Minutes
Date: June 3, 2021
Time: 7:38 PM
Location: via Zoom Video Conference

Members Present: Chair Donald Sanderson, Archipelago Reeve Bert Liverance, Carling Councillor Terry Gilbert, McDougall Mayor Dale Robinson, McKellar Councillor Morley Haskim, Parry Sound Mayor Jamie McGarvey, Seguin Mayor Ann MacDiarmid, Whitestone Mayor George Comrie

Steering Committee Members Present: Archipelago CAO John Fior, Carling CAO Kevin McLlwain, McDougall CAO Tim Hunt, McKellar CAO Lance Sherk, Parry Sound CAO Clayton Harris, Seguin CAO Jason Inwood, Whitestone CAO Michelle Hendry

Alternate Members Present: Parry Sound Councillor Vanessa Backman

Staff Present: Recording Secretary Rebecca Johnson; IT Zoom Meeting Host Forrest Pengra

Prior to the scheduled open Meeting of the Wellness Centre & Pool Committee, the Committee met in closed session per the following Resolution.

Moved by Reeve Liverance
Seconded by Councillor Gilbert

That pursuant to Section 239(2) of the Municipal Act, R.S.O. 2001, Chapter 25, as amended, the Wellness Centre & Pool Committee will move 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; **(YMCA Property Negotiations Update)**

h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (**ICIP funding application)**

Carried

1. Agenda:

1.1 Approve Minutes

Moved by Reeve Liverance
Seconded by Mayor McGarvey

That minutes of the April 8th, 2021 and May 10th, 2021 WCPC Meetings are hereby

approved as circulated.

Carried

1.2 Additions to Agenda – N/A

1.3 Approval of Agenda

Moved by Councillor Haskim
Seconded by Reeve Liverance

That the Agenda for the June 3rd, 2021 WCPC Meeting is hereby approved as circulated.

Carried

1.4 Declaration of Pecuniary Interest- N/A

2. New Business

2.1 Critical Next Steps

In addition to information circulated with the agenda, Town of Parry Sound CAO Clayton Harris reported that the list of next steps is the short list of immediate work to get done. i.e.
- amend the partnership agreement as necessary which may require re-presenting to municipal partners who already approved;
- secure site;
- establish municipal services board (MSB) and make appointments; (if ICIP funding approved, ICIP would see the MSB as owning the asset and receiving the funding, therefore need that body in place to sign agreements);
- establish financial, administrative and secretariat resources over 3 to 4-year construction period;
- retain a project manager, draft RFP on job description;
- project could be design-build, or design/tender process; project manager could help MSB understand advantages/disadvantages of each in order to make decision;
- MSB will be a board with no assets, and not allowed to borrow funds externally; through construction, bills would have to be paid prior to receiving funds from ICIP, therefore municipalities would need to make a proportional contribution to the board to finance construction;
- communications plan to be devised and website created for MSB with one location where people can get status of the project.
- senior staff of the Town prepared to take on the extra work to advance the project, on a cost recovery basis

Recommendation:

Moved by Reeve Liverance
Seconded by Mayor McGarvey

A. That the WCPC supports the need for a Construction Project Manager;

B. That the Steering Committee finalize the job description and RFP document and report back to the WCPC/MSB prior to issuing the RFP;

C. That the WCPC supports the Town providing secretariat, finance and administrative support to the WCPC/MSB on a cost recovery basis; and

D. That the Steering Committee develop a plan for the partners to advance their respective share of the capital funding to the MSB for cashflow purposes.

Carried

2.2 Partnership Agreement Update

Mr. Harris reported that a sub-committee of the Steering Committee was struck to look at how to assist the WCPC in addressing McKellar's concerns and in that review more issues were identified including the following:
- revise the partnership agreement to enable it to own land and assets;
- in making the transition from the WCPC to the MSB, an independent non-voting chair may be useful for a period of time, and can be decided upon through concensus;
- inclusion of an arbitration clause, which focusses on proposed large project additions greater than $1 million not initially contemplated in the project; objections to moving ahead on such large project additions could be settled by arbitration.

In response to Reeve Liverance's query as to what an aggregate cost is (which could trigger an arbitration process if over $1 million and a member objected), CAO Tim Hunt responded that an aggregate cost includes any new expansions to the building, such as additional lanes to the pool, but does not include operational costs, maintenance or repair.

Recommendation

Moved by Reeve Liverance
Seconded by Mayor Robinson

A. That the partnership agreement be clarified to ensure that assets, including land and/or lease land can be owned by the Municipal Services Board (MSB);

B. That an independent non-voting chair be added to the MSB to provide for continuity as the WCPC transitions to the MSB;

C. That decisions with respect to the necessity, term and selection of the chair be

made by consensus; and

D. That an arbitration clause, like the clause included in the following report, subject to legal review be included in the partnership agreement.

Carried

3. Next Meeting Date

Prior to adjourning, the Committee discussed the next meeting date and agreed that it would be set by polling members for availability in the next 3-4 weeks, pending receipt from the YMCA on their position with respect to the site, with an opportunity for the Steering Committee to review.

The Committee also discussed the need for those three municipalities who have not yet approved the project recommendations to meet and provide their decisions to tie in with the next WCPC meeting.

Adjournment

There being no further business, Chair Sanderson adjourned the meeting at 8:02 PM