

MINUTES

**MARKSTAY – WARREN
COMMUNITY DEVELOPMENT CORPORATION**

GENERAL MEETING

WEDNESDAY SEPTEMBER 14TH, 2005

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

1. Opening remarks by Chair

Chair Rheal Forgette Welcomed everyone in attendance

2. Roll call and Call meeting to order

Chair/President Rheal Forgette

Vice – Chair Doug Reynolds - **absent**

Directors Art Bast – **arrived at 6:10pm**
Helen Kempers
Nicole Lepage
Steven Reynolds
Mark Whycott

Staff Lorraine Demore, Secretary CAO - **absent**
Norman Roberge, Treasurer - **absent**
Michelle Chalifoux, intern

Meeting called to order at: 6:00pm

3. Disclosure of Pecuniary Interest and General Nature Thereof

None was declared

4. Adoption of minutes

#2005 – 47

Moved by: Mark Whynott

Seconded by: Nicole Lepage

That the general meeting minutes dated August 3rd, 2005 be adopted as circulated.

CARRIED

5. Report from Chair

Chair Rheel Forgette commented on the Rails to Trails meeting attended by himself, Director Nicole Lepage and youth intern Michelle Chalifoux, stating that the plans for the multi-use trail system were well laid out for the commencement of a tourism industry in the community. The Chair also stated that the development of the trail system will be in the strategic plan.

Chair Nicole Lepage stated that the Rails to Trails initiative was currently in the incorporation stage and that the initiative is moving along smoothly.

Director Mark Whynott commented that the CDC is not doing enough to promote the trail system to the community, and that the community needs to adopt an “open for business” attitude.

Director Nicole Lepage replied that the businesses need a reason why they should be open.

The Chair commented that, currently tourists in the community don't know where to access the services that are available. He then recounted his encounter with frustrated hunters that could not locate a bank.

Director Helen Kempers replied that most tourists from outside the region particularly from southern Ontario don't know that the Caisse Populaire is a bank, Referring to the Caisse Populaire in Warren.

Director Mark Whynott suggested that a sub-committee composed of volunteers be created to educate local businesses on advertising the services available in the community such as the local banks.

Director Steven Reynolds commented that the CDC is moving slowly to accomplish its objectives and inquired if a sub-committee would accomplish the CDC's objectives at a faster rate.

The Chair Rheel Forgette indicated that the availability of services such as gas, and accommodations will be addressed once the development of the trail has begun and the exact path of the trail through the community is known. He also stated that there is potential to improve the service availability in the community and that it is an issue to discuss at the next meeting.

6. Report from Treasurer

(Refer to Attachment)

Director Mark Whynott inquired about the funds the CDC received from the Municipality last year, and asked if those funds would be put back into the Municipal coffers if the CDC does not utilize all of the funds by the end of the year. The board agreed to have this issues clarified by the end of the year.

#2005 – 48

Moved by: Helen Kempers
Seconded: Steve Reynolds

That the Board of Directors receives the treasurer's report as of August 31st, 2005

CARRIED

7. Review of newsletter and report to the council

(Refer to attachment)

Director Helen Kempers stated that the newsletter's format was satisfactory.

Director Nicole Lepage stated this newsletter was an improvement from the previous drafts as it is point form and easier to read.

Chair Rheel Forgette suggested that it would be more economical to print the newsletter with black font on green color paper and that the newsletter be double sided.

Director Mark Whynott suggested that the artisans tour be advertised in the Newsletter and that the youth intern's contact information be made available in the newsletter in order to receive commentary from the public.

The Chair stated he would like the newsletter mailed out by Friday September 16th 2005 to ensure the public receive it the following week. He also stated that he would like a copy of the newsletter to be given to each council member before the council meeting on September 21st 2005.

The Chair then inquired about the required number of copies needed to distribute the newsletter to the community.

Director Mark Whynott gave an estimate of approximately 1,300 copies for distribution throughout the community.

#2005 – 49

Moved by: Art Bast

Seconded: Nicole Lepage

That the Board of Directors receives the draft newsletter dated as of September 1st 2005 further that it be mailed as presented to the community following format revisions.

CARRIED

8. Update on Intern's activities

1. Newsletter:

Previously discussed in the Review of newsletter and report to the council section.

2. Meeting with MNDM and Regional Business Centre

Director Helen Kempers inquired on the reason for referring businesses that are seeking assistance, to the Regional Business Centre in Sudbury during the Business Retention and expansion survey (refer to regional business center meeting notes attachment).

Directors Steven Reynolds, and Mark Whynott commented that the Municipality of Markstay-Warren is in fact part of West Nipissing and we should refer businesses to Sudbury East/West Nipissing economic partners rather than regional business center.

Director Helen Kempers also commented that the CDC is more familiar with economic partners and that they deal more frequently with the issues faced in rural communities.

The Chair then informed the youth intern to direct inquiring businesses to Sudbury East/ West Nipissing economic partners for assistance.

3. Discussion with Mr. Bedard Hardfacing Limited

The youth intern informed the board on her conversation with Mr. Bedard following her meetings with the Ministry of Northern Development and Mines and Regional Business Centre, informing him of the difficulties faced when seeking funding for hydro expansion.

The youth intern informed Mr. Bedard of the services offered by Regional Business Centre and the Nickel Basin Federal Development Corporation's loan program. Mr. Bedard took down Regional Business Centre's contact information and implied that he would contact them for assistance.

The youth intern also informed Mr. Bedard of CAO clerk Lorraine Demore's conversation with Mr. Bonin (MPP for the Nickel Belt District), upon which Mr. Bonin stated he would look into the issue facing Mr. Bedard Hardfacing Limited as well.

4. Submission of Bell's site selection survey – call center

(Refer to attachment)

5. BR+E training session – Travelway Inn in Sudbury/ \$150.00 registration fee

(Refer to attachment)

The board agreed that both youth intern Michelle Chalifoux and Director Nicole Lepage attend the BR+E training session on October 25th to the 27th as they will conduct the survey, and they should pre-register by the 30th of September as indicated on the information sheet.

6. Request for quotes for Lou Serre community entrance signs

(Refer to attachments "Request for Proposal" and "Request for Quotes")

Director Steven Reynolds commented that the 2nd sign would be less costly and would be better supported.

Director Mark Whynott suggested to get a photo of the existing Municipal sign to provide to the contractors. He mentioned that the office may have a digital camera and that the intern take the picture before coming in for work or in the evening.

The board agreed to get a quote for the number 2 sign only.

The intern commented that she would draft up a list of requirements to distribute to the contractors upon approval from the board.

7. Rails to Trails meeting – Minutes

(Refer to attachment)

8. Directory

The board agreed that the directory should be mentioned in the next Newsletter.

The Chair suggested the directory be posted on the website. He also stated that the format of the directory once posted on the website may change depending on the individual maintaining the site.

Director Nicole Lepage suggested that the web based Directory not contain any graphics do to the time it will take to upload the document for those with dial up.

The board also agreed to have copies of the directory available for the public at the Municipal office.

#2005 – 50

Moved by: Helen Kempers
Seconded: Steve Reynolds

THAT the Board of Directors receive the interns activities update as of September 14th 2005 which includes, the newsletter, the meeting with Ministry of Northern Development and Mines and Regional Business Centre, the Discussion with Mr. Bedard Hardfacing Limited, the Submission of Bell's site selection survey – call centre, the Business Retention and Expansion (BR+E) training session, the request for quotes for the Lou Serre community entrance signs, the Rails to Trails meeting minutes, and the directory.

CARRIED

#2005 – 51

Moved by: Mark Whynott
Seconded: Nicole Lepage

That the Board of Directors receives the request for quotes for the Lou Serre Community entrance signs
Further that: option 2 be submitted for quotation.

CARRIED

#2005 – 52

Moved by: Art Bast
Seconded: Steve Reynolds

THAT Michelle Chalifoux, youth intern and Nicole Lepage Attend the Business Retention and Expansion (BR+E) training course to be held in Sudbury on October 25-27th 2005

CARRIED

9. Business Plan - Strategic Plan Priority Matrix

1. Agriculture

Beef: Low priority

Director Mark Whynott commented that the options listed in the strategic plan priority matrix related to developing a beef industry are in limbo. The CDC has not been contacted any further by Mr. Proulx, therefore these options will be revisited in the future as the need becomes greater.

