



Minutes

Of a Meeting of the Lake of the Woods Development Commission of the City of Kenora Tuesday, July 23, 2019 at 9:00 a.m. City Hall, Council Chambers

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

**Staff** Megan Dokuchie - Economic Development Officer, Josh Nelson - Tourism Development Officer, Adam Smith - Development Services Manager, Kelly Galbraith - Deputy Clerk

### 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.

### 3. 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 June 25, 2019 be confirmed as written and filed.

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

##### i) Update on the Strategic Plan

Planning for the LOWDC's Strategic Plan was discussed. The current strategic plan is set to sunset in 2019 to align with the City's strategic plan. The City is in the process of updating its strategic plan however, it is unknown when it will be completed. It was asked how the group wishes to proceed. October will mark one full fiscal year of Municipal Accommodations Tax revenue and the LOWDC will have a better idea of how much funds will be available. The group was reminded of the five objectives outlined in the current strategic plan which will be reviewed.

##### c) Tourism Committee Minutes

#### Moved by Teresa Gallik, seconded by Lindsay Koch and Carried -

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

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

##### **Financials**

The financial statements were circulated to the group for their review. It was noted that the Farmer's Market revenue is now reflected on the statements.

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

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

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

An update on Economic Development was given. Highlights include;

- A call for expression of interest on the former OPP building on Highway 17 East has been advertised and closes on July 25<sup>th</sup>. Four site tours of the property have been conducted. One submission was received on the expression of interest on another property located on Highway 17 East and preliminary discussions have begun with the developers.
- Consultants from the Harbourfront Business Development Plan have provided three designs to the project's working group for their review. A broader based workshop will be held in September.
- Super Summer Sundays is underway and has seen lots of visitors at the Whitecap. The games and entertainment have been a good draw for visitors before and after the MS Kenora cruise times.
- The application for the Economic Development Youth Intern has been approved. Hiring is anticipated to happen in the next few months.
- Josh and Megan met with Stefan Robinson, Business Liaison and Development Coordinator of the Kenora Hospitality Alliance (KHA) and Kenora Airport Authority (KAA) to discuss partnership opportunities.
- The Community Improvement Plan (CIP) video was shown to the group. The video will be on the CIP website along with a communications blast and social media channels.
- Early discussions on the pedestrian friendly space in phase four of the Downtown Revitalization are underway.

##### **Discussion:**

The washroom in the pedestrian friendly space was discussed. It was asked that the design include self-cleaning and vandal proof features. Megan shared that the discussions with the consultants are very preliminary and that all options will be explored.

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

##### **Moved by Councillor Goss, seconded by Mayor Reynard and Carried –**

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.

##### **Discussion:**

A report was circulated to the group for their review. The consultants of the wayfinding project have recommended that a safety curb be constructed on the median that the wayfinding banners on Second Ave will be installed. Concerns with snow removal and replacing existing infrastructure were brought forward. It was questioned why the consultants did not disclose this in the initial proposal if curbing is considered best practice.

## **b) Tourism**

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

- Special events is preparing for the large events in August at the Whitecap Pavilion including Harbourfest and KBI.
- The Matiowski Farmer's markets have been hugely successful to date. The most recent market was the busiest market this year and in years past. The shuttle is also being very well subscribed this year.
- The Coney Island shuttle will not be moving forward this year due to scheduling conflicts. The group was asked to think about the direction they would like to take to move forward with planning for 2020.

#### **Discussion:**

It was expressed that proposed vendor might be too large of a vessel to operate in the first year. Alternate ideas such as working with the transit operator and putting out an RFP to private enterprise or public/private partnership were shared. Alternate pick-up points such as the Discovery Centre and hotel charters were also discussed.

- An update on the Whitecap sound study was given. Stace was in contact with a local sound and music professional who has facilitated a variety of events at the Whitecap. Stace provided the group with a question and answer handout from his conversation with the sound and music professional and shared that he has asked for a quote to conduct the sound study.
- An update on the dock repairs and upgrades was given. \$1,500 will be allocated to the boardwalk at the Whitecap.

### **ii) Tourism Grant Discussion/Allocation**

#### **Moved by Teresa Gallik, seconded by Sarah Minor and carried;**

THAT the Lake of the Woods Development Commission allocates \$7,500 of special events grant monies to TrypTych Productions Vocal Theater Inc.

#### **Discussion:**

The two applications received for the second intake of the Tourism grants were circulated to the group for their review. The scoring of the applications was discussed and it was commented that the program should be reviewed in the fall by the LOWDC at the planning session.

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

### **Roundtable**

Mayor Reynard informed the group he will be travelling to Montreal early next week with KAA to meet with an airline carrier.

Teresa shared her excitement on the hiring of Stefan Robinson, Business Liaison and Development Coordinator with KHA and KAA.

Councillor Goss provided an update on the happenings with KAA.

## **7. Next Meeting Date**

- August 16, 2019

## **8. Adjournment**

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