



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 3, 2021, via WebEx, commencing at 10:25 a.m.

BIFAC Directors Present: Adele Imrie, Chair
Naram Mansour
Brian Smith (10:59 a.m. – 11:45 a.m.)
Nick Macrae
John Campbell (10:25 a.m. – 10:59 a.m.)

BIFAC Directors Absent: Deputy Mayor Ana Bailão

Management Present: Jag Sharma, President and Chief Executive Officer (“CEO”)
Sheila Penny, Chief Operating Officer (“COO”)
Darragh Meagher, General Counsel & Corporate Secretary
Rose-Ann Lee, Chief Financial Officer & Treasurer
Kelly Skeith, Acting Chief Development Officer
Barbara Shulman, Interim Vice President, Human Resources
Luisa Andrews, Vice President, Information Technology Services
Allen Murray, Vice President, Facilities Management
John Angkaw, Senior Director, Business Operations
Paula Knight, Vice President, Strategic Planning & Communications
Grant Coffey, General Manager, Seniors Housing Unit
Karim Jessani, Manager, Internal Audit

Christine Yan, Acting Assistant Corporate
Secretary

Guests Present: Beverly Romeo-Beehler, Auditor General, City of
Toronto (10:25 a.m. – 10:59 a.m.)
Ina Chan, Deputy Auditor General, City of Toronto
(10:25 a.m. – 10:59 a.m.)
Elaine Lu, Audit Manager, City of Toronto (10:25
a.m. – 10:59 a.m.)

A quorum being present, Ms. Imrie, serving as Chair, called the meeting to order, and Ms. Yan 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 is holding this BIFAC meeting virtually.

DEPUTATIONS

The Chair polled for any deputations to be heard at the meeting. No verbal deputations were presented. The following written deputation was received in relation to the following item:

- Item 8M – Change Order: Additional Construction Costs associated with the CSU Station Renovation at 90 Wildcat Rd (fm-450034)
(*Cheryl Duggan*)

ITEM 2A APPROVAL OF PUBLIC MEETING AGENDA

The BIFAC elected to re-order the agenda to hear Item 4B first, followed by Item 4A, ahead of Item 3.

Motion **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr.

carried Mansour and carried, the BIFAC approved the Public meeting agenda, as amended, for the BIFAC's November 3, 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 SEPTEMBER 2, 2021

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

ITEM 2D INTERNAL AUDIT UPDATE: Q3 2021 BIFAC:2021-100

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-100, being the Internal Audit Update: Q3 2021 report.

ITEM 2E Q3 2021 INFORMATION TECHNOLOGY SERVICES DIVISIONAL UPDATE BIFAC:2021-101

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-101, being the Q3 2021 Information Technology Services Divisional Update.

ITEM 2F	Q3 2021 PAC AWARDS AND REVENUE CONTRACTS	BIFAC:2021-102
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Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-102, being the Q3 2021 PAC Awards and Revenue Contracts report.

ITEM 2G	Q3 2021 TENANTS FIRST UPDATE	BIFAC:2021-103
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Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-103, being the Q3 2021 Tenants First Update.

ITEM 4B	TCHC – EMBEDDING ACCOUNTABILITY INTO SERVICE DELIVERY: LESSONS LEARNED FROM CONTRACTED PROPERTY MANAGEMENT SERVICES	BIFAC:2021-122
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The above-captioned report was circulated to BIFAC members prior to the meeting.

The Chair welcomed the Auditor General of the City of Toronto (the “City”) and her team and thanked the office on behalf of TCHC for the work and continued support of TCHC. The Chair emphasized that the BIFAC takes the audit recommendations seriously and is committed to overseeing management’s progress actioning on the recommendations. The Chair thanked the TCHC management for the fulsome report and appreciated the team approach in addressing issues identified in the report.

Ms. Romeo-Beehler and Ms. Chan gave a presentation with respect to the report, highlights of which include:

- Overview

**Building Investment, Finance and Audit Committee
Public Minutes
November 3, 2021**

- Background
- Mayor’s Task Force and TCHC’s Response
- 3 Lessons Learned
- Three Lessons Learned
 - TCHC goals
 - What we found
 - Recommendations
- Conclusion

Highlights of the discussion include:

- It was emphasized that adopting clear and well-defined performance expectations for the Contract Management team could enhance accountability in performance.
- Discussions were held on the recommended culture shift around information accuracy, proper monitoring and acting on KPIs, and dedicated resources for internal audits.
- Mr. Sharma provided that TCHC is embracing the recommended culture shift and will continue gathering reliable data to track performance and drive decisions. Reinforcing internal audits and delivering actions in response to audit findings have been priorities for TCHC management. TCHC is committed to having all the appropriate oversight and ensuring that actions in response to the Auditor General’s recommendations be completed in a timely manner.

