



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 virtual Public meeting on March 8, 2022, via WebEx, commencing at 9:42 a.m.

BIFAC Directors Present: Adele Imrie, Chair
Naram Mansour
Brian Smith
Nick Macrae
John Campbell

BIFAC Directors Absent: Deputy Mayor Ana Bailão

Management Present: Jag Sharma, President and Chief Executive Officer (“CEO”)
Sheila Penny, Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Rose-Ann Lee, Chief Financial Officer & Treasurer
Kelly Skeith, Acting Chief Development Officer
Barbara Shulman, Interim Vice President, Human Resources
Luisa Andrews, Vice President, Information Technology Services
Allen Murray, Vice President, Facilities Management
Richard Grotsch, Acting Senior Director, Business Operations
Paula Knight, Vice President, Strategic Planning & Communications
Grant Coffey, General Manager, Seniors Housing Unit
Christine Yan, Acting Assistant Corporate Secretary

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

ITEM 1 CHAIR'S REMARKS

The Chair welcomed everyone to the BIFAC meeting, noted the Acknowledgement of the Land and notified everyone that due to the need for social distancing to limit the spread of COVID-19, TCHC is holding this BIFAC meeting virtually.

The Chair thanked Chief Operating Officer Sheila Penny for her leadership and significant contributions to Toronto Community Housing during her nine years with the organization and wished her all the best as she enters her retirement at the end of March.

DEPUTATIONS

The Chair polled for any deputations to be heard at the meeting. No deputations were received.

ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA

The BIFAC resolved to defer considerations of items 2G, 4D, 4E, 4F, 4G and 4H on the Public Agenda to the BIFAC meeting of April 8, 2022.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC approved the Public meeting agenda, as amended, for the BIFAC's March 8, 2022 meeting.

ITEM 2B 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 2C CONFIRMATION OF MINUTES OF THE PUBLIC BIFAC
MEETING OF JANUARY 27, 2022**

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

**ITEM 2D Q4 2021 INFORMATION TECHNOLOGY
SERVICES DIVISIONAL UPDATE** BIFAC:2022-28

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2022-28, being the Information Technology Services Divisional Update report for the final quarter of 2021.

**ITEM 2E 2021 REPORT ON DELEGATED REAL
ESTATE PROPERTY TRANSACTIONS** BIFAC:2022-30

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2022-30, being the 2021 Report on Delegated Real Estate Property Transactions.

**ITEM 2F MABELLEARTS USE OF MABELLE PARK:
Q3 AND Q4 2021 UPDATE** BIFAC:2022-31

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The BIFAC enquired about the progress MABELLEarts has made to meet the conditions stipulated in the Memorandum of Understanding (“MOU”) under which MABELLEarts shall provide firm and binding commitments to evidence sufficient funding is in place within one year from the Effective Date of the MOU.

The report quoted that MABELLEarts had raised \$867,000 of the \$1.6 million budget projected for this phase. Ms. Penny further updated that MABELLEarts has later revised the construction budget to be \$2.1 million and has secured an additional \$737,000 from the Federal Government. MABELLEarts reiterated their confidence in raising the additional \$600,000 that is outstanding.

Ms. Penny provided that MABELLEarts has submitted a schedule which demonstrates that they will complete the construction by April 30, 2024.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2022-31, being the MABELLEarts Use of Mabelle Park: Q3 and Q4 2021 Update report.

**RECONCILIATION OF PREVENTIVE
MAINTENANCE/ DEMAND REPAIR
PROGRAMS AND ELEVATOR CONTRACTS
– YEAR ENDED DECEMBER 31, 2021**

ITEM 2G BIFAC:2022-39

This matter was deferred to the April 8, 2022 BIFAC meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-39 to the April 8, 2022 BIFAC meeting.

**ITEM 3 BUSINESS ARISING FROM THE PUBLIC MEETING MINUTES
AND ACTION ITEMS UPDATE**

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update as of January 27, 2022 for its information.

CONTRACT AWARD: PREVENTATIVE MAINTENANCE SERVICES AND DEMAND REPAIRS FOR FIRE ALARM/SUPPRESSION SYSTEMS (VAC 21410/RFP 21125) BIFAC:2022-32

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- The current contract has seen an increase over the previous contract due to an adjustment of the scope of work and the changed requirements in the Ontario Fire Code, but the increase is well within reason.
- It was provided that the implementation of these improved fire life safety measures may not have a direct impact on the insurance premium which is primarily driven by claims history.
- As TCHC will retain ownership of the 83 seniors-designated buildings, TCHC will continue to deliver Preventative Maintenance Services and Demand Repairs to those buildings.

