

AGENDA

LONDON & MIDDLESEX COMMUNITY HOUSING (LMCH)

Board of Directors Meeting

Board Members:

Gary Bezaire

Tammy Brooks

Shellie Chowns

Adrian Cornelissen

Shawn Lewis- Chair

Josh Morgan

Anne Marie Mitchell

Phil Squire

John Corboy

Directors:

Andrea Mackenzie

Phil Renaud

Diana Taplashvily

CEO:

Paul Chisholm

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

Thursday, September 15, 2022

5:30 PM – 6:30 PM

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 August 18, 2022, Public Minutes		S. Lewis	
6. Communications		S. Lewis	
7. Delegations- None			
8. Presentations- None			
Consent Agenda Items: a) Staff Report 2022- 55 CEO Report b) Staff Report 2022- 56 Vacancy Management Report		P. Chisholm	5:40
9. In Camera Matters – None			
10. Reports and Business <u>Finance Committee Reports for Board Approval:</u> a) Staff Report 2022-57 CMHC Accessible Unit Modifications – 349 Wharnccliffe b) Staff Report 2022-58 CMHC Site Improvements Allan Rush – Contract Award Asphalt Replacement c) Staff Report 2022- 59 Tenant Advisory Council Membership		P. Renaud A. Mackenzie	5:50
a) New Business / Enquiries		S. Lewis	
b) Meeting Adjournment		S. Lewis	6:30

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 Lenni-Lenape Nations.

BOARD OF DIRECTORS MEETING MINUTES

August 18, 2022, at 5:30 p.m.
London & Middlesex Community Housing
Boardroom, 1299 Oxford Street East, Unit 5C5, London, Ontario, Canada

Board Members in Attendance:

Shawn Lewis, Chair*

Josh Morgan*

Shellie Chowns*

Tammy Brooks*

Adrian Cornelissen*

Gary Bezaire*

John Corboy*

Phillip Squire*

Senior Leadership in Attendance:

Paul Chisholm, CEO

Andrea Mackenzie, Director of Tenant Services

Phil Renaud, Director of Property Services & Asset Management

Not in Attendance:

Anne Marie Mitchell

** Virtual Attendance via Zoom*

1. Call to Order	S. Lewis called the meeting to order at 5:31 p.m.
2. Recognition of Indigenous Peoples and Lands	<p>S. Lewis 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 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.</i></p>
3. Completion and Acceptance of the Agenda	Regarding the completion and acceptance of the agenda, moved G. Bezaire, seconded by J. Corboy, PASSED 5:32pm all in favour

	ALL MEMBERS AGREED that the agenda BE ACCEPTED and APPROVED as presented. PASSED 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 5:32 p.m.
5. Approval of Board Meeting Minutes	Regarding the Board Meeting Minutes of July 21, 2022, T. Brooks MOVED, A. Cornelissen seconded that the Minutes BE ACCEPTED and APPROVED , item CARRIED at 5:33 p.m. ALL In favour
6. Communications a) City of London Council Resolution, Director Appointment.	S. Lewis provided over view of communications. MOTION to RECIEVE Communications G. Bezaire, seconded by J. Corboy, All in favour, Unanmoulsy CARRIED , 5:36PM.
7. Delegations	n/a
8. Presentations	n/a
9. Consent Items a. Staff Report 2022- 47 CEO Report b. Staff Report 2022- 48 Vacancy Management Report	<p>MOTION to RECIEVE Reports A. Cornelissen, seconded by A. Mitchell, ALL In favour CARRIED at 5:49pm.</p> <p>P. Chisholm, Provided overview of report</p> <ul style="list-style-type: none"> • Discussion: Hiring of LSC role reviewed. <p>MOVED by G. Bezaire , seconded by S.Chowns, CARRIED at 5:47pm.</p> <p>P. Chisholm provided Report Review.</p> <ul style="list-style-type: none"> • Discussion on staffing and resourcing. Vacancy rates and targets reviewed. <p>MOTION to RECEIVE the report, MOVED by S.Chowns, seconded by J. Corboy, All in favour CARRIED at 6:03pm.</p>

<p>c. Finance Committee Reports</p> <p>d. Human Resources and Governance Committee Reports</p> <p>e. Tenant Services Committee Reports</p>	<p>Reports for the purpose of information. Verbal update provided by Committee Chair, S. Chowns:</p> <p>MOTION to RECIEVE reports for information, T. Brooks seconded by S.Chowns, All in favour CARRIED at 6:05pm.</p> <p>Reports for the purpose of information. Verbal update provided by Committee Chair, G. Bezaire:</p> <p>MOTION to RECIEVE reports for information A. Cornelissen, seconded by S.Chowns , All in favour CARRIED at 6:07pm</p> <p>Reports for the purpose of information. Verbal update provided by A.Mackenzie</p> <ul style="list-style-type: none"> • Discussion: B. Porter shared additional update on CSU. <p>MOTION to RECIEVE reports for information S.Chowns , seconded by G. Bezaire , All in favour CARRIED at 6:17pm</p>
<p>10. In Camera</p>	<p>a) none</p>
<p>11. Reports and Business</p> <p>a) Staff Report 2022- 49 Relmagine Southdale. Project Update</p>	<p>Overview provided by P. Chisholm .</p> <p>MOTION to RECEIVE and APPROVE the Report, MOVED by S.Chowns, seconded by P. Squire , All in favour, CARRIED at 6:29pm.</p> <ul style="list-style-type: none"> • Discussion on units in building . <p>6:22pm G.Bizare left the meeting.</p>

<p>New Business</p>	<p>T. Brooks 6:41pm, Management of tent communities on LMCH properties.</p> <p>Discussion: How are better able to work with the unhoused to support them while making sure LMCH tenants are safe.</p> <ul style="list-style-type: none"> • Tenants are encouraged to report tents so LMCH staff can work collaboratively to assist with Community supports. • Moving forward T. Brooks would like additional dialogue in upcoming meetings as winter approaches. • Collaborative efforts with the City could be beneficial, in order to assist with resolving the issue. <p>Discussion: Does LMCH have a policy or statement, to communicate to tenants when individuals are camping on the sites?</p> <ul style="list-style-type: none"> • There will be Tenant communications on how to handle encampments on LMCH Property. • Situational Training is in place through the CSU, will look to open this to tenants along with additional communications and resources. • Reviewed Tennat Advisory committee role in communications to tenants on the matter. • Discussion on next steps from LMCH and CSU reviewed. <p>Vacancies for Subcommittee positions.</p> <ul style="list-style-type: none"> • S.Lewis will discuss with Paul and report back to the Board.
<p>13. MEETING ADJOURNMENT</p>	<p>MOTION to BE ADJOURNED, J. Corboy , seconded by T. Brooks MOTION PASSED at 7:13pm.</p>

Shawn Lewis, Chair

Paul Chisholm, CEO

STAFF REPORT 2022-55

TO: LMCH Board of Directors

FROM: Paul Chisholm, Chief Executive Officer

SUBJECT: CEO Update

DATE: September 15, 2022

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:

Community Townhalls

LMCH has now completed nine (9) townhall meetings for LMCH tenants. All meetings have been in City of London sites building sites. Meeting will continue through September and October to ensure all sites have been visited. There are five sites building sites in the City of London to complete and then the shift and then a different approach will take place for the smaller sites and family sites to find engagement methods that will work for each community.

The purpose of the meeting is to:

- Make a direct connection with tenants.
- Provide an overview of Tenant Services – different roles of the team (Community Safety Team, Housing Stability Case Coordinators), key information and points of contact.
- Provide an overview of Property and Asset Management - how to make requests, introduce the new website, provide an overview of capital work planned for the site, provide an overview of CMHC funding for site (if applicable)
- Provide an opportunity for tenant feedback, dialogue and information exchange on key areas
 - What they like about living where they live and what's working
 - What they don't like and what's not working

A report back will be prepared after each meeting and distributed to tenants– Who was there (LMCH), what we said and what we heard.

Information will be used to feed into planning for each site and will inform the development of strategic initiatives for LMCH. The needs of each site are quite different but there are common themes to consider across all sites – Community Safety, Communication with LMCH, Responsiveness, Pest Control and the interest in an improvement in programming/services at LMCH sites.

LMCH Staff BBQ

On the afternoon of Wednesday August 24 LMCH held a staff BBQ. This was the first in person all staff event held by LMCH in more than two years. The event was attended by most staff and provided an opportunity for staff to make direct connections with new staff and colleagues they have not seen in quite some time. I would like to thank the social committee for taking the initiative to plan and host this event including, Heather Fraser, Stephanie Syrie, Laura La Faive, Mari Desousa and Glynnis Bowman. Staff feedback was positive and we look forward to continuing to engage staff to promote a healthy and well balanced work culture.

Human Resources Updates

Changes in Human Resources Team

It is with mixed emotions that we advise the Board that Kim Graham, Manager of People and Culture has resigned after accepting another position outside of LMCH. We wish her well in the new role and wish to thank her for her dedication and calming presence over the past 2 ½ years which were made more challenging through the COVID-19 Pandemic. In order to ensure that the recruitment for this position moves forward without delay and with a strategic oversight, Ahria Consulting has been engaged to recruit for the replacement of this position.

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. LMCH is pleased to be making progress in recruitment:

- The Tenant Services Team has welcomed two new staff:
 - Carly Enns has started in the role of Housing Stability Case Coordinator, in August.
 - Alana Rizos joins LMCH on September 12 in the role of Housing Stability Case Coordinator.
 - Lisa Luther joins LMCH on September 12 in the role of Community Engagement Manager.
- The Property Services Team welcomes John Almeida to the role of Property Services Assistant. John is transitioning from a Maintenance Repair role into this position which has increased accountability and oversight for fire/Life Safety, vacancy management and program compliance. His experience in the Maintenance Repair role will bring a wealth of experience into this new role.

- LMCH has started the recruitment for a Procurement Manager to support the improvement of internal procurement policies and processes. This role will support across multiple areas including vendor management and compliance, strategic procurement and ensure LMCH receives maximum value for funds available to invest in our communities for maintenance/repair, capital investment, CMHC and Relmagine Southdale.
- There are nine recruitments being managed at this time

PREPARED BY:
PAUL CHISHOLM CHIEF EXECUTIVE OFFICER

Staff Report 2022 – 56

TO: LMCH Board of Directors

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

SUBJECT: Vacancy Management Update

DATE: September 15, 2022

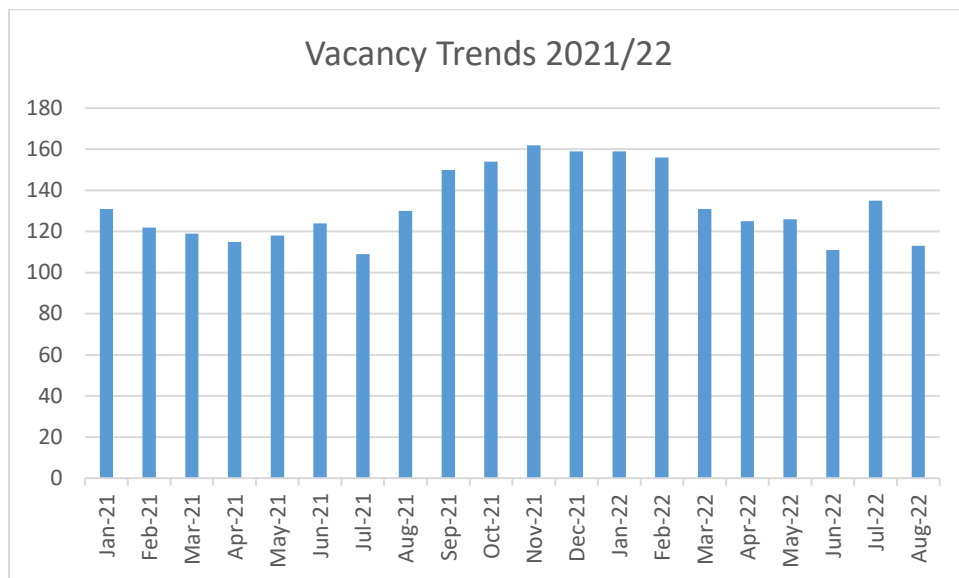
Purpose:

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 Aug 31st, 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 (Units)	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Total Vacancy	140	147	134	144	148	146	172	174
Future Leased	27	12	23	18	23	15	16	15
Final Vacancy	113	135	111	126	125	131	156	159

%	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Total Vacancy	4.2%	4.4%	4.08%	4.38%	4.5%	4.44%	5.24%	5.3%
Future Leased	0.8%	0.3%	0.7%	0.5%	0.7%	0.5%	0.5%	0.5%
Final Vacancy	3.4%	4.1%	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).

- 6 units are on hold as part of CMHC Accessible Unit Project
- 6 units are vacant and undergoing restoration for fire or as part of insurance claims
- 16 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 July there were 94 units in active restoration which was 2.93% of the portfolio.

There were 15 units restored in August 2022 that took an average of 84 days to return to rent ready. Additional 3 previously Non – rentable units had been restored and are rent ready now.

Age of Units Restored in Period (Count)	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	0	0	0	0	0	0	1	0
16-30 days	1	2	1	2	4	1	7	0
31-60 days	1	7	6	10	13	10	9	7
61-90 days	6	6	10	3	7	5	7	6
91+ days	7	9	11	16	22	15	29	22
Total units restored	15	24	28	31	45	31	53	35
Average # of days in restoration	84	101	95	112	107	96	100	104

At the end of August there were 94 units in active restoration up from 80 at the end of July. Units in active restoration at the end of August had been vacant for an average of 63 days as of August 31st, 2022.

