



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, April 20, 2020	Time: 4:15pm	
Location:	366 King Street East, Suite 420 - Zoom Meeting (https://zoom.us/j/99401506602)		
Invited:	Dave Carnegie, Chair Councillor Hill John Sheridan Yafan Huang (5:45pm exit)	Mayor Paterson (5:30pm exit) Judith Pineault Gillian Watters Megan Knott (ex officio)	Councillor Oosterhof Bill Durnford Don Aldridge (5:30pm exit)
Staff:	Donna Gillespie Ian Murdoch	Kirk Smallridge Andrew Bacchus	Shelley Hirstwood Craig Desjardins
Regrets:	Lyndsay Wise	Councillor Boehme	Lanie Hurdle (ex officio)

1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 4:27 pm.

2. Approval of Agenda

- Motion to** "Approve the agenda;" Moved by Councillor Hill. Seconded by Bill Durnford. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- Motion to** "Approve the March 30, 2020 Board of Directors meeting;" Moved by John Sheridan. Seconded by Councillor Oosterhof. Carried.
- Motion to** "Approve the February 19, 2020 Finance & Audit Committee meeting minutes;" Moved by Judith Pineault. Seconded by Councillor Hill. Carried.

5. Business Arising from the Minutes

- Donna Gillespie noted that at the March 30, 2020 Board meeting, a motion to City Council to request an amendment to the submission timeline of the Integrated Economic Development Strategic Plan be moved to the end of 2020. This would allow the Corporation to focus efforts on supporting the immediate needs of the business community. Kingston Economic Development has requested delegation before Council on May 5, 2020 to provide short-term response and recovery plans for Coronavirus disease (COVID-19) and with a follow-up report at the end of September.

6. Responding to COVID-19

- Mayor Paterson discussed the idea of creating a joint economic recovery team to engage community stakeholder organizations with COVID-19 recovery efforts. The recovery team would identify short/medium/long term goals and opportunities as well as provide recommendations for the community's needs.
- Donna provided an overview of how the Corporation is responding to the needs of the business community through the COVID-19 pandemic. All programming and meetings have



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transitioned to virtual settings. The Corporation continues to administer provincially funded programs with review of operating budgets to identify additional supports. Also, the Corporation continues to work with City and community partners to focus efforts and help gather feedback from respective networks.

- Ian Murdoch provided additional insights for how the Corporation is supporting the community. Ian noted the Corporation is connecting with businesses from all sectors to provide a point of contact with the Corporation and gaining insights on impacts of COVID-19 on business. Intel gained will be used to develop future programming for business supports. Ian explained other partnerships and initiatives being rolled out to support the business owners and the community. Ian noted changes to the Starter Company Plus program funding model to allow more grant disbursements to be available. Further discussion was held regarding feedback from businesses efforts with supporting community groups.
- Donna referenced a memo circulated to the Board via email regard the Corporation's COVID-19 response and recovery efforts. Donna noted the memo is in early stages and outlined:
 - Response & Recovery plans
 - Priority sectors to examine for risk & assessment
 - Coordination & facilitation efforts
 - Program deliveries
 - Support program development
 - Partnered projects
 - Requirements to be successful
- Gillian Watters explained some of the obstacles the local labour market is facing. Gillian noted a drastic increase in the unemployment rate in Kingston and the area due to various COVID-19 related issues. KEYS has had an increase in requests to assist with apply to the Canada Emergency Response Benefit. Gillian noted that KEYS will host their first virtual job fair soon. The Board held a further discussion regarding feedback KEYS received about people's concerns about working during the pandemic.
- Donna noted that staff would continue to work on the report with City Staff to be ready for submission to the Clerk's Office for April 29, 2020. An ad-hoc meeting will be held on April 27, 2020 to review and provide feedback prior to submission to City Council.
- Donna recommended the Board consider a significant investment from the uncommitted reserves of up to \$500,000 to support COVID-19 Response & Recovery initiatives. Donna suggested the Finance Committee review the use of reserve funds towards COVID-19 initiatives.
- The Board requested an updated Corporate Reserve overview to determine available funds for consideration towards the initiative. The Board discussed the importance devoting the Corporation's resources to support the community with short-term recovery needs and approved the use the bulk of reserve funds in principle. The Board identified that measurable KPI's must be set to ensure goals are being met.
- The Board discussed creating a working group to identify opportunities to leverage Kingston assets for post COVID-19. Don Aldridge volunteered to Chair the working group. Don Aldridge explained FedDev applications community partners have applied for, and mentioned that many opportunities existed for economic development specifically within the healthcare sector. The working group would assist with pandemic-proofing the community in the future and report to the Board regularly. Craig Desjardins further explained an asset mapping of health innovation sector in Kingston was being conducted to identify a health innovation hub.



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- The Board suggested incorporating a plan to connect local people with local businesses and help promote a shop local campaign for during and post COVID-19 pandemic. The Board also advised that all messaging and support initiatives be driven by information from Public Health and how to best pandemic-proof the community for the future.
- Staff to incorporate feedback into the document and prepare for review during a special meeting on April 27 prior to submission to the City Clerk's Office.

7. In Camera (if Required)

- None

8. Other Business

- None

9. Date of Next Meeting

- Monday, April 27, 2020 – Board of Directors Meeting @ 5:15pm
- Monday, May 25, 2020 – Board of Directors Meeting @5:15pm

10. Adjournment

- **Motion to “Adjourn the Board of Directors meeting;”** Moved by Councillor Oosterhof. Seconded by John Sheridan. Carried. 6:15pm.

Dave Carnegie, Chair

Director

Date