

# KINGSTON

— Economic Development —

## BOARD OF DIRECTORS MEETING MINUTES

<b>Date:</b>	Monday, February 24, 2025	<b>Time:</b> 5:30 pm	
<b>Location:</b>	Lakeview Room - Delta Hotels by Marriott Kingston Waterfront, 1 Johnson Street		
<b>Attended:</b>	Cathy Campbell-Wilson Patrick Egbunonu Councillor Oosterhof	Sanjay Jain Jeffrey Downey Councillor Ridge	Anne Vivian-Scott Councillor Cinanni Megan Knott
<b>Staff:</b>	Donna Gillespie	Abby Fitzhugh	Shelley Hirstwood
<b>Guests:</b>	Danika Lochhead		
<b>Regrets:</b>	Peng-Sang Cau Mayor Paterson	Shan Jhamandas Lanie Hurdle	Eric Davies

### 1. Call to Order

The Board of Directors meeting was called to order by Chair, Cathy Campbell-Wilson at 5:42 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

- Cathy began by acknowledging the emerging impact of the U.S tariffs and noted the importance of staying informed and supporting stakeholders.
- Cathy congratulated Councillor Cinanni on his third-place win at the Kingston Brew Pub's 26<sup>th</sup> Annual KBC Hot Sauce Contest.

### 4. Disclosure of Conflict of Interest.

- None.

### 5. Approval of Agenda

**Motion to "Approve Agenda";** Moved by Councillor Ridge. Seconded by Anne Vivian-Scott. 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 January 27, 2025, Board of Directors Meeting Minutes*
- Tourism Kingston February Report*

**Motion to "Accept Consent Agenda";** Moved by Anne Vivian-Scott. Seconded by Patrick Egbunonu. Carried.

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### 7. Business Arising in the Consent Agenda

- None

### 8. Integrated Economic Development Strategy Refresh

#### I. IEDSP Overview – Donna Gillespie

- Donna highlighted the notable growth in the Creative Industries sector, as observed through various programs and initiatives led by Kingston Economic Development.
- She shared that 25-28% of participants in the Summer Company and Starter Company Plus programs identified their businesses within arts and recreation, and that creatives made up 38% of the WE-CAN program.
- She also noted the Corporation's efforts to expand job opportunities in the not-for-profit sector and strengthen cultural organizations through the launch of the Not-for-Profit Academy, delivered in partnership with the Community Foundation of Kingston & Area.
- Donna concluded by promoting the upcoming Bridges to Better Business Industry Day Breakfast, which aligns with the 25th anniversary of the Kingston Canadian Film Festival and will offer attendees an overview of available local resources and support for film production.

#### II. Creative Industries Strategy – Danika Lochhead & Megan Knott

- Megan Knott and Danika Lochhead provided the Board of Directors with an overview of Tourism Kingston and the City of Kingston's strategic alignment in supporting the Creative Industry Strategy.
- Danika outlined the City's Arts & Culture Services, and its Strategy, Innovation & Partnerships division, emphasizing efforts to support cultural sector growth and sustainability through development, sector-specific strategies, partnerships, planning and policy, program implementation, public art, events, infrastructure, and services.
- Megan presented on Tourism Kingston's Film & Media Office and Music Office:
  - The Film & Media Office promotes Kingston as a top filming location by showcasing local talent, film crews, and locations. The office provides support with film permits, attracts productions, and liaises between productions and local stakeholders while developing career pathways.
  - Film & Media is aiming to deepen community integration by advocating for studio space, developing local skill-based groups to support film productions, promoting film careers to high school students, and highlighting the work of local creators. Megan emphasized that proper funding and a full-service studio would make Kingston's film industry viable and self-sustaining. Danika added that community engagement is essential to the success of the sector.
  - The Music Office offers resources, advice, and policy support to the local music community to increase economic activity. The City is in the process of renewing its Service Level Agreement with the Music Office to explore additional partnerships in film and media.
  - Donna noted the Kingston Economic Development office supports creative industry businesses through workshop opportunities.
- Danika noted the City's focus on two key priorities: advancing sector sustainability and expanding employment pathways in the creative industries.