Age of Units in active Restoration (Count)	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	15	8	10	17	15	16	8	17
16-30 days	15	24	16	10	14	11	16	15
31-60 days	31	20	22	24	15	16	9	20
61-90 days	12	14	13	4	8	11	19	29
91+ days	21	14	9	17	27	42	55	43
Total units in Active Restoration	94	80	70	72	79	96	107	124
Average # of days in restoration at month end	63	56	56	59	76	91	98	77

4. **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 August, 23 units were leased that had been rent ready for an average of almost 42 days. In addition to units leased an additional 27 units were accepted by tenants to be leased in September and future periods.

Age of Units Leased in the Period (Count)	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	5	0	6	10	5	23	16	21
16-30 days	5	9	4	9	2	8	1	8
31-60 days	9	8	13	10	7	8	3	2
61-90 days	2	9	5	3	0	2	0	0
91+ days	2	5	4	2	1	2	1	2
Total units Leased	23	31	32	34	15	43	21	33
Average # of days to commit the unit	42	63	47.1	35.7	26.5	28.2	19.7	19.7

At the end of August, the active rental stock was 46 units or 1.4 % of the portfolio. The average days units were in Active Rental at the end of September was 63 days

Age of Units Vacant and Available (Count)	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	18	20	24	22	26	23	42	18
16-30 days	0	4	9	6	14	2	7	4
31-60 days	9	18	10	26	14	19	8	9
61-90 days	4	12	8	8	13	4	5	4
91+ days	15	13	13	10	5	2	3	0
Total units Vacant and ready	46	67	64	72	72	50	65	35
Average # of days vacant and ready	63	52	47	42	37	31	21	20.1

Period Summaries:

LMCH had a total of 31 new units confirmed vacant in the months of August which have been added to the active restoration stock.

LMCH restored a total of 15 units during this same time-period. Additional 3 previously non rentable units have been restored and added to rental stock.

LMCH leased 23 units and future leased an additional 27 during this reporting period.

Conclusion

The corporate target for vacant units is 100 units. The sub target sets are 66 units in Active Restoration and 33 units are in Active Rental stock.

With 94 units in Active Restoration, this measure remains 28 units above target. Planned and unplanned staff absences have reduced the number of units moving to rent ready status in August. September numbers are expected to improve with the target of 66 units in active restoration being achieved by late 2022.

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. August numbers reflect an increase in staffing in the team managing vacancies and reductions in numbers of vacant and ready units and age of units rented is expected to continue in the coming months. The number of vacant and ready units available for offer will reduce to the target of 33 units by late 2022.

PREPARED and RECOMMENDED BY:	PREPARED and RECOMMENDED BY:
PHIL RENAUD, DIRECTOR, Assets and Property Services	ANDREA MACKENZIE, Director, Tenant Services

Staff Report 2022- 57

TO: LMCH Board of Directors

FROM: Phil Renaud, Directory of Property Services & Asset Management

SUBJECT: CMHC Accessible Unit Modifications – 349 Wharncliffe

DATE: September 15, 2022

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for unit modification at the LMCH adult high-rise site 349 Wharncliffe as part of the approved budget line item for unit modifications as part of the accessible program based on the CMHC Co-Investment Funding Program.

Board approval is required for this contract 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 APPROVE the following recommendations:

1. Approve the award of the contract for four (4) unit modifications at 349 Wharncliffe as tendered on Bids and Tender for the sum of \$422,600 (exclusive of taxes).
2. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee has mandate to receive and review all recommended tenders, quotations and bids awards as prescribed under LMCH purchasing policy/guidelines making recommendations as appropriate. The Finance Committee was not able to meet in advance of the Board meeting and the Finance Committee Chair requested that this procurement be sent direct to the Board of Directors for approval.

BACKGROUND:

The Co-Investment program approved on November 25, 2021; LMCH in conjunction with the City of London (COL) as guarantor executed the loan agreement with CMHC of

\$40,139,939. The funding allocation consists of \$ 15,533,989 as a forgivable loan and \$24,602,101 repayable loan with the City of London guaranteeing \$37,000,000.

LMCH denoted several projects to fulfil the CMHC program requirement as identified in the Co-Investment Fund Portfolio Plan. When fully implemented would meet the energy savings, accessibility requirements and property enhancements required by CMHC for funding security. LMCH has committed to complete 416-unit modifications at all 8 designated CMHC high rise properties. Percentage of unit modifications vary from 16 – 18% at adult buildings and 30 – 35% at senior residents. The scope of work was identified in the National Housing Co-Investment Fund – Minimum Environmental & Accessibility Requirements Repairs and Renewals; and reviewed by Walter Fedy for compliance. Due to existing conditions Walter Fedy identified specific scope items that could not be met with agreement by CMHC of nonconformance, as outlined in the CMHC Co-Investment Fund: Portfolio Plan prepared by LMCH (Appendix 3). Schedule of works for the unit modifications are from 2022 through to 2025.

1721 Architects in coordination with Callidus Engineering were retained to complete drawings and specifications for the unit modifications at 349 Wharncliffe. The public tender issued Aug 2022 included for the pricing of 4 units. Scope of work supersedes the minimum standards providing greater accessibility throughout the unit. The remaining (22) units' scope will be aligned with the 'Minimum Accessibility Requirements Repair and Renew'. This hybrid approach ensures tenants with limited mobility have access to our properties.

LMCH will focus on the following items to increase accessibility:

- New kitchen millwork providing electrical at counter and access under the sink.
- Front controls on stoves.
- Provide 1500 mm turning radius at kitchens
- Relocate controls and light switches to be no greater than 48" from floor
- Shower system with 3 – 6" lip inclusive of grab bars & fixtures
- Fixtures at bath meeting AODA requirements
- Closet system
- New doors at entry closet and barn door at bath.
- Rough in electrical for powered doors.
- Ensure smooth transitions throughout
- Lighting to meet minimum requirements.
- Strobe lights

This project was placed on bids and tenders and a mandatory walk through was conducted on August 8, 2022. There were 4 prospective proponents at the walk through with one general contractor providing a 'no bid' response on bids and tenders after the walk through. At tender close an additional 2 general contractors pulled out, K&L

Construction noted they did not have the capacity due to the number of tender submittals for that day.

RECOMMENDATION:

It is recommended that Tradition Construction be awarded the contract for the works outlined in the drawings and specifications for \$ 422,000.00 (per unit \$105,000.00). Tradition Construction has completed several projects for LMCH, they are familiar with the conditions, and provide quality workmanship. Based on similar works completed by restoration specialist for LMCH the cost appears fair as past unit repairs have ranged from \$88,000 - \$120,000 (2021). The Architects estimate for the works was \$115,000 per unit.

TENANT IMPACT:

During construction, the work will entail high noise levels at times; nearby neighbors will be given notice in advance of activities. Power or water shut downs should not be required throughout the building. Abatement is required at each unit and negative pressure fans will be used. The work is expected to commence Q4 2022 with a Q1 2023 completion.

Post construction, LMCH portfolio will have enhanced units to meet the requirements of those with significant mobility limitations.

FINANCIAL IMPACT:

The Project is funded through the CMHC Co-Investment Program Funding. The unit modifications for 349 Wharnccliffe has a total hard cost budget of \$1,287,000.

LEGAL IMPACT / RISK MANAGEMENT:

It is evident that construction materials, labour shortages and extended procurement lead times continues to burden the industry. At this time to minimize exasperated costs it is recommended to tender projects into smaller groups anticipating that 2023 markets will level out.

APPENDIX:

Appendix 1: Architects Drawing

Appendix 2: Conditions - Photos

PREPARED and SUBMITTED BY:	STAFF CONTACT
PHIL RENAUD, DIRECTOR OF PROPERTY SERVICES AND ASSET MANAGEMENT	WENDY GROVES, CONSTRUCTION AND PROJECT MANAGER

KEY PLAN

LEGEND

- LEGEND:
- DEMOLITION NOTE REFERENCE NUMBER
 - LOCATION OF HOARDING
 - PORTION OF EXISTING MASONRY/DRYWALL PARTITION TO BE REMOVED.
 - APPROXIMATE EXTENT OF EXISTING WALLS AND STRUCTURE TO REMAIN.
 - APPROXIMATE EXTENT OF AREAS WHERE NO WORK IS REQUIRED.
 - EXISTING DOOR & FRAME TO REMAIN
 - EXISTING DOOR & FRAME TO BE REMOVED & RETURNED TO OWNER

ISSUED

DATE	DESCRIPTION	No.
2021-09-27	ISSUE FOR CLIENTS REVISIONS	1
2022-06-09	ISSUE FOR CLIENT REVISIONS	2
2022-07-26	ISSUE FOR TENDER	3

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CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSION OF THE JOB.
THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNTIL SIGNED BY THE ARCHITECT

LONDON & MIDDLESEX
COMMUNITY HOUSING
MODIFIED UNIT LAYOUT
OPTION 1

349 WHARNCLIFFE ROAD, LONDON, ONTARIO

DRAWING TITLE:

DEMO, FLOOR PLAN, INT. ELEVATIONS
DOOR SCHEDULE & NOTES

CHECKED: SD
DRAWN:
PROJECT No.: 2210

SCALE: AS NOTED

A100

- REMOVE ALL WIRING FROM ELECTRICAL ITEMS THAT WILL BE REMOVED AND ALL REDUNDANT CONDUIT BACK TO NEAREST JUNCTION BOX THAT WILL REMAIN, AND MAKE SAFE. INSTALL METAL COVER PLATES OVER EXPOSED OPENINGS AND ELECTRICAL BOXES. REFER TO ELECTRICAL FOR ADDITIONAL REQUIREMENTS.
- MAKE GOOD ALL AREAS AFFECTED BY REMOVALS - FLUSH TO ADJACENT SURFACE AND MATCH EXISTING FINISH.
- DISPOSE OF ALL DESIGNATED SUBSTANCES TO THE REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION
- ALL PIPING THAT IS TO BE REMOVED OR ABANDONED IS TO BE REMOVED BACK TO THE NEAREST JUNCTION AND CAPPED. REFER TO MECHANICAL FOR ADDITIONAL REQUIREMENTS.
- NOTE ALL EXISTING ITEMS MAY NOT BE SHOWN ON THESE DRAWINGS. A CAREFUL REVIEW OF THE SITE IS REQUIRED TO DETERMINE THE FULL EXTENT OF THE WORK SHOWN.
- THE ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL PROJECT MANUALS, STRUCTURAL, CIVIL, MECHANICAL AND ELECTRICAL DRAWINGS. IN CASE OF DIFFERENCES BETWEEN CONSULTANTS' DOCUMENTS WITH RESPECT TO QUANTITY, SIZES OR SCOPE, THE GREATER SHALL APPLY.
- PROVIDE PROTECTION FOR ALL FINISHES OR SERVICES TO REMAIN.
- ALL WINDOWS FALLING WITHIN THE DEMOLITION AREA ARE TO HAVE COVERINGS, THEIR FITTINGS, MOUNTING HARDWARE REMOVED & RETURNED TO THE OWNER.
- DEMOLITION NOTE REFERENCE NUMBERS, WHERE LOCATED ADJACENT TO A ROOM NAME/NUMBER APPLY TO THE ENTIRETY OF THE ROOM.
- GENERAL CONTRACTOR IS TO ALLOW FOR THE SUPPLY AND INSTALLATION OF LOOSE LINTELS AS REQUIRED WHERE NEW OPENINGS ARE BEING CREATED OR WIDENED. REFER TO THE LOOSE LINTEL SCHEDULE PROVIDED ON THE DRAWINGS, OR PROVIDE ENGINEERING WHERE THERE ARE NO STRUCTURAL DRAWINGS / SCHEDULE.
- GC IS REQUIRED TO REMOVE ALL REMAINING ADHESIVES ON WALLS WHERE COMMUNICATION BOARDS WERE REMOVED UNLESS BEING COVERED WITH NEW BOARDS. TYPICAL FOR ALL ROOMS AFFECTED BY WORK.

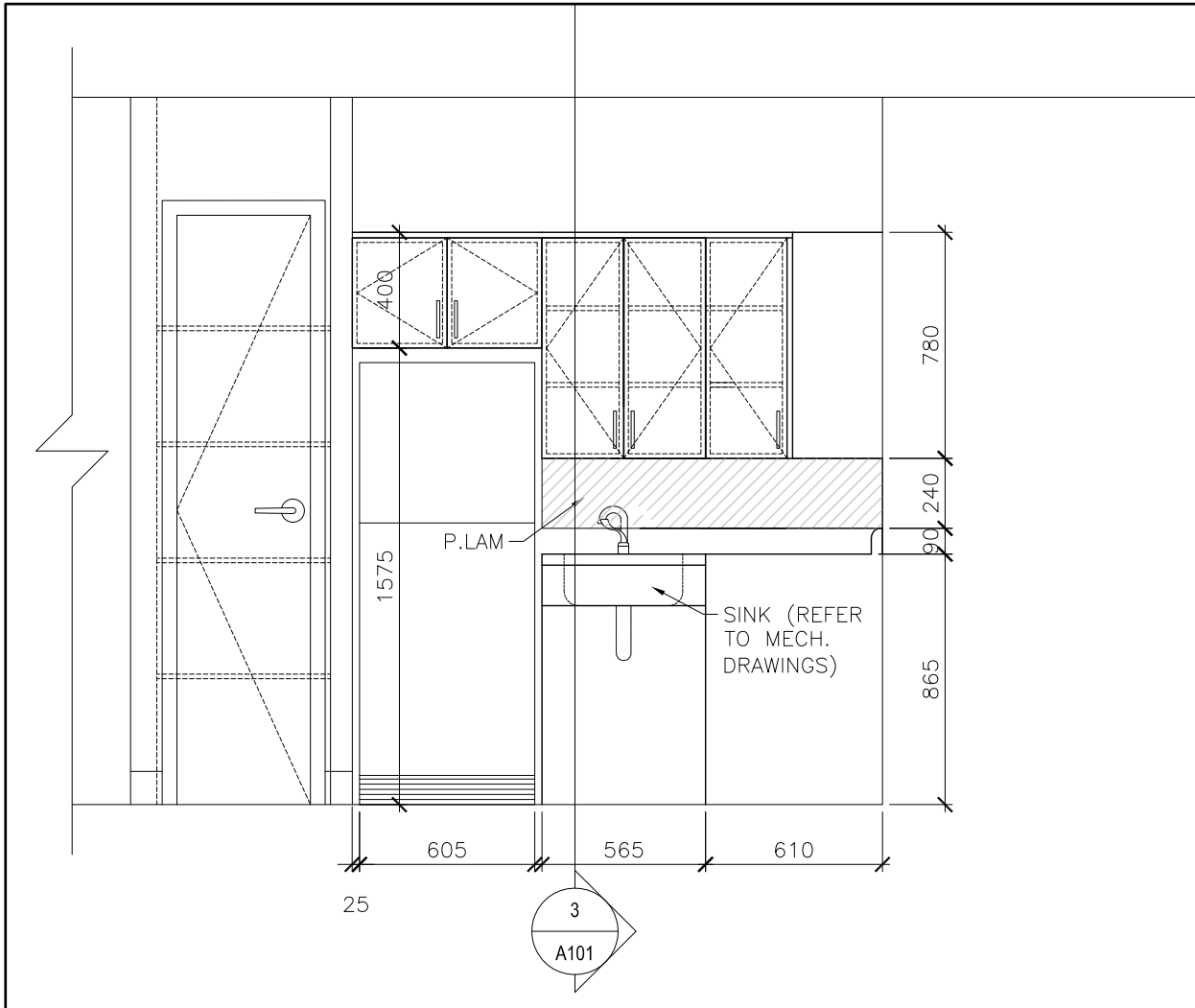
GENERAL NOTES
SCALE = N.T.S.

- INSTALL CONTINUOUS HOARDING, WHERE INDICATED, MADE OF 92 MTL. STUD FRAME & 6MIL POLY SHEET, CUT TO FIT AROUND EXISTING SERVICES, AND COVERED IN 13 PLYWOOD (ON THE OCCUPIED OR TRAFFIC SIDE). TAPE AND SEAL ALL EDGES TO CONTAIN DUST AND DEBRIS WITHIN THE CONSTRUCTION ZONE. MAINTAIN AND REPAIR AS REQUIRED FOR THE DURATION OF THE CONSTRUCTION PROJECT. CONTRACTOR TO ALLOW FOR THE RELOCATION OF THE HOARDING SYSTEM AS REQUIRED TO SUIT THE PHASING OF THE PROJECT.
- REMOVE EXISTING WALLS AS INDICATED ON THE DRAWINGS. CONSTRUCTION TYPE MAY VARY FROM EXTERIOR MASONRY ON CONCRETE BLOCK BACKUP TO INTERIOR CONCRETE BLOCK AND/OR DRYWALL PARTITIONS. WALL REMOVAL TO INCLUDE DOORS AND FRAMES INDICATED ON DRAWINGS. REMOVE MECHANICAL AND ELECTRICAL COMPONENTS / DEVICES (BACK TO SOURCE) ANCHORED TO OR CONCEAL WITHIN WALLS. COORDINATE WITH MECHANICAL AND ELECTRICAL DRAWINGS. PROVIDE ALL SHORING AND TEMPORARY SUPPORT REQUIRED TO MAKE EXISTING STRUCTURE SAFE. REFER TO DRAWINGS FOR ADDITIONAL REQUIREMENTS.
- REMOVE EXISTING DRYWALL AS INDICATED ON THE DRAWINGS. CONSTRUCTION TYPE MAY VARY FROM EXTERIOR MASONRY ON CONCRETE BLOCK BACKUP TO INTERIOR CONCRETE BLOCK AND/OR DRYWALL PARTITIONS.
- EXISTING DOOR, AND FRAME IF INDICATED, TO BE REMOVED CAREFULLY. BOX, LABEL AND TURN OVER HARDWARE TO OWNER FOR FUTURE USE. WHERE FRAME IS REMOVED PREPARE OPENING TO RECEIVE NEW INFILL OR DOOR AND FRAME. REFER TO NEW CONSTRUCTION PLANS AND ELEVATIONS.
- EXISTING MILLWORK TO BE REMOVED. REMOVE ALL EQUIPMENT, SINK, DRAINS, GAS AND WATER LINES AS REQUIRED. REFER TO NOTES IN DEMOLITION PLAN.
- EXISTING FLOOR FINISHES AND WALL BASE TO BE REMOVED INCLUDING ALL ADHESIVES AND MORTAR DOWN TO EXISTING CONCRETE SLAB AND WALL BACKING BY MEANS OF GRINDING. PREPARE FLOOR SURFACE LEVEL TO WITHIN 10MM OVER 3000MM AND MAKE READY FOR NEW FINISHES. PROVIDE ANY AND ALL REMEDIAL WORK TO WALL BACKING WHERE BASE HAS BEEN REMOVED. REFER TO NEW CONSTRUCTION PLANS AND ELEVATIONS.
- EXISTING MECHANICAL/ELECTRICAL EQUIPMENT TO BE DISCONNECTED, REMOVED & DISCARDED. REFER TO MECHANICAL AND ELECTRICAL FOR ADDITIONAL REQUIREMENTS. THIS IS TO INCLUDE ALL HANGERS, SUPPORTS, ETC. WITHIN WALLS AND CEILINGS.
- REMOVE EXISTING PLUMBING FIXTURES AS PER MECHANICAL DRAWINGS. TERMINATE AND CAP EXISTING PLUMBING. TURN FIXTURES OVER TO OWNER. COORDINATE WITH PLUMBING REQUIREMENTS/DOCUMENTS.
- REMOVE ALL EXISTING WASHROOM ACCESSORIES INCLUDING BUT NOT LIMITED TO WASHROOM STALL PARTITIONS, PAPER TOWEL, TOILET PAPER AND SOAP DISPENSERS, GARBAGE CANS, MIRRORS ETC. AND TURN OVER TO THE OWNER. PATCH, REPAIR, LEVEL AND MAKE GOOD ALL AFFECTED AREAS TO MATCH EXISTING ADJACENT SURFACE.

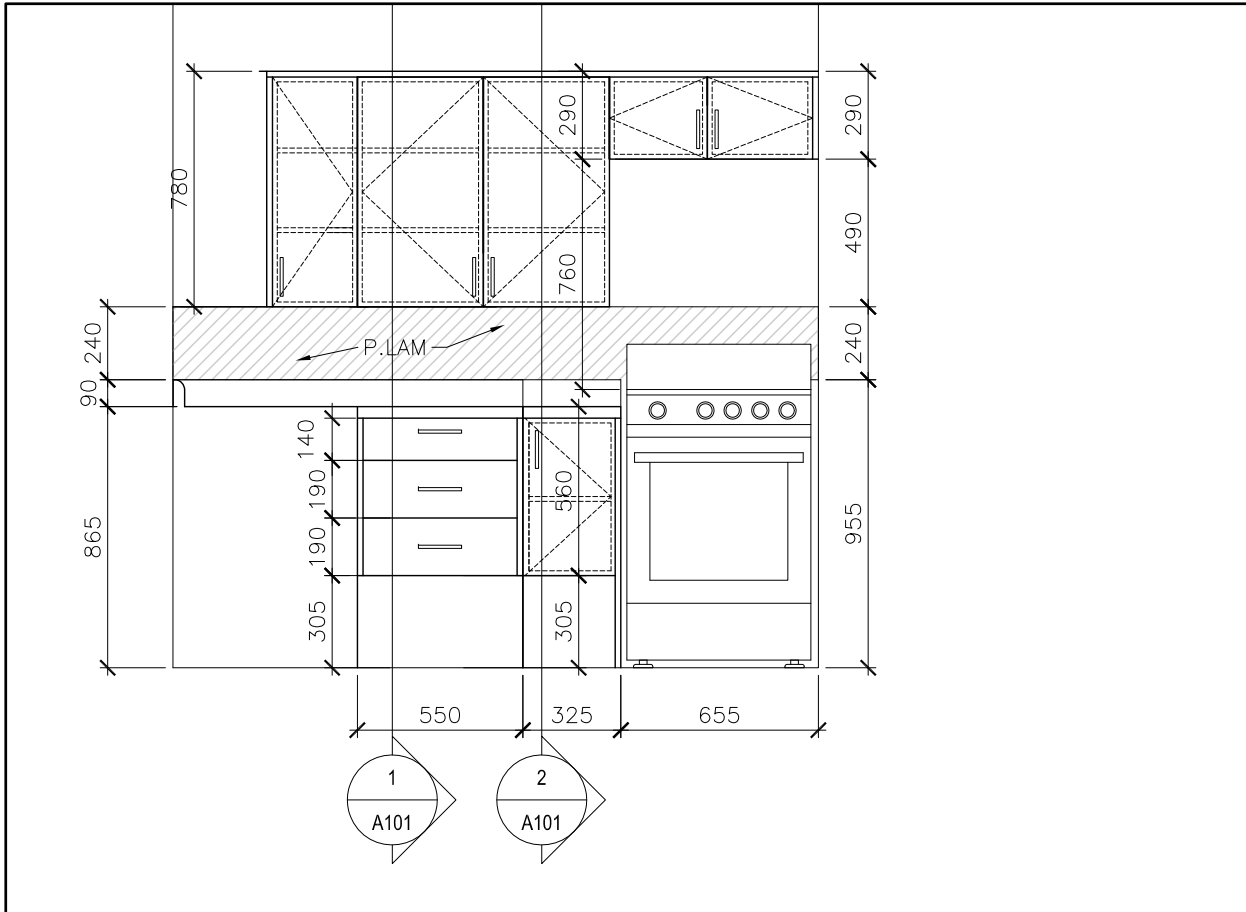
DEMOLITION NOTES
SCALE = N.T.S.

- P1 13mm ABUSE RESISTANT GYP. BD.
64mm METAL STUDS AT 400mm O.C.
13mm ABUSE RESISTANT GYP. BD.
HEIGHT - FINISH FLOOR TO UNDERSIDE OF CEILING
- P2 13mm ABUSE RESISTANT GYP. BD.
EXIST. WALL ASSEMBLY
* USE 13mm MOISTURE & MOLD RESISTANT GYP. BD. @ WRS
HEIGHT - FINISH FLOOR TO UNDERSIDE OF CEILING
REFER TO CONSTRUCTION NOTES FOR LOCATIONS

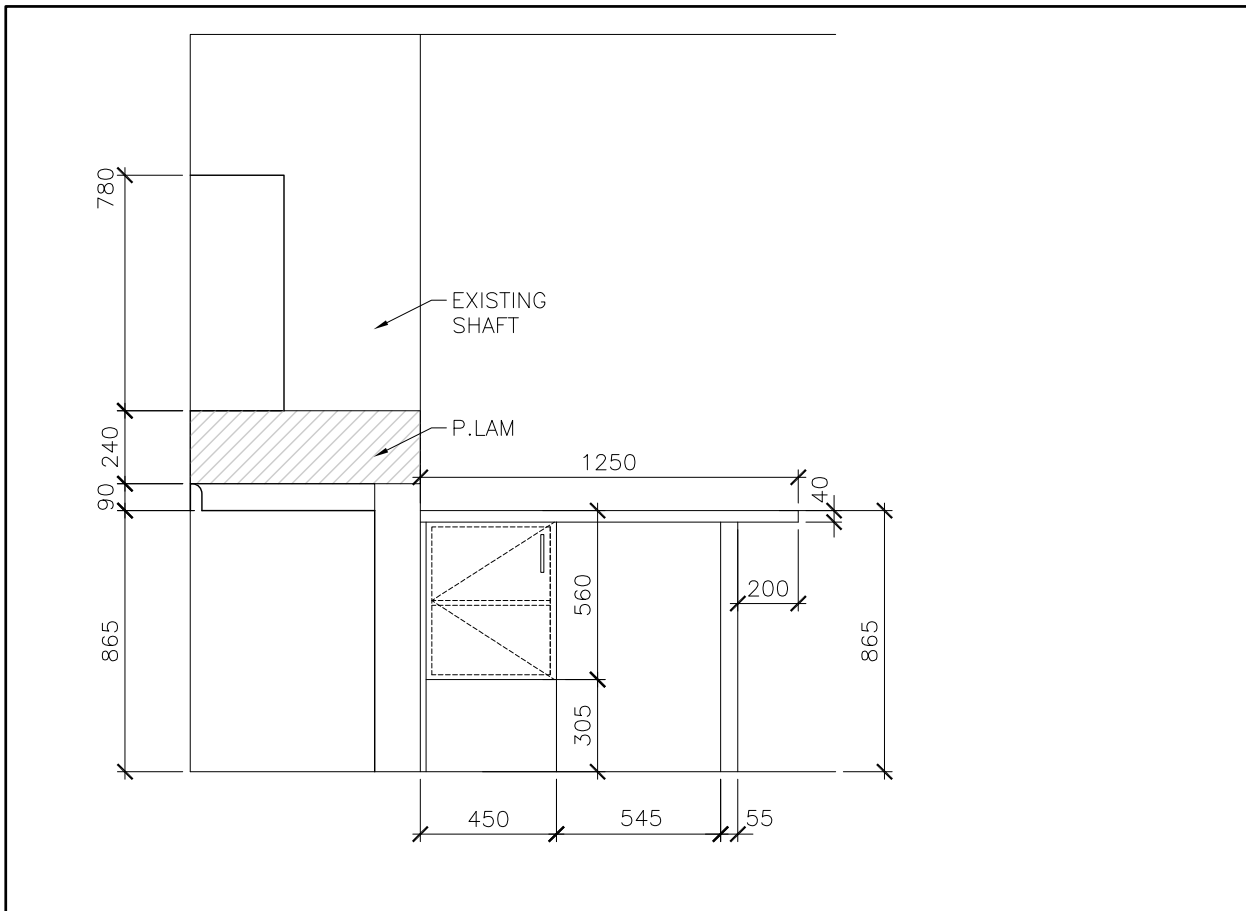
WALL TYPES
SCALE = N.T.S.



