

THE CORPORATION OF THE CITY OF KENORA

BY-LAW NUMBER 11 - 2010

**A BY-LAW TO ADOPT TERMS OF REFERENCE FOR THE COMMUNITY
AUDITORIUM CONFERENCE CENTRE COMMITTEE**

WHEREAS Section 11(1)5 of the Municipal Act, 2001, as amended, authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

WHEREAS the City of Kenora deems it necessary to develop a Committee of Council in order to proceed with the development of a Community Auditorium Conference Centre for the City of Kenora;

NOW THEREFORE the Council of the Corporation of the City of Kenora hereby enacts as follows:-

- 1. THAT** Council of the Corporation of the City of Kenora hereby adopts the Terms of Reference for a Community Auditorium Conference Centre as attached hereto as Schedule "A".
- 2. THAT** this by-law shall come into force and be in effect from and after the final passing thereof.
- 3. THAT** By-Law Number 50-2005 is hereby repealed.

BY-LAW READ a First and Second Time this 18th day of January, 2010

BY-LAW READ a Third and Final Time this 18th day of January, 2010

THE CORPORATION OF THE CITY OF KENORA

Leonard P. Compton, MAYOR

Joanne McMillin, CITY CLERK

Terms of Reference

For a

COMMUNITY AUDITORIUM CONFERENCE CENTRE

Committee of Council

For the

CITY OF KENORA

1.0 INTRODUCTION

This purpose of this committee is to assist in the development of a Community Auditorium Conference Centre for the City of Kenora. The committee will provide support, resources and leadership for the development and establishment of a CACC in the City.

As outlined in the City of Kenora strategic plan - “Kenora Vision 2007, Leading the Way” - Council will “undertake specific infrastructure projects in support of economic development, tourism and diversification goals. Major projects in development or under consideration currently include new Performing Arts Centre”.

The improvement to the quality of life in the community as a whole is critical the establishment of such a facility. This project will reflect, and celebrate, the values placed on the cultural diversity within the City. The establishment of this facility will also provide a significant economic impact to the City of Kenora, as it will provide a venue for the arts, entertainment and conventions.

In order to proceed with the development of the project, a Committee of Council is required to provide advice, guidance and leadership, in the development of a new Community Auditorium Conference Centre. This terms of reference will describe the role of the Committee in facilitating the development of this project.

2.0 BACKGROUND

The concept of a Community Auditorium Conference Centre (CACC) for the City of Kenora and surrounding area is not a new one. Over the years, a number of individuals and groups have identified the need for such a facility in Kenora. In May of 1992 a study was completed for the Community Auditorium Committee that was entitled "Kenora Community Auditorium Feasibility Analysis". The general conclusion of this study stated that both the permanent residents and the summer residents would support such a facility if it were developed. Due to a combination of factors the project did not proceed.

In January of 2000 a working group met to revitalize the project. The City of Kenora supported a feasibility study, as did both the Keewatin-Patricia District School Board and the Lake of the Woods Business Incentive Corporation (LOWBIC). This study recommended the development of a \$7.5 million arts and training facility on Main St. next to the Scotia Bank.

3.0 DESCRIPTION OF THE CITY OF KENORA

The amalgamated City of Kenora comprises the former Towns of Kenora, Keewatin and Jaffray Melick. The City of Kenora is situated midway between Winnipeg and Thunder Bay on the Trans Canada Highway and the CP Rail main line. Kenora is strategically located on the north shore of Lake of the Woods and continues to be recognized as the service centre for the region of Northwestern Ontario. The population of the City is 16,500. The surrounding unincorporated area also has considerable permanent and seasonal populations, bringing the total area wide population up to approximately 25,000

4.0 ROLE OF THE COMMITTEE

The role of the Committee is to provide advice and input into the design and development of the CACC. The technical and administrative functions of the project will be provided by City staff in professional support to the committee.

Generally, the role of the Committee will be to undertake the following functions:

- Assist in providing a community perspective in overall design and use of the proposed facility;
- Ensure the CACC is operated in a fashion that meets the needs of the residents of Northwestern Ontario;
- Develop a business plan that ensures the proposed facility is a sustainable venture;
- Provide leadership to the committee in seeking out potential public/private sector partnerships in capital fundraising and facility management;
- Seek out opportunities for Provincial and Federal funding for capital construction.

The role of the Committee is to obtain community support for the project and undertake fundraising as required in the business plan.

5.0 COMMUNITY AUDITORIUM CONFERENCE CENTRE STEERING COMMITTEE

Representation on the Committee includes representatives and resource staff from the City of Kenora, Keewatin-Patricia District School Board and the community at large.

The Steering Committee is comprised of a cross section of community members that share the same vision – namely the establishment of a CACC in the City of Kenora. Representation on the Committee is as follows:

- City of Kenora Representative – Councillor
- City of Kenora Representative – Staff
- Resource Person – Architectural/Design
- Resource Person – Legal Profession
- Resource Person – Business
- Resource Person – Arts/Entertainment Industry
- Keewatin-Patricia Board of Education – Staff
- Three (3) Members of the Community at Large

6.0 GUIDING PRINCIPLES

These terms of reference will identify some “guiding principles” to be followed in the ongoing operation of this Committee. These principles are designed to ensure that the operation of the committee will be accountable to the City of Kenora:

- The committee process will be inclusive with input from the key stakeholders.
- The committee process will be transparent, with all information being made available to committee members and Council.
- A team approach will be engaged by the committee, with participation of the membership, in the sharing of ideas, input and solutions.
- A ‘business’ approach will be the primary focus in the ongoing development of goals and objectives.
- The committee will, in all cases, strive to be efficient and effective, with an emphasis on innovative and creative ways in the development of the CACC.

7.0 COMMUNICATIONS AND ADDITIONAL RESOURCES

The Chairman of the Committee shall be key contact and spokesperson for the Committee, as well as reporting the work of the Committee to identified stakeholders.

8.0 MEMBERSHIP/TERM OF COMMITTEE

The term for membership on the Committee shall be concurrent with the term of Council. Members shall be appointed by the Council of the City of Kenora. Council may replace a Committee member if the member misses three consecutive meetings without giving notice to the Committee Chairman.

9.0 MEETINGS

Regular meeting dates are to be established by the Committee. The location and frequency of meetings will be at the discretion of the Committee Chair.

The City of Kenora will provide sufficient resources and staff for conducting the business of the Committee. This will include, but not be limited to; taking meeting minutes, assisting the Chairman in developing an agenda, the circulation of meeting notices and minutes and the advertisement and organization of expanded meetings as required, i.e. community project orientation.

The Chair will ensure the provision of administrative support in any media releases, reports and recommendations developed by the committee.