

## AGENDA

### LONDON & MIDDLESEX COMMUNITY HOUSING (LMCH)

#### Board of Directors Meeting

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

Thursday, July 21, 2022

5:30 PM – 6:30 PM

**Board Members:**

Aynsley Anderson

Gary Bezaire

Tammy Brooks

Shellie Chowns

Adrian Cornelissen

Shawn Lewis- Chair

John Millson

Josh Morgan

Anne Marie Mitchell

**Directors:**

Andrea Mackenzie

Phil Renaud

Diana Taplashvily

**CEO:**

Paul Chisholm

Item	Pg.	Lead	Time
1. Call to Order		S. Lewis	5:30
2. Recognition of Indigenous Peoples and Lands Statement		S. Lewis	
3. Completion and Acceptance of Agenda		S. Lewis	
4. Disclosure of Interest			5:35
5. Approval of Minutes of Previous Meetings a. Minutes from June 16, 2022, Public Minutes		S. Lewis	
6. Communications a. none		S. Lewis	
7. Delegations none			
8. Presentations a. None			
9. Consent Agenda Items a. Staff Report 2022- 41 CEO Report b. Staff Report 2022- 42 Vacancy Management Report  c. Finance Committee Reports for the purpose of information. Verbal update provided by Committee Chair, S. Chowns: I. FC- 22-14 Change in Account Standards Report		P. Chisholm   D. Taplashvily	5:40
10. In Camera Matters none			
11. Reports and Business a. Staff Report 2022- 43 Committee Update on Candidate recommendations for New Directors'.  <u>Finance Committee Reports for Board Approval:</u>  b. Staff Report 2022- 44 Elevator Maintenance Review c. Staff Report 2022- 45 Furnace Replacement Quotes d. Staff Report 2022- 46 Tecumseh Roof Replacement Review		P. Chisholm      P. Renaud	5:50
a) New Business / Enquiries		S. Lewis	
b) Meeting Adjournment		S. Lewis	6:30

## **Recognition of Indigenous Peoples and Lands Statement**

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



**LONDON &  
MIDDLESEX**  
COMMUNITY HOUSING

## BOARD OF DIRECTORS MEETING MINUTES

June 16, 2022, at 5:30 p.m.  
London & Middlesex Community Housing  
Boardroom, 1299 Oxford Street East, Unit 5C5, London, Ontario, Canada

### Board Members in Attendance:

Shellie Chowns, Acting Chair\*

Josh Morgan\*

Adrian Cornelissen\*

John Milson\*

Gary Bezaire\*

Tammy Brooks\*

Anne Marie Mitchell\*

### Senior Leadership in Attendance:

Paul Chisholm, CEO

Andrea Mackenzie, Director of Tenant Services

Diana Taplashvily, Director of Finance & Corporate Services

Phil Renaud, Director of Property Services & Asset Management

Laura LeFaive, Temporary Communications Specialist

### Not in Attendance:

Shawn Lewis

Aynsley Anderson

\* *Virtual Attendance via Zoom*

1. Call to Order	S. Chowns called the meeting to order at 5:31 p.m.
2. Recognition of Indigenous Peoples and Lands	<p>S. Chowns 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 Lenni-Lenape Nations.</i></p>
3. Completion and Acceptance of the Agenda	Regarding the completion and acceptance of the agenda, moved by J. Milson, seconded by G. Bezaire, PASSED 5:32pm all in favour <b>ALL MEMBERS AGREED</b> that the agenda <b>BE ACCEPTED</b> and <b>APPROVED</b> as presented. <b>PASSED</b> at 5:32pm

