

Date:	September 12, 2016	Time: 5:00 PM	
Location:	945 Princess Street, Lobby Boardroom		
Attended:	Bo Wandschneider, Vice Chair Bill Durnford Mayor Patterson	Peter Kraus David Carnegie Councillor Hutchison	Niall O'Driscoll Councillor Turner
Staff:	Donna Gillespie	Stephanie Milner	
Regrets:	Shai Dubey, Chair Sandra Gibson	Councillor Allen	Judith Pineault
Observer:	Frank Dixon		

1. Call to Order: 5:03 PM
2. Approval of Agenda
Motion to “approve the agenda as presented;” moved by Councillor Hutchison, seconded by Dave Carnegie. Carried
3. Disclosure of Conflict of Interest
 - None to disclose.
4. Approval of the Minutes:
Motion to “approve the minutes of the Board of Directors August 8, 2016 meeting;” moved by David Carnegie, seconded by Peter Kraus. Carried
5. Board Member Intentions Re: Staying on as Board Members
Donna Gillespie noted that the CAO, Gerard Hunt has suggested to the Board that they consider extending their terms until the transition period is complete. Donna Gillespie asked two questions to the Board:
 1. What are the intentions of staying on the Board in 2017?
 2. If you do not have length on your term left, would you consider extending your term until transition complete?

Responses:

 - Sandra Gibson (not present) – Donna Gillespie will follow up
 - Shai Dubey, Chair (not present) – Term at maximum 6 years– Donna Gillespie will follow up
 - Judith Peanault (not present) – Donna noted that she has confirmed intent to stay on

- Niall O’Driscoll- No
- Peter Kraus- No
- Bill Durnford- Confirmed intent to stay on. Interest in EDO and DMO.
- Bo Wandschneider- Confirmed intent to stay on.
- Dave Carnegie- Confirmed intent to stay on.

Donna Gillespie stated that Councillors have their own process for appointment.

Councillor Hutchinson asked if we would have the same number of Board members. Donna Gillespie noted that the EDO Transition Group met and recommended to not shrink the Board size as the Review Committee recommended. The by-law says 12 members as of current.

Mayor Patterson recommended, if it was possible, to have representatives of the KEDCO HR Committee attend the City Nominations Committee to explain what they have done and why they would recommend particular people. He noted that they could ask to come as a delegation, and for the opportunity to speak. Donna Gillespie asked how we would go about making this request. Mayor Patterson clarified that you can apply at the City Clerk’s office.

Donna Gillespie noted that we would be looking for recommendations from both the EDO and DMO Transition Groups and defer the conversations about filling vacancies to the Kingston Economic Development Corporation HR Nominations Committee.

6. CEO Report

Donna Gillespie provided updates on the following:

- US Site Selectors have partnered up with OMAFRA for a visit Monday, September 12 and Tuesday, September 13. They are here to look at food processing and agribusiness opportunities. Through Ontario East, we engaged the Boyd Company to produce a competition analysis of operating costs for Eastern Ontario vs. Major Food Processing hubs in the USA.
- Chinese food processing company visit is taking place Tuesday, September 13 and Wednesday, September 14. This is the company’s third visit to Kingston. Kingston is the only city in Ontario selected as a potential site for a food processing plant. This represents a \$225,000,000 investment and has the potential to create 200 full-time jobs. We are currently working with MPP Sophie Kiwala’s office to see what we can get provincially for support.
- This week is the Ontario East Municipal Conference at the Ambassador Hotel and Conference Centre. Carey Bidtnes will be facilitating a session Friday morning, September 16. This session will discuss the opportunities for Economic

Development Officers to work collaboratively with professional commercial realtors to enhance business attraction and retention programs.

