

## **Minutes**

**Date:** October 22, 2020

**Time:** 7:00 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 McLlwin, McDougall CAO Tim Hunt, Parry Sound CAO Clayton Harris, Seguin Acting CAO Michele Fraser, Whitestone CAO Michelle Hendry

**Alternate Members Present:** Carling Mayor Mike Konoval, McKellar Mayor Peter Hopkins, The Archipelago Councillor Rick Zanussi

**Guests Present:** CS&P Architects Sam Spagnuolo & Susan Lewin, Tatham Engineer Bill Van Ryn, Citizens Advisory Committee (CAC) Chair Tom Lundy, CAC Vice-Chair Ryan Purdy, Barriston Law - Scott McEachran, Seguin Incoming CAO Jason Inwood

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

Chair Donald Sanderson opened the meeting and welcomed members and anyone listening virtually.

### **1.a Approve Minutes**

**Moved by Mayor Robinson**

**Seconded by Mayor McGarvey**

That minutes of the June 19<sup>th</sup> WCPC Meeting are hereby approved as circulated.

**Carried**

### **1.b Additions to Agenda**

### **1.c Approval of Agenda**

**Moved by Reeve Liverance**

**Seconded by Mayor Comrie**

That the Agenda for the October 22<sup>nd</sup> WCPC Meeting is hereby approved as circulated

**Carried**

**1.d Declaration of Pecuniary Interest – N/A**

**2. New Business**

**2.1 West Parry Sound Area Recreation & Culture Centre**

Chair Sanderson invited the Steering Committee (SC) through Clayton Harris to give an overview of the report provided as part of the agenda. Mr. Harris provided background on the composition of the Steering Committee and acknowledged the contribution of others including CS&P Architects, Tatham Engineering and the Citizens Advisory Committee (CAC). Mr. Harris reviewed the governance model, mandate of the WCPC, and where the WCPC was in the process; i.e. with this evening's meeting, to consider recommendation(s) to participating Councils on whether or not to proceed with construction of a Wellness Centre & Pool, and how to advance the project.

Each of the six sections of the report were reviewed per the following:

**i. & ii. Facility Programming and Amenities; Site Selection**

Clayton Harris introduced Sam Spagnuolo and Susan Lewin from CS&P Architects, and Bill Van Ryn from Tatham Engineering to review the Facility Programming & Amenities, and Site Selection as one presentation.

Mr. Spagnuolo shared a presentation updated from that which was circulated with the agenda and responded to questions, with Ms. Lewin, Mr. Van Ryn and Mr. Ryan Purdy from the YMCA also providing information per the following:

- initial five sites reduced to three considered viable which are compared in the presentation: #1 – YMCA; #2 - PS Dr. site; #4 - Joseph St. site
- initial comparison costing done for general, external servicing, external road work, internal servicing, internal site work, provisional work; as well as contingencies at 25% and engineering at 10% which is normal to include in a study, before detailed engineering.
- each site was assessed against five weighted criteria i.e. 1. location and accessibility; 2. Site acquisition & preparation costs; 3. Accessibility & cost to provide utilities to site; 4. Size and flexibility of parcel of land; and 5. Phase 1 Environmental Assessment. Based on the criteria, site #1 scored 82%, site #2 – 74% and site #4 - 62%.
- Review of the two highest scoring sites includes analysis on assets and challenges of each per the following:
  - Site #1 is flat and visible, the YMCA has a known presence on the site, it will spur development because of visibility and access to the site, and includes a fitness trail leading to the high school one way and sports fields another way. The Town owns additional abutting property; 50% of the total site is developable and

50% can be used for parking lot. Development can also be spurred on the west side of PS Dr.

- Site #2 has a lot of rock, is elevated from the road quite a bit, siting of the facility is at the plateau to minimize the amount of blasting with an elevation of 12-13% which would meet Fire Code requirements to get a fire truck there but would be non-compliant with Accessibility legislation requirements. The 5-acre development located on Site #2 would consume 50% of the developable land.

