



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 hybrid Public meeting on July 17, 2023, via Webex and in-person at City Hall, Committee Room 2, 100 Queen Street West, commencing at 9:39 a.m.

BIFAC Directors Present: Nick Macrae (Chair)
Councillor Vincent Crisanti
Naram Mansour

BIFAC Directors Absent: John Campbell
Brian Smith

Management Present: Nadia Gouveia, Acting Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Lily Chen, Chief Financial Officer (“CFO”)
Jessica Hawes, Acting Chief Development Officer (“CDO”)
Barbara Shulman, Chief People & Culture Officer
Jessica Hawes, Acting Chief Development Officer
Allen Murray, Vice President, Facilities Management
Richard Grotsch, Senior Director, Business Operations
Ceilidh Wilson, Assistant Corporate Secretary

A quorum being present, Mr. Macrae, 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 and noted that today marks his first day as Chair of the BIFAC. The Chair also noted the Acknowledgement of the Land and provided an overview of the reports on today’s public agenda.

ITEM 2 APPROVAL OF PUBLIC MEETING AGENDA

Motion carried

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved:

1. the Agenda for its Public meeting of July 17, 2023; and
2. all matters on the Agenda with the exception of items:
 - Item 6B – Vendor Award: Program Roster for Building Condition Assessments;
 - Item 9A – Vendor Award: Demand General Repairs Program;
 - Item 9C – Change Order: Integrated Pest Management Services; and
 - Item 10 – Strategic Procurement Update.

ITEM 3 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 4 CONFIRMATION OF BIFAC PUBLIC MEETING MINUTES OF JUNE 23, 2023

Motion carried

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

ITEM 5 BUSINESS ARISING FROM THE PUBLIC MEETING MINUTES AND ACTION ITEMS UPDATE

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC received the updates provided as Business Arising from the Public Meeting Minutes and Action Items Update.

ITEM 6A VENDOR AWARD: COMPREHENSIVE REPAIRS AT 3479 ST. CLAIR AVENUE EAST BIFAC:2023-72

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

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously:

1. Approve the award of work to Trinity Services Ltd. for \$4,142,750.00 (exclusive of taxes) for comprehensive building repairs at 3479 St. Clair Avenue East; (St. Clair Birchmount 2, Dev. 078); and
2. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendation.

ITEM 6B VENDOR AWARD: PROGRAM ROSTER FOR BUILDING CONDITION ASSESSMENTS BIFAC:2023-73

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

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

- Building Condition Assessments (“BCA”) are visual inspections of TCHC’s buildings, and are primarily used to inform the Facility Condition Index (“FCI”) of the portfolio.

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- BCAs are non-intrusive and provide a visual inspection of major building components (e.g. mechanical, roofing, etc.) and the lifespan of those components.
- BCAs help to inform the capital planning process, in addition to the preventive maintenance program, annual meetings with site staff, feedback from Facilities Management (“FM”) staff, and depending on the nature of the project or initiative, feedback from tenants.
- BCAs, along with feedback from site staff and FM staff, can help to identify potential building issues that need to be addressed through the capital planning process. Where an issue is identified, FM staff will perform a more detailed investigation, which could potentially include destructive testing depending on the nature of the issue identified.
- Based on the technology that exists today, undertaking a technological scan of the building would not have uncovered the issue that resulted in the ceiling collapse at Swansea Mews.
- FM employs scans of buildings where required, depending on the nature of the project and any issues identified in the building that may not be visible at a surface level.
- It is not possible to add the requirement for vendors to perform technological scans of the buildings as part of this contract, as it was tendered based on the assumption that solely visual inspections will be undertaken.
- Action item: Management to report back as to the benefits and feasibility of the use of technology (e.g. scanning) in preventive maintenance measures, and whether there is value in establishing a protocol as it relates to preventive structural review and testing, separate and distinct from Building Condition Assessments.

