



# Minutes

## Of a Meeting of the Lake of the Woods Development Commission of the City of Kenora Thursday, January 10, 2019 at 9:00 a.m. Operations Building Boardroom

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**With** Graham Chaze - Chair, Teresa Gallik - Treasurer, Lindsay Koch - Co-Chair, Councillor Mort Goss, Councillor Kirsi Ralko – Council Alternate, Mayor Daniel Reynard

**Staff** Megan Dokuchie - Economic Development Officer, Josh Nelson - Tourism Development Officer, Adam Smith - Special Projects & Research Officer, Karen Brown - CAO, Corey Jones - Economic Development Intern, Stace Gander - Community Services Manager; Kelly Galbraith - Deputy Clerk/Customer Services Division Lead

### 1. Call to Order

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

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

There were none declared.

### 3. Election of Chair, Co-chair & Treasurer

An election was held for the position of Chair, Co-Chair and Treasurer. Graham Chaze was appointed as Chair, Lindsay Koch as Co-Chair and Teresa Gallik as Treasurer.

### 4. Confirmation of Minutes

#### a) Moved by Councillor Goss, seconded by Mayor Reynard and Carried -

That the Minutes of the Lake of the Woods Development Commission meeting held on September 21, 2018 be confirmed as written and filed.

### 5. Governance

#### a) Board of Directors

The board of director membership was discussed at length. Short-term, project based membership versus a one, two, three or four year term were discussed.

## **b) Sub-committees**

### **i) Tourism Committee**

Tourism Committee membership was discussed. A background on the previous committee was given. It was suggested that attendance should be taken into consideration when appointing new members. In years past, to fill the vacant Tourism Committee positions the LOWDC put a call out and approached individuals to apply to be part of the Tourism Committee.

### **ii) Business Development Committee (BDC) Membership**

The need to identify specific goals of the committee and develop a work plan was identified. It was suggested that the LOWDC needs to provide the BDC more direction and identify the right projects for the group. Project based membership was discussed.

## **6. Strategic Plan**

The current LOWDC Strategic Plan is set to expire in 2019. The idea of aligning the new Strategic Plan with the City of Kenora's Strategic Plan in 2020 was brought forward and the group was in favor. An internal planning session to review the LOWDC governance, goals that were outlined in the current Strategic Plan, and the future direction of the LOWDC will be held and facilitated by Stace Gander in early March.

## **7. Project Carryover**

### **a) Community Improvement Plan (CIP) Video**

### **b) Choose Kenora 2.0**

### **c) Northern Communities Investment Readiness (NCIR)**

### **d) Housing Forum**

### **e) Handbooks**

An update on the status of the above listed projects was given.

## **8. New Business:**

### **a) Budget**

Karen shared that it was a difficult budget year and Council is still in process of finalizing the budget. Reductions have been proposed in many areas including the LOWDC. The recommendation from Senior Management to Council is that the LOWDC does not receive their annual ask of \$77,448.00 however, the recommendation is that the LOWDC will have access to the Accommodation Tax Revenue.

The Accommodation Tax was discussed at length by the group. Preliminary reports show the revenue generated in October and November 2018 is approximately \$50,000. The projected annual revenue is \$350,000-\$400,000 less the approximate \$140,000 annual remittance to Kenora Hospitality Alliance (KHA).

## **9. Next Meeting Date**

Kelly will create a draft meeting schedule for 2019 with the meeting dates set for the third Friday of every month, at 9:00am. The February meeting will be cancelled in lieu of the ½ day planning session to be held in early March.

The annual general meeting will be postponed until April or May. The group expressed their appreciation for last year's format and hopes to see the same format this year.

## **10. Adjournment**

The meeting was adjourned at 10:12 a.m.