



Kenora Event Centre Committee Minutes

Tuesday, March 5, 2013
5:00 p.m.

Kenora Recreation Centre Meeting Room

ACTION

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

REGRETS: Chris Van Walleghem, Chair
Jeff Port, Resource
Colleen Neil, Recreation Manager
Ron Lunny, Councillor

Mike Deitsch called the meeting to order at 5:05 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. McMillan, Seconded by L. Dingwall & Carried:-

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

C. Items:

1. Committee Member Vacancy

The Committee has been informed Jolene Andrews has resigned as a member due to personal reasons. It was decided that the City will advertise again publicly for the position rather than review the initial applications that were submitted upon the Committee's formation. The deadline for applications is March 15 and Council will then appoint a member from the applicants. It was suggested that thought be given to the type of background the potential candidate has as the Committee is looking to fill any component gaps. It was also suggested that aboriginal representation be considered for the Committee. It was agreed that the

Committee is missing this type of representation and suggested for members to encourage people to apply.

2. Sub-Committee Updates

Facility Requirements (for multi-use facility)

Sub-committee lead Judy Bain had previously circulated the notes of their discussions. She indicated that the notes are basically thumbnail ideas of what they would like to see the Event Centre contain. A public meeting was suggested, with individual invites to go out to specific stakeholders/user groups, in order to determine what people would like to see in the Centre. The group created several questions to ask in order to determine what is needed and from there a business case can be determined. Colleen and Megan have created and supplied the sub-group with a complete list of stakeholders/user groups. It was agreed that the list is thorough and suggested that if any are missing to be sure they are added. The full list of stakeholders will be provided to Heather to send to Committee members.

The group agreed on four questions that seem to work for everyone and are open to suggestions for revisions or for different questions. The questions are as follows:

- a) *How do you use the Kenora Wellness Centre today?*
- b) *What components does the Event Centre need to have in order for you to provide your support?*
- c) *How do you believe the Event Centre should be funded? Provide options and rationale*
- d) *How do you measure the success of the Event Centre?*

It was suggested to have sign in sheets for these meetings to see demographics of those that respond. It was suggested that there be someone to Chair the meeting as well as key facilitators. It was agreed that there be several facilitators lined up in case large numbers attend. Jeff Port and Don Parfitt were some suggestions for facilitators and it was also suggested that Jeff Port be the lead. It was mentioned that it is important to have the facilitators as they will be able to answer any questions and discuss. Questions will be sent out by invitation to the stakeholders/user groups as well there will be an advertisement in the newspaper. The meeting will be held in early May on the ice surface of the recreation centre and date will be confirmed. The meeting will be no more than two hours and held in the evening. After the data is compiled the Committee can then go to Council with recommendations. Research will begin with these user groups to obtain starter information and then the Committee can move towards a public survey after the support is generated. There was discussion of what the Centre should contain and whether or not these questions will determine the answers. 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 agreed that the purpose of the *facility requirements* sub group is to clearly define the type of facility that is needed and then move forward to next steps of determining the capital and operating costs. It was suggested that the *facility* group push forward as far as they can before moving to the next steps. It was agreed that the Event Committee needs to get the public support first before moving forward with the project. The Committee wants to ensure that all questions are answered upfront to avoid having the public think there is a preconceived project as this is not the case. It was agreed that transparency is

H Lajeunesse

key and to keep all communication open.

It was asked for Committee members to provide feedback on the four questions. A further question was suggested:

What benefits do you see for the community by having this Events Centre?

It was suggested that the first question of the four is for determining the demographics so it may be removed and replaced with the new question. Clarification was asked for on the funding question and it was confirmed to mean *How do you perceive the Events Centre being built and how it will be paid for?* It was confirmed that with these questions the Committee is trying to determine what the stakeholders/user groups need to have in order to support it. When consulting the public again the Committee wants to use supporting information from this meeting to assist with obtaining further public information before moving forward.

Marketing, Promotion & Public Input:

Marketing lead Laci Dingwall indicated that there is no update on marketing yet as the group was waiting for something to work with. Now that there is some information they can meet and plan to arrange for a meeting next week. Laci inquired as to whether or not the current Wellness Centre has a marketing strategy in order to keep everything with the same brand and image. Heather Lajeunesse will look into this. Laci also questioned if the current recreation centre employees should be included at the meeting. It was mentioned that a general public notice will be sent out but was agreed that the employees are key.

H Lajeunesse

Funding:

There is currently no update on funding.

Megan made the suggestion of finding simple ways to start raising funds and gave an example of a loonie/toonie drop that was quite successful in another community. Containers or bins can be placed in various locations around the City with a concept drawing and/or business case asking for people to donate a loonie or toonie to support the project. It was agreed that this could be a good way to kick start the fundraising for the Centre once the facility requirements have been determined and the word is out. There was discussion of the timing and the other facilities (hospital) that will be looking for community donations. It was agreed that all the pieces are key and that there should be a partnership amongst those looking for funds.

Capital & Operating Costs:

Group lead Mike Dietsch reported that work has just begun on this component. Colleen Neil has been asked to provide some background information on the current recreation centre such as financial statements showing revenues and expenses from 2009-2012, as well as the costs from the Wellness Centre expansion.

3. Survey Discussion

It was agreed that a public survey take place after the stakeholder/user group meeting results are determined in order to generate further community feedback.

4. New Business

There was an inquiry as to what the action plan is for the Committee in moving forward. There is currently not a plan in place as Committee actions are being

framed by the sub-committees and is expected to fold together. The Committee is operating as per the Terms of Reference. Timelines were suggested for the sub-committees as well joint sub-committee meetings were suggested to see where each other committee is at. It was suggested to ask Jeff Port facilitate a strategic plan or type of work plan at the April meeting for the Committee to follow.

R McMillan

5. Communications and/or Announcements

An Event Centre Committee update will be provided by Mike Dietsch to Council at the next Committee of the Whole meeting on Monday, March 11th. Councillor McMillan suggested that the committee members attend the meeting if they can to show support. Mike will give council an overview of actions to date and indicate that the Committee is moving forward with their mandate and in the process of developing questions to determine answers from the stakeholders/user groups. The plan is to communicate as much as they can with Council throughout the process and it will also be mentioned to Council to regularly review the meeting minutes provided to them.

6. Next Meeting Date

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

Meeting adjourned at 6:27 p.m.