

Minutes of the Board of Directors Meeting
September 26, 2016 12 p.m.
Boardroom - WindsorEssex Economic Development Corporation

Present:	Marty Komsa, Chair	Peter Roth, Treasurer
Nicole Anderson, Youth Director	Tal Czudner, Director	Tom O'Brien, Director
Mayor Drew Dilkens, Director	Terry Rafih, Director	Diane Reko, Director
William Willis, Director		
Regrets:	Peter Quiring	Warden Tom Bain, Vice Chair
WEEDC:	Stephen MacKenzie, CEO	Rakesh Naidu, COO
Lee McGrath, Director, Business Retention & Expansion	Lana Drouillard, Director, Marketing & Communications	Sabrina DeMarco, Executive Director, Small Business Centre
Holly Connelly, Executive Liaison		
Guests/Media:	The Windsor Star	AM800CKLW

1. WELCOME

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

The Chair formally welcomed new Board members Tal Czudner, Essex Golf & Country Club; Tom O'Brien, Cooper's Hawk Vineyards; Diane Reko, Reko International Group and William Willis, McTague Law Firm LLP.

2. DISCLOSURE OF CONFLICT OF INTEREST

None

3. AGENDA

Agenda for the meeting of the WindsorEssex Economic Development Corporation Board of Directors held on Monday, September 26, 2016.

Motion Moved by Terry Rafih
Seconded by Nicole Anderson

THAT the Agenda for the Monday, September 26, 2016 meeting of the WindsorEssex Economic Development Corporation Board of Directors be approved. Carried.

4. MINUTES

Minutes from the WindsorEssex Economic Development Corporation Board of Directors meeting held on Friday, August 26, 2016.

Motion Moved by Peter Roth
Seconded by Nicole Anderson

THAT the minutes from the WindsorEssex Economic Development Corporation Board of Directors meeting held on Friday, August 26, 2016 and the recommendations therein, be adopted as distributed. Carried.

5. BOARD OF DIRECTORS REPORTS

1. Chair's Report

The Chair discussed the nomination process noting that with the transition from Interim CEO to the permanent CEO, the terms of two Board members were extended until after the June AGM and the permanent CEO was in place. A Board nominating committee was formed consisting of the Chair, Marty

Komsa, Mayor Drew Dilkens and Warden Tom Bain. A slate of directors was brought forth and unanimously approved. The Board will be at its compliment when the Young Adult Representative replacement has been confirmed.

a. Board of Directors Action Items

Now entering the 4th quarter, the Chair will work with the CEO and COO to confirm all remaining Board action items will be on the agenda going forward.

A half day strategic planning session will be planned before mid-December to finalize the Board's priorities. The Chair recommended management attend the session.

Motion Moved by Mayor Dilkens

Seconded by William Willis

THAT the updates provided in the Chair's Report be received as information. Carried.

2. CEO Report

a. Performance Measures – August 2016

The Performance Measures for August 2016 were presented and reviewed:

- Business Attraction:
 - All leads are managed in customer relationship management software (CRM)
 - 11 new client files were identified in diversified sectors
 - Agri-Business
 - Energy
 - ICT
 - Manufacturing
- Business Retention & Expansion:
 - 66 companies were assisted by the BRE team and Business Ombudsman
 - 64 new jobs were reported (Expansion only)
 - BRE activity is significantly higher than last year due to an increase in staff and focus on outreach. The Business Ombudsman works to bridge any gaps between elected officials, government and local agencies.
 - Organizations are not identified in the open session of the Board meeting as many have requested confidentiality. It was recommended by management and endorsed by the Board that client files are kept confidential.
- Marketing & Communications:
 - Website analytics are tracked in an effort to assist the team and help refine WEEDC's outreach and recruitment techniques.
- Small Business Centre:
 - 119 Business consultations/assists were reported
 - 243 clients were reached through business development sessions and community outreach
 - 11 new startups were reported and 57 jobs created
 - Website analytics are tracked to ensure targets are being reached.

b. Top Business Priorities – September 2016

The priority issues being reported for August 2016 are as follows:

- Electricity Costs
- Essex County Electricity Transmission and Supply – Infrastructure Project
- Natural Gas Supply

- Cap & Trade
- Regulatory Environment and Red Tape

The following items are also being tracked:

- Infrastructure Funding for Municipalities
- Business Immigration and Cross Border Labour Mobility
- Skilled Trades Demand and Challenge

The group discussed that many of these items are out of the Board's control. WEEDC will monitor these issues and look to influence decision makers and keep the information flowing. A list of items that will be addressed by the Board will be the result of a strategic planning session late in the 4th quarter.

c. Union Gas Update

The Panhandle natural gas transmission system project serving residential and business customers in Windsor-Essex, Chatham-Kent and surrounding areas is awaiting approval from the Ontario Energy Board (OEB). Union Gas is concerned that if the Provincial government moves forward with its plan to phase out natural gas use in homes and small buildings, the business plan will be significantly altered and challenge the feasibility of the project. WEEDC will continue to track this issue. The CEO and COO have a meeting scheduled with the Union Gas District Manager.

d. Business Retention and Expansion (BRE)

i. Association of Municipalities of Ontario (AMO)

The AMO conference was held in Windsor and WEEDC staff attended several sessions.

ii. Chinese Consul General Tour of Centreline

The WEEDC team accompanied the Consul General to Canada from China, Consul General Bing XUE to Centreline.

e. Small Business Centre (SBC)

i. Youth Entrepreneurship Program and Initiatives

- Summer Company - 25 student entrepreneurs were part of the program that provides full-time students (15-29) an opportunity to start their own summer business. The student entrepreneurs receive support, training, mentorship and a \$3,000 award.
- Starter Company - This program provides young adults (18-29 and not in school), training, mentorship and a \$5000 grant to start, purchase or expand a small business. The next cohort intake began September 15th. SBC is aiming to meet its target to award 58 Starter Company grants by March 31, 2017.
- Regional Grant Administration for Starter Company in Southwestern Ontario - SBC is entering year 3 of this pilot program in partnership with the Ministry of Economic Development & Growth (MEDG). SBC is responsible for establishing the rules, processes and criteria for all Starter Company grant submissions from the regions across South-western Ontario.
- Regional Outreach - SBC continued its outreach to businesses across the County of Essex.

Motion Moved by Tal Czudner

Seconded by Terry Rafih

THAT the updates provided in the CEO's Report be received as information. Carried.

6. ONGOING BUSINESS

None

7. NEW BUSINESS

None

8. NEXT MEETING

The next meeting of the WindsorEssex Economic Development Corporation will be held on October 28, 2016 at the WindsorEssex Economic Development Corporation.

9. ADJOURNMENT

The meeting moved In Camera at 12:36 p.m.

Motion Moved by Diane Reko
Seconded by Mayor Dilkens

THAT the open session of the WindsorEssex Economic Development Corporation be adjourned.

Carried.