



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, October 25, 2021 Time: 5:15pm

In Person Location: Bellevue South Conference Room, Holiday Inn Waterfront, 2 Princess Street

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

Invited: Gillian Watters, Chair Mayor Paterson (6:09 Exit) Councillor Hill
Councillor Holland (6:19pm Exit) Councillor Oosterhof Anne Vivian-Scott
Dave Carnegie Yafan Huang Cathy Wilson
Lanie Hurdle (ex officio)

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

City Resource: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships
Peter Huigenbos, Commissioner, Business, Environment and Project
Brandon Forrest, Director, Business, Real Estate and Environment
Saru Bajwa, Land Development Manager - Business, Real Estate and Environment

Regrets: Lyndsay Wise Ryan DaSilva Megan Knott (ex officio)
Norman Musengimana

1. Call to Order

- The meeting was called to order at 5:21 pm by Chair, Gillian Watters.

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. 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 September 27, 2021 Board of Directors Meeting Minutes
- III. Approval of the September 16, 2021 Finance & Audit Committee Meeting Minutes
- IV. City of Kingston Updates – October 2021

Motion to accept reports and approve agenda and minutes.

Mover: Anne Vivian-Scott
Seconder: Mayor Paterson
Carried.

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

5. Business Arising from Items in the Consent Agenda

I. City of Kingston Pilot Project – deferred discussion

*Please note request for funding for Workforce Development and City Business Support has been adjusted to \$150,000 for 2022 (0% increase)

6. Motion to “Approve the funding request of \$150,000 towards the City of Kingston Workforce Development and City Business Support program;” Moved by Mayor Paterson. Seconded by Anne Vivian-Scott. Carried. Discussion.

7. The Board of Directors discussed the Workforce Development and City Business Support Roles and how the roles support the activities towards the Integrated Economic Development Strategic Plan (IEDSP). It was noted the City of Kingston was experiencing budgetary restrictions due to the Pandemic and the City was looking for efficiencies where possible.

8. CEO Report

- Donna Gillespie provided a briefing to the Board of Directors relating to activities undertaken by the Corporation in October and highlighted:
 - The Corporation’s Q3 Report for 2021 was submitted to the CAO’s Office for Council’s review on November 2, 2021 and would be in delegation to address any questions
 - Kingston received an accolade from the International Economic Development Council for the creation and facilitation of the Queen’s Career Apprenticeship: Kingston program
 - The Corporation is currently developing the new investment attraction website that is set to launch in November and will reflect new direction of IEDSP
 - Kingston Economic Development hosted a targeted session with local manufacturers to identify solutions to address local workforce shortages
 - Promotional recruitment videos were developed in partnership with local manufacturers to highlight employment opportunities in the targeted sectors
 - Kingston hosted its first annual Innovate Care conference with 216 participants and contained a pitch competition that awarded \$25,000 in cash prizes for start-ups
 - Kingston Economic Development continues work on sector specific working groups with the establishment of Health Innovation Working Group and continued support on airport file
 - Kingston Economic Development’s Investment Attraction Team is working with City Staff on new zoning bylaw review for new business park lands
 - Applications are being accepted for Board of Director vacancies until November 15, 2021 and recruitment for a Small Business Development Officer is underway

9. New Business

I. Employment Lands Update with Peter Huigenbos, Commissioner - Business, Environment Project and Brandon Forrest, Director - Business, Real Estate and Environment

Saru Bawja, Land Development Manager - Business, Real Estate and Environment

- Peter Huigenbos introduced the Business, Real Estate and Environment team and briefed the Board of Directors regarding the inventory of City of Kingston Employment Lands. Peter presented on available and upcoming City owned employment lands. Peter noted that vacant industrial inventory included both private and public parks, however City does not have authority over private lands.
- Peter explained the change in vacant industrial lands from 2019 to 2021 in the Cataraqui Estates, St. Lawrence and Clogg’s Road Business Parks. Peter noted that nearly 100 acres of City owned industrial land might be available for development in the future, but currently nearly 100 acres of privately owned industrial land existed within the urban boundary that

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

remains vacant. The Board discussed market pressures that existed with development fees, business attraction and strategies to access underutilized private land.

- Lanie Hurdle noted the need to find suitable land available and noted that a discussion was tabled for the City Council meeting on November 16, 2021. The City is conducting research to support a new City of Kingston official plan over the upcoming months. The Board discussed strategies to support the City of Kingston during the process.
- The Board of Directors discussed the need for balancing development with environmental and conservation concerns and inquired about risk mitigation strategies and other sensitivities that may arise with land development.

8. Ongoing Business

I. Kingston Pandemic Fund Update – Kirk Smallridge

- Kirk Smallridge provided an updated relating to the Kingston Pandemic Relief Fund. It was noted that the submission deadline for project was November 7, 2021. Once all current projects are completed, Kingston Economic Development will approach applicants on the wait list to allocate any additional funds. Program highlights consisted of:
 - i. 35 projects completed or in process of completing
 - ii. \$517,029 in actual project expenses
 - iii. \$251,000 towards equipment purchases
 - iv. \$200,000 towards business transformation expenses
 - v. \$50,000 towards marketing expenses
 - vi. 125 jobs created and 137 jobs maintained because of funding primarily in restaurant industry
 - vii. Video testimonials are being developed as projects complete

9. Integrated Economic Development Strategic Plan Updates

- Donna referenced activities related to IEDSP working groups and plans for 2022 activities. The Board reviewed marketing collaterals created to promote work towards priority sectors.

10. In Camera (if needed)

- None

11. Date of Next Meetings

- I. Monday, November 29, 2021 – Board of Directors Meeting – 5:15pm
- II. Thursday, November 25, 2021 – Finance & Audit Committee Meeting – 4:30pm
- III. Human Resources & Nominations Committee Meeting – TBD

12. Adjournment

Motion to adjourn.

Mover: Cathy Wilson.

Seconded by: Anne Vivian-Scott

Carried. 6:50pm.

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.