

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE
MUNICIPAL COUNCIL
COMMITTEE OF THE WHOLE ADMINISTRATION AND OPERATIONS

A G E N D A

Administration Department
Finance Department
Public Works

DATE: June 28, 2010

TIME: 6:30 P.M.

PLACE: Council Chambers
Oliver Paipoonge Municipal Complex

CHAIR: Councillor A. Vis

MEMBERS OF COUNCIL: Mayor L. Kloosterhuis
Councillor K. Grootenboer
Councillor D. Hearn (*absent with notice*)
Councillor S. Pinner

MUNICIPAL OFFICERS: Jamie Cressman, CAO/Clerk
Judy Jacobson, Deputy Clerk
Margaret (Peggy) Dupuis, Treasurer
Sharron Martyn, Planner
Erin Laine, Community Development Intern

ORDERS OF THE DAY: OPENING THE MEETING
DISCLOSURES OF INTEREST
ADOPTION OF THE AGENDA
DEPUTATIONS
MINUTES OF PREVIOUS MEETING
REPORTS OF COMMITTEES
REPORTS OF MUNICIPAL OFFICERS
OUTSTANDING ITEMS
ADJOURNMENT

CALL TO ORDER

DISCLOSURES OF INTEREST

ADOPTION OF THE AGENDA

RES THAT with respect to the June 28, 2010 Committee of the Whole Administration and Operations Agenda we recommend that the agenda as printed including any additional information and new business be confirmed.

DEPUTATION

Emergency Management Organization

John Coupland, EMO Coordinator will be in attendance to make a presentation to Members of Council with respect to the above noted.

MINUTES OF PREVIOUS MEETING

Committee of the Whole
Administration and Operations

6 – 11

Minutes of Committee of the Whole Administration and Operations Meeting held on May 26, 2010, for discussion only.

REPORTS OF COMMITTEES

REPORTS OF MUNICIPAL OFFICERS

PLANNING DEPARTMENT

Lawrence & Olga Gernat
Application No. 1B/14/10

12 – 19

Application on behalf of Lawrence and Olga Gernat for property known as Parcel 800 Section DFWF, S ½ Lot 2, Con. 6, 79 Simko Drive, Geographic Township of Oliver, Municipality of Oliver Paipoonge for a consent to sever for comment.

ADMINISTRATION DEPARTMENT

Economic Development Budget

20 – 23

Report No. 2010.33 relative to the allocation of funds to complete economic development project for the Municipality.

RES THAT with respect to Report No. 2010.33 we recommend that funds in the amount of \$21,500 be allocated to Economic Development from an expected surplus in General Revenue.

A copy of the Northwestern Ontario Development Network Member Benefits Package 2010, for information.

24 – 28

Letter from Graham Mailhot, Business Advisor, Northwestern Ontario Innovation Centre, dated June 22, 2010, providing a quotation for conducting asset mapping related to our economic development initiatives.

29 – 30

A copy of the Oliver Paipoonge brochure for Council’s review and input.

31 – 32

Training
 First Impressions Community Exchange
Business Retention and Expansion Program

Erin Laine, Community Development Intern will be in attendance to provide information with respect to the above training.

Summer Meeting Schedule

33

Memorandum from Jamie Cressman, CAO, dated June 23, 2010, relative to the above noted.

Paipoonge Complex

34

Memorandum from Jamie Cressman, CAO, dated June 23, 2010, with respect to the above noted.

Joint Municipal Recycling Committee
Continuous Improvement Fund (CIF) Application

Report No. 2010.31 relative to the Joint Municipal Recycling Committee – Continuous Improvement Fund (CIF) Application, for information. A copy of the report to be distributed separately.

Kakabeka Shake Shoppe
Special Occasion Permit

35

A letter from Ralph Rosengren advising of a Special Occasion Permit for Saturday, July 17, and Sunday, July 18, 2010 for hosting an Oldtimers Fastball Tournament.

RES THAT the Oliver Paipoonge Council has no objection to the Shake Shoppe in Kakabeka hosting an Oldtimers Fastball Tournament Saturday, July 17, and Sunday, July 18, 2010, provided approval has been received from all the required departments and agencies and the relevant legislative requirements are adhered to.

FINANCE DEPARTMENT

Section 357 Applications

36 – 37

Report No. 2010.32 relative to five properties that are with Section 357 Applications for Council approval.

RES THAT with respect to Report No. 2010.37 we recommend that the reductions in all the Section 357 applications attached to Report No. 2010.37, be approved.

List of Accounts for June 2010

38 – 41

A copy of the List of Accounts for June 2010, for approval of payment.

RES THAT we recommend that the List of Accounts as of June 21, 2010, prepared by the Finance Department in the amount of \$715,976.21 be approved for payment.

List of the General Ledger, distributed separately.

Financial Statements

A copy of the Financial Statement for the period January 1, 2010, to May 31, 2010, distributed separately.

A copy of the Income Statement for the period January 1, 2010, to May 31, 2010 distributed separately.

PENDING ITEMS

42

List of pending items for information.

NEW BUSINESS

ADJOURNMENT

RES THAT the Committee of the Whole Administration and Operations Meeting held on June 28, 2010, be adjourned, the hour being _____ p.m.

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

COMMITTEE OF THE WHOLE
ADMINISTRATION & OPERATIONS

MINUTES

Administration Department
Financial Department
Public Works Department

DATE: May 26, 2010
TIME: 6:30 p.m.
PLACE: Council Chambers
Oliver Paipoonge Municipal Complex
CHAIR: Councillor A. Vis
PRESENT: Mayor L. Kloosterhuis
Councillor D. Hearn
Councillor K. Grootenboer
Councillor S. Pinner (*absent with notice*)
MUNICIPAL OFFICERS: Jamie Cressman, CAO/Clerk
Judy Jacobson, Deputy Clerk
Dan Calvert, Community Services Assistant
Sharron Martyn, Planner

CALL TO ORDER

Councillor A. Vis called the meeting to order.

DISCLOSURES OF INTEREST

No disclosures noted at this time.

ADOPTION OF AGENDA

Resolution No. 161-2010

MOVED BY Councillor K. Grootenboer
SECONDED BY Mayor L. Kloosterhuis

THAT with respect to the May 26, 2010, Committee of the Whole Administration and Operations Agenda we recommend that the agenda as printed including any additional information and new business be confirmed.

DEPUTATION

MINUTES OF PREVIOUS MEETING

Committee of the Whole
Administration and Operations

Minutes of Committee of the Whole Administration and Operations Meeting held on April 26, 2010, for discussion only.

REPORTS OF COMMITTEES

REPORTS OF MUNICIPAL OFFICERS

PLANNING DEPARTMENT

Alan Perales
Garage Construction - King George's Park

Report from Sharron Martyn, Planner dated May 19, 2010, with respect to the above noted.

Sharron Martyn, Planner appeared and responded to questions of Council.

Resolution No. 162-2010

MOVED BY	Councillor D. Hearn
SECONDED BY	Councillor K. Grootenboer

THAT with respect to the Report from the Planner dated May 19, 2010, relative to a Zoning Matter – Alan Perales, we recommend that Alan Perales comply with the present Zoning By-law in order to obtain a building permit for a garage.

CARRIED

Teresa Hilton
Application No. 1B/14/10

Application on behalf of Teresa Hilton on property known as Con. 4, N/R North Part Lot 20, Block 62294, 208 Wing Road, former Geographic Municipality of Paipoonge, now Municipality of Oliver Paipoonge for consent to sever, for comment.

No comments were noted on the above application.

ADMINISTRATION DEPARTMENT

Agriplex Advisory Committee

Email to Committee Members advising of a meeting scheduled for Thursday, May 27, 2010, at 6:30 p.m. at the Municipal Complex.

It was the consensus of Council that Mayor Lucy Kloosterhuis and Jamie Cressman, CAO would attend the meeting on behalf of the Municipality.

EMO

Emergency Management Training Exercise

Memorandum from Jamie Cressman, CAO dated May 19, 2010, relative to an Emergency Management Training Exercise to be held on Thursday, June 24, 2010, at 2:00 p.m. at the Municipal Complex.

It was the consensus of Council that the Training Exercise be held from 9:00 a.m. to 11:00 a.m.

NorWest Recreation Centre – Dog Shows

At the May 10, 2010, Committee of the Whole Planning and Development meeting Report No. 2010.24 and a letter from Catherine Petrynka, President, Lakehead Kennel Club was presented. Council directed Administration to provide a report to the May 26th meeting relative to the concern expressed with concession services.

