economy to meet the needs of the 21st century. We aim to be one of Canada's leading economies.



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5. Business Arising from Items in the Consent Agenda

CEO Report

- The Board separated the CEO Report for further discussion. The Board discussed increases in external funding programs and measures in place to reduce duplication of services. The Board discussed the development of a communications strategy to clearly define the roles of partners. City resource staff informed the Board of Directors that the project management software used by the City of Kingston (Cascade) was being used to track progress on the Integrated Economic Development Strategic Plan and reduce duplicated efforts.
- The Board discussed programs related to the Small Business Enterprise Centre and the delivery of services to small businesses. Donna explained the process for tracking program participants to ensure they are meeting the program deliverables as well as progressing their businesses and investment.
- The Board requested clarification on the new Investment Manager position noted within the CEO Report and the recent news of the creation of a Rural Economy Manager. Lanie noted the Rural Economy Manager was a City of Kingston position which they are currently recruiting for. Donna noted that the positions are aligned and teams work closely together with the City focussed on infrastructure and community development where Kingston Economic Development focussed on business investment attraction and support.

6. New Business

Briefing - Active Investment Opportunities

- Shelley Hirstwood reviewed with the Board active investment opportunities the Corporation is leading. Shelley noted most current activity is within the Sustainable Manufacturing sector. The Board requested that a quarterly investment report be presented going forward which also includes geographic location of potential investment.
- The Board inquired if any trends could be identified with the new types of investment interests. Shelley noted that foreign direct investment opportunities are currently slower coming due to COVID travel restrictions and border closures, but domestic inquiries have significantly increased over the last 15 months.
- Shelley briefed the Board on the available land inventory in the City owned business parks and municipal plans to service additional employment lands and expansion of the urban growth boundary.

7. Continuing Business

Kingston Pandemic Business Recovery Fund & Reserve Holdings

- Donna provided an overview of the Kingston Pandemic Business Recovery Fund adjudication results as presented in the briefing note. Donna noted the Corporation began communicating with the 111 successful applicants to secure funding agreements. The adjudication panel put in place by the City was provided the project details blindly, and all projects were reviewed by at least three adjudicators. The Corporation has developed a wait list for projects should and funding slippage occur.

Integrated Economic Development Strategic Plan Updates

Cascade Tracking Software

- Donna noted that Kingston EcDev staff received training for Cascade Tracking Software used by the City. Work to input additional level of detail and activities is required before reports will be created for future Board meetings.

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Creative & Rural Strategies

- Information Reports provided by the City of Kingston Administration staff were circulated to the Board for context. Craig informed the Board that City Council provided resources to hire an individual to oversee the Rural Economy Strategy. The Rural Strategy will focus on the rural broadband issues, investigation into the development of a rural business park, as well as researching larger infrastructure requirements to support growth. The Board discussed opportunities for investment in privately owned lands within Kingston and surrounding areas and other ways for Kingston EcDev to support
- Craig noted the development of the Creative Strategy was in early stages and that there is excitement among partners and collaborators to move to implementation of plan by Q3 2021.

8. Other Business

Board Recruitment & Nominations Process/Filling Vacancies

- Gillian noted that a vacancy existed on the Kingston EcDev Board of Directors. The Corporation is recommending appointment of Cathy Wilson, who was a shortlisted applicant by both the City of Kingston and Kingston EcDev Nomination's process in 2020.

Motion to "Invite Cathy Wilson to join the Board of Directors to fill the vacant position on the Kingston Economic Development Board of Directors;"

Mover: John Sheridan

Seconder: Mayor Paterson

Carried.

Motion to "Recognize and thank Don Aldridge for his services towards the Corporation;"

Mover: John Sheridan

Seconder: Gillian Watters

Carried.

- Donna noted the recent Corporate By-law changes to the nominations process and provided an overview of the proposed recruitment process circulated within the Board Recruitment & Nominations Process Memo.

9. In Camera (if needed)

- None

10. Date of Next Meetings

- Monday, June 21, 2021 – Board of Directors Meeting – 5:15pm

11. Adjournment

Motion to adjourn.

Mover: Dave Carnegie

Carried. 6:11 pm.

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