

# AGENDA

## SPECIAL MEETING OF COUNCIL



**Monday, December 7th, 2020**  
**7:00 p.m.**  
**Via GoToMeeting**  
**9 James Street, Parry Sound, Ontario**

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To ensure the practice of proper social distancing measures, and to help prevent the spread of COVID-19 in the community, Council Meetings will take place through electronic means only and will not be physically open to the public. All Meetings will be recorded and will be made available to the public upon request. The minutes will remain the official record of meetings.

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**1. CALL TO ORDER**

- i) National Anthem
- ii) Roll Call
- iii) Approval of Agenda
- iv) Traditional Land Acknowledgement Statement

**2. DISCLOSURE OF PECUNIARY INTEREST**

**3. MINUTES OF THE PREVIOUS MEETING**

**4. DEPUTATIONS**

**5. CLOSED MEETING**

**20- NOW THEREFORE BE IT RESOLVED** that Council move into a CLOSED MEETING at \_\_\_\_\_ a.m./p.m., pursuant to Section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

**OPEN MEETING**

**20- NOW THEREFORE BE IT RESOLVED** that Council move out of a CLOSED MEETING at \_\_\_\_\_ a.m./p.m.

6. UNFINISHED PLANNING BUSINESS
7. OFFICIAL PLAN/ZONING AMENDMENTS
8. CONSENT APPLICATIONS
9. SITE PLAN CONTROL
10. SHORE/CONCESSION ROAD ALLOWANCES
11. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER
12. REPORT OF TASK FORCES/COMMITTEES
  - i) Wellness Centre & Pool Committee (WCPC) Chair Donald Sanderson  
Wellness Centre & Pool Committee Recommendations

Pages:

**20- NOW THEREFORE BE IT RESOLVED** that subject to all area municipalities agreeing to participate as outlined in the attached report presented by the Wellness Centre & Pool Committee at the December 7, 2020, Special Meeting of Council, The Council for the Corporation of the Township of The Archipelago approve the following recommendations:

1. That the YMCA property, as recommended by CS&P Architects be approved as the site;
2. That CS&P Architects Option A be approved for the purposes of designing and constructing the facility;
3. That the cost sharing formula be approved for the allocation of operating and capital costs;
4. That a Joint Municipal Service Board be used by the municipalities, for the purpose of acting as an agent on behalf of the Municipalities, in the constructing, maintaining, fundraising and operating of the West Parry Sound Area Recreation and Culture Centre;
5. That the Joint Municipal Service Board Agreement be approved and the Reeve and Clerk be authorized to execute the agreement, substantially in the form attached;
6. 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;
7. That the Steering Committee be directed to enter into negotiations with the YMCA for the purposes of operating the facility; and
8. That the Steering Committee be directed to enter into negotiations with the YMCA to secure the approved site.

13. **CORRESPONDENCE**
14. **OTHER BUSINESS**
15. **BY-LAWS**
16. **QUESTION TIME**
17. **NOTICES OF MOTION**
18. **CONFIRMING BY-LAW**
- 20- Being a By-law to Confirm the Proceedings of the Special Meeting of Council held on December 7, 2020.
19. **ADJOURNMENT**

Wellness Centre Pool Committee Report & Recommendation  
v.4 Includes post meeting corrections

**Meeting Date:** October 22, 2020

**Report Title:** West Parry Sound Area Recreation & Culture Centre

**Submitted by:** Steering Committee

**Purpose of Report:** To present recommendations to the Wellness Centre & Pool Committee (WCPC) regarding the following topics:

- i. Facility Programming and Amenities (including recommendations from the Citizens Advisory Committee)
- ii. Site Selection
- iii. Cost Sharing Formulae
- iv. Governance
- v. Facility Operations
- vi. Next steps

**Recommendations:**

1. That the report by CS&P Architects and their site recommendation for the existing YMCA site located at 36 Smith Crescent be approved;
2. That the WCPC recommends that Option \_\_\_\_\_ in the Architect's presentation be approved for the purposes of designing and constructing the facility;
3. That the Steering Committee recommendation with respect to cost sharing be approved as follows;

Archipelago	11.4 %
Carling	9.2 %
McDougall	16.2 %
McKellar	9.3 %
Parry Sound	25.3 %
Seguin	22.5 %
<u>Whitestone</u>	<u>6.1 %</u>
Total	100.0 %

4. 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, construction, maintenance, operation, fundraising and sponsorship of the West Parry Sound Area Recreation and Cultural Centre;
5. That the Joint Municipal Service Board Agreement be approved, substantially in the form hereto attached;
6. 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, with whatever support the Chairman deems appropriate, including the support of CS&P Architects and Tatham Engineering;

Wellness Centre Pool Committee Report & Recommendation  
v.4 Includes post meeting corrections

7. That the Steering Committee be directed to enter into negotiations to secure the approved site;
8. That the Steering Committee be directed to enter into negotiations with the YMCA for the purposes of managing and operating the facility; and
9. That pending approval of, the Investing in Canada Infrastructure Program (ICIP) grant application, the Steering Committee be directed to take the necessary steps to create the Joint Municipal Service Board.

**BACKGROUND:**

Over the past number of years there have been various community groups that have made attempts to gain support within the seven (7) municipalities comprising West Parry Sound, (the Township of the Archipelago, Carling Township, McDougall Township, McKellar Township, the Town of Parry Sound, Seguin Township and the Municipality of Whitestone), and the First Nation Communities of Wasauksing and Shawanaga, to construct a West Parry Sound Area Recreation and Culture Centre (hereafter referred to as Area Recreation & Culture Centre) in Parry Sound. These previous attempts did not meet with success.

In 2018 a group of residents and community leaders created a Citizens Ad Hoc Committee. The objective of the Ad Hoc committee was to advocate for a wellness centre and pool to serve the West Parry Sound Area. Area municipalities and First Nation communities were encouraged to appoint representatives to the Committee.

Their enthusiasm re-ignited political support and support within the user community for a wellness centre and pool. This Citizen Ad Hoc Committee should be recognized for their work to-date in creating awareness and renewed support for the project.

At the initial meeting on April 24, 2018 the Ad Hoc Committee, including some municipal representatives, passed the following motion:

*"Request that Councils direct their staff/CAO to collectively meet and finalize a common package for future deliberation by Councils, including, 1) Preferred governance/operation model; 2) Terms of Reference; and 3) Funding model.*

As part of developing the recommendations contained in this report there were numerous meetings of the Steering Committee (area CAOs) with input and recommendations from: CS&P Architects, Tatham Engineering, the YMCA and the Citizens Advisory Committee (CAC). In addition, there have been meetings with and updates provided to the Wellness Centre & Pool Committee.

Early on it was recognized that to move a project of this size forward, it would require additional information and due diligence before municipal Councils would be able to make a significant financial commitment to an Area Recreation & Culture Centre. A process for moving forward was endorsed by all municipal Councils. The objective of the process was to undertake due diligence and be in a position to provide each Council

with information on which they could make an informed decision regarding their commitment to an Area Recreation & Culture Centre to serve West Parry Sound.

The due diligence phase is nearing completion. This report covers the following topics:

1. Facility Programming and Amenities (including recommendations from the Citizens Advisory Committee)
2. Site Selection;
3. Cost Sharing Formulae;
4. Governance – Joint Municipal Service Board;
5. Facility Operations; and
6. Next Steps.

Each of these topics is discussed in more detail below.

### **1. Facility Programming and Amenities with Citizen Advisory Committee Input**

As noted at the beginning of this report, citizens have played an integral part in advocating for a pool and recreation facility to serve West Parry Sound for a number of years. It was important to continue to provide an opportunity for citizens to offer input. As part of the process referred to earlier in the report, the WCPC created a Citizen Advisory Committee (CAC). The Committee was comprised of fifteen (15) individuals from across West Parry Sound including representatives from the First Nation Communities of Wasauksing and Shawanaga.

Committee members were appointed in October 2019. The Committees' Terms of Reference are provided as Attachment 2. Following a series of meetings and public consultation, (see Attachment 3), the Committee recommendations were provided to the Steering Committee and CS&P Architects.

The Architect's challenge was to assess how the recommendations could best be incorporated into the facility and then determine the capital and operating cost implications. The process was assisted by a representative from the YMCA who has experience with operating facilities, and knowledge regarding maximizing the user experience and managing costs.

The starting point for their analysis was the layout and cost information submitted as part of the ICIP grant application. The Architects have now developed two options for the WCPC's consideration. Option A incorporates as many of the recommendations as possible, while maintaining the overall proposed size of the facility as submitted in the grant application. Option B increases the size of the facility, but incorporates more of the CAC's recommendations. The details of each of these options is included in the Architect's presentation which is provided as Attachment 1.

**2. Site Selection**

A priority for the Area Recreation & Culture Centre project included undertaking appropriate due diligence to be able to make a recommendation to each of the area Councils on moving forward with the project. An integral component of the due diligence was the analysis related to site selection for the facility.

CS&P Architects responded to the RFP and were awarded the due diligence contract in September 2019. CS&P is one of Canada’s leading architectural firms, offering a full range of architectural, planning, interior and urban design services to a wide range of clients — recreational, educational, commercial, residential — in both the private and public sectors. Their approach to architecture and urban design is focused on creating social gathering spaces where people feel welcome, secure and free to engage with other.

CS&P is the project lead and are very familiar with working within a municipal environment. They have built many significant recreational projects, including the Gravenhurst Centennial Centre/YMCA, the Bracebridge Multi-use Recreation Centre and the Muskoka Lakes Recreation Centre. They have also undertaken recreational feasibility studies including the City of Mississauga Three Recreational Centre Feasibility Study, Timmins Aquatic Centre, Gellert Community Centre Feasibility Study, and Town of Tecumseh Multi-Use Sports Complex.

They have partnered with Tatham Engineering, a firm they have worked with in the past. The CS&P head office is in Collingwood, with branch offices in Bracebridge, Orillia, Barrie and Ottawa. To fully realize the benefit of past similar projects (Bracebridge Multi Use Recreation Centre, Gravenhurst Recreation Centre), their work on this project was managed and completed out of Tatham’s Bracebridge office.

Five site evaluation criteria were identified, each with a weighting assigned to each.

**SITE SELECTION**

	<b>WEIGHTING</b>	<b>CRITERIA</b>
1	20%	Location and accessibility to the Public and optimum marketing opportunity; access to major transportation routes and traffic considerations
2	20%	Costs: Site acquisition costs Site preparation costs
3	25%	Accessibility and cost to provide utilities to the site (sewer and water services; hydro, natural gas, high speed fibre) – order of magnitude estimates for the purpose of evaluation of the properties
4	20%	Size and flexibility of parcel: Ability to have additional related future uses around or adjacent to the site
5	15%	Phase 1 Environmental Assessment

Wellness Centre Pool Committee Report & Recommendation  
v.4 Includes post meeting corrections

As CS&P Architects were being engaged, the Provincial/Federal governments announced an ICIP Recreation grant program that could fund up to 73.3% of an approved capital project. To submit the grant application and meet the November 6, 2019 grant application deadline it was important to identify a site for the purposes of the grant application.

Four (4) sites were identified for evaluation: the existing YMCA site; the property on Parry Sound Drive jointly owned by the Town of Parry Sound and Carling Township; a vacant parcel of land on the west side of Joseph St. next to the hotel; and the Mall property. The criteria for site evaluation was set out in the Due Diligence RFP. Of the sites evaluated, the existing YMCA site was recommended and approved by the WCPC on October 28, 2019 as the preferred site for the purposes of the grant application.

Following the submission of the grant application the due diligence work continued on the preferred site, including: geo technical investigations, soil testing and a refinement of the cost estimates.

Many of the YMCA's existing recreation facilities have been constructed on leased land from a municipality, including Midland and Collingwood where they have 100-year land leases with the municipality for \$1 a year. In West Parry Sound the land is owned by the YMCA and the recreation centre would be constructed by the area municipalities under a long-term lease. The CEO of the YMCA of Simcoe/Muskoka has stated that he would see entering a long-term lease for their entire property on Smith Crescent in Parry Sound similar to the leases they have with other municipalities. Based on his discussion with the incoming Chair of the YMCA Board, the YMCA would sell the property for a dollar if, for example grant approval was contingent on the ownership of the property.

As part of today's agenda CS&P Architects and Tatham Engineering will be making a presentation to the Committee and recommending a site. Their final report and presentation are provided as Attachment 1.

