



## **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, December 14, 2023 @ 12:00 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 #23-088**

Moved By: S. Hopkin

Seconded By: S. Spina

- 3.1 **“BE IT RESOLVED THAT** the Agenda for the December 14, 2023 Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

4. **DECLARATIONS OF PECUNIARY INTEREST**

## 5. APPROVAL OF PREVIOUS MINUTES / ACCOUNTS

### **Resolution #23-089**

Moved By: L. Vezeau- Allen

Seconded By: J. Hupponen

- 5.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **November 16, 2023** be adopted as recorded.”

### **Resolution #23-090**

Moved By: S. Spina

Seconded By: S. Hopkin

- 5.2 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) Special meeting dated **November 28, 2023** be adopted as recorded.”

### **Resolution #23-091**

Moved By: S. Spina

Seconded By: E. Palumbo

- 5.3 “**BE IT RESOLVED THAT** the Minutes from the Special Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **November 28, 2023** be adopted as recorded.”

## MANAGER’S REPORTS

### **INFRASTRUCTURE**

#### **Resolution #23-092**

Moved By: S. Hopkin

Seconded By: S. Spina

- 5.4 “**BE IT RESOLVED** In accordance with the Sault Ste. Marie Housing Corporation (SSMHC) accepts the recommendation to transfer from Reserves \$132,255.04 in Housing Co-Investment Fund Renewal and Repair cost match funds that were set aside for the SSMHC 2023 operating budget”.

### **Resolution #23-093**

Moved By: S. Spina

Seconded By: S. Hopkin

- 5.5 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Board (SSMHC) accepts the recommendation that the Plumbing Services tender be awarded to S&T Electrical Contractors Ltd. As outlined within this report”.

### **Resolution #23-094**

Moved By: J. Hupponen

Seconded By: S. Hopkin

- 5.6 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) accept the recommendation in accordance with the tender award committee is recommending to award the Short Form Tender (SFT) 2023-41 Boiler System Upgrade at 615 Bay St. to the lowest bid received from McLeod Bros Mechanical Inc. for \$262,744.32, including non-recoverable PST”.

### **Resolution #23-095**

Moved By: J. Hupponen

Seconded By: E. Palumbo

- 5.6 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) accept the recommendation in accordance with the purchasing policy to award Request for Quotation for Professional Water Treatment System - Various Sites Chem-Aqua Inc. as identified in the body of the report”.

### **Resolution #23-096**

Moved By: J. Hupponen

Seconded By: L. Vezeau- Allen

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

### **Resolution #23-097**

Moved By: S. Spina

Seconded By: L. Vezeau- Allen

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

6 **NEW BUSINESS**

7 **ADJOURNMENT**

**Resolution #23-098**

Moved By: E. Palumbo

Seconded By: S. Hopkin

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

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**PRESENT:**

**L. Dufour  
S. Spina  
J. Hupponen  
M. Bruni**

**E. Palombo  
A. Caputo  
E. Palombo via zoom  
L. Vezeau-Allen**

**STAFF:**

**M. Nadeau  
M. Scott  
K. Siddall  
A. Borrelli  
D. Petersson**

**M. Comeault  
L. Bruni  
J. Barban  
K. Kirkham  
J. Hogg  
P. Patteri**

## CALL TO ORDER at 2:02

### 1. 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.

### 2. APPROVAL OF AGENDA

#### Resolution #23-075

Moved By: A. Caputo

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.”

**Carried**

### 3. DECLARATIONS OF PECUNIARY INTEREST

### 4. 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.”

**Carried**

### 5. MANAGERS REPORTS

#### CORPORATE SERVICES

#### Resolution #23-077

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 5.1 **“BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board (SSMHC) approve the 2024 Operating Budget as presented by the Chief Financial Officer that applies a total DSSMSSAB subsidy increase of 5.34%”

**Friendly Amendment**

**Carried**

## **INFRASTRUCTURE**

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

Moved By: A. Caputo

Seconded By: L .Vezeau-Allen

- 5.2 **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.”

**Carried**

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

Moved By: M. Bruni

Seconded By: J. Hupponen

- 5.3 **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.”

**Carried**

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

Moved By: A. Caputo Seconded

By: Judy Hupponen

- 5.4 **“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.”

