



THE BLUE MOUNTAINS  
Attainable Housing Corporation

# Minutes

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The Blue Mountains Attainable Housing Corporation

**Meeting Date:** Thursday, January 21, 2021  
**Meeting Time:** 1:00 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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Councillor Rob Sampson called the meeting to order at 1:02 p.m. with Board members Cary Eagleson, Janet Findlay, Carolyn Letourneau, Michael Schaefer, Andrew Siegart and Mayor Alar Soever present. Executive Director Sharon McCormick was also present.

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

Regrets were sent by Board members Patrick Gourlay and Gavin Leitch.

### **Traditional Territory Acknowledgement**

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

### **Corporation Member Attendance**

Executive Assistant Committees of Council Sarah Merrifield confirmed that all Board members were present, save Patrick Gourlay and Gavin Leitch.

## Approval of Agenda

Moved by: Cary Eagleson

Seconded by: Andrew Siegart

THAT the Agenda of January 21, 2021 be adopted as circulated, including any additions, being the inclusion of an additional closed session matter: personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations, and with regard to the Executive Director performance evaluation, and deferral of Item C.3 Governance Review – Board Director Gavin Leitch

Egleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	absent
Letourneau, Carolyn	Yay
Schaefer, Michael	Yay
Siegart, 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 (December 3, 2020)

Moved by: Alar Soever

Seconded by: Cary Eagleson

THAT the Board meeting minutes of December 3, 2020 be adopted as circulated, including any revisions to be made

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

The motion is Carried.

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

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

#### **B.1.1 Eldon Theodore, Partner, MHBC Planning, Urban Design & Landscape Architecture Re: Massing Model for 4th Development Concept on Gateway Site**

Executive Director Sharon McCormick provided an introduction to Mr. Theodore and noted the 4<sup>th</sup> development concept that will be presented was a result of the work undertaken by the Design Guidelines Task Force. Sharon further noted that financial implications associated with the model will be reviewed in closed session. Eldon Theodore, MHBC provided an overview of the 3 initial concepts, as originally presented. Eldon provided a summary of the 4<sup>th</sup> development concept and noted it is a 4-storey model with step backs, 84 units total, and two separate buildings. The Town Homes, as presented in the initial option #2 have been removed. The King Street setback has been increased to 6m and there are 177 parking spaces provided. Eldon confirmed that additional noise mitigation can be achieved by the additional setback from King Street. It was noted that all the concepts meet the buffer recommended in the Noise Study report. Eldon noted the ground level of the building to the west is currently modelled to be used for residential purposes, rather than commercial.

The Board reviewed the concepts and had several questions. Mayor Soever wondered about limiting parking to one (1) space per unit with a “Car Share” model employed. Board member Andrew Siegwart enquired whether the entrance off Grey Street would be better, given the business of the King Street corridor. Eldon reviewed the parking requirements, and the calculations that determine the number of required spaces, taking into account commercial and residential use.

Director of Planning and Development Services Nathan Westendorp noted philosophically the 4<sup>th</sup> concept design is in line with Town objectives for stormwater management and parking at the rear of the building. Nathan further noted a Functional Servicing Report is being developed by Tatham Engineering to determine the optimal traffic flow for the property.

The Board noted that the 2 building concept as presented came from the Design Guidelines Task Force as it contextually fits better with the area. Mayor Soever questioned if it is possible to have one building and design it such that it is staggered in the middle, to give the appearance of 2 buildings, but in fact achieve some design efficiencies and cost efficiencies. Eldon noted it is possible in theory, however this is difficult to achieve and typically, the resulting building will still read as one building.

Nathan Westendorp noted the Board will need to pay architectural attention to the corner of Grey and King Streets to ensure it is an architectural feature. This need is noted through the Town’s Design Guidelines.

Councillor Sampson thanked Eldon 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**

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**C.1 Noise Study Portion of D2 Assessment**

Moved by: Alar Soever

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation receives the Noise Study associated with the D2 Assessment for the Gateway Site and requests the Executive Director to include the report in the planning application

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

The motion is Carried.

Director of Planning and Development Services Nathan Westendorp left the meeting at 1:50 p.m.

**C.2 Land Transfer for Gateway Site – Executive Director Sharon McCormick (verbal)**

It was noted that the Executive Director should begin exploring options for the land transfer of the Gateway Site with the Town. The Fairness Advisor and the Integrity Commissioner will also be requested to provide advice with respect to compliance with the Code of Conduct for members of Council who are Board members.

Moved by: Alar Soever

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation receives the verbal report with respect to the Land Transfer for Gateway Site

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

The motion is Carried.

**C.3 Governance Review – Board Director Gavin Leitch**

This matter deferred to the February 4, 2021 Board meeting.

**C.4 2021 Budget – Sharon McCormick**

The Board discussed that in 2021 and moving forward, expenditures and revenues will be reported through cash flows. Discussion on the 2021 budget will be initiated at the February 4, 2021 Board meeting. It was further noted that a Delegated Financial Approval Policy should be developed to delegate appropriate approvals to the Executive Director. Executive Director Sharon McCormick noted that there is a timeline to apply for grant funding with respect to a student position. The Board noted that Sharon can proceed with the application for the student position, but the Board will review the budget requests at the February 2021 meeting.

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

THAT The Blue Mountains Attainable Housing Corporation approves the 2021 BMAHC Operating Budget for discussion purposes.

