

## BOARD OF DIRECTORS MEETING MINUTES

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Date:	Monday, September 26, 2022	Time:	5:30pm
Location:	Lakeview Room, Delta Kingston – 1 Johnson St, Kingston, ON K7L 5H7		
Invited:	Gillian Watters, Chair Cathy Campbell-Wilson Shan Jhamandas Megan Knott (ex officio)	Councillor Oosterhof Patrick Egbunonu Wanda Costen	Anne Vivian-Scott Peng-Sang Cau Lanie Hurdle (ex officio)
Staff:	Donna Gillespie Ben McIlquham	Kirk Smallridge Abdul Razak Jendi	Shelley Hirstwood
Guest:	Stephen Paul	Daniel Liao	
Regrets:	Mayor Paterson Yafan Huang	Councillor McLaren	Councillor Hill

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*Our Vision: An innovative city where private and public enterprises thrive, individuals and entrepreneurs grow, and a diversity of people want to visit, live, work and do business.*

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### 1. Call to Order

- The meeting was called to order at 5:39pm 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. Approval of Agenda

- Motion to “Approve the minutes of the agenda;”** Moved by Anne Vivian-Scott. Seconded by Cathy Campbell-Wilson. Carried.

### 5. Presentations

#### **Integrated Destination Marketing Strategy Update & Kingston Conference Centre Concept: Megan Knott, Tourism Kingston & Daniel Liao, St. Lawrence College**

- Megan and Daniel presented the Kingston Conference Centre Concept to the Board of Directors. It was noted that a major factor for creating a Conference Centre in Kingston was to drive year-round tourism to businesses.
- Megan noted the Conference Centre was a key component of the Integrated Destination Strategy and that funding would come from all levels of government. The

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Board inquired about the identified location of the Conference Centre and how the concept presentation was received at council.

- The Board of Directors expressed support towards the Kingston Conference Centre Concept and offered to support by way of delegation if needed.

### **Umicore Investment in Loyalist Township – Stephen Paul, County of Lennox & Addington**

- Stephen provided a history of the Umicore investment in Lennox & Addington (L&A) and the projected economic spinoff for the region.
- It was noted that four notable factors that led to the Umicore investment in L&A were:
  - i. Available land
  - ii. Access to critical material
  - iii. Availability of critical talent
  - iv. Renewable energy
- The County of L&A is supporting Umicore with permitting and the development of partnerships that will support future development and growth within the region, specifically related to the Electric Vehicle supply chain. The Board of Directors discussed ideas about how to support the Umicore investment and leverage economic spin-off in the Kingston. It was noted this new investment builds on Kingston's strengths in sustainable manufacturing and the clean-tech roadmap presented by staff earlier in the year.
- Stephen referenced a task force that was being created that would be co-chaired by Lennox & Addington and Kingston. The goal would be to assist with providing aftercare support including workforce attraction. An initial introductory meeting for Umicore with regional foreign direct investors such as Frulact, Canada Royal Milk and Latham Pools was being organized for early October.

### **6. 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 the June 20, 2022 Board of Directors Meeting Minutes*
- II. Approval of the June 16, 2022 Finance & Audit Committee Meeting Minutes*
- III. Approval of the November 21, 2021 HR & Nominations Committee Meeting Minutes*
- IV. Tourism Kingston September 2022 Report*
- V. City of Kingston September 2022 Report*

*Motion to accept the consent agenda.*

Mover: Peng-Sang Cau

Seconder: Cathy Campbell-Wilson

### **7. Business Arising from Items in the Consent Agenda**

- None

### **8. CEO Report**

#### **I. Rankings & Awards**

- The Kingston Economic Development Corporation received a gold-rank award for the second year in a row from the International Economic Development Council for the Kingston-Syracuse Pathway in the cross-border collaboration category. The award was announced at the annual conference in Oklahoma City.

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- Kingston was recently ranked a top 10 place to invest in Canada by *Site Selectors Magazine*. This international accolade builds on the 2022 StartupBlink recognition of Kingston as a top small city for our start-up ecosystem.
- Notable staff acknowledgements were:
  - Nour Mazloun received the President's award from Economic Developers Council of Ontario (EDCO) for her work on Equity, Diversity and Inclusion for the profession. Nour was also recently appointed to the EDCO Board of Directors.
  - Shelley Hirstwood received recognition as being a top 10 economic developer by EDCO. Shelley will also be appointed to Board of Directors for Economic Development Association of Canada (EDAC) at their annual conference in October.
  - Abdul Razak Jendi has been nominated for the Board of Directors for the Ontario East Economic Development Commission (OEMC).
  - Donna Gillespie was appointed as one of two Canadians on the International Economic Developers Council's International Advisory Committee in 2022.