**Carried**

**Resolution #23-081**

Moved By: J. Hupponen

Seconded By: Angela

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

**Carried**

Enter into closed at 2:29pm

**Resolution #23-082**

Moved By: M. Bruni

Seconded By: S. Spina

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

**Carried**

Return to open 3:04

**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”

**Adjourn 3:06**





## **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

### ***SPECIAL MEETING MINUTES***

*Sault Ste. Marie Housing Corporation*  
Tuesday November 28, 2023 @ 4:00 PM  
390y Street, Suite 405

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**Present:** **Luke Dufour**                      **Marchy Bruni**  
**Judy Hupponen**                      **Enzo Palumbo**  
**Sonny Spina**                              **Stephanie Hopkin**  
**Angela Caputo** arrived at 4:15pm

**Staff:**            **Mike Nadeau**                      **Jeff Barban**  
                      **Miranda Scott**                      **David Petersson via Zoom**

**Regrets:**    **Lisa Vezeau-Allen**

**1.    CALL TO ORDER at 4:06**

**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 #23-084**

Moved By: S. Hopkin

Seconded By: S. Spina

- 3.1 “**BE IT RESOLVED THAT** the Agenda for the **November 28, 2023** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

**Resolution #23-085**

Moved By: M. Bruni

Seconded By: Stephanie Hopkin

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

Entered into closed at 4:08pm

**Resolution #23-086**

Moved By: E. Palumbo

Seconded By: J. Hupponen

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

**4. ADJOURNMENT**

**Resolution #23-087**

Moved By: A. Caputo

Seconded By: S. Hopkin

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



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

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** December 14, 2023

**RE:** National Housing Co-Investment Fund Renewal and Repair Reserve Fund Transfer

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#### **RECOMMENDATION**

It is recommended for the Sault Ste. Marie Housing Corporation (SSMHC) transfer from Reserves \$132,255.04 in Housing Co-Investment Fund Renewal and Repair cost match funds that were set aside for the SSMHC 2023 operating budget.

#### **BACKGROUND INFORMATION**

The SSMHC was approached by Canada Mortgage and Housing Corporation (CMHC) in November of 2022 with an opportunity to submit an application to the National Housing Co-Investment Fund - Renewal and Repair stream. This funding would provide a Federal contribution to the SSMHC for renovations and upgrades to the current SSMHC portfolio, with key commitment terms that address Energy Efficiency (EE) and Green House Gas (GHG) reductions over a five (5) year timeline.

The CMHC National Housing Co-Investment Fund Renewal and Repair program endeavors to preserve existing affordable housing stock and house Canada's most vulnerable. Funding is to be used for repairing owned housing stock, including Community/Affordable rentals, Shelters, Transitional and Supportive Housing and Mixed-use Market/Affordable rentals. The program utilizes a cost match structure where the Proponent (SSMHC) is responsible to fund 70% of repairs and upgrades while the CMHC contributes 30%, up to a maximum of \$10,000 per unit in the portfolio.

#### **SUMMARY/OVERVIEW**

Infrastructure Division utilized \$440,850.10 in total minor capital repairs that are allocated as operational items for the 2023 calendar year. Assigning a 70/30 eligible cost match, the value of \$132,255.04 that was supported by various maintenance upgrades such as low flush toilet installations, tap replacements with aerators, new furnace replacements, ad hoc window/door replacements, electrical lighting upgrades, etc.

#### **STRATEGIC PLAN IMPACT**

The acceptance of this funding opportunity from the CMHC National Co-Investment Fund Renewal and Repair aligns with the pillar of Organizational Excellence, demonstrating an

RE: National Housing Co-Investment Fund Renewal and Repair Reserve Fund Transfer

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innovative approach to preserving current housing stock by embracing new ideas and strategies.

**FINANCIAL IMPLICATIONS**

Based on 2023 actual historical spend and estimating costs incurred but not paid/invoiced yet, the anticipated CMHC cost match totals for 2023 for the SSMHC Operations spending resulted in a cost match of \$132,255.04. This will be applied to the 2023 SSMHC Operating budget and will be rolled into annual fiscal reporting procedures.

**CONCLUSION**

The CMHC funding will greatly assist the SSMHC to maintain its rental stock while focusing on reducing energy consumption.

Respectfully submitted,

Approved by:



Director of Community  
Housing & Development

Mike Nadeau  
Chief Executive Officer



## SAULT STE. MARIE HOUSING CORPORATION

### BOARD REPORT

**AUTHOR:** Jeff Barban

**DATE:** December 14, 2023

**RE:** Awarding of the Request for Quotation QU 2023-003 – Plumbing Services

#### RECOMMENDATION

It is recommended the Sault Ste. Marie Housing Corporation (SSMHC) Request for Quotation QU 2023-003: Plumbing Services be awarded to S&T Electrical Contractors Ltd. As outlined within this report.

