



# Board Report

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The Blue Mountains Attainable Housing Corporation Board Meeting

**Meeting Date:** February 4, 2021  
**Meeting Time:** 1:00 p.m.  
**Location:** Town Hall, Council Chambers  
32 Mill Street, Thornbury, ON

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## The Blue Mountains Attainable Housing Corporation Recommendations

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**NOTE:** The following are recommendations from The Blue Mountains Attainable Housing Corporation to be considered for adoption by Council

- [Receive Minutes \(February 4, 2021\)](#)

**Recommended** (Move, second)

THAT Council of the Town of The Blue Mountains receives The Blue Mountains Attainable Housing Corporation Special Board Meeting Minutes dated February 4, 2021, as attached, for information purposes.

### C Matters for Discussion

NOTE: Item C.1 provided to Council at the March 9, 2021 Committee of the Whole meeting.

Item C.2 will be provided to Council at a subsequent Committee of the Whole meeting for consideration

### C.3 [Governance Review – Board Member Gavin Leitch](#)

**Recommended** (Move, second)

THAT Council of the Town of The Blue Mountains acknowledges the February 4, 2021 Board resolution, as follows:

THAT The Blue Mountains Attainable Housing Corporation receives the Governance Review as presented and directs the Executive Director and Director Gavin Leitch to work with Robins Appleby LLP to prepare a fee proposal for a governance review and training session for the Board and Council;

AND THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director and Director Gavin Leitch to work with Robins Appleby LLP to bring recommendations back to the Board as it relates to the modifications of the letters patent re the objects of the Corporation, CARRIED.



THE BLUE MOUNTAINS  
Attainable Housing Corporation

# Minutes

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The Blue Mountains Attainable Housing Corporation

**Meeting Date:** Thursday, February 4, 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 1:03 p.m. with Board members Cary Eagleson, Janet Findlay, Gavin Leitch, Carolyn Letourneau, Michael Schaefer, and Mayor Alar Soever present. Executive Director Sharon McCormick was also present.

Town staff present was Chief Administrative Officer Shawn Everitt.

Regrets were sent by Board members Patrick Gourlay 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

Moved by: Gavin Leitch

Seconded by: Cary Eagleson

THAT the Agenda of February 4, 2021 be adopted as circulated, including any additions

|                        |        |
|------------------------|--------|
| Egleson, Cary          | Yay    |
| Findlay, Janet         | Yay    |
| Gourlay, Patrick       | absent |
| Leitch, Gavin          | Yay    |
| Letourneau, Carolyn    | Yay    |
| Schaefer, Michael      | Yay    |
| Siegart, Andrew        | absent |
| 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 Closed Session Minutes (January 21, 2021)**

Moved by: Cary Eagleson

Seconded by: Michael Schaefer

THAT the Closed Session Board meeting minutes of January 21, 2021 be adopted as previously circulated.

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

The motion is Carried.

**Previous Minutes (January 21, 2021)**

Moved by: Alar Soever

Seconded by: Gavin Leitch

THAT the Board meeting minutes of January 21, 2021 be adopted as circulated, including any revisions to be made.

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

None

**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 2021 Operating Budget – Executive Director Sharon McCormick**

Executive Director Sharon McCormick provided the Board with a review of the proposed 2021 Operating Budget.

Chief Administrative Officer Shawn Everitt left the meeting at 1:53 p.m.

Moved by: Cary Eagleson

Seconded by: Michael Schaefer

THAT The Blue Mountains Attainable Housing Corporation approves the 2021 operating budget as presented, subject to the following amendments:

- Miscellaneous Cash Inflow in the 2021 projected cash flow to reflect true interest earned;
- Adjustment of the Total Grants Received line to reflect the portion of the \$1.2 million Grey County funding that is needed by the Housing Corporation for 2021 operating purposes;

AND THAT The Blue Mountains Attainable Housing Corporation requests the Executive Director to present the funding request to Council at the February 9, 2021 Committee of the Whole

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

**C.2 Clerks Support Addendum – Memorandum of Understanding – Sharon McCormick**

It was noted that the Clerks Support Addendum should be updated to reference Administrative Assistant support as opposed to Clerks support, as it is more in line with administrative work performed for a Board.

Moved by: Gavin Leitch

Seconded by: Carolyn Letourneau

THAT The Blue Mountains Attainable Housing Corporation approves the Clerks Support Addendum as presented and directs that this addendum be added to the Memorandum of Understanding between The Blue Mountains Attainable Housing Corporation and The Corporation of the Town of The Blue Mountains,

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

The motion is Carried.

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

Moved by: Janet Findlay

Seconded by: Alar Soever

THAT The Blue Mountains Attainable Housing Corporation receives the Governance Review as presented and directs the Executive Director and Director Gavin Leitch to work with Robins Appleby LLP to prepare a fee proposal for a governance review and training session for the Board and Council;

AND THAT The Blue Mountains Attainable Housing Corporation directs the Executive Director and Director Gavin Leitch to work with Robins Appleby LLP to bring recommendations back to the Board as it relates to the modifications of the letters patent re the objects of the Corporation

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

The motion is Carried.

The Board took a brief recess until 3:25 p.m. at which time all Board members had returned, save Mayor Alar Soever and Carolyn Letourneau.

**C.4 Revised CMHC Loan – Sharon McCormick**

Board members Alar Soever and Carolyn Letourneau rejoined the meeting at 3:30 p.m.

Moved by: Gavin Leitch

Seconded by: Alar Soever

THAT The Blue Mountain Attainable Housing Corporation (“BMAHC”) Board of Directors approve:

1. The execution and delivery by the BMAHC of the CMHC Seed Funding Loan Agreement dated December 21, 2020 (“**Agreement**”) to be made between Canada Mortgage and Housing Corporation (“**CMHC**”) and the BMAHC providing for funding in the total principal amount of \$99,000.00 Dollars (“**Funding Amount**”) for the new construction of up to 118 units that meets the minimum Affordability Criteria;
2. Authorize any two directors or officers of the BMAHC, or any combination thereof, on behalf of the Corporation to execute or cause to be executed under its corporate seal or otherwise, the Agreement and such other documentation as required by the Agreement, with such alterations, additions, amendments and deletions as may be approved by such persons executing the same whose signature shall be conclusive of such authorization;
3. Authorize such directors or officers of the BMAHC, in the name of the Corporation to execute and deliver under the corporate seal or otherwise all such other documents and to do all such other acts and things as may be necessary or desirable to give effect to this Resolution and to perform the obligations of the BMAHC

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

**C.5 Appointment of Board member to the Town of The Blue Mountains Economic Development Advisory Committee**

This item deferred to March 4, 2021 meeting. Councillor Sampson noted that perhaps Board member Andrew Siegwart would be willing to represent the Board as he already sits on the Economic Development Advisory Committee.

**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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None

**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**

- Board sub-committees
- Appointment to the Economic Development Advisory Committee
- Code of Conduct Training
- Gateway Project Design Guidelines
- Executive Director Annual Performance Evaluation

**F. Notice of Meeting Dates**

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February 18, 2021 Special Board Meeting at 1:00 p.m.  
Town Hall, Council Chambers (Virtual)

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



## G. Adjournment

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Moved by: Cary Eagleson

Seconded by: Michael Schaefer

The meeting of the Attainable Housing Corporation adjourned at 3:50 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    |
| Sieewart, Andrew    | absent |
| Soever, Alar        | Yay    |
| Sampson, Rob        | Yay    |

The motion is Carried.