



Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, December 3, 2020
Meeting Time: 2:00 p.m.
Location: Town Hall, Council Chambers
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Councillor Rob Sampson called the meeting to order at 2:02 p.m. with Board members Cary Eagleson, Janet Findlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegwart, and Mayor Alar Soever present. Board member Patrick Gourlay joined the meeting at 2:22 p.m. Also present was Executive Director Sharon McCormick, and Michael Schaefer, whose appointment to the Board is considered at Item C.4.

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

Traditional Territory Acknowledgement

Corporation Member Attendance

Approval of Agenda

Moved by: Andrew Siegwart

Seconded by: Alar Soever

THAT the Agenda of December 3, 2020 be adopted as circulated, including any additions or amendments, being to move Item C.5 Appointment to Board of Directors and Item C.1 Community Improvement Plan Update ahead of section B

Egleson, Cary	Yay
Findlay, Janet	absent at time of vote
Gourlay, Patrick	absent
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Siegwart, Andrew	Yay
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 (November 5, 2020, November 19, 2020)

Moved by: Andrew Siegwart

Seconded by: Cary Eagleson

THAT the Board meeting minutes of November 5, 2020, and the Special minutes of November 19, 2020 be adopted as circulated, including any revisions to be made

Egleson, Cary	Yay
Findlay, Janet	absent at time of vote
Gourlay, Patrick	absent
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Siegwart, Andrew	Yay
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

Previous Closed Session Minutes (November 5, 2020, November 19, 2020)

Moved by: Janet Findlay

Seconded by: Andrew Siegwart

THAT the Closed Session Board meeting minutes of November 5, 2020 and November 19, 2020 be adopted as previously circulated

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

The motion is Carried.

C. Matters for Discussion

C.5 Appointment to Board of Directors – Sharon McCormick

Executive Director Sharon McCormick introduced Michael Schaefer to Board members and provided an overview of Mr. Schaefer’s background and prior experience. Councillor Rob Sampson welcomed Mr. Schaefer to the Board. Michael noted his thanks and expressed his excitement at joining the Board.

Moved by: Andrew Siegart

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation appoints Michael Schaefer to the Board of The Blue Mountains Attainable Housing Corporation effective December 3, 2020

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

The motion is Carried.

C.1 Community Improvement Plan Update, Director of Planning and Development Services Nathan Westendorp (verbal)

Director of Planning and Development Services Nathan Westendorp advised the Board that the draft Community Improvement Plans (Housing within Reach and Commercial Core) were provided to Council at the December 1, 2020 Committee of the Whole meeting. Nathan confirmed the consultation deadline has been extended to 1:00 p.m. on December 11, 2020 after which point the project team will evaluate any additional comments received and revise the Community Improvement Plans as required. Nathan confirmed the project team expects the Community Improvement Plans will be back before Council for consideration at its January 11, 2021 meeting.

Board member Janet Findlay noted her thanks to Town staff and the consultant for the work done on the Community Improvement Plans.

Director of Planning and Development Services Nathan Westendorp left the meeting at 2:16 p.m.

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

B.1.1 Sara Udow, Principal, Process

Re: The Gateway Project Design Guidelines Task Force Summary

Executive Director Sharon McCormick advised the Board that in November 2020, the Gateway Project Design Guidelines Task Force (“TF”) convened and completed its mandate to produce recommended design guidelines to form part of the Request for Proposal for a Design Builder. Sharon explained this will allow Design Builder submissions to take into account the recommendations determined by the TF.

Sara Udow, Principal, Process provided an overview of the Gateway Project Design Guidelines Task Force Summary including: commercial, height, and massing concerns, and confirmed the TF consider 3-4 storeys as most appropriate, with consideration for tiering the storeys, and placed an emphasis on sustainability, attainability, storage and public space needs. Sara commended the Board for seeking advanced engagement with the community.

Board member Patrick Gourlay joined the meeting at 2:22 p.m.

Sharon confirmed the TF feedback received will be incorporated with other community feedback received.

Sharon elaborated on TF feedback and noted comments included questioning the need for ground-floor commercial space that could instead be used for ground-floor residential space. Board member Andrew Siegwart noted the Town’s Economic Development Advisory Committee recently completed a Retail Gap Analysis which may provide useful insight regarding the type of commercial market needed in The Blue Mountains. Sharon confirmed the TF conceded there was appreciation that commercial needs comes down to financial viability. Sara Udow confirmed the TF did discuss commercial and institutional options such as medical offices and a childcare facility.

Sharon advised that block and massing diagrams are needed at this time to test the financial viability of the TF’s recommendations. The Board was advised that the TF reviewed the Spring 2020 survey results and initial 3, 4, and 5 storey design renderings which highlighted to the TF the need for trade offs (i.e. 1 v. 2 buildings, woodlot, parking, etc.). Sharon noted the design guidelines the Board ultimately approves would work for any project, and should not be storey or building-dependent.

Board member Janet Findlay emphasized that to successfully integrate attainability housing into the community, the building must fit with community expectations. Janet noted her concern that the firm that provided the prior design renderings may not have fully understood the community and its needs.

