



# Minutes

**City of Kenora**  
**Lake of the Woods Development Commission**  
**Friday, June 3, 2011**  
**8:00 a.m.**  
**Operations Centre Training Room**

## **Present:**

### **Business Reps**

Dennis Wallace  
Randy Nickle  
Thelma Wilkins-Page

### **Community Reps**

Don Denver

### **Council**

Mayor David Canfield, Ex-Officio (left the meeting at 8:30 a.m.)

### **Appointees**

Allan Luby, Aboriginal Representative  
Andy Scribilo, Kenora & District Chamber of Commerce Appointee

### **Staff**

Jennifer Findlay, Economic Development Officer  
Karen Brown, CAO  
Heather Kasprick, Deputy Clerk

### **Resource**

Nancy Tulloch, Ministry of Citizenship & Immigration

### **Regrets**

Mort Goss, Business Rep.  
Councillor Sharon Smith

**Chair Dennis Wallace called the meeting to order at 8:10 a.m. and asked if there were any additions to the agenda. There were none.**

## **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
- Alan Luby – declared a pecuniary interest regarding item #5**

**Randy Nickle – declared a non-pecuniary interest regarding item #10 (volunteer with Harbourfest)**

**B. Confirmation of Minutes:**

**Moved by R. Nickle, Seconded by A. Scribilo & Carried:-**

**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:**

**N/A**

**E. Reports:**

**Executive Committee**

**1. Committee Minutes**

**Moved by D. Denver, Seconded by A. Scribilo & Carried:-**

**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**

**Moved by D. Denver, Seconded by A. Scribilo:-**

**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 21<sup>st</sup> 2011 @ 3:30 – 5:00 p.m.

Wednesday, August 31<sup>st</sup>

Wednesday, September 28<sup>th</sup>

Friday, October 21<sup>st</sup> Special Meeting Fall Planning Session

Wednesday, November 30<sup>th</sup>

Wednesday, December 21<sup>st</sup>; 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.

**Amended Recommendation**

**Moved by T. Wilkins-Page, Seconded by A. Scribilo & Carried:-**

**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 21<sup>st</sup> 2011 @ 4:30 – 6:00 p.m.

Wednesday, August 31<sup>st</sup>

Wednesday, September 28<sup>th</sup>

Friday, October 21<sup>st</sup> Special Meeting Fall Planning Session

Wednesday, November 30<sup>th</sup>

Wednesday, December 21<sup>st</sup>; 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**

**Moved by D. Denver, Seconded by A. Scribilo & Carried:-**

That the Lake of the Woods Development Commission hereby amend the Procedural By-Law Number 2 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 2 be hereby repealed and by-law number 3 be hereby adopted, being the amended Procedural By-Law.

**4. Revised MOU with City of Kenora**

**Moved by A. Scribilo, Seconded by R. Nickle & Carried:-**

**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:**

Al Luby indicated that the MS Kenora made a commitment to the Township of Sioux Narrows to have 2 cruises this season to Sioux Narrows on the MS Kenora. Sioux Narrows is seeking a partnership with Kenora on these cruises as an attraction for the two communities to work together. The MS Kenora is seeking 25 tickets at a minimum to be sold with a maximum of 70 which would result in no cost to the partners. The Township of Sioux Narrows has committed \$2,500 to the cost of the cruise and is seeking a commitment from Kenora.

***Business Development & Attraction Committee***

**6. Committee Minutes**

**This item was tabled.**

**7. Community Improvement Plan (final draft)**

**This item was tabled.**

***Tourism***

**8. Committee Minutes**

**This item was tabled.**

**9. Amended Vendor Policy**

**Moved by D. Denver, Seconded by R. Nickle & Carried:-**

**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  
Moved by D. Denver, Seconded by A. Scribilo & Carried:-**

**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 13<sup>th</sup> for 2011 and by no later than December 31 of each year going forward.

#### **11. Tourism Targets**

**This item was tabled.**

### ***Education & Training***

#### **12. Committee Minutes**

**This item was tabled.**

#### **13. Lake of the Woods Centre Business Plan Update**

**Moved by R. Nickle, Seconded by D. Denver & Carried:-**

**That** the Lake of the Woods Development Commission terminate the Lake of the Woods Centre Business Plan contract with Novita Interpares, effective immediately; and

**That** the Executive Committee work with the Commission solicitor to finalize the details of the contract termination.

#### **14. Financials**

**This item was tabled.**

#### **15. Communications**

**This item was tabled.**

### **F. Other Commission Business:**

#### **Items on Hold:**

- None

#### **Other Business:**

- None

#### **Next meeting**

- July 21, 2011

#### **17. Close Meeting**

**Moved by A. Scribilo, Seconded by R. Nickle & Carried:-**

That this meeting be now declared closed at 8:56 a.m.