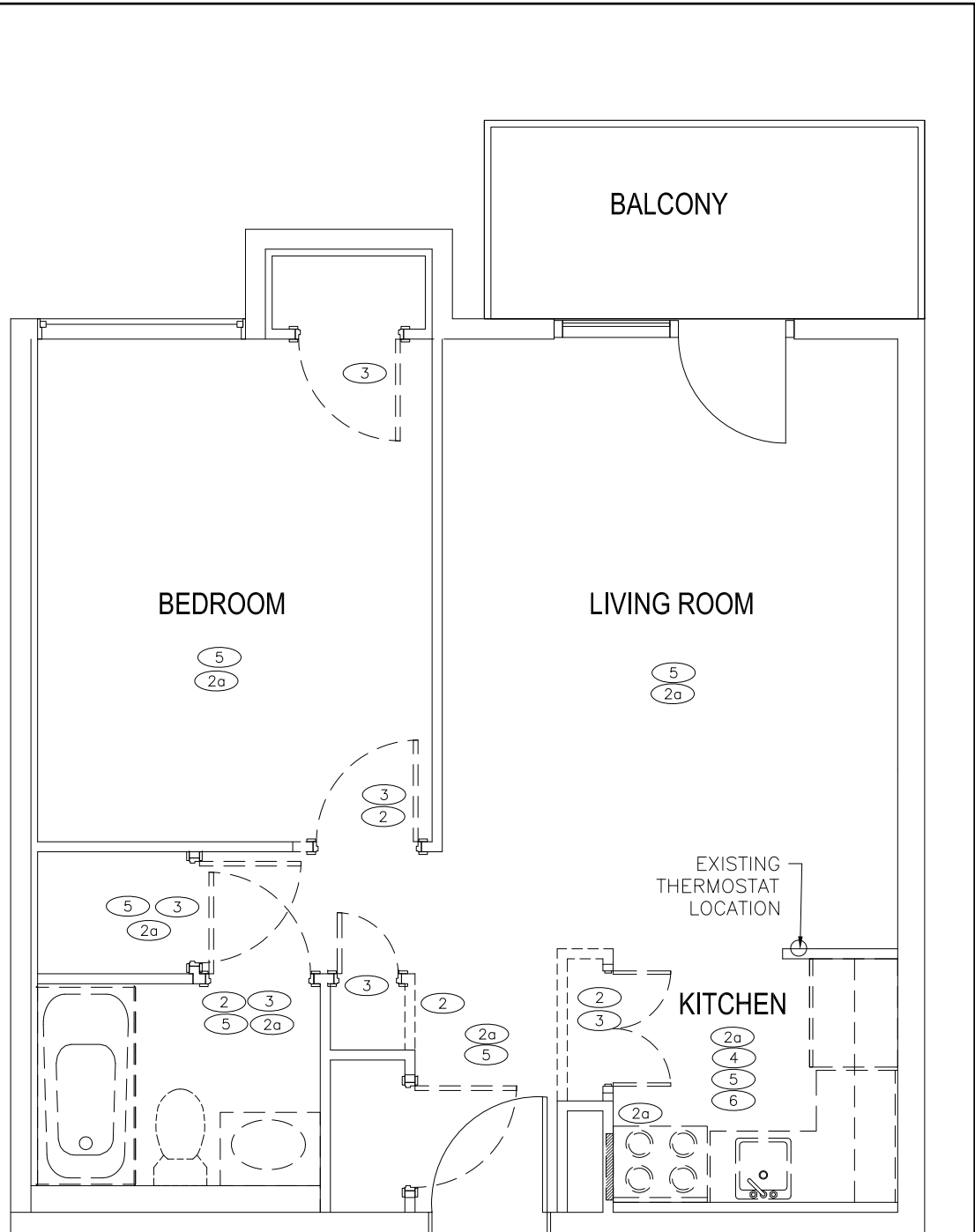
5 INTERIOR ELEVATION
SCALE = 1:25



6 INTERIOR ELEVATION
SCALE = 1:25

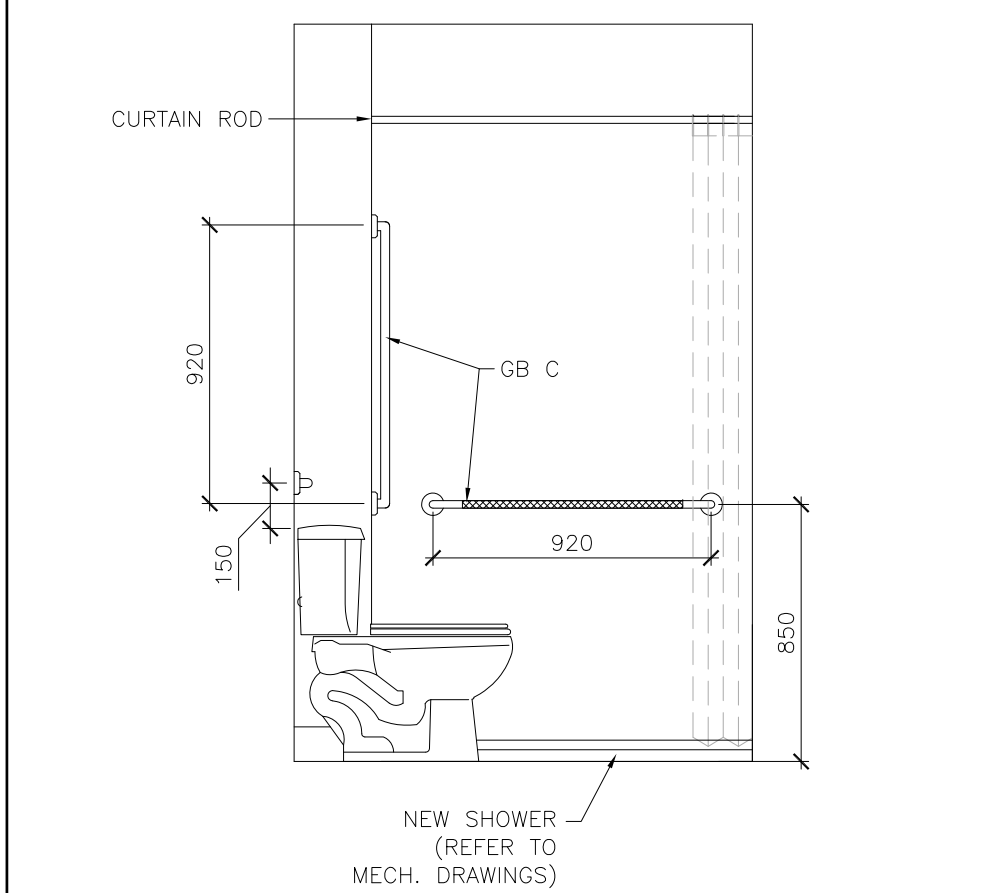


7 INTERIOR ELEVATION
SCALE = 1:25



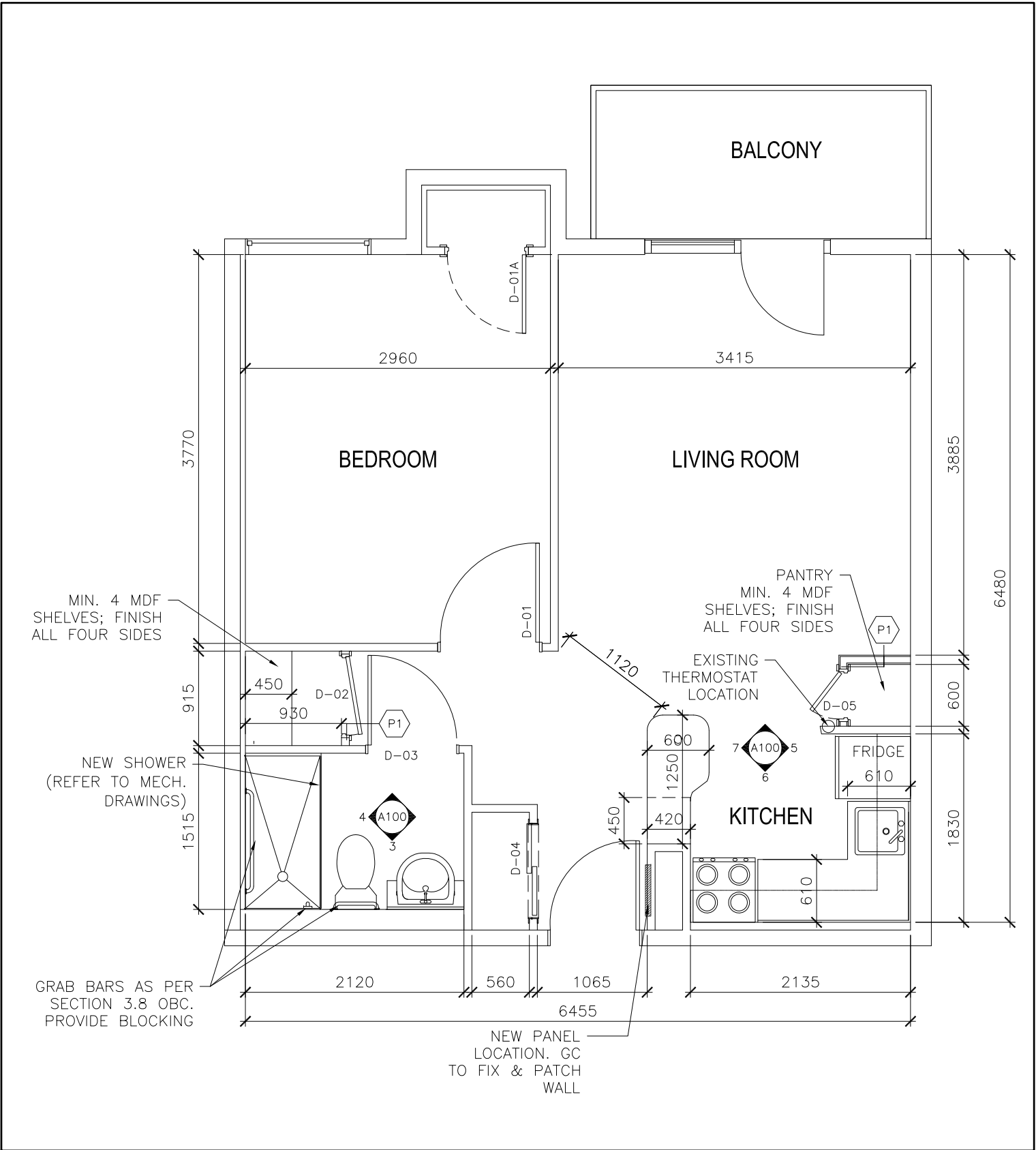
REFER TO CONSTRUCTION NOTES IN THIS PAGE, FOR
DEMOLITION CLARIFICATION

2 DEMOLITION PLAN
SCALE = 1:50

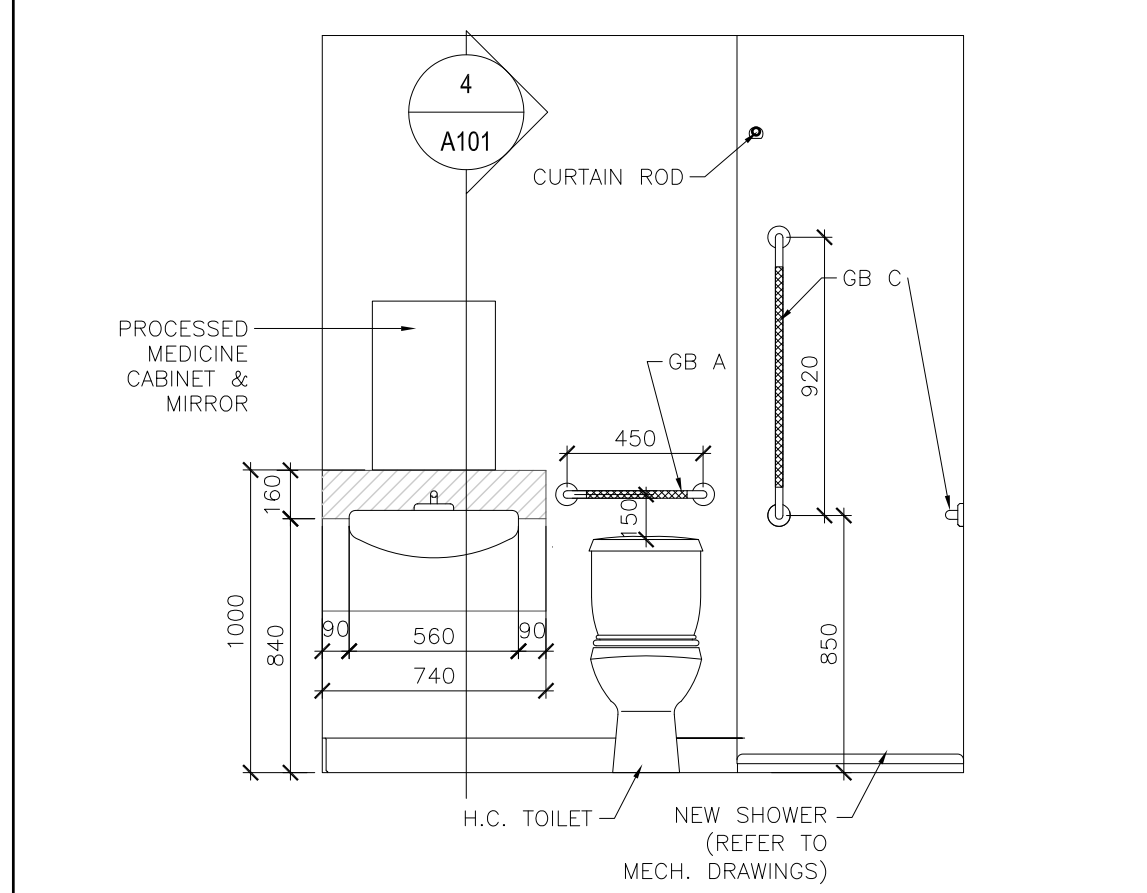


4 INTERIOR ELEVATION
SCALE = 1:25

- GENERAL NOTES:
- ALL EXISTING AND NEW WALLS & CEILINGS TO BE PAINTED
 - PATCH AND SAND ALL REMAINING WALLS READY TO RECEIVE PAINT
 - ALL EXISTING DOORS AND FRAMES TO BE SANDED PAINTED
 - ALL NEW DOORS AND FRAMES TO BE PAINTED
 - KITCHEN APPLIANCES ARE NOT INCLUDED IN THE CONTRACT



1 NEW CONSTRUCTION PLAN
SCALE = 1:50



3 INTERIOR ELEVATION
SCALE = 1:25

CONSTRUCTION NOTES
SCALE = N.T.S.

	CONSTRUCTION NOTES	725	726	730	739
1	REMOVE WALL PAPER	X	Entire apartment	X	strip boarder wallcovering
2	REPLACE EXISTING STUDS WITH NEW 50mm STEEL STUDS			X	Between living room & Bedroom, bedroom & hallway, and wall between kitchen and living room/new pantry.
3	NEW 13mm ABUSE RESISTANCE GYPSUM BOARD - ONE SIDE	X	At entry one side; below bedroom window & vanity wall	X	In all Unit: on exterior walls, between units and between corridor
4	NEW 13mm ABUSE RESISTANCE GYPSUM BOARD - BOTH SIDES			X	Wall between kitchen and living room/new pantry; livingroom & bedroom and bedroom & hallway
5	NEW 13mm ABUSE RESISTANCE GYPSUM BOARD - AT CEILING			X	New ceiling in all spaces, except at kitchen, washroom & hallway closet
6	REPAIR EXISTING WALLS - OPENINGS MORE THAN 600mm X 600 mm	X	At bedroom wall cut and patch approx. 3x3; Living room cut and patch 3x3; and misc patches in bedroom		X
7	NEW WINDOWS SCREEN IN EXISTING WINDOWS.	X		X	X
8	NEW PATIO/BALCONY SCREEN IN EXISTING DOORS.	X		X	X
9	PATCH, SAND AND PAINT ALL EXISTING WALLS THAT REMAINED	X		X	X
10	NEW FLOOR FINISH & RUBER BASEBOARD	X		X	X
11	ADD DOOR VIEWER IN EXISTIN MAIN ENTRANCE DOOR. 1.2MT FROM FINISH FLOOR	X		X	X
12	SAND & PAINT EXISTING TRIMS THAT REMAINED	X		X	X

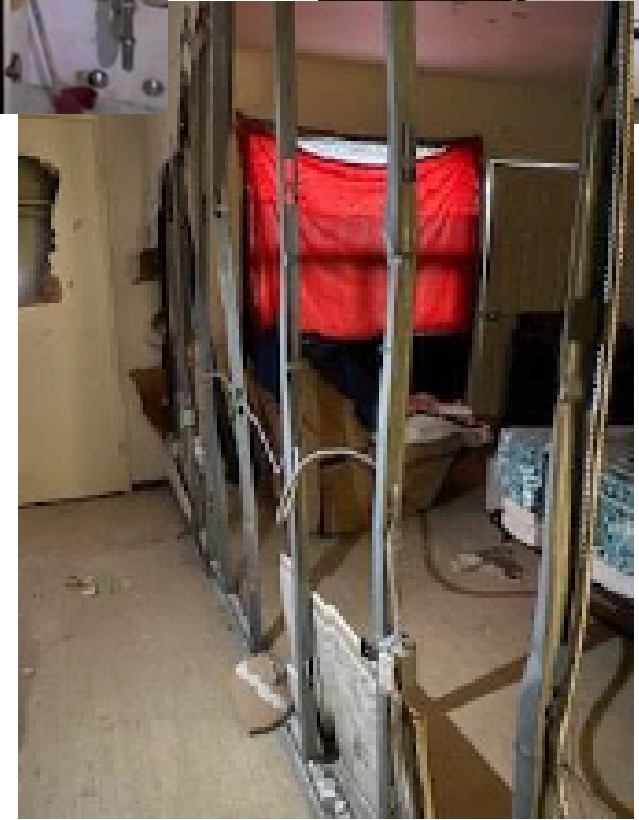
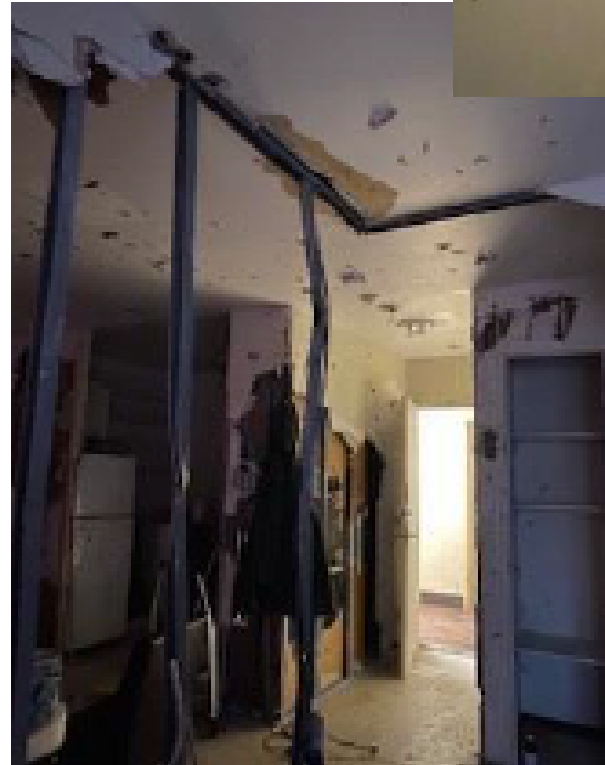
Abbreviations

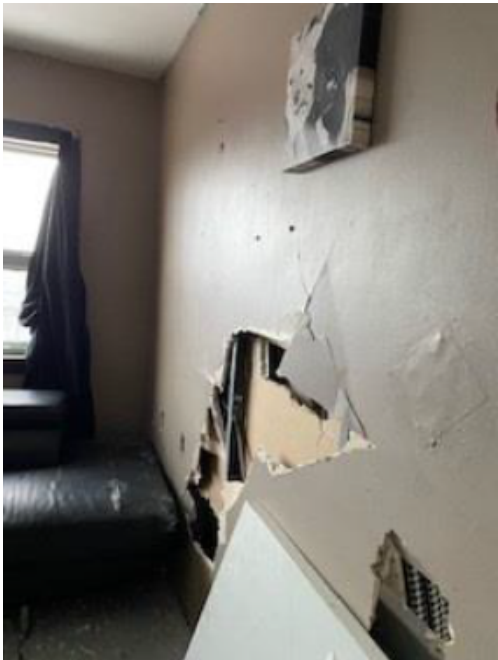
ALUM	Aluminum	GL	Glass	PT	Paint	EX	Existing
HM	Hollow Metal	TEMP	1/4" Tempered	STN	Stain	MDF	Medium-density Fireboard
SS	Stainless Steel	PGW	Polished Georgian Wired	ANOD	Clear Anodized	COMP	Composite Assembly
WD	Wood	PHEN	Phenolic	NA	Not Applicable	WD	Solid Wood

Door No.	Room	Room	Rebate		Door		Frame		Remarks
	From	To	Width	Height	Material	Finish	Material	Finish	
D-01	Living Room	Bedroom	965	2032	WD	ST	MDF	PT	Lever hardware
D-01A		Bedroom	Closet	760	2032	WD	ST	MDF	PT
D-02	Corridor	Storage	760	2032	WD	ST	MDF	PT	Lever hardware
D-03	Corridor	Bathroom	860	2032	WD	ST	MDF	PT	Lever hardware
D-04	Corridor	Closet	914 (P)	2032	WD	ST	MDF	PT	Sliding door
D-05	Kitchen	Pantry	460	2032	WD	ST	MDF	PT	Lever hardware

DOOR SCHEDULE
SCALE = N.T.S.

Unit A - 730









Staff Report 2022- 58

TO: LMCH Board of Directors

FROM: Phil Renaud, Directory of Property Services & Asset Management

SUBJECT: CMHC Site Improvements Allan Rush – Contract Award Asphalt Replacement

DATE: Sept 15, 2022.

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for asphalt replacement at the LMCH family site Allan Rush as part of the approved budget line item for hard surface repairs/exterior works based on the CMHC Co-Investment Funding Program.

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

RECOMMENDATION:

That the LMCH Board APPROVE the following recommendations:

1. Approve the award of the contract for the asphalt replacement at Allan Rush Family Site as tendered in RFQ 2021-0014a on Bids and Tender for the sum of \$596,230 (exclusive of taxes); inclusive of separate priced items to follow.
2. Authorize LMHC staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee has mandate to receive and review all recommended tenders, quotations and bids awards as prescribed under LMCH purchasing policy/guidelines making recommendations as appropriate. The Finance Committee was not able to meet in advance of the Board meeting and the Finance Committee Chair requested that this report be sent direct to the Board of Directors for approval.

BACKGROUND:

The Co-Investment program approved on November 25, 2021; LMHC in conjunction with the City of London (COL) as guarantor executed the loan agreement with CMHC of

\$40,139,939. The funding allocation consists of \$ 15,533,989 as a forgivable loan and \$24,602,101 repayable loan with the City of London guaranteeing \$37,000,000.

LMHC identified several projects to fulfil the programs requirement as identified in the Co-Investment Fund Portfolio Plan that when fully implemented would meet the energy savings, accessibility requirements and property enhancements required by CMHC to secure the funding. LMCH identified hard surface repairs as a project initiative at 5 of the CMHC family sites. Schedule of works that were to be completed in years 2024 and 2025 have been accelerated due to failing existing conditions.

Based on the VFA Facility Condition Assessment prepared by Pretium in June of 2021, property conditions at hard surfaces were noted as 'end of service life' and significant portions of the site were confirmed to be in 'poor condition'.

RJC consultants were retained to complete drawings and specifications for the asphalt replacement project at the Allan Rush Family Site. The public tender issued Aug 2022 included for complete removal and replacement at 4 parking lots with separate pricing on the 4th parking lot that has been identified as fair condition to be completed within 2 years. The Barberry Court parking lot was noted as a separate price due to potential timeline restrictions for this year's paving season. In addition, remaining scope included curb replacement, 280 linear meters of pathway replacement, reinforced concrete garbage areas, speed bumps, material testing and geotechnical review.

All bidders were required to include WSIB, proof of insurance requirements, references, project similarity examples and indicate that no current litigation on the contractor were being pursued. A mandatory walk through was conducted on July 26th, 2022. The online submissions received from bidsandtenders.ca on August 16, 2022. One submission was received, upon further investigation vendors opted not to submit due to the current timelines and already committed works.

Recommendation:

RJC Engineers has provided a recommendation letter to award J-AAR Excavating Paving and Civil Works. A CCDC2 contract will be entered for \$596,230.00 upon board approval.

Below highlights of J-AAR Excavating Paving and Civil Works submission:

- Project Similarities: E&E Mc Laughlin, asphalt resurfacing at various sites in London,
- Strong line of credit value
- Unit pricing submitted with tender pricing remaining in force until June 30, 2023
- Commence work within 30 days of contract award

TENANT IMPACT:

The project was priced as a phased project, this strategy will ensure enough parking is maintained and available for the tenants. Notices to tenants will be sent via door drop two weeks prior to commencement with follow up notices as day nears. Tenants will be informed of possible dust and fumes during the construction. Pylons will be in place identifying the construction area. There will be no construction on weekends and holidays. Weather dependent project completion is anticipated within 30 days.

