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District of Sault Ste. Marie Social Services Administration Board
Conseil d'administration des services sociaux de Sault Ste. Marie
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REGULAR MEETING AGENDA

Thursday, November 12, 2026 at 4:30 p.m.
Virtual Meeting

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 #26-135
Moved By: S. Digasparro
Seconded By: M. Bruni

3.1 **"BE IT RESOLVED THAT** the **Agenda for November 12, 2026,** District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented."

4. **DECLARATIONS OF PECUNIARY INTEREST**

5. **APPROVAL OF PREVIOUS MINUTES**

Resolution #26-136
Moved By: A. Caputo
Seconded By: L. Vezeau-Allen

5.1 **"BE IT RESOLVED THAT** the **Minutes** from the District of Sault Ste. Marie Social Services Administration Board Meeting dated **September 17, 2026** be adopted as recorded."

6. **MANAGER'S REPORTS**

COMMUNITY HEALTH & PARAMEDIC SERVICES

Resolution #26-137
Moved By: S. Digasparro
Seconded By: M. Mageran

6.1 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board approve the allocation of up to $201,963.10 from available funding within the existing Paramedic Services 2026 Land Ambulance operating budget to support previously approved consulting and professional services associated with the development of the Boundary Paramedic Services Base, subject to confirmation of budget availability and appropriate financial treatment;

AND FURTHER BE IT RESOLVED THAT, where the full amount cannot be accommodated within the existing 2026 Land Ambulance budget, the remaining balance may continue to be funded through Sault Ste. Marie Housing Corporation (SSMHC) Strategic Reserves, subject to confirmation of budget availability, funding eligibility, appropriate accounting treatment and any required Board approvals."

OPERATIONS

Resolution #26-138
Moved By: M. Bruni
Seconded By: L. Vezeau-Allen

6.2 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve operating funding of up to $1,060,420.64 to Child Care Algoma for the operation of a 49-space daycare at the expanded Chapple Child Care space at Rosedale, based on 95% operating capacity for 261 service days, with 2026 funding to be pro-rated to reflect the program's opening by December 31, 2026.

Resolution #26-139
Moved By: A. Caputo
Seconded By: M. Mageran

6.3 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve operating funding of up to $1,158,952.48 to the Métis Nation of Ontario for the operation of a 54-space daycare at the former Northridge Montessori location on Northern Avenue, based on 95% operating capacity for 261

service days, with funding to be adjusted to reflect the program being licensed by December 31, 2026."

Resolution #26-140
Moved By: M. Bruni
Seconded By: L. Vezeau-Allen

6.4 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve up to $267,400 in Local Priorities - Flexibility Funding (general operating) to support the eligible child care portion of the parking lot resurfacing project for Hand in Hand Inc at 424 Second Line East."

ADMINISTRATION

Resolution #26-141
Moved By: S. Digasparro
Seconded By: A. Caputo

6.5 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board formally enter into a contractual service agreement with the Sault Ste. Marie Housing Corporation for the administration of SSMHC business and service provision."

7. NEW BUSINESS

8. ADJOURNMENT

Resolution #26-142
Moved By: M.Mageran
Seconded By: S. Spina

8.1 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) now adjourn."

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Conseil d'administration des services sociaux de Sault Ste. Marie
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REGULAR MEETING MINUTES

Thursday, September 17, 2026 at 4:30 p.m.
548 Albert St. E., Sault Ste. Marie

Present:

Stephanie Pagnucco	Riley Barsanti	Crystal Wells
Angela Caputo	Louie Bruni	Pam Patteri
Lisa Vezeau-Allen	Dave Petersson	Joanne Pearson
Sonny Spina	Katie Kirkham	Antonio Borrelli
Shauna Digasparro	Kim Mitchell	Tanya Ritter
Marchy Bruni		
Ron Zagordo		

1. **CALL TO ORDER 4:42pm**

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 #26-117
CARRIED
Moved By: S. Digasparro
Seconded By: M. Bruni

3.1 **"BE IT RESOLVED THAT** the **Agenda for September 17, 2026,** District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented."

4. **DECLARATIONS OF PECUNIARY INTEREST**

5. **APPROVAL OF PREVIOUS MINUTES**

Resolution #26-118
Moved By: A. Caputo
Seconded By: L. Vezeau-Allen
CARRIED

5.1 **"BE IT RESOLVED THAT** the **Minutes** from the District of Sault Ste. Marie Social Services Administration Board Meeting dated **August 27, 2026** be adopted as recorded."

Presentation: Riley Barsanti-Website update

6. **MANAGER'S REPORTS**

COMMUNITY HEALTH & PARAMEDIC SERVICES

Resolution #26-119
Moved By: S. Digasparro
Seconded By: S. Spina
CARRIED

6.1 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accepts the Sault North Pilot Project evaluation and recommended direction."

Resolution #26-120
Moved By: M. Bruni
Seconded By: S. Spina
CARRIED

6.2 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve entering into a Primary Data Sharing and Services Agreement with the Ministry of Health;

AND THAT Stephanie Pagnucco, Board Chair, be authorized to execute the agreement together with Mike Nadeau, CEO, on behalf of the DSSMSSAB;

AND THAT execution of the agreement be subject to confirmation that the DSSMSSAB can meet the applicable information technology, privacy, cybersecurity, insurance, and other requirements contained within the agreement."

Resolution #26-121
Moved By: A. Caputo
Seconded By: R. Zagordo
CARRIED

6.3 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve the revised Housing Stability Bank eligibility and repayment framework, effective January 1, 2027, including the reinstatement of the interest-free loan repayment component as outlined in this report."

Resolution #26-122
Moved By: M. Bruni
Seconded By: L. Vezeau-Allen
CARRIED

6.4 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve the disposal of three surplus Chevrolet 3500 ambulances (units 5219, 5152, and 5453) through public auction, as their replacement vehicles are received and placed into service."

OPERATIONS

Resolution #26-123
Moved By: M. Bruni
Seconded By: A. Caputo
CARRIED

6.5 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve the one time allocation of $113,154 to the Sault Community Career Centre to continue the delivery of the Early Years Assistant Program."

Resolution #26-124
Moved By: S. Digasparro
Seconded By: S. Spina
CARRIED

6.6 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept the Downtown Hub One Year Update report as information."

Resolution #26-125
Moved By: A. Caputo
Seconded By: M. Bruni
CARRIED

6.7 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept this report on Neighbourhood Development Strategy Progress as information."

Resolution #26-126
Moved By: S. Spina
Seconded By: M. Bruni
CARRIED

6.8 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve the allocation of $300,043 in one-time service stabilization funding to EarlyON Service Providers."

Resolution #26-127
Moved By: R. Zagordo
Seconded By: L. Vezeau-Allen
CARRIED

6.9 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve the one time (2026) allocation of up to $4 per point value in the Early Years Special Purpose Funding Model, funded through Local Priorities - Flexibility Funding (General Operating) to support an equitable and transparent distribution of available funding to eligible licensed child care service providers serving children 6 to 12 years of age. Based on the current number of eligible licensed child care sites, the total annual allocation at a value of $4 per point is up to $280,800."

Resolution #26-128
Moved By: A. Caputo
Seconded By: L. Vezeau-Allen
CARRIED

7.0 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve up to $255,000 in Local Priorities - Flexibility Funding (general operating) to provide a one-time reimbursement (2026) of up to $5 per day per child to parents/caregivers of children 6 to 12 years of age."

CORPORATE SERVICES

Resolution #26-129
Moved By: S. Spina
Seconded By: M. Bruni
CARRIED

7.1 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept the Chief Financial Officer Quarter 2 – (January - June 2026) Financial Update as information."

Resolution #26-130
Moved By: R. Zagordo
Seconded By: S. Spina
CARRIED

7.2 **"BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) moved to closed for an update to legal matters, labour relations, and proposed acquisition of land."

Resolution #26-131
Moved By: S. Digasparro
Seconded By: A. Caputo
CARRIED

7.3 **"BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) now return to open."

8**. NEW BUSINESS**

9. **ADJOURNMENT**

Resolution #26-132
Moved By: S. Digasparro
Seconded By: M. Bruni
CARRIED

9.1 "**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) now adjourn."

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Conseil d'administration des services sociaux de Sault Ste. Marie
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DSSAB MEETING AGENDA-ADDENDUM

Thursday, September 17, 2026
548 Albert St. E., Sault Ste. Marie

Resolution #26-133
Moved By: A. Caputo
Seconded By: S. Digasparro
CARRIED

"BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) authorize the Chief Executive Officer and the Chief Financial Officer to borrow up to $4,000,000.00 in the form of an operating line with The Bank of Nova Scotia to meet operating expenditures in the event of funding delays from funding partners."

