



Minutes

City of Kenora
Lake of the Woods Development Commission
Special Meeting
Thursday, October 11, 2012
9:00 a.m.
City Hall – Council Chambers

Present:

Don Denver, Chair
Randy Nickle, Tourism Chair
Thelma Wilkins-Page, Business Development Chair
Mort Goss
Councillor Sharon Smith
Mayor David Canfield, Ex-Officio

Staff

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

Regrets

Jennifer Findlay, Economic Development Officer
Fred Wright, Business Development Co-Chair
Theresa Stephens, MNDM

Don Denver called the meeting to order at 9:15 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
None

C. Confirmation of Minutes:

D. Commission Deputations or Presentations:
None

E. New Business - Reports:

Executive

1. LOTWDC Q3 Report to Council

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

THAT the Quarter 3 Lake of the Woods Development Commission Report be hereby adopted and forwarded for presentation to Council at the October 15, 2012 Committee of the Whole meeting.

Discussion: There were some revisions suggested for the report. Instead of reporting that the Canada Day celebrations are slowly making their back to the Harbourfront, indicate a positive impact instead; that the Canada Day celebrations were successful in drawing crowds to the downtown during the day as well as for the evening fireworks. Regarding the mobile food vendors at the Harbourfront, it was recommended to add the fact that it animates the area during the daytime and creates a family friendly and safe atmosphere. It was also suggested to add a picture to the report of the business grand opening for Transfield Services. Overall comments were made that the report was good.

Action: Heather L to make the changes to the Q3 Report

Finance

2. LOTWDC 2013 Operating Budget

Moved by R. Nickle, Seconded by T. Wilkins-Page

THAT the Lake of the Woods Development Commission hereby adopts its 2013 Operating Budget as submitted to the City's Budget/Auditor General for presentation to Council at the October 25, 2012 Budget Committee meeting.

Amended Recommendation:

2a. LOTWDC 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 Operating Budget as submitted to the City's Budget/Auditor General for presentation to Council at the October 25, 2012 Budget Committee meeting with amendments as discussed today

Discussion: It was noted that the previously approved changes to Tourism and Special Events operating budgets as discussed at the September 26 Commission meeting have not yet been made to the City budget forms. There is also a change to the budget for 825 Contracted Services; the addition of \$25,000 more for the Economic Development Plan which will be leveraged by Industry Canada Funding in the amount of \$25,000. Karen Brown informed the Commission that it would be wise to give breakdowns to Council in order to explain any large amounts the Commission is requesting, such as 825 Contracted Services and 834 Program Expenses. Karen inquired as to why the 831 Advertising Revenue is going down from \$200,000 to \$175,000 and indicated that an explanation to Council on this would be good as well. There was discussion of the increase for 831 Materials and Supplies (which includes bathroom supplies); that it is a result of the increase in visitor traffic due to the closure of the border tourism centre, and agreed that this should also be communicated to Council. It was

decided to remove the \$25,000 from the budget for the Lakewood Centre as the funds are not required at this time.

Action: Karen to have Lisa make the approved changes to the budgets

Action: Barb to check with Heather Paterson on advertising revenue decrease

There was discussion of the audit for the LOTWDC. Charlotte Edie has requested a quote from BDO but has not received anything back yet. The amount is expected to be approximately \$4,000. The Trillium grant was discussed with the reasons the LOTWDC was denied; that the City Council appoints Commission board members, Commission staff are actually City staff, and the Commission does not have its own bank account. It was suggested that going through the expense of an audit may not prove anything otherwise. It was agreed that it would be better justified to do the audit in the future only if the Commission does become independent and that it does not make sense to take on the cost at this time as the audited statements may not help with obtaining funding. The discussion of these ineligibility articles will be deferred to new Board.

Recommendation:

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

THAT the previous approved recommendation to proceed with separate audited statements for the Lake of the Woods Development commencing with the 2012 fiscal year be withdrawn.

3. LOTWDC Signing Authority

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

THAT the Lake of the Woods Development Commission hereby confirms financial signing authority for amounts up to \$5000 each for the Economic Development Officer and the Tourism Development Officer; and

THAT the Lake of the Woods Development Commission hereby confirms the acquisition of a Visa card for the Economic Development Officer and the Tourism Development Officer with a spending limit of \$5000 per card; and

THAT the Lake of the Woods Development Commission hereby authorizes the acquisition of a Visa card for conducting Lake of the Woods Development Commission business with a spending limit of \$1000 for Administrative Assistant Heather Lajeunesse; and

THAT the Lake of the Woods Development Commission hereby confirms financial signing authority for its Chair, Vice-Chair, Treasurer, Secretary and Business Development Chair for amounts over \$5000

Action: Heather L to have signing cards completed by the Board for Accounts Payable

F. Financial Report

G. Communications and or Announcements

Randy Nickle announced that he will be attending 2012 Ontario Tourism Summit Meeting in London later this month.

H. Other Commission Business:

None

I. Next meeting Date:

- October 31, 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 M. Goss & Carried:-

That this meeting be now declared closed at 10:05 a.m.