



Minutes

City of Kenora

Lake of the Woods Development Commission

Wednesday, May 30, 2012

8:00 a.m.

Lake of the Woods Discovery Centre

Present:

Dennis Wallace, Chair
Randy Nickle
Thelma Wilkins-Page
Mort Goss
Don Denver
Fred Wright
Councillor Sharon Smith
Mayor David Canfield, Ex-Officio
Karen Brown, CAO
Pam Bryson, Fednor

Staff

Jennifer Findlay, Economic Development Officer
Heather Lajeunesse, Administrative Assistant
Heather Paterson, Tourism Development Officer

Regrets

Ryan Reynard, LOWBIC
Darlene Literovich
Andy Scribilo
Gloria Mejia
Theresa Stephens, MNDM
Deb Weedon, MNR
Lisa Moncrief

Dennis Wallace called the meeting to order at 8:05 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.

C. Confirmation of Minutes:

Moved by T. Wilkins-page & Seconded by D. Denver & Carried:-

That the Minutes of the meeting of the Regular Commission held April 18, 2012 be confirmed as written and filed.

D. Commission Deputations or Presentations:

None.

Allan Luby was not present at the meeting to give the presentation on behalf of Bimose Tribal Council.

E. New Business - Reports:

Executive Committee

1. Committee Minutes

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

That the Minutes of the meetings of the Executive Committee held May 14, 2012 be confirmed as written and filed.

2. Amended City/Commission MOU

Moved by T. Wilkins-Page, Seconded by D. Denver & Carried:-

That the Lake of the Woods Development Commission hereby adopts the revised Memorandum of Understanding with the City of Kenora.

3. Financial Oversight

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

That the Lake of the Woods Development Commission Executive Committee direct the development of the Treasurers' Financial Oversight Plan for the 2012 year; and

That the Lake of the Woods Development Commission Executive Committee establish a Treasurers' Budget Development Group comprised of the Treasurer, Economic Development Officer, Tourism Development Officer and City of Kenora Auditor General.

Business Development Committee

4. Committee Minutes

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

That the Minutes of the meetings of the Business Development Committee held May 10, 2012 be confirmed as written and filed.

5. In Bound Site Visit NCIR Application

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

That the Lake of the Woods Development Commission authorize the submission of an application for funding to the Northern Communities Investment Readiness Program (NCIR) for an In-Bound Site visit.

The proposed start date for this project is July 2, 2012. The company has been here a few times and has been in discussions with First Nations. We would like to bring the company back for further discussions. The total budget for the project is \$9000.

6. Community Profile NCIR Application

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

That the Lake of the Woods Development Commission authorize the submission of an application for funding to the Northern Communities Investment Readiness Program (NCIR) to update the Community Profile.

This program will be to develop baseline data for the new website/portal.

7. Sector Profiles NCIR Application

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

That the Lake of the Woods Development Commission authorize the submission of an application for funding to the Northern Communities Investment Readiness (NCIR) Program for funding to complete the Sector Profile Project

This project involves sector specific information to bring new businesses into Kenora. The breakdown of contributions for this project will be \$10,000 for the LOTWDC, \$30,000 in grants and \$30,000 from Fednor.

8. Youth Internship Application

Moved by T. Wilkins-Page, Seconded by D. Denver & Carried:-

That the Lake of the Woods Development Commission authorize the submission of an application for funding to the Northern Ontario Heritage Fund (NOHFC) for an Economic Development Intern.

This project will have an impact on the budget but it has been budgeted for. Thelma commended Jennifer for finding funding for it.

Tourism

9. Committee Minutes

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

That the Minutes of the meeting of the Tourism Committee held February 28, 2012 and April 4, 2012 be confirmed as written and filed.

10. Discovery Centre Rentals

Moved by M. Goss, Seconded by S. Smith & Carried:-

That the Lake of the Woods Development Commission hereby amend the rental policy for the Discovery Centre to make it compatible with other City Facility rentals; and further

That the Mayor and Lake of the Woods Development Commission Chair be available to meet with interested parties once a letter confirming the change is transmitted; and further

That the Lake of the Woods Development Commission approves the rental rate schedule and rental agreement forms as presented in the report.

Discussion: There were some concerns about whether or not sending a letter to the KHA is the right step to take on this issue. It was suggested that perhaps a telephone call should be made in addition to the letter to inform them in a more personal way. It was agreed that this approach would be the best, and that Mayor Canfield will make the call to convey the message. It was specified that what we are doing is in line with City policy.

It was further indicated that the investment will benefit all members of the community and will help the KHA and that they need to be made aware of this.

11. Special Events Grants

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

That the Lake of the Woods Development Commission hereby approve the distribution of \$20,000 in 2012 grant monies as follows:

Northern Lights Rendez-Vous \$2,500
Coney Island Music Festival \$2,500
Keewatin Summer Splash \$2,500
Symphony \$2,500
Thursday night Concert Series \$2,500
Men's Soccer \$2,500
LOWAC- Muskies-on-Main \$1,000; and further

That \$2,500 be reserved for the Canada Day Fireworks celebration on the Harbourfront and that the remaining funds be reserved for future events applications in 2012.

There is \$1500 left over in grant money and applications have been coming in for the remaining amount.

Sharon Smith and Mort Goss declared pecuniary interest on this as Sharen is involved with Keewatin Summer Splash and Mort for Men's Soccer.

12. Cargo Van Purchase

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

That permission be hereby granted for the Tourism Department to purchase a used Cargo Van from Energy Tech Services for special events and deliveries in the amount of \$4,500.

The cargo van will reduce costs and should last for at least three years. It comes to the Commission with a full safety. Trailer wiring will be an additional cost and the van is currently not wired to pull the trailer. Driver abstracts will be required for all board members wishing to drive the van and the City's insurance company will be notified of the changes.

13. Interpretive Forest Centre

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

That the Tender proposal from JROSS Property Maintenance and Landscaping Ltd. be hereby accepted for specific beds that are within Tourism's established budget; and further

That the Lake of the Woods Development Commission enter into a contract with JROSS Property Maintenance and Landscaping Ltd for this purpose.

Discussion:

A request for proposal was advertised in the Miner and News. Two responses were received and JROSS was the winning bid with the lowest tender. Two sponsorships have already been secured so we can get a little further this year than anticipated. The content will be developed by the end of August. Councillor Smith mentioned that she had received a call from Debbie's Greenhouse who had missed the ad and were concerned that didn't have an opportunity to

bid. It was asked if it would be possible to keep local suppliers in mind when sending these requests and if an effort could be made to ensure that they are invited to bid. A suggestion was made to send a note to chamber about RFPs just to engage with the business community. It was agreed that this approach could cause more issues if someone is missed. The City's contracting process was followed for this request.

14. Special Events Contract

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

That the Lake of the Woods Development Commission accept the amended proposal from Kenora Assembly for Resources for the Matiowski Market site manager and for the Special Events General Site Labour and enter into a contract agreement for such.

Education & Training

15. Education & Training Centre Update

Geordie McEwen was not present at the meeting to give an update. Mayor Canfield stated that we are in a holding pattern on this and there is nothing to report at this time. It will be going to the Property and Planning meeting in June for discussion with Council.

F. Financial Report

16. Report from Treasurer, Don Denver

Treasurer D. Denver reported that some grants have been applied for as revenue sources. There is a \$19,000 shortage this year and the Commission has until the end of 2013 to pay the City back the deficit.

It was brought up that no financial statements have been posted on the portal and they should be so they can be viewed monthly. Karen Brown will follow up with the finance staff regarding this.

G. Communications and or Announcements

The Commission is being invited to attend the Transfield grand opening this Friday, June 1st at 4:00 p.m. Transfield has chosen to put their head office in Kenora and this will create six jobs locally. Transfield is the company that has been awarded the contract for previous services performed by the Ministry of Transportation.

Q104's grand opening is on Wednesday, June 20th. Thirteen new jobs have been created in Kenora with the transfer of the radio station and the new Kenora on-line.

Jennifer noted that the smaller numbers of jobs that have been created are adding up and creating further stability for the local economy.

H. Other Commission Business:

17. Experimental Lakes Area (ELA)

This item to be removed from the agenda and will be referred to a future meeting for discussion.

I. Next meeting Date:

- June 27, 2012 at 4:00 p.m. prior to the AGM at 5:00 p.m.

18. Motion to Adjourn Meeting:

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

That this meeting be now declared closed at 8:50 a.m.