



ACTION

**Kenora Event Centre Committee
Minutes**

**Tuesday February 4, 2014
5:30 p.m.**

Kenora Recreation Centre Upstairs Meeting Room

PRESENT: Mike Dietsch, Co-Chair
Rory McMillan, Councillor
Judy Bain
Laci Dingwall
Ruth Illman
Colleen Neil, Recreation Manager
Megan Derouard, Recreation Programmer
Kerri Holder, Administrative Assistant

GUESTS: David Nelson, Nelson Architecture Inc.

REGRETS: Chris Van Walleghem, Co-Chair
Ron Lunny, Councillor
Jeff Penner, Stantec
Warren Thompson, Stantec

Mike Dietsch called the meeting to order at 5:32 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 L. Dingwall, Seconded by R. Illman & Carried:-
That the Minutes of the last meeting of the Kenora Event Centre
Committee meeting held January 8, 2014.

C. Items:

1. Feedback Received at Council Meeting and Open House

Mike Dietsch had circulated a report to the group after the last Council meeting with an update of the questions asked by Council and the general reaction to the proposal. It was noted that appropriate questions were asked by Council and Warren Thompson, David Nelson and Mike Dietsch did well answering those questions.

It was reported that the open house was attend by approximately 50 members of the public and it went well. It was noted that there was a different demographic represented at this open house compared to the other public sessions held. There were many positive comments received however concerns were expressed about total cost of the proposal and the effects on the taxation. The attendees were asked to submit comments and concerns on the City's website.

The recent project cost issues in North Bay was brought to the Committee's attention and they will keep this in mind as the numbers for this project are finalized. There was discussion of how the costs of this project have been estimated and it was confirmed that it was a Class D Estimate.

2. Feedback Received through City Website

Colleen Neil received several e-mail messages through the City's website and had shared them with the Committee members and the Stantec team. There were no surprises in the comments received. It was agreed that Chris Van Wallegghem would respond to the e-mail messages. Colleen will provide Chris access to the e-mail for this purpose.

3. MLSE Team Up Fund

Through the MSLE Foundation, grant funding is available for the refurbishment of athletic facilities and programs in the amount of \$50,000 and must be spent within three years. It was decided that this fund may be better suited for Keewatin Memorial Arena as the Kenora expansion project is not ready for this type of funding. It was mentioned that it may be worthwhile submitting an application if there is a need for refurbishments to prepare for the possible expansion. There was a suggestion made to be cautious about pursuing funding for other projects as there may be a greater need if this project proceeds. There was a question about the timing of this project and the ability to comply with the three year window for spending the grant. All agreed this fund is not applicable at this time, however an application could be submitted if another project meets the criteria. Applications are due by March 3, 2014.

4. Fundraising

It was noted that the reason fundraising is included on the agenda is to explore options available. This will allow the Committee to be prepared on how to reach the fundraising goal. It was suggested to have a pre-established target for that fundraising goal. It was identified that professional fundraising advice will increase the ability to raise the required funds and to have clear plan in place.

At the Council meeting presentation, it was mentioned that the last fundraising project for the Wellness Centre had failed and this raised concerns by Council for this project. There was discussion about what the term failed meant and it was not clear what criteria determined that the efforts had failed. The original goal was not met but a significant amount was raised and the strategy was not in place from the beginning with an agreed upon amount. It was agreed that it is important to be up front with Council that there is a fundraising plan on how to reach the target. There was discussion about the uniqueness of fundraising requirements for capital campaigns for the recreation department compared to other infrastructure projects within the City with securing funding through grants.

There was discussion about the upcoming Provincial election and that with a new government there may be new funding opportunities, while with the upcoming municipal election, it was noted that Council may be more cautious about

investing in capital projects.

The coin drops are now in place at both Kenora Recreation Centre and Keewatin Memorial Area and can be easily recognized by the title "Event Centre Expansion" and slogan "Help Us Build It!". It was mentioned that Jamie Nicholson from Trimline provided the decals for the coin drop at no charge. It was suggested to send him a thank you for this donation.

5. Stantec Business Plan Back-Up Model

The Business Plan Back-Up Model, a financial spreadsheet outlining the operating costs, was shared and reviewed with the group. Colleen will carry out a final review of the numbers to ensure they are realistic before the report is completed.

6. Final Proposal from Stantec

The final proposal was circulated prior to the meeting for review and to provide feedback on changes with content items. The main concern was the wording used to explain the strategy, implementation and business case versus feasibility and sustainability options. David Nelson will work with Warren Thompson to clarify the business plan within the stages of the process and terminology within the report. The operational costs were looked at. It was noted that contribution costs would need to be clarified also.

Laci left at 6:00 p.m.

It was mentioned that the City finance department would need to be kept in the loop and particularly when a solid business case has been completed. Councillor McMillan indicated that other key contacts within City administration are Karen Brown, CAO and Jennifer Findlay, EDO.

There was discussion about the reason to present all the options in the report and it was questioned why the preferred option was not presented as the first option. This would portray that option A is the primary option. Mike Dietsch suggested that he would like to see the primary option presented throughout the report.

Judy left at 6:27 p.m.

There was discussion about providing enough information and showing plenty of support with evidence of demographics so Council can make an educated decision and be able to speak about the investment in this project with community members. It was noted that the Committee will need to be prepared to provide answers that are not found in the report.

It was suggested to attach breakdown of the soft costs to the implementation strategy phases and to simplify the phases by combining some strategies. The report should give the concept enough detail for Council to approve moving on to the next step.

There was discussion about the time line and it was suggested that estimated occupancy is desired to be 2017, one year less than shown. There was a suggestion that the notation referring to the medical centre in the introduction name the Paterson Medical Centre specifically.

In determining the next steps, the future position of the Committee was considered. There was encouragement for the Committee to continue on

moving ahead with the project. It was indicated that funding deadlines and the pace of advancing the phases could dictate the direction of the Committee. There was concern about the upcoming municipal council election and it was mentioned that the Committee needs to put itself in a position where the next current council will permit the next phase of business case development. Colleen Neil shared there are no funds available in the next budget for this project and that in order to move through the next phase, other funding will be needed. Again there was mention of Northern Ontario Heritage Fund Corporation (NOHFC) grant opportunities. It was suggested that the Economic Development Officer could help with the applications.

It suggested that the next phase could include the traffic study for the site.

Relocated meeting to Colleen Neil's office at 7:00 p.m.

There was discussion about the next Council meeting and what the Committee is looking for at this point. Colleen Neil updated the group on the report she had prepared for Council, noting the Committee is looking for Council to receive the report.

7. Next Steps

The Committee's next steps are to provide Council with the Concept Development and Feasibility Study at the February 11, 2014 Committee of the Whole meeting. No formal presentation will be given this time. It will communicate to Council that Committee intends to provide its next steps at the March Committee of the Whole meeting. This will give Council, as well as the community, time to review the Concept Development and Feasibility Study. Following the submission, the Committee will develop strategies and key messages for the March 11, 2014 Committee of the Whole meeting. The Committee is looking for permission to move to next phase which would be to build the business case with funding from NOHFC to move to the design development and construction drawing phase.

8. New Business

None

9. Communications and/or Announcements

It was noted that expenses relating to the conceptual design consultation are on track and a request has been sent to Stantec for the final invoice. It was mentioned that the relationship between the committee and the consultants will be coming to a close after the final report is presented and all agreed it has been a good working relationship.

10. Next Meeting Dates

- Monday, March 3, 2014

Meeting adjourned at 7:19 p.m.