



## **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 January 27, 2022, via WebEx, commencing at 10:53 a.m.

**BIFAC Directors Present:** Adele Imrie, Chair  
Naram Mansour  
Brian Smith  
Nick Macrae  
John Campbell  
Deputy Mayor Ana Bailão

**BIFAC Directors Absent:** n/a

**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  
John Angkaw, Senior Director, Business Operations  
Paula Knight, Vice President, Strategic Planning & Communications  
Grant Coffey, General Manager, Seniors Housing Unit  
Karim Jessani, Manager, Internal Audit

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.

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**ITEM 1 CHAIR'S REMARKS**

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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.

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**DEPUTATIONS**

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

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**ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA**

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*Motion carried* **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC approved the Public meeting agenda for the BIFAC's January 27, 2022 meeting.

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**ITEM 2B CHAIR'S POLL RE: CONFLICT OF INTEREST**

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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.**

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**ITEM 2C CONFIRMATION OF MINUTES OF THE PUBLIC BIFAC MEETING OF NOVEMBER 3, 2021**

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

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**ITEM 2D Q4 2021 PAC AWARDS AND REVENUE CONTRACTS** BIFAC:2022-10

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*Motion carried* **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC received for its information Report BIFAC:2022-10, being the Q4 2021 PAC Awards and Revenue Contracts report.

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**ITEM 2E Q4 2021 TENANTS FIRST UPDATE** BIFAC:2022-11

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*Motion carried* **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC received for its information Report BIFAC:2022-11, being the Q4 2021 Tenants First Update.

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**ITEM 2F BIFAC 2022 PUBLIC WORK PLAN** BIFAC:2022-12

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It was recommended that regular reporting in relation to the establishment of the Toronto Seniors Housing Corporation be included in the work plan for BIFAC to understand the financial impacts of the transition.

*Motion carried* **ON MOTION DULY MADE** by Mr. Smith, seconded by Deputy Mayor Ana Bailão and carried, the BIFAC unanimously approved the 2022 Public Work Plan provided as Attachment 1 to Report BIFAC:2022-12, amended to provide regular

reporting, at each meeting, in relation to the establishment of the Toronto Seniors Housing Corporation.

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**ITEM 2G      INTERNAL AUDIT UPDATE: Q4 2021      BIFAC:2022-13**

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*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Macrae and carried, the BIFAC received for its information Report BIFAC:2022-13, being the Internal Audit Update: Q4 2021 report.

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

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*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update as of November 30, 2021 for its information.

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**ITEM 4      ANNUAL AUDIT PLAN FOR 2022      BIFAC:2022-14**

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

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

- It was suggested that tenant utilization of the hubs be included in the Hub Operations Review to obtain tenants' feedback on whether the hub model has effectively achieved its goal of bringing services and decision-making closer to tenants.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Campbell and carried, the BIFAC unanimously approved the 2022 Internal Audit Work Plan provided as Attachment 1 to Report BIFAC:2022-14.

**ITEM 5 CHANGE ORDER: FIRE ALARM MONITORING SERVICES BIFAC:2022-21**

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

Mr. Angkaw provided an overview of the change order and was available to answer questions of the BIFAC. Highlights of the discussion include:

- The issues of vandalism of equipment and relocation of fire alarm monitoring and key box equipment were further elaborated.
- TCHC has worked with Toronto Fire Services (“TFS”), through a Working Group, to conduct a building by building review and identify a list of top buildings where false alarms frequently occur. Site by site action plans have been developed to address false alarms in those buildings with high occurrence.
- It was provided that the occurrence of false alarm incidents remains at the same level as that of last year.

*Motion carried* **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-21, to:

1. Approve a change order to the contract with API Alarm Inc. in the global amount of **\$743,948.00** (exclusive of taxes) which includes:
  - (a) \$372,948.00 (exclusive of taxes) for services rendered from March 1 to December 31, 2021 for fire alarm monitoring equipment and services and integrated key box equipment across the Toronto Community Housing (TCHC) building portfolio;
  - (b) \$159,000.00 (exclusive of taxes) for services to be delivered from January 1 to March 31, 2022, which

includes addressing previous unforeseen issues associated with the delivery of fire alarm monitoring equipment and services and integrated key box equipment; and

(c) \$212,000.00 (exclusive of taxes) for a contract extension from April 1 to July 31, 2022 for the continued provision of fire alarm monitoring equipment and services and integrated key box equipment and will allow sufficient time to issue an RFP and award a new contract; and

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

**VAC2015 VENDOR AWARD:  
RESIDENTIAL PACKAGED TERMINAL AIR  
CONDITIONING (PTAC) REPLACEMENT  
PROGRAM (RFP 21196)**

**ITEM 6A**

BIFAC:2022-18

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. Campbell, seconded by Mr. Smith and carried, the BIFAC unanimously approved and recommended that the Board of Directors approve the following recommendations as outlined in Report BIFAC:2022-18, to:

1. approve a program budget for up to \$7,568,492.42 (exclusive of taxes) for replacement and demand services as follows:
  - a) \$7,344,261.32 (exclusive of taxes) for replacement services as follows:
    - \$3,325,515.00 for three (3) years of initial contract (\$1,108,505.00 annually); and

