



# Minutes

**City of Kenora**

**Lake of the Woods Development Commission**

**Wednesday, August 29, 2012**

**8:00 a.m.**

**Lake of the Woods Discovery Centre**

**Present:**

Don Denver, Chair  
Randy Nickle, Tourism Chair  
Thelma Wilkins-Page, Business Development Chair  
Fred Wright, Business Development Co-Chair  
Mort Goss  
Councillor Sharon Smith

**Staff**

Karen Brown, CAO  
Heather Paterson, Tourism Development Officer  
Barb Manson, Tourism Development Officer  
Heather Lajeunesse, Administrative Assistant

**Regrets**

Geordie McEwen, Education & Training Chair  
Mayor David Canfield, Ex-Officio  
Jennifer Findlay, Economic Development Officer  
Ryan Reynard, LOWBIC  
Darlene Literovich  
Lisa Moncrief  
Andy Scribilo  
Gloria Mejia  
Theresa Stephens, MNDM  
Deb Weedon, MNR

**Don Denver called the meeting to order at 8:07 a.m.**

**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. Additions to the Agenda**

### **Moved by T. Wilkins-Page, Seconded by S. Smith & Carried:-**

That the following item be added to the Other Business section of the Agenda:

11. Sponsorship: Kevin Graff – Bridges to Better Business Event

## **C. Confirmation of Minutes:**

### **Moved by T. Wilkins-Page & Seconded by R. Nickle & Carried:-**

That the Minutes of the meeting of the Regular Commission and Annual General Meeting both held June 27, 2012 be confirmed as written and filed.

## **D. Commission Deputations or Presentations:**

**None**

## **E. New Business - Reports:**

### **Executive Committee**

#### **1. Committee Minutes**

##### **Moved by S. Smith, Seconded by R. Nickle & Carried:-**

That the Minutes of the meetings of the Executive Committee held July 17 and August 10, 2012 be confirmed as written and filed.

#### **2. 2013 Operating Budget**

##### **Moved by R. Nickle, Seconded by T. Wilkins-Page & Carried:-**

That the Lake of the Woods Development Commission hereby adopts its 2013 Budget as presented for submission to the City's Budget/Auditor General

**Discussion:** It was mentioned that out of the proposed \$150,000 from DMF revenue for the tourism budget that some of these funds will go to advertising as well as to the proposed special events recruiter position.

The Brand Leadership Team did not have any allocated budget for 2012. Tourism has allocated 25,000 in 2013 for their tourism strategy which could possibly be used to cover any BLT projects that come up. This was in recognition that BLT may require money for such projects. It was felt that the Commission would be responsible as the advocates for BLT which is why the 25,000 was allotted. It was confirmed that the Commission could ask for funds for the BLT and that there could be a fourth budget sheet set up for the BLT. The Commission will be accountable for the funds spent by the team. It was suggested and agreed to move the 25,000 onto a separate department for BLT as it has already been added to the totals, rather than asking for an additional 25,000 for this purpose. Barb and Heather Paterson will follow up with Lisa Oakes on this request. It was further indicated that the finance department can shift the BLT to a different department budget sheet before it goes to Council.

There was discussion of the Commission's deficit of 30,000 which is to be paid by the end of 2013 and how it could be recovered. The solution is to spend less and obtain more funding. It was suggested that the TDO maternity leave may help with this as the cost of salary for the replacement is being shared with the City. It was also suggested that money for the BLT can be put to reserves if not spent and can be separated out from the Commission.

Karen Brown inquired about economic development contracted services (8257110), indicating that the budgeted amount does not reflect the gross cost where the gross revenue is being shown. It was agreed that this was an error in the entry and the amount will be changed from 100,000 to 227,500 to reflect this.

Karen also inquired about the economic development miscellaneous expense (8257500) of 51,595. It was not on the original list of requests provided and Jennifer Findlay was not present to explain. It was suggested this expense includes the Lakewood Centre and a Commission Board budget of 5,000. Don Denver will clarify and itemize expense with Karen.

Based on the update from the Lakewood Steering Committee at the Executive meeting it appears as though the Education and Training Committee is starting to play more of a support /ambassador type role for the project and they may not require dollars next year so it was suggested that funds could be cut there. There will likely not be any further billings for the project contract. Funds have not been received yet from grant applications to go forward. This request was left in the budget at this time.

It was agreed that the Commission and the City have been successful in working together on Kenora's economic development. It was further mentioned that Council has competing priorities which will be reflected during budget approvals.

Karen suggested that Commission not over ask Council for funds and that they strip unneeded requests, such as the Lakewood Steering Committee contract, from the budget prior to presenting it to Council. 2013 Operating budget requests are due on Friday (August 31).

### **3. 2013 5-Year Capital Plan Requests**

**Moved by M. Goss, Seconded by R. Nickle & Carried:-**

That the Lake of the Woods Development Commission Executive Committee hereby adopts its 2013 5-Year Capital Plan Requests as presented for submission to the City's Budget/Auditor General.

**Discussion:** Tunnel Island Trail Development project has been removed from requests. It was agreed that the Community Events Signage project amount was incorrect and will be changed to 200,000 instead of 100,000 to reflect the full cost of the project and not just the Commission's portion.

### **4. LOTWDC Board Restructuring**

**Moved by S. Smith, Seconded by T. Wilkins-Page & Carried:-**

That the Lake of the Woods Development Commission and its Executive Committee be consolidated into one Board comprised of seven to nine members as of 1 December 2012; and

That the Chairs of the various sub-committees of the Commission be appointed from the members of the Commission Board; and further

That both the Lake of the Woods Development Commission Procedural By-Law and the Memorandum of Understanding between the Commission and the City of Kenora be updated to reflect these changes.

## **Business Development Committee**

### **5. Business Development Committee Membership**

**Moved by T. Wilkins-Page, Seconded by M. Goss & Carried:-**

That the Lake of the Woods Development Commission approve the following new members of the Business Development Committee:

Jay Penner, Carmela Bergagnini and Jason Bechard

To replace vacancies created by retiring members.

### **6. Gaming Facility in Kenora**

**Moved by T. Wilkins-Page, Seconded by M. Goss & Carried:-**

WHEREAS the Province of Ontario is modernizing lottery and gaming in Ontario;

WHEREAS the Ontario Lottery and Gaming Corporation (OLG) issued a Request for Information (RFI) – Modernizing Land Based Gaming in Ontario on May 17, 2012, which closed on July 4, 2012;

WHEREAS the Economic Development Plan supports business and tourism projects which bring job creation and increased assessment to the City of Kenora and specifically refers to a casino project;

Therefore, be it resolved that the Lake of the Woods Development Commission supports a gaming development in Kenora.

**Discussion:** The OLG will make the decision as to the successful respondent through their process if Council approves Kenora to be a host municipality. The entire gambling zone consists of Kenora and Wauzhushk Onigum. There is a direct benefit to the City if it is located within City boundaries. There will be a community forum held with OLG, date is to be confirmed. There will be members of the community present as well to present information and address questions from the public. Karen Brown has sent a request to OLG for more detailed information and statistics on Casino RAMA but hasn't received anything back as of yet.

## **Tourism**

### **7. Committee Minutes**

**Moved by M. Goss, Seconded by R. Nickle & Carried:-**

That the Minutes of the meeting of the Tourism Committee held July 26, 2012 and August 22, 2012 be confirmed as written and filed.

### **8. Special Events Coordinator Position**

**Moved by M. Goss, Seconded by R. Nickle & Carried:-**

That the Lake of the Woods Development Commission recommend to Kenora City Council to approve the one year trial Special Events Coordinator Position to become a permanent, full time position effective October 1, 2012

**Discussion:** If funding is not approved the union would have the ability to layoff and exercise bumping rights in accordance with the collective agreement.

## **9. Common Approach to Business Hours**

**Moved by T. Wilkins-Page, Seconded by R. Nickle & Carried:-**

That the Lake of the Woods Development Commission takes the lead with input from all of their committees on the issue of Sundays and extended business hours in the Community.

**Discussion:** A BLT member has talked to Randy about doing surveys regarding business hours in the community. The top complaints received about business hours were during the Harbourfest weekend this summer. The most common complaint was concerning Sunday restaurant hours and there were some very frustrated potential customers.

It was suggested that the Commission take the lead on this as it is not solely a tourism issue. It was agreed that this is an ongoing issue in Kenora and was suggested that the BLT and the Commission assist by recognizing it as a serious problem and look for ways to get everyone on board to convince these businesses that it will be worth it to be open. The inconsistency of business hours makes it difficult for those who want to stay open. The trust has been lost by the visitors and other businesses which have made attempts and it will take a while to convince them all back. If the Commission takes an active role it should help accomplish this.

In order to move forward with this initiative a suggestion was made to have group meetings to come up with a strategy to address the issue. Some ideas were suggested for this plan such as focusing on the businesses that are open by promoting and advertising them as well as encourage new ones to come in. The benefits of being open must also be advertised to the businesses as they need to be educated that it will be rewarding for them, otherwise they will not do it. It was also suggested that these businesses could educate and support each other by letting their customers know who else is open when they are.

## **F. Financial Report**

### **10. Financial Statements to July 31, 2012**

The financial statements require updating as per discussion at Executive Meeting August 27, 2012. Karen Brown will follow up with City finance department.

## **G. Communications and or Announcements**

**None**

## **H. Other Commission Business:**

### **11. Sponsorship: Kevin Graff – Bridges to Better Business Event**

**Moved by T. Wilkins-Page, Seconded by S. Smith & Carried:-**

That the Lake of the Woods Development Commission assist the Northwest Business Centre with sponsorship of the Bridges to Better Business Event to be held on October 11, 2012 with a contribution in amount of \$1500.

**Action:** Heather Lajeunesse to draft a letter to Diane Schwartz-Williams accepting invitation for sponsorship and indicate that the Commission would like the topic of Sunday business hours to be part of the discussion at the seminar.

**I. Next meeting Date:**

- September 26, 2012 at 9:00 a.m. at the Lake of the Woods Discovery Centre

**12. Motion to Adjourn Meeting:**

**Moved by R. Nickle, Seconded by T. Wilkins-Page & Carried:-**

That this meeting be now declared closed at 9:30 a.m.