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DSSMSSAB BOARD REPORT

AUTHOR: Kate Kirkham

DATE: November 12, 2026

RE: Boundary Paramedic Services Base – Consulting Services Funding Allocation

RECOMMENDATION

BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board approve the allocation of up to $201,963.10 from available funding within the existing Paramedic Services 2026 Land Ambulance operating budget to support previously approved consulting and professional services associated with the development of the Boundary Paramedic Services Base, subject to confirmation of budget availability and appropriate financial treatment;

AND FURTHER BE IT RESOLVED THAT, where the full amount cannot be accommodated within the existing 2026 Land Ambulance budget, the remaining balance may continue to be funded through Sault Ste. Marie Housing Corporation (SSMHC) Strategic Reserves, subject to confirmation of budget availability, funding eligibility, appropriate accounting treatment and any required Board approvals.

BACKGROUND INFORMATION

On June 18, 2026, the Sault Ste. Marie Housing Corporation (SSMHC) Board was presented with a report recommending the award of RFP 2026-04, Prime Consulting Services for EMS Base Design and Contract Administration, to IDEA Inc.

The report recommended an upset limit of $171,435.10 for consulting services and a provisional allowance of $30,528.00 for additional professional services, for a total of $201,963.10. Funding was identified through SSMHC Strategic Reserves.

The consulting services support the design and development of a new purpose-built paramedic base on Boundary Road. The facility is intended to strengthen ambulance deployment, improve operational readiness and support response time performance in the east end of Sault Ste. Marie.

SUMMARY/OVERVIEW

The Boundary Paramedic Services Base is being developed specifically to meet the operational and infrastructure needs of DSSMSSAB Paramedic Services.

While the initial consulting costs were allocated to SSMHC Strategic Reserves, the project directly supports the delivery of land ambulance services and the long-term sustainability of paramedic operations.

It is proposed that these costs be funded, to the greatest extent possible, through available resources within the existing Paramedic Services Land Ambulance operating budget. Where the full amount cannot be accommodated within this budget, the remaining balance would continue to be funded through SSMHC Strategic Reserves.

This approach would align the funding responsibility more closely with the service benefiting from the investment while preserving SSMHC reserves for other capital priorities. The proposed change does not alter the approved consulting scope or increase the previously identified project expenditure.

STRATEGIC PLAN IMPACT

The development of the Boundary Paramedic Services Base supports DSSMSSAB's strategic priorities related to community wellness and effective service delivery.

The facility will strengthen paramedic deployment capacity, improve geographic coverage, and support the delivery of timely emergency medical services.

FINANCIAL IMPLICATIONS

The total previously identified funding allocation is $201,963.10, consisting of:

Description	Amount
IDEA Inc. consulting services	$171,435.10
Provisional professional services allowance	$30,528.00
Total	**$201,963.10**

It is proposed to utilize available funding within the existing Paramedic Services land ambulance operating budget to cover up to the full amount, with any remaining balance funded through SSMHC Strategic Reserves.

The final allocation between the two funding sources will be determined following review by Finance and the Chief Executive Officer, including confirmation of available budget capacity, funding eligibility, appropriate accounting treatment and any required approvals.

No increase to the previously approved total project expenditure is being requested.

CONCLUSION

The Boundary Paramedic Services Base represents an investment in the future delivery of land ambulance services within the district.

Allocating the associated consulting costs to Paramedic Services, where financially permissible, would better align the funding responsibility with the operational purpose of the facility while preserving SSMHC Strategic Reserves.

Approval of the proposed funding approach is recommended, subject to financial and administrative review.

Respectfully submitted,



Kate Kirkham
Chief, Paramedic Services

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DSSMSSAB BOARD REPORT

AUTHOR: Louie Bruni

DATE: November 12, 2026

RE: CCA Chapple Child Care Cost-Based Funding

RECOMMENDATION

BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve operating funding of up to $1,060,420.64 to Child Care Algoma for the operation of a 49-space daycare at the expanded Chapple Child Care space at Rosedale, based on 95% operating capacity for 261 service days, with 2026 funding to be pro-rated to reflect the program's opening by December 31, 2026.

BACKGROUND INFORMATION

The expansion project at Rosedale will provide 49 licensed child care spaces to support local access to child care and respond to the demand from families. The Board previously approved one-time infrastructure funding to support the expansion of these spaces. Operating funding is now required to support the delivery of child care services once the expanded program opens.

Under the Canada-Wide Early Learning and Child Care (CWELCC) system, cost-based funding supports eligible operating costs associated with delivering child care to eligible children. Funding is calculated using Ministry of Education benchmarks and applicable adjustments, considering factors such as licensed capacity, age groups served and service days.

As service system Manager, the DSSMSSAB is responsible for determining the program's funding allocation in accordance with the Ministry guidelines and administering funding through a service agreement with the operator. Board approval is being sought to provide cost-based operating funding for the 49-space expansion at Rosedale.

SUMMARY/OVERVIEW

The new child care centre at the Rosedale site is scheduled to be licensed by mid-December 2026, expanding access to child care within the DSSMSSAB service area. The program will operate within the Canada-Wide Early Learning and Child Care (CWELCC) system and will be supported through cost-based operating funding.

The total annualized 2026 cost-based operating funding allocation for the program is $1,060,420.64, calculated based on 95% operating capacity over 261 service days. As the program will not be operational for the full calendar year, funding will be pro-rated to reflect a mid-December 2026 opening and reconciled based on actual days of operation, enrollment, and eligible expenditures, in accordance with ministry guidelines.

Board approval of this allocation will support the successful launch and sustainable operation of the program while ensuring funding aligns with actual service delivery.

STRATEGIC PLAN IMPACT

Providing operational funding to support the additional 49 child care spaces operated by Child Care Algoma fully aligns with the strategic plan by increasing access points to support community well being and expanding partnerships to facilitate strong communities.

FINANCIAL IMPLICATIONS

The cost-based funding model utilizes benchmark allocations to generate notional, cost-based funding amounts per applicable age group. These represent typical costs incurred by eligible centres/agencies, adjusted for regional differences. Benchmarks for accommodations and operations (fixed and variable) apply to both community and school settings.

Total Cost-Based Funding Allocation	
Program Cost Allocation	$1,081,267.66
Growth To-Up (12%)	$129,752.12
Allocation in Lieu of Profit/Surplus	$95,312.71
Expected Base Revenue Offset	($245,911.85)
Total Cost-Based Funding Allocation	**$1,060,420.64**

Cost-based funding is comprised of a combination of funding sources, including: 100% provincially funded components, 80% provincial/20% municipal cost-shared components, and 100% federally funded components under the CWELCC system.

As the program is anticipated to open mid-December 2026, **funding will be pro-rated to reflect the actual period of operation in 2026** and will be subject to reconciliation based on actual enrollment, service days, and eligible expenditures through established financial reporting processes.

Provided the DSSMSSAB remains within its approved cost-based funding allocation, no additional municipal cost-share impacts are anticipated.

CONCLUSION

The opening of a new licensed child care program at the Rosedale location represents an important expansion of local child care capacity. This is a critical step towards supporting working families, fostering economic growth, and promoting the well-being of children.

Respectfully submitted,



Louie Bruni
Chief Operating Officer

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DSSMSSAB BOARD REPORT

AUTHOR: Louie Bruni

DATE: November 12, 2026

RE: Métis Nation of Ontario Child Care Cost-Based Funding

RECOMMENDATION

BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve operating funding of up to $1,158,952.48 to the Métis Nation of Ontario for the operation of a 54-space daycare at the former Northridge Montessori location on Northern Avenue, based on 95% operating capacity for 261 service days, with funding to be adjusted to reflect the program being licensed by December 31, 2026.

BACKGROUND INFORMATION

The additional CWELCC spaces at the Northern Avenue location will provide 54 licensed child care spaces to support local access to child care and respond to the demand from families. Operating funding is required to support the delivery of child care services once the program opens.

Under the Canada-Wide Early Learning and Child Care (CWELCC) system, cost-based funding supports eligible operating costs associated with delivering child care to eligible children. Funding is calculated using Ministry of Education benchmarks and applicable adjustments, taking into account factors such as licensed capacity, age groups served and service days.

As service system Manager, the DSSMSSAB is responsible for determining the program's funding allocation in accordance with the Ministry guidelines and administering funding through a service agreement with the operator. Board approval is being sought to provide cost-based operating funding for the 54-space Métis Nation of Ontario Child Care.

SUMMARY/OVERVIEW

The Métis Nation of Ontario child care centre is scheduled to be licensed by mid-December 2026, expanding access to child care within the DSSMSSAB service area. The program will operate within the Canada-Wide Early Learning and Child Care (CWELCC) system and will be supported through cost-based operating funding.

The total annualized 2026 cost-based operating funding allocation for the program is $1,158,952.48, calculated based on 95% operating capacity over 261 service days. As the program will not be operational for the full calendar year, funding will be pro-rated to reflect a potential mid-December 2026 opening and reconciled based on actual days of operation, enrollment, and eligible expenditures, in accordance with ministry guidelines. The service provider plans to complete renovations to enhance and upgrade the space before welcoming children to the site. Board approval of operating funding is being requested to ensure funding is available without delay should enrolment begin within the calendar year.

Board approval of this allocation will support the successful launch and sustainable operation of the program while ensuring funding aligns with actual service delivery.

