

2020 Annual Report

Presented
January 14, 2021
at the

AGM
Annual General Meeting

Virtual Event
4:45-7:00PM

350 Legget Drive Suite 100
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    / [kanatanorthba](https://www.kanatanorthba.ca)

 **KANATA
NORTH**
BUSINESS ASSOCIATION

Agenda

Registration

4:45-5:00 PM

Opening Remarks

5:00-5:10 PM

- Mayor Jim Watson (City of Ottawa)
- Councilor Jenna Sudds (City of Ottawa)

Presentation

5:10-5:30 PM

- Special Economic District Update
- Stephen Willis (City of Ottawa)

AGM

5:30-6:30 PM

Call Meeting to Order (KNBA Chair, Vicki Coughey)

- Approval of the 2020 Meeting Agenda
- Approval of the 2019 AGM Minutes

Chair's Report (Vicki Coughey)

- Approval of the 2020 Chair's Report

Executive Director's Report (Jamie Petten and Victoria McGlone)

- Approval of the Executive Director's 2020 Report
- Approval of the 2021 Strategic Plan
- Introduction to Hub350

Treasurer's Report (Troy Hughes)

- Approval of the 2019 Auditor's Report
- Approval of the 2020 Financials YTD

Closing Remarks (Vicki Coughey)

- Motion to Adjourn

Fireside Chat

6:30-6:55 PM

Guest Speaker - Fireside Chat with Salesforce Head of Canada, Margaret Stuart and KNBA Board member, Amanda Gordon

Topics:

- COVID-19 and small business resilience
- Entrepreneurship and innovation in the face of adversity
- Employee health and wellbeing in the era of COVID-19

Closing Remarks

6:55-7:00 PM

- Jamie Petten (President & Executive Director, KNBA)

Board of Directors and Team

Team

- Jamie Petten - President & Executive Director
- Victoria McGlone - Chief Operating Officer
- Vanessa Baillie - Director of Events & Administration

Incumbent Board Members

- Chair, Vicki Coughy – Chief Financial Officer / Chief Operating Officer, Fidus Systems
- Treasurer, Troy Hughes – Former Director of Finance, Brookstreet Hotel
- Amanda Gordon – Partner, Technology Practice, Boyden
- Guy Lévesque – Associate VP, Research Support and Infrastructure, University of Ottawa
- Jenna Sudds - Councillor Kanata North
- Kylie Hurst – Former Manager, Talent Programs, Youi.TV
- John Luszczyk – Director, Ericsson
- John Wall - SVP, Blackberry QNX
- Patrick Ferris – General Counsel, Corporate Secretary, KRP Properties
- Sam Khatib – Owner, Papa Sam's Restaurant
- Susan Richards - Managing Partner, Numbercrunch Inc.
- Tracy King – Vice President Marketing, Martello

Outgoing Board Members

- Kylie Hurst – Former Manager, Talent Programs, Youi.TV
- Susan Richards – Managing Partner, Numbercrunch Inc.
- Troy Hughes – Former Director of Finance, Brookstreet Hotel (Outgoing Treasurer)

Incoming Board Members

- Dana Brown – Dean Sprott School of Business, Carleton University
- Nyle Kelly – General Manager Brookstreet
- Reba Macdonald – Royal Bank of Canada (Incoming Treasurer)

Chair's Report

Vicki Coughey

With a built-in resilience in Canada's largest technology park, Ottawa's tech sector has weathered and emerged from numerous storms. In today's environment, that resilience is critical.

The technology park has a long legacy of telecommunications research and development. As the industry has transformed, new industries and innovations have emerged, increasing our R&D capabilities in Kanata North.

The sudden closure of offices in March 2020 across the city left many companies scrambling to set up employees to work remotely, preserve cash flow and maintain their growth trajectory.

It also sparked a wave of innovation, however, as several of Kanata North's leading firms and startups turned to e-commerce and other technology tools to develop creative new ways of supporting their customers, partners and the broader community during the pandemic.