*Motion
carried*

ON MOTION DULY MADE by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-122, being the TCHC – Embedding Accountability into Service Delivery: Lessons Learned from Contracted Property Management Services report.

**RESULTS OF 2021 FOLLOW-UP OF
PREVIOUS AUDIT RECOMMENDATIONS
ON TCHC’S REDEVELOPMENT AND**

ITEM 4A

REVITALIZATION ACTIVITIES

BIFAC:2021-104

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

meeting.

Ms. Romeo-Beehler, Ms. Chan, and Ms. Lu left the meeting at 10:59 a.m.

Motion carried **ON MOTION DULY MADE** by Mr. Campbell, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-104, being the Results of 2021 Follow-up of Previous Audit Recommendations on TCHC's Redevelopment and Revitalization Activities 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 Mr. Mansour and carried, the BIFAC received the matters reported as Business Arising from the Public Meeting Minutes and Action Items Update as of September 2, 2021 for its information.

ITEM 5 Q3 2021 HOMES PROJECT UPDATE BIFAC:2021-105

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

Ms. Andrews provided an overview of the report, noting that upon a review of project status and in consultation with key project resources, the HoMES Project Management Office proposed to postpone the final phase of HoMES rollout to the end of Q1 2022. The proposal was endorsed by the HoMES Steering Committee and approved by the Executive Sponsor. The project plan and the budget have been revised accordingly to reflect the new timeline.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC received for its information Report BIFAC:2021-105, being the Q3 2021 HoMES Project

Update.

**ITEM 6 CHANGE ORDER: QUALITY ASSURANCE
SERVICES FOR THE HOMES PROJECT BIFAC:2021-120**

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. Mansour and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2021-120, to:

1. Approve a change order to KPMG LLP for \$90,000 (exclusive of taxes) to add three (3) months of Quality Assurance Management Services at the current negotiated rates to accommodate an extended Track 2B rollout as outlined in Project Background
 - a. Monthly QA Management Services to be billed at a fixed rate of \$30,000/month from January 1 to March 31, 2022.
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**ITEM 7 CHANGE ORDER: EIGHT MONTH
CONTRACT EXTENSION FOR APPLIANCE
SUPPLY AND DELIVERY BIFAC:2021-106**

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

Mr. Angkaw provided an overview of the change order and was available to answer questions of the BIFAC. Highlights of the discussion include:

- A question was asked regarding why the interim vendor did not qualify for the RFP issued in June 2021. It was provided that education sessions will be provided to all vendors that are to submit bids so they have a full understanding of the process and the information requirements for the RFP.

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Smith and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for its approval the following recommendations as outlined in Report BIFAC:2021-106, to:

1. Approve a change order to The Brick Warehouse LP, doing business as Midnorthern Appliances (“Midnorthern”) for up to \$2,000,000 (exclusive of taxes) for the supply and installation of appliances for an eight-month period on an as needed basis for units west of Yonge Street and act as a secondary vendor for the units east of Yonge Street; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendations.

**CONTRACT AWARD: PREVENTATIVE
MAINTENANCE SERVICES AND DEMAND
REPAIRS FOR FIRE
ALARM/SUPPRESSION SYSTEMS (RFP
21125 AND RFQ 21247)**

ITEM 8A

BIFAC:2021-107

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

The Chair provided that the Committee had discussions on Public Items 8A and 8B in the in-camera session. As additional information is required regarding these two items, the BIFAC is forwarding Public Items 8A and 8B to the Board without recommendations.

Motion carried **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Mansour and carried, the BIFAC forwarded Report BIFAC:2021-107 to the Board for its consideration.

**CHANGE ORDER: ADDITIONAL FUNDING
FOR PREVENTIVE MAINTENANCE
SERVICES AND DEMAND REPAIRS FOR
FIRE ALARM/SUPPRESSION SYSTEMS**

ITEM 8B **(RFP 18349 AND RFP 19390)** BIFAC:2021-108

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

Motion carried **ON MOTION DULY MADE** by Mr. Smith, seconded by Mr. Mansour and carried, the BIFAC forwarded Report BIFAC:2021-108 to the Board for its consideration.

