



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

## **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 AGENDA**

*Sault Ste. Marie Housing Corporation*  
Thursday, November 14, 2024, at 2:15 PM  
548 Albert Street, Sault Ste. Marie

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

#### **2. LAND ACKNOWLEDGEMENT**

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council.

#### **3. APPROVAL OF AGENDA**

##### **Resolution #24-079**

Moved By: E. Palumbo

Seconded By: A.Caputo

- 3.1 "BE IT RESOLVED THAT the Agenda for the November 14, 2024, Sault Ste. Marie Housing Corporation Board meeting be approved as presented."

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

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

##### **Resolution #24-080**

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 meeting dated October 17, 2024, be adopted as recorded".

## 6. MANAGER'S REPORTS

### OPERATIONS

#### Resolution #24-081

Moved By: S. Spina

Seconded By: L. Case

- 6.1 **"BE IT RESOLVED THAT** the Request for Proposal, RFP 2024-0016 – Fire and Life Safety Services Maintenance and Monitoring be awarded to Troy Fire & Life Safety".

### CORPORATE SERVICES/ FINANCE

#### Resolution #24-082

Moved By: E. Palumbo

Seconded By: A. Caputo

- 6.2 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) Board approves the 2025 Budget as presented".

#### Resolution #24-083

Moved By: R. Zagordo

Seconded By: M. Bruni

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

#### Resolution #24-084

Moved By: S. Spina

Seconded By: L. Case

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

## 7. NEW BUSINESS

## 8. ADJOURNMENT

#### Resolution #24-085

Moved By: L. Vezeau- Allen

Seconded By: A. Caputo

- 8.1 **"BE IT RESOLVED THAT** we do now adjourn"



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Conseil d'Administration des Services du District Sault Ste. Marie  
Zhawenimi-Anokiitaagewin

**REGULAR MEETING AGENDA MINUTES**

*Sault Ste. Marie Housing Corporation*  
Thursday, October 17, 2024, at 4:30 PM  
548 Albert Street, Sault Ste. Marie

**Present:** Stephanie Hopkin  
Lisa Vezeau-Allen via Zoom  
Marchy Bruni  
Sonny Spina  
Angela Caputo  
Lisa Case via Zoom

Mike Nadeau  
Jordan Couturier  
Louie Bruni  
Antonio Borrelli  
Pam Patteri

Katie Kirkham  
Jeff Barban  
David Petersson  
Tanya Ritter  
Kim Mitchell

1. CALL TO ORDER @6:00 P.M.
2. LAND ACKNOWLEDGEMENT

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Metis Council.

3. APPROVAL OF AGENDA

**Resolution #24-069**

Moved By: A. Caputo  
Seconded By: M. Bruni

- 3.1 "BE IT RESOLVED THAT the Agenda for the October 17, 2024,  
Sault Ste. Marie Housing Corporation Board meeting be approved as  
presented."

CARRIED

4. DECLARATIONS OF PECUNIARY INTEREST

**5. APPROVAL OF PREVIOUS MINUTES**

**Resolution #24-070**

Moved By: E. Palumbo

Seconded By: R. Zagordo

- 5.1 “**BE IT RESOLVED THAT** the **Minutes** from the Sault Ste. Marie Housing Corporation Board meeting dated **September 19, 2024**, be adopted as recorded”.

CARRIED

## 6. MANAGER'S REPORTS

### OPERATIONS

#### Resolution #24-071

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 6.1 **"BE IT RESOLVED THAT** the Request for Proposal, RFP 2024-0014: Elevator Services and Maintenance be awarded to KLP Elevators and Lifts Inc."

CARRIED

#### Resolution #24-072

Moved By: S. Spina

Seconded By: M. Bruni

- 6.2 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) approve a 2.5% market rent increase as indicated in the 2024 Annual Rent Increase Guideline from the Ministry Municipal Affairs and Housing (MMAH) for current and future market tenants for market buildings as outlined in the report."

CARRIED

### CORPORATE SERVICES/ FINANCE

#### Resolution #24-073

Moved By: L. Vezeau-Allen

Seconded By: R. Zagordo

- 6.3 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) Board directs the Chief Financial Officer to no longer budget for insurance deductibles through operations and to instead, utilize reserves, as outlined in the report."

CARRIED

#### Resolution #24-074

Moved By: A. Caputo

Seconded By: M. Bruni

- 6.4 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) Board accept the attached draft 2025 Budget as information."

CARRIED

#### Resolution #24-075

Moved By: A. Caputo

Seconded By: E. Palumbo

- 6.5 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC), directs the Chief Operating Financial Officer, upon completion of the annual audit, to allocate any final annual surplus to

the Levy Stabilization Reserve each year.”

**AND FURTHERMORE, BE IT RESOLVED THAT** all reserve funds are restricted in use and can only be accessed with a resolution or direction from the Board.”

CARRIED

**7. NEW BUSINESS**

**8. ADJOURNMENT**

**Resolution #24-076**

Moved By: L. Vezeau- Allen

Seconded By: E. Palumbo

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

CARRIED



**SAULT STE. MARIE HOUSING CORPORATION**

**BOARD REPORT**

**AUTHOR:** Louie Bruni

**DATE:** November 14, 2024

**RE:** Awarding of the Request for Proposal RFP 2024-0016 – Fire and Life Safety Services Maintenance and Monitoring

**RECOMMENDATION**

**BE IT RESOLVED THAT** the Request for Proposal, RFP 2024-0016 – Fire and Life Safety Services Maintenance and Monitoring be awarded to Troy Fire & Life Safety.

**BACKGROUND INFORMATION**

The Request for Proposal (RFP) was released on October 10, 2024, and closed on October 24, 2024. It was issued for the provision of Fire & Life Safety Systems Services Maintenance and Monitoring Services for all properties of the Sault Ste Marie Housing Corporation, with a contract term of five (5) years.

**SUMMARY/OVERVIEW**

The scope of work for RFP 2024-0014 includes providing all labor, materials, equipment, and transportation necessary to provide services for various sites in Sault Ste. Marie. The respondents submitted costs for Services, Maintenance and Monitoring for fire and life systems.

There were two proposals submitted for this RFP: Troy Life and Fire Safety, and Safe and Sound. The tables below break down the cost of each proposal.

		Hrly Rate	Est. Hrs	Services	Maintenance	Monitoring	Device Replacement (only Year 1)	Annual Total
<b>Year 1</b>								
Troy	Regular Hours	105	352.57	37,019.85	69,066.00	7,620.00	15,400.00	129,105.85
S&S	Regular Hours	115	352.57	40,545.55	65,102.50	7,350.00	22,050.00	135,048.05
<b>Year 2-5</b>								
Troy	Regular Hours	105	352.57	37,019.85	69,066.00	7,620.00	-	113,705.85
S&S	Regular Hours	115	352.57	40,545.55	65,102.50	7,350.00	-	112,998.05

In the first year of the contract, Troy Life and Fire Safety’s cost is \$5,942 lower than that of Safe and Sound. In years 2-5, Troy Life and Fire Safety’s cost exceeds Safe and Sound’s by \$707.85 per year. Over the five- year term, Troy Life and Fire Safety’s total cost is \$3,110.75 lower than safe and sound’s, based on the estimated annual hours from previous years.

RE: Awarding of the Request for Proposal RFP 2024-0016 – Fire and Life Safety Services Maintenance and Monitoring

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The proposals were scored based on the following criteria:

<b>RATED REQUIREMENTS</b>	
<b>Response Time</b>	<b>20%</b>
<b>Physical &amp; Human Resources</b>	<b>15%</b>
<b>Work History</b>	<b>15%</b>
<b>Safety Report &amp; History</b>	<b>10%</b>
<b>Bid Amounts / Cost Per Property</b>	<b>40%</b>
	<b>100%</b>

### **STRATEGIC PLAN IMPACT**

The Fire Life and Safety Services contract impacts the strategic plan in the area of Service Excellence.

### **FINANCIAL IMPLICATIONS**

There are no financial implications for the 2024 Operations Budget. The estimated cost over five years for this contract is \$583,926.

### **CONCLUSION**

The staff procurement committee reviewed and scored submissions. Based on the scoring criteria, the successful proponent to the RFP is Troy Life and Fire Safety.

Respectfully submitted, [REDACTED]



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:** Antonio Borrelli  
**DATE:** November 14, 2024  
**RE:** 2025 SSMHC Budget

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#### **RECOMMENDATION**

Be it resolved that the Sault Ste. Marie Housing Corporation (SSMHC) Board approve the 2025 Budget as presented.

#### **BACKGROUND INFORMATION**

The 2025 SSMHC Budget considers many of the recent property acquisitions. After operating these properties for some time, we are now more accurately able to budget for these properties, which is reflected in this budget. Additionally, this budget includes the cost increases we continue to see with move-out repairs, building security, and insurance.

#### **SUMMARY/OVERVIEW**

Management has reviewed all budget lines in depth when preparing this budget. This has resulted in many budget lines remaining in line with the prior year. Along with operational increases in move-out repairs, building security and insurance, this budget includes new mortgages and capital reserve contributions for newly acquired properties ensuring we can financially support any future capital costs for these properties.

Additionally, management was able to reduce the utilities budget even while adding additional units. This was achieved through the Board's investment in energy efficiency measures such as the Demtrov Units at 49 St. Mary's, heat pumps in the Shannon/Capp neighbourhood, lighting upgrades, furnace replacements and new windows and doors. These investments will ensure that SSMHC properties remain sustainable for many years.

For the 2025 Budget, the Housing portion of the DSSMSSAB Subsidy is included in Revenue, which is a direct transfer from the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB). In years past, this portion was included in the overall DSSMSSAB Subsidy, but in 2025 the Operating and Housing portions are separated. Overall, the combination of both reflects a \$228,390 increase over 2024. There is no change to what was presented at the October 17<sup>th</sup> Board Meeting.

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**STRATEGIC PLAN IMPACT**

The 2025 Budget will continue to support the DSSMSSAB's strategic plan going forward, including sustained Service Delivery, Organizational Structure, and strengthening strategic Community Partnerships.

**FINANCIAL IMPLICATIONS**

DSSMSSAB will fund, via a direct transfer, the amount of \$3,394,800, to support the 2025 SSMHC Budget.

**CONCLUSION**

This budget, inclusive of all properties acquired in recent years, 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 in the Sault Ste. Marie District.