

**MINUTES**  
**MARKSTAY-WARREN**  
**COMMUNITY DEVELOPMENT CORPORATION**

**GENERAL MEETING**

June 7<sup>th</sup>, 2007

6:00 pm

**MARKSTAY-WARREN COMMUNITY DEVELOPMENT CORPORATION**  
**HEAD OFFICE**  
**21 MAIN ST. S., MARKSTAY, ON**

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**1. Opening Remarks by Chair**

The Chair welcomed all in attendance

**2. Roll Call and call meeting to order**

**Meeting was called to order at 6:03 pm**

President/Chair: Rheal Forgette

Vice-Chair: Doug Reynolds

Directors: Jean-Marc Chayer (absent)  
Kathy Proulx  
Chantal Roberts  
William Saunders

Staff: Lorraine Demore, Secretary/CAO  
Normand Roberge, Treasurer

**3. Disclosure of Pecuniary Interest and General nature Thereof**

None was disclosed.

**4. Adoption of minutes**

1. General meeting minutes dated May 7<sup>th</sup>, 2007

**#2007-15**

**Moved by: Chantal Roberts**

**Seconded by: Kathy Proulx**

That the General meeting minutes dated May 7<sup>th</sup>, 2007 be adopted as circulated.

**CARRIED.**

**5. Report from Chair**

**Minutes - General meeting**  
**Markstay-Warren Community**  
**Development Corporation**

(1)

June 7<sup>th</sup>, 2007

1. Sled Dog Race - reports to sponsors

Mr. Forgette advised that all reports have been filed with NOHFC, Fednor and OTMP being the funding agencies by Mr. Roberge, Treasurer. The event was a success and the estimated municipal contribution of \$2500 was not expended since corporate sponsorship and volunteer hours covered this amount.

Mr. Roberge advised that the use of the Fire department's radios and website development were classified as donations.

Next year's event plans will be discussed once more information is available.

2. Northeastern Ontario Auto-Extrication Challenge

Fire Department and the municipality is hosting this event on August 9-11th, 2007. The Chair, Project Coordinator, CAO and Firefighter met with Economic Partners Community Development Officer, Kimberley Cross on June 6<sup>th</sup>, 2007.

An application for funding under the Local Initiative Contribution through Economic Partners was to be filed for marketing materials to be included in welcome bags.

Kimberley brought information to Mr. Candie and Economic Partners would only fund the welcome bags and form of media coverage (print & radio) not contents.

The idea behind promotional items such as hats & t-shirts was to promote our community to visitors such as the teams attending this challenge along with their family and friends. It is expected that 24 teams of 6 to 8 people will participate along with their entourage.

It was decided that an application would not be submitted to Economic Partners since there are free means of advertising, press release and inviting the media the day of the event. Press releases have been circulated at the Northeastern Fire Conference where a good majority of Fire Departments attend and received this invitation in April of 2007 in North Bay.

CDC to assist with advertising through our own newsletter and assist with inviting the community to participate through their attendance and having local businesses set up during the event to sell and promote their products. Some businesses have already committed to set up for this event.

**6. Report from Secretary**

Municipal website

Council approved the additional \$5,000 towards the development of the municipal website. Letter dated May 18<sup>th</sup>, 2007 as circulated confirms this. Digital Webworks from Sault Ste Marie has been awarded the contract and Project Coordinator, Paul Hughes to schedule a kick off meeting. Board and council members will be notified of said meeting and are welcomed to attend or provide their input on this project.

Annual general meeting

Secretary advised that the Annual general meeting needs to be held before June 30<sup>th</sup>.  
Board to meet on June 27<sup>th</sup>, 2007 at 6:00 pm.

Regular meeting to be held following the AGM.

#### Board membership

There are two (2) one (1) year and one (1) two (2) year volunteer terms available.  
This invitation to apply was posted twice, one with a deadline of May 9<sup>th</sup>, 2007, the second  
with a deadline of June 13<sup>th</sup>, 2007.

We have received interest so far from three (3) members of the community. These names  
to be brought to Council for review and recommendation to the Board. Should we receive  
more interest than the three (3) members, an election will be held at the AGM on June 27<sup>th</sup>, 2007.

### **7. Report from Treasurer**

#### Year end position

Treasurer circulated a financial overview of 2006 year end.

Operating reserves are as follows: 2005- Confirmed by audit - \$5135.; 2006 non confirmed by  
auditors - \$9697.31 for a total amount of \$14,832.31.

Of this amount \$5,000 committed towards the website development.

Also have a balance on hand of \$2251 from Economic Partners for marketing of the 2007 ATV  
Event.

#### Warren Agricultural Society

Treasurer advised the Board that the Warren Agricultural Society had requested a monetary  
contribution of \$5,000 from Council.

Would the CDC consider assisting this organization?

Chair Rheel Forgette advises that he had met with this group in March of 2007 to assist with their  
application for funding to Economic Partners for their 100<sup>th</sup> Anniversary. They required to provide  
a business plan along with a budget to finalize this application. The Society didn't provide the  
information therefore this application could not be pursued.

The Board agreed that if this organization is requesting any type of financial assistance that there  
has to be financial reporting that shows clearly their mandate and purpose of these funds.

Chair Rheel Forgette to formulate a letter for the Board's review on how we can assist this  
group with their financial and organizational needs once they provide the requested information.

**#2007-16**

**Moved by: Kathy Proulx**

**Seconded by: Chantal Roberts**

That the Board acknowledges receipt of the Treasurer's report.

**CARRIED.**

**8. Report from Project Coordinator**

Paul Hughes was absent. Chair and Secretary reported on his behalf. Board also received a copy of his monthly report along with information of the marketing signs, and sample brochures.

1. Research on signs

Paul provided a report on different types of municipal signs to promote our events and municipality in general.

Received information from only one company, Dr. Sign. Prices were requested on the sign that the Municipality has erected by their Health centre. This sign costs between \$15,000 to \$18,000 depending on our needs. He also provided a copy of other types of boards that ranged between \$300 to \$10,000. This information to be forwarded to Council.

Chair advised that we could have these signs partly subsidized by local businesses along with a map of the area identifying their location. Chair to send map program to Paul for him to work on a template for further review.

2. Brochure samples

Paul provided two (2) samples that he designed as a starting point for discussions. One for the CDC as a marketing tool for the Corporation and a Visitor's brochure. Members were pleased with this first draft, to be further reviewed at the June 27<sup>th</sup>, 2007.

Members are to send their ideas to Paul prior to the June 27<sup>th</sup>, 2007 meeting for further discussions. The idea is to have these ready for circulation at the next municipal event. Plan is to produce these in house.

3. Website development

Please refer to Secretary's report in these minutes.

**#2007-17**

**Moved by: Doug Reynolds**

**Seconded by: Kathy Proulx**

That the Board acknowledges receipt of the intern's reports of June 7<sup>th</sup>, 2007.

**CARRIED.**

**9. Budget Plan Continuation Process 2007**

Chair circulated a revised budget from the May 7<sup>th</sup>, 2007 meeting.

Requesting \$10,500 from the municipality.

Action plan for 2007

1. Sled Dog Race event - to make application to Economic Partners for \$5,000 for marketing event.
2. ATV event - planning for September of 2007. Still have balance of funds for marketing from Economic Partners.

Kathy Proulx to be Chair and Rheal Forgette to be Co-Chair of the sub-committee.

Kathy recommended that this year's event should be a fundraising endeavour for a specific charity. Multiple Sclerosis was discussed as well as the Regional Hospital Foundation. To seek interest from the community to form a sub-committee .

3. Artisan - event - to organize in conjunction with other events. Harvest time in August and September. Have this event along Highway 17 East.

Chantal Roberts to approach the Historical and Agricultural Societies when their next events would be held and report to the Board on their willingness to participate in a joint venture as discussed above.

4. Internship program - Paul's position ends in October. To apply for provincial assistance would need to be done now, due to the Fall election.

Secretary to contact NOHFC for information on the Intern's program.

**#2007-18**

**Moved by: Chantal Roberts**

**Seconded by: William Saunders**

That the Board of Directors accepts the budget estimates for 2007 as presented by the Chair and request a levy \$10,500 from the municipality.

**CARRIED.**

**#2007-19**

**Moved by: Doug Reynolds**

**Seconded by: Chantal Roberts**

That the Board appoints Director Kathy Proulx as Chair of the ATV sub-committee and Chair Rheal Forgette as the Co-Chair of said committee.

**CARRIED.**

**10. Adjournment and date of next meeting**

**#2007-20**

**Moved by: Doug Reynolds**

**Seconded by: Kathy Proulx**

That the Markstay-Warren Community Development Corporation adjourn its proceedings: 8:11 pm until the next meeting to be held on June 27<sup>th</sup>, 2007 following the Annual General meeting to be held at 6:00 pm.

**CARRIED.**

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Rheal Forgette - Chair

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Lorraine Demore - Secretary