



## **B. Staff Reports and Deputations**

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### **B.1 Deputations, if any**

None

### **B.2 Public Comment Period (each speaker is allotted three minutes)**

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Attainable Housing Corporation matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters.

None

### **B.3 Staff Reports, if any**

None

## **C. Matters for Discussion**

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### **C.1 Blue Mountains Attainable Housing Corporation Business Model**

NOTE: Draft Blue Mountains Attainable Housing Corporation Business Model included for reference.

Moved by: Andrew Siegart

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation approves The Blue Mountains Attainable Housing Corporation Conceptual Business Model, with identified revisions, dated June 2019, Carried.

### **C.2 Consideration of the adoption of the Town's Code of Conduct Policy for Attainable Housing Corporation Board of Directors**

NOTE: Town of The Blue Mountains POL.COR.07.07 Code of Conduct for Members of Council and Local Boards is included for information purposes.

Moved by: Alar Soever

Seconded by: Patrick Gourlay

WHEREAS The Blue Mountains Attainable Housing Corporation is a separate, wholly-owned Corporation of the Town of The Blue Mountains;

AND WHEREAS The Blue Mountains Attainable Housing Corporation acknowledges the *Municipal Act, 2001* and the Town's Procedural By-law do not apply to Corporation proceedings;

AND WHEREAS The Blue Mountains Attainable Housing Corporation Board of Directors, with the exception of the appointed Municipal Members, do not formally adhere to POL.COR.07.07 Code of Conduct for Members of Council and Local Boards;

AND WHEREAS The Blue Mountains Attainable Housing Corporation is amending its operating procedures to reflect the Town of The Blue Mountains Procedural By-law relating to the calling and conduct of meetings;

THEREFORE BE IT RESOLVED THAT The Blue Mountains Attainable Housing Corporation approves use of POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as amended from time-to-time, for Corporation purposes, and agrees that members of The Blue Mountains Attainable Housing Corporation, both Municipal Members, and non-Municipal Members, shall adhere to POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as amended from time-to-time, Carried.

**C.3 Request for Information 2019-61-P-AHC Update (verbal) – Councillor Sampson**

Councillor Sampson advised the group that due to the Closed Session portion of the meeting, the discussion needed to remain focused.

Councillor Sampson noted Council, at the August 1, 2019 Special Meeting of Council, met in Closed Session to consider the draft Blue Mountains Attainable Housing Corporation Request for Information (“RFI”) for information purposes only. Councillor Sampson further noted that if the RFI is approved by the Board, there are some items that will need to be considered including a potential fairness monitor throughout the Request for Proposal process, and the Request for Proposal selection committee.

The Board noted the sites currently under review are ones the Town will consider for attainable housing, but the RFI process may offer additional insight into other suitable lands. Mayor Soever commented the RFI should also build some criteria the Attainable Housing Corporation can utilize when moving further into the land development process. Key to the criteria development will be the developer, public, and stakeholder input.

**C.4 Invoices for Payment: StrategyCorp and Metroland Media**

Moved by: Janet Findlay

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation approves the Treasurer of The Blue Mountains Attainable Housing Corporation to proceed with payment of StrategyCorp invoice no. 10771 totalling \$36,301.52 excluding HST, Carried.

Moved by: Andrew Siegart

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation approves the Treasurer of The Blue Mountains Attainable Housing Corporation to proceed with payment of Metroland Media invoice of June 24, 2019 totalling \$900 excluding HST, Carried.

### **C.5 Next Steps: Application SSAP-2019-01 (verbal)**

Moved by: Patrick Gourlay

Seconded by: Janet Findlay

WHEREAS the Blue Mountains Attainable Housing Corporation received an application for a Secondary Suite Grant in June 2019 (Application Number SSAP-2019-01);

AND WHEREAS Application SSAP-2019-01, has been reviewed by the Board of Directors of the Blue Mountains Attainable Housing Corporation;

AND WHEREAS, the Blue Mountains Attainable Housing Corporation has determined that Application SSAP-2019-01 meets the criteria of the Secondary Suite Grant Program;

NOW THEREFORE, the Blue Mountains Attainable Housing Corporation approves SSAP-2019-01 and directs the Treasurer of the Blue Mountains Attainable Housing Corporation to provide the grant amount, a maximum of 10% or \$5,000 to the applicant subject to confirmation of appropriate approvals, and processes, by the Town's Planning and Development Services Department, Carried.

