



## BOARD OF DIRECTORS MEETING MINUTES

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Date: **Monday, September 21, 2020**

Time: **5:15pm**

Location: <https://us02web.zoom.us/j/84205512780?pwd=RGFBcGxTGhtdHF0VjYyRXJ4M0hUQT09>

Attended:	Dave Carnegie, Chair Judith Pineault Yafan Huang	Councillor Oosterhof John Sheridan Don Aldridge	Bill Durnford Gillian Watters
Staff:	Donna Gillespie Andrew Bacchus	Kirk Smallridge Shelley Hirstwood	Ian Murdoch
Regrets:	Councillor Boehme Mayor Paterson Craig Desjardins	Councillor Hill Megan Knott (ex officio)	Lyndsay Wise Lanie Hurdle (ex officio)

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### 1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 5:16pm.

### 2. Approval of Agenda

- Motion to** “Approve the agenda;” Move by John Sheridan. Seconded by Don Aldridge. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- Motion to** “Approve the August 24, 2020 Board of Directors Meeting minutes;” Moved by Gillian Watters. Seconded by John Sheridan. Carried.
- Motion to** “Approve the June 18, 2020 Finance & Audit Committee meeting minutes;” Moved by Judith Pineault. Seconded by Don Aldridge. Carried.
- The Board held a brief discussion relating to the financial summary and expected revenues from federal and provincial sources. Donna provided an overview of changes to funding programs due to COVID-19 and strategic planning expenses.

### 5. Business Arising from the Minutes

- Donna highlighted the media release regarding the \$1,000,000 of grant funding issued by FedDev Ontario for the Tourism Business Support program in Kingston. The Corporation also issued a media release following the federal announcement with details the on process and how businesses can apply. Intake for the program will begin on September 28, 2020. The Committee discussed governance of the program and why the Corporation took the lead on the application instead of tourism counterparts.
- Donna noted the Corporation submitted Q1 & Q2 2020 activity reports for the September 1, 2020 Council meeting.



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### **6. Partner Updates**

#### **Airport Advisory Committee**

- Donna provided an update on behalf of the Airport Advisory Committee regarding new and prospective carriers at the Kingston Airport. Tourism Kingston is actively working on package with FlyGTA. The Airport Committee is exploring best practices in airport models. The Board identified Kingston Airport as a vital element for regional economic growth.

#### **City of Kingston/ Kingston Economic Recovery Team**

- Ian Murdoch provided an update for the Kingston Economic Recovery Team. Working groups are meeting to advance action items identified such as fostering consumer, develop systems & programs that support rapid redeployment and reskilling of the workforce, ensure underrepresented groups & individuals have access to economic opportunities and increase advocacy & sources of financial support.

#### **Tourism Kingston**

- Megan provided written updates for Fall marketing plans which were relayed by Donna.

### **7. CEO Update**

#### **COVID-19 Response & Recovery**

- Ian Murdoch presented the Corporation's Response and Recovery update submitted to City Council for the September 15, 2020 Council meeting. Ian explained the Corporation's outreach efforts, and highlighted 203 surveys completed, 40+ consultations to aid with federal support programs, 114 referrals and efforts to:
  - i. Keep local monies in the community
  - ii. Assist businesses with going digital through Go Digital Campaign
  - iii. Work with local manufacturers to support local supply chain
  - iv. Support community workforce skills retraining initiatives
- The Board discussed skills retraining initiatives and how the Corporation is providing support. The Board inquired about information being gathered through the administration of surveys. Information is being reviewed to provide metrics to better understand the business climate in Kingston.
- The Board discussed issues local businesses are experiencing with COVID-19 relating to recruitment and staffing.

#### **Active Investment Opportunities**

- The Board was briefed on investment files and recent investments in the city of Kingston. The update included:
  - i. The expansion of Frulact Canada's Kingston location
  - ii. The prospective confectionary company decided to halt expansion plans until 2021
  - iii. Performance Plant received federal funding for research & development and formed a new partnership
  - iv. Li-Cycle expanding their demonstration facility in Kingston
  - v. Canadian Wollastonite exploring a processing plant
  - vi. Dunya Habitats continuing to expand in Kingston
  - vii. Working with a prospective agri-food business out of Egypt
  - viii. Working with investors interested in vacant lots in Kingston
  - ix. Upcoming film opportunities in Kingston



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### 8. Integrated Economic Development Strategic Plan

#### Stakeholder & Community Engagement

- Donna noted the Corporation met with City of Kingston Communications team to plan the communications strategy for the citizen's engagement platform that will be open until October 20, 2020.
- Staff are developing an information report on the draft Integrated Economic Development Strategic Plan for City Council for the end of October. The Board held a discussion about how best to communicate the strategic plan and answer any questions the community or stakeholders may have.

### 9. Other Business

#### 2021 Board Recruitment

- The Board discussed the City Nominations Board recruitment process. It was noted that currently there are five openings with four current Directors expressing interest in renewing their terms.
- Bill Durnford recommended the Corporation consider requesting more autonomy during the Board recruitment process and request an amendment to the Corporation's By-law. The Board discussed reviewing the By-laws in 2021 to allow for engagement with partners and stakeholders. The Board recommended reviewing the Board role in governance and composition of the Directors after the Integrated Economic Development Strategic Plan is approved.

#### 2021 Municipal Budget Request

- The Board reviewed the letter of direction from the City Treasurer regarding 2021 budget recommendations. Donna, in consultation with the Finance & Audit Committee recommend a 0% increase in municipal funding for the 2021 operating budget.

### 10. In Camera (if Required)

- None

### 11. Date of Next Meetings

- Monday, October 19, 2020 – Board of Directors Meeting @5:15pm
- Thursday, October 15, 2020 – Finance & Audit Committee Meeting @10:00am

### 12. Adjournment

- **Motion to** "Adjourn the September 21, 2020 Board of Directors meeting;" Moved by John Sheridan. Seconded by Bill Durnford. Carried. 7:06pm.