**C.5 Monthly Financial Statements and Summary of Spending – Sharon McCormick**

**Approved expenditures**

New Commons Development \$3500 (paid by CMHC Seed Funding)  
Robins Appleby \$7000  
Creative Process \$4900  
P1 Consulting \$945  
Upanup \$450

**Fee estimates for approved commitments**

Legal \$5000 Gateway land transfer  
Audit \$5500-6500  
Urban design \$4500 project design guidelines, \$4000 concept 4 massing model

Moved by: Cary Eagleson

Seconded by: Michael Schaefer

THAT The Blue Mountains Attainable Housing Corporation receives Item C.5 Monthly Financial Statements and Summary of Spending for information purposes.

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

The motion is Carried.

**C.6 Appointment of Board member to the Town of The Blue Mountains Economic Development Advisory Committee**

Matter deferred to February 4, 2021 meeting

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

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;

AND THAT The Blue Mountains Attainable Housing acknowledge that when Cary Eagleson was initially appointed on March 15, 2019, the Board also appointed alternates, being: Board members Janet Findlay and Patrick Gourlay;

NOW THEREFORE The Blue Mountains Attainable Housing Corporation appoints (1 Board member) to the Town’s Economic Development Advisory Committee for the balance of the 2018 to 2022 Term of Council and confirms (name Board member(s) will act as alternates.

**D. Correspondence**

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**D.1 Alex Maxwell, Resident  
Re: Attainable Housing and Future Building in The Blue Mountains**

Moved by: Alar Soever

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation receives correspondence item D.1 Alex Maxwell, Resident Re: Attainable Housing and Future Building in The Blue Mountains

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	absent

Letourneau, Carolyn Yay  
Schaefer, Michael Yay  
Siegwart, Andrew Yay  
Soever, Alar Yay  
Sampson, Rob Yay  
The motion is Carried.

**D.2 Toivo Holsmer, Resident**

**Re: The Blue Mountains Attainable Housing Corporation, Non-resident Directors and The Gateway Project**

NOTE: This item referred by Council at the November 30, 2020 meeting through the following resolution:

THAT Council of the Town of The Blue Mountains receives the November 19, 2020 correspondence from Toivo Holsmer regarding The Blue Mountains Attainable Housing Corporation, Non-resident Directors and The Gateway Project;

AND THAT Council endorses The Blue Mountains Attainable Housing Corporation By-laws as it relates to Board Appointments;

AND THAT Council refers the correspondence to The Blue Mountains Attainable Housing Corporation for response, CARRIED.

Board member Andrew Siegwart declared a conflict of interest with respect to Correspondence Item D.2.

Moved by: Alar Soever

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation receives correspondence item D.2 Toivo Holsmer, Resident Re: The Blue Mountains Attainable Housing Corporation, Non-resident Directors and The Gateway Project for response by Chair Sampson to address factual inaccuracies of the letter

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

## **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**

- Schedule I Clerks Support – Memorandum of Understanding
- Board sub-committees
- Code of Conduct Training
- Gateway Project Design Guidelines
- Executive Director Annual Performance Evaluation
- CMHC Agreement
- Governance Review
- Land Transfer Proposal
- 2021 Budget and Consolidated Budget Sheets
- Appointment of Board member to the Town of The Blue Mountains Economic Development Advisory Committee

## **F. Closed Session**

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Moved by: Andrew Siegwart

Seconded by: Michael Schaefer

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 board and has monetary value or potential monetary value and with regard to the financial strategy for the Gateway Site;
- ii. advice that is subject to solicitor-client privilege, including communications necessary for that purpose and with regard to a request received;
- iii. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board and with regard to contract negotiations;
- vi. a proposed or pending acquisition or disposition of land by the board and with regard to potential land acquisition.
- v. personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations, and with regard to the Executive Director performance evaluation

Eagleson, Cary	Yay
Findlay, Janet	Yay
Gourlay, Patrick	absent
Leitch, Gavin	absent
Letourneau, Carolyn	Yay
Schaefer, Michael	Yay
Siegwart, Andrew	Yay



Soever, Alar            Yay  
Sampson, Rob           Yay  
The motion is Carried.

The Board went into closed session at 2:35 p.m.

The Board rose from closed session at 5:08 p.m. with Gavin Leitch having joined the meeting.

Mayor Soever and Carolyn Letourneau rejoined the meeting at 5:12 p.m.

### **Closed Session Reporting Out Statement**

Councillor Sampson reported out of closed session that the Board gave direction to the Executive Director as it relates to the Gateway Site. The Board gave direction to the Executive Director as it relates to solicitor-client privilege matter with respect to a request received. The Board gave direction to the Executive Director as it relates to contract negotiations and request for additional payments. The Board further gave direction to the Executive Director as it relates to pending acquisition or disposal of land and with regard to potential land acquisition, and the Board gave direction to the Chair as it relates to performance review for the Executive Director.

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT in reference to Item B.1.1 Eldon Theodore, Partner, MHBC Planning, Urban Design & Landscape Architecture Re: Massing Model for 4th Development Concept on Gateway Site, The Blue Mountains Attainable Housing Corporation directs the Executive Director to request Council direct staff to initiate a Planning application for a 4-storey option at the Gateway Site;

AND THAT the Corporation directs the Executive Director to follow-up with the financial analysis of a one building versus two building model

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

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

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February 4, 2021 at 2:30 p.m.  
Town Hall, Council Chambers (Virtual)

## H. Adjournment

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Moved by: Gavin Leitch

Seconded by: Alar Soever

The meeting of the Attainable Housing Corporation adjourned at 5:23 p.m. to meet again at the call of the Chair

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

The motion is Carried.