



Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, November 5, 2020
Meeting Time: 1:00 p.m.
Location: Town Hall, Council Chambers (Virtual)
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Mayor Alar Soever chaired the meeting on behalf of Councillor Rob Sampson.

Mayor Alar Soever called the meeting to order at 1:03 p.m. with Board members Cary Eagleson, Janet Findlay, Carolyn Letourneau, and Councillor Rob Sampson present. Executive Director Sharon McCormick was also present. Board member Gavin Leitch joined the meeting at 1:07 p.m., Board member Andrew Siegwart joined the meeting at 1:08 p.m., and Board member Patrick Gourlay joined the meeting at 1:47 p.m.

Town staff present was Director of Planning and Development Services Nathan Westendorp.

Traditional Territory Acknowledgement

Corporation Member Attendance

Approval of Agenda

Moved by: Cary Eagleson

Seconded by: Janet Findlay

THAT the Agenda of November 5, 2020 be adopted as circulated, including Item B.1.2 Julie Scarcella, Founder EcoSpex Inc. Re: Outstanding Invoice Arising from GMF Application being deferred at the request of the deputant

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	absent
Letourneau, Carolyn	Yay
Siegwart, Andrew	absent
Sampson, Rob	Yay
Soever, Alar	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 (October 1, 2020)

Board member Gavin Leitch joined the meeting at 1:07 p.m.

Moved by: Rob Sampson

Seconded by: Carolyn Letourneau

THAT the Board meeting minutes of October 1, 2020 be adopted as circulated, including any revisions to be made

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

The motion is Carried.

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

**B.1.1 John Fox, B.Comm. LL.B, Partner, Robins Appleby, LLP
Re: Goods and Services Tax/Harmonized Sales Tax (“GST/HST”) Exemptions and Rebates Available to BMAHC**

Andrew Siegwart joined the meeting at 1:08 p.m. and exited briefly at 1:10 p.m.

John Fox, B.Comm, LL.B, Partner, Robins Appleby, LLP provided an overview of the memorandum Goods and Services Tax/Harmonized Sales Tax (“GST/HST”) Exemptions and Rebates Available to BMAHC. His associate Thomas Whitteveen was also available for questions.

Mr. Fox confirmed the assumption made in the memorandum is that the BMAHC would own the Gateway Site. Councillor Sampson noted Council will need to have options regarding land ownership. Councillor Sampson enquired as to whether the Board need to undergo any structural changes prior to applying to be a municipality, to which Mr. Fox noted there is little guidance on the Canada Revenue Agency website.

Mr. Fox confirmed the Board can apply for Public Service Body (“PSB”) rebates as soon as there is an exempt supply, for example, once the building is available to renters. The

Board enquired whether the HST that the Board has been paying to date can qualify for a tax credit, which needs to be confirmed. Councillor Rob Sampson questioned if there would be a public policy route to explore for HST relief. Mr. Fox confirmed the Board would need to clarify the upset of that avenue before undertaking the strategy.

The Board and Mr. Fox discussed whether it is preferable to separate ownership of commercial versus residential components of the development.

Mr. Fox confirmed that the tax rebates available to municipalities is greater than the tax rebates available to qualifying non-profit organizations. Mr. Fox confirmed the Board could apply for municipality status and still qualify as a not-for-profit.

Mayor Soever thanked Mr. Fox and Mr. Whitteveen for their time.

Moved by: Cary Eagleson

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation accepts the advice outlined in the Memorandum, "Goods and Services Tax/Harmonized Sales Tax ("GST/HST") Exemptions and Rebates Available to BMAHC";

AND THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director and Treasurer to apply for determination as a municipality and rebates for Public Service Body and the New Residential Rental Property and HST number from Canada Revenue Agency

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

The motion is Carried.

B.1.2 Julie Scarcella, Founder EcoSpex Inc.

Re: Outstanding Invoice Arising from GMF Application

Item removed from the agenda at the request of the deputant.

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: Board meetings are taking place virtually 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.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 D2 Assessment and Odour Re-Testing Update – Director of Planning and Development Services Nathan Westendorp (verbal)

Director of Planning and Development Services Nathan Westendorp provided background regarding the D2 Assessment. Nathan confirmed that Operations staff maintain the original recommendation to proceed with odour re-testing in the Spring.

Board member Cary Eagleson questioned what the delay in re-testing will do to the Gateway site schedule and the planning application process. Nathan advised the Board that the Design Guidelines Task Force work will defer the Public Open House associated with the Official Plan Amendment/Zoning By-law Amendment for the site. Nathan confirmed there may be a few months delay, past the original timeframe.

The Board discussed, hypothetically, that conditions of approval may be subject to mitigating measures contained in the report to be reflected in the site plan. Nathan confirmed that planning staff will work through parallel processes to maintain the schedule where possible.

Board member Patrick Gourlay joined the meeting at 1:47 p.m.

C.2 Monthly Financial Statements and Cash Flow 2020 to Q2 2021 – Executive Director Sharon McCormick

Cash Flow 2020 to Q2 2021

NOTE: Included for information is a 2020 cash flow forecast.

The Board discussed that cash flow in Q2 2021 projects a shortfall and questioned if there is a need to remove expenses such as \$4,000 for communications to lessen the potential shortfall. The Board agreed that communications is imperative to the project. The Board noted additional funds will be released by Grey County following completion of the Community Improvement Plan which is due to be completed in December 2020.

The Board discussed that through the Development Manager, there is an ability to receive a loan of up to \$200,000 at a 2% interest rate, unsecured, which can be paid back at any time, with billings beginning at the point of construction financing. The Board noted there may be a way to defer payment of professional fees into Q1 2021. Board member Andrew Siegwart noted the Board should also be looking for ways to raise funds and investments for capital that goes beyond municipal funding.

Summary of Spending within Approved Cashflow

Website and Promotion

Upanup quarterly website hosting and Registrant webform development \$1440.75
Communications \$4000

Grant Eligible Expenses (approved from CMHC Seed Funding Grant)

Tatham Engineering final payment for functional servicing report \$9216.57
Central Earth for geotechnical and hydrogeological report \$14,663.50
New Commons Fixed Development Fee \$3955

Consulting

Task Force Facilitator \$5000

Office

Sarah Merrifield \$95.03 for postage

Moved by: Rob Sampson

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation receives Item C.2 Summary of Spending within Approved Cashflow for information purposes

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

Moved by: Patrick Gourlay

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation requests the Executive Director and the Treasurer to consider potential deferment of professional fees and other expenses until Q1 2021 or, if fee deferral is not possible, the Board requests the Executive Director and Treasurer to investigate a Working Capital Loan with New Commons Development to an upset limit of \$200,000 and report back at the next Board meeting

Eagleson, Cary Yay
Findlay, Janet Yay
Gourlay, Patrick Yay
Leitch, Gavin Yay
Letourneau, Carolyn Yay
Siegwart, Andrew Yay
Sampson, Rob Yay

Soever, Alar Yay
The motion is Carried.

C.3 Appointment of Public Member to Gateway Site Procurement Evaluation Team (verbal)

Moved by: Rob Sampson

Seconded by: Andrew Siegwart

THAT The Blue Mountains Attainable Housing Corporation appoints Carol Darling to the Builder Procurement Evaluation Team

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

Director of Planning and Development Services Nathan Westendorp left the meeting at 2:21 p.m.

C.4 Execution of Green Municipal Fund Grant Agreement between Federation of Canadian Municipalities and The Blue Mountains Attainable Housing Corporation – Sharon McCormick

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation authorizes the Executive Director and the Chair to execute the Green Municipal Fund Grant Agreement between the Federation of Canadian Municipalities and The Blue Mountains Attainable Housing Corporation as presented

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

Councillor Rob Sampson vacated the meeting between 2:45 p.m. and 2:49 p.m.

Moved by: Rob Sampson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation authorizes the Executive Director to issue a proposal for an Energy Consultant and a Cost Consultant to assist the Board in reviewing the energy and costing requirements associated with the design builder proposal submissions

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

The motion is Carried.

C.5 Gateway Site Waitlist Tracking – Sharon McCormick (verbal)

-71 Registrants

NOTE: Included with this item is a Registrant Profile for information.