### **3. Cost Sharing Formulae**

Various cost sharing alternatives were presented at a preliminary meeting of the Ad hoc Committee on April 24, 2018. The Ad Hoc Committee passed a motion requesting the respective Councils direct their CAOs to bring forward a cost sharing formula to the municipal Councils for approval.

A starting point for the CAO discussions were the principles used in the cost sharing formula presented to the Ad hoc Committee. The formula should be rooted in a rational methodology that is transparent, easily understood and applies equitably to all participants. Each of the seven (7) municipalities participating in the Area Recreation & Culture Centre have their own unique characteristics.

The CAOs factored these differing characteristics in the methodology by utilizing a combination of four (4) variables. The four variables are: population, number of

Wellness Centre Pool Committee Report & Recommendation  
v.4 Includes post meeting corrections

households, taxable assessment and driving distance. Individually or in combination, population, households and taxable assessment have been used to allocate the cost of services. Driving distance was added to recognize that, based on a YMCA study, distance to the facility factors into a user's decision to utilize the facility. To reflect the proximity of some Seguin residents to other municipal pools, (Huntsville, Bracebridge and Gravenhurst), the formula was modified to account for this situation. The number of Seguin households used in the calculation was reduced by 50% for all three (3) driving distance categories (i.e. 0-15 km, 15-30 km and greater than 30 km).

It should be noted that the benefits of a recreation and culture centre go beyond an individual's use of the facility. Smaller communities such as those within West Parry Sound face a continual challenge of attracting and retaining employees. When employees consider moving to the area they recognize they will also be moving their families. A recreation facility is an important aspect of a potential employee's decision to relocate their family and important to employer's as part of their attraction and retention strategy.

Developing a cost sharing formula proved to be a challenging effort for the Steering Committee. After numerous meetings and a significant number of iterations, a cost sharing formula was presented and approved by all seven (7) municipal Councils in September 2019 specifically for the purposes of cost sharing the due diligence work.

The Steering Committee recommends that the same cost sharing formulae be used in the partnership agreement for the purposes of allocating net operating and capital costs. The municipal percentages are set out below with further details in Attachment 5.

<b><u>Cost Allocation</u></b>			
<b>Municipality</b>	<b>Percentage</b>	<b>Capital Cost</b>	<b>Operating Cost</b>
Archipelago	11.4	\$984,960	\$34,107
Carling	9.2	\$794,880	\$24,471
McDougall	16.2	\$1,399,680	\$48,547
McKellar	9.3	\$803,520	\$27,759
Parry Sound	25.3	\$2,185,920	\$75,757
Seguin	22.5	\$1,944,000	\$67,436
Whitestone	6.1	\$527,040	\$18,316
<b>Total</b>	<b>100.0</b>	<b>\$8,640,000</b>	<b>\$299,392</b>

In the Table above each municipality's approximate share of the capital cost is provided. The amounts are based on the \$32m ICIP grant application and assuming the full grant

of 73.3% is approved, which would require municipalities to fund \$8.6m. In addition, an example of the allocation of an estimated annual operating loss of \$300,000 is provided for reference purposes. More information with respect to cost allocation, capital and operating costs can be found in Attachments 1 and 5.

The grant application is based on seven (7) municipal partners and two (2) First Nation partners. At the point of developing the cost sharing formula, the First Nation partners were unable to commit to funding, therefore the cost sharing formula assumes no financial contribution from the First Nations.

In contemplating that the project may receive Provincial and Federal approval, municipalities may want to consider options for funding their share of the operating and capital costs. For example, given the historically low debenture rates there is a unique opportunity to obtain low-cost long-term financing. With respect to funding annual operating costs, consideration should be given to phasing in the annual impact over the next few years. If funding approval is received in 2020 the facility may not open for three (3) years, therefore the annual impact can be phased in over those three years.

#### **4. Governance – Joint Municipal Service Board**

The Steering Committee engaged Scott McEachran from the Bracebridge office of Barriston Law to provide advice and guidance with respect to the governance of the Area Recreation & Culture Centre.

The recommendation is to create a Joint Municipal Service Board with all municipalities and First Nations having representation on the Board. A draft Joint Municipal Service Board Agreement is provided as Attachment 4. The key elements of the draft agreement are as follows:

- a. Each municipal funding member may appoint one member of their council as a voting member;
- b. Members have a weighted vote based on their financial contribution;
- c. Wasauksing and Shawanaga First Nations, who are non-funding members, may each appoint one member of their council as a non-voting participant;
- d. The Board has full authority and the necessary powers to manage the construction, operation, fundraising, sponsorship, repair and improvements to the facility;
- e. The Board has no authority to borrow funds;
- f. A capital reserve fund is required to properly maintain the facility;
- g. Annual municipal payments are based on the cost sharing formulae recommended in this report. The cost sharing will be updated every ten (10) years using updated data;
- h. Amendments to the agreement may be made by a 2/3 vote of the municipalities, except if a municipality wishes to withdraw from the board, in which case all municipalities must give their consent.

More details are provided in the draft Joint Municipal Service Board Agreement, provided as Attachment 4.

## **5. Facility Operations**

The Area Recreation & Culture Centre will be the first major recreation facility serving West Parry Sound. Area municipalities currently do not have the knowledge or expertise to operate a state-of-the-art facility with the programming contemplated. The YMCA currently has a presence in the area and serves the community. In addition to the local presence, the YMCA operates a number of recreation facilities throughout Ontario. They can draw on that collective experience for marketing, programming, issues resolution. The YMCA is very familiar with what has worked and what has not worked in terms of driving memberships, utilization of the facility and managing costs.

It is recommended that an agreement be negotiated with the YMCA for the management and operation of the Area Recreation & Culture Centre.

## **6. Next Steps**

In the event funding approval is received, we need to be in a position to move quickly. An important part of moving forward is obtaining the endorsement of each funding partner for the WCPC recommendations. This includes the size, cost, programming, amenities that are to be included in the facility, the recommended site, the cost sharing formula and the Joint Municipal Service Board Agreement.

The Steering Committee recommends 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, with the support the Chair deems appropriate, including the assistance of CS&P Architects and Tatham Engineering. This approach will provide consistent messaging and advice from the experts retained to undertake the due diligence.

## **Attachments**

1. CS&P Architects Final Report and Presentation
2. Citizen Advisory Committee – Terms of Reference
3. Citizen Advisory Committee – Public Consultation Notice
4. Draft Joint Municipal Service Board Agreement
5. Cost Sharing Information

# West Parry Sound Area Recreation & Culture Centre

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# Why a Recreation and Culture Centre?

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- Physical activity is critical to the health and well being of a community
- Recreation Centre is integral to the attraction and retention of employees and their families to the area
- High degree of community support
- Minimal indoor recreation available to the public

## Steps to Get There

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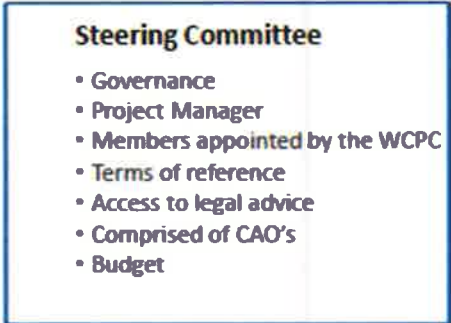
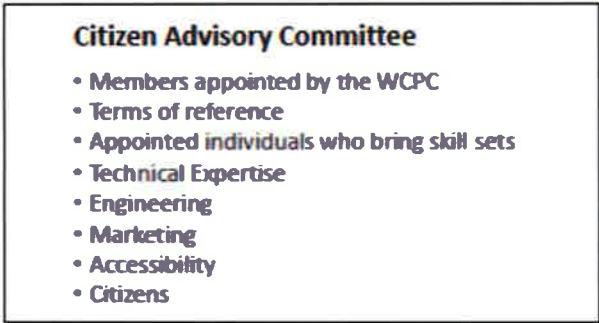
- 7 West Parry Sound Area Councils give the Wellness Centre & Pool Committee a mandate to undertake due diligence, September, 2019
- Reporting back on the results of the due diligence work and recommendations for Councils' consideration and approval

# Council Authorization

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## The Archipelago Council Resolution 19-152, September 20, 2019

- THAT the Decision Making Model (Attached) for the due diligence and governance phase be approved;
- AND THAT the Wellness Centre and Pool Committee Terms of Reference (Attached) due diligence and governance phase be approved;
- AND FURTHER THAT the Reeve Liverance be appointed to the Wellness Centre and Pool Committee;
- AND FURTHER THAT Council appoint Councillor Zanussi as an alternate member of Council in the event the Reeve cannot attend the meeting;
- AND FURTHER THAT the Wellness Centre and Pool Committee operate with a budget of \$170,000, excluding HST to fund the due diligence and governance work;
- AND FURTHER THAT the cost sharing formulae, as outlined in this report (Attached), be approved for the purposes of funding only the due diligence work covered by the RFP and preparing a governance framework;
- AND FURTHER THAT the Township of The Archipelago staff is authorized to participate in the preparation of a joint ICIP application with the other six West Parry Sound municipalities for possible funding for this project.
- AND FURTHER THAT this resolution be forwarded to the participating West Parry Sound Municipalities, First Nations, and the Recreational Complex Advisory Committee.



# Due Diligence

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- Site selection (CS&P Architects and Tatham Engineering)
- Conceptual design and programming (CS&P, the Public, YMCA)
- Governance of the Centre (Barriston Law)
- Cost sharing (CAO Steering Committee)

## **Due Diligence - Site Selection**

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- Engaged independent Architect and Engineer
- Established Matrix for site evaluation
- Evaluated 4 potential sites

# Site Evaluation Matrix

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	Weighting	Criteria
1	20%	Location and accessibility to the public and optimum marketing opportunity; access to major transportation routes and traffic considerations
2	20%	Costs: Site acquisition costs; Site preparation costs
3	25%	Accessibility and cost to provide utilities to the site (sewer and water services, hydro, natural gas, high speed fibre) - order of magnitude estimates for the purpose of evaluation of the properties
4	20%	Size and flexibility of parcel; ability to have additional related future uses around or adjacent to the site
5	15%	Phase 1 Environmental Assessment

## **Due Diligence – Site Selection**

- YMCA property on Smith Crescent received the highest score, 82
- 15.9 acres, high visibility and relatively level
- Soil and geotechnical examinations confirm suitability to locate the facility
- Town owns approx 9 acres abutting the site to the north
- Other developable lands in the immediate vicinity
- Town services available, water currently on Parry Sound Drive
- YMCA property is the recommended site

## **Due Diligence – Conceptual Design/Programming**

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- Citizen Advisory Committee for public input created October, 2019
- Architects incorporated many of the Committee's recommendations into the design
- YMCA consulted to ensure programming would drive membership

# Citizen Advisory Committee Recommendations

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1. Six Lane/25 M pool - for swim meets
2. Larger Leisure/Therapeutic Pool with defined play area/amenities and relaxation area
3. Sauna - off Pool Deck
4. Gymnasium - regulation size for competitions, 4 pickleball courts
5. Walking Track
6. Common Area with Vending Machines

continued...

