



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 June 17, 2022, via WebEx, commencing at 9:55 a.m.

BIFAC Directors Present: Adele Imrie, Chair
Nick Macrae
John Campbell
Naram Mansour
Mohammed Haque

BIFAC Directors Absent: Brian Smith
Deputy Mayor Ana Bailão

Management Present: Jag Sharma, President and Chief Executive Officer (“CEO”)
Nadia Gouveia, Acting 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
Noah Slater, Senior Director, Capital Planning, Design & Engagement
Albert Koke, Senior Director, Strategic Procurement
Anita Tsang-Sit, Director, Risk Management and Insurance
Daisy Wong, Senior Director, Construction and Preservation

Richard Grotzsch, Acting Senior Director, Business Operations
Allan Britton, Acting Senior Director, Community Safety Unit
Karim Jessani, Director, Internal Audit
Christine Yan, Acting Assistant Corporate Secretary

Guest Present: Jason Chen, Director, Development, CreateTO

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 welcomed new member Mr. Mohammed Haque to his first BIFAC meeting.

DEPUTATIONS

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

ITEM 2 APPROVAL OF PUBLIC MEETING AGENDA

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC approved the Public meeting agenda for the BIFAC's June 17, 2022 meeting.

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 MINUTES OF THE PUBLIC BIFAC MEETING OF APRIL 8, 2022 AND APRIL 25, 2022

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque 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. Mansour, seconded by Mr. Haque and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update as of April 8, 2022 for its information.

ITEM 6 ANNUAL REVIEW OF BIFAC AND PAC CHARTERS

BIFAC:2022-69

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

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC unanimously approved the Building Investment, Finance and Audit Committee Charter (set out in the form of Attachment 1 to this report) and the Procurement Award Committee Charter (set out in the form of

Attachment 2 to this report), without amendment, and forwarded them to the Board for its approval.

**CONTRACTOR AWARD: FIRE ALARM
MONITORING SERVICES (VAC 22184/RFP
21325)**

ITEM 7A

BIFAC:2022-70

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

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

- It was provided that a.p.i. Alarm Inc. is the current contractor of the Fire Alarm Monitoring Services. A number of proponents indicated they could not bid as they were not able to provide the quantity of products and materials required to cover the full portfolio. A question was raised if dividing up the scope of work would result in more vendors bidding the work with a more competitive price. It was advised that better prices would not have realized if the scope of work were divided and would add more complexity to contract monitoring.
- The seniors' portfolio is included in the scope of this contractor award.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Haque and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations, as set out in Report BIFAC:2022-70, to:

1. Approve the award of work to a.p.i. Alarm Inc. for \$5,758,661.18 (exclusive of taxes) for Fire Alarm Monitoring Systems and services for a term of 7 years (5 years with the option of two 1-year contract extensions at TCHC's discretion) based on the outcome of the Request for Proposal (RFP) 21325 as follows:

- \$491,021.18 for the one-time installation cost of new equipment;
 - \$3,162,600 (\$632,520 annually) for monitoring for the initial five-year term;
 - up to \$600,000 (\$120,000 annually) for demand repairs for the initial 5-year term;
 - \$1,265,040.00 (\$632,520.00 annually) for monitoring for the two optional 1-year terms at TCHC's discretion;
 - Up to an additional \$240,000 (\$120,000.00 annually) for demand repairs for the two optional 1-year terms at TCHC's discretion;
2. seek the approval of the Board of Directors to award the work in line with financial spending authorities, as the total value of the contract is beyond the approved spending limit of the Chief Financial Officer; and
 3. authorize the appropriate staff to take the necessary actions to affect the above recommendation.

**ITEM 7B COVID-19 AND PRICE IMPACTS ON
GENERAL REPAIR PROGRAMS**

BIFAC:2022-71

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

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

- It was provided that in 2021, TCHC was approached by a number of contractors identifying that they were not able to sustain the service delivery within their contracts. Although not solely related to the price increases alone, two contractors did exercise their rights to exit from the contracts.
- The contractors consistently identified a minimum of 30% increase in order for them to continue to deliver services. TCHC then followed up with further research including reaching out to the Procurement

Department of the City of Toronto (the “City”) as well as conducting independent market research with different suppliers, all of which came back as a 30% price increase.

- The BIFAC had a discussion on the 30% increase, acknowledging that the costs of materials and labour have been increased, the BIFAC recommended that management verify the numbers to ensure the price increases are valid and negotiate with the vendors where possible.
- One of the challenges that TCHC faces is that TCHC has very explicit timelines around many of the contracts and requires the vendors to maintain significant inventory so that they can be mobilized in a reasonable amount of time.
- In terms of the funding sources, it was provided that TCHC will be able to sustain and maintain the programs to the end of the current budget cycle. Alternate revenue sources may need to be considered should these price increases continue into 2023.

