



Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, October 1, 2020
Meeting Time: 1:30 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 1:32 p.m. with Board members Cary Eagleson, Janet Findlay, Gavin Leitch, Carolyn Letourneau, and Mayor Soever present. Executive Director Sharon McCormick was also present.

Town staff present was Director of Planning and Development Services Nathan Westendorp.

Regrets were sent by Board members Patrick Gourlay and Andrew Siegwart.

Traditional Territory Acknowledgement

Corporation Member Attendance

Approval of Agenda

Moved by: Janet Findlay

Seconded by: Alar Soever

THAT the Agenda of October 1, 2020 be adopted as circulated, including any additions

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

The motion is Carried.

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.

Councillor Rob Sampson declared a pecuniary interest regarding Item C.4 Summary of Spending within approved cash flow as his spouse is employed by Baker Tilly.

Previous Minutes (September 3, 2020)

Moved by: Cary Eagleson

Seconded by: Alar Soever

THAT the Board meeting minutes of September 3, 2020 be adopted as circulated, including any revisions to be made

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

The motion is Carried.

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

B.1.1 John Fox, B.Comm. LL.B, Partner, and Ismail Ibrahim, P.Eng., M.B.A., J.D. Associate, Robins Appleby, LLP Re: Legal Services Workplan for The Blue Mountains Attainable Housing Corporation (verbal)

Councillor Rob Sampson welcomed John Fox, B.Comm., LL.B, Partner and Ismail Ibrahim, P.Eng., M.B.A., J.D. Associate of Robins Appleby, LLP. John cited his background in legal services and housing as general counsel for Toronto Housing and Vice President of Development. John noted Robins Appleby focuses on affordable housing and acts for municipalities and not-for-profits in an affordable housing context. John also noted his experience in real estate law.

Ismail Ibrahim noted he began his career as an engineer and then continued on to law school, serving as general counsel for Toronto Community Housing the designated head under the *Municipal Freedom of Information and Protection of Privacy Act*, Diversity, Fairness, and Human Rights head, and the Procurement and Risk Management head.

Councillor Rob Sampson noted the clientele for attainable housing may be different than what Robins Appleby, LLP is used to, emphasizing attainable versus affordable. Councillor Sampson noted the community has few long-term rental opportunities, and with less individuals going south to seasonal properties, there will be less available than normal. Councillor Sampson explained that Grey County looks after provision of affordable/social housing.

Councillor Sampson noted land value in The Blue Mountains is high, and affordability for the units will be achieved through commercial or other revenue structure to ensure there is no heavy burden on the taxpayer.

John confirmed there are 3 current areas of focus for Robins Appleby: CMHC Seed Funding application, operating line with the town, and qualification of HST under the *Excise Tax Act*. John noted Robins Appleby has committed to a fee management system and provides quotes to Sharon for various projects undertaken.

The Board thanked John and Ismail for the presentation.

B.1.2 Robert Rappolt, Project Planner, Planning, Landscape Architecture and Urban Design, WSP

Re: Stakeholder Conversation regarding Town of The Blue Mountains Community Improvement Plan

Director of Planning and Development Services Nathan Westendorp noted a Community Improvement Plan (“CIP”) provides legislative ability for municipalities to offer grants and incentives for development, redevelopment and revitalization projects. The Town has an existing CIP for Thornbury, Clarksburg, and Craigeith Commercial Areas which is presently being updated. In addition, an Attainable Housing CIP is being developed, and The Blue Mountains Attainable Housing Corporation has been identified as a stakeholder. Nathan noted a Public Open House is being planned and will be communicated to the public. Nathan emphasized that the CIP is a tool to incentivize private development as well and is intended for a variety of users.

Robert Rappolt, WSP provided a presentation on the Town’s Community Improvement Plan which included a review of the study timeline, What is a CIP, Components of a CIP, the CIP area, Background Review and Approach, Potential Incentive Programs, and Administration of the CIP.

Councillor Sampson noted a potential weakness that could be identified in the Background Review and Approach is there is generally significant “NIMBYism” from residents in the vicinity of proposed intensification. Robert confirmed there are a number of public engagement opportunities that are upcoming and available for members of the public.

Councillor Sampson noted development charges make up a large portion of the costs associated with development, and noted any incentives realized through the CIP must be of a scale large enough to keep development units attainable in the long term. WSP staff noted the importance of triggering valuable yields which is done by understanding the main obstacles to maintaining attainability and calibrate the incentives accordingly.

Robert Rappolt noted he is reviewing the relationship between the CIP and other not-for-profits such as The Blue Mountains Attainable Housing Corporation. It was noted the CIP can be made available to anyone under the Planning Act, with the term noted in the Act being Private Property Owner.