# Citizen Advisory Committee Recommendations cont.

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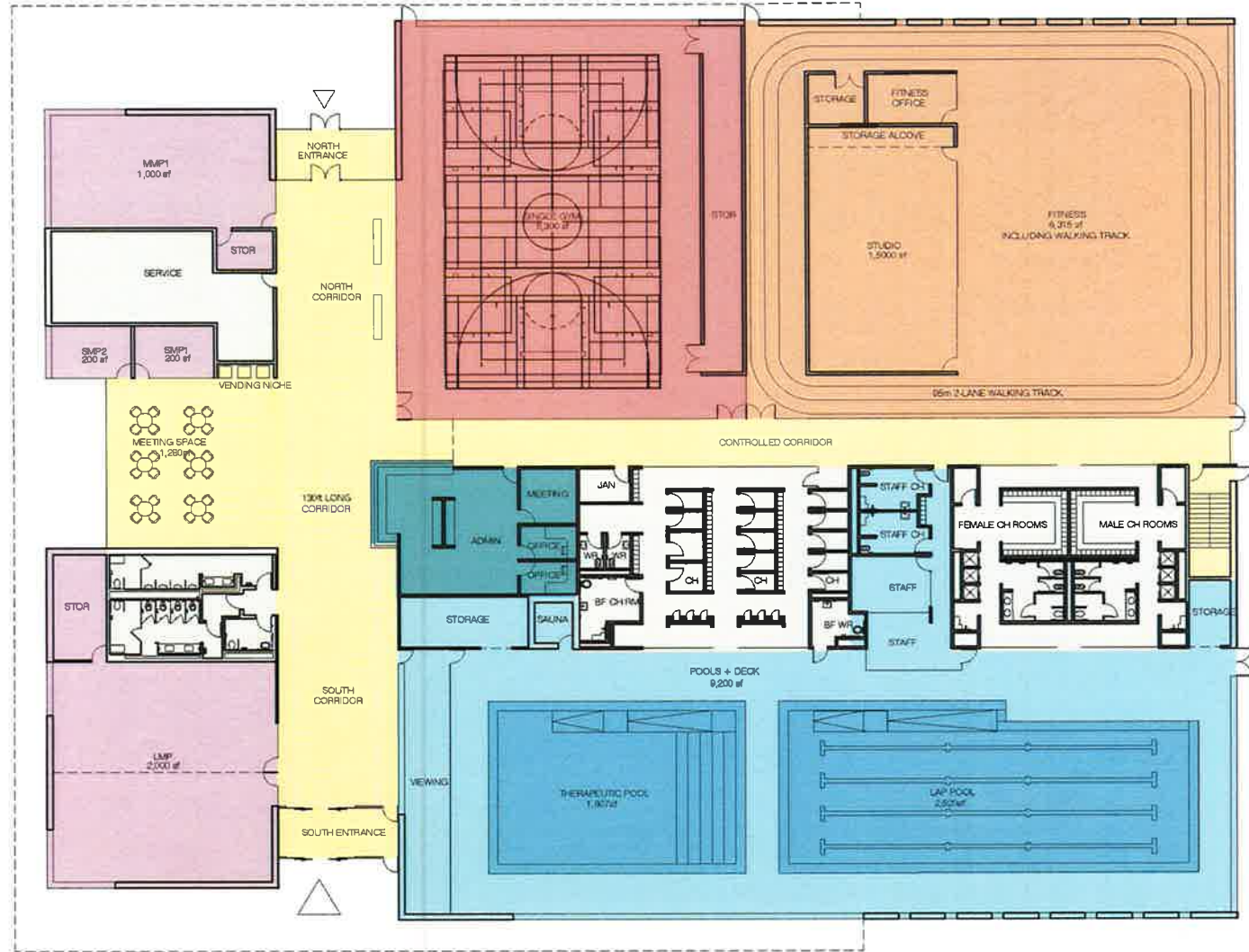
7. Viewing Areas (Pool & Gymnasium) - second level for swim meets and gymnasiums competitions
8. Fitness and Studio - 6,300 sf Fitness and 2,300 sf Studio. No change proposed
9. Multi Purpose Rooms – No change proposed: 2 Small MP, 3 Medium MP, 1 Large divisible MP Room
10. Other Mentions for Future Considerations:
  - Recognition of indigenous culture and local history
  - Charging stations for electric vehicles
  - Superior energy efficiency
  - Outdoor tennis courts
  - Outdoor water park features (splash pad)

OPTION SUMMARY:  
 OPTION A = 48,310sf  
 OPTION B = 59,015sf

- AQUATICS
- GYM
- FITNESS
- CHANGE ROOMS/SERVICE
- MULTI-PURPOSE SPACE
- ADMINISTRATION

- 4 LANE POOL
- THERAPY/LEISURE POOL
- SAUNA ON DECK
- MEETING SPACE/VENDING
- 5000sf FITNESS + 1,500sf STUDIO
- 95m 2 LANE WALKING TRACK

**OPTION A**  
 GROUND FLOOR PLAN = 44,510 sf  
 BASEMENT FLOOR PLAN = 3,800 sf  
 TOTAL = 48,310 sf



# Due Diligence - Governance of the Centre

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- Each municipal funding member may appoint one member of their council as a voting member;
- Members have a weighted vote based on their financial contribution;
- Non-funding members Wasauksing and Shawanaga First Nations may each appoint one member of their council as a non-voting participant;
- The Board has full authority and necessary powers to manage the construction, operating, repairing, fundraising and improving the facility;
- The Board has no authority to borrow funds;
- A capital reserve fund is required to properly maintain the facility;
- Annual municipal payments are based on the cost sharing formula recommended in this presentation. The cost sharing will be updated every ten (10) years using updated data;
- Amendments to the agreement may be changed by a 2/3 vote of the municipalities, except if a municipality wishes to withdraw from the board, in which case all municipalities must give their consent.

## Due Diligence - Facility Overview

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- \$32 million project
- 48,310 sq. ft.
- Prov/Fed grant application 73.3%, municipal portion 26.7%
- Aquatics, Gym, Fitness Area, Walking Track, Multi-purpose Space
- YMCA as the preferred operator
- 100-year lease from YMCA at a dollar per year

## Due Diligence - Cost Allocation

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• Municipality	Percentage	Weighted Votes	Capital Cost	Operating Cost
• Archipelago	11.4	1	\$984,960	\$34,107
• Carling	9.2	1	\$794,880	\$24,471
• McDougall	16.2	2	\$1,399,680	\$48,547
• McKellar	9.3	1	\$803,520	\$27,759
• Parry Sound	25.3	3	\$2,185,920	\$75,757
• Seguin	22.5	3	\$1,944,000	\$67,436
• Whitestone	6.1	1	\$527,040	\$18,316
• <b>Total</b>	<b>100.0</b>	<b>12</b>	<b>\$8,640,000</b>	<b>\$299,392</b>

# Wellness Centre & Pool Committee Recommendations

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1. That the YMCA property, as recommended by CS&P Architects be approved as the site;
2. That CS&P Architects Option A be approved for the purposes of designing and constructing the facility;
3. That the cost sharing formula be approved for the allocation of operating and capital costs;
4. That a Joint Municipal Service Board be used by the municipalities, for the purpose of acting as an agent on behalf of the Municipalities, in the constructing, maintaining, fundraising and operating of the West Parry Sound Area Recreation and Culture Centre;
5. That the Joint Municipal Service Board Agreement be approved and the Mayor and Clerk be authorized to execute the agreement, substantially in the form attached;
6. 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;
7. That the Steering Committee be directed to enter into negotiations with the YMCA for the purposes of operating the facility; and
8. That the Steering Committee be directed to enter into negotiations with the YMCA to secure the approved site.

## Next Steps

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- Present to all municipalities that are Funding Partners
- Present to First Nation Advisory Partners
- Continue to follow up on the grant application

# Thank You

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Comments and Questions

**DRAFT**

**WEST PARRY SOUND AREA  
RECREATION AND CULTURE CENTRE  
SITE SELECTION REPORT**

October 2020



**CS&P**Architects

# 1. PROJECT BACKGROUND

The West Parry Sound Area Joint Partners have developed a plan to build a unique recreation, cultural and pool centre to fill a community service gap in the regional area. The Joint Partnership includes 7 Area Municipalities and 2 First Nations Communities, including the Township of the Archipelago, Carling Township, McDougall Township, McKellar Township, the Town of Parry Sound, Seguin Township, the Municipality of Whitestone, and Wasauksing and Shawanaga Indigenous Communities.

This new facility is envisaged as a unique recreation and cultural center / facility, to meet the needs and interests of all West Parry Sound Communities and encourages healthy lifestyles, social interactions and physical well-being through education, recreation, wellness, cultural and athletic activities.

There have been several iterations of this project over time ranging from a stand-alone complex to a campus including the YMCA. Past reports in support of this project include:

- Town of Parry Sound Recreation Master Plan
- Town of Parry Sound Strategic Plan
- Simcoe Muskoka YMCA / West Parry Sound Recreation Complex Committee (WPS) – dma Planning & Management Service, April 2010, updated with 2016 data
- West Parry Sound Recreation / Wellness Complex Committee – early 2010
- YMCA West Parry Sound Recreation Complex – Pool Observations & Commentary

There have been numerous meetings and organized tours of joint YMCA Municipal partnership facilities since 2010. The result were numerous questions and the need for more information. The advice that has been received from the YMCA is that additional amenities such as a fitness centres, gymnasium, and multi-purpose space should be included in the design to create an appeal to a broader audience, that in turn will create a more financially sustainable facility. In addition, there may be an opportunity to locate other wellness related services in or close to the facility. The anticipated floor space of the facility is approximately 45,000 square feet.

In 2018 a group of residents and community leaders created a citizen's ad hoc committee. The objective of the ad hoc committee was to advocate for a Recreation Centre and Pool to serve the West Parry Sound Area.

It was identified that to move the project forward, a decision-making model that's accountable to the public was required. A committee structure for decision-making has been developed by the area CAO's. The decision-making structure incorporates a Citizen Advisory Committee which replaces the need for the citizen's ad hoc committee. Within the decision-making structure the lead committee is the Wellness Centre and Pool Committee, comprised of the heads of each Council. This committee is supported by a Steering Committee comprised of the area CAO's.

Consideration has been given to a number of properties in the Town of Parry Sound that could host the construction of this proposed facility. Four properties were initially of interest to the collective municipalities. It was felt that more due diligence would be needed in order to select site, and prepare a program and supporting design to suit.

## 1. PROJECT BACKGROUND

An engineering and architectural consultant RFP was issued May 2019, and was awarded to CS&P Architects Inc. in association with Tatham Engineering in October 2019. The intent of the RFP scope is to coordinate research, information and data gathering, analysis, in order to make a recommendation to each Council on a Go, No-Go decision. The Go, No-Go recommendation will include analysis related to site selection, amenities to be included in the complex, construction cost estimates, programming, and operational costs.

The RFP scope is divided into Task 1 and Task 2. The intent of Task 1 was to review the four identified properties and using criteria identified in the RFP and additional criteria that may be suggested by the consultant and make a recommendation with respect to the preferred site. Task 2 is to solicit stakeholder input on program needs, prepare design options and costing on the selected site, and create a recommended design and supporting report.

Since the RFP was issued, the provincial and federal grant program ICIP was launched (Investing in Canada Infrastructure Program). The decision was made to submit an application for the Community, Culture, and Recreation Stream. As the application was due on November 12, 2019, there was very little time to create the materials for the application. A draft program and design was quickly developed for the application, and a site provisionally selected, knowing that changes will likely be made to accommodate the public input and stakeholder process to follow. Results of this grant application will not be known until Spring 2020.

After the ICIP application was submitted, the community input stage commenced, starting with the creation of the Citizen's Advisory Committee (CAC). The CAC is comprised of 15 members with a range of skills and interests, and that represent broadly the different communities of the joint partnership. The CAC will lead the process of gathering public input and making recommendations. CAC recommendations have now been tabled and are under review, with revised design options under consideration.

Task 1 scope has been completed and is under review. The Task 2 results are expected to be complete by late Fall 2020. Following are results of the Task 1 scope.

## 2. SITE SELECTION

The intent of Task 1 is to review the four identified properties, using criteria identified in the RFP and additional criteria that may be suggested by the consultant. A recommendation with respect to the preferred site is the expected outcome of this Task.

The four sites are as identified in the overall map below. Each site is further detailed as follows on the attached maps.