Jamie Cressman, CAO provided a verbal report and it was noted that the vending machines would be stocked, the parking lot graded and sufficient garbage disposal will be available for the next event.

Fire and Emergency Services

At the May 10, 2010 meeting Council requested the CAO to follow up on the following items as contained in the Minutes of Committee of the Whole Planning and Development Meeting held on April 12, 2010:

- Providing the Purchasing Procedures and Municipal Policies and Procedures to the Officers
- Phone List with Photos
- Signing of Fire Chief's Job Description
- Annual "Nuisance Calls" burning of large slash piles – Council suggested fines be issued.
- Railway Fire – Council directed Administration to invoice the Railroad for our services.

Jamie Cressman, CAO provided a verbal response to all of the above noted items advising they have all been addressed.

FINANCE DEPARTMENT

List of Accounts for May 2010

A copy of the List of Accounts for May 2010, for approval of payment.

Resolution No. 163-2010

MOVED BY
SECONDED BY

Mayor L. Kloosterhuis
Councillor K. Grootenboer

THAT we recommend that the List of Accounts as of May 19, 2010, prepared by the Finance Department in the amount of \$620,437.51 be approved for payment.

CARRIED

List of the General Ledger, distributed separately.

Financial Statements

A copy of the Financial Statement for the period January 1, 2010, to April 30, 2010, distributed separately.

A copy of the Income Statement for the period January 1, 2010, to April 30, 2010, distributed separately.

Capital Fees -- Water

Verbal report from Jamie Cressman, CAO relative to the capital fees for the Rosslyn Village Municipal Water Users.

Council directed Administration to provide a report and recommendation on future capital fees for the Rosslyn Village Municipal Water Users.

PUBLIC WORKS

Quality Policy and Operational Plan
Rosslyn Village Municipal Water Supply

Quality Policy and Operational Plan document for the Rosslyn Village Municipal Water Supply for approval.

Resolution No. 164-2010

MOVED BY Councillor K. Grootenboer
SECONDED BY Mayor L. Kloosterhuis

THAT the Oliver Paipoonge Council approves the Quality Policy and Operational Plan document dated May 18, 2010 for the Rosslyn Village Municipal Water Supply.

CARRIED

Contract No. 1-2010
New Truck and Plow Unit

Report No. 2010.26 to award Contract No. 1-2010 for a New Truck and Plow Unit was distributed to Members of Council at the meeting.

Resolution No. 165-2010

MOVED BY Mayor L. Kloosterhuis
SECONDED BY Councillor K. Grootenboer

THAT with respect to Report No. 2010.26, we recommend that Contract No. 1-2010 for a new truck and plow unit be awarded to CC Poulin Equipment Ltd. for a 2011 International 7500 6x4 Workstar in the amount of \$188,750.00 (excluding G.S.T.), being the lowest tender.

CARRIED

Contract No. 2-2010
Gravel Resurfacing – Mud Lake Road

Report No. 2010.27 to award Contract No. 2-2010 for Gravel Resurfacing on Mud Lake Road was distributed to Members of Council at the meeting.

Resolution No. 166-2010

MOVED BY Councillor K. Grootenboer
SECONDED BY Mayor L. Kloosterhuis

THAT with respect to Report No. 2010.27, we recommend that Contract No. 2-2010 for gravel resurfacing on Mud Lake Road be awarded to Biloski Contractors Ltd. in the amount of \$166,871.25 (including GST), being the lowest tender.

CARRIED

Tender - Contract No. 5-2010
Road Construction – C-Line Road

Report No. 2010.28 to award Contract No. 5-2010 for Road Construction on C-Line Road was distributed to Members of Council at the meeting.

Resolution No. 167-2010

MOVED BY Councillor K. Grootenboer
SECONDED BY Mayor L. Kloosterhuis

THAT with respect to Report No. 2010.28, we recommend that Contract No. 5-2010 for road reconstruction on C-Line and Poleline Roads be awarded to Biloski Contractors Ltd. in the amount of \$106,333.50 (including G.S.T.), being the lowest tender.

CARRIED

PENDING ITEMS

List of pending items for information.

NEW BUSINESS

Calcium/Gravel
John Street Road

It was noted that a resident expressed concern with the lack of calcium and gravel on John Street Road near his residence.

Calvert Pond

Council expressed concern with the high water level in the Calvert Pond.

Waste Management Meeting

A Waste Management Meeting was established for May 31, 2010 at 9:00 a.m.

Gravel
Sinclair Road

It was noted that a resident on Sinclair Road has requested the road be graded.

ADJOURNMENT

Resolution No. 168-2010

MOVED BY Mayor L. Kloosterhuis
SECONDED BY Councillor K. Grootenboer

THAT the Committee of the Whole Administration and Operations Meeting held on May 26, 2010, be adjourned, the hour being 8:30 p.m.

CARRIED

Councillor A. Vis

Jamie Cressman
Chief Administrative Officer/Clerk

MUNICIPALITY OF OLIVER PAIPOONGE
COMMITTEE OF ADJUSTMENT

4569 Oliver Road, P.O. Box 10
Murillo, ON POT 2G0

Telephone: (807)935-2613x6
Fax: (807) 935-2161

**PUBLIC HEARING
CONCERNING PROPOSED CONSENT TO SEVER**

RE: Application No.: 1B/14/10
Name of Owner: Lawrence and Olga Gernat
**Location: Parcel 800 Section DFWF, S 1/2 Lot 2, Con. 6,
79 Simko Drive**

TAKE NOTICE that the Municipality of Oliver Paipoonge Committee of Adjustment will hold a Public Hearing on **Thursday, July 8, 2010, at 7:00 p.m.** at the Oliver Paipoonge Municipal Complex to consider the applications for consent to sever under Section 53 of the Planning Act, 1990. C.P. 13 as amended to March 30, 2007.

The consent is located on the property known as **Parcel 800 Section DFWF, S 1/2 Lot 2, Con. 6, 79 Simko Drive, Geographic Township of Oliver, Municipality of Oliver Paipoonge.** A key map showing the location of the lands to which the consent applies is attached.


If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed consent to sever does not make written submissions to the Committee of Adjustment for the Municipality of Oliver Paipoonge before it gives or refuses to give a provisional consent, the Ontario Municipal Board may dismiss the appeal.

THIS NOTICE is sent to the applicant, to various agencies, and to surrounding property owners for their information. If you wish to be notified of the decision of the Committee of Adjustment for the Municipality of Oliver Paipoonge in respect of the proposed consent, you must make a written request to the Secretary-Treasurer, Committee of Adjustment, P.O. Box 10, Murillo, ON POT 2G0. Failure of the applicant to appear before the Committee, either in person or by agent, may result in the deferment or the cancellation of the application.

ADDITIONAL INFORMATION related to the proposed consent is available for inspection between 9 a.m. and 4 p.m. on Tuesday, Wednesday and Thursdays, at the Municipality of Oliver Paipoonge Office located at 4569 Oliver Road, Oliver Paipoonge Municipal Complex.