**CONTRACT AWARD: ALL-INCLUSIVE
PREVENTIVE MAINTENANCE SERVICES
AND DEMAND REPAIRS FOR
RESIDENTIAL FURNACES, DOMESTIC
HOT WATER (DHW), TANKLESS, AND
COMBO WATER HEATERS AT VARIOUS**

ITEM 8C **TCHC LOCATIONS (RFP 21096)** BIFAC:2021-109

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

Mr. Murray provided an overview of all the FM reports being presented at the BIFAC today, highlights of which include:

- Annually FM delivers hundreds of projects under the \$350M Building Renewal Capital Budget, some change orders are brought forward for complex programs with a combination of preventative maintenance services and demand repairs components, coupled with the additional scope of work as a result of the repatriation of the contracted

management portfolio.

- Unlike the capital project system which allows staff to clearly track project spending against the project budget, the existing work order system for demand repairs work does not allow staff to easily track specific spending against the contract. It is anticipated that the HoMES solution will build a tracking mechanism which helps staff to proactively identify any additional spending authority that is required.
- Strong financial controls are in place to ensure spending does not exceed the overall budget.
- Regardless of the system challenges, FM recognizes the responsibility to reconcile the demand repairs spending on these programs and bring these items forward sooner. Apart from the HoMES solution, the team has implemented a quarterly formal reconciliation process as an immediate action to address the issue.

Mr. Murray presented the recommended contract for award and was available to answer questions of the BIFAC. Highlights of the discussion include:

- The Chair emphasized the importance of improving the monitoring of demand repairs contracts.
- It is requested that management bring forward the capital budget and demonstrate how the change orders impact the capital budget.

*Motion
carried*

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for its approval the following recommendations as outlined in Report BIFAC:2021-109, to:

1. Approve the award of work to Firenza Plumbing & Heating Ltd. for up to \$6,909,440.00 (exclusive of taxes) for all-inclusive preventive maintenance services and demand repairs for residential furnaces, domestic hot water tanks, and tankless and combo water heaters at various TCHC townhouses, excluding Operating Units OUX and OUY, based on the outcome of Request for Proposal (RFP 21096) for a term of five years as follows:

- a) \$6,659,440.00 (exclusive of taxes) for preventive maintenance and demand services for the current direct managed portfolio:
 - i. \$3,995,664.00 for three years of the initial contract (\$1,331,888.00 annually); and
 - ii. \$2,663,776.00 for two additional optional one-year terms (\$1,331,888.00 annually) at TCHC management's discretion;

 - b) Up to \$250,000 for demand services for the direct managed portfolio for services not in scope as follows:
 - i. \$150,000 for three years of the initial contract (\$50,000 annually); and
 - ii. \$100,000.00 for two additional optional one-year terms (\$50,000.00 annually) at TCHC management's discretion;
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITIONAL FUNDS
FOR THE TRANSITION OF OUX AND OUY
INTO THE ALL-INCLUSIVE PREVENTIVE
MAINTENANCE SERVICES AND DEMAND
REPAIRS FOR RESIDENTIAL FURNACES,
DOMESTIC HOT WATER (DHW),
TANKLESS, AND COMBO WATER
HEATERS AT VARIOUS TCHC
LOCATIONS (RFP 21096)**

ITEM 8D

BIFAC:2021-110

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

*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 its approval the following recommendations as outlined in Report BIFAC:2021-110, to:

1. Approve a change order to Firenza for up to \$650,000.00 (exclusive of taxes) for the addition of Operating Units OUX and OUY starting on January 18, 2022 to the current RFP 21096 all-inclusive preventive maintenance services and demand repairs for residential furnaces, domestic hot water (DHW), tankless, and combo water heaters at various TCHC locations:
 - a) Up to \$525,000 for the preventive and demand services for the addition of OUX and OUY starting on January 18, 2022 as follows:
 - i. \$315,000 for three years of the initial contract (\$105,000 annually); and
 - ii. \$210,000 for an addition of two optional one-year terms (\$105,000 annually) at TCHC's management discretion;
 - b) Up to \$125,000 for demand services for OUX and OUY for work not included in the scope services as follows:
 - iii. \$75,000 for three years of initial contract (\$25,000 annually); and
 - iv. \$50,000 for two additional two-one year options (\$25,000 annually) at TCHC management's discretion;
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITIONAL FUNDS
FOR PREVENTATIVE MAINTENANCE
SERVICES AND DEMAND REPAIRS FOR
RESIDENTIAL FURNACES AND
DOMESTIC HOT WATER (DHW) HEATERS
CONTRACT (RFP 16174)**

ITEM 8E

BIFAC:2021-111

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- It was provided that some of the amount presented in this change order had been spent and the change order should have been brought forward earlier. The quarterly reconciliation process is being implemented to address this issue.

