



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, February 24, 2020	Time: 5:15pm
Location:	366 King Street East, Suite 420	
Attended:	Dave Carnegie, Chair Judith Pineault John Sheridan (Via Zoom) Yafan Huang	Councillor Oosterhof Bill Durnford Gillian Watters Lanie Hurdle (ex officio) Councillor Hill Lyndsay Wise Don Aldridge
Staff:	Donna Gillespie Shelley Hirstwood	Kirk Smallridge Andrew Bacchus
Guests:	Kevin McCauley, Utilities Kingston @5:30pm Ariella Lukach, Stiletto Consulting Ltd. @6:30pm (Zoom)	
Regrets:	Mayor Paterson Ian Murdoch	Councillor Boehme Megan Knott (ex officio)

1. Call to Order

- The meeting was called to order by Chair, Dave Carnegie at 5:18pm.

2. Approval of Agenda

- Motion to “Approve the agenda as presented;” Moved by Councillor Hill. Seconded by Don Aldridge. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve the minutes of the January 20, 2020 Board of Directors meeting; Moved by Gillian Watters. Seconded by Bill Durnford. Carried.
- The Board inquired about expenses related to the Human Resources (HR) budget. Gillian Watters provided an explanation for related expenses. Gillian provided a recap of the recommended HR policy changes put forth by the Finance & Audit Committee.
- **Motion to** “Approve the minutes of the November 28, 2019 Finance & Audit Committee meeting;” Moved by Gillian Watters. Seconded by Judith Pineault. Carried.

5. Business Arising from the Minutes

- None

6. Presentation: Kevin McCauley, Fibre and Data Centre Economic Impacts

- The Presentation was circulated with the Board Package.
- Kevin McCauley of Utilities Kingston (UK) introduced himself, and explained his role within the organization. Kevin explained UK offers broadband to commercial businesses by installing fibre infrastructure and enabling 5G networks in Kingston and the Area. The Board discussed regulations and safety concerns relating to 5G networks.



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- Kevin expressed that UK is pursuing data centre opportunities due to Maple Leaf Fibre Project access. This would provide faster data access to end users and support the Smart City initiative prioritized by City Council.
- UK will conduct a market demand study to look at potential for business revenue streams in Kingston, Napanee and Brockville. The Board held discussion relating infrastructure upgrades to service potential demand. Private investment would be needed as the funds were not budgeted in the current City Operating Budget
- The Board also discussed municipal responsibilities relating to internet and fibre access. Fibre projects could not be prioritized because resources would need to be reallocated from other projects.

7. Partner Updates

Tourism Kingston

- Donna provided a brief overview in Megan Knott's absence regarding the upcoming Brier. Brier ticket sales were available for purchase. Kingston Accommodation Partners and Tourism Kingston had developed visitor packages to encourage tourism to Kingston. Current issues related to VIA Rail cancellations were noted.
- The Board inquired about status of a Deep Water Port for cruise ships. Lanie Hurdle provided an update on the City identifying potential site.
- Lanie also noted that the City is trying to secure a minimum of a three-year lease for access to the City Penitentiary property for tours, events and filming opportunities.
- The Board held a brief discussion about the proposed bylaws regarding regulation of Air BNB in Kingston. It was discussed how Kingston Economic Development might support the creation of a level playing field with Air BNB payment into the Municipal Accommodation Tax. Lanie suggested the Kingston Economic Development attend in delegation to the Administrative Policy Committee to advocate on behalf of an accommodation tax on Air BNBs.

City of Kingston

- Lanie updated the Board that the jointly funded Business Support Manager position was posted and applications are currently being accepted. Donna is working with Commissioner Peter Huigenbos and will have EcDev staff involved in the interview process when in final stage of recruitment.

Airport Advisory Committee

- Councillor Hill provided an update to the Board about recent Airport Committee meetings. Airport staff were in negotiations with a potential new carrier. There was also discussion around the establishment of a formal Airport Authority. Lanie noted that discussions with Air Canada has led to increased flights per day from/to Kingston.



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8. Corporate Updates

Business Development Briefings

- The Business Development Team provided verbal updates on their prospective portfolios.
- Shelley Hirstwood explained the process of certifying Kingston's Business Parks to increase potential investment. Shelley explained upcoming conferences and tradeshows to showcase Kingston and its assets to potential investors. Kingston Economic Development continues to develop the Women Entrepreneurship Strategy (WES) programming in partnership with Queen's and community partners.
- Andrew Bacchus highlighted upcoming tradeshow/conference plans including PDAC and Collision as prospecting opportunities. Andrew provided an update on companies currently being assisted.
- In Ian Murdoch's absence, Donna provided updates.
The application deadline for students for the Queen's Career Apprenticeship program was extended. 35 new careers have been posted by local employers.
To date, over \$100,000 in grant disbursements have been issued to local businesses as part of the Digital Main Street Program.
Regular meetings have resumed with the Commercial Real Estate Advisory Group to share resources and gain insights on trends and market conditions.
The provincially funded Starter Company Plus program for 2019/2020 was launched with two, week-long bootcamp training sessions followed by participant pitches to an independent panel. 14 successful participants have been selected for the \$5,000 grant. The second cohort of Starter Company Plus will take place late in April.
Work is underway to provide additional resources and programming in partnership with the County of Frontenac Economic Development Office which will include quarterly business networking sessions, satellite office hours for business consultation and Digital Mainstreet support for the small villages/hamlets in the area.

CEO Report

- Donna Gillespie provided a verbal update for the monthly report. Donna highlighted the Corporation recent staffing additions. Norman Musengimana will join the team as a Small Business Advisor. Norman is an experienced small business and start-up advisor, and a start-up entrepreneur. A recent graduate from the MMEI program at Smith School of Business at Queen's University, Norman launched an online learning platform to support start-ups and small businesses. His previous experience involved working on business plans, feasibility studies, facilitating business workshops, organizing business plan competitions, and small business advisory.
- Peng Sang Cau has also agreed to support the EcDev team a few days a month as a Senior Business Advisor to support companies scaling and exporting who needs advanced mentorship and guidance.
- The annual audit will begin in March. Staff are working with the City Finance Department to ensure records are ready for KPMG. Draft statements will be brought to the Finance Committee in April prior to the Board AGM on April 20.
- Donna discussed the local impacts on the VIA Rail blockades and COVID-19 on local supply chains.
The Board thanked Donna for the updates and on the positive momentum from the team.



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9. Integrated Strategic Plan Update & Discussion 6:30pm

- Ariella Lukach updated the Board on recent milestones met and upcoming stakeholder meetings. A summary of the past session would be available to the Board.
- Stiletto is currently reviewing resources and is developing Kingston's unique value proposition and researching Kingston real estate trends.
- Ariella presented a draft stakeholder list and highlighted areas where the Board can offer assistance.
- Ariella reviewed a summary document for previous sessions held with the Kingston Economic Development Board and City of Kingston Key Stakeholders. Ariella noted that Board input during the development and engagement of the stakeholder list would be greatly appreciated.

10. In Camera (if Required)

- None

11. Other Business

- None

12. Date of Next Meeting

- Monday, March 30, 2020 – Board of Directors Meeting 5:15pm

13. Adjournment

- Motion to Adjourn the Board of Directors meeting;" Moved by Bill Durnford. Seconded by Gillian Watters. Carried. 7:03pm.

Dave Carnegie, Chair

Director

Date