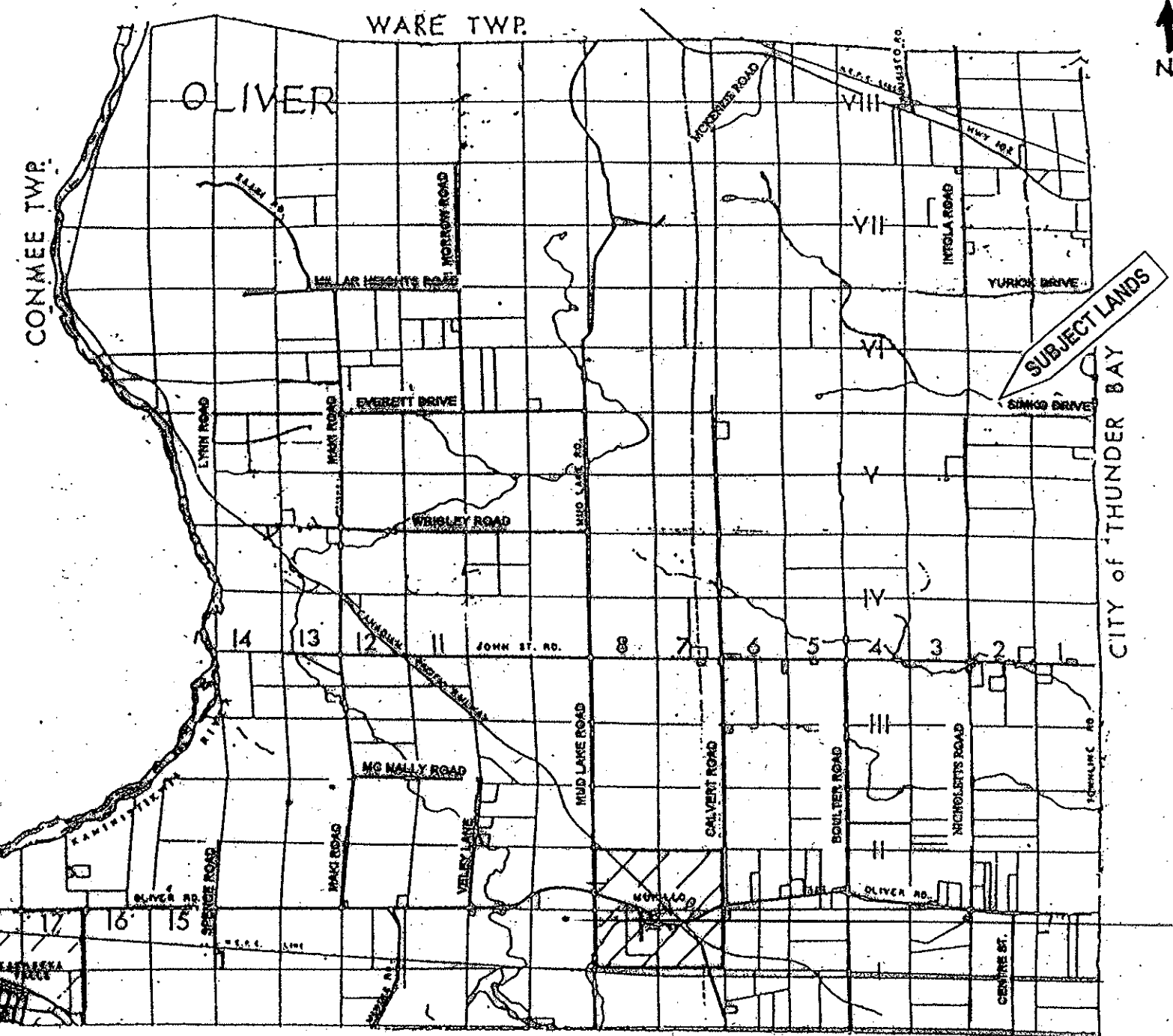
DATED AT THE MUNICIPALITY OF OLIVER PAIPOONGE THIS 17th, DAY OF JUNE, 2010.

Please see reverse for location map.


Sharron Martyn, Secretary-Treasurer
Oliver Paipoonge Committee of Adjustment

Application No.:
Name of Owner:
Location:

1B/14/10
Lawrence and Olga Gernat
Parcel 800 Section DFWF, S 1/2 Lot 2, Con. 6, 79 Simko Drive



18/14/10

THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE
COMMITTEE OF ADJUSTMENT

APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT TO
CONVEY OR GRANT AN INTEREST IN LAND

The undersigned applies to Committee of Adjustment for Consent to convey or grant any interest in land as set out below.

NOTE: TO AVOID DELAYS THE INFORMATION SUPPLIED ON THIS FORM MUST BE COMPLETE AND ACCURATE. PLEASE PRINT.

- 1. Name of Approval Authority:
Municipality of Oliver Paipoonge Committee of Adjustment
- 2. Name of Owner: Lawrence / Olga Gernat
Address: R.R. 12 Thunder Bay, Ont.
Name of Owner's Solicitor or Authorized Agent _____
Seppo K. Paivalainen
Address: 275 Bay St. Thunder Bay, ON
Telephone: (807) 343-9394

Please specify to whom all communications should be sent:
 Owner _____ Solicitor _____ Agent _____

- 3. a) Type and purpose of proposed transaction:
_____ Conveyance (specify - i.e. new lot or addition to lot)
 Other (specify - i.e. mortgage, lease, easement right of way, correction of title, other Transfer land Through Purchase)
- b) Name of person(s) to whom land or interest in land is intended to be conveyed, leased or mortgaged:
Lorne / Michelle Gernat
- c) Relationship (if any) of person(s) named in (b) to owner:
Son / Daughter - in - Law

4. Location of Land: - Parcel 800 Sec. DFWF, S 1/2 Lt 2, Concession 6,
 Lot(s) No. _____ Concession No. 6 Oliver Paipouge, PIN: 6229801-70
 Lot(s) No. _____ Registered Plan No. _____ 79 Simko Drive.
 Part(s) No. _____

