

MINUTES

**MARKSTAY – WARREN
COMMUNITY DEVELOPMENT CORPORATION**

GENERAL MEETING

THURSDAY JANUARY 19TH 2006

6:00pm

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

1. Opening remarks by Chair

Chair Rheal Forgette welcomed everyone in attendance

2. Roll Call and call meeting to order

President/Chair: Rheal Forgette

Vice-Chair: Doug Reynolds – arrived at 6:20pm

Directors: Art Bast - absent
Helen Kempers
Nicole Lepage
Steven Reynolds
Mark Whynott

Staff: Lorraine Demore, Secretary
Normand Roberge, Treasurer
Michelle Chalifoux, Intern

Meeting called to order at: 6:20pm

3. Disclosure of Pecuniary Interest and General nature Thereof

None was declared

4. Adoption of minutes

#2006 - 01

Moved by: Mark Whynott

Seconded by: Nicole Lepage

That the general meeting minutes dated December 8, 2005 be adopted as circulated.

CARRIED

5. Report from Chair

The chair reported on the Rails to Trails inaugural meeting held on January 15, 2006 and attended by himself and director Nicole Lepage. The chair reported that it was a positive meeting in which individuals from Sudbury, North Bay and all areas in between attended.

The chair also commented that the 135km of trail is the second most beautiful trail within the TCT system and is an economic development tool that should be marketed.

He also mentioned the need for a sub-committee in which the interests all participating Municipalities and user groups are represented. The first section of trail to be implemented is the North/South corridor that transects Markstay, Warren and Hagar.

In addition to the development of the Rails to Trails each community was encouraged to develop its own trail system on a smaller scale.

Director Helen Kempers suggested that the intern attend other such meetings in the future and the board agreed.

The chair then suggested that the "Town of Espanola Economic Development Strategy," referring specifically to the strategy's implementation section be utilized as a template for the implementation of the CDC's objectives.

The chair highlighted the fact that the Espanola Strategy is a 2 to 10 year plan in which the first 2 years are dedicated to getting the plan started. He stated that this was good news as it was initially thought that the CDC was proceeding at a slow pace.

Director Doug Reynolds supported the chairs comments by listing some the board's achievements such as having defined tasks, an inventory of the community's businesses, and dedicated board. He commented that the board has a good foundation, but like any new venture will go through growing pains. He concluded by reaffirming the fact that developing a trail system is a huge opportunity for the Municipality.

The Chair then emphasized the importance of continued communication between board members between scheduled meetings in order to gain focus on the ideas to be discussed at the upcoming meetings.

The Chair also stated that the board must focus on identifying the CDC's objectives and on implementing solutions for this year and suggested that the board complete the "CDC Objectives for 2006" in time for the tourism meeting held on February 4th 2006.

Action: That the board mull over the objectives listed in the CDC Objectives for 2006 list in time for discussion on February 4th 2006.

6. Report from Secretary

Secretary Lorraine Demore announced that the Municipality has been approved for a grant to through the Ministry of Health Promotion to fund the Recreation Planning and Facility Condition Audit throughout the community, and that a consultant has been hired to conducted the study. The secretary also stated that the study would focus on recreational facilities in the community.

The secretary emphasized that this study will have a positive impact on the Municipality and will benefit all those in the community.

7. Report from Treasurer

#2006 – 02

Moved by: Doug Reynolds

Seconded by: Helen Kempers

THAT the board of directors receive the Treasurer's report

Further that: as per section 109 of the Municipal Act and other pertinent applicable law that the board and council would be unable to collect a special levy for the boards purposes.

CARRIED

Treasurer Normand Roberge informed the board that according to section 109 of the Municipal Act, and the Manager of the Ministry of Municipal Affairs, the CDC cannot obtain a separate levy from that of the Municipality.

Secretary Lorraine Demore commented that the CDC could receive donations.

Director Mark Whynott inquired on how the CDC could acquire funds to implement its objectives.

The treasurer suggested that the CDC make a budget to submit to council for approval.

Director Mark Whynott commented that the CDC's budget for 2005 was \$2,500, and that the board cannot move forward with its objectives until a budget is established.

Director Mark Whynott suggested that the board attend the council meeting in when the chair is to submit the CDC's budget for approval, to show that the board is actively involved.

The treasurer agreed and added that a new budget is always harder to establish than an already existing one.

8. Report from Intern

#2006 - 03

Moved by: Nicole Lepage

Seconded by: Mark Whynott

THAT the board of directors receive the intern's report dated as of December 8th 2005.

CARRIED

1. Community Profiles
 - The board suggested that the intern state that the services and utilities in the Municipality "May Vary on Location" in the Utilities section of the community profiles form.
2. Business Cards
 - That the office phone and fax number be printed on the business cards upon which the intern will forward any messages to the board members.
 - That the CDC setup an email address for general inquiries that would be printed on the business cards. Again the intern would forward any messages to the board.
 - That the intern print a draft copy of the business cards using the office printer, at no cost to the CDC, in order to determine if the cards should be sent out for printing.
 - General critic: that bigger font be used for the directors name and title (which will simply be Director). That the phone and fax number be positioned side-by-side, while the email address be centered between the two directly below the phone and fax number.
3. Tour of the Community
 - That the trails be viewed by maps and pictures, as they are not currently accessible.

- Actions:**
1. That the intern setup an email account for the CDC general inquiries. The address will be:
markstaywarrencdc@personainternet.com
 2. That Chair Rheal Forgette and Director Nicole Lepage accompany the intern on a tour of the community, on Tuesday January 24th 2006, departure time 9am.

9. New Business

#2006 – 04

Moved by: Doug Reynolds
Seconded by: Helen Kempers

THAT the board of directors will amend By-law 2005-01 at the March 2nd 2006 meeting.

