



ACTION

Minutes

City of Kenora

Lake of the Woods Development Commission

Wednesday, October 31, 2012

9:00 a.m.

Lake of the Woods Discovery Centre

Present:

Don Denver, Chair
Randy Nickle, Tourism Chair
Thelma Wilkins-Page, Business Development Chair
Geordie McEwen, Education & Training Chair
Councillor Sharon Smith
Adolphus Cameron

Staff

Barb Manson, Tourism Development Officer
Mark Duggan, Special Events Coordinator (left at 9:50 a.m.)
Jennifer Findlay, Economic Development Officer
Heather Lajeunesse, Administrative Assistant
Colleen Neil, Recreation Manager (left at 9:50 a.m.)

Media

Mike Aiken, Q104 (left at 10:15 a.m.)
Will Streilein, CJRL (left at 9:55 a.m.)

Regrets

Karen Brown, CAO
Mort Goss, Treasurer
Mayor David Canfield, Ex-Officio
Fred Wright, Business Development Co-Chair
Ryan Reynard, LOWBIC
Diane Schwartz-Williams, NWBC
Allan Luby
Gloria Mejia
Pamela Bryson
Deb Weedon, MNR
Theresa Stephens, MNM

Don Denver called the meeting to order at 9:10 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:

Moved by T. Wilkins-Page, Seconded by G. McEwen & Carried:-

That the Minutes of the meeting of the Regular Commission held August 29, 2012 and the Special Commission Meeting held October 11, 2012 be confirmed as written and filed.

D. Commission Deputations or Presentations:
Special Events Coordinator – Whitecap Skating Rink

Mark Duggan, Special Events Coordinator, presented a short video and his report from the Tourism Committee to the Commission, which proposes an ice skating rink under the Whitecap Pavilion for the 2012/2013 winter season. The report summarizes the details of the concept and addresses all concerns that have been brought up to date regarding the construction, flooding, maintenance, safety and thawing of the rink in spring.

This project will be at minimal cost to the Commission as several partners have come forward to assist and make it possible. Insurance and liability have been reviewed and there are no immediate concerns noted. Colleen Neil, Recreation Manager, was present to give advice and share information with regards to the proposal. Colleen agreed that the idea would complement the City's vision and believes that the proposal is manageable without incurring additional expenses. She stressed that City rules and policy must be followed with regards to "safe practices" and that City staff are liable in this type of situation as they are not volunteers. Colleen also spoke of a 'flag system' that can be used to keep people off of the ice during flooding to prevent damage to the rink. It was agreed that all departments must work together in order to make the project a success.

There were some questions and concerns raised and clarified regarding rubber mats as well as signage. It was further mentioned that the current washroom hours may not accommodate the skaters and that this issue is currently being looked into. Supervision may also be a concern but it is believed to be manageable by City staff and the OPP.

The proposed rink would not go ahead without the support of all of those involved. It was brought forward because of public interest and was in fact requested last year but resources and staffing weren't available to research and put the plans in place. There was a general consensus by the group that this proposal should move forward.

E. Financial Report
Financial Statement to October 15, 2012

Discussion: Financial statements to October 15, 2012 were reviewed. Barb Manson indicated that she is meeting with Charlotte Edie tomorrow to go through the 2012 Tourism (831) and Special Events (834) remaining budgets. Barb also mentioned that a new revenue resource has been determined.

Clarification re 825 (Economic Development) Budget for 2012

Discussion: Thelma indicated that Economic Development has also met with Charlotte to go over the 2012 Economic Development (825) budget and concluded that they are anticipating a slight deficit this year.

F. New Business - Reports:

Tourism

1. Committee Minutes

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

THAT the Minutes of the meeting of the Tourism Committee held September 19, 2012 be confirmed as written and filed.

2. Whitecap Pavilion Skating Rink

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

THAT the Lake of the Woods Development Commission approves the proposal to proceed with the Ice Skating rink under the Whitecap Pavilion for the 2012-2013 winter season.

Discussion: There may be opportunities for revenue for the 2013 budget with regards to renting out the rink for private parties, etc. Details to be looked into in order to determine feasibility.

3. Street Food Vendors

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

THAT the Lake of the Woods Development Commission recommend to Kenora City Council the continuation of the Street Food Vendor Program in 2013; and

THAT the revised RFP be approved; and further

THAT a Request for Proposal be sent out in January 2013 for the 2013 season (May long weekend to September long weekend)

Discussion: It was suggested that the street food vendors could also be arranged during the winter for those utilizing the new rink at the Whitecap Pavilion. A separate RFP would have to be created in order to do so. It was agreed that the RFP for 2013 should be approved prior to attempting anything further with regards to street food vendors.

Councillor Smith indicated that the allotted vendor numbers will change at

the Discovery Centre this year from two vendors to just one. There was only one successful vendor at the location for the 2012 season so there will be no change from 2012.

Business Development

4. Committee Minutes

Moved by T. Wilkins-Page, Seconded by G. McEwen & Carried:-

THAT the minutes of the meeting of the Business Development Committee held May 10 and September 6, 2012 be confirmed as written and filed.

5. Lake of the Woods Project

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

THAT the Lake of the Woods Development Commission extend Kelli Saunders' contract for the implementation of the Lake of the Woods Projects to March 1, 2013

Amended Recommendation:

Lake of the Woods Project

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

THAT the Lake of the Woods Development Commission extend Kelli Saunders' contract for the implementation of the Lake of the Woods Projects to March 1, 2013 subject to funding and the 2013 budget.

Discussion: There is a partnership application going into Trillium funding tomorrow for the Lake of the Woods Project. The importance of the LOW Project was stressed as water quality in Kenora is critical, especially in light of the recent ELA closure and the current focus of the BLT. The Project covers all segments of the Commission's work. Kenora is hosting an international meeting on November 8 regarding the development of a water resources centre in the area.

Executive

6. Committee Minutes

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

THAT the Minutes of the meetings of the Executive Committee held August 27, September 26 and October 17, 2012 be confirmed as written and filed.

7. 2013 Operating Budget

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

THAT the Lake of the Woods Development Commission hereby adopts its amended 2013 Operating Budget as revised and presented to Council at the October 25, 2012 Budget Committee meeting

Discussion: It was noted that the majority (85%) of the 2013 budget is fixed costs for City staff salaries and maintenance of the Commission's buildings. The remaining amount of the overall request is leveraged substantially by funding. It was agreed that this should have been brought forward to Council at budget presentation time and is good to note for future presentations. Showing the leveraging to Council may create a

clearer overall picture regarding the Commission's requests. It was mentioned that the Discovery Centre facility expenses are higher now than originally anticipated due to the closure of the provincial Tourism Centre at the Manitoba border. Therefore the budgeted amounts were not high enough last year to cover all expenses. Rental revenues received from other facilities (Whitecap Pavilion) brought in the extra dollars to cover the unexpected increase in expenses.

It was further mentioned that most funding that is applied for by the Commission cannot be applied for by the City. The community would not be able to benefit from the funding without the Commission.

It was agreed by those present that a more thorough breakdown for Council would benefit the Commission's budget requests when Council starts their budget discussions within the next couple of weeks. A breakdown report will be prepared for Councillor Smith by the Commission to bring forward to Council for their 2013 budget discussions. It was suggested to keep the report visual and simple and that the 2012 power point budget presentation would assist with the creation.

Action: Heather L to work with Executive and staff to create report for Councillor Smith

Heather L

8. Electronic Voting

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

THAT the Lake of the Woods Development Commission approves the use of electronic meetings to vote on items on an exceptional basis only and following an agreed upon process as follows:

1. THAT the Clerk would send the report and recommendation electronically to the Board of Directors;
2. THAT the Board of Directors be given one complete business day to respond directly to the Clerk with their vote;
3. THAT the Board of Directors discuss the matter electronically by using "reply all" should they feel the need to communicate prior to voting;
4. THAT the Board of Directors vote by responding directly to the Clerk, who shall then record the votes and report back to the Board; and

THAT the Clerk be directed to add to the electronic voting procedure to the procedural by-law.

Amended Recommendation:

Electronic Voting

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

THAT the Lake of the Woods Development Commission approves the use of electronic meetings to vote on items on an exceptional basis only and following an agreed upon process as follows:

1. THAT the Commission Clerk would send the report and recommendation electronically to the Board of Directors;
2. THAT the Board of Directors be given one complete business day to respond directly to the Commission Clerk with their vote;
3. THAT the Board of Directors discuss the matter electronically by using "reply all" should they feel the need to communicate prior to voting;
4. THAT the Board of Directors vote by responding directly to the Commission Clerk, who shall then record the votes and report back to the Board; and

THAT the Commission Clerk be directed to add to the electronic voting procedure to the procedural by-law.

Heather L

Discussion: There was discussion on what defines an 'exceptional' basis. It was agreed that the method be used only for time sensitive issues and/or easy decisions. Councillor Smith indicated that she supports the electronic voting but does have some concern regarding the matter. It was agreed that this method will only be used when necessary and will not become common practice.

9. Current Member Board Appointments

Moved by T. Wilkins-Page, Seconded by G. McEwen

THAT the Lake of the Woods Development Commission hereby recommends to Kenora City Council the following current Board members for appointment for the next term beginning December 1, 2012:

Don Denver	Mort Goss
Thelma Wilkins-Page	Sharon Smith
Randy Nickle	

Discussion: It was suggested at this time to go into the Closed meeting portion in order to discuss applicants and forward one single recommendation to Council for the Board appointments. It was agreed that a letter should go to all that applied after Council appoints the Board members.

Action: Heather L to draft letters to applicants

Heather L

G. Communications and or Announcements

Jennifer Findlay reported to the Board that she is working with LOWAC on an application to Trillium for arts funding. There are 10 partners involved and the funding will be used to hire a coordinator for 2 years. Jennifer has written a report as EDO in support of the application.

Jennifer also announced that there are a number of new businesses officially opening within the next couple of weeks; Golden Chicken Tea Company, The Only One, Miisun, the pole peeling plant, and the Kenora curling club has new food vendor.

The annual Fall Feast of the Tunnel Island working group will take place at the Discovery Centre on Saturday, November 3 at 11:30 a.m.

H. Other Commission Business:

None

I. Next meeting Date:

- November 28, 2012 at 9:00 a.m. at the Lake of the Woods Discovery Centre

November 28 will be the last regular meeting of this Board. After December 1, once the new Board is appointed, a meeting will be held to elect executive and allocate positions.

10. Motion to Adjourn Meeting:

Moved by R. Nickle, Seconded by G. McEwen & Carried:-

THAT this meeting be now declared closed at 10:30 a.m.; and further

THAT pursuant to Section 239 of the Municipal Act, 2001, as amended, authorization be given for Lake of the Woods Development Commission to move into a Closed Session to discuss items pertaining to the following matters:-

i) Personal Matter about an Identifiable Individual

Reconvene to Open Session:

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

THAT the Commission reconvenes to the Open meeting at 10:50 a.m. with the following direction from its closed meeting:-

Amended Recommendation:

Board Member Appointments

Moved by T. Wilkins-Page, Seconded by G. McEwen & Carried:-

THAT the Lake of the Woods Development Commission hereby recommends to Kenora City Council the following members for appointment for the next term beginning December 1, 2012:

Don Denver	Mort Goss
Thelma Wilkins-Page	Sharon Smith
Randy Nickle	Fred Wright
Teresa Gallik	

Action: Heather L to submit report and recommendation to Council for November 13 COW meeting

Heather L

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

THAT this meeting now be declared closed at 10:52 a.m.

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