Goat: Low priority

The board commented that there are no goat farms in the Municipality. This option of the strategic plan priority matrix will be revisited once the sector becomes viable.

Biodiesel: Medium priority

Chair Rheel Forgette inquired on how the CDC should proceed in advertising the new market potential of biodiesel to farms in the community in order to reopen/redevelop abandoned farms.

eg – Awareness campaign

Director Steven Reynolds commented that he would inquire about the opportunities of biodiesel to the Sudbury Council's biodiesel committee and relate the information to the CDC chair Rheel Forgette.

By-products of Biodiesel: Low priority

The board commented that the opportunities related to the by-products of biodiesel are insignificant compared to opportunities of farming canola to supply the biodiesel plant.

2. Residential

Health Care: Medium to High priority

Director Steven Reynolds commented that the owner of the funeral home in Warren is contemplating selling the building to the Municipality. This building could accommodate the optometrist, dentist and the two (2) nurse practioners that expressed interest in setting up in the community.

Director Helen Kempers commented that accessing these health care professionals in one central location in the community would be good for business and would create spin-offs such as increased business for the local stores. Mrs. Kempers also suggested that the CDC endorse the purchase of the funeral home to the Municipal Council.

Director Mark Whynott commented that the CDC cannot endorse the purchase of the funeral home until the Municipal Council is informed about the potential sale of the building and decide if they are interested in acquiring the funeral home.

Director Nicole Lepage commented that finding office space for the two (2) nurse practioners should be a high priority as the health unit is looking to set up nurse practioners in the community.

Identify properties to develop: Medium priority

Chair Rheel Forgette expressed the importance and opportunities related to the development of estate lots, particularly waterfront property.

Director Steven Reynolds commented that the community does not have much waterfront property available for development and that development of waterfront properties would be most viable in the unincorporated region of the Municipality.

Director Nicole Lepage suggested that the waterfront properties would develop without the CDC's intervention if they are serviced.

Chair Rheel Forgette replied that it's about awareness. If developers and the public do not know these waterfront lots are available the properties will not be developed.

eg – Awareness campaign by the CDC

Establishments: Low to High priority

Director Steven Reynolds suggested that the CDC advertise the educational facilities that are available in the community.

eg – Newsletters

Director Nicole Lepage commented that Markstay-Warren is a bedroom community and that individuals usually purchase their grocery items in town before coming home.

Chair Rheel Forgette commented that grocery stores in the community usually do well in the summer (tourist season) and poorly in the winter season. He also suggested that a grocery store would do well if it were located near the highway.

Director Nicole Lepage commented that people want the choices offered by big chain grocery stores.

Director Helen Kempers replied that local convenience stores cannot compete with the variety and volume available at big chain stores.

3. Commercial

Net Central Studies: High priority

Chair Rheel Forgette stated that the Municipality lacks community wide broad band, cellular and high speed internet services.

Call Centre: Medium priority

Director Nicole Lepage informed the board on the new form of call centre called home based call centres in which employees can work from home by accessing the companies secure site. Mrs. Lepage also commented that the CDC should contact Mr. John Candie of Economic partners as he may have more information on the subject as well as information regarding potential spin-offs.

The Chair then commented that high speed is required for call centers and that it is still unavailable in some parts of the Municipality.

4. Tourism

Director Nicole Lepage commented that the community needs to advertise its wilderness

Director Mark Whynott replied that as Toronto expands and moves north, the community should advertise its remoteness.

Chair Rheal Forgette inquired if there where any marked mountain biking trails in the community, apart from the groomed trails such as exists in Kilarny.

Director Helen Kempers inquired about the development of the Skate Board park.

Director Mark Whynott replied that council is still waiting for a grant and that the parks development is not concrete.

Tour of Artisan: High priority

The board agreed that the development of the artisan tour is ongoing and should be the subject of the next newsletter.

(Refer to Strategic Plan Priority Matrix attachment)

Director Art Bast suggested that the board urge farmers to look into entrepreneurship.

Director Mark Whynott commented that the CDC's money comes from the tax payers and that they must be made aware of where their money is spent.

Director Nicole Lepage inquired about where businesses go to get assistance in order to find a location where they can setup.

Director Steven Reynolds replied that businesses require specific services and accessibility such as access to highways, rails, 550 hydro, and proximity to the community etc...Businesses can go to economic partners, and the Municipality to get assistance in finding a location.

Chair Rheel Forgette inquired on how businesses will choose to setup in Markstay-Warren.

Director Steven Reynolds replied that the community needs to market itself to attract businesses.

Director Nicole Lepage commented that the CDC's priority then should be marketing the community.

Director Mark Whynott inquired about the establishment of sub-committees in which the sub-committee has one (1) task that would allow the CDC to accomplish it's objectives at a faster rate. Mr. Whynott also suggested that economic partners be contacted about the establishment of a subcommittee.

Director Nicole Lepage commented that the establishment of subcommittees is an issue for the next meeting.

Director Art Bast commented that the CDC should get informed on the specifics of industrial park development in order to "spell out" to developers, what they can and cannot do.

Director Steven Reynolds stated that the board focus on one (1) priority to get things done. Mr. Reynolds also stated that the board needs to act now or the community will lose out.

Director Mark Whynott replied that the board must focus on all of its objectives and act on all of them in order to keep the "open for business attitude."

Director Steven Reynolds suggested that the board invite the stakeholders to the next appropriate meeting to give the CDC direction.

Director Mark Whynott suggested that the youth intern compile a list of what the CDC is doing and the direction the board is taking for the next meeting.

Director Mark Whynott also suggested that the board would present this list to a guest expert (Susan Church of Blue Sky in North Bay) at the next meeting for feedback.

The Chair Rheel Forgette stated he would contact Susan Church of Blue Sky to invite her to the next meeting.

Director Art Bast suggested that everyone get an assignment and present their findings to the board at the next meetings.

Director Nicole Lepage responded that she would get information on the development of the rails to trails

Director Mark Whynott would get residential information as it is related to the items in the priority matrix

The Chair Rheel Forgette stated that the board needs to isolate the high priorities from the priority matrix and determine how to initiate there development at the next meeting.

Director Mark Whynott also suggested that the board isolate from the high priority items, what the CDC can begin working on immediately at the next meeting.

Chair Rheel Forgette then stated that the board prepare ideas regarding the initiation of the priorities listed in the priority matrix for the next meeting.

Director Mark Whynott stated that the resources to initiate the CDC's priorities may already be available and that the meetings agendas be sent to John Candie of economic partners and Paul Bradette of the Ministry of Northern Development and Mines so they can send comments or attend a meeting that interests them.

#2005 – 53

Moved by: Helen Kempers
Seconded: Steve Reynolds

That the board of directors receive the strategic plan priority matrix as of September 14th 2005
Further that it be discussed at the next meeting

CARRIED

10. Correspondence

The board agreed that the correspondence between the directors will be ongoing, not waiting until the CDC meetings to relate information.

11. Adjournment and date of next meeting

#2005 – 54

Moved by: Nicole Lepage
Seconded: Art Bast

THAT the Markstay-Warren Community Development Corporation adjourn its proceedings at: 8:35pm until the next meeting to be held on October 12th 2005 at 6:00 pm.

CARRIED

President/Chair

Secretary

**MARKSTAY – WARREN
COMMUNITY DEVELOPMENT CORPORATION**

GENERAL MEETING

WEDNESDAY SEPTEMBER 14TH 2005

6:00pm

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

AGENDA

- 1. Opening remarks by Chair**
- 2. Roll Call and call meeting to order**
- 3. Disclosure of Pecuniary Interest and General nature Thereof**
- 4. Adoption of minutes**
 1. General meeting minutes dated August 3rd, 2005
- 5. Report from Chair**
- 6. Report from Treasurer**
- 7. Review of newsletter and report to the council**
- 8. Update on Intern's activities**

Newsletter
Meeting with MNDM and Regional Business Centre
Discussion with Mr. Bedard Hardfacing Limited
Submission of Bell's site selection survey – call center
BR+E training session – Travelway Inn in Sudbury/ \$150.00 registration fee
Request for quotes for Lou Serre community entrance signs
Rails to Trails meeting – Minutes
Directory
- 9. Business Plan - Strategic Plan Priority Matrix**
- 10. Correspondence**
- 11. Adjournment and date of next meeting**

**Markstay-Warren
Community Development Corporation
2005**

Financial Report

Financial Position as of August 31, 2005

Cash on hand	\$6,127.00
Capital Share	\$10.00
Total Cash	\$6,137.00
Receivable FEDNOR	\$5,908.47
Sub-Total	\$12,045.47
Due Municipality	-\$5,449.63
Net Total	\$6,595.84

Note: Due to Municipality consist of the following:

Payroll to-date		\$3,563.56
Benefits to-date		\$389.23
Total Payroll		\$3,952.79
Voyageur		\$318.00
Sudbury Star		\$670.32
Purchases	\$450.00	
	\$9.86	
	\$27.17	\$487.03
Petty Cash		\$21.49
		\$5,449.63

Strategic Plan Priority Matrix					
Industry	Sector	Priority			Comments
		L	M	H	
Agricultural					
	Beef:				
	Gate to the plate	L			Haven't heard from Mr. Proulx
	Weighing station	L			subject will be revisited in the future
	Training in butchering/coop	L			as need becomes greater
	Mr. Proulx's slaughterhouse	L			
	Goat:				
	Cheese farming (none in town)	L			No such farms in the Municipality
	Processing (sent out to Quebec and other)	L			
	Biodiesel:				
	Canola (rotation farming)		M		
	Soy Crops		M		
	Not enough product?		M		
	By-Products of Biodiesel:				
	Beer	L			
	Pig feed	L			
	Other spin-offs?	L			
	Infrastructure:				
	Zoning				
	Drainage				
Residential					
	Health Care:				
	Senior Residence		M		
	1 Optometrist + 2 nurse practitioners are interested in setting up			H	
	Identify properties to develop:				
	Estate lots		M		
	Establishments:				
	Bank		M		
	Grocery store	L			
	Education			H	
	Political/politicians	L			
	Infrastructure:				
	Facilities				
	Services				

Industrial				
Preferred Sites:				
Markstay - adjacent to Bast Manufacturing on Millichamp			H	
Hagar – adjacent to Isidore Roy Lumber			H	
Warren – beside arena, new well of hwy 17, beside Shell Station			H	
Park development:				
Infrastructure:				
Zoning				
3 phase power				
Water/Sewage				
Road access				
Commercial				
Net Central Studies:				
Identify technology gaps			H	Lack community wide broad band &
Identify gaps in infrastructure			H	cellular
Call Center:				
Complete Bell's community survey		M		Look into home based call centres call John Candie for info on spin-offs
Tourism				
Marketing:				
Center hub = 4.5hrs from T.O, Ottawa and Sault + 1/2hrs from Sudbury				
Newsletters/emails (1200letters = 130\$ mailout)				
Tour of Artisan:				
Museums			H	This project is ongoing
Mom and Pop shops			H	
Workshops			H	
Farmer's market (homemade jams etc..)			H	
Develop a brochure of activities + artisan tour in community			H	
Recreational:				
HWY 17				
Crown land				
Public access				
Multi-use trails (ATVs)				
Golf				
Hunting/fishing				
Canoeing/kayak				
Assemble packages				

	Infrastructure				
	Services				
	Accommodations				
Research					
	IRB:				
	Survey			H	Report later after training session with
	Volunteer to help with survey			H	Note
	Taxes:				
	People may not participate in				
	Artisan tour fearing taxation on the				
	goods they sell out of their homes				
	which is currently money earned				
	under the table				
	Bill Gaudin				
	Survey for call center				completed and forwarded on sept 12, 2005