- \$1,274,780.75 for the first additional optional one-year term at TCHC management's discretion;
  - \$1,338,519.79 for the second additional optional one-year term; and \$1,405,445.78 for the third additional optional one-year term.
- b) Up to \$224,231.10 (exclusive of taxes) for demand services as follows as follows:
- \$111,000.00 for three years of the initial contract (\$37,000.00 annually); and
  - \$37,370.00 for the first additional optional one-year term at TCHC management's discretion at 1% increase over prior year for year 4;
  - \$37,930.55 for the second additional optional one-year term at TCHC management's discretion at 1.5% increase over prior year for year 5; and
  - \$37,930.55 for the third additional optional one-year term at TCHC management's discretion at 0% increase over prior year for year 6.
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**VAC21505 CONTRACT AWARD: SITE  
BUILDING REPAIRS AND RETROFIT AT  
3943 TO 3945 LAWRENCE AVENUE EAST  
(RFP 21129-PP)**

**ITEM 6B**

BIFAC:2022-19

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

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questions of the BIFAC. Highlights of the discussion include:

- Further details were provided around the number of unit in the building, the scope of work, timeline of the project, energy efficiency improvements, and the contractor's performance evaluations.
- The focus of this project is to restore the entire development to a state of good repair and improve the living environment for tenants residing in the building. The building was not targeted by the Housing Secretariat or TCHC's Development division for additional affordable rental units.
- Action item: Management to report back to the BIFAC on the manner in which TCHC vendors are evaluated, using the Contract Vendor Scoring Process, as reported in reports supporting vendor awards.

*Motion  
carried*

**ON MOTION DULY MADE** by Mr. Campbell, seconded by Deputy Mayor Bailão and carried, the BIFAC unanimously approved and recommended that the Board of Directors approve the following recommendations as outlined in Report BIFAC:2022-19, to:

1. approve the award of the work to Trinity Services Ltd. for \$7,896,482.00 (exclusive of taxes) for site building repairs and retrofit services at Lawrence Orton, Dev. 080 based on the outcome of Request for Proposals (RFP) 21129-PP; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

**GRANT APPLICATION: GREEN  
MUNICIPAL FUND SUSTAINABLE  
ITEM 6C AFFORDABLE HOUSING PILOT PROJECT BIFAC:2022-20**

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

Mr. Murray provided an overview of the report.

*Motion* **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr.



*carried* Smith and carried, the BIFAC unanimously approved and recommended that the Board of Directors approve the following recommendations as outlined in Report BIFAC:2022-20, to:

1. authorize TCHC's application for grant funding, in the amount of \$500,000, to the Federation of Canadian Municipalities' Sustainable Affordable Housing Retrofit Pilot Project program; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

<b>ITEM 7</b>	<b>DIRECT AWARD: TORONTO SENIORS HOUSING CORPORATION TRANSITION: HOMES UPDATE</b>	<b>BIFAC:2022-23</b>
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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:

- Funding for this award is included in the City of Toronto's Seniors Housing Transition one-time funding. Staff believes that sufficient project contingency has been built into the budget.
- Financial cost implications of the transition are being tracked.
- Through these changes to the HoMES, TCHC and the new Toronto Seniors Housing Corporation ("TSHC") will share the same instance of the HoMES solution, but TSHC will exist in the system as a separate and distinct corporate entity. Purchase of service arrangements will be established between the two corporations through a shared service agreement.
- Regarding the timelines, the majority of the changes to the HoMES systems have already been implemented. The final implementation has minimal impact on the TSHC. TCHC is working towards launching the final phase of the HoMES before the official establishment of the TSHC on June 1, 2022.

*Motion  
carried*

**ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Campbell and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2022-23, to:

1. approve a direct award to **Yardi Canada Ltd (“Yardi”)** for an upper limit of **\$711,801.50** (exclusive of taxes) for professional services to implement changes to the HoMES; and
2. authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

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**ITEM 8      Q4 2021 HOMES PROJECT UPDATE      BIFAC:2022-17**

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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:

- In light of the higher than normal absenteeism among staff associated with the fourth wave of the COVID-19 pandemic, the HoMES Steering Committee determined that it was necessary to defer in-person HoMES training to mid-March.
- If in-person training cannot proceed in March, the project team will pivot to virtual training with additional refresher training and make-up training post-go live, with the goal of implementing the final launch of the HoMES project in May, prior to the Seniors Housing Transition on June 1, 2022.
- In-person training is highly recommended for the final phase of the HoMES training for building staff to adopt to the new solution.

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*Motion carried*      **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Campbell and carried, the BIFAC received for its information Report BIFAC:2022-17, being the Q4 2021 HoMES Project Update report.

**TERMINATION**

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A Motion to adjourn the meeting was moved by Deputy Mayor Bailão and seconded by Mr. Macrae.

The public meeting terminated at 11:53 a.m.

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Secretary

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Chair, Building Investment,  
Finance & Audit Committee