The Building Investment, Finance and Audit Committee (“BIFAC”) of Toronto Community Housing Corporation (“TCHC”) held a public meeting on November 20, 2019, in the Main Floor Conference Room, 931 Yonge Street, Toronto, and via teleconference, commencing at 11:21 a.m.

**BIFAC Directors Present:** Adele Imrie, Chair  
Councillor Ana Bailão  
Nick Macrae (by teleconference)  
Brian Smith

**Management Present:** John Angkaw, Senior Director, Fire Life Safety & Risk Management  
Karim Jessani, Manager, Internal Audit  
Rose-Ann Lee, Chief Financial Officer and Treasurer  
Kevin Marshman, President and Chief Executive Officer  
Darragh Meagher, General Counsel and Corporate Secretary  
Allen Murray, Vice President, Facilities Management (Acting)  
Sheila Penny, Chief Operating Officer  
Vincent Tong, Chief Development Officer  
Scott Kirkham, Acting Director, Strategic Planning and Stakeholder Relations  
Ceilidh Wilson, Assistant Corporate Secretary (Acting)

A quorum being present, the Chair called the meeting to order and Ms. Sonia Fung served as recording secretary.

**ITEM 1 CHAIR’S REMARKS**
The Chair welcomed everyone to the BIFAC meeting.
ITEM 2  APPROVAL OF CONSENT AGENDA ITEMS

Written deputations was received from Cheryl Duggan on items 2D and 2E and were distributed to members of BIFAC. Ms. Duggan did not attend the meeting in person.

The following items were not held for discussion:
- Item 2A – Approval of Confidential Meeting Agenda
- Item 2B – Chair’s Poll re: Conflict of Interest
- Item 2C – Confirmation of the Confidential Meeting Minutes of October 8, 2019
- Item 2D – Business Arising from the Confidential Meeting Minutes and Action Items Update
- Item 2E – Internal Audit Update

ITEM 2A  APPROVAL OF PUBLIC MEETING AGENDA

Motion carried  ON MOTION DULY MADE by Mr. Smith, seconded by Councillor Bailao and carried, BIFAC approved the public meeting agenda.

ITEM 2B  DECLARATION OF CONFLICT OF INTEREST

The Chair requested members of BIFAC to indicate any agenda item in which they had a conflict of interest, together with the nature of the conflict. None was declared.

ITEM 2C  CONFIRMATION OF THE OCTOBER 8, 2019 PUBLIC MEETING MINUTES

Motion carried  ON MOTION DULY MADE by Mr. Smith, seconded by Councillor Bailao and carried, BIFAC approved the above-captioned minutes without amendments.

ITEM 2D  BUSINESS ARISING FROM THE PUBLIC MEETING MINUTES AND ACTION ITEMS UPDATE

Motion carried  ON MOTION DULY MADE by Mr. Smith, seconded by Bailao and carried, BIFAC received the above-captioned report for information.
ITEM 2E  INTERNAL AUDIT UPDATE Q3  BIFAC:2019-92

Motion carried

ON MOTION DULY MADE by Mr. Smith, seconded by Councillor Bailão, BIFAC resolved to receive the above-captioned report for information.

ITEM 3  FACILITIES MANAGEMENT REPORTS

Written deputation was received from Cheryl Duggan on item 3A and was distributed to members of BIFAC. Ms. Duggan did not attend the meeting in person.

Reports on items 3A, 3B, 3C, 3D, 3E and 3F were circulated to BIFAC members prior to the meeting. The Vice President, Facilities Management (Acting) was available to answer questions from BIFAC.

General discussion:

- Items 3A, 3B, 3C, 3D and 3E were for demand maintenance for up to five years, to provide service to tenants and ensure timely response to maintenance issues. The contracts have upset limits over a five year period.
- Item 3F is for a contract on capital repairs.
- All six contracts went through the standard RFP process. The successful vendors had previously worked for TCHC and are in good standing.

Motion carried

ON MOTION DULY MADE by Mr. Smith, seconded by Councillor Bailão, BIFAC resolved to approve and forward to the Board of Directors the following reports:

3C Report:BIFAC:2019-95 - Contractor Award: Demand Electrical Maintenance Services VAC 19257 (RFP 18361)
3D Report: BIFAC:2019-96 - Contractor Award: Demand Maintenance Services for Air Conditioning and Ventilation Under 5 Tons VAC 19584 (RFP 19278)

3E Report: BIFAC:2019-97 - Contractor Award: Demand Maintenance Services for Heating VAC 19585 (RFP 19269)

**CONTRACT AWARD: COMPREHENSIVE MECHANICAL AND ELECTRICAL UPGRADES AT 2180 ELLESMERE ROAD (RFP 19344)**

**ITEM 3F**

*Motion carried* ON MOTION DULY MADE by Councillor Bailao, seconded by Mr. Smith and carried, BIFAC adopted the above-mentioned report and resolved to:

