



# Minutes

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The Blue Mountains Attainable Housing Corporation

**Meeting Date:** Thursday, March 5, 2020  
**Meeting Time:** 5:30 p.m.  
**Location:** Town Hall, Council Chambers  
**Prepared by** Sarah Merrifield, Executive Assistant Committees of Council

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## A. Call to Order

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Chair Rob Sampson called the meeting to order at 5:31 p.m. with Board members Janet Findlay, Cary Eagleson, Gavin Leitch, and Patrick Gourlay present. Board member Andrew Siegwart joined the meeting at 5:36 p.m.

Town staff present was Director of Planning and Development Services Nathan Westendorp. Chief Administrative Officer Shawn Everitt joined the meeting at 5:33 p.m.

### **Traditional Territory Acknowledgement**

### **Corporation Member Attendance**

Executive Assistant Committees of Council Sarah Merrifield confirmed that regrets were sent by Board member Alar Soever.

### **Approval of Agenda**

Moved by: Janet Findlay

Seconded by: Patrick Gourlay

THAT the Agenda of March 5, 2020 be adopted as circulated, including any additions, being moving C.1 ahead of Item B, addition of E.1.1 Invoice for Approval, and addition to F. Closed Session to include a proposed or pending acquisition or disposition of land by the Board, 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.

None

## **Previous Minutes**

Moved by: Gavin Leitch

Seconded by: Patrick Gourlay

THAT the minutes of January 2, 2020 and the Special General meeting minutes of January 16, 2019 be adopted as circulated, including any revisions to be made, Carried.

### **C.1 Introduction of Executive Director for The Blue Mountains Attainable Housing Corporation**

Councillor Sampson introduced the Attainable Housing Corporation's Executive Director, Sharon McCormick. Sharon noted her thanks to the Board and commented that she is impressed by the Board and Town's work to this point on attainable housing in the community. Sharon noted she is looking forward to lending her experience and leadership to benefit the community through the delivery of safe and stable housing. Sharon noted if residents are secure in their housing, the community is enriched.

Councillor Sampson encouraged members of the Board and the public to go through Sharon with any attainable housing related matters.

Board member Andrew Siegwart arrived at 5:36 p.m.

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

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

#### **B.1.1 Catherine Butler and Kevin White, Events for Life Centre Inc. Re: Inclusive Housing**

Catherine Butler and Kevin White, Events for Life Centre Inc., provided a deputation regarding inclusive housing and thanked the Board for the opportunity to make a presentation. Mr. White confirmed Events for Life Centre Inc. is a not-for-profit program that provides opportunities for adults with disabilities, including educational, recreational, and social day programming. Mr. White further commented Events for Life ("EFL") serves approximately 30 adults annually, and noted the need continues to grow. Mr. White noted that in addition to programming, securing housing has become a key focus for EFL.

Mr. White confirmed the request from EFL is that the Attainable Housing Corporation earmark 10% of its attainable housing units for individuals with developmental disabilities. Mr. White further noted the EFL staff is skilled in assisting these adults in the transition from living in a home with ageing parents to independent housing units. Mr. White advised the Board the infrastructure is not there for housing to support adults with developmental disabilities and noted that the attainable housing program would allow these adults to participate and contribute more fully in the community and find employment.

Ms. Butler commented EFL continues to grow and expand and advised there are ten (10) adults currently on the waiting list for the EFL program. Ms. Butler noted EFL would like the adults they serve to remain in The Blue Mountains.

Gavin Leitch thanked EFL for attending and noted EFL does great work in the community. Gavin questioned what partnerships exist if the Attainable Housing Corporation were to consider EFL's request. Mr. White confirmed EFL has been researching attainable housing models, and noted many different options are available. Mr. White also commented that EFL is connected to several alliances, including Community Living. Mr. White noted the Government of Ontario has been responsible for supplying housing for adults with disabilities, however, the Government's resources are stretched.

Councillor Sampson questioned whether the head lease model is something that would be considered by EFL. Mr. White noted EFL is open to many models and advised EFL previously considered funding capital outlays to create its own housing. Further, the model could be a new not-for-profit that just focuses on housing, or an alliance with another group with the same focus. Mr. White noted it may be that EFL becomes the head leaser in this situation, and manage the individuals participating in the housing, or the individuals may lease directly from the Attainable Housing Corporation. Mr. White emphasized there are dozens of adults who are needing to become part of the community and have a place to live, and the work of the Attainable Housing Corporation may be the best option for achieving this.

Councillor Sampson thanked Mr. White and Ms. Butler for their presentation.

#### **B.1.2 Brian Teefy, StrategyCorp**

##### **Re: Federation of Canadian Municipalities Green Municipal Funding (GMF)**

Brian Teefy, StrategyCorp, introduced Julie Scarcella of EcoSpex to provide a presentation regarding the Federation of Canadian Municipalities Green Municipal Funding (GMF). Julie noted she has been involved with the project since January 2020 and confirmed her background is in sustainability and green building. Julie reviewed the presentation with the Board and confirmed \$305,240 is the budget identified in the GMF application with 50% covered by the Attainable Housing Corporation. Julie noted an additional funding opportunity by Union Gas, up to \$60,000 for the project feasibility phase.

Julie reviewed the project goals, the workplan, and timeline. Board member Andrew Siegart questioned if the GMF requires the building to be net zero to receive funding. Julie advised the building does not have to achieve net zero, but an analysis is needed to determine the level of green building that is appropriate. Julie confirmed affordability will be tested during phase 2 and 3 when a high-level costing analysis will be conducted.

In reviewing the project timeline, Councillor Sampson questioned if the Request for Proposal will be delayed until Fall 2020. Director of Planning and Development Services Nathan Westendorp commented that through the Request for Information exercise, the Corporation heard that to make the project possible, planning, zoning, and official plan work needed to be completed on the site. Nathan further noted that for site plan approval, the design build is required. This would not occur until after the Request for Proposal release.

Julie advised the board that planning costs can be covered by the GMF Feasibility funding. Nathan advised that should the Board wish to release an RFP sooner, it is possible, but there is more risk. Nathan reminded the Board that if enough units can be achieved through a three storey build, planning can begin its site plan review. Nathan noted the first floor would need to be non-residential, while the second and third floors would be dedicated residential units. Nathan noted the urban designer is analyzing the number of units that can be accommodated within a three storey building. Nathan further noted this analysis does not limit the Corporation from going higher but provides a baseline number of units.

Nathan further advised the Corporation there is an option to complete a proactive Zoning Bylaw and Official Plan Amendment, subject to Council's approval of the Site Plan, up to certain densities/unit numbers/storeys, etc. Nathan cautioned the risk is that this process does not engage the community in the same way and noted staff and the Corporation have received feedback on the importance of public consultation. Nathan confirmed a Zoning By-law Amendment and Official Plan Amendment process typically takes between 3 to 6 months and advised the process is outlined in the *Planning Act*.

Councillor Sampson noted in developing preliminary analysis, 80 units seems to be the minimum number of units that supports the affordability threshold. Councillor Sampson requested Sharon to set up a "4 corners" meeting with Town staff and StrategyCorp to develop a consolidated plan with the Gateway project's timeline and committed costs, public consultation, and concept design details including the attainability goals and secondary goals, with the material presented to the Board at the next meeting. Board member Janet Findlay commented the need to also consider the preparedness of the development industry to meet passive housing requirements. Julie noted a scan of local trades and builders will be conducted and should include training of net zero/passive housing construction. Andrew commented it is a lot to expect the Corporation to fund training for the development community but noted it might be an opportunity to identify partnerships and who should be driving the work.

