

AGENDA FOR REGULAR COUNCIL MEETING
February 24th, 2023 – 6:00 pm

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DECLARATIONS OF PECUNIARY INTEREST
4. DEPUTATIONS
 - 4.1 Conmee Non-Profit Housing Corporation
 - 4.1.1 AGI – Proposal of Services

Sections 5-10 are not included in this agenda

- 11 UPCOMING MEETING DATES

Feb 28 th , 2023	Regular Council Meeting
Mar 14 th , 2023	Regular Council Meeting
Mar 28 th , 2023	Regular Council Meeting – Deputation: TBay Food Strategy
- 12 CLOSED SESSION

Not expected for this meeting
- 13 CONFIRMING BY-LAW
 - 13.1 By-law 1381 – To Confirm the Proceedings of the Meeting
- 14 ADJOURNMENT



February 21, 2023

Conmee Township Council
c/o Shara Lavallée, CAO/Clerk
19 Holland Road West
RR#2
Kakabeka Falls, Ontario P0T 1W0

Via email to: Conmee@conmee.com

**Re: Deputation Request
Special Council Meeting Friday, February 24th, 2023**

I am the Chair of the Conmee Non Profit Housing Corporation, and I am writing to request a deputation at the special meeting of Council noted above.

The purpose of the deputation is to bring to Council's attention a funding opportunity through Canada Mortgage and Housing Corporation's "Rapid Housing Initiative". A developer, Actiongroup Inc., has prepared plans for construction of a two-story apartment building to provide affordable housing units for seniors in Conmee.

I will provide an overview of our corporation, its work to date, and how this particular funding initiative will kick-start the development known as "Pines on Hume".

The cost to work with this developer is \$85,470.00 plus HST.

I have enclosed some background information and an update on this new initiative, and will be pleased to answer any questions Council may have.

With thanks.

Rosalie A. Evans
Chair, Conmee Non Profit Housing Corporation

Background on the Corporation and the “Pines on Hume” Development:

The Conmee Non Profit Housing Corporation was created in 2019 to bring about the (then) Council’s vision for a “continuum of care” community located on the Township’s property on Hume Road.

The concept began because, as you know, rural seniors who can no longer keep up their own properties are “forced” to move into town for either smaller, more manageable spaces or for assisted living and/or long term care.

Concepts for the development of the property included private, semi-detached homes, seniors’ apartments, a central shared space known as “Rydholm Manor” (with some shops, such as a pharmacy and hair salon, potentially bed-and-breakfast type facilities for visitors, meeting/seminar space, office space, etc.), and, possibly, a long term care facility. The vision has residents of all ages (from young children in families, up to elders) on site, with outdoor “living” spaces for gardening, walking, etc.

The original plan was to have the Township transfer the property to the Corporation, and for the Corporation to apply for funding and move the project forward as an economic development initiative.

The current Board of Directors has seven members. The Township’s Mayor and Treasurer are Board members. Most of the Board members live in or near Thunder Bay. Two are residents of Conmee. We intend to recruit more Conmee residents to the Board once projects get underway and momentum can be demonstrated.

Actiongroup Inc. & Its Proposal

The Board was introduced to Actiongroup Inc. through MPP Kevin Holland.

This is a large organization with several divisions, including a real estate company, a construction company, and a manufacturing (windows and doors) company. It has cross-Canada project experience, but most of its development work is in Ontario and Quebec. The company has both large- and small-project experience, including work in the hospital/laboratory field, hotels, universities, etc. as well as housing projects. It has an office in Thunder Bay, and is keenly interested in helping small, northern communities.

Through their experience, they have developed a 2-story apartment building design and an application package that meets the criteria for the CMHC’s “Rapid Housing” funding initiative. By sharing these plans among small municipalities, they can keep the development costs down. Actiongroup has been working with CMHC since December, and have a dedicated staff person there to assist them.

If one can present an acceptable proposal to CMHC, up to 100% of the construction costs are paid by the program funding. This is part of the Ontario government's plan to get "affordable housing" developed quickly. It is not available to the private sector – it is ONLY available to municipalities or non-for-profit housing corporations.

The application, however, favours municipalities. For this reason, if Council agrees to move ahead with this particular proposal, the Township would need to retain the land parcel on which this building would be constructed, rather than transfer it to the Corporation, as initially proposed.

The Township would have to retain the land and building for at least 4 years – which would mean that the Township would not receive taxation revenue. After 4 years, it could be sold to the private sector (which would be doubtful, as the rents would be in the "affordable" bracket, so there would not be a lot of private sector interest in it) or a not-for-profit corporation such as ours. By that time, our corporation should have other projects going on the site, and some revenue streams.

"Affordability" criteria in our area is very low. The rent will be \$750.00 in order to qualify (or 30% of the tenant's salary/income). You can see how that is not a very large revenue stream. The project can be proposed as 100% affordable units, or a mix of some "market rent" units and some affordable units, however, the project application will receive higher points (and thus more likelihood of funding) if all of the units meet the "affordable" criteria.

During its period of ownership, of course, the Township would have an income stream from the rental of the units. Out of that stream, reserves should be saved for future capital repairs, and a management company would need to be retained. Given the low rents, there would certainly not be money to "spare".

A large portion of the money that the province has dedicated to this program is earmarked for rural development. The time is right, and chances are good, that the project will be 100% funded if we apply.

Unfortunately, we need to move quickly, as the grant applications are due in March. Fortunately, Actiongroup Inc. has a "ready made" application that will just need to be tweaked in order to make it work for us.

The "standard" apartment plan has 24 units (if they are all one-bedroom) or 18 units (if they are all two-bedroom), or we can mix and match the units within the building to have some that have 1 bedroom and some that have 2 bedrooms. The plans can be tailored to our specifications in terms of outdoor décor (for example, our Board feels it very important to maintain a rural "look and feel" and we would like covered verandas on the lower levels). An elevator can be added for greater accessibility.

Everything is "ready to go" for the application process: plans, schedule, budget, etc.

Actiongroup Inc.'s fee to work with the Township is \$85,470.00 plus HST. For this fee, the Township obtains ownership of all of the plans, budgets etc. that form part of the application package. Accordingly, if the application is not successful, the Township would be ready to re-apply in future intakes or for other programs, using these plans.

The construction costs of the model building are between \$7 to \$8 million. There would also be costs to clear the land, etc. A road will be required. The location on the property needs to be determined.

Actiongroup Inc. provided a full proposal document (10 pages), which is enclosed with this letter. The last page of the document shows the external view of the building. Again – that is something our Board would be seeking to customize to give it a more rural “look and feel”.

Moving Forward

Should the Township agree to proceed, the Board will be happy to assist by working with Actiongroup Inc. and your staff to put forward as complete and point-garnering application as possible by the March funding application deadline.

This is a big project, and it is different than the Township had originally envisioned. The Board feels, however, that this opportunity is a good one to kick start the Pines on Hume development, and galvanize further projects.

Thank you for the opportunity to bring this initiative to Council's attention.



PROPOSAL OF SERVICES

LEADING TO THE CONSTRUCTION
OF AFFORDABLE HOUSING IN
THE TOWNSHIP OF

CONMEE



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Recipient: The Township of Conmee

Presented by: Pascal Fraser, Action Group Inc.

Object

Present a proposal of services that will lead to the construction of affordable housing in The Township of Conmee.

Expected outcome

- Present the capacity of Action Group Inc. as a consultant and as a general contractor.
 - Present the Rapid Housing Initiative.
 - Bring forward a proposal for services that will lead to the construction of affordable housing in The Township of Conmee.
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General information

- While working on development projects in various Northern Communities, Action Group Inc. noticed that there is a very similar need in every community. The need for affordable housing.
 - Action Group Inc. invested energy on creating a systemic approach that can help all the communities that are in need of affordable housing.
 - The systemic approach includes the Rapid Housing Initiative that can provide the communities with forgettable loans.
 - The systemic approach includes an accessible, energy efficient and affordable multi-unit residential design that respects all of the Rapid Housing Initiative guide lines.
 - Action Group Inc. would like to invite The Township of Conmee to join the movement and take advantage of the systemic initiative.
-

The corporation

- The corporation consist of a strong diversified team. The members bring to the table a vast variety of strength that results in superior quality buildings, services and long-term relationships.
-

Sister Companies

- | | |
|--|---------------------------------|
| • Kap Healthy Living and Housing Ltd. (KHLH) | • Action Group Inc. |
| • BUMA Apartments Ltd. | • Action Group Contracting |
| • Neighborhood Contracting Inc. | • Action Group Enviro Clean |
| | • Action Group Aluminar Systems |

Collective Development and sustainable projects

- Buma Apartments Ltd. (over 60 residential, commercial and industrial properties)
- La Résidence Jody Blais (An Assisted Living senior residence)
- Kap Healthy Living and Housing Ltd. (A health hubb that includes a medical clinic and a Rexall Pharmacy)
- Fauquier Medical Clinic (Consultation and construction of the project)
- Hearst Kapuskasing & Smooth Rock Falls Counselling Services (Consultation and construction of the project)
- Management of health-related construction projects for hospital and universities on a national scale.
- Management of construction projects on a municipal, provincial and national scale.

Leadership

- Leadership towards the management of over 250 residential and commercial units
- Leadership towards a flourishing assisted living senior residence (La Résidence Jody Blais)
- Leadership towards multiple consultation and construction projects on a municipal, provincial and national scale

Rapid Housing Initiative

RHI represents Capital contributions for the rapid construction of new housing and/or acquisition of existing buildings for rehabilitation or conversion to permanent affordable housing.

Project Streams

- Cities Stream
 - Funding in the amount of \$0.5 billion for 41 pre-determined municipalities.
- Project Stream
 - Funding in the amount of \$1 billion is available under the Projects Stream via an open competitive application-based process.
 - CMHC prioritizes projects that support our objectives regarding groups of people who are considered a priority, including Indigenous Peoples and Black Canadians. At least 25% of the money for this round of the Rapid Housing Initiative will go to women-focused affordable housing projects.

Eligible Applicants

- provincial, territorial and municipal governments
- Indigenous governing bodies and organizations
- non-profit organizations

Eligible types of housing – new construction

Rapid Housing Initiative funding supports the new construction of single, scattered units up to larger multi-unit rental projects, which can include the acquisition of land. Traditional construction methods and modular housing will be accepted if the units can be delivered within the timelines that apply to the projects' location.

Eligible property types

- standard rental
 - transitional housing
 - permanent supportive housing
 - single room occupancy
 - seniors' housing (excludes delivery of healthcare)
-

Precisions

- Projects that have started construction prior to August 30, 2022, are not eligible. Start of construction refers to a project that has incurred hard costs relating to the physical construction of the building, such as pouring of foundation for new construction (or start of off-site work for modular construction) and start of physical conversion or rehabilitation of the building.
- RHI funding cannot replace prior funding commitments (e.g., executed loan/contribution agreements) that would otherwise see a project through to completion and will not cover cost overruns.
- RHI funding cannot be used to cover cost increases, overruns or any expenses related to Round 1 or 2 of this initiative.
- All projects must be:
 - located in Canada
 - available for year-round occupancy
 - long-term tenancy (3 months or more)
 - residential for its primary use
 - for rehabilitation funding, the project must be vacant, uninhabitable and lost from the housing stock
- All projects must have a minimum:
 - of 5 units or beds* (units and beds are interchangeable and are based on project type)
 - contribution request of \$1 million*

Accessibility and energy efficiency requirements

New construction projects will be prioritized for exceeding the minimum local/regional accessibility requirements in their jurisdiction (by percentage of additional accessible units).

New construction projects will be prioritized for exceeding the energy efficiency standards set out in the National Energy Code for Buildings or National Building Code, as it applies below:

- Part 3 of the 2017 National Energy Code for Buildings for buildings larger than 600m² in total area or greater than 3 stories.
 - Part 9 of the 2015 National Building Code for buildings less than 600m² in total area and 3 stories or less.
-

Housing operations/property management experience

Non-profits and Indigenous organizations (not wholly owned by another level of government) must have been registered as a non-profit for a minimum of 5 years. They also must show a minimum of 5 years of demonstrated experience operating a housing project of similar size, scope and tenancy. CMHC reserves the right to determine if tenancy is considered similar.

CMHC will allow applicants to enter into a formal property management contract with a professional third party to oversee the maintenance of the assets.

Affordability requirements

All units must:

- provide a minimum depth of affordability (tenants pay no more than 30% of their before-tax income on housing costs or the equivalent of the shelter component of any provincial or territorial income assistance)
 - remain affordable for a minimum of 20 years
-

Target population requirements

All units must serve priority populations as identified in the National Housing Strategy. These are people who are, or otherwise would be, in severe housing need or experiencing, or at imminent risk of homelessness. The National Housing Strategy will address the housing needs of vulnerable Canadians, including:

- | | |
|--|--|
| • Women and children fleeing domestic violence | • Veterans |
| • Seniors | • LGBTQ2+ |
| • Young adults | • Recent immigrants, especially refugees |
| • Indigenous peoples | • People experiencing homelessness |
| • People with disabilities | • People dealing with mental health and addiction issues |
| • Racialized groups | |

Expediency

Recipients are expected to deliver completed units within 18 months (within 24 months for those in the North, remote or special access communities).

Documentation requirements

Applications have different document requirements based on the applicant type. Action Group Inc. Would provide all documentation.

Prioritization of applications

Once the minimum mandatory requirements have been met, Rapid Housing Initiative Projects Stream applications will be prioritized based on the prioritization criteria.

Application window

- The application window will be open from December 12, 2022, to March 15, 2023
 - All required documents must be uploaded and the application must be submitted on the portal by the close of the application window (11:59 p.m. Eastern Time).
 - All paper applications including supporting documents must be received before the close of the window for input into the portal.
 - Once the window closes, no new information will be accepted. At the close of the window, applications must be submitted in complete form to be considered for review and to maximize scoring eligibility.
 - Incomplete or draft applications will not advance to the review stage.
-

The design

Action Group Inc. has coordinated the design of an extremely efficient and affordable build specifically for the communities who wishes to participate in the systemic approach. The type of units will be determined during the consultation process. The community may choose from the following options:

- Twenty-four (24) one-bedroom residential units
- Eighteen (18) two-bedroom residential units
- Mixed unit style (1-br. and 2-br.) within the same foot print as option 1 and 2.

Following the analysis of the community' need in regards to affordable housing, duplicates of the proposed built may be added to the application for a reduced price. There are no limits to the number of buildings (proposed built) as long as the community demonstrate the need for every additional building.

The design is presented on Appendix A.

Consultation Services

The proposed services are as follows:

- Oversee the application process.
 - Guide the Community through STEP 1 of the application: CONTACT
 - Guide the Community through STEP 2 of the application: PROPONENT
 - Guide the Community in assigning the application to Action Group Inc.
 - Complete STEP 3 of the application: BUILDING
 - Complete STEP 4 of the application: EVALUATION
 - Complete STEP 5 of the application: BUDGET / PROJECT COSTS
 - Complete STEP 6 of the application: FUNDING / COLLABORATING
 - Complete STEP 7 of the application: ATTACHMENTS
 - Complete STEP 8 of the application: SUBMISSION
 - Prepare, present and submit the supporting documents during the application process (December 12th 2022 to March 15th 2023):
 - CMHC Integrity Declaration documentation
 - RHI Construction and Development Schedule
 - Vendor Information Form
 - Other forms that may be requested by CMHC (before March 15th 2023)
 - RHI Proforma
 - Class B Cost Estimate
 - drawings to 65% completion mark.
 - Propose effective Property Management Strategies as required by CMHC.
 - Coordinate meetings with CMHC and other important contributors. The community is required to attend a minimum of one (1) meeting with CMHC. Action Group Inc. will be present.
-

Construction Services

Conditional upon approval of the application, assume the responsibilities of GC (General Contractors) in regards to the proposed construction project elaborated in the application. A secondary construction contract reflecting the information that was developed and presented in the application is to be signed by both parties before the application is fully submitted. This contract will be conditional upon approval of the application.

Impact to consider

- Action Group Inc. has a very positive relationship with CMHC. CMHC has agreed to work with Action Group Inc. on the initiative.
- Applications are very often disregarded because of preventable mistakes. Action Group Inc. has developed an expertise as consultants and are proud to guide the communities towards their goal.
- Collective initiatives are always more powerful than independent initiatives.
- The design is extremely efficient and affordable.
- The systemic approach of the design reduces greatly the upfront costs of the drawings, proforma and class B estimate.
- The collective approach of the consultation reduces greatly the cost of the application and all-around process.

Compensation

Action Group Inc. will charge the community a flat fee of **\$85 470.00 + HST** for the Services presented in the **Consultation Services** section of this document.

