

**West Parry Sound Recreation and Cultural Centre Board  
Open Meeting Minutes – June 28, 2022**

**Date:** June 28, 2022  
**Time:** 7:03 PM  
**Location:** via Zoom Video Conference

**Members Present:**

Chair Donald Sanderson  
Carling Councillor Terry Gilbert  
McDougall Mayor Dale Robinson  
McKellar Councillor Morley Haskim  
Parry Sound Mayor Jamie McGarvey  
Seguin Councillor Terry Fellner

**Alternate Members Present and Voting:**

Archipelago Councillor Rick Zanussi

**Regrets:**

Archipelago Reeve Bert Liverance  
Shawanaga Councillor Sherrill Judge  
Wasauksing Councillor Chance Pedoniquotte-King

**Steering Committee Members Present**

Archipelago CAO John Fior  
Carling CAO Kevin McLlwain  
McDougall CAO Tim Hunt  
McKellar Clerk Administrator Ina Watkinson  
Parry Sound CAO Clayton Harris  
Seguin CAO Jason Inwood

**Alternate Members Present:**

McKellar Mayor Peter Hopkins  
Seguin Mayor Ann MacDiarmid

**Staff Present:** Recording Secretary Rebecca Johnson, Zoom Meeting Host Cal Belchamber

**1. Agenda:**

**1.1 Move to Closed Meeting**

Prior to the scheduled open meeting, the Board moved to a meeting closed to the public per the following resolution:

**Resolution 2022-05**

**Moved by Mayor Robinson; Seconded by Mayor McGarvey**

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THAT pursuant to Section 239(2) and (3) of the Municipal Act, S.O. 2001, c.25, as amended, the West Parry Sound Recreation and Cultural Centre Board moves to a meeting closed to the public in order to address matters pertaining to:

- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, **(Project Manager Contract, Funding Agreement with Whitestone, Negotiations Operating Agreement with YMCA)**

**Carried**

The Board adjourned to a Closed Meeting and resumed the Open Meeting at 7:24 PM

**1.2 Additions to Agenda**

**1.3 Approval of Agenda**

**Moved by Mayor Robinson; Seconded by Mayor McGarvey**

That the Agenda for the June 28, 2022 West Parry Sound Recreation and Cultural Centre Board is hereby approved as circulated.

**Carried**

**1.4 Declaration of Pecuniary Interest – N/A**

**1.5 Approval of Minutes**

**Moved by Councillor Haskim; Seconded by Councillor Gilbert**

That the Minutes of the March 30, 2022 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

**Carried**

**2. Business**

**2.1. Chair's Report**

Chair Sanderson provided a brief verbal report noting that since the last Board meeting on March 30<sup>th</sup>, the Steering Committee has been busy undertaking important activities that are in-depth, complex, with many moving parts as seen in the briefing notes provided. Chair Sanderson thanked Steering Committee and staff for its support.

**2.2 Matters from Closed Meeting**

**Resolution 2022-06**

**Moved by Councillor Fellner; Seconded by Mayor McGarvey**

That the Board Chair and Vice Chair be authorized to execute the project

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management agreement substantially in the form attached with Gordon + Gordon Group Inc., the successful proponent of the RFP for owner's representative services and capital project management with a fixed fee of \$587,262.42, and

That a fee contingency not to exceed \$25,000 be allocated to the Gordon + Gordon Group Inc. fee, to accommodate the extended winter construction necessitated by the deferred project start date, and

That the contingency will only be accessed for the purposes of completing seasonal work that may not be finalized prior to April 28, 2025 as a direct result of the additional winter season added to the schedule.

**Carried**

**2.3 Request to Transfer Future Pool Trust Fund from the Town to the Board**

Submitted by: Steering Committee

**Resolution 2022-07**

**Moved by McGarvey; Seconded by Councillor Gilbert**

That the Board approves that a formal request be sent to the Town of Parry Sound requesting the Town transfer the funds held in Trust to the Board, for a future recreation/pool facility.

**Carried**

**2.4 Directors, Officers and General Liability Insurance**

Submitted by: Steering Committee

**Resolution 2022-08**

**Moved by Zanussi; Seconded by Councillor Fellner**

That the quote from BFL Canada Inc. through Lloyds of London for insurance coverage for Directors, Officers and General Liability be approved.

**Carried**

**2.5 Preliminary 2022 Municipal Services Board Budget**

Submitted by: Steering Committee

Prior to a vote on the Resolution, Steering Committee Chair Clayton Harris gave

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an overview of the proposed 2022 budget, giving more detail to that provided in the briefing report per the following:

- The capital budget cash flow will change because it is based on submission to ICIP as to when it was thought funds would be spent. The Project Manager will revisit project costs and timeline of the budget. An unknown at this time is how much funding partners will need to put out before funding is transferred from ICIP, and does ICIP make timely payments to claims.
- A total of \$111,000 is identified as ineligible for ICIP funding, including audit, legal, certain consultancy fees, insurance, administrative/finance/secretariate fees.
- Request for approval of the operations as commercial and thus 100% return of HST and PST on the capital construction costs, amounting to \$550,000 has been made of Revenue Canada. Of the ineligible expenses, a review by consultants to confirm status as a commercial operation is therefore considered important.
- Programming that is not defined as commercial is ineligible for HST & PST refund, and only 10% of the programming costs can be ineligible to maintain the commercial status; therefore, it is important for a review of the operating agreement with the YMCA. Day care is not considered commercial.
- Application has been made for charitable status which is anticipated to be approved.

**Resolution 2022-09**

**Moved by Councillor Fellner; Seconded by Councillor Zanussi**

That the MSB approve the attached Preliminary 2022 Budget; and  
That the Admin/Finance/Secretariate fee to the Town be reviewed annually.

**Carried**

**2.6 Potential Funding Opportunity NOHFC**

Submitted by: Steering Committee

**Resolution 2022-10**

**Moved by Mayor McGarvey; Seconded by Councillor Gilbert**

That the Steering Committee be directed to submit a grant application to NOHFC through the Enhance Your Community Funding Stream; and

That the Steering Committee be directed to inquire if there are any federal funding opportunities; and

That the matching grant component of any NOHFC grant proceeds be generated through fundraising.

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Based on concerns raised by Mayor MacDiarmid and echoed by Councillor Fellner regarding obtaining the matching grant component through fundraising, the following friendly amendment was proposed which was not objected to by the original movers and seconders:

**Moved by Mayor Robinson; Seconded by Councillor Zanussi**

That the last words in the resolution “through fundraising”, be replaced by the words “through partners, donations and/or fundraising”.

The amended resolution was voted on

**Carried as Amended**

**2.7 Impact of Construction Cost Increases on Approved ICIP Project**

Submitted by: Steering Committee

**Resolution 2022-11**

**Moved by Councillor Fellner; Seconded by Mayor Robinson**

That the Chair send a letter to ICIP and copy the local MP and MPP regarding additional financial support for approved ICIP projects.

**Carried**

**2.8 Responses to the Fundraising and Sponsorship Team Questions**

Submitted by: Steering Committee

**Resolution 2022-12**

**Moved by Mayor McGarvey; Seconded by Councillor Haskim**

That the responses to questions raised by the Fundraising and Sponsorship Team be received for information and discussion purposes.

**Carried**

**2.9 Fundraising and Sponsorship Team Update**

Fundraising and Sponsorship Team Chair Mayor Ann MacDiarmid introduced Co-Chair Richard Culverwell and spoke from a prepared power point presentation on the progress to date of the Fundraising & Sponsorship Team.

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Mayor MacDiarmid concluded her presentation with a request that the Board pass the following two motions:

**MOTION 1**

That the Municipal Services Board agrees that The Fundraising Committee goal of earning \$10 million in new revenue for combined capital and ongoing operating costs (for 10 years) for additional swim lanes and amenities in the Wellness Centre be approved.

**MOTION 2**

That the Fundraising Committee, in consultation with the Steering Committee, will issue a Request for Proposal for a Sponsorship Consultant and bring a recommendation back to the Municipal Services Board for approval following the evaluation of proposals submitted by potential sponsorship firms.

Councillor Fellner reported that he was prepared to move both motions, but later withdrew upon concerns expressed by the rest of the Board members present that the proposal for additional swim lanes was not part of the approved project and should be referred to the Steering Committee for further analysis and recommendation.

**Resolution 2022-13**

**Moved by Mayor Robinson; Seconded by Mayor McGarvey**

That the motions be referred to the Steering Committee for review and recommendation.

**Carried**

**2.10 Branding RFP Update**

CAO John For provided a verbal update on the Branding RFP, noting that a previous resolution of the Board directed the Steering Committee to “issue an RFP for branding, website and digital asset development with an upset limit not to exceed \$30,000.” The RFP has now been prepared, is in final review, and is anticipated to be released next week.

CAOs Harris and Inwood responded to inquiries regarding design measures to address climate change and the environment through the construction process, and minimize cost overruns through project manager review and regular reporting to the Board on risk of overrun.

**Adjournment**

Chair Sanderson adjourned the meeting at 8:49 PM