West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – October 11, 2023

Date: October 11, 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 Councillor Debbie Zulak
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
McDougall Councillor JJ Blower
McKellar Councillor Mike Kekkonen
Parry Sound Councillor George Ashford
Seguin Mayor Ann MacDiarmid

Staff Present:
Recording Clerk Lori West

Guests Present:
Gordon & Gordon Group Inc. Principal Andy Gordon
Gordon & Gordon Group Inc. Tom Graham
CS&P Architects Principal Susan Lewin
CS&P Architects Senior Associate Saeed Sadeghi
Fundraising Co-Chair Richard Culverwell
Communications Officer Valerie Iancovich
BDO Joe Melisek
Parry Sound CFO Stephanie Phillips

1. Agenda:

1.1 Additions to Agenda – N/A

1.2 Approval of Agenda
Moved by Councillor Fellner Seconded by Councillor Doubrough

DRAFT

That the Agenda for the October 11, 2023 West Parry Sound Recreation and Cultural Centre Board is hereby approved as circulated.

Carried

Reeve Liverance joined the meeting at 7:02 p.m.

1.3 Declaration of Pecuniary Interest – N/A

1.4 Approval of Minutes
Moved by Councillor Fellner Seconded by Councillor Zulak
That the Minutes of the July 26, 2023 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

Carried

2. Presentations/Delegations/Correspondence

2.1 Township of McKellar Request for Representation at Public Meeting

2.2 Township of McKellar New Appointments to Board

2.3 Township of Carling Request for Public Update Release

Moved by Councillor Fellner Seconded by Reeve Liverance
That the West Parry Sound Recreation and Cultural Centre Board hereby receives the correspondence as presented on the October 11, 2023 Board Agenda.

Carried

3. Business

3.1. Chair's Report – Verbal Update
No report.

3.2 Floor Plan and Programming
Submitted by: Andrew Gordon, Gordon + Gordon Group Inc.

From a prepared presentation, Susan Lewin of CS&P Architects provided an overall floor plan totaling 43,000 sq ft, elevations and a schematic rendering of the facility.

Resolution 2023 - 15
Moved by Councillor Fellner Seconded by Mayor Robinson

That the West Parry Sound Recreation and Cultural Centre Board receives the

DRAFT

Floor Plan and Programming report as prepared and presented by Susan Lewin, CS&P Architects and Andrew Gordon, Gordon + Gordon Group Inc.

Carried

3.3 Review of the Operating Forecasts per Agreement with Whitestone

Submitted by: Steering Committee

Prior to considering a resolution accepting the report prepared by BDO, Steering Committee (SC) Chair Clayton Harris provided background on the report as a condition of the Municipality of Whitestone's funding agreement with the Board which required a review of the operating model, projected operating revenues, costs and reserve requirements of the facility by an independent management consultant with expertise in such review prior to finalization of facility design, at the Board's cost.

Mr. Harris noted that an area of risk is memberships, and the SC will work with the Fundraising Team to ensure mitigation of that risk.

BDO Associate Joe Melisek provided an overview of the report as circulated with the agenda, particularly with respect to the report's risk assessment summary, concluding that governance, management and operational aspects of the Operating Model have low risk based on assumptions and information available, and that the financial aspect has medium risk relative to achieving the goal of 10-15% membership. With respect to the operating budget, Mr. Melisek noted that Health Fitness and Aquatics program represented medium risk for membership reasons already noted, but that other revenue and expense items represented no or low risk. Reserve requirements represent medium risk.

Mr. Harris and Mr. Melisek responded to questions of Board members related to:
- tools available to make up Whitestone Municipality's contribution in event they did not honour their funding agreement with the Board as a result of not accepting the report.
- how conclusions were reached with respect to risk assessment of reserve recapitalization requirements, and the difference and effect on deficits between cash and non-cash expenses, and mitigation measures that can be undertaken to deal with both.

Resolution 2023 - 16
Moved by Mayor McGarvey Seconded by Councillor Fellner

That the report prepared by BDO be received for information purposes; and
That the Municipality of Whitestone be advised that the review has been completed and the conditions set out in the agreement fulfilled.

Carried

DRAFT

3.4 August 31, 2023, Monthly Financial Reports
Submitted by: Steering Committee

Resolution 2023 - 17
Moved by Councillor Fellner Seconded by Mayor Robinson

That the August 31, 2023, financial reports be received for information.

Carried

3.5 Fundraising Team Report – Verbal Update
Fundraising Team Chair Mayor MacDiarmid reported that major fundraising and naming rights are on hold until the building design and location are confirmed.

Mayor MacDiarmid further provided an overview of the 24 community events the committee attended since June, including Kim's Swim that raised over $9,000.00 and the Rosseau Pumpkin festival that raised $325.00. MacDiarmid advised that the next major fundraising event "Winter Sound Waves" is scheduled for December 17, 2023 at the Stockey Centre.

Resolution 2023 - 18
Moved by Reeve Liverance Seconded by Councillor Doubrough

That the Board receive the verbal fundraising report for information.

Carried

4. Adjournment, and Move to Closed Meeting

The Board adjourned the Open Meeting at 7:55 PM and moved to a meeting closed to the public per the following resolution:

Resolution 2023 - 19
Moved by Mayor McGarvey 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:

c) a proposed or pending acquisition or disposition of land for municipal or local board purposes, **(negotiations regarding acquisition of property for Project)**

Carried

DRAFT