- With respect to the facility programming and amenities, recommendations made by the CAC were incorporated into the original conceptual design as submitted with the ICIP grant application per two Options: A & B.
  - In Option A, as many of the recommendations were incorporated as possible into the original area at 49,000 sq ft. maintaining essentially the same budget. This results in keeping the single gym the same accommodating 3 pickleball courts, locate a 2-lane 100-metre fitness walking track around the 1500 sq ft studio and 5000 sq ft fitness room instead of building a second storey to accommodate it, keep a 4-lane 25-metre pool and the therapeutic pool, introduce a café/meeting area with vending machines by reducing the number of multi-purpose rooms to two small, one medium and one large divisible, introduce a sauna on the pool deck, keep viewing area on the ground level which is of decent capacity, although not tournament number capacity.
  - In Option B, as much as possible of the CAC's recommendations are incorporated into the design resulting in a 59,000 sq ft building. The pool is increased to a 6-lane 25-metre size, the therapeutic pool is larger with more amenities, the sauna is included, the single gym accommodating 3 pickleball courts is rotated to save footprint on the ground floor, the fitness studio is moved to a medium sized multi-purpose room, other multi-purpose rooms include 2 small, one large divisible, and on the second floor 2 mid-size, viewing area is included on the ground floor and on the second floor for the pool, the second floor also includes a 100 metre walking track around the gym.
- Construction costs for Option A are approximately \$31,250,000 and for Option B at almost 11,000 additional sq ft are almost \$40,000,000. The two larger pools in Option B account for a disproportionate amount of the additional costs. Both estimates include soft costs such as furniture, fixtures, etc.
- Annual net operating costs (revenue minus expenses) are estimated for Option A at \$295,200 and for Option B at \$425,200, based on a membership driven revenue model of 2000 members with some additional revenue earned from rentals.
- Estimated construction costs to build a hybrid of Option A that includes a 6-lane pool is an additional \$800,000. Annual operating costs for such a hybrid would also increase because of costs associated with a bigger pool.

- Besides swim meets, a 6-lane pool offers more flexibility for usage than a 4-lane; the question is whether the space is required to accommodate the anticipated membership.
- With respect to staffing, one life-guard is required per tank regardless of the number of lanes, with additional life guards added based on the number of people who enter the pool.
- Current pricing submitted by contractors for institutional/commercial construction is competitive, even though cost for materials has increased during COVID.
- Geotechnical investigation was done on Site #1 extending from end of existing services on PS Dr. north to the site, with a number of bore holes on the site. Ground water conditions are better than anticipated given the wetlands to the north. Soils are a bit silty; there is some clay and some peat in a pocket. Where the pool is proposed to be located, rock is relatively deep, so not a lot of blasting necessary. Where there is silt, clay and peat, it can be dug out to get to a firmer base. The parking lot would be located where it is a bit shallower so not as much rock blasting necessary.

### **iii. Cost Sharing Formulae**

Mr. Harris reported that the cost sharing formula proposed is the same formula used for the 7 area municipalities' contributions towards the due diligence costs, and include factors of population, households, assessment, driving distance, as well as proximity to other pools.

Members discussed the potential need to review the costs and the scale of the project if external funding as has been applied for, is not provided.

### **iv. Governance**

Scott McEachran, solicitor with Barriston Law addressed the committee providing information on the difference under the Municipal Act between a municipal service board and a municipal service corporation, resulting in the recommendation to establish a board in this circumstance. Mr. McEachran also reviewed the draft Partnership Agreement.

The following are more details provided by Mr. McEachran:

- Municipalities are authorized to establish a board for any purpose and manage any service or activity, and a group of municipalities are authorized to set up a joint service board.
- A joint service board is classified as a local board under the Municipal Act and is therefore bound by the same open meeting rules as Council, a key difference between a board and a corporation.

- Municipal Act regulations for establishing a municipal service corporation require a business case study, public consultation and justification for establishment of this body which has more privacy than a board.
- Business case studies for corporations include the following reasons:
  - The need for arms length autonomy operating outside of the political system, such as land development corporations whose purpose is to make money for the municipality rather than to sell surplus property as is. The for-profit motive is not necessarily aligned with other municipal functions such as the planning department, and the avoidance of this inherent conflict is why it can make sense to have an arms length corporation.
  - Expertise level required such as in the electricity sector. A municipality needing to take on debt in order to expand its electricity operations is limited in the amount of debt it can take on. Debt undertaken through a separately established corporation does not sit on the books of the municipality.

Mr. McEachran suggested that this proposed recreation centre is not overly technical; and as a core function of a municipality, it is likely that residents would appreciate open meetings. Therefore Mr. McEachran reported that his recommendation was to establish a local service board and that its relationship to the YMCA, assuming an agreement is entered into with the YMCA to operate the facility, would be one of ultimate approval for YMCA recommendations.

