

Board Members:

Phil Squire- Chair

Gary Bezaire

Tammy Brooks

Shellie Chowns

John Corboy

Shawn Lewis

Hadleigh McAlister

Mayor Grantham

Cara Awcock

LMCH Leadership

Paul Chisholm,
CEO

Andrea Mackenzie,
Director of Tenant
Services

Diana Taplashvily,
Director Finance
and Corporate
Services

Trevor
Whittingham,
Senior Manager,
Asset Management

Christine Poirier,
Senior Manager,
Property Services

Dirk Volschenk,
Manager Human
Resources

PUBLIC AGENDA

**LONDON & MIDDLESEX COMMUNITY HOUSING
(LMCH)**

Board of Directors Meeting

**Corporate Boardroom
1299 Oxford Street East, Unit 5C5
London, Ontario, N5Y 4W5**

Thursday, April 20, 2023

5:30 PM – 7:30PM

Item	Pg.	Lead	Time
1. Call to Order		P. Squire	5:30
2. Recognition of Indigenous Peoples and Lands Statement		P. Squire	
3. Completion and Acceptance of Agenda		P. Squire	
4. Disclosure of Interest		P. Squire	5:35
5. Approval of Minutes of Previous Meetings a. March 16,2023 Public Minutes		P. Squire	
6. Communications City of London AGM Communication		P. Chisholm	
7. Delegations none			
8. Presentations none			
9. Reports and Business a) Staff Report 2023 -23 Transfer of Land for Road Widening for Re-Imagine Southdale b) Staff Report 2023 -24 Contract Award – Penny Lane Window Replacement			5:50 P. Chisholm T. Whittingham
10. New Business / Enquiries		P. Squire	
11. Meeting Adjournment		P. Squire	7:30pm

Recognition of Indigenous Peoples and Lands Statement

We would like to begin by acknowledging the treaty territory of the Anishnaabeg, which is defined within the pre-confederation treaty known as the London Township Treaty of 1796. Throughout time, this region has also become the current home to the Haudenosaunee and Leni-Lenape Nations.

BOARD OF DIRECTORS MEETING MINUTES

March 16, 2023 at 5:30 p.m.
 London & Middlesex Community Housing
 Boardroom, 1299 Oxford Street East, Unit 5C5, London, Ontario, Canada

Board Members in Attendance:

- Phillip Squire, Chair *
- Shawn Lewis *
- Shellie Chowns*
- Tammy Brooks*
- Gary Bezaire*
- Hadleigh McAlister*
- John Corboy*
- Cara Awacock*

Senior Leadership in Attendance:

- Paul Chisholm, CEO
- Andrea Mackenzie, Director of Tenant Services
- Trevor Whittingham, Senior Manager, Asset Management
- Christine Poirier, Senior Manager, Property Services

* *Virtual Attendance via Zoom*

1. Call to Order	P. Squire called the meeting to order at 5:31 p.m.
2. Recognition of Indigenous Peoples and Lands	<p>P. Squire provided the recognition address at 5:31 p.m.</p> <p><i>We would like to begin by acknowledging the treaty territory of the Anishnaabeg, which is defined within the pre-confederation treaty known as the London Township Treaty of 1796. Throughout time, this region has also become the current home to the Haudenosaunee and Leni-Lenape Nations.</i></p>
3. Completion and Acceptance of the Agenda	<p>Regarding the completion and acceptance of the agenda,</p> <p>ALL MEMBERS AGREED that the agenda BE ACCEPTED and APPROVED as presented. PASSED at 5:33pm</p>

4. Disclosures of Interest	P. Squire called for conflict-of-interest declarations with respect to the agenda. No conflicts - of- interest declared at 5:35 p.m.
5. Approval of Board Meeting Minutes	Regarding the Board Meeting Minutes of February 16, 2023, MOVED by H. McAlister, seconded by T. Brooks that the Minutes BE ACCEPTED and APPROVED , item CARRIED at 5:36 p.m. ALL In favour.
6. Communications	City of London Council Resolution – The City of London Approval of Cara Awcock’s appointment to the LMCH Board.
7. Delegations	None
8. Presentations	None
9. In Camera	<p>MOTION to MOVE to the In Camera Portion of the meeting. MOVED by H.McAlister, seconded by Mayor Grantham at 5:38pm.</p> <p>In Camera Matters were review by all members of the Board. - S. Lewis</p> <p>MOTION to return to the Camera portion of the meeting MOVED by T. Brooks, seconded by S. Lewis 5:48 p.m.</p>
10. Consent Items a. Staff Report 2022- 15 CEO Report	<p>MOTION to RECEIVE report for information, MOVED by C. Awcock, seconded by S.Lewis at 5:50p.m. ALL in Favour, report ACCEPTED at 5:55 p.m.</p> <p>P. Chisholm provided an overview of the report. Health and Homelessness summit document reviewed regarding data and standards, in order to improve the supports tenants receive in the community. Additional session to follow.</p> <p>Reimagine Southdale, SPA has been resubmitted for a second round of feedback. This is the final approval step we need from the City, anticipated approval date Mid-April. -LMCH Continues to work with community partners to develop partnership and programming opportunities for the Southdale site.</p>

