West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – January 17, 2024

Date: January 17, 2024
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
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:
Archipelago Councillor Tom Lundy
McDougall Councillor JJ Blower
Parry Sound Councillor George Ashford
Seguin Mayor Ann MacDiarmid

Staff Present:
Recording Clerk Rebecca Johnson
Communications Officer Valerie Iancovich
Town of Parry Sound Director of Finance Stephanie Phillips

Guests Present:
Gordon & Gordon Group Inc. Principal Andy Gordon
Gordon & Gordon Group Inc. Senior Associate Tom Graham
CS&P Architects Senior Associate Saeed Sadeghi
Ball Construction, Jay Homewood
Performance Sponsorship Group Judy Haber
Fundraising Team Co-Chair Richard Culverwell
Fundraising Team members Dana Labrie, Charlene Payerl

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 2024 - 01

Moved by Mayor Robinson 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, **(Centre Operating Agreement).**

Carried

The Board adjourned to Closed Meeting and resumed the Open Meeting at 8:04 PM.

1.2 Additions to Agenda

Reeve Liverance requested that a matter be added to the Closed Meeting Agenda at the conclusion of the Open Meeting.

1.3 Approval of Agenda

Moved by Councillor Doubrough Seconded by Mayor McGarvey

That the Agenda for the January 17, 2024 West Parry Sound Recreation and Cultural Centre Board is hereby approved as amended with inclusion of an item for Closed Meeting following the Open Meeting as referenced in 4.1.

Carried

Declaration of Pecuniary Interest – N/A

1.4 Approval of Minutes

Moved by Mayor Robinson Seconded by Councillor Doubrough

That the Minutes of the November 8, 2023 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

Carried

2. Delegations/Correspondence

2.1 Chair's Report – Verbal Update

Chair Sanderson acknowledged the significant work that has been undertaken to date, and offered condolences to Mayor McGarvey on the passing of his mother.

2.2 Municipality of Whitestone Resolution that BDO Report does not meet October 22, 2022 MSB-Whitestone Agreement requirement.
A meeting with Board Chair and Steering Committee Chair is being convened, as requested by Whitestone.

2.3 **Township of Carling Resolution** requesting MSB consider public suggestions regarding viewing areas, storage and other design elements.
Referred to Steering Committee and Project Manager

Councillor Doubrough added that this resolution is not a criticism but is as a result of a number of complaints received by Carling with a request that this be brought before the architect and developer.

2.4 **Richard Culverwell** response to SC summary from the December 12, 2023 Public Information Session, noting that extra costs for touchpads, video timing board will be picked up by the new swim club, and advocating for additional space as a viewing area.
Referred to Steering Committee and Project Manager

2.5 Gary Bauer response to SC summary from the December 12, 2023 Public Information Session, advocating for additional space as a viewing area.
Referred to Steering Committee and Project Manager.

3. Business

3.1 Matters Referred from Closed Meeting – N/A

3.2 Public Information Session Feedback

Submitted by: Steering Committee

Steering Committee Vice Chair Jason Inwood noted that the Public Information Session held on December 12, 2023 was well attended with a summary report provided as circulated with the agenda.

Project Manager Andy Gordon noted that the current design is in accordance with the direction provided by the Board to work to a budget and within the parameters that ICIP approved. Comments in the report are those received through the public information session. Mr. Gordon also noted that many items identified by the public have been addressed; some items will have a cost impact for which he'll await direction of the Board within the parameters that the project management has been asked to operate.

With respect to requests for a public viewing area within the facility, Mr. Inwood reported that last week the Steering Committee engaged with the project manager and design team asking for costs to include spectator seating, prior to considering further steps.

Board members Mayor McGarvey and Councillor Doubrough noted the public call for spectator viewing and urged the project management and design team to review options to accommodate this. Mayor Robinson and Councillor Fellner also noted the public interest in spectator viewing but cautioned against spending any additional funds to accommodate it. Mayor Robinson said that any design

changes, particularly if resulting in additional costs must come back to the Board for approval, and not put upon the Steering Committee.

Mr. Inwood recalled the Board's previous resolution on delegated authority which required that any design changes come to the Board for approval.

Councillor Fellner noted that he had also heard concerns with the therapy pool with respect to the ability to serve senior stroke victims, to which Mr. Inwood confirmed that this was also being reviewed.

Resolution 2024 - 02

Moved by Mayor McGarvey Seconded by Councillor Doubrough

That the Municipal Services Board receive the information outlined in this report regarding Public Information Session Feedback.

Carried

3.3 Project Status Update
Presentation by Project Manager Andy Gordon, GGGI

Project Manager Andy Gordon of GGGI provided a Project Status Update from a prepared power point presentation circulated with the Agenda, identifying the following:

- Approved project budget of $36,373,842
- 43,000 gross floor area with 6-lane Lap Pool, Therapeutics Pool, Gymnasium, Fitness Centre, Fitness Studio and Multiple Purpose Rooms
- Land purchased at 44 Joseph Street with a conditional closing in March 2024
- Legal/Boundary/Topographical Surveys - Completed July 2023
- Geotechnical, and Hydrogeographic Reports – Completed October 2023
- ESA Phase 1 Report – Completed October 2023
- MASW (Seismic) Report – Completed October 2023
- Traffic Impact Assessment – Completed December 2023
- Environmental Impact Studies – Completed in January 2024
- Minor Zoning Variance Application – Approved December 2023
- Site Plan Application - Currently Under Review
- Building Permit Application – Scheduled to commence in the Winter of 2024
- Utility Locates – Completed in September 2023

- CS&P Architects is responsible for the production of all design documents including tender specifications, drawings and addenda based upon approved project budget.
- Ball Construction is responsible for the tendering of all Bid Packages except for Early Works (issued by the Town of Parry Sound through Bids & Tenders).
- Bid submissions are reviewed by Ball Construction for completeness and compliance to tender documents, relative to budget allocations.
- Recommendations for the Tender Awards are made by Ball Construction and are approved by CS&P Architects for scope compliance and GGGI for final review.
- Tender Bid Variances will be managed through the MSB-approved Project Charter governance model.
- Early Works Activities - Commence Winter 2024.
- Construction Activities - Commence Spring 2024.
- Construction Completion - Winter 2026.
- Early works tender came in over budget, the only package received that had to be retendered under a redesign, with a close date the second week of February.
- The variance on other tenders that came back are within the parameters to allow Steering Committee to review and comment upon.
- With regards to tenders for rebar, concrete, wood decking, structural steel, and structural concrete, they are all either below or within budget variance of less than $15,000 or $20,000, permitting the project manager to make the recommendation without escalating to the Steering Committee.
- Mechanical and electrical tender will be released next week with Class A cost estimates and seem to be tracking within project parameters.
- Steering Committee in communication with ICIP Provincial/Federal contacts regarding approval of new site location.
- Climate Resiliency Report being updated reflective of ICIP revisions received in December 2023.
- Environmental Impact Studies - Completed January 2024.
- Employment Benefits-Ball Construction Ltd. will support and participate in Job Fairs to meet ICIP funding requirements.
- Project Signage being updated reflective of ICIP revisions received in December 2023.

In response to Mayor Robinson's inquiry regarding testing at the site, Mr. Gordon reported that no further testing is required at 44 Joseph Street. In response to an inquiry from Councillor Doubrough on timelines as a result of retendering the early works, Mr. Gordon noted that because of the aggressiveness with which the tenders were released, there is a bit of a cushion, and the project remains on schedule. Mr. Gordon also noted that he does not advocate dipping into the project contingency so early in the process, and thus the retendering for the early works was undertaken.

3.4 Loan Agreement

Submitted by: Steering Committee

Following an explanation by SC Chair Clayton Harris of the need and purpose of the proposed non-interest-bearing loan agreement with the Town of Parry Sound as identified in the agenda report, Mayor Robinson thanked the Town of Parry Sound for this.

Resolution 2024 - 03

Moved by Reeve Liverance Seconded by Mayor Robinson

That the Board Chair and Secretary be authorized to execute the non-interest-bearing loan agreement with the Town of Parry Sound, substantially in the form attached.

Carried

3.5 Funds Held in Trust by the Town

Submitted by: Steering Committee

SC Chair Harris provided background on the 30-year-old Optimist Club funds held in trust for a pool, Board direction to request the Town release the funds to the Board, and Alcohol and Gaming Commission of Ontario (AGCO) prohibition on turning those funds over to a Municipal Services Board which would not be eligible for a lottery gaming license.

In response to Mayor Robinson's query, Mr. Harris said that he did not think the YMCA, an eligible recipient of the funds, could simply turn the funds over to the Board, if the board is not eligible for the license.

In response to Councillor Fellner's inquiry as to how the Fundraising Team, who had expected receipt of the Optimist funds held in trust as seed money, would pay the fundraising consultant, the issue was turned over to the Board with the following motion moved by Mayor McGarvey:

That $40K of the Board's bank account be supplied to the Fundraising Committee towards retaining the fundraising consultant.

There was no seconder, and the motion was set aside in order to be considered within the next item to do with financial reports.

Resolution 2024 - 04

Moved by Councilor Fellner Seconded by Mayor McGarvey

That the report entitled Funds Held in Trust by the Town be received for information purposes.

Carried

3.6 November 30, 2023 Monthly Financial Reports

Submitted by: Steering Committee

Subsequent to Parry Sound Director of Finance Stephanie Phillips' report that the fundraising summary shows a surplus, Fundraising Team Chair Mayor MacDiarmid confirmed that the fundraising consultant has been paid, and 2 Team members each contributed $5,000 in donations in order to ensure this. Ms. Phillips confirmed that there is currently $49,000 available in income and interest earned after expenses, of which some could go towards paying the fundraising consultant.

Moved by Mayor McGarvey Seconded by Councillor Doubrough
That $40K of the Board bank account be supplied to the Fundraising Team to retain the fundraising consultant.

Before considering the motion, Mayor MacDiarmid confirmed that the fundraising consultant will go forward on a commission basis. Councillor Doubrough said he understood the AGCO has strict rules on use of lottery funds and doubted it could be used for wages.

The motion to supply the Fundraising Team with $40,000 was withdrawn.

Resolution 2024 - 05

Moved by Reeve Liverance Seconded by Councillor Fellner

That the November 30, 2023 financial reports be received for information.

Carried

3.7 Fundraising Team Report

Mayor MacDiarmid reported that Winter Sound Waves was held December 17 at the Stockey Centre, so far netting at least $19,000 with money raised through the more that 250 seats sold, silent auction, lotteries and raffles. There were very few expenses; the photographer, magician and Santa Claus donated their time. The Stockey Centre has been reserved December 15th this year for a similar event.

Hockey Day in Parry Sound is scheduled for March 30 with a few VIP and general tickets left.

Funds from the White Squall sponsored Film Festival scheduled for March 23, which are usually donated to Global Medic, will be given this year to the pool project. Kim's Swim around Otter Lake, which raised over $20,000 in 2023, will again take place in 2024 around Oastler Lake, date to be determined.

Mayor MacDiarmid noted that in order to sell sponsorships of the facility, the Fundraising Team needs more information on the construction schedule and design in order to create sales materials, with an example given of the need to know the specific location of water fountains. Mayor MacDiarmid reported that Chair Sanderson has been welcomed to the Fundraising Team to open more communication.

Fundraising Consultant Judy Haber of Performance Sponsorship Group also confirmed need to know a firm construction timeline, exactly when shovels go in the ground, when the facility will be operational, a firm timeline on material, aggregate, not only quantity, but when required to have those products to complete construction. Ms. Haber said that before talking to prospects, there is need for definitive identification of interior assets, e.g. score clocks, water stations, viewing areas, locker rooms, safety stations, guard rooms, etc. are all saleable assets. Prospects are in the 6 and 7 figure range, but can't move forward until there are firm architectural renderings and specific designs.

Mr. Inwood reported that the schedule is being tightened now with design elements continuing to be refined and this information will be provided to the Fundraising Team. In response to a request from Mayor MacDiarmid, Mr. Inwood confirmed that he would make a direct connection tomorrow between Ms. Haber and Project Manager Mr. Gordon.

In response to Mayor Robinson's query as to whether the Fundraising Team was still confident in its ability to raise the needed funds, Mayor MacDiarmid confirmed continued confidence. Ms. Haber confirmed confidence in delivering the funds, based on delivery of a concrete plan and reiterated the need for specifics. Ms. Haber also suggested that instead of approaching assets such as the viewing area as "we can't afford it", provide information on who much it will cost so that it can be sold. Mayor Robinson said on behalf of his ratepayers that the cost of the project cannot further increase.

The report concluded with appreciation by Councillor Fellner on contribution by the Town of the Stockey Centre for the December 17 Sound Waves event, noting its success, and notice by Mayor MacDiarmid that musicians at the event are keen to make it annual, and that at the March 30th Hockey Day event, an announcement will be made of a $100,000 matching contribution campaign.

3.8 Next Meeting Date, Consider Future In-Person Meeting

Spokesperson: Donald Sanderson, Chair

The Board agreed to keep with the regularly scheduled date for the next meeting of Wednesday February 14. Some members expressed interest in meeting in-person at a future meeting, or in-person as a matter of course at all meetings.

4. Adjournment, and Move to Special Closed Meeting

After the Open Meeting, the Board moved to a meeting closed to the public per the following resolution:

Resolution 2024 – 06

Moved by Reeve Liverance Seconded by 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:

c) personal matters about an identifiable individual, including municipal or local board employees, (**personnel matter**).

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (**viability of project).**

Carried

Adjourned to Closed Meeting 9:35 PM