West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – May 8, 2024

Date: May 8, 2024
Time: 7:00 PM
Location: Town of Parry Sound Council Chambers, 52 Seguin St.

Members and Voting Alternates Present:
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
McDougall CAO Tim Hunt
Parry Sound CAO Clayton Harris
Seguin CAO Jason Inwood

Alternate Members Present:
McDougall Councillor JJ Blower
Parry Sound Councillor George Ashford
Seguin Mayor Ann MacDiarmid

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

Guests Present:
Gordon & Gordon Group Inc. Principal Andy Gordon
Gordon & Gordon Group Inc. Senior Associate Tom Graham
CS&P Architects Senior Associate Saeed Sadeghi
Fundraising Co-Chair Richard Culverwell

1. Agenda:

1.1 Move to Closed Meeting

Moved by Mayor McGarvey Seconded by Councillor Doubrough

That the closed meeting originally scheduled prior to the open meeting be moved to after the open meeting.

Carried

1.1a Additions to Closed Agenda

Mayor Robinson requested that the Operating agreement with YMCA be added to the Closed Agenda

1.2 Additions to Open Agenda – N/A

1.3 Approval of Agenda

Moved by Councillor Doubrough Seconded by Councillor Fellner

That the Agenda for the May 8, 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 Robinson Seconded by Councillor Fellner

That the Minutes of the April 10, 2024 Regular Meeting of the West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

Carried

2. Delegations/Correspondence – N/A

3. Business

3.1 Chair's Report

Chair Sanderson reported that he attended the Fundraising Committee meeting at the end of April and attended the Steering Committee meeting today with a special session from the architects on internal finishes and landscaping with 2 individuals from Wasauksing First Nation who provided some input that could be incorporated into final design. Chair Sanderson reported that he will take that presentation to Shawanaga First Nation as well to get their feedback.

3.2 Project Status Update

Project Manager Andy Gordon, from GGGI with CS&P assisting, gave an update on the project from a prepared power point presentation circulated with the Agenda.

Mr. Gordon reported that the total budget remains at $36,373,842, and the Board has been authorized to proceed with 18 Contract Recommendations, to a cumulative value of $15,641,086

- Two recommendations are currently being reviewed by CS&P Architects -• Drywall and Mechanical-Over budget
- Early Works has encountered Contaminated Soil, Bedrock at levels higher than surveyed, and Surplus Soil that will need to be exported.

Using maps Mr. Gordon reported on material exported as of April 29, 2024 and topsoil stripped.

With respect to the permit schedule, Mr. Gordon noted that the site plan approval was resubmitted in response to Town of Parry Sound comments, and the consultants are responding to the 3rd party Building Permit Reviewer.

Saeed Sadeghi of CS&P Architects reported an update on the seating, and an estimated operating cost and water usage for the Natare pool system vs. typical tiled system.

Mr. Gordon identified project risks per the following:
1. The purchase of Land at 44 Joseph Street, an ICIP Funding requirement has been finalized
2. Tender Package 2A quotations received are under review
3. The Early Works has identified:
    a. Contaminated soil.
    b. Garbage
    c. Additional soil to be exported from the site
    d. Rock blasting of the bedrock

Mr. Gordon responded to inquiries regarding contaminated soil, noting that an extensive geotechnical review of the property was undertaken prior to purchase, with no concerns identified, and the previous owner was not aware of contaminated soil and no records exist of contamination. Regulations require that before soil is moved off site, it must be free of contaminants, and 1 of the 16 test samples showed traces of heavy metals including cobalt, zinc and copper in a location at the back in the area of the car park.

In response to questions of corresponding costs related to the earthworks contract, Mr. Gordon reported he did not expect it would go up much; however, he would know by the next meeting.

Architect Saaed Sadeghi and members of the Project Management Team clarified in response to a question about walls around extra seating in the gym, that what is shown in the diagram is not a wall, but delineates the seating only, and includes aisle access for different sections of the bleachers.

3.3 Amendments to Contracts with Ball Construction & CS&P Architects

Submitted by: Steering Committee & Project Manager

Project Manager Andy Gordon recommended the amendments to contracts and SC Vice-Chair Jason Inwood noted that any changes required Board approval.

Resolution 2024-20
Moved by Mayor McGarvey Seconded by Mayor Robinson

That the Board approve the requested changes in personnel for CS&P Architects for Saeed Sadeghi to design overview and overall supervision, reporting to Susan

Lewin, Principal; and

That the Board approve Brennan Klys as Contract Administrator for CS&P Architects reporting to Saeed Sadeghi; and

That the Board approve the requested change of personnel from Ball Construction for Andy O'Brien as Project manager to Vlad Melut.

Carried

3.4 Monthly Financial Reports

Submitted by: Steering Committee

Using the reports circulated with the agenda, Town Treasurer Stephanie Phillips provided an overview of the financial reports to the end of April 2024.

In response to a question regarding status of a line of credit, Steering Committee (SC) Chair Clayton Harris reported that the municipalities of Parry Sound, Seguin McDougall and The Archipelago have agreed to provide cash flow construction financing by borrowing or from own reserves as required without charging interest to the Board, and Carling suggests the Board borrow from the bank or Infrastructure Ontario (IO). IO advises that the Board doesn't qualify to borrow from IO, and members of the SC have a meeting with Scotiabank to find out requirements to borrow from the bank. Ideally all 5 municipalities would take the same approach, with Carling borrowing from IO if it doesn't want to use reserves.

Councillor Doubrough reported that he understood from a conversation with IO personnel that IO could be a source of loaned funds to the Board at a good rate, and that he believed it would be a cleaner process to use that one source instead of requiring staff to manage multiple draws from the participating municipalities. Councillor Doubrough also expressed concern about added costs to ratepayers if the municipalities borrowed money, or reserves interest was foregone, and suggested that Carling's proposal was a more transparent approach.

Chair Sanderson requested that Carling CAO McLlwain provide to the Steering Committee the name of the IO representative who provided Carling with the information that IO could loan to the Board.

Resolution 2024-21
Moved by Mayor McGarvey Seconded by Councillor Fellner

That the April 30, 2024 financial reports be received for information.

Carried

3.5 Graphic Design Services and Moose FM Campaign

Submitted by: Steering Committee and Communications Lead

In addition to information contained within the report circulated with the agenda, Steering Committee Vice Chair Jason Inwood explained the responsibilities of each party – Banko, the Fundraising Team and the Communications Specialist.

Resolution 2024-22
Moved by Councillor Fellner Seconded By Mayor Robinson

That the Board approve engaging Banko Creative Studio to support the graphic design needs of West Parry Sound Recreation and Cultural Centre to an upset cost of $10,000 for the remainder of 2024; (See appendix for fees)

Carried

Mayor MacDiarmid reported that for the fee of $8,320 + HST, Moose FM radio will provide18 30-second commercials every week over a 6-month campaign to raise at least $100,000 matched by an anonymous $100,000 donation. Banko will help create a tool kit for organizations to use in helping them raise funds amongst their members.

Resolution 2024-23
Moved by Councillor Doubrough Seconded By Councillor Lundy

That the Board approve the advertising campaign proposed by Moose FM, including on-site, live coverage of one event for a total fee of $8,320+HST.

Carried

3.6 Fundraising Team Report

Mayor MacDiarmid reported that the big new is the Moose FM project already reported on.

4. Adjournment to Closed Meeting

Resolution 2024-24

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:

b) personal matters about an identifiable individual, including municipal or local board employees, **(potential sponsorship; Board instructions and reporting structure);**

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, **(contract for services);**

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, **(potential sponsorship; contract for services; YMCA Operating Agreement)**

Carried