



## 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 July 20, 2021, via WebEx, commencing at 11:28 a.m.

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

**BIFAC Directors Absent:** Naram Mansour

**Management Present:** Sheila Penny, Acting Chief Executive Officer (“CEO”)  
John Angkaw, Acting Chief Operating Officer (“COO”)  
Darragh Meagher, General Counsel & Corporate Secretary  
Rose-Ann Lee, Chief Financial Officer & Treasurer  
Luisa Andrews, Vice President, Information Technology Services  
Allen Murray, Vice President, Facilities Management  
Noah Slater, Director, Capital Planning & Design Engineering  
Paula Knight, Vice President, Strategic Planning & Communications  
Kelly Skeith, Acting Chief Development Officer  
Jill Bada, General Manager, Seniors Housing Unit  
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.

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

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*Motion carried* **ON MOTION DULY MADE** by Deputy Mayor Bailão, seconded by Mr. Macrae and carried, the BIFAC approved the Public meeting agenda for the BIFAC's July 20, 2021 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 JUNE 23, 2021**

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

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

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

- The 2021 Facility Condition Index ("FCI") report will come to the BIFAC in June 2022.

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- Action item: Management to provide FCI forecasting beyond 2026 at the September 2, 2021 BIFAC meeting, and to include forecasting beyond 2026 in all future annual FCI reports.

*Motion carried*      **ON MOTION DULY MADE** by Deputy Mayor Bailão, seconded by Mr. Macrae and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update as of June 23, 2021 for its information.

**CHANGE ORDER: PROJECT  
MANAGEMENT SERVICES FOR THE  
ITEM 4      HOMES PROJECT      BIFAC:2021-63**

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The above-captioned report (BIFAC:2021-63) was circulated to BIFAC members prior to the meeting.

Ms. Andrews was available to answer questions of the BIFAC. Highlights of the discussion include:

- While BIFAC:2021-63 indicates that the reason that this change order requires BIFAC approval is that the award exceeds the \$2.5M approval limit of the Procurement Award Committee (“PAC”), this is incorrect; the reason BIFAC approval is required is that the cumulative value of all change orders exceeds 20% of the original contract amount.
- This change order has been incorporated into the overall project budget, which remains below budget with a healthy contingency available.
- It is anticipated that the project will conclude in 2021, with some training requirements in 2022, which will be provided internally by TCHC staff.

*Motion carried*      **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2021-63:

1. Approve a change order to 2431933 Ontario Inc. for \$171,600.00 (exclusive of taxes) for project management

services for the Integrated Housing Management Solution project now known as the HoMES project; and

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

**CHANGE ORDER: DESIGN REVISIONS  
AND EXTENSION TO CONTRACT  
SCHEDULE FOR THE TENANT SERVICE  
HUBS PROJECTS AT CENTENNIAL  
APARTMENTS, MCCLAIN PARK**

**ITEM 5      APARTMENTS AND KINGSTON ROAD      BIFAC:2021-66**

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The above-captioned report (BIFAC:2021-66) was circulated to BIFAC members prior to the meeting.

Mr. Allen and Mr. Slater were available to answer questions of the BIFAC. Highlights of the discussion include:

- The Kingston Road Tenant Service Hub (“Hub”) is almost ready to open, and the Centennial Apartments and McClain Park Apartments Hubs will be open by year-end.
- 88 Hubs will be opened in their permanent or interim state by the end of 2021. Approximately 36 Hubs are in an interim state (e.g. sites where the Hub will be modular), however an interim space will be available so tenants can receive the same level of service as sites with a permanent Hub in place.
- It is anticipated that where there are interim Hubs, construction of the majority of their permanent locations will be completed by the end of Q2 2022, with a few expected to take slightly longer.
- The Hubs work remains within budget.
- Overall change order for the Hubs is around 8%, which is within TCHC’s average for capital projects and below the industry average.
- With the province moving into Phase 3 of its reopening plan, Board members can start attending Hub openings.

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*Motion  
carried*

**ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2021-66:

1. Approve the change order to Century Group Inc. for design revisions to the projects scope of work and contract schedule extensions for the following three Tenant Service Hubs:
  - a. \$400,169.05 (exclusive of taxes) for the Centennial Apartments (5 Wakunda Place) Tenant Service Hub as follows:
    - i. \$103,846.15 for construction extension from the original substantial performance date of April 8, 2021 to the new substantial performance date of October 11, 2021 (27 weeks); and
    - ii. \$296,322.90 for additional scope of work to complete construction (includes construction contingency);
  - b. \$277,098.20 (exclusive of taxes) for the McClain Park Apartments (10 Glen Everest Road) Tenant Service Hub as follows:
    - i. \$111,538.46 for construction extension from the original substantial performance date of March 31, 2021 to a new substantial performance date of October 18, 2021 (29 weeks); and
    - ii. \$165,559.74 for additional scope of work to complete construction (includes construction contingency);
  - c. \$51,570.00 (exclusive of taxes) for the Kingston Road (520 Kingston Road) Tenant Service Hub as follows:
    - i. \$50,000.00 for construction extension from the original substantial performance date of March 24, 2021 to the new substantial performance

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- ii. date of June 2, 2021 (13 weeks); and
  - ii. \$1,570.00 for additional scope of work to complete construction (includes construction contingency); and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

**TERMINATION**

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The public meeting terminated at 11:44 a.m.

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Secretary

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Chair, Building Investment,  
Finance & Audit Committee