



# **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, November 16, 2023 @ 2:00 PM  
390 Bay Street, Suite 405

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### **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 #23-075**

Moved By: S. Hopkin

Seconded By: S. Spina

- 3.1 “**BE IT RESOLVED THAT** the Agenda for the **November 16, 2023** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

### **4. DECLARATIONS OF PECUNIARY INTEREST**

### **5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS**

#### **Resolution #23-076**

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 October 19, 2023 be adopted as recorded.”

## **6. MANAGERS REPORTS**

### **CORPORATE SERVICES**

#### **Resolution #23-077**

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 6.1 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) review the 2024 Operating Budget as presented and approve the 2024 Operating Budget with a municipal levy rate increase of \_\_\_\_\_, as presented”.

### **INFRASTRUCTURE**

#### **Resolution #23-078**

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.2 **BE IT RESOLVED** that the Sault Ste. Marie Housing Corporation (SSMHC) will allocate \$24,343.00 from the SSMHC Capital Reserve to the New Office Build Security Camera Installation.”

#### **Resolution #23-079**

Moved By: M. Bruni

Seconded By: S. Spina

- 6.3 **BE IT RESOLVED** In accordance with the Sault Ste. Marie Housing Corporation (SSMHC) purchasing policy the tender award committee is recommending to award PTC 2023-44 OPHI Heat Pump Installation at Shannon and Capp Avenue, to DNM Heating and Cooling Limited for the lump sum price of \$184,908.96.”

#### **Resolution #23-080**

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.4 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation to award the Short Form Tender (SFT) 2023-09 Boiler System Upgrade at 235 Wellington Street West - Steelton Centre to the lowest bid received from S&T Electrical Contractors Limited for \$114,337.54, including non-recoverable PST.

#### **Resolution #23-081**

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 for legal matters.”

**Resolution #23-082**

Moved By: JM. Bruni

Seconded By: S. Spina

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

**6 NEW BUSINESS**

**7 ADJOURNMENT**

**Resolution #23-083**

Moved By: A. Caputo

Seconded By: M. Bruni

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



## **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, October 19, 2023 @ 4:30 PM  
390 Bay Street, Suite 405

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**PRESENT:**            **L. Dufour**  
                              **S. Spina**                    **A. Caputo**  
                              **J. Hupponen**                **S. Hopkin**  
                              **M. Bruni**                    **L. Vezeau-Allen**

**STAFF:**             **M. Nadeau**                **M. Comeault**  
                              **M. Scott**  
                              **K. Siddall**                **L. Bruni**  
                              **A. Borrelli**                **J. Barban**  
                              **D. Petersson**              **K. Kirkham**

**REGRETS:**         **E. Palombo**

- 1. CALL TO ORDER at 6:15pm**
- 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 #23-065**

Moved By: S. Hopkin

Seconded By: S. Spina

**Carried**

- 3.1 “**BE IT RESOLVED THAT** the Agenda for the **October 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 #23-066**

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 **September 21, 2023** be adopted as recorded.”

**Carried**

#### **Resolution #23-067**

Moved By: A. Caputo

Seconded By: S. Spina

- 5.2 “**BE IT RESOLVED THAT** the Special Meeting Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **October 5, 2023** be adopted as recorded.”

**Carried**

### **6. MANAGERS REPORTS**

#### **CORPORATE SERVICES**

#### **Resolution #23-068**

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 6.1 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accept the 2024 SSMHC Operating Budget as information”.

**Carried**

## **INFRASTRUCTURE**

### **Resolution #23-069**

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.2 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation that the Enbridge Gas Rebate received by the Ste. Marie Housing Corporation (SSMHC) on October 12, 2023, totaling \$24,343.00 be allocated to the SSMHC Capital Reserve”.

**Carried**

### **Resolution #23-070**

Moved By: M. Bruni

Seconded By: S. Spina

- 6.3 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation in accordance with the SSMHC purchasing policy award the following snow removal blocks as follows:

Block 1: Steel Speed for an estimated yearly cost of \$174,410

Block 2: Dan’s Yard Care at an estimate of 36 times for the season totaling \$174,410 (\$4,844.72 per snowfall)

Block 3: Dan’s Yard Care at an estimate of 36 times for the season totaling \$208,790.45 (\$5,799.73 per snowfall)

**Carried**

### **Resolution #23-071**

Moved By: A. Caputo

Seconded By: S. Hopkin

- 6.4 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) accepts the recommendation that in accordance with the purchasing policy to award Request for Quotation QU 2020-001: Carpentry Services to 985923 Ontario Inc. operating as First General”.