4. Disclosures of Interest	S. Chowns called for conflict-of-interest declarations with respect to the agenda. No conflicts - of- interest declared at 5:33 p.m.
5. Approval of Board Meeting Minutes	Regarding the Board Meeting Minutes of May 19, 2022, A. Cornelissen moved, Tammy seconded that the Minutes <b>BE ACCEPTED</b> and <b>APPROVED</b> , item <b>CARRIED</b> at 5:33 p.m. <b>ALL In favour</b>
6. Communications	City Council Resolution – Reposting of Direcotor position applications. P. Chisholm
7. Delegations	n/a
8. Presentations	n/a
9. Consent Items	<b>MOTION to RECIEVE ALL Reports G. Bezaire , seconded by J.Milson, CARRIED 5:52pm.</b>  All reports <b>ACCPETED</b> by <b>ALL MEMBERS</b> , <b>MOTION PASSED 5:54pm.</b>
a. Staff Report 2022-38 CEO Report	<ul style="list-style-type: none"> <li>P. Chisholm, Provided overview of report</li> </ul>
b. Staff Report 2022-39 Vacancy Management Report	<ul style="list-style-type: none"> <li>P. Chisholm provided Report Review</li> </ul>
c. Finance Committee Reports	<p>Reports for the purpose of information. Verbal update provided by Committee Chair, S. Chowns:</p> <ul style="list-style-type: none"> <li>I. FC-22-01 Appointment of Finance Committee Chair</li> <li>II. FC- 22- 03 Finance Committee Workplan 2022</li> <li>III. FC- 22-04 Update from Director of Finance and Corporate Services</li> <li>IV. FC- 22-05 Q1 2022 Financial Results</li> <li>V. FC-22-06 Q1 KPI Report</li> <li>VI. FC-22-07 Capital Projects Report Update</li> <li>VII. FC- 22-09 2023 Annual Budget Update – LMCH</li> </ul>
d. Tenant Services Committree Report	<p>For the purpose of information. Verbal update provided by Committee Chair A. Mitchell:</p> <ul style="list-style-type: none"> <li>I. TSC-22-01 Selection of Tenant Services Committee Chair</li> <li>II. TSC-22-02 Committee Workplan Chart</li> <li>III. TSC-22-03 Director of Tenant Services Update</li> <li>IV. TSC-22- 04 Update on Community Development and Tenant</li> </ul>

	<p>Engagement Strategy</p> <p>V. TSC-22 – 05 Update on Summer Programing and Activities</p> <p>VI. TSC-22-06 Director of Property Services &amp; Asset Management Update</p>
10. In Camera	a) none
<p>11. Reports and Business</p> <p>a) Staff Report 2022-40 Contractor Award – Fire Alarm, Sprinkler Testing &amp; Maintenance - 2022-R001 (3 Year Contract</p>	<p><b>MOTION to APPROVE</b> Award, to authorize staff to take the necessary step and approve the recommendations. G. Bezaire , seconded by A. Mitchell, at 5:55pm. <b>All APPROVED</b> 5:56pm.</p>
New Business	None- 5:56pm
13. MEETING ADJOURNMENT	<p><b>MOTION to BE ADJOURNED</b>, A. Cornelissen, seconded by G. Bezaire. <b>MOTION PASSED</b> at 5:57 p.m.</p>

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Shellie Chowns, Acting Chair

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Paul Chisholm, CEO

## STAFF REPORT 2022-41

TO: LMCH Board of Directors

FROM: Paul Chisholm, Chief Executive Officer

SUBJECT: CEO Update

DATE: July 21, 2022

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### PURPOSE:

The purpose of the report is to provide updates to the Board on the status of key initiatives previously approved, introduce items that may come before the Board in future meetings and to provide updates on meetings, events or operational activities that may be of interest to the Board.

### RECOMMENDATION:

That the CEO Update report **BE RECEIVED** for information.

### UPDATES:

#### ReImagine Southdale

LMCH has received the draft application for the Zoning Bylaw Amendment from our architect. It is undergoing a final internal review prior to sign off and submission to the City (anticipated by end of July). With the draft submission LMCH now has the updated financial estimates to make the required budget funding request to the City of London. Staff are actively working on the Board Briefing and the communication plan to support the engagement of stakeholders in this process.

#### COVID Update

LMCH continues to monitor the current situation with COVID. The COVID Committee meets internally to discuss the current environment to ensure that measures are in place at LMCH to continue to support a safe operation. At this point most business operations are operating normally. LMCH staff are required to screen for symptoms daily, mask in the workplace and we continue to provide hand sanitizer, wipes and PPE to support safe work practices for all staff.

