



Minutes – Special Board Meeting

The Blue Mountains Attainable Housing Corporation

Meeting Date: Wednesday, June 10, 2020
Meeting Time: 2:00 p.m.
Location: Town Hall, Council Chambers
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Councillor Rob Sampson called the meeting to order at 2:03 p.m. with Board members Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, and Mayor Soever present. Executive Director Sharon McCormick was also present.

Regrets were sent by Board member Andrew Siegart, the Town's Chief Administrative Officer Shawn Everitt, and the Director of Planning and Development Services Nathan Westendorp.

Traditional Territory Acknowledgement

Corporation Member Attendance

Approval of Agenda

It was noted the June 10, 2020 meeting is a continuation of the June 4, 2020 meeting with the addition of Items D.5 and D.6.

Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2019-56, Attainable Housing Corporation Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

No declaration of pecuniary interest was made at this point in the agenda however, Councillor Rob Sampson later declared a pecuniary interest regarding Item C.5 Invoice Approval (Baker Tilly invoice only) as his spouse works for the company.

B. Staff Reports, Deputations, and Presentations

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 2019-56 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, or matters that are a follow up to a Public Meeting.

NOTE: The Blue Mountains Town Hall is currently closed to the public to assist with social distancing with respect to COVID-19. Comments received from the public that have not been included on the Agenda will be read at the meeting by the Executive Assistant.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 The Blue Mountains Attainable Housing Corporation Operational Cash Flow

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives Item C.1 The Blue Mountains Attainable Housing Corporation Operational Cash Flow and requests Council to approve advance funding in an amount of \$100,000 to the Corporation until such time as Grey County transfers attainable housing funds, which will be provided upon the completion of the Town of The Blue Mountains Community Improvement Plan;

AND THAT The Blue Mountains Attainable Housing Corporation authorizes the Executive Director to work with the Town to complete the appropriate documents to execute the loan

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

C.2 Request for Proposal to Engage Legal Services – Sharon McCormick (verbal)

Moved by: Alar Soever

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receives Item C.2 Request to Engage Legal Services and approves the Executive Director to undertake a Request for Proposal to Engage Legal Services to provide advice, preparation and execution of legal agreements required to deliver attainable housing and provide a recommendation to the Board for awarding the contract;

AND THAT The Blue Mountains Attainable Housing Corporation endorse the Executive Director and Board member Gavin Leitch as part of the evaluation team

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

C.3 Eligibility Policy Approval – Sharon McCormick

Executive Director Sharon McCormick presented the latest draft Eligibility Policy and noted that Board member Siegwart had several comments including: head leases are not addressed in the current draft, the \$40,000 minimum salary may be too high for some workers to qualify, and that the criteria could be amended to include families, an individual or individuals (roommate applicants). Sharon noted head leases will be captured in a separate document as it is outside the scope of the Eligibility Policy. The criteria for the minimum \$40,000 threshold can be adjusted in the future if deemed too high, and this is the “household” income, meaning it can account for more than one (1) applicant.

Moved by: Gavin Leitch

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation approves the Eligibility Policy as presented

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

C.4 CMHC Seed Funding Update – Sharon McCormick (verbal)

Executive Director Sharon McCormick noted the Corporation has been approved for the CMHC Seed Grant at a total of \$318,000 of which, \$108,000 is a grant/contribution and \$210,000 is an interest-free loan, so long as it is paid back within 6-months after the three-year financing term. Sharon explained the CMHC requires security for the loan, which would be in the form of the property, with the Town’s permission.

Moved by: Alar Soever

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director to present to Council and request approval for the encumbrance on the property 171 King Street E for the purposes of completing the CMHC Seed Funding agreement conditions

- Eagleson, Cary Yay
 - Findlay, Janet Yay
 - Gourlay, Patrick Yay
 - Leitch, Gavin Yay
 - Sieewart, Andrew absent
 - Soever, Alar Yay
 - Sampson, Rob Yay
- The motion is Carried.

C.5 Invoice Approval

Note: invoices in accordance with contract and service agreements

Moved by: Cary Eagleson

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation approve MHBC Invoice No. 2023745 totaling \$17,896.94, UpanUp Invoice No. 4075 totaling \$5,085, The Print Shop Invoice No. 73238 totaling \$116.39, and StrategyCorp Invoice No. 12005 totaling \$35,099.47

- Eagleson, Cary Yay
 - Findlay, Janet Yay
 - Gourlay, Patrick Yay
 - Leitch, Gavin Yay
 - Sieewart, Andrew absent
 - Soever, Alar Yay
 - Sampson, Rob Yay
- The motion is Carried.

Councillor Rob Sampson declared a pecuniary interest regarding Baker Tilly Invoice No. 199083 totaling \$4,712.10 and vacated the meeting at 2:53 p.m. by muting his microphone and turning off his camera. Mayor Alar Soever assumed Chair duties during this time.

The Board discussed that payment of Baker Tilly invoice no. 199083 totaling \$4,712.10 will be deferred to a future meeting as there are several points of clarity and some additional work required by the firm prior to payment.

Councillor Sampson rejoined the meeting at 2:56 p.m.

C.6 Special Members Meeting, June 10, 2020 - Waive Notice Requirements

The Board discussed the motion to waive notice requirements through the Board of Directors meeting is by majority, and the By-laws do not specify if majority or unanimous at the members’ meeting level.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation Board of Directors approves waiving the 30-day Notice requirement to the Board of Directors for the purposes of holding a Special Members Meeting on June 10, 2020 to amend the Corporation’s banking resolution and pass a contract execution resolution, acknowledging that twenty days’ notice was provided

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

D. Correspondence

**D.1 Diana Dolmer, Climate Action Now Network
Re: Attainable Housing**

Moved by: Alar Soever

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives Item D.1 Diana Dolmer, Climate Action Now Network Re: Attainable Housing and refers the same to StrategyCorp Inc. for consideration during the drafting of the Gateway Site Request for Proposal

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

D.2 Paul Astbury
Re: Attainable Housing Project Feedback

For information

D.3 Tom Kritsch
Re: Open Letter to the Town of The Blue Mountains Attainable Housing

For information

D.4 Roland Gosselin
Re: Comments regarding Development of Former Foodland Site

For information

D.5 Alex Maxwell
Re: Attainable Housing

For information

Moved by: Alar Soever

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives correspondence
Items D.2 to D.5 for information purposes

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

D.6 Susan Min, Ownership Group
Re: Conversion of 20 Alice Street East into 11-Unit Rental Building

NOTE: Correspondence referred by Council at the May 19, 2020 Council meeting

For information

Moved by: Alar Soever

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives Item D.6 Susan Min, Ownership Group Re: Conversion of 20 Alice Street East into 11 Unit Rental Building and requests the Executive Director and Board member Janet Findlay to work with Susan Min regarding the proposed transaction for 20 Alice Street East, with further information to be brought to the Board for consideration

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.1.1 Town of The Blue Mountains Virtual Public Meetings/Public Engagement During any Period Where an Emergency has been Declared to Exist in All or Part of the Municipality, POL.COR.20.XX

Executive Director Sharon McCormick brought this matter forward as it is time-sensitive and relates to virtual public meetings and public engagement during an emergency. Sharon noted Council of the Town of The Blue Mountains will be considering adoption of the policy and recommended the Board consider adopting the same so the Town's practices and protocols can also be utilized by the Board.

Moved by: Janet Findlay

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation adopts Town of The Blue Mountains' POL.COR.20.XX Virtual Public Meetings/Public Engagement During any Period Where an Emergency has been Declared to Exist in All or Part of the Municipality

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

E.2 Items Identified for Discussion at the Next Meeting

It was noted that at some point, Corporate re-branding could be considered, or potentially rolled into the process for website development.

F. Closed Session

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT with regard to subsection 239 of the *Municipal Act, 2001*, the Blue Mountains Attainable Housing Corporation does now move into closed session in order to address the following matters:

- i. personal matters about an identifiable individual, including municipal or local board employees and with regard to review of the letters of interest for appointment to the Attainable Housing Corporation Board of Directors
- ii. 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 Blue Mountains Attainable Housing Corporation “Request for Proposal” document for the Gateway Site

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Sieglwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

The Blue Mountains Attainable Housing Corporation moved into closed session at 3:24 p.m.
The Blue Mountains Attainable Housing Corporation moved into public session at 4:57 p.m.

Councillor Rob Sampson reported out of Closed Session that the Board provided direction to the Executive Director regarding the Request for Proposal document for the Gateway Site and letters of interest received for the Corporation’s Board of Directors.

G. Notice of Meeting Dates

July 2, 2020
Town Hall, Council Chambers

H. Adjournment

Moved by: Patrick Gourlay

Seconded by: Alar Soever

The meeting of the Attainable Housing Corporation adjourned at 5:02 p.m. to meet again at the call of the Chair

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Sieglwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.