CARRIED

#2006 – 05

Moved by: Doug Reynolds
Seconded by: Helen Kempers

THAT the board of directors receive the Economic Development Corporation of Ontario's (EDCO) membership renewal

Further That: we renew our membership for one year

CARRIED

Item Number 1 and 4 (CDC Budget and CDC Objectives)

Chair Rheel Forgette suggested that the board hold a meeting to address the specific tasks of:

1. Establishing a the CDC budget for 2006,
2. Determining the CDC objectives for 2006, and
3. Most importantly discuss the establishment of a plan to conduct the ATV Tour as suggested by director Nicole Lepage.

The goal is to come away with a working document to determine what can be done immediately to accomplish these objectives.

- Actions:**
- 1. That on February 4, 2006 the CDC will hold a budget/tourism meeting, to take place at Director Nicole Lepage's home. The meeting is set to begin at 9am until 5pm.**
 - 2. That the intern compile a list of logistic information related to the ATV Tour.**
 - 3. That the intern be responsible for catering at the meeting (lunch and snacks).**
 - 4. The BR+E video will also be viewed at the meeting.**

Item number 2 and 3 (CDC Annual Meeting and Election)

The Chair expressed that it would be to the CDC's advantage to delay the annual meeting and election for the appointment of 3 directors for a 1 year term until some of the CDC objectives are implemented, such as the ATV Tour.

Director Doug Reynolds, commented that the board can make operational changes to the By-law as long as the changes are ratified at the AGM.

Secretary Lorraine Demore agreed that operational changes could be made to the By-law. However, each board member has to vote in person or by proxy. Proxy votes may only be accepted if the absentee member gives written consent.

- Actions:**
- 1. The intern will send an invitation to the board members to attend the Next general meeting March 2nd 2006) in order to vote on the operational changes. The invitations will be sent 30 days prior to the meeting.**
 - 2. The secretary will verify if operational changes conflict with the corporations act.**
 - 3. That the annual meeting along with the election is deferred until after the budget.**

Item number 5 (EDCO Membership)

The board agreed to renew its membership with EDCO for another year.

- Action: That the intern renew the membership with EDCO and check with the treasury for their preferred method of payment.**

Item number 6 (Newsletter)

The board agreed with the topics listed in the agenda for next newsletter.

- Details:
1. That the intern research the opening of 2 new barbershops to include in the newsletter.
 2. That the intern research the program for alternative energy available to businesses along with the program for residence. eg- booklet given by Doug
 3. The newsletter should ask those interested in the ATV Tour to phone in. The intern will compile a list similar to that compiled for the artisan tour.
 4. That the Open House/Brainstorming session (tentative date February 16, 2006 from 6:30pm to 8pm) be advertised.
 5. The newsletter should also ask that those interested in volunteering for the BR+E project to phone in.

Action: That the 3rd Newsletter be mailed out on February 8th 2006.

Item number 7 (BR+E User Agreement)

The signing of the agreement has been deferred until budget approval.

Treasurer Normand Roberge has also suggested that the board try to list individually the CDC, Markstay, Warren, and Hagar as partners in the RED funding application, as the program prefers to fund regional projects consisting of partnerships.

Item number 8 (Brainstorming Session)

The board agreed to hold an Open House/Brainstorming Session open to the public, to gain public input into the CDC's plans. It will also be an opportunity to network with community members and to recruit volunteers for the ATV Tour/BR+E.

Director Doug Reynolds suggested holding the Brainstorming session shortly in order to show council, CDC support from the community.

Director Helen Kempers also suggested inviting council.

Action: That the Open House/Brainstorming session be held on February 16, 2006 from 6:30 to 8pm at the Municipal Office in Markstay.

Question about New Economic Development Opportunity?

Director Doug Reynolds commented on the economic opportunity related to the development of cottages on crown land within the Municipality. He stated that the MNR is becoming interested in making crown land available to Municipalities with a sound plan in order to increase small communities tax base.

Director Mark Whynott responded that the Municipality has little waterfront crown land available for development. He also stated that the availability of services would also have to be looked into.

Director Nicole Lepage inquired if the Municipality would be able to extend its boundaries in order to acquire more suitable sites for cottage development.

Director Mark Whynott responded that the Municipality can annex unincorporated areas.

Action: That the intern look into the existing available crown land for cottage development along the waterways in the Municipality. Specifically, crown land around Ratter Lake, Nepewassi Lake, and the Wahnapiatae River.

Meet and Greet Soiree

Director Mark Whynott has suggested that the CDC host a “Meet and Greet” or “Wine and Cheese” soiree, to facilitate networking between community business owners.

Director Doug Reynolds suggested that the idea be addressed at the Brainstorming session, to see who in the community would be interested in attending.

The board agreed that in addition to inviting business, the various organizations would also be invited to the soiree.

The secretary suggested that the soiree could be partly funded by the \$5,000 the CDC received from Economic Partners for marketing purposes.

Ideas: 1. No alcohol
2. No charge
3. A draw for prizes

10. Correspondence

#2006 – 06

Moved by: Nicole Lepage
Seconded by: Mark Whynott

THAT Rheal Forgette, Michelle Chalifoux attend the Sustainable Communities Forum to be held in North Bay on March 21 and 22, 2006

CARRIED

11. Adjournment and Date of next meeting

#2006 – 07

Moved by: Doug Reynolds
Seconded by: Helen Kempers

THAT the Markstay-Warren Community Development Corporation adjourn its proceedings at 8:48pm until the next meeting to be held on March 2 at 6:00pm

CARRIED

Chair - Rheal Forgette

Secretary – Lorraine Demore