



FOUNDATION DOCUMENT PART II: FUNDING THE RECREATIONAL FACILITIES AT CENTRAL PARK AND HERITAGE PARK

Chapter 2: Council Forms the Central Park Steering Committee and Approves Recommendations for a Multi- Use Recreational Facility

**Commissioner: The Honourable Frank N. Marrocco, Associate Chief
Justice, Superior Court of Justice, Ontario**

Please note that the statements in this Foundation Document have not been tested for the truth of their contents. The contents may be tested, challenged, supplemented, proven false, or discredited through the evidence called and the submissions made at the Inquiry. It will be for the Commissioner to consider all the evidence before ascribing any weight to anything contained in the Foundation Document

Chapter 2: Council Forms the Central Park Steering Committee and Approves Recommendations for a Multi-Use Recreational Facility

2.1 Central Park Steering Committee is Formed, Consults with Experts and Public and Issues Final Report Recommending a Multi-Use Recreation Facility

59. On March 28, 2011, Collingwood Council passed the following motion:

THAT Council of the Town of Collingwood herein endorse the concept of establishing a partnership with the Collingwood YMCA for recreational services;

AND FURTHER THAT Council support Town Staff together with the YMCA to continue to work cooperatively to investigate matters of design, cost and funding;

AND FURTHER THAT Council direct staff to work with key community leaders, organizations and agencies to seek alternative funding sources, including accessing any Provincial and Federal funding programs;

AND FURTHER THAT Council direct staff to facilitate a community consultation process for further input;

AND FURTHER THAT Council request that Staff report back to Council within approximately 8 weeks to present their findings and recommendations.

Council Minutes, March 28, 2011, [CJ10007982](#)

Central Park Development Concept: A Partnership between Town of Collingwood and YMCA, [TOC0009544](#), p 2-20

60. On May 2, 2011, Council established a volunteer steering committee (the “Central Park Steering Committee”) consisting of Rob Armstrong, Tom Coon and David Grass from the YMCA, and Collingwood residents Brian Saunderson, Terry Geddes, Claire Tucker-Reid, Dr. Don Paul, and Dr. Geoff Moran. The Central Park Steering Committee named Mr. Saunderson and Ms. Tucker Reid as co-chairs at its May 16, 2012 committee meeting.

Staff Report PRC2011-07, Central Park Concept Development Update, May 2, 2011, [TOC0009546](#)

Council Minutes, May 2, 2011 [TOC0000622](#)

Central Park Steering Committee Minutes, May 9, 2011, [TOC0218573](#), p 4-5

Central Park Steering Committee Minutes, May 16, 2011, [TOC0218573](#), p 1-3

[Summary Document 2-2](#): *The Work of the Central Park Steering Committee, May 2011-February 2012, chapter 1.2*

61. The Town asked the Central Park Steering Committee to develop a proposal for the construction of new recreational facilities in Central Park. Over a period of ten months, Central Park Steering Committee held meetings, organized public consultations, and consulted with WGD Architects Inc. (“WGD”) on design options for a potential facility. These activities are described in greater detail in [Summary Document 2-2](#).

Staff Report PRC2011-07, Central Park Concept Development Update, May 2, 2011, [TOC0009546](#)

Collingwood Council Minutes, May 2, 2011, [TOC0000622](#)

[Summary Document 2-2](#): *The Work of the Central Park Steering Committee, May 2011-February 2012*

62. On December 6, 2011, Councillor Dale West sent a copy of a Request for Quotations (“RFQ”) for a “Design, Build, Finance (DBF) services as part of a Public-Private-Partnership (P3) project with the Town for a new Multi-Use Recreational Facility (MURF) development within Central Park...” to Parks, Recreation and Culture (“PRC”) Director Marta Proctor, Councillor Keith Hull, CAO Kim Wingrove, Mayor Sandra Cooper, and Deputy Mayor Rick Lloyd. Councillor West explained that the Deputy Mayor had “adapted” an RFQ for the Central Park Project. In response, Councillor Hull wrote,

I was very impressed with the process that was undertaken by COLLUS. I would like to see a similar format used for this project. I am very concerned that we are about to embark on an exercise that has already been predetermined.