1. Approve the award of the work to Superior Boiler Works and Welding Ltd. for $3,494,946.00 (exclusive of taxes) for mechanical and electrical upgrades at 2180 Ellesmere Road based on the outcome of Request for Proposal (RFP) 19344; and

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

**LAWRENCE HEIGHTS REVITALIZATION: TRANSFER OF NORTHEAST DISTRICT DEVELOPMENT BLOCKS TO PARTNERSHIP**

**ITEM 4**

The above-captioned report was circulated to BIFAC members prior to the meeting. The Chief Development Officer was available to answer questions from BIFAC members.

*Motion carried* ON MOTION DULY MADE by Councillor Bailao, seconded by Mr. Smith and carried, BIFAC resolved to approve and forward to the Board of Directors the following recommendations:
1. Authorize the transfers of the lands located in Blocks 4, 5, 7, 10, 11, 13 and 15, outlined in red on the draft Plan of Subdivision dated July 4, 2019 (Attachment 1), as may be amended, and prepared by WSP Geomatics Ontario Ltd. (the “Subdivision Plan”), from Toronto Community Housing (“TCHC”) to Heights Development Inc. or its affiliated title nominee for the market condominium;

2. Authorize the encumbrance of Toronto Community Housing lands in the Lawrence Heights Northeast District with reciprocal agreements in connection with the shared facilities in the development; and

3. Authorize the Chief Development Officer (or designate) to take such further actions to execute any and all agreements and documents as may be necessary to give effect to the above recommendations.

ITEM 5 INFORMATION TECHNOLOGY SERVICES REPORTS

Written deputations were received from Cheryl Duggan on items 5A and 5B and were distributed to members of BIFAC. Ms. Duggan did not attend the meeting in person.

HOMES PROJECT (TCHC BUSINESS TRANSFORMATION PROJECT)

ITEM 5A UPDATE

The Vice President, Information Technology Services provided a PowerPoint presentation and was available to answer questions from BIFAC members.

Highlights of discussion:
- It was noted that starting from November 26, 2019 HoMES team would work with the City to enhance waitlist management.
• It was noted that project deliverables included
  o a refocus of TCHC resources to create efficiencies and provide better services to tenants, and
  o improved computer systems with higher speed.
• Staff expected to be able to provide information on impacts in the aforementioned areas around Q2 2020.

Motion carried ON MOTION DULY MADE by Mr. Smith, seconded by Councillor Bailao and carried, BIFAC resolved to receive the above-captioned report, and the information in the presentation that accompanies this report for information.

ITEM 5B CONTRACT AMENDMENT – QUALITY ASSURANCE MANAGEMENT SERVICES  BIFAC:2019-101

The above-captioned report was circulated to BIFAC members prior to the meeting. The Vice President, Information Technology Services was available to answer questions from BIFAC members.

Highlights of discussion:
• It was noted that when the original RFP was issued in March 2018, the scope of work provided therewith was incomplete. All proponents had responded based on that scope.
• More deliverables were added to the final scope of work.
• The Project remains under budget after the proposed amendment is made to the agreement. The increased contract amount was reflected in the reforecast.

Motion carried ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, BIFAC resolved to:

1. Approve a contract amendment to KPMG LLP (“KPMG”) totaling $507,140.00 (exclusive of taxes) for Quality Assurance (“QA”) Management Services for TCHC’s Business Transformation project;
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

ITEM 6  UPDATE ON TENANTS FIRST  BIFAC:2019-102

The above-captioned report was circulated to BIFAC members prior to the meeting. The Acting Director, Strategic Planning and Stakeholder Relations was available to answer questions from BIFAC members.

Highlights of discussion:

- It was noted that the City has approved the funding formula at the November 14, 2019 Executive Committee meeting. The funding formula will be subject to the City’s budget process.

- With regard to uninhabited houses, it was noted that 14 have been allocated to agencies, 30 are outstanding. It was expected 21 would be allocated to agencies by March 2020. Nine uninhabited houses are tied up with the severance process which slowed down the process and would probably remain uninhabited beyond March 2020. Staff was in contact with City on expediting the severance process.

Motion carried ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, BIFAC resolved to receive the above-captioned report for information.

Action Item:
Management to provide a presentation, in conjunction with City staff, at a future BIFAC meeting as to the manner in which the implementation of the Seniors Housing Corporation will impact TCHC’s staffing model and the services that are provided to impacted senior tenants.
TERMINATION

Public BIFAC meeting was adjourned at 12:02 a.m.

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Secretary                      Chair, Building Investment, Finance and Audit Committee