



**City of Kingston  
Information Report to Council  
Report Number 19-276**

---

**To:** Mayor and Council  
**From:** Lanie Hurdle, Interim Chief Administrative Officer  
**Resource Staff:** Not Applicable  
**Date of Meeting:** October 15, 2019  
**Subject:** Quarterly Report: Kingston Economic Development Corporation  
– Q2 2019

---

**Executive Summary:**

In accordance with the Service Level Agreement entered into between the City of Kingston and Kingston Economic Development Corporation ([Report to Council 16-325](#)), the attached report (Exhibit A) provides detailed reporting on Q2 2019 for the Economic Development Organization (EDO). Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “...EDO will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and/or as determined in the approved annual operating budget.” Section 2.2 goes on to indicate:

*“2.2 EDO shall communicate with the City as follows:*

- a) Annually, by way of the draft budget, annual work plan and the Board’s Strategic Plan as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*
- c) Quarterly, by way of Activity Reports to demonstrate the progress of EDO in achieving its Strategic Plan and the impact of EDO’s actions and programs on the key performance measures of economic development as set out in Appendix B of this Agreement. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible”...*

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

October 15, 2019

Page 2 of 4

**Recommendation:**

This report is for information only.

October 15, 2019

Page 3 of 4

**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

---

**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required
Deanne Roberge, Acting Commissioner, Corporate Enterprise Services	Not required

October 15, 2019

Page 4 of 4

**Options/Discussion:**

Exhibit A to this report provides an activity report from the Kingston Economic Development Corporation on results for Q2 2019.

**Existing Policy/By-Law:**

[Report to Council 16-325](#), dated October 4, 2016

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to EDO for Core Economic Development Activities.

**Contacts:**

Lanie Hurdle, Interim Chief Administrative Officer 613-546-4291 extension 1231

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Exhibit A Q2 2019 Kingston Economic Development Corporation Report

September 30, 2019

Lanie Hurdle, Interim Chief Administration Officer  
City of Kingston  
216 Ontario Street  
Kingston, ON K7L 2Z3

Dear Ms. Lanie Hurdle:

Re: Q2 2019 Performance Measures

Please accept this summary report on activities undertaken by the Economic Development Office (EDO) during the period from April through June, 2019. Included with the Q2 overview are the monthly CEO reports accepted by the Board of Directors and the year-to-date budget to the end of Q2.

Outlined in the Service Level Agreement with The City of Kingston is the direction to focus the EDO's core economic development activities on:

1. Investment Attraction and Investment Aftercare
2. Business Retention and Expansion
3. Support for Small Business and Entrepreneurs
4. Support for workforce development, jobs and skills-building
5. Support for knowledge industries, young workers, technology transfer from post-secondary institutions and incubation/innovation enablement

The quarterly activities and outputs are in line or surpass previous year results. With an ongoing focus on group consultations and workshops, the number of business events offered and local participants reached continues to grow steadily. Investment inquiries are trending twenty-five per cent higher than Q2 2018 and the forecast for the remainder of the year is positive. Our social media and online platforms continue to grow in reach both locally and externally.

If you have any questions or seek clarification on activities or outputs, please do not hesitate to contact me.

Sincerely,



Donna Gillespie  
Chief Executive Officer

cc. Mr. Dave Carnegie, Chair, Kingston Economic Development Board of Directors



# Kingston Economic Development Corporation 2019 Q2 Report



KINGSTON ECONOMIC  
Development Corporation

09/18/2019

613-544-2725 | [KingstonEcDev.com](http://KingstonEcDev.com)

[f](#) [t](#) [i](#) [@KingstonEcDev](#) [@KingstonEcDev](#)

Page 2 of 19

## 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.

## 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 21<sup>st</sup> century. We aim to be one of Canada's leading economies.

## VALUES & PRINCIPLES

Kingston Economic Development Corporation is committed to:

- Openness, transparency and accountability for the use of all public funds;
- Highest standards of professional conduct;
- Respect for client confidentiality;
- Organizational excellence through efficient and effective operating procedures;
- Strong commitment to the best practices of corporate governance.

## ECONOMIC DEVELOPMENT CORE SERVICE AREAS

### ATTRACTION & AFTERCARE

Maintaining and strengthening existing and new relationships to position Kingston as a premier city for destination for foreign investment.

### BUSINESS EXPANSION & RETENTION

Supporting local business to become more competitive, grow revenue and stay within the community and identify export-based companies with high growth potential.

### START-UPS, YOUTH & ENTREPRENEURSHIP

Assisting with the development of future business leaders by providing programs and services to entrepreneurs to help foster the next generation of business leaders.

### EMERGING SECTORS

Identifying sector strengths, trends and future investment opportunities while supporting the incubation, acceleration and transfer of technology to promote future investment opportunities.

### WORKFORCE DEVELOPMENT

Attracting and retaining people to live and work in Kingston to meet the needs of today's employers and prepare for the needs of the workforce of the future.

# Investment, Attraction, and Aftercare

In May, Kingston Economic Development Corporation welcomed the Cancer Group from the United States who will be in Kingston to officially make a donation of supercomputers to the Centre of Advanced Computing (CAC) at Queen's University. Queen's University is the first Canadian university to receive this donation, which will advance work being undertaken at the CAC.

Kingston was represented at the 2019 Site Selectors Guild Conference, Utah; SIAL, Toronto and the Tourism Opportunity Market Place, Toronto through the partnership with Ontario East Economic Development Commission. Kingston Economic Development Corporation has been following up on the leads generated from the tradeshows and events.

Kingston Economic Development Corporation was invited to participate in a tradeshow at the Ontario Trade Investment Centre Economic Developers Council of Ontario Showcase. This showcase was hosted by the Ministry of Economic Development, Job Creation and Trade in response to the number of businesses at the Collision conference inquiring about doing business in Ontario. This unique opportunity provided Kingston Economic Development Corporation direct connection with businesses interested in entering the Ontario/Canadian market.

In June, Kingston Economic Development Corporation attended the Business Explore & Investment Summit that was hosted by the Canadian Municipal Business Gateway (CMBG). The event offered a platform for entrepreneurs & businesses to exhibit, showcase and pitch their companies to local and international investors. CMBG visited Kingston in the year 2017 and established collaborative relationship with Kingston Economic Development Corporation.

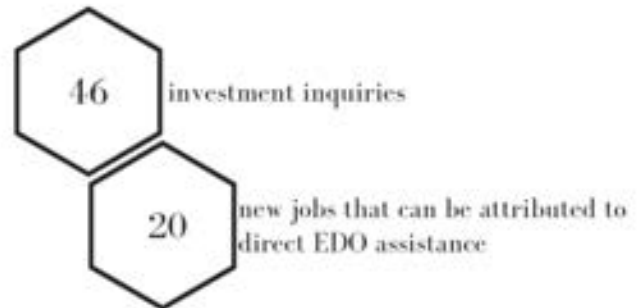


09/18/2019

Progress continues at Feihe Canada Royal Milk. Two teams of senior managers were trained in China at Feihe facilities. In May, recruitment efforts continued with anticipated testing of operations later in the fall of 2019.

Frulact has confirmed the addition of a third manufacturing shift. Recruitment of 20 – 25 new positions took place in April.

Spearhead Brewing Company celebrated their one-year anniversary. Located in the former Knorr Brake Facility on Development Drive, Spearhead Brewing Company employs over 20 full-time employees. Over 80 per cent of all the equipment inside the facility were manufactured in Kingston by Pure Ingenuity.





# Business Retention and Expansion

In April, Kingston Economic Development Corporation hosted its second Manufacturing Matters event. The event brought local manufacturers together to learn about Federal and Provincial funding opportunities. During the session a presentation on the newly renovated Picton Terminals deep water port was discussed. The Picton Terminals recently expanded the existing facilities to allow better, more efficient shipping and are equipped to export and receive a variety of products.

Kingston Economic Development Corporation participated in Tourism Awareness Week that took place in May. Small Business Advisor showcased support services available to tourism partners and the importance of the tourism sector to Kingston's economy.

In June, Kingston Economic Development Corporation participated in a cross-border conference focusing on advancing cross-border business opportunities as part of the Kingston Syracuse Pathway. Kingston Economic Development Corporation invited local companies to participate in the conference to leverage collaborative opportunities. Kingston Economic Development Corporation connected with registrants from the event to help provide insights to Kingston based companies that are looking to expand their markets across the border.

Kingston Economic Development Corporation contracted MDB Insights to undertake a Business Retention and Expansion (BR&E) survey of the tourism industry in Kingston in partnership with Tourism Kingston, Kingston Accommodation Partners and Downtown Kingston BIA. The BR&E project seeks input on the future plans and needs of local businesses, as well as how business owners and managers view the Kingston community as a place to do business.

86% of respondents reported at being satisfied or very satisfied with Kingston as a place to own and operate a business. 62% of the business respondents reported their attitude towards doing business in Kingston has not changed in the past three years, with 28% reporting as more positive. The majority of business respondents 59% indicated their revenues have increased over the last 12 months. 47% of the businesses surveyed are planning to expand within the next 18 months.

In response to employment recruitment needs reported through the 2018 BR&E survey of manufacturers in Kingston, the Kingston Economic Development Corporation's team secured space through a regional marketing campaign to attract local graduates to stay and work in the Kingston Manufacturing and Building sectors. Kingston will be showcased as a top destination for employment to over 5,000 post secondary, secondary and employment institutions across the province in the fall.



# Start-ups, Entrepreneurs & Youth Business

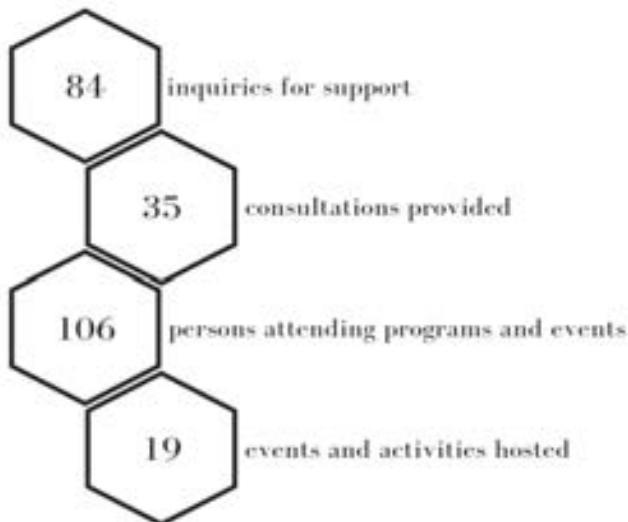
The Ontario Ministry of Economic Development, Job Creation and Trade has confirmed Kingston Economic Development Corporation’s annual Small Business Enterprise Centre funding for the next three years. The province also renewed the Summer Company and the Starter Company Plus programs.

Kingston Economic Development Corporation sponsored the Female Entrepreneurs in Small Towns (FEiST) Nights that support local female entrepreneurs in areas such as selling, obtaining funding, and business productivity.

In April, Kingston Economic Development Corporation attended the Frontenac Community Futures Development Corporation Bankers information session to meet with area small business lenders.

Kingston Economic Development Corporation announced that the Province has allocated 10 program spots for youth living in Kingston and the surrounding area for the 2019 Summer Company Program.

KPMG conducted the audit of the 2017-2019 Starter Company Plus program. Kingston EcDev has submitted the final report and audit to the Ministry to receive the final disbursement of funds for the program. Through this program, Kingston EcDev supported 69 businesses and disbursed 48 grants, assisting with the creation of nearly 94 new jobs in Kingston and the area.



The Summer Company program is funded by the Government of Ontario and has been helping students between the ages of 15 – 29 to start and run their own business since 2001. Summer Company students not only receive hands-on business mentoring from local business leaders, but also \$3,000 in funding to make their dream job a reality.

The selection committee and program mentors consist of local entrepreneurs in different fields; Danielle McAllister of Rebellious Clove (retail), Dustin Emmons of Emmons Custom (construction), Stephanie Newman of Cheesecake Bakery (food services), Niki Hodgskiss and William R. Hodgskiss of Venture Food Trucks (manufacturing). Donna Gillespie, CEO of Kingston Economic Development Corporation says that having mentors from diverse backgrounds enabled the program to move to a whole new level, “It is important to have business owners from Kingston’s private sector be involved and support young entrepreneurs. It is so important for young people to establish roots in the community and to help foster the next generation of Kingston business owners.”

“It is refreshing to see the passion that the students have when they talk about their plans for their summer business,” says Claire Bouvier, Kingston Economic Development Corporation’s Summer Company Coordinator. “It is great seeing all the energy and collaboration among mentors, participants, and small business leaders in one room. We are eager to see where these students take their business ideas.”

Cameron Smith, founder of This is Kingston says that the program gave him the opportunity to develop the skills and confidence to start a business, “Summer Company has provided me with the opportunity to identify and invigorate my strengths and has given me networking opportunities to start my own business.”

# Workforce Development

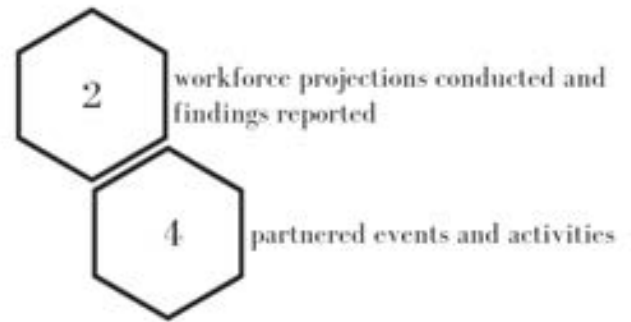
Kingston Economic Development Corporation in partnership with Tourism Kingston and the Kingston Accommodation Partners are working to develop a collaborative relationship with Queen’s University to position Kingston as an exceptional destination for living, learning, and visiting to prospective and current Queen’s undergraduate students (and parents/guardians), graduate students, and Queen’s alumni. A six-month project was developed to build connections with key departments within the university (Undergraduate Admission, Alumni Relations, Event Services) to establish ongoing partnerships with distinct executions that leverage the mutually beneficial town-gown relationship between Kingston and Queen’s and that engage the Queen’s community to increase tourism and retention opportunities.

Kingston Economic Development Corporation has been working with the International Talent Acquisition Centre (In-TAC) to take part in Virtual Career Fairs targeting Internationally Educated Professionals. Kingston Economic Development Corporation delivered a Mandarin Webinar in April with a virtual booth in their on-line career fair for newcomers or settlement ready professionals.

Kingston Economic Development Corporation has partnered with KEYS Job Centre to host the monthly Welcome Night on the last Thursday of every month for new employees in Kingston. The objective of these events will be to greet new Kingstonians and support networking and integration of professionals into the community.

Kingston Economic Development Corporation was invited to present with Tourism Kingston & Kingston Accommodation Partners at the City Nations Place Conference in June. The presentation showcased Kingston’s work on integrated messaging to attract visitors and investors to Kingston.

Kingston Economic Development Corporation has partnered with Queen’s University for the second cohort of the Queen’s Career Apprenticeship: Kingston program. This year the program has successfully matched 19 recent graduates with local businesses.



Kingston Economic Development Corporation has partnered with Queen’s University Faculty of Arts and Science to match soon to be graduates in arts, humanities, and social sciences students with local employers to jump start their career back in May. The program consists of a one-year, salary paid, career apprenticeship in Kingston along with mentorship and networking opportunities to ensure long-term success for recent graduates. The salaries of the participants will be totaling \$720,000 with committed funding from Alan Rottenberg totalling up to \$240,000.



# Emerging Sectors

Kingston Economic Development Corporation attended the first Kuwait Canada Finance and Economic Conference in April in Toronto. The event focussed on trade, knowledge and investment opportunities between the two countries.

In April, Kingston was represented at the Smart Energy Conference in Halifax. The conference covered topics covering artificial intelligence, smart building and emissions energy and offered the opportunity to meet with start-ups and companies looking to expand.

In April, Kingston Economic Development Corporation participated with Kingston Process Metallurgy and GreenCentre at the Chemical Ventures Conference in Delaware. The tradeshow provided the opportunity to meet directly with chemical startups generating 22 leads and promote Kingston's competitive advantages.

In May, Kingston Economic Development Corporation attended the Ontario Centres of Excellence Discovery in partnership with Queen's Office of Partnerships and Innovation, Launch Lab, Southern Ontario Angel Network, Invest Ottawa, and several start-up founders.

In May, Kingston Economic Development Corporation also attended the Collision Conference with local businesses. Start-up founders, researchers, and ecosystem innovators will be attending the conference and Kingston Economic Development Corporation showcased Kingston companies to international investors.

## V2innovations

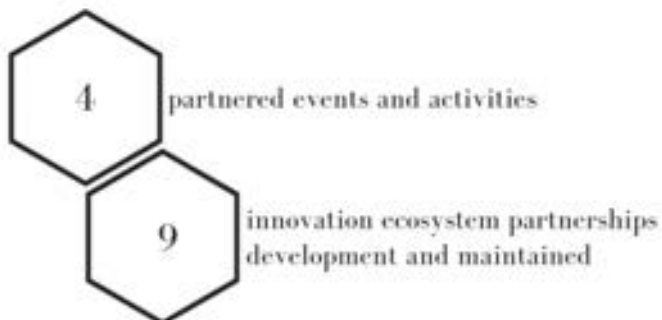
V2innovations offers a client-centred approach focused on finding a unique solution to improve the quality of life for people with mobility or physical vulnerabilities. V2innovations is located at 802 John Marks Ave., Suite 4.

In 2016, they moved their business from Saskatchewan to Kingston, 'it was easy to fall in love with this city on the shores of Lake Ontario and over the following months, we received valuable information and guidance from Kingston EcDev regarding living and working in Kingston.'

Over the past two and a half years, they have worked to establish the clinic as a leader in Orthotic and Prosthetic care in Kingston.

With a client centered approach and experienced clinicians, earlier this year they opened their second location in Kingston as part of the Kingston Medical Wellness Campus with KOPI, in the east end of Kingston to make their services more accessible.

Jana Venter, Office Manager at V2innovation said that they found the city as an incredible place to live in. It has a supportive, tightly knit community where word of mouth is truly the best marketing tool one could have; 'Kingston EcDev was a part of our journey since the very beginning - they have assisted us with information, support and networking along the way and have always been very supportive of our clinic.'








# Communications

## Social Media

Kingston EcDev manages two main social media campaigns on multiple online platforms ie. Twitter, Facebook, Instagram, LinkedIn.

The @KingstonEcDev account shares information primarily to the Kingston and business community to showcase events and activities.

@KingstonCanada promotes Kingston’s lifestyle, businesses and career opportunities to an external audience as an attraction and investment tool.

	KingstonEcDev	KingstonCanada
	2,212	9,097
	3,803	12,960
	1,217	9,823
	2,156	N/A
 Google My Business	345	N/A

## Website

Kingston EcDev oversees KingstonCanada.com and KingstonEcDev.com sites. The live & work website is hosted under KingstonCanada.com and is focused on promoting lifestyle to individuals who are considering moving to Kingston. The new business website focuses on promoting resources to help the local business community.

	Business	Live/Work
Organic Search	3,292	4,233
Page Views	14,526	25,033
New Visitors	4,975	6,534

## Newsletter

Kingston EcDev distributes a monthly electronic newsletter providing updates on activities and business topics.

Issues Distributed	3
Subscribers	469
Open Rate	46.29%



KINGSTON ECONOMIC  
Development Corporation

**Kingston Economic Development  
Corporation Financial Summary**

**For the Six Months Ending June 30, 2019**

50 % Through Year

	<b>Actuals</b>	<b>Budget</b>	<b>% To Date</b>
<b>Revenues:</b>			
City Funding	\$730,750	\$1,461,500	50.00%
Provincial Funding	168,207	125,000	134.57%
Federal Funding		100,000	0.00%
Investment & Bank Interest	8,780	10,000	87.80%
Other	317,657	100,000	317.66%
<b>Total Revenue</b>	<b>1,225,394</b>	<b>1,796,500</b>	<b>68.21%</b>
<b>Expenditures:</b>			
Salaries & Wages	308,396	810,000	38.07%
Overhead			
Administration	106,510	210,000	50.72%
Boards & Committees	1,254	5,000	25.08%
Human Resources	15,377	32,500	47.31%
Marketing Communications	20,210	65,000	31.09%
Projects			
Attraction & Aftercare	51,091	175,000	29.19%
Business Retention & Expansion	42,989	150,000	28.66%
Start Ups & Youth Business	51,544	125,000	41.24%
Emerging Sectors	12,295	50,000	24.59%
Workforce Development	49,934	150,000	33.29%
Contingency		24,000	0.00%
<b>Total Expenditures</b>	<b>659,600</b>	<b>1,796,500</b>	<b>36.72%</b>
<b>Annual Surplus/(Deficit)</b>	<b>565,794</b>		<b>0.00%</b>

# Monthly Report



KINGSTON ECONOMIC  
Development Corporation

To:	Board of Directors
From:	Donna Gillespie, CEO
Date:	April 15, 2019
Subject:	Monthly CEO Report

## CORPORATE UPDATES

- ✓ Kingston EcDev would like to welcome Ian Murdoch as Business Development Officer leading the Business Retention and Expansion portfolio that supports the growth of Kingston's business community. Ian is a relationship development specialist joining the team with 17 years' experience in project management, market penetration and business development. If you'd like to discuss your business needs or how to manage the challenges of an ever changing business landscape give him a call at (613) 544-2725 Ext. 7248 or email [murdoch@kingstoncanada.com](mailto:murdoch@kingstoncanada.com).
- ✓ KPMG is undertaking two audits for Kingston EcDev. The annual Corporate audit which will be presented at the AGM and an audit of the Starter Company Plus April 2017 – March 2019 provincial program as required by the Ministry.
- ✓ As directed by the Board, new office space at 420-366 King Street East has been negotiated with lease pending Board approval.
- ✓ Kingston EcDev's Annual General Meeting will take place on Monday, May 13 from 5-7pm at Innovation Park.

## ATTRACTION & AFTERCARE

- ✓ Kingston EcDev was in Toronto on March 26 to meet with the provincial Ministry of Economic Development, Job Creation and Trade's Ontario Investment Office (OIO). A presentation to their investment team on Kingston's economic base and priority growth areas took place followed by a discussion on the OIO's services and direction.
- ✓ On March 28-29, representatives from Invest in Canada were in Kingston to meet with the EcDev team and Ontario East Economic Development Commission. Invest in Canada is a new federal office created in 2018 to advance Canada's attraction of foreign direct investment. Meetings were very positive with new opportunities to position Kingston and share in federal resources and services.
- ✓ Progress continues at Feihe Canada Royal Milk. Currently two teams of senior managers recently recruited are in China undergoing training at Feihe facilities. Recruitment efforts continue with anticipated testing of operations to commence in May.
- ✓ Frulact has confirmed the addition of a third manufacturing shift. Recruitment is underway for an additional 20-25 positions to come onboard this year.
- ✓ Spearhead Brewing Company celebrated their One Year Anniversary on March 30. Located in the former Knorr Brake facility on Development Drive, Spearhead Brewing Company employs over 20 full-time positions. Over 80 per cent of all the equipment inside the facility was made in Kingston by Pure Ingenuity.
- ✓ On May 2, Kingston EcDev is pleased to welcome The Cancer Group from the United States who will be in Kingston to officially make a donation of supercomputers to the Centre for Advanced Computing (CAC) at Queen's University. Queen's University is the

# Monthly Report



first Canadian university to receive this donation which will advance work being undertaken at the CAC.

- ✓ Kingston EcDev and Tourism Kingston will be attending the Ontario Ministry of Tourism, Culture and Sport's fifth annual "Meet the Investor Dragons Marketplace" event in Toronto on May 3. This annual marketplace and event provides the opportunity for communities to showcase investment opportunities to investors.

## BUSINESS GROWTH & RETENTION

- ✓ Kingston EcDev contracted MDB Insights to undertake a Business Retention and Expansion (BR&E) survey of tourism industry in Kingston in partnership with Tourism Kingston, Kingston Accommodation Partners and Downtown Kingston BIA. The BR&E project seeks input on the future plans and needs of local businesses, as well as how business owners and managers view the Kingston community as a place to do business. Results will be released later in May.
- ✓ Kingston EcDev is hosting its second Manufacturing Matters event on April 17 from 2-5pm at the Donald Gordon Centre. The event brings local manufacturers together to learn about federal and provincial funding opportunities. A special presentation on the new Picton Terminals as an alternative distribution option for manufacturers will also take place.
- ✓ Kingston EcDev currently has seats on both the North Kings Town Working Group and Planning Advisory Working Group. Working Group meetings for 2019 commenced in March with review of current reports and studies underway.

## START-UPS & YOUTH BUSINESS

- ✓ The Ontario Ministry of Economic Development, Job Creation and Trade has confirmed Kingston EcDev's annual Small Business Enterprise Centre funding for the next three years. The province also renewed the Summer Company and the Starter Company Plus programs.
- ✓ With the support of FedDev's Small Business Services office, Kingston EcDev hosted an Introduction to Social Enterprise event on March 25 at The Sanctuary. Over 30 local small businesses/solopreneurs working in or interested in social enterprise heard from a panel of presenters representing successful social enterprises, Invest Ottawa and the Centre for Social Enterprise. Break-out sessions were hosted to discuss funding opportunities and social enterprise corporate structures.
- ✓ Kingston Economic Development Corporation is pleased to announce that applications are now being accepted for Summer Company 2019. This year the province has allocated 10 program spots for youth living in Kingston and the surrounding area. Kingston EcDev will be hosting three separate open houses on April 11 at Innovation Park from 1-3pm, April 25 at Fractal Workspace from 6-8pm and May 1 at VentureClub from 3-5pm. Application deadline is May 19, 2019.
- ✓ Upcoming workshops/events:
  - April 16, 4:00-5:30pm – Accounting 101
  - April 17, 2:30-5:30pm – Manufacturing Matters
  - April 18, 12:00-1:30pm – Accounting 101
  - April 18, 12:00-1:30pm – Open for Business
  - April 23, 4:00-6:00pm – Financial Ability & Expectations
  - April 25, 6:00-8:00pm – Summer Company Open-house
  - May 01, 3:00-5:00pm – Summer Company Open-house
  - May 07, 4:00-6:00pm – Market Research for Start-ups



## Monthly Report



- May 21, 12:00-2:00pm – Social Media Advanced
- ✓ Kingston EcDev has sponsored the Female Entrepreneurs in Small Towns (FEIST) Nights that will help local female entrepreneurs in areas such as selling, obtaining funding and business productivity. Upcoming FEIST nights include Tuesday, April 30 from 7-9pm for the Funding & Money Management and Monday, May 27 from 7-9pm for Social Media & Branding.

### EMERGING SECTORS

- ✓ Kingston EcDev attended the the first Kuwait Canada Finance and Economic Conference on April 8 in Toronto. The event focussed on trade, knowledge and investment opportunities between the two countries.
- ✓ Kingston is represented at the Smart Energy Conference in Halifax the week of April 15. The conference provides an opportunity to meet with clean technology companies, suppliers and academics from across Canada.
- ✓ Kingston EcDev is participating with Kingston Process Metallurgy and GreenCentre at the Chemical Ventures Conference in Delaware on April 22-25. This is the first FUSE sales mission undertaken by the partners. The tradeshow provides the opportunity to meet directly with chemical startups and promote Kingston's competitive advantages.

### WORKFORCE DEVELOPMENT

- ✓ Kingston EcDev in partnership with Tourism Kingston and the Kingston Accommodation Partners Kingston Accommodation Partners are working to develop a collaborative relationship with Queen's University to position Kingston as an exceptional destination for living, learning, and visiting to prospective and current Queen's undergraduate students (and parents/guardians), graduate students, and Queen's alumni. A six-month project was developed to build connections with key departments within the university (Undergraduate Admission, Alumni Relations, Event Services) to establish ongoing partnerships with distinct executions that leverage the mutually beneficial town-gown relationship between Kingston and Queen's and that engage the Queen's community to increase tourism and retention opportunities.
- ✓ Kingston EcDev is working with the International Talent Acquisition Centre (In-TAC) to take part in Virtual Career Fairs targeting Internationally Educated Professionals. Kingston EcDev delivered a Mandarin Webinar on April 4 and on April 16-17, Kingston will have a virtual booth in their on-line career fair for newcomers or settlement ready professionals.
- ✓ Kingston EcDev in collaboration with Queen's University is hosting a reception for the 2018 & 2019 Queen's Career Apprenticeship participants on May 9 at Santur Brewing from 4-6pm. This event will celebrate the first program cohort who completed their one-year contracts & the new graduates starting their careers in Kingston.
- ✓ Kingston EcDev has partnered with KEYS Job Centre to host the monthly Welcome Night on the last Monday of every month for new employees in Kingston. The objective of these events will be to greet new Kingstonians and support networking and integration of professionals into the community. The next Welcome Night will be held on Monday, April 29 at Milestones from 4:30-6pm.

# Monthly Report



KINGSTON ECONOMIC  
Development Corporation

To:	Kingston Economic Development Board of Directors
From:	Donna Gillespie, CEO
Date:	May 13, 2019
Subject:	Monthly CEO Report

## CORPORATE UPDATES

- ✓ Kingston EcDev received approval from Kingston City Council to enter into contracts that extend beyond the term of the Service Level Agreement on May 8. City Council approved the Corporation's request to enter into contractual obligations for office relocation, audit services and Provincial funding for Small Business support services and the Summer Company & Starter Company Plus programs.
- ✓ Office relocation to the Royal Building (366 King Street East, Suite 420) has been approved. The lease contract has been reviewed by Michael Hickey, Hickey & Hickey Lawyers and is awaiting signature. Alexander Wilson Architects has been contracted to design the new office space retrofits.
- ✓ Kingston EcDev would like to welcome Nour Mazloum as Events & Communications Assistant. Nour is a recent graduate of Queen's University and a participant in the Queen's Career Apprenticeship Program's second cohort.
- ✓ Kingston EcDev is a part of the City of Kingston Planning Advisory Committee, North King's Town Working Group and the DC & Impost Review Committee. Recent meetings have included Committee updates on Population, Housing & Employment Projections Study which went before Council on May 8, 2019.
- ✓ The Finance Committee met on May 7 to review the 2018 drafted audited financial statements with KPMG. This was the first year for KPMG to audit the Corporation's finances and issued a clean audit report with no management recommendations.
- ✓ The Municipal Freedom of Information and Protection of Privacy Act Request from the Friends of Kingston is in document retrieval phase. Work to review and prepare records for delivery by the July deadline is underway.
- ✓ Kingston EcDev will have an information table at the Downtown Kingston! BIA Spring General Meeting on May 29. Kingston EcDev holds a liaison seat on the Downtown Kingston! BIA Board of Directors.
- ✓ Kingston EcDev will be speaking to the Kingston East Business Association Board of Directors on May 13 to inform on services provided through Kingston EcDev office and to the Imagine Kingston group on May 29 to discuss organizational updates.

## ATTRACTION & AFTERCARE

- ✓ A team meeting was held with New Empire Design Build to review new developments that are underway as well as available inventory of pre-built commercial and industrial properties within the City of Kingston.
- ✓ Kingston EcDev recently organized a tour of the Canada Royal Milk Facility on May 3, 2019. Board, Council and community members were invited to tour see the construction progress at the site.
- ✓ Work is underway for the FedDev application submitted in partnership with Queen's University Office of Innovation & Partnerships, Launch Lab, City of Kingston and the South Eastern Angel Network of Ontario (SOAN).

# Monthly Report



- ✓ Business Development Officer, Yina Wang, is currently in China. Meetings have been organized with the Feihe International Headquarters, Trade Commissioners and the Canadian Embassy.

## BUSINESS GROWTH & RETENTION

- ✓ On April 17, Kingston EcDev hosted its second Manufacturing Matters event. During the session a presentation on the newly renovated Picton Terminals deep water port was discussed. Picton, Ontario that has recently expanded the existing facilities to allow better, more efficient shipping and are equipped to receive a variety of products for manufacturers in Ontario. Presentations were also organized to inform local manufacturers with funding opportunities available.
- ✓ Kingston EcDev will be participating in Tourism Awareness week that will start on May 30. The EDO will help showcase support services available to tourism partners and the importance of the tourism sector to the economy.
- ✓ Kingston EcDev contracted MDB Insights to undertake a Business Retention and Expansion (BR&E) survey of tourism industry in Kingston in partnership with Tourism Kingston, Kingston Accommodation Partners and Downtown Kingston BIA. The BR&E project seeks input on the future plans and needs of local businesses, as well as how business owners and managers view the Kingston community as a place to do business.
- ✓ Kingston EcDev attended the Greater Kingston Chamber of Commerce's Annual General Meeting and participated in the Ontario Chamber of Commerce Roundtable on April 16, 2019.

## START-UPS & ENTREPRENEURS/INNOVATION

- ✓ On April 17, Kingston EcDev attended the Frontenac Community Futures Development Corporation Bankers information session to meet with area small business lenders.
- ✓ Kingston Economic Development Corporation is pleased to announce that the Province has allocated 10 program spots for youth living in Kingston and the surrounding area for the 2019 Summer Company Program. Students are encouraged to apply as soon as possible as spaces are limited. Application deadline is May 19, 2019. Kingston EcDev hosted three information sessions for interested applicants at Innovation Park, Fractal Workspace and VentureClub.
- ✓ Kingston EcDev offers the following upcoming workshops/events:
  - May 21, 12:00-2:00pm – Social Media Advanced
  - May 27, 7:00-9:00pm – FEiST Social Media & Branding
  - June 04, 12:00-2:00pm – Social Media for Start-ups
  - June 18, 4:00-6:00pm – Market Research for Growth & Expansion
  - July 09, 4:00-6:00pm – Business Planning
  - July 23, 4:00-6:00pm – Business Readiness
- ✓ Kingston EcDev has sponsored the Female Entrepreneurs in Small Towns (FEiST) Night series that will help local female entrepreneurs in areas such as selling, obtaining funding and business productivity. The last FEiST night will take place on May 27 from 7:00-9:00pm for Social Media & Branding.

# Monthly Report



## WORKFORCE DEVELOPMENT

- ✓ Kingston EcDev is collaborating on a joint marketing strategy with Tourism Kingston & Kingston Accommodation Partnership to target Queen's University students, parents & alumni. Meetings with the Smith School of Business & University Relations to implement strategies has been arranged.
- ✓ Kingston EcDev has been invited to present with Tourism Kingston & Kingston Accommodation Partners at the City Nations Place Conference in June. The presentation will showcase Kingston's work on integrated messaging to attract visitors and investors to Kingston.
- ✓ Kingston EcDev has partnered with KEYS Job Centre to host the monthly Welcome Night on the last Monday of every month for new employees in Kingston. The objective of these events will be to greet new Kingstonians and support networking and integration of professionals into the community. The next Welcome Night will be held on May 27, at Milestones from 4:30-6:00pm.
- ✓ Kingston Economic Development Corporation in collaboration with Queen's University hosted a celebration for the 2018 & 2019 Queen's Career Apprenticeship participants on May 9. The event celebrated the first program cohort who completed their one-year contracts & the new graduates starting their careers in Kingston.

## EMERGING SECTORS

- ✓ In April, Kingston EcDev attended the Smart Energy Conference in Halifax. The conference covered topics covering artificial intelligence, smart building and emissions energy and offered the opportunity to meet with start-ups and companies looking to expand.
- ✓ Kingston Economic Development will be attending Ontario Centres of Excellence Discovery in partnership with Queen's Office of Partnerships and Innovation, Launch Lab, Southern Ontario Angel Network, Invest Ottawa, and several start-up founders the week of May 13.
- ✓ Kingston EcDev will also be attending the Collision Conference on May 20, 2019 with local businesses. Start-up founders, researchers, and ecosystem innovators will be attending the conference and Kingston EcDev will showcase Kingston companies to international investors.
- ✓ Kingston Economic Development conducted a partnered activity to explore chemical technologies at the Chemical Ventures Conference in Delaware with FUSE, a partnership with Kingston Process Metallurgy Inc. and GreenCentre Canada.

# Monthly Report



KINGSTON ECONOMIC  
Development Corporation

To:	Kingston Economic Development Board of Directors
From:	Donna Gillespie, CEO
Date:	June 10, 2019
Subject:	Monthly CEO Report

## CORPORATE UPDATES

- ✓ Planning for the office relocation to the Royal Block (366 King Street East, Suite 420) for mid-late July is underway. Kingston EcDev has secured the building permit for the renovations for the new office space and is currently working to finalize the logistics of the move.
- ✓ The Municipal Freedom of Information and Protection of Privacy Act Request from the Friends of Kingston is in document retrieval phase. Work to review and prepare records for the July 27 deadline is underway.
- ✓ The Corporation soft launched the new website to provide more resources to local businesses. The new website is [Kingstonecdev.com](http://Kingstonecdev.com).

## ATTRACTION & AFTERCARE

- ✓ Ontario East Economic Development Commission (OEEDC) has begun an organization review with the overall intention to ensure the organization is staying current with market trends and is adapting to better serve the regional economic development organizations. Kingston EcDev has an active role in the review process with Shelley Hirstwood on the Board of Directors.
- ✓ Kingston was represented at the 2019 Site Selectors Guild Conference, Utah; SIAL, Toronto and the Tourism Opportunity Market Place, Toronto through the partnership with Ontario East Economic Development Commission. Kingston EcDev is following up on the leads generated from the tradeshow and events.
- ✓ Kingston EcDev was invited to participate in a tradeshow at the Ontario Trade Investment Centre Economic Developers Council of Ontario Showcase. This showcase was hosted by the Ministry of Economic Development, Job Creation and Trade in response to the number of businesses at the Collision conference inquiring about doing business in Ontario. This unique opportunity provided Kingston EcDev direct connection with businesses interested in entering the Ontario/Canadian market.
- ✓ On June 7, Kingston EcDev attended the Business Explore & Investment Summit that was hosted by the Canadian Municipal Business Gateway (CMBG). The event offered a platform for entrepreneurs & businesses to exhibit, showcase and pitch their companies to local and international investors. CMBG visited Kingston in the year 2017 and established collaborative relationship with Kingston Economic Development Corporation.

## BUSINESS GROWTH & RETENTION

- ✓ On June 14, Kingston EcDev will be participating in a cross-border conference focusing on advancing cross-border business opportunities as part of the Kingston Syracuse Pathway. Kingston EcDev has invited local companies to participate in the conference to leverage collaborative opportunities.
- ✓ In response to employment recruitment needs presented through the 2018 MDB insights survey of manufacturers in Kingston, the EcDev team secured space through a regional

## Monthly Report



marketing campaign to attract local graduates to stay and work in the Kingston Manufacturing and Building sectors. Kingston will be showcased as a top destination for employment to over 5,000 post secondary, secondary and employment institutions across the province.

- ✓ The Growth & Retention portfolio team conducted 12 site visits this month with local manufacturers to continue the growth of the client service function of Kingston EcDev to its manufacturing stakeholders in the City.
- ✓ In an effort to support continued growth of local professional service firms, Kingston EcDev has engaged in a multi session business development training and coaching program. This beta will be tracked against the firm's sales revenues and performance metrics to measure the impact that the support of the Kingston EcDev team will have on the growth of business development culture in the organization.
- ✓ June kicks off the start of a Kingston EcDev and lending community presentation series. The purpose of the sessions is to connect Kingston EcDev with the local lending communities to better understand the options available to support the growth needs of our local businesses.

### START-UPS & ENTREPRENEURS/INNOVATION

- ✓ KPMG conducted the audit of the 2017-2019 Starter Company Plus program. Kingston EcDev has submitted the final report and audit to the Ministry to receive the final disbursement of funds for the program. Through this program, Kingston EcDev supported 69 businesses and disbursed 48 grants, assisting with the creation of nearly 94 new jobs in Kingston and the area.
- ✓ Kingston Economic Development Corporation is pleased to announce that 10 youth have been selected to participate in the Summer Company program youth. The post-secondary participants undertook book camp on June 7 & 8 with local entrepreneurs.
- ✓ Kingston EcDev offers the following upcoming workshops/events:
  - June 04, 12:00-2:00pm – Social Media for Start-ups
  - June 18, 4:00-6:00pm – Market Research for Growth & Expansion
  - June 20, 12:00-1:00pm – Open for Business
  - June 27, 12:00-1:00pm – Open for Business
  - July 09, 4:00-6:00pm – Business Planning
  - July 23, 4:00-6:00pm – Business Readiness

### WORKFORCE DEVELOPMENT

- ✓ Kingston EcDev was invited to present with Tourism Kingston & Kingston Accommodation Partners at the City Nations Place Conference on June 4-7. The presentation showcased Kingston's work on integrated messaging to attract visitors and investors to Kingston.
- ✓ Kingston EcDev has partnered with KEYS Job Centre to host the monthly Welcome Night on the last Monday of every month for new employees in Kingston. The objective of these events will be to greet new Kingstonians and support networking and integration of professionals into the community. Kingston EcDev is currently collaborating with KEYS to develop the program.
- ✓ Kingston EcDev has partnered with Queen's University to for the second cohort of the Queen's Career Apprenticeship: Kingston program. This year the program has successfully matched 19 recent graduates with local businesses.

# Monthly Report



## EMERGING SECTORS

- ✓ Kingston EcDev participated in the Collision Conference with Queen's Office of Partnerships and Innovation, as well as Meta Technologies, Spectra Plasmonics, BizSkills Academy, Ioffe Biotechnologies, Distributed Compute Lab and Bench.Dog. Collision is the fastest-growing tech conference in North America and has become a crossroads for the world's largest buyers and sellers of technology, alongside many of the world's most disruptive emerging technology companies.
- ✓ Kingston EcDev had an exhibition at OCE Discovery to showcase innovation from Kingston region in collaboration with Queen's University, Launch Lab, Invest Ottawa, and several companies including Changent, Staybillety, Rillea Technologies and ARtefactVR. Discovery is Canada's leading innovation-to-commercialization conference. Hosted by Ontario Centres of Excellence, Discovery brings together key players from industry, academia, government, the investment community as well as entrepreneurs and students to collaborate.
- ✓ On June 25, Kingston Economic Development invites companies to learn how to maximize support from the Ontario Innovation Ecosystem for your business with the Ontario Centres of Excellence (OCE) Advanced Technology Platform (ATP) with IBM, from 12:30 – 4:00 pm at Innovation Park.
- ✓ Kingston Economic Development conducted a partnered activity to explore chemical technologies at the Chemical Ventures Conference in Delaware in May with FUSE, a partnership with Kingston Process Metallurgy Inc. and GreenCentre Canada.