



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 November 16, 2020, via WebEx, commencing at 9:26 a.m.

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

BIFAC Directors Absent: n/a

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
Paula Knight, Vice President, Strategic Planning & Communications
Allen Murray, Vice President, Facilities Management
John Angkaw, Senior Director, Business Operations
Ceilidh Wilson, Assistant Corporate Secretary

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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.

COVID-19 Update

TCHC's COVID-19 response is now in its eighth month, and the Chair thanked employees for the exemplary work they are doing to deliver essential services and support TCHC tenants.

Many of TCHC's communities are among the hardest hit by the virus, and employees have stepped up to support tenants who are self-isolating and help agencies deliver food and other essentials to seniors and vulnerable tenants.

In particular, the Chair recognized the contributions of staff who work in TCHC buildings. Given the resurgence of COVID-19 cases, TCHC's maintaining the extended 10-hour shift schedules that are enabling TCHC to deliver enhanced cleaning protocols that are preventing the spread of the virus and keeping people safe.

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

DEPUTATIONS

The following written deputations were received in relation to the following items:

- Item 2F – Internal Audit Update: Q3-2020 (*Cheryl Duggan*)
- Item 2H – Q3 2020 – HoMES Update (*Cheryl Duggan*)
- Item 2I – Q3 2020 – ITS Update (*Cheryl Duggan*)

ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC approved the Public meeting agenda for the BIFAC's November 16, 2020.

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.**

ITEM 2C CONFIRMATION OF MINUTES OF THE PUBLIC BIFAC MEETING OF SEPTEMBER 14, 2020

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

ITEM 2D REVIEW OF INVESTMENT ADVISORY COMMITTEE CHARTER BIFAC:2020-65

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the Investment Advisory Charter in the form attached to Report BIFAC:2020-65, and forwarded it to the Board of Directors (the "Board") for its approval.

ITEM 2E Q3 2020 PAC AWARDS AND REVENUE CONTRACTS BIFAC:2020-66

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-66 for its information.

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ITEM 2F INTERNAL AUDIT UPDATE: Q3-2020 BIFAC:2020-67

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-67 for its information.

ITEM 2G Q3 2020 – HOMES UPDATE BIFAC:2020-68

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-68 for its information.

ITEM 2H Q3 2020 – ITS UPDATE BIFAC:2020-69

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-69 for its information.

ITEM 2I UPDATE ON TENANTS FIRST BIFAC:2020-70

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-70 for its information.

ITEM 2J UPDATE: ENTERPRISE RISK MANAGEMENT BIFAC:2020-63

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received the information contained in Report BIFAC:2020-63 for its information, and approved amending the BIFAC work plan to move ERM program updates from a quarterly report to a bi-annual report.

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

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Ms. Coombs and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update for its information.

ITEM 4A CHANGE ORDER: CONSTRUCTOR SERVICES FOR RECLADDING AT JANE/FALSTAFF BIFAC:2020-71

The above-captioned report (BIFAC:2020-71) was circulated to BIFAC members prior to the meeting.

Mr. Murray was available to answer questions of the BIFAC.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Ms. Coombs and carried, the BIFAC unanimously approved and forwarded to the Board for approval the recommendations outlined in Report BIFAC:2020-71 to:

1. Approve the change order of the work up to \$60,000.00 (exclusive of taxes) to Trinity Services Ltd. for constructor services for recladding at Jane/Falstaff (40 Falstaff Avenue); and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: CONTRACT
ADMINISTRATION FOR THE 389
ITEM 4B CHURCH STREET RENOVATIONS BIFAC:2020-72**

The above-captioned report (BIFAC:2020-72) was circulated to BIFAC members prior to the meeting.

Mr. Murray 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 outlined in Report BIFAC:2020-72 to:

1. Approve the change order of the work up to \$169,485.00 (exclusive of taxes) to Hilditch Architect Inc. for contract administration services for the 389 Church Street renovations; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**2019 FACILITY CONDITION INDEX
ITEM 4C REPORT BIFAC:2020-73**

The above-captioned report (BIFAC:2020-73) was circulated to BIFAC members prior to the meeting.

Mr. Murray was available to answer questions of the BIFAC. Highlights of the discussion include:

- Congratulations to the team for substantial outperformance of the Facility Condition Index (“FCI”) target.
- Action item: In the 2020 FCI report, Management to include both the FCI projections and actuals to identify any variance between the two.

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Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC received the information contained in Report BIFAC:2020-73 for its information.

ITEM 5 DIRECT AWARD: MIDNORTHERN APPLIANCE BIFAC:2020-76

The above-captioned report (BIFAC:2020-76) was circulated to BIFAC members prior to the meeting.

Mr. Angkaw was available to answer questions of the BIFAC. Highlights of the discussion include:

- With this award, appliance prices are very similar to the pricing provided by the incumbent vendor.
- The award is not to replace 50% of appliances in the portfolio, but rather to be the demand vendor for appliance replacement for half of the portfolio.
- The BIFAC requested that the language in the recommendations be amended to indicate that the successful proponent will be the demand vendor for appliance replacement for half of the portfolio.
- This award is to catch up on the backlog of appliance replacements and ongoing requests for half of the portfolio for six months. As of the week before this meeting, there were just over 500 outstanding appliance orders, 90% of which are fridges.
- It has been confirmed that the vendor has the inventory to address the demand.

Motion carried **ON MOTION DULY MADE** by Ms. Coombs, seconded by Mr. Smith and carried, the BIFAC unanimously approved the amended recommendations outlined in Report BIFAC:2020-76 to:

1. Approve the direct award to The Brick Warehouse LP, doing business as Midnorthern Appliance (“Midnorthern”), for \$950,000 before taxes, to serve as the demand supplier for installation of appliances to one-half of the

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portfolio for a six (6) month term; and

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

TERMINATION

The public meeting terminated at 9:46 a.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee