



Sault Ste. Marie Housing Corporation

REGULAR MEETING AGENDA

Sault Ste. Marie Housing Corporation
April 17, 2025 4:30pm

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 #25-024

Moved By: L. Vezeau-Allen
Seconded By: S. Spina

- 3.1 “**BE IT RESOLVED THAT** the **Agenda for the March 20, 2025** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

4. DECLARATIONS OF PECUNIARY INTEREST

5. APPROVAL OF PREVIOUS MINUTES

Resolution #25-025

Moved By: S. Spina
Seconded By: M. Bruni

- 5.1 “**BE IT RESOLVED THAT** the **Minutes** from the Sault Ste. Marie Housing Corporation Board meeting dated **March 20, 2025**, be adopted as recorded.”

6. MANAGER'S REPORTS

CORPORATE SERVICES

Resolution #25-026

Moved By: L. Vezeau-Allen

Seconded By: R. Zagordo

- 6.1 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) adopt and adhere to the District of Sault Ste. Marie Social Services Administration Board (DSSMSAB) procurement policy and any updates as they are approved in the future."

OPERATIONS

Resolution #25-027

Moved By: S. Spina

Seconded By: M. Bruni

- 6.2 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) approves a one-time bridge funding allocation of up to \$65,000 for the Affordable Home Ownership Program (AHOP) bridge funding, to be drawn from the Sault Ste. Marie Housing Corporation's AHOP reserve funds to the District of Sault Ste. Marie Social Services Administration Board."

7. NEW BUSINESS

8. ADJOURNMENT

Resolution #25-028

Moved By: R. Zagordo

Seconded By: M. Bruni

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



Sault Ste. Marie Housing Corporation

REGULAR MEETING AGENDA

Sault Ste. Marie Housing Corporation
March 20, 2025

Present: Angela Caputo (Acting Chair)	Mike Nadeau	Riley Barsanti
Sonny Spina	Dave Petersson	Crystal Wells
Lisa Vezeau-Allen	Louie Bruni	
Melanie Mageran (Virtual)	Kim Mitchell	
Ron Zagordo (Virtual)	Katie Kirkham	
Marchy Bruni		

1. CALL TO ORDER 6:35pm

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 #25-020

Moved By: L. Vezeau-Allen

Seconded By: S.Spina

CARRIED

- 3.1 “**BE IT RESOLVED THAT** the **Agenda for the March 20, 2025** Sault Ste. Marie Housing Corporation Board meeting be approved as presented.”

4. DECLARATIONS OF PECUNIARY INTEREST

5. APPROVAL OF PREVIOUS MINUTES

Resolution #25-021

Moved By: S. Spina

Seconded By: M. Bruni

CARRIED

- 5.1 “**BE IT RESOLVED THAT** the **Minutes** from the Sault Ste. Marie Housing Corporation Board meeting dated **February 20, 2025**, be adopted as recorded”.

6. MANAGER'S REPORTS

PARAMEDIC SERVICES

Resolution #25-022

Moved By: M. Mageran

Seconded By: S. Spina

CARRIED

- 6.1 **"BE IT RESOLVED THAT** the Sault Ste. Marie Housing Corporation (SSMHC) approves the purchase of property located at 224 Bennett Boulevard for \$107,500 plus applicable closing, severance, and engineering costs (approximately \$125,000), from SSMHC reserves, for future development purpose."

7. NEW BUSINESS

8. ADJOURNMENT

Resolution #25-023

Moved By: R. Zagordo

Seconded By: M. Bruni

CARRIED

- 8.1 **"BE IT RESOLVED THAT** we do now adjourn" 6:44pm



SSMHC BOARD REPORT

AUTHOR: David Petersson

DATE: April 17, 2025

RE: Procurement Policy

RECOMMENDATION

BE IT RESOLVED THAT the Sault Ste. Marie Housing Corporation (SSMHC) adopt and adhere to the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) procurement policy and any updates as they are approved in the future.

BACKGROUND INFORMATION

The procurement policy is reviewed annually and updated as required. The current approved version of the policy is dated January 16, 2023. The Finance Committee did meet in 2024 to review suggested changes and updates. The Committee suggested some further changes, which we have incorporated. In addition, Kara Takagi from Kelly Santini LLP attended our offices in September 2024 for further training and education to the Housing and Corporate Services divisions of the DSSMSSAB and SSMHC. Updates to the Procurement Policy were also made from suggestions and knowledge gained from that training session.

SUMMARY/OVERVIEW

Key updates to the Procurement Policy include:

1. Increased Thresholds for Approvals
 - Approval limits revised to improve efficiencies while maintaining financial oversight.
 - Aligning approval limits and titles to the updated organizational structure.
 - Low-value procurement approvals now require only departmental authorization.
 - New language incorporating previously passed Board Resolutions where procurement exceptions exist.
 - Updated language around surplus and obsolete assets.
2. Vendor Selection and Evaluation
 - Enhanced due diligence processes for vendor selection to ensure compliance and financial stability.
 - Introduction of a performance evaluation framework for ongoing supplier assessments.
 - Added language on expression of interest, request for quotation, proposal and tenders and the submission review process.
 - Updates to how some bid irregularities are dealt with.

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- New language around sourcing and procuring services and products locally to help sustain small businesses, reduce carbon emissions from transportation, and contribute directly to our local economy.
3. Transparency and Compliance
- Strengthened documentation requirements to improve auditability and compliance with legal standards.
 - Clearer conflict-of-interest language have been included.

The chart below highlights specific changes to the Procurement Policy:

[Click here to enter text.](#)

Previous Policy	Revision
It is the policy of the DSSMSSAB to Purchase Goods, Services and Construction in an efficient and cost effective manner.	It is the policy of the DSSMSSAB to Purchase Goods, Services and Construction in an efficient and cost-effective manner. Where feasible and cost-effective, priority will be made to purchase local, provincial or Canadian made products and services.
Approval Authority: Managers/Supervisors up to \$5,000 Property Managers up to \$1,000	Approval Authority: Managers up to \$15,000 Supervisors up to \$10,000 Property Managers up to \$10,000 (purchasing authority only)
Competitive quotations required for services up to \$25,000.	Competitive quotations can now be obtained for services up to \$50,000. A newly implemented Procurement Request Form must be completed.
Additions	
1. Board Resolutions that grant authority for the CEO and/or the Board Procurement Committee to make purchases outside of the \$100,000 threshold.	
2. Purchasing authority of up to \$1,000 for unionized staff and up to \$5,000 for non-unionized staff, outside of those already specified in the policy.	
3. All attempts should be made to source and procure services and products locally.	
4. Addition of the Submission Review and Scoring process for all bid submissions.	

STRATEGIC PLAN IMPACT

The procurement policy will support the Service Delivery pillar of the Strategic Plan through streamlined approach of the procurement cycle across the organization.

FINANCIAL IMPLICATIONS

There are no financial implications.

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CONCLUSION.

The updated procurement policy implements effective controls and processes through the full procurement cycle while ensuring the DSSMSSAB and SSMHC are working in an open, accountable, and transparent manner.

Respectfully submitted,





David Petersson
Chief Financial Officer



Sault Ste. Marie Housing Corporation

SSMHC BOARD REPORT

AUTHOR: Louie Bruni

DATE: April 17, 2025

RE: Affordable Homeownership Bridge Funding

RECOMMENDATION

BE IT RESOLVED THAT the Sault Ste. Marie Housing Corporation (SSMHC) approves a one-time bridge funding allocation of up to \$65,000 for the Affordable Home Ownership Program (AHOP) bridge funding, to be drawn from the Sault Ste. Marie Housing Corporation's AHOP reserve funds to the District of Sault Ste. Marie Social Services Administration Board.

BACKGROUND INFORMATION

In 2019, the Board approved an investment of \$299,000 from the Investing in Change Fund to the Sault Ste. Marie Housing Corporation (SSMHC) for the creation of the Affordable Home Ownership Program (AHOP).

This initial investment enabled Social Services to purchase homes in various states of disrepair. These homes are then renovated through the Building Maintenance and Construction Training Program, which helps clients from Ontario Works and the Ontario Disability Support Program (ODSP) acquire in-demand skills alongside instructors. The renovated homes are sold to families currently living in social housing, helping renters transition into homeownership and providing families with safe, stable homes.

The program is designed to simultaneously accomplish three distinct objectives:

1. Assist families in becoming home-owners.
2. Assist in reversing declining assessment growth in various areas of the city.
3. Assist Ontario Works recipients in acquiring valuable hands-on-skills by renovating a home through the Social Services Proprietary Building Maintenance and Construction Training Program.

To date, the Affordable Home Ownership Program has purchased, renovated, and transferred ownership of four (4) homes in Sault Ste. Marie, with two (2) more expected in 2025.

Employment Services Transformation (EST) transitioned the delivery of training and employment services through the DSSMSSAB to Employment Ontario through a

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decrease in base funding. The DSSMSSAB applied for Skills Development Fund (SDF) to continue the delivery of programs like AHOP.

Through the 2024/2025 SDF funding cycle, we committed to helping 100 Ontario Works and/or Ontario Disability Support Program (ODSP) recipients secure employment through the Building Maintenance and Construction Program. To date, 122 people have completed the training program, and 68 people have gained employment upon completion. Program participants are supported by Ontario Works staff in partnership with Employment Ontario agencies. These wrap-around supports assist participants with job searching, making connections with employers, and securing employment.

SUMMARY/OVERVIEW

The DSSMSSAB was part of two (2) 2025/2026 SDF funding applications, submitted alongside community partners, to continue the training program currently offered through AHOP. This will allow the DSSMSSAB to sustain the AHOP program by purchasing homes, renovating them and selling them to families that might not otherwise have the opportunity for homeownership, while also providing training to OW and ODSP clients.

Currently, two (2) homes are under renovation and nearing completion for sale to a family. In November of 2024, the DSSMSSAB approved an allocation of \$300,000 from Employment Related Expenses (ERE) to the Sault Ste. Marie Housing Corporation for the continuation of the AHOP program through 2025, in the event that the SDF funding was not successful. Bridge funding will help retain staff hired through the 2025/2026 SDF Program to complete the remaining renovations, training and sale of homes to a family.

STRATEGIC PLAN IMPACT

This initiative aligns with the Strategic plan on all three pillars: ensuring organizational excellence, high quality person focused services, and strengthening partnerships with various community agencies.

FINANCIAL IMPLICATIONS

The bridge funding from SSMHC reserves will total up to \$65,000 to cover four (4) non-union positions supporting AHOP for up to two (2) months. Case Managers assigned to the project will be covered under the current OW budget. There will be no financial impact, as the DSSMSSAB transferred \$300,000 from ERE to support the program in the event that funding was not received for 2025/2026. There is approximately \$1,100,000 in total associated with the AHOP (funding and asset equity).

CONCLUSION

The Affordable Home Ownership Program and Building Maintenance Program are not just training initiatives for OW and ODSP clients, they benefit the community by revitalizing abandoned or deteriorating homes, rejuvenating neighborhoods, and creating more stable and vibrant communities.

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For the individuals involved, these programs provide an opportunity for families who might otherwise never have had the chance to own a home to take part in the homeownership process. Participants are supported through every step—from acquiring the necessary skills in home renovation and maintenance to securing a mortgage and purchasing a home that they can make their own. This not only empowers families but also promotes long-term financial stability and breaks the cycle of poverty.

Beyond individual benefits, the program also contributes to the local economy by generating employment for OW/ODSP participants, fostering skill development, and increasing property values, which in turn creates a positive impact on the community.

Respectfully submitted,

Louie Bruni