- [Big Rig Brewery producing hand sanitizer, donating to community, amid COVID-19](#)
- [InitLive donates volunteer management software to aid COVID-19 relief efforts](#)
- [Pleora Technologies' sensor assists in COVID-19 screening](#)
- [Intersect/Micro Focus launches predictive COVID-19 case tracker](#)
- [L-Spark partners with tech, telecom leaders to launch medtech accelerator](#)

Now, more than ever, many of the employers located in our technology park are relied upon as [essential services](#). Emerging start-ups through to large multinationals leading sub sectors such as connectivity, 5G, cybersecurity, internet of things, autonomous vehicles, and advanced manufacturing are represented in the Kanata North technology park.

[In the context of the current environment and the "remote first" work policies that the pandemic has presented, the demand for research, development and services related to connectivity and 5G has increased opportunities exponentially for business in the park.](#)

There is unprecedented growth worldwide related to 5G Wireless Broadband Networks and Solutions, in every country. Increasingly, investments are being made worldwide in the communications industry and as a result, decisions are being made by some of the largest global service providers and companies which will result in significant economic growth and continued momentum for Ottawa's tech sector.

The proof is clear when you review some of the early outcomes. I've rounded up just a handful of the positive news stories coming from Kanata North in 2020;

- [Lytica, Solace and You.i TV land FedDev funds](#)
- [CMC Microsystems receives \\$18M to grow national microtechnology network](#)

Chair's Report

(continued)

- [Blackberry QNX inks new international deals](#)
- [Martello, RBR maintain presence on list of Canada's fastest growing companies](#)
- [Iredeto unlocks potential in Chinese market with Hyundai deal](#)
- [Ross Video ramps up hiring for 2021](#)
- [Evidence Partners scale-up](#)
- [Kanata-based Epiphany Video's revenues surge 40 per cent in fiscal 2020](#)
- [Bust to boom: Syntronic Canada looks to hire 150 new Ottawa employees, ditches plan to shed office space](#)
- [Ottawa's Nuvyyo gets \\$6M venture capital boost to fund cord-cutting technology](#)
- [Ericsson, Nokia land 5G contracts from Canadian telecom firms](#)

Recent commitments from the [University of Ottawa](#) and now [Carleton University](#) to establish [Kanata-North satellite campuses](#) directly in the technology park have supported a successful partnership and a close integration of their post-secondary institutions with our members. Their campuses are now offering talent, research and training directly to our members to accelerate the ability of our companies to innovate and flourish.

[As the second highest employment sector in the city](#), following the government in the downtown core, over the last three years employment numbers in our tech hub alone have increased over 1000 every year.

As released in the KNBA's 2018 Economic Impact Assessment report, Kanata North provides significant and fast growing economic and employment impact to Ottawa, Ontario and Canada. [Up 66% since 2015, the companies in the Technology Park contribute \\$13B to Canada's GDP and generate over 33,000 jobs in the technology park and surrounding HALO.](#) The Kanata North workforce is highly educated, skilled and valuable, contributing at four times the national productivity rate.

Of particular note is Ottawa's second place ranking within CBRE's 2020 tech talent scorecard report; "With its suburban Kanata tech park, Ottawa has an impressive 11.3% concentration of tech workers, double the Canadian average of 5.6% and the highest level amongst all North American cities."

Since the outset of initiating the Kanata North Business Association's 2019-2021 Strategic Plan, KNBA has been actively consulting with their membership and ownership base to gather input for the City of Ottawa's new Official Plan. As part of this consultation process, the Business Association has been consolidating inputs and identifying the forces that shape Kanata North.

More importantly, KNBA has focused on the forces that currently, and in the next 20 years, inhibit growth and reduce the economic potential and prosperity of Kanata North, home to the Kanata North Technology Park, Canada's largest Technology Park.

Chair's Report

(continued)

As a result, the City of Ottawa has committed to prioritizing and designating the Kanata North Technology Park as a Special Economic District in the next Official Plan. The City of Ottawa's Official Plan will direct long term development and planning priorities for the next 25 years. This Special District designation will play a critical role in strengthening Ottawa, Ontario and Canada's global competitive position for talent, jobs, investment, and the innovation that follows.

All of the above demonstrate a critical need for investments to maximize the global opportunity presented by our connectivity, telecommunications and 5G sectors to create jobs and stimulate the economy for Ottawa, Ontario and Canada. Together, we must continue to raise the profile of Ottawa and Kanata North as Ontario and Canada's [5G Global Tech Hub](#), in order to attract many new tech companies and jobs through the recovery.

Continuing with the KNBA's strategic priorities, we must ensure continued momentum of employment and economic prosperity within the Technology Park by raising the profile of the technology sector in Kanata North and across the Ottawa region. This can be done through increased communication, collaboration and advocacy in order to:

- Support our post-secondary institutions in connecting their students to [experiential learning opportunities](#) in Canada's largest technology park.
- Develop Kanata North as a complete and [living lab](#) community for local, national and international talent to live, work, play and learn by integrating all infrastructure and technology related to "Smart Cities" in a mixed-use commercial and residential community.
- Improve transportation infrastructure to connect talent and support future levels of growth.
- Develop and deploy Connected and Autonomous technologies and testing to showcase Ottawa and Kanata North as Canada's Connected and Autonomous Vehicle Capital.

I am most thankful to our partners at all levels of government; Federal Kanata-Carleton MP Karen McCrimmon, MPP Provincial Minister and Kanata-Carleton MPP Merrilee Fullerton, Mayor Jim Watson and Councillor Jenna Sudds, as well as our partners at Invest Ottawa for your steadfast partnership and collaboration in 2020.

Albeit a challenging year, together we have overcome obstacles and faced new opportunities which will serve to benefit our community in Canada's largest technology park for years to come.

We can, and should, continue to work together with all levels of government to raise a global profile in the Ottawa technology sector on our mission to make Canada's Largest Technology Park a [complete and connected Living Lab Community for world class Talent, developing world class Solutions to live, work, play and learn](#).

Vicki Coughy
Chief Financial Officer / Chief Operating Officer, Fidus Systems

Executive Director's Report

Jamie Petten

The COVID-19 pandemic has presented many challenges for our broader community. It has been an unimaginable year for small business owners and entrepreneurs; mothers, fathers, friends, sisters and brothers in our community who have faced all of the struggles and hardships of 2020 head on, with resilience.

KNBA cares for its members, and very early in the pandemic our board identified an opportunity to play a role, however small, in easing the strain and burden. As such, the KNBA board launched a \$200,000 fund to support small businesses in Canada's largest technology park with their digital transformation, in order to remain resilient through these challenging times.

Our management team very quickly redirected the majority of our 2020 work plans and resources to establish the COVID-19 Response Program and Fund in order to provide individual businesses with the support, resources and direct investments they would need to get through this difficult time and thrive during recovery.

In a matter of weeks, the Association distributed Digital Transformation Grants of \$2,500 to 41 small business owners, in addition to matching in-kind resource contributions from University of Ottawa and Stratford Managers.

Our management team also launched a #ShopLocal program and developed a unique Tech Park Dollars gift card program, powered by Shopify, designed primarily as an awareness campaign to encourage the Kanata North tech park community of over 24,000 employers, employees and investors to support small business in Canada's largest technology park.

As we close out the year and head into 2021, we must continue to support and celebrate those small business owners who need it most.

Our technology community however, has had a different experience through the pandemic. Demand for solutions developed by entrepreneurs, engineers and innovators in our tech park has sky rocketed. And while temporary work from home measures have changed the way we collaborate on a daily basis, the majority of our mid to large size tech and manufacturing companies are busier than ever before.

I want to specifically recognize the leadership of our HR community, who in 2020, were the unsung heroes supporting our 28,000+ employees in the park to make the most of working from home while protecting their physical health and prioritizing their mental health.

Companies are now hiring at unprecedented rates in Canada's largest technology park, and more than ever, tech talent is in short supply. Again, the Board recognized an opportunity to take action in 2020 where the landscape of talent attraction and retention was changing fast. Kanata North companies had a unique opportunity to open their talent pool across the country and around the globe. To reach that talent, Discover Technata had to go virtual.



Executive Director's Report

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Today, Discover Technata is a full suite of virtual talent programs designed to connect technology professionals with exciting Kanata North companies. The Discover Technata first annual virtual career fair connected over [17,000 job seekers](#) from across the country and around the globe to our member companies over a two-day event in October 2020. We reached Canadian and International talent that would never have been able to attend the original in-person events. Together with an [expanded Discover Technata website and job board](#), rich with stories about the people of Kanata North and their achievements, the new platform not only serves to attract new people to the area, but also to build pride amongst those that have already made Kanata North their home.

There are currently over [10,000+ open positions](#) posted on the Discover Technata Job Board, and [500+ roles available locally](#) with member companies located in Kanata North Technology Park.

Finally, to support our land owners in Canada's largest technology park, the Board recognized the timeliness of determining a future vision for the way we would live, work, play and learn in Kanata North over the months and years ahead. KNBA underwent a series of comprehensive consultations and visioning exercises in 2020 led by [Stantec](#), in partnership with the [City of Ottawa](#), in order to develop a long-term outlook for our [NEW Kanata North Special Economic District](#). Hundreds of technology executives, HR leaders, entrepreneurs and small business owners contributed to the consultation process.

What did we hear? Kanata North is;

- A connected innovation community and "world-class 5G hub"
- A global competitor for talent, ideas, and investment
- A living lab to deploy technology innovations in a mixed-use living environment

Together, we developed a unique and flexible policy framework for the [City of Ottawa's Official Plan](#) that will support future development in the technology park over the next 25 years. The Special Economic District designation will transition the Kanata North Technology Park to a 21st century [globally competitive Innovation District where talent can live, work, play and learn within a complete and connected community](#).

The Kanata North Innovation District will boast mixed uses, residential condos and commercial offices and autonomous mobility solutions, all of which will be fully integrated into a unique and public living lab environment.

Through numerous consultations with our stakeholders in the technology park in 2020, another message became more and more clear; on the other side of the pandemic, our technology community were still eager to establish a common gathering place, a mixed-use town hall to innovate, create and collaborate.

As a result, [KNBA is proud to be launching a new state-of-the-art global technology centre, Hub350](#). The centre will promote growth on a global scale by bringing together [industry, academia and finance professionals in Kanata North to further support its member companies](#). Hub350 represents the creation of a physical space to support members and their employees, community partners and sponsors.

Executive Director's Report

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Hub350 will be the gateway to Canada's largest technology park; a gateway to growth, to finance, to talent, to success. The centre will connect members of the technology park to a wide range of resources that will support their continued growth.

The new hub will serve as a foundation for the technology park's Special Economic District designation, a concept developed and co-led by KNBA and City of Ottawa Long Term Planning, Economic Development teams in support of the national capital region's new Official Plan. The City of Ottawa's next Official Plan will support future development across the city and within the technology park over the next 25 years.

350 Legget is set to be the primary node within Canada's largest tech park that will emerge as a mixed use innovation district and activity centre with ecosystem partners collaborating in this shared space.

Together, we now have an opportunity to build upon the work that has been developed by all of the stakeholders involved to shape the future vision for this economic engine. Continued collaboration with City of Ottawa, Kanata North Business Association members and ecosystem partners will be key to our success as we proceed with developing a vibrant, mixed used technology park. The future is bright for a complete and connected innovation community.

At the outset of 2020 our KNBA board and team had a very different vision for how the year would unfold, however, our priorities never wavered in our commitment to being the uniting force and voice of members in Canada's largest Technology Park.

Through advocacy, communications, networking and strategic partnerships, Kanata North Business Association has diligently focused on helping technology businesses grow and thrive through unprecedented challenges, while serving our vision for fostering a community where the best talent in Canada want to live, work, play and learn.

Over the course of this year, partners, mentors, board members, teammates and confidantes have gathered to support KNBA and members of our technology park. Leading the charge have been the dynamic KNBA team; Victoria, Vanessa, Alycia and our team of vendors.

These leaders have guided and pushed our community to adapt, remain resilient and accomplish great things amidst unimaginable circumstances.

Over the course of our 2019-2021 strategic plan, the KNBA has prioritized TALENT, TECH and IMPACT in Canada's Largest Technology Park. Based on the three key pillars identified by the Business Association in support of the current strategic vision, the Association remains focused in our commitment that by 2022, Kanata North will be recognized as the destination of choice for technical and business talent seeking world class work with world class companies.

Jamie Petten,
President & Executive Director, Kanata North Business Association

2019- 2021 Strategic Plan

Statement

By 2022, Kanata North will be recognized as the destination of choice for technical and business talent seeking world class work with world class companies.

Pillars (3 year goals)

Talent	Tech	Impact
Engage, attract and retain the best technical and business talent in Canada.	Nurture a thriving technology community through thought leadership and collaboration.	Foster a vibrant social ecosystem that drives purpose and impact for the community at large.
<ul style="list-style-type: none"> Establish, entrench and expand academic partnerships Scale Discover Technata career fair and job board Go where the talent is: Establish Discover Technata Roadshow Maintain and grow HR/CEO/R&D Councils Address infrastructure issues: facilitate local transit initiatives while advocating for better public transit with government Develop the destination/place brand marketing strategy "why Kanata" + "why Ottawa" Board composition: recruit under "next gen" candidate to BOD Establish partnerships with a groundswell of broader community stakeholders 	<ul style="list-style-type: none"> Continue to scale existing AV initiatives (AV Summit/AVIN) Welcome associate members to expand network of technology companies. Thought leadership: Identify next target tech/vertical (model after AV successes) Partner with IO to attract foreign investment Foster entrepreneurship Expand corporate venture, venture capital and other opportunities for Kanata North to have a presence in financial markets 	<ul style="list-style-type: none"> Develop a corporate social responsibility mandate for KNBA Measure and Champion diversity and inclusion efforts in Kanata North Lead by example by engaging the internal team and board in community impact initiatives ie. KNBA Day of Service Create a community impact campaign to depict the sum of the parts in terms of contributions from Kanata North technology businesses to the broader community Establish a physical office space that emulates the type of community we want to create Continue to facilitate HUB/festivals/events Scale Kanata Networker Partner with Kanata Centrum to explore how leverage the hospitality and entertainment district

So what is next for KNBA and Canada's largest tech park in 2021?

Advocacy

- Focused advocacy at all levels of government to secure funding for LRT, CAV last mile shuttles and living lab Special Economic District concepts.
- Continued collaboration with City of Ottawa Long Term Planning staff focused on special economic district designation in order to ensure Council approval in November 2021.
- Continued engagement with Property Developers Council to establish an urban community design framework for Kanata North Tech Park: develop a managed process (marketing plan, business plan) for 5-10 years of development in Kanata North Innovation District.
- Similar to Special Economic District consultations, KNBA must collaborate to provide strong input through dedicated consultations in collaboration with City staff on the Transportation Master Plan.

Talent

- Launch national content marketing campaign leveraging Kanata Networker Digital Publication and additional Discover Technata 2.0 assets to raise the profile of Canada's largest technology park across the country and around the world.
- Discover Technata Virtual Roadshow + Virtual Career Fair.
- Continued collaboration with UOttawa, Carleton and academia to support greater connections for talent.

Tech

- Partner with IO to attract foreign investment (based on relevant clustering of sub-sectors emerging in Kanata North) and industry soft landing in the tech park.
- Proceed with Financial Hub: expand corporate venture, venture capital and other soft-landing opportunities to attract presence of financial institutions to the park.
- CAV Canada 2021

Impact

- Continued support of COVID-19 efforts (shop local Shopify store, tech park dollars, HR leaders).
- Ramp up opening of KNBA's Hub350 project @ 350 Legget as an important community resource centre with programs, hot desks and meeting rooms.
- Grow corporate sponsorship model of associate memberships to expand network of technology companies.
- Create a community impact campaign to depict the sum of the parts in terms of contributions from Kanata North technology businesses to the broader community
- TEDx Kanata

Treasurer's Report

Troy Hughes

Twenty-twenty was a challenging year for the KNBA, as was likely for individual member businesses. The challenges brought on in the spring by the COVID-19 virus, just two full months into the financial year, brought on a need for the association to be even more agile to the members' needs. Business Associations across the city were suddenly revising budgets and re-assessing strategic plans to aid in the ensuing economic crisis.

COVID-19 ultimately caused the cancellation or postponement of in-person events for the year. The future focus would have to be on digital programming. In March 2020, we revised downward, Other sales and sponsorships to zero after an initial budget projection of \$108,000; this was due to the unforeseen cancellation of events.

We also revised off-setting expenses downward. Your BA responded within budget allowances to allocate up to \$200,000 in:

- a) grants for digital e-marketing/commerce support for member businesses
- b) a digital suite of Discover Technata 2.0 virtual Talent programs
- c) our City of Ottawa Special economic district visioning exercise

The administration office was closed in anticipation of relocating to 350 Legget drive, with the net savings directed towards the new budget objectives. Forty-one companies took advantage of the COVID-19 digital transformation grants offered, with \$102,500 disbursed to 41 companies.

2020 Highlights

Net member levies after remissions and rebates forecasted at \$452,471 vs a revised budget after remissions, rebates, and supplementary assessments of \$446,500.

Grants revenue came in at \$16,400 versus the revised budget of \$6,500 and down from the original budget of \$20,000.

The KNBA collected other revenues of approximately \$57,000 vs the original budget of \$108,000; this revenue is primarily due to our first Virtual Discover Technata 2.0, which was successfully converted into a digital event to meet the needs of member companies amidst COVID.

Funds used from Reserves came in at \$34,915, vs a revised budget of \$80,000 and an original budget of 60,000.

Administration costs were \$103,000 lower than the 2020 original budget of \$403,100. These reductions included;

- Compensation reduced by approximately \$80,000 with the delay of hiring our COO including receipt of city of Ottawa research Grants.
- Office costs reduced by \$25,000, including rent savings.



Treasurer's Report

(continued)

Marketing Costs retargeted to meet the board's new objectives relating to COVID-19, resilience fund and the Talent Recovery Plan. Overall Marketing costs projected to come in at \$267,718 vs the original budget of \$235,400.

2021

When we look ahead to 2021, the KNBA budget proposes no increase in member assessments. We anticipate various grants of \$61,500. The budget does forecast significant Other sales and sponsorships as a direct result of the exciting new planning for the Hub 350. Importantly, this budget does not include any increase in labour matching the original 2020 budget as presented last year. The board will only approve the full rollout of Hub 350 as financial milestones relating to corporate sponsorships are met by the management team.

These are exciting times for the Kanata North Business Association. It is gratifying for all board members to see the association's evolving vision under the expert direction of Jamie and Victoria come to fruition. I hope that your Associations efforts directly impact members, and that you share my excitement. As a member of the original steering committee, it has been a pleasure to serve on the board and work with all of you in our common goal of making Kanata North, Canada's biggest and best technology park.

Troy Hughes

Former Director of Finance, Brookstreet Hotel

2020 Financials

2021 Proposed Budget

Revenue	Budget 2021	Budget 2020	Budget 2020 Reforcasted	FYE 2020
Net Member Levy after Rebates & Remissions	\$450,500	\$450,500	\$446,500	\$452,470
Grants	\$61,500	\$20,000	\$6,500	\$16,400
Other Sales/Sponsorships	\$570,000	\$108,000	\$0	\$62,611
Total Revenue	\$1,082,000	\$578,500	\$453,000	\$531,481

Expenses	Budget 2021	Budget 2020	Budget 2020 Reforcasted	FYE 2020
Administration	\$686,500	\$403,100	\$270,300	\$299,335
Promotions & Marketing	\$445,500	\$235,400	\$262,700	\$267,718
Total Expenses	\$1,132,000	\$638,500	\$533,000	\$567,054
Annual Surplus (Funds from Reserve)	\$50,000	\$60,000	\$80,000	\$34,915

BALANCE	\$0	\$0	\$0	-\$0
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Accumulated surplus, beginning of year	\$115,494	\$198,430	\$150,409	\$150,409
Accumulated surplus, end of year	\$65,494	\$138,430	\$70,409	\$115,494

Minutes from AGM 2019

MINUTES of the Kanata North Business Association (KNBA)
7th Annual General Meeting (AGM)
November 21, 2019
The Marshes Golf Club, Kanata, Ontario

Call to Order and Welcome

- 2019 Chair Ms. Amy MacLeod welcomed all participants and called the 7th AGM of the KNBA to order at 5:00pm.
- Ms. MacLeod began by thanking the team and current Board Members.
- On behalf of the Board, Ms. Jamie Petten, President and Executive Director, KNBA thanked Amy MacLeod (outgoing Chair) and Daniel Scott who are stepping down in 2019. Offering a big thank you both from herself, and the rest of the Board for their hours of service and dedication to the organization.
- Ms. Petten introduced Vicki Coughy (incoming Chair and past Vice Chair) and welcomed new Board Members, Kylie Hurst and Tracy King who joined the Board this year.
- Ms. MacLeod referred members to the circulated package.

Tabling of Notice of Meeting

- Amy MacLeod tabled a letter from the President and Executive Director, Ms. Petten, stating that notice had been duly served to all members and that official notices were distributed to all members in good standing by hand or mail by 5:00 p.m. November 7th, 2019.
- The Recording Secretary, Vanessa Baillie, read the letter out loud and had paper copies of the letter available for anyone who would like a copy.

Declaration of Quorum

- Ms. MacLeod called for quorum and Ms. Petten confirmed that a quorum of not less than 10% of members, or minimum of 12, is present in person or represented by proxy. Total approximate membership for November 2019 is 540.
- Ms. MacLeod reminded members that if they moved or seconded a motion, that they should stand and provide their voter card number.

Approval of Agenda

- Mr. John Wall (voter card #9) moved and seconded Mr. John Luszczek (voter card #14) to approve the agenda.

Approval of the Minutes from the last AGM on December 6th, 2018

- Mr. Sam Khatib (voter card #6) moved and seconded Ms. Jenna Sudds (voter card #8) to approve the previous minutes.

Minutes from AGM 2019

(continued)

Approval of the Chair's Report

- Mr. Guy Levesque (voter card #12) moved and seconded Ms. Susan Richards (voter card #7) to approve the Chair's report.

Approval of the Executive Director's 2019 Report & 2020 Strategic Plan

- Mr. Troy Hughes (voter card #15) moved and seconded Mr. John Wall (voter card #9) to approve 2019 Executive Director's report.
- Mr. John Luszczek (voter card #14) moved and seconded Mr. Sam Khatib (voter card #6) to approve the 2020 Strategic Plan.

Approval of the Treasurer's Report and 2018 Audited Financial Statements

- Mr. Sam Khatib (voter card #6) moved and seconded Mr. Martin Vandewouw (voter card #75) to approve the 2018 Audited Financial Statements.
- Mr. John Wall (voter card #9) moved and seconded Ms. Vicki Coughy (voter card #10) to approve the Treasurer's Report

New Business

- Ms. MacLeod called for the presentation of any new business. No new business was discussed.

Adjournment of Meeting

- Ms. MacLeod thanked the attendees for their participation.
- Amy MacLeod declared the meeting be adjourned at 6:31pm and invited attendees to stay for a presentation from Mr. Stephen Willis, General Manager, Infrastructure and Economic Development at the City of Ottawa