**Carried**

### **Resolution #23-072**

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 for legal matters.”

**Carried Enter closed at 6:45pm**

**Resolution #23-073**

Moved By: JM. Bruni

Seconded By: S. Spina

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

**Carried Enter into open 7:09**

**6 NEW BUSINESS**

**7 ADJOURNMENT**

**Resolution #23-074**

Moved By: A. Caputo

Seconded By: M. Bruni

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

**Carried Adjourned At 7:12**

**NEXT REGULAR BOARD MEETING**

Thursday, November 16, 2023 at 4:30 PM



**SAULT STE. MARIE HOUSING CORPORATION**

**BOARD REPORT**

**AUTHOR:** Antonio Borrelli

**DATE:** November 16, 2023

**RE:** 2024 SSMHC Operating Budget

**RECOMMENDATION**

That the Sault Ste. Marie Housing Corporation (SSMHC) review the 2024 Operating Budget as presented and provide direction based on the options brought forward for consideration.

**BACKGROUND INFORMATION**

The 2024 SSMHC Operating Budget takes into account many of the recent property acquisitions including the Community Resource Centre, market rent properties, subsidized units, and commercial. Additionally, this budget reflects the cost pressures realized in 2023 with further allowance for increases in operational costs due to inflation, construction and repair increases, insurance, move-out repairs, snow ploughing, and significant delays in Landlord and Tenant Board tribunal hearings.

The draft 2024 SSMHC full operating budget was presented at the October 19, 2023, board meeting for review and discussion and shown is listed below for reference. This budget reflected a DSSMSSAB Operating Subsidy increase of \$691,991 over 2023.

	2023	2024
<b>TOTAL DSSMSSAB SUBSIDY</b>	<b>\$ 3,005,823</b>	<b>\$ 3,697,814</b>
MATERIALS AND SERVICES (Schedule 1)	2,386,300	3,509,350
UTILITIES	2,050,000	2,295,000
OTHER PROPERTY RELATED	1,813,794	1,885,332
CORPORATE COSTS	123,000	137,000
MORTGAGE AND INSURANCE (Schedule 2)	1,192,418	1,793,382
CAPITAL ITEMS	1,390,728	1,446,400
<i>Subtotal - Total Budget</i>	<b>8,956,240</b>	<b>11,066,464</b>
RENT (NET OF BAD DEBTS) (Schedule 3)	5,516,400	6,855,935
TENANT RECOVERIES	178,800	173,000
INTEREST AND OTHER REVENUE	255,217	339,715
<i>Subtotal - Total Revenue</i>	<b>5,950,417</b>	<b>7,368,650</b>
	Subsidy - \$ Δ	691,991
	Subsidy - % Δ	23.02%



**SUMMARY/OVERVIEW**

Management has reviewed additional options for the SSMHC since then, which include:

**Changes Since October 19<sup>th</sup>:**

- Revenue – decrease of \$8,500 due to an anticipated increase in bad debts.
- Snow Plough – Management met with each tender respondent to review each quote, resulting in a \$215,000 reduction.
- Other Operating - Management reviewed every line to adjust for new information, resulting in a \$2,896 net increase.

These changes would result in a reduction of \$203,604.

**Options:**

1. SSMHC Capital Budget – This option would maintain the capital budget at 2023 levels, resulting in a \$55,672 reduction.
2. SSMHC Reserves – this option would utilize \$300,000 of SSMHC Reserves to lessen the burden on the DSSMSSAB Subsidy.

These options would result in a reduction of \$355,672. These changes and options together would result in a combined reduction of \$559,276.

**Recommendation**

Management is recommending both options. For option 1, management will work within the capital budget, which will still allow the SSMHC to access the funding opportunity with CMHC under the National Housing Co-Investment Fund. For option 2, this will allow management to continue to provide the community with affordable housing at a reduced cost. The final 2024 SSMHC Budget would be as follows:

	2023	2024
<b>TOTAL DSSMSSAB SUBSIDY</b>	<b>\$ 3,005,823</b>	<b>\$ 3,138,538</b>
MATERIALS AND SERVICES (Schedule 1)	2,386,300	3,292,000
UTILITIES	2,050,000	2,300,000
OTHER PROPERTY RELATED	1,813,794	1,882,578
CORPORATE COSTS	123,000	140,000
MORTGAGE AND INSURANCE (Schedule 2)	1,192,418	1,793,382
CAPITAL ITEMS	1,390,728	1,390,728
<i>Subtotal - Total Budget</i>	8,956,240	10,798,688
RENT (NET OF BAD DEBTS) (Schedule 3)	5,516,400	6,847,435
TENANT RECOVERIES	178,800	173,000
INTEREST AND OTHER REVENUE	255,217	339,715
<i>Subtotal - Total Revenue</i>	5,950,417	7,360,150
RESERVE UTILIZATION	-	300,000
<i>Subtotal - Total Reserves</i>	-	300,000
	Subsidy - \$ Δ	132,715
	Subsidy - % Δ	4.42%

**STRATEGIC PLAN IMPACT**

The 2024 budget will continue to support the DSSMSAB's strategic plan going forward, including sustained **Service Delivery**, **Organizational Structure**, and strengthening strategic **Community Partnerships**.

**FINANCIAL IMPLICATIONS**

DSSMSAB will fund (via a direct transfer) the amount of \$3,138,538, to support the 2024 SSMHC Operating and Capital Budget.

**CONCLUSION**

New properties acquired in recent years (market, subsidized and commercial) will ensure the SSMHC has the financial ability to support, not only the day-to-day requirements of the operations, but also the capital needs required to continue to provide affordable housing to the Sault Ste. Marie District.

Respectfully submitted,



David Petersson  
Chief Financial Officer

Approved by:



Mike Nadeau  
Chief Executive Officer

## Sault Ste. Marie Housing Corporation (SSMHC)

*2024 Operating & Capital Budget Summary*

	2023	2024	\$ Variance	% Variance
<b>TOTAL DSSMSSAB SUBSIDY</b>	<b>\$ 3,005,823</b>	<b>\$ 3,697,814</b>		
MATERIALS AND SERVICES (Schedule 1)	2,386,300	3,509,350	1,123,050	47.06%
UTILITIES	2,050,000	2,295,000	245,000	11.95%
OTHER PROPERTY RELATED	1,813,794	1,885,332	71,538	3.94%
CORPORATE COSTS	123,000	137,000	14,000	11.38%
MORTGAGE AND INSURANCE (Schedule 2)	1,192,418	1,793,382	600,964	50.40%
CAPITAL ITEMS	1,390,728	1,446,400	55,672	4.00%
<i>Subtotal - Total Budget</i>	<b>8,956,240</b>	<b>11,066,464</b>	<b>2,110,224</b>	<b>23.56%</b>
RENT (NET OF BAD DEBTS) (Schedule 3)	5,516,400	6,855,935	1,339,535	24.28%
TENANT RECOVERIES	178,800	173,000	(5,800)	-3.24%
INTEREST AND OTHER REVENUE	255,217	339,715	84,498	33.11%
<i>Subtotal - Total Revenue</i>	<b>5,950,417</b>	<b>7,368,650</b>	<b>1,418,233</b>	<b>23.83%</b>
	Subsidy - \$ Δ	691,991		
	Subsidy - % Δ	23.02%		

## Sault Ste. Marie Housing Corporation (SSMHC)

*2024 Operating & Capital Budget Summary*

Schedule 1	2023	2024	\$ Variance	% Variance
<b>MATERIALS &amp; SERVICES</b>	<b>\$ 2,386,300</b>	<b>\$ 3,509,350</b>		
MOVEOUT OPERATING	572,500	703,850	131,350	22.94%
BUILDING MAINTENANCE	1,048,000	1,355,550	307,550	29.35%
LIFE SAFETY SYSTEMS	110,000	140,710	30,710	27.92%
WASTE REMOVAL	125,000	147,800	22,800	18.24%
BUILDING EQUIPMENT	145,800	175,890	30,090	20.64%
GROUNDS SERVICES	65,000	99,050	34,050	52.38%
VEHICLE	32,000	35,000	3,000	9.38%
<b>SNOW PLOUGH AND REMOVAL</b>	210,000	790,000	580,000	276.19%
BUILDING SECURITY	70,000	61,500	(8,500)	-12.14%
VENDING SERVICES	8,000	-	(8,000)	-100.00%
	\$ Δ	1,123,050		
	% Δ	47.06%		