Following the analysis of the community's needs in regards to affordable housing and with the community's approval to move forward with additional buildings, **\$27 242.50 + HST** will be added to the fee for every additional Apartment buildings (proposed built presented in Appendix A).

Proposal

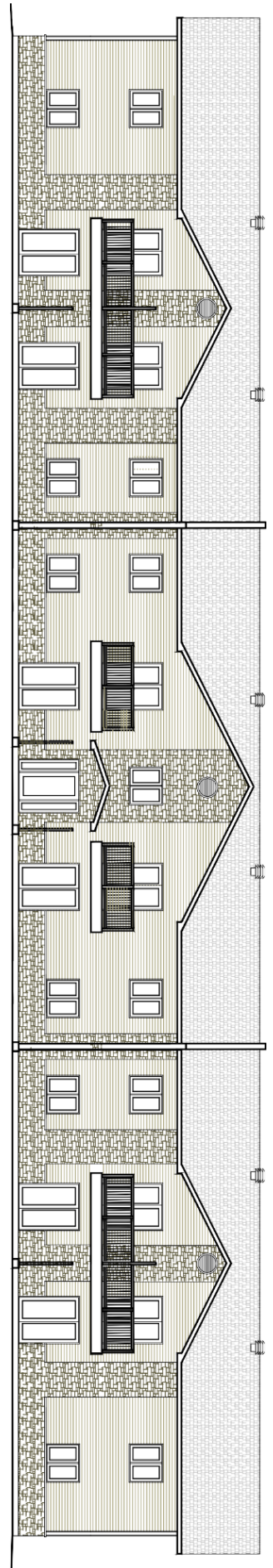
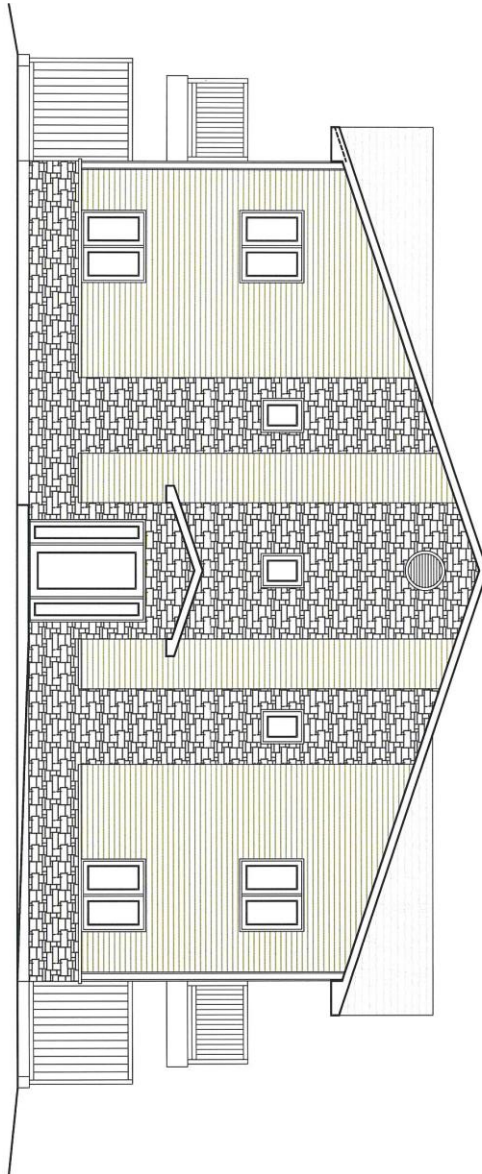
It is proposed that that The Township of Conmee sign **the letter of engagement - Proposal of Services**.

Conclusion

Action Group Inc. is motivated to guide and work with The Township of Conmee on the Rapid Housing Initiative application, the design of affordable housing development and the construction of a brand-new multi residential establishment.

APPENDIX A

ELEVATION OF THE PROPOSED BUILT



THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1381

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the *Municipal Act, 2001*.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Ratification and Confirmation

The action of this Council at its meeting set out below, with respect to each motion, resolution and other action passed and taken by this Council at its meeting is adopted, ratified and confirmed as if such proceeding and action were expressly adopted and confirmed by by-law:

Meeting held February 24th, 2023

2. Execution of all Documents

That the Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 24th day of February, 2023.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, Clerk