



# 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, January 19, 2023 @ 4:30 PM

390 Bay Street, Suite 405

### 1. **CALL TO ORDER**

### 2. **Election of Executive** - Election to be conducted by the Chief Executive Officer.

- Chairperson
- Vice-Chair
- Secretary
- Treasurer

#### **REFERENCE (2022 Executive)**

*Chair –J. Gawne; Vice Chair –D. Hilsinger; Secretary-L. Dufour; Treasurer- D. Edgar*

#### **Resolution #23-001**

Moved By: S. Hopkin

Seconded By: M. Bruni

- 2.1 **“BE IT RESOLVED THAT** the slate of officers in the positions of Chair, Vice Chair, Secretary, and Treasurer for the 2023 Sault Ste. Marie Housing Corporation executive positions be accepted as elected

Chairperson -

Vice-Chair -

Secretary -

Treasurer -

### 3. APPROVAL OF AGENDA

#### **Resolution #23-002**

Moved By: J. Hupponen

Seconded By: L. Dufour

- 3.1 **“BE IT RESOLVED THAT** the Agenda for the January 19, 2023 Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

### 4. DECLARATIONS OF PECUNIARY INTEREST

### 5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

#### **Resolution #23-003**

Moved By: M. Bruni

Seconded By: L. Vezeau-Allen

- 5.1 **“BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meetings dated July 21, 2022, November 16, 2022 and December 15, 2022 be adopted as recorded.”

### 6. MANAGERS REPORTS

#### **Resolution #23-004**

Moved By: E. Palumbo

Seconded By: A. Caputo

- 6.1 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) accept the January 19, 2023 Community Resource Centre Renovations Report of the Director of Community Housing and Development as information.”

#### **Resolution #23-005**

Moved By: L. Dufour

Seconded By: S. Spina

- 6.2 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) accept the January 19, 2023 Proposed Rent Geared to Income Market Rent Increases report of the Integrated Programs Manager and increase its Rent–Geared–to–Income market rent levels to coincide with the current maximum income levels as detailed in the report .”

**Resolution #23-006**

Moved By: J. Hupponen

Seconded By: S. Hopkin

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

**Resolution #23-007**

Moved By: S. Spina

Seconded By: L. Vezeau-Allen

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

**7. NEW BUSINESS**

- 7.1 Procurement Committee

**8. ADJOURNMENT**

**Resolution #23-008**

Moved By: S. Spina

Seconded By: M. Bruni

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

**NEXT REGULAR BOARD MEETING**

Thursday, February 16, 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



## MINUTES

*Sault Ste. Marie Housing Corporation*

Thursday, July 21, 2022 @ 4:30 PM

65 Old Garden River Road, RESC Training Room

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<b>PRESENT:</b>	L. Dufour D. Edgar D. Hilsinger	J. Gawne L. Vezeau-Allen	M. Bruni K. Lamming
<b>STAFF:</b>	M. Nadeau D. Petersson C. Yakasovich J. Bowen	S. Ford K. Kirkham A. Borrelli C. Fairbrother	J. Barban L. Bruni S. Zuppa
<b>REGRETS:</b>	C. Gardi		

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**1. CALL TO ORDER** by J. Gawne, Board Chair at 4:30 PM

**2. APPROVAL OF AGENDA**

**Resolution #22-039**

Moved By: K. Lamming

Seconded By: L. Dufour

2.1 **"BE IT RESOLVED THAT** the Agenda for the July 21, 2022 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 #22-040

Moved By: D. Edgar

Seconded By: L. Vezeau-Allen

- 4.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board meeting dated June 16, 2022, be adopted as recorded.”

**CARRIED**

## 5. MANAGERS REPORTS

### CORPORATE SERVICES

#### Resolution #22-041

Moved By: M. Bruni

Seconded By: D. Hilsinger

- 5.1 “**BE IT RESOLVED** that the Sault Ste. Marie Housing Corporation (SSMHC), accept the July 21, 2022 SSMHC Audited Financial Statement Report of the Director of Corporate Services and approve the Audited Consolidated Financial Statements for the year ended December 31, 2021 as prepared by KPMG.”

**CARRIED**

### HOUSING SERVICES

#### Resolution #22-042

Moved By: L. Dufour

Seconded By: K. Lamming

- 5.2 “**BE IT RESOLVED** that the Sault Ste. Marie Housing Corporation (SSMHC), accept the July 21, 2022 Exterior Insulation and Finish System (EIFS) for 49 St Mary’s River Drive report of the Director of Community Housing and Development and that \$200,000 in reserve funding be utilized towards a new exterior insulation and finish system (EIFS) at 49 St. Mary’s River Drive;

**AND FURTHER BE IT RESOLVED** that in accordance with the purchasing policy, the project is awarded to the lowest quoted contractor, OnPoint CorkShield, for the lump sum price of \$267,628.80”

**CARRIED**

**6. CORRESPONDENCE**

**7. OTHER BUSINESS / NEW BUSINESS**

**8. ADJOURNMENT**

**Resolution #22-043**

Moved By: D. Hilsinger

Seconded By: M. Bruni

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

**CARRIED**

Meeting adjourned at 4:53 PM

**NEXT REGULAR BOARD MEETING**

Thursday, August 18, 2022 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



## **Minutes**

*Sault Ste. Marie Housing Corporation*

Wednesday, November 16, 2022 @ 5:00 PM

390 Bay Street, Suite 405

DSSMSSAB Board Room

**PRESENT:** L. Dufour                      J. Gawne                      M. Bruni                      C. Gardi  
                  L. Vezeau-Allen

**GUESTS**     S. Gollish (via ZOOM) G. North

**STAFF:**        M. Nadeau                      J. Barban                      D. Petersson                      D. Rooney  
                  M. Scott

**1.     CALL TO ORDER** by J. Gawne, Board Chair at 5:03 PM

## **2.     APPROVAL OF AGENDA**

### **Resolution #22-044**

Moved By: L. Dufour

Seconded By: C. Gardi

2.1    **“BE IT RESOLVED THAT** the Agenda for the November 17, 2022 Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

**CARRIED**

### **3. DECLARATIONS OF PECUNIARY INTEREST**

None

### **4. MANAGERS REPORTS**

#### **Resolution #22-045**

Moved By: C. Gardi

Seconded By: L. Dufour

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

**CARRIED**

Entered into closed session at 5:04 PM

#### **Resolution #22-046**

Moved By: L. Dufour

Seconded By: M. Bruni

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

**CARRIED**

Returned to open session at 5:57 PM

### **5. ADJOURNMENT**

#### **Resolution #22-047**

Moved By: L. Vezeau-Allen

Seconded By: M. Bruni

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

**CARRIED**

Meeting adjourned at 6:04 pm

#### **NEXT REGULAR BOARD MEETING**

Tentatively January 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



## **MINUTES**

*Sault Ste. Marie Housing Corporation*

Thursday, December 15, 2022 @ 4:30 PM

390 Bay Street, Suite 405

DSSMSSAB Board Room

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<b>PRESENT:</b>	L. Dufour L. Vezeau-Allen	J. Gawne M. Bruni	C. Gardi
<b>STAFF:</b>	M. Nadeau D. Petersson	S. Ford	J. Barban
<b>GUEST</b>	S. Gollish	G North	

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1. **CALL TO ORDER** by J. Gawne, Board Chair at 4:30 PM

2. **APPROVAL OF AGENDA**

**Resolution #22-048**

Moved By: C. Gardi

Seconded By: M. Bruni

2.1 **“BE IT RESOLVED THAT** the Agenda for the December 15, 2022 Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

**CARRIED**

3. **DECLARATIONS OF PECUNIARY INTEREST**  
**NONE**

4. **MANAGERS REPORTS**

**Resolution #22-049**

Moved By: L. Vezeau-Allen

Seconded By: L. Dufour

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

**CARRIED**

Entered into closed session at 4:31 PM

**Resolution #22-050**

Moved By: L. Dufour

Seconded By: M. Bruni

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

**CARRIED**

Returned to open session at 5:24 PM

**5. ADJOURNMENT**

**Resolution #22-051**

Moved By: L. Vezeau-Allen

Seconded By: M. Bruni

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

**CARRIED**

Meeting Adjourned at 5:24 PM

**NEXT REGULAR BOARD MEETING**

January 19 2023 at 4:30 PM



**SAULT STE. MARIE HOUSING  
CORPORATION**

**BOARD REPORT**



**AUTHOR:** Jeff Barban

**DATE:** January 19, 2022

**RE:** Community Resource Centre Renovations: 721 Wellington Street East

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**RECOMMENDATION**

It is recommended the Sault Ste. Marie Housing Corporation Board (SSMHC) accept this report as information.

**BACKGROUND INFORMATION**

The SSMHC awarded PTC 2020-26 for the Community Services Building Renovations - 721 Wellington Street East to the lowest qualified bidder Ruscio Construction Ltd. on March 18, 2021, for \$11,506,423. Ruscio Construction from the City of Sault Ste. Marie received a conditional Building permit on June 10, 2022 and construction began immediately after.

**SUMMARY/OVERVIEW**

The project finances are currently on target. The contractor has submitted a revised schedule for substantial completion for May 31, 2023. However, the General Contractor (GC) has indicated they are currently one week ahead of schedule and this could potentially improve as the GC has an increased availability of its own labour force available to work on the project.

**STRATEGIC PLAN IMPACT**

The renovation of 721 Wellington St. E. aligns with the pillar of Service Delivery. The Community Services Building will allow Social Services and its community partners to provide service excellence and community awareness.

**FINANCIAL IMPLICATIONS**

The following outlines the current financials for the project:

**CAPITAL EXPENDITURE REPORT**


As of December 30, 2022 - Through Ruscio Draw #7

<b>COMMUNITY SERVICES BUILDING Board Resolution 22-027</b>	Board Approved Budget	Last Approved Budget (A)	Spend To Date (B)	Balance Unspent (C)	INCREASE (DECREASE) TO BUDGET (D)	Total Estimated Cost at Completion (E = B + C + D)	Variance from Last Approved Budget (\$) (F = E - A)	Variance from Last Approved Budget (%) (G = F / A)
Ruscio Masonry & Construction Ltd.	10,006,060.80	10,006,060.80	3,066,062.54	6,939,998.26	-	10,006,060.80	-	0.00%
<i>Subtotal</i>	10,006,060.80	10,006,060.80	3,066,062.54	6,939,998.26	-	10,006,060.80	-	0.00%
Consultant Fees	203,520.00	203,520.00	108,511.24	95,008.76	-	203,520.00	-	0.00%
Site Works/Property Purchase	1,296,842.90	1,296,842.90	1,296,842.90	-	-	1,296,842.90	-	0.00%
<i>Subtotal</i>	1,500,362.90	1,500,362.90	1,405,354.14	95,008.76	-	1,500,362.90	-	0.00%
<b>TOTAL CONCEPT COSTS</b>	<b>11,506,423.70</b>	<b>11,506,423.70</b>	<b>4,471,416.68</b>	<b>7,035,007.03</b>	<b>-</b>	<b>11,506,423.70</b>	<b>-</b>	<b>0.00%</b>
			<b>Spend to Date</b>	<b>38.86%</b>				

Finance Comments: As of December 30, 2022, project moving along within budget. Only note of unbudgeted cost related to insurance of \$54k. Discussed with the Housing team and was advised that this can be absorbed in the Cash Allowance line item. That amount was budgeted at \$398k and unused to date. Also, there are no change orders to report through Draw #7. Per the Director of Community Housing & Development, this project remains on target for the third week of May with the current workforce. There is an anticipated \$10k surplus on both the contingency and the cash allowance.

  
 \_\_\_\_\_  
 Director of Corporate Services

January 6, 2023  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Director of Community Housing & Development

January 6, 2023  
 \_\_\_\_\_  
 Date

The following outlines Change Orders (CO) charged to the Cash and Contingency Allowance which are dollars assigned to the contract and do not increase the contract.

<b>ALLOWANCES-Pretax</b>		<b>NOTES</b>
<b>Cash Allowance</b>	<b>\$ 397,000.00</b>	
CO # 3 =Door hardware	\$ 98,337.50	\$105,000.00 Allocated- Credit of \$6,662.50
Security Controls	\$ 26,848.00	Partial Draw from \$195,000.00 Allocated
Data Network	\$ 51,090.00	Partial Draw from \$72,500.00 Allocated
<b>Cash Allowance Remaining</b>	<b>\$ 220,724.50</b>	
<b>Contingency Allowance</b>	<b>\$ 250,000.00</b>	
Insurances	\$ 50,319.00	Wrap up/Builders Risk Insurances
CO # 1-RWL Repairs	\$ 6,105.70	(1!) RWL & ESA rebates
CO # 2- Fire Dampers/Exhaust	\$ 2,688.62	Additional Fire Dampers & Related Ducts
CO # 4 - RWL Repairs	\$ 17,103.90	Replacement of all existing RWL (3)
CO # 5 - Gas Relocate	\$ 954.36	Gas meter to close to Elec. Panel
CO #6 - Elev. Pit Coating	\$ 3,085.50	Waterproofing for elevator Pit
<b>Contingency Remaining</b>	<b>\$ 169,742.92</b>	Expected \$95,000.00 extra to be drawn

DATE: January 19, 2022

To date the following Potential Change Orders (PCO) remain outstanding and are in discussion as to the amount and validity:

PCO/EXPECTED		
Shear Wall Pinning	\$ 75,000.00	Structural Rehab /work 75% complete
Security Office Addition	\$ 25,000.00	Security office, includes consultant fees Under Contingency Allowances
<b>TOTAL EXPECTED:</b>	<b>\$ 100,000.00</b>	

**CONCLUSION**

The largest homelessness population in the District are male. Constructing a safe affordable transition bed facility supports the DSSMSSAB’s housing and homelessness plan by providing necessary short-term housing for men who are homelessness awaiting permanent housing.

Social Services continues to work with the consulting team to find additional savings and mitigate any additional costs through the Change Order process.

Respectfully submitted,

Approved by:



Jeff Barban  
Director of Community Housing and Development

Mike Nadeau  
Chief Executive Officer



**SAULT STE. MARIE HOUSING CORPORATION**

**BOARD REPORT**



**AUTHOR:** Joanne Pearson

**DATE:** January 19, 2023

**RE:** Proposed Rent Geared to Income Market Rent Increases

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**RECOMMENDATION**

The Community Housing Division recommends that the Sault Ste. Marie Housing Corporation (SSMHC) increase its Rent-Geared-to-Income market rent levels to coincide with the current maximum income levels for the following units:

<b>UNIT SIZE</b>	<b>PRESENT MARKET RENT</b> (Hydro & Heat Included)	<b>SUGGESTED MARKET RENT</b>	<b>DIFFERENCE</b>
Bachelor	\$687	\$687	+ \$0
One (1) Bedroom	\$850	\$900	+ \$50
Two (2) Bedroom	\$1100	\$1100	+ \$0
Three (3) Bedroom	\$1200	\$1200	+ \$0
Four (4) Bedroom	\$1,485	\$1485	+ \$0
Five (5) Bedroom	\$1,485	\$1485	+ \$0

**BACKGROUND INFORMATION**

The last market rent update for SSMHC units occurred in 2022.

An amendment to Ontario Regulation 370/11 under the Housing Services Act, 2011 was approved and filed updating the household income and high need income limit information effective as of January 1, 2023. The new limits are outlined in the chart below:

<b>HOUSEHOLD INCOME LIMITS (HILS)</b>	
<b>Unit Size</b>	<b>Maximum Annual Income</b>
Bachelor Unit	\$27,500
One (1) Bedroom	\$36,000
Two (2) Bedroom	\$42,500
Three (3) Bedroom	\$45,000
Four (4) Bedroom	\$59,500

This increase allows for households with higher income levels to be eligible for social housing only if the market rent is at the appropriate level to ensure rent-geared-to-income calculations do not exceed the market rent for the appropriately sized unit.

An example would be as follows:

- Current maximum annual income for a one (1) bedroom unit is \$36,000 (before taxes)
- $\$36,000.00 / 12 \text{ months} = \$3,000.00$  gross monthly income
- $\$3,000.00 \times 30\% = \$900.00$  (RGI rents are calculated at 30% of a household's gross income)

If the market rent in the example above were to remain at the current level of \$850.00, this applicant would not be eligible for a SSMHC unit.

### **SUMMARY/OVERVIEW**

The increase in SSMHC market rents would take effect June 1, 2023 and will allow for new applicants with higher incomes to qualify for rent-geared-to-income housing. Upon review of the current rent roll, this market rent increase would affect 10 individuals occupying one bedrooms with their rents increasing by \$50.00 per month.

A letter will be delivered to all SSMHC tenants with a 90 days' notice explaining the increase and how this may affect their tenancy.

### **STRATEGIC PLAN IMPACT**

The RGI rent increases impacts the strategic area of Service Excellence.

### **FINANCIAL IMPLICATIONS**

The market rent increase will not result in any significant rental income increase for the 2023 fiscal year. However, it will allow higher income households to secure housing and pay a higher portion of rent which would contribute to increased rental revenues in the future.

RE: Proposed Rent Geared to Income Market Rent Increases

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Page 3

DATE: January 19, 2023

**CONCLUSION**

The increase in market rents will have a positive effect for rent-geared-to-income households whose income may have increased slightly in the upcoming fiscal year and would have become ineligible for SSMHC units.

Respectfully submitted,

Approved by:



Joanne Pearson  
Integrated Programs Manager



Mike Nadeau  
Chief Executive Officer