



## BOARD OF DIRECTORS MEETING MINUTES

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Date: **Monday, March 29, 2021** Time: **5:00pm**

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

Invited: Gillian Watters, Chair Councillor Hill Councillor Oosterhof  
Anne Vivian-Scott Dave Carnegie Don Aldridge  
John Sheridan Ryan DaSilva Yafan Huang  
Lanie Hurdle (ex officio)

Staff: Donna Gillespie Shelley Hirstwood Kirk Smallridge

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

Guest: Judith Pineault (5:36pm exit)

Regrets: Lyndsay Wise Councillor Holland Mayor Paterson Megan Knott (ex officio)

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**1. Call to Order**

- The meeting was called to order by Chair, Gillian Watters at 5:02pm.

**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**

- I. Approval of Agenda
- II. Approval of the February 22, 2021 Board of Directors Meeting Minutes
- III. CEO Report
- IV. City of Kingston Update
- V. Tourism Kingston Update
- VI. 2021 HR Policy Manual Updates
- VII. Equity, Diversity and Inclusion (EDI) Statement

*Motion to accept reports and approve agenda and minutes.*

*Mover: John Sheridan*

*Seconder: Councillor Hill*

*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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- The Board briefly discussed business investment interest in local business parks. It was noted that the City was working towards developing additional serviced lands at the Clog's Road and Alcan Business Parks.

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

- None

### 6. New Business – Briefings

- Enbridge Pipeline Line 5 Impact Briefing – Judith Pineault  
*Alignment with IEDSP: Recommendations 2 – Develop Strategic Cluster Sustainable Manufacturing; Recommendation 19 – Develop Strategic Rural Business Clusters*
- Judith Pineault provided an impact briefing relating to the closure of the Enbridge Pipeline 5. Judith provided brief history about the pipeline and how the closure could have implications on Canadians. In summary, the movement is currently locked in litigation and will likely be for a long time, so a decision relating to the closure of the pipeline would not happen soon. The Board discussed the role of Kingston Economic Development Corporation was to monitor the pipeline closure and maintain connections made through initial engagement of impact survey conducted as the issue is more political in nature. It was also noted that closures related to Pipeline 5 would have no affect on Canadian collaborations.

### 7. Continuing Business

#### Review of Corporate By-Laws

- Donna noted that Cunningham Swan Lawyers were engaged to review and recommend updates to the Kingston Economic Development Corporation's Bylaws. Donna reviewed the recommended changes with the Board that was circulated within the Board package. Donna noted the recommended changes were reviewed and approved by Human Resources & Nominations Committee during a meeting on Mach 12, 2021.
- Donna noted that changes to by-laws need to be accepted either at the Annual General Meeting in April or at the Members meeting in December.
- The Board emphasised the timeliness of the making these recommended changes, but also stressed the importance of ensuring that City Council continues to be represented and involved in the nomination process by requiring a 'City Director' sit on the Nominations-HR Committee. The Board also discussed the importance of continuing to develop trust within the community and City Council and to keeping stakeholders engaged.
- The Board held additional discussion regarding the removal of the requirement of a City Director to be in attendance at all Board and Committee meetings to constitute quorum. After discussion, the Board agreed that this clause is necessary to ensure there was always council representation to ensure Council alignment and to maintain trust and transparency.

*Motion to "Approve the Corporate bylaw review and proposed recommendations for adoption at by the Board of Directors at the annual General Meeting;"*

*Mover: Dave Carnegie*

*Seconder: Councillor Hill*

*Carried unanimously*

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### 8. Other Business

- Questions were raised regarding the Kingston Pandemic Business Recovery Fund and the adjudication process. Donna noted that the City of Kingston was taking the lead on selecting the jurors and that training would be provided on the Reviewr software that the Corporation was using to manage the process. It was noted that ensuring timely review was important to ensure that funds are dispersed to businesses as quickly as possible.
- To better accommodate Directors schedules, future meetings will be changed to a 5:15pm start.

### 9. In Camera (if needed)

- None

### 10. Date of Next Meetings

- Monday, April 12, 2021 – Finance Committee Meeting to Review of Audited Financial Statements 4:30pm
- Monday, April 19, 2021 – Board of Directors Annual General Meeting 5:15pm
- Thursday, May 20, 2021, 2021 – Finance Committee Meeting 4:30pm

### 11. Adjournment

*Motion to adjourn.*

Mover: Don Aldridge

*Seconded:* Councillor Hill.

*Carried.*

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