

COUNCIL REPORT

March 19, 2010

To: Mayor & Council

From: Bill Preisentanz, CAO

Re: MOU - LOWDC

Recommendation:

That Council of the City of Kenora hereby give three readings to a bylaw to adopt an amended Memorandum of Understanding with the Lake of the Woods Development Commission by incorporating changes to the staff reporting relationships.

Background:

In late 2007 Council of the City of Kenora established an economic development commission under authority of Section 203 of the Municipal Act as an incorporated body, known as the Lake of the Woods Development Commission (LOWDC). The Commission was established for the delivery of planning, economic development, tourism and business development services. In order to provide a mechanism to clearly define the roles, responsibilities and relationship between the City and LOWDC, a memorandum of understanding (MOU) was established and subsequently, at the August 13, 2007 Council meeting, Resolution #18A was ratified:

“That the Council of the City of Kenora hereby approves the Memorandum of Understanding between the City of Kenora and the Lake of the Woods Development Commission dated August 13, 2007 regarding the provision and delivery of development services for the City of Kenora.”

In December 2009, the lake of the Woods Development Commission made a presentation to Council requesting a change in reporting relationship of the economic development, tourism and business enterprise staff. The report included the following recommendations:

- **The Lake of the Woods Development Commission is recommending that the Board take on the traditional role of a not for profit corporation responsible for setting direction, monitoring performance and acting as a financial and policy steward**

- **The Economic Development Officer becomes the Economic Development Manager reporting directly to the Commission Board, rather than through the City administration**
- **The Economic Development Manager will manage all Commission staff including Tourism and Business Development staff**
- **The Economic Development Manager carries an economic development project case load, but shares business development files with business development staff through the Northwest Business Centre**
- **The Commission creates an administrative committee focused on the development of a policy manual for the Commission, based on City of Kenora's current policies and other Commissions. This could become a role of the Executive Committee**
- **The Commission directs its Business Committee to develop an incentive document in the first quarter of 2010**
- **The Commission develops a communication strategy outlining its regular communication to Council, the community committees and key partner organizations**
- **The Commission develops a system of performance measurement system based on the Sault Ste. Marie's model**
- **The Commission continues to share overhead costs with the City of Kenora through synergies with various departments such as finance and human resources**

At the December 18, 2009 Special meeting, Resolution #2 was ratified:

"That Council of the City of Kenora hereby accepts the December '09 submission from the Lake of the Woods Development Commission with respect to Human and Financial Resources; and further

That Council authorizes an amendment to the Memorandum of Understanding between the City of Kenora and the LOWD Commission to reflect and incorporate the applicable changes set out in the submission by adopting the appropriate by-law for this purpose."

Summary

The Memorandum of Understanding has been amended and subsequently reviewed by the City solicitor to incorporate these changes.