

BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, September 25, 2023	Time: 5:30pm	
Location:	Delta Hotel Kingston – 1 Johnson Street, Kingston, ON, K7L 5H7 – Lakeview Room		
In attendance:	Anne Vivian-Scott, Chair Peng-Sang Cau Councillor Glenn	Cathy Campbell-Wilson Sanjay Jain Councillor Hassan	Yafan Huang Wanda Costen Lanie Hurdle (ex officio)
Staff:	Donna Gillespie Nour Mazloum	Shelley Hirstwood	Meg Hewitt
Regrets:	Shan Jhamandas Councillor Oosterhof	Patrick Egbunonu Gillian Watters (ex officio)	Mayor Paterson Megan Knott (ex officio)
Guests:	David Fell	Craig Desjardins	

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.

1. Call to Order

- I. The Board of Directors meeting was called to order by Chair, Anne Vivian-Scott at 5:39pm
- II. At the direction of the Chair, the presentation portion of the meeting was moved to the start of the agenda, prior to the business portion of the meeting.

Presentations:

Power Capacity, Challenges & Opportunities by David Fell, President & CEO – Utilities Kingston

- David Fell noted that the rules and regulations for hydro/utilities are rapidly changing.
- First time in history, power storage is coming into the grid.
- Trends showing that Kingston will likely lose some of its existing electrical supply.
- The province is working on a plan to double the amount of supply in Ontario within the next 5-10 years.
- Ontario is currently paying the United States to take our overnight surplus of power.
- Hydro storage was proposed to City Council in August.

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- In order to support growth in the east end of the city, Hydro One needs Utilities Kingston to give up space near MS 10 and MS 15.
- Utilities Kingston is planning to build a distribution station in the west end of the city in the next 5-7 years.

Integrated Workforce Development & In-migration Strategy

by Craig Desjardins, Director of Strategy, Innovation & Partnerships – City of Kingston

- The new Integrated Workforce Development & In-migration Strategy addresses income equality, poverty, community development, etc.
- Lessons learned from the last strategy:
 - Need dedicated staff to address workforce shortages/problems.
 - Community engagement is necessary.
 - Leverage grant funding.
- Over the last 5 years the City alone has leveraged over \$3M in grant funding.
- Kingston has experienced significant population and economic growth in the last five years – driven from a demand side and a supply side (ex; newcomers, migrants, etc.)
- Integration and alignment of workforce, population, and housing
 - Brought up issues of childcare, access to family doctors, transit, electrical grid capacity, etc.
- Kingston's growth continues despite national and international factors that have created significant uncertainty.
- Kingston CMA data – metropolitan area:
 - 14,000 jobs increase over four years. 82% of new jobs are full-time.
 - Noted that the biggest growth over the last five years has been in the manufacturing sector.
 - Value of exports from Kingston is up 57%.
- Where is Kingston going? – 2023-2028
 - Trends project 8,000 new jobs over the next five years.
 - Largest sector for job growth is predicted to be healthcare followed by manufacturing.
 - Largest occupation growth is registered nurse.
- New for the 2023-2028 Strategy:
 - Community level talent acquisition strategy.
 - Build succession planning to address retirement.
 - Facilitate workforce mobility.
 - Build on the inclusion charter.
 - Prioritize employee mental health and wellness.
 - Design a talent retention strategy.
 - Post-secondary institutions have an important role to play in this strategy and will support up-skilling and micro-credentialing/training of the workforce.

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- Addressing external factors impacting workforce such as housing, transit, childcare, family physicians, etc.

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

- I. Anne Vivian-Scott welcomed the Board of Directors and thanked Donna and the team for ongoing support.
- II. Anne congratulated Queen's University on the new Outdoor Indigenous Gathering Space constructed on campus.
- III. Anne congratulated the team on a very successful Kingston Young Professionals 40 Under 40 Awards event on September 13.
- IV. Anne noted the increasing challenges faced by early-stage companies and entrepreneurs as inflation rates remain high. She challenged the Board to think of ways to support our start-up companies and encouraged future discussion on supports the Corporation could consider offering.

4. Disclosure of Conflict of Interest

- I. None.

5. Approval of Agenda

- I. New item added to the agenda under New Business: Reinvestment of maturing GIC.

Motion to "Approve the agenda as amended"; Moved by Peng-Sang Cau. Seconded by Councillor Glenn. Carried.

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 19, 2023 Board of Directors Meeting Minutes*
- II. *Approval of the May 25, 2023 Finance & Audit Committee Meeting Minutes*
- III. *Approval of the July 27, 2023 Finance & Audit Committee Meeting Minutes*
- IV. *Tourism Kingston September Report*
- V. *City of Kingston September Update*

Motion to "accept the consent agenda;" Moved by Councillor Hassan. Seconded by Peng-Sang Cau. Carried.

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7. Business Arising from Items in the Consent Agenda

- I. None.

8. CEO Report

I. September Q3 2023 Update

- Donna let the Board know that Q3 usually slows down, but this year this was not the case.
- The team attended Collision Conference at the end June in Toronto. The team brought back two entrepreneurs with them from Toronto to tour Kingston right after the conference. The team is looking forward to attending again in 2024.
- The annual Summer Company program was a success. A Yearbook was published showcasing young entrepreneurs who have participated in the program over 20 years.
- In late August, Kingston Economic Development became Rainbow Registered, a designation that indicates the team welcomes diversity among staff and in service delivery.
- Shelley Hirstwood attended the Battery Show in early September.
- Nour Mazloum and Abdul Razak Jendi spoke at the Ontario East Municipal Conference in Ottawa in early September.
- Donna Gillespie was appointed to the Great Lakes Economic Development Council as an advisor.
- Colleagues from the Kingston-Syracuse Pathway visited Kingston mid-September.
- Kingston Economic Development welcomed diplomats from over 10 countries for a second year in a row.
- Two Chinese delegations were received in September, including a visit from Chairman Leng of Feihe (Canada Royal Milk parent company).
- Team members will be attending Best Places to Work in Ottawa to attract new employees to Kingston.
- A consultant group working for the City of Kingston is looking at new industrial and mega-site options. A report will be presented to City Council Q4 2023/Q1 2024.
- Question by Peng-Sang Cau – Kingston Economic Development applied for Skills Development Funding, what's the update?
The Corporation did not receive any funding from the applications that were submitted in the Spring, but the new round of applications has reopened. The team is working on submission of new applications. The team started working with OVIN for the battery certification program, which originally was one of the Skills Development Fund proposals.

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- The team along the Mayor's office are working on a delegation to Scottsdale to celebrate 30 years of sister-city relations. Details will be shared once schedule is finalized. It was asked what is the objective of sister cities? Sister city relationships offer economic, social, and cultural opportunities between two communities. A prime example with Scottsdale/Kingston would be tourism. The 2024 delegation is being developed to maximize economic synergies in health innovation and sustainable manufacturing. Donna noted that Li-Cycle has a recycling spoke in Gilbert, Arizona which is outside of Scottsdale.

II. Q2 Report to Council

- The Q2 Report to Council was presented on August 8. The information report was received, and no questions were asked. Donna noted that Q3 metrics were trending higher than 2022 and expected to surpass our 2023 goals.

III. Updated HR Policy Manual

- The final copy of the Operations & Human Resources Policy Manual was presented to the Board. Changes as per the June meeting discussion were incorporated.

9. Presentations

Held at start of meeting.

10. New Business

I. 2024 Municipal Budget Request

- The City is asking external agencies to prepare budgets based on a 2.5% increase in municipal funding. The Finance & Audit Committee directed staff to develop next year's budget within this framework.
- The Finance & Audit Committee will work with Donna at their October meeting to review budget plans. The proposal will be presented at the November Board meeting.
- Question by Cathy Campbell-Wilson – WSIB, has the money been accrued or will we see a new benefit?
 - Benefit. The Corporation has not budgeted for reimbursement since 2017 as it was unclear if the appeal would be successful.

II. Board Recruitment 2024

- Anne Vivian-Scott and Cathy Campbell-Wilson's terms are coming to an end. Both indicated interested in returning for 3-year terms.

III. GIC Rollover

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- Recommend that the GIC maturing on October 20 with a value of \$265,432,16 be reinvested in a two-year fixed GIC with Kawartha Credit Union.

Motion to “That the GIC maturing on October 20, 2023 with a value of \$265,432,16 be reinvested in a two-year fixed GIC with Kawartha Credit Union;” Moved by Wanda Costen. Seconded by Cathy Campbell Wilson. Carried.

11. Ongoing Business

None.

12. In Camera

I. Quarterly Investment Opportunity Update

Motion to “Enter in camera;” Moved by Councillor Glenn. Seconded by Peng-Sang Cau. Carried.
At 7:38 pm

Motion to “Exit in camera;” Moved by Peng-Sang Cau. Seconded by Wanda Costen. Carried.
8:04 pm.

13. Dates of Next Meetings

- I. Monday October 23rd, 2023 – Site Visit to Frulact Canada – 4:00 – 5:30 PM
- II. Monday November 27th, 2023 – Board of Director Meeting – 5:30 – 8:30 PM
- III. Thursday October 26th, 2023 – Finance & Audit Committee Meeting – 4:00 PM – Teams

14. Adjournment

Motion to “Adjourn;” Mover: Cathy Campbell-Wilson. Carried. 8:07 pm.

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