## 2. SITE SELECTION

### Property 2

Municipal address: No address assigned. Property located on the east side of Parry Sound Drive, just north of Connor Drive and south of the wetlands adjacent to Canadore College

Owner: Township of Carling and the Town of Parry Sound (Municipally Owned)

Size: 53.18 acres

Zoning: Rural Zone

Vacant: Yes



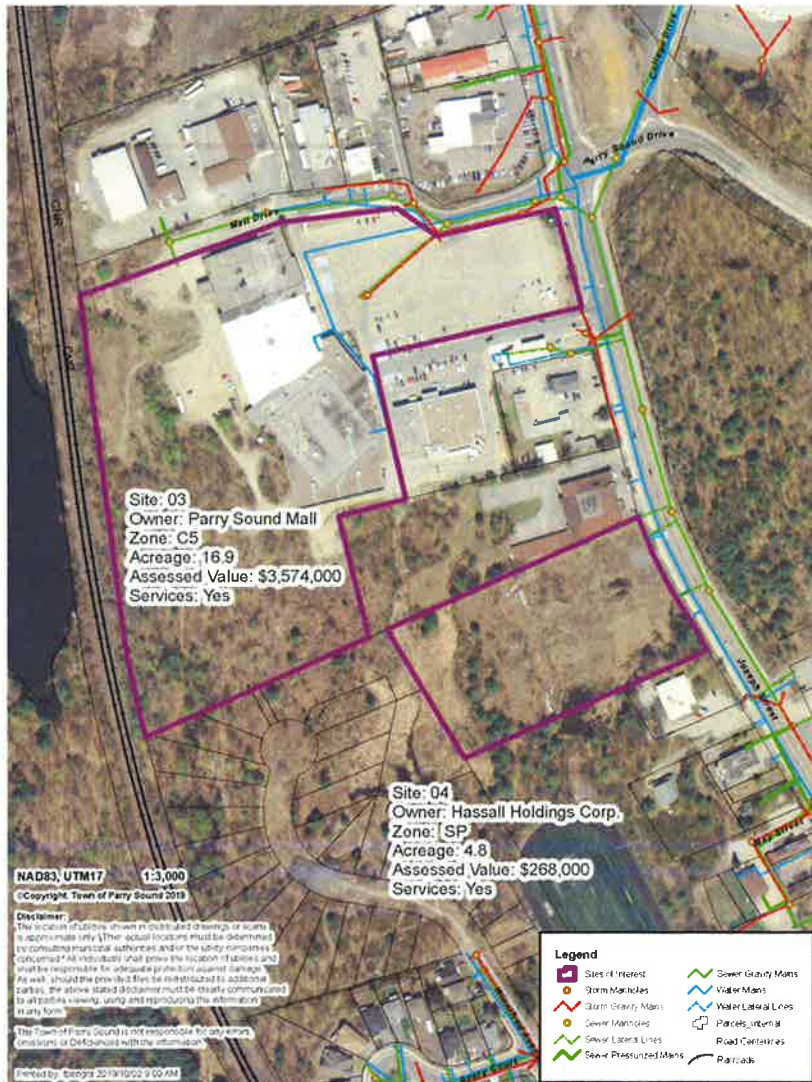
## 2. SITE SELECTION

### Property 3

Municipal address: Parry Sound Mall 70 Joseph St.  
 Owner: Parry Sound Mall Inc. Winchester Financial  
 Group c/o Cherif Saleh  
 Size: 17.01 acres  
 Zoning: C5 District Commercial  
 Vacant: No

### Property 4

Municipal address: No address assigned, between  
 38 and 48 Joseph Street  
 Owner: Hassall Holdings Corporation  
 Size: 4.79 acres  
 Zoning: Special Provision Zone, Special Provision  
 allows for a free-standing apartment dwelling with a  
 maximum of 30 units in addition to C3 zoning  
 Vacant: Yes



## 2. SITE SELECTION

### Property 3 – Parry Sound Mall Location – 70 Joseph Street

After discussion and review it was determined that the Mall Property 3 be removed from consideration, as it was determined not to be a feasible site. Rationale as follows:

#### Wellness Centre Requirements

The Recreation Centre proposed area is approximately 45,000 sf. This represents approximately 1 acre of building area. Required parking for this type of centre with Pool, Gym, Fitness and MP rooms is estimated at 200 spaces. It is recommended that a minimum recreation centre site area for this program be 5 acres, with a preferred area of 10-12 acres.

#### Mall Site – 70 Joseph Street

The overall site area is 16.9 acres.

The site at the front of the building is about 3.8 acres and has parking capacity for about 430 cars. It has been stated that 430 spaces is likely more than is needed for the Mall, but a revised target number has not been established. Part of the Mall lot in question provides parking for the adjacent No Frills supermarket, which is not on the property. The buildings on site are about 3.5 acres. The rear of the site is about 9.6 acres. As the rail line setback is 30 metres from the property line, 2.5 acres cannot be built on, so the buildable rear property is 7.1 acres. The cost to the Town to purchase Mall property has not been established.

#### Option 1: Building in Front

If the existing buildings remain, the buildable area is realistically only in the front of the existing building, in the parking lot. The parking lot site is too small (3.8 acres) to accommodate both a new recreation centre and associated parking, as well as accommodating required parking for the mall. This solution is not recommended.

#### Option 2: Building within Existing Facilities

It is presumed that the existing structure with many columns and low roof height will preclude adding the long span and high volume Pool, Gymnasium and Fitness spaces that are required. It would be uneconomical as well to retrofit the façade to add required glazing, building envelope insulation, roofing, finishes, and new structure required. Considerable demolition of the existing facilities would be required. This is an uneconomical solution, and is not recommended.

#### Option 3: Building at the Rear of the Site

Building in the rear is not advisable as there would be no visibility to the new facility from the road, and the ability to showcase the facility would be very poor. Passive security would be very poor as there are no views or direct access to the site. The rear of the Mall with truck loading is an inappropriate backdrop. This solution is not recommended.

#### Conclusion

In conclusion, CS&P Architects recommends that Mall Site 3 be removed as a viable site option for the new Wellness Centre and Pool Facility. This recommendation was accepted, and therefore three possible sites remain to be reviewed in more detail.

## 2. SITE SELECTION

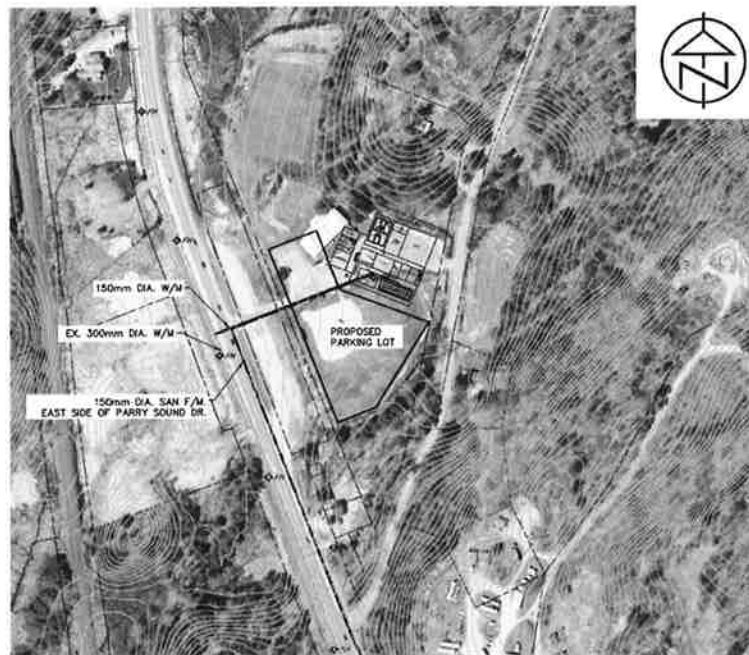
### Detailed Evaluation of the Three Remaining Sites

The sites are reviewed with the general assumptions that a 45,000 sf building and 200 on site parking spaces would be included. Available information to evaluate each site include owner supplied information including aerial photography, storm sewer, sanitary sewer and water main network information in GIS, and available as-built drawings. High level summary of costs to follow. Refer to the Appendix for more detailed costing assumptions.

### Property 1 – Parry Sound YMCA, 36 Smith Crescent

#### Key Assumptions and Consideration

- Existing Building to be removed
- Install new water service and connect to the existing water main on Parry Sound Drive
- Small private On-site sewage pump station included in estimate
- Install sanitary force main on Parry Sound Dr. and connect to existing sanitary sewer in the intersection of Parry Sound Dr. and Joseph St.
- No upgrades required to the downstream sanitary infrastructure to accommodate additional flows
- Intersection upgrades at entrance to the site
- Focus development on south side of site
- Assumptions have been done to estimate rock bed
- Demolition allowance included in estimate



## 2. SITE SELECTION

### Property 2 – Municipally Owned

#### Key Assumptions and Consideration

- Gravity sanitary sewer and service. No on-site sewage pump station
- Connect to the existing sanitary sewer on Beatty Street
- Install new water service and connect to the existing water main on Beatty Street
- Intersection upgrades at entrance to the site
- Focus development on relatively level area to minimize rock excavation
- Services not as close as other sites
- Higher estimate for additional rock excavation & use of external services



## 2. SITE SELECTION

### Property 4 – 38 and 48 Joseph Street

#### Key Assumptions and Consideration

- Existing water and sanitary service stubs at property line will need to be removed and replaced with larger services
- No upgrades required to the downstream infrastructure to accommodate additional flows
- Intersection upgrades at entrance to the site
- Development fills the site
- Assumptions have been done to estimate rock bed
- Small site
- Sewer and water accessible at street



## 2. SITE SELECTION

### Civil Cost Comparison

	Property 1	Property 2	Property 4
General	\$255,000	\$225,000	\$225,000
External Servicing	\$585,800	\$571,500	\$49,350
External Road Work	\$801,000	\$499,100	\$485,950
Internal Servicing	\$629,250	\$491,500	\$130,250
Internal Site Work	\$3,303,350	\$5,087,600	\$2,662,750
Provisional Work	\$180,000	\$161,000	\$537,000
Contingencies (25%)	\$1,440,000	\$1,760,000	\$1,025,000
Engineering (10%)	\$720,000	\$880,000	\$512,500
<b>Total</b>	<b>\$7,920,000</b>	<b>\$9,680,000</b>	<b>\$5,637,500</b>
<b>Say</b>	<b>\$8,000,000</b>	<b>\$9,700,000</b>	<b>\$5,700,000</b>

### Analysis Matrix

Criteria	Property 1	Property 2	Property 4
20%	Location and accessibility to the Public and optimum marketing opportunity; access to major transportation routes and traffic considerations, close to schools	On major transportation route north of town.	On major transportation route north of town.
	Close to fitness trail on west side of Parry Sound Drive, leading to high school	Presently no sidewalks on highway, unsafe for walking/biking. Note there is a future trail planned on this road.	Closest to downtown, close to fitness trail on west side of Parry Sound Drive, leading to high school
	<b>Score</b>	<b>19%</b>	<b>18%</b>
20%	Site acquisition costs	No Cost- Long Term Lease	Municipally Owned- assume 5 acres or 10% of land to be used - already paid share is approx \$44,0000
	Cost	\$0	\$44,000
	Site preparation	\$3,950,000	\$5,500,000
	Score	<b>20%</b>	<b>15%</b>
25%	Accessibility and cost to provide utilities to the site (sewer and water services; hydro, natural gas, high speed fibre) – order of magnitude estimates for the purpose of evaluation of the properties	\$4,050,000	\$4,700,000
	Weighting	96%	83%
	Score	<b>24%</b>	<b>21%</b>
20%	Size and flexibility of parcel: Ability to have additional related future uses around or adjacent to the site		
	Acres	15.9	53.2
	Adjustment	add 9 acres (50% can not support building but can be used for parking lot or sports fields) available adjacent. There is development planned across the street.	Assume 80% of the land is developable, however half of that would require very high cost to grade the site for development
		25.0	42.6
	Score	<b>19%</b>	<b>20%</b>
15%	Phase 1 Environmental Assessment	N/A	N/A
		Prop 1 has an ESA, not scored	
100%	<b>Total Score</b>	<b>82%</b>	<b>74%</b>

**Recommendation:** The Property 1 YMCA site has the highest score and is recommended as the preferred site.

## 2. SITE SELECTION

### Property 1 –YMCA Site

The YMCA had the highest score and is recommended as the preferred site.

The existing YMCA building is a one story building, located on the west side of Smith Crescent and east of Parry Sound Drive. The building was constructed in 1992, and is therefore 26 years old. There was a 680 sf addition in the year 2000 at the north portion of the site. The building presently contains a small gymnasium, a small fitness room, a single preschool childcare room and related outdoor play area. The building has been owned by the YMCA of Simcoe Muskoka since 2007.

Two options were initially reviewed for the site: an addition to existing building or a new building. As part of due diligence and to assist in making the decision, it was decided that a Building Condition Survey would be commissioned.

A Building Condition Assessment Study was awarded to Pinchin to review the state of the existing facility and cost of maintenance required over the next 10 years. Pinchin completed the study, and the report conclusions are that the building will require maintenance costs of approximately \$1,049,501 over the next 10 years. The full study and related details are located in the appendix.

Due to the age of the building and functional inadequacies of the building with respect to accommodating a modern, energy efficient facility, it was ultimately determined that a new building on this site would be more efficient and a better value for money,

It was noted that, prior to demolition, a pre-demolition Designated Substance Survey (DSS) will be required to satisfy occupational health and safety requirements of the workers.

