



Sault Ste. Marie Housing Corporation

District of Sault Ste. Marie Social Services

Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie

Zhawenimi-Anokiitaagewin



AGENDA

Sault Ste. Marie Housing Corporation Meeting

Thursday, March 19, 2020 @ 4:30 PM

DSSMSSAB Board Room, 390 Bay Street, Suite 405

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Resolution #20-018

Moved By: L. Dufour

Seconded By: M. Bruni

- 2.1 “Be it resolved that the Agenda for the March 19, 2020 Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

3. DECLARATIONS OF PECUNIARY INTEREST

4. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

Resolution #20-019

Moved By: P. Christian

Seconded By: R. Niro

- 4.1 “**BE IT RESOLVED** that the Minutes from the Sault Ste. Marie Housing Corporation Board meeting dated February 20, 2020 be adopted as recorded.”

5. MANAGER REPORTS

HOUSING SERVICES

Resolution #20-020

Moved By: R. Niro

Seconded By: L. Dufour

- 5.1 **"BE IT RESOLVED THAT** Sault Ste Marie Housing Corporation Board contract with Norton Rose Fulbright Canada Barristers and Solicitors to review and provide recommendation(s) regarding various construction procurement documents at a cost of up to \$23,000."

Resolution #20-021

Moved By: K. Lamming

Seconded By: P. Christian

- 5.2 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now move into closed session to discuss the proposed acquisition of land."

Resolution #20-022

Moved By: P. Christian

Seconded By: L. Dufour

- 5.3 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now move into open session."

6. OTHER BUSINESS / NEW BUSINESS

7. ADJOURNMENT

Resolution #19-023

Moved By: K. Lamming

Seconded By: P. Christian

- 7.1 **"BE IT RESOLVED THAT** we do now adjourn"

Next Meeting

Thursday April 16, 2020 at 4:30 PM
390 Bay Street, Suite 405



Sault Ste. Marie Housing Corporation

District of Sault Ste. Marie Social Services

Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie

Zhawenimi-Anokiitaagewin



MINUTES

Sault Ste. Marie Housing Corporation Meeting

Thursday, February 20, 2020 @ 4:30 PM

DSSMSSAB Board Room, 390 Bay Street, Suite 405

PRESENT:	K. Lamming J. Gawne	R. Niro M. Bruni	L. DuFour
STAFF:	D. Petersson A. Kohler L. Bruni	S. Ford C. Fairbrother M. Ceglie	R. Rushworth A. Borrelli A. Archibald
ABSENT:	M. Nadeau, CAO D. Edgar	P. Christian	S. Hollingsworth

1. **CALL TO ORDER** AT 5:42 PM by Board Chair J. Gawne

2. **APPROVAL OF AGENDA**

Resolution #20-008

Moved By: L. Dufour

Seconded By: M. Bruni

2.1 "Be it resolved that the Agenda for the February 20, 2020 Sault Ste. Marie Housing Corporation Board meeting be approved as presented."

CARRIED

3. **DECLARATIONS OF PECUNIARY INTEREST**

NONE

4. **APPROVAL OF PREVIOUS MINUTES / ACCOUNTS**

Resolution #20-009

Moved By: M. Bruni

Seconded By: K. Lamming

- 4.1 “**BE IT RESOLVED** that the Minutes from the Sault Ste. Marie Housing Corporation Board meeting dated January 16, 2020 be adopted as recorded.”

CARRIED

5. **MANAGER REPORTS**

HOUSING SERVICES

Resolution #20-010

Moved By: R. Niro

Seconded By: L. Dufour

- 5.1 “**BE IT RESOLVED THAT** Sault Ste Marie Housing Corporation Board accept the February 20, 2020 Bad Debt Write Off Report of the Director of Housing Services and write off the 2019 bad debt in accordance with acceptable accounting practices.”

CARRIED

Resolution #20-011

Moved By: L. Dufour

Seconded By: M. Bruni

- 5.2 “**WHEREAS** the Sault Ste. Marie Housing Corporation at the November 14, 2019 meeting passed Resolution 19-057 authorizing the Director of Corporate Services to obtain a Demand Operating Facility (DOF) through TD Canada Trust for up to \$1,500,000 in order to purchase rental properties and undertake related required improvements, as well as obtain a Reducing Term Facility (RTF) through the TD Canada Trust in the amount of \$1,500,000 to provide long-term financing for properties acquired under a DOF;

THEREFORE BE IT RESOLVED THAT The Chief Administrative Officer is hereby authorized for, and on behalf of the Corporation, to execute and deliver to The Toronto-Dominion Bank a General Security Agreement substantially in the form of the General Security Agreement (attached hereto and initialed by the Secretary for identification) presented to the directors, with such alterations, amendments, deletions or additions as may be approved by the persons executing the same and their execution shall be conclusive evidence of such approval and that the General Security Agreement so executed is the General Security Agreement authorized by this Resolution;

AND FURTHER BE IT RESOLVED THAT any officer or director and/or any two directors, be hereby authorized to execute and deliver on behalf of the Corporation all such other documents and writings and to do such other acts and things as may be necessary or desirable for fulfilling the Corporation's obligations under the General Security Agreement.”

