



THE BLUE MOUNTAINS
Attainable Housing Corporation

Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, August 5, 2021
Meeting Time: 2:30 p.m.
Location: Town Hall, Council Chambers
Prepared by Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Councillor Sampson called the meeting to order at 2:31 p.m. with Board members Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, and Mayor Soever present.

Regrets were sent by Board members Michael Schaefer and Andrew Siegart.

Town staff present was Chief Administrative Officer Shawn Everitt.

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

Approval of Agenda

Moved by: Mayor Soever

Seconded by: Cary Eagleson

THAT the Agenda of August 5, 2021 be adopted as circulated, including any additions.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

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 (July 8, 2021, July 28, 2021)

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT the Board meeting minutes of July 8, 2021 and the Special Meeting Minutes of July 28, 2021 be adopted as circulated, including any revisions to be made.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

Previous Closed Session Minutes (July 8, 2021, July 28, 2021)

Moved by: Cary Eagleson

Seconded by: Gavin Leitch

THAT the Closed Session Board meeting minutes of July 8, 2021 and the Special Closed Session Board meeting minutes of July 28, 2021 be adopted as previously circulated.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

B.1.1 Stephanie Fletcher, University of Guelph

Re: Student Case Study – Naturalizing and Restoring Landscapes - Gateway Site

Councillor Sampson welcomed Stephanie Fletcher, University of Guelph, who provided a presentation regarding her Student Case Study – Naturalizing and Restoring Landscapes – Gateway Site. Stephanie noted she has lived in Thornbury since 2020 and is currently enrolled in University of Guelph’s Diploma in Horticulture program. Stephanie is also a Master Gardener in Training.

Stephanie provided an introduction and context, reviewed inputs used to develop her Case Study for the Gateway Site, and provided an overview of green space infrastructure and low impact development to balance urban development. Stephanie reviewed the green space benefits, which include social, environmental, and economic benefits. Stephanie advised that the “green space” definition is broad enough to encompass parkettes, and the value attributed to these spaces can actually be quantified. Stephanie reviewed the Gateway Site challenges and considerations, along with the naturalization opportunities which include: tree canopy, permeable paving, rain gardens or conservation landscaping, bio-retention swale, green roof systems on public transport/bike storage/other storage facilities, rainwater harvesting, partially covered parking spaces for registered car pooling groups, canopy shading, native plants as largest percentage of vegetative cover, and new tree canopy. Stephanie advised that her reason for performing a Case Study on The Gateway Site is the physical site represents the Gateway to Thornbury, and as such, there is an opportunity to include verdant green space and forward-thinking design that balances new green development with economic objectives.

Stephanie provided additional detail on rainwater harvesting, preservation or increase in tree and vegetation cover, stormwater management practices including: permeable paving and green roofs for bus shelters, bike storage and other outdoor buildings, and rainwater gardens or conservation meadows.

Lastly Stephanie reviewed the current plan view of the Gateway Site with commentary regarding the green design options previously identified.

Board member Cary Eagleson enquired as to how permeable paving technology stands up against snow removal equipment. Stephanie advised that there are case studies suggesting that it stands up as well as regular pavement.

The Board requested that Stephanie review the Gateway Site Design Guidelines as provided at Item B.1.2 and to provide insight into how some of the wording within may be supplemented to account for her Case Study findings.

Councillor Sampson thanked Stephanie for the presentation.

Moved by: Carolyn Letourneau

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives Item B.1.1 Stephanie Fletcher, University of Guelph Re: Student Case Study – Naturalizing and Restoring Landscapes - Gateway Site for information purposes.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

B.1.2 Eldon Theodore, MHBC Planning, Urban Design and Landscape Architecture Re: Gateway Site Design Guidelines

Councillor Sampson welcomed Eldon Theodore, MHBC Planning, Urban Design and Landscape Architecture who provided a presentation of the Gateway Site Design Guidelines. Eldon noted the guidelines were initially prepared in January 2021, but have since been amended based on feedback received. Eldon noted the Design Guidelines are meant to provide visioning and direction to the successful proponent for the Gateway Site.

Eldon further noted the Design Guidelines lay out general design principles for the Gateway Site including private space design, non-residential space design, interior space, accessible design, public space design, and sustainable design. Eldon noted the comments provided during Item B.1.1 are very helpful as well and provide further insight into sustainable and green design features.

Board member Janet Findlay thanked Eldon for the report, and cited its easy readability and layout. Janet noted there is minor inconsistency in storey levels on pages 3 and 12 respectively. Janet further commented that the Design Guidelines Task Force had requested a further setback from the road, while the current Design Guidelines appear to have the setback closer to the road. Eldon noted that the current setback as identified in the document attempts to satisfy both the feedback from the Task Force, and the Town's Official Plan which encourages the built form close to the street. Eldon further noted that when the building is set further back from the road, it could impact the number of parking spots available at the rear of the building.

The Board discussed that comments are expected from Stephanie Fletcher, University of Guelph, as well as the Board which means a final version of the Guidelines will need to be presented at a future meeting. Ed Starr of SHS Consulting advised that there is still time to refine the Gateway Site Design Guidelines as the Concept Architect still has not been retained. Councillor Sampson noted he has also been asked to present the Design Guidelines to the Sustainability Advisory Committee, which will give a little extra time to finalize the document.

Councillor Sampson enquired whether Eldon had any feelings about the proposed setback and naturalized design elements proposed by Stephanie Fletcher during B.1.1. Eldon noted that he generally supports the move to include naturalized design elements, but the property should be prominent; there is a balance to be struck between a "sense of arrival" to the community and sustainability initiatives on the site.

Board member Cary Eagleson commented that he likes the concept of natural green areas with flowers and native plantings, but noted a priority will be ensuring maximum tree retention on the lot. Soft landscaping at the front of the building would be an appropriate look and feel.

Mayor Soever requested clarity regarding page 4, and noted it is blank with the words "placeholder for massing model". Eldon clarified that the Design Guidelines are intended to be a living document, and the successful proponent's design concept should be added to page 4.

Mayor Soever requested further clarity regarding accessible design concepts and whether the unit sizes will be sufficient to accommodate those standards. Eldon advised accessible design can be further contemplated by the architect but the Design Guidelines include the minimum standards. Mylene Vincent, SHS Consulting advised that the accessible design concepts are feasible within the smallest unit size. Mylene further noted the Board may wish to revisit the 1,100 square foot, three bedroom unit size, and noted that they could be designed comfortably at around 950-1,000 square feet.

Board member Janet Findlay noted the document is flexible in its current state, with many *may*s rather than *shall*s when it comes to design considerations. Eldon noted that the wording around the design standards have been strengthened from the original document. Mylene noted that several of the design principles in the document should remain as *shall*s – for example, the stepback from the third storey.

Councillor Sampson thanked Eldon for the presentation.

Moved by: Gavin Leitch

Seconded by: Janet Findlay

THAT The Blue Mountains Attainable Housing Corporation receives Item B.1.2 Eldon Theodore, MHBC Planning, Urban Design and Landscape Architecture Re: Gateway Site Design Guidelines and endorses the same in principle, pending further review at a subsequent meeting, and directs SHS Consulting to release the document to the shortlisted architectural firms being considered.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

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 Notice of The Blue Mountains Attainable Housing Corporation Annual General Meeting – September 2, 2021 at 2:00 p.m.

Moved by: Mayor Soever

Seconded by: Cary Eagleson

THAT The Blue Mountains Attainable Housing Corporation provides notice of its Annual General Meeting, scheduled for September 2, 2021 at 2:00 p.m., and requests that the Notice be provided to Council of the Town of The Blue Mountains for information.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

C.2 Financial and Budget Variance Reports – Cary Eagleson, Treasurer

NOTE: This material will be available Tuesday, August 3, 2021.

- **Related follow-up direction from The Blue Mountains Council – June 28, 2021**

THAT Council receive Staff Report FAF.21.116, entitled “Attainable Housing 2021 Allocation from Town”;

AND THAT Council direct staff to transfer the 2021 Budget Allocation of \$20,000 to The Blue Mountains Attainable Housing Corporation;

AND THAT Council direct staff to look for a longer term strategy in coordination with The Blue Mountains Attainable Housing Corporation for inclusion in the 2022 Town of The Blue Mountains draft budget, CARRIED.

Moved by: Cary Eagleson

Seconded by: Patrick Gourlay

THAT The Blue Mountains Attainable Housing Corporation receives Item C.2 Financial and Budget Variance Report for information purposes.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

D. Correspondence

Item D.1 deferred to September 2, 2021 meeting

D.1 Bruce Taylor

Re: Gateway Site Design Guidelines Sustainability Features

For Board consideration

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

- **Code of Conduct**
- **Gateway Site Design Guidelines**
- **Bruce Taylor Correspondence Re: Gateway Site Design Guidelines Sustainability Features**

F. Closed Session

Moved by: Mayor Soever

Seconded by: Gavin Leitch

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 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.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegart

The motion is Carried (7 to 0, 2 absent)

The Board went into closed session at 3:44 p.m.

The Board rose from closed session at 4:45 p.m.

Closed Session Reporting Out Statement

Councillor Sampson reported out of Closed Session that the Board met in regards to a financing strategy for the Gateway Site and gave some direction to SHS Consulting and a sub-committee of the Board as it relates to the financial strategy for the Gateway Site.

G. Notice of Meeting Dates

September 2, 2021 at 2:00 p.m. – **Annual General Meeting**
Town Hall, Council Chambers (Virtual)

September 2, 2021 at 2:30 p.m. – **Regular Board Meeting**
Town Hall, Council Chambers (Virtual)

H. Adjournment

Moved by: Janet Findlay

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation does now adjourn at 4:50 p.m. to meet again at the call of the Chair.

Yay (7): Cary Eagleson, Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Mayor Soever, Councillor Sampson

Absent (2): Michael Schaefer, Andrew Siegwart

The motion is Carried (7 to 0, 2 absent)