5. Description of Land Intended to be Severed:
 Frontage: .5 mile Depth: .5 mile Area: 15.7 Acres Approx.
 Existing Use: Agricultural Proposed Use: Residential / Agricultural
Vacant Land
 Number and use of buildings and structures (both existing and proposed)
 on the land to be severed:
(2) - 1 barn / 1 house

6. Description of Land Intended to be Retained:
 Frontage: .5 mile Depth: .5 mile Area: 15.7 Acres approx.
 Existing Use: Agricultural Proposed Use: Residential / Agricultural
Vacant Land
 Number and use of buildings and structures (both existing and proposed)
 on the land to be retained:
Barn + House

7. Number of new lots (not including retained lots) proposed:
N/A

8. Type of road access for proposed lot (specify): Existing
 Type of road access for retained lot (specify): Existing
 Is access by water to proposed lot? NO
 Is access by water to retained lot? NO

9. What type of water supply is proposed? (Check appropriate spaces):

	Proposed Lot	Retained Lot
Municipally Owned and Operated		
Water System	<u>N/A</u>	
Lake	<u>N/A</u>	
Well	<u>N/A</u>	<input checked="" type="checkbox"/>
Other (Specify)	<u>N/A</u>	

10. What type of sewage disposal is proposed? (Check appropriate spaces)

	Proposed Lot	Retained Lot
Municipally Owned and Operated		
Sanitary Sewers	<u>N/A</u>	
Septic Tank	<u>N/A</u>	<input checked="" type="checkbox"/>
Pit Privy	<u>N/A</u>	
Other (Specify)	<u>N/A</u>	

11. When will water supply and sewage disposal services be available?

@ time of building permit

12. Is any part of the land swampy or subject to flooding, seasonal wetness or erosion? Yes No

If Yes, give details: Creek is seasonally high

13. Type of soil (clay, gravel, sand, rock etc.):

clay/gravel

14. (a) Has the owner previously severed any land from this holding?:

Yes _____ No

(b) If the answer to (a) is YES, please indicate previous severances on the required sketch and supply the following information for each

lot severed:

Grantee's Name _____

Relationship (if any) to Owner _____

Use of Parcel _____

Date Parcel Created _____

(c) If the answer to (a) is YES, please indicate previous severances on the required sketch and supply the following information for each

lot severed:

(d) If the answer to (a) is Yes, please indicate previous severance on

the required sketch and supply the following information for each

lot severed:

Grantee's Name _____

Relationship (if any) to Owner _____

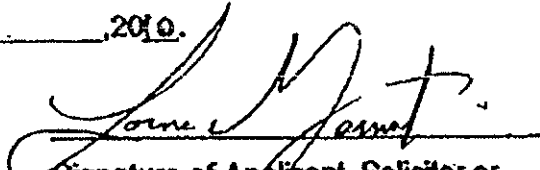
Use of Parcel _____

Date Parcel Created _____

ATTN: Sharon

- 15. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision, under Section 50 of the Planning Act, 1990, or its predecessors?: Yes _____ No
- 16. Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?: Yes _____ No
- 17. Is the owner, solicitor or agent applying for any minor variance, or permission to extend or enlarge under Section 45 of the Planning Act, 1990, in relation to any land that is the subject of this application?: Yes _____ No

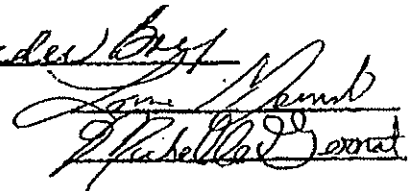
DATED AT THE _____ OF _____ this
19th day of April, 2010.

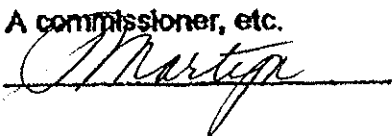

Signature of Applicant, Solicitor or
Authorized Agent.

I, (We) Lorne Gerant and Michelle Gerant
of the City of Thunder Bay, in the

District of Thunder Bay, solemnly declare that all the statements contained in his application are true, and I (we) make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act."

Declared before me at the Municipality
of Olivier-Paisange in the District of Thunder Bay
Thunder Bay, this 4th day of May
A.D., 2010.



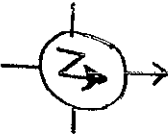
A commissioner, etc.