Upon completion new pathways, driveways and parking lots will allow all users a smooth transition on site mitigating current risks at heavily damaged areas. Improved garbage collection areas, defined accessible parking areas and an overall enhancement to the site.

The work is expected to commence October 2022 and will be phased project completion is aimed for Nov. 2022.

FINANCIAL IMPACT:

The Project is fully funded through the CMHC Co-Investment Program Funding. The table below outlines per property allocated funds for hard surface repairs & exterior works. The tender value is within budget with the remaining value to be allocated to lighting and a new playground. Along with the contingency listed below a \$50,000 contingency will be carried by the general contractor to mitigate any potential extras from the estimate tonnage values for granular. A hard number cannot be determined until existing asphalt has been removed.

			Budget	Contingency	Total
Exterior Works - Family Sites			\$3,435,000.00	\$171,750.00	\$3,606,750.00
Marconi	\$630,000.00	1	\$630,000.00	\$31,500.00	\$661,500.00
Allan Rush	\$725,000.00	1	\$725,000.00	\$36,250.00	\$761,250.00
Pond Mills	\$725,000.00	1	\$725,000.00	\$36,250.00	\$761,250.00
Boulee	\$725,000.00	1	\$725,000.00	\$36,250.00	\$761,250.00
Huron	\$630,000.00	1	\$630,000.00	\$31,500.00	\$661,500.00

LEGAL IMPACT / RISK MANAGEMENT:

The paving industry is in high demand prior to the closing of asphalt closures in November. Areas identified at Allan Rush, in particular the pathways could lead to potential claims if not addressed this year. As weather will impact the completion of the works we will work with J-AAR to ensure areas of significant disrepair are prioritized.

The industry has seen an impact to procuring concrete curbs, this will be monitored throughout the project.

APPENDIX:

Appendix 1: Consultant Recommendation

Appendix 2: Tender Submission

Appendix 3 : PLAN-380

Appendix 4 : Rehab- Allen Rush

PREPARED and SUBMITTED BY:	STAFF CONTACT:
PHIL RENAUD, DIRECTOR OF PROPERTY SERVICES AND ASSET MANAGEMENT	WENDY GROVES, CONSTRUCTION AND PROJECT MANAGER

August 24, 2022

Wendy Groves
Construction and Project Manager
London & Middlesex Community Housing
1299 Oxford Street East
London, ON N5Y 4W5

Dear Ms. Groves,

**RE: Allan Rush Property, 1 Barberr Court, London ON
Pavement Rehabilitation Project
Bid Submission Review and Award Recommendation**

RJC No. TOR.133193.0001

1.0 INTRODUCTION

The Bid Documents for the Pavement Rehabilitation Project at the Allan Rush Property – 1 Barberr Court in London, Ontario were available via secure.bidsandtenders.ca by invited Bidders on July 29, 2022. Five (5) Bidders attended the mandatory pre-bid closing site meeting held at 10:00 A.M. on Friday, August 5, 2022. However, only one (1) Bidder submitted a Bid prior to the Bid Submission deadline of 2:00 P.M. on Tuesday, August 16, 2022.

The bid price is:

Contractor	Sub-Total	HST (13%)	Total
J-AAR Excavating Ltd.	\$596,230.00	\$77,509.90	\$673,739.90

We have reviewed the bid submission material and have prepared and attached a bid form summary. The bid form summary provides a breakdown of the Bid Submission.

The unit cost appears directly related to which items are to be performed by the Contractor's own forces and which will require a sub-contractor as well as how eager the Contractor is to be awarded the project.

2.0 REVIEW OF BID SUBMISSIONS

2.1 Bid Form and Bid Submission

The bid form submission was completed in full and submitted prior to the Bid Submission deadline.

2.2 Arithmetic Errors

Upon reviewing the Bid Submission, no arithmetic errors were noted.

2.3 Bonding and Consent to Bond

J-AAR Excavating Ltd. did not submit the required bonding. We recommend requesting J-AAR Excavating Ltd. submit the 10% Bid Bond and a Surety's Consent to provide 100% Performance Bond and 50% Material Payment Bond prior to awarding the Contract.

2.4 Acknowledgment of Addenda

J-AAR Excavating Ltd acknowledged receipt of Addendum No. 1 and Addendum No. 2, which formed part of the Bid Submission.

2.5 Conditions Inserted on the Bid Form

Conditions outlined by the Bidders on their Bid Submissions are indicated below along with our comments:

- .1 J-AAR Excavating Ltd. submitted a letter with a proposed alternative schedule:

"Notification of tender results	August 24, 2022
Pathways and concrete pad	Complete prior to December 15, 2022
PH 1-4 Curb and Asphalt Replacement	Complete prior to June 30, 2023"

was submitted with the bid documents.

This is not an improvement on the specified schedule. We recommend confirming with J-AAR Excavating Ltd. that they are capable of completing the project within the provided construction schedule as outlined in Addendum No.1 prior to awarding contract.

- .2 "The unit pricing submitted on August 16, 2022 remains fixed for work completed prior to June 30, 2023" was written at the end of the submitted letter.

As the construction completion date of the specified schedule and proposed alternative schedule is prior to June 30, 2023, this condition does not appear to result in a non-compliant bid.

No other conditions were noted on the bid submissions.

2.6 Alternative Prices

The following Alternative Prices were requested as part of this Tender:

Alternative Price No. 1 – Removal and disposal of existing asphalt pavement at the Barberry Court asphalt area

Alternative Price No. 2 – Wholesale supply and placement of new asphalt pavement at the Barberry Court asphalt area

Alternative Price No. 3 – Supply and installation of new concrete slab-on-grade pad within the Primrose Court parking lot

Alternative Price No. 4 – Supply and installation of new concrete slab-on-grade pad within the Vinewood Court parking lot

Alternative Price No. 5 – Supply and installation of new concrete slab-on-grade pad within the Barberry Court parking lot

The following table summarizes the prices received for the alternative prices:

Contractor	Alternative Price No. 1	Alternative Price No. 2	Alternative Price No. 3	Alternative Price No. 4	Alternative Price No. 5
J-AAR Excavating Ltd.	\$15,200.00	\$82,500.00	\$21,900.00	\$8,700.00	\$11,500.00

The alternatives prices submitted by J-AAR Excavating Ltd. appear to be of good value. We recommend the alternative prices be considered, should budget allow.

3.0 SUMMARY OF BID SUBMISSION REVIEW

In our Asphalt Pavement Survey Assessment Report dated May 16, 2022 we provided our opinion of probable construction cost for the phased wholesale replacement of existing asphalt pavement parking lots and pedestrian walkways at the Allan Rush Property over three (3) years. The total probable construction cost for Phase 1 of the project was \$500,000.00 to \$600,000.00 plus H.S.T. The total probable construction cost of Phase 1 in the Asphalt Pavement Survey Assessment Report included wholesale replacement of asphalt pavement at Primrose Court, wholesale replacement of concrete curbs at Primrose Court, localized asphalt pavement repairs at Vinewood Court and wholesale replacement of the west half of the asphalt pavement walkways.

The scope of work in the Tendered documents was revised to include wholesale replacement of asphalt pavement at Primrose Court, Vinewood Court, and Ivy Court, with localized concrete curb replacement and localized replacement of heavily deteriorated asphalt pavement walkways.

The bid price submitted by J-AAR Excavating Ltd. was \$596,230.00 plus H.S.T., and excluding Alternative Prices No. 1 to No. 5. J-AAR Excavating Ltd.'s price appears to be of good value in, and is free of errors and conditions.

4.0 RECOMMENDATIONS

Based on the contents of this review, we recommend the Contract for Pavement Rehabilitation Project at the Allan Rush Property – 1 Barberry Court in London, Ontario -- as outlined in the bid documents dated August 2022 -- be awarded to the lowest unconditional Bidder in accordance with good tendering practice. Prior to award, we recommend requesting J-AAR Excavating Ltd. submit the 10% Bid Bond and a Surety's Consent to provide 100% Performance Bond and 50% Material Payment Bond and confirm in writing the project schedule. Provided J-AAR Excavating Ltd. submits bonding, and confirms the project schedule, we thereby recommend issuing a Contract to J-AAR Excavating Ltd. in the amount of \$596,230.00 plus H.S.T., and excludes Alternative Prices No. 1 to No. 5.

Should the budgets allow we recommend considering the Alternative Price Items. If the overall tendered price exceeds the available budget of London & Middlesex Community Housing, we suggest that we meet with you to discuss your priorities for the repair program, and attempt to identify any possible cost savings.

5.0 CLOSING REMARKS

Trusting this is the information you require at this time; however, if you have any questions or concerns, please do not hesitate to contact our office.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

Reviewed by:

Kyle Brown
Engineering Intern
Building Science and Restoration

Ben Kraemer
Project Engineer
Building Science and Restoration

Encl. Bidder's Original Bid Submissions
Bid Form Summary



ALLAN RUSH PROPERTY, 1 BARBERRY COURT
PAVEMENT REHABILITATION PROJECT
LONDON, ONTARIO
RJC No. TOR.133193.0001

August 24, 2022

ITEM	DESCRIPTION	QTY.	UNIT
DIV. 01 - BONDING AND MOBILIZATION			
2.1	Bonding	Lump Sum	
2.2	General Req./Mob/Demob/Special Costs	Lump Sum	
DIV. 01 - CLEANING			
2.3.1	Cleaning	Lump Sum	
02 41 00 - SELECTIVE DEMOLITION			
2.4.1	Remove/dispose of asphalt at Primrose Court	Lump Sum	
2.4.2	Remove/dispose of asphalt at Ivy Court	Lump Sum	
2.4.4	Remove/dispose of asphalt at Vinewood Court	Lump Sum	
2.4.3	Remove/dispose of localized asphalt walkways	280.00	sq.m.
03 01 30 - CONCRETE			
2.5.1	Localized removal & replacement of concrete curbs	200.00	lin.m.
32 11 00 - GRANULAR MATERIALS			
2.6.1	Localized supply, placement, grading and compaction of new Granular A base material at soft spots	650.00	metric tonne
2.6.2	Localized supply, placement, grading and compaction of new Granular B base material at soft spots	1000.00	metric tonne
32 12 19 - ASPHALT PAVEMENT			
2.7.1	Wholesale supply and placement of new asphalt pavement at the Primrose Court asphalt area	Lump Sum	
2.7.2	Wholesale supply and placement of new asphalt pavement at the Ivy Court asphalt area	Lump Sum	
2.7.3	Wholesale supply and placement of new asphalt pavement at the Vinewood Court asphalt area	Lump Sum	
2.7.4	Localized supply and placement of new asphalt pavement walkways	280.00	sq.m.
2.7.5	Supply and installation of five (5) new bollards at Primrose Court asphalt area	Lump Sum	
2.7.6	Localized supply and placement of precast ring units at manholws and catchbasins as required to facilitate the work	20.00	Unit
32 17 23 - PARKING LINE PAINTING			
2.8.1	Wholesale line painting	Lump Sum	
ALLOWANCES			
2.10	Contingency Allowance	Lump Sum	
2.11	Material Inspection/Testing Cash Allowance	Lump Sum	
SUMMARY			
	Sub-total		
	H.S.T. (13%)		
TOTAL			

ALTERNATIVE PRICE ITEMS			
3.1.1	Remove/dispose of asphalt at Barberry Court asphalt area	Lump Sum	
3.1.2	Wholesale supply and placement of new asphalt pavement at the Barberry Court asphalt area	Lump Sum	
3.1.3	Supply and installation of new concrete slab-on-grade pad within the Primrose Court parking lot	Lump Sum	
3.1.4	Supply and installation of new concrete slab-on-grade pad within the Vinewood Court parking lot	Lump Sum	
3.1.5	Supply and installation of new concrete slab-on-grade pad within the Barberry Court parking lot	Lump Sum	

SUMMARY			
	Sub-total		
	H.S.T. (13%)		
TOTAL			

J-AAR Excavating Ltd.	
UNIT PRICE	AMOUNT
L.S.	\$ 6,200.00
L.S.	\$ 44,500.00
L.S.	\$ 18,400.00
L.S.	\$ 9,900.00
L.S.	\$ 14,600.00
L.S.	\$ 15,500.00
\$ 218.00	\$ 61,040.00
\$ 224.00	\$ 44,800.00
\$ 67.40	\$ 43,810.00
\$ 55.50	\$ 55,500.00
L.S.	\$ 47,300.00
L.S.	\$ 43,400.00
L.S.	\$ 84,500.00
\$ 74.00	\$ 20,720.00
L.S.	\$ 17,700.00
\$ 323.00	\$ 6,460.00
L.S.	\$ 1,900.00
L.S.	\$ 50,000.00
L.S.	\$ 10,000.00
	\$596,230.00
	\$77,509.90
	\$673,739.90

L.S.	\$ 15,200.00
L.S.	\$ 82,500.00
L.S.	\$ 21,900.00
L.S.	\$ 8,700.00
L.S.	\$ 11,500.00

	\$736,030.00
	\$95,683.90
	\$831,713.90

Appendix B to be completed in its entirety.

