



Building Investment, Finance and Audit Committee

931 Yonge Street,
Toronto, M4W 2H2

Page 1 of 8

The Building Investment, Finance and Audit Committee (“BIFAC”) of the Toronto Community Housing Corporation (“TCHC”) held a virtual Public meeting on February 5, 2021, via WebEx, commencing at 9:50 a.m.

BIFAC Directors Present: Adele Imrie, Chair
Amanda Coombs
Nick Macrae
Brian Smith

BIFAC Directors Absent: Deputy Mayor Ana Bailão

Management Present: Kevin Marshman, President & Chief Executive Officer (“CEO”)
Sheila Penny, Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Luisa Andrews, Vice President, Information Technology Services (“ITS”)
Allen Murray, Vice President, Facilities Management
Karim Jessani, Manager, Internal Audit
Rose-Ann Lee, Chief Financial Officer & Treasurer
Vincent Tong, Chief Development Officer
Paula Knight, Vice President, Strategic Planning & Communications
Barbara Shulman, Vice President, Human Resources
Jill Bada, General Manager, Seniors Housing Unit
Boyd Dyer, Director, Smart Buildings & Energy

Management
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.

COVID-19 Update

TCHC's COVID-19 response is now in its eleventh 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 verbal deputation was received in relation to the following item:

- Item 6B – Direct Award: Integrated Project Delivery (Design and Construction) of an Energy Retrofit at Leslie Finch (*Cheryl Duggan*)

ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA

Motion carried **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC approved the Public meeting agenda for the BIFAC’s February 5, 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.**

ITEM 2C CONFIRMATION OF MINUTES OF THE PUBLIC BIFAC MEETING OF NOVEMBER 16, 2020

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

ITEM 2D INTERNAL AUDIT UPDATE: Q4-2020 BIFAC:2021-06

Motion carried **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC received

ITEM 2E	Q4 2020 PAC AWARDS AND REVENUE CONTRACTS	BIFAC:2021-07
<i>Motion carried</i>	ON MOTION DULY MADE by Ms. Coombs, seconded by Mr. Macrae and carried, the BIFAC received	
ITEM 2F	Q4 2020 UPDATE ON TENANTS FIRST	BIFAC:2021-08
<i>Motion carried</i>	ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC received	
ITEM 2G	APRIL 2021 LOAN RENEWAL WITH CITY OF TORONTO	BIFAC:2021-09
<i>Motion carried</i>	ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC unanimously approved	
ITEM 2H	INFORMATION TECHNOLOGY SERVICES REPORT: Q4 2020 UPDATE	BIFAC:2021-12
<i>Motion carried</i>	ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC received	
ITEM 3	BUSINESS ARISING FROM THE PUBLIC MEETING MINUTES AND ACTION ITEMS UPDATE	
<i>Motion carried</i>	ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update for its information.	

ITEM 4 2021 INTERNAL AUDIT WORK PLAN BIFAC:2021-10

The above-captioned report (BIFAC:2021-10) was circulated to BIFAC members prior to the meeting.

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

- This plan was developed in consultation with the Enterprise Risk Management (“ERM”) team and the City’s Internal Audit and Auditor General offices, as well as through consideration of the past five years of audit work and requests from Management.
- To ensure delayed projects from 2020 are completed, there is one less project in the 2021 work plan compared to the 2020 work plan.
- The Committee and Management recognized Mr. Jessani’s leadership in bringing discipline to the Internal Audit department to get projects completed as scheduled.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC unanimously approved the 2021 Internal Audit Work Plan as set out in Attachment 1 to Report BIFAC:2021-10.

ITEM 5 Q4 2020 – HOMES PROJECT UPDATE BIFAC:2021-11

The above-captioned report (BIFAC:2021-11) was circulated to BIFAC members prior to the meeting.

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

- In November 2020 Track 2 was decoupled into two separate tracks, which was approved by the HoMES Steering Committee. The implementation plan was revised to reflect this change.
- All activities for Track 1B were completed and it went live January 25, 2021.
- Track 2A configuration of the tenant management module was

completed and testing began February 1, 2021.

- Costs for Track 3 are reflected in the project plan and budget.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC received the Q4 2020 HoMES Project Update as set out in Report BIFAC:2021-11 for its information.

CHANGE ORDER: ADDITIONAL COMPLIANCE MEASURES FOR CONSTRUCTOR ROLE AND UNFORESEEN CONDITIONS TO THE ENVELOPE REPAIRS AND STRUCTURAL REHABILITATION PROJECT AT

ITEM 6A

MORNELLE ELLESMERE

BIFAC:2021-13

The above-captioned report (BIFAC:2021-13) was circulated to BIFAC members prior to the meeting.

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

- The previous change orders for this project include \$60K for constructor services in February 2020, and \$189K for changes regarding envelope work as required by Toronto Fire Services in March 2020.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for approval the recommendations in Report BIFAC:2021-13 to:

1. Approve the change order of the work up to \$478,607.79 (exclusive of taxes) to the contract awarded to Tritan Inc. for envelope repairs and structural rehabilitation at Mornelle Ellesmere (110 Mornelle Court) as follows:

- \$50,000.00 for ongoing constructor role requirements on-site; and
- \$428,607.79 to address unforeseen site conditions; and

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

**DIRECT AWARD: INTEGRATED PROJECT
DELIVERY (DESIGN AND
CONSTRUCTION) OF AN ENERGY
RETROFIT AT LESLIE FINCH**

ITEM 6B

BIFAC:2021-14

Verbal deputation was received from Cheryl Duggan with respect to this item.

The above-captioned report (BIFAC:2021-14) was circulated to BIFAC members prior to the meeting.

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

- This project is sole sourced to The Atmospheric Fund (“TAF”) due to the existing relationship them as well as the funds TAF is bringing to the table, which help to supplement the existing capital plan.
 - TAF is the only provider with access to these funds.

*Motion
carried*

ON MOTION DULY MADE by Mr. Smith, seconded by Mr. Macrae and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for approval the recommendations in Report BIFAC:2021-14 as follows:

1. Approve the direct award to The Atmospheric Fund for an upset limit of \$7,821,068.00 (exclusive of taxes) for the integrated project delivery of an energy retrofit at Leslie/Finch as follows:

- \$3,236,200.00 of TCHC capital funding;
 - \$2,841,800.00 loan from The Atmospheric Fund;
and
 - \$1,743,068.00 of interest for the loan based on 5%
per annum over a 20 year term (the effective
interest rate is 2.58%); and
2. Authorize the appropriate staff to take the necessary
actions to give effect to the above recommendation.

ITEM 7 2021 PUBLIC BIFAC WORK PLAN BIFAC:2021-15

The above-captioned report (BIFAC:2021-15) was circulated to BIFAC members prior to the meeting.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Smith and carried, the BIFAC unanimously approved the 2021 Public BIFAC Work Plan as set out in Attachment 1 to report BIFAC:2021-15.

TERMINATION

The public meeting terminated at 10:16 a.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee