



Date: April 4, 2012

City Council Committee Report

To: Mayor & Council

Fr: Diane Schwartz-Williams, Manager Northwest Business Centre

**Re: Budget Amendment – Administrative Supplies & Program
Implementation**

Recommendation:

That Council of the City of Kenora approves an allocation in the amount of \$8,000 be funded through an appropriation from the City's Northwest Business Centre deferred revenue for administrative supplies; and further

That Council hereby approves an allocation in the amount of \$11,000 be funded through an appropriation from the City's Northwest Business Centre deferred revenue for program implementation; and further

That in accordance with Notice By-law #144-2007, notice is hereby given that Council intends to amend its 2012 Operating Budget at its April 16th, 2012 Council Meeting; and further

That the appropriate by-law be passed for this purpose.

Background:

The funds to cover all the recommended expenditures do not require any additional financial contribution from the City of Kenora. Funding will be derived from Northwest Business Centre's accumulated deferred revenue.

This deferred revenue originates primarily from funds received from the ministry for the Northwest Business Centre programs. Included in the program costs are projects and program services, some of which have been carried forward. They are still to be delivered and the Northwest Business Centre is obligated to spend the funds as per Ministry guidelines.

The City of Kenora IT Department has suggested that it is past time to purchase a new computer as the one presently used by the Manager of the Northwest Business Centre is just less than 4 years old. The previous Manager was aware that a new computer should be purchased early in 2011, but felt that was a decision better made by the incoming Manager.

The Northwest Business Centre supply of promotional items is basically depleted at this point and needs to be replenished. These items are distributed at seminars, career fairs, out-reach events and to clients, Monies were allocated in 2011 specifically for the purchase of USB sticks and other promotional items, but these items were not purchased prior to the departure of the previous manager. A portion of these funds (\$2000) was received from the Dryden Development Corporation specifically for the USB Sticks and we are obligated to use the funds as intended.

2011 plans to establish the Virtual Advisor project were unable to be carried out due to the gap in management personnel. This project will allow regional businesses to access resources and consulting from our office via the web, through use of a network of remote computer kiosks around our region. We are planning on using the Skype model as proven best practice from many other Northern SBEC's (Small Business Enterprise Centres). Funding in the amount of \$11000 for this project was received as part of the MEDI's (Ministry of Economic Development & Innovation) year-end one-time funding in 2010. The Northwest Business Centre's commitment and obligation to the Ministry is to spend the funds as intended. Beyond this obligation the merit of this program is huge. It will essentially give entrepreneurs access to the full services of the Northwest Business Centre even when in distant and/or remote locations.

The recommendations, background and budget request contained within this report have been reviewed by and have the support of MNDM (Ministry of Northern Development & Mines) staff.

Budget: From deferred revenue carried forward from 2011.

Item	Gross Cost	Funded by federal/ provincial program	Balance to be taken from Deferred Revenues
1. Computer	(est) \$4000	0	\$4000
2. Client/Outreach Promotional Items	(est) \$4000	0	\$4000
3. Virtual Advisor	\$11000	0	\$11000
TOTAL AMENDMENT			\$19,000

Communication Plan/Notice By-law Requirements:

Notice will be given in accordance with City Notice By-law #144-2007 that the budget will be amended at the April 16th Council meeting. In addition, the MNDM will be advised as to Council's decision on this matter.

Cc: Theresa Stephens, MNDM