



# **A g e n d a**

## **Lake of the Woods Development Commission**

### **Tuesday, July 23, 2019 at 9:00 a.m.**

### **Council Chambers, City Hall**

#### **1. Call to Order**

**2. Declaration of Pecuniary Interest and the General Nature Thereof**  
on today's agenda or from a meeting at which a Member was not in attendance.

#### **3. Confirmation of Minutes**

##### **a) LOWDC Minutes**

##### **Recommendation:**

That the Minutes of the regular Commission meeting held on June 25, 2019 be confirmed as written and filed.

##### **b) Follow-Up from Previous LOWDC Meetings**

i) Update on the Strategic Plan

##### **c) Tourism Committee Minutes**

That the Minutes of the Special Tourism Committee meeting held on May 9, 2019 be confirmed as written and filed.

#### **4. New Business:**

##### ***Financials***

#### **5. Other Commission Business**

##### **a) Economic Development**

i) EDO Update

ii) Second Street South – Wayfinding Gateway – Change of Scope to Include Safety Curbing

##### **Recommendation:**

THAT the Board of Directors approves the addition of a safety curb to the scope of work for the Second Street South wayfinding gateway project at a cost of \$9,550 plus applicable HST.

##### **b) Tourism**

i) Tourism & Special Events Report

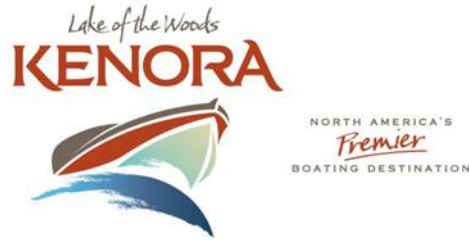
ii) Tourism Grant Discussion/Allocation

**6. Communications and/or Announcements**  
**a) Roundtable**

**7. Next meeting Date**  
**8. Adjournment**  
Adjourn Meeting

**LOWDC Tentative 2019 Meeting Schedule**

<b>Friday</b>	<b>August 16</b>	<b>Monthly Meeting</b>
<b>Friday</b>	<b>September 20</b>	<b>Monthly Meeting</b>
<b>Friday</b>	<b>October 18</b>	<b>Monthly Meeting</b>
<b>Friday</b>	<b>November 15</b>	<b>Monthly Meeting</b>
<b>Friday</b>	<b>December 20</b>	<b>Monthly Meeting</b>



# Minutes

## Of a Meeting of the Lake of the Woods Development Commission of the City of Kenora Tuesday, June 25, 2019 at 9:00 a.m. City Hall, Council Chambers

~~~~~

**With** Graham Chaze - Chair, Teresa Gallik - Treasurer, Sarah Minor, Councillor Mort Goss, Mayor Daniel Reynard

**Staff** Megan Dokuchie - Economic Development Officer, Josh Nelson - Tourism Development Officer, Stace Gander – Community Services Manager, Kelly Galbraith – Deputy Clerk

**Regrets** Lindsay Koch, Councillor Kirsi Ralko – Alternate, Adam Smith – Development Service Strategist

### 1. Call to Order

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

### 2. Welcome & Introductions

Sarah Minor was welcomed by the group and roundtable introductions were done.

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

There were none declared.

### 4. Confirmation of Minutes

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

That the Minutes of the Lake of the Woods Development Commission meeting held on May 15, 2019 be confirmed as written and filed.

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

##### i) LOWDC Board Recruitment

Board membership was discussed. It was requested that a call for members be put out in the near future.

## **ii) Dock Enhancement**

### **Moved by Teresa Gallik, seconded by Mayor Reynard and Carried -**

THAT the Lake of the Woods Development Commission allocate the remaining \$8,715.47 from the Harbourfront and Winnipeg River dock enhancements to Coney Island dock enhancements.

## **c) Tourism Committee Minutes**

This item was tabled until the July meeting. Kelly will circulate the May 9<sup>th</sup> Tourism Committee Special Meeting Minutes to the group for their review.

## **5. New Business:**

### **Financials**

The financial statements were circulated to the group. It was asked if the Farmers Market vendors are required to pre-pay for the season and why this revenue is not yet reflected. It was shared that staff do their best to receive pre-payment but there are a few vendors on a payment plan and casual vendors pay historically pay on the day of. The majority of the 10 week and seasonal vendor's revenue will be reflected by the end of July.

## **6. Other Commission Business**

### **a) Economic Development**

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

An update on Economic Development projects was given. The partnership with Mount Evergreen Ski Hill is moving to phase two. The application for the Rural and Northern Immigration Pilot Project was rejected. A meeting with Allyson Pele, Manager of the Northwest Business Centre has been planned to discuss the tourism start-up grant. Planning for Small Business Week is underway.

## **ii) Destination Northern Ontario–Partnership Memorandum of Understanding**

### **Moved by Councillor Goss, seconded by Teresa Gallik and Carried -**

THAT the Board of Directors authorizes Graham Chaze, Chair, to execute an agreement between the Lake of the Woods Development Commission and Destination Northern Ontario for the provision of Second Street gateway wayfinding signage.

## **b) Tourism**

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

An update on Tourism and Special Events was given. Kenora played host to an international travel trade familiarization tour with representatives from Japan, Taiwan, U.K, France and Netherlands. The events attended by the representatives were said to be hugely successful. Surveys completed by the visitors showed positive comments throughout. The Science North exhibit Beyond Human Limits seen 450 students visiting the exhibit as well as visitors from the general public.

Josh brought forward some concerns he received from event organizers surrounding security at their events. Increased security and daytime security are resulting in higher costs to the event organizers. Foot patrols and liquor licences were discussed.

*Stace joined the meeting at 9:30am.*

**i) Coney Island Shuttle**

The Tourism Committee would like to see a Coney Island shuttle made available with more frequency than the current proposal. The idea of the LOWDC or the City purchasing a boat and having a summer students operate the shuttle was shared. City insurance and liability was discussed. 2019 timelines were also discussed and it was expressed this would not be viable for this year.

A meeting with the proposed operator will be held to discuss what further options they may be able to provide. The group was in agreement that there is a definite need for a dedicated shuttle service as the LOWDC moves forward with promoting Coney Island. This item will be added to the agenda for a planning session in the fall.

**ii) 2019 Tourism Grants Remaining Funds**

It was identified there is still \$7,500 available for special events grants. The group was asked if they would like a second intake of grant applications for the remaining funds or if the funds should be put in reserve. The group agreed that there should be a second intake for applications.

**iii) Future of Tourism Grants**

The intake for 2020 applications will start in November 2019. The criteria for the tourism grants was discussed at length the group. The criteria and scoring of applications will be reviewed in the fall by the LOWDC prior to a call for applications being put out.

**7. Communications and/or Announcements Roundtable**

Stace informed the group there is need for repairs and replacement to structures on Tunnel Island. He shared this may be a project the LOWDC may be interested in. The City is title holder therefore if there was any incident it would come against the City's insurance. There is need to invest some money and replace manmade structures on the site. Indicating trails are nature trails on a trailhead absolves liability.

Councillor Goss expressed that he stands by the idea of hiring an event recruiter. There is a need to commit to more of the touring national events that are passing through Kenora. There is also a need to provide major funding to the Winter Carnival to develop it into a much larger event.

Sarah shared she would like to see the Winter Carnival revamped. There is a need for entertainment for all ages including adults. Ideas such as an ice bar and long john festival were shared. The need for a Coney Island shuttle is strong as there is lots of money going into developing Coney Island however people are unable to get there.

Graham asked if there are any updates on the sound study. City staff was able to locate the previous sound study that was done three years ago and from it two of the three recommendations have been done. The sounds baffles is the outstanding item from the study that has yet to be done.

## **8. Next Meeting Date**

- July 23, 2019

## **9. Adjournment**

The meeting was adjourned at 10:15 a.m.



**M i n u t e s**  
**Lake of the Woods Development Commission**  
**Tourism Committee | Special Meeting**  
Thursday, May 9<sup>th</sup>, 2019  
8:00 a.m.  
**Lake of the Woods Discovery Center**

**With** Teresa Gallik | Chair, Rikki Watson, Allyson McTaggart, Elise Bell, Kelly Smith, Heather Gropp, Councillor Mort Goss, Mayor Dan Reynard, Graham Chaze

**Staff Resources** Stace Gander | Community Services Manager, Josh Nelson | Tourism & Recreation Division Lead, Morgan Seller | Special Events Coordinator, Helena Devins | Matiowski Farmers' Market Coordinator

**Regrets** Jeff Port, Rob Dokuchie, Jennifer Findlay

**1. Call to Order**

Meeting called to order by Teresa Gallik at 8:03am

**2. Declarations of Pecuniary Interest, and general nature thereof.**

There were no declared.

**3. Confirmation of April 17<sup>th</sup>, 2019 Minutes**

**Moved by Elise Bell, seconded by Ally McTaggart and CARRIED:**

That the April 17<sup>th</sup>, 2019 Tourism Committee Minutes be confirmed as written and filed.

**4. Additions to the Agenda**

There were no additions.

**5. Tourism Grant Discussion and Allocation**

- City staff and Lake of the Woods Development Commission (LOWDC) members provided an update from their discussions on the Tourism

Committee grant recommendations brought forward at the April 19<sup>th</sup> LOWDC meeting.

- Josh shared that the LOWDC approved allocating a further \$15,000 totaling \$35,000. The LOWDC's vision is for the Tourism Committee to allocate the full amount and recommends that the committee re-evaluate the applications. The previous recommendations have been approved by the LOWDC. In the future, the Tourism Committee will have the applications out in November versus the March intake of 2019.
- It was shared that the LOWDC discussed the continued use of the current infrastructure/assets however, there is no interest in purchasing more.
- Josh continued the conversation with each user group to discuss infrastructure. Graham Chaze, LOWDC Chair offered some input as a previous member on Harbourfest Committee. If the infrastructure is Harbourfest assets then Harbourfest is to manage but the City of Kenora doesn't want to be in infrastructure business and compete with private business.

The floor was opened for committee discussion and recommendations.

- At the last meeting the events that were considered for grant monies were Harbourfest, Arts Fest, Oktoberfest, Harvest at the Hill.
- It was commented that all events need portable toilets therefore the City should look at the practices around getting portables and how to dump sustainably. It was noted by City management that there would be a lack of staff resources if the special event department purchased additional event infrastructure to be maintained and utilized. The question was raised of why there is a need to support local business when the City could have this asset managed by themselves. The importance of supporting local businesses to feed the economy as well as having people in our community that are specializing and staffing in these resources we discussed.
- An application was a high scoring event being a new event however, the budget did not seem realistic and it highlighted that the grant was going to help with running of the business for the duration of the event. It was asked if support for entertainment could be provided and not support the financing of the business for the weekend event.
- Tourism Kenora highlighted that they are happy to help in the writing of the grants so that the money is properly highlighted.
- Going forward the summary document should be more robust and the scoring model should be revised as new events always get a higher score but are not always more eligible than pre-existing events.



- Harbourfest is looking to purchase a kiosk, it was asked if the City has kiosk or should if the City should update their resources to have a kiosk and fencing to offer to events.
- It was questioned why an organization would not want to manage the assets they are interested in having and succeeding with. The private sector is ready to take on responsibility where the City has lack of resources and staffing at this time. The money is there to be given so the event can succeed versus City putting up hurdles.
- For this year, the money should be allocated. Going forward the Tourism Committee can look at the option to invest this money in City resources versus putting the money into the private sector. An was opinion brought forth that there is need for a more robust events team, therefore the accommodation tax could have grown the event staffing versus debating how money goes to events.
- **Suggestion:** THAT the Tourism Committee will raise the defeated events and suggest a partnership of the event organizers to support other organizers with purchased infrastructure. Also if for-profit organizations are running event, they must repay grant money before they donate to the charity of choice.

**RECOMMENDATION:**

THAT the Tourism Committee allocates \$5,000 of grant monies to Harbourfest; and further

THAT \$10,000 of grants monies be allocated to Oktoberfest.

**Moved by Heather Gropp, seconded by Ally McTaggart, CARRIED  
Mort Goss and Kelly Smith OPPOSED**

**6. Next meeting date** – Thursday June 6<sup>th</sup> at 8 am

**7. Adjournment** – Teresa adjourned the meeting at 8:34am.

# Department Actual vs Budget

Budget Year: 2019 & Department: 860 - Economic Development LOWDC

| GL Category                   | GL Account                                             | Budget        | Actual         | Variance        |
|-------------------------------|--------------------------------------------------------|---------------|----------------|-----------------|
| <b>Revenues</b>               |                                                        |               |                |                 |
| <b>Sales</b>                  |                                                        |               |                |                 |
|                               | 8604845 - Economic Dev Provincial MNDM                 | 0             | 6,682          | 6,682           |
|                               | 8604869 - Economic Dev Misc Income City Funding        | 30,000        | 0              | (30,000)        |
|                               | 8605300 - Economic Dev Misc Income Corporate Financing | 5,000         | 0              | (5,000)         |
|                               | 8605320 - Economic Dev Misc Income Business Welcome    | 400           | 1,000          | 600             |
|                               |                                                        | <b>35,400</b> | <b>7,682</b>   | <b>(27,718)</b> |
| <b>Total</b>                  |                                                        | <b>35,400</b> | <b>7,682</b>   | <b>(27,718)</b> |
| <b>Expenditures</b>           |                                                        |               |                |                 |
| <b>Administrative Expense</b> |                                                        |               |                |                 |
|                               | 8600030 - Economic Dev Business Welcome Project        | 500           | 0              | (500)           |
|                               | 8607040 - Economic Dev Advertising                     | 10,000        | 932            | (9,068)         |
|                               | 8607045 - Economic Dev Board Expenses                  | 3,000         | 2,158          | (843)           |
|                               | 8607888 - Economic Dev Project                         | 21,900        | 12,617         | (9,283)         |
|                               |                                                        | <b>35,400</b> | <b>15,707</b>  | <b>(19,693)</b> |
| <b>Total</b>                  |                                                        | <b>35,400</b> | <b>15,707</b>  | <b>(19,693)</b> |
| <b>Net Total</b>              |                                                        | <b>0</b>      | <b>(8,025)</b> | <b>(8,025)</b>  |

# Department Actual vs Budget

Budget Year: 2019 & Department: 861 - Tourism LOWDC

| GL Category                   | GL Account                                     | Budget        | Actual          | Variance        |
|-------------------------------|------------------------------------------------|---------------|-----------------|-----------------|
| <b>Revenues</b>               |                                                |               |                 |                 |
| <b>Sales</b>                  |                                                |               |                 |                 |
|                               | 8614710 - Tourism User Fee Advertising Revenue | 25,000        | 545             | (24,455)        |
|                               | 8614869 - Tourism Misc Income City Funding     | 27,448        | 0               | (27,448)        |
|                               |                                                | <b>52,448</b> | <b>545</b>      | <b>(51,903)</b> |
| <b>Total</b>                  |                                                | <b>52,448</b> | <b>545</b>      | <b>(51,903)</b> |
| <b>Expenditures</b>           |                                                |               |                 |                 |
| <b>Administrative Expense</b> |                                                |               |                 |                 |
|                               | 8617040 - Tourism Advertising                  | 52,448        | 21,138          | (31,310)        |
|                               |                                                | <b>52,448</b> | <b>21,138</b>   | <b>(31,310)</b> |
| <b>Total</b>                  |                                                | <b>52,448</b> | <b>21,138</b>   | <b>(31,310)</b> |
| <b>Net Total</b>              |                                                | <b>0</b>      | <b>(20,593)</b> | <b>(20,593)</b> |

# Department Actual vs Budget

Budget Year: 2019 & Department: 862 - Special Events LOWDC

| GL Category                   | GL Account                                              | Budget         | Actual         | Variance        |
|-------------------------------|---------------------------------------------------------|----------------|----------------|-----------------|
| <b>Revenues</b>               |                                                         |                |                |                 |
| <b>Sales</b>                  |                                                         |                |                |                 |
|                               | 8624710 - Special Events User Fee Farmers Market        | 51,000         | 43,886         | (7,114)         |
|                               | 8624712 - Special Events User Fee Canada Day Revenue    | 12,500         | 12,733         | 233             |
|                               | 8624720 - Special Events User Fee Winter Carnival       | 8,000          | 9,073          | 1,073           |
|                               | 8624725 - Special Events User Fee Winter Market         | 750            | 0              | (750)           |
|                               | 8624799 - Special Events User Fees                      | 2,000          | 1,675          | (325)           |
|                               | 8624815 - LOWDC- -Special Events-Fed Canada Day funding | 7,500          | 0              | (7,500)         |
|                               | 8624869 - Special Events Misc Income City Funding       | 20,000         | 0              | (20,000)        |
|                               |                                                         | <b>101,750</b> | <b>67,366</b>  | <b>(34,384)</b> |
| <b>Total</b>                  |                                                         | <b>101,750</b> | <b>67,366</b>  | <b>(34,384)</b> |
| <b>Expenditures</b>           |                                                         |                |                |                 |
| <b>Administrative Expense</b> |                                                         |                |                |                 |
|                               | 8627050 - Special Events Canada Day Project             | 30,000         | 25,755         | (4,245)         |
|                               | 8627075 - Special Events Farmers Market Project         | 24,000         | 1,038          | (22,962)        |
|                               | 8627080 - Special Events Misc Project                   | 12,000         | 5,209          | (6,791)         |
|                               | 8627085 - Special Events Tourism Grants Project         | 20,000         | 27,500         | 7,500           |
|                               | 8627090 - Special Events Winter Carnival Project        | 15,000         | 13,303         | (1,697)         |
|                               | 8627095 - Special Events Winter Market Project          | 750            | 814            | 64              |
|                               |                                                         | <b>101,750</b> | <b>73,620</b>  | <b>(28,130)</b> |
| <b>Total</b>                  |                                                         | <b>101,750</b> | <b>73,620</b>  | <b>(28,130)</b> |
| <b>Net Total</b>              |                                                         | <b>0</b>       | <b>(6,253)</b> | <b>(6,253)</b>  |



July 19, 2019

## Lake of the Woods Development Commission Report

**To: Board of Directors**

**Fr: Megan Dokuchie, Economic Development Officer**

**Re: Second Street South – Wayfinding Gateway – Change of Scope to Include Safety Curbing**

### **Recommendation:**

THAT the Board of Directors approves the addition of a safety curb to the scope of work for the Second Street South wayfinding gateway project at a cost of \$9,550 plus applicable HST.

### **Background:**

The Lake of the Woods Development Commission identified the completion of the Second Street gateways as a priority project during the 2019 Municipal Accommodation Tax allocation.

Partner funding has been negotiated to support continued implementation of the wayfinding project. Specifically, the funding from Destination Northern Ontario will support the fabrication and installation of district gateway signage on Second Street South.

During discussions with HTFC Planning and Design to initiate this work, it was recommended by the consultant to incorporate a safety curb as a component of the project. This is a best practice based on work that has been completed in Winnipeg. Given that the tri-banner signage will be installed in a median along Second Street South, the consulting team is recommending that a similar safety curb be poured to protect the poles from damage.

Consultation with the City of Kenora Rick Management Advisor has taken place alongside subsequent discussion with the municipal insurer. The recommendation is to proceed with the safety curb.

Sierra Construction has provided a quotation on the work and it can be completed within the estimated budget previously approved by the Board of Directors.

**Budget:** Total project cost of the Second Street gateway project is estimated at \$61,377 plus HST. With the additional curbing, \$70,927 plus applicable tax. This partnership as described in the Memorandum of Understanding with Destination Northern Ontario will contribute a portion (\$45,000) to the total project cost. The Lake of the Woods Development Commission allocated \$50,000 to the Second Street

gateway project during the 2019 Municipal Accommodation Tax allocation. Destination Northern Ontario will be managing the invoicing and procurement of services in the delivery of the initiative to a maximum of \$45,000 with the remainder of the project costs contributed by the Lake of the Woods Development Commission.

**Risk Analysis:** There is low financial risk in pursuing this opportunity. The installation of the curbing will mitigate risk related to property damage of these assets.

**Communication Plan/Notice By-law Requirements:** Decision to be communicated to HTFC Planning and Design and Sierra Construction.

**Strategic Plan or other Guiding Document:**

- 1 – Creating an Open for Business Culture
- 3 – Advancing Kenora's Brand Promise
- 4 – Pursuing Opportunities for Indigenous Engagement