Mr. McEachran reviewed highlights of the Partnership Agreement as circulated, meant to be a higher-level constitutional document, with many of the details of running of the board filled in through a procedural by-law. Some highlights included:

- appointment of one member of Council as a voting member, meant to offer a measure of control that it is a Council member appointed.
- weighted votes of members based on cost formula rounded up to a whole number.
- broad delegated authority to manage the construction and operation of the Centre, to obtain administrative support to allow them to function, to set operating budget, capital budget and assessment management plan to address future capital requirements for the Centre over a 10-year period.
- no authority to borrow funds, except under emergency circumstances and from a participating municipality; a safety measure for the municipalities.
- formula for annual contributions for both capital and operating budgets, with percentages recalculated at least every 10 years using updated data.
- no appealable mechanism.
- amendments to agreement can only be made through 2/3 agreement, with the exception that withdrawal or joining the board can only be made with all municipalities giving consent.

Mr. Harris clarified that when a 2/3 vote is required, municipal votes are not weighted, but rather each municipality has one unweighted vote.

**v. Facility Operations**

Mr. Harris reported that it is the Steering Committee's recommendation that the YMCA be contracted to operate the Centre as they are already here, and they can draw upon head office or other facilities for expertise. They have already provided expertise and resources in developing the proposal to date.

**vi. Next Steps**

Mr. Harris reported that once recommendations put forward in this report are passed in some form, the next step would be for the Wellness Centre Pool Committee Chair, with the technical support of the architects, engineer, etc. as needed, to go to each of the seven area municipalities for their endorsement, and to the two First Nations communities to share information.

The issue of fundraising at the corporate and community level was discussed as a means of adding desired amenities to the facility with the following points made:

- Within the approved decision-making model, there is provision for a future sponsorship committee, and behind the scenes groundwork on formulas, naming rights, etc. needs to be done before fundraising door knocks.
- With respect to determination of what gets tendered for construction, the draft partnership agreement makes it the responsibility of that Partnership Board i.e. whether design-build, turnkey, etc.
- The Board needs to be ready to move forward if the project gets funding approval to meet timelines. There may be a window of time to raise more funds to go for something bigger, but that would need to be known in advance of doing the design.
- The design presented is a schematic conceptual design for program purposes only and to develop a budget; modifications can still happen to accommodate different amenities if additional money becomes available.

**Recommendations**

Chair Sanderson supported Mayor McGarvey's request for a recorded vote on each of the recommendations.

**1. Moved by Mayor Robinson**

**Seconded by Reeve Liverance**

That the report by CS&P Architects and their site recommendation for the existing YMCA site located at 36 Smith Crescent be approved.

	<b>Yes</b>	<b>No</b>
Archipelago Reeve Bert Liverance	X	
Carling Cllr. Terry Gilbert		X
McDougall Mayor Dale Robinson	X	
McKellar Cllr. Morley Haskim	X	
Parry Sound Mayor Jamie McGarvey	X	
Seguin Mayor Ann MacDiarmid	X	
Whitestone Mayor George Comrie	X	

**Carried 6-1**

**2. Moved by Mayor McGarvey**

**Seconded by Mayor Robinson**

That the WCPC recommends that Option A in the Architect's presentation be approved for the purposes of design and budgeting for construction of the facility.

	<b>Yes</b>	<b>No</b>
Whitestone Mayor George Comrie	X	
Seguin Mayor Ann MacDiarmid	X	
Parry Sound Mayor Jamie McGarvey	X	
McKellar Cllr. Morley Haskim	X	
McDougall Mayor Dale Robinson	X	
Carling Cllr. Terry Gilbert	X	
Archipelago Reeve Bert Liverance	X	

**Carried 7-0**

**3. Moved by Councillor Gilbert**

**Seconded by Mayor MacDiarmid**

That the Steering Committee recommendation with respect to cost sharing be approved as follows;

Archipelago	11.4 %
Carling	9.2 %

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McDougall	16.2 %
McKellar	9.3 %
Parry Sound	25.3 %
Seguin	22.5 %
<u>Whitestone</u>	<u>6.1 %</u>
Total	100.0 %

	Yes	No
Carling Cllr. Terry Gilbert	X	
McDougall Mayor Dale Robinson	X	
McKellar Cllr. Morley Haskim	X	
Parry Sound Mayor Jamie McGarvey	X	
Seguin Mayor Ann MacDiarmid	X	
Whitestone Mayor George Comrie	X	
Archipelago Reeve Bert Liverance	X	

**Carried 7-0**

**4. Moved by Reeve Liverance**

**Seconded by Mayor McGarvey**

That a Joint Municipal Service Board be established by the seven (7) area Municipalities for the purpose of acting as an agent on behalf of the Municipalities, in the design, constructing, maintaining, and operating of the West Parry Sound Area Recreation and Cultural Centre.

	Yes	No
Seguin Mayor Ann MacDiarmid	X	
Parry Sound Mayor Jamie McGarvey	X	
McKellar Cllr. Morley Haskim	X	
McDougall Mayor Dale Robinson	X	
Carling Cllr. Terry Gilbert	X	
Archipelago Reeve Bert Liverance	X	
Whitestone Mayor George Comrie	X	

**Carried 7-0**



**5. Moved by Mayor MacDiarmid**

**Seconded by Mayor Comrie**

That the Joint Municipal Service Board Agreement be approved, substantially in the form hereto attached.

	<b>Yes</b>	<b>No</b>
McDougall Mayor Dale Robinson	X	
McKellar Cllr. Morley Haskim	X	
Parry Sound Mayor Jamie McGarvey	X	
Seguin Mayor Ann MacDiarmid	X	
Whitestone Mayor George Comrie	X	
Archipelago Reeve Bert Liverance	X	
Carling Cllr. Terry Gilbert	X	

**Carried 7-0**

**6. Moved by Reeve Liverance**

**Seconded by Mayor Robinson**

That the Chair of the WCPC be authorized to present the WCPC recommendations to each funding partner for their endorsement and to the two First Nation partners; and

That support from CS&P Architects, Tatham Engineering and any other support deemed appropriate by the Chair be provided as part of these presentations.

	<b>Yes</b>	<b>No</b>
Parry Sound Mayor Jamie McGarvey	X	
McKellar Cllr. Morley Haskim	X	
McDougall Mayor Dale Robinson	X	
Carling Cllr. Terry Gilbert	X	
Archipelago Reeve Bert Liverance	X	
Whitestone Mayor George Comrie	X	
Seguin Mayor Ann MacDiarmid	X	

**Carried 7-0**

**7. Moved by Mayor McGarvey**

**Seconded by Mayor MacDiarmid**

That the Steering Committee be directed to enter into negotiations to secure the approved site.

	<b>Yes</b>	<b>No</b>
McKellar Cllr. Morley Haskim	X	
Parry Sound Mayor Jamie McGarvey	X	
Seguin Mayor Ann MacDiarmid	X	
Whitestone Mayor George Comrie	X	
Archipelago Reeve Bert Liverance	X	
Carling Cllr. Terry Gilbert	X	
McDougall Mayor Dale Robinson	X	

**Carried 7-0**

**8. Moved by Reeve Liverance**

**Seconded by Councillor Gilbert**

That the Steering Committee be directed to enter into negotiations with the YMCA for the purposes of operating the facility.

	<b>Yes</b>	<b>No</b>
McDougall Mayor Dale Robinson	X	
Carling Cllr. Terry Gilbert	X	
Archipelago Reeve Bert Liverance	X	
Whitestone Mayor George Comrie	X	
Seguin Mayor Ann MacDiarmid	X	
Parry Sound Mayor Jamie McGarvey	X	
McKellar Cllr. Morley Haskim	X	

**Carried 7-0**

**9. Moved by Councillor Gilbert**

**Seconded by Mayor McGarvey**

That pending approval of the ICIP grant application, the Steering Committee be directed to take the necessary steps to create the Joint Municipal Service Board.

	<b>Yes</b>	<b>No</b>
McKellar Cllr. Morley Haskim	X	
Parry Sound Mayor Jamie McGarvey	X	
Seguin Mayor Ann MacDiarmid	X	
Whitestone Mayor George Comrie	X	
Archipelago Reeve Bert Liverance	X	
Carling Cllr. Terry Gilbert	X	
McDougall Mayor Dale Robinson	X	

**Carried 7-0**

Prior to adjourning, Mr. Harris confirmed in response to interest expressed about fundraising, that fundraising was not the mandate of the WCPC, it hadn't been assigned to any committee, and that the Steering Committee would start to do some of the necessary legwork.

Mayor McGarvey expressed appreciation to the Chair, the Steering Committee, the architects and engineers for all the work undertaken to get to this point. Chair Sanderson expressed similar appreciation and congratulations.

**3. Adjournment**

Chair Sanderson adjourned the meeting at approximately 9:30 PM