Motion carried **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations as outlined in Report BIFAC:2022-32, to:

1. approve the award of the work totaling up to \$50,569,759.75 (exclusive of taxes) to Oak Ridge Building Solutions Inc., Greater Toronto Fire Protection, and

Eurotech Safety Inc. for preventative maintenance services and demand repairs for fire alarm/suppression systems at various locations of the TCHC portfolio for a five (5) year term based on the outcome of Request for Proposals (RFP 21125) and Request for Quotations (RFQ 21247);

Preventative Maintenance (annual and semiannual costs):

- a) up to \$6,341,855.85 (\$2,113,951.95 annually) (exclusive of taxes) for three (3) years of the initial contract;
- b) up to \$4,227,903.90 (\$2,113,951.95 annually) (exclusive of taxes) for two additional one-year terms at TCHC management's discretion;

Demand Services:

- c) up to \$24,000,000.00 (\$8,000,000.00 annually) (exclusive of taxes) for three (3) years of the initial contract;
- d) up to \$16,000,000.00 (\$8,000,000.00 annually) (exclusive of taxes) for two additional one-year terms at TCHC management's discretion; and

- 2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CONTRACTOR AWARD: ANNUAL
GROUNDS MAINTENANCE AND SNOW
CLEARING SERVICES FOR 32
DEVELOPMENTS (OUX AND OUY) (VAC**

ITEM 4B

22042/RFP 21279)

BIFAC:2022-33

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

Mr. Murray provided an overview of the report and was available to answer

questions of the BIFAC.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-33, to:

1. approve the award of work to Zegas for \$4,388,970.37 (exclusive of taxes) for a term of eleven (11) months with the option of two one (1) year contract extensions at TCHC management's discretion as follows;
 - June 1, 2022 to April 30, 2023 (eleven (11) months): \$1,379,390.69
 - May 1, 2023 to April 30, 2024 – one year extension: \$1,504,789.84
 - May 1, 2024 to April 30, 2025 – one year extension: \$1,504,789.84

2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CONTRACTOR AWARD: FIRE ALARM
UPGRADES AT 200 WELLESLEY STREET**

ITEM 4C

EAST (VAC22057/RFP 21298 - PP)

BIFAC:2022-34

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- The project will take approximately 24 months to complete.
- The process of communicating and engaging with tenants with respect to the project including the aspect of entering tenant units was further elaborated.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-34, to:

1. approve the award of work to Zerem for \$4,418,000.00 (exclusive of taxes) based on the outcome of Request for Proposal (RFP) 21298-PP; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITIONAL FUNDING
FOR DEMAND MAINTENANCE SERVICES
ITEM 4D – PLUMBING (VAC22063/RFP 19267) BIFAC:2022-35**

This matter was deferred to the April 8, 2022 BIFAC meeting.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-35 to the April 8, 2022 BIFAC meeting.

**CHANGE ORDER FOR DEMAND
REPAIRS: ADDITIONAL FUNDS FOR
ELEVATOR DEMAND REPAIRS
ITEM 4E (VAC19307/RFQ 19207) BIFAC:2022-36**

This matter was deferred to the April 8, 2022 BIFAC meeting.

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Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-36 to the April 8, 2022 BIFAC meeting.

CHANGE ORDER FOR DEMAND REPAIRS: ADDITIONAL FUNDS FOR ELEVATOR DEMAND REPAIRS
ITEM 4F (VAC19308/RFQ 19207) BIFAC:2022-37

This matter was deferred to the April 8, 2022 BIFAC meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-37 to the April 8, 2022 BIFAC meeting.

CHANGE ORDER FOR ADDITIONAL FUNDS FOR TIGHTENING, LUBRICATION AND THERMOGRAPHY OF ELECTRICAL MAINS AND SWITCHGEARS
ITEM 4G (VAC22064/RFP 16297) BIFAC:2022-40

This matter was deferred to the April 8, 2022 BIFAC meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-40 to the April 8, 2022 BIFAC meeting.

CHANGE ORDER FOR ADDITIONAL FUNDS FOR PREVENTATIVE MAINTENANCE SERVICES FOR CHILLER SYSTEMS (VAC22065/RFP 16016)
ITEM 4H BIFAC:2022-41

This matter was deferred to the April 8, 2022 BIFAC meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2022-41 to the April 8, 2022 BIFAC meeting.

**CHANGE ORDER FOR DESIGN
REVISIONS AT 2180 AND 2190
ELLESMERE ROAD (VAC22068/RFP**

ITEM 4I 20023)

BIFAC:2022-42

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

Mr. Murray provided an overview of the report.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-42, to:

1. approve a change order to Architecture Counsel Inc. for \$42,835.00 (exclusive of taxes) for design revisions and permit resubmission at 2180 and 2190 Ellesmere Road (Ellesmere/Markham, Dev 072) as follows:
 - \$22,950 for design revisions and permit resubmission associated with the additional scope of work of superintendent's room, computer lab, and revised mailroom location at 2180 Ellesmere Road; and
 - \$19,885 for design revisions and permit resubmission associated with the revised mailroom location at 2190 Ellesmere Road; and

2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

CHANGE ORDER: KPMG QUALITY
ITEM 5 ASSURANCE SERVICES FOR HOMES BIFAC:2022-38

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

Ms. Andrews provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- The scope of the KPMG quality assurance services was provided. Management acknowledged the tremendous value the KPMG service has brought to the HoMES project.
- The cost of this extension will be allocated to COVID-19 expenses funded by the City of Toronto.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Smith and carried, the BIFAC unanimously approved the following recommendations contained in Report BIFAC:2022-38, to:

1. Approve a change order to **KPMG LLP** for **\$48,000** (exclusive of taxes) to add two (2) months of Quality Assurance Management Services at the current negotiated rates to accommodate an extended Track 2B-2 rollout as outlined in Project Background
 - a. Monthly QA Management Services to be billed at a fixed rate of \$24,000/month from April 1 to May 31, 2022.
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

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TERMINATION

A Motion to adjourn the meeting was moved by Mr. Campbell and seconded by Mr. Smith. The public meeting terminated at 10:24 a.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee