

## BOARD OF DIRECTORS MEETING MINUTES

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Date:	Monday, June 19, 2023	Time:	5:30pm
Location:	Delta Hotel Kingston – 1 Johnson Street, Kingston, ON, K7L 5H7 – Lakeview Room		
Invited:	Anne Vivian-Scott, Chair Yafan Huang Mayor Paterson Councillor Oosterhof	Cathy Campbell-Wilson Patrick Egbunonu Councillor Glenn Lanie Hurdle (ex officio)	Shan Jhamandas Sanjay Jain Councillor Hassan Gillian Watters (ex officio)
Staff:	Donna Gillespie	Kirk Smallridge	Shelley Hirstwood Meg Hewitt
Regrets:	Peng-Sang Cau	Wanda Costen	Megan Knott (ex officio)

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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 Board of Directors meeting was called to order by Chair, Anne Vivian-Scott at 5:36pm.

### 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. Chair's Message

- Anne thanked the Board of Directors and staff for their efforts in hosting a very positive Annual General Meeting at the end of April.
- Anne highlighted various professional achievements of individual Board members over the past few months.
- Anne noted the May site visit to Octane/Lonza provided a very interesting discussion on the role the Corporation has in supporting local businesses and spotlighted success stories in the health innovation sector.

### 4. Disclosure of Conflict of Interest

- None

### 5. Approval of Agenda

- **Motion to "Approve the agenda;"** Moved by Mayor Paterson. Seconded by Patrick Egbunonu. Carried.

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*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. 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 March 27, 2023 Board of Directors Meeting Minutes
  - II. Approval of the March 30, 2023 Finance & Audit Committee Meeting Minutes
  - III. Approval of the March 23, 2023 Finance & Audit Committee Meeting Minutes
  - IV. City of Kingston May 2023 Report
  - V. Tourism Kingston April & May 2023 Report
- **Motion to “accept the consent agenda;”** Moved by Patrick Egbunonu. Seconded by Councillor Hassan. Carried.

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

- Donna noted that the four applications for Skills Development Fund Programs were unsuccessful. The Corporation is preparing for future submission when the intake period re-opens in the autumn.

### 8. Presentation: City Council Strategic Priorities 2023-2026 Implementation Plan – Lanie Hurdle

- CAO Lanie Hurdle presented an overview of City Council’s new strategic priorities with a focus on those related to economic development. Lanie noted the five strategic pillars consisted of:
  - Support Housing Affordability
  - Lead Environmental Stewardship and Climate Action
  - Build an Active and Connected Community
  - Foster a caring and Inclusive Community
  - Drive Inclusive Economic Growth
- Lanie explained the City of Kingston currently has a target of achieving a carbon reduction of 30% by 2030 but is looking to increase that goal to a reduction of 40% - 50% by 2030.
- Lanie noted the primary focus for fostering a caring and inclusive community was to increase access to healthcare and professional services. Lanie further added that the physician recruitment incentivization program has received tremendous success and was looking into options to fund the program in the future.
- Lanie reviewed the Priority to Drive Inclusive Economic Growth strategic priority. The Council Priority consisted of:
  - Ensuring adequate supply of “ready-to-go” employment lands.
  - Evaluating policies, programs and services to support the use of the airport.
  - Diversifying Kingston’s economic base by exploring incubator-type projects and green technology incubation in the City of Kingston.
  - Supporting Kingston’s economic competitiveness through workforce development and talent attraction to help attract new and retain youth workers, and advocate for equitable access to childcare.
  - Continuing to enhance Kingston as a tourist/conference destination as well as a sports tourism destination.
  - Fostering culture, history, education, arts and recreation through creating an Arts and Heritage Master Plan and exploring film industry opportunities
  - Ensuring Downtown Kingston remains vibrant.

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### 9. CEO Report

#### I. June 2023 Update

- Donna reviewed the CEO report with the Board of Directors. The Board held a discussion about the Top 40 Under 40 awards. The Board noted that the opportunity to recognize youth was very important but inquired about the sustainability of the initiative. Donna noted that since the launch of the Kingston Young Professional network in the spring, interest has been steadily increasing and events are drawing great participation.
- Donna highlighted recent success stories from local businesses in the manufacturing sector that received funding and grants to support sustainable manufacturing initiatives. Details are provided in the Board package.

#### II. Trade Show Attendance Report

- Donna highlighted recent and upcoming conference and tradeshow activities undertaken by the Corporation. Donna noted that to date in 2023, Kingston Economic Development has attended 10 trade shows. Investment attraction initiatives are funded 50-50 through the Invest Canada Community Initiatives program. The tradeshows generated 141 leads with 40 qualified opportunities in the pipeline.

#### III. Skills Development Fund Audit

- Donna noted that the 2022 Textured Hair Skills Development Fund program audit concluded, and the Corporation had completed its final reporting requirement for the program. KPMG issued a clean audit for the program.
- **Motion to “Accept the CEO report;”**  
*Moved by Cathy Wilson. Seconded by Councillor Glenn. Carried.*

### 10. New Business

#### HR Policy Manual Updates

- Anne noted that the HR Committee met in May to review updates to the Human Resources Policy Manual and accepted:
  - general language adjustments to ensure inclusivity;
  - grammatical formatting;
  - removing the employee directory section as it is available on the website;
  - removing branding guideline details from 6.4 Corporate Brand Management and replacing in an Appendix of approved Brand Guidelines; and,
  - retiring the COVID-19 vaccination policy.

Donna explained that a focus of the updates was to improve the language and grammar to reflect a more inclusive and diverse tone as per the KEYS Workforce Inclusion exercise undertaken earlier in the year recommended. Anne noted the HR Committee has not reconvened to formally accept the meeting minutes. A discussion on updates took place and the Board agreed to move a motion to accept the updates.

- **Motion to “Accept the 2023 updates to the HR Policy Manual;”** *Moved by Patrick Egbunonu. Seconded by Councillor Hassan. Carried.*

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### 11. Ongoing Business

#### WSIB Reclassification

- The Kingston Economic Development Corporation received notice that the Corporation has been successfully reclassified to a rate that is in line with other economic development organizations. The Corporation will receive a refund for overpayment retroactive to 2017.

### 12. In Camera

- **Motion to “Enter in camera;”** Moved by Patrick Egbunonu. Seconded by Councillor Hassan. Carried. 7:13pm.

Investment Opportunity Update Q2, 2023

- **Motion to “Exit in camera;”** Moved by Sanjay Jain. Seconded by Shan Jhamandas. Carried. 7:48pm.

### 13. Date of Next Meetings

- Monday, August 21, 2023 – Board of Directors Meeting – 5:30-8:30pm
- Thursday, June 22, 2023 – Finance & Audit Committee Meeting – 4:00pm – Teams

### 14. Adjournment

- *Motion to adjourn*  
Mover: Shan Jhamandas.  
Carried. 7:49pm.

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