AUTHORIZATION OF THE OWNER FOR AN AGENT TO MAKE APPLICATION

I/We authorize Loane Germet (name of agent) to act on my (our) behalf in submitting this application. This application has been submitted with my (our) full knowledge and endorsement.

Laurence Bernat / Olga Bernat
Owners

June 11th / 2010
Date

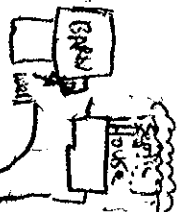


Parcel 800 Sec. DFWF, S 1/2 L 2, Concession 6,
Diver Fairpage, PIN: 62298, 01-72

Field

Wooded Area

Wooded Area



Garage
House

Wooded Area

Creek

Driveway

UNMAINTAINED RD

WALLETS Rd / Unmaintained

Driveway

Sinker Dr.

Townline Rd.



CORPORATE REPORT

DEPARTMENT: Administration	REPORT NO. 2010.33
DATE PREPARED: June 23, 2010	MEETING DATE: June 28, 2010
	NO. OF PAGES
SUBJECT: Economic Development Budget	

PURPOSE

To justify allocating funds to complete economic development projects for the Municipality.

BACKGROUND

Earlier this year funding was approved by council and FedNor to hire a Community Development Intern to assist in completing various projects throughout the municipality. However, when the 2010 budget was finalized there were no funds allocated to an EDC department to properly carry these projects through to completion. In referencing the attached report, I am requesting \$21500 to complete the following projects; website re-development, investment readiness project in partnership with NCIR, municipal photographs, municipal marketing materials, new branding and signage as well memberships to NOSTA and Northwestern Development Network.

REPORT SUMMARY

Please see the attached report for a detailed breakdown of the cost benefits of completing these projects.

RECOMMENDATION

THAT with respect to Report No. 2010.33 we recommend that the requested funds be available for the EDC department to access with regards to the above noted projects.

PREPARED BY: Erin Laine, Community Development Intern

REVIEW BY: _____
Jamie Cressman, Chief Administrative Officer, CAO

ATTACHMENT TO REPORT NO. 2010.33

Proposal to Council

Proposed Project	Quote
Website Re-development	\$2000
Annual Fee	\$515 (current annual fee \$882 – savings over 8 years \$3000)
NOSTA	\$750 (annually)
Northwestern Ontario Development Network	\$750 (annually)
NCIR Investment Readiness – Asset Inventory (business directory) , GAP Analysis & Strategic Plan	\$5000 (NCIR grant will cover 75% of expenses)
Municipal Photographs	\$1000
Miscellaneous Marketing Materials (ex. Brochures, direct mail outs, flyers/posters, advertising, new resident packages)	\$2000
BR&E and FICE	\$1500 (BR&E will fund 50% of project expenses through the RED grant)
Branding/Signage	?
Total	\$21500

Project Benefits

Website Re-development

Our website was created 8 years ago and is no longer providing the complete benefits of web marketing or making the Municipality compliant with Accessible Customer Service Standards. Website usability, functionality and search engine optimization are poor. The website should be used a primary portal for residents, visitors and potential and existing business owners to easily obtain desired information. Under current conditions this is not being achieved to full potential. In regards to accessibility, the Municipality published a statement saying, “It is the policy of The Municipality of Oliver Paipoonge that citizens with disabilities achieve accessibility to the provision of goods and services by the Municipality to this community, consistent with the principles of independence, dignity, integration and equality of opportunity as set out in the regulations of *The Accessibility for Ontarians with Disabilities Act, 2005.*” Currently, we are not compliant with all accessibility functions of the website outlined in our Accessibility Plan. For visually impaired users we need to implement functionality into the browser to increase text size and contrast. Also for colour blind users we need to ensure there is a greater contrast of text colour and page background colour so all information can be viewed by all users. For physically impaired users we need to ensure keyboard shortcuts/navigation keys are fully functioning (ex. ALT 1 <enter> - Go to the Home page of the website) as well as the tab key to easily navigate through the website. For our users that are technologically limited who may have low bandwidth or low network reliability, we need to offer the feature to turn off the presentation layer to have better access to content.

The cost of the re-development will be approximately \$2000 however hosting, licensing and domain annual fees will decrease from the existing \$882/y to about \$515/y (depending on the company) which over another eight years will save us almost \$3000.

NOSTA (North of Superior Tourism Association) & Lake Superior Circle Tour

Showcases a true representation of Northern Ontario highlighting all the beauty and magic of our region. Our sister municipalities that are currently being represented include Armstrong, Atikokan, Dorian, Greenstone, Manitouwage, Marathon, Neebing, Nipigon, Red Rock, Schrieber, Shuniah, Terrace Bay and Thunder Bay. NOSTA is also responsible for the Lake Superior Circle Tour publication where we would get additional exposure. Many of our businesses have already joined NOSTA such as The Founders Museum, The Duke Hunt Historical Museum, Global Flags and Banners and Kakabeka Falls Motor Hotel. By the Municipality becoming a member it shows support to our business community and helps us give greater exposure to our communities. The NOSTA websites are positioned for high traffic and can work as a great partner to marketing the new Oliver Paipoonge website. For a small annual fee of \$750 the Municipality will get exposure on the web, through travel publications, in brochures and through events and trade shows.

Northwestern Ontario Development Network

**see attached*

NCIR Investment Readiness Project

In response to the recommendations outlined in the 2008 Community Profiles and Investment Readiness Proposal, we are ready to proceed with the next phases of the plan to properly position Oliver Paipoonge “Open for Business.” The Northern Communities Investment Readiness grant is prepared to help us achieve the recommendations, funding 75% of the projects up to a maximum of \$10,000. The initiatives that I hope to complete within my year are an asset inventory, business directory, gap analysis (including closing gaps in our Community Profile), investor marketing brochure and strategic plan.

Asset Inventory: report outlining all commercial property and real estate available to potential investors, an overview of all businesses currently operating in the municipality, collection of all economic assets and natural assets as well as local business success stories and heritage	Business directory: identify all active businesses in the municipality, broken down by category with contact information and brief description provided for each
Gap Analysis: Fill all gaps identified in our community profile on www.investinontario.com as well as the gaps identified in our asset inventory	Investor Marketing Brochure: a push strategy that provides a quick a overview of our community profile and the pertinent information, highlighting the areas’ strengths and opportunities in various sectors

**quote of \$5000 is just an estimate for 3 separate projects*

I have received one quote for phase one of the project that will encompass asset mapping and a business directory for \$8500 (municipality required to cover 25% equalling \$2125), for more information see attached proposal.

Municipal Photographs

Following the vision of the Municipality which is: “*Oliver Paipoonge will be the premier community of Northwestern Ontario*” it is important to highlight our assets and everything we have to offer. From a tourism and real estate perspective this includes our scenic landscape, picturesque views, friendly people, multitude of attractions and events and agricultural heritage. Communicating these messages only in words cannot begin to create the same impact as a

picture. As we all know a picture says a thousand words! Rick Chicoine is a local free lance photographer who has an eye for capturing natural beauty and in growing up in the Municipality knows how to highlight our assets in the perfect combination. I have identified the following areas in which the pictures would create a lasting impact:

*Tourism publications
*Website (fading pictures in the top banner, photo gallery)

*Signage

*Brochures
*Other websites (ex. NOSTA, Immigration Portal, community profile)

*Posters/flyers/newsletter ads

*New resident package

*Update pictures in council chambers and other municipal facilities

Brochures

Needs some updating and re-design to remain current and to provide accurate information to our visitors.

**see attached*

Business Retention & Expansion and First Impressions Community Exchange

**see attached*

Branding/Signage

Branding is defined as "...your promise to your customer. It tells them what they can expect from your products and services, and it differentiates your offering from your competitors. Your brand is derived from who you are, who you want to be and who people perceive you to be." The absence of a brand for Oliver Paipoonge means that people have no way of identifying us. With no identity the chances of being top of mind for a prospective resident, business owner or tourist is very low. I hope to see the beginning of a brand develop in our new website and hopefully carry that through to all other marketing materials to give people a connection to Oliver Paipoonge. Signage is another big part of branding in which the Municipality is lacking. Our current signage that welcomes people to the Municipality is not sending the right message about who we are or what we offer. We are not making a good first impression.

The following projects are also listed in my job description and are a requirement for me to complete in my reporting to FedNor.

-update strategic plan and incorporate recommendations from the 2008 Investment Readiness report

-enhance the municipal website by including a detailed inventory of business properties

-develop a business retention & expansion strategy as well as a program for local business development