*Motion
carried*

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Campbell and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations, as set out in Report BIFAC:2022-71, to:

1. approve, and recommend that the Board approve, a temporary pricing increase of 30% for six months, effective July 1, 2022 until December 31, 2022, to contracts with vendors supporting the Move-out Unit Turnover Program;
2. approve, and recommend that the Board approve, a temporary pricing increase of 30% for six months, effective July 1, 2022 until December 31, 2022, to contracts with vendors supporting the Demand General Repairs Program;
3. approve a temporary pricing increase of 30% for six months, effective July 1, 2022 until December 31, 2022, to

contracts with vendors supporting the Emergency Property Containment and Restoration Program;

4. approve, and recommend that the Board approve, an increase to the budget for:
 - (a) the Move-Out Unit Turnover Program in the amount of \$ 6.6M in order to fund the temporary pricing increase contemplated in recommendation 1;
 - (b) the Demand General Repairs Program in the amount of \$ 11.74M in order to fund the temporary pricing increase contemplated in recommendation 2; and
5. approve an increase to the budget for the Emergency Property Containment and Restoration Program in the amount of \$ 1.54M in order to fund the temporary pricing increase contemplated in recommendation 3;
6. authorize the appropriate staff to take the necessary actions to affect the above recommendation.

**CHANGE ORDER: ADDITIONAL FUNDING
FOR 3RD PARTY SECURITY SERVICES
(VAC22309/ RFP18315)**

ITEM 8

BIFAC:2022-72

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

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

- It was provided that approximately \$4M of the change order is attributable to the understaffing of the Community Safety Unit (“CSU”).

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It was further explained that it costs more to assign work to third-party security guards as they can only be assigned to a specific site while CSU Violence Reduction Program (“VRP”) Special Constables can move from site to site to cover more than one buildings.

- It was explained that the staff shortage of CSU has been impacted by attrition and difficulty in backfilling and training staff during COVID, as well as the hiring freeze of the 12 VRP Special Constable positions.
- The CSU has developed a robust hiring plan and worked closely with Labour partners and the Human Resources Division to hire and train more CSU Special Constables to address the staff shortage.
- It was recommended that the specific amount of overspend offset with savings from the VRP Special Constable hiring suspension and attrition be included in the report.
- It was reported that the City of Toronto is leading the review of the CSU and will provide update on the review at the Community Safety Advisory Sub-Committee (“CSAC”) meeting on June 23. The financial implications of having third-party security guards backfill the 12 VRP Special Constable positions are included in every VRP Update report presented to the CSAC. It was clarified that the hiring freeze of the 12 positions is only a small component contributing to this change order.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations, as set out in Report BIFAC:2022-72, to:

1. Approve change orders of up to \$28,301,603 (exclusive of taxes) for 3rd party contract security services ending November 14, 2023:
 - a. \$5,925,587 is the amount overspent on security services by TCHC as of April 30, 2022.
 - b. \$22,376,016 is the forecasted spend for May 1, 2022 to November 14, 2023. and
2. Authorize the appropriate staff to take the necessary actions to affect the above recommendation.

ITEM 9 **TRANSFER OF A PORTION OF 1080**
EASTERN AVE TO THE CITY OF TORONTO BIFAC:2022-73

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

Ms. Skeith provided an overview of the report and was available to answer questions of the BIFAC.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved and forwarded to the Board for approval the transfer of a portion of lands located at 1080 Eastern Avenue and currently owned by Toronto Community Housing Corporation, to the City of Toronto at nominal cost to be included as part of the Housing Now site at 1631 Queen Street East, which it will thereafter form part of.

ITEM 10A **CONTRACT AWARD: KITCHEN SANITARY**
DRAIN TREATMENT AND CLEANING
PROGRAM (VAC 22240/RFP 21312) BIFAC:2022-74

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

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

- It was provided that there is no current holder of the contract, the program is newly introduced as a proactive approach to mitigate future damages to buildings attributing to kitchen drain-related flooding.
- It was provided that only two submissions have been received due to the large scope of the project. It was suggested that management explore re-scoping large-scale projects to allow various sizes of vendors to compete and potentially with a better price. Management

provided that a greater number of suppliers may require greater oversight and coordination.

- Action Item: staff to amend the report to identify savings to be achieved through the implementation of this Program, at the Board meeting.
- Action Item: management to provide additional information on the procurement process and identify if the project scope had an impact on the competition process.

