



THE BLUE MOUNTAINS  
Attainable Housing Corporation

# Minutes

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The Blue Mountains Attainable Housing Corporation

**Meeting Date:** Thursday, January 6, 2022  
**Meeting Time:** 2:30 p.m.  
**Location:** Town Hall, Council Chambers  
**Prepared by** Melissa Pollock, Administrative Assistant BMAHC

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## A. Call to Order

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The Chair, Rob Sampson called the meeting to order at 2:36 p.m.

### **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**

Chair Rob Sampson and Board members Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegwart, and Alar Soever were present. Regrets were sent by Board member Michael Schaefer.

Executive Director Jennifer Bisley and Ed Starr of SHS Consulting were also present.

### **Approval of Agenda**

Moved by: Andrew Siegwart

Seconded by: Alar Soever

THAT the Agenda of January 6, 2022 be adopted as circulated, including any amendments.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegwart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 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**

Moved by: Andrew Siegart

Seconded by: Patrick Gourlay

THAT the Board meeting minutes of December 1, 2021, be adopted as circulated, including any revisions to be made.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

### **Previous Closed Session Minutes**

Moved by: Janet Findlay

Seconded by: Carolyn Letourneau

THAT the Closed Session Board meeting minutes of December 1, 2021, be adopted as previously circulated.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

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

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### **B.1 Deputations/Presentations**

None.

### **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 Administrative Assistant.

### **B.3 Staff Reports**

#### **B.3.1 Napier Street Update**

Moved by: Gavin Leitch

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation receive Item B.3.1 Napier Street Update for information.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

### **B.3.2 Gateway Project Update**

Moved by: Andrew Siegart

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation receive Item B.3.2 Gateway Project Update for information.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

### **B.3.3 Financial Report**

Moved by: Carolyn Letourneau

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receive Item B.3.3 Financial Report for information.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

## **C. Matters for Discussion**

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### **C.1 Communications Plan**

The Executive Director led the Board through a discussion of a draft communications plan framework from Item C.1 Communications Plan and received feedback to be incorporated into a final document for Board approval.

### **C.2 Meeting Procedures Policy**

The Executive Director led the Board through a discussion of Item C.2 Meeting Procedures Policy and received feedback in relation to particular aspects of meetings, including meeting agendas, records, open and closed sessions, and public participation, to be incorporated into a policy for Board approval.

## **D. Correspondence**

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None

## **E. New and Unfinished Business**

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### **E.1 Additions to the Agenda**

### **E.1.1 Banking Corporate Resolution**

Moved by: Alar Soever

Seconded by: Gavin Leitch

THAT The Blue Mountains Attainable Housing Corporation receive Item E.1.1 Banking Corporate Resolution for information

AND THAT The Blue Mountains Attainable Housing Corporation approve the following changes to the TD Canada Trust Corporate Resolution dated September 23, 2021:

1. add Executive Director, Jennifer Bisley, as signing officer
2. remove Janet Findlay as signing officer(s)
3. Require that the President and Treasurer sign together or individually with a Board member or the Executive Director.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

### **E.1.2 [Regional Housing Opportunity Deputation](#) [The Blue Mountains Council Meeting, December 13, 2021](#)**

Moved by: Janet Findlay

Seconded by: Andrew Siegart

THAT The Blue Mountains Attainable Housing Corporation receive Item E.1.2 Regional Housing Opportunity Deputation for information.

Yay (7): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (1): Michael Schaefer

**Carried (7 to 0, 1 absent)**

### **E.2 Items Identified for Discussion at the Next Meeting**

None

## **F. Closed Session**

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Moved by: Alar Soever

Seconded by: Janet Findlay

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 with respect to the Board Vacancy.
- ii) 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 municipality or local board regarding the Gateway Project.

The Board went into closed session at 4:34 p.m.

The Board rose from closed session at 5:23 p.m.

## **Closed Session Reporting Out Statement**

In closed session the Board considered the vacant board position and deferred any decision to the next meeting. In relation to the Gateway Project, the Board gave the Executive Director and SHS Consulting direction as it relates to the project and called a special meeting for January 10, 2022 at 10:00 a.m.

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

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February 3, 2022 @ 2:30pm  
March 3, 2022 @ 2:30pm  
April 7, 2022 @ 2:30pm  
Town Hall, Council Chambers (Virtual)

## **H. Adjournment**

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Moved by: Gavin Leitch

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation does now adjourn at 5:36 p.m. to meet again at the call of the Chair.

Yay (6): Janet Findlay, Patrick Gourlay, Gavin Leitch, Carolyn Letourneau, Andrew Siegart, Alar Soever, Rob Sampson

Absent (2): Michael Schaefer, Alar Soever

**Carried (6 to 0, 2 absent)**

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Rob Sampson, Chair

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Jennifer Bisley, Executive Director

Approved: February 10, 2022