



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, December 13, 2021

Time: 6:00pm

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

Meeting ID: 895 6590 8578

Attended: Gillian Watters, Chair
Anne Vivian-Scott
Cathy Wilson

Councillor Hill
Dave Carnegie

Councillor Oosterhof
Yafan Huang

Staff: Donna Gillespie
Kirk Smallridge
Shelley Hirstwood

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

Guests: Peng Seng Cau
Wanda Costen

Shan Jhamandas
Councillor McLaren

Patrick Egbunonu

Regrets: Mayor Paterson
Lanie Hurdle (ex officio)

Lyndsay Wise
Megan Knott (ex officio)

Ryan DaSilva

1. Call to Order

- The meeting was called to order by Chair, Gillian Watters at 6:02pm.

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 November 29, 2021 Board of Directors Meeting Minutes

Motion to accept and approve the agenda and minutes.

Mover: Councillor Hill

Seconder: Cathy Wilson

Carried.

5. Business Arising from Items in the Consent Agenda

- None not arising during agenda items.

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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6. CEO Report

- The November CEO was deferred to December meeting (written report in Board folder). Donna provided a verbal update on activities since the written report was filed.
 - Welcoming of new Directors to the Board and team member Rob Tamblyn who is the new Business Development Manager – Small & Medium Enterprises. Donna noted that 2021 Corporate milestones included an organizational restructuring to better align with the Integrated Economic Development Strategic Plan; the updating of Corporate bylaws which brought increased oversight on the Board nominations process and greater Council presence and the HR/Nominations Committee; and the Board implementation of a Land Acknowledgement Statement, Equity, Diversity & Inclusion statement; investment of \$500,000 of reserves to pandemic response and recovery; and, implementation of a COVID-19 Vaccination Policy.
 - The annual presentation to City Council regarding the Corporation's municipal budget request was well received. Included in the presentation was an overview of the 2022 Sales & Operating Plans and portfolio objectives related to the municipal Service Level Agreement. Thanks to Gillian Watters and Anne-Vivian Scott for presenting with Donna and fielding questions.
 - Recent wins relating to the Attraction portfolio include the announcement of Coca-Cola's new bottling and distribution facility; and Pascan Aviation announcement of carrier service to/from the Kingston Airport. Special thanks were given to Councillor Hill and Shelley Hirstwood for leading the Airport Advisory Committee with Tourism Kingston to support the City of Kingston.
 - Donna also noted the role the Corporation has taken in direct to business grants which have provided \$2.5 million in funding disbursements over the course of the Pandemic.

7. New Business

- None

8. Ongoing Business

Kingston Pandemic Fund Update – Kirk Smallridge

- Kirk provided an overview of the Kingston Pandemic Recovery Fund and explained the intake, evaluation/judication and contribution payment processes. Highlighted stats included:
 - 114 Business Supported to date
 - \$2,697,828 of total project expenses to date
 - \$987,945 of funding leveraged with projects
 - \$1,069,798 towards business transformation expenses
 - \$798,836 towards new equipment purchases
 - \$416,057 towards marketing initiatives
 - \$232,325 towards advisory and training expenses
 - 355 jobs created and 568 jobs maintained as reported by applicants

9. In Camera (if needed)

- None

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10. Date of Next Meetings

- I. Monday, December 13, 2021 – Board of Directors All-Members Meeting – 6:15pm
- II. Monday, January 24, 2022 – Board of Directors Board Retreat – Proposed – 5:30-9:00pm

11. Adjournment

Motion to adjourn.

Mover: Anne Vivian-Scott

Secunder: Councillor Oosterhof

Carried 6:27pm

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