Sharon provided an overview of the positive feedback received from some TF members. Sharon thanked the Board for this providing this effective manner of proactive engagement.

Moved by: Andrew Siegwart

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives Item B.1.1 Sara Udow, Principal, Process Re: The Gateway Project Design Guidelines Task Force Summary and:

- directs the Executive Director to further scope the project design guidelines and complete a development concept of the BMAHC Project Design Guideline Task Force’s preferred design suggestions, including assessing the financial viability of the concept with funding to an upset of \$15,000 and report back to the Board;
- requests the Chair of the Board to send a letter to the Task Force members thanking them for participating in the Project Design Guideline Task Force and to inform them of the Board’s action taken in regards to their advice and project design guidelines

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

The motion is Carried.

B.1.2 Julie Scarcella, Founder EcoSpex Inc.

Re: Outstanding Invoice Arising from GMF Application

Julie Scarcella, Founder EcoSpex Inc. provided a presentation regarding an outstanding invoice arising from GMF application. Julie noted that EcoSpex Inc. was pleased to assist with the GMF application and assist with the requests made over and above the initial agreement. Julie noted to this date the additional billings have not been addressed and noted her hope to establish a payment plan to address the outstanding invoice.

Councillor Rob Sampson confirmed that EcoSpex Inc. contract is with StrategyCorp, not the Board of The Blue Mountains Attainable Housing Corporation. Julie confirmed the overage request was made to StrategyCorp and the firm advised the overruns would be assessed based on the approval of the GMF application, but no additional response has been provided by the firm.

Board member Andrew Siegwart left the meeting at 3:00 p.m.

Councillor Rob Sampson and Mayor Alar Soever noted the Board will need to consider this matter in closed session. Mayor Soever commented that the Board will need to confirm the response from StrategyCorp before commenting.

Board member Gavin Leitch requested clarity on whether EcoSpex is prepared to be flexible on the payment amount, given the circumstances. Julie noted she is open to working with the Board and to modify the request and clarify any questions with respect to the overages noted.

Councillor Sampson thanked Julie for the presentation.

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.2 Gateway Site Geotechnical Report and Hydrogeological Study – Nathan Westendorp and Executive Director Sharon McCormick

Moved by: Carolyn Letourneau

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receives Item C.2 Gateway Site Geotechnical Report and Hydrogeological Study and directs the Executive Director to include the report in the existing planning application for the Gateway Site

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

C.3 Summary of Spending within Approved Cashflow – Sharon McCormick

Summary of Spending within Approved Cashflow

Upanup \$935

Virtual Conference – Sharon McCormick \$75

Seed Funding Grant Eligible Expense

New Commons Development \$3500

Executive Director Sharon McCormick confirmed she is reviewing potential bridge funding (“Community Forward” Funding Agreement) with New Commons Development and will review the same with Treasurer Cary Eagleson.

Moved by: Cary Eagleson

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation receives Item C.3 Summary of Spending within Approved Cashflow for information purposes

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Schaefer, Michael	Yay
Sieglwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

C.4 Appointment of Board member to the Town of The Blue Mountains Economic Development Advisory Committee

Moved by: Patrick Gourlay

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation acknowledges the resignation of Cary Eagleson from the Town of The Blue Mountains Economic Development Advisory Committee effective November 19, 2020

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Schaefer, Michael	Yay
Sieglwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.

Consideration of a subsequent appointment to replace Cary Eagleson and confirm alternate(s) to the Town’s Economic Development Advisory Committee is deferred to the January 2021 meeting.

D. Correspondence

D.1 Hazel Milne, Resident

Re: Poor Site Choice Location for Attainable Housing

NOTE: this correspondence provided to Council at the November 30, 2020 meeting

For Board consideration

Moved by: Carolyn Letourneau

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receives correspondence item D.1 Hazel Milne, Resident Re: Poor Site Choice Location for Attainable Housing and requests the Chair or Vice Chair to respond to Ms. Milne

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	Yay
Leitch, Gavin	Yay
Letourneau, Carolyn	Yay
Schaefer, Michael	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	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
- EcoSpex Inc. Outstanding Invoice arising from GMF Application (closed session)
- Attainable Housing Board Committees (February 2021 meeting)
- Appointment of Board member to the Town’s Economic Development Advisory Committee

F. Notice of Meeting Dates

December 3, 2020 – 4:00 p.m. **Annual General Meeting**
Town Hall, Council Chambers (Virtual)

January 7, 2021
Town Hall, Council Chambers (Virtual)

The January 7, 2021 Board meeting will be rescheduled to a later date in January at the request of the Executive Director

G. Adjournment

Moved by: Janet Findlay

Seconded by: Patrick Gourlay

The meeting of the Attainable Housing Corporation adjourned at 3:30 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
Schaefer, Michael	Yay
Siegwart, Andrew	absent
Soever, Alar	Yay
Sampson, Rob	Yay

The motion is Carried.