### II. Programs & Services

- Donna briefed the Board of Directors about programming and events that are taking place. Donna thanked the Board of Directors for their participation at events and noted the importance of Board engagement in the community.
- Donna provided an overview and additional context for the following programs:
  - The Queen's Career Apprenticeship: Kingston will launch its' sixth cohort in early November. The program, now under the umbrella of the Canadian Career Apprenticeship Initiative has expanded to communities across Canada.
  - The 2022 Summer Company Program was a success with ten young entrepreneurs launching their first businesses. A showcase event for friends and family was hosted at the end of August.
  - Applications are closing soon for the Fall cohort of Starter Company Plus. Funded by the Province, \$70,000 of funding is available to support new and emerging businesses.
  - The partnership with KEYS to facilitate the Canadian Digital Adoption Program is underway with six youth digital ambassadors participating in the first cohort to support local businesses access microgrants and implement digital solutions.
  - The My Main Street Program is running successfully in Downtown Kingston and Williamsville/Inner Harbour District supporting 20 local businesses with \$10,000 grants and access to market research to support growing their market.
  - The Business Transition Program is realizing increased interest from local businesses thinking about or in the process of exiting/selling their business. Work is underway to increase awareness and referrals of support with professional service providers such as lawyers, real estate agents and financial advisors.

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- Kingston Economic Development in partnership with St. Lawrence College has received provincial Skills Development Fund investment to launch a textured hair micro-credentialling program. The intent of the initiative is to train local and apprenticing stylist to better serve a diversity of clientele, making Kingston a more welcoming community.

### III. Investment Announcements

- Donna highlighted the recent Umicore investment and noted that further discussion regarding other investments would occur during the in-camera quarterly update.
- Donna noted that Kingston Economic Development Corporation was working with Queen's University to develop a micro-credentialling course that would support supply chain requirements from Umicore and Li-Cycle.
- Other investment announcements that were in public domain were noted:
  - Coca-Cola Canada's new bottling/warehouse facility hosted their grand opening of their \$1.5M new build in the St. Lawrence Business Park.
  - FedDev Ontario announced a \$2.5M investment with GreenCentre Canada to support start-ups and chemtech commercialization
  - SnapCab announced an upcoming 18,000 square foot expansion to their Railway Street facility which will double their employment numbers.
  - City Council committed \$3M towards the launch of the RXN Hub, a centralized hub for chemtech start-ups.

### IV. Airport Services & Via Rail Updates

- The Board was updated about the new carrier, Air Pascan, and how service began September 12, 2022, with direct flights to Montreal. It was noted that a draft updated Airport Master Plan was under review and would be provided to the Board as soon as available.
- Donna informed the Board of connectivity challenges for businesses with VIA Rail's reduced service which has not returned to pre-COVID levels. Donna noted the Corporation was working to support these issues and an impact study on the importance of VIA Rail Train 651 (early morning train) was just released.
  - The Board of Directors emphasised the importance of connectivity to the region and how crucial travel consistency is for airport and rail.

### V. Office Space & Expansion

- Donna noted an opportunity to take over the Tourism Kingston lease at 366 King Street East, Suite 460. Donna noted the lease timeframe was in line with the Corporation's current lease at Unit 420. Donna requested for approval to enter a sublease agreement from Dec 1, 2022 until July 30, 2024. Donna noted additional funding from programs would help offset overhead.
- The Board of Directors inquired about the annual cost to lease the additional space. Donna confirmed the lease would be \$40,000 per year.
- **Motion to "Approval to sublease Tourism Kingston space at 366 King Street East, Suite 460;"** Moved by Anne Vivian-Scott. Seconded by Shan Jhamandas. Carried.

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### 9. New Business

- None

### 10. Ongoing Business

- None

### 11. In Camera (if needed)

- **Motion to “Enter in-camera;”** Moved by Councillor Oosterhof. Seconded by Peng-Sang Cau. Carried. 7:03pm

### Q3 Investment Opportunity Review

- **Motion to “Exit in-camera;”** Moved by Peng-Sang Cau. Seconded by Cathy Campbell-Wilson. Carried. 7:43pm

### 12. Date of Next Meetings

- I. Monday, October 24, 2022 – Board of Directors Board Meeting – 5:30-7:30pm – Delta Waterfront Hotel, Harbourview Room
- II. Thursday, October 20, 2022 – Finance & Audit Committee Meeting - Zoom

### 13. Adjournment

*Motion to adjourn*

Mover: Anne Vivian-Scott

Seconder: Peng-Sang Cau

Carried. 7:44pm

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