STRATEGIC PLAN IMPACT

Providing operational funding to support the additional 54 child care spaces operated by the Métis Nation of Ontario fully aligns with the strategic plan by increasing access points to support community well-being and expanding partnerships to facilitate strong communities.

FINANCIAL IMPLICATIONS

The cost-based funding model utilizes benchmark allocations to generate notional, cost-based funding amounts per applicable age group. These represent typical costs incurred by eligible centres/agencies, adjusted for regional differences. Benchmarks for accommodations and operations (fixed and variable) apply to both community and school settings.

Total Cost-Based Funding Allocation	
Program Cost Allocation	$1,184,127.11
Growth To-Up (12%)	$142,095.25
Allocation in Lieu of Profit/Surplus	$103,808.90
Expected Base Revenue Offset	($271,078.78)
Total Cost-Based Funding Allocation	**$1,158,952.48**

Cost-based funding is comprised of a combination of funding sources, including: 100% provincially funded components, 80% provincial/20% municipal cost-shared components, and 100% federally funded components under the CWELCC system.

As the program is anticipated to be licensed mid-December 2026, **funding will be pro-rated to reflect the actual period of operation in 2026** and will be subject to reconciliation based on actual enrollment, service days, and eligible expenditures through established financial reporting processes.

Provided the DSSMSSAB remains within its approved cost-based funding allocation, no additional municipal cost-share impacts are anticipated.

CONCLUSION

The opening of a new Métis Nation of Ontario licensed child care program at the Northern Avenue location represents an important expansion of local child care capacity. This is a critical step towards supporting working families, fostering economic growth, and promoting the well-being of children.

Respectfully submitted,

Louie Bruni
Chief Operating Officer

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DSSMSSAB BOARD REPORT

AUTHOR: Louie Bruni

DATE: November 12, 2026

RE: One-Time Funding Hand in Hand

RECOMMENDATION

BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) approve up to $267,400 in Local Priorities - Flexibility Funding (general operating) to support the eligible child care portion of the parking lot resurfacing project for Hand in Hand Inc at 424 Second Line East.

FURTHER BE IT RESOLVED THAT Hand in Hand Inc. will enter into an agreement with the DSSMSSAB to accept the funds as a 10-year forgivable loan. The forgivable loan would reduce by 10% per year for the term.

BACKGROUND INFORMATION

Hand in Hand Inc. has submitted a funding application for one-time funding to support improvements to the parking lot at its child care location at the Summit Church. The parking lot provides daily access for children, families and staff, including parent drop-off and pick-up, bus loading, and access to the playgrounds.

The operator reports that the existing surface has deteriorated, with potholes affecting vehicle access and resulting in flat tires for staff. The proposed work includes resurfacing the parking lot to improve access, vehicle movement and parking arrangements.

The Local Priorities Guideline identifies one-time repairs and maintenance as an eligible use of General Operating Expense funding for eligible licensed child care operators. The guideline provides service system managers with flexibility to respond to local needs and emerging priorities, subject to funding requirements and availability.

SUMMARY/OVERVIEW

Two quotes were received from the service provider. Although a second quote was lower in cost, the Steel Speed quote totaling $277,100 before HST, includes safety features such as bollards and the necessary subdrains to address drainage concerns. The addition of bollards is an important consideration for this work. In June 2026, the Ministry of

Education notified Service Managers that new child care centres licensed after January 2027 will be required to ensure physical safety barriers are installed at the centre to protect children and staff from vehicle impacts. Due to the need for a total parking lot replacement, it is timely that the operator would add the safety measures.

The lower quote excluded responsibility for subbase failure and did not include the necessary subdrains. Drainage was identified as a contributing factor to the deterioration of the existing parking lot, making appropriate drainage measures an important consideration in assessing the proposed work. These differences support using the Steel Speed quote as the basis for the funding request.

The operator has identified approximately $236,600 before HST as the child care portion of the project. As Hand in Hand Inc. and Summit Church are related organizations, the operator proposed a cost allocation based on the measured areas and each organization's frequency of use.

The child care program uses all four parking lot zones approximately 260 operating days annually. The church uses the west strip and front lot approximately 60 days annually, primarily on Sundays and during evening events, with limited overlap during child care operating hours. The proposed allocation assigns the back lot and side walkway entirely to child care use. The shared west strip and front lot are allocated according to each organization's reported days of use. This approach results in an estimated child care share of approximately 85.4%.

The proposed work would address deteriorated surfaces and improve access for parent drop-off and pick-up, bus loading and movement to the playgrounds.

STRATEGIC PLAN IMPACT

The proposed resurfacing supports the facilitation of strong communities by ensuring continued availability of safe and accessible child care services by addressing deteriorated parking lot surfaces used daily by children, families and staff. The work would improve access for drop-off and pick-up, bus loading and movement to outdoor play areas.

FINANCIAL IMPLICATIONS

There are no municipal financial implications, as the $267,400 is fully contained within the local priorities flex funding envelope and does not increase the municipal contribution. Costs attributable to church use, ineligible work or amounts above the approved contribution will remain the responsibility of the operator and property owner.

CONCLUSION

The proposed parking lot improvements would address deteriorated surfaces and improve access for the children, families and staff attending Hand in Hand Inc.

Respectfully submitted,

Laurie Bruni

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Sault Ste. Marie District

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Conseil d'administration des services sociaux de Sault Ste. Marie
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DSSMSSAB BOARD REPORT

AUTHOR: Mike Nadeau

DATE: November 12, 2026

RE: Contracted Services Agreement

RECOMMENDATION

BE IT RESOLVED THAT the District of Sault Ste. Marie Social Services Administration Board formally enter into a contractual service agreement with the Sault Ste. Marie Housing Corporation for the administration of SSMHC business and service provision.

BACKGROUND INFORMATION

The DSSMSSAB has been providing administrative services, through its employee group, for the SSMHJC since 2016. Prior to 2016 the SSMHC procured services from the City of Sault Ste. Marie since 2001. The SSMHC was incorporated December 14, 2000, under the Ontario Business Corporations Act as a share-capital corporation (OCN 2000522). All shares of the SSMHC are owned by the Service Manager (DSSMSSAB).

SUMMARY/OVERVIEW

To ensure there are clearly defined roles, administrative and governance accountabilities, it is recommended that the SSMHC formally procure administrative services through a formal contract with the DSSMSSAB. The attached contract has been developed by legal council.

STRATEGIC PLAN IMPACT

None

FINANCIAL IMPLICATIONS

None

CONCLUSION

Having such agreements in place will provide clear delineation and an accountability framework for senior levels of government and/or funders if required. It will also formalize the relationship, even though the DSSMSSAB owns all shares and completes consolidated audits statements for both corporations.

Respectfully submitted,



Mike Nadeau
Chief Executive Officer

THIS SERVICES AND ADMINISTRATION AGREEMENT

Effective **November 12, 2027**.

BETWEEN:

DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD, a municipal service management board established pursuant to the *District Social Services Administration Boards Act (Ontario)* (**"DSSAB"**)

AND

SAULT STE. MARIE HOUSING CORPORATION, a corporation incorporated under the laws of the Province of Ontario (**"Housing Corporation"**)

DSSAB and the Housing Corporation are collectively referred to as the **"Parties"** and individually as a **"Party."**

RECITALS

WHEREAS DSSAB is the designated Consolidated Municipal Service Manager responsible for the administration and delivery of social and affordable housing services within the District of Sault Ste. Marie pursuant to applicable Ontario legislation including the *Housing Services Act, 2011* and associated regulations;

AND WHEREAS DSSAB owns or controls one hundred percent of the issued shares of the Housing Corporation;

AND WHEREAS the Housing Corporation owns, operates, or administers housing within the District of Sault Ste. Marie in furtherance of DSSAB's statutory housing mandate;

AND WHEREAS DSSAB has historically provided administrative, operational, governance, and management services necessary for the efficient operation of the Housing Corporation;

AND WHEREAS the Parties wish to formally document and confirm that administrative relationship and clarify the authority, operational responsibilities, and allocation of risk between them;

NOW THEREFORE the Parties agree as follows.

ARTICLE 1 – DEFINITIONS

1.1 **"Agreement"** means this Services and Administration Agreement.

1.2 **“Applicable Law”** means all applicable statutes, regulations, directives, and legal requirements of the Province of Ontario and any governmental authority having jurisdiction.

1.3 **“CEO”** means the Chief Executive Officer of DSSAB.

1.4 **“Housing Operations”** means the ownership, management, administration, maintenance, and operation of social and affordable housing programs and assets administered through the Housing Corporation.

ARTICLE 2 – RELATIONSHIP BETWEEN THE PARTIES

2.1 **Separate Corporate Status**
Each Party remains a separate legal entity and nothing in this Agreement shall be interpreted as creating a partnership or joint venture between the Parties.

2.2 **Ownership Relationship**
DSSAB is the sole shareholder of the Housing Corporation and exercises its rights as shareholder in accordance with Applicable Law. The Housing Corporation maintains its own board of directors and governance structure, and nothing in this Agreement shall be interpreted as limiting or overriding the independent governance authority of that board.