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- III. SPC – Special Purpose Committee Formation
- Cathy informed the Board of Directors that a small group will be formed to create a Special Purpose Committee to oversee the IEDSP refresh activities. It will report its findings back to the Board at the May and September Board meetings.

### 9. CEO Report

I. February 2025 Corporation Updates

- Donna reported that ongoing tariff threats continue to present challenges. The Corporation is actively supporting businesses during this period of uncertainty, and internal discussions are underway to prepare response plans in the event of business closures or layoffs. Bi-weekly meetings with City and business support partners (Tourism Kingston, The Greater Kingston Chamber of Commerce, Downtown Kingston BIA, Kingston Accommodation Partners), MP Mark Gerretsen, and MPP Ted Hsu have been scheduled to coordinate a unified response.
- A dedicated online resource page was launched immediately to help businesses access support related to tariffs. The Corporation continues to prioritize one-on-one support for local companies.
- Donna announced her reappointment to the IEDC International Advisory Committee and shared that Ben McIlquham had joined the Board of Directors for the Ontario East Economic Development Commission (OEEDC).
- Interviews are currently underway for a new Project Coordinator for the Life Sciences Initiative. This role will be responsible for administration for the initiative and the Helix Funding Program while providing support to Kingston-based life science startups.
- Applications for both the Starter Company Plus and Summer Company programs have opened, with a steady flow of applications being received.
- Tradeshow participation remains strong, with notable attendance at the Prospectors and Developers Association of Canada (PDAC) Conference, which convenes Canada's mining sector. The Benchmark Summit, held in alignment with PDAC, also provided a strategic opportunity to engage with industry leaders.
- The Corporation's annual Corporate Audit began on February 24 with KPMG.

### 10. New Business

I. ONCA Bylaw Review

- The Corporation sought direction from the Board of Directors on proposed amendments to the Corporation's bylaws:
  - In the event of dissolution, any remaining assets should be returned to the City of Kingston.
  - Past Directors returning to the Board after five years would be treated the same as a new appointment, allowed to stay for an additional 3 to 6 years.
  - Ex-officio members of the Board have the right to receive notice and attend Board meetings but do not vote on motions.
  - Remove the clause for proxy voting in the event of Director absence. No longer needed with the allowance of electronic participation in meetings.

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- The Board of Directors gave direction to make the amendments to the bylaws.
- Direction will be given to Cunningham Swan to make necessary adjustments to the Corporation's bylaws. The updated bylaws are to be distributed at the Annual General Meeting with a formal motion to accept the updated ONCA compliant bylaws.

### 11. In Camera (if needed)

#### I. Quarterly Investment Opportunities Updates

**Motion to "Move In Camera;"** Moved by Councillor Cinanni. Seconded by Patrick Egbunonu. Carried. 6:57pm.

**Motion to "Exit In Camera;"** Moved by Councillor Oosterhof. Seconded by Sanjay Jain. Carried. 7:17pm.

### 12. Issues of the Day (if needed)

- The Board discussed Project Alto, the newly announced high-speed rail network between Toronto and Quebec, and the potential implications of Kingston not being included on the route.
- The Board emphasized the importance of the City of Kingston and Kingston Economic Development jointly advocating to VIA Rail for improved passenger rail service. This includes exploring opportunities related to both the proposed high-speed rail line and enhancements to the existing railway network.
- Maintaining and growing passenger demand was identified as a priority. The Board noted that Kingston's post-secondary institutions represent a significant user base for VIA Rail, which could be leveraged to support the case for a stop in Kingston.
- The discussion also reflected on the experience with the Kingston airport, recognizing that without demonstrated strong demand, there is limited ability to attract new customers.

### 13. Dates of Next Meeting

- #### I.
- Monday, March 31, 2025 – Site Visit – 5:00-7:00pm – Providence Care  
752 King St W, Kingston ON K7L 4X3

### 14. Adjournment

**Motion to "Adjourn;"** Moved by Councillor Cinanni. Seconded by Anne Vivian-Scott. Carried. 7:40pm.

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