Motion carried **ON MOTION DULY MADE** by Councillor Crisanti, seconded by Mr. Mansour and carried, the BIFAC unanimously:

1. Approve the establishment of a roster for the Building Condition Assessment Program with the following six pre-qualified vendors:
 - a. CBRE Limited;
 - b. Cion Corp.;

- c. McIntosh Perry Limited;
 - d. OH Environmental Inc. o/a OHE Consultants;
 - e. Roth IAMS Ltd. o/a FCAPX a Division of Roth IAMS; and
 - f. Stephenson Engineering Limited o/a Stephenson Engineering, A Company of Salas O'Brien;
2. Approve up to \$3,346,883.75 (exclusive of taxes) for a term of up to five years as follows:
 - a. \$2,008,130.25 for three years of initial contract; and
 - b. \$1,338,753.50 for two additional optional one-year terms at TCHC management's discretion; and
 3. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendations.

**VENDOR AWARD: WINDOW, ROOF
REPLACEMENT AND MECHANICAL**

ITEM 6C

UPGRADES AT 3680 KEELE STREET

BIFAC:2023-74

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

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved and recommended that the Board of Directors:

1. Approve the award of work to Limen Group Const. (2019) Ltd. for \$7,562,218.00. (exclusive of taxes) for window, roof replacement and mechanical upgrades at 3680 Keele Street (Northwood Apartments, Dev. 127); and
2. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendation.

**ITEM 6D VENDOR AWARD: COMPREHENSIVE
RETROFIT AT 40 TEESDALE PLACE BIFAC:2023-75**

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

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved and recommended that the Board of Directors:

1. Approve the award of work to Limen Group Const. (2019) Ltd. for \$17,529,400 (exclusive of taxes) for comprehensive retrofit construction including over cladding, window replacement, roof replacement and mechanical upgrades at 40 Teesdale Place based on the outcome of RFQ 23100-PP; and
2. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendation.

**ITEM 7 VENDOR AWARD: EMERGENCY
PROPERTY CONTAINMENT AND
RESTORATION SERVICES BIFAC:2023-78**

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

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved and recommended that the Board of Directors:

1. Approve the award of work up to \$48.6M (exclusive of taxes) for emergency property containment and restoration services at the rates established from the outcome of Request for Proposal (“RFP”) 23002 for a term of up to five (5) as follows:
 - a. up to \$8.8M for the first year of initial contract; and
 - b. up to \$39.83M for four (4) additional one-year terms at TCHC management’s discretion;
2. Approve the award of the work to the following four (4) vendors based on the outcome of Request for Proposal (RFP) 23002 as follows:
 - a. Bi-Views Building Service Ltd.;
 - b. LYR Inc.;
 - c. Spectrum Building Services Co. Inc.;
 - d. Universal Cleaning & Painting Ltd.; and
3. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendations.

**DIRECT AWARD: AMERESCO ASSET
MANAGEMENT SOFTWARE
SUBSCRIPTION RENEWAL**

ITEM 8

BIFAC:2023-79

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

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti, the BIFAC unanimously:

1. Approve a direct award to Ameresco Canada Inc. for up to \$1,540,090.00 (exclusive of taxes) for Ameresco AssetPlanner and iAuditor Mobile subscription licenses renewal and support services for a three (3) year term plus two optional one (1) year terms as follows:
 - a. up to \$457,545.00 for AssetPlanner Module software subscription fee (initial 3 year term);
 - b. up to an additional \$305,030.00 for AssetPlanner Module software subscription fee (two optional one year terms);
 - c. up to \$91,509.00 for iAuditor Mobile application subscription fee (initial 3 year term);
 - d. up to an additional \$61,006.00 for iAuditor Mobile application subscription fee (two optional one year terms);
 - e. up to \$375,000.00 for Ameresco Professional Services for Facilities Management estimated at \$125,000 per year (initial 3 year term);
 - f. up to an additional \$250,000.00 for Ameresco Professional Services for Facilities Management estimated at \$125,000 per year (two optional one year terms);
2. Authorize the Vice President, Information Technology Services to execute an agreement with the recommended vendor; and
3. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendations.

