



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, February 22, 2021**

Time: **5:00pm**

Location: <https://us02web.zoom.us/j/85863379066?pwd=NXdEV2VSOE5aYmFEblllVnMrUDdUQT09>

Invited:

Gillian Watters, Chair	Mayor Paterson	Councillor Hill
Councillor Holland	Councillor Oosterhof	Anne Vivian-Scott
Dave Carnegie	Don Aldridge	John Sheridan
Lyndsay Wise	Ryan DaSilva	Yafan Huang
Megan Knott (ex officio)	Lanie Hurdle (ex officio)	

Staff:

Donna Gillespie	Kirk Smallridge
Shelley Hirstwood	Andrew Bacchus

City Resource: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships

1. Call to Order

- The meeting was called to order by Chair, Gillian Watters at 5:00pm.

2. Land Acknowledgment Statement

Kingston Economic Development Corporation acknowledges that we are situated on traditional Anishinaabe and Haudenosaunee Territory 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. Consent Agenda

Gillian Watters noted the recent transition to consent agenda and discussed the process and responsibilities with the change.

- I. Approval of Agenda
- II. Approval of the Minutes
- III. CEO Report
- IV. Tourism Kingston Update
- V. *Motion to accept reports and approve agenda and minutes.*

Mover: Gillian Watters

Seconder: John Sheridan

Carried.

5. Business Arising from Items in the Consent Agenda

- None

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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. New Business - Briefings

- I. **Public Market Briefing – Megan Knott, Tourism Kingston/KERT Tourism Working Group**
Alignment with IEDSP: Recommendation 16 – Support Agricultural Activities & Businesses; Recommendation 18 – Support Emerging Creative Industries
 - Megan Knott provided a briefing to the Board about the Public Marketing and noted the initiative was to support Kingston City Council's priorities. The Public Market briefing spoke to loosening red tape and regulations and providing more leniency for market attendees.

The Board offered to support the initiative by way of letter of support for the proposed by-law changes.
- II. **FedDev Health Innovation Ecosystem – Shelley Hirstwood & Andrew Bacchus, Business Development Officers with Craig Desjardins, City of Kingston**
Alignment with IEDSP: Recommendation 2 – Develop Strategic Cluster in Health Innovation; Recommendation 14 – Build a Health Innovation Lab
 - Donna Gillespie informed the Board that the Corporation secured \$315,000 to support the Health Innovation Briefing sector in Kingston through the FedDev funding program led by the City of Kingston. The Corporation will receive \$105,000 per year over the next three years to support marketing and Foreign Direct Investment initiatives that advance the healthcare sector. Craig Desjardins noted the complexity of the of the healthcare ecosystem in Kingston and mentioned investors have expressed interest about the opportunities within Kingston.
 - The Board discussed metrics and project management. It was noted that a position within the City of Kingston was being developed to help support the management of the project as well as look for additional grant programs. City Staff are identifying additional programming in partnership with St. Lawrence College and Queen's University to support the Health Innovation Ecosystem.

7. Continuing Business – Use of Reserve Funds to Support Small Business Recovery Kingston EcDev & City Reserve Funds to Support Small Business Recovery

- Donna briefed the Board about the Kingston Economic Development and City of Kingston Pandemic Business Recovery Grant to support small business in Kingston that were not eligible for existing COVID-19 support programs. The support program is being created to assist:
 - Business ineligible for other Federal/Provincial Program due to lack of business revenue prior to April 2020.
 - Businesses from high impact industry sectors (Retail & Wholesale, Food services & Accommodation, Information, culture & recreation, Other Services) who can demonstrate economic impact from the pandemic.
 - Other industry sector businesses that have had dramatic changes to business operations and/or customer markets because of the pandemic.
- It was noted that City Staff were finalizing a draft report to recommend the draft criteria for the funds. The Board further discussed ranking criteria, the application process and how to best utilize the investment to provide the best support to the community.

Motion to “endorse use of Kingston EcDev \$500,000 committed reserves with City of Kingston \$600,000 Working Fund Reserves for creation of a Kingston Pandemic Recovery Business Support Program;”

Mover: John Sheridan

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Secunder: Councillor Wayne Hill
Carried.

8. Other Business

- Donna noted the Corporation's Q4 2020 report was submitted to Council and was added to the digital Board Binder. The Corporation will be attending the March 23 Council meeting to provide a narrative for the past quarter's activity and answer any questions from Council.
- Councillor Oosterhof raised concern over the recent announcement regarding the shut down of the Enbridge Line 5. Donna noted the issue was on the radar but further research was required to better understand the potential implications for the Kingston region.

9. In Camera (if needed)

- None

10. Date of Next Meetings

- March 12, 2021 – HR & Nominations Committee Meeting 10:00am
- Thursday, March 25, 2021 – Finance Committee Meeting 4:30pm
- Monday, March 29, 2021 – Board of Directors Members Meeting 5:00pm
- Monday, April 12, 2021 – Finance Committee Meeting to Review of Audited Financial Statements 4:30pm

11. Adjournment

Motion to adjourn.

Mover: Anne Vivian-Scott

Secunder: Gillian Watters

Carried. 6:16pm

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