Executive Director Sharon McCormick provided an overview of the registrant profile. Mayor Alar Soever noted there are single individuals expressing interest who have requested a 2 bedroom unit. Board member Andrew Siegwart noted there is likely a bigger demand than the list shows. Sharon commented the registrant waiting list is an expression of interest, and the technicalities will come to bear when the costing and policies are provided as part of the application process.

D. Correspondence

D.1 Rick and Julie Tipping, Residents Re: Attainable Housing

NOTE: at the October 5, 2020 Council meeting, Council resolved as follows:

THAT Council of the Town of The Blue Mountains receives the September 14, 2020 correspondence from Rick and Julie Tipping and refers the correspondence to The Blue Mountains Attainable Housing Corporation;

AND THAT Council affirms its support of the work of The Blue Mountains Attainable Housing Corporation to include input from all members of the community, CARRIED.

Receive for information

Moved by: Patrick Gourlay

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives Item D.1 Rick and Julie Tipping, Residents Re: Attainable Housing and directs Chair Sampson to respond to Mr. Tipping

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

The motion is Carried.

**D.2 Climate Action Now Network
Re: Acknowledgement and Thank You for Recycling Materials from the Former
Foodland Building Demolition**

Receive for information

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives Item D.2 Climate Action Now Network Re: Acknowledgement and Thank You for Recycling Materials from the Former Foodland Building Demolition for information purposes

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

The motion is Carried.

**D.3 Caroline Araujo Abbotts, Resident
Re: Attainable Housing**

NOTE: at the October 19, 2020 Council meeting, Council resolved as follows:

THAT Council of the Town of The Blue Mountains receives for information the correspondence from Caroline Araujo Abbotts regarding Attainable Housing in The Blue Mountains, and refers the correspondence to The Blue Mountains Attainable Housing Corporation, CARRIED.

Receive for information

Moved by: Gavin Leitch

Seconded by: Andrew Siegwart

THAT The Blue Mountains Attainable Housing Corporation receives Item D.3 Caroline Araujo Abbotts, Resident Re: Attainable Housing for information and instructs the Executive Director to contact Ms. Abbotts to confirm if the Board can add the correspondence to the Corporation's website

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

The motion is Carried.

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- Schedule I Clerks Support – Memorandum of Understanding
- New Commons Development Working Capital Agreement, if needed (November 19, 2020 Special Board meeting)
- Gateway Project Organization Chart with Stakeholders, and Consultants identified

F. Closed Session

Moved by: Cary Eagleson

Seconded by: Patrick Gourlay

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:

- i) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality that belongs to the municipality or local board and has monetary value or potential monetary value and with regard to the financial strategy for the Gateway Site;
- ii) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act and with regard to a request received;
- iii) personal matters about an identifiable individual, including municipal or local board employees, labour relations or employee negotiations and with regard to review of applications received for the Board of Director vacancy

Eagleson, Cary Yay

Findlay, Janet Yay

Gourlay, Patrick Yay

Leitch, Gavin Yay

Letourneau, Carolyn Yay

Siegwart, Andrew Yay

Sampson, Rob Yay

Soever, Alar Yay

The motion is Carried.

The Board entered closed session at 3:30 p.m. following a 15-minute break

The Board rose from closed session at 4:30 p.m.

Patrick Gourlay exited the meeting following the Closed Session.

Closed Session Reporting Out Statement

Mayor Alar Soever reported out of closed session that the Board reviewed preliminary financial information with regard to the financing strategy for the Gateway Site, the Board gave direction with regard to a Freedom of Information request, and considered applications for the Board of Director vacancy and deferred the matter to the next meeting.

G. Notice of Meeting Dates

Proposed Special Meeting date:

November 19, 2020 – 1:30 p.m.

Town Hall, Council Chambers (Virtual)

December 3, 2020 – 2:00 p.m.

Town Hall, Council Chambers (Virtual)

December 3, 2020 – 4:00 p.m. **Annual General Meeting proposed meeting date**

Town Hall, Council Chambers (Virtual)

H. Adjournment

Moved by: Janet Findlay

Seconded by: Andrew Siegwart

THAT the meeting of the Attainable Housing Corporation does now adjourn at 4:34 p.m.
to meet again at the call of the Chair

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

The motion is Carried.