<p>b. Staff Report 2022-16 Vacancy Management Report</p>	<p>Discussion on community having a greater understating of what LMCH’s role as organization is to support the tenants.</p> <p>MOTION to RECEIVE the report for information, T. Brooks, seconded by H. McAlister at 6:03 p.m. ALL in Favour ACCEPTED at 6:21p.m.</p> <p>P. Chisholm provided an overview of the report. Vacancy management components discussed. Tenant Services team working at a 13 day turn around to rent units.</p> <p>-Discussion on the rent ready target, currently hitting above target with 30 units per month, LMCH reviews this target weekly. 35 units were returned to rent ready last month.</p> <ul style="list-style-type: none"> - The objective is to hit 35+ units rent rented each month. - Repair required for units once they are back in LMCH possession discussed. The damage of units is extensive and requires structural repair. <p>-Active restoration and age of units in active restoration reviewed. -Discussion on County unit turn around for units in active restoration.</p> <p>- Flooring containing asbestos material, to be replaced. LMCH will work with an accredited provider to remove the materials, once the correct vendor is place in LMCH will move forward. - Work has begun with new vendors to increase vendor pool.</p>
<p>10. Reports and Business</p>	<p><u>Finance Committee Reports for information:</u> Overview of reports provided by Committee Chair – S.Chowns</p> <ol style="list-style-type: none"> I. FC- 23- 15 Q4 KPI Report II. FC- 23- 16 Q4 2022 Financial Results III. FC-23- 17 Capital Work Update Board Report IV. FC- 23- 19 Facility Condition Index (FCI) Update

MOTION to RECEIVE Finance Committee Reports for information, **MOVED** by H. McAlister seconded by C. Awcock, 6:05 p.m.

-Q4 KPI Report: Rent arrears continues to increase, and potential impact on revenue collected by LMCH. Bad debt allowance has increased, and the Tenant Services department is continually working to combat the arrears increasing.

-Q4 2022 Financial Results: Favourable results on the budget reviewed. Higher than forecasted revenue, this was off set to an increase in Bad Debt. This is noted in the write off section of the report.

Increase in expenditures for maintenance and unit turn over was noted.

- Facility Condition Index (FCI) Update: Facilities index is fair, this is an improvement over last report. This is a result of investments put in and refining what repairs that were needed.

Discussion: Rental arrears impact are comparable to Pre-COVID, high cost of living is also a factor to rent not being paid.

Profiles of tenancies in arrears discussed.

- RGI requirements are also contributing to the arrears. 20% of the tenants have not completed their annual review. LMCH provides support for income tax completion. This is a requirement that is set out by the Province in order for tenants to receive RGI support. Tenants need to complete income their tax in order to get RGI support.

-Landlord Tenant board contribution to arrears, tenants who are being evicted are not paying rent once they receive eviction notice. Rental arrears ten years ago were \$120,000, currently we are at \$1.2

	<p>million in arrears. This is a trend across the Housing Industry across the Board.</p> <p>Discussion – Have there been discussion with the province, on the issues being created with the requirement of income tax completion.</p> <p>Have steps been taken at the Provincial level to flag some of the issues. This was initially set out to simplify the RGI program. Could housing providers all communicate this to the province, to identify the issues and provide the province with potential solutions.</p>
<p>c) Staff Report 2023- 17 City of London Insurance Program report and invoice.</p>	<p>Report Overview provided by P. Chisholm.</p> <p>This program reduces our cost of insurance claims and is managed by the City of London and City of London’s Risk Manager. Recommendation that LMCH continues with the program and that we pay this year’s fee.</p> <p>MOTION to RECEIVE and APPROVE this report, MOVED by Mayor Grantham, seconded by H. McAlister, ALL in Favour 6:22p.m.</p>
<p>d) Staff Report 2023- 18 Contractor Award – Roofing Replacement – Kent St (RFP 2022-0007-01)</p>	<p>Report Overview provided by P. Chisholm</p> <p>Cost was greater then anticipated due to construction of original roof, and asbestos removal work.</p> <p>MOTION to RECEIVE and APPROVE the report. MOVED by S.Lewis, seconded by H. McAlister ALL in Favour, PASSED at 6:23p.m.</p>

<p>e) Staff Report 2023-19 Human Resources and Governance DRAFT Work Plan</p> <p>f) Staff Report 2023-20 Health & Safety Policy (annual update) and Workplace Violence, Harassment, and</p> <p>g) Staff Report 2023-21 Update of Smoke-Free Workplace Policy</p> <p>h) Staff Report 2023-22 Delegation Policy</p>	<p>MOTOIN to APPROVE Reports and Policies E-H MOVED by T. Brooks, seconded by C. Awcock, PASSED at 6:24pm</p>
<p>New Business</p>	<p>ADJOURNED, MOVED by C. Awcock, seconded by H. McAlister ALL in Favour, PASSED at 6:25 pm.</p>
<p>13. MEETING ADJOURNMENT</p>	

Phil Squire, Chair

Paul Chisholm, CEO



P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

April 6, 2023

Chair and Members
Board of Directors
c/o P. Chisholm, Chief Executive Officer
London & Middlesex Community Housing
pchisholm@lmhc.ca

Dear Chair and Members:

Re: 2022 Annual General Meeting of the Shareholder for London & Middlesex
Community Housing – June 20, 2023, 4:05 PM, Council Chambers, City Hall

This is to provide you with notice that the 2022 Annual General Meeting of the Shareholder for London & Middlesex Community Housing will be held at a meeting of the Strategic Priorities and Policy Committee on June 20, 2023. The 2022 Annual General Meeting is scheduled to be heard not before 4:05 PM in the Council Chambers of City Hall, for the purpose of receiving the report from the Board of London & Middlesex Community Housing in accordance with the Shareholder Declaration and the *Business Corporations Act, R.S.O., 1990, c.B.16*.

I wish to extend an invitation to the Chair of the Board of Directors to attend the Annual Meeting and present the report of the Board in accordance with Article 7.1 of the Shareholder Declaration. I would kindly request that you provide me with an electronic copy of any documentation that you will be presenting, in addition to the Annual Report, by **9:00 AM, Monday, June 12, 2023**, for inclusion on the Agenda for the June 20, 2023 meeting. Please email all of your documents to sppc@london.ca. A reminder that in accordance with the Council Procedure By-law, delegations are limited to 5 minutes.

If you have any questions or require clarification, please do not hesitate to contact me.

Sincerely,

M. Schulthess
City Clerk
/hw

cc: Mayor J. Morgan
B. Westlake, Deputy City Clerk
S. Corman, Deputy City Clerk
A. L. Barbon, Deputy City Manager, Finance Supports
B. Card, Deputy City Manager, Legal Services

STAFF REPORT 2023-23

TO: LMCH Board of Directors
FROM: Paul Chisholm, Chief Executive Officer
SUBJECT: Land Transfer ReImagine Southdale
DATE: April 13, 2023

PURPOSE:

To seek authorization from the Board of Directors to execute the required documents to transfer the land the City of London set out in SPA22-112, a required condition for the redevelopment approval for ReImagine Southdale.

RECOMMENDATION:

That the Board of Directors RECEIVE this report and APPROVE the following recommendations:

1. Authorize LMCH to transfer land currently owned by LMCH to the City of London as set out in the Site Plan Approval Documents SPA22-112 as *"Dedication of land of 4.894 m to accommodate the widening of Southdale Road East along with a 6x6 daylight triangle."*
 2. Authorize the LMCH CEO to communicate the request to transfer the land noted in recommendation # 1 (above) to the Shareholder with the intent to secure required approvals (if any) for the transfer.
 3. Authorize the LMCH CEO to execute required documents to transfer the land noted in recommendation #1 (above).
 4. Authorize the appropriate LMCH staff to take the necessary actions to give effect to the above recommendations.
-

BACKGROUND:

IN December 2020 the LMCH Board of Directors selected the Southdale Community

as the site for LMCH’s first redevelopment project. Since that time LMCH has managed through the development process working closely with the City of London LMCH has been successful in developing a master site plan for this community, receiving City approval for the required Zoning Bylaw Amendments, approval of financing for Phase 1 of the project and is in the final stages of the Site Plan Approval for the Phase 1 of the project.

As part of the planning process and discussions with the City of London it was confirmed that the City of London required the transfer of LMCH land to the City to support broader planning needs of the community. As the requirement was incorporated into the planning process there is no impact on the master site plan or approvals required to proceed with the project.

The Shareholder Direction from the City of London sets out that the LMCH Board must receive approval from the Shareholder on several actions/activities. Specifically, it notes that the Shareholder approval is required to “*purchase or sell real property*”. LMCH will continue to work with the City of London’s Service Manager, municipal planning and Shareholder to ensure the land transfer is compliant with the Shareholder Direction and any requirements.

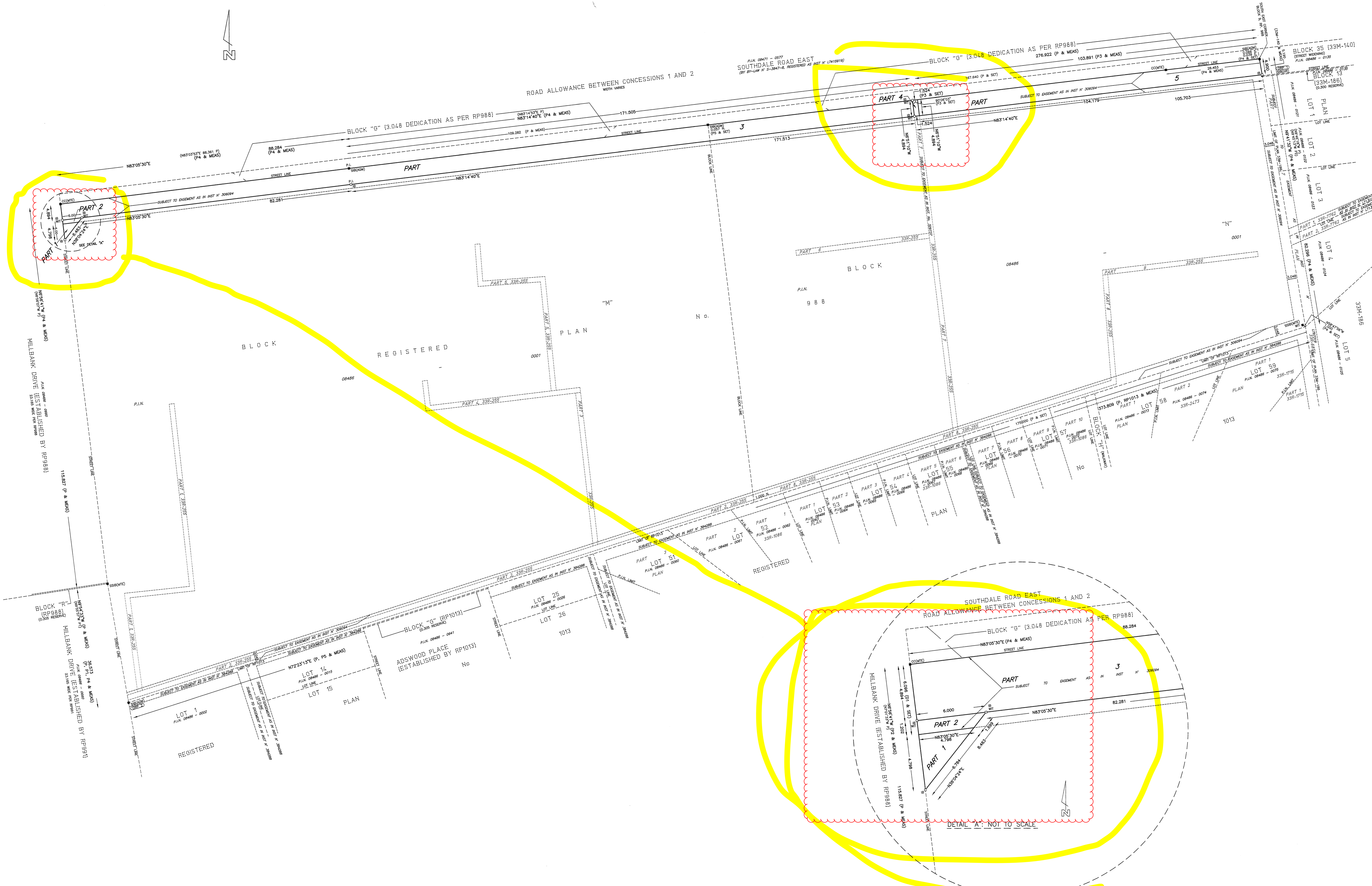
CONCLUSION:

The request to transfer the land as described in SPA2-112 (Attachment A) and illustrated in Southdale Land Transfer Diagram (Attachment B). is a requirement of Site Plan Approval for the ReImagined Southdale Project. The request is lawful, has been well communicated and is in the best interest of LMCH, the tenants at the Southdale Community and the Broader Community. LMCH staff support this land transfer.

PREPARED and SUBMITTED BY:
PAUL CHISHOLM CHIEF EXECUTIVE OFFICER

APPENDIX:

- Attachment A - Southdale Land Transfer Diagram
- Attachment B – Site Plan Approval SPA22-112



NOTES

- SIB DENOTES STANDARD IRON BAR.
- IB - IRON BAR.
- RB - ROUND IRON BAR.
- CC - CUT CROSS.
- WT - WITNESS.
- SIBS - SHORT STANDARD IRON BAR.
- (SU) - SOURCE UNKNOWN.
- (HS) - HOLSTEAD & REDMOND LIMITED, O.L.S.'s.
- MON - MONUMENT FOUND.
- MS - MONUMENT SET.
- R - REGISTERED PLAN N° 988.
- P1 - REGISTERED PLAN N° 991.
- P2 - PLAN 338-108.
- P3 - PLAN 338-109.
- P4 - A PLAN BY MTE OLS LTD. DATES: MAY 11, 2021.
- ADM - FILE NO. (48226-100).
- AR - ARCHIBALD, GRAY & MCKAY LTD. O.L.S. (FILE N° 76-007).
- PK-1 - A PLAN BY FASCOMB & KIRKPATRICK DATED NOVEMBER 11, 1970.
- D1 - INST. NO. 306094.

FOR BEARING COMPARISON, ROTATION HAVE BEEN APPLIED TO THE FOLLOWING PLAN TO CONVERT IT TO GRID BEARINGS

PLAN ID	ROTATION AMOUNT	DIRECTION
RP No. 988(2)	0°22'31"	CLOCKWISE

BEARINGS ARE UTM GRID IN NAD83 (ORIGINAL) DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK AND ARE REFERRED TO THE CENTRAL MESSIAN 8100' WEST LONGITUDE, ZONE 17

OBSERVED REFERENCE POINTS (ORP)

UTM ZONE	NAD83 (ORIGINAL) GRID COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF OREG. 215/10	
POINT ID	NORTHING	EASTING
ORP 1	4754792.020	483682.915
ORP 2	4754603.026	483339.709

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
 DISTANCES SHOWN ON THIS PLAN ARE GROUND LEVEL DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99994245

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 (2) THE SURVEY WAS COMPLETED ON THE 22nd DAY OF FEBRUARY, 2023.

MARCH 1, 2023
 DATE

JEREMY C.E. MATTHEWS
 ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO A/LS PLAN SUBMISSION FORM NUMBER 220506.

MTE MTE ONTARIO LAND SURVEYORS LTD.
 123 ST. GEORGE STREET
 LONDON, ONTARIO, N6A 3A1
 TEL: 519-304-6510

Client File:	0000
Surveyed By:	J.S.
Checked By:	J.CEM
Drawn By:	MW
Date:	MARCH 1, 2023
File No.:	48226-101
File No.:	



Planning and Economic Development
 City Hall, 300 Dufferin Ave, P.O. Box 5035
 6th Floor
 London, ON N6B 1Z2
 Tel: (519) 661-4538

London
 C A N A D A

London & Middlesex Community Housing
 1299 Oxford St E #5C5
 London ON N5Y 4W5

March 3, 2023

Re: Site Plan Control Approval for 931-1225 Southdale Road East, London, ON – File Number SPA22-112

The City's appointed officers are prepared to grant approval of the Site Plan Control Application subsequent to the completion of the following:	Accepted	Approved
1. Dedication of land of 4.894 m to accommodate the widening of Southdale Road East along with a 6 x 6 daylight triangle.	<input type="checkbox"/>	<input type="checkbox"/>
2. Acceptance of the detailed grading and servicing plan by Engineering Review and the Mechanical Plans Examiner. This includes any required storm water management.	<input type="checkbox"/>	<input type="checkbox"/>
3. Acceptance of the Site Plan by Development Services.	<input type="checkbox"/>	<input type="checkbox"/>
4. Acceptance of the Landscape Plan by Development Services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Acceptance of the Building Elevations by Development Services.	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of the Fire Route design and signage by Development Services.	<input type="checkbox"/>	<input type="checkbox"/>
7. Acceptance of the Tree Preservation Plan based on the latest grading plan by Development Services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Acceptance of the Noise Study by Development Services.	<input type="checkbox"/>	<input type="checkbox"/>
9. Acceptance of the Lighting Plan by Development Services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. The Site Plan shall conform to regulations of the Zoning By-law No. Z.-1.	<input type="checkbox"/>	<input type="checkbox"/>
11. Acceptance of the Traffic Management Plan (TMP) for all works in the road allowance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Estimates are provided by your engineer and landscape architect for the cost to complete onsite surface works and complete costs for offsite works.	<input type="checkbox"/>	<input type="checkbox"/>
13. Performance security provided in the amount determined by Development Services based on the estimates provided by your engineer and landscape architect.	<input type="checkbox"/>	<input type="checkbox"/>
14. Execution and registration of the development agreement (to follow).	<input type="checkbox"/>	<input type="checkbox"/>
15. Consensual removals finalized for any/all City trees to be removed.	<input type="checkbox"/>	<input type="checkbox"/>
16. Payment of the confirmed amount of cash-in-lieu of parkland dedication.	<input type="checkbox"/>	<input type="checkbox"/>
17. Clearance letter from the Ministry of Tourism Culture & Sport for the Archaeological Assessment	<input type="checkbox"/>	<input type="checkbox"/>
18. Final version of Digital Site Plan tied to NAD 83 UTM for City's Mapping.	<input type="checkbox"/>	<input type="checkbox"/>
Prior to the issuance of any building permits:		
a. Certification required from your engineer that all erosion control measures have been installed in accordance with the approved plans;	<input type="checkbox"/>	<input type="checkbox"/>
b. Certification required by your landscape architect that all tree preservation measures have been installed in accordance with the approved plans/study;	<input type="checkbox"/>	<input type="checkbox"/>

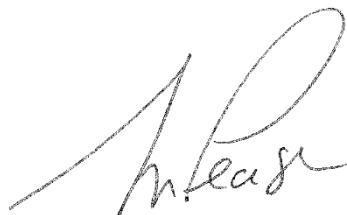
DISCLAIMER: Accepted plans do not initiate full site plan approval. If changes are made to accepted plans, please provide a copy to staff for review.

Please see the enclosed comments and marked plans. All revised plans, drawings, or studies are to be submitted to LondonSPSubmit@london.ca. For a complete resubmission, please provide the following in digital pdf form:

Site Plans
Engineering Plans
Traffic Management Plans
Landscape Plans
Elevations
Reports/Studies
Accessibility Checklist
Cover Letter
Response to Comments

Should you have any questions regarding your request for site plan approval please contact Meg Sundercock at 519-661-2489 x 4471 or msundercock@london.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Pease". The signature is fluid and cursive, with a large initial "M" and "P".

Michael Pease
Manager, Site Plans

cc: H. McNeely, Director, Planning and Development

London & Middlesex Community Housing
 1299 Oxford St E #5C5
 London ON N5Y 4W5

March 3, 2023

Re: Site Plan Control Approval for 931-1225 Southdale Road East, London, ON – File Number SPA22-112

Description of Project: 53-unit mixed-use apartment building
File Handler: Meg Sundercock
Engineering Reviewer: Brent Lambert (Abdullah Hayik)
File Manager: Michael Pease

The City's appointed officers have the following comments regarding your above Application for Site Plan Control Approval. The Applicant is to provide a response to all City comments and submit it with their next Site Plan Control Approval submission:

Please see enclosed: Memos from **Engineering Redlines**.

General Comments & Zoning Considerations:	Applicant Response
1. Please flatten your drawings when converting to PDF to reduce file size as much as possible. 2. Development Charges For more information on Development Charges please see: www.london.ca/dc Additionally, please see the following for changes to development charges payments through Bill 108: https://london.ca/sites/default/files/2021-12/CofL_2021DevelopmentCharges_web_V3_0.pdf	

Site Plan Comments:			
Comment Number	Comments	Guideline/Policy Number Reference	Applicant Response (How has the comment been addressed)
	1. Confirm the proposed use of the "Community Use" area in the building. Is it considered an amenity area associated with the apartment building or a separately operated facility space? 2. Dimension the distance between the fire department connection and the edge of pavement on Southdale Road to confirm if a private fire route is necessary. 3. Relocate the barrier-free parking spaces to be in closer proximity to the main building entrance. 4. Widen walkways adjacent to parking areas to a minimum of 2.1m to allow for vehicle overhang so they remain accessible. 5. Confirm the height of the pergola structure to the highest point of the roof, noting the maximum height permitted is 4.0m in residential zones. 6. Ensure the ends of all parking aisles are delineated with landscape islands, or at least curbs to protect them from traffic. 7. Consider the inclusion of a paratransit layby at the main building entrance (3.5m x 12.0m). If it cannot be accommodated with this development, a centrally located layby should be included in future development proposals.	SPCBL 6.7 SPCBL 6.2 (m) SPCBL Table 7.1 ZBL 4.1(3) SPCBL 6.2(h) SPBCL 6.8.1	

Landscape Comments:			
Comment Number	Comments	Guideline/Policy Number Reference	Applicant Response (How has the comment been addressed)

	1. Please forward proof of payment for removal of tree 981 or a copy of correspondence with Forestry Operations requesting its removal prior to final approval.		
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Urban Design Comments:			
Comment Number	Comments	Guideline/Policy Number Reference	Applicant Response (How has the comment been addressed)
	1. To encourage walkability and access to the units from the sidewalk and to activate the streetscape ensure that the residential ground floor units facing Southdale are swing doors that are lockable from the exterior and interior. Glass sliding doors should be avoided.		

Engineering Comments:			
Division	Comments	Guideline/Policy Number Reference	Applicant Response
General Engineering Comments	<ol style="list-style-type: none"> Please note that minimum two site benchmarks are required, one of which shall be a City of London BM. Extend the silt fencing along the east and west side to enclose the entire construction area. 		
Site Servicing/Grading	<ol style="list-style-type: none"> As requested in the first submission, please provide either a cleanout or long radius sweep at the bend on the SA sewer connection as per 3.16.1. Please revise grading plan as suggested in the red lined drawing. Provide more grading details for the parking lot and green spaces between the walkways. SED previously requested that the applicant field certify and demonstrate servicing to the municipal sanitary sewer. The site servicing plan provided do not appear to provide sufficient details and should have all standard drafting requirements as per City of London. Detailed engineering drawings demonstrating servicing to the municipal sanitary sewer required and to ensure the internal sewer and PDC is adequate for the flows from the ultimate build out of the site. The site servicing plan indicates the proposed PDC will be crossing under an existing Bell CPED and should be revised to a standard connection location for any future maintenance. 		
Water Engineering	<ol style="list-style-type: none"> Domestic demand calculations are not correct and need to be adjusted. (i.e. Daily flow per Capita = 19,584 l/day which should then equal 13.6 l/min not 3468 l/min). Therefore, the max day and max hour calculations will need to be adjusted as well. The proposed fire flow demand of 51500 l/min (858l/s) is not correct. Please revise fire flow calculations. It is recommended you work with building division to ensure the required fire flow calculations are accurate. Please note when design a high-rise apartment building a fire flow of 150l/s is typically used. 		

	<p>9. When calculating your average day, max day, max hour, and max day + fire flow demands, please also calculate the velocities within the water service and ensure the velocities are within the acceptable limits as per City Standards,</p> <p>10. Please calculate turnover by using the volume of the water service and the calculated domestic demands of the building.</p> <p>11. The report writing shall include a section on the domestic demand.</p> <p>12. If the building has a Siamese connection, ensure drawings show the location and the distance from the fire hydrant.</p>		
Stormwater Engineering	No further comments		
Transportation Engineering	<p>No further comments</p> <p>*Please note road widening transfer will be required prior to final approval.</p>		

Notes:

1. Please flatten your drawings when converting to PDF to reduce file size as much as possible.
2. Development Charges
For more information on Development Charges please see:
<https://london.ca/business-development/development-charges>
3. Notwithstanding the above comments, nothing referenced herein shall contravene the Ontario Building Code.

Please include the following documents with the next submission to LondonSPSubmit@london.ca:

Site Plans
 Engineering Plans
 Landscape Plans
 Elevations
 Accessibility Checklist
 Cost Estimates
 Update Reports
 Response to Comments

Should you have any questions regarding your request for site plan approval please contact Meg Sundercock at 519-661-2489 x 4471 or msundercock@london.ca.

Yours truly,



Meg Sundercock
 Site Development Planner

cc: H. McNeely, Director, Planning and Development
 M. Pease, Manager, Site Plans

STAFF REPORT 2023- 24

TO: LMCH Board of Directors
FROM: Trevor Whittingham, Senior Manager Asset Management
SUBJECT: Contractor Award -Windows and Doors, Penny Lane. – (RFT 2022-0008)
DATE: April 13, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Director's approval, for the award of the contract for Window and Doors replacement – Penny Lane, Strathroy as set out in the tender (RFT 2022-0008) summarized in this report.

Board of Director's approval is required for this contractor award as it exceeds the \$75,000 financial approval limit of LMCH's CEO as set out in "Purchasing Policies and Guidelines".

RECOMMENDATION:

That the LMCH Board of Directors **APPROVE** the following recommendations:

1. Approve the award of the work to A1 Unique Installations for the sum of \$388,032.00 + HST (\$438,476.16) to perform the work as specified in tender RFT 2022-0008.
2. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

BACKGROUND:

Penny Lane Strathroy consists of twenty (20) semi-detached units - ten (10) buildings - built in 1975. The current doors & windows are original except for localized replacements of glazing panes.

Edison Engineering was contracted to complete a windows and doors condition assessment. (See Appendix A) The assessment concluded that overall, the windows and doors are at the end of their service life and replacement should be completed now.

Edison's assessment states that "New windows will significantly improve the issues with the current windows and doors including improving comfort, energy performance, reduce drafts, smoother operation, and mitigate the risk of future leaks/damage, and to reduce sinking additional costs into repairs."

SCOPE OF WORK: (Simplified for this report)

The work outlined in this report will be performed on each of the twenty (20) units as specified by the Engineering Consultant in the RFT 2022-0008.

- Window replacement, all windows.
- Door replacement, front entrance, rear door to patio.
- Exterior brick and sill repairs where required.
- All new associated hardware.
- All new door jambs & surrounding insulation.
- Removal of the front door sidelight and replace with solid panel for enhanced security.
- New replacement door & window trim installed and painted.
- Spare screens and hardware for LMCH stock.

TENANT IMPACT:

A1 Unique Installations has a proven track record working on occupied units and has always been respectful and accommodating to LMCH tenants. Tenants will be asked to clear a space in front of windows.

Unfortunately, this kind of work does come with sporadic loud noise, dust and possible vibration. A1 Unique Installations will protect and cover tenant belongings and has proven during past projects, to clean up upon completion. Each unit will be started and finished on the same day within normal business working hours.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on January 20, 2023 and closed on February 16, 2023. Five (5) submissions were received. Each bid submission was evaluated and scored, factoring: Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

A1 Unique Installations submitted the successful bid and is recommended for the work. Overall, A1 Unique Installations' submission satisfied all mandatory requirements.

LMCH Staff interviewed A1 Unique Installations to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The bids received for this project came in considerably higher than our original project budget. Following the tender, we completed a thorough review of the project scope and believe that reallocating funding from other sources is preferable to reducing project scope.

Funding will come from the 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap and will be further augmented by the same funding source LMH2619- LMCH which has uncommitted dollars from previously committed projects.

Project #	Project Description	Project Budget (Inc. Tax)	Funding Source
2022-0008	Window & Door Replacements	\$400,000.00	LMH2619- LMCH Infrastructure Gap
	Engineering	-\$8,140.82	LMH2619- LMCH Infrastructure Gap
	Construction Contract	-\$438,476.16	LMH2619- LMCH Infrastructure Gap
	Remaining Project Budget	(-\$46,616.98)	LMH2619- LMCH Infrastructure Gap
2021-0005	Fire System Study (Completed)	\$78,037.54	LMH2619- LMCH Infrastructure Gap
	Funds Remaining	\$31,420.56	

LEGAL IMPACT / RISK MANAGEMENT:

Vendor insurance, WSIB and performance bonds were included in the bid submission received from A1 Unique Installations.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project.

APPENDIX: In Camera Attachment: Penny Lane Bid Evaluation

PREPARED and SUBMITTED BY:	STAFF CONTACT
Trevor Whittingham, SENIOR MANAGER, ASSET MANAGEMENT	Bill Leslie, MANAGER, CAPITAL PROJECTS & CONSTRUCTION