### **D. Correspondence, if any**

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#### **D.1 Rob Chambers, Department of National Defence Re: Notification of TC Energy Cooperation**

NOTE: At the July 15, 2019 Council Meeting, The Blue Mountains Council passed the following motion:

THAT Council of the Town of The Blue Mountains acknowledges receipt of the June, 2019 correspondence from National Defence providing notification of TC Energy Corporation Temporary Access to the Department of National Defence 4<sup>th</sup> Canadian Division Training Centre, Meaford;

AND THAT Council directs staff to forward the correspondence to The Blue Mountains Attainable Housing Corporation for their review and comment;

AND THAT Council direct the Chief Administrative Officer and the Mayor to continue discussions with TC Energy Corporation and to forward comments to the Department of National Defence by July 19, 2019, **CARRIED**.

Mayor Soever noted he has met with representatives of the TC Energy Cooperation and discussed potential partnerships between the private sector and the Attainable Housing Corporation and/or the Town. Mayor Soever confirmed he submitted correspondence to TC Energy Cooperation for their consideration, and directed the representatives to contact Chair Sampson to discuss further. Mayor Soever requested staff to provide the Attainable Housing Corporation with a copy of the correspondence that was forwarded to TC Energy Cooperation.

The Attainable Housing Corporation received D.1 Rob Chambers, Department of National Defence for information.

## **E. Closed Session**

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Moved by: Andrew Siegart

Seconded by: Janet Findlay

THAT with regard to subsection 239 of the *Municipal Act, 2001*, this Attainable Housing Corporation Board of Directors does now move into closed session in order to address matters pertaining to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization and with regard to the draft Blue Mountains Attainable Housing Corporation, "Request for Information" document, Carried.

The Attainable Housing Corporation Board of Directors moved into closed session at 3:38 p.m.

The Attainable Housing Corporation Board of Directors moved into public session at 3:59 p.m.

Andrew Siegart left the meeting at 4:00 p.m.

## **F. Public Meeting 4:00 p.m.**

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Under the authority of the *Municipal Act, 2001* and in accordance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), The Corporation of the Town of The Blue Mountains and The Blue Mountains Attainable Housing Corporation wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Town's website, The Blue Mountains Attainable Housing Corporation's website, and/or made available to the public upon request.

### **F.1 Statutory Public Meetings**

#### **F.1.1 Public Meeting: Blue Mountains Attainable Housing Corporation Re: DRAFT Purchasing Policy**

Councillor Sampson read the Notice of Public Meeting regarding The Blue Mountains Attainable Housing Corporation ("BMAHC") Draft Purchasing Policy, and noted the Attainable Housing Corporation is considering the adoption of a Purchasing Policy for use by the Corporation which will outline the guiding principles of public procurement and the approach that the BMAHC will take when procuring goods and services, "purchasing". The detailed purchasing procedures, once approved, shall be consulted prior to proceeding with any procurement.

Councillor Sampson noted at the regularly scheduled May 21, 2019 Attainable Housing Corporation meeting, the Board of Directors for the Attainable Housing Corporation directed that the draft Attainable Housing Corporation Purchasing Policy be posted to the Attainable Housing Corporation website to receive comments from members of the public and Town staff utilizing the Town's Public Meeting process. Councillor Sampson confirmed the draft Purchasing Policy for The Blue Mountains Attainable Housing Corporation can be accessed through the Attainable Housing Corporation website.

Councillor Sampson noted regular meeting dates for The Blue Mountains Attainable Housing Corporation are posted to the Attainable Housing Corporation website, along with the links to meeting materials, as applicable.

Councillor Sampson confirmed it is important to note a decision on The Blue Mountains Attainable Housing Corporation Draft Purchasing Policy has NOT been made at this point, and will NOT be made at this Public Meeting. After reviewing The Blue Mountains Attainable Housing Corporation Draft Purchasing Policy, comments from the public and members of Town staff, The Blue Mountains Attainable Housing Corporation will consider the adoption of the Purchasing Policy at a future Attainable Housing Corporation meeting.

Councillor Sampson noted comments at the Public Meeting aid The Blue Mountains Attainable Housing Corporation in its decision-making process, so be sure to have your say. Any person or agency may attend the Public Meeting and/or make verbal or written comments regarding The Blue Mountains Attainable Housing Corporation Draft Purchasing Policy.

Executive Assistant Committees of Council Sarah Merrifield confirmed that Notice of the Public Meeting was given in accordance with POL.COR.07.03 Provision of Notice and Manner of Giving Notice to the Public and no comments were received.

Councillor Sampson then requested Town staff or members of the public who wish to make comments to provide the same.

The Town's Manager of Purchasing and Risk Management Serena Wilgress noted the Town has recently undertaken a review of its Purchasing of Goods and Services Policy, POL.COR.07.05 and noted The Blue Mountains Attainable Housing Corporation could consider using the Town's Policy as its own, rather than creating a new policy. Serena confirmed she has developed wording in the draft Town policy that states the Town's Purchasing staff will complete procurements on behalf of the Attainable Housing Corporation, that purchases must be approved by the Board of Directors, and that Town Purchasing staff will work with the Board's Executive Director, once hired, on matters related to procurement.

In the draft Town policy, Serena has included language under Application which states, “This policy applies to The Blue Mountains Attainable Housing Corporation with respect to the Corporation’s procurement activities”. Language under section 25 Authorizations can 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”. Section 28 Authority to Award now references The Blue Mountains Attainable Housing Corporation having authority to award bids via Corporation Resolution. Section 29 Authority for Payment now references the Corporation Executive Director as having payment authority for general purposes – day-to-day departmental requirements to a limit of \$25,000.

Town Chief Administrative Officer Shawn Everitt noted as the Corporation gains momentum, it will need to consider development of a Memorandum of Understanding (“MOU”) between the Corporation and the Town, to provide clarity regarding responsibilities.

Shawn confirmed that Town staff will bring a follow-up report to the next regularly scheduled Attainable Housing Corporation meeting which includes comments received from the Public Meeting for the Corporation’s consideration.

As no one further wished to speak, Councillor Sampson declared the Public Meeting to be closed at 4:10 p.m.

Serena left the meeting at 4:10 p.m.

## **G. New and Unfinished Business**

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### **G.1 Additions to the Agenda**

#### **G.1.1 Midland Request for Articles of Incorporation**

Moved by: Andrew Siegwart

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation approves forwarding the Corporation’s Articles of Incorporation, the South Georgian Bay Labour Supply Task Force Report, and The Blue Mountains Attainable Housing Corporation Conceptual Business Plan to the Town of Midland, and directs the Executive Assistant Committees of Council to provide the requested documents;

AND THAT The Blue Mountains Attainable Housing Corporation approves providing the same to any municipality requesting the documents on a “no-liability” basis, Carried.

### **G.1.2 Request for Rental Database**

Executive Assistant Committees of Council Sarah Merrifield noted there has been an increased number of requests at Town Hall relating to a database for renters to find potential rental opportunities. The group discussed potentially developing this database, but noted the priority is around developing of attainable housing rental stock. Patrick Gourlay noted he has developed some information regarding the small amount of inventory available in the rental market, but added a complete refresh of the Attainable Housing Corporation's website would be necessary to effectively act as a conduit for rentals and potential rental properties. Councillor Sampson requested that Patrick provide a Rental Stock presentation at the September 5, 2019 Attainable Housing Corporation meeting; StrategyCorp could also add to the discussion if available. The group recognized the initiative is premature until the rental housing stock is developed in the Town.

### **G.2 Items Identified for Discussion at the Next Meeting**

#### **H. Notice of Meeting Dates**

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September 5, 2019  
Town Hall, Council Chambers

#### **I. Adjournment**

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Moved by: Patrick Gourlay

Seconded by: Gavin Leitch

The meeting of the Attainable Housing Corporation adjourned at 4:23 p.m. to meet again at the call of the Chair, Carried.