

## **AGENDA**

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

#### **Board of Directors Meeting**

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

**Thursday, September 16, 2021**

**5:30 PM – 6:25 PM**

**Board Members:**

Aynsley Anderson

John Millson

Gary Bezaire

Tammy Brooks

Maria Grace

Phil Squire

Shellie Chowns

Adrian  
Cornelissen

Josh Morgan

Item	P.	Lead	Time
<b>1. Call to Order</b>		P. Squire	5:30
<b>2. Recognition of Indigenous Peoples and Lands</b>	3	P. Squire	
<b>3. Completion and Acceptance of Agenda</b>		P. Squire	
<b>4. Disclosures of Interest</b>		P. Squire	
<b>5. Approval of the Minutes of Previous Meetings</b>		P. Squire	5:33
a. August 19, 2021	4	P. Squire	
<b>6. Communications</b>		None	
a. Communication from City Clerk's Office regarding Appointment to LMCH Board of Directors	7	P.Squire	5:35
b. Communication from City Clerk's Office regarding Councillor Appointment to LMCH Board of Directors	9		
<b>7. Delegation</b>		None	
<b>8. Consent</b>			5:38
a. CEO Update (September)	10	A.Mackenzie	
b. Staff Report 2021-47: Vacancy Management	12	P. Renaud	
<b>9. Reports and Business</b>		P. Squire	
a. Staff Report 2021- 48: Reimagine Southdale RFP	15	S. Robertson	5:42
b. Staff Report 2021-49: 2022 Rent Increase	19	A.Mackenzie	5:50 5:55
<b>10. New Business / Enquires</b>		P. Squire	
a. Approval of the Minutes of the Committee of the Whole Meeting, August 19, 2021	24	P. Squire	6:00
b. Board of Directors Vacancy (Discussion)		P.Squire	6:02
c. Proof of Covid-19 Vaccination Administrative Policy		K.Graham	6:12
<b>11. In Camera Matters</b>			
a. In Camera Meeting Minutes of August 19, 2021		P.Squire	6:22
<b>12. Meeting Adjourn</b>		P. Squire	6:25

## **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.

## BOARD OF DIRECTORS MEETING

Thursday, August 19, 2021 at 5:30 PM  
London & Middlesex Community Housing  
Board Room, 1299 Oxford Street East, Unit 5C5, London, ON.

### Board Members Present:

P. Squire  
Board Chair

S. Chowns  
Board Vice-Chair

J. Millson  
Board Member

A. Cornelissen  
Board Member

G. Bezaire  
Board Member

T. Brooks  
Board Member

J. Morgan  
Board Member

### Senior Staff Present:

A. Mackenzie Interim CEO  
O. Gryn Interim Director, Tenant Services  
D. Taplashvily Director, Finance & Corporate Services  
P. Renaud Director, Property Services & Asset Management  
A. Serra Communications Specialist, Recording Secretary

<b>Meeting to Order</b>	P. Squire called the meeting to order at 5:10 p.m.
<b>Recognition of Indigenous Peoples and Lands</b>	P. Squire provided the following recognition address:  <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>
<b>Completion and Acceptance of the Agenda</b>	With regard to the completion and acceptance of the agenda, G. Bezaire moved, seconded by S. Chowns that the agenda <b>BE ACCEPTED</b> and <b>APPROVED</b> as presented.  <b>CARRIED.</b>
<b>Declaration of Conflict of Interest</b>	P. Squire called for declaration of conflict of interest with respect to the agenda. There were no conflicts of interest declared.

<b>Board Meeting Minutes of July 15, 2021</b>	With regard to the Board Meeting Minutes of July 15, 2021, T. Brooks moved, seconded by A. Cornelissen, that the Minutes <b>BE APPROVED</b> .  <b>CARRIED.</b>
<b>CEO Report (August 2021)</b>	With regard to the CEO Report (August 2021), J. Millson moved, seconded by G. Bezaire that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-38: Q2 KPI Report</b>	With regard to Staff Report 2021-38: Q2 KPI Report, S. Chowns moved, seconded by T. Brooks, that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-39: June 2021 Operating Results</b>	With regard to Staff Report 2021-39: June 2021 Operating Results, J. Millson moved, seconded by G. Bezaire that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-40: Vacancy Management Update</b>	With regard to Staff Report 2021- 40: Vacancy Management Update, T. Brooks moved, seconded by S. Chowns that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-42: 2021 Full Year Forecast</b>	With regard to Staff Report 2021- 42: 2021 Full Year Forecast, moved by J. Millson, seconded by S. Chowns, that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-43: 2021 Capital Budget Business Unit Reclass</b>	With regard to Staff Report 2021-43: 2021 Capital Budget Business Unit Reclass, G. Bezaire moved, seconded by A. Cornelissen that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-44: Capital Work Update</b>	With regard to Staff Report 2021-44: Capital Work Update, G. Bezaire moved, seconded by S. Chowns that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Staff Report 2021-45: 2020-2029 AMP Annual Review</b>	With regard to Staff Report 2021-45: 2020-2029 AMP Annual Review, A. Cornelissen moved, seconded by G. Bezaire that the report <b>BE RECEIVED</b> .  <b>CARRIED.</b>
<b>Board Committee Structure</b>	With regard to Board committee structure, S. Chowns moved, seconded by G. Bezaire, that: i. The Human Resources & Governance Committee, Finance & Audit Committee, and Facility & Tenant Services Committee <b>BE APPROVED</b> ;

	<p>ii. The Board Chair and Interim Chief Executive Officer <b>BE DIRECTED</b> to populate the subcommittees with Board members and appropriate staff.</p> <p><b>CARRIED.</b></p>
<b>Staff Report 2021-41: 2022 Provisional Budget- Operating and Capital</b>	<p>With regard to Staff Report 2021-41: 2022 Provisional Budget- Operating and Capital, J. Millson moved, seconded by S. Chowns that the report <b>BE APPROVED.</b></p> <p><b>CARRIED.</b></p>
<b>In Camera Matters</b>	<p>Consistent with the provisions of Section 239 of the Municipal Act, J. Millson moved, seconded by T. Brooks that the Board move In Camera to discuss:</p> <ul style="list-style-type: none"> <li>i. A matter pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose; advice or recommendations of officers and employees of the Corporation, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Corporation;</li> <li>ii. A matter pertaining to employment-related matters, including advice or recommendations of officers and employees of the Corporation, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Corporation.</li> </ul>
<b>Return to Public Session</b>	<p>A. Cornelissen moved, seconded by T. Brooks that the Board return to public session.</p> <p><b>CARRIED.</b></p>
<b>Date of Next Board Meeting</b>	<p>The Board scheduled the next meeting for September 16, 2021 at 5:30 p.m.</p>
<b>Adjournment</b>	<p>G. Bezaire moved, seconded by T. Brooks that the meeting <b>BE ADJOURNED</b> at 6:01 p.m.</p> <p><b>CARRIED.</b></p>

**P. Squire, Board Chair**

**Andrea Mackenzie, Interim CEO**



**London**  
CANADA

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

July 7, 2021

L. Livingstone  
City Manager

I hereby certify that the Municipal Council, at its meeting held on July 6, 2021 resolved:

That the following actions be taken with respect to the 2020 Annual General Meeting of the London & Middlesex Community Housing Inc.:

- a) the presentation from London & Middlesex Community Housing Inc. BE RECEIVED;
- b) the ~~attached~~ revised by-law entitled "A by-law to ratify and confirm the Annual Resolutions of the Shareholder of London & Middlesex Community Housing Inc.", BE INTRODUCED at the Municipal Council meeting to be held on July 6, 2021 to:
  - i) ratify and confirm the Annual Resolution of the Shareholder of London & Middlesex Community Housing Inc.; and,
  - ii) authorize the Mayor and the City Clerk to execute the Annual Resolution of the Shareholder of London & Middlesex Community Housing Inc.;
- c) London & Middlesex Community Housing Inc. Audit Findings Report for the year ended December 31, 2020 BE RECEIVED;
- d) the financial statements of the London & Middlesex Community Housing Inc. year ended December 31, 2020 BE RECEIVED;
- e) the following BE APPOINTED to the London & Middlesex Community Housing Inc. Board of Directors:
  - Aynsley Anderson, term ending December 31, 2021 (First Class);
  - John Millson, term ending December 31, 2021 (First Class);
  - Tammy Brooks (Tenant) and Shellie Chowns, term ending December 31, 2024 (Second

The Corporation of the City of London  
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Class);

Maria Manno (Tenant) and Gary Bezaire, term ending December 31, 2025 (Third Class);

Phil Squire, City of London, and Adrian Cornelissen, County of Middlesex, term ending with the term of Municipal Council (Fourth Class); and,

f) consideration of the London Council Member vacancy on the London & Middlesex Community Housing Inc. Board BE REFERRED to the next meeting of the Strategic Priorities and Policy Committee;

it being noted that the Strategic Priorities and Policy Committee received a communication from R. Wilcox, Vice-Chair, Board of Directors, London & Middlesex Community Housing with respect to this matter. (3.3/10/SPPC) (2021-S11) (AS AMENDED)



C. Saunders  
City Clerk  
/hw

cc: Councillor P. Squire  
B. Card, Deputy City Manager, Legal Services  
B. Westlake-Power, Deputy City Clerk  
M. Schulthess, Deputy City Clerk  
R. Wilcox, Vice-Chair, Board of Directors, London & Middlesex Community Housing  
A. Anderson  
J. Millson  
T. Brooks  
S. Chowns  
M. Manno  
G. Bezaire  
A. Cornelissen, County of Middlesex  
Documentation Services Representative





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

**London**  
CANADA

August 11, 2021

Chair and Members  
London and Middlesex Community Housing Board

I hereby certify that the Municipal Council, at its meeting held on August 10, 2021 resolved:

That Councillor J. Morgan BE APPOINTED to the London & Middlesex Community Housing Board for the term ending November 15, 2022. (4.2/11/SPPC)

C. Saunders  
City Clerk  
/hw

cc: Councillor J. Morgan

## Update from the CEO

Board Meeting of September 16, 2021

a) Government Relations & Sector Engagement	<p>The Housing Partnership Canada (HPC) networking meeting is scheduled for September 14, 2021. Agendas will be circulated closer to the meeting date.</p> <p>The next scheduled meeting for the Local Housing Corporations (LHC) CEO's has been rescheduled from September 30 to October 7, 2021 in respect of Truth and Reconciliation Day in Canada. Introductions to the new CEO will be made at a future meeting.</p>
b) Organizational Updates	<p><b>Staffing Updates</b></p> <p>Joseph Scott has taken a temporary role with LMCH as of Monday, August 23 and will be assisting Wendy Groves with unit audits and database entry as part of our Repair and Renew initiative.</p> <p>Stefanie Syrie will be joining the organization on Monday, September 13 in the role of Accounts Receivable, a position that had been identified in Business Case 19.</p> <p>On September 7 Devika Saji and Nicholas Pickett, both from the Fanshawe College Architectural Technology program, will be joining the organization with co-op placements that run until December 2021.</p>
c) Labour Relations	<p>The next Union/Management meeting is scheduled for September 10, 2021.</p>
d) Community & Tenant Engagement	<p><b>Reimagine Southdale:</b> In September you will find the Community Engagement team meeting with residents of Southdale. This will be a very intentional process as we have prepared to connect with those residents who will be directly impacted by relocation (temporary or permanent). All tenants will receive notices, and those families who will need to relocate will have the team support one on one throughout the process. The Community Engagement team will also be on site hosting part two of our Community Conversations. The intent is to mitigate any fears surrounding relocation or regeneration, and make sure we can fully support those community members and community partners.</p>

	<p><b>CMHA/ASH:</b> Plans are being finalized for an open house this month as an opportunity for residents to meet the on-site staff.</p> <p><b>London Inter-Community Health:</b> Will be returning to Dundas at the end of September to provide outreach, supports, harm reduction and rapid testing.</p> <p><b>Tenant Advisory Council:</b> Our tenant advisory council had their first in-person meeting. They have finalized their welcome letter they would like to send out to tenants and are working on a survey for our communities. Bryce Porter, LMCH's Security Manager attended the most recent meeting to provide the TAC with updates on security initiatives within Bryce's team.</p> <p><b>Lending Library:</b> This is an initiative between the Fanshawe College School of Social Work and LMCH, with the intention to address the one of the gaps that covid has revealed for our seniors. During much of the past 20 months programming or supports available for residents has been almost exclusively virtual and many seniors either do not have access to technology or can lack digital literacy. The Lending Library will provide tablets and iPads to seniors at various sites along with some training. This initiative is in its early stages with the intention to become a tenant led lending library supported by Fanshawe and LMCH in the future.</p>
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## STAFF REPORT 2021 – 47

TO: LMCH Board of Directors

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

SUBJECT: Vacancy Management Update

DATE: September 1, 2021

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### RECOMMENDATION:

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

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### Purpose:

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

### August 2021 Progress (Reported as of August 31<sup>st</sup>, 2021)

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%)

Total Vacancy: 4.5% or 148 units

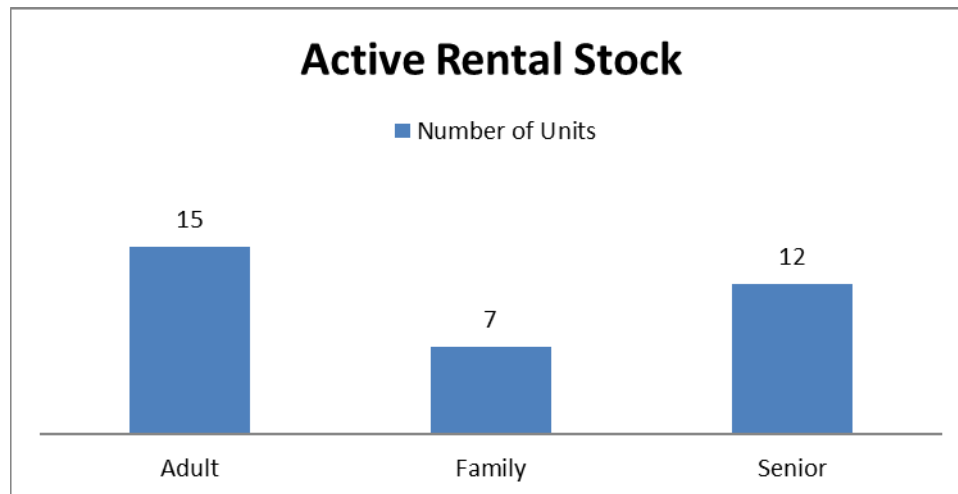
Future Leased: 0.5% or 18 units

Final Vacancy: 4.0% or 130 units



2. **Active Rental Stock:** These are all 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). (Target: 1%)

Active Rental Stock: 1% or 34 units



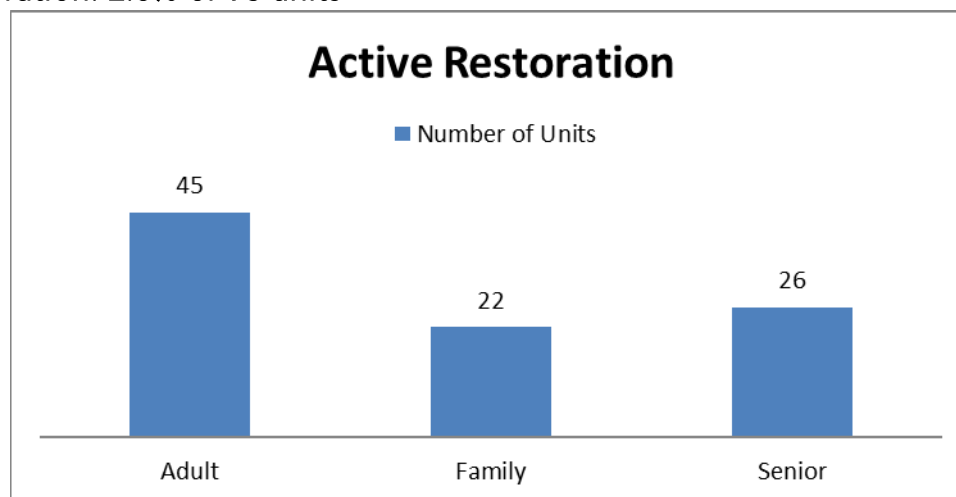
Average time the units are in Active Rental Stock as of August 31<sup>st</sup>, 2021: 37 days

3. **Non-Rentable or in Active Restoration:**  
The non-rentable category includes units that do not have a predictable rent ready projection date due to a construction project (e.g., units are being used for broader portfolio improvements).

Non-Rentable: 0.1% or 3 units

The active restoration category includes all remaining units that are in pre-pest clearance as well as any units that are pest cleared and are now in active restoration. (Target: 2%)

Active Restoration: 2.8% or 93 units



Average time the units are in Active Restoration Stock as of August 31<sup>st</sup>, 2021: 64.10 days

#### Conclusion:

LMCH had 42 units confirmed vacant in the month of August, which have been added to the active restoration stock. This has been the largest number of units confirmed vacant per month in 2021.

LMCH restored 26 units in August. With a considerable number of units confirmed vacant, the number of unit turnovers by resto in August was low in comparison.

LMCH leased 22 units in August and future leased 18 units.

PREPARED and RECOMMENDED BY:	PREPARED and RECOMMENDED BY:
PHIL RENAUD, DIRECTOR, ASSETS AND PROPERTY SERVICES	ANDREA MACKENZIE INTERIM CHIEF EXECUTIVE OFFICER

## STAFF REPORT 2021-48

TO: LMCH Board of Directors

FROM: Scott Robertson – New Construction Project Manager

SUBJECT: REIMAGINE Southdale – Architectural Design Services (Contract Award)

DATE: September 16, 2021

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### RECOMMENDATION

That, on the recommendation of the Construction Project Manager, Reimagine Southdale, with the concurrence of the Director of Property Services & Asset Management, the above-mentioned project **BE AWARDED** to (TCA) THIER + CURRAN Architects Inc. fully compliant bidder at a contract cost of \$764,940.00 exclusive of taxes and inclusive of all disbursements.

### STRATEGIC ALIGNMENT

This report is consistent with LMCH's new Strategic Plan with particular connection to our strategic goal of *"Improve, Renew and Maintain the Homes we offer."*

### BACKGROUND

LMCH requires the services of an architect to design and complete the construction documents for our REIMAGINE Southdale project. Neither LMCH or members of the extended city "family" of Development and/or Housing Services has the expertise or professionals in-house to execute this work. Therefore, an outside consultant is required.

### GENERAL PROJECT DESCRIPTION

The REIMAGINE Southdale project consists of 2 phases of demolition/construction and renovation.

Phase 1: Demolition of 20 existing townhouse units on the Northwest corner of the site. New construction of a (4) storey apartment building containing (35) Units comprising a mix of 2 to 4 bedrooms.

Phase 2: Demolition of 30 existing townhouse units. New construction of a (4) storey apartment building containing (35) Units comprising a mix of 2 to 4 bedrooms. Phase 2 will include exterior renovation of the existing 111 townhouses to include new siding, roofing, hard surface repair and landscaping as required.

Note: Phase 1 to be 100% complete (City of London Occupancy granted) prior to the start of phase 2.

## GENERAL ARCHITECTURAL & ENGINEERING SCOPE OF WORK

Planning (Site Plan Approval & Building Permit)  
 Design Coordination and Administration  
 Program and Scope Development  
 Design to consist of Concept Design, Schematic Design and Design Development  
 Cost consulting  
 Construction Document Phase  
 Construction Procurement (Tender Phase)  
 Construction Phase – Contract Administration  
 Project Close Out

## ANALYSIS AND OPTIONS

A public tender was advertised on the Bids & Tenders bidding platform as well as the LMCH website.  
 Seven (7) bids were received.

- Tender procedures were properly maintained throughout the process ensuring any and all bids received were submitted with integrity.
- Bids received are outlined below

Bid No.	Bidding Company	Firm Location	Date Received	Amount	HST	Total	% Const. Budget
1	17/21 Architects	London	July 26 <sup>th</sup> , 21	\$661,175.00	\$85,952.75	\$747,127.75	3.47%
2	Thier+Curran Architects	Hamilton	July 26th, 21	\$764,940.00	\$99,442.20	\$864,382.20	4.02%
3	MaNa Architects	Burlington	July 26th, 21	\$855,000.00	\$111,150.00	\$966,150.00	4.5%
4	John MacDonald Architects	Kitchener	July 26th, 21	\$880,000.00	\$114,400	\$994,400.00	4.63%
5	MASRI-O Architects	Waterloo	July 26th, 21	\$943,000.00	\$122,590.00	\$1,065,590.00	4.96%
6	Chamberlin Architectural Services Ltd.	Burlington	July 26th, 21	\$969,600.00	\$126,048.00	\$1,095,648.00	5.10%
7	aTRR	London	July 26th, 21	\$981,000.00	\$127,530.00	\$1,108,530.00	5.17%



## EVALUATION PROCESS

After completion of an extensive Tender process LMCH received (7) Bid Proposals. Of the (7) bids received, bid values ranged from 3.47% to 5.17% of the project construction value of (19 Million Dollars) The LMCH evaluation team then completed a detailed review of all bids received. Our tender evaluation process focused on (7) key evaluation (graded) criteria listed below.

- 1 – Understanding of the REIMAGINE project goals and objectives and a clear strategy to achieve the goals and objectives (5%)
- 2 – Corporate Qualifications – staff resources, financials, location of offices, technical skills and year founded (10%)
- 3 – Proponents Team members to be assigned to REIMAGINE Southdale and Sub Consultants (20%)
- 4 – Comparable affordable housing Projects completed (20%)
- 5 – Project Delivery – how they plan to meet the project schedule and approach to VE – Value engineering (10%)
- 6 – Fee Proposal (25%)
- 7 – Interview (10%)

## CONCLUSION

Although our final decision was based on the above noted evaluation criteria. TCA stood out in the following (3) areas.

**1 – EXPERIENCE:** TCA has strong experience in the affordable housing sector with recent projects completed:

*St. Thomas Affordable Housing + Social Services Hub* – a 3 storey, 28 unit affordable housing building for Seniors.

*St. Thomas Micro Apartments* – adaptive reuse project to create 16 affordable housing units for people transitioning from homelessness including those with mental health and addiction issues.

*Martin House Apartments* – A 3 storey, 80 unit Seniors affordable housing building.

*Good Shepherd Square* – 2 (8) storey affordable housing buildings, one of which is for families and one of which is for seniors including those with disabilities.

**2 – TEAM:** Unlike most firms, TCA is staffed entirely with architects. Every step of a project gets the attention of a design professional, ensuring simultaneous attention to design and technical issues throughout the project.

**3 – CORE VALUES:** TCA create attractive and affordable environments that are essential to a life of dignity and value. They listen carefully to their clients’ needs and articulate those needs through a conscientiously crafted architectural design.

On the above-mentioned recommendation of the New Construction Project Manager with the concurrence of the Director of Property Services & Asset Management and the Interim CEO, **AWARD** the REIMAGINE Southdale Architectural Services contract for project #2021-0027 – REIMAGINE Southdale – Architectural & Engineering Services to (TCA) THIER + CURRAN Architects Inc. in the amount of \$764,940.00 exclusive of taxes.

PREPARED and SUBMITTED BY:	REVIEWED and CONCURRED BY:
SCOTT ROBERTSON Project Manager, REIMAGINE Southdale	PHIL RENAUD Director, Property Services & Asset Management
REVIEWED and CONCURRED BY:	
ANDREA MACKENZIE Interim CEO	

## STAFF REPORT 2021 - 49

**TO:** LMCH Board of Directors

**FROM:** Olesya Gryn, Director of Tenant Services

**SUBJECT:** Market/Maximum Rent Charges for 2022

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### RECOMMENDATION:

That, on the recommendation of the Director of Tenant Services with the concurrence of the Chief Executive Officer, the Board of Directors of London & Middlesex Community Housing **APPROVE** the proposed increase of 1.2 percent in market rents.

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### STRATEGIC ALIGNMENT:

This recommendation aligns with LMCH's strategic objective to 'establish long-term growth and stability' by increasing a potential revenue source; and maintaining its operational standards with other industry norms.

### BACKGROUND:

Under the Housing Services Act-O. Reg. 298/01, s. 47 (2-b), the maximum monthly rent payable by a household is the rent that a household who is not receiving rent-geared-to-income (RGI) assistance would pay for the unit, i.e. 'Market Rent'.

LMCH has a market/maximum rent that can be charged to tenants with size of the unit and utilities being taken into consideration. Market rent amounts were last increased in 2020 as the province of Ontario froze rents for 2021.

The proposed increase for 2022 follows the province's rent increase guideline of 1.2%, which will take effect for all tenants in accordance with their Annual Lease Renewals in 2022.

**CONCLUSION:**

Approval of this recommendation bears no costs to the Corporation or Residents regarding the implementation. The impact to the tenants would be minimal as this only affects the tenants who are paying market rent.

Prepared by: Olesya Gryn, Director of Tenant Services

PREPARED and SUBMITTED BY:	REVIEWED and CONCURRED BY:
OLESYA GRYN DIRECTOR, TENANT SERVICES	ANDREA MACKENZIE INTERIM CEO

Attachments: 2022 LMHC *Maximum Rents Chart* outlining the increase progression year-over-year.

HDN#2021-255 2022 Rent Increase Guideline

**London Middlesex Community Housing - Maximum Rents**

**Guideline Increases**

1.016      1.02      1.015      1.8      1.8      2.2      0      1.2

<b>LONDON PROPERTIES</b>	<b>Bdrms</b>	<b>Scale</b>	2015	2016	2017	2018	2019	2020	2021	2022
Allan Rush Gardens	3	-22	814	830	842	857	872	891	891	902
	4	-24	872	889	902	918	935	956	956	967
Huron Street	2	-25	785	801	813	827	842	861	861	871
	3	-30	848	865	878	894	910	930	930	941
Southdale Road, Pond Mills	2	-25	785	801	813	827	842	861	861	871
	3	-25	848	865	878	894	910	930	930	941
	4	-36	906	924	938	955	972	993	993	1005
Limberlost Road	2	-25	785	801	813	827	842	861	861	871
	3	-30	848	865	878	894	910	930	930	941
	4	-36	906	924	938	955	972	993	993	1005
	5	-36	942	961	975	993	1011	1033	1033	1045
Marconi (townhouses) and Boullee Street	3	-4	860	877	890	906	922	942	942	953
	4	-4	918	936	950	967	984	1006	1006	1018
	5	-4	953	982	997	1015	1033	1056	1056	1069
Marconi (semis)	3	-4	872	889	902	918	935	956	956	967
	4	-4	942	961	975	993	1011	1033	1033	1045
	5	-4	965	984	999	1017	1035	1058	1058	1071
<b>All hi-rises</b>	Bach	30	541	552	560	570	580	593	593	600
	1	30	662	675	685	697	710	726	726	735
	2	43	797	813	825	839	854	873	873	883
All scattered except 205 Cairn St.	3	-4	925	947	961	978	996	1018	1018	1030
205 Cairn St.	3	-4	872	889	902	918	935	956	956	967

<b>COUNTY PROPERTIES</b>	<b>Bdrms</b>	<b>Scale</b>	2015	2016	2017	2018	2019	2020	2021	2022
49 Bella St. Strathroy	1	30	592	604	613	624	635	649	649	657
	2	43	709	723	734	747	760	777	777	786
125 Head St. Strathroy	1	30	592	604	613	624	635	649	649	657
Penny Lane - Strathroy	2	39	854	871	884	900	916	937	937	948
	3	46	872	889	902	918	935	956	956	967
	4	49	889	907	921	938	955	976	976	988
	5	49	906	924	938	955	972	993	993	1005
7 & 9 Tucker St. Newbury	3	46	872	889	902	918	935	956	956	967
28 & 30 York St. Newbury	3	46	872	889	902	918	935	956	956	967
23 & 25 Broadway St. Newbury	3	46	872	889	902	918	935	956	956	967
10 York St. Newbury	1	30	592	604	613	624	635	649	649	657
249 Ellen St. Parkhill	1	30	592	604	613	624	635	649	649	657
157 Simpson St. Glencoe	1	30	592	604	613	624	635	649	649	657
2061 Dorchester Rd. Dorchester	1	30	592	604	613	624	635	649	649	657



Corporation of the City of London  
Housing, Social Services & Dearthness Home  
355 Wellington Street, Suite 248  
London, ON N6A 3N7

# Housing Division Notice

**Date: September 1, 2021**

**HDN# 2021 – 255**

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note if your program is **not checked**, this change is **not applicable** to your project.

✓
✓
✓
✓

Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

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**Subject: 2022 RENT INCREASE GUIDELINE (REPLACES HDN#2019 – 239)**

Ontario's rent increase guideline is 1.2 per cent for increases between January 1 and December 31, 2022.

The Ontario government has announced that the annual Rent Increase Guideline, the maximum percentage by which a landlord (governed under the Residential Tenancy Act) can increase the rent for residential tenants without approval from the Landlord and Tenant Board, will be 1.2% for 2022.

For more information, please see the following links:

[Ontario Newsroom: Ontario's 2022 Rent Increase Guideline](#)

[Ministry of Municipal Affairs and Housing: Residential rent increases](#)

Francais:

[Ontario Newsroom: Ontario's 2022 Rent Increase Guideline](#)

[Ministry of Municipal Affairs and Housing: Residential rent increases](#)

**Action:** Housing Providers are encouraged to apply the guideline to their market rents.

The HDN is to be reviewed by the Board of Directors and noted within the respective agenda and meeting minutes.

*Original signed by*

Dave Purdy,  
Manager, Housing Services

## COMMITTEE OF THE WHOLE MEETING

Thursday, August 19, 2021 at 5:00 PM  
London & Middlesex Community Housing  
Board Room, 1299 Oxford Street East, Unit 5C5, London, ON.

### Board Members Present:

Phil Squire  
Board Chair

Shellie Chowns  
Board Vice-Chair

John Millson  
Board Member

A. Cornelissen  
Board Member

Gary Bezaire  
Board Member

Tammy Brooks  
Board Member

### Senior Staff Present:

A. Mackenzie	Interim CEO
O. Gryn	Interim Director, Tenant Services
D. Taplashvily	Director, Finance & Corporate Services
P. Renaud	Director, Property Services & Asset Management
A. Serra	Communications Specialist

### Staff Present:

K. Graham	Manager, People & Culture
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<b>Meeting to Order</b>	P. Squire called the meeting to order at 5:02 p.m.
<b>Completion and Acceptance of the Agenda</b>	With regard to the completion and acceptance of the agenda, J. Millson moved, seconded by T. Brooks that the agenda <b>BE ACCEPTED</b> and <b>APPROVED</b> .  <b>CARRIED.</b>
<b>Meeting Minutes of June 17, 2021</b>	With regard to the Committee of the Whole meeting minutes of June 17, 2021, J. Millson moved, seconded by T. Brooks that the meeting Minutes <b>BE ACCEPTED</b> .  <b>CARRIED.</b>
<b>Health &amp; Safety Policy</b>	The Committee of the Whole received a presentation by K. Graham on the Health & Safety Policy.  With regard to the Health & Safety Policy, J. Millson moved, seconded by S. Chowns that the policy <b>BE REFERRED</b> to the appropriate internal Committee.



	<b>CARRIED.</b>
<b>Workplace Violence, Harassment, and Sexual Harassment Policy</b>	<p>The Committee of the Whole received a presentation by K. Graham on the Workplace Violence, Harassment, and Sexual Harassment Policy.</p> <p>With regard to the Workplace Violence, Harassment, and Sexual Harassment Policy, J. Millson moved, seconded by S. Chowns that the policy <b>BE REFERRED</b> to the appropriate internal Committee.</p> <p><b>CARRIED.</b></p>
<b>Adjournment</b>	<p>G. Bezaire moved, seconded by T. Brooks that the meeting adjourned at 5:09 p.m.</p> <p>CARRIED.</p>

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**P. Squire, Board Chair**

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**Andrea Mackenzie, Interim CEO**



## RELATED DOCUMENTATION

Legislation	<ul style="list-style-type: none"><li>• Occupational Health and Safety Act</li><li>• Ontario Human Rights Code</li><li>• Municipal Freedom of Information and Protection of Privacy Act</li></ul>
Collective Agreement	Article 3 Article 31.04(a)
Forms	N/A
Policies	Health & Safety Policy
Other Resources	<ul style="list-style-type: none"><li>• LMCH COVID-19 Procedure</li><li>• Middlesex-London Health Unit</li><li>• Public Health Ontario</li></ul>

### 1.0 PURPOSE

The purpose of the Mandatory Proof of COVID-19 Vaccination Administrative Policy (the “policy”) is to reduce the risk of COVID-19 in the workplace and to provide a safe environment for employees and the public to access and use LMCH facilities. COVID-19 is a highly contagious virus that spreads through respiratory droplets and aerosols. The Delta Variant of Concern currently circulating in London is associated with a higher rate of transmission and increased severity. LMCH, as an employer, has an obligation under the *Occupational Health and Safety Act*, 1990 to take every precaution reasonable in the circumstances for the protection of its workers.

Vaccination, in combination with health and safety precautions, has been identified by public health as the single most effective means of reducing the transmission of COVID-19 in the workplace and in our community. Individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in our workplace and in the community. The Province of Ontario announced that beginning September 22, 2021, proof of COVID-19 vaccination will be required to access certain public settings and facilities. As well, the Middlesex-London Health Unit is recommending that all employers and business operators in the region implement a mandatory COVID-19 vaccination policy in order to ensure two-dose vaccination for anyone eligible in their workplace, business, or facility.

In addition to the current health and safety precautions (personal protective



equipment, physical distancing, frequent hand washing and hand sanitizing, frequent cleaning of high touch areas, COVID-19 screening, etc.), which will be maintained and revised in accordance with public health guidance, LMCH requires all active employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in LMCH facilities and/or buildings, volunteers, interns, and students on placements to:

- Provide proof of full vaccination against COVID-19; or
- Provide a written attestation of a medical reason(s) or Ontario Human Rights Code reason(s) for not being fully vaccinated against COVID-19.

The policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting the duration of the pandemic is unknown. The policy will be reviewed on a regular basis and amended as required as new information, data, and public health guidance regarding the COVID-19 pandemic evolves.

## 2.0 SCOPE

This policy applies to:

- LMCH employees;
- Staff of contractors and consultants acting on behalf of the Corporation and performing work in LMCH facilities, buildings;
- Volunteers; and
- Interns and students on placements.

## 3.0 POLICY STATEMENT

### Definitions

'Attestation of a medical reason(s) or Ontario Human Rights Code reason(s)' means a written statement that sets out that the person cannot be vaccinated against COVID-19.

'Fully vaccinated' means having received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada or the World



Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

'Proof of full vaccination against COVID-19' means the COVID-19 vaccination receipt issued by the Ontario Ministry of Health confirming the person is fully vaccinated.

'Vaccinated' means to be "fully vaccinated".

'Active duties' means performing work for LMCH.

### The Policy

All persons to whom the policy applies shall comply with one of the following:

- a. Provide proof of full vaccination against COVID-19 by September 29, 2021; or
- b. Provide a written attestation of a medical reason(s) or Ontario Human Rights Code reason(s) for not being vaccinated against COVID-19 by September 29, 2021, or
- c. Where a person has not received any dose of the COVID-19 vaccine or has received one dose and has not yet received their second dose, the person shall receive their first dose of the COVID-19 vaccination series by September 29, 2021 and provide proof of full vaccination against COVID-19 by November 1, 2021.

Inactive employees who are on a leave of absence are not required to comply with this section above so long as they remain on a leave of absence. Employees must comply with this policy prior to returning to work.

Regardless of vaccination status, all active employees, staff of contractors and consultants acting on behalf of LMCH and performing work in LMCH facilities and/or buildings, volunteers, interns, and students on placements shall:

- Complete daily active screening for COVID-19 symptoms;



- Be tested for COVID-19 where persons fail active screening (provincial COVID-19 self-assessment or LMCH COVID-19 self-assessment) and be restricted from entering the workplace; and
- Provide verification in a manner that enables LMCH to confirm their ability to return to work prior to attending the workplace in accordance with the LMCH COVID-19 Procedure.

Active employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in LMCH facilities and/or buildings, volunteers, interns and students on placements are required to comply with this policy. A finding of non-compliance by an employee will result in immediate removal from active duties. The employee will be subject to corrective and/or disciplinary action that may include: education or training; warning; suspension or leave without pay; or termination of employment.

Any employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in LMCH facilities and/or buildings, volunteers, interns, and students on placement hired following September 29, 2021, must comply with this policy prior to the first day they begin work.

All employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in LMCH facilities and/or buildings, volunteers, interns, and students on placements must continue to adhere to all policies, procedures and directions related to COVID-19. These include, but are not limited to, personal protective equipment, physical distancing of at least two (2) metres where possible, frequent hand washing and hand sanitizing, frequent cleaning of high touch areas, active COVID-19 screening.

#### Collection of Information and Privacy Considerations

All information gathered as part of the mandatory Proof of COVID-19 Vaccination Administrative Policy will be handled by Human Resources for the purposes outlined in the policy.

All information, including personal health information, will be treated in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).



### Accommodations

Employees requiring any Ontario Human Rights Code accommodations under this policy may request accommodations by advising their manager and/or Human Resources. LMCH is committed to fulfilling its obligations under the Ontario Human Rights Code.

### Policy Implementation

Implementation of this policy will be in accordance with applicable policies and procedures, legislation, and collective agreement provisions.

## 4.0 DOCUMENT CONTROL

Date Drafted	September 13, 2021
Date Approved	September 16, 2021
Dates Revised	N/A
Review Cycle	<ul style="list-style-type: none"><li>• Review and update every two (2) years or as required by changing legislation.</li><li>• Included in orientation package for new employees</li><li>• General review by all employees every two (2) years or as required by changing legislation.</li></ul>
Inquiries to Policy Owner	Human Resources