



Minutes – Special Board 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

Chair Rob Sampson called the meeting to order at 10:35 a.m. with Board members Mayor Soever, Cary Eagleson, Janet Findlay, Gavin Leitch present. Board member Andrew Siegwart joined the meeting at 10:55 a.m. Executive Director Sharon McCormick was also present.

Town staff present were Chief Administrative Officer Shawn Everitt, Director of Planning and Development Services Nathan Westendorp, and Manager of Purchasing and Risk Management Serena Wilgress.

Traditional Territory Acknowledgement

Corporation Member Attendance

Executive Assistant Committees of Council advised that Patrick Gourlay had not confirmed his attendance and noted that Andrew Siegwart was confirmed to attend, and would join when able.

Approval of Agenda

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT the Agenda of April 16, 2020 be adopted as circulated, including any additions, being moving Item C.1 Engagement of Taxation Advice regarding HST, and Item C.2 Engagement of External Bookkeeper to the end of the meeting, and the inclusion of Item E.1.1 Update on Former Foodland Site, “Gateway Site” Demolition

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

Sampson, Rob Yay
The motion is Carried.

Board member Andrew Siegwart joined the meeting at 10:55 a.m.

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.

Executive Assistant Committees of Council confirmed the meeting was advertised to the public Wednesday, April 8, 2020 with direction that any comments be provided to the Executive Assistant. In response, no comments from the public were received.

Councillor Samson noted he received a comment from a member of the public regarding Agenda Item C.1. Engagement of Taxation Advice regarding HST and Item C.2 Engagement of External Bookkeeper.

B.3 Staff Reports, if any

None

C. Matters for Discussion

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

Moved by: Janet Findlay

Seconded by: Gavin Leitch

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

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

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

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

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

The motion is Carried.

Chief Administrative Officer Shawn Everitt and Director of Planning and Development Services Nathan Westendorp advised the group they had other meetings to attend. As such, Item C.6 Community Improvement Plan Update – Director of Planning and Development Services Nathan Westendorp (verbal) and Item E.1.1 Update on Former Foodland Site, “Gateway Site” Demolition were moved ahead to accommodate.

E.1 Additions to the Agenda

E.1.1 Update on Former Foodland Site, “Gateway Site” Demolition

Chief Administrative Officer Shawn Everitt noted a company has attended the former Foodland site to prepare for demolition. Shawn noted the Town’s emphasis on reclamation of building materials and confirmed a report detailing the materials that can be reclaimed will be finalized in the next two weeks. Current estimates are that 75% of the building materials can be reclaimed. Shawn noted the demolition work is currently scheduled to be completed by August 15, 2020, but further noted that the contract may have to be amended if the construction is not deemed essential during the COVID-19 pandemic.

Chief Administrative Officer Shawn Everitt left the meeting.

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

Director of Planning and Development Services Nathan Westendorp confirmed a Request for Proposal is being drafted in conjunction with the Manager of Purchasing and Risk Management for completion of the Community Improvement Plan. Nathan noted he expects a tight timeline will be used to advance the Community Improvement Plan, but noted the regular timelines for procurement activities.

Director of Planning and Development Services Nathan Westendorp left the meeting.

The Board took a 10-minute break.

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

The Board reviewed the draft BMAHC Eligibility Policy and offered the following suggestions:

- Add a Head Lease category into the Eligibility Policy
- Residency criteria should account for international workers
- Consider if some concession should be made for families where one partner works outside of The Blue Mountains
- Consider if “first-come, first-served” is the correct model for this housing
- Ensure waitlists for individuals versus head leasers are different
- Consider if other criteria, such as sector, should be prioritized for housing
- Consider if minimum salary threshold needs to be lower than \$40,000

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receives the Eligibility Policy and Action Plan for Roll Out

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

The motion is Carried.

Mayor Soever left the meeting at 1:02 p.m. due to a previously scheduled commitment.

Moved by: Andrew Sieglwart

Seconded by: Janet Findlay

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

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

The motion is Carried.

C.5 2019 Audited Financial Statements

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

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

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

The motion is Carried.

C.7 Invoice Approval

Moved by: Cary Eagleson

Seconded by: Andrew Sieewart

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

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

The motion is Carried.

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
- 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

Moved by: Cary Eagleson

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation receives Correspondence Item D.1 Sarah Filion, President, Clarksburg Village Association Re: Clarksburg Village Association Letter of Support for Attainable Housing and directs Chair Sampson to follow-up with a note of thanks to the Association

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

The motion is Carried.

E. New and Unfinished Business

Councillor Sampson turned the Chair to Board member Cary Eagleson and vacated the meeting having earlier declared a pecuniary interest in items C.1. Engagement of Taxation Advice regarding HST, and C.2 Engagement of External Bookkeeper.

C.1 Engagement of Taxation Advice regarding HST

Moved by: Gavin Leitch

Seconded by: Andrew Siegart

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

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

The motion is Carried.

Mayor Soever rejoined the meeting at 1:38 p.m.

C.2 Engagement of External Bookkeeper

This matter was deferred to the upcoming April 23, 2020 Attainable Housing Corporation meeting. Gavin Leitch left the meeting at 1:40 p.m. due to a prior commitment.

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.

E.1 Additions to the Agenda

E.1.1 Update on Former Foodland Site, "Gateway Site" Demolition

Discussed earlier in the agenda.

E.2 Items Identified for Discussion at the Next Meeting

F. Notice of Meeting Dates

April 23, 2020
Town Hall, Council Chambers

May 7, 2020
Town Hall, Council Chambers

G. Adjournment

Moved by: Alar Soever

Seconded by: Janet Findlay

The meeting of the Attainable Housing Corporation adjourned at 1:43 p.m. to meet again at the call of the Chair, Carried.