



## Sault Ste. Marie Housing Corporation

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### **SSMHC REGULAR BOARD MEETING AGENDA**

*Thursday, February 15, 2024 at 4:30 PM*

*390 Bay Street, Suite 405*

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### **CALL TO ORDER**

#### **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.”

#### **3. PRESENTATION**

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

#### **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.

## 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”.

#### **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)”.

#### **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”.

### 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”.

## CEO

#### **Resolution #24-018**

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

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

**Resolution #24-019**

Moved By: A. Caputo

Seconded By: J. Hupponen

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

**8. CORRESPONDENCE**

**9. OTHER BUSINESS / NEW BUSINESS**

**10. ADJOURNMENT**

**Resolution #23-020**

Moved By: L. Dufour

Seconded By: A. Caputo

- 10.1 **"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

## ***MEETING MINUTES***

*Sault Ste. Marie Housing Corporation*  
Thursday, January 18, 2024 at 4:30 PM  
390 Bay Street, Suite 405

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

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

### **CALL TO ORDER at 6:15 pm**

#### **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. ELECTION OF EXECUTIVE**

Election to be conducted by the Chief Executive Officer

- Chairperson
- Vice-Chair
- Secretary

- Treasurer

**Resolution #24-001**

Moved By: L. Vezeau- Allen

Seconded By: M. Bruni

3.1 “**BE IT RESOLVED THAT** the slate of officers in the position of Chair, Vice-Chair, Secretary, and Treasurer for the 2024 Sault Ste. Marie Housing Corporation executive positions be accepted as elected

Chairperson - Stephanie Hopkin

Vice-Chair - Angela Caputo

Secretary - Sonny Spina

Treasurer - Lisa Vezeau- Allen

**Carried**

**3. APPROVAL OF AGENDA**

**Resolution #24-002**

Moved By: J. Hupponen

Seconded By: L. Vezeau-Allen

4.1 “**BE IT RESOLVED THAT** the Agenda for the **January 18, 2024** 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 #24-003**

Moved By: M. Bruni

Seconded By: L. Vezeau-Allen

6.1 “**BE IT RESOLVED THAT** the Minutes from the Sault Ste. Marie Housing Corporation Board (SSMHC) meeting dated **December 14, 2023** and **December 20, 2023** be adopted as recorded.”

**Carried**

**6. MANAGERS REPORTS**

**HOUSING AND HOMELESSNESS**

**Resolution #24-004**

Moved By: E. Palumbo

Seconded By: A. Caputo

6.1 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation approve the increase to Subsidized Housing Portfolio Market Rent Increases”

**Resolution #24-005**

Moved By: A. Caputo

Seconded By: S. Hopkin

6.2 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation increase Affordable Housing Rent levels to coincide with the 2024 Ontario Market Rent Increase Guidelines of 2.5%, for various properties identified in the report”.

**Carried**

**Resolution #24-006**

Moved By: M. Bruni

Seconded By: E. Palumbo

6.3 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board accept the following funds from the District of Sault Ste. Marie Social Services Administration Board to be utilized for a new building and capital improvements in 2024/2025:

COCHI 2024-25 Fiscal year funding \$857,235

OPHI 2024-25 Fiscal year funding of \$358,815”

**Carried**

**Resolution #24-007**

Moved By: A. Spina

Seconded By: A. Caputo

6.4 “**BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation Board approve the purchase of the unsold tax sale property from the Corporation of the City of Sault Ste. Marie at a cost of \$1.00 for 60 London Street”

**Carried**

**Resolution #24-008**

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

6.5 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board now enter into closed session for legal matters.”

**Carried**

**Resolution #24-009**

Moved By: M. Bruni

Seconded By: J. Hupponen

8.8 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services

Administration Board now enter into open session.”

**Carried**

**Return to open at 7:00pm**

## **7 NEW BUSINESS**

7.1 Establish Governance Committee for the Sault Ste. Marie Housing Corporation.

## **8 ADJOURNMENT**

### **Resolution #24-010**

Moved By: S. Spina

Seconded By: M. Bruni

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

**Adjourn at 7:04pm**

### **NEXT REGULAR BOARD MEETING**

Thursday, February 15, 2024 at 4:30 PM



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

### **BOARD REPORT**

**AUTHOR:** Denis Rooney

**DATE:** February 15, 2024

**RE:** RFP 2024-01- 615 Bay St. Window & Balcony Enclosure Replacement

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#### **RECOMMENDATION**

It is recommended the Sault Ste. Marie Housing Corporation (SSMHC) to award the Request for Proposal for Consulting Services at 615 Bay St. for Window & Balcony Enclosure Replacements to the lowest all-inclusive bid submitted by MGP Architects & Engineer Inc. for \$70,061.76.

#### **BACKGROUND INFORMATION**

The SSMHC requested bids for consulting services from qualified bidders for the provision of consultant services for the design and preparation of drawings and specifications required to tender work related to the replacement of window and balcony enclosures at 615 Bay Street. As well, provisions for completion of a contract for award and project management through the entirety of the project lifecycle are to be provided as part of this awarded project. Funding for this undertaking will be provided from a mix of the SSMHC 2024 capital budget and the Ontario Priorities Housing Initiative (OPHI), including eligible Canada Mortgage and Housing Corporation (CMHC) Co-Investment fund cost match funding.

#### **SUMMARY/OVERVIEW**

The Scope of Work for RFP 2024-01 includes:

The consultant is to prepare specifications and drawings for alterations to the existing building including:

- **Removals:** All existing apartment unit windows, balcony screens, panels, frames and materials deemed insufficient or incompatible with new replacements.
- **Additions:** New windows. Approximately (272) windows in total, varying sizes New mesh and possible panel/rail/frame replacement to balconies. (130) total balconies
- **Phasing:** Project is to commence in the 2024 season and run concurrent into the following construction season.
- **Preliminary Construction Documents for owner review due: **Thursday February 22, 2024****



The following tender submissions were received and opened as per the SSMHC purchasing policy:

RFP 2024-01 Summary of Submissions		
Bid	Submitted By	Architects Proposal Fee Including Non-Recoverable Tax
1	Pinchin Ltd.	\$33,173.76
2	MGP Architects & Engineer Inc.	\$70,061.76

Upon review of submissions it was noted that there was a discrepancy in the services rendered for the stipulated price received by Pichin Ltd. Pinchin Ltd.'s bid submitted only 6 weekly inspections for the project and MGP's submission included 46 weekly inspections which was more appropriate for this size of this project. Increasing Pinchin's inspections to 40 additional weekly inspections to equal the MGP submission, increased Pinchin's bid by an additional **\$26,457.60** including non-recoverable tax. Project management / administration for Pinchin was also low for the size of the project, from past experience with work to the exterior of the building Pinchin's submission anticipated that six (6) additional months were required which increased their proposal by \$1000 per month for a total of **\$6,105.60** including non-recoverable tax. An additional six (6) milestone visits were also required for the Project Manager from Ottawa to attend which costed \$2200.00 per visit, totaling **\$13,432.32** including non-recoverable tax plus mileage rates for site inspections at \$0.60 per KM for an estimated **\$508.80**.

*The Pinchin submission, when compared equally to the services provided by the MGP bid garnered an additional \$46,504.32 in fees for a total bid of \$79,678.08, including non-recoverable tax.*

**STRATEGIC PLAN IMPACT**

This RFP through to the construction process will impact the strategic plan in the area of Service Delivery.

**FINANCIAL IMPLICATIONS**

The cost for the this service will be \$70,061.76. The financial implications are accounted for within the SSMHC capital budget.

**CONCLUSION**

The Infrastructure and Asset Managers have reviewed the proposals to ensure all the requirements have been met. There are no outstanding issues preventing the awarding of RFP 2024-01 to MGP Architects & Engineer Inc.

Respectfully submitted,



Denis Rooney  
Asset and Infrastructure Manager

Approved by:



Mike Nadeau  
Chief Executive Officer



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

### **BOARD REPORT**

**AUTHOR:** Jeff Barban

**DATE:** February 15, 2024

**RE:** RFP 2023-19 Baseline Property Condition and Hazardous Building Material Assessment

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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 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). This project is part of the COCHI 2023-24 fiscal year plan.

#### **BACKGROUND INFORMATION**

The last Baseline Property Condition Review was conducted in 2016 and has been updated as capital work was completed in the SSMHC Building Condition Assessment Tool (BCAT). The Hazardous Building Material Assessment was last conducted in 2009 and has been updated through an excel worksheet when any remedial or maintenance work was completed.

The tender was advertised through the Sault Ste. Marie Construction Association, Sootoday.com's classified advertising and through the DSSMSSAB website. Only one (1) bid submission was received and opened in a public forum as per the SSMHC purchasing policy. The tender was awarded to the only bidder Pinchin Ltd. For the total amount of \$114,057.7, including the non-recoverable 22% of PST

Tulloch Engineering expressed an interest but was unable to supply an Asbestos program and therefore, declined to bid on the project.

