



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

REGULAR AGENDA

Sault Ste. Marie Housing Corporation

Thursday, September 21, 2023 @ 4:30 PM

390 Bay Street, Suite 405

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

Land Acknowledgement I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.

3. APPROVAL OF AGENDA

Resolution #23-052

Moved By: S. Hopkin

Seconded By: S. Spina

- 3.1 “**BE IT RESOLVED THAT** the Agenda for the **September 21, 2023** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

4. DECLARATIONS OF PECUNIARY INTEREST

5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

Resolution #23-053

Moved By: M. Bruni

Seconded By: J. Hupponen

- 5.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **July 20, 2023** be adopted as recorded.”

6. MANAGERS REPORTS

INFRASTRUCTURE

Resolution #23-054

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.1 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation that the Sault Ste. Marie Housing Corporation provide \$16,087.33 from Capital Reserves to offset the cost of the purchase of a work truck to be used by the SSMHC and/or DSSMSSAB.”

Resolution #23-055

Moved By: M. Bruni

Seconded By: S. Spina

- 6.2 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accept the following funds to be utilized for capital improvements for the SSMHC as identified in this report: COCHI 2023-24 Fiscal year funding of \$457,175.00, OPHI 2023-24 Fiscal year funding of \$391,400.00”

CORPORATE SERVICES

Resolution #23-056

Moved By: E. Palumbo

Seconded By: S. Hopkin

- 6.3 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) approve entering into a TD debt financing instrument for \$2.58M and amalgamate previously approved housing cash purchases of four properties and previously board approved financing for 721 Wellington Street into one TD Commercial Bank (TD) loan and lock in rates for a period of up to 35 years at an indicative rate not to exceed 5.16%, as outlined in the report.”

ADMINISTRATION

Resolution #23-057

Moved By: M. Bruni

Seconded By: S. Hopkin

- 6.4 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) allocate \$44,090.00 from reserves and enter in agreement with the Housing Services Corporation (HSC) to conduct research and assessment to conduct phase 1 and 2 of a multi-year growth plan.”

Resolution #23-058

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.5 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now enter into closed session for legal matters.”

Resolution #23-059

Moved By: E. Palumbo

Seconded By: S. Spina

- 6.6 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now return to open session.”

7. NEW BUSINESS

8. ADJOURNMENT

Resolution #23-060

Moved By: A. Caputo

Seconded By: M. Bruni

- 8.1 **“BE IT RESOLVED THAT** we do now adjourn”

NEXT REGULAR BOARD MEETING

Thursday, October 19, 2023 at 4:30 PM



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

REGULAR MEETING MINUTES

Sault Ste. Marie Housing Corporation

Thursday, July 20, 2023 @ 4:30 PM

390 Bay Street, Suite 405

PRESENT: L. Dufour S. Spina A. Caputo
J. Hupponen S. Hopkin
M. Bruni E. Palumbo

REGRETS: L. Vezeau-Allen

STAFF: D. Petersson M. Scott A. Kohler
K. Kirkham E. Cuglietta L. Bruni
M. Nadeau J. Barban

1. CALL TO ORDER at 4:32

2. LAND ACKNOWLEDGEMENT

Land Acknowledgement I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.

3. APPROVAL OF AGENDA

Resolution #23-043

Moved By: S. Hopkin

Seconded By: S. Spina

2.1 “**BE IT RESOLVED THAT** the Agenda for the **July 20, 2023** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

Carried

4. DECLARATIONS OF PECUNIARY INTEREST

None

5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

Resolution #23-044

Moved By: M. Bruni

Seconded By: J. Hupponen

5.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **June 15, 2023** be adopted as recorded.”

Carried

6. MANAGERS REPORTS

HOUSING SERVICES

Resolution #23-045

Moved By: A. Caputo

Seconded By: S. Hopkin

6.1 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accept this report in regards to the Community Services Building Renovations at 721 Wellington Street East as information.”

Carried

Resolution #23-046

Moved By: M. Bruni

Seconded By: S. Spina

6.2 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accept the Arrears and Vacancy Report as information.”

Carried

Resolution #23-047

Moved By: J. Hupponen

Seconded By: A. Caputo

6.3 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accept the Bad Debt Write off Report as information.”
Carried

CORPORATE SERVICES

Resolution #23-048

Moved By: E. Palumbo
Seconded By: S. Hopkin

6.4 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation to increase the existing Community Services Building construction loan with TD Bank to include the addition of new properties in an effort to lock in rates for a period of 35 years.”

Carried

Resolution #23-049

Moved By: J. Hupponen
Seconded By: S. Hopkin

6.5 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now enter into closed session.”

Carried

Resolution #23-050

Moved By: E. Palumbo
Seconded By: S. Spina

6.6 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) now return to open session.”

Carried

Enter open 6:08

6. NEW BUSINESS

None

7. ADJOURNMENT

Resolution #23-051

Moved By: A. Caputo
Seconded By: M. Bruni

7.1 **“BE IT RESOLVED THAT** we do now adjourn”

Carried

Adjourned at 6:09 pm

NEXT REGULAR BOARD MEETING

Thursday, September 20, 2023 at 4:30 PM



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

SAULT STE. MARIE HOUSING CORPORATION

BOARD REPORT

AUTHOR: Jeff Barban

DATE: September 21, 2023

RE: Capital Reserve Request to Offset Truck Purchase

RECOMMENDATION

Community Housing and Development Division is recommending the Sault Ste. Marie Housing Corporation provide \$16,087.33 from Capital Reserves to offset the cost of the purchase of a work truck for the Affordable Home Ownership Program.

BACKGROUND INFORMATION

Since the inception of the Affordable Home Ownership Program (AHOP) Community Housing and Development Division (CHDD) has been coordinating the use of the cargo van with Early Years Divisions Kids Being Kids (KBK) program, which was affecting the delivery of each program. CHDD realized that another vehicle was necessary to run both programs effectively and looked at the disposal of surplus assets to utilize the proceeds towards the purchase of a new vehicle for the AHOP program. The 1975 Chevy Recreational Vehicle that was purchased in 2010 was no longer being utilized in the KBK program. It was listed for sale and sold in 2022 for \$6,087.33. A large cargo trailer was also not being utilized as it could not fit in many of the AHOP homes driveways and was advertised in 2022 and sold for \$10,000.00. Both proceeds were placed in the Capital Reserve until a vehicle that would serve the needs of the AHOP program could be sourced.

SUMMARY/OVERVIEW

CHDD located a used 2010 Ford F-150 XL crew cab with an 8 foot cargo bed and cap with 131,843 km in excellent condition for \$20,529.00. The balance of funds remaining of \$4,441.67 to cover the purchase price for the vehicle would be realized through the proceeds from the AHOP program over contract duration.

STRATEGIC PLAN IMPACT

RE: Capital Reserve Request to Offset Truck Purchase

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DATE: September 21, 2023

The Affordable Home Ownership Program impacts two strategic areas, Innovation and Strategic Engagement.

FINANCIAL IMPLICATIONS

There are no financial implications to the Capital Budget as proceeds from the sale of surplus assets allocated for the purchase of a work truck where assigned to the Capital Reserve in 2022 and proceeds from the sale of homes in the AHOP program will cover the purchase cost.

CONCLUSION

The new work truck has proven to be an effective asset for the AHOP program to facilitate transportation of tools and materials to the various work sites in the program.

Respectfully submitted,



Jeff Barban
Director of Community Housing and Development

Approved by:



Mike Nadeau
Chief Executive Officer



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

**SAULT STE. MARIE HOUSING
CORPORATION**

BOARD REPORT

AUTHOR: Jeff Barban

DATE: September 21, 2023

RE: Accepting Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) Administration Dollars from the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB)

RECOMMENDATION

It is recommended for the Sault Ste. Marie Housing Corporation (SSMHC) accept the following funds to be utilized for capital improvements for the SSMHC as identified in this report:

COCHI 2023-24 Fiscal year funding of \$457,175

OPHI 2023-24 Fiscal year funding of \$391,400

BACKGROUND INFORMATION

Funding received under COCHI represents a re-investment of Federal funding that has been declining under the Canada-Ontario Social Housing Agreement. These funds provide an opportunity for Service Managers and community housing providers to address the challenges associated with the housing projects reaching the end of operating agreements and/or mortgage maturity.

The OPHI program is modelled after similar, previous affordable housing programs, with the most recent being the investment in Affordable Housing Program Extension (IAH-E). While the program is similar to the ending IAH-E, there are additional notable opportunities available to the Service Manager in this program, including the addition of a support services component and the eligibility of supporting community housing under Ontario Renovates.

