West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – February 8, 2023

Date: February 8, 2023
Time: 7:00 PM
Location: via Zoom Video Conference

Members Present:
Chair Donald Sanderson
Archipelago Reeve Bert Liverance
Carling Councillor Al Doubrough
McDougall Mayor Dale Robinson
McKellar Mayor David Moore
Parry Sound Mayor Jamie McGarvey
Seguin Councillor Terry Fellner

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:
Archipelago Councillor Tom Lundy
Carling Mayor Susan Murphy
McDougall Councillor JJ Blower
McKellar Councillor Debbie Zulak
Parry Sound Councillor George Ashford
Seguin Mayor Ann MacDiarmid

Staff Present:
Recording Clerk Rebecca Johnson
Communications Officer Valerie Iancovitch
Director of Finance Stephanie Phillips

Guests Present:
Gordon & Gordon Group Inc. Principal Andy Gordon
Gordon & Gordon Group Inc. Senior Associate Tom Graham
Richard Culverwell, Fundraising & Sponsorship Team Co-Chair

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 2023 - 01

Moved by Reeve Liverance **Seconded by Mayor McGarvey**

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, (**Transfer Payment Agreement Negotiations, Operating Agreement Negotiations)**

Carried

Upon conclusion of the Closed Meeting, the Open Meeting reconvened at 7:25 PM.

1.2 Additions to Agenda – N/A

1.3 Approval of Agenda

Moved by Reeve Liverance **Seconded by Mayor Moore**
That the Agenda for the February 8, 2023 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 Councillor Fellner**
That the Minutes of the December 14, 2022 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

Carried

2. Business

2.1. Chair's Report

Chair Sanderson expressed appreciation to the Steering Committee for their continued diligent work and to the Recording Clerk, and Director of Finance for their contributions.

2.2 Matters from Closed Meeting – N/A

2.3 Partner Funding Request

Submitted by: Steering Committee

Prior to consideration of the prepared Resolution, SC Chair Harris responded to Board questions with the following clarifications:

- Grant payment from ICIP is issued on a quarterly basis upon confirmation that bills are paid and the cheques cleared.
- The cash flow projection does not consider a revenue stream to offset the $1 M renovation costs to the YMCA building because although as a separate building it is eligible for grants, no grant stream has yet been identified.
- It is not practical at this point to consider an entirely different building site; this would be one of the biggest change requests of ICIP and would require indigenous consultation, environmental review amongst other issues, and could jeopardize the ability to finish the project by the funding deadline. There are contingencies built into the budget to address site issues that may come up.
- Municipal financial obligations are part of the Board Agreement; however if it is a matter of individual municipalities getting the financing in place to make payment, the balance of the financial commitment could be delayed to April 30th, 2023.
- Steering Committee minutes are for use by the Steering Committee composed of the CAOs and First Nation staff representatives to track their discussions and tasks and are not meant for Board or public posting.

Given the latter point, Chair Sanderson recommended that any Board members interested in more information between Board meetings should meet with their CAO to get briefed in the most appropriate way.

Resolution 2023 - 02
Moved by Mayor McGarvey **Seconded by Councillor Fellner**

That the Board send a request to the funding partners to submit the balance of their financial commitment to the project by March 31, 2023; and
That the importance of the timely receipt of capital monies from sponsorship and fundraising be conveyed to the Fundraising Team; and
That the Fundraising Team confirm the anticipated timing of receipt of funds.

Mayor Moore requested a recorded vote:

	Yes	No	
Archipelago Reeve Bert Liverance	2		
Carling Councillor Al Doubrough	1		
McDougall Mayor Dale Robinson	2		
McKellar Mayor David Moore		1	
Parry Sound Mayor Jamie McGarvey	3		
Seguin Councillor Terry Fellner	3		
Weighted Vote	**11**	**1**	**Carried**

2.4 Delegation of Authority

Submitted by: Steering Committee

SC Vice-Chair Inwood gave an overview of the report and responded to questions posed by Councillor Doubrough regarding the composition of the Construction Sub-Committee being CAOs Clayton Harris, Tim Hunt and himself, for variances from the project budget between $100,001 and $250,000, with any variance over that amount coming back to the Board for approval.

Resolution 2023 - 03
Moved by Councillor Fellner **Seconded by Mayor Robinson**

That the Board delegate authority to commit, manage and control project fund variances and escalation rules as outlined in the February 8, 2023 Delegation of Authority Report.

Councillor Doubrough requested a recorded vote:

	Yes	No	
Seguin Councillor Terry Fellner	3		
Parry Sound Mayor Jamie McGarvey	3		
McKellar Mayor David Moore		1	
McDougall Mayor Dale Robinson	2		
Carling Councillor Al Doubrough		1	
Archipelago Reeve Bert Liverance	2		
Weighted Vote	**10**	**2**	**Carried**

2.5 HST and Charitable Status Update

Submitted by: Steering Committee

Resolution 2023 - 04
Moved by Reeve Liverance **Seconded by Mayor McGarvey**

That the update Report on application to CRA for designation as: a commercial operation for HST purposes; and a qualified charity for donation purposes, be received for information purposes.

Carried

2.6 Board Orientation Session

Submitted by: Steering Committee

Prior to considering the prepared Resolution, Board members discussed the option of opening the orientation session for all members of Council to attend. SC Chair Harris confirmed in response, that the intent of the orientation session is that it be held in-person and extended to both the Board member and alternate.

Reeve Liverance made a request for a virtual option to attend.

Resolution 2023 - 05
Moved by Councillor Fellner **Seconded by Councillor Doubrough**

That the Board indicates in the affirmative their desire to have an orientation session.

Carried

2.7 Fundraising Update – Verbal update

Mayor MacDiarmid reported that the RFP for professional fundraising/ sponsorship consulting services was released, with 3 confirmed bidders to date, a submission deadline of February 22nd, and hopes that a recommendation will be forthcoming to the March meeting. Mayor MacDiarmid also reported that the team hopes to be able to start receipting for donations, including receiving donations on-line through the website. The first fundraising event is scheduled for the second week in April after Easter, there is currently one anonymous donor committing $100,000 to matching community donations, and fundraising/ promotion t-shirts are available at White Squall.

Mayor MacDiarmid noted that the $5 M fundraised capital forecast for September

2023 in the cash flow report is a commitment and may not be cash in hand.

Adjournment

Chair Sanderson adjourned the meeting at 8:15 PM.