- Donna Gillespie had to send regrets to a workforce/in migration strategy meeting lead by the City of Kingston. Looking forward to seeing how the economic development organization can play a role to support workforce development and how we best align our activities with what our community partners are doing. When we receive a report from the meeting, we will circulate it to the Board.
- Business Improvement Area sent out an invitation to the Board to join the BIA at their Board meeting Wednesday, September 14. Kathy Wood was contracted by both Kingston Economic Development Corporation and the BIA to develop an economic assessment model for residential intensification projects.
- Donna Gillespie will be in Halifax for the EDAC Conference on performance measurement and measuring success in economic development. This will be a great opportunity for professional development.
- Frulact is in town next week. Walls are going up on site and they are currently looking for PR and legal support for labour market because they are getting into the recruitment process and they want to learn more about the Canadian labour laws.
- We had a successful visit with X-Prize on August 31st. A media announcement was made early in September about X-Prize partnering with Enviro Innovate Dupont, City of Kingston, and Queen's University and endorsing Kingston as the site for their carbon X-Prize participants.
- October is Small Business month – our team is organizing a number of different activities including the Chamber Connect Business Expo. There will be 12 Starter Company participants who will be show casing their new launched businesses and we will also be there to connect with other businesses to let them know what the Economic Development office can provide.
- ICT and Defense Advisory Groups are being brought together with support from our third party contractors, Mark Brown and former Base Commander, Dave MacLeod.
- Iron Mountain, a document shredding company will have their grand opening for the facility on December 7th.
- The Tragically Hip concert was an extremely successful, safe and positive event. The challenge is how we build on that.
- Tourism is announcing that the Bass Federation is holding their Championship Bass fishing tournament September 16-18.
- Sports Tourism is also working on the development of a rugby field. Michael Parker, an affiliate of RMC is looking at getting a proper rugby field for Kingston

and is also working with Rugby Canada to have Kingston hold national/international championships and training camps for women's leagues in 2017.

- Tourism Kingston is a major sponsor of "Fort Frost" and is partnered with Parks of St. Lawrence on development of this new product, which will take place November through to February at Fort Henry.
- MFIPPA – We have received two formal requests. They were directed at the City, who forwarded them on to our office. We are in the process of finalizing costs. The request is for all documentation that would support the audited financial statements from 2010-2015. The second request is for documents pertaining to employee's eligibility to participate in OMERS.
 - Motion to "appoint the CEO of Kingston Economic Development Corporation as the as head of MFIPPA;" moved by Dave Carnegie, seconded by Niall O'Driscoll. Carried.

Bo Wanschneider suggested getting a second opinion to de-scope the request once the costs have been explained. He noted to Donna Gillespie that he would put her in touch with Carolyn Heald, Privacy Office and Lisa Newton, legal expert, both from Queen's.

7. Transition Update

Bill Durnford provided updates on the following:

- Darren Dagleish facilitated a Tourism Transition meeting to brain storm and strategic planning on destination marketing, tourism, and Kingston's focus moving forward. There have been a few meetings that discuss what the DMO should look like as a separate entity. The next step is putting an entity together with a board and staff. Donna Gillespie has sent the existing by-law as a starting point as well as both Donna Gillespie and the CAO, Gerard Hunt are working on drafting the by-laws that will be circulated to the transition group for approval.
- Violette Hiebert, Director of Tourism is currently working on the annual marketing and business plan for Tourism Kingston to be presented to council during budget delegations this fall. The new entity will adopt that plan and be tweaked along the way.
- The next DMO Transition discussion will address hiring new staff for the DMO or a seamless buy out of staff through the transition process. We are looking for strong industry leaders from the community to join the Board.
- Donna Gillespie noted that the DMO Transition Group has had three meetings to date. The EDO Working Group has recently come together for their first meeting. AJ Keilty is the first community member to participate.

Shai Dubey received via Emily Koolen, three applications for the RFP that went out for an executive recruitment firm. He will work with Emily on the grading of these applications and will report back with the recommended firm.

- Donna Gillespie noted that CAO, Gerard Hunt will be speaking to council on September 20th. He has been working with George Wallace from the City on project management and developing service level agreements for the EDO and DMO. She will be meeting them Wednesday, September 14 to review and ensure there is enough detail without binding the corporation.
- Peter Kraus inquired about the cost of the split and if a severance process is required or not. Donna Gillespie noted that she has met with the City to go over IS & T contract and City Financial Services are also doing a review. Donna Gillespie corresponded with Cunningham Swan regarding severance. If staff transferred over to the new DMO with equivalent compensation and titles, no severing of contracts would be required. Bill Durnford noted that they are looking at transferring most of the KEDCO tourism related employees, but the lead position may need to be recruited for as a new job description.

8. Date of upcoming meetings:

- October 17, 2016
 - October 22, 2016 - Board Retreat with Council & Community Planning Session
 - November 14, 2016
 - December 12, 2016
- Motion to “move in camera;” moved by Councillor Turner, seconded by Mayor Patterson. Carried

9. IN CAMERA Discussion

- The meeting moved IN CAMERA – 6:19PM
- The meeting moved OUT of CAMERA – 7:19PM

10. Adjournment – 6:50 PM

- Motion to “adjourn the meeting;” moved by Mayor Patterson, seconded by Councillor Hutchison. Carried