CARRIED BY E-VOTE January 29, 2020

Resolution #20-012

Moved By: R. Niro

Seconded By: L. Dufour

- 5.3 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board accept the February 20, 2020 Affordable Home Ownership Program Report of the Director of Housing Services as information.”

CARRIED

Resolution #20-013

Moved By: R. Niro

Seconded By: K. Lamming

- 5.4 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board accept the revised Terms of Reference for the Procurement Committee as presented.”

CARRIED

Resolution #20-015

Moved By: M. Bruni
Seconded By: R. Niro

- 5.5 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now move into closed session."
CARRIED Meeting entered into closed session at 5:55 PM

Resolution #19-016

Moved By: K. Lamming
Seconded By: L. Dufour

- 5.6 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now move into open session."
CARRIED Meeting returned to open session at 6:02 PM

Resolution #19-017

Moved By: L. Dufour
Seconded By: K. Lamming

- 5.7 **"BE IT RESOLVED THAT** Sault Ste. Marie Housing Corporation (SSMHC) accept the February 20, 2020 report of the Director of Housing Services and purchase the property located at 177 Brock Street at a cost of \$155,000 plus associated fees (legal, etc)"
CARRIED

6. OTHER BUSINESS / NEW BUSINESS

7. ADJOURNMENT

Resolution #19-014

Moved By: K. Lamming
Seconded By: M. Bruni

- 7.1 **"BE IT RESOLVED THAT** we do now adjourn"
CARRIED Meeting adjourned at 6:03 PM

Next Meeting

Thursday March 19, 2020 at 4:30 PM
390 Bay Street, Suite 405



Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

SAULT STE. MARIE HOUSING CORPORATION BOARD REPORT



AUTHOR: Jeff Barban

DATE: March 19, 2020

RE: Review of Construction Procurement Practices

RECOMMENDATION

Housing Services recommends that the Sault Ste. Marie Housing Corporation (SSMHC) board approve Norton Rose Fulbright Canada Barristers and Solicitors to review and provide recommendation(s) regarding various construction procurement documents at a cost of up to \$23,000.

BACKGROUND INFORMATION

Current construction procurement practices are a blend of provincial and municipal best practices. The tendering process utilized by the SSMHC has not had a thorough review by a qualified legal firm within the past 10 years.

Norton Rose Fulbright Canada is recognized for their focus on this industry and have experience with their knowledge of legal, regulatory, compliance and governance issues in order to provide their clients with practical solutions to the legal and regulatory risks facing businesses.

It is also worth noting that Ottawa Community Housing has recently completed the same review of procurement and tendering documents using services under Norton Rose Fulbright Canada.

SUMMARY/OVERVIEW

Reviewing and updating the SSMHC tendering practice will ensure the corporation meets all legal obligations and has proper risk management steps in place within future construction procurement documents and contracts issued.

The new documents and contracts will also ensure all procurement treaties such as the Canadian Free Trade Agreement are met as well as amendments relating to construction liens, holdbacks, prompt payments, adjudication processes and liens against municipalities.

The following items are recommended to be reviewed and revised along with the necessary training:

- Procurement policies procedures document: review and revise based on internal precedents and in light of procurement treaties (e.g., CFTA, CETA)
- Request for Tenders (Over 50k): Review and revise based on internal precedents
- Short Form Request for Tenders (Under 50k): Review and revise
- Request for Proposal (assumes one precedent): Review and revise to carry through changes to RFT.
- Request for Quotation - Rotational Contractors: Review and revise
- Request for Quotations (Simple / Under 10k): Review and revise
- Review miscellaneous procurement documents:
 - Addendum form(s)
 - Mandatory Site Letter Sign-In
 - Successful Bidder Letter
- CCDC 2008 Stipulated Price Contract: Prepare supplementary conditions based on client objectives, if required

STRATEGIC PLAN IMPACT

The strategy to purchase rental properties that generate a surplus aligns with the pillar of Organizational Excellence and Innovation.

FINANCIAL IMPLICATIONS

The current capital budget should cover the estimated cost for the review and revision of the construction procurement documents, without any additional increase required. This will be offset by extending minor maintenance and repairs such as flooring etc for the current year.

CONCLUSION

A review of the construction procurement process for the SSMHC is long overdue and will ensure all aspects of the SSMHC construction procurement processes and documents meet current standards.

Respectfully submitted,



Jeff Barban
Director Housing Services

Approved by:



Mike Nadeau
Chief Administrative Officer

RE: Review of Construction Procurement Practices

Page 3

DATE: March 19, 2020