

KINGSTON

— Economic Development —

BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, December 16, 2024	Time: 4:00 pm	
Location:	The Frontenac Club, 225 King St E, Kingston, ON K7L 3A7		
Attended:	Anne Vivian-Scott, Chair Cathy Campbell-Wilson Councillor Cinanni	Peng-Sang Cau Shan Jhamandas Councillor Glenn	Sanjay Jain Yafan Huang
Staff:	Donna Gillespie	Abby Fitzhugh	
Regrets:	Mayor Paterson Megan Knott	Patrick Egbunonu Councillor Oosterhof	Lanie Hurdle Wanda Costen

1. Call to Order

The Board of Directors meeting was called to order by Chair, Anne Vivian-Scott at 4:20 pm.

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 began the meeting with recognizing the major political and economic shifts currently evolving in the U.S. and Canada. She encouraged the Corporation and members of the Board to move forward with optimism for the future and to stay vigilant despite the uncertainty.
- Anne extended her deep gratitude for the Members of the Board that have completed their term with the Kingston Economic Development Board of Directors, Yafan Huang, Wanda Costen, and Councillor Glenn.

4. Disclosure of Conflict of Interest.

- None.

5. Approval of Agenda

Motion to "Approve Agenda"; Moved by Councillor Glenn. Seconded by Peng-Sang Cau. 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.

- Approval of the November 25, 2024, Board of Directors Meeting Minutes*
- Approval of the October 28, 2024, Finance & Audit Committee Meeting Minutes*
- Approval of the October 24, 2024, HR & Nominations Committee Meeting Minutes*

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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Motion to “Accept Consent Agenda”; Moved by Cathy Campbell-Wilson. Seconded by Peng-Sang Cau. Carried.

7. Business Arising in the Consent Agenda

- Donna notified the Board of Directors that their approved 2025 Budget had been submitted to the City of Kingston for City Council review on January 20, 2025

8. CEO Report

- Donna highlighted the successful Business Forecast Lunch hosted in partnership with Smith School of Business.
- Donna was pleased to announce 100% staff participation in the KFL&A United Way campaign, raising close to \$4,000.
- Kingston Economic Development submitted funding applications for the following initiatives: AI implementation program to equip local businesses with the tools necessary to meet the growing industry demands of adopting new technology; a partnership with St. Lawrence College to deliver the Textured with Confidence program and a masonry upskilling program aimed at filling critical skill gaps and offering advanced training; the Ontario Bridge Training Program to support newcomers with international training, education, and experience in finding jobs in their field; a proposal to the Ontario Vehicle Innovation Network (OVIN) to establish a Regional Technology Development Site focused on advancing battery technology; and a training program for small food and beverage businesses seeking to expand with a new product line or enhance an existing product through guided mentorship and skills training workshops.

9. New Business

- Ratification of November 30, 2024, e-mail motion “To confirm the recommendations of the HR & Nominations Committee to invite Jeffrey Downey and Eric Davies to be appointed to the Board of Directors for 3-year terms commencing January 2025.”

Mover: Cathy Campbell-Wilson

Seconder: Councillor Glenn

Carried. Monday, December 2, 2024 (e-mail vote).

Motion to “Ratify the November 30, 2024, e-mail motion ‘To confirm the recommendations of the HR & Nominations Committee to invite Jeffrey Downey and Eric Davies to be appointed to the Board of Directors for a 3-year term commencing January 2025.’”; Moved by Sanjay Jain. Seconded by Shan Jhamandas. Carried

10. Ongoing Business

- IEDSP Refresh
 - Donna and Shelley met with Lanie Hurdle, Paige Agnew, Brandon Forrest, and Craig Desjardins to discuss the IEDSP refresh. Lanie suggested commencing work later in 2025 after geopolitical uncertainties/elections have concluded. Donna recommended Kingston Economic Development continue Board discussions regarding the IEDSP refresh and work the

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Corporation is undertaking in advance. More details to be provided in the new year.

- Donna Noted that the Service Level Agreement with the City of Kingston is due to expire in December 2025.

11. In Camera

- None.

12. Dates of Next Meeting

- Monday, January 27, 2025 – Board of Directors Meeting – 5:30-8:00 pm

13. Adjournment

Motion to “Adjourn;” Moved by Councillor Cinanni. Seconded by Sanjay Jain. Carried. 4:46pm.

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