Motion carried

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Smith and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for its approval the following recommendations as outlined in Report BIFAC:2021-111, to:

1. Approve a change order to Firenza for up to \$86,237.65 (exclusive of taxes) for additional funding to the current contract RFP 16174 preventative maintenance services and demand repairs for residential furnaces and domestic hot water (DHW) heaters from January 1, 2021 to present, and work to be performed until December 31, 2021; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CONTRACT AWARD: DEMAND SERVICES
REPLACEMENT OF RESIDENTIAL
FURNACES AND DOMESTIC HOT WATER
HEATERS (DHW) ON DEMAND AT ALL**

ITEM 8F

TCHC TOWNHOUSES (RFP 21094)

BIFAC:2021-112

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- Action Item: management to provide updates on the quarterly reconciliation process and elaborate how processes have been/will be improved to monitor service level and the value for money.

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Macrae and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for its approval the following recommendations as outlined in Report BIFAC:2021-112, to:

1. Approve the award of work to Richmond Mechanical Ltd. for up to \$9,533,600.00 (exclusive of taxes) for the replacement of residential furnaces and domestic hot water heaters (DHW) on demand at various TCHC townhouse locations at the rates established based on the outcome of Request for Proposal (RFP 21094) for a term of five years as follows:
 - a) Replacement services: \$8,858,600.00 (exclusive of taxes) for replacement services as follows:
 - i. \$5,315,160.00 for three years of initial contract (\$1,771,720.00 approx. annually); and
 - ii. \$3,543,440.00 for two additional one-year terms (\$1,771,720.00 approx. annually) at TCHC management's discretion;
 - b) Demand services: Up to \$675,000.00 (exclusive of taxes) for demand services as follows:
 - i. \$185,000.00 for initial contract of year 1;
 - ii. \$185,000.00 for initial contract of year 2;
 - iii. \$135,000.00 for initial contract of year 3;
 - iv. \$85,000.00 for the first additional optional one-year term; and
 - v. \$85,000.00 for the second additional optional one-year term; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITIONAL FUNDS
FOR DOMESTIC FURNACE AND HOT
WATER HEATER REPLACEMENT – RFP**

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- It was reinforced that change orders should have been submitted ahead of spending and a mechanism should be in place to ensure change orders are brought forward in a timely manner.

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:2021-113, to:

1. Approve a change order to Richmond Mechanical Ltd. for up to \$1,350,000.00 (exclusive of taxes) for additional funding under the current RFP 16176 domestic furnace and hot water heater replacement contract from January 1, 2021 to December 31, 2021; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: EXTENSION TO THE
PREVENTIVE MAINTENANCE SERVICES
AND DEMAND REPAIRS FOR
RESIDENTIAL FAN COIL UNITS AND
PACKAGED TERMINAL AIR**

ITEM 8H CONDITIONER (PTAC) UNITS (RFP 16175) BIFAC:2021-114

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- A question was raised regarding the late timing of issuing a new RFP given that the contract is expiring at the end of December 2021.

*Motion
carried*

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved and forwarded to the Board of Directors for its approval the following recommendations as outlined in Report BIFAC:2021-114, to:

1. Approve a change order to Midsteel Mechanical Ltd. for \$1,434,790.00 (exclusive of taxes) for a one year extension to RFP 16175 for preventive maintenance service and demand repairs for residential fan coil units and packaged terminal air conditioner units (PTAC) from January 01, 2022 to the end of December 31, 2022 for locations throughout TCHC's portfolio including Operating Unit OUX which will be transitioning from contract management starting January 18, 2022:
 - a) An amount of \$1,384,790.00 is requested for a one-year extension of the current contract;
 - b) Up to \$50,000.00 for demand services;
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: THREE MONTH
CONTRACT EXTENSION FROM JANUARY
01, 2022 TO MARCH 31, 2022 FOR
REPLACEMENT OF PTAC UNITS IN
VARIOUS BUILDINGS THROUGHOUT
TCHC'S PORTFOLIO (RFP 16177)**

ITEM 8I

BIFAC:2021-115

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. Mansour and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2021-

115, to:

1. Approve a change order to Gordon R. Williams Corp. (GRW) for up to \$240,000.00 (exclusive of taxes) for a three month extension to the current contract (RFP 16177) for the replacement of PTAC units from January 01, 2022 to March 31, 2022 to locations throughout TCHC's portfolio including locations in Operating Unit X (OUX) which will be transitioning from contract management starting January 18, 2022; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**DESIGN REVISIONS AND ENHANCED
CONTRACT ADMINISTRATION AT 4100,
4110 LAWRENCE AVENUE EAST
(LAWRENCE GALLOWAY)**

ITEM 8J

BIFAC:2021-116

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

Mr. Murray provided an overview of the report and was available to answer questions of the BIFAC. Highlights of the discussion include:

- As per the TCHC Procurement Policy, a contract will normally be awarded to the lowest bid from a competitive procurement process unless there is a significant factor that prevents TCHC from awarding the contract to the lowest bid. The contractor that was awarded the work has a satisfactory track record working with TCHC. As a result of the variance between the initial cost estimate and the bid value, additional measures, including additional oversight by the consultant if required, were put in place by TCHC to mitigate potential risks presented by the contractor's significant low bid.
- The rationale of reconciling the percentage based consultant fees was elaborated.
- It was commented that reports should have been indicated prior to the agenda discussion meeting and moving forward reports should be submitted and distributed in a timely manner to provide the Committee with sufficient time to read the materials.

*Motion
carried*

ON MOTION DULY MADE by Mr. Mansour, seconded by Mr. Macrae and carried, the BIFAC unanimously approved the following recommendations as outlined in Report BIFAC:2021-116, to:

1. Approve LGA Architectural Partners (“LGA”) for \$607,519.64 (exclusive of taxes) in order to reconcile the consultant’s percentage based fee and for the provision of enhanced contract administration services at 4100 and 4110 Lawrence Avenue East (Lawrence Galloway; Dev. 23); and
2. Authorize the appropriate staff to take the necessary actions to give effect to the above recommendation.

**CHANGE ORDER: ADDITION TO
CONTRACT AS PER VARIOUS EXTERIOR
AND INTERIOR EXTRA WORK DUE TO
UNFORESEEABLE SITE CONDITIONS
AND TCH REQUESTS TO THE RE-
CLADDING PROJECT AT 1021**

ITEM 8K

BIRCHMOUNT ROAD (440949)

BIFAC:2021-117

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

The Committee decided to defer Public Items 8K, 8L, 8M and 8N by either arranging a special BIFAC meeting by the end of the year to consider these matters or referring the matters to the December 9, 2021 Board meeting.

This matter was deferred.

*Motion
carried*

ON MOTION DULY MADE by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2021-117.

**CHANGE ORDER: ADDITION TO
CONTRACT FOR SECURITY CAMERA
UPDATES, IMPROVED INSULATED
CORNER DETAIL, CONSTRUCTOR ROLE
CASH ALLOWANCE, AND STAIRCASE
EXTERIOR FINISHING FOR THE RE-
CLADDING PROJECT AT 110 MORNELLE
COURT (441240)** BIFAC:2021-118

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

This matter was deferred.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2021-118.

**CHANGE ORDER: ADDITIONAL
CONSTRUCTION COSTS ASSOCIATED
WITH THE CSU STATION RENOVATION
AT 90 WILDCAT RD (FM-450034)** BIFAC:2021-119

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

A written deputation was received from Cheryl Duggan with respect to this item and circulated to Board members prior to the meeting.

This matter was deferred.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2021-119.

**CHANGE ORDER: ADDITION TO
CONTRACT TO COVER REIMBURSABLE
EXPENSES AS PER OAA-600 CONTRACT
INCURRED BY HILDITCH ARCHITECT
INC. AT 389 CHURCH STREET**

ITEM 8N

BIFAC:2021-121

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

This matter was deferred.

Motion carried **ON MOTION DULY MADE** by Mr. Macrae, seconded by Mr. Mansour and carried, the BIFAC unanimously approved deferring Report BIFAC:2021-121.

TERMINATION

A Motion to adjourn the meeting was moved by Mr. Macrae and seconded by Mr. Mansour.

The public meeting terminated at 11:45 a.m.

Secretary

Chair, Building Investment,
Finance & Audit Committee