West Parry Sound Recreation and Cultural Centre Board
Minutes – Wednesday December 8, 2021

Date: December 8, 2021
Time: 7:00 PM
Location: via Zoom Video Conference

Members Present:
Chair Donald Sanderson
Archipelago Reeve Bert Liverance
Carling Councillor Terry Gilbert
McDougall Mayor Dale Robinson
McKellar Councillor Morley Haskim
Parry Sound Mayor Jamie McGarvey
Seguin Councillor Terry Fellner
Wasauksing Councillor Chance Pedoniquotte-King

Steering Committee Members Present
Archipelago CAO John Fior
McDougall CAO Tim Hunt
Parry Sound CAO Clayton Harris
Seguin CAO Jason Inwood
Wasauksing FN Director of Health Deborah Tabobondung

Alternate Members Present:
Archipelago Councillor Rick Zanussi
Carling Councillor Steve Crookshank
McKellar Mayor Peter Hopkins
Parry Sound Councillor Vanessa Backman
Seguin Mayor Ann MacDiarmid

1. Agenda:

1.1 Additions to Agenda

Mayor Robinson requested to add a new item 3.9 - Update on acquisition of property.

1.2 Approval of Agenda

Moved by Reeve Liverance
Seconded by Mayor Robinson
That the Agenda for the December 7, 2021 West Parry Sound Recreation and Cultural Centre Board is hereby approved as amended.

Carried

1.3 Declaration of Pecuniary Interest – N/A

1.4 Approval of Minutes
Moved by Mayor McGarvey
Seconded by Councillor Fellner
That the Minutes of the September 10, 2021 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated

Carried

2. Correspondence

2.1 Rob West – Suggested Naming of Centre
2.2 Wasauksing First Nation – Acknowledgement Sign at Centre
2.3 Ashley Lawrence-Leger – Tennis Courts at Centre
2.4 Parry Sound Area Active Transportation – Recommendations on design to prioritize energy efficiency and maximizing active transportation access.

A summary of each item of correspondence was made by the Recording Clerk, with notice that all had been acknowledged, and were being forwarded as appropriate to the Steering Committee for further follow-up as appropriate.

3. Business

3.1. First Nation Board Members

Chair Donald Sanderson noted that since his report was circulated with the Agenda, notice had been received of Wasauksing First Nation's appointment of Councillor Chance Pedoniquotte-King to the Board, Councillor Lindsay McConnell as alternate, and Director of Health Deborah Pegahmagabow to the Steering Committee. Mr. Sanderson also reported that he was scheduled to present to Shawanaga First Nation tomorrow, with hopes of an appointment from Shawanaga in the near future.

Resolution 2021 - 07
Moved by Reeve Liverance
Seconded by Mayor Robinson
That the Board receive the update on Appointment of First Nation Members to the Board.

Carried

3.2 Steering Committee Structure

In response to a question on the inclusion of participating municipal CAOs on the Steering Committee (SC) in addition to the Chair and Vice-Chair, Clayton Harris, Town of Parry Sound CAO and Chair of the SC confirmed that it has a very consultative process with items reviewed by all members and sometimes circulated several times before a decision is made.

Resolution 2021 - 08
Moved by Mayor Robinson
Seconded by Mayor McGarvey

That the report on the Steering Committee Structure be received for information purposes.

Carried

3.3 Corporate Bank Account

In response to Reeve Liverance's inquiry about financial accountability, SC Chair Harris responded that the Chair and Vice Chair have signing authority, and that the transfer payment agreement with the provincial and federal governments requires regular reporting.

Resolution 2021 - 09
Moved by Mayor McGarvey
Seconded by Councillor Gilbert

That staff be authorized to open a corporate bank account with the Scotia Bank.

Carried

3.4 Insurance Coverage

In response to Mayor Robinson's request, SC Chair Harris confirmed that the Steering Committee could obtain two quotes for insurance coverage.

Resolution 2021 - 10
Moved by Reeve Liverance
Seconded by Councillor Fellner
That staff be directed to obtain $5m in general liability insurance and Errors and Omission insurance.

Carried

3.5 Fund Raising and Sponsorship Team - Terms of Reference

Resolution 2021 - 11
Moved by Councillor Fellner
Seconded by Councillor Gilbert
That the Terms of Reference for the fundraising and sponsorship team be approved as outlined in the attached Schedule A.

Carried

3.6 Branding Strategy / Website Development

In response to member inquiries, SC Vice Chair Jason Inwood reported that industry practice is to issue an RFP, with local bidders welcome to make submission alongside out-of-area businesses, but that no preference or weight is given to local bidders.

SC Vice Chair Inwood also reported that the $30,000 is to cover branding, identity, logo, marketing materials – important pieces to "sell" the project in the funding/sponsorship campaign. Branding is not an eligible expense under the grant received, and the expectation is to borrow the money and pay it back when sponsorship funds have been received. An alternative is for each municipality to contribute their calculated allocation.

Resolution 2021 - 12
Moved by Reeve Liverance
Seconded by Mayor McGarvey

That the Steering Committee be directed to issue an RFP for branding, website and digital asset development with an upset limit not to exceed $30,000.

Carried

3.7 WPS Recreation & Cultural Centre Construction - Project Management RFP

In response to member inquiries, SC Vice Chair Inwood reported that the RFP is ready to issue, with minor details to be confirmed to meet procurement policies of the issuing municipality - the Town of Parry Sound, and that one month is sufficient time for submission of a proposal.

Mayor Robinson urged attention to communication at all levels between Steering Committee, Board and Project Manager involved in design.

Resolution 2021 - 13
Moved by Reeve Liverance
Seconded by Councillor Gilbert

That the Steering Committee be directed to issue the attached RFP, subject to a review by legal, insurance and other professionals as necessary, for owner's representative services and capital project manager.

Carried

3.8 Cashflow Request from Funding Partners

Resolution 2021 - 14
Moved by Fellner
Seconded by McGarvey
The Board send a request to the funding partners to submit their respective share of an initial funding request of $200,000.

Carried

3.9 Update on acquisition of property

SC Chair Harris reported as previously advised to the Wellness Centre & Pool Committee, that the YMCA is prepared to donate the land. A Memorandum of Understanding (MOU) is currently being finalized regarding transfer of the land to the Board and should be completed by the end of the first or second quarter.

Several board members urged the Steering Committee to get a binding contract with the YMCA no later than the end of the first quarter.

3.10 Meaning of "Culture" within Name of Facility and Board

Councillor Pedoniquotte-King asked what the word "Culture" within context of the name of the facility and the Board, means to the Board, and whether there was additional funding received as a result of including First Nations in the funding application.

Responses included reference to a community's story, history, roots, and to a proposal to mount the text of the Robinson-Huron Treaty at the facility. With respect to funding received relevant to First Nations, Chair Sanderson clarified that the intent in his recent presentation to Wasauksing First Nation was to express that the funding application made jointly by the area municipalities and First Nations was stronger.

Councillor Pedoniquotte-King said that he didn't want "culture" to be in the name as a token, but as something authentic, and that he wants to make sure the work is heading in the right direction for future generations.

3.11 Chair and Vice-Chair Appointment

Chair Sanderson reported that he and the Vice Chair hoped to be able to execute on behalf of the Board, the Agreement for ICIP funding before year end, and that the Board might deal with the appointment of Chair and Vice Chair at the next Board meeting expected to be scheduled by the end of the first quarter.

Adjournment – 7:52 PM