2.3 **Purpose of Agreement**
This Agreement establishes the framework under which DSSAB provides administrative, operational, and management services necessary for the operation of Housing Operations.

2.4 **Statutory Mandates**
The Parties acknowledge that their activities must comply with Applicable Law including but not limited to:

- the *District Social Services Administration Boards Act*
- the *Housing Services Act, 2011*
- the *Municipal Freedom of Information and Protection of Privacy Act*
- the *Occupational Health and Safety Act*
- the *Accessibility for Ontarians with Disabilities Act*
- any other applicable legislation or regulations.

ARTICLE 3 – ROLE AND AUTHORITY OF THE CEO

3.1 Administrative and Operational Authority
The CEO of DSSAB shall serve as the senior administrative authority responsible for the coordination, direction, and management of SSMHC Housing Operations and for the delivery of all services provided by DSSAB under this Agreement, subject always to the governance authority of the respective boards.

3.2 **Delegation of Authority**

The CEO may delegate operational authority to officers, employees, or agents of DSSAB as required for the efficient administration of Housing Operations.

3.3 **Preservation of Governance Authority**
Nothing in this Agreement limits or alters the legal governance authority of the boards of directors of the Parties.

3.4 **Corporate Separation**
Recognition of the CEO as the senior administrative authority coordinating Housing Operations is intended solely to facilitate operational efficiency and shall not be interpreted as merging the corporate identities or liabilities of the Parties.

ARTICLE 4 – SERVICES PROVIDED BY DSSAB

4.1 DSSAB shall provide administrative and operational services necessary for the effective management of Housing Operations.

4.2 These services may include:

a. executive and administrative management
b. financial administration and accounting
c. budgeting and financial reporting
d. procurement and contract administration
e. property management oversight
f. maintenance planning and coordination
g. tenant services administration
h. regulatory compliance and program administration
i. human resources administration
j. payroll and staffing support
k. legal coordination and risk management
l. information technology and records management
m. insurance procurement and administration,
n. capital planning and development.

4.3 DSSAB may provide additional services reasonably required for the operation of Housing Operations.

ARTICLE 5 – EMPLOYEES AND PERSONNEL

5.1 All employees, officers, and personnel performing services under this Agreement shall remain employees or agents of DSSAB unless expressly agreed otherwise in writing.

5.2 The provision of services by DSSAB personnel to the Housing Corporation shall not create an employment relationship between such personnel and the Housing Corporation, nor shall it result in the Housing Corporation assuming any employer obligations or liabilities in respect of such personnel.

5.3 DSSAB shall remain solely responsible for all employment related obligations relating to its employees, including:

- compensation
- benefits
- payroll administration
- workplace and employment policies
- occupational health and safety obligations.

These responsibilities relate exclusively to DSSAB's role as employer and do not limit the application of DSSAB operational policies governing Housing Operations nor its role as a Service Manager.

5.4 DSSAB employees performing services relating to Housing Operations shall do so under the administrative authority of the CEO or the CEO's designate.

ARTICLE 6 – AUTHORITY TO ACT ON BEHALF OF HOUSING CORPORATION

6.1 DSSAB may act on behalf of the Housing Corporation in the administration of Housing Operations including entering into contracts and engaging service providers.

6.2 Operational Policies
All administrative, operational, financial, and program activities relating to Housing Operations shall be carried out in accordance with the policies, procedures, and directives of DSSAB, as established and amended from time to time.

The Parties acknowledge that the Housing Corporation shall not maintain a separate or independent operational policy framework, and that DSSAB policies shall govern all aspects of Housing Operations.

6.3 Policy Conflict
To the extent that any existing policy, procedure, or directive of the Housing Corporation conflicts with a policy of DSSAB, the DSSAB policy shall prevail.

6.4 Operational Alignment
The Parties acknowledge and agree that:

a. Housing Operations are administered within the DSSAB service management framework
b. DSSAB policies and procedures govern day to day operations, service delivery, and administrative decision making
c. the Housing Corporation does not maintain a separate administrative or operational staffing structure and relies on DSSAB for the delivery of Housing Operations.

ARTICLE 7 – FINANCIAL ADMINISTRATION

7.1 DSSAB shall maintain financial records relating to Housing Operations.

7.2 Financial records shall be maintained in accordance with public sector accounting standards and applicable municipal financial practices.

7.3 DSSAB shall prepare financial reports and provide them to the Housing Corporation at intervals determined by the Parties.

7.4 DSSAB may administer funds relating to housing operations on behalf of the Housing Corporation.

ARTICLE 8 – INSURANCE

8.1 Each Party shall maintain insurance coverage appropriate to its responsibilities under this Agreement.

8.2 At a minimum, each Party shall maintain commercial general liability insurance in an amount not less than **Five Million Dollars ($5,000,000)** per occurrence or such higher amount as may be determined appropriate from time to time by the CEO.

8.3 Insurance coverage may include:

- directors and officers liability insurance
- professional liability insurance
- employment practices liability insurance
- property insurance
- environmental liability insurance.

8.4 The nature, scope, and limits of insurance coverage may be determined and adjusted from time to time by the CEO of DSSAB in consultation with appropriate administrative staff and insurance advisors.

8.5 Where commercially available, each Party shall name the other Party as an additional insured and obtain waivers of subrogation in favour of the other Party.

8.6 Each Party shall ensure that its insurers are aware of the operational relationship between DSSAB and the Housing Corporation.

8.7 **Notice of Insurance Changes**
Each Party shall promptly notify the other Party of any material change, cancellation, or lapse in insurance coverage required under this Agreement.

ARTICLE 9 – INDEMNIFICATION

9.1 Indemnity by Housing Corporation
The Housing Corporation shall indemnify and hold harmless DSSAB from claims arising from:

a. ownership, use, condition, maintenance, or operation of housing assets and Housing Operations, including without limitation personal injury, property damage, life safety incidents, fire, environmental matters, and premises liability claims

b. tenant occupancy or tenancy matters

9.2 **Indemnity by DSSAB**
DSSAB shall indemnify and hold harmless the Housing Corporation from claims arising from negligent administration of the Services provided under this Agreement.

9.3 Nothing in this Article limits any liability imposed by Applicable Law.

ARTICLE 10 – CONTROL OF CLAIMS AND LITIGATION

10.1 DSSAB shall have authority and responsibility for the management and control of all claims, legal proceedings, or litigation arising from Housing Operations.

10.2 DSSAB may manage, defend, settle, or otherwise resolve such claims or proceedings whether they are brought against DSSAB, the Housing Corporation, or both.

10.3 DSSAB shall keep the Housing Corporation reasonably informed of any material claims or legal proceedings.

10.4 Legal counsel may represent both Parties where no conflict of interest exists.

10.5 For greater certainty, the authority of DSSAB under this Article includes all claims arising from Housing Operations, including without limitation personal injury claims, slip and fall incidents, fire or life safety events, property damage, tenant related claims, and regulatory or compliance proceedings.

10.6 Insurance Coordination
DSSAB may coordinate with insurers on behalf of both Parties in respect of claims arising from Housing Operations.

ARTICLE 11 – CONFIDENTIALITY AND RECORDS

11.1 DSSAB shall maintain records relating to Housing Operations in accordance with Applicable Law and applicable record retention policies.

11.2 Each Party shall protect confidential information received from the other Party.

11.3 Information containing personal information shall be handled in accordance with applicable privacy legislation.

ARTICLE 12 – TERM AND TERMINATION

12.1 This Agreement shall commence **November 12, 2026**.

12.2 This Agreement shall continue until terminated by either Party upon one hundred eighty days written notice.

12.3 Termination shall not affect obligations relating to indemnification, insurance, or ongoing legal proceedings.

ARTICLE 13 – RETROACTIVE RATIFICATION

13.1 The Parties acknowledge that DSSAB has historically provided administrative, operational, and management services to the Housing Corporation prior to the effective date of this Agreement.

13.2 The Parties confirm and ratify that such services were provided with the knowledge and consent of the Parties and were consistent with the relationship described in this Agreement.

13.3 This Agreement confirms and documents the existing operational relationship between the Parties as of November 12, 2026 and establishes the governance and administrative framework applicable to the provision of such services going forward.

ARTICLE 14 – DISPUTE RESOLUTION

14.1 The Parties shall attempt to resolve disputes through good faith discussions between senior administrative officers.

14.2 If a dispute cannot be resolved through such discussions, the Parties may pursue mediation before commencing litigation.

ARTICLE 15 – GENERAL PROVISIONS

15.1 **Amendments**
This Agreement may be amended only by written agreement executed by both Parties.

15.2 **Entire Agreement**
This Agreement constitutes the entire agreement between the Parties concerning the subject matter of this Agreement.

15.3 **Governing Law**
This Agreement shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein.

15.4 **Execution**

This Agreement may be executed in counterparts and delivered electronically.

SIGNATURES

DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD
Per: _____
Name:
Title:

Per: _____
Name:
Title:

SAULT STE. MARIE HOUSING CORPORATION

Per: _____
Name:
Title:

Per: _____
Name:
Title: