



## BOARD OF DIRECTORS MEETING MINUTES

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Date: Monday, January 24, 2022

Time: 5:30pm

Virtual Location: <https://us02web.zoom.us/j/89565908578>

Meeting ID: 895 6590 8578

Attended:	Gillian Watters, Chair	Mayor Paterson	Councillor Hill
	Councillor McLaren	Councillor Oosterhof	Anne Vivian-Scott
	Cathy Wilson	Patrick Egbunonu	Peng Seng Cau
	Shan Jhamandas	Wanda Costen	Yafan Huang
	Lanie Hurdle (ex officio)	Megan Knott (ex officio)	

Staff:	Donna Gillespie	Kirk Smallridge	Shelley Hirstwood
	Abdul Razak Jendi	Ben McIlquham	Nour Mazloun
	Norman Musengimana	Rob Tamblyn	

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*Our Vision: An innovative city where private and public enterprises thrive, individuals and entrepreneurs grow, and a diversity of people want to visit, live, work and do business.*

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### 1. Call to Order

- The meeting was called to order by the Chair, Gillian Watters, at 5:32pm.

### 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. Disclosure of Conflict of Interest

- None

### 4. 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.*

- I. Approval of Agenda
- II. Approval of the December 13, 2021 Board of Directors Meeting Minutes
- III. Tourism Kingston Report
- IV. City of Kingston Report

*Motion to accept the consent agenda.*

Mover: Anne Vivian-Scott

Seconder: Cathy Wilson

Carried.

### *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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### **5. Business Arising from Items in the Consent Agenda**

- None

### **6. CEO Report**

- Donna reviewed the CEO report with the Board of Directors and explained activities to support COVID-19 response and recovery efforts in the community. Items from the CEO Report further discussed included:
  - The return of service at Kingston Airport.
  - Confirmation of funding towards to the Small Business Enterprise Centre to augment support services to small business and start-ups.
  - Confirmation of funding towards My Main Street Program to support business with expansion and start up businesses in the Downtown Kingston, Williamsville and Inner Harbour corridors.
  - Confirmation of funding towards Canadian Digital Adoption Program to support small businesses enhancing their digital capabilities and provide funding toward youth advisor team.
    - The Board inquired about responsibilities amongst partners relating to the administration of the program and responsibilities of the partners. Donna noted that Kingston Economic Development would be responsible for the administration of the grants and working with small business and KEYS would be responsible for training of the youth.
- The Freedom of Information request relating to the Friends of Kingston File is now closed. The Corporation received notice from the Information Privacy Commissioner that Kingston Economic Development was compliant with all requests and the Friends of Kingston request for a reappeal were denied.
- The Corporation is currently implementing a brand refresh in partnership with Tourism Kingston to better align the promotion of Kingston to external audiences.

### **7. Orientation/Board Retreat Part I**

#### **I. Integrated Economic Development Strategic Plan (IEDSP) Overview & Implementation Update**

- Donna provided the process undertook towards the development of the new Integrated Economic Development Strategy with the City. Donna noted the two priority sectors are Health Innovation and Advanced Manufacturing. Additional strategy framework was created for rural economic development and creative industry strategic framework.
- Donna reviewed and highlighted milestones and accomplishments towards the IEDSP activities in 2021. Notable activities included:
  - The Corporation finalized new Service Level Agreement with City of Kingston.
  - Assisting with an application to secure \$3M over three-year to advance the Health Innovation Cluster in Kingston.
  - The corporate restructure to advance the core focus of the IEDSP (Health Innovation & Sustainable Manufacturing).
  - Establishment of the IEDSP Steering Committee and sector working groups, and defining terms of reference for the groups.

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- Global recognition for the development of the Queen's Career Apprenticeship: Kingston program with Queen's University as well as for being a top location for startup ecosystems in North America.
- City Council's approval of the addition of Cloggs Road Business Park and advancement of the urban zone.
- Donna reviewed the strategy for measuring success of the IEDSP and noted the following metrics used to track success:
  - Support towards retaining existing business in Kingston
  - Support for business' expansion potential
  - Attract investment opportunities
  - Expand opportunities for research, development and innovation
  - Strengthen support for newcomers and immigrant entrepreneurs
  - Strengthening community engagement
  - Leveraging current infrastructure and assets in the community
- The Board of Directors discussed ways to promote Kingston as being a more welcoming place for persons of colour and inquired about what initiatives the City and Kingston Economic Development are undertaking to promote Kingston as an inclusive community.
  - Donna explained that Kingston Economic Development is involved with various committees and organizations that are working to make Kingston more welcoming. The Corporation is also supporting the Mayor's Economic Recovery Team that has a subcommittee to investigate ways to make the community more welcoming.
  - Lanie Hurdle noted the City of Kingston has initiatives such as the creation of an Equity, Diversity, Inclusion (EDI) Manager role that will support with EDI initiatives within the City of Kingston, review internal policies and work with community partners.

### II. COVID-19 Response & Recovery Plans Update

- Donna presented on the organization's response plan to COVID-19 response and how to limit to effects of the pandemic on the business community. Original phased timeline included:
  - Survive and stabilize
  - Recover and reorient
  - Renew and adapt to the new
- Key focuses within the response & recovery plan identified were:
  - Analysis & Risk assessment of community.
  - Keeping local dollars in our community and promoting Love Kingston Campaign.
  - Taking a Kingston approach and working together with partners.
  - Development of Go Digital campaign to assist businesses enhance their digital presence.
  - Continuation of program delivery & development and ensuring Kingston Economic Development remained available to support businesses.
  - Supporting manufacturers in Kingston who can pivot and provide materials for local supply chain.

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- Supporting workforce initiatives & skills retraining to help attract new talent in the area.
- Supporting the manufacturing sector workforce issues.
- The Board inquired about collaborative opportunities with the United States. Donna explained the Kingston-Syracuse Pathway initiative and the support programs being developed to attract workforce such as the Global Skill Referral Program.
- The Board discussed initiatives relating to the Kingston Economic Recovery Team (KERT) and additional funding programs that might be available for small businesses. Lanie noted the current focus for KERT is raising consumer confidence within the community so additional funding programs have not been discussed.

### **III. 2021 Deliverables – Q4 Report to Council**

- Donna noted that Kingston Economic Development provides quarterly reports to council that outlines activities and initiatives the Corporation is undertaking to support the Service Level Agreement with the City of Kingston. Donna noted that a copy of the reports is available through the Digital Board Binder.
  - The Board inquired about items relating to the investment report. A further explanation would be provided during the in-camera session of the meeting.

### **IV. 2022 Operating Plans – Team Presentation**

- Donna provided an overview of programs and initiatives created to support small business in Kingston and the area throughout the past five years. Donna noted the Corporation's efforts to secure funding programs throughout the Pandemic.
- The Board of Directors inquired about funding programs and if future programs may be reduced as COVID-19 restrictions lighten. The Board also inquired about small business inquiries and methods of tracking metrics.
- Shelley Hirstwood provided an overview of the Business Development portfolio and introduced the Investment & Business Development Team.
- Abdul - Sustainable Manufacturing with core focus on subsectors:
  - Electric Vehicle/Battery Development
  - Low impact food processing
  - Advanced materials
  - Advanced processing equipment
  - Industrial machinery
  - Automation
  - Metallurgy & mining
  - Kingston has a high level of education specifically in engineering and we have a strategic location to compete nationally and globally. Successful programs facilitated in 2021.
- Ben McIlquham – Health & Health Innovation with core focus on subsectors:
  - Life Sciences
  - Biosciences & Biotech
  - Research & Innovation
  - Health Sciences

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- Medical Devices & Equipment
- Health Data
- Medical Software
- Rob Tamblyn – Small/Medium Enterprise & Business Retention with core focus on subsectors:
  - COVID-19 Response & Recovery
  - Small/Medium Enterprise initiatives and programs
  - Workforce initiatives
  - Food venture and Tourism Recovery Initiatives
  - Commercialization of food processing facilities
- Norman Musengimana – Small Business & Startups with core focus on subsectors:
  - Facilitation of the Small Business Enterprise Centre programs.
  - Developing support services to underrepresented community members
  - Startup specific program that supports entrepreneurs
  - Development of international landing pads and Startup Visas
  - Improve access to investment capital for entrepreneurs

### 8. New Business

#### I. Governance 101

- The Board of Directors reviewed the governance presentation. Gillian Watters noted that Kingston Economic Development Board operates under a generative governance model and will be required to bring their respective skills and experience to support the Corporation.

#### II. 2022 Committee Appointments

##### Finance & Audit Committee Members:

1. Anne Vivian-Scott – Treasurer
  2. Councillor Gary Oosterhof
  3. Councillor Jeff McLaren
  4. Patrick Egbunonu
  5. Peng Seng Cau
  6. Shan Jhamandas
- **Motion to** “Accept the 2022 Finance & Audit Committee Membership;” Moved by Wanda Costen. Seconded by Councillor McLaren. Carried.

##### Human Resources & Nominations Committee Members:

1. Gillian Watters – Board Chair
  2. Yafan Huang – Vice-Chair
  3. Anne Vivian-Scott – Treasurer
  4. Cathy Wilson-Campbell – Secretary
  5. Councillor Wayne Hill
- **Motion to** “Accept the 2022 Human Resources & Nominations Committee Membership;” Moved by Peng Seng Cau. Seconded by Patrick Egbunonu. Carried.

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### III. 2022 Board Objectives

- Discussion relating to 2022 Board objectives was tabled due to the time restraints of the meeting, but discussion would be tabled for a future meeting.

### 6. Ongoing Business

- None

### 7. In Camera

- **Motion to “Move in camera”** Moved by Anne Vivian-Scott. Seconded by Councillor McLaren. Carried. 7:42pm

I. Investment Attraction Opportunity Overview

II. CEO Performance Evaluation

III. MFIPPA Freedom of Information Request Update

- **Motion to “Exit in camera;”** Moved by Peng Seng Cau. Seconded by Councillor McLaren. Carried. 8:05pm.

### 8. Date of Next Meetings

- I. Monday, February 28, 2022 – Board of Directors Board Meeting – 5:30-7:30pm

### 9. Adjournment

*Motion to adjourn.*

Mover: Anne Vivian-Scott

*Carried. 8:05pm.*

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