#### BACKGROUND INFORMATION

The Request For Quotation (RFQ) was issued closed on October 13, 2023 due to a rotational contractor, DNM Plumbing and Heating Ltd, withdrawing their services. The RFQ was issued for the remaining four (4) years and four (4) months on the rotational contract for Plumbing Services. The SSMHC Operations Manager and Infrastructure and Asset Managers, reviewed the three (3) submissions against criteria found in the evaluation chart below:

SSMHC ROTATIONAL CONTRACTOR SCORE SHEET				
CONTRACTOR CATEGORY: PLUMBING SERVICES				DATE:
				SCORED BY:
ITEM	POINTS	THE PLUMBERS	S & T ELECTRICAL	
1. Years of Service with S.S.M.H.C.	20			
2. Years in Business	10			
3. Communications	10			
4. Response Time During Regular Hrs	10			
5. Response Time During After Hrs	10			
6. Administration	10			
7. Physical Resources	10			
8. Specialized Equipment	5			
9. Human Resources/ Office & Field Staff	10			
10. Hourly Rate Regular	20			
11. Hourly Rate After Hrs	20			
<b>TOTAL</b>	<b>135</b>			

DATE: December 14, 2023

**SUMMARY/OVERVIEW**

The scope of work for QU 2023-003 includes:

- All labour, materials, equipment, and services that are necessary to fulfill the requirements of each work order.
- Submit monthly invoicing as described in the RFQ documents.

Quotes received

Company	M-F 8:30 am to 4:30 pm	Overtime 4:30 to 8:30 am S-S and Stat Holidays
S&T	\$ 99.50	\$194.00
The Plumbers Inc.	\$125.00	\$220.00

S&T Plumbing Services has worked for the SSMHC in the past; there were no major issues with services provided in the past.

**STRATEGIC PLAN IMPACT**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications to the 2023 Operations Budget.

**CONCLUSION**

The Housing Operations Manager and Infrastructure and Asset Managers have reviewed the submission and evaluation outcomes to ensure all the requirements are met. There are no outstanding issues preventing the awarding of the Plumbing Services to S&T Electrical Contractors Ltd.

Respectfully submitted,



Jeff Barban  
Director of Community  
Housing & 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:** December 14, 2023

**RE:** Short Form Tender 2023-41: Boiler System Upgrade 615 Bay Street

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#### **RECOMMENDATION**

In accordance with the purchasing policy, the tender award committee is recommending to award the Short Form Tender (SFT) 2023-41 Boiler System Upgrade at 615 Bay St. to the lowest bid received from McLeod Bros Mechanical Inc. for \$262,744.32, including non-recoverable PST.

#### **BACKGROUND INFORMATION**

615 Bay St. contains four (4) boilers that provide hot water for the heating system, hot water and Make Up Air for the building. The tender was issued with the knowledge that two (2) of the existing boilers were not operating and require extensive repairs. The remaining two boilers also showed signs of potential issues as experienced by the other two boilers.

The building requires a minimum of two (2) boilers to sufficiently maintain the proper heating loop temperature during below zero Celsius temperatures. The remaining two boilers are a back up to ensure the building has a minimum of two (2) boilers operating. Each boiler operates on a sequenced schedule to ensure they are always in working condition. After consulting with the service technician and the consultant with MET engineering, it was determined that replacing all four (4) boilers would be the best approach to ensure a continuous and guaranteed hot water supply. It was also taken into consideration that the boilers at Bay St. are no longer manufactured and replacement parts were difficult to source. SFT 2023-41 Boiler System Upgrade for 615 Bay St. was issued November 21, 2023 and opened on December 01, 2023.

DATE: December 14, 2023

**SUMMARY/OVERVIEW**

The following four tenders were received:

<b>Company</b>	<b>Submitted Tender including non-recoverable HST</b>
McLeod Bros. Mechanical Inc.	\$262,744.32
R.F. Contracting Inc.	\$272,615.04
S&T Electrical Contractors Ltd.	\$315,044.89
Rapid City Repair 2745890 Ont.	\$336,630.22

McLeod Bros. Inc. is a rotational contractor of the SSMHC and is very familiar with the current building heating system. They have 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 615 Bay Street West impacts the strategic area of Service Excellence.