Moved by: Janet Findlay

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives Item B.1.2 Stakeholder Conversation regarding Town of The Blue Mountains Community Improvement Plan for information purposes

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

The motion is Carried.

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: Board meetings are taking place virtually 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 Gateway Site Development Schedule and Introduction to New Commons Development (Development Financing and Management Services) – Hadley Nelles, Director, New Commons Development

Hadley Nelles, Director, New Commons Development reviewed the Gateway Site Development Schedule and work plan. Hadley noted the aim for construction at the Gateway Site being 2022, dependent on the planning approval process and the builder partner, whenever that group is selected.

Hadley noted the immediate next steps are development feasibility and scale options, which will be brought to the November 2020 meeting. Hadley noted a Request for Expression of Interest will be released in the next few months for a build partner, with a more detailed workplan being developed as priorities become obvious. Hadley noted a component of this is also community consultation work.

Cary Eagleson noted the schedule is getting pushed further out and inquired if there is a way to push the timeline ahead. Hadley noted the timeline currently identified is based on New Commons Development experience with projects of similar scope and size, however, Hadley confirmed that once the build partner is determined, a more realistic timeline can be established.

Hadley explained the Request for Expression of Interest is to promote interest in the project and identify responsive individuals while determining the specific criteria that should be included within the Request for Proposal.

Councillor Sampson thanked Hadley for the presentation.

The Board took a break between 3:00 p.m. and 3:05 p.m.

C.2 Gateway Site D2 Assessment Report – Land Use Compatibility and Director of Planning and Development Services Nathan Westendorp

Director of Planning and Development Services Nathan Westendorp provided an overview of the Gateway Site D2 Assessment Report – Land Use Compatibility. Nathan reviewed mapping to identify the boundary of the Gateway Site D2 assessment, in relation to the Thornbury Wastewater Treatment Plant. Nathan noted the D2 assessment includes an odour and nuisance impact, and a noise component. Together, they form the D2 assessment.

Nathan noted upon review of the D2 rules, the consultant identified the Town had drawn a more conservative boundary (typically 100m from odour source, rather than 100m from property line). As a result, Nathan noted the boundary line around the Thornbury Wastewater Treatment Plant shrinks back and leaves vast majority of Gateway Site available for development. Given the odour readings were taken pre-COVID-19 in early 2020 and the Town has since initiated the Thornbury Wastewater Treatment Plant Headworks project, it's been deemed more appropriate to re-confirm the odour testing in Spring 2021. Nathan confirmed no site plan approvals can be considered until odour results are re-confirmed.

Consultants also reviewed the noise from potential emitters, including highway traffic noise and noise from the Wastewater Treatment Plant. Various recommendations are identified; if building is located between 15-19m from Highway 26 centreline, air conditioning should be applied to ensure sound transmission does not emanate back into the units. Once the building is 20m or more from the highway centerline, air conditioning can be added some time in the future. Warnings should also be placed within rental agreements so they are aware of the potential road noise. Noise from other sources such as the Wastewater Treatment Plant were not prominent. Once site plan and building appearance are confirmed, further assessments can be conducted.

Nathan confirmed both D2 Assessment Reports will be posted to the Town and Attainable Housing Corporation's websites.

Board member Carolyn Letourneau returned to the meeting during the conversation.

Janet Findlay requested clarification as to whether the boundary changes for the D2 Assessment are being updated because of updates to the Wastewater Treatment Plant. Nathan confirmed the consultant updated the boundary because typically D2 odour assessments are done in a 100m boundary from odour source, rather than property line. However, Nathan recommended the boundary not be fully confirmed until odour testing can be re-confirmed in Spring 2021. Sharon explained that when anecdotal concerns from the public are raised, it is typically regarding the location of the development site in relation to the Wastewater Treatment Plant, and not about specific odour issues. Mayor Soever questioned why odour re-testing cannot be completed sooner than Spring 2021, Nathan replying that it was at the recommendation of Wastewater Treatment staff. Nathan noted he will follow-up with the Wastewater Treatment staff and advise the Board if sooner odour testing is possible.

Moved by: Alar Soever

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation receives Item C.2 Gateway Site D2 Assessment Report – Land Use Compatibility and directs the Executive Director to include the report in the existing planning application for the Gateway Site

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

The motion is Carried.

C.3 Consideration and Retention of Integrity Commissioner Services – Sharon McCormick

NOTE: Included with the Agenda is POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as adopted by the Board August 1, 2019.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation approve single source procurement of Integrity Commissioner Services from Suzanne Craig in accordance with the as needed fee schedule outlined in the Integrity Commissioner Services proposal with the acknowledgement that the Board adopted the Town's Code of Conduct Policy August 1, 2019

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent

Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Sieewart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

C.4 Summary of Spending within Approved Cashflow – Sharon McCormick

Councillor Sampson vacated the meeting at 3:39 p.m. having earlier declared a pecuniary interest. During this time, Mayor Soever assumed the role of Chair.

Professional fees

\$10,000 estimate for Robins Appleby to negotiate and finalize CMHC Seed Funding loan agreement and Town Working Capital Loan, provide opinion on HST status of BMAHC; Baker Tilly \$1,305.05 part 2 of invoice for municipal designation status correspondence.

Marketing

\$1,500 advertising

Grant Eligible Expense

Tatham Engineering interim payment for functional servicing report \$5,190.95 approved from CMHC Seed Funding grant.

Moved by: Cary Eagleson

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation receives Item C.4 Summary of Spending within Approved Cashflow for information purposes

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Sieewart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	pecuniary interest

The motion is Carried.

C.5 Advertisement of One (1) Board of Director Vacancy – Sharon McCormick

Councillor Sampson rejoined the meeting at 3:42 p.m. and resumed the role of Chair.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director to post an appointment call on the Town and Attainable Housing websites to fill the remaining one (1) vacant Board position with outreach provided to confirm if those individuals who previously applied for the Board in 2019 and 2020 are interested in being considered

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

The motion is Carried.

C.6 Ontario Trillium Foundation Resiliency Fund Grant – Sharon McCormick

Moved by: Cary Eagleson

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director to apply for the Ontario Trillium Foundation Resiliency Fund Grant

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

The motion is Carried.

C.7 Down Payment Assistance Program Application DPAP-2020-01

Moved by: Alar Soever

Seconded by: Cary Eagleson

THAT with regard to Down Payment Assistance Program Application DPAP-2020-01 which was received by the Corporation September 13, 2020, The Blue Mountains Attainable Housing Corporation acknowledges receipt of Schedule 1 and provides a conditional approval of the Application acknowledging that the full application will be submitted when a formal offer is made on a property in the Town of The Blue Mountains

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

D. Correspondence

D.1 Roland Gosselin, Resident

Re: Representation from those Eligible for Tenancy and Support of Cooperative Development Model

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives Item D.1 Roland Gosselin, Resident Re: Representative from those Eligible for Tenancy and Support for Cooperative Development Model

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

D.2 Steven F. Troster, Resident
Re: Support for BMAHC Thornbury Site and Upcoming Public Consultation Process

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receives Item D.2 Steven F. Troster, Resident Re: Support for BMAHC Thornbury Site and Upcoming Public Consultation Process

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	Yay
Letourneau, Carolyn	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.2 Items Identified for Discussion at the Next Meeting

- **Schedule I Clerks Support – Memorandum of Understanding**
- **Gateway Site Waitlist Tracking**
- **Development Scaling and Appearance for Gateway Site Update (New Commons Development)**
- **Follow-up regarding D2 Assessment Odour Re-Testing**

F. Closed Session

Moved by: Alar Soever

Seconded by: Gavin Leitch

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) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and with regard to review of material related to a component of the Request for Proposal for the Gateway Site;
- ii) personal matters about an identifiable individual, including municipal or local board employees, labour relations or employee negotiations and with regard to review of applications received for the Evaluation Team for Builder Procurement;
- iii) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act and with regard to a request received,

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

The motion is Carried.

The Blue Mountains Attainable Housing Corporation entered Closed Session at 3:59 p.m.

The Blue Mountains Attainable Housing Corporation rose from Closed Session at 5:05 p.m.

Closed Session Reporting Out Statement

Councillor Rob Sampson reported out of Closed Session that the Board dealt with an item as it relates to the RFP for the Gateway Project, and will be providing a public motion on the matter. Councillor Sampson noted the Board gave direction for Sharon McCormick as it relates to applications for the evaluation team for design build procurement. The Board also dealt with a matter in relation to the *Municipal Freedom of Information and Protection of Privacy Act* and provided the Executive Director direction.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director to establish the Gateway Project Design Guidelines Task Force in accordance with the Terms of Reference as generally outlined and set the first meeting date

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

The motion is Carried.

G. Notice of Meeting Dates

November 5, 2020
Town Hall, Council Chambers

H. Adjournment

Moved by: Janet Findlay

Seconded by: Gavin Leitch

The meeting of the Attainable Housing Corporation adjourned at 5:08 p.m. to meet again at the call of the Chair

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

The motion is Carried.