



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 26, 2021, via WebEx, commencing at 4:34 p.m.

BIFAC Directors Present: Adele Imrie, Chair
Deputy Mayor Ana Bailão
Nick Macrae
Brian Smith

BIFAC Directors Absent: n/a

Visiting Directors Present: Naram Mansour

Management Present: Kevin Marshman, President & Chief Executive Officer (“CEO”)
Sheila Penny, Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Rose-Ann Lee, Chief Financial Officer & Treasurer
Vincent Tong, Chief Development Officer
Allen Murray, Vice President, Facilities Management
Barbara Shulman, Vice President, Human Resources
Paula Knight, Vice President, Strategic Planning & Communications
Anita Tsang-Sit, Director, Risk Management & Insurance
Peter Zimmerman, Senior Development Director
John Angkaw, Senior Director, Business

Operations
Ceilidh Wilson, Assistant Corporate Secretary

A quorum being present, Ms. Imrie, serving as Chair, called the meeting to order, and Ms. Wilson 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's holding this BIFAC meeting virtually. Due to the time sensitivity of the contracts on today's agenda, a special meeting was required to obtain the required approval from BIFAC.

COVID-19 Update

It has now been one year since TCHC activated its Emergency Operations Centre in response to the COVID-19 pandemic, and the Chair thanked employees for the exemplary work they are doing to deliver essential services and support TCHC tenants.

In particular, the Chair recognized the contributions of staff who work in our buildings. I'm proud of how our employees have stepped up to support tenants who are self-isolating and help agencies deliver food and other essentials to seniors and vulnerable tenants.

Lastly, the Chair thanked everyone at the company for setting a good example by following public health advice at work and at home.

ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC approved the Public meeting agenda for the BIFAC's March 26, 2021 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.**

**CONTRACT AWARD: EMERGENCY
PROPERTY CONTAINMENT AND**

ITEM 3 RESTORATION SERVICES (VAC 21028) BIFAC:2021-27

The above-captioned report (BIFAC:2021-27) was circulated to BIFAC members prior to the meeting.

Mr. Meagher and Ms. Tsang-Sit were available to answer questions of the BIFAC. Highlights of the discussion include:

- Unit prices are hourly rates to perform the work as established by the contract. Vendors are only paid based on work performed.
- Large scale unit repairs as part of restoration services are paid for through the capital budget, which has been the practice for many years. Unit repairs under \$1500 are paid for out of the operating budget, and anything over \$1500 is paid for through the capital budget.
- Where extensive repairs are required to remediate the unit after a significant incident and costs are above the \$250K self-insured retention, repair costs can be recovered through insurance.
- Action item: In advance of the April 27, 2021 Board meeting, Management to provide the BIFAC with the following information:
 - the breakdown of the \$44M contract in terms of how much funding comes from the operating budget, how much funding comes from the capital budget, and the items associated with

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- each budget source;
 - the source of funding for non-construction related items such as transportation costs, hotel stays, master keys, etc., who performs this work, the process to award this work, and whether these items are included in the overall \$44M budget;
 - whether non-construction related items were included in the previous years' \$6.8M annual budget; and
 - whether the four recommended vendors are unionized companies.
- All but one of the vendors recommended for this contract were the vendors awarded this contract in previous years. The fourth vendor has worked with TCHC on the demand maintenance program. Performance reviews have been positive for all four vendors.
 - The market rates for this contract are reflective of the City's Fair Wage Policy, which is used to set rates in TCHC's Requests for Proposals ("RFP").
 - Vendors were ranked based on the results of the RFP and were given the opportunity to select the buckets of work, organized geographically, in order of their ranking.
 - TCHC will continue to be responsible for the capital work for the Seniors Housing Unit ("SHU") when they are transferred to the City. Any operating costs associated with this program will likely be handled, at least initially, in a service level agreement between TCHC and the SHU.
 - The RFP was not structured to require community benefits (e.g. apprenticeships for tenants), so while it cannot be enforced as a requirement of vendors, TCHC can inquire about the possibilities for such opportunities with the vendors who are awarded the contract.

Motion carried

ON MOTION DULY MADE by Mr. Macrae, seconded by Councillor Bailão and carried, the BIFAC unanimously approved and forwarded to the Board for approval the following recommendations as amended:

1. Approve the award of the work up to \$44,000,000 (exclusive of taxes) to provide emergency property containment and restoration services throughout TCHC's portfolio, as needed, based on the outcome of Request for

Proposal (“RFP”) 20299 for a term of five years based on a program budget of up to \$26,400,000 for three years (or \$8,800,000 annually) and up to \$17,600,000 for two additional one-year terms (or \$8,800,000 annually) at TCHC management’s discretion as follows:

- I. Creative Concepts Construction (1519448 Ontario Inc.);
 - II. Direct Construction Company Limited;
 - III. Icon Restoration Services Inc.; and
 - IV. Universal Cleaning & Painting Ltd.; and
2. Direct appropriate staff to take the necessary actions to provide the information requested by the Committee prior to the April Board meeting.

**CHANGE ORDER: ADDITIONAL
CONSULTING FEES FOR REGENT PARK**

ITEM 4 PHASE 3 SITE SERVICING (RFP 12/12) BIFAC:2021-28

The above-captioned report (BIFAC:2021-28) was circulated to BIFAC members prior to the meeting.

Mr. Zimmerman and Mr. Tong were available to answer questions of the BIFAC. Highlights of the discussion include:

- TCHC is responsible for the costs of this work based on the contractual agreement with the developer partner, Daniels, which was not a cost sharing agreement for phase 3 of the Regent Park revitalization.
- This change order is for an amendment to the existing contract between TCHC and Dillon Consulting Ltd.
- The City requires that roads be constructed at the beginning of the project, so they have had to be repaired multiple times due to damage, resulting in the scope changes to the project.
- The City will assume the roads once the building construction is complete for phase 3.

*Motion
carried*

ON MOTION DULY MADE by Councillor Bailão, seconded by Mr. Smith and carried, the BIFAC unanimously approved the recommendation to:

1. Approve fee increases for Dillon totaling \$100,707.02 (exclusive of taxes) for civil engineering and contract administration work in Phase 3 of the Regent Park revitalization for additional work resulting from a winter delay in construction, assessment of damages to roadways not yet assumed by the City, and contract administration of the required repairs; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

ITEM 5 CONTRACTOR AWARD: UNIFORMS AND APPAREL (RFP 20118) BIFAC:2021-29

The above-captioned report (BIFAC:2021-29) was circulated to BIFAC members prior to the meeting.

Ms. Shulman was available to answer questions of the BIFAC.

*Motion
carried*

ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the recommendations to:

1. Approve the award of the work to More Uniforms Inc. up to \$1,100,000.00 (exclusive of taxes) for a four year term plus the option of two additional one-year terms, to supply CUPE Local 416 staff uniforms and other apparel including non-CUPE Local 416 staff, based on the outcome of Request for Quotations (RFQ) 20118; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

TERMINATION

The public meeting terminated at 5:18 p.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee