



# Staff Report

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## Administration

**Report To:** The Blue Mountains Attainable Housing Corporation  
**Meeting Date:** September 5, 2019  
**Report Number:** FAF.19.134  
**Subject:** The Blue Mountains Attainable Housing Corporation DRAFT Purchasing Policy – Follow-up from Public Meeting  
**Prepared by:** Sarah Merrifield, Executive Assistant Committees of Council

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### A. Recommendations

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THAT The Blue Mountains Attainable Housing Corporation receive Staff Report FAF.19.134, entitled “The Blue Mountains Attainable Housing Corporation DRAFT Purchasing Policy - Follow-up from Public Meeting”;

AND THAT The Blue Mountains Attainable Housing Corporation acknowledge receipt of Public Meeting comments arising from the August 1, 2019 Public Meeting;

AND THAT The Blue Mountains Attainable Housing Corporation approve use of the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 as amended from time-to-time for all Corporation-related procurement activities;

AND THAT The Blue Mountains Attainable Housing Corporation request Town staff to provide notice to The Blue Mountains Attainable Housing Corporation when proposing updates to the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 for information purposes, and to provide an opportunity to comment on matters that may affect the Corporation’s purchasing activities.

### B. Overview

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This report provides follow-up to The Attainable Housing Corporation regarding the Public Meeting comments that were received and seeks the Board’s endorsement of POL.COR.07.05 Purchasing of Goods and Services Policy, (“Purchasing Policy”) provided as Attachment 1.

## C. Background

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At the May 21, 2019 Attainable Housing Corporation (“Corporation”) meeting, the following direction was provided to Town of The Blue Mountains (“Town”) staff:

THAT the Attainable Housing Corporation receive Staff Report FAF.19.064, entitled “Attainable Housing Corporation Meeting Structure”;

AND THAT the Attainable Housing Corporation selects Option 2 as substantively outlined in report FAF.19.064, being:

THAT The Blue Mountains Attainable Housing Corporation be treated as a separate legal entity [wholly owned and controlled by the Town], confirming the Corporation:

- a. Acknowledges the *Municipal Act, 2001* and the Town’s Procedural By-law do not apply to Corporation proceedings;
- b. will amend the Corporation’s by-laws, policies, and procedures which establish the rules respecting the calling and conduct of its meetings to include aspects of the Town’s Procedural By-law, including:
  - i. rules around open and closed session meetings;
  - ii. locations, meeting times and notice;
  - iii. special, regular, and annual meetings of the Corporation;
  - iv. role of the Board of Directors;
  - v. conduct of Directors;
  - vi. order of business;
  - vii. deputations and public comment periods, etc.;
  - viii. will provide notice of meetings to Directors of the Attainable Housing Corporation and members of the public, Carried.

With this Resolution, the Corporation, while a separate legal entity, confirmed its commitment to adhering to Town practices and protocol with respect to Corporation proceedings.

The May 21, 2019 Corporation meeting also resulted in the following direction with respect to a Draft Attainable Housing Corporation Purchasing Policy:

THAT the Attainable Housing Corporation provide direction to Town staff to post the DRAFT Attainable Housing Corporation Purchasing Policy to the Attainable Housing Corporation website to receive comments from members of the public and Town staff utilizing the Public Meeting Process;

AND THAT the Attainable Housing Corporation direct Town staff to hold a Public Meeting at the regularly scheduled Attainable Housing Corporation meeting following the 21-day notification period so comments can be provided by Town staff and members of the public for consideration by the Attainable Housing Corporation Board of Directors, Carried.

From direction received, a Public Meeting was scheduled and advertised for Thursday, August 1, 2019 in accordance with the Town's Public Meeting Process.

## **D. Analysis**

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A summary of the comments received at the August 1, 2019 Public Meeting are noted below:

1. Town of The Blue Mountains
  - a. The Corporation could consider using the Town's Purchasing of Goods and Services Policy as its own, rather than creating a new one;
  - b. The Town's Purchasing Policy is currently under review and can include reference to its use by the Corporation, including:
    - i. Modify "Application" section to state: "This policy applies to The Blue Mountains Attainable Housing Corporation with respect to the Corporation's procurement activities";
    - ii. Modify "Authorizations" section to state: "With regard to The Blue Mountains Attainable Housing Corporation (the Corporation), the Corporation has authority for all expenditures through their own budget. The Corporation provides authority for Town Staff to initiate procurement processes for goods, services, and construction. All procurement processes will be presented to the Corporation for award";
    - iii. Modify "Authority to Award" section to reference the Corporation having authority to award bids via Corporation resolution;
    - iv. Modify "Authority for Payment" section to reference the Corporation Executive Director as having payment authority for general purposes-day-to-day departmental requirements to a limit of \$25,000.

Town staff are recommending the Corporation approve the following:

THAT The Blue Mountains Attainable Housing Corporation receive Staff Report FAF.19.134, entitled "The Blue Mountains Attainable Housing Corporation DRAFT Purchasing Policy - Follow-up from Public Meeting";

AND THAT The Blue Mountains Attainable Housing Corporation acknowledge receipt of Public Meeting comments arising from the August 1, 2019 Public Meeting;

AND THAT The Blue Mountains Attainable Housing Corporation approve use of the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 as amended from time-to-time for all Corporation-related procurement activities;

AND THAT The Blue Mountains Attainable Housing Corporation request Town staff to provide notice to The Blue Mountains Attainable Housing Corporation when proposing updates to the Town of The Blue Mountains Purchasing of Goods and Services Policy, POL.COR.07.05 for information purposes, and to provide an opportunity to comment on matters that may affect the Corporation's purchasing activities.

## **E. The Blue Mountains Strategic Plan**

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Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

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N/A

## **G. Financial Impact**

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Town staff time associated with procurement for the Attainable Housing Corporation will be tracked and reported to Council through the Monthly Flash Reports.

## **H. In consultation with**

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Shawn Everitt, Chief Administrative Officer

Ruth Prince, Director of Finance and IT Services

Serena Wilgress, Manager of Purchasing and Risk Management

## **I. Public Engagement**

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The topic of this Staff Report has been subject to a Public Meeting which took place on Thursday, August 1, 2019. In response to the Public Meeting, comments were received from The Town of The Blue Mountains, and are outlined in the Analysis section of this report.

## **J. Attached**

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1. POL.COR.07.05 Purchasing of Goods and Services Policy, Town of The Blue Mountains

Respectfully Submitted,

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Sarah Merrifield  
Executive Assistant Committees of Council

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Shawn Everitt  
Interim Chief Administrative Officer

For more information, please contact:  
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