



THE BLUE MOUNTAINS
Attainable Housing Corporation

Minutes

The Blue Mountains Attainable Housing Corporation

Meeting Date: Thursday, October 7, 2021
Meeting Time: 2:30 p.m.
Location: Town Hall, Council Chambers
Prepared by Melissa Pollock, Administrative Assistant BMAHC

A. Call to Order

Councillor Sampson called the meeting to order at 2:32 p.m. with Board members Janet Findlay, Patrick Gourlay, Gavin Leitch, and Michael Schaefer present. Mayor Soever joined at 2:38 p.m.

Regrets were sent by Board members Carolyn Letourneau and Andrew Siegart.

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

Recommended

Moved by: Patrick Gourlay

Seconded by: Gavin Leitch

THAT the Agenda of October 7, 2021 be adopted as circulated, including any additions.

Yay (5): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson

Absent (3): Carolyn Letourneau, Andrew Siegart, Mayor Soever

The motion is Carried (5 to 0, 3 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 2021-76, Attainable Housing Corporation Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

Previous Minutes (September 2, 2021)

Recommended

Moved by: Gavin Leitch

Seconded by: Patrick Gourlay

THAT the Board meeting minutes of September 2, 2021 be adopted as circulated, including any revisions to be made.

Yay (5): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson

Absent (3): Carolyn Letourneau, Andrew Siegart, Mayor Soever

The motion is Carried (5 to 0, 3 absent)

Previous Closed Session Minutes (September 2, 2021)

Recommended

Moved by: Gavin Leitch

Seconded by: Janet Findlay

THAT the Closed Session Board meeting minutes of September 2, 2021 be adopted as previously circulated.

Yay (5): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson

Absent (3): Carolyn Letourneau, Andrew Siegart, Mayor Soever

The motion is Carried (5 to 0, 3 absent)

B. Staff Reports, Deputations, and Presentations

B.1 Deputations, if any

None

B.1.1 Eldon Theodore, MHBC

Re: Gateway Urban Design and Architectural Control Guidelines Report

Eldon Theodore walked through the amendments made to the report since the last meeting. The Board made recommendations to revise the placement of the sustainability section to be earlier in the report to represent its priority in our project. As well as some minor revisions to spelling, and word choices.

Recommended

Moved by Gavin Leitch

Seconded by: Janet Findlay

The Blue Mountain Attainable Housing Corporation receive and endorse Item B.1.1 Eldon Theodore, MHBC Re: Gateway Urban Design and Architectural Control Guidelines Report entitled "Urban Design and Architectural Control Guidelines", amended by today's revisions.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegart

The motion is Carried (6 to 0, 2 absent)

B.2 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2021-76 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.

B.3 Staff Reports, if any

None

C. Matters for Discussion

C.1 Executive Director Vacancy Announcement and Future Regular Public Information sessions with the ED

Recommended

Moved by: Gavin Leitch

Seconded by: Patrick Gourlay

THAT the Blue Mountain Attainable Housing Corporation endorses the appointment of Jennifer Bisley as the Corporation's new Executive Director, effective November 8, 2021.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegart

The motion is Carried (6 to 0, 2 absent)

C.2 Residential and Commercial Space MOU's and Head Leases with Town Businesses/Organizations

Recommended

Moved by: Gavin Leitch

Seconded by: Mayor Soever

THAT the Blue Mountain Attainable Housing Corporation initiate the process of obtaining Memorandum of Understandings or head leases or other rental agreements with local businesses and organizations for available space (market and attainable) at the Gateway Site.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegart

The motion is Carried (6 to 0, 2 absent)

C.3 BMAHC Purchasing Policy

Recommended

Moved by: Mayor Soever

Seconded by: Gavin Leitch

WHEREAS The Blue Mountains Attainable Housing Corporation adopted a purchasing and development policy for the corporation; and whereas in accordance with that policy The Blue Mountains Attainable Housing Corporation finds it necessary to undertake a procurement process for the Design Build contract party for the Gateway Site;

NOW THEREFORE The Blue Mountains Attainable Housing Corporation appoints SHS Consulting to coordinate and manage the process to seek and engage the Design Build contract party for the Gateway Site.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegwart

The motion is Carried (6 to 0, 2 absent)

C.4.A 19 Napier Street Lease Agreement

Recommended

Moved by: Patrick Gourlay

Seconded by: Gavin Leitch

THAT the Blue Mountains Attainable Housing Corporation will enter a lease agreement with the Town of Blue Mountains substantially in the form presented to the Board and attached; with the exception of the monthly rental rate being \$500 and lease term of 5 plus 5 years.

AND THAT the Blue Mountain Attainable Housing Corporation appoints Board Member Michael Schaefer to organize the upgrades necessary to 19 Napier Street, within a \$10,000 budget.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegwart

The motion is Carried (6 to 0, 2 absent)

C.4.B 19 Napier Street Lease Agreement

Recommended

Moved by: Gavin Leitch

Seconded by: Patrick Gourlay

THAT the Blue Mountains Attainable Housing Corporation will select a tenant candidate from the list of those individuals who have already submitted their interest in a 3-bedroom accommodation, and by using the following process:

- Determination of current level of interest and willingness to pay monthly rate of \$1300 per month not including utilities
- Confirmation of other qualification criteria
- Primary school age children
- Acceptable to an unfurnished home
- Ranking of current level of need with those in most dire need to rank first
 - Need defined as no current long term lease arrangement
 - Radius of 50km from site
 - Currently living in core housing need
 - SHS Consulting in conjunction with Attainable Housing staff to determine core housing need.

AND THAT consideration will be given to selection by lottery in the event that more than one waitlist candidate meets the criteria.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegart

The motion is Carried (6 to 0, 2 absent)

D. Correspondence

None

E. New and Unfinished Business

E.1 Additions to the Agenda

E.1.1 Benefits Package

E.1.2 Architect Contract

Recommended

Moved by: Gavin Leitch

Seconded by: Mayor Soever

THAT the Blue Mountains Attainable Housing Corporation appoints volunteers for a design committee consisting of:

- Jennifer Bisley
- Janet Findlay
- Gavin Leitch
- 1 member from Design Task Force
- SHS Consulting

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegwart

The motion is Carried (6 to 0, 2 absent)

E.2 Items Identified for Discussion at the Next Meeting

- Financial and Budget Variance
- Reporting Code of Conduct
- The Ontario Not-for-Profit Corporations Act (ONCA) will be proclaimed on October 19, 2021.

F. Closed Session

Recommended

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:

- i. personal matters about an identifiable individual, including municipal or local board employees, and labour relations or employee negotiations, and with regard to the Board Vacancy;
- ii. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value and with regard to financial information.

The Board went into closed session at 4:50 p.m.

The Board rose from closed session at 5:00 p.m.

Closed Session Reporting Out Statement

In closed session we gave some direction in regards to the board vacancy and some direction to the treasurer in regards to management of our financial books.

G. Notice of Meeting Dates

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

H. Adjournment

Recommended

Moved by: Gavin Leitch

Seconded by: Michael Schaefer

THAT The Blue Mountains Attainable Housing Corporation does now adjourn at 5:04 p.m. to meet again at the call of the Chair.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Michael Schaefer, Councillor Sampson, Mayor Soever

Absent (2): Carolyn Letourneau, Andrew Siegart

The motion is Carried (6 to 0, 2 absent)