Schedule A: Check list

I/We hereby submit our proposal for consideration under the terms, conditions and provisions outlined in this tender document. By submitting your bid you are agreeing to having the required insurance, WSIB, and any associated certificates and or training to complete the work tasks associated with the scope of work. Enclosed herewith as part of our submission are responses to mandatory requirements, mark Y to denote included in submission and all documents in the package are to be completed and form the submission, including

Required	Schedule/Documents	Yes/No
Check List	Schedule A	YES
Bid Form	Schedule B	YES
Banking	Schedule C	YES
Relevant Work	Schedule D	YES
Conflict of Interest	Schedule E	YES
Litigation	Schedule E2	YES
Estimated Construction Schedule/Timelines	Schedule F	YES
WSIB	Contractor to submit	YES
Insurance	Contractor to submit	YES

J-AAR Excavating Limited

PROJECT: **Pavement Rehabilitation Project**
1 Barberry Court, London, Ontario

DATE: August 16 2022

SUBMITTED BY: J-AAR Excavating Limited
(Company Name)

OF: 3003 Page Street, London, ON, N5V 4J1
(address)

519-652-2104
(telephone)

To: London & Middlesex Community Housing
c/o Read Jones Christoffersen Ltd.
22 Frederick Street, Suite 1014
Kitchener, Ontario N2H 6M6

1.0 Contract Price

1.1 Having examined the project site, and having carefully examined the General Conditions of the General Contract CCDC 2 – 2008 Stipulated Price Contract, as amended by Section 00 73 00 - Supplementary Conditions, the Specifications, Drawings, and schedules, including Addenda 1 to 2 issued as supplements thereto, and having examined and complied with Section 00 21 00 - Instructions to Bidders, we hereby offer to perform the Work set forth in the aforesaid documents for the Contract Price of:

Contract Price	\$ <u>\$596,230.00</u>
HST	\$ <u>\$77,509.90</u>
Contract Price including HST	\$ <u><u>\$673,739.90</u></u>

2.0 Identified Price Breakdown

The Owner reserves the right to add or delete any item(s) to be performed under this Contract before and/ or after the Contract is awarded without penalty. Any revisions to the submitted Contract Price as a result of these deletions are to be solely based on the unit prices (or lump sum prices) quoted by the Contractor for those items.

The following identified prices **are included** in the Stipulated Contract Price. The Contract Price shall include the total of all the separate Bid Form Items and shall include all work as described in these Documents.

.1 Contract Lump Sum Price Items

Where the items are indicated as Lump Sum (LS) and a quantity is indicated, this quantity is for guidance of the Contractor only. The Owners and Consultant assume no responsibility for the accuracy of this quantity. The Contractor shall confirm the actual quantities by site measurement prior to bidding. No quantity measurement will be made and no adjustment to Lump Sum price will be made as a result of any quantity variation.

The Lump Sum (LS) amount for Mobilization, Miscellaneous Overheads, and Special Costs is to include the following:

- Cost of mobilization and demobilization
- Cost of traffic control barriers, hoarding, and signs as required
- Cost of protection of existing utilities as required
- Cost of any protection of the public not specifically described under any other pay item
- Cost of all permits (excluding building permit) , royalties, freight, and government duties.

The cost of all general site overheads not named above are to be distributed to the various pay items in a balanced manner.

.2 Contract Unit Price Items

Contract prices on the Bid Form indicated with an asterisk (*) will be calculated based on actual field measurement of the work performed and the unit cost of the item listed in the Bid Form. Quantities will be determined by the Consultant during the course of the work.

In the case of an item marked with an asterisk (*) where the quantity of work performed and/or material supplied by the Contractor is less than 80% of the tender quantity, the Contractor may make a written request to the Owner for consideration for an allowance to compensate for the Contractor's losses in fixed costs. If the Owner considers that compensation is justified, it will be paid for at a rate equal to 10% of the unit price on the amount of the underrun that is less than 80% of the tender quantity.

.3 Work Items Not Specified on Bid Form

The identified items listed on the Bid Form include all costs associated with that item. In the event that particular items are deleted from the Contract, the price for those items noted on the Bid Form represents the credit to the Contract. If there is an item or portion of the work that a bidder feels is not adequately covered in the separate bid items listed on the Bid Form, the bidder shall identify that item and its associated cost separately as part of the Bid Form.

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
2.1	Div. 01	Bonding	LS \$ <u>6,200.00</u>
2.2	Div. 01	General Requirements, Mobilization, Demobilization, hoarding, Signage, Utility Locates, Special Costs, etc.	LS \$ <u>44,500.00</u>
2.3	01 74 00	Cleaning	
	.1	Cleaning of asphalt areas, structures, fixtures, drainage piping etc., and disposal of all waste products and/or debris generated by construction activity, as well as any material present in work area prior to commencement of work. Areas requiring cleaning consist of areas affected by the work.	LS \$ <u>18,400.00</u>
2.4	02 41 13	Selective Demolition	
	.1	Removal and disposal of existing asphalt pavement, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate the installation of new asphalt paved areas at the Primrose Court parking lot, as shown on the Drawings.	LS \$ <u>9,900.00</u>

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
	.2	Removal and disposal of existing asphalt pavement, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate the installation of new asphalt paved areas at the Ivy Court parking lot, as shown on the Drawings.	LS \$ <u>14,600.00</u>
	.3	Removal and disposal of existing asphalt pavement, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate the installation of new asphalt paved areas at the Vinewood Court parking lot, as shown on the Drawings.	LS \$ <u>15,500.00</u>
	.2	Localized removal and disposal of existing asphalt pavement, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate the installation of new asphalt paved pedestrian pathways at locations confirmed with the Consultant and as shown on the Drawings. Width of new pathways to match existing.	
		Approx. Length: 280 sq.m. @ <u>\$218.00</u> sq.m.	* \$ <u>61,040.00</u>

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
2.5	03 01 30	Concrete	
	.1	Localized removal and disposal of existing concrete curbs, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate replacement of existing deteriorated concrete curbs at locations confirmed with the Consultant. Installation of new concrete curbs with 2-15M epoxy coated horizontal bars tied into existing, including supply and installation of new Granular 'A' and 'B' base material. Cost to include reinstatement of all soft landscaping areas (i.e. grass, etc.) damaged by the construction activity.	
		Approx. Length: 200 lin.m. @ \$ <u>224.00</u> / m.	* \$ <u>44,800.00</u>
2.6	32 11 00	Granular Materials	
	.1	Localized supply, placement, grading and compaction of new Granular 'A' base material required at soft spots as determined by wholesale proof rolling and at areas requiring additional sloping at the parking lots and driveways, as shown on the Drawings and as directed by the Consultant. Cost to include supply, placement, grading and compaction of Granular 'A' as required. Cost to include proof rolling and excavation as required.	
		Approx. quantity: 650 metric tonnes. @ \$ <u>67.40</u> / metric tonne unit cost.	* \$ <u>43,810.00</u>

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
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- .2 Localized supply, placement, grading and compaction of new Granular 'B' base material required at soft spots as determined by wholesale proof rolling at the parking lots and driveways as directed by the Consultant. Cost to include supply, placement and compaction of Granular 'B' sub-base as required. Cost to include proof rolling and excavation as required.

Approx. quantity: 1,000 metric tonnes.
@ \$55.50/ metric tonne unit cost.

* \$ 55,500.00

2.7 32 12 19 Asphalt Pavement

- .1 Wholesale supply and placement of new asphalt pavement at the Primrose Court asphalt area as shown on the Drawings and as directed by the Consultant. Cost to include all granular base preparation, final grading and compaction prior to asphalt placement. Cost to include supply, installation and placement of new asphalt pavement and hot rubberized joint sealant.

Cost to include detailed topographic survey of Primrose Court asphalt area prior to demolition at the asphalt area. Submit survey with proposed new elevations in CAD and PDF formats.

LS \$ 47,300.00

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
	.2	<p>Wholesale supply and placement of new asphalt pavement at the Ivy Court asphalt area as shown on the Drawings and as directed by the Consultant. Cost to include all granular base preparation, final grading and compaction prior to asphalt placement. Cost to include supply, installation and placement of new asphalt pavement and hot rubberized joint sealant.</p> <p>Cost to include detailed topographic survey of Ivy Court asphalt area prior to demolition at the asphalt area. Submit survey with proposed new elevations in CAD and PDF formats.</p>	<p>LS \$ <u>43,400.00</u></p>
	.3	<p>Wholesale supply and placement of new asphalt pavement at the Vinewood Court asphalt area as shown on the Drawings and as directed by the Consultant. Cost to include all granular base preparation, final grading and compaction prior to asphalt placement. Cost to include supply, installation and placement of new asphalt pavement and hot rubberized joint sealant.</p> <p>Cost to include detailed topographic survey of Vinewood Court asphalt area prior to demolition at the asphalt area. Submit survey with proposed new elevations in CAD and PDF formats.</p>	<p>LS \$ <u>84,500.00</u></p>

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
.4		<p>Localized supply and placement of new asphalt pavement at asphalt pavement walkways at locations confirmed with the consultant and as shown on the Drawings. Cost to include 12" of new Granular 'A' and 'B' base material, all granular base preparation, final grading and compaction prior to asphalt placement. Cost to include supply, installation and placement of new asphalt pavement and hot rubberized joint sealant. Cost to include reinstatement of all soft landscaping areas (i.e. grass) damaged by construction activity.</p> <p>Approx. Length: 280 sq.m. @ \$ <u>74.00</u>/sq.m.</p>	<p>* \$ <u>20,720.00</u></p>
.5		<p>Supply and installation of five (5) new bollards at Primrose Court asphalt area, as shown on the Drawings.</p>	<p>LS \$ <u>17,700.00</u></p>
.6		<p>Localized removal and supply/installation of precast ring units at all manholes and catch basins as required to facilitate slopes and elevations of new asphalt pavement shown on the Drawings. Cost to include removal of deteriorated precast rings and supply, installation and placement of new precast rings and parging as required.</p> <p>Approx. quantity: 20 precast ring units @ \$ <u>323.00</u>/ unit cost</p>	<p>* \$ <u>6,460.00</u></p>

ITEM	SPEC NO.	DESCRIPTION	CONTRACT PRICE
2.8	32 17 23	Parking Line Painting	
	.1	Wholesale line painting as shown on the Drawings and as directed by the Consultant. Cost to include all parking stall lines, hatching, barrier free parking symbols, speed bumps, etc.	
			LS \$ <u>1,900.00</u>
2.9	Any additional item(s) not specified in BID FORM, which are specified in the Contract, that the Contractor would like to specifically designate in BID FORM. (Indicate: - Description of Work Item - Quantity (if applicable) - Unit Cost with '**' - Lump Sum Cost with 'LS'		
	.1	<hr/>	\$ <hr/>
	.2	<hr/>	\$ <hr/>
	.3	<hr/>	\$ <hr/>
	.4	<hr/>	\$ <hr/>
2.10	CONTINGENCY ALLOWANCE (see clause 2.15)		\$ <u>50,000.00</u>
2.11	MATERIAL INSPECTION/TESTING CASH ALLOWANCE		\$ <u>10,000.00</u>
2.12	CONTRACT PRICE		\$ <u>\$596,230.00</u>
2.13	HST (13%)		\$ <u>\$77,509.90</u>
2.14	CONTRACT PRICE INCLUDING HST		\$ <u>\$673,739.90</u>
2.15	The Contingency Allowance shown in Item 2.10 of this Bid Form is to be used for electrical repairs to embedded conduits that may be required as a result of the concrete demolition and removal. In addition, this allowance is to be used for changes to Contract due to unforeseen site conditions. The use of this allowance is only to proceed with approval of the Owner.		

3.0 Alternate Prices

- 3.1 The following alternate prices apply to work not included in the tender amount, but which may be substituted by Owner for Work that is included. Alternate prices listed take into consideration and allow for changes and adjustments in other Work as required to form a complete and finished job. Alternate prices represent the amount to be added to or deducted from the Contract Price, should Owner accept the alternative. No price listed shall mean that there is no change in price. Owner reserves the right to accept or reject any or all alternative prices listed. Any submissions for alternatives shall comply with Section 01 25 13.

DESCRIPTION	ADD	DEDUCT
.1 Removal and disposal of existing asphalt pavement, plantings, soil, aggregate, granular sub-base, subgrade material, etc. to facilitate the installation of new asphalt paved areas at the Barberry Court parking lot, as shown on the Drawings.	\$ 15,200.00	\$ NA
.2 Wholesale supply and placement of new asphalt pavement at the Barberry Court asphalt area as shown on the Drawings and as directed by the Consultant. Cost to include all granular base preparation, final grading and compaction prior to asphalt placement. Cost to include supply, installation and placement of new asphalt pavement and hot rubberized joint sealant. Cost to include detailed topographic survey of Barberry Court asphalt area prior to demolition. Submit survey with proposed new elevations in CAD and PDF formats.	\$ 82,500.00	\$ NA

DESCRIPTION	ADD	DEDUCT
.3 Supply and installation of new concrete slab-on-grade pad within the Primrose Court parking lot as shown on the Drawings. Cost to include supply and installation of new Granular 'A' base as shown on the Drawings. Cost to include all required formwork, reinforcing, concrete finishing requirements, etc.	\$ 21,900.00	\$ NA
.4 Supply and installation of new concrete slab-on-grade pad within the Vinewood Court parking lot as shown on the Drawings. Cost to include supply and installation of new Granular 'A' base as shown on the Drawings. Cost to include all required formwork, reinforcing, concrete finishing requirements, etc.	\$ 8,700.00	\$ NA
.5 Supply and installation of new concrete slab-on-grade pad within the Barberry Court parking lot as shown on the Drawings. Cost to include supply and installation of new Granular 'A' base as shown on the Drawings. Cost to include all required formwork, reinforcing, concrete finishing requirements, etc.	\$ 11,500.00	\$ NA

4.0 Subcontractors

- 4.1 We submit a complete list of subcontractors we propose to use on this Contract and the Sections of the Work to be done by them.
- 4.2 We reserve the right to substitute another Subcontractor for the same work in the event that a subcontractor should withdraw its bid or become bankrupt. All subcontractor substitutions are subject to the Owner's approval.
- 4.3 Any such substitution, in order to be considered for approval by the Owners and/or Consultant, is contingent on the submission of conclusive evidence of withdrawal, bankruptcy, or unsatisfactory performance.
- 4.4 The Contractor is responsible for all costs incurred as a result of substituting one subcontractor for another.

