



Minutes

City of Kenora
Special Lake of the Woods Development Commission
Monday, October 31, 2011
9:00 a.m.
Operations Centre

Present:

Dennis Wallace, Chair

Business Representatives

Randy Nickle
Mort Goss

Community Representatives

Don Denver

Other Representatives

Allan Luby

Council

Mayor David Canfield, Ex-Officio
Councillor Sharon Smith

Staff

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

Regrets

Darlene Literovich
Thelma Wilkins-Page
Geordie McEwen, Vice Chair

Chair Dennis Wallace called the meeting to order at 9:30 a.m. and noted there is only one item on the agenda that pertains to budget submissions to Council.

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

None Declared.

**B. Confirmation of Minutes:
N/A**

**C. Commission Deputations:
N/A**

**D. Presentations:
None requested**

E. Reports:

1. 2012 Budget Discussion

Chair Dennis Wallace opened the meeting and noted there is an approximate increase to the overall Commission's budget request of 3% and noted there has been a provision in the budget for a position of a staff support person for the Board.

Jennifer Findlay then proceeded with the overview of each of the department's budget request.

Under 825 - Economic Development – under salaries and benefits, there is an addition of an intern position as well as a new support staff position for Economic Development. Jennifer is looking at relocating her office to be co-located with the Northwest Business Centre and this potential increase in office rental space is included under office and postage.

Under 822-Business Enterprise Centre – they are anticipating a small increase in rent for the location they are renting from. They have also included the summer student increase.

Under 831-Tourism – Under full time and part time earnings, a request to increase the Tourism Services Assistant hours is included as well as the new Special Events Coordinator, weekend student (to staff the Discovery Centre) as well as 8-10 summer students. There will be an increase to the cleaning and maintenance for the new Discovery Centre and has been shown as an increase from 2011. There is a decrease in telephone & utilities costs due to the new VOIP service as well as the reduced amount of telephone calls as a result of this change. A new training line has been added as well as an increase to materials and supplies.

Under 834-Events – this is a new department that has been added. The commission had a discussion around the proposed budgeted amount of \$25,000 for a vehicle for the department. The discussion was focused around the best solution to the needs of the department and whether to buy, lease, purchase used or share with another department. Jennifer will look into options and bring back for further considerations.

Karen noted that the City finance department could, on a forward basis, separate out the various funds to reflect the funds that come from the City and show this as revenue so it is easier to understand on the budget summations.

CAO Karen Brown reviewed the proposed budget with the Commission and made several comments from a Council and City perspective. Under 825 (Economic Development), contracted services for \$122,000 there should be a plan developed to illustrate to Council what the plan is for the funds and this should be explained in their presentation to Council.

Karen explained that one of the main reasons that the Commission was separated from the City directly was to leverage other funding that a municipality may not be eligible for. This should also be explained in the presentation. Karen further added that she is not confident that Council will support two new positions in this area.

Karen also noted that under 822, seminars is very underestimated at revenues, and should be increased. Past seminars have proven to be successful and this additional revenue should be reflected in the budget submission. She further added that BIZ Kids should also be reflected and questioned what the start-up costs-CE & CS is and suggested that it needs to be looked at and reduced. It was clarified that the \$9,683 under students is for both (2) students.

Under section 831- Karen questioned the Discovery Centre revenue. Jennifer indicated that she does not want to project revenues on rentals for the Discovery Centre as it is unpredictable. Since the opening it has been the hot spot to host events, but they are not actively marketing or promoting the rentals and therefore this may change. Karen indicated she was not confident that Council will support a part-time student for the winter months at the Discovery Centre. It was questioned where the Blue Rodeo concert is reflected and Jennifer indicated that the Beach Boys had a surplus of \$15,000 and Blue Rodeo loss \$15,000 so the net revenue is zero between the two events. Jennifer and Heather Paterson have an upcoming meeting with Municipal Treasurer Charlotte Edie to make adjustments to past transactions to correctly reflect the revenues and expenses for the various departments.

Under 834 - Karen questioned the event expenses, and advertising of \$10,000 with no offsetting revenues. Jennifer will adjust and properly reflect this area.

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

That the Board of the Lake of the Woods Development Commission hereby approves the draft budget submission as presented October 31st subject to the edits proposed during the discussion and the development of a suitable narrative that captures the concerns raised during the October 31st meeting be included; and further

That final approval will come forward to the Commission meeting on November 16th, 2011 for final approval before submission to Council.

Next meeting

November 16, 2011 @ 8:00 a.m. at the Operations Centre

Moved by R. Nickle, Seconded by S. Smith that the meeting be hereby declared closed at 10:30 a.m.