

**West Parry Sound Recreation and Cultural Centre Board  
Open Meeting Minutes – February 14, 2024**

**Date:** February 14, 2024

**Time:** 7:00 PM

**Location:** Town of Parry Sound Council Chambers, 52 Seguin St.

**Members & Voting Alternates Present:**

Chair Donald Sanderson

Archipelago Councillor Tom Lundy

Carling Councillor Al Doubrough

McDougall Mayor Dale Robinson

Parry Sound Mayor Jamie McGarvey

Seguin Councillor Terry Fellner

**Steering Committee Members Present**

Archipelago CAO John Fior

McDougall CAO Tim Hunt

Parry Sound CAO Clayton Harris

Seguin CAO Jason Inwood

**Alternate Members Present:**

Parry Sound Councillor George Ashford

Seguin Mayor Ann MacDiarmid

**Staff Present:**

Recording Clerk Rebecca Johnson

Director of Finance Stephanie Phillips

**Guests/Consultants Present:**

Gordon & Gordon Group Inc. Principal Andy Gordon, Senior Associate Tom Graham

CS&P Architects Saeed Sadeghi

Fundraising Team Co-Chair Richard Culverwell

BDO Auditors Gelan Ventrcek, Heather Mason

**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 resolution below.

**Resolution 2024-07**

Moved by Councillor Lundy

Seconded by Councillor Doubrough

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:

f) advice that is subject to solicitor-client privilege, including communications

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necessary for that purpose, **(solicitor opinion on Board Agreement terms; Board ownership; tender issuance)**;

i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, **(major sponsor)**;

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, **(major sponsor)**.

**Carried**

The Board adjourned to Closed Meeting at 7:02 PM and resumed in open at 8:50 PM

**1.2 Additions to Open Agenda**

**1.3 Approval of Agenda**

Moved by Councillor Lundy

Seconded by Councillor Doubrough

That the Agenda for the February 14, 2024 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 Mayor McGarvey

Seconded by Mayor Robinson

That the Minutes of the January 17, 2024 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

**Carried**

**2. Delegations/Correspondence**

**2.1 Jen Reynolds** – Letter of concern regarding gym size

**2.2 Parry Sound Stingers** - Letter of concern regarding gym size.

Seguin CAO Jason Inwood reported that earlier today he was able to provide clarity to the Parry Sound Stingers about the gym size which satisfied their concerns.

## **2.4 Chair's Report**

Chair Sanderson offered Happy Valentine's Day greetings and acknowledged the significant efforts of the Steering Committee, Fundraising Team and Clerk Johnson. Chair Sanderson also noted that he attended the last two Steering Committee Meetings and will be attending those in the future, as well as attending fundraising meetings in the future. He noted that he would be joined by Mayor Robinson and CAO Clayton in a meeting with Whitestone next week, and that a meeting is being scheduled regarding the operating agreement targeting a report to the next meeting in March.

## **3. Business**

### **3.1 Matters Referred from Closed Meeting**

#### **3.1.1 Municipal Partner Bridge Financing**

##### **Resolution 2024 – 08**

Moved by Mayor Robinson                      Seconded by Councillor Doubrough

That partner municipalities be requested to approve the following amendment to section 2 of the partnership agreement: *The Board has full authority and necessary powers to manage the construction, operation and maintenance of the Centre including: (l) obtaining bridge financing and /or a line of credit for cash flow purposes up to an amount of \$10 M, in order to facilitate the construction of the WPS Recreation & Cultural Centre.*

**Carried**

### **3.2 Project Status Update**

Project Manager Andy Gordon, GGGI

Project Manager Andy Gordon of GGGI gave a project update from a prepared power point presentation as circulated with the Agenda. Mr. Gordon noted that with about 27% of the project tendered, it is on budget at \$36.4M, that a conditional closing on the 44 Joseph Street site is scheduled for March and that no update has yet been received in request for ICIP approval to change location. The Site Plan Application is currently under review and the building permit application is scheduled to commence in the winter of 2024.

Mr. Gordon reported on the procurement schedule, noting that all bids have been received for Tender Package 1, with 6 forwarded for recommendation, Tender Package 2 is scheduled to close in mid-February, and much smaller Tender Package 3 related to finishes is to be issued the last week of February.

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Mr. Gordon noted that yesterday final sign-off from provincial and federal governments was received for the project announcement sign which will be erected on site within the next two weeks.

Mr. Gordon requested direction with respect to whether to proceed with the addition of a viewing gallery, noting that it does add potential risk of delaying the project and going over the budget.

CAO Inwood reported that the Steering Committee is in receipt of the pre-construction proposal for addition of the viewing gallery and that is currently being discussed by the Steering Committee and potential external funders to see how the costs of pre-construction and construction might be covered. This will be brought back to the Board for a more fulsome discussion and decision.

**3.3 December 31, 2023 Monthly Financial Reports**

Submitted by: Steering Committee

Parry Sound Director of Finance Stephanie Phillips provided highlights from the report and attached balance sheet, statement of operations and fundraising report as circulated with the Agenda.

**Resolution 2024 - 09**

Moved by Mayor McGarvey

Seconded by Councillor Lundy

That the December 31, 2023 financial reports for the West Parry Sound Recreation & Cultural Centre Board be received for information.

**Carried**

**3.4 2022 Audited Financial Statements**

**Submitted by:** Director of Finance Stephanie Phillips

Ms. Phillips introduced BDO Auditors Glen Ventrcek and Heather Mason, the former who highlighted four main points of the Board's 2022 Audited Financial Statements, per the following:

- The statements are for the year ended 2022;
- The opinion provided on pages 2-3 is a "clean" or "unqualified" opinion which is good, and the rules followed are public sector standards.
- Revenue over expenses resulted in a surplus of just under \$2M at year end.
- Notes are statutory in nature.

