



Building Investment, Finance and Audit Committee

931 Yonge Street,
Toronto, M4W 2H2

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The Building Investment, Finance and Audit Committee (“BIFAC”) of the Toronto Community Housing Corporation (“TCHC”) held a hybrid Public meeting on March 6, 2023, via Webex and at City Hall, Committee Room 1, 100 Queen Street West, commencing at 11:23 a.m.

BIFAC Directors Present: Adele Imrie (Chair)
John Campbell
Councillor Vincent Crisanti
Naram Mansour

BIFAC Directors Absent: Mohammed Haque
Nick Macrae
Brian Smith

Management Present: Jag Sharma, President and Chief Executive Officer (“CEO”)
Nadia Gouveia, Acting Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Lily Chen, Chief Financial Officer (“CFO”)
Jessica Hawes, Acting Chief Development Officer (“CDO”)
Barbara Shulman, Chief People & Culture Officer
Allen Murray, Vice President, Facilities Management
Luisa Andrews, Vice President, Information Technology Services
Alan Britton, Acting Senior Director, Community Safety Unit
Ceilidh Wilson, Assistant Corporate Secretary

A quorum being present, Ms. Imrie, serving as Chair, called the meeting to order, and Ms. Wilson served as recording secretary.

ITEM 1 CHAIR’S REMARKS

The Chair welcomed everyone to the BIFAC meeting, noted the Acknowledgement of the Land, and provided an overview of the reports on today’s public agenda. The Chair also noted that today marks the first hybrid BIFAC meeting, taking place in-person at City Hall and virtually via Webex. On behalf of the TCHC Board, the Chair thanked all City of Toronto and Toronto Transit Commission staff who helped make the transition from fully virtual to hybrid meetings.

ITEM 2 APPROVAL OF PUBLIC MEETING AGENDA

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC unanimously approved:

1. the Agenda for its Public meeting of March 6, 2023; and
2. all matters on the Agenda with the exception of items:
 - Item 6 – Q4 2022 Procurement Award Committee (“PAC”) Awards and Revenue Contracts;
 - Item 9B – Q4 2022 Reconciliation of Preventative Maintenance/Demand Repair Programs and Elevator Contracts; and
 - Item 11A – Status Update on Audit Recommendations from Internal Audit Reports as of December 31, 2022.

ITEM 3 CHAIR’S POLL RE: CONFLICT OF INTEREST

The Chair requested members of the BIFAC to indicate any agenda item in which they had a conflict of interest, together with the nature of the interest.
No conflicts were declared.

ITEM 4 CONFIRMATION OF BIFAC PUBLIC MEETING MINUTES OF JANUARY 27, 2023

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti and carried, the BIFAC confirmed the above-captioned minutes without amendments.

ITEM 5 BUSINESS ARISING FROM THE PUBLIC MEETING MINUTES AND ACTION ITEMS UPDATE

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti and carried, the BIFAC received the updates provided as Business Arising from the Public Meeting Minutes and Action Items Update.

ITEM 6 Q4 2022 PROCUREMENT AWARD COMMITTEE (“PAC”) AWARDS AND REVENUE CONTRACTS BIFAC:2023-27

The above-captioned report was circulated to BIFAC members prior to the meeting.

Mr. Meagher was available to answer questions of the Committee. Highlights of the discussion include:

- When responding to a Request for Proposal (“RFP”), a proponent submits their proposal, which goes through a multi-stage assessment process, culminating in an assessment of their price submission, which is only reviewed if the proponent has met the requirements for all other stages of the assessment process. In Attachment 1 to Report BIFAC:2023-27, the “# of Envelopes Opened” column represents proponents who have satisfied all necessary criteria to have their price submission evaluated.
- Procurement staff work hard with the vendor community to ensure they understand the submission requirements.
- The Procurement Award Committee (“PAC”) regularly discusses whether anything can be done to address situations where a high number of proponents submit a bid, but only a small number make it through to the final evaluation stage. If trends are problematic, Management will bring this to the BIFAC’s attention.

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- There were several instances of proponents not reaching the final evaluation stage throughout October 2022, however the numbers shifted towards the end of 2022 and more proponents successfully made it to the pricing evaluation stage.
- Management will provide the BIFAC with more information, offline, as to what the “Modernization” project at 1 Arbordell Road entails.
- The carport projects at 75 Tandridge Crescent and 90 Parma Court will build solar panels over top of the exterior parking garages to supplement the solar electricity at these sites, in turn resulting in reduced hydro costs for these buildings.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received Report BIFAC:2023-27, being the Procurement Award Committee Awards and Revenue Contracts report for the fourth quarter of 2022, for its information.

Q4 2022 DELEGATED REAL ESTATE
ITEM 7 PROPERTY TRANSACTIONS BIFAC:2023-28

The above-captioned report was circulated to BIFAC members prior to the meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti and carried, the BIFAC received Report BIFAC:2023-28, being the Delegated Real Estate Property Transactions report for the fourth quarter of 2022, for its information.

CHANGE ORDER: ADDITIONAL SECURITY
ITEM 8 SERVICES AT SWANSEA MEWS BIFAC:2023-35

The above-captioned report was circulated to BIFAC members prior to the meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved and recommended that the Board:

1. approve a change order to Universal Protection Service of Canada Corporate D.B.A. Allied Universal Security Services of Canada for up to \$1,950,000.00 (exclusive of taxes) for security services at Swansea Mews comprised of:
 - a. \$1,200,000.00 (exclusive of taxes) for security services at Swansea Mews, between June 1, 2022 and December 31, 2022;
 - b. \$750,000.00 (exclusive of taxes) for projected security services to be provided at Swansea Mews from January 1, 2023 and during 2023 to the remainder of the existing contract term; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**Q4 2022 FACILITIES MANAGEMENT
QUARTERLY CAPITAL BUDGET UPDATE**

ITEM 9A – WITHDRAWN

BIFAC:2023-29R

The above-captioned report was removed from the agenda.

**Q4 2022 RECONCILIATION OF
PREVENTATIVE MAINTENANCE/DEMAND
REPAIR PROGRAMS AND ELEVATOR**

ITEM 9B CONTRACTS

BIFAC:2023-30

The above-captioned report was circulated to BIFAC members prior to the meeting.

Mr. Murray was available to answer questions of the Committee. Highlights of the discussion include:

- The Committee asked that future iterations of this report also incorporate the preventative maintenance/demand repair programs that are managed by Operations.

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Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Macrae and carried, the BIFAC received Report BIFAC:2023-30, being the Reconciliation of Preventative Maintenance/ Demand Repair Programs and Elevator Contracts report for the fourth quarter of 2022, for its information.

ITEM 10	Q4 2022 INFORMATION TECHNOLOGY SERVICES DIVISIONAL UPDATE	BIFAC:2023-31
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The above-captioned report was circulated to BIFAC members prior to the meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti, the BIFAC received Report BIFAC:2023-31, being the Information Technology Services Divisional Update for the fourth quarter of 2022, for its information.

ITEM 11A	STATUS UPDATE ON AUDIT RECOMMENDATIONS FROM INTERNAL AUDIT REPORTS AS OF DECEMBER 31, 2022	BIFAC:2023-32
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The above-captioned report was circulated to BIFAC members prior to the meeting.

Ms. Gouveia, Mr. Britton and Mr. Jessani were available to answer questions of the Committee. Highlights of the discussion include:

- Prior to the restructuring of Operations, there was a centralized team who managed parking. In 2021, the Community Safety Unit (“CSU”) was assigned the parking portfolio.
- Five of six of the recommendations from Internal Audit related to parking are in progress, and the CSU is working with City of Toronto (“City”) staff to determine the feasibility of increasing the use of a third party service provider in the administration of TCHC’s parking program, including enforcement.
- There are discrepancies in how the parking program is applied across the three regions, so Management are exploring how to streamline the program and enhance possible revenue streams.

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- CSU has access to tenant parking information as part of their enforcement responsibilities. CSU, Finance and the regional General Managers are currently working on the process to address tenant parking arrears.
- Based on a request made by the Tenant Services Committee, Operations are working on a tenant parking strategy.
- Internal Audit's reporting practices are in line with practices followed by the Ontario and Toronto Auditor Generals' offices. The Committee recommended that Internal Audit consider ranking the recommendations in their reports based on their impact on TCHC.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received Report BIFAC:2023-32, being the Status Update on Audit Recommendations from Internal Audit Reports as of December 31, 2022, for its information.

**INTERNAL AUDIT DEPARTMENTAL
ITEM 11B ANNUAL REPORT FOR 2022** BIFAC:2023-33

The above-captioned report was circulated to BIFAC members prior to the meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Crisanti and carried, the BIFAC received Report BIFAC:2023-33, being the Internal Audit Departmental Annual Report for 2022, for its information.

TERMINATION

A motion to adjourn the meeting was moved by Mr. Campbell and seconded by Mr. Mansour. The BIFAC resolved to terminate the public meeting at 11:53 a.m.

Secretary

Chair, Building Investment,
Finance and Audit Committee