



## **Board of Directors**

931 Yonge Street,  
Toronto, M4W 2H2

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The Board of Directors (“Board”) of the Toronto Community Housing Corporation (“TCHC”) held a virtual Public meeting on February 25, 2022 via WebEx, commencing at 10:46 a.m.

**Directors in Attendance:** Brian Smith (Vice Chair)  
Deputy Mayor Ana Bailão  
John Campbell  
Marcel Charlebois  
Councillor Paula Fletcher (11:00 a.m. – 11:37 a.m.)  
Ubah Farah  
Naram Mansour  
Councillor Frances Nunziata

**Directors Absent:** Debbie Douglas  
Adele Imrie  
Tim Murphy  
Nick Macrae

**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 (“CFO”)  
Barbara Shulman, Interim Vice President, Human Resources  
Kelly Skeith, Acting Chief Development Officer (“CDO”)  
Allen Murray, Vice President, Facilities Management  
Paula Knight, Vice President, Strategic Planning & Communications

Luisa Andrews, Vice President, Information  
Technology Services  
Grant Coffey, General Manager, Seniors Housing  
Unit  
Cynthia Summers, Commissioner of Housing  
Equity  
Lindsay Viets, Director, Strategic Planning  
Karim Jessani, Manager, Internal Audit  
Nagesh Dinavahi, Corporate Controller  
Tony Zhu, Manager, Treasury  
Christine Yan, Acting Assistant Corporate  
Secretary

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

#### **ITEM 1      VICE CHAIR'S REMARKS**

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The Vice Chair welcomed everyone to the Board meeting, noted the Acknowledgement of the Land and notified everyone that due to the public health measures to prevent the spread of COVID-19, TCHC's holding this Board meeting virtually.

#### **Sheila Penny**

The Vice Chair shared that this is the final Board meeting for the Chief Operating Officer Sheila Penny. The Vice Chair thanked Ms. Penny for her 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.

#### **Public Agenda**

The Board looks forward to hearing about the work being done to transition to the new corporation on June 1. A report will be brought forward to request a Board resolution to enable the Ministry of Municipal Affairs and Housing to renew mortgages on behalf of TCHC for its buildings at 75 Northcote Avenue., 11 Randolph Avenue and 21 St. Joseph Street.

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### COVID-19 Update

The Vice Chair shared that since the vaccination program began last April, more than 500 clinics have been delivered successfully in TCHC communities, in both the seniors and the family portfolios.

On behalf of the Board, the Vice Chair thanked all employees for the tremendous work they are doing to organize vaccination clinics for TCHC tenants, and to deliver essential services, provide supports and keep the business running smoothly.

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### DEPUTATIONS

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The Vice Chair polled for any deputations to be heard at the meeting. No written deputations were received. The following verbal deputations were presented:

- Item 2I – Office of the Commissioner of Housing Equity (OCHE) Bi-Annual Update – July to December 2021 (*Kathy Kunsmann*)
- Item 2J – Office of the Commissioner of Housing Equity (OCHE) 2021 Work Plan Performance Appraisal (*Kathy Kunsmann*)

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### ITEM 2 APPROVAL OF CONSENT AGENDA ITEMS

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The following items were **not** held for discussion:

- Item 2A – Approval of Public Agenda
- Item 2B – Chair’s Poll re: Conflict of Interest
- Item 2C – Confirmation of Board of Directors’ Public Meeting Minutes of December 9, 2021 and January 27, 2022
- Item 2D – VAC22015 Vendor Award: Residential Packaged Terminal Air Conditioning (PTAC) Replacement Program (RFP 21196)
- Item 2E – VAC21505 Contract Award: Site Building Repairs and Retrofit at 3943 to 3945 Lawrence Avenue East (RFP 21129-PP)
- Item 2F – Grant Application: Green Municipal Fund Sustainable Affordable Housing Pilot Project
- Item 2G – 2022 Board and Committee Meeting Schedule
- Item 2H – Public 2022 Board and Committee Work Plans

- Item 2K – Internal Audit Update: Q4 2021
- Item 2L – Annual Audit Plan for 2022
- Item 2M – Strategic Priorities – Q4 2021 Quarterly Progress Report

The following items were held for discussion:

- Item 2I – Office of the Commissioner of Housing Equity (OCHE) Bi-Annual Update – July to December 2021
- Item 2J – Office of the Commissioner of Housing Equity (OCHE) 2021 Work Plan Performance Appraisal

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board approved the consent agenda items, with the exception of Items 2I and 2J.

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

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*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board approved the Public meeting agenda of its February 25, 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 Board 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 BOARD OF DIRECTORS’ PUBLIC MEETING MINUTES OF DECEMBER 9, 2021 AND JANUARY 27, 2022**

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

**VAC2015 VENDOR AWARD:  
RESIDENTIAL PACKAGED TERMINAL AIR  
CONDITIONING (PTAC) REPLACEMENT  
PROGRAM (RFP 21196)** TCHC:2022-03  
**ITEM 2D**

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

*Motion carried* **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board unanimously approved the following recommendations in accordance with Report TCHC:2022-03 to:

1. approve the award of the work to 1799541 Ontario Inc. o/a Climate Works, being the qualified and lowest priced submission received in response to RFP 21196, governing TCHC's Residential Packaged Terminal Air Conditioning Replacement Program (the "PTAC" Replacement Program);
2. approve a program budget for the PTAC Replacement Program of up to \$7,568,492.42 (exclusive of taxes) for replacement and demand services as follows:
  - a) up to \$7,344,261.32 (exclusive of taxes) for replacement services as follows:
    - i) \$3,325,515.00 for three (3) years of initial contract (\$1,108,505.00 annually); and
    - ii) optional extensions to be exercised at the discretion of TCHC management as follows:
      - 1 \$1,274,780.75 for the first additional optional one-year term;

- 2 \$1,338,519.79 for the second additional optional one-year term;
- 3 \$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:
  - i) \$111,000.00 for three years of the initial contract (\$37,000.00 annually); and
  - ii) optional extensions to be exercised at the discretion of TCHC management as follows:
    - 1 \$37,370.00 for the first additional optional one-year term at 1% increase over prior year for year 4;
    - 2 \$37,930.55 for the second additional optional one-year term at 1.5% increase over prior year for year 5;
    - 3 \$37,930.55 for the third additional optional one-year term at 0% increase over prior year for year 6; and
3. 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**

**ITEM 2E (RFP 21129-PP)**

TCHC:2022-04

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

*Motion  
carried*

**ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board unanimously approved the following recommendations in accordance with Report TCHC:2022-04 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 3943 to 3945 Lawrence Avenue East based on the outcome of Request for Proposals 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 AFFORDABLE**

**ITEM 2F**

**HOUSING PILOT PROJECT**

TCHC:2022-05

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

*Motion  
carried*

**ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board unanimously approved the following recommendations as set out in Report TCHC:2022-05 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.

**2022 BOARD AND COMMITTEE MEETING**  
**ITEM 2G SCHEDULE** TCHC:2021-88D

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

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

1. the proposed frequency of Board and Committee meetings; and
2. the proposed Board and Committee meeting Schedule;

as set out in Attachment 1 to Report TCHC:2021-88D.

**PUBLIC 2022 BOARD AND COMMITTEE**  
**ITEM 2H WORK PLANS** TCHC:2022-08

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

*Motion carried* **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board unanimously approved the 2022 Public Board and Committee Work Plans provided as Attachments 1 to 4 to Report TCHC:2022-08.

**OFFICE OF THE COMMISSIONER OF**  
**HOUSING EQUITY (OCHE) BI-ANNUAL**  
**ITEM 2I UPDATE – JULY TO DECEMBER 2021** TCHC:2022-06

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



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A verbal deputation was received from Kathy Kunsmann with respect to this item.

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Mansour and carried, the Board received Report TCHC:2022-06, being the Office of the Commissioner of Housing Equity (OCHE) Bi-Annual Update – July to December 2021 report, for its information.

**OFFICE OF THE COMMISSIONER OF HOUSING EQUITY (OCHE) 2021 WORK PLAN PERFORMANCE APPRAISAL**

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**ITEM 2J**      **PLAN PERFORMANCE APPRAISAL**      TCHC:2022-07

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

A verbal deputation was received from Kathy Kunsmann with respect to this item.

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Mansour and carried, the Board unanimously approved the Office of the Commissioner of Housing Equity 2021 Work Plan Performance Appraisal as set out in Attachment 1 to Report TCHC:2022-07.

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**ITEM 2K**      **INTERNAL AUDIT UPDATE: Q4 2021**      TCHC:2022-09

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

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board received for its information Report TCHC:2022-09, being the Internal Audit Update: Q4 2021 Report.

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**ITEM 2L      ANNUAL AUDIT PLAN FOR 2022      TCHC:2022-10**

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

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board unanimously approved the 2022 Internal Annual Audit Work Plan as set out in Attachment 1 to Report TCHC:2022-10.

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**ITEM 2M      STRATEGIC PRIORITIES – Q4 2021  
PROGRESS REPORT      TCHC:2022-02**

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

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Mr. Campbell and carried, the Board received Report TCHC:2022-02, being the Strategic Priorities – Q4 2021 Progress Report, for its information.

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**ITEM 3      BUSINESS ARISING FROM THE PUBLIC MEETING  
MINUTES AND ACTION ITEMS UPDATE AS OF DECEMBER  
9, 2021**

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It was suggested that an interim report regarding the status of the new Arrears Collection Process be brought forward to the Tenant Services

Committee earlier than the Q3 2022 timeline to provide an update on the implementation of the process.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Nunziata and carried, the Board received the updates reported as Business Arising from the Public Meeting Minutes and Action Items Update as of December 9, 2021 for its information.

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**ITEM 4      MAY 2022 MORTGAGE RENEWALS      TCHC:2022-14**

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

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

- Questions were asked around the term of renewal of the subject mortgages, the renewal process, the number of remaining mortgages facilitated by the Ministry of Municipal Affairs and Housing (the “Ministry”), and the interest rate of mortgages coordinated by the Ministry.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Deputy Mayor Bailão and carried, the Board unanimously approved the following recommendations as set out in Report TCHC:2022-14 to:

1. Approve transactions totaling a maximum of \$6.2 million with lenders selected by the Ministry of Municipal Affairs and Housing, in connection with three mortgages due for renewal on May 1, 2022;
2. Ratify and approve the resolutions in the form set out in Confidential Attachments 1, 2 and 3 to Report TCHC:2022-14; and

3. Authorize the President and Chief Executive Officer or the Chief Financial Officer & Treasurer and TCHC staff acting pursuant to their delegated authority to take necessary actions, including negotiation and execution of such documentation as may be required in order to give effect to the above recommendation.

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<b>ITEM 5</b>	<b>SENIORS HOUSING TRANSITION UPDATE</b>	TCHC:2022-13
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The above-captioned report was circulated to Board members prior to the meeting.

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

- It was provided that among the four identified work streams, the transfer of tenancies and the transfer of employees are on track, while management from both corporations continue to work collaboratively on the finalization of the lease agreement and the service delivery agreement.

*Motion carried*      **ON MOTION DULY MADE** by Ms. Farah, seconded by Mr. Campbell and carried, the Board received for its information Report TCHC:2022-13, being the Seniors Housing Transition Update report.

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<b>ITEM 6</b>	<b>GOVERNANCE, COMMUNICATIONS, HUMAN RESOURCES COMMITTEE (“GCHRC”) CHAIR’S REPORT</b>	VERBAL REPORT
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The GCHRC Chair shared that, in compliance with the City’s Open Meeting Requirements, three focus groups have been held to gain former deputants’ input on the deputation process at TCHC’s Board meetings. The revised

meeting rules of procedures, informed by the valuable feedback provided by the participants, will be brought back to the GCHRC for review and discussion, before being forwarded to the Board for its consideration.

The GCHRC Chair thanked those who participated in the focus groups.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Councillor Nunziata and carried, the Board received for its information the verbal report of the GCHRC Chair.

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<b>ITEM 7</b>	<b>TENANT SERVICES COMMITTEE ("TSC") CHAIR'S REPORT</b>	<b>VERBAL REPORT</b>
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The TSC Chair reported that at its most recent meeting, the TSC had discussed the proposed changes to the deputation policy, where members expressed an unfavourable opinion toward the changes in general. Management provided that the revised report on the meeting rules of procedures, informed by input from the focus groups and the discussion at the TSC, will be brought back to the GCHRC, and be forwarded to the Board for consideration.

*Motion carried*      **ON MOTION DULY MADE** by Councillor Nunziata, seconded by Ms. Farah and carried, the Board received for its information the verbal report of the TSC Chair.

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<b>ITEM 8</b>	<b>BUILDING INVESTMENT, FINANCE AND AUDIT COMMITTEE ("BIFAC") CHAIR'S REPORT</b>	<b>VERBAL REPORT</b>
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On behalf of the BIFAC Chair, the Vice Chair of the Board shared the recent reports considered at the BIFAC meeting on January 27, 2022.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Campbell, seconded by Ms. Farah and carried, the Board received for its information the verbal report of the BIFAC Chair.

**TERMINATION**

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A Motion to adjourn the meeting was moved by Deputy Mayor Bailão and seconded by Councillor Nunziata. The public meeting terminated at 11:37 a.m.

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Secretary

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Chair, Board of Directors