## Sault Ste. Marie Housing Corporation (SSMHC)

*2024 Operating & Capital Budget Summary*

Schedule 2	2023	2024
<b>MORTGAGE &amp; INSURANCE</b>	<b>\$ 1,192,418</b>	<b>\$ 1,793,382</b>
INSURANCE COVERAGE	385,000	445,000
INSURANCE DEDUCTIBLE PAYMENTS	25,000	50,000
MORTGAGE (PRINCIPAL AND INTEREST) <span style="float: right;">Note</span>	782,418	1,298,382
	\$ Δ	600,964
	% Δ	50.40%

Note	Interest Rate	2023	2024
49 St. Mary's River Drive	2.564%	298,843	298,842
159 Gibbs	2.473%	35,435	35,435
672 Second Line West	2.473%	106,304	106,304
39 Chapple	2.290%	41,503	41,503
177 Brock New Building	3.380%	225,941	677,822
721 Wellington Community Resource Centre	5.190%	74,392	92,690
136 Pilgrim	5.190%	-	24,344
46 Wellington	5.190%	-	21,442
124 Dennis Street (Youth Hub)	5.190%	n/a	n/a
		782,418	1,298,382

## Sault Ste. Marie Housing Corporation (SSMHC)

*2024 Operating & Capital Budget Summary*

Schedule 3	2023	2024	\$ Variance	% Variance
<b>REVENUE SUMMARY</b>	<b>\$ 5,516,400</b>	<b>\$ 6,855,935</b>		
RGI	3,360,000	3,500,000	140,000	4.17%
MARKET	1,140,600	1,623,887	483,287	42.37%
COMMERCIAL	760,000	1,311,748	551,748	72.60%
AFFORDABLE	350,000	360,000	10,000	2.86%
TRANSITIONAL UNITS	-	195,000	195,000	#DIV/0!
OTHER	6,800	6,800	-	0.00%
BAD DEBT ALLOWANCE	(101,000)	(141,500)	(40,500)	40.10%
	\$ Δ	1,339,535		
	% Δ	24.28%		

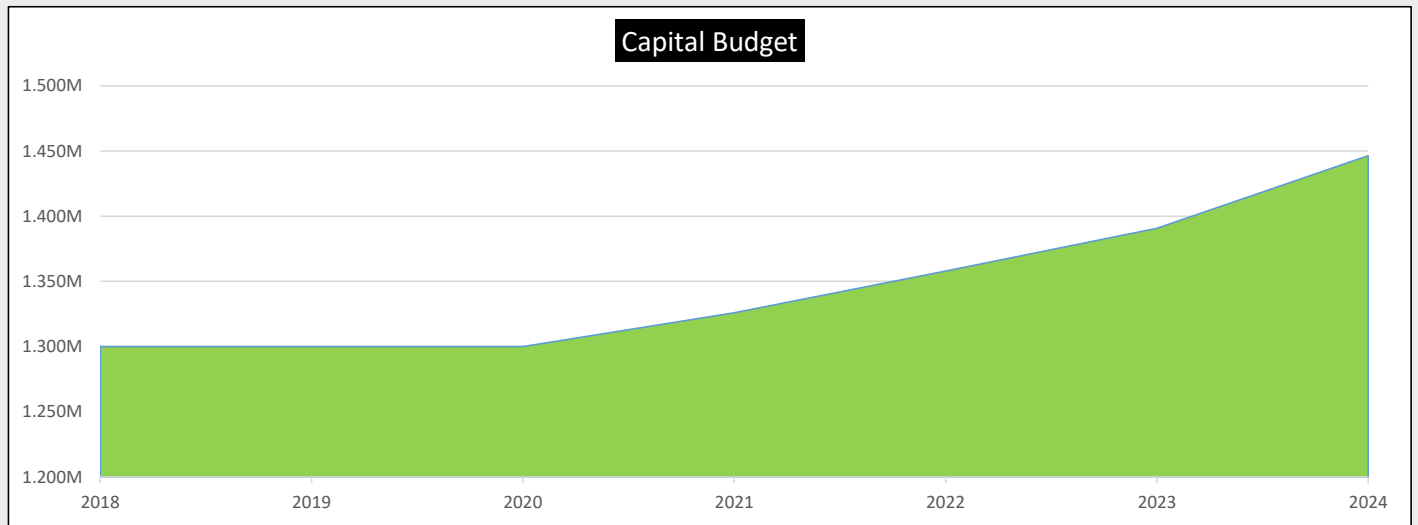
# Sault Ste. Marie Housing Corporation (SSMHC)

