



Date:	February 13, 2017	Time: 5:00 PM	
Location:	945 Princess Street, Innovation Park, Front Board Room		
Attended:	Judith Pineault, Chair David Carnegie Peter Dalton Gillian Watters	Bill Durnford Trevor Wilson Gerard Hunt, CAO Peter Kirkham	Councillor Turner Councillor Hutchison Councillor George
Staff:	Donna Gillespie Carey Bidtnes	Stephanie Milner	Andrew Bacchus
Regrets:	Mayor Paterson Shai Dubey	Bo Wandschneider	Lyndsay Wise
Presenter:	Peter Kirkham		

1. Call to Order: 5:01 PM
2. Approval of Agenda
 - **Motion to** “amend the agenda by moving item 10, Other Business in front of item 9, In Camera Discussion;” moved by Councillor Turner, seconded Dave Carnegie. Carried.
 - **Motion to** “approve the agenda as amended;” moved by Trevor Wilson, seconded Councillor George. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes:
 - **Motion to** “approve the minutes of the Board of Directors January 30, 2017 meeting;” moved by Councillor George, seconded by Councillor Turner. Carried.
5. Business Arising from the Minutes
 - None
6. Presentation: Kingston Economic Update
Peter Kirkham gave a presentation on his analysis and projections for Kingston’s Economy. Presentation notes attached.
7. Transition Updates
Bill Durnford notified the Board that Lynn Carlotto has withdrawn her application to join the inaugural Tourism Kingston Board. Bill Durnford met with one of the recommendations of the City Nominations Committee, Aba Mortley, to offer her the position on the Board.



8. CEO Report

Donna Gillespie reviewed the following content in the Board Resources binders:

- Kingston Economic Development Organizational History by Harvey Schachter
- A Summary of Recent Reports on Metrics
- Economic Insight into 15 Canadian Metropolitan Economies
- Making it Count: Metrics for High Performance EDOs
- Service Level Agreements

Donna Gillespie provided updates on the following:

- Kingston Economic Development staff and Board members Lyndsay Wise and Gillian Watters attended the Economic Development Council of Ontario (EDCO) Conference in Toronto. Gillian Watters stated that it was a great opportunity to get to know some of the staff and learn more about economic development and the challenges other municipalities face. Gillian participated in an international trade panel where she learned that Canada is in the age of bilateral trade agreements. Business Development Officer, Andrew Bacchus stated that this year's speakers focused heavily on innovation and attraction of young professionals.
- Donna Gillespie noted that other business activities were arranged while visiting Toronto. Donna met with OMAFRA to discuss rural affairs and the Feihe file.
- Business Development Officer, Carey Bidtnes has been working on organising a goat symposium for September.
- Donna met with Ontario East colleagues from different communities. Carey currently chairs the Ontario East Food Processing Group and is leading two delegations/tradeshows to the restaurant food show in Toronto at the end of February, as well as Sial Canada taking place beginning of May.
- Kingston Economic Development met with Trade Commissioners from Mexico, Brazil, Eastern US Sea Board and China. A follow up meeting will be arranged with the Canadian Trade Commissioner.
- Donna Gillespie noted that her key take away from EDCO and meeting with the Trade Commissioners was that the recent US Election has put Canada in a wait and see holding pattern.
- Donna Gillespie met with Kingston Airport Manager, David Snow who has announced his retirement. A request for design and build for the Kingston Airport runway expansion has been submitted. Once a contractor has been confirmed, partnership discussions with West Jet will resume.
- Kingston Economic Development is exploring a new partnership with Launch Lab, a Regional Innovation Centre funded by the province. We are looking at how we can co-share resources for delivery of workshops and small business consulting services.



9. Other Business

- Judith Pineault spoke to Bo Wandschneider's recent note suggesting the Board discuss the opportunity that was lost for Kingston to host the Queens University Hockey Tournament. Ice time went to Napanee.
- Donna Gillespie noted that Queen's University and the City of Kingston facilities had been corresponding and could not come to a mutual agreement with regards to cost of ice and availability. Brandon Pickard, Sports Tourism Manager was asked to step in by Queens. Queen's decided to move the Tournament to Napanee on an economic basis.
- Donna noted that this is an opportunity for all major organisations in the city and Tourism Kingston to try and work more closely with The City of Kingston at an earlier stage to help with negotiation and come up with creative solutions.
- Councillor Hutchison noted the challenges faced by the City of Kingston revolve around the difficulty of determining rates because rates are easily tracked and are not always going to be the same.
- Gerard Hunt noted the importance of time to organise large events in the city. Tourism Kingston should come in from a policy perspective.

- **Motion to** "have Donna bring quotes to the Board for an external source to assist with key indicators for the two entities, Tourism Kingston and Kingston Economic Development;" moved by Councillor Hutchison, seconded by Councillor Turner. Carried

- Gerard Hunt noted that he will be presenting at the April Board Meeting on employment lands and the capacity to service these lands.

- Donna Gillespie noted that our auditors are the bookkeepers for Kingston Accommodation Partners (KAP). They have noticed an invoice made to Tourism Kingston from KAP for \$20,000 to go towards to Tim Horton's Brier 2020 Bid. This is a \$200,000 bid where both organisations both have agreed to set aside money for five years, \$20,000 each year. For best accounting practices, the auditors have suggested putting the \$20,000 from the 2016 Budget in a special reserve fund towards fulfillment of this partnership.

- **Motion to** "hold \$20,000 from the 2016 Budget in a special reserve fund for Tourism Kingston to put towards fulfillment of the partnership for the Tim Horton's Brier 2020 Bid;" moved by Councillor George, seconded by Peter Dalton. Carried

- Donna noted that if the bid did not go forward the special reserved funds would go back into Tourism Kingston reserve funds.



10. Date of next meeting – March 20, 2017

Lanie Hurdle and Rob Wood will be presenting at the next Board meeting on the draft Workforce Development and In-migration Report.

11. In Camera Discussion

- **Motion to** “move in camera;” moved by Trevor Wilson, seconded by Peter Dalton. Carried
- The meeting moved IN CAMERA – 6:55PM
- The meeting moved OUT of CAMERA – 7:04PM

12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” moved by Councillor George, seconded by Trevor Wilson. Carried. 7:04 PM

Judith Pineault, Chair

Bo Wandschneider, Vice Chair;
Peter Dalton, Vice Chair

Date