



## Kenora Event Centre Committee Minutes

Tuesday, April 2, 2013  
5:00 p.m.

Kenora Recreation Centre Meeting Room

ACTION

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**PRESENT:** Mike Dietsch, Vice Chair  
Rory McMillan, Councillor  
Ruth Illman  
Judy Bain  
Laci Dingwall  
Colleen Neil, Recreation Manager  
Megan Derouard, Recreation Programmer  
Heather Lajeunesse, Administrative Assistant

**REGRETS:** Chris Van Walleghem, Chair  
Jeff Port, Resource  
Ron Lunny, Councillor

**Mike Deitsch called the meeting to order at 5:03 p.m.**

**A. Declaration of Pecuniary Interest & the General Nature  
Thereof:**

- 1) On Today's Agenda**
- 2) From a Meeting at which a Member was not in Attendance**  
There were none declared.

**B. Confirmation of Minutes:**

**Moved by R. Illman, Seconded by R. McMillan & Carried:-**

That the Minutes of the last meeting of the Kenora Event Centre Committee meeting held March 5, 2013 be confirmed as written and filed.

**The minutes from March 5, 2013 will be amended as follows:**

Under the discussion **Sub-Committee Updates** on page 2:

"It was questioned who determines what the end result will be. It was confirmed that it is the Committee that decides what the Centre will be but that will be determined upon receiving information from the meetings and users to see what they want in a facility."

**It was clarified that the final contents will go to Council upon recommendation of the Committee and then Council will make the final decision on what the Centre will be.**

## C. Items:

### 1. Committee Member Update

The deadline for applications for the vacant position on the Committee was March 15. Councillor McMillan indicated that he had no information to bring forward at the meeting but that the vacancy will be discussed at the Committee of the Whole meeting on Monday April 15. He confirmed that he will bring any updates back to the Committee.

### 2. Sub-Committee Updates

#### *Facility Requirements (for multi-use facility):*

Sub-committee lead Judy Bain indicated that they have been waiting for the marketing sub-committee to meet, which they have now. She had previously spoken with marketing lead Laci about getting the two sub-committees together and added that this meeting can serve the purpose.

It was agreed that the facilities public stakeholder meeting should be held after the May long weekend. A date of Wednesday, May 22, 2013 was finalized for the public meeting to take place from 7:00 to 9:00 p.m. Megan will book the ice surface for the public meeting. It was agreed that a notice of the meeting will be distributed at the City booth at the Property Owner's show in Winnipeg on May 6.

It was mentioned that the proposed questions for the public meeting still have to be finalized. Councillor McMillan will bring the proposed questions to Council asking for feedback and any further suggestions prior to the Committee of the Whole meeting on Monday. There was discussion of the questions and it was confirmed that they have been designed to be thought provoking and to keep the conversation as open ended as possible in order to try and get the positive answers the committee is seeking. The next steps can be more in depth when the committee gets to the next levels of the project.

*Funding:* There is nothing to report for this committee as this phase has not yet been reached.

#### *Marketing, Promotion & Public Input:*

Marketing lead Laci Dingwall updated that their sub-committee meeting was held on March 12. She provided a Marketing Committee Outline for the group which will be used as a reference guide and added that this plan will be updated and modified each time they meet rather than taking meeting minutes. She added that they do plan to meet further with facilities. Laci shared that there are two parts to the marketing process. She explained that it has been determined in the plan what the first steps should be and what they would like to accomplish in each step before moving to the next.

The proposed first steps were reviewed which include establishing a detailed Q&A, and the creation of a brochure which will generate public awareness and can be distributed at the Property Owner's show in Winnipeg. It was also suggested the brochure can be further used as part of the invitation for the public meeting in May. Marketing will create this brochure. A powerpoint presentation was also suggested for the May meeting.

There was an inquiry as to whether or not there is currently a form for customer/user feedback for the Recreation Centre and confirmed that there are

M Derouard

R McMillan

L Dingwall

basic customer comment cards used for this. It was agreed that this is another way to collect information for the project and that this is a good reminder for determining ways for users to provide feedback. It was suggested that there is a current list of customers/users that can be solicited for feedback to specific questions for this project and that is a good idea to proceed with this.

It was agreed that the next steps for the marketing sub-committee are to make the Q&A selections and then meet with facilities. It was decided to review the proposed questions listed in the Marketing Committee Outline together at this meeting. It was suggested to move #8 up to after #4 (becomes #5). It was suggested to reference the Official Plan in the questions rather than the Strategic Plan (#14). It was further suggested to remove specific study plan questions and use them in other areas of the project. It was agreed that the proposed marketing questions go well with the other facilities questions that have been created for the public meeting.

There were further suggestions for the Q&As:

- Will this project impact community links?
- Is this project related to the casino application?
- Will a decision re: a casino have any impact (positive or negative) on this plan?
- Will my comments/input have any weight on the overall decision making?
- Will anyone listen to what I have to say?

It was suggested that the Committee take the proposed and newly suggested questions away and give them some thought and provide any feedback to Laci by May 23<sup>rd</sup>.

There was an inquiry as to whether or not the Event Centre project could be completed in two stages. Colleen mentioned that other projects have been completed in phases but it is difficult to answer this when we don't know yet what the facility will be and it is difficult to determine this until we know what is important to the community. This will come into play further with funding applications as phasing and funding go together. It was suggested that this also be added to the Q&As.

There was discussion of the brochure and it was decided not to include any of the Q&As on it but that it direct readers to a website where the customers can view the questions and answers and obtain further information on the project. It was suggested to show a concept drawing (box) of the proposed facility with a question mark in it asking "what do you see in this box?" The brochure will invite readers to the facilitated public meeting in May.

It was decided that the facilities and marketing committees will meet on April 12<sup>th</sup>

*Capital & Operating Costs:*

Group lead Mike Dietsch reported that the sub-committee is just beginning work on this piece.

**3. Work Plan / Critical Path Analysis**

Jeff Port could not be present at the meeting to review the draft work plan that he has created for the Committee but has indicated would to have a separate meeting to go over the contents of the work plan. A meeting date of April 16 at 5:30 p.m. was suggested to review the work plan. Colleen will confirm if the date and time work with Jeff and book the meeting room.

C Neil

**4. New Business**

Ruth Illman indicated that she would like to review the City's 5 Year Capital Plan. Heather Lajeunesse to attach the plan to the minutes when they are distributed.

H Lajeunesse

Councillor McMillan indicated that once plans are in place sub-committee chairs can pull in additional people as resources for the project.

There was an inquiry as to whether there should be a separate e-mail for providing answers and receiving further questions generated by visitors to the website. Colleen will ask IT to attend the next meeting to verify and explain. It was mentioned the template for Gimli's pool project that was distributed by Colleen is a great resource and reference for this committee to use.

C Neil

**5. Communications and/or Announcements**

Mike Dietsch update that the Event Centre Committee deputation/presentation at the March Committee of the While meeting went well and that there was no negative feedback received by anyone. The media had questions following the meeting regarding the twinning of the ice. Council is looking forward to regular updates and the Committee will continue to keep them updated on a quarterly basis.

**6. Next Meeting Date**

- Tuesday, April 16, 2013 at 5:30 p.m. (to review draft work plan)
- Tuesday, May 7, 2013 at 5:30 p.m.

Meeting adjourned at 6:26 p.m.