



# Minutes

## Of a Meeting of the Lake of the Woods Development Commission of the City of Kenora Thursday June 15, 2017 at 9:00 a.m. City Hall, Council Chambers

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**With** Graham Chaze, Acting Chair, Councillor Goss, Teresa Gallik, Jeff Kurz, Crystal Kast

**Staff** Karen Brown, CAO, Megan Dokuchie, Economic Development Officer, Corey Jones, Economic Development Intern, Josh Nelson, Tourism Development Officer, Kelly Galbraith, Administrative Assistant

**Regrets** Mayor David Canfield, Richard Kroeker, Colt Mason, Lindsay Wenaas

### 1. Call to Order

Graham called the meeting to order at 9:00 a.m.

### 2. Declaration of Pecuniary Interest and the General Nature Thereof

There were none declared.

Megan requested that the Strategic Plan Update be a standing item on the agenda moving forward.

### 3. Confirmation of Minutes

#### a) Moved by Teresa Gallik seconded by Councillor Goss and Carried -

That the Minutes of the Commission Special Meeting held on June 2, 2017 be confirmed as written and filed.

#### b) Follow-Up on Previous LOWDC Meetings

##### i) Setup of Business Development Committee

Graham requested that the Terms of Reference from the previous Business Development Committee be circulated to the group for their review. Kelly will circulate to the group. Members of the Commission expressed their interested in developing and joining the committee.

## **ii) BLT Work Plan**

Megan spoke on the BLT Work Plan being identified as priority on Strategic Plan. Corey will be the lead on this. It was asked if the \$25,000 can be carried into the following year and Karen advised the funds can be put into reserve. It was noted that Councillor Goss would need to advise Council as to why the funds were not spent.

## **iii) Museum Board Meeting Recap**

Graham attended the museum board meeting and provided a recap to the group. One of the points from the meeting was how can the museum fit into the tourism plan and budget? The museum has received a large donation of art and is looking to move forward with a new gallery. It was asked that the group keep this on the radar for a possible collaboration.

## **c) Tourism Committee Minutes**

There are no Tourism Committee meeting minutes to be confirmed at this time.

## **4. New Business:**

### ***Financials***

#### **a) 2017 Operating Budget**

At this time no one has stepped forward for the vacant Treasurer position. The role of the treasurer was discussed and it was said the position will assist with the operating budget. City staff noted the position will need to be filled by a member of the Commission and not a staff member. It was commented that the City's new finance system is very user friendly. Reports can be generated quickly and will be provided to the Treasurer by Megan and Josh. Budgets would be presented and proposals discussed. Approvals will be required in advance which would be done at the table and not just the responsibility of the Treasurer. Approvals will be required prior to ordering. It was commented that the tourism grants need to be redeveloped. It was also commented that it is the Commission members who need to present the spends to Council to ensure continued funding in the future.

City staff explained their signing authority is restricted within individual managers signing limits. Josh and Megan explained they both hold signing limits of \$5000. In the event something is over the manager limit they will require the CAO's signature.

## **5. Other Commission Business**

### **a) Economic Development**

#### **i) EDO Update**

Corey is fully immersed in his role as the Economic Development Intern and has undertaken projects including the How to Open A Business piece and New Business Welcome events for NeeChee Friendship Centre, Posh & Pixie, ReVampe Night Club and Sunset Country Physical Therapy. He will also be working with Adam Smith, Special Projects and Research Officer on the Affordable Housing project.

Cultural Sensitivity Training was attended by City staff as well as Richard, Lindsay and Graham. The trainer is on board with facilitating a session in the fall.

Matt Boscarol has accepted the role as the Manager of Community and Development with the City of Kenora. Megan will extend an invite to him, to attend the next LOWDC meeting.

Super Summer Sundays will launch on June 26<sup>th</sup>. There are 44 confirmed participants. 20,000 Postcard advertisements have been ordered and 8,000 will be sent with Enterprise newspaper.

Business Development – A meeting with Avalon was held in May. A two day site visit with a company interested in potential assisted living project was also held. A marina project is being worked on internally and several new business welcomes are scheduled.

Canada Summer Games – The athlete services information planning is well underway as well as infrastructure improvements at Garrow Park. There is hope to have Garrow beach designated as Blue Flag Beach once the improvements are completed.

The wayfinding project is moving forward. An internal group meeting is scheduled to approve the look and design of the signage.

## **ii) Potential Closure of Coast Guard Station**

It has been announced and reported in the media that the Coast Guard station in Kenora may be closed permanently. It has been asked that organizations and committees come forward and write letters to keep the Coast Guard open. Kelly will draft a letter on behalf of the Commission which Graham will sign.

## **Tourism**

### **i) Tourism Officer Report & Tourism Special Events Update**

Canada Day planning is complete. Social media and advertising for the Canada Day events is being launched. Cake and ice cream floats will be served at the Whitecap. There is a call out for volunteers for the scheduled events.

The Matiowski Farmers Market has 90 vendors confirmed for the first market of the season on Wednesday, June 21<sup>st</sup>. National Aboriginal Day events are set on this date as well, including the Treaty Three flag being raised at City Hall, along with celebrations at Seven Generations.

The Take a Hike campaign launches in August and will run through September and October.

A free concert for Canada's 150 is set to be held during KBI weekend. Details have not yet been finalized.

A CBSA phone will be installed on a dock in the harbourfront, which will be used to report border crossings.

Doctor Bondar was in Kenora last week and did presentations at Beaver Brea and Pope John Paul School. She encouraged residents and visitors to take part in the Bondar Challenge, a photography challenge. Cameras are available at the Discovery Centre.

Repairs are underway at the Whitecap Pavilion. Netting is being installed under the vents.

An amendment to the Raise the Stage NOHFC grant is required. Construction materials are on site and Scott Green is overseeing the completion of the project.

Karen Brown left the meeting at 9:45am.

## **6. Communications and/or Announcements**

### **Roundtable**

New member recruiting and the number of vacancies on the LOWDC were discussed. Kelly and Councillor Goss will follow up with the City Clerk.

It was asked if the recommendations from Roger Brooks could be circulated to the group for their review. It was commented the recommendations may help the Commission leverage monies through partnerships and grants. Megan and Corey will provide the group with the available documents.

## **7. Next Meeting Date**

- Friday, July 21, 2017

## **8. Adjournment**

The meeting was adjourned at 10:01 a.m.