



## The Blue Mountains Attainable Housing Corporation Gateway Project Design Guidelines Task Force

### TERMS OF REFERENCE

#### 1. PURPOSE

The Blue Mountains Attainable Housing Corporation (BMAHC) is seeking input from the Town of The Blue Mountains community as BMAHC develops design guidelines for inclusion in the Request For Proposals (RFP) for the design and construction of attainable housing units on the Gateway site. BMAHC has established a Task Force for the purposes of assembling input on these design guidelines. This Task Force shall be known as The Blue Mountains Attainable Housing Corporation Gateway Project Design Guidelines Task Force or the “Task Force”.

#### 2. MANDATE

The mandate of Task Force is to assist BMAHC, *in an advisory capacity only*, on matters relating to the design guidelines that will be included in the RFP and form part of the RFP evaluation and selection of a design builder. The design guidelines will supplement the Town’s Community Design Guidelines and establish attainable housing design guidelines specific for the Gateway site. These design guidelines may serve as a model for BMAHC to use for future attainable housing design guidelines.

It is recognized that the project design guidelines must take into account that the authority for site plan approval falls under municipal authority and that the BMAHC Board and Town Council have provided direction to staff to consider Official Plan and Zoning Bylaw amendments that may permit a height of up to five stories.

The design guidelines recommended by the Task Force:

- must consider building mass and orientation that may require an Official Plan Amendment or a Zoning Bylaw Amendment in order to be implemented,
- must consider mixed market units including any of:
  - market residential rental,
  - residential condominium units,
  - commercial rental, or
  - commercial condominium units

as part of the design in order to provide financial support for the overall capital and operating costs of the site, and more specifically to keep the attainable residential rental units within the affordability target set out in BMAHC's Eligibility Policy,

- must consider design parameters that will allow the building to achieve high levels of energy efficiency and environmental sustainability,
- must consider design parameters for landscaping and that protect the maximum number of trees and green space as possible currently on the site,
- must consider design parameters that deliver the maximum number of attainable suites as possible given the site and other constraints,
- must consider design parameters that, given the site and other constraints, deliver local amenities for the residents use as possible,
- must consider maximum occupant safety and efficient facility maintenance,
- must consider building design details and the inclusion of high-quality building materials,
- must consider occupant inclusivity, accessibility for disabilities, and innovation,
- must consider design parameters that support a financial model that provides for the projected residential and commercial rental income to cover 100% of the capital and operating costs associated with the site, using attainable rental rates that fit with BMAHC's business plan, and using financial parameters and funding that are achievable by BMAHC.

### **3. MEMBERSHIP**

The Task Force will be comprised of Ten (10) members (the "Members") with the composition as follows:

#### **Non-Public Members:**

- One (1) member representing BMAHC, who shall also act as Chair;
- One (1) member of Town staff representing the Town of The Blue Mountains; and
- One (1) member representing BMAHC's Development manager.

#### **Public Members:**

BMAHC will make all reasonable attempts to seek and encourage participation from the following groups. These groups are identified as those representing broad interests and perspectives within the community or residential areas in proximity to the Gateway site.

- One (1) public member residing on Bay Street;
- One (1) public member representing the Blue Mountains Rate Payers Association;
- One (1) public member residing on Arthur Street East;

- One (1) public member who is also a Prospective Tenants of the Gateway Project and is appointed by BMAHC based upon a list of prospective tenants that BMAHC has assembled as of September 21, 2020;
- One (1) public member who is a member of and is recommended by the Blue Mountains Chamber of Commerce;
- One (1) public member who is a member of and is recommended by the Blue Mountains Climate Action Now; and
- One (1) public member who is a member of and is recommended by the Blue Mountains Village Association.

**Advisory Participants:**

The Task Force will have Participants (“Participants”) with the composition as follows:

- One (1) representative of the Towns Communication Committee;
- One (1) Representative of the Towns Sustainability Committee;
- One (1) representative of the Towns Economic Development Advisory Committee;
- One (1) representative of the Beaver Valley Outreach; and
- One (1) representative of Grey County.

Addition or removal of Participants may be considered on an as-required basis by the Members.

The Public Member representing prospective tenants will be selected by BMAHC based soliciting expressions of interest from BMAHC’s Gateway Registration list of persons interested in being a tenant.

The Task Force will attempt to reach a consensus on matters contained in its recommendations to BMAHC. On matters that a consensus cannot be met, it should be so noted in the Task Force report to BMAHC Board. No formal voting is required.

**Term of the Task Force:**

The Task Force shall have a term from the date upon which the Board makes the membership selection until its work has been completed or November 30<sup>th</sup> 2020, whichever is the earlier.

**Public Members will:**

- Have demonstrated expertise in their affiliation(s);
- Be able to allocate the time necessary to attend the pre- scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;

- Demonstrate a strong interest in and commitment to remaining informed on the Gateway Site issues;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of building attainable housing for the Town; and
- Reside within The Town of The Blue Mountains or represent a business, organization, service, or not for profit organization located in the Town of The Blue Mountains.

**Advisory Participants will have:**

1. Demonstrated expertise in the area being represented;
2. Previously demonstrated a strong interest in and commitment to remaining informed on community issues;
3. The ability to prepare and present subject matter expertise as it relates to establishing attainable housing design guidelines for relevant consideration of the Task Force;
4. The ability to allocate sufficient time for participation in meetings with the Task Force on an as needed basis; and
5. The responsibility to communicate and provide updates to the groups being represented.

**Sub-Committee:**

Due to the specific subject matter of the Task Force, sub-committees will not be considered.

**4. REMUNERATION**

No compensation shall be made to members of the Task Force for their participation.

**5. MEETING TIME AND LOCATION**

Given the tight timelines for the work, the meeting schedule of the Task Force will be set by the Executive Director of BMAHC and will not be changed or altered. It is expected that this Task Force will deliver Project Design Guidelines by mid-November 2020.

**6. AGENDA, MINUTES & PROCEDURE & OTHER MATTERS**

Agenda items will be set by the Chair.

Minutes will be kept by an individual assigned to the Task Force by the Town of The Blue Mountains to act as a Recording Secretary.

Minutes of each meeting shall be distributed to all Members prior to the next meeting and adopted at the subsequent meeting.

Any Members with a personal relationship, financial or controlling interest, or a former employment relationship with a bidder that would be participating in the RFP process must not participate in the Task Force.

The general public is welcome to address the Task Force by written form only, and the Committee will receive and consider written input from the general public.