



Agenda – Special General Meeting

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, April 16, 2020
Meeting Time: 10:30 a.m.
Location: Town Hall, Council Chambers
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Traditional Territory Acknowledgement

Corporation Member Attendance

Approval of Agenda

Recommended (Moved by, Seconded by)

THAT the Agenda of April 16, 2020 be adopted as circulated, including any additions.

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.

Previous Minutes

Recommended (Moved by, Seconded by)

THAT the minutes of March 5, 2020 be adopted as circulated, including any revisions to be made.

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

B.1.1 Brian Teefy, StrategyCorp
Re: Update on CMHC Seed Grant Application

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.

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 Engagement of Taxation Advice regarding HST

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation receive Item C.1 Engagement of Taxation Advice regarding HST which includes quotations received from Baker Tilly, KPMG LLP and Grant Thornton LLP and approves awarding the contract to Baker Tilly.

C.2 Engagement of External Bookkeeper

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation receive Item C.2 Engagement of External Bookkeeper which includes quotations received from Baker Tilly and Alan McPherson and approves awarding the contract to Baker Tilly.

C.3 Project Pathway and Funding Summary arising from 4 Corners Meeting

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approve the Executive Director undertake a Request for Proposal for Development Management Services to assess and secure project financing (CMHC and private financing alternatives), provide project cashflow, oversight and reporting on construction progress, and costs through to completion as it relates to development of the Gateway Project Site and provide recommendation for Board for awarding the contract.

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approve the Executive Director, in conjunction with delegated Town staff to conduct a Functional Service Report, geotechnical, archeological assessment for site readiness at the Gateway Project Site to an upset limit of \$40,000.

C.4 BMAHC Eligibility Policy and Action Plan for Roll-Out

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approves the Eligibility Policy and Action Plan for Roll Out as presented;

AND THAT The Blue Mountains Attainable Housing Corporation approves the Executive Director undertaking a website redesign and update to facilitate public and partnership engagement to an upset limit of \$20,000 with the contract awarded to UpanUp.

C.5 2019 Audited Financial Statements

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation receives the audited Financial Statements for the year ending December 31, 2019 by KPMG LLP and approves the same.

C.6 Community Improvement Plan Update – Director of Planning and Development Services Nathan Westendorp (verbal)

C.7 Invoice Approval

Recommended (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approves payment of StrategyCorp Invoice No. 11191 totaling \$40,736.50 including HST, OrTech Invoice No. 92217-1 totaling 7,288.50 including HST, Hicks Morly Invoice No. 520435 totaling \$858.80 including HST, MHBC Invoice No. 2023522 totaling \$2,350.03 and MHBC Invoice No. 2023590 totaling \$2,167.91 including HST.

C.8 Attainable Housing Corporation Action Item Tracking

- Update Corporation’s By-laws, Policies and Practices to reflect the Town’s Procedural - By-law
- Memorandum of Understanding
- Criteria for Applicants for Attainable Housing
- D2 Study and Built Form Analysis
- Housing Needs Study
- Community Improvement Plan
- Request for Proposal for Attainable Housing

D. Correspondence, if any

**D.1 Sarah Filion, President, Clarksburg Village Association
Re: Clarksburg Village Association Letter of Support for 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

F. Notice of Meeting Dates

May 7, 2020

Town Hall, Council Chambers

G. Adjournment

Recommended (Moved by, Seconded by)

The meeting of the Attainable Housing Corporation adjourned at (time) p.m. to meet again at the call of the Chair.