A Phase 1 ESA has been completed on the site as well as a Geotechnical Study, and no significant issues were discovered.

## 2. SITE SELECTION

### Property 1 –YMCA – Site Information on Severance

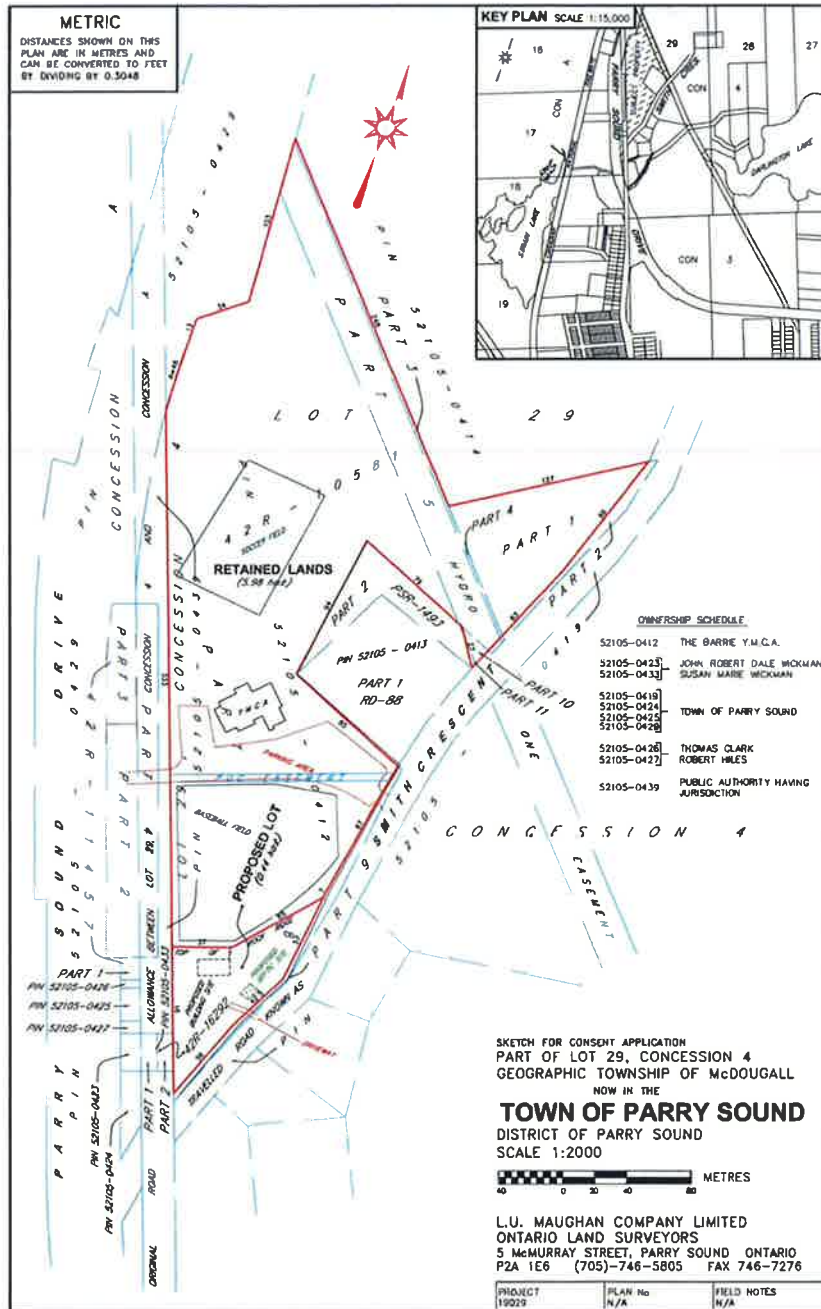
The Town has received a severance application for a portion of the property, south of the baseball diamond. It was determined that this area of severance does not affect the feasibility of this site as being suitable for the new recreation facility.



Severance Application Area

## 2. SITE SELECTION

### Property 1YMCA Severance Area



Overall YMCA Property with Severance at South End

## 2. SITE SELECTION

### Conclusion

The Parry Sound YMCA site is the recommended site for development. The site is already cleared, has room for expansion, is located in a central and accessible area, and site preparation costs are not prohibitive. The YMCA has committed to providing the site on the basis of a long term lease, at zero cost to the facility owner.

An initial meeting with the Wellness Centre and Pool Committee was held on October 28, 2019 to discuss the findings of the site selection process and recommend approval of the YMCA site. Further meetings have been held to evaluate the building program amenities and layout.

Recommended next steps include:

- Prepare an up to date topographical survey and utility locate
- Finalize the building layout
- Finalize the terms of agreement with the YMCA, including facility capital costs, furnishing costs, and ongoing operating costs, as part of an agreed business plan.

ATT#1b

WEST PARRY SOUND CULTURAL AND RECREATION CENTRE  
PARRY SOUND, ONTARIO

**CS&P**Architects

OCTOBER 07, 2020

11

# SITE SELECTION



PROP 1 – 36 SMITH CR



PROP 2 – PARRY SND DR



PROP 4 – 36-48 JOSEPH ST

## SITE SELECTION – CIVIL UPDATED COSTS

	Site 01	Site 02	Site 04
General	\$255,000	\$225,000	\$225,000
External Servicing	\$585,800	\$571,500	\$49,350
External Road Work	\$801,000	\$499,100	\$485,950
Internal Servicing	\$629,250	\$491,500	\$130,250
Internal Site Work	\$3,303,350	\$5,087,600	\$2,662,750
Provisional Work	\$180,000	\$161,000	\$537,000
Contingencies (25%)	\$1,440,000	\$1,760,000	\$1,025,000
Engineering (10%)	\$720,000	\$880,000	\$512,500
<b>Total</b>	<b>\$7,920,000</b>	<b>\$9,680,000</b>	<b>\$5,637,500</b>
<b>Say</b>	<b>\$8,000,000</b>	<b>\$9,700,000</b>	<b>\$5,700,000</b>

## SITE SELECTION – ANALYSIS MATRIX

Item	Weighting	Criteria	Property 1	Property 2	Property 4
1	20%	Location and accessibility to the Public and optimum marketing opportunity; access to major transportation routes and traffic considerations, close to schools	On major transportation route north of town.	On major transportation route north of town.	On major transportation route north of town.
			Close to fitness trail on west side of Parry Sound Drive, leading to high school	Presently no sidewalks on highway, unsafe for walking or biking. Note there is a future trail planned on this road.	Closest to downtown, close to fitness trail on west side of Parry Sound Drive, leading to high school
		<b>Score</b>	<b>19%</b>	<b>18%</b>	<b>20%</b>
2	20%	Site acquisition costs	No Cost- Long Term Lease	Municipally Owned- assume 5 acres or 10% of land to be used - already paid share is approx \$44,0000	Unknown cost- estimated at \$2.4M
		Cost	\$0	\$44,000	\$2,400,000
		Site preparation	\$3,950,000	\$5,500,000	\$2,800,000
		<b>Score</b>	<b>20%</b>	<b>15%</b>	<b>12%</b>
3	25%	Accessibility and cost to provide utilities to the site (sewer and water services; hydro, natural gas, high speed fibre) – order of magnitude estimates for the purpose of evaluation of the properties	\$4,050,000	\$4,700,000	\$3,900,000
		Weighting	96%	83%	100%
		<b>Score</b>	<b>24%</b>	<b>21%</b>	<b>25%</b>
4	20%	Size and flexibility of parcel: Ability to have additional related future uses around or adjacent to the site			
		Acres	15.9	53.2	4.8
		Adjustment	add 9 acres available adjacent. There is development planned across the street.	Assume 80% of the land is developable, however half of that would require very high cost to grade the site for development	no expansion possible
			25.0	42.6	4.8
		<b>Score</b>	<b>19%</b>	<b>20%</b>	<b>5%</b>
5	15%	Phase 1 Environmental Assessment	N/A	N/A	N/A
			Prop 1 presently has an ESA, not scored		
<b>Total</b>	<b>100%</b>	<b>Total Score</b>	<b>82%</b>	<b>74%</b>	<b>62%</b>

## SITE SELECTION – COMMENTARY

- More open
- Good visibility to facility from street
- Flat site
- Development planned across street
- Fitness trail leading to high school in place



PROP 1 – 36 SMITH CR

- Steep grades
- Compromised viewing to site from street
- Heavily sloping site, blasting required



PROP 2 – PARRY SND DR

# ORIGINAL PLAN LAYOUT- NOVEMBER 2019

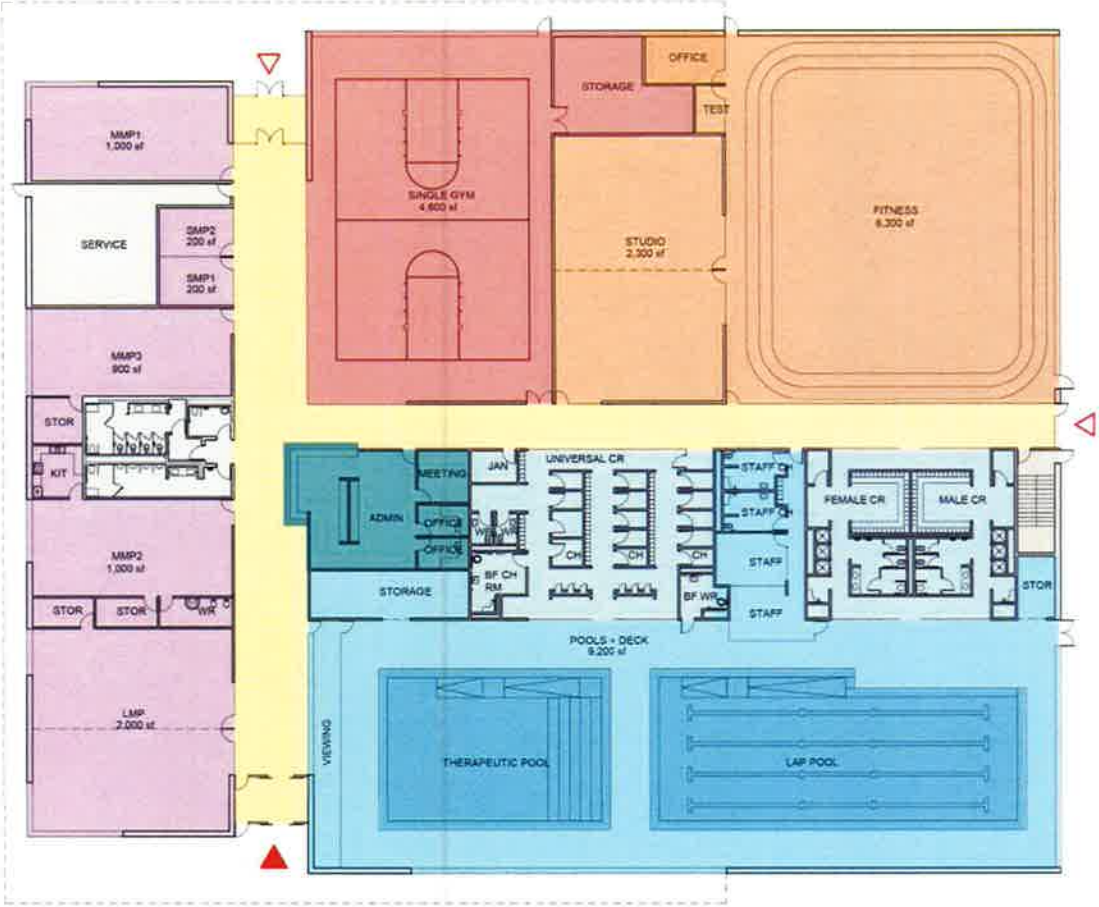
## ORIGINAL LAYOUT - 2019

Ground Floor: 44,700 sf

Lower Service Level: 3,800 sf

Total Floor Area: 48,500 sf

- AQUATICS
- GYM
- FITNESS
- CHANGE ROOMS
- MULTI-PURPOSE SPACE
- ADMINISTRATION



## CAC PLAN RECOMMENDATIONS - AUGUST 2020

In summary, following are the most recent CAC recommendations:

1. Six Lane/25 M pool - for swim meets
2. Larger Leisure/Therapeutic Pool with defined play area/amenities and relaxation area
3. Sauna - off Pool Deck
4. Gymnasium - Regulation size for Competitions, 4 pickleball courts
5. Walking Track
6. Common Area with Vending Machines
7. Viewing Areas (Pool & Gymnasium)- second level for swim meets and gymnasiums competitions
8. Fitness and Studio- 6,300 sf Fitness and 2,300 Studio. No change proposed
9. MP Rooms – No change proposed: 2 Small MP, 3 Medium MP, 1 Large divisible MP Room
10. Other Mentions for Future Considerations:
  - Outdoor water park features (splash pad)
  - Outdoor tennis courts
  - Superior energy efficiency
  - Charging stations for electric vehicles
  - Recognition of indigenous culture and local history

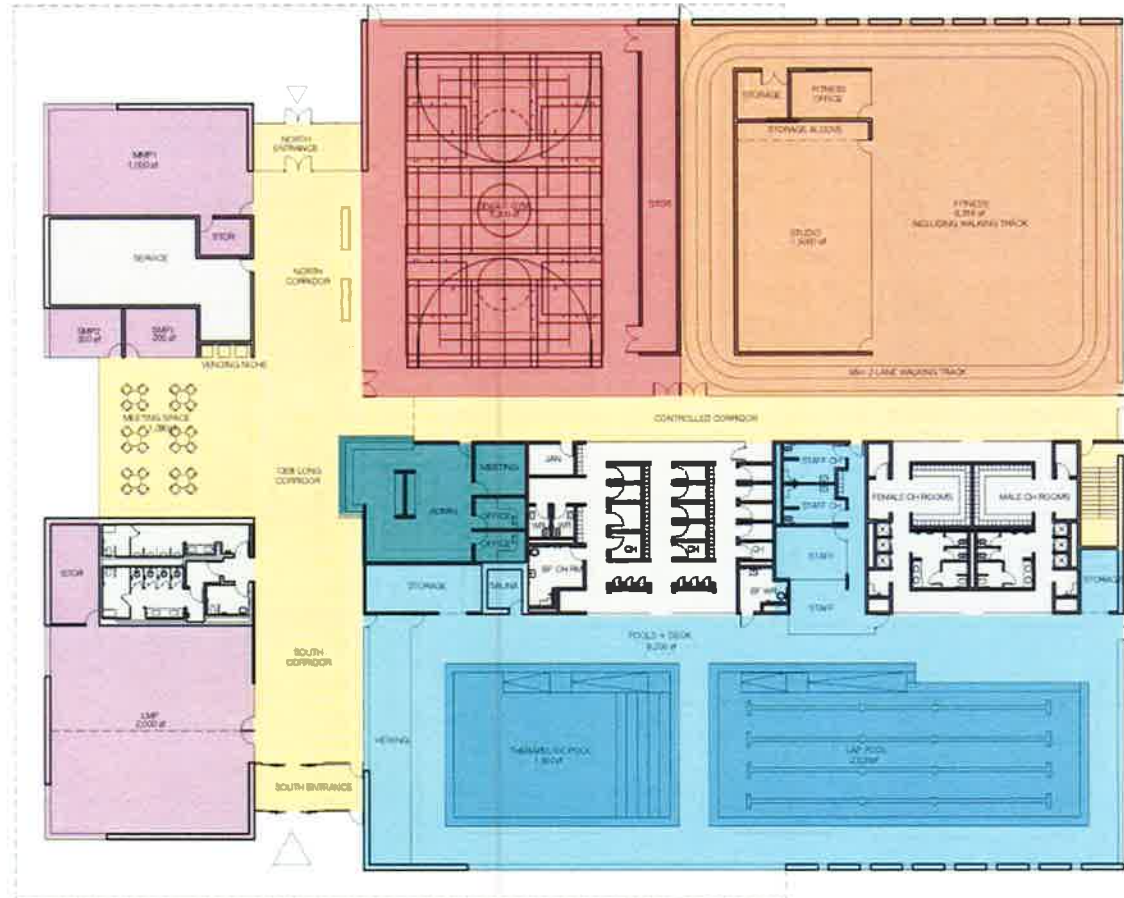
# OPTION A GROUND FLOOR

OPTION SUMMARY:  
 OPTION A = 48,310sf  
 OPTION B = 59,015sf

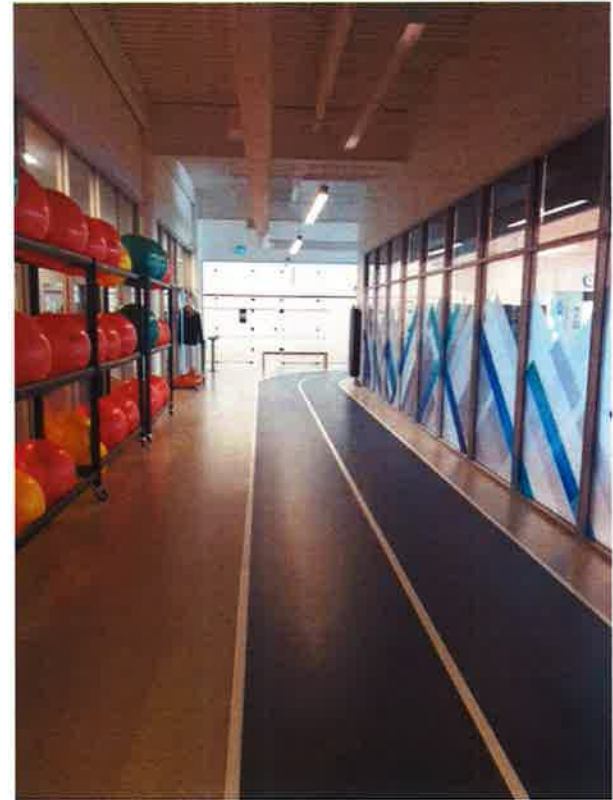
- AQUATICS
- GYM
- FITNESS
- CHANGE ROOMS/SERVICE
- MULTI-PURPOSE SPACE
- ADMINISTRATION

- 4 LANE POOL
- THERAPY/LEISURE POOL
- SAUNA ON DECK
- MEETING SPACE/VENDING
- 5000sf FITNESS + 1,500sf STUDIO
- 95m 2 LANE WALKING TRACK

**OPTION A**  
 GROUND FLOOR PLAN = 44,510 sf  
 BASEMENT FLOOR PLAN = 3,800 sf  
 TOTAL = 48,310 sf



OPTION A  
GROUND FLOOR FITNESS TRACK EXAMPLE



## CAC RECOMMENDATIONS - AUGUST 2020

### OPTION A INCLUDES:

1. Four Lane/25 M pool – local for swim meet only
2. Leisure/Therapeutic Pool with defined play area/amenities and relaxation area
3. Sauna - off Pool Deck
4. Gymnasium – small size, 3 pickleball courts. *(It was determined that a regulation gymnasium large size not necessary due to planned new high school gymnasium)*
5. Walking Track – 2 lane 100m, within Fitness Area
6. Common Area with Vending Machines
7. Viewing Areas (Pool & Gymnasium)- local viewing at ground floor lobby available. *(It was determined that as a larger Gym is not provided, upper level competition Gymnasium Viewing is not required)*
8. Fitness – 5000 sf Fitness Area, plus 1500 sf Studio
9. MP Rooms- 2 Small MP, 1 Medium MP, 1 Large divisible MP Room

# OPTION B GROUND FLOOR

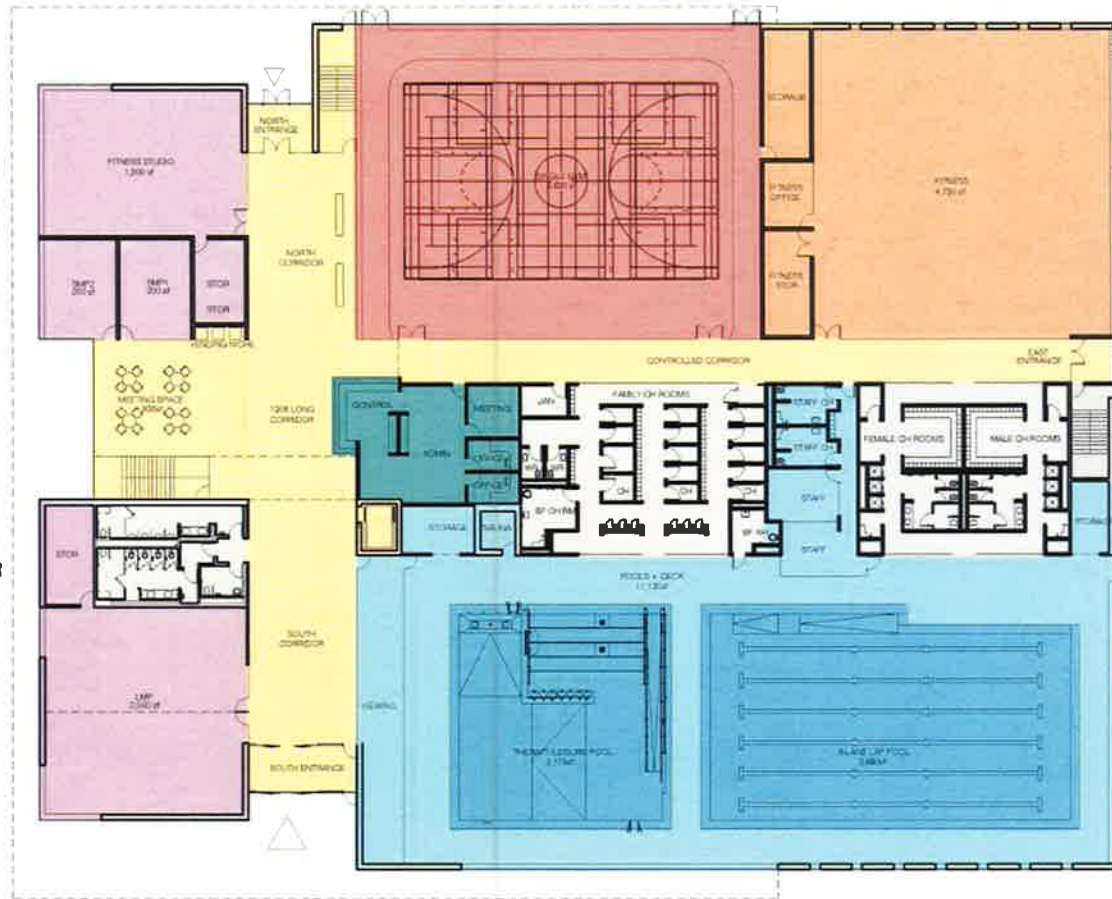
OPTION SUMMARY:  
 OPTION A = 48,310sf  
 OPTION B = 59,015sf

- AQUATICS
- GYM
- FITNESS
- CHANGE ROOMS/SERVICE
- MULTI-PURPOSE SPACE
- ADMINISTRATION

**GROUND FLOOR:**  
 - 6 LANE POOL  
 - LARGER DIVIDED THERAPY/LEISURE POOL  
 - SAUNA ON DECK  
 - MEETING SPACE/VENDING  
 - 5000sf FITNESS + 1,500sf STUDIO OFF CORRIDOR

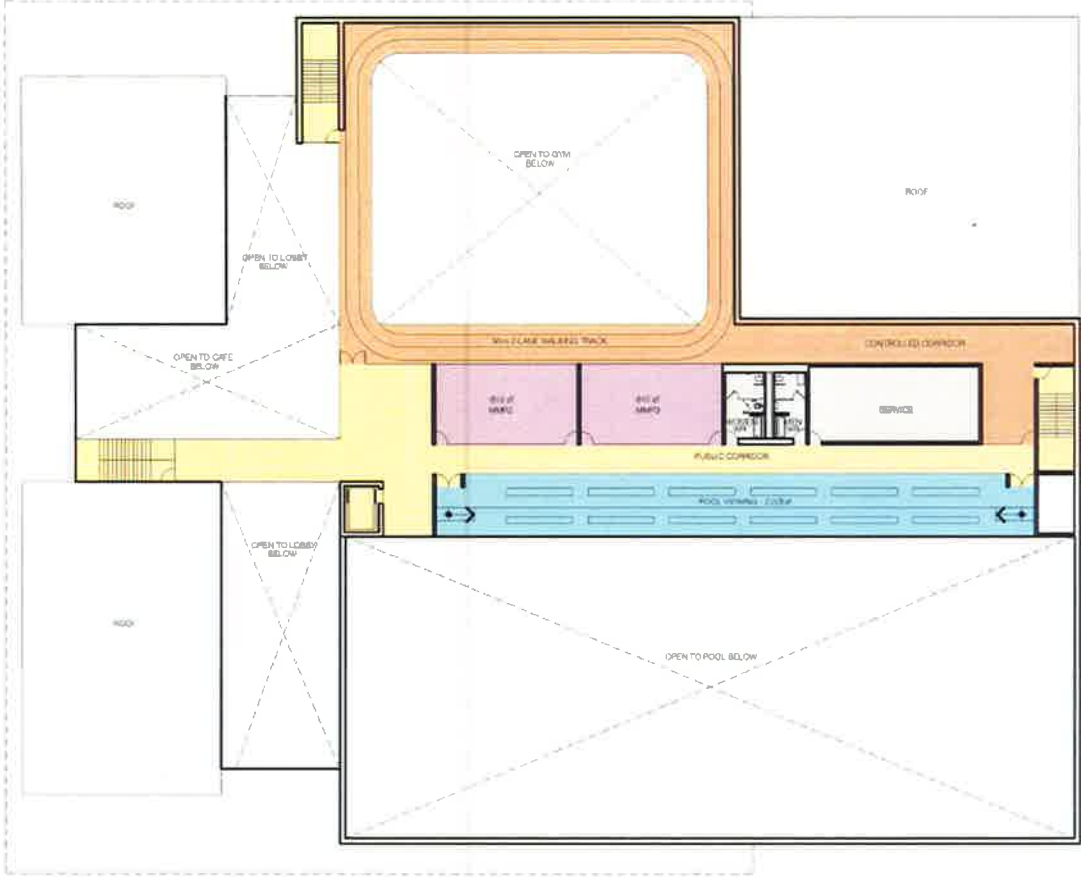
**SECOND FLOOR:**  
 - 2 - 600sf MP ROOMS  
 - 90m 2 LANE WALKING TRACK AROUND GYM  
 - POOL VIEWING AREA

**OPTION B**  
 2ND FLOOR PLAN = 10,665 sf  
 GROUND FLOOR PLAN = 44,550 sf  
 BASEMENT FLOOR PLAN = 3,800 sf  
 TOTAL = 59,015 sf



**OPTION B  
SECOND FLOOR**

- AQUATICS
- GYM
- FITNESS
- CHANGE ROOMS/SERVICE
- MULTI-PURPOSE SPACE
- ADMINISTRATION



## CAC RECOMMENDATIONS - AUGUST 2020

### OPTION B INCLUDES:

1. Six Lane/25 M pool – for swim meets
2. Larger Leisure/Therapeutic Pool with defined play area/amenities and relaxation area
3. Sauna - off Pool Deck
4. Gymnasium – small size, 3 pickleball courts. *(It was determined that a regulation gymnasium large size not necessary due to planned new high school gymnasium)*
5. Walking Track – 90 m -2 lanes, above Gym
6. Common Area with Vending Machines
7. Viewing Areas (Pool)- Second Floor with competition Pool Viewing provided *(It was determined that as a larger Gym is not provided, competition Gymnasium Viewing is not required)*
8. Fitness – 5000 sf Fitness Area, plus 1500 sf Studio located within MP room block
9. MP Rooms- 2 Small MP, 1 Large divisible MP Room, Fitness Studio as a flexible mid size room also available.



# OPERATIONAL COSTS- OPTION A and B

YMCA of Simcoe/Muskoka Health Fitness and Aquatics-Parry Sound						
Sources of Funding	Option A			Option B		
	2018 Pro Forma	Budget 48,000 Sq. Foot Building (2028)	Variance	2018 Pro Forma	Budget 59,000 Sq. Foot Building (2020)	Variance
Health Fitness and Aquatics	\$1,137,570	\$1,100,000	-\$37,570	\$1,137,570	\$1,100,000	-\$37,570
Municipal Grant						
Philanthropy & Brand Manage.	\$100,000	\$20,000	-\$80,000	\$100,000	\$20,000	-\$80,000
Daycamp	\$75,000	\$60,000	-\$15,000	\$75,000	\$60,000	-\$15,000
<b>Total Sources of Funding</b>	<b>\$1,312,570</b>	<b>\$1,180,000</b>	<b>-\$132,570</b>	<b>\$1,312,570</b>	<b>\$1,180,000</b>	<b>-\$132,570</b>
<b>Deductions</b>						
Financial Assistance	\$100,000	\$60,000	-\$40,000	\$100,000	\$60,000	-\$40,000
<b>Total Deductions</b>	<b>\$100,000</b>	<b>\$60,000</b>	<b>-\$40,000</b>	<b>\$100,000</b>	<b>\$60,000</b>	<b>-\$40,000</b>
<b>Net Revenue</b>	<b>\$1,212,570</b>	<b>\$1,120,000</b>	<b>-\$92,570</b>	<b>\$1,212,570</b>	<b>\$1,120,000</b>	<b>-\$92,570</b>
<b>Expenses-Direct Cost</b>						
Salaries and Benefits	\$652,628	\$783,000	\$130,372	\$652,628	\$783,000	\$130,372
Staff Development and Travel	\$19,800	\$19,800	-\$800	\$19,800	\$19,800	-\$800
Supplies	\$12,000	\$22,000	\$10,000	\$12,000	\$22,000	\$10,000
<b>Total Direct Costs</b>	<b>\$684,428</b>	<b>\$824,800</b>	<b>\$139,572</b>	<b>\$684,428</b>	<b>\$824,800</b>	<b>\$139,572</b>
<b>Gross Contribution</b>	<b>\$528,142</b>	<b>\$295,200</b>	<b>-\$232,142</b>	<b>\$528,142</b>	<b>\$295,200</b>	<b>-\$232,142</b>
<b>Facilities Expense</b>						
Utilities	\$290,400	\$304,000	\$13,600	\$290,400	\$422,000	\$131,600
Repairs & Maintenance	\$134,600	\$152,800	\$18,200	\$134,600	\$164,800	\$30,200
<b>Total Facilities Expense</b>	<b>\$425,000</b>	<b>\$456,800</b>	<b>\$31,800</b>	<b>\$425,000</b>	<b>\$586,800</b>	<b>\$161,800</b>
<b>Other Expenses</b>						
Bad Debts Expense						
Other Expenses	\$292,000	\$0	-\$292,000	\$292,000	\$0	-\$292,000
<b>Contribution from Operations</b>	<b>-\$188,858</b>	<b>-\$160,800</b>	<b>\$28,058</b>	<b>-\$188,858</b>	<b>-\$290,800</b>	<b>-\$101,942</b>
<b>General &amp; Admin Expense</b>						
10% Admin, 2% Capital	\$98,000	\$134,400	\$36,400	\$98,000	\$134,400	\$36,400
<b>Total General &amp; Admin Expense</b>	<b>\$98,000</b>	<b>\$134,400</b>	<b>\$36,400</b>	<b>\$98,000</b>	<b>\$134,400</b>	<b>\$36,400</b>
<b>Net Cash Contribution</b>	<b>-\$286,858</b>	<b>-\$295,200</b>	<b>-\$8,342</b>	<b>-\$286,858</b>	<b>-\$425,200</b>	<b>-\$138,342</b>

2020-10-09 2:21 AM

## ANNUAL OPERATIONAL COST SUMMARY

OPTION A - \$295,200

OPTION B - \$425,200

**Wellness Centre & Pool  
Citizens Advisory Committee  
Terms of Reference**

**1. Purpose**

1.1 To serve in an advisory capacity to the Wellness Centre & Pool Committee (WCPC) on matters pertaining to the development and programming activities of an area Wellness Centre and Pool.

**2. Objectives**

2.1 To solicit public input on matters related to the wellness centre and pool.

2.2 To act as a resource and provide suggestions, options, advice, and support to the WCPC and the project consultants through the steering committee.

2.3 To provide advice and options intended to support, enhance, and grow the facilities, programs, amenities and services.

2.4 To provide advice intended to eliminate barriers to people of all ages and abilities from accessing and enjoying the centre.

2.5 To consider the following factors when making recommendations:

- (a) The impact on all potential users;
- (b) The requirements for health, and wellbeing of our community;
- (c) The availability of resources;
- (d) The economic and social benefits to the community as a whole.

2.6 To report to the Steering Committee the work of the committee, the information collected will need to be on a timely basis and coordinated with the consultant's time-line.

**3. Membership**

3.1 The Advisory Committee shall consist of a maximum of fifteen (15) members; preferably each member will bring a specific skill set and perspective from the community, e.g.: someone from YMCA, First Nations, health care, public relations, engineering, business owner, volunteers, seniors, parents and youth etc.

3.2 The Advisory Committee will be appointed by the WCPC.

3.3 The Advisory Committee will elect a Chair, Vice-Chair and Recording Secretary from its members.

3.4 Any resignation from the Advisory Committee shall be tendered in writing to the Chair who will advise the Steering Committee.

3.5 WCPC shall approve a replacement member.

3.6 Members will be appointed for a period to coincide with the pre-construction timeline. In the event the number of required member position(s) cannot be filled in each target group, WCPC may consider applicants from other target groups to fill these positions.

#### **4. Reporting**

4.1 The Advisory Committee will report to the Steering Committee

4.2 The Advisory Committee shall circulate draft and approved minutes to the Steering Committee.

#### **5. Meetings**

5.1 Quorum shall consist of a simple majority of the members holding a seat at the time of the meeting.

5.2 The Committee will establish a regular committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded for continuity and follow up.

5.3 In order to maintain a high level of commitment, a member may be considered withdrawn from the Committee if they are absent for three (3) consecutive meetings without cause.

#### **6. Member Responsibilities**

6.1 Each Committee member will serve as an independent community volunteer without compensation and will not represent the concerns of any particular community organization.

6.2 Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the Centre and community.

6.3 Committee members will be selected based upon their relevant experience and knowledge and are expected to actively participate in committee meetings.

6.4 Committee members shall declare any situation that is or has the potential to be a conflict of interest.



## A Partnership with 7 Municipalities and 2 Indigenous Communities West Parry Sound Area Recreation and Culture Centre



**June 24, 2020**

**FOR IMMEDIATE RELEASE**

### The Citizens Advisory Committee is Requesting Residents Input

As a result of the Covid-19 pandemic and the Province of Ontario restrictions on social distancing our planned Public Meetings in April had to be cancelled.

In order to ensure residents input, the Citizens Advisory Committee has developed an Online Presentation with a short Survey.

Your input is very much appreciated and will be vital to our final recommendations.

The Survey will be open from:

**Wednesday July 1<sup>st</sup> to Tuesday July 14<sup>th</sup>, 2020**

The presentation and survey can be found at all partner websites:

Seguin, McDougall, Shawanaga, Wasauksing, Parry Sound, McKellar, Archipelago, Whitestone, and Carling

If you do not have Internet capability, paper copies of the Survey are available at:

- The 7 Municipal offices and 2 First Nation administration offices:
- Call your local Municipal or First Nation administration office for details.

– Ends –

For further media information contact Tom Lundy, Chair

Cell: 416-550-3434 • Home: 705-366-5617 • Email: tomlundy@sympatico.ca

**West Parry Sound Recreation and Cultural Centre  
Joint Municipal Service Board Agreement**

**BETWEEN:**

The Corporation of the Township of the Archipelago

and

The Corporation of the Township of Carling

and

The Corporation of the Municipality of McDougall

and

Corporation of the Township of McKellar

and

The Corporation of the Town of Parry Sound

and

The Corporation of the Township of Seguin

and

The Corporation of The Municipality of Whitestone

(collectively referred to herein as "Municipalities")

**WHEREAS** sections 196 of the Municipal Act, 2001, ("Act") grants the power to establish a municipal service board;

**AND WHEREAS** section 197 of the Act states that a municipal service board is a body corporate unless the municipality provides otherwise, and further that a municipal service board is an agent of the municipality, and further that a municipal service board is a local board of the municipality for all purposes;

**AND WHEREAS** section 198 of the Act provides that a municipality may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating the powers and duties of the municipality to the board in accordance with this Act;

**AND WHEREAS** section 202 of the Act provides that two or more municipalities may enter into agreements to establish a joint municipal service board and to provide for those matters which, in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal service board, and further that the provisions of the Act that apply to municipal service boards also apply with necessary modifications to joint municipal service boards;

**AND WHEREAS** a partnership of the seven (7) municipalities of West Parry Sound and the Shawanaga First Nation and the Wasauksing First Nation communities submitted a joint application under Investing in Canada Infrastructure Program (ICIP) for a West Parry Sound Area Recreation and Culture Centre;

**AND WHEREAS** the Municipalities have committed financial resources towards the establishment and operation of the West Parry Sound Area Recreation and Culture Centre and are granted voting member status as described herein;

**AND WHEREAS** the Shawanaga First Nation and Wasauksing First Nation are not financial partners towards the establishment and operation of the West Parry Sound Area Recreation and Culture Centre and are granted on-voting participant status as described herein;

**AND WHEREAS** the Municipalities now wish to enter into an agreement for the purposes described above;

**NOW THEREFORE, IN CONSIDERATION** of the terms and conditions herein:

**Joint Municipal Services Board**

1. A joint municipal services board ("Board") is hereby established by the Municipalities, for the purpose of acting as an agent on behalf of the Municipalities, in the constructing, maintaining, and operating the West Parry Sound Recreation and Cultural Center ("Centre") and confirm that the Board is a body corporate and a local board of the Municipalities.

- (a) The council of each Municipality may appoint one member of council as a voting Member (collectively "Members") to the Board.
- (b) The council of each Municipality may appoint an alternative council member, who in the absence of the Member, is entitled to attend meetings of the Board and vote.
- (c) Members on the Board will have no fixed term of appointment, and will serve at the pleasure of their respective municipal council, but appointments shall not exceed the term of Municipal Council.

- (d) Members will not receive any remuneration, other than for expenses. This does not prevent a member who is also a member of a municipal council or other board from receiving remuneration as a councillor or board member.
- (e) Members have weighted votes. The Board will make decisions by a weighted majority vote, unless specified otherwise in this Agreement. In calculating whether a vote has been carried, only the votes of those present and voting shall be considered according to the following:
  - i. The vote of the Members of the Town of Parry Sound and the Township of Seguin each has a weight of three (3);
  - ii. The vote of the Municipality of McDougall has a weight of two (2);
  - iii. The vote of all other Members has a weight of one (1)
- (f) The councils of the Shawanaga First Nation and the Wasauksing First Nation may each appoint one member of their council to the Board as a non-voting participant.
- (g) The Chair and Vice-Chair of the Board shall be elected for 2 years from amongst the Members. Voting for the positions of Chair and Vice-Chair of the Board will take place at the final meeting of the applicable calendar year with the Chair and Vice-Chair taking office effective January 1 of the following applicable year.
- (h) In the absence of the Chair, the Vice-Chair shall act as the Chair of the Board.
- (i) Regular meetings of the Board will be held at a time and place as determined by the Board. Special meetings may be held, as requested by a majority of the Members, or at the call of the Chair. A minimum of five (5) working days notice shall be provided, unless the meeting has been called on an emergency basis.
- (j) A quorum of the Board is a simple majority of Members.
- (k) Members to the Board shall act in the best interest of the Centre as a whole.
- (l) The Board shall pass a procedure by-law for governing the calling, place and proceedings of meetings as required by section 238 of the Act and all meetings shall be open to the public, or as otherwise provided for in section 239 of the Act.

**Delegated Authority**

2. The Board has full authority and necessary powers, to manage the construction, operation, repairs, fundraising, sponsorship and improvement of the Centre including:

- (a) initiating the design and construction of the Centre
- (b) obtaining approvals;
- (c) issuing requests for proposals and contracting for services;

- (d) entering into agreements with individuals, corporations and other levels of government;
  - (e) operating bank accounts and other transactions;
  - (f) approving the annual Operating and Capital Budget;
  - (g) setting public user fees; and
  - (h) executing conveyances of any surplus property.
3. Agreements and conveyances entered into by the Board shall be executed by the Chair and one (1) other Member, or as otherwise directed by the Board. The proceeds of the disposition of any surplus property will be used for the Centre, unless otherwise determined by the Board.

#### **Effective Date**

4. The Municipalities and First Nations may appoint Members to the Board prior to the execution of this Agreement, and the Board may make administrative arrangements so that it is able to commence functioning on the effective date of this Agreement.

#### **Insurance Coverage**

5. The Board shall maintain sufficient insurance coverage at all times throughout the construction and operation periods of the Centre.

#### **Administering Body**

6. The Board may appoint one or more Municipalities, individuals or other agencies, as the Administering Body that, subject to any operating agreement between the Board and an Operating Agent, will be responsible for any or all of the administrative functions for the operation of the Centre on behalf of the Board. The Administering Body may execute agreements on behalf of the Board that are within its authority under this section. Operating Agent means anyone with whom the Board enters into an operating agreement, from time to time. The administrative functions that may be delegated include:
- a. keeping books, records and accounts;
  - b. liaison with the Operating Agent;
  - c. negotiating agreements with the Operating Agent, individuals, or other persons, subject to the approval of the Board;
  - d. preparing capital and operating budgets;
  - e. preparing user fees;
  - f. billing and receiving payments from Municipalities;
  - g. making payments to the Operating Agent, other individuals, or persons;
  - h. making payments on any debt and other financing payments;
  - i. raising capital financing;

- j. preparing and keeping minutes of Board meetings, circulating in a timely manner the minutes to the Members, and making the minutes available to the public;
  - k. holding reserve funds;
  - l. operating bank accounts;
  - m. making day-to-day operation and maintenance decisions and implementing or providing for the implementation of those decisions, where they are not being implemented by the Operating Agent, up to a maximum value of \$5,000, or any other value as determined by the Board from time to time; and,
  - n. such other functions that are determined by the Board.
7. The Board or the Administering Body may charge interest at prime (as charged by the bank used by the Board or Administering Body) plus 2.5% on outstanding amounts past due if amounts due to them are not paid when due.
8. The records of the Board and the Administering Body with respect to the Centre shall be audited on a regular basis. Municipalities and their auditors will have access to administrative and financial records related to the Centre upon request.

#### **Annual Budgets & Capital Reserve Fund**

9. Each year the Board shall prepare an Operating Budget, a Capital Budget, and public user fees on or before November 15<sup>th</sup> of the year preceding the year for which the Budget or user fees are prepared.
10. Operating Budgets shall include both direct and indirect costs normally associated with operating and maintaining the Centre, including routine and minor replacement parts, and the costs incurred in administering the Centre. Operating costs will exclude those items agreed by the Board to be capital.
11. The Capital Budget shall project capital replacement and rehabilitation expenditures for the upcoming ten (10) year period which shall be determined by an asset management plan prepared within two (2) years of this Agreement coming into effect to address future capital requirements for the Centre over a ten (10) year period. The asset management plan should be updated from time to time as determined necessary by the Board or as legislated.
12. The Board shall have no authority to borrow funds, save and except in the event that an urgent replacement or rehabilitation expenditure has to be made during the course of the year that is not provided for in the Capital Budget. In this event, the Board may arrange for one or more Municipalities to finance the expenditure (and not from any other source) and shall provide in the Board's future budgets for the repayment of such financing in one or more subsequent years, to the extent that it is not provided for in the Capital Reserve Fund.

13. A Capital Reserve Fund shall be held by the Board for the purpose of ensuring that sufficient funds are deposited annually and held to properly maintain the Centre according to the asset management plan.

**Annual Municipal Payments**

14. The Municipalities shall share the burden of the annual contributions to the operating budget and the capital budget (including contributions to the capital reserve as determined by the asset management plan) according to the following percentages:

i. Archipelago	11.4
ii. Carling	9.2
iii. McDougall	16.2
iv. McKellar	9.3
v. Parry Sound	25.3
vi. Seguin	22.5
vii. Whitestone	6.1
viii. Total	100.0

15. These percentages were calculated using the formula in Schedule "A". These percentages shall be recalculated at least every 10 years using updated data and the percentage of annual contributions shall be adjusted among the Municipalities accordingly.

16. The Board will deliver to each Municipality a statement twice yearly based on the approved budgets. The Municipalities shall make payments to the Board in accordance with the statement.

**Dispute Mechanism**

17. The Board has authority to review and settle all disputes put forward by any one or more of the Municipalities.

**Amendments to this Agreement**

18. Any term in this Agreement may be changed upon a two-thirds vote of the Municipalities, save and except where another municipality wishes to join the Board and enter into this Agreement, or where a municipality wishes to withdraw from the Board and this Agreement, in which case all Municipalities to this Agreement must give their consent.

	A	B	C	D	E	F	G	H	I	J	L	M	O	P
1														
2	<b>Option approved for Funding Application</b>													
3														
4														
5	<b>A- 1/3 pop, 1/3 assessment, 1/3 household</b>													
6				Assessment	Households		Population							
7	Archipelago	14.51%	\$	2,042,804,609	3379		531							
8	Carling	9.03%	\$	988,581,854	1812		1125							
9	McDougall	11.51%	\$	735,361,100	1998		2702							
10	McKellar	7.33%	\$	650,276,300	1634		1051							
11	Parry Sound	19.83%	\$	705,586,476	2775		6321							
12	Seguin	29.96%	\$	3,465,463,718	5023		4303							
13	Whitestone	7.84%	\$	589,612,218	1985		1100							
14	Wasauksing	0.00%												
15	Shawanaga	0.00%												
16		100.00%	\$	9,177,686,275	18,606		17,133							
17														
18	<b>B - Driving Distance - Number of Households</b>													
19				0-15km	15-30km		>30km							
20		weighting		80%	50%		10%							
21	Archipelago	8.2%		185	321		2873							
22	Carling	9.3%		225	834		753							
23	McDougall	20.9%		1702	296		0							
24	McKellar	11.2%		0	1613		21							
25	Parry Sound	30.7%		2775	0		0							
26	Seguin	15.4%		550	1200		750							
27	Whitestone	4.4%		0	295		1690							
28	Wasauksing	0.0%												
29	Shawanaga	0.0%												
30		100%		5437	4559		6087							
31														
32	<b>C - MODIFIED OPTION based on Combination of A &amp; B</b>													
33														
34	Archipelago	11.4%												
35	Carling	9.2%												
36	McDougall	16.2%												
37	McKellar	9.3%												
38	Parry Sound	25.3%												
39	Seguin	22.5%												
40	Whitestone	6.1%												
41	Wasauksing	0.0%												
42	Shawanaga	0.0%												
43		100%		1										
44														
45														
46								Capital Share Unfunded		Funding Grant 73%		Municipal Funded 27%		
47		A	B	C	D	E		\$	32,000,000	\$	32,000,000	\$	32,000,000	
48	Archipelago	14.5%	8.2%	11.4%		1.00		\$	3,648,000	\$	2,663,040	\$	984,960	
49	Carling	9.0%	9.3%	9.2%		1.00		\$	2,944,000	\$	2,149,120	\$	794,880	
50	McDougall	11.5%	20.9%	16.2%		2.00		\$	5,184,000	\$	3,784,320	\$	1,399,680	
51	McKellar	7.3%	11.2%	9.3%		1.00		\$	2,976,000	\$	2,172,480	\$	803,520	
52	Parry Sound	19.8%	30.7%	25.3%		3.00		\$	8,096,000	\$	5,910,080	\$	2,185,920	
53	Seguin	30.0%	15.0%	22.5%		3.00		\$	7,200,000	\$	5,256,000	\$	1,944,000	
54	Whitestone	7.8%	4.4%	6.1%		1.00		\$	1,952,000	\$	1,424,960	\$	527,040	
55														
56								\$	32,000,000	\$	23,360,000	\$	8,640,000	
57	Each Municipality will pay their share based on the % in column C													

	Cost Sharing of Annual Operations Estimates	Options for Cost Sharing of Capital Costs w/o Grant Estimates	Options for Cost Sharing of Capital Costs w Grant Estimates
	YMCA Model	High	Grant portion: 73% High
\$	300,000	\$ 500,000	\$ 32,000,000.00
			\$ 8,640,000
\$	34,107	\$ 56,845	\$ 3,648,000
\$	27,471	\$ 45,786	\$ 2,944,000
\$	48,547	\$ 80,911	\$ 5,184,000
\$	27,759	\$ 46,265	\$ 2,976,000
\$	75,757	\$ 126,261	\$ 8,096,000
\$	67,436	\$ 112,393	\$ 7,200,000
\$	18,316	\$ 30,527	\$ 1,952,000
\$	-	\$ -	\$ -
\$	-	\$ -	\$ -
\$	299,392	\$ 498,987	\$ 32,000,000
			\$ 8,640,000

see table below for calculations (A+B)/2