Motion carried

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations, as set out in Report BIFAC:2022-74, to:

1. approve the award of work to Climate Works for up to \$8,007,584.95 (exclusive of taxes) for a kitchen sanitary drain treatment and cleaning program as follows:
 - I. \$7,207,584.95 (exclusive of taxes) for preventative maintenance as follows:
 - a. \$3,308,272.00 for four (4) years of the initial contract; and
 - b. Up to an additional \$3,899,312.95 for four (4) additional one-year terms at TCHC management's discretion (based on an estimated CPI 3% increase for each additional year); and
 - II. Up to \$800,000 (exclusive of taxes) for demand repair services (services of work outside of preventive maintenance scope of work) as follows:
 - a. Up to \$400,000.00 for four (4) years of the initial contract; and
 - b. Up to an additional \$400,000.00 for four (4) 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.

2022 Q1 FACILITIES MANAGEMENT
ITEM 10B QUARTERLY CAPITAL BUDGET UPDATE BIFAC:2022-79

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

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

- Staff elaborated the impact of the reallocation of \$7.5M from the capital budget for the building retrofit program in relation to the transfer of Scattered Homes. It was confirmed that the \$7.5M will be re-allocated from the Capital Budget which will not be treated as an additional loss in relation to the Scattered Homes.
- It was provided that TCHC has recognized at least a \$16M book value loss in relation to the Scattered Homes. These homes are not transferred at market price, the market value loss would be much greater as some of these homes were acquired at a very low price.

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

1. received the information in this report and forwarded it to the Board for its information in accordance with Financial Control Bylaw 3; and
2. approved, and recommended that the Board approve, the reallocation of \$7.5M from the budget for the Holistic Building Retrofit Program (HBRP) to the Single Dwelling Units (RC22) in relation to the transfer of TCHC's Scattered Homes.

**CONTRACTOR AWARD: CONSTRUCTION
GARAGE REPAIRS AT 3485 ST. CLAIR
AVENUE EAST (VAC 22221/RFQ 22060-**

ITEM 10C PP)

BIFAC:2022-78

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

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-78, to:

1. approve the award of work to Amlin Contracting Ltd. for \$3,271,265.00 (exclusive of taxes) for construction garage repairs at 3485 St. Clair Avenue East (St. Clair Birchmount 1, Dev. 069) as follows;
 - Phase 1 (2022): \$554,595.00
 - Phase 2 (2023): \$940,940.00
 - Phase 3 (2024): \$814,630.00
 - Phase 4 (2025): \$961,100.00

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

**CHANGE ORDER: ADDITION TO
CONTRACT TO REFLECT EXTENSION OF
CONSTRUCTION SCHEDULE AT 14
RAYOAK AND 51 PARKWOODS**

ITEM 10D (VAC22149)

BIFAC:2022-75

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

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

questions of the BIFAC. Highlights of the discussion include:

- It was provided that the project is expected to be completed in 9 months.

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:2022-75, to:

1. approve a change order to LGA Architectural Partners for \$149,400.00 (exclusive of taxes) for the extra contract administration costs associated with the extension of the construction schedule at Parkwoods Rayoak (Dev. 005); and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITIONAL
CONSULTANT FEES – TENANT SERVICE**

ITEM 10E HUBS (VAC 22150/RFP19439)

BIFAC:2022-76

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

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

- The BIFAC noted the 245.85% accumulative change order percentage and suggested management review the scoping process of similar projects and ensure all parties/business units are engaged in the project planning stage.
- It was provided that this change order pertains to a group of downtown hubs which are particularly challenging as unforeseen site conditions were discovered during construction which resulted in relocation of some hubs.
- Action item: management to bring forward to the BIFAC an updated budget related to the Tenant Service Hubs.

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*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:2022-76, to:

1. approve a change order to Architecture Counsel Inc. for \$223,417.90 (exclusive of taxes) for additional consulting work and costs associated changes in the design, related to building permit application fees, unforeseen conditions uncovered during the demolition phase and modifications requested by TCHC staff at six Tenant Service Hubs; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITION TO
CONTRACT AS PER VARIOUS
UNFORESEEABLE SITE CONDITIONS TO
THE ENVELOPE REPAIRS AND TENANT
SERVICE HUB DESIGN AT 10
HUMBERLINE DRIVE (VAC22130/
RFP19066)**

ITEM 10F

RFP19066)

BIFAC:2022-77

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

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

- A question was raised on the rationale of adding the work of contract administrative services and architectural design changes in relation to the Tenant Services Hub as a change order as opposed to tendering a new RFP. It was provided that for efficiency consideration the design of the Tenant Service Hub was awarded to this particular consultant who had already been engaged with tenants and had been familiar with the site through their site investigation work at that time.

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- A follow-up question was asked if, moving forward, a direct award would be more appropriate to award a project of different nature to the same vendor. Management will review the procurement process to identify improvements for the future.
- Action item: Management to report back on the criteria/rationale of awarding work of a new scope via a change order as opposed to a new RFP and as opposed to a Direct Award.

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-77, to:

1. Approve a change order of \$58,055.00 (exclusive of taxes) to Taylor Smyth Architects for various unforeseeable site conditions to the envelope repairs and Tenant Service Hub design at 10 Humberline Drive (Humberline Place, Dev.176) and to produce a report on the viability of building integrated photovoltaic panels at this building; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

ITEM 10G 2021 FACILITY CONDITION INDEX REPORT

BIFAC:2022-80

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

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

- The BIFAC acknowledged the accomplishment TCHC achieved in 2021 towards reaching the ten-year Facilities Condition Index (“FCI”) target.
- Questions were asked around the criteria of the FCI and if environmental efficiency is considered in the assessment of the FCI.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC received Report BIFAC:2022-80, being the Facility Condition Index Report for the year of 2021, for its information.

**ANNUAL CAPITAL PROJECT
MANAGEMENT UPDATE – 2021 BIFAC**

ITEM 10H APPROVED CONTRACTS BIFAC:2022-81

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

Mr. Slater provided an overview of the report and was available to answer questions of the BIFAC.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC received Report BIFAC:2022-81, being the Annual Capital Project Management Update report on contracts approved by the BIFAC in 2021, for its information.

ITEM 10I GREEN FLEET PLANNING UPDATE BIFAC:2022-82

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

Mr. Slater provided an overview of the report and was available to answer questions of the BIFAC.

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC received Report BIFAC:2022-82, being the Green Fleet Planning Update report, for its information.

ITEM 11A Q1 2022 ITS UPDATE

BIFAC:2022-83

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:

- It was clarified that the affordable housing waitlist is maintained by TCHC, which is different from the Rent-Geared-to-Income waitlist the City maintains.
- It was updated that the transition of the Toronto Seniors Housing Corporation (“TSHC”) went fairly smoothly despite the minor challenges staff experienced when connecting to their new email applications.
- The timeline of the second phase of the TSHC transition to implement the lease changes remains unchanged.

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC received for its information Report BIFAC:2022-83, being the ITS Update report for the first quarter of 2022.

ITEM 11B Q1 2022 HOMES PROJECT UPDATE

BIFAC:2022-84

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 Chair mentioned that a report/presentation by staff around the advantages of the HoMES and areas of potential future improvements will be brought forward to a future BIFAC meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC received for its information

Report BIFAC:2022-84, being the HoMES Project Update report for the first quarter of 2022.

ITEM 12 Q1 2022 TENANTS FIRST UPDATE BIFAC:2022-87

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

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

- It was updated that the transition of the Toronto Seniors Housing Corporation (“TSHC”) has been smooth. It was recommended that progress of the TSHC transition and issues encountered in the process be reported to the BIFAC and the Board on a regular basis.
- Updates on the transfer of scattered houses were provided. One transfer was completed in April and another transfer to Circle Community Land Trust was completed early June. A third transfer is expected to be completed on June 29. Two additional large groups of scattered houses will be transferred at the end of this year.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Haque and carried, the BIFAC received for its information Report BIFAC:2022-87, being the Tenants First Update report for the first quarter of 2022.

ITEM 13 Q1 2022 PAC AWARDS AND REVENUE BIFAC:2022-85
CONTRACTS

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

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

- A question was raised on one of the contracts in relation to the

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replacement of swimming pool at 5 Brahms Avenue.

- It was recommended that the report include the percentage of change order in all change order awards moving forward.

Motion carried **ON MOTION DULY MADE** by Mr. Haque, seconded by Mr. Campbell and carried, the BIFAC received for its information Report BIFAC:2022-85, being the Report regarding Procurement Award Committee Awards and Revenue Contracts for the first quarter of 2022.

ITEM 14 Q1 2022 INTERNAL AUDIT UPDATE BIFAC:2022-86

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

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Mr. Haque and carried, the BIFAC received for its information Report BIFAC:2022-86, being the Internal Audit Update report for the first quarter of 2022.

TERMINATION

A Motion to adjourn the meeting was moved by Mr. Haque and seconded by Mr. Campbell. The public meeting terminated at 11:48 a.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee