

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, December 7, 2016 at 12 p.m.
WindsorEssex Economic Development Corporation
700 California Ave, Windsor, ON N9B 2Z2

Present:	Marty Komsa, Chair	Peter Roth, Treasurer	Warden Tom Bain	Mayor Drew Dilkens
	Nicole Anderson	Tal Czudner (by phone)	Tom O'Brien	Peter Quiring
	Terry Rafih			
Regrets:	Diane Reko	William Willis		
Staff:	Stephen MacKenzie, CEO	Rakesh Naidu, COO	Holly Connelly, Executive Liaison	
	Sabrina DeMarco Executive Director, Small Business Centre	Lana Drouillard Director, Marketing & Communications	Joe Goncalves Director, Business Attraction	Lee McGrath Director, Business Retention & Expansion

1. WELCOME

The meeting was called to order by Chair, Marty Komsa at 12:05 p.m. and quorum was met.

2. DISCLOSURE OF CONFLICT OF INTEREST

None

3. AGENDA

The Agenda for the meeting of the WindsorEssex Economic Development Corporation (WE EDC) Board of Directors held on Thursday, December 7, 2016 was distributed for review.

Motion Moved by Peter Quiring
 Seconded by Nicole Anderson

That the Agenda for the December 7, 2016 meeting of the WE EDC Board of Directors be approved.
Carried.

4. MINUTES

The Minutes for the meeting of the WE EDC Board of Directors held on Monday, October 31, 2016 were distributed for review.

Motion Moved by Tom O'Brien
 Seconded by Terry Rafih

That the Minutes from the WE EDC Board of Directors meeting held on Monday, October 31, 2016 and the recommendations therein, be adopted as distributed. Carried.

5. BOARD OF DIRECTORS REPORTS

5.1 Chair's Report

The Chair encouraged all Board members to attend the strategic planning session on January 11, 2017.

5.2 Board of Directors Action Items

The Board action items will be reviewed at the strategic planning session.

Motion Moved by Warden Tom Bain
 Seconded by Peter Roth

That the updates provided in the Chair's report be received as information. Carried.

5.3 CEO's Report

a. Monthly Performance Measures

The Performance Measures for October 2016 were presented and reviewed.

Business Attraction (BA)

- The BA department is working on 14 new files that include Agri-Business (4) and Information and Communications Technology ICT (6) sectors.

Business Retention & Expansion (BRE)

- BRE reported \$6 million in total investment (Expansion – public/private) in the month of November. Eight workshops were held with a total of 145 attendees.

Small Business Centre (SBC)

- SBC hosted 12 business development sessions and recorded 77 business consultations/assists.
- Starter Company Grants totalling \$10,000 were distributed.
- There were 15 new jobs created/facilitated.
- An overall increase in all social media traffic was reported from September to October.

Marketing & Communications

- Canada, followed by the USA continue to be the main source of website.

b. Top Business Priorities

The priority issues being reported by local businesses and stakeholders are as follows:

- Electricity Costs
- Essex County Electricity Transmission & Supply – Infrastructure Project
- Natural Gas Supply
- Cap & Trade
- Regulatory Environment
- Business Immigration and Cross Border Labour Mobility

Infrastructure Funding for Municipalities and Skilled Trades Demand and Challenges are also being tracked.

c. Business Attraction (BA)

The Business Attraction team is working with a number of companies interested in the WindsorEssex region. The team continues to seek out locations within the region for incoming businesses.

d. Business Retention & Expansion (BRE)

WE EDC hosted the first-ever Emerging Technologies in Automation Conference and Trade Show at Caesars Windsor. Event participants included local company representatives, exhibitors and delegates from outside the region. The presentation by keynote speaker Ian Khan, Technology Futurist, TEDx Speaker and Author was titled, Unlocking the Internet of Things (IoT) to the Maximum Potential. The event received excellent feedback from local companies and will likely turn into an annual event.

e. Small Business Centre

SBC is working towards a target of awarding 58 Starter Company Grants. There are 44 completed grant applications, eight will be pitching on December 8th and three are in the works. SBC is anticipating a similar level of funding for 2017 as Phase 2 of Starter Company, Starter Company Plus begins. Each region will now be responsible for their own region and SBC will no longer be the Regional Grant Administrator. There has been no indication of any funding model changes. The CEO was pleased to advise the Board that Myrtle Donnipad was hired as a great addition to the team as the new Youth Services Coordinator.

f. Marketing & Communications

The Marketing team is very busy providing marketing support to business development as well as marketing the region.

The CEO and COO will attend a press conference at the Chamber of Commerce regarding Cap and Trade and will report back to the Board.

WE EDC is sponsoring the WindsorEssex Express Entry Employer Breakfast on December 9th, 2016. The new system is used to manage how people with skilled work experience apply to immigrate to Canada.

Motion Moved by Mayor Drew Dilkens
Seconded by Tal Czudner

That the updates provided in the CEO's report be received as information. Carried.

6. ONGOING BUSINESS

a. Union Gas

Due to the change in meeting dates, the Union Gas presentation will be postponed to 2017. The CEO and Peter Quiring attended the Ministry of Energy's outreach session in November to discuss supply and pricing issues. The CEO and COO will continue to be the lead on this issue.

7. NEW BUSINESS

None

8. NEXT MEETING

The next meeting of the WE EDC Board of Directors will be held at 4:15 p.m. on Wednesday, January 11th, 2017 at Essex Golf & Country Club.

9. ADJOURNMENT

The meeting moved in camera.

Motion Moved by Terry Rafih
Seconded by Nicole Anderson

That the open session of the WE EDC be adjourned. Carried.