**FINANCIAL IMPLICATIONS**

There will be no impact to the Capital budget as the Boiler system upgrade is funded through the Ontario Priorities Housing Initiative (OPHI) and also qualifies the National Co-Investment Fund Renewal and Repair cost share program, for a net cost to the SSMHC of \$183,921.02 and accost match from CMHC of \$78,823.30

**CONCLUSION**

The Infrastructure and Asset Manager has reviewed the scope work with MET Engineering and the contractor to ensure all the requirements for the boiler replacement are being met for the stipulated contract price. McLeod Bros. Inc. are familiar with the boiler system as they currently service our boiler equipment at this property. There are no outstanding issues preventing the award of this contract.

Respectfully submitted,



Jeff Barban  
Director of Community  
Housing & Development

Approved by:



Mike Nadeau  
Chief Executive Officer





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

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** December 14, 2023

**RE:** Awarding of the Request for Quotation Professional Water Treatment System - Various Sites

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#### **RECOMMENDATION**

In accordance with the Sault Ste. Marie Housing Corporation (SSMHC) purchasing policy to award Request for Quotation for Professional Water Treatment System - Various Sites Chem-Aqua Inc. as identified below.

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#### **BACKGROUND INFORMATION**

The Request for Professional Water Treatment System - Various Sites was issued on November 20, 2023 and closed on December 05, 2023. The water treatment program is designed to reduce the risk of biological growth and damage to boiler systems and the associated equipment which can interfere with the normal operation of the systems. The RFQ was issued for five (5) year period.

This is a new preventative maintenance program that the Infrastructure Division researched and concluded that it was a vital step to ensure the longevity of our boiler systems and associated equipment. It had become evident with some recent pump failures the importance of treating the boiler system water as our city water composition has changed. This preventative maintenance will greatly reduce the risk of equipment failures. The program will also monitor critical glycol levels in systems that operate heating coils in exterior make up air units to prevent the exterior lines and coils from freezing in below zero Celsius temperatures.

#### **SUMMARY/OVERVIEW**

The following eight (8) buildings are required to be treated under the Professional Water Treatment program:

**588 Albert St W.** – Two (2) wall hung, high efficiency gas hot water boilers supplying heat for a domestic hot water system, suite heating system and a glycol make up air system.

RE: Awarding of the Request for Quotation Professional Water Treatment System - Various Sites

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**55 Chapple Ave.** - Two (2) floor mounted, high efficiency gas hot water boilers supplying heat for a domestic hot water system, suite heating system and a glycol make up air system.

**53 Chapple Ave.** - Two (2) wall hung, high efficiency gas hot water boilers supplying heat for suite heating system and a glycol make up air system.  
Two (2) wall hung high efficiency gas hot water boilers supplying heat for a domestic hot water system.

**615 Bay St** - Four (4) high efficiency boilers supporting a hydronic heating system for the suites, domestic hot water system and glycol system for the makeup air handler

**668 Second Line W** - Three (3) wall hung, high efficiency gas hot water boilers supplying heat for a domestic hot water system, suite heating system and a glycol make up air system.

**676 Second Line W** - Three (3) wall hung, high efficiency gas hot water boilers supplying heat for a domestic hot water system, suite heating system and a glycol make up air system.

**721 Wellington St. E.** - Two (2) floor mounted, high efficiency gas hot water boilers supplying heat for a domestic hot water system, suite heating system and a glycol make up air system.

**235 Wellington St. W** - Two (2) wall hung, high efficiency gas hot water boilers supplying hydronic heat to the entire building.

- All labour, materials, equipment, and services that are necessary to fulfill the requirements of each site.
- Submit monthly invoicing as described in the RFQ documents.

A total of two (2) quotes were received and are listed below:

Company	Bid Subtotal	Total Bid Including Taxes
S&T	\$36,000.00	\$40,680.00
Chem-Aqua Inc.	\$35,000.00	\$39,550.00

Chem Aqua is the successful company to provide the water treatment system and has currently been treating all new boiler installations as per specifications. The company representative has thoroughly reviewed all of the eight required buildings prior to placing a quotation and is familiar with what each building requires.

RE: Awarding of the Request for Quotation Professional Water Treatment System - Various Sites

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**STRATEGIC PLAN IMPACT**

The Professional Water Treatment System Various Sites contract impacts the strategic plan in the area of Service Excellence.

**FINANCIAL IMPLICATIONS**

There are no negative financial implications to the 2024 Operations Budget, as this amount has been already budgeted.

**CONCLUSION**

The Housing Operations Manager and Infrastructure and Asset Manager have reviewed the submission and there are no outstanding issues preventing the awarding of the Professional Water Treatment system to Chem-Aqua Inc.

Respectfully submitted,



Jeff Barban  
Director of Community  
Housing & Development

Approved by:



Mike Nadeau  
Chief Executive Officer