West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – June 11, 2025

Date: June 11, 2025
Time: 7:00 PM
Location: Town of Parry Sound Council Chambers, 52 Seguin Street.

Voting Members Present:
Archipelago Councillor Tom Lundy
Carling Councillor Al Doubrough
McDougall Mayor Dale Robinson
Parry Sound Councillor George Ashford
Seguin Councillor Terry Fellner

Steering Committee Members Present
Carling CAO Kevin McLlwain
McDougall CAO Tim Hunt
Parry Sound CAO Clayton Harris
Seguin CAO Jason Inwood

Alternate Members Present:
Carling Councillor Bruce Kelly
McDougall Councillor JJ Blower
Seguin Mayor Ann MacDiarmid

Staff Present:
Recording Clerk Rebecca Johnson
Parry Sound Director of Finance Stephanie Phillips

Guests Present:
Ball Construction Vlad Melut

1. Agenda:

1.1 Additions to Open Agenda

1.2 Approval of Agenda

2 **Moved by Councillor Fellner** **Seconded by Councillor Ashford**

That the Agenda for the June 11, 2025 West Parry Sound Recreation and Cultural Centre Board is hereby approved as circulated.

Carried

2.1 Declaration of Pecuniary Interest – N/A

2.2 Approval of Minutes

Moved by Councillor Lundy **Seconded by Councillor Doubrough**

That Minutes of the May 14, 2025 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 Steering Committee Update

CAO Jason Inwood reported that the Steering Committee received CS&P Architects fees of $5,700 plus Smith & Anderson electrical consulting at $3,920 for a total of $9,620 to develop the program to be able to price the cost for the infrastructure to support a pool timing system and a donor wall. Mr. Inwood confirmed that this money is not in the budget and will be funded from the contingency.

Chair Robinson asked that a resolution be prepared for the next meeting to direct the Steering Committee to proceed.

Chair Robinson also asked for an update on EV Charging stations for the next meeting.

3.2 Project & Budget Update

Submitted by: Steering Committee

From a prepared power point presentation circulated with the agenda, Project Manager Vlad Melut of Ball Construction gave an overview of the short-term construction and overall project schedule as well as a budget update and contingency update.

Resolution 2025 -
Moved by Councillor Fellner **Seconded by Councillor Ashford**
That the Board receive the June 11, 2025 Project & Budget Update for information purposes.

Carried

3.3 Monthly Financial Reports

Submitted by: Steering Committee

In addition to the report circulated with the agenda, Treasurer Stephanie Phillips gave an overview of the financial statements ending May 31, 2025. In response to questions, Ms. Phillips confirmed that proportionate funding has been received from all partner municipalities to the Agreement, and that the line of credit interest rate is the same as that of the bank account.

Resolution 2025 -
Moved by Councillor Ashford **Seconded by Councillor Fellner**
That the May 31, 2025 financial reports be received for information.

Carried

3.4 Funds Held in Trust by the Town

Submitted by: Steering Committee

CAO Harris reported that there was recent dialogue with the AGCO regarding the disposition of the $40,000 Optimist Club raised funds held in trust by the Town. Mr. Harris noted that given how close the Board is to finalizing the operating agreement with the YMCA, it makes sense to transfer the funds to the YMCA, a registered charity, through an agreement with the Town, with the YMCA identifying how the funds will be used in accordance with the AGCO rules. The AGCO provided some suggested uses such as purchase of equipment (with the equipment remaining the property of the YMCA), programs or subsidization of membership.

Mr. Harris responded to questions of Board members, noting that any subsidies would in all likelihood be for the ratepayers of the 7 participating municipalities. In response to a suggestion that the funds transferred to the YMCA go towards the donor wall (with the Optimist Club recognized as a donor), Mr. Harris said that question would be raised with the AGCO. Mr. Harris also suggested that at the next meeting the Board could provide its direction as to how it would like the YMCA to use the funds.

Mayor MacDiarmid reported that according to her research, donor walls range in price from $25,000 to $400,000 and that she thinks something under $100,000 will serve the purpose.

CAO Inwood advised that the architectural firm has also done some research on a donor board and a recommendation can come from the Steering Committee to the next Board meeting.

Resolution 2025 -
Moved by Councillor Doubrough **Seconded by Councillor Fellner**
That the report entitled Funds Held in Trust by the Town be received for information purposes; and the Board requests to be involved in the decision making around the disbursement of funds.

Carried

3.5 Deed of Gift to Transfer Donations & Other Fundraising

Submitted by: Director of Finance

By-law 2025-02
Moved by Councillor Lundy **Seconded by Councillor Doubrough**
By-law to authorize execution of an agreement with the Town of Parry Sound for a deed of gift to support the transfer of donations and fundraising for construction of the West Parry Sound Recreation and Cultural Centre facility.

Carried

Resolution 2025 -
Moved by Councillor Ashford **Seconded by Councillor Lundy**
That the board approves the transfer of the Trellis software contract from the Town to the West Parry Sound Recreation and Cultural Centre.

Carried

3.6 Signing Authority for the Chair

Submitted by: Treasurer

Resolution 2025 -
Moved by Councillor Fellner **Seconded by Councillor Doubrough**
That the Treasurer be directed to replace the previous Chair's signing authority with that of the new Board Chair, Mayor Dale Robinson.

Carried

3.7 Fundraising Update

Fundraising Chair Ann MacDiarmid noted that $1.3M has been fundraised, which includes commitments over the next few years, and that the contract with Trellis and the bank account is being transferred from the Town to the Board, with fundraising expenses coming out of the bank account.

Mayor MacDiarmid noted that at a meeting last week with Town staff, Board Chair and Fundraising members, letter and receipt templates were reviewed, and the Fundraising Committee will now take these over from the Town. The Fundraising Committee will also proceed with an organization called Constant Contact to set up a database of donors, volunteers, Board members, to which a quarterly newsletter of updates will be sent. Mayor MacDiarmid also noted that sponsorship contracts will be forwarded to the Treasurer to ensure the correct contract is being used, citing as an example that HST is applied to corporate naming rights sponsors but not to philanthropic family donations. In addition, Mayor MacDiarmid noted that invoices will be issued for donation/sponsorships due; and that staff will work with Trellis to show cumulative donation amounts from donors making multiple donations.

Chair Robinson concluded noting that he was encouraged by the cooperation and synergy of the joint work of the administrative staff and fundraising

committee.

4. Move to Closed Meeting

4.1a Additions to Closed Agenda

Resolution 2025 -
Moved by Councillor Ashford Seconded by Councillor Fellner
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 (**Transfer of YMCA Property to the Board; Transfer of 44 Joseph Street Property to the Board)**

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, **(YMCA Operating Agreement; Transfer of YMCA Property to the Board; Transfer of 44 Joseph Street Property to the Board; Transfer Payment Agreement Negotiations).**

Carried

Adjournment to Closed Meeting at 7:43 PM