



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, March 21,
2024 at 4:30 PM

OW Boardroom 540 Albert Street, Sault Ste. Marie

1. CALL TO ORDER

2. 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 #24-021

Moved By: A. Caputo

Seconded By: S. Spina

- 3.1 **“BE IT RESOLVED THAT** the Agenda for the **March 21, 2024** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

4. DECLARATIONS OF PECUNIARY INTEREST

5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

Resolution #24-022

Moved By: S. Spina

Seconded By: J. Hupponen

- 5.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **February 15, 2024** be adopted as recorded.”

6. MANAGERS REPORTS

CORPORATE SERVICES

Resolution #24-023

Moved By: A. Caputo

Seconded By: L. Vezeau-Allen

- 6.1 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation approve the extension of debt financing with TD Commercial Bank (TD) to April 30, 2024 at an All-in-Rate of up to 3.40% over 35 years in the amount of \$13,900,000.”

Resolution #24-024

Moved By: M. L. Vezeau- Allen

Seconded By: S. Spina

- 6.2 “**WHEREAS** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) currently leases office space at 540 Albert Street East from the Sault Ste. Marie Housing Corporation (SSMHC).

AND WHEREAS the DSSMSSAB is moving into a new office located at 548 Albert Street East on March 18, 2024.

THEREFORE BE IT RESOLVED that effective March 18, 2024, the current lease at 540 Albert Street East will cease and the DSSMSSAB enter into a new lease with the SSMHC for the office located at 548 Albert Street East for the value of the loan financing (principal plus interest) plus operating costs with a term of 35 years”

HOUSING AND HOMELESSNESS

Resolution #24-025

Moved By: J. Hupponen

Seconded By: A. Caputo

“BE IT RESOLVED THAT the Sault Ste. Marie Housing Corporation award the following Building Cleaning and Housekeeping Services’ blocks for the Sault Ste. Marie Housing Corporation (SSMHC) as follows:

Block 1: Blue Diamond yearly quote of \$47,775

Block 2: Service Master yearly quote of \$66,248

Block 3: Service Master yearly quote of \$62,192”

Resolution #24-026

Moved By: E. Palumbo

Seconded By: S. Spina

- 6.4 **“BE IT RESOLVED THAT** Sault Ste. Marie Housing Corporation (SSMHC) Request for Quotations QU 2024-004 for Janitorial Services be awarded to: Blue Diamond Cleaning, Service Master of Sault Ste. Marie, and Day-Lite Cleaning Services Ltd. at service rates identified in the report”

Resolution #24-027

Moved By: E. Palumbo

Seconded By: S. Spina

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

Resolution #24-028

Moved By: L. Vezeau-Allen

Seconded By: S. Spina

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

7. NEW BUSINESS

Resolution #24-029

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 7.1 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) appoint Enzo Palumbo to the Finance Committee effective immediately”

8. ADJOURNMENT

Resolution #24-030

Moved By: A. Caputo

Seconded By: L. Vezeau-Allen

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

**SAULT STE. MARIE HOUSING
CORPORATION**
BOARD MEETING MINUTES
Thursday, February 15, 2024 at 4:30 PM
390 Bay Street, Suite 405

Present: **Lisa Vezeau- Allen** **Luke Dufour**
 Sonny Spina **Judy Hupponen**
 Angela Caputo
 Stephanie Hopkin

David Petersson **Mike Nadeau**
 Miranda Scott **Louie Bruni**
 Joanne Pearson **Katie Kirkham**
 Antonio Borrelli **Jeff Barban**
 Pam Patteri

CALL TO ORDER at 6:01

1. 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.

2. APPROVAL OF AGENDA

Resolution #24-012

Moved By: S. Spina
Seconded By: A. Caputo

- 2.1 **“BE IT RESOLVED THAT the Sault Ste. Marie Housing Corporation Agenda for February 15, 2024 meeting be approved as presented.”**
Carried

3. PRESENTATION

- 4. DECLARATIONS OF PECUNIARY INTEREST**
None

5. APPROVAL OF PREVIOUS MINUTES

Resolution #24-013

Moved By: L. Dufour

Seconded By: L. Vezeau-Allen

- 5.1 **“BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation meeting dated January 18, 2024 be adopted as recorded.
Carried

6. MANAGERS REPORTS

Housing and Development

Resolution #24-014

Moved By: A. Caputo

Seconded By: S. Spina

- 6.2 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation award the RFP for Consulting Services at 615 Bay St. for window and balcony enclosure replacement to MGP Architects & Engineer Inc. for \$70,061.76”.
Carried

Resolution #24-015

Moved By: L. Dufour

Seconded By: S. Spina

- 6.3 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation award RFP 2023-19 Baseline Property Condition and Hazardous Building Material Assessment to Pinchin Ltd. for the lump sum price of \$126,656.05 (including HST)”.
Carried

Resolution #24-016

Moved By: L. Dufour

Seconded By: S. Spina

- 6.4 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board accept this report on planned Capital Projects for 2024 as information”.
Carried

Housing and Homelessness

Resolution #24-017

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 6.5** “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation increase its market rent for 49 St Marys’ River Drive from \$950 per month to \$1,050 as outlined within the report”.

Carried

CEO

Resolution #24-018

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

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

Carried

Entered into closed at 6:09

Resolution #24-019

Moved By: A. Caputo

Seconded By: J.Hupponen

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

Carried

8. CORRESPONDENCE

9. OTHER BUSINESS / NEW BUSINESS

Luke Dufour communicated to the District of Sault Ste. Marie Social Services Housing Corporation (SSMHC) that effective immediately he will be stepping down from Board Chair and will he would be leaving the Sault Ste. Marie Housing Corporation Board at the conclusion of this Board Meeting.

10. ADJOURNMENT

Resolution #23-020

Moved By: L. Dufour

Seconded By: A. Caputo

10.1 **"BE IT RESOLVED THAT** we do now adjourn."

Adjourned at 7:10pm



SAULT STE. MARIE HOUSING CORPORATION

BOARD REPORT

AUTHOR: David Petersson

DATE: March 21, 2024

RE: TD Financing on 548 Albert St E (New Office) – extension to April 30, 2024

RECOMMENDATION

To approve the extension of debt financing with TD Commercial Bank (TD) to April 30, 2024 at an All-in-Rate of up to 3.40% over 35 years in the amount of \$13,900,000.

BACKGROUND INFORMATION

Timeline of events relating to the TD debt financing are as follows:

- September 23, 2021: The Board approved the debt financing with TD Commercial Bank in the amount up to \$13,907,810 at a rate of 3.12% over 35 years;
- September 29, 2021: As interest rates were fluctuating greatly during that time, the final locked-in All-in-Rate was 3.38% with funding set to take place on February 28, 2023. All projections and budgeting since this date utilized the rate of 3.38%;
- January 19, 2023: TD granted a one year extension for funding the loan to February 28, 2024 holding the same terms including interest rate of 3.38%;
- February 28, 2024: substantial completion was not attained and as a result of this delay in the project, TD was unable to fund the loan. Working with TD and deferring the funding date to April 30, 2024, we secured an All-in-Rate of 3.40% with all other terms and amounts unchanged;
- February 29, 2024: Certificate of Substantial Completion received. At this time, and as required by the Construction Lien Act, sixty (60) days deferral was needed to fund the completed project. This took us to a new funding date of April 30, 2024

SUMMARY/OVERVIEW

On February 29, 2024, the Sault Ste. Marie Housing Corporation (SSMHC) received Certificate of Substantial Performance of the Contract. All parties have sixty (60) days from receipt of the Certificate to secure final payment, etc. TD is unable to fund the loan until that period has passed. The SSMHC has extended funding date with TD to April 30, 2024 to cover this period.

STRATEGIC PLAN IMPACT

Securing an All-in-Rate for 35 years aligns with the SSMHC strategic pillars of Organization Excellence and Service Delivery.

FINANCIAL IMPLICATIONS

The financial impact to the SSMHC as a result of amending the funding date by 60 days equates to \$159.78 per month (\$1,917.36 annually, or \$67,107.60 over the 35 year term of the loan). Due to the annual amount being less than \$2,000, we are able to cover this increase from within annual approved budgets.

CONCLUSION

Securing the All-in-Rate of 3.40% over 35 years, with a 60 day amended date of funding, allows SSMHC to maintain a set mortgage payment for the next 35 years, where no increases to the budget line will occur with respect to this loan.

Respectfully submitted,



David Petersson
Chief Financial Officer

Approved by:



Mike Nadeau
Chief Executive Officer

SAULT STE. MARIE HOUSING CORPORATION

BOARD REPORT

AUTHOR: Joanne Pearson

DATE: March 21, 2024

RE: Awarding of QU 2024-005 – Building Cleaning & Housekeeping Services

RECOMMENDATION

It is recommended that the following Building Cleaning and Housekeeping Services' blocks for the Sault Ste. Marie Housing Corporation (SSMHC) be awarded as follows:

Block 1: Blue Diamond yearly quote of \$47,775

Block 2: Service Master yearly quote of \$66,248

Block 3: Service Master yearly quote of \$62,192"

BACKGROUND INFORMATION

The Request for Quotations (RFQ) was released on January 12, 2024, and closed on January 30, 2024. The RFQ was issued to carry out BUILDING CLEANING & HOUSEKEEPING SERVICES with the term of the contract being five (5) years beginning upon award, and ending March 31, 2029.

Contractors were to provide all labour, material, consumables, equipment and transportation necessary for various sites in Sault Ste. Marie. The scope of work included:

- a. Wet mop all tile and cement floor surfaces on ground floor level. This includes front entrance lobby, corridor to laundry room, public washrooms, common room, laundry room and garbage/utility rooms
- b. clean and disinfect all public washrooms.
- c. Re-fill paper towels and soap dispensers.
- d. Check all public areas and service areas, entrances and exits for potential hazardous conditions.
- e. Vacuum corridor rugs and main floor entrance mats.
- f. Mop elevator floors and vacuum floor mats. Clean stainless steel walls and paneling.

- g. Check and clean all washers, dryers and sinks including lint screens.
- h. Clean and polish all ground floor windows and mirrored glass.
- i. Empty garbage cans in garbage room and remove any boxes or bags left in room. Check entrance areas for garbage, papers, etc.
- j. Check all exit doors including garbage room, side doors and front entrance door to ensure they are securely locked.
- k. Vacuum all corridor floors and main floor entrance mats.
- l. Check all floors, garbage room and stairwells for burnt out lights.
- m. Unlock garbage dumpster during pick up schedule and promptly secured thereafter.
- n. Check all floors, wipe walls and MUA grills.
- o. Clean staircase and banisters.
- p. Place garbage bins and recycle bins outside and promptly bring in thereafter.
- q. Check all floors for garbage.

SUMMARY/OVERVIEW

The RFQ was issued for contractors to bid on blocks of properties located within short distances of one another. The SSMHC received five (5) bids for the various blocks with two of the companies opting to only bid on specific blocks (as outlined in the chart below). As part of the RFQ, a mandatory site visit was scheduled with the contractors and included a thorough review of each block, including on-site walkthroughs of each property, to ensure each contractor understood what was required.

The following contractors and bid amounts were received for each block:

Contractor	Block 1	Block 2	Block 3
Service Master	\$47,320	\$66,248	\$62,192
Blue Diamond	\$47,775	\$66,885	\$62,790
DayLite	No bid	No bid	\$85,753.20
Final Touch	\$63,717.12	\$97,952.40	\$79,402.96
Sparkle Clean	\$132,912	No Bid	\$171,360

Although Service Master had the lowest bid in Block 1, staff is recommending Blue Diamond be awarded Block 1 because of operational concerns of having one contractor to clean all blocks for the SSMHC. Block 1 was chosen because it has the smallest price difference (\$455) and Blue Diamond is operationally familiar with this block.

Staff recruitment and retention has historically been problematic with only one contractor and the ability to alternate between two contractors is essential for the day-to-day work that is carried out on behalf of the SSMHC.

STRATEGIC PLAN IMPACT

The Building Cleaning and Housekeeping Services impacts the strategic plan in the area of Service Excellence.

FINANCIAL IMPLICATIONS

The total 2023 actual cost for Building Cleaning and Housekeeping Services was \$266,877.48. The 2024 rates within the quotes total \$176,215.00 leaving the SSMHC with a financial savings of \$90,662.48 (34% savings) based on prior year budget.

CONCLUSION

We are pleased there will be cost savings associated with The Building Cleaning and Housekeeping Services contract especially at a time when inflation has impacted the cost associated with contractors for materials to perform the work essential to the SSMHC.

Respectfully submitted,



Joanne Pearson
Integrated Program Manager

Approved by:



Mike Nadeau
Chief Executive Officer



SAULT STE. MARIE HOUSING CORPORATION

AUTHOR: Joanne Pearson

DATE: March 21, 2024

RE: Awarding of QU 2024-004 – Janitorial Services

RECOMMENDATION

It is recommended to award the Request for Quotations QU 2024-004 for rotational Janitorial Services to the following bidders: Blue Diamond Cleaning, Service Master of Sault Ste. Marie, and Day-Lite Cleaning Services Ltd. at rates outlined within the report.

BACKGROUND INFORMATION

The Request for Quotations was released on January 12, 2024, and the deadline for submissions was January 30, 2024 at noon. The Request for Quotations (RFQ) was issued to carry out rotational Janitorial Services with the term of the contract being five (5) years beginning upon award, and ending March 31, 2029. As per the RFQ, a total of three (3) qualified contractors would be selected for this rotational contract.

Contractors were required to include all labour, material, equipment and transportation costs in their Janitorial Services bid, for various sites in Sault Ste. Marie.

SUMMARY/OVERVIEW

The scope of work for QU 2024-004 included:

- Cleaning of vacant apartments/houses and interior/exterior public spaces, Building Custodian coverage when absent, emergency call-outs for floods, fires, etc., and any other janitorial services as required.
- Submit monthly invoicing as described in the RFQ documents.

The following five (5) RFQ submissions were received:

QU 2024-004 Summary			
Bid	Submitted By	Hourly Rates	After Hours Calls
1	Blue Diamond Cleaning	\$26.25	\$26.25
2	Service Master of Sault Ste. Marie	\$28.50	\$28.50
3	Day-Lite Cleaning Services Ltd	\$35.85	\$53.78
4	Final Touch Property Maintenance Services	\$38.00	\$64.00
5	Sparkle Kleen Janitorial & Maid Services Inc.	\$55.00	\$65.00

Given the size of the Sault Ste. Marie Housing Corporation's portfolio, staff is recommending the selection of three contractors to ensure a sufficient coverage in the event of multiple move outs, emergencies, etc. It should also be noted that Day-Lite Cleaning Services LTD is the only janitorial contractor that will do bed bug preparation for units.

STRATEGIC PLAN IMPACT

The Janitorial Services contract impacts the strategic plan in the area of Service Excellence.

FINANCIAL IMPLICATIONS

The cost for janitorial services is difficult to predict because of the unpredictable nature of the number of move-outs, emergencies etc. within the SSMHC portfolio. The total cost, in 2023 for Janitorial Services totaled \$173,316.60 (pre-tax) and includes cost for custodian coverage, move-out cleaning, beg-bug preparation, etc.

CONCLUSION

There are no outstanding issues preventing the awarding of the contracts to Blue Diamond Cleaning, Service Master of Sault Ste. Marie, and Day-Lite Cleaning Services Ltd. All contractors have performed work for the SSMHC in the past and are familiar with the expectations.

Respectfully submitted,



Joanne Pearson
Integrated Program Manager

Approved by:



Mike Nadeau
Chief Executive Officer