SUMMARY/OVERVIEW

It is recommended that COCHI and OPHI funds for funds be awarded as follows:

RE: Accepting Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) Administration Dollars from the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB)

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DATE: September 21, 2023

COCHI 2023-2024		
Location	Description	Budget
Shannon /Capp	Roof Repair (Time & Material)	\$ 5,000.00
Hamilton Heights	Stairwell Replacement	\$ 10,000.00
SSMHC	Building Condition Audit	\$ 65,318.00
SSMHC	Abbott Duplex Build	\$ 376,857.00
Total		\$457,175.00

OPHI 2023-2024		
Location	Description	Budget
615 Bay	Boiler Upgrades	\$ 160,000.00
55 Chapple	Granex Panel Caulking	\$ 20,000.00
53 Chapple / 588 Albert	Door Replacements	\$ 22,400.00
Shannon /Capp	Heat Pump installations	\$ 173,000.00
101 Chapple	Heat Pump Installation	\$ 7,500.00
345 St Georges Ave	Heat Pump Installation	\$ 7,500.00
Total		\$ 390,400.00

STRATEGIC PLAN IMPACT

The awarding of COCHI/OPHI funds to the SSMHC impacts the strategic plan in the area of **Service Excellence**.

FINANCIAL IMPLICATIONS

There are no net financial implications to the DSSMSSAB as COCHI and OPHI initiatives are fully funded by the Federal Government and the Province of Ontario.

CONCLUSION

The additional funding will increase the SSMHC Capital Budget for 2023 and assist in completing much needed infrastructure projects for the SSMHC.

Respectfully submitted,



Jeff Barban
Director Housing Services

Approved by:



Mike Nadeau
Chief Administrative Officer

RE: Accepting Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) Administration Dollars from the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB)

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DATE: September 21, 2023



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

SAULT STE. MARIE HOUSING CORPORATION BOARD REPORT

AUTHOR: David Petersson

DATE: September 21, 2023

RE: TD Bank Loan – Additions to Community Services Building

RECOMMENDATION

To amalgamate previously approved housing cash purchases of four properties and board approved debt financing for 721 Wellington Street into one TD Commercial Bank (TD) loan and lock in rates for a period of up to 35 years at an indicative rate not to exceed 5.16%.

BACKGROUND INFORMATION

The Sault Ste. Marie Housing Corporation (SSMHC) currently has TD loans for 159 Gibbs Street and 672 Second Line West (combined), 39 Chapple Avenue, and 49 St. Mary's River Drive. The SSMHC also has a \$13.9M construction loan for the New Office Building, which is currently being drawn on as we progress through the construction project. This will convert to a mortgage when the project is complete.

SUMMARY/OVERVIEW

At the April 21, 2022, SSMHC Board Meeting, the Board awarded PTC 2020-26 (Community Services Building Renovations: 721 Wellington Street East) to Ruscio Masonry & Construction Ltd. at a cost of \$10,209,628 inclusive of non-recoverable HST (Resolution# 22-027). This project is funded by many sources including a \$1,500,000 construction loan that will convert to a 35-year fixed rate mortgage, upon completion.

In the one year since, the SSMHC has purchased several other properties, which at this time, have been funded from cash operating funds. It is recommended that the following properties (purchase price including renovations) be added to the existing loan to take advantage of 35-year fixed rate financing:

DATE: September 21, 2023

<u>Property</u>	<u>Purpose</u>	<u>Amount</u>
<u>Board Approved -Resolution 22-027</u>		
721 Wellington Street East (CS Building)	Men's Shelter, NRC, Transitional Beds	1,500,000.00
<u>Additions to TD Financing:</u>		
46 Wellington Street East	Market Rent 4-Plex	347,000.00
136 Pilgrim Street	Supportive Housing	394,000.00
187 Anna Street	Transitional Housing - 3 Units	154,000.00
124 Dennis Street	Youth Hub	185,000.00
		1,080,000.00
TOTAL MORTGAGE REQUIRED		2,580,000.00

If approved at \$2,580,000, the loan would be funded over a 35-year amortization period. On September 12, 2023, TD quoted a current indicative rate at 4.91%. With interest rates constantly moving, we are looking at locking in the rate at the time it is approved by the Board on the assurance we do not exceed 0.25% more than that quoted on September 12, 2023. TD does require Board approval in order to move forward with this revision and lock in a rate utilizing an interest rate swap to produce a fixed principal and interest rate for the life of the loan.

STRATEGIC PLAN IMPACT

Combining these properties into one loan with a fixed rate for 35 years aligns the Sault Ste. Marie Housing Corporation with the three pillars of the Strategic Plan: Organizational Excellence, Service Delivery, and Community Partnerships.

FINANCIAL IMPLICATIONS

There are no financial implications for the SSMHC. Approval of this revision would result in a fixed monthly mortgage payment for the entire 35-year term allowing for stable budgeting during the term of the loan. The operating costs of each building have been built into the SSMHC's operating budget.

CONCLUSION

As noted above, it is recommended that the five properties be combined into one mortgage to take advantage of the 35-year fixed rate financing offered by TD Bank.

Respectfully submitted,

Approved by:



David Petersson
Director of Corporate Services

Mike Nadeau
Chief Executive Officer



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

**SAULT STE. MARIE HOUSING
CORPORATION**

BOARD REPORT

AUTHOR: Mike Nadeau

DATE: September 21, 2023

RE: Multi-Year Growth Plan

RECOMMENDATION

It is recommended that the Sault Ste. Marie Housing Corporation (SSMHC) allocate \$44,090 from reserves and enter in agreement with the Housing Services Corporation (HSC) to conduct research and assessment to conduct phase 1 and 2 of a multi-year growth plan.

BACKGROUND INFORMATION

The Housing Services Corporation (HSC) is a non-profit organization committed to ensuring that Ontario residents have access to safe and affordable housing that improves their quality of life. They support this vision by focusing on the long-term health and sustainability of Ontario's social housing properties.

HSC (formerly Social Housing Services Corporation) was created by the province under the Social Housing Reform Act (2000). Since opening its doors in 2002, HSC has worked with Ontario's 1,400+ community housing providers and 47 service managers to help them make the best use of their resources and manage their buildings more effectively.

HSC currently provides/assists the SSMHC with insurance for our assets, energy services and financial services for non-profit housing provider strategic reserves. We have also engaged HSC in the past to conduct Building Condition Audits, which drive our capital and asset management plan.

SUMMARY/OVERVIEW

Since 2016, we have added the following assets to our portfolio and property management mix:

1. 296 SSMHC rental units
2. 6 commercial units
3. 5 AHOP housing projects
4. Many new rent calculation process

This is unprecedented growth for our corporation and has provided many tangible and intangible community benefits. We have amended our procurement policies to allow our team members, where appropriate, to act as general contractors for smaller capital jobs and assigned them to oversee complex capital builds and renovations.

This growth also occurred during the unprecedented rise in provincial and local homelessness and addiction rates. The growth and acquisition in our housing portfolio has been done strategically in nature, but has been done ad hoc and without a comprehensive long-term plan.

Our team has risen to the challenge and enhanced our housing footprint significantly across the community. This has impacted our team on all levels (customer service, property managers, tenant support workers, social service case managers, finance, capital works and the middle management). For the first time in our history, we are creating a positive financial dividend for our community through our full market rental units.

The community needs new housing options and we are all trying to do our part (staff, management and board members). To continue to move forward in a sustainable and meaningful way, we need more than a vision; we require a comprehensive strategy and multi-year plan. This is why HSC has been asked to provide costing and development of a multi-year growth plan that can be used as a roadmap for future board members and management to follow.

Quite simply, there is no other entity in Ontario, who has the comprehensive understanding, mandate, skills and ability as the HSC. The HSC has worked with non-profit housing providers and service managers, in addition to the private sector. The HSC proposes to complete data collection and review and work with our team to determine a proper vision and plan for growth. In order to achieve the scope of work, the DSSMSSAB will develop a Project Team (compiled of housing team members) and HSC will engage regularly with the Project Team members. The role of the Project Team will be to:

- Meet with HSC through milestone-based meetings.
- Confirm Project approach for each activity.
- Report on the Project status internally.

RE: Multi-Year Growth Plan

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DATE: September 21, 2023

- Provide support to HSC in accessing materials and information.
- Be the direct liaison with all engagement parties.
- Review all presentations and materials.
- Review draft deliverables and provide feedback.

This project will occur over many weeks and will be completed in the spring/early summer of 2024.

STRATEGIC PLAN IMPACT

Growth in our portfolio is a significant strategic priority for the board and community at large.

FINANCIAL IMPLICATIONS

Due to our close and lengthy partnership, the cost for this scope of work is \$44,090.00

CONCLUSION

We have demonstrated our willingness to expand services, build new or acquire assets in the community. To continue to drive growth and innovation in a continued and sustainable way. We need a plan that touches on governance, resourcing (financial and human), etc.

Respectfully submitted,



Mike Nadeau
Chief Executive Officer