Email chain including Dale West, Marta Proctor, Keith Hull, Kim Wingrove, Sandra Cooper and Rick Lloyd, December 6-7, 2011, [TOC0070149](#)

[Summary Document 2-2](#): *The Work of the Central Park Steering Committee, May 2011-February 2012*

63. The Central Park Steering Committee published a final report dated March 5, 2012 (the “Steering Committee Report”). Fifty-five pages in length, the Steering Committee Report explained the Central Park Steering Committee’s process in determining a “recommended scenario” for Council to pursue. The process included reviewing six

conceptual designs by WGD, selecting two of those designs for further development, and presenting a recommended scenario to the public for feedback. A more detailed overview of WGD's work with the Steering Committee is included in

[Summary Document 2-2](#).

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 34

[Summary Document 2-2](#): *The Work of the Central Park Steering Committee, May 2011-February 2012, chapter 1.7*

64. The Central Park Steering Committee's recommended scenario was constructing a MURF at Central Park in partnership with the YMCA. The recommended MURF would include:

- a. A twin-pad arena;
- b. A new six lane 25m pool with deck space for competitions and viewing;
- c. Adaptation of the existing pool for "therapeutic and teaching" uses;
- d. Improvements to and integration of the existing curling rink;
- e. Common space for "community centre" uses;
- f. Family oriented park uses (such as playground and dog park);
- g. Integration of the lawn bowling green;
- h. Redevelopment of the baseball diamonds; and
- i. Park and site improvements to support the entire complex.

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 5

65. The Steering Committee Report projected a cost of \$35 million and recommended that the Town operate the MURF in partnership with the YMCA to reduce operating costs, stating:

While the specifics of the operating budget will be refined through further detailed design work and partnership agreement, the Committee has determined that the Recommended Development Scenario with a twin pad arena integrated with the

new pool facility will be less costly to run and maintain than options where the aging facility of the Eddie Bush Arena maintains its use.

The benefits of shared maintenance and operation of the facility between the Town and YMCA will provide overall cost savings.

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 5 - 6

66. The Central Park Steering Committee reported that it had explored potential funding options by reviewing similar projects in southern Ontario, and identified possible funding mechanisms, including development charges, Town reserves, debentures, public private partnerships, grants, and fundraising campaigns. The Steering Committee Report stated: “Thoroughly examining and identifying realistic options from all available sources will be a primary goal to inform next steps and define the project work plan and timetables.”

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 47

67. The Steering Committee Report included the following information about the public and stakeholder feedback it had received on the proposal to build a MURF:
- Support for the proposed multi-use facility concept that would form a Community Recreation Centre is very strong;
 - Support for a central location is very strong;
 - Support for partnerships is strong, with almost equal concern about ensuring that partnerships are well defined and executed to provide services and benefits to the public;
 - The use of taxes to pay for the development of this project is considered by most to be reasonable provided that there is perceived value for money;
 - While some funding of the project through taxation is supported, it appears that this support is generally in favour of a combination of new municipal taxes and reallocation of taxes; with a generally desired maximum funding through the combined tax sources being about 50%;
 - There is definitive interest in the Project providing opportunities for uses across all age groups and income ranges;
 - Overall there is strong recognition by the public that this Project cannot likely be funded entirely by the Municipality;

- In addition to the specific recreation needs focused on through the process, support for the Project is strongly tied to the social/community building value of the community recreation centre's common spaces and, the design of the building and Park as one cohesive project; and
- The community supports the Town providing recreational facilities and programs.

