



Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Monday, December 16, 2019
Meeting Time: 3:00 p.m.
Location: Town Hall, Council Chambers
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Chair Rob Sampson called the meeting to order at 3:16 p.m. with Board members Alar Soever, Cary Eagleson, Janet Findlay, Gavin Leitch, and Andrew Siegwart in attendance.

Town staff in attendance were Director of Planning and Development Services Nathan Westendorp and Manager of Purchasing and Risk Management Serena Wilgress. Chief Executive Officer Shawn Everitt joined the meeting at 3:20 p.m.

Traditional Territory Acknowledgement

Corporation Member Attendance

Executive Assistant Committees of Council confirmed that all members present provided confirmation of attendance, and no regrets were sent by members who were not in attendance.

Approval of Agenda

Moved by: Andrew Siegwart

Seconded by: Alar Soever

THAT the Agenda of December 16, 2019 be adopted as circulated, including any additions, 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 in Agenda Item B.3.1 Award of Proposals for Fairness Advisor and Financial Services Advisor, FAF.19.260 as a proponent of the Financial Advisor tender is a business partner of his.

Previous Minutes

Moved by: Cary Eagleson

Seconded by: Alar Soever

THAT the minutes of November 13, 2019 and the closed session minutes of August 1, 2019 be adopted as circulated, including any revisions to be made, Carried.

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

B.1.1 Presentation; Brian Teefy, Director Public Affairs, StrategyCorp Re: Attainable Housing Project Year-End Update

Brian Teefy, Director of Public Affairs, StrategyCorp reviewed the Attainable Housing Project Year-End Update, including a review of planning considerations for the Thornbury Gateway Site, 171 King Street and the Craigleith Site, Grey Road 19. Brian noted there may be an opportunity for 160-170 chalets in Tyrolean Village to be turned into long-term worker housing. The Board commented that the Tyrolean Village opportunity came about as a result of the success of the public Request for Information process.

Director of Planning and Development Services Nathan Westendorp advised Council has directed staff to complete an Overstudy "D2 Study" and a Built Form Analysis. A Request for Quotation for this work has been released, to close December 20, 2019. Nathan confirmed an update on this process will be provided in quarter one of 2020.

Brian reviewed the various funding opportunities and advised the FCM Funding is the opportunity the Board should consider applying for at this stage. Councillor Rob Sampson requested StrategyCorp to review the appropriateness of the Capital Project Signature Initiative from the Green Initiative Fund. Mayor Alar Soever noted Grey County recently received supplementary tax assessment from the Town, and further advised that Deputy Mayor Bartnicki has a motion before County Council requesting Grey County to return approximately \$800,000 in the supplementary assessment to the Town for use towards attainable housing. Mayor Alar Soever noted that this is subject to a Community Improvement Plan process.

Brian provided an overview of the Request for Proposal process and it was noted that StrategyCorp proposed a two-step Request for Proposal process. Mike Cautillo, Senior Advisor for StrategyCorp noted the concept plans that are developed should be included in the first stage of the Request for Proposal. Proponents can then provide their intent based on the concept plans provided, which can then be evaluated as acceptable or unacceptable. The second phase of the Request for Proposal will allow those acceptable concepts to be further explored for costing and technical aspects. Mike explained the first step is a Request for Proposal for the Thornbury site, with the Craigleith site following.

StrategyCorp, for the next regularly scheduled Board meeting, will provide an update on Request for Proposal details, the suggested prioritization of funding, and confirmation of tasks that fall under StrategyCorp’s mandate, and which tasks do not. For those tasks identified that do not fall under StrategyCorp’s mandate, StrategyCorp will identify which resources are required.

Councillor Rob Sampson thanked StrategyCorp for the presentation.

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.

B.2.1 Natalie McFadden, 24 Huron Street West

Ms. McFadden questioned if the Board has considered the application process that could be used for residents who will apply for attainable housing opportunities.

Councillor Rob Sampson explained that the Public Comment Period is not a question-and-answer period, but noted the Board has not considered any applicant criteria or the application process at this time.

B.3 Staff Reports, if any

B.3.1 Award of Proposals for Fairness Advisor and Financial Services Advisor, FAF.19.260

Councillor Sampson vacated the Council Chamber having earlier declared a pecuniary interest regarding Agenda item B.3.1 Financial Services Advisor.

Moved by: Cary Eagleson

Seconded by: Janet Findlay

THAT the Attainable Housing Corporation receive Staff Report FAF.19.260, entitled “Award of Proposals for Fairness Advisor and Financial Services Advisor”;

AND THAT The Blue Mountains Attainable Housing Corporation does not award 2019-67-P-AHC Financial Advisor Services as the bids received are outside the financial abilities of the Corporation;

AND THAT The Blue Mountains Attainable Housing Corporation directs staff to notify all bidders of the cancelled bid

Cary Eagleson	Yay
Janet Findlay	Yay
Gavin Leitch	Yay
Andrew Siegwart	Yay
Alar Soever	Yay
The motion is Carried.	

Moved by: Andrew Siegart

Seconded by: Gavin Leitch

THAT with respect to staff report FAF.19.260, The Blue Mountains Attainable Housing Corporation awards 2019-68-P-AHC Fairness Advisor Services to P1 Consulting, being the highest scoring proponent following evaluation of the submitted bids

Cary Eagleson	Yay
Janet Findlay	Yay
Gavin Leitch	Yay
Andrew Siegart	Yay
Alar Soever	Yay
Rob Sampson	Yay
The motion is Carried.	

C. Matters for Discussion

Items C.1. to C.4 were deferred to the January 2, 2020 meeting of The Blue Mountains Attainable Housing Corporation.

C.1 Executive Director Update (verbal)

Job posting for Executive Director closed Friday, November 15, 2019

C.2 The Blue Mountains Attainable Housing Corporation and The Corporation of The Town of The Blue Mountains Memorandum of Understanding (verbal)

C.3 Request for Proposal (“RFP”) Update (verbal)

C.4 Attainable Housing Corporation Action Item Tracking

- Update Corporation’s By-laws, Policies and Practices to reflect the Town’s Procedural By-law
- Retention of Fairness Advisor, Financial Advisor through Request for Proposal Process
- Retention of Executive Director through Hiring Process
- Request for Proposal for Attainable Housing

D. Correspondence, if any

Items D.1 to D.7 were deferred to the January 2, 2020 meeting of The Blue Mountains Attainable Housing Corporation.

D.1 Bruce Taylor
Re: Grants for Basement Secondary Suites

Note: This correspondence was initially reviewed at the September 5, 2019 Attainable Housing Corporation meeting, resulting in the following motion:

THAT the Attainable Housing Corporation receives correspondence item D.3 Bruce Taylor Re: Grants for Basement Secondary Suites for information and further consideration at the October 3, 2019 Board meeting, Carried.

For Committee consideration.

D.2 Steve Clark, Minister, Ministry of Municipal Affairs and Housing
Re: 2019 Association of Municipalities Ontario (AMO) Delegation and Attainable Housing

Note: This correspondence was received by Council October 21, 2019.

For Committee consideration.

D.3 Ernie Hardeman, Minister, Ministry of Agriculture, Food and Rural Affairs
Re: 2019 Association of Municipalities Ontario (AMO) Delegation and Attainable Housing

For Committee consideration.

D.4 Sustainability Advisory Committee
Re: Three Pillars of Sustainability

For Committee information.

D.5 Suzanne Craig, Integrity Commissioner
Re: Addendum dated November 8, 2019 in response to Memorandum dated July 30, 2019 and Addendum dated July 31, 2019

For Committee information.

D.6 Grey Fryer, Executive Director, Habitat for Humanity
Re: Partnering to Provide Attainable Housing

For Committee information.

D.7 Thornbury Business Improvement Area
Re: Attainable Housing

For Committee information.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- Items C.1 to C.4, D.1 to D.7
- Update on Request for Quotations, D2 Study and Built Form Analysis
- Update from StrategyCorp re: Request for Proposal details, the suggested prioritization of funding, and confirmation of tasks that fall under StrategyCorp's mandate

F. Closed Session

Moved by: Cary Eagleson

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 matters pertaining to personal matters about an identifiable individual, including municipal or local board employees, and with regard to review of the executive director interview summary, Carried.

The Blue Mountains Attainable Housing Corporation moved into closed session at 4:32 p.m.

The Blue Mountains Attainable Housing Corporation moved into public session at 4:50 p.m.

Councillor Rob Sampson reported out of Closed Session and advised that the Board gave instructions regarding the furtherance of the Executive Director position.

G. Notice of Meeting Dates

January 2, 2020

Town Hall, Council Chambers

H. Adjournment

Moved by: Andrew Siegart

Seconded by: Gavin Leitch

The meeting of the Attainable Housing Corporation adjourned at 4:52 p.m. to meet again at the call of the Chair, Carried.