We continue to monitor staff absences related to COVID and note that while there continues to be absences related to COVID there is minimal operational impact at this time.

## Human Resources Updates

### Staffing

Work continues to fill vacant positions at LMCH. This includes vacancies created through attrition as well as new positions created through Business Case # 19.

- The Finance Team welcomed Jaclyn Carruthers as a temporary administrative support.
- The Tenant Services Team has welcomed two new staff:
  - Kate Moore has started in the role of Community Relations Worker
  - Cameron Burgess has started in the role of Legal Services Coordinators
- The Property Services Team has hired two additional Maintenance Repair Staff that will bring this team to full complement. Eugene Butenko and Shoyaib Fazal have both started the onboarding process.
- There are two additional recruitments where applicants have accepted offers of employment but have not yet started.
- There are three recruitments in the interview stage.
- There are two recruitments with active posting that will close in July.

PREPARED BY:
PAUL CHISHOLM CHIEF EXECUTIVE OFFICER



## STAFF REPORT 2022 – 42

TO: Board of Directors

FROM: Phil Renaud, Director of Assets and Property Services & Andrea Mackenzie, Director of Tenant Services

SUBJECT: Vacancy Management Update

DATE: July 21, 2022

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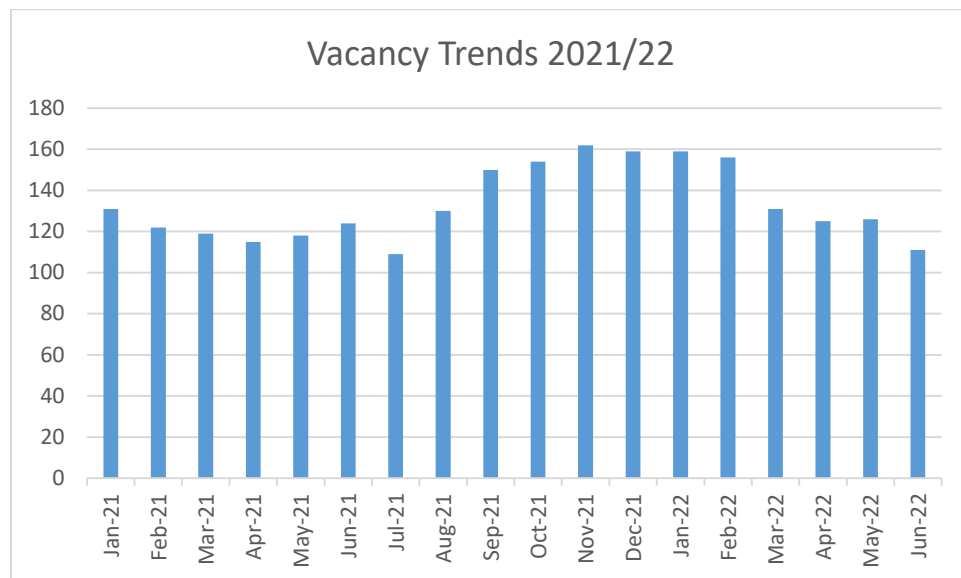
### Purpose:

To update the Board of Directors regarding the status of LMCH's Vacancy Management progress with the objective of achieving a three percent (3%) total vacancy.

### RECOMMENDATION:

That the Vacancy Management Update report **BE RECEIVED** for information.