Board member Cary Eagleson noted his frustration at the length of time it is taking to get the project underway and noted the Board may need to consider meeting more frequently. Councillor Sampson agreed but noted the Board will stick to its current schedule at this time with more meetings being scheduled if needed.

The Board reviewed the request of StrategyCorp to approve work on Milestone 1 Feasibility Phase which includes a Design Development Package, Design Decision Tool and Pricing, but agreed to defer consideration to the next meeting. Janet Findlay also requested a revised Letter of Engagement be drafted by StrategyCorp for the Board's review.

**B.1.3 Brian Teefy, StrategyCorp  
Re: Pre-Development Funding Applications**

Brian Teefy, StrategyCorp provided an overview of the Pre-Development Funding Applications, including the objective of SEED funding application, the project deliverables and budgeting, and the application status. Brian noted the CMHC has provided good advice through the application process and noted part of the way CMHC determines funding is by the walkability and nearby amenities, which the Gateway Site scored relatively high on. Brian further confirmed the Labour Supply Task Force's Attainable Housing Report previously completed will be submitted with the CMHC application.

Councillor Sampson thanked Brian and Julie for their presentations.

**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.

None

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

None

**C. Matters for Discussion**

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

Councillor Sampson confirmed the Memorandum of Understanding is a priority item for Sharon. Councillor Sampson further noted Sharon will follow up with the Board when a revised draft is ready for review.

**C.3 D2 Assessment and Built Form Analysis Request for Quotation Update**

Note: the following direction was provided at the January 27, 2020 Council meeting:

THAT, as recommended at the November 13, 2019 Attainable Housing Corporation meeting, Council direct staff to complete an Odour Impact Analysis, a Visual Impact Assessment, up to four (4) Development Concept Options including 2 dimensional and 3 dimensional graphic design renderings, consistent with the Attainable Housing Corporation's Conceptual Business Plan, for Property #3 171 King Street with funding supplied by the Attainable Housing Corporation to an upset limit of \$50,000;

AND THAT Council delegate authority to the Chief Administrative Officer, or designate, to secure the consulting services, Carried.

Director of Planning and Development Services Nathan Westendorp commented that the technical consultants undertaking the D2 Assessment could meet with the Board to discuss design and receive the Board's feedback prior to providing final recommendations. Nathan further clarified a meeting with the Board and the technical consultants would occur following the strategy session that Sharon is coordinating with StrategyCorp and Town staff.

**C.4 Attainable Housing Corporation Update to Grey County Council – Councillor Rob Sampson (verbal)**

Presentation Date: Thursday, March 26, 2020

Councillor Sampson advised that Grey County has established a Task Force focusing on attainable housing and confirmed he and Sharon attended the recent inaugural meeting. Councillor Sampson noted the update to Grey County will be timely to provide insight into how The Blue Mountains is addressing its attainable housing needs.

**C.5 Consideration of Appointment of Alternate Council Member to Board of Directors wherein the Board shall have two (2) Municipal Members and One (1) Alternate Municipal Member**

Note: By-law No. 1 a by-law relating generally to the conduct of the affairs of The Blue Mountains Attainable Housing Corporation states:

5. **Duties and number.** The Board of Directors shall consist of seven (7) directors, two (2) of whom shall be any one of the Mayor, Deputy Mayor or any Councillor of The Town of The Blue Mountains.

Consideration of appointment of an alternate Council member to the Board of Directors will be deferred to a later meeting. The need to consider this matter arose with recent quorum issues. The Board will need to determine if the municipal membership is tied specifically to the individual named in the Council and Corporation resolutions or tied to the position (i.e. the individual being "Councillor Rob Sampson" versus the position of "Councillor"). For example, when Council selects members to sit on the Board of Directors, do they select the individual or the position? Once clarity is sought, the matter may be brought forward for Corporation and Council consideration.

**Recommended** (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation appoints (1 member) as the Alternate Municipal Member to The Blue Mountains Attainable Housing Corporation for the balance of the 2018-2022 Term of Council and provides the same information to Council for their consideration and approval.

## **C.6 Invoice Approval**

Consideration of this matter was deferred to a later meeting.

**Recommended** (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approves payment of StrategyCorp Invoice No. 11565 totaling \$31,427.36, exclusive of HST.

**Recommended** (Moved by, Seconded by)

THAT The Blue Mountains Attainable Housing Corporation approves reimbursement to Sharon McCormick to an amount of \$133.91 including taxes, per Enterprise Receipt No. 176534182.

## **C.7 Financial Position Overview**

Note: the following direction was provided at the January 27, 2020 Council meeting:

THAT, as recommended at the November 13, 2019 Attainable Housing Corporation meeting, Council directs staff to provide the Attainable Housing Corporation the \$20,000 that was allocated to the Corporation in the 2019 budget, Carried.

Cary Eagleson noted the \$20,000 has been transferred to the Attainable Housing Corporation following the January 27, 2020 direction from Council.

Councillor Sampson commented that the Board will need a budget created following the "4 Corners" meeting. Councillor Sampson noted Grey County has recently returned \$1.1 million dollars in supplementary assessment to the Town for the purposes of developing the Community Improvement Plan.

## **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
- "4 Corners" meeting, with Consolidated Workplan
- StrategyCorp Letter of Engagement
- Consideration at subsequent stakeholder meeting to appoint an alternate municipal member
- Invoice approval – StrategyCorp and Reimbursement for Enterprise Rent-a-Car
- Creation of an Attainable Housing Corporation Budget, following "4 Corners" meeting
- Special Meeting of the Corporation to consider amendment of banking resolution
- Sub-Committee reviewing Secondary Suite Application criteria following direction at January 2, 2020 Board meeting

**C.9 Land Transfer Fees Request – Councillor Rob Sampson (verbal)**

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation request Chair Rob Sampson to write to Minister of Municipal Affairs and Housing requesting relief of Land Transfer Tax on transactions involving the Attainable Housing Corporation

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

The motion is Carried.

**C.10 Corporation Signing Authorization – Executive Director Sharon McCormick (verbal)**

This matter is deferred to a future Special Meeting of the Corporation.

**D. Correspondence, if any**

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**D.1 Paul Tessier, Resident  
Re: Attainable Housing**

Moved by: Gavin Leitch

Seconded by: Andrew Siegwart

THAT The Blue Mountains Attainable Housing Corporation receives Correspondence Item D.1 Paul Tessier, Resident Re: Attainable Housing for information purposes, Carried.

**E. New and Unfinished Business**

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**E.1 Additions to the Agenda**

**E.1.1 Invoice for Approval**

Moved by: Cary Eagleson

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation approves reimbursement of \$3,700 in travelling expense to Sharon McCormick in accordance with her employment contract

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

The motion is Carried.



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

- Consideration of StrategyCorp Milestone 1 Feasibility Phase
- D2 and Built Form Discussion with Technical Consultants
- Results of '4 Corners' Meeting including Consolidated Workplan

## **F. Closed Session**

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Moved by: Janet Findlay

Seconded by: Cary Eagleson

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 pertaining to:

- 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 proposed or pending acquisition or disposition of land by the Board, Carried.

The Blue Mountains Attainable Housing Corporation moved into closed session at 7:04 p.m.  
The Blue Mountains Attainable Housing Corporation moved into public session at 7:31 p.m.

Councillor Sampson reported out of Closed Session that the Board gave direction to the Executive Director regarding Board appointments and potential site acquisition.

## **G. Notice of Meeting Dates**

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April 2, 2020  
Town Hall, Council Chambers

## **H. Adjournment**

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Moved by: Gavin Leitch

Seconded by: Andrew Siegart

The meeting of the Attainable Housing Corporation adjourned at 7:32 p.m. to meet again at the call of the Chair, Carried.