2024 Operating & Capital Budget Summary

Year	CPI *	Change	Capital Budget
2018	n/a	-	1,300,000.00
2019	n/a	-	1,300,000.00
2020	n/a	-	1,300,000.00
2021	2.00%	26,000.00	1,326,000.00
2022	2.41%	32,000.00	1,358,000.00
2023	2.41%	32,728.00	1,390,728.00
2024	4.00%	55,700.00	1,446,400.00

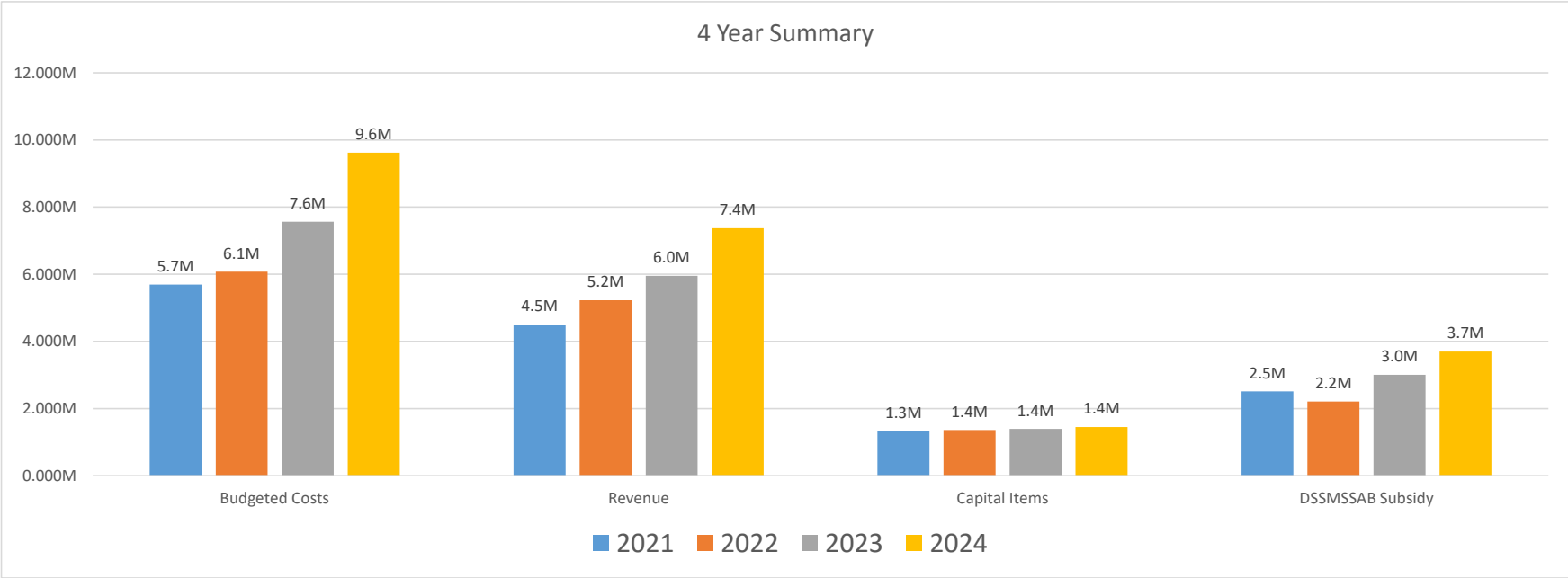
\*Source: Statistics Canada

August 2023 - 12 mth change = 4.0%



# Sault Ste. Marie Housing Corporation (SSMHC)

2024 Operating & Capital Budget Summary







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

# 2024 Sault Ste. Marie Housing Corporation (SSMHC) Budget

PREPARED BY: ANTONIO BORRELLI, MANAGER OF FINANCE  
REVIEWED BY: DAVID PETERSSON, CHIEF FINANCIAL OFFICER  
NOVEMBER 16, 2023

# SSMHC Summary

## 2024 Budget



### Factors impacting 2024 Budget:

- New acquisitions – increased costs and corresponding increase in rent revenue
- Facing inflationary increases on many expense lines
- Contractor rate increases
- Snow plow Tenders show a significant increase
- Insurance rates up industry wide
- Unpredictable costs related to number of move outs – tribunal delays resulting in inability to evict

# SSMHC Summary

2024 Budget – October 19th Presentation



	2023	2024
<b>TOTAL DSSMSSAB SUBSIDY</b>	<b>\$ 3,005,823</b>	<b>\$ 3,697,814</b>
MATERIALS AND SERVICES (Schedule 1)	2,386,300	3,509,350
UTILITIES	2,050,000	2,295,000
OTHER PROPERTY RELATED	1,813,794	1,885,332
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RENT (NET OF BAD DEBTS) (Schedule 3)	5,516,400	6,855,935
TENANT RECOVERIES	178,800	173,000
INTEREST AND OTHER REVENUE	255,217	339,715
<i>Subtotal - Total Revenue</i>	<b>5,950,417</b>	<b>7,368,650</b>
	Subsidy - \$ Δ	691,991
	Subsidy - % Δ	23.02%

## Change over Prior Year:

### Budget

\$2,110,224  
23.56%



### Revenue

\$1,418,233  
23.83%



### DSSMSSAB Subsidy

\$691,991  
23.02%



# UPDATES AND CHANGES SINCE OCTOBER 19, 2023

## 2024 Budget



Revenue - decrease of \$8,500.

- Due to an anticipated increase in bad debt.

Materials & Services – decrease of \$217,350.

- Snow Plowing – Management met with each tender respondent to review each quote resulting in a \$215,000 reduction.
- Management reviewed every line to adjust for new information as well as find potential savings resulting in a \$2,350 net reduction.

Other Operating

- Utilities – increase of \$5,000.
- Other Property Related Costs – decrease of \$2,754.
- Corporate Costs – increase of \$3,000 due to Yardi contract.

# OPTIONS FOR BOARD CONSIDERATION

## 2024 Budget



### Option #1 – Capital Budget

- Previous Board direction was to increase based on CPI annually.
- For 2024 (12 month period ending August 2023) reflected a 4.0% CPI.
- Represented a \$55,672 increase over 2023.
- Management recommending holding the capital budget at 2023 levels because of the CMHC cost sharing grant

	2023 Budget	2024 Budget	\$ Change	% Change
Oct 19. 2023	\$1,390,728	\$1,446,400	\$55,672	4.00%
Change		(\$55,672)		
<b>Nov 16, 2023</b>	<b>\$1,390,728</b>	<b>\$1,390,728</b>	<b>\$0.00</b>	<b>0.00%</b>

Note: the maximum CMHC cost sharing grant for 2024 would be \$417,218.

# OPTIONS FOR BOARD CONSIDERATION

2024 Budget



## Option #2 – SSMHC Operational Reserves

- Utilize \$300,000 of SSMHC operational reserves to offset some of the increased costs.
- Would reduce the DSSMSSAB Subsidy increase but allow management to continue to provide quality affordable housing to the community at a reduced cost.



# STRATEGIES/OPTIONS FOR BOARD CONSIDERATION

## 2024 Budget

Strategies/Options	Levy Reduction	Cumulative Decrease	Subsidy %
#1 –Maintaining capital budget at 2023 levels	\$55,672	\$55,672	14.40%
#2 – SSMHC Operational Reserves	\$300,000	\$355,672	4.42%

Note: October 19, 2023 – presented a 23.02% subsidy increase over 2023

# SSMHC Budget Following Updates, Changes & Options

## 2024 Budget



	2023	2024
<b>TOTAL DSSMSSAB SUBSIDY</b>	<b>\$ 3,005,823</b>	<b>\$ 3,138,538</b>
MATERIALS AND SERVICES (Schedule 1)	2,386,300	3,292,000
UTILITIES	2,050,000	2,300,000
OTHER PROPERTY RELATED	1,813,794	1,882,578
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<i>Subtotal - Total Budget</i>	<b>8,956,240</b>	<b>10,798,688</b>
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TENANT RECOVERIES	178,800	173,000
INTEREST AND OTHER REVENUE	255,217	339,715
<i>Subtotal - Total Revenue</i>	<b>5,950,417</b>	<b>7,360,150</b>
RESERVE UTILIZATION	-	300,000
<i>Subtotal - Total Reserves</i>	<b>-</b>	<b>300,000</b>
	Subsidy - \$ Δ	132,715
	Subsidy - % Δ	4.42%

### Change over Prior Year:

Budget  
\$1,842,448  
20.57%



Revenue  
\$1,409,733  
23.69%



DSSMSSAB Subsidy  
\$132,715  
4.42%





# SSMHC Summary

2024 Budget



# QUESTIONS



## **SAULT STE. MARIE HOUSING CORPORATION**

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** November 16, 2023

**RE:** Allocation of Sault Ste. Marie Housing Corporation Reserve Funds for the Installation of Security Cameras to the New Office Build

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#### **RECOMMENDATION**

The Director of Infrastructure recommends for the Board of the Sault Ste. Marie Housing Corporation (SSMHC) to allocate \$24,343.00 from the SSMHC Capital Reserve to the New Office Build Security Camera Installation.

#### **BACKGROUND INFORMATION**

SSMHC issued a Short Form Tender (SFT) on September 25, 2023 for the supply and installation of security Cameras for the new office building and received five (5) Bids:

<b>Company</b>	<b>Tender Amount (Inc. non-recoverable PST)</b>
WirelessCom.Ca Inc	\$29,607.07
OKOS	\$38,673.35
S&T Electrical Contractors	\$43,479.00
KP Specialist Contractors Ltd.	\$44,260.51
MicroAge Technical Services	\$45,534.92

Upon approval of funds, the SFT will be awarded to the lowest bid received from Wireless Com.Ca Inc.

#### **SUMMARY/OVERVIEW**

The SSMHC issued the work outside the building contract to achieve cost savings. The current system is similar to those previously installed throughout the SSMHC portfolio and the most recent system installed at the Community Resource Centre.

#### **STRATEGIC PLAN IMPACT**

SSMHC managing the security camera installation impacts the strategic plan in the area of Service Excellence by maximizing all available opportunities.

#### **FINANCIAL IMPLICATIONS**

The recommended change would not result in a reduction to the SSMHC reserve balance as the amount being decreased coincides with the amount received from the Enbridge

RE: Allocation of Sault Ste. Marie Housing Corporation Reserve Funds for the Installation of Security Cameras to the New Office Build

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rebate. The balance of funds required would be realized by Housing Services DSSAB office operational savings.

**CONCLUSION**

The Infrastructure division has installed several systems throughout the SSMHC portfolio and with this experience decided to not include this work within the office contract in order to realize savings. The installation of the cameras can easily be accomplished after the SSMHC assumes operation of the new office building.

Respectfully submitted,



Jeff Barban  
Director of Infrastructure

Approved by:



Mike Nadeau  
Chief Executive Officer



## **SAULT STE. MARIE HOUSING CORPORATION**

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** November 16, 2023

**RE:** PTC 2023-44 OPHI Heat Pump Installation

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#### **RECOMMENDATION**

In accordance with the Sault Ste. Marie Housing Corporation (SSMHC) purchasing policy the tender award committee is recommending to award PTC 2023-44 OPHI Heat Pump Installation at Shannon and Capp Avenue, to DNM Heating and Cooling Limited for the lump sum price of \$184,908.96.

#### **BACKGROUND INFORMATION**

The tender for PTC 2023-44 OPHI Heat Pump Installation was opened on Tuesday November 7, 2023. The scope of work outlined for the supply and installation of one (1) Haier “Arctic” Series 18EHAW package rated to -35 Celsius single zone wall unit in each of the 7 duplex buildings and a Dual (2 units) zone Haier “Arctic” Series rated to -26 Celsius wall units in each of the ten (10) semis.

