



# Minutes

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The Blue Mountains Attainable Housing Corporation

**Meeting Date:** Thursday, May 7, 2020  
**Meeting Time:** 9:00 a.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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Councillor Rob Sampson called the meeting to order at 9:03 a.m. with Board members Mayor Soever, Cary Eagleson, Janet Findlay and Gavin Leitch present. Board member Patrick Gourlay joined the meeting at 9:33 a.m. Also present was Executive Director Sharon McCormick.

Town staff present were Chief Administrative Officer Shawn Everitt and Director of Planning and Development Services Nathan Westendorp.

### Traditional Territory Acknowledgement

### Corporation Member Attendance

Executive Assistant Committees of Council Sarah Merrifield confirmed all Board members were present at the call to order with the exception of Patrick Gourlay who joined the meeting at 9:33 a.m. and Andrew Siegwart.

### Approval of Agenda

Moved by: Cary Eagleson

Seconded by: Alar Soever

THAT the Agenda of May 7, 2020 be adopted as circulated, including any additions, being an addition to Item C.5 Invoice Approval – e-Crew invoice

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	Yay
Siewgart, 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.

None

**Previous Minutes**

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT the Special Board meeting minutes of April 16, 2020 and April 23, 2020 be adopted as circulated, including any revisions to be made

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

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

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None

**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 Sarah Merrifield confirmed notice of the meeting was provided to the public and in response, no comments were received.

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

None

## C. Matters for Discussion

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### C.1 Update on Community Consultation Progress – Gateway Site – Executive Director Sharon McCormick (verbal)

Executive Director Sharon McCormick noted community consultation for the gateway site is underway, with resources uploaded to the Town’s “Bang the Table” platform where 92 responses have been received to date. In addition, Sharon confirmed she has made outreach to various media outlets, the Beaver Valley Outreach, local community groups, business associations, including the Thornbury BIA, the Blue Mountain Village Association, and the Chamber of Commerce. Director Gavin Leitch recommended sending notice to the publication, “Neighbours in The Blue Mountains”. The group discussed this might be a good time to initiate some social media presence to ensure interested parties are being directed to the gateway project resources. Mayor Soever noted he will include reference to the Attainable Housing Corporation’s social media page in his weekly video.

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation requests Executive Director Sharon McCormick to set up an official Attainable Housing Corporation Facebook page for the purposes of providing resources through social media to the community

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

The motion is Carried.

### C.2 Eligibility Policy Review and Approval- Sharon McCormick

Executive Director Sharon McCormick provided an overview of the draft Eligibility Policy and changes from the previous draft the Board reviewed. Sharon confirmed the Head Lease requirements are being worked on.

Gavin Leitch requested the Eligibility Policy include more specific reference to the need for renters to enter into a lease, and reference to any breach of lease rendering the individual ineligible to rent, and subject to enforcement through the *Residential Tenancies Act, 2006*. Sharon will incorporate the requested amendments and the policy will be considered at the upcoming May 21, 2020 Special Board meeting.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation receives The Blue Mountains Attainable Housing Corporation draft Eligibility Policy for information

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

The motion is Carried.

**C.3 Blue Mountains Attainable Housing Corporation Purchasing Policy Review and Approval – Sharon McCormick**

Director Patrick Gourlay joined the meeting at 9:33 a.m.

Executive Director Sharon McCormick provided an overview of the draft Purchasing and Development Policy, and noted the Policy mirrors the Town of The Blue Mountains' Purchasing Policy but also includes sections which deal with Real Property and reference to a Fairness Advisor.

The Board members requested the Corporation name be spelled out in full in the Policy header (page 1) and noted the need for consistency (referred to as Purchasing and Development Policy in some sections, and Procurement Policy in other sections).

Moved by: Alar Soever

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation approves The Blue Mountains Attainable Housing Purchasing Policy with requested revisions

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

The motion is Carried.

**C.4 Vacant Board Position Desired Skills and Experience – Sharon McCormick (verbal)**

Board positions to be considered at the upcoming June 4, 2020 Attainable Housing Corporation meeting.

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receive the verbal report for Item C.4 Vacant Board Position Desired Skills and Experience

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

The motion is Carried.

**C.5 Invoice Approval**

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation approve payment of Hunt Productions Invoice No. 1242 totalling \$1,525.50

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

The motion is Carried.

Moved by: Cary Eagleson

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation approve payment of e-Crew Invoice No. 5633 totalling \$101.70

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

The motion is Carried.

Treasurer Cary Eagleson advised the Board that he has recently setup the Corporation to allow for electronic payments for efficiency purposes.

**C.6 Attainable Housing Corporation Action Item Tracking**

- Update Corporation’s By-laws, Policies and Practices to reflect Procedural -By-law
- Memorandum of Understanding between the Town and Attainable Housing Corporation
- Community Improvement Plan
  - RFP closes May 12, 2020
  - Attainable Housing portion of the Community Improvement Plan forecasted to be completed by September 2020
- Request for Proposal for Development Management Services
- Functional Servicing Report, Geotechnical, Archeological Assessment at Gateway Project
  - Finalizing RFQ documents
- Request for Proposal for Attainable Housing
  - developing scoring matrix
  - RFP release anticipated for July 2020

**D. Correspondence, if any**

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None

**E. New and Unfinished Business**

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**E.1 Additions to the Agenda**

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

**F. Notice of Meeting Dates**

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May 21, 2020 – Special Members Meeting  
Town Hall, Council Chambers

May 21, 2020 – Special Board Meeting  
Town Hall, Council Chambers

June 4, 2020  
Town Hall, Council Chambers

## G. Adjournment

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Moved by: Gavin Leitch

Seconded by: Alar Soever

The meeting of the Attainable Housing Corporation adjourned at 10:21 a.m. to meet again at the call of the Chair

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

The motion is Carried.