



Agenda

City of Kenora

Lake of the Woods Development Commission

Friday, June 3, 2011

8:00 a.m.

Operations Centre Training Room

A. Declaration of Pecuniary Interest and the General Nature Thereof:

- a) On today's agenda
- b) From a meeting at which a Member was not in attendance

B. Confirmation of Minutes:

That the Minutes of the last meeting of the Regular Commission meeting held May 6, 2011 be confirmed as written and filed.

C. Commission Deputations:

None requested

D. Presentations:

- Municipal Cultural Plan (final)
- Community Improvement Plan (final draft)

E. Reports:

Item#	Report Subject	Disposition
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Executive Committee

1. Committee Minutes

That the Commission hereby accepts the following Minutes from the Executive Committee meeting as circulated:

May 25, 2011

2. Commission Meetings 2011 Proposed Meeting dates

Recommendation:

That the Lake of the Woods Development Commission amend its 2011 meeting schedule to better coordinate with City Council meeting dates as follows:

2011 AGM – July 21st 2011 @ 3:30 – 5:00 pm

Wed, Aug 31

Wed, Sep 28

Friday, Oct 21 Special Meeting Fall Planning Session

Wed, Nov 30

Wed, Dec 21; and further

That the Procedural By-Law be amended as necessary to reflect these changes from the first Friday to the last Wednesday of the month.

3. Procedural By-Law Amendment

Recommendation:

That the Lake of the Woods Development Commission hereby amend the Procedural By-Law Number 3 to reflect changes to section 3.3 Regular Commission Meetings – Monthly – time from the first Friday to the last Wednesday of every month as follows:

3.3 Regular Commission Meetings - Monthly - time

Regular Commission meetings shall be held on the last Wednesday of every month commencing at 8:00 a.m. or as otherwise determined by the Commission; and further

That by-law number 3 be hereby repealed and by-law number 4 be hereby adopted, being the amended Procedural By-Law.

4. Revised MOU with City of Kenora

Recommendation:

That the Lake of the Woods Development Commission adopt the revised Memorandum of Understanding (MOU) with the City of Kenora to reflect the Commission’s responsibilities now include the delivery of special events throughout the City, including programming the Harbourfront Tent and managing City owned special events equipment; and further

That the Chair and Secretary be authorized to sign the revised Memorandum of Understanding with City of Kenora dated June 21st, 2011.

5. MS Kenora Networking Cruise Request for Support

Discussion only.

Business Development & Attraction Committee

6. Committee Minutes

That the Commission hereby accepts the following Minutes from the Business Development & Attraction Committee meeting as circulated:

May 26, 2011

7. Community Improvement Plan (final draft)

Recommendation to follow.

Tourism

8. Committee Minutes

That the Commission hereby accepts the following Minutes from the Tourism Committee meeting as circulated:

May 18, 2011

9. Amended Vendor Policy

Recommendation:

That the Lake of the Woods Development Commission approve the Vendor Policy for Special Events as recommended by the Tourism Committee as follows:

1. Special Events run by external organizations will recruit and work directly with their own vendors, using their own pre-existing systems. These external organizations will use their own pricing structure and retain their revenue.

2. External Special Events organizers will have vendors complete a Lake of the Woods Development Commission Vendor Permit (see attached)

3. The Lake of the Woods Development Commission will invite vendors to provide an expression of interest for Commission-led events. Eligible Vendors will be required to have a business license, insurance, and health unit clearance (applicable to food vendors).

4. For Lake of the Woods Development Commission-led events, a Lake of the Woods Development Commission Vendor Permit will be completed by potential vendors.

5. For Lake of the Woods Development Commission-led events, the following fees will be charged to Vendors:

\$100/half day (4 hours or less) plus HST

\$150/full day plus HST

\$250/2+days plus HST; and further

That there will be no restriction on the number of vendors at a Commission led event; however the Lake of the Woods Commission has to the right to refuse vendors if adequate space isn't available.

10. 2011 Special Events Tent Monies

Recommendation:

That the Tourism Committee divide the 2011 donations monies into the following grants:

- 6 (\$2,500) grants for larger established "magnet" type events
- 2 (\$1,000) grants for smaller start up type events; and further

That the criteria for receipt of the larger grants be:

- A community run event (not for profit)
- Has to be a demonstrated magnet event (ie. it attracts visitors from outside of the community).
- Must provide event budget and explanation of how the funds will be used.
- The event must advertise outside of Kenora
- Event organizers must work in conjunction with Tourism to ensure that Tourism has accurate event information to promote; and further

That the criteria for receipt of the smaller grants be:

- A community run event (not for profit)
- Must provide financials to see if event is viable
- The event be in its first or second year of existence
- The event organizers demonstrate a plan to continue the event into the future
- The event be considered one that has potential to attract visitors to the community, as opposed to being a solely community focused event.
- Event organizers need to show other funding to show they can be independent
- Event organizers must work in conjunction with Tourism to ensure that Tourism has accurate event information to promote; and further

That all recipients must agree to submit a short summary report (no longer than 2 pages) summarizing the event, indicating what went well and how the event can be improved in the future as well indicating the total number of visitors who attended the event, including the number (or approximation) of the total number of visitors from outside of our community and any other relevant information; and further

That recipients must formally recognize the City of Kenora as an event sponsor; and further

That all applications for consideration are due on or before May 13th for 2011 and by no later than December 31 of each year going forward.

11. Tourism Targets

Recommendation:

That the Lake of the Woods Development Commission allocate the necessary resources in its 2012 budget and work plans to conduct an in depth industry analysis and economic impact study of Tourism in Kenora, so that these results can be used to set growth targets and serve as a benchmark to evaluate industry growth into the future; and further

That this be identified as a priority for early 2012 and staff resources be allocated in Q3 & Q4 of 2011 to investigate potential funding opportunities for this project as well as identify potential companies to conduct this work.

Education & Training

12. Committee Minutes

That the Commission hereby accepts the following Minutes from the Education & Training Committee meeting as circulated:

May 16, 2011

13. Lake of the Woods Centre Business Plan Update

Information Only.

14. Financials

That the January to April, 2011 financial information for the Lake of the Woods Development Commission be hereby accepted.

15. Communications

Information Only.

F. Other Commission Business:

Items on Hold:

Next meeting Date:

- AGM – July 21st 3:30 – 5:00 pm @ the Lake of the Woods Discovery Centre

14. Motion to Adjourn Meeting:

That this meeting be now declared closed at ____ a.m.