



ANNUAL GENERAL MEETING MINUTES

Date:	Monday, April 19, 2021	Time: 5:15pm	
Location:	https://us02web.zoom.us/j/86524757287		
Invited:	Gillian Watters, Chair Councillor Holland Dave Carnegie Lyndsay Wise Megan Knott (ex officio)	Mayor Paterson Councillor Oosterhof Don Aldridge Ryan DaSilva Lanie Hurdle (ex officio)	Councillor Hill Anne Vivian-Scott John Sheridan Yafan Huang
Staff:	Donna Gillespie	Kirk Smallridge	
KPMG:	Simon Froggatt	Stefanie Mutheardy	

1. Call to Order

- The Annual General Meeting was called to order by Chair Gillian Watters at 5:16pm.

2. Land Acknowledgement 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. Approval of Agenda

- The Chair confirmed that all Directors could hear and see other members, that the host was located within the City of Kingston and that the meeting was able to continue online.
- **Motion to** “Designate zoom as meeting place for all Board meeting;” Moved by Councillor Hill. Seconded by Mayor Paterson. Carried.
- **Motion to** “Approve the agenda as presented with the addition of the land acknowledgement statement;” Moved by Don Aldridge. Seconded by John Sheridan. Carried.

4. Disclosure of Conflict of Interest

- None

5. Approval of the Minutes: *All Members Meeting December 21, 2020*

- **Motion to** “Accept the December 21, 2020 Board of Directors All Members meeting minutes;” Moved by Councillor Hill. Seconded by Don Aldridge. Carried. Carried.



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6. Year in Review

- Donna Gillespie, Chief Executive Officer

- Gillian Watters provided an opening statement and recap for the activities the Corporation undertook in 2020. Gillian noted the difficulties faced by the community and county and thanked everyone involved with the navigation of the COVID-19 Pandemic.
- Donna provided a briefing on major milestones of 2020, goals for 2021 and highlighted:
 - The Corporation supporting over 1000 businesses
 - Disbursed \$1M in pandemic support funding through FedDev
 - Disbursed \$100,000 through Small Business Enterprise Centre
 - Two hundred virtual webinars and events
 - Fifty-two female entrepreneurs supported through Women's Entrepreneurship Strategy
 - Two business performance surveys
 - Supporting the Kingston Economic Recovery Team
 - Established the Love Kingston campaign – 5 million impressions online

7. Presentation of the Draft 2020 Audited Financial Statements

- Simon Froggatt CPA, CA, Office Managing Partner, KPMG

- Simon Froggatt presented the 2020 Audited Financial Statements and noted that audit was complete, and the auditors received full cooperation from staff and management during the audit with no concerns or instances of fraud detected. Simon noted the Kingston Economic Development Corporation's financials statements were presented free from misstatement, fraud and errors as well as in accordance with Canadian accounting standards for not-for-profit organizations.
- Stefanie Muthardy provided an overview of significant updates and changes to the Audited Financial Statements (AFS) relating to COVID-19 Pandemic. Stefanie highlighted changes to Not-for-Profit standards relating to COVID-19 and noted that this did not impact to Kingston Economic Development accounting policies and adjustments for the audit process.

8. Acceptance of the 2020 Audited Financial Statements

Motion to "to accept the Draft Audited Financial Statements for presentation to the Board of Directors at the Annual General Meeting;" Moved by Anne Vivian-Scott. Seconded by Councillor Hill. Carried. April 12, 2021 Finance & Audit Committee Meeting

- **Motion to** "Accept the 2020 Audited Financial Statements as presented;" Moved by Paterson. Seconded by Lyndsay Wise. Carried.

9. Appointment of the 2021 Auditors

Motion to "Recommend Appointment of KPMG as Corporate auditors for 2021 to the Board of Directors Annual General Meeting;" Moved by Councillor Hill. Seconded by Don Aldridge. Carried. April 12, 2021 Finance & Audit Committee Meeting

- **Motion to** "Appoint KPMG as the Corporate auditors for 2021;" Moved by Anne Vivian-Scott. Seconded by Councillor Holland. Carried.

10. Ratification of the 2020 Actions of the Board and Officers of the Corporation

- **Motion to** "Ratify the 2020 actions of the Board and Officers of the Corporation;" Moved by Dave. Seconded by John. Carried.



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11. Amendments to Corporate Bylaws

Motion to “Approve the Corporate bylaw review and proposed recommendations for adoption at the Board of Directors Annual General Meeting;” Moved by Dave Carnegie. Seconded by Councillor Hill. Carried unanimously. March 29, 2021 Board of Directors Meeting

- Gillian Watters reviewed the recommended amendments to the Corporate Bylaws with the Board of Directors.
- **Motion to** “Ratify and approve the whole of the amendments to the Corporation’s Bylaws;” Moved by Councillor Hill. Seconded by Councillor Oosterhof. Discussion.
- Councillor Hill noted the motion presented was intended to allow for more autonomy relating to corporate governance and did not remove the City involvement with the Kingston Economic Development Board Recruitment process. Councillor Hill noted that significant Council representation still existed within the Board and the EcDev Board recruitment process.

Call for Vote

Yay: *Don Aldridge, John Sheridan, Gillian Watters, Councillor Oosterhof, Councillor Hill, Councillor Holland, Yafan Huang, Lyndsay Wise, Dave Carnegie, Anne Vivian-Scott, Ryan Da Silva.*

Nay – *Mayor Paterson*
Carried

12. Date of Next Meeting

- Kingston Economic Development All Member’s Meeting – December 13, 2021 – 5:15pm

13. Adjournment

- **Motion to** “Adjourn the Annual General Meeting;” Moved by John Sheridan. Seconded by Lyndsay Wise. Carried. 6:07pm.