### OVERVIEW:



## Monthly Vacancy Progress (Reported as of June 30, 2022)

1. **Total Vacancy:** This includes all units within LMCH portfolio that are not occupied. It is inclusive of units that are Non-Rentable or in Active Restoration and Rent Ready Stock. (Target: 3%)

Count	June 22	May 22	April 22	March 22	February 22	January 22
<b>Total Vacancy</b>	134 units	144 units	148 units	146 units	172 units	174 units
<b>Future Leased</b>	23 units	18 units	23 units	15 units	16 units	15 units
<b>Final Vacancy</b>	111 units	126 units	125 units	131 units	156 units	159 units

%	June 22	May 22	April 22	March 22	February 22	January 22
<b>Total Vacancy</b>	4.08%	4.38%	4.5%	4.44%	5.24%	5.3%
<b>Future Leased</b>	0.7%	0.5%	0.7%	0.5%	0.5%	0.5%
<b>Final Vacancy</b>	3.38%	3.8%	3.8%	3.99%	4.75%	4.8%

### 2. Non-Rentable Units:

The non-rentable category includes units that do not have a predictable rent ready projection date due to an insurance claim or a major construction project (e.g., units that are being used for broader portfolio improvements).

- 5 units are being renovated as part of CMHC Accessible Unit Project
- 6 units are vacant and undergoing restoration as part of insurance claims
- 9 units are reserved for Reimagine Southdale project

### 3. Active Restoration:

The active restoration category includes all remaining units that are slated for restoration and rental. The target for units in active restoration is 2% of the portfolio or 66 units. At the end of June there were 70 units in active restoration which was 2.13% of the portfolio.

There were 28 units restored in June 2022 that took an average of 95 days to return to rent ready.

Age of Units Restored in Period (Count)	June	May	April	March	February	January
0-15 days	0	0	0	0	1	0
16-30 days	1	2	4	1	7	0
31-60 days	6	10	13	10	9	7
61-90 days	10	3	7	5	7	6
91+ days	11	16	22	15	29	22
Total units restored	28	31	45	31	53	35
Average # of days in restoration	95	112	107	96	100	104

At the end of June there were 70 units in active restoration down from 72 at the end of May. Units in active restoration at the end of June had been vacant for an average of 56 days as of June 30<sup>th</sup>, 2022.

Age of Units in active Restoration (Count)	June	May	April	March	February	January
0-15 days	10	17	15	16	8	17
16-30 days	16	10	14	11	16	15
31-60 days	22	24	15	16	9	20
61-90 days	13	4	8	11	19	29
91+ days	9	17	27	42	55	43
Total units in Active Restoration	70	72	79	96	107	124
Average # of days in restoration at month end	56	59	76	91	98	77

- Active Rental Stock:** These are the units that are rent ready and available to offer. Units leave this category when they are future leased or leased (when the actual lease is signed, and keys are handed to the new tenant). The target for Active Rental Stock is 1% of the portfolio or 33 units.

In the month of June, 32 units were leased that had been rent ready for an average of almost 35 days. In addition to units leased an additional 23 units were accepted by tenants to be leased in July and future periods.

Age of Units Leased in the Period (Count)	June	May	April	March	February	January
0-15 days	6	10	5	23	16	21
16-30 days	4	9	2	8	1	8
31-60 days	13	10	7	8	3	2
61-90 days	5	3	0	2	0	0
91+ days	4	2	1	2	1	2
<b>Total units Leased</b>	<b>32</b>	<b>34</b>	<b>15</b>	<b>43</b>	<b>21</b>	<b>33</b>
<b>Average # of days to commit the unit</b>	<b>47.1</b>	<b>35.7</b>	<b>26.5</b>	<b>28.2</b>	<b>19.7</b>	<b>19.7</b>

At the end of June, the active rental stock was 64 units or 1.95% of the portfolio. The average days units were in Active Rental at the end of June was 47 days

Age of Units Vacant and Available (Count)	June	May	April	March	February	January
0-15 days	24	22	26	23	42	18
16-30 days	9	6	14	2	7	4
31-60 days	10	26	14	19	8	9
61-90 days	8	8	13	4	5	4
91+ days	13	10	5	2	3	0
<b>Total units Vacant and ready</b>	<b>64</b>	<b>72</b>	<b>72</b>	<b>50</b>	<b>65</b>	<b>35</b>
<b>Average # of days vacant and ready</b>	<b>47</b>	<b>42</b>	<b>37</b>	<b>31</b>	<b>21</b>	<b>20.1</b>

#### Period Summaries:

LMCH had a total of 29 new units confirmed vacant in the months of June which have been added to the active restoration stock.

LMCH restored a total of 28 units during this same time-period.

LMCH leased 32 units and future leased an additional 23 during this reporting period.

## Conclusion

Corporate target for vacant units is 100 units. The sub targets set are 66 units in Active Restoration and 33 units are in Active Rental stock.

With 70 units in Active Restoration, this measure remains 4 units above target. Efforts to reduce the number of units in Active Restoration and the number of days it takes to restore units will continue.

Vacancy filling activity will continue to lag in performance reports as many units become rent ready in the last few days of the month not providing sufficient time to offer the unit to applicants. As volume normalizes it is expected that the number of vacant and ready units available for offer will reduce to the target of 33 units.

PREPARED BY:	STAFF CONTACT:
PHIL RENAUD, DIRECTOR, Assets and Property Services	AHMAD MIAN, Business Analyst • Finance & IT

## Finance Committee Report 2022-14

**TO:** Finance Committee

**FROM:** Diana Taplashvily, Director of Finance & Corporate Services

**SUBJECT:** New Accounting Standard: PS 3450 Financial Instruments

**DATE OF REPORT:** July 11, 2022

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**PURPOSE:**

The purpose of the report is to inform the Finance Committee on the new requirements introduced by Public Sector Accounting Board (PSAB) and potential impact to LMCH Financial Statements.

**RECOMMENDATIONS:**

That the Report on a New Accounting Standard BE **RECEIVED** for information.

**REPORT:**

PSAB rolled out a new standard on Financial Instruments that is effective in fiscal year beginning on or after April 1, 2022; for LMCH it is a year of 2023.

City of London took a lead on consistent implementation of the standard across its Agencies, Boards and Commissions (ABCs) and put together a work plan with a deadline to go live with a new processes and possibly revised account balances on January 1, 2023. LMCH Finance Department works closely with the Financial Business Administrator assigned to lead the project from the City of London and at this point does not anticipate any significant impact to the reported Financial Statements.

Director of Finance and Corporate Services will keep the Finance Committee informed as the evaluation and analysis continues and will provide an update in December 2022, with a target roll out date of January 2023. For a brief standard overview and implications please refer to, **Appendix A** – PSAB at a Glance, section PS3450 – Financial Instruments, prepared by BDO.

**SIGNATURE:**

PREPARED and SUBMITTED BY:
DIANA TAPLASHVILY DIRECTOR OF FINANCE & CORPORATE SERVICES

## STAFF REPORT 2022 – 43

**TO:** Board of Directors

**FROM:** Paul Chisholm, Chief Executive Officer

**SUBJECT:** Update on Selection Process for Community Director

**DATE:** July 21, 2022

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### PURPOSE:

To provide an update to the Board of Directors on the selection process of the two Community Director positions, for the LMCH Board of Directors.

### RECOMMENDATION:

That the Update on Selection Process for Community Director report **BE RECEIVED** for information.

### BACKGROUND:

The City of London is the sole Shareholder of LMCH. LMCH receives direction from the Shareholder through several ways, including, the Shareholder Direction and By-Laws passed by the Shareholder.

The Shareholder takes a lead in Board recruitment for LMCH and conducts outreach for upcoming Director vacancies on the City of London website, newspapers, and social media. They also conducted outreach to previous applicants for the LMCH Board. LMCH conducted additional outreach through social media.

Applications for Community Director positions were received from the City Clerk on April 5, 2022. At the April 21, 2022, meeting of the Board, a subcommittee of the Board was established that was directed to report back at the May 19, 2022, meeting of the Board with recommended candidates, as two current Board members terms are due to expire. **Appendix A:** Board of Directors List 2022.

Members of the Subcommittee met on April 26th to review the process for the subcommittee and to elect Anne-Maria Mitchell as the Chair of the subcommittee. The

Board Chair Shawn Lewis was in attendance, as was community representative Cathy Urquhart and CEO, Paul Chisholm.

The subcommittee made a recommendation to the Board of Directors that the application process be reopened to allow for specific additional recruitment. This request was supported by the Board of Directors and the request was communicated to the City Clerk. The City Approved this request on June 14<sup>th</sup>. The posting for the Director positions was reopened on June 16<sup>th</sup>, with a close date on July 8<sup>th</sup>.

#### REASON FOR RECOMMENDATIONS:

Applications for Director were received from the City Clerk on July 8th, 2022. A meeting of the subcommittee was held on Monday July 11th to review applicants and make recommendations. The subcommittee reviewed 16 applications received during both rounds of outreach including 12 applications received in the first round and 4 applications received in the second round.

The Subcommittee is recommending the appointment of **Phil Squires and John Corboy** to the Board of Directors. These recommendations were approved by all members of the subcommittee

On July 13<sup>th</sup>, a letter from the subcommittee Chair (Anne-Marie Mitchell) was sent to the City Clerk with the subcommittees recommendation for the Community Board positions. The SPPC will receive the information on all applicants and the names of the candidates recommended by LMCH at their meeting on July 27, 2022. SPPC will make a recommendation that will be approved at the August 2, 2022, meeting of City Council. The City Clerk will notify LMCH in writing on the names of the candidates and the length of their term.

#### ATTACHMENTS:

##### Appendix A: Board of Directors List 2022

PREPARED BY:
PAUL CHISHOLM, CEO CHIEF EXECUTIVE OFFICER



LMCH Board of Directors 2022

Name	Position/ Class	Date of Appointment	End of Appointment Date
Shawn Lewis	City of London Appointment	September 1, 2021	October 1, 2022
Josh Morgan	City of London Appointment	September 1, 2021	October 1, 2022
Shellie Chowns	2nd Class	September 1, 2021	December 31, 2024
John Milson	1st Class	September 1, 2021	June 2022
Tammy Brooks	2nd Class	July 1, 2021	December 31, 2024
Gary Bezaire	3rd Class	September 1, 2021	December 31, 2025
Adrian Cornelissen	Middlesex County Appointment	September 1, 2021	October 1, 2022
Anne Marie Mitchell	3rd Class	January 1, 2022	December 31, 2025
Aynsley Anderson	1st Class	September 1, 2021	June 2022

## STAFF REPORT 2022-44

**TO:** LMCH Board of Directors

**FROM:** Phil Renaud, Director of Property Services and Asset Management

**SUBJECT:** Contractor Award – Elevator Maintenance - 2022-R002 (3 Year Contract)

**DATE OF REPORT:** July 21, 2022

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### PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for – Elevator Maintenance 2022-R002

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

### RECOMMENDATION:

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

1. Approve the award of the Elevator Maintenance to ATTA Elevator Corp. for the sum of \$231,300.00 (exclusive of taxes) divided equally over three years (\$77,100.00/year) as per the outcome of Request for Tender (RFT) 2022-R002; and
2. Authorize LMCH staff to take the necessary actions to implement the above recommendations.

### FINANCE COMMITTEE UPDATE:

The Finance Committee met on July 11, 2022, to review the Contractor Award –Elevator Maintenance 2022-R002. After review from the Director, Property Services & Asset Management, the Committee members discussed the contract details and received clarification around the Financial and Budgetary impact of accepting this RFP with ATTA Elevator Corp. Staff noted that the annual Maintenance costs has decreased from the prior contract by 4%. Staff also noted that the contract will contain a section to provide clarity on maintenance roles and responsibilities and potential suspension of services during elevator modernization projects planned through the term of the agreement. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

## **CONTRACT INFORMATION:**

The Elevator Maintenance contract is a three-year service agreement to service and maintain all 28 elevators located in 15 LMCH high rise buildings.

This contract meets or exceeds all the TSSA and OBC Elevator requirements as well as ensuring ongoing defined housekeeping and customer service expectations.

## **PROCUREMENT PROCESS:**

An RFP was posted to Bids & Tenders and closed June 10, 2022. Eleven (11) companies registered, and three (3) companies submitted bids.

ATTA Elevator Corp. was the lowest bidder of the three (3) submissions and satisfied all mandatory requirements. The professional references submitted by the proponent were contacted to verify that ATTA Elevator Corp. would be able to fulfill the tender as per the project contract. The recommendation is based on awarding the work as per the RFP requirements.

## **LEGAL IMPACT / RISK MANAGEMENT:**

Vendor insurance and WSIB confirmations were included in the bid submission received from ATTA Elevator Corp.

<b>SUBMITTED BY:</b>	<b>STAFF CONTACT:</b>
<b>PHIL RENAUD DIRECTOR of PROPERTY SERVICES &amp; ASSET MANAGEMENT</b>	<b>BILL LESLIE MANAGER, CAPITAL PROJECTS &amp; CONSTRUCTION</b>

## STAFF REPORT 2022-45

**TO:** LMCH Board of Directors

**FROM:** Phil Renaud, Director of Property Services and Asset Management

**SUBJECT:** Contractor Award – Furnace Replacements – Southdale & Limberlost Town homes (RFP 2022-0022)

**DATE OF REPORT:** July 21, 2022

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### PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for – Furnace Replacements – Southdale Rd, Millbank Dr. & Limberlost Rd.

London Ontario (RFP 2022-0022)

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

### RECOMMENDATION:

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

1. Approve the award of the work to LG Home Comfort Inc. for the sum of \$805,695.36 (exclusive of taxes) – For the Replacement of Furnaces at three hundred twenty (320) townhomes at Southdale, Millbank & Limberlost family sites in London, Ontario as per the outcome of Request for Proposal (RFP) 2022-0022.
2. Recommend the approval of this RFP award to the Board of Directors; and
3. Authorize LMCH staff to take the necessary actions to implement the above recommendations.

### FINANCE COMMITTEE UPDATE:

The Finance Committee met on July 11, 2022, to review the Contractor Award – Furnace Replacements – Southdale & Limberlost Town homes (RFP 2022-0022). After review from the Director, Property Services & Asset Management, the Committee members discussed the contract details and received clarification on the 320 units noted in the staff report is an error, with the total number of furnaces to be replaced being 310. All work will be completed in advance of the heating season, ensuring minimal disruption to tenants. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

## BACKGROUND:

The current furnaces installed at Southdale, Millbank & Limberlost are fifteen (15) years old and the source of significant, multiple "No Heat" call every year.

## PROJECT OVERVIEW:

This work includes:

- Replacement of all of the Furnaces, parts, materials, labour, permits, inspections and debris removal to install 310 High efficiency, two stage forced air gas furnaces (150 units at Southdale Rd.) & (160 units at Limberlost Rd.)
- All necessary venting modifications will be addressed to assure current code compliance.
- New Thermostats for each unit.
- Tenant education about furnace/thermostat operation and features
- 10 Year limited warranty

## PROCUREMENT PROCESS:

An RFP was posted to Bids & Tenders and closed in May 2022. Eight (8) companies registered, with three (3) bid submissions being received.

LG Home Comfort Inc. was the lowest compliant bidder of the three (3) submissions.

Overall, LG Home Comfort Inc. bid submission satisfied all mandatory requirements. The professional references, submitted by the proponent were contacted to verify that LG Home Comfort Inc. would be able to fulfill the tender as per the project contract. The recommendation is based on awarding the work as per the RFP requirements.

## FINANCIAL IMPACT:

The 2022 Capital Budget has \$1,219,646 allocated for Furnace replacements at two family sites. Awarding this contract to LG Home Comfort Inc. for \$805,695 will allow \$413,951 for unit preparation, contingency and possible future fund reallocations.

LMH2619 - LMCH Infrastructure Gap	\$609,000
LMH261822Public Housing Major Upgrades	\$609,746
<b>Total Budget</b>	<b>\$1,219,646</b>
<b>Total Contract</b>	<b>\$805,695</b>

**LEGAL IMPACT / RISK MANAGEMENT:**

Vendor insurance, WSIB and performance bonds were included in the bid submission received from LG Home Comfort Inc.

The scope of this project includes work that may disrupt the daily routines of the tenants of each unit for no more than a few hours. Should work continue into heating season supplemental heating will be provided during the work.

In addition to LMCH Staff, this contract includes an onsite Coordinator to ensure efficient scheduling and workflow. Each tenant will be provided with a training orientation on the use of the furnace and thermostat.

SUBMITTED BY:	STAFF CONTACT:
PHIL RENAUD DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	BILL LESLIE MANAGER, CAPITAL PROJECTS & CONSTRUCTION

## STAFF REPORT 2022-46

**TO:** LMCH Board of Directors

**FROM:** Phil Renaud, Director of Property Services and Asset Management

**SUBJECT:** Contractor Award Roof Replacements- 39 Tecumseh Ave. (RFP 2021-0006)

**DATE OF REPORT:** July 21, 2022

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### PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for – Roof Replacements - 39 Tecumseh Ave. E. (RFP 2021-0006).

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

### RECOMMENDATION:

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

1. Approve the award of the work to T. Hamilton & Son Inc. for the sum of \$513,300 (exclusive of taxes) – For Roof Replacements at all three (3) buildings located at 39 Tecumseh Ave. E. London Ontario as per the outcome of Request for Proposal (RFP) 2021-0006.; and
2. Authorize LMCH staff to take the necessary actions to implement the above recommendations.

### FINANCE COMMITTEE UPDATE:

The Finance Committee met on July 11 ,2022 to review the Contractor Award – Roof Replacements- 39 Tecumseh Ave. (RFP 2021-0006). After an overview review from the Director, Property Services & Asset Management was given, the Committee members discussed the contract details and timelines. In response to a question about supply chain or other delays that may impact the project timeline, staff confirmed that the Contractor is to prepare to start work within 25 days of notice of award and all work to be completed within 35 days of start date. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

**BACKGROUND:**

A roof condition study was completed in December 2021 by IRC Consulting Group. The study concluded that all three (3) roofs were in "Very poor condition" and recommended "Replacement as soon as possible".

**PROJECT OVERVIEW:**

This work includes replacement of low slope roofing systems at all three low rise buildings located at 39 Tecumseh Ave. E. London Ont.

**PROCUREMENT PROCESS:**

An RFP was posted to Bids & Tenders and closed June 10, 2022. Eleven (11) companies registered, with five (5) bid submissions being received. T. Hamilton & Son Inc. was the lowest compliant bidder of the five (5) submissions. Overall, the bid submission from T. Hamilton & Son Inc. satisfied all mandatory requirements. The professional references, submitted by the proponent were contacted to verify that T. Hamilton & Son Inc. would be able to fulfill the tender as per the project contract. The work will be scheduled for completion by the end of 2022. The recommendation is based on awarding the work as per the RFP requirements.

**FINANCIAL IMPACT:**

The 2022 Capital Budget has \$859,863 allocated for Roof Investigations, Repairs & Replacements. Awarding this contract T. Hamilton & Son Inc. for \$513,300 will allow \$283,146 for contingency, as well as other roofing repairs anticipated as a result of the current roof investigations.

Project Budget (LMH2619 - LMCH Infrastructure Gap)	\$859,863
Budget funds spent/committed to date (Roof investigations & Engineering)	\$63,417
Tecumseh Roof Replacements (Staff Recommendation)	\$513,300
Total spend including Tecumseh Roof Replacement	\$576,717
Remaining Project budget	\$283,146



## LEGAL IMPACT / RISK MANAGEMENT:

Vendor insurance, WSIB and performance bonds were included in the bid submission received from T. Hamilton & Son Inc. The work included in the scope of this project will not significantly disrupt the daily routines of the tenants of 39 Tecumseh Ave. E. There will be some construction equipment on site as part of the Reroofing process. Tenants will be notified of this work along with timing and LMCH Staff contacts.

Both LMCH Staff and IRC Consulting Group will be supporting this project with regular site visits and inspections.

SUBMITTED BY:	STAFF CONTACT:
PHIL RENAUD DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	BILL LESLIE MANAGER, CAPITAL PROJECTS & CONSTRUCTION