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 39-40

68. The Steering Committee Report recommended:

THAT Council:

- Endorse the recommended scenario for the redevelopment of Central Park and invest the necessary resources to complete the design development
- Commit necessary resources to determine community recreation program needs and respond to service gaps
- Establish a process to consider repurposing options for the Eddie Bush Facility
- Establish a reserve funding mechanism to adequately maintain facilities through a capital asset management program

THAT Council authorizes Town staff to execute the following:

- Develop a funding formula to support the implementation plan and establish associated timelines for this project
- Explore potential public private opportunities to attract investment capital for the Central Park Project by leveraging existing municipally owned assets
- Develop and launch in cooperation with the Simcoe-Muskoka YMCA, a capital fundraising campaign for the Central Park Project
- Develop a Joint Venture Agreement with the Simcoe-Muskoka YMCA that outlines an operating model and roles and responsibilities
- Develop a plan for relocating the existing ball diamonds based on feedback from slo-pitch and minor ball representatives

Central Park Redevelopment Project Final Report, March 5, 2012, [TOC0124036](#), p 48

2.2 March 5, 2012 Council Meeting: Council Receives the Central Park Staff Report, Authorizes Work on a Multi-Use Recreational Facility Funding Strategy and Defers Decision on Other Recommendations

69. Town Staff incorporated the Steering Committee Report into Staff Report PRC2012-05, “Central Park Redevelopment Project – Final Report and Recommendations” (the “Central Park Staff Report”). Staff presented the Central Park Staff Report at the March 5, 2012 Council Meeting.

Council Agenda, March 5, 2012, [CJ10008035](#)

Speaking Notes, Marta Proctor, undated, [TOC0122405](#)

Staff Report PRC2012-05, Central Park Redevelopment Project – Final Report and Recommendations, March 5, 2012, [TOC0124038](#)

70. The Central Park Staff Report recommended that Council pass the following resolutions:

THAT Council endorse the recommended scenario for the redevelopment of Central Park;

And THAT Council approve the development of a Funding Strategy with recommendations to be presented within 6 months;

And THAT Council authorize Town Staff to develop actions and timelines for all other recommendations as outlined in the Steering Committee final report to be presented within 6 months.

Staff Report PRC2012-05, Central Park Redevelopment Project – Final Report and Recommendations, March 5, 2012, [TOC0124038](#)

71. The Central Park Staff Report discussed the importance of establishing a funding strategy and identifying potential funding sources, including public private partnerships (“PPP”). The Central Park Staff Report noted that the 2012 budget included funding to develop a funding strategy and sought Council authorization to retain an external consultant to conduct a market sounding to evaluate the viability of a PPP. The Central Park Staff Report also sought Council’s instruction to work co-operatively with the YMCA on a capital funding campaign.

Staff Report PRC2012-05, Central Park Redevelopment Project – Final Report and Recommendations, March 5, 2012, [TOC0124038](#)

72. Council voted unanimously to approve the development of a funding strategy for the Central Park MURF that would provide recommendations within 6 months. Council deferred the other recommendations in the Central Park Staff Report until March 19, 2012, including the recommended scenario and authorizing Staff to develop actions and timelines for the other recommendations.

Council Resolution No 089, 090, 091, March 5, 2012, [TOC0009551](#)

Council Minutes, March 5, 2012, [TOC0000647](#)

2.3 Ameresco Meets with the Town about the Proposed Multi-Use Recreational Facility

73. Ameresco, Inc. (“Ameresco”) is an American company with a Canadian subsidiary that specializes in green energy projects. In September and October 2011, Ameresco’s Director of Construction, Frank Miceli, met with Ken Hale, a project manager with the engineering firm Greenland International Consulting Ltd. (“Greenland”), to discuss making an unsolicited proposal to the Town of Collingwood for a MURF in Central Park. Greenland had previously worked with the Town on the Heritage Park revitalization project, which is described in [Summary Document 2-1](#). Ameresco’s activities between September 2011 and February 2012 are detailed in [Summary Document 2-2](#).

“Company Pitches Central Park Partnership”, Morgan Ian Adams, Enterprise-Bulletin, July 16, 2012, [AME0000018](#)

Email chain involving Mark Palmer, Frank Miceli, Ken Hale and Anthony Da Silva, September 27-October 3, 2011, [CJ10006030](#)

[Summary Document 2-1](#): Collingwood Recreation Facility History: May 2003-January 2012, chapters 1.6, 1.9

74. On February 21, 2012, Ameresco sent a letter to Mayor Sandra Cooper requesting the opportunity to meet with Council “regarding a proposal we have prepared for the realization of the multi-use recreational facility Town of Collingwood has been discussing for years”. Ameresco asked to present “in an official manner that will also safeguard our confidential and proprietary solutions”.

Letter from Anthony DaSilva to Sandra Cooper, Rick Lloyd, Ian Chadwick, Sandy Cunningham, Mike Edwards, Joe Gardhouse, Keith Hull, Kevin Lloyd and Dale West, February 21, 2012, [AME000007](#)

75. After the Steering Committee's Final Report was presented to Council on March 5, 2012, Councillor Dale West emailed Mayor Sandra Cooper, Deputy Mayor Rick Lloyd, and CAO Kim Wingrove, writing that he felt it was "still appropriate to contact Ameresco" to set up a meeting. Deputy Mayor Rick Lloyd replied directly to Councillor West:

Yes but we really should go into RFQ as meeting with Ameresco could put them and the Municipality in conflict as we will have received all their information then go out publicly for RFQs. This could be very unfair to Ameresco and maybe a potential liability to the town if it appears that we shop their idea specially if another firm puts forth a similar proposal and we select another firm.

That is why months ago that I wanted to go RFQ .

We need to do this right

Email chain including Dale West, Sandra Cooper, Rick Lloyd and Kim Wingrove, March 5, 2012, [TOC0116443](#)

76. Councillor West replied that the meeting could be to discuss Ameresco's idea without going into "heavy details", to let them know that their interest was appreciated and to let them know why "we would be concerned if they spilled to many details". Councillor West concluded, "somehow we need to make sure they stay interested". Deputy Mayor Lloyd responded, "I agree".

Email exchange including Dale West, Sandra Cooper, Rick Lloyd and Kim Wingrove, March 5, 2012, [TOC0116443](#)

77. On March 13, 2012, Kim Wingrove asked Shelley Fuhre, the Mayor's Executive Assistant, to arrange a meeting with Anthony Da Silva, Marta Proctor, Mayor Sandra Cooper, and Councillor Dale West in April. Ms. Fuhre forwarded the email to the proposed attendees, inquiring about availability. Councillor West replied to all recipients and asked whether Councillor Keith Hull and Deputy Mayor Rick Lloyd should also be invited, as Councillor Hull was on the Parks and Recreation Committee and "the DM because of possible budget implications." CAO Wingrove replied:

I wondered who would be best to include at this stage. My only concern is with prejudicing a potential procurement. I want to keep this very clean and fair. If we have significant meetings with a particular proponent, who ends up being successful in an RFP, and someone should object – it might be difficult to claim that we were entirely impartial in our decision making. If you want to have a larger group, we can make that happen if we are careful about the agenda and taking good notes.

Email chain including Kim Wingrove, Shelley Fuhre, Dale West, Marta Proctor, Anthony Da Silva, and Sandra Cooper, March 13, 2012, [TOC0121728](#)

78. Councillor Dale West replied: “Yes it is a fine line depending on how much they want to reveal or discuss about the plan. Can offer the others the option I guess.”

Email chain involving Kim Wingrove, Shelley Fuhre, Dale West, Marta Proctor, Anthony Da Silva, and Sandra Cooper, March 13, 2012, [TOC0121728](#)

79. On March 15, 2012, Shelley Fuhre sent a calendar invitation for an April 17, 2012 meeting between Anthony Da Silva, Mayor Cooper, Councillor Dale West, and Marta Proctor. Councillor Dale West forwarded the invitation to Deputy Mayor Rick Lloyd.

Letter from Frank Miceli to Detective Constables Beverley-Ann Mackey and Marc L. Lapointe, June 14, 2013, [AME0000001](#)

Calendar Invitation from Shelley Fuhre to Marta Proctor, Kim Wingrove, Sandra Cooper, Dale West, Anthony DaSilva, cwaye@ameresco.com, and Frank Miceli, “Meeting w/ Mr. Da Silva (Central Park Project)”, March 15, 2012, [TOC0143122](#)

Forward of Calendar Invitation from Dale West to Rick Lloyd, April 17, 2012, [TOC0143121](#), [TOC0143122](#)

2.4 Council Approves the Deferred Central Park Staff Report Recommendations “In Principle”

80. Council held a Planning and Development Meeting on March 19, 2012.

Council Agenda, March 19, 2012 [CJ10008038](#)

Council Minutes, March 19, 2012, [TOC0000651](#)

81. Before the meeting, Councillor Dale West emailed Clerk Sara Almas and Marta Proctor, asking that the phrase “in principle” be added to the motions to be voted on that evening.

Email chain including Dale West, Sara Almas, Marta Proctor, Sandra Cooper, and Kim Wingrove, March 19, 2012, [TOC0125169](#)

82. The minutes of the March 19, 2012 Planning and Development Meeting record that Council voted unanimously in favour of the two recommendations from the Central Park Staff Report they had deferred at the March 5, 2012 Council meeting: (i) that “Council endorse, in principle, the recommended scenario for the redevelopment of Central Park”, and (ii) that “Council authorize Town Staff to develop actions and timelines for all other recommendations as outlined in the Steering Committee final report to be presented within 6 months.”

Council Minutes, March 19, 2012, [TOC0000651](#)

Council Resolution No 116, March 19, 2012, [TOC0009552](#)

2.5 A Sprung Sales Representative Approaches the Central Park Steering Committee Co-Chair

83. On March 27, 2012, Central Park Steering Committee Co-Chair Brian Saunderson emailed Co-Chair Claire Tucker-Reid and Marta Proctor, advising that he had received a call from his old high school teacher, Patrick Mills, who was now a “...front man for a Canadian company, Sprung that builds arena’s and rec centres”. Mr. Saunderson forwarded an email chain in which Mr. Mills asked to meet Mr. Saunderson to discuss Sprung and Collingwood’s recreation needs, writing:

I am feeling increasingly awkward as I thought this was more of a social visit as opposed to a business one. I had a look at some of the info he sent me and don't believe these "tent-type" buildings would be a good fit - I will send you the info he sent me.

Should I be blowing this off for now - saying that I am in a conflict? I don't want to be connected to any particular group, builder etc.

Email chain including Patrick Mills, Brian Saunderson, Marta Proctor, and Claire Tucker-Reid March 27, 2012, [TOC0131822](#)

84. Marta Proctor replied to Brian Saunderson that he could tell Patrick Mills that the Central Park Project was not considering design features yet.

*Email chain including Patrick Mills, Brian Saunderson, Marta Proctor, and Claire Tucker-Reid
March 27, 2012, [TOC0131863](#)*

2.6 Internal and External Council Communications about CAO Kim Wingrove; Council Discharges the CAO and Appoints Ed Houghton Acting CAO; Acting CAO Houghton Forms a Town Executive Management Committee (the “EMC”)

85. On March 2, 2012, Deputy Mayor Rick Lloyd forwarded Paul Bonwick an email chain between Mayor Sandra Cooper and CAO Kim Wingrove in which Mayor Cooper instructed CAO Wingrove to “stand down” in respect of a matter involving the water utility.

Email chain including Sandra Cooper, Kim Wingrove, Dean Muncaster, Rick Lloyd and Paul Bonwick, March 2, 2012, [TOC0114739.0001](#)

86. On March 10, 2012 at 5:45 pm, Deputy Mayor Rick Lloyd emailed Mayor Sandra Cooper and Paul Bonwick about CAO Kim Wingrove:

Sandra I would really like to meet with you and Paul ASAP.

I need to discuss my concerns I have about Kim. I have had enough and the lack of ability...

I haven't really expressed how I really feel YET!!!! But feel if we don't deal with her I'm going to explode!!!!

Email from Rick Lloyd to Sandra Cooper and Paul Bonwick, March 10, 2012, [TOC0119774.0001](#)

87. A minute later, Deputy Mayor Lloyd sent a separate email to Mr. Bonwick that said, “Hehehehehehehe”.

Email from Rick Lloyd to Paul Bonwick, March 10, 2012, [TOC0119766.0001](#)

88. Mayor Cooper replied to Deputy Mayor Lloyd’s email at 5:53 pm on March 10, 2012: “I will call you shortly!!” The next day, March 11, 2012, Mr. Bonwick emailed Mayor Cooper in response to Deputy Mayor Lloyd’s March 10, 2012 email about CAO Wingrove, asking her to give him a call.

Email chain including Sandra Cooper, Rick Lloyd and Paul Bonwick, March 10, 2012, [TOC0119774.0001](#)

Email chain including Sandra Cooper, Rick Lloyd and Paul Bonwick, March 10-11, 2012, [TOC0119889.0001](#)

89. On April 2, 2012, Council moved into closed session and considered a CAO Performance Review. CAO Wingrove was given notice of termination the next day.

Foundation Document 1, chapter 6.7

90. During the Council meeting on April 2, 2012, Deputy Mayor Rick Lloyd emailed Paul Bonwick: "DONE!!". Mr. Bonwick replied: "Are we discussing termination or Di Poce?" Deputy Mayor Lloyd replied: "Most important THE. Termination". Deputy Mayor Lloyd then indicated he had tried to call Mr. Bonwick.

Email chain including Rick Lloyd and Paul Bonwick, April 2, 2012, [TOC0136138.0001](#)

91. Deputy Mayor Lloyd emailed Mayor Sandra Cooper on April 10, 2012 at 1:27 pm, after receiving the Special Council Meeting Agenda for April 12, writing: "I though you were going to place Personel Personal on the Incamera agenda? Re: Acting CAO". Deputy Mayor Lloyd forwarded his email to Mr. Bonwick, adding: "?????????????"

Email chain and attachment including Tara Warder, Rick Lloyd, Sandra Cooper, and Paul Bonwick, April 10, 2012, [TOC0139448.0001](#) and [TOC0139448.0001.0001](#)

92. At 5:43 pm on April 10, 2012, Acting Deputy Clerk Tara Warder circulated a "revised Special Meeting Council Agenda" for the April 12 meeting. The revised agenda included "Discussion re: Acting CAO". Deputy Mayor Lloyd forwarded this email to Paul Bonwick.

Email chain and attachment including Tara Warder, Rick Lloyd, and Paul Bonwick, April 10, 2012, [TOC0139664.0001](#) and [TOC0139664.0001.0001](#)

93. On April 10, 2012, Councillor Keith Hull sent an email to Council and Clerk Almas, writing, "I will not be able to attend Thursday's meeting. Why can these items not wait until Monday?" Councillor Joe Gardhouse replied and agreed, noting: "We certainly don't need to making big decisions with a councillor not present unless it's absolutely necessary". Deputy Mayor Lloyd forwarded the email chain to Mr. Bonwick, who replied: "Who cares what he says...tell Sandra to stay the course..he never takes an interest anyway!"

Email chain including Tara Warder, Keith Hull, Town Councillors, Sara Almas, Sandra Cooper, Joe Gardhouse, Paul Bonwick, and Rick Lloyd, April 10-12, 2012, [TOC0141024.0001](#)

Email chain and attachment including Tara Warder, Rick Lloyd, and Paul Bonwick, April 10, 2012, [TOC0139664.0001](#) and [TOC0139664.0001.0001](#)

94. Mayor Cooper responded to Councillor Hull, the other members of Council and Sara Almas at 7:55 pm on April 10, 2012, writing,

The Eden Oak/ Liberty item is very much about timing. The pre-hearing is scheduled for Monday, April 16th.

It is imperative council be informed and this matter can be resolved prior to the pre-hearing...

The item regarding CAO by-law must come forward due to documents that will signing authority.

There is an update from the treasurer about the Collus promissory note. This is important as a timing issue also.

If you have further questions, please call or email.

Email chain including Tara Warder, Keith Hull, Sandra Cooper, and Sara Almas, Town Councillors, April 10, 2012, [TOC0139697](#)

95. On April 12, 2012, Collingwood Town Council voted to appoint Ed Houghton as acting CAO.

Foundation Document 1, chapter 6.7

2.7 Collingwood Issues a Request For Proposals for a Market Sounding of Public Private Partnership Funding Opportunities

96. On April 5, 2012, the Town issued a Request for Proposals for Market Sounding and Private Public Partnership Opportunities with a deadline of April 23, 2012 (the "Market Sounding RFP"). The Market Sounding RFP stated that the goal of the market sounding process was to "identify opportunities to leverage existing municipally owned assets that could generate investment capital or an ongoing revenue stream to assist in funding a \$35 million multi use community recreation project."

Request for Proposals For Market Sounding of PPP Opportunities, PRC 2012-07, April 5, 2012, [CPS0003182](#)

2.8 A Sprung Sales Representative Seeks a Meeting with Acting CAO Ed Houghton

97. On April 13, 2012, Sprung Sales Representative Patrick Mills went to Acting CAO Ed Houghton's office to introduce himself, but Mr. Houghton was not available. On April 16, 2012, Mr. Mills sent Mr. Houghton an introductory email. In the email, Mr. Mills introduced Sprung, provided a link to Sprung's website and stated, "Sprung will be able to build you a wonderful double pad ice arena and a swimming complex that will tie the Curling Building and YMCA together to create a very exciting athletic complex for Collingwood." Mr. Mills asked to meet with Mr. Houghton.

Email from Shelley Fuhre to Ed Houghton, April 13, 2012, [EHH0000018](#)

Email from Patrick Mills to Ed Houghton, April 16, 2012, [EHH0000019](#)

2.9 Ameresco Presents an Idea for Multi-Use Recreational Facility to Members of Council and Staff, and Awaits a Formal Request for Proposals

98. On April 17, 2012, Ameresco and Greenland representatives made a presentation to members of Council, Staff and the Central Park Steering Committee. Ameresco prepared a slide presentation for the meeting that included an overview of Ameresco's ideas for redeveloping Central Park with a MURF facility.

Calendar Invitation from Shelley Fuhre to Marta Proctor, Kim Wingrove, Sandra Cooper, Dale West, Anthony DaSilva, cwaye@ameresco.com and Frank Miceli, "Meeting w/ Mr. DaSilva (Central Park Project)", March 15, 2012, [TOC0143122](#)

Forward of Calendar invitation from Dale West to Rick Lloyd, April 16, 2012, [TOC0143121](#), [TOC0143122](#)

Ameresco Power Point Presentation to Town of Collingwood, Multi Use Recreational Facility – Central Park, April 2012, [AME0000010](#)

Email chain including Frank Miceli, Sandra Cooper, Rick Lloyd, Keith Hull, Dale West, Ed Houghton, Marta Proctor, Mike Edwards, Kevin Lloyd, Ian Chadwick, Sandy Cunningham, Joe Gardhouse, Anthony Da Silva, Terry Geddes, Mark Palmer, Jim Hartman, and Ken Hale, April 24-25, 2012, [AME0000012](#)

99. Mark Palmer of Greenland prepared speaking notes for the presentation. They noted that Ameresco had partnered with Greenland to "seek out a Simcoe County community

where it could help finance and construct a new Public-Private Partnership (or P3) for a local/high need recreational project”. At the meeting, Ameresco presented a plan for a proposed MURF that could:

- 1) resolve key unresolved issues at hand today;
- 2) be incorporated into the Town’s preferred MURF option;
- 3) provide other net public benefits (clean energy) that have not been identified; and,
- 4) help expedite the current process so that a “bricks and mortar” project can be completed in the next 2 years and at a much lower cost.

Email and attachment from Mark Palmer to Kevin Lloyd, May 23, 2012, [TOC0160863](#) and [TOC0160864](#)

100. On April 24, 2012, Frank Miceli of Ameresco emailed members of Council and Staff to thank them for the meeting and wrote, “We look forward to responding to a formal call for proposals.” Councillor Dale West replied, “Good of you to come up again and meet with us. I think you were able to provide a lot of food for thought for staff and the councillors present.”

Email chain including Frank Miceli, Sandra Cooper, Rick Lloyd, Keith Hull, Dale West, Ed Houghton, Marta Proctor, Mike Edwards, Kevin Lloyd, Ian Chadwick, Sandy Cunningham, Joe Gardhouse, Anthony Da Silva, Terry Geddes, Mark Palmer, Jim Hartman, and Ken Hale, April 24-25, 2012, [AME0000012](#)

2.10 A December 2011 Draft Request for Quotations for Public Private Partnership Funding for the Multi-Use Recreational Facility is Raised

101. On April 23, 2012, Marta Proctor forwarded Town Manager of Fleet, Facility and Purchasing Dave McNalty a December 6, 2011 email from Councillor Dale West attaching a draft RFQ for PPP funding for the Central Park MURF. Ms. Proctor wrote, “Attached is the RFP which we discussed last week. I’m hoping we can talk at some point about the framing of our expression of interest.”

Email and attachment from Marta Proctor to Dave McNalty, April 23, 2012, [TOC0146713](#) and [TOC0146714](#)

102. On April 27, 2012, Marta Proctor forwarded another version of the draft RFQ to Dave McNalty stating, “Here is the RFQ again, but the intro below might have helpful elements for the expression of interest.” Beneath Ms. Proctor’s email was an email from Frank Miceli addressed to Mayor Cooper, Deputy Mayor Lloyd, Keith Hull, Dale West, Ed Houghton and Marta Proctor. In the email, Mr. Miceli noted:

I mentioned briefly at our meeting last week that we had available a draft of a ‘qualification’ document that might be helpful in your procurement process for hiring a firm to deliver your Multi-Use Recreational Facility. I have attached the template document for your review and use, as you see fit.

The philosophy behind the document is that The Town of Collingwood would be requesting information from interested parties regarding their qualifications to deliver this project within the broad terms of current scope, the proposed project delivery method and the various options for financing...

Email chain and attachment including Marta Proctor, Dave McNalty, Sandra Cooper, Rick Lloyd, Keith Hull, Dale West, Ed Houghton, Marta Proctor, Mike Edwards, Kevin Lloyd, Ian Chadwick, Sandy Cunningham, Joe Gardhouse, Anthony Da Silva, Terry Geddes, Mark Palmer, Jim Hartman and Ken Hale, April 27, 2012, [TOC0149680](#) and [TOC0149681](#)

2.11 Acting CAO Ed Houghton Meets with a Sprung Representative

103. On April 18, 2012, Ed Houghton sent Marta Proctor a calendar invitation for an April 27, 2012 “Meeting with Pat Mills, Sprung Building”. Ms. Proctor advised Mr. Houghton that she had a scheduling conflict and asked if she should reschedule to attend the Sprung meeting. Mr. Houghton responded: “No the guy is just a salesman but I didn’t want to say no to him considering Ameresco.”

Calendar Invitation from Ed Houghton to Marta Proctor, “Meeting with Pat Mills, Sprung Buildings”, April 18, 2012, [TOC0144279](#)

Email chain including Ed Houghton, Marta Proctor, and Pam Hogg, April 18, 2012, [TOC0144350](#)

104. On April 20, 2012, Pat Mills exchanged emails with Pam Hogg, Ed Houghton’s assistant, arranging a meeting for April 25, 2012 at 10 am at the Park Hyatt hotel in Toronto.

Email chain including Pat Mills and Pam Hogg, April 20, 2012, [CJI0011211](#)

105. On April 26, 2012, Pat Mills emailed Ed Houghton to thank him "...for taking the time to chat about Sprung Buildings". Mr. Mills wrote:

...

Thank you for offering to let me know when you will welcome "Expressions of Interest". As soon as I hear from you we will respond promptly.

I believe you said you return from Naples the week of May 12th. Should I call Pam Hogg and arrange a time to meet The Central Park committee in Collingwood? Our team would welcome an opportunity to present.

Email from Patrick Mills to Ed Houghton, April 26, 2012, [EHH0000021](#)

106. Patrick Mills sent a similar email to Ed Houghton on May 3, 2012.

Email from Patrick Mills to Ed Houghton and Pam Hogg, May 3, 2012, [TOC0152357](#)