#### **SUMMARY/OVERVIEW**

The following bids were received:

<b>NO.</b>	<b>CONTRACTOR</b>	<b>PRODUCT</b>	<b>SUB TOTAL</b>	<b>Total Inc. Non Refundable PST</b>	<b>TOTAL with GST</b>
1	DNM	Haier Tempo Series	\$163,636.25	\$166,516.25	\$184,908.96
2	Rapid City	Haier Tempo Series	\$168,130.00	\$171,089.09	\$189,986.90
3	S&T		\$163,977.00	\$166,863.00	\$185,294.01

#### **STRATEGIC PLAN IMPACT**

The installation of heat pumps aligns with the strategy of **Innovation** and will ensure community housing remains sustainable.

#### **FINANCIAL IMPLICATIONS**

The following tender amount is within the assigned Capital budget with funds received from the Ontario Housing Priorities Initiative (OPHI) and also qualifies for the Canada Mortgage and Housing Cost matching Fund. Upon completion of the project will also qualify for energy rebates.

RE: PTC 2023-44 OPHI Heat Pump Installation

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**CONCLUSION**

A Housing Services Infrastructure and Asset Manager has reviewed the scope of work to ensure all the requirements are being met. There are no outstanding issues preventing awarding the contract to DNM Heating and Cooling Limited. It is anticipated the SSMHC will see a minimum of \$150.00 a month in anticipated energy savings.

Respectfully submitted,



Jeff Barban  
Director of Infrastructure

Approved by:



Mike Nadeau  
Chief Executive Officer



## **SAULT STE. MARIE HOUSING CORPORATION**

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** November 16, 2023

**RE:** Short Form Tender 2023-09: Boiler System Upgrade 235 Wellington Street West - Steelton Centre Emergency Award

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#### **RECOMMENDATION**

Recommending the District of Sault Ste. Marie Social Services Administration Board (UUTPO) award the Short Form Tender (SFT) 2023-09 Boiler System Upgrade at 235 Wellington Street West - Steelton Centre to the lowest bid received from S&T Electrical Contractors Limited for \$114,337.54, including non-recoverable PST.

#### **BACKGROUND INFORMATION**

The Short Form Tender (SFT) was issued with the knowledge that the existing boiler was at the end of its operating life and recently has had several issues. Replacing the boiler qualifies for the Canada Mortgage and Housing Cost Share program. SFT 2023-09 Boiler System Upgrade for 235 Wellington Street West Steelton Centre was issued September 29, 2023 and opened on October 12, 2023. The award has been held off pending the Board approval as the total cost exceeded the estimate of being under \$100,000.

On the first of November the boiler broke down. Estimated repairs were \$3,500.00 plus taxes and delivery of parts were three (3) to four (4) weeks. The repair would not guarantee continued operation as the boiler and associated parts are at end of life.

The boiler supplies the main heat for the West and East side of the building. During this emergency situation the West side can be heated with the gas fired roof top unit during the current seasonal temperatures. Each Bridge unit has an emergency space heater utilizing the fridge outlet to maintain the appropriate temperature.

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**SUMMARY/OVERVIEW**

The following four tenders were received:

<b>Company</b>	<b>Submitted Tender including non-recoverable PST</b>
S&T (excludes Bid Bond)	\$114,337.54
R.F. Contracting Inc	\$117,939.84
Rapid City Repair 2745890 Ont.	\$128,476.07
McLeod Bros. Mechanical Inc.	\$151,581.70

S&T has been contacted to enquire about delivery times and they have indicated that the boilers are in stock and can be delivered within a week of receiving the order.

**STRATEGIC PLAN IMPACT**

The boiler replacement at 235 Wellington Street West impacts the strategic area of Service Excellence.

**FINANCIAL IMPLICATIONS**

The cost to replace the boiler is \$114,337.54. There are no financial implications to the global capital budget as the replacement was in scope for this year (\$100,000 est.) and some other jobs have come in under budget allowing funds to be available to complete the work as specified. The Boiler System Upgrade 235 Wellington Street West - Steelton Centre qualifies for Enbridge Energy rebates as well as the National Co-Investment Fund Renewal and Repair cost share program.

**CONCLUSION**

The Infrastructure and Asset Manager has reviewed the scope work with Normec Engineering and the contractor to ensure all the requirements for the boiler replacement are being met for the stipulated contract price. S&T currently services our boiler equipment at this property. There are no outstanding issues preventing the award of this contract.

Respectfully submitted,



Jeff Barban  
Director of Infrastructure and Development

Approved by:



Mike Nadeau  
Chief Executive Officer