VENDOR AWARD: DEMAND GENERAL

ITEM 9A REPAIRS PROGRAM

BIFAC:2023-76

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

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

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- This award is for the Demand General Repairs (“DGR”) program, which services all TCHC and Toronto Seniors Housing Corporation (“TSHC”) buildings. The contract will be a one year term, with four optional additional one year terms.
- The specifications in this award have been aligned with the Move-Out Unit Turnover program award and the Emergency Property Containment and Restoration (“EPCR”) program award. There is now more alignment with scope and standardized materials across all three contracts.
- This award will result in a 15% decrease from the pricing paid to-date in 2023.
- This award will increase the pool of qualified vendors, including new vendors to TCHC, as well as create an eligibility list of prequalified vendors. All except three of the vendors are returning proponents to the DGR program.
- In 2022, BIFAC and the Board of Directors approved a 30% increase to the DGR, Move-Out Unit Turnover, and EPCR contracts as a result of supply chain issues related to the COVID-19 pandemic. Supply chain issues have somewhat stabilized and staff have identified alternative products with the new contract, resulting in some cost savings when compared to the existing contract.
- As part of the RFP process, vendors were required to demonstrate their ability to maintain the required inventory to meet TCHC’s and TSHC’s demand. Staff performed site visits to confirm the recommended vendors’ inventory.
- The new DGR and Move-Out Unit Turnover awards will each have three additional vendors, resulting in one additional vendor per region for each of the contracts. Each region will have a primary and backup vendor to manage any workflow surges that arise, along with an eligibility list of seven vendors to assist where required.
- There will be the option to extend the contract for four one year extensions. The decision to employ an extension will be based on a market evaluation at the end of each term, which will review pricing and determine whether we need to go back out to market.
- The contract will have language that allows TCHC to terminate the contract based on market conditions. Any decisions to terminate individual vendors would be based on non-compliance with their contract requirements.

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- Vendors will have the option to withdraw from the contract, so long as they provide written notice in compliance with the timeframe specified in the contract.
- The BIFAC recommended reviewing the contract when the first year comes to a close to determine whether there is value in entering into longer-term contracts to ensure vendor stability.

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously approved and recommended that the Board of Directors:

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1. Approve the award of work up to \$200,561,829.00 (exclusive of taxes) for demand general repairs at the rates established based on the outcome of Request for Proposal (“RFP”) 23013 for a term of up to five (5) as follows:
 - a. up to \$29,900,000.00 for the first year of initial contract; and
 - b. up to \$170,661,829.00 for four (4) additional one-year terms at TCHC management’s discretion;

2. Approve the award of the work to the following fifteen (15) vendors based on the outcome of Request for Proposal (RFP) 23013 as follows:
 - a. Bestway Renovations Inc.;
 - b. Bi-Views Building Service Ltd.;
 - c. C2C Construction Ltd.;
 - d. CCA Contracting Inc.;
 - e. Finecraft Group Inc.;
 - f. G&G Contracting (1762550 Ont. Inc.);
 - g. GH Renovations;
 - h. Greenline Renovations Plus Ltd.;
 - i. Joe Pace & Sons Contracting Inc.;
 - j. LYR Inc.;
 - k. Malomar Construction & Renovation Inc.;
 - l. Abdul Wahed Syed carrying on business as New Daz Construction;
 - m. Richview Renovations & Restorations Ltd.;
 - n. SNL Techlink (2450419 Ontario Inc.);
 - o. Universal Cleaning & Painting Ltd.; and

3. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendations.

VENDOR AWARD: MOVE-OUT UNIT

ITEM 9B TURNOVER PROGRAM

BIFAC:2023-77

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

*Motion
carried*

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Campbell and carried, the BIFAC unanimously approved and recommended that the Board of Directors:

1. Approve the award of work up to \$171,294,568.75 (exclusive of taxes) for the Move-Out Unit Turnover Program at the rates established based on the outcome of Request for Proposal (“RFP”) 23012 for a term of five (5) years as follows:
 - a. up to \$31,000,000.00 for the first year of initial contract; and
 - b. up to \$140,294,568.75 for four (4) additional one-year terms at TCHC management’s discretion;

2. Approve the award of the work to the following fifteen (15) vendors based on the outcome of Request for Proposal (“RFP”) 23012 as follows:
 - a. Bestway Renovations Inc.;
 - b. C2C Construction Ltd.;
 - c. DHI Renovations Inc.;
 - d. GH Renovations;
 - e. LYR Inc.;
 - f. Pandora General Contracting Inc.;
 - g. SCL Property Maintenance Ltd. (2089377 Ontario);
 - h. Universal Cleaning & Painting Ltd. ;
 - i. Bi-Views Building Service Ltd.;
 - j. CCA Contracting Inc.;
 - k. G&G Contracting (1762550 Ont. Inc.);
 - l. Joe Pace & Sons Contracting Inc.;
 - m. Malomar Construction & Renovation Inc.;
 - n. Richview Renovations & Restorations Ltd.;
 - o. SNL Techlink (2450419 Ontario Inc.); and

3. Authorize the appropriate staff to take all other necessary actions to give effect to the above recommendations

**CHANGE ORDER: INTEGRATED PEST
ITEM 9C MANAGEMENT SERVICES**

BIFAC:2023-81

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

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

- Historically TCHC has used five vendors to provide pest control services across the portfolio.
- When the new pest control RFP is tendered, a strategy that will be employed will be to reduce the size of each geographic zone that vendors would be responsible for, in turn potentially attracting smaller vendors to bid on the work.

Motion carried **ON MOTION DULY MADE** by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC unanimously:

1. Approve a change order to the term and budget for the existing rosters for Integrated Pest Management (“IPM”) services for up to \$4,017,381 (exclusive of taxes) for 12 months on an as-needed basis for all Toronto Community Housing Corporation (“TCHC”) and Toronto Seniors Housing Corporation (“TSHC”) units, common residential areas, and commercial areas;
2. Authorize the Chief Operating Officer to execute a contact amendment to extend the contract term with the following roster vendors:
 - a. SVN Services Canada Ltd. o/a Terminix Canada;
 - b. 24/7 Safeguard Inc.;
 - c. 1613932 Ontario Ltd. o/a Pest Control Plus;
 - d. Metro King Pest Control Inc.;
 - e. E-Safe Pest Control Inc.; and
3. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

ITEM 10 STRATEGIC PROCUREMENT UPDATE

BIFAC:2023-71

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

Ms. Chen was available to answer questions of the Committee. Highlights of the discussion include:

- The Committee noted their interest in receiving regular updates on TCHC's procurement activities on a go-forward basis.
- Historically, the majority of TCHC's procurement activity has been undertaken in-house. Moving forward, we will be exploring ways to leverage the City's procurements as well as the provincial and federal governments' vendors of record to realize any efficiencies and cost savings that may exist.
- The Committee emphasized the importance of leveraging cost savings and identifying ways to diversify the vendors that are contracted.

Motion carried

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC received Report BIFAC:2023-71, being the Strategic Procurement Update report, for its information.

**ANNUAL REVIEW OF BOARD, PRESIDENT
AND CEO, AND EMPLOYEE EXPENSES**

ITEM 11 FOR 2022

BIFAC:2023-80

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

Motion carried

ON MOTION DULY MADE by Mr. Mansour, seconded by Councillor Crisanti and carried, the BIFAC received Report BIFAC:2023-80, being the Annual Review of Board, President and CEO, and Employee Expenses for 2022 report, for its information.

TERMINATION

A motion to adjourn the meeting was moved by Mr. Mansour and seconded by Councillor Crisanti. The BIFAC resolved to terminate the public meeting at 10:15 a.m.

Secretary

Chair, Building Investment,
Finance and Audit Committee