



ACTION

**Kenora Event Centre Committee
Minutes**

**Tuesday, June 4, 2013
5:30 p.m.**

Kenora Recreation Centre Meeting Room

PRESENT: Chris Van Walleghem, Co-Chair
Mike Dietsch, Co-Chair
Rory McMillan, Councillor
Ruth Illman
Judy Bain
Laci Dingwall
Colleen Neil, Recreation Manager
Heather Lajeunesse, Administrative Assistant
Kerri Holder, Administrative Assistant

REGRETS: Ron Lunny, Councillor
Megan Derouard, Recreation Programmer

Mike Dietsch called the meeting to order at 5:30 p.m.

Kerri Holder was introduced to the group as the new clerk for the Event Centre Committee.

**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 J. Bain & Carried:-

That the Minutes of the last meeting of the Kenora Event Centre Committee meeting held May 7, 2013 be confirmed as written and filed.

C. Items:

1. Committee Member Update

Council has approved that the vacancy on the Event Centre Committee remain vacant as per the following resolution in the May 21, 2013 Council meeting minutes:

Events Centre Committee

15. Moved by R. McMillan, Seconded by L. Roussin & Carried:-

That Council hereby grants permission to the Events Centre Committee to leave the current vacancy on the Committee vacant until such time the Committee deems it necessary to fill the vacancy.

2. Public Meeting Update

A brief overview was given of the public meeting results. There were approximately 76 people in attendance as well as 20 facilitators and scribes present to assist. The results were compiled and a list was tallied for each question, including how many responded. All information that was received from the facilitators and scribes was put together into one document which will be circulated to the Committee once reviewed by the facilitators to ensure all the information is correct.

It was mentioned that there were some demographic gaps as only two people under 18 years old had attended the meeting. It was suggested that the Committee met with students, perhaps those that are graduating etc. to get more information from that demographic for the business plan.

A follow up survey directed at anyone who hasn't yet provided feedback is now ready to go on Survey Monkey and it is anticipated to begin by the end of this week. A copy of the survey was distributed to Committee members to review to ensure all information is included. Some minor changes and additions were suggested, including the addition of a student piece to the demographic list. As soon as the survey is finalized it will go out via e-mail to all user groups and contacts. Survey information may also be provided to the City summer students as part of their orientation. The survey link will be published on the City website and on the City and Rec Centre Facebook pages. Small business size cards that direct people to the website to do the survey will also be created for distribution at various locations around the City.

It was agreed that the survey run for three weeks and be completed by June 28 so that the marketing sub-group can meet and summarize the results for the Committee of the Whole meeting on July 9 when the Committee gives their progress update to Council. It was mentioned that all feedback for the event centre expansion has been positive so far.

Aside from the student demographic piece it was also suggested to get letters of support representing the aboriginal groups in and around Kenora as this will also be a strong support piece for the business case. It was suggested to make sure that these user groups receive the link for the survey as well once it has been distributed. It was agreed that any letters of support will be best to have during the business plan component of the project.

There was discussion of sending out the results from the public meeting to all of those that were in attendance as many had requested this. It was decided to share the information first with Council before it goes public. It was suggested that a brief e-mail be sent to all those that attended the meeting to thank them for coming, inform them of what the Committee's next steps are, as well to let them know that the Committee will get back to them with further information once all the results from the meeting and survey have been compiled.

3. Next Steps

Next steps include put something in the newspaper in the form of an article and/or an ad in the municipal memo to inform the public of where the Committee is at with their progress.

L Dingwall

C Neil

H Lajeunesse

Survey results will be compiled following the completion of the survey and it is anticipated that these results will confirm the information received at the public meeting. The information will be presented to Council at the Committee of the Whole meeting in July and if Council provides positive feedback and their approval is received the Committee will know where to continue with the next steps.

Following approval by Council the Committee will begin to look at a skeleton model for the Event Centre before moving forward with the actual design. Costs need to be determined, as well as whether there is any funding available. Costs will also determine how big the Event Centre will be and what can all be included. It was suggested to visit other centres to get a visual and ideas for the facility. It was agreed the Committee is getting close to this stage now.

It was agreed that it is important to keep potential funders informed so that they can understand where the group is at and be able to suggest any funding options if available. It was suggested to add local representatives for Fednor and Ministry of Northern Development and Mines to the minute distribution list. Colleen indicated that she would get in touch with those suggested.

It was mentioned that part of the next steps will also be to meet with the user groups and City staff. Colleen indicated that she has spoken with recreation centre staff briefly but that their input so far is very detailed and may be required more so in the further stages of the project.

4. New Business

It was noted at the May 7 meeting to set timelines at the next meeting on the work plan for LOWBIC/Economic Development assistance. It was agreed that the group isn't at this stage yet.

5. Communications and/or Announcements

Colleen indicated that she will be attending a Canadian Recreation Facilities Council conference next week in Toronto and the group will be touring four facilities while there. She added that she plans take lots of pictures of the facilities and indicated that there will also be opportunity for discussion with others in attendance.

6. Next Meeting Date

- Wednesday, July 3, 2013 at 5:30 p.m.

Meeting adjourned at 6:25 p.m.

C Neil