



## BOARD OF DIRECTORS MEETING MINUTES

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Date: Monday, September 27, 2021 Time: 5:15pm

In Person Location: Harbourview Room – Delta Hotels Kingston, 1 Johnson St, Kingston, ON K7L 5H7

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

Attended: Gillian Watters, Chair Mayor Paterson Councillor Oosterhof  
Anne Vivian-Scott Dave Carnegie John Sheridan  
Ryan Da Silva Yafan Huang Cathy Wilson  
Lanie Hurdle (ex officio)

Staff: Donna Gillespie Shelley Hirstwood Kirk Smallridge  
Abdul Razek Jendi Ben McIlquham Nour Mazloum

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

Regrets: Councillor Hill Councillor Holland Lyndsay Wise  
Megan Knott (ex officio)

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### 1. Call to Order

- The meeting was called to order by Chair, Gillian Watters at 5:25pm.

### 2. Land Acknowledgment Statement

*Kingston Economic Development Corporation acknowledges that we are situated on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat 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.*

### 3. Motion of Congratulations

- Congratulations to Ryan Da Silva & family on addition of new family member in August.
- Congratulations to Lyndsay Wise & family on addition of new family member in September.

*Mover: John Sheridan*

*Seconder: Anne Vivian-Scott*

*Carried.*

### 4. Disclosure of Conflict of Interest

- None

### 5. 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.*

- Approval of Agenda
- Approval of the July 26, 2021 Board of Directors Meeting Minutes
- Approval of the May 20, 2021 Finance & Audit Committee Meeting Minutes
- Approval of the July 22, 2021 Finance & Audit Committee Meeting Minutes

#### *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.*



## BOARD OF DIRECTORS MEETING MINUTES

V. Tourism Kingston Updates – September 2021

*Motion to accept reports and approve agenda and minutes.*

Mover: Anne Vivian-Scott

Seconder: John Sheridan

Carried.

### 6. Business Arising from Items in the Consent Agenda

- Removal of the City of Kingston Update

### 7. CEO Report

- Donna briefed the Board on recent activities and accolades received by the Corporation.

Donna noted:

- International recognition for the development of the Queen's Career Apprenticeship: Kingston program by the International Economic Development Council.
- Targeted email lists developed to improve communications and support campaigns to promote upcoming events and programs and align with sector specific audiences.
- Expansion of Frulact Canada's Kingston location to 90,000sqf with the addition of a second manufacturing line representing \$22.5 million in investment.
- Advancement of monthly manufacturing round tables to support the industry with increased focus on workforce development solutions. A video campaign featuring local manufacturers who are actively hiring is being finalized.
- The Fed-Dev HI YGK initiative continues to move forward with Kingston hosting an international virtual healthcare conference targeted at innovative solutions to aging. Innovate Care will take place the first week of October.
- The Corporation secured \$100,000 to facilitate the Digital Main Street 3.0 program for 2021-22. Three additional contractors have been retained to deliver the program and assist businesses apply for \$2,500 grants.
- Intake for this year's final cohorts of Starter Company Plus and WE-CAN Women Entrepreneurship programs are opening shortly.

### 8. New Business

#### I. Confirmation of Anne Vivian-Scott as Acting Treasurer

- **Motion to "Accept Anne Vivian-Scott as Acting Treasurer;"** Moved by Dave Carnegie. Seconded by John Sheridan. Carried.

#### II. 2022 Draft Budget

- Donna presented an amended 2021 budget which reflects significant changes in funding and additional revenue received to facilitate the Kingston Pandemic Fund.
- Donna reviewed the draft 2022 budget of \$2,446,611 which represents a \$1,481,961 investment from the City of Kingston, \$326,650 from Provincial sources, \$281,000 from Federal sources and \$345,000 from other sources. It was noted that the Finance Committee provided direction to staff to develop the budget within the guidelines communicated by the City Treasurer and to prepare within a 1.4% municipal funding increase.
- The Board reviewed the draft budget and inquired about the proposed increase to salaries & benefits. Donna noted the increase incorporates adjustments for benefits/employer related costs, salary adjustments as wages have not been reviewed since the pandemic began, and

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## BOARD OF DIRECTORS MEETING MINUTES

additional staffing support to deliver programs. The Board discussed strategies to articulate how salaries & benefits are linked to delivery of specific programs.

- The Board of Directors discussed timelines for 2022 budget. Lanie noted that should initial budget requests have substantial increases, City staff would work with each agency to redevelop their budget within the desired tax rate of 1.4% for 2022. Further development of forecasted budgets for 2023-25 will be reviewed later.
- **Motion to** “Accept the draft 2022 budget with a municipal funding reflecting a 1.4% increase;” Moved by Anne Vivian-Scott. Seconded John Sheridan. Carried.

### III. Corporate Vaccination Policy

- The Board of Directors reviewed the draft Corporate Vaccination Policy and inquired about consequences should staff or Board not adhere to the Policy. It was noted that the Corporation would always attempt to accommodate if possible.
- **Motion to** “Accept the Corporate Vaccination Policy as presented;” Moved by John Sheridan. Seconded by Anne Vivian-Scott. Carried.

### IV. Kingston Economic Development Board Vacancies & Nominations Process

- Gillian Watters noted that there would be at least two board vacancies for 2022.
- Donna explained the recruitment process and noted that applications would be accepted in October and run until November 15, 2021. Kingston Economic Development is in communications with City of Kingston Clerk’s Office for individuals who express interest in applying for the Kingston Economic Development Board through the former process. All inquiries will be transferred over.
- It was noted that appointments of Directors would take place during the December All-Members Meeting.

## 9. Ongoing Business

### I. Kingston Pandemic Fund Update – Craig Desjardins & Kirk Smallridge

- Presentation deferred to following Board of Directors meeting.

### II. City of Kingston Pilot Project – Craig Desjardins

- Craig Desjardins provided a briefing for the City of Kingston and Kingston Economic Development workforce development and business support pilot project. Craig noted that budgetary pressure around wages & benefits is causing an increased request of \$10,000 for a \$160,000 investment to support the program in 2022.

Summary of outcomes for the pilot program included:

#### Workforce Development

- New programs developed: 9
- Number of businesses supported &/or engaged in consultations: 150+
- New partnerships/collaborations created or expanded: 7
- Value of additional funding leveraged: \$1,171,000
- Engagement sessions held and number of participants: 2 session, 52 participants
- Number of businesses and individuals participating on Workforce Working Groups: 95-Workforce working groups-77, KERT 18
- Growth in challenged sectors (both pre and post COVID-19): TBD
- Workforce projections conducted and findings reported: 7
- Partnered events and activities:4

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## BOARD OF DIRECTORS MEETING MINUTES

### Business Support

- Number of visitations to local businesses: 37
- Number of business expansion/retentions assisted: 12
- Level of business satisfaction with services provided: Survey in progress
- Year over year job growth: TBD
- Year over year average salary growth: TBD

The Board held a discussion regarding the feedback received from the pilot program, lessons learned and how to measure success of the program should it be renewed. It was noted that some activities were delayed due to the pandemic and updated 2022 plans were in the presentation deck to be circulated.

The Board also inquired about the length of commitment related to funding for these programs. Craig noted his intent was for ongoing annual funding. The call for vote on the request for 2022 funding was deferred until more information on pilot program expenses and partner share of the budget were received.

### 10. Integrated Economic Development Strategic Plan Updates

- Work being undertaken related to sector specific investment opportunities to take place in camera as identifiable company names would be discussed.

### 11. In Camera

#### Quarterly Investment Opportunity Review

- **Motion to “Enter in Camera;”** Moved by John Sheridan. Seconded by Dave Carnegie. Carried 7:07pm.
- **Motion to “Exit in Camera”** Moved by Anne Vivian-Scott. Seconded by John Sheridan. Carried. 7:46pm.

### 12. Date of Next Meetings

- Monday, October 25, 2021 – Board of Directors Meeting – 5:15pm
- Thursday, October 21, 2021 – Finance & Audit Committee Meeting – 4:30pm
- Human Resources & Nominations Committee Meeting – TBD

### 13. Adjournment

*Motion to adjourn.*

Mover: Anne Vivian Scott

7:46pm

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