#### **SUMMARY/OVERVIEW**

The SSMHC requested proposals for a Baseline Property Condition Assessment Report (BPCA) for a five (5) year period as of January 01, 2024 and Hazardous Building Materials Assessment Report (HBMA) for its portfolio of properties. The portfolio of properties consists of a mix of apartment buildings, row houses, townhouses, semi-detached houses, duplexes, single detached houses and office buildings.

The BPCA report shall present findings from a visual examination of the site, to present observations related to observed deficiencies and deterioration, to identify the apparent

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or reported approximate ages of mechanical equipment and to present approximate budgets and anticipated timelines for needed repair or replacement of such elements.

A visual inspection of the building structure will be conducted including systems, components, services and external site features. Typical areas that are visually reviewed include:

- Architectural
- Electrical
- Structural
- Roof System
- Exterior Walls
- Mechanical
- Fire/Life Safety
- Windows and Sealants
- Exterior Site Features (walkways, roadways, parking, landscaping etc.)

The visual assessment will identify and financially quantify in present value dollars an opinion of the probable cost to remediate safety issues, replace aged components, and to repair major defects in materials or systems that may significantly affect the value of the property continued operation of the period over the evaluation period. All recommendations are to be prioritized and accompanied by a class D cost estimate based on a minimum of industry resources including RS Means Costing Data, contractors and suppliers, along with the consultant's and owners historical knowledge. Lifespan analysis of common asset components are estimated at a minimum through a combination of the consultants and the owners collective experience, industry standards and published construction cost data and on-site observations.

The BPCA will also include the following:

- Review of general documentation on the repairs/maintenance history of the elements where available:
- Cursory review of any previous reports and/or drawings pertaining to the site building(s):
- Interviews and discussions are to be conducted with the Property Management Team regarding repair/maintenance conducted on the site building(s) to determine any known issues which may not be obvious
- Photographic documentation of various components and observed deficiencies

Upon completion of the site survey the consultant will enter general information and photos into the SSMHC customized BCAT program. In addition, included in the application, will be recommendations for remedial work alongside associated budget costs.

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The Hazardous Building Materials Assessment (HBMA) will be conducted in new properties acquired by the SSMHC to identify specific hazardous building materials, evaluate their condition and develop corrective action plans as required for the purposes of long term management. The assessment will include all common areas, mechanical spaces and approximately 10% or a minimum of three (3) units of all tenant occupied areas, as well as exterior cladding. Review of the roof systems will require a visual assessment only where safe built-in access is available. The assessment is required to establish the type of hazardous building materials, locations and approximate quantity incorporated in the structure and its finishes. For the purposes of this proposal, hazardous building materials are defined as follows:

- Asbestos
- Lead
- Mercury
- Silica (free crystalline silica)
- Polychlorinated Biphenyls (PCB's)
- Mould or Water Damage

The consultant will supply a web-enabled database, known as HMIS. The system will provide the SSMHC with real-time, up to date access to asbestos and other hazardous building materials inventories, allowing for the effective and efficient management of hazardous materials in buildings and facilities.

The intention of the HMIS is to be utilized to inventory various designated substances, hazardous building materials, and regulated spaces with information which can be in the form of tabs including, Asbestos, Paint, Lead Products, Mercury, PCBs, Ozone depleting Substances and Mould. The assessment data collected in the field will have the ability to be transferred from a downloadable mobile app to the HMIS, which then can be viewed and utilized by the SSMHC to create detailed reports on inventories. The consultant will populate all relevant fields within the HMIS program for the new buildings reviewed and the Infrastructure and an Asset Manager will populate the program with information for existing buildings.

### **STRATEGIC PLAN IMPACT**

The BPCA and HBMA aligns with the strategy of **Innovation**. Housing Services resources and COCHI funding will ensure community-housing remains sustainable with a long term updated capital plan.

### **FINANCIAL IMPLICATIONS**

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

### **CONCLUSION**

Housing Services Infrastructure and Asset Managers have reviewed the scope of work to ensure all the requirements are being met. Pinchin Inc. throughout the years has

RE: RFP 2023-19 Baseline Property Condition and Hazardous Building Material Assessment

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performed various consulting functions for the SSMHC and there are no outstanding issues preventing awarding the contract to Pinchin Inc.

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:** February 15, 2024

**RE:** Sault Ste. Marie Planned Capital Projects for 2024

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**RECOMMENDATION**

It is recommended the Sault Ste. Marie Housing Corporation Board (SSMHC) accept this report on planned Capital Projects for 2024 as information.

**BACKGROUND INFORMATION**

The approved Capital Budget of \$1,418,600 for 2024 will be cost matched with the CMHC National Housing Co-Investment Fund (NHCIF) increasing the budget by 30%. Contributing an additional \$607,971 to the 2024 planned Capital Budget.

The CMHC NHCIF Renewal and Repair program funding is to be utilized 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**

The following chart outlines the planned capital projects for 2024.

Property	Project
615 Bay St.	Window and Balcony Screening
49 St. Mary's Dr.	LED Common Area Lighting Upgrade
615 Bay	Common Area LED Bulb Upgrade
721 Wellington St. E	South End LED Lighting Install
721 Wellington St. E	South End ERV install
BPM	On Demand Hot Water Phase 1
Various Sites	Appliance Stock
Various Sites	Bath RM Upgrades
Various Sites	Exhaust Fan/Range Hood
Various Sites	Exterior Stair Replacement
Various Sites	Foundation Repairs
Various Sites	Furnace Replacements
Various Sites	Interlocking Pavement Repairs
Various Sites	Toilet Replacements

**STRATEGIC PLAN IMPACT**

The utilization of the CMHC National Co-Investment Fund Renewal and Repair aligns with the pillar of **Organizational Excellence**, demonstrating an innovative approach to preserving current housing stock by embracing new ideas and strategies.

**FINANCIAL IMPLICATIONS**

There will be no financial implications to the SSMHC Capital budget as projects will be managed within the overall assigned budget.

**CONCLUSION**

The 2024 Capital Projects have been planned to take full advantage of the CMHC funding and to ensure the SSMHC reduces its energy costs and works towards lowering its overall greenhouse gas and energy efficiency by a goal of approximately 25% over the next Two (2) remaining years of the CMHC program.

Respectfully submitted,

Approved by:



Jeff Barban  
Director of Community Housing & Development

Mike Nadeau  
Chief Executive Officer



**SAULT STE. MARIE HOUSING CORPORATION**

**BOARD REPORT**

**AUTHOR:** Joanne Pearson

**DATE:** February 15, 2024

**RE:** RE: Proposed Market Rent Increase – 49 St Marys’ Drive

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**RECOMMENDATION**

It is recommended the Sault Ste. Marie Housing Corporation (SSMHC) increase its market rent for 49 St Marys’ River Drive from \$950 per month to \$1050 for all future tenancies.

**BACKGROUND INFORMATION**

SSM Housing Corporation purchased 49 St Mary’s River Drive in December 2020. The building is comprised of 101 – 1 Bedroom units and 1 – 2 Bedroom unit. At the time of purchase, the previous owner was renting units at a market rent of \$759. Since our purchase, market rents were increased from \$825, and in the Spring of 2023, to \$950. This increase was a result of market rent conditions in SSM.

In November 2022, we conducted a market rent analysis for SSM to determine the average market rents for 1, 2 and 3 bedroom rental units. The average rents in SSM continue to exceed our current market rent of \$950 at 49 St. Mary’s and as such, an increase is being proposed with an overall goal to increase revenue.

**SUMMARY/OVERVIEW**

We conducted a market rent analysis in November 2022. The following table outlines the findings in our survey for the various bedroom sizes:

<b>Unit Size</b>	<b># of Units in Survey</b>	<b>Average Market Rent</b>
One (1) Bedroom	525	\$ 1,122.26
Two (2) Bedroom	446	\$ 1,440.36



Three (3) Bedroom	13	\$ 1,567.70
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Market rent of \$1050 only applies to new tenants moving into the building from this point forward.

**STRATEGIC PLAN IMPACT**

The rent increases impacts the strategic area of Service Excellence

**FINANCIAL IMPLICATIONS**

The proposed increase in market rent for 49 St. Mary's will increase revenue for the SSMHC as a result of higher rents. Projected revenue will increase but difficult to determine at this point since the increase will only be applied for new move-ins. This increase will help offset increased expenses the DSSMSSAB incurs as a result of inflation as well as increase our annual net profit. We believe \$1050 is a reasonable rent that will continue to allow for minimal turnover, little vacancy loss while achieving higher revenue. The location of this building is a highly desirable area, and as such, we have many applications to choose from when a unit becomes vacant in this building. Increasing rents higher may result in increase costs due to additional move outs, higher arrears costs, and higher vacancy loss.

**CONCLUSION**

The Market Rent units owned by SSMHC must continually be evaluated to maximize our return on investment. It is important that annual rent increases are implemented to produce the increased revenue necessary to address increased expenses and ensure the viability of these buildings.

Respectfully submitted,

Approved by:



Joanne Pearson  
Integrated Programs Manager

Mike Nadeau  
Chief Executive Officer