- 4.5 Bid may not be considered unless the names of all subcontractors are listed in space provided.

SECTION	TITLE	SUBCONTRACTOR
	OWN FORCES	

- 4.6 The following is a list of the sections of the Work that we propose to execute with our own forces:

SECTION	TITLE
	ALL WORK TO BE EXECUTED BY OWN FORCES

SECTION	TITLE

5.0 Specified Products and Methods

.1	Concrete removal equipment	<u>BACKHOE AND EXCAVATOR</u>
.2	Asphalt removal equipment	<u>BACKHOE AND EXCAVATOR</u>
.3	Major equipment to be used	<u>BACKHOE AND EXCAVATOR</u>

6.0 Bid Deposit and Agreement to Bond

- 6.1 Attached is our Bid Security in the amount of 10% of the Tender Price and an agreement to provide all bonds requested in Bid Documents.
- 6.2 We agree to furnish Bonds in accordance with Section 01 78 36 and the General Conditions of this Contract within 14 days of Contract execution.

7.0 Acceptance

- 7.1 This Bid is irrevocably open to acceptance for a period of 60 days from the date of bid closing and is promised in consideration of the amount of 10% of the bid (we attach a Bid Security). Failure to enter into a contract after Owner's acceptance of this bid shall result in forfeiture of the Bid Security.
- 7.2 We agree to enter into a contract with the Owner on a Canadian Standard Construction Document CCDC 2 - 2008 as amended by the Bid Document, within five days of written notification of acceptance of this Bid.
- 7.3 We understand and agree that this bid may be adjusted in accordance with any or all of the separate or additional prices submitted herewith.
- 7.4 We understand that submission of this bid implies acceptance of the existing conditions at the site.
- 7.5 We understand that the lowest or any tender will not be necessarily be accepted and that selected items may be deleted from the Project as represented in the Bid Form.

- 7.6 We understand that the Owner reserves the right to waive minor defects or irregularities in the bid submission.
- 7.7 We understand that the Owner may withhold total and partial payment to cover third party liability claims as outlined in Tender Documents.
- 7.8 We agree to staff on-site activity on **October 3rd, 2022** or within five days of Award of Contract. We agree to complete the Work by **November 28th, 2022** as outlined in these specifications.
- 7.9 We understand that Contract time is of the essence and that any improvements to the schedule submitted with our bid will be considered prior to Contract award. We therefore submit the following improvement to the completion date indicated in the tender package for consideration in evaluating our Bid AS PER ATTACHED .
ALTERNATIVE SCHEDULE

8.0 Bidder's Signature and Company Seal

Bidder: J-AAR Excavating Limited
(Company Name)

Signature Anibal Santos
(Authorized Officer)

Signature _____
(Authorized Officer)

Date August 16 2022

Anibal Santos



(Seal)

END OF SECTION

Schedule C

BANK REFERENCE

Name: Gus Kotsiomitis

Branch: London

Address: 148 Fullerton Street, London, ON

Phone: 519-661-1180

Does your company have a line of credit with the bank noted above?



Yes



No

Line of Credit Amount \$ TBD

Schedule D – Relevant Work

Submitted by:	J-AAR Excavating Limited
Project Name / City Located:	Elgin County HMA
Client/Title:	Mike Hoogstra, Elgin County
Client Phone No./Email:	519-631-1460 / mhoogstra@elgincouty.ca
Description: (construction timeline, budget etc.) Reconstruction on various county roads, including asphalt supply, delivery and placement.	
Total Size (sq. ft. GFA):	more than 1.0 KM

Project Name / City Located:	E&E McLaughlin, Industrial Sites
Client/Title:	Paul McLaughlin
Client Phone No./Email:	519-521-7830 / paul@eemclaughlin.com
Description: (construction timeline, budget etc.) Asphalt resurfacing at various sites in the London and surrounding area, including asphalt removal and replacement.	
Total Size (sq. ft. GFA):	

Project Name / City Located:	Vienna Road Asphalt Rehabilitation
Client/Title:	Shayne Rietsma, The Town of Tillsonburg
Client Phone No./Email:	519-688-3009 / SRietsma@tillsonburg.ca
Description: (construction timeline, budget etc.) Asphalt replacement and site construction along Vienna Road	
Total Size (sq. ft. GFA):	1 KM

Schedule E – Conflict of Interest

I/We certify that, I/We have a financial interest in other firms, businesses, or enterprises which presently, or in the past, are or have rendered goods to London & Middlesex Community Housing or which are also bidding on the present job.

YES _____ NO ☒

Signature: Abdul Santos

If "YES" (applies to above declaration), please list below firms, businesses or enterprises in which a financial interest is held.

Schedule E2 - Litigation

That (company name) J-AAR Excavating Limited (i) No current or pending litigation, investigation before or by any arbitrator or Governmental Bodys.

YES _____ NO ☒

If "YES" (applies to above declaration), provide details

CMHC-2021-0014e - Asphalt Replacement = Allan Rush

Vendor Details

Company Name: J-AAR Excavating Limited
3003 Page Street
Address: London, Ontario N5V 4J1
Contact: Anibal Santos
Email: asantos@j-aar.com
Phone: 519-652-2104 101
Fax: 519-652-9095
HST#: R102546678

Submission Details

Created On: Friday August 05, 2022 07:35:13
Submitted On: Tuesday August 16, 2022 10:49:22
Submitted By: J-AAR Excavating
Email: admin@j-aar.com
Transaction #: 673a95c0-ae5a-443c-b25c-8d02ed4e5f8b
Submitter's IP Address: 67.70.234.242

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

MANDATORY SUBMISSION DOCUMENTS

- [Bid Submission Documents](#) - Addendum 1 - Tender Pages.pdf - Tuesday August 16, 2022 10:49:12
- [WSIB Certificate](#) - WSIBClearanceCertificate - Expires Aug 19 2022.pdf - Tuesday August 16, 2022 10:20:56
- [Insurance Certificates](#) - TO-WHOM-IT-MAY-CONC_J-AAR-Excavatin_22-23-CGL-AUTO-_5-31-2022_1903839461.pdf - Tuesday August 16, 2022 10:21:04
- [Additional Document](#) - 22362 Alan Rush Alternative Project Schedule.pdf - Tuesday August 16, 2022 10:47:40

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (is issued by Owner), the terms and conditions, etc. stated therein, which are expressly acknowledge and made part of this Contract.
2. The Bid is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a Bid for the same Work and is in all respect fair and without collusion or fraud.
3. I/We do hereby Bid and offer to enter into a contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Owner.
5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Documents within fourteen (14) calendar days after notification of Award.
6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Documents.
7. I/We, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standard for Customer Service, made under the Accessibility for Ontarian's with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.

1.

☒ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder. - Anibal Santos, General Manager, J-AAR Excavating Limited
The bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest? ☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addenda 2 - Site Plan Reference Only Fri August 12 2022 01:53 PM	<input checked="" type="checkbox"/>	2
Addendum No. 1 Thu August 11 2022 12:44 PM	<input checked="" type="checkbox"/>	--

Vendor Name: J-AAR Excavating Limited

August 16, 2022

Project No. 22362

London & Middlesex Community Housing
1299 Oxford Street East
London, ON
N5Y 4W4

Attention: Wendy Groves

Re: Alan Rush Property
Pavement Rehabilitation Project
1 Barberry Court, London, ON

J-AAR Excavating is in receipt of Addendum 01 which referred to Section 01 11 00- Summary of Work. The schedule in the addenda has a staged completion date for the asphalt pathways and PH 1, 2 and 3 to be completed by November 28, 2022. Barberry Court which is PH 4 in addenda 1 has a completion date of May 26, 2023.

The following is an alternate schedule for LMHC to consider in review of the tender submittal on August 16, 2022.

Notification of tender results	August 24, 2022
Pathways and concrete pad	Complete prior to December 15, 2022
PH 1-4 Curb and Asphalt Replacement	Complete prior to June 30, 2023

The unit pricing submitted on August 16, 2022 remains fixed for work completed prior to June 30, 2023.

J-AAR Excavating

Your clearance(s) / Vos certificats de décharge

We confirm that the business(es) listed below are active and in good standing with us.

Nous confirmons que la ou les entreprises énumérées ci-dessous sont actives et que leurs comptes sont en règle.

Contractor legal or trade name / Raison sociale ou appellation commerciale de l'entrepreneur	Contractor address / Adresse de l'entrepreneur	Contractor NAICS Code and Code Description / Code du SCIAN de l'entrepreneur et description	Clearance certificate number / Numéro du certificat de décharge	Validity period (dd-mmm-yyyy) / Période de validité (jj- mmm-aaaa)
J-AAR EXCAVATING LIMITED	3003 PAGE ST, LONDON, ON, N5V4J1, CA	238910: Site preparation contractors 212323: Sand and gravel mining and quarrying 484232: Dry bulk materials trucking, long distance 237110: Water and sewer line and related structures construction	A0000HZXKR	20-May-2022 to 19-Aug-2022

Under Section 141 of the *Workplace Safety and Insurance Act*, the WSIB waives our right to hold the principal (the business that has entered into a contractual agreement with the contractor/subcontractor) liable for any unpaid premiums and other amounts the contractor may owe us for the validity period specified. Aux termes de l'article 141 de la *Loi sur la sécurité professionnelle et l'assurance contre les accidents du travail*, la WSIB renonce à son droit de tenir l'entrepreneur principal (l'entreprise qui a conclu une entente contractuelle avec l'entrepreneur ou le sous-traitant) responsable de toute prime impayée et autre montant que l'entrepreneur pourrait lui devoir pour la période de validité indiquée.

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	2. INSURED'S FULL NAME AND MAILING ADDRESS
TO WHOM IT MAY CONCERN	J-AAR Excavating Limited, AAROC Aggregates Ltd,
	731695 Ontario Ltd.
	3003 Page Street
	London ON POSTAL CODE N5V 4J1

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)
Excavation, Paving, Grading, Sewer & Watermain

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

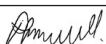
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/>	Definity Insurance Company 040097030	2022/05/30	2023/05/30	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE		
				- EACH OCCURRENCE	10,000	5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
				<input checked="" type="checkbox"/> PERSONAL INJURY LIABILITY OR <input type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		5,000,000
				MEDICAL PAYMENTS		25,000
				TENANTS LEGAL LIABILITY		5,000,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input checked="" type="checkbox"/> HIRED AUTOMOBILES	Definity Insurance Company 040097030	2022/05/30	2023/05/30	NON-OWNED AUTOMOBILES HIRED AUTOMOBILES		5,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input checked="" type="checkbox"/> ALL OWNED AUTOMOBILES <input checked="" type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE	Definity Insurance Company 64005281	2022/05/30	2023/05/30	BODILY INJURY AND PROPERTY DAMAGE COMBINED		5,000,000
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>	Definity Insurance Company 040097030	2022/05/30	2023/05/30	EACH OCCURRENCE	10,000	15,000,000
				AGGREGATE		15,000,000
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)
Arthur J. Gallagher Canada Limited	
250 York Street, Suite 400	
London ON POSTAL CODE N6A6K2	
BROKER CLIENT ID:	POSTAL CODE

8. CERTIFICATE AUTHORIZATION

ISSUER Arthur J. Gallagher Canada Limited	CONTACT NUMBER(S)			
AUTHORIZED REPRESENTATIVE Peter McConnell, CIP CRM CCIB	TYPE Phone	NO. 519-646-5800	TYPE	NO.
	TYPE Fax	NO. 519-646-5812	TYPE	NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE 	DATE 2022/05/31	EMAIL ADDRESS carol_andrew@ajg.com		


PLAN OF SUBDIVISION
OF
BLOCK "B", REGISTERED PLAN 836
LOTS 1,2,3,4,5,6 AND 9,10,11,12,13,14 AND
PART OF LOTS 7,8 AND 15 AND
PART OF ARTHUR STREET
REGISTERED PLAN 380
FORMERLY WESTMINSTER TOWNSHIP
NOW CITY OF LONDON

SCALE 1-INCH=100 FEET



KEY PLAN

SURVEYOR'S NOTES

1. Land included in this subdivision is outlined in red.
2. One inch square iron bars four feet long are shown thus .
3. Bearings are astronomic and are referred to the bearing of N 9° 52' W of easterly limit of Block "P" as shown on Registered Plan no. 624.

SURVEYOR'S CERTIFICATE

I, T. E. MILWAY, an Ontario Land Surveyor, certify that:
(a) I was present and personally superintend the survey represented by this plan;
(b) this plan accurately shows the manner in which the lands (edged in red) have been surveyed and subdivided by me;
(c) every angle of the exterior boundary of the plan is defined in the survey thereof by a monument and a monument is placed at one angle of each street intersection shown on the plan;
(d) I have indicated on the plan the position and form of each of the monuments;
(e) the monuments conform in all respects to the requirements of Section 12 of the Surveys Act;
(f) the survey was made by me between the 12th of January 1959 and the 16th of April 1959;
(g) the survey has been made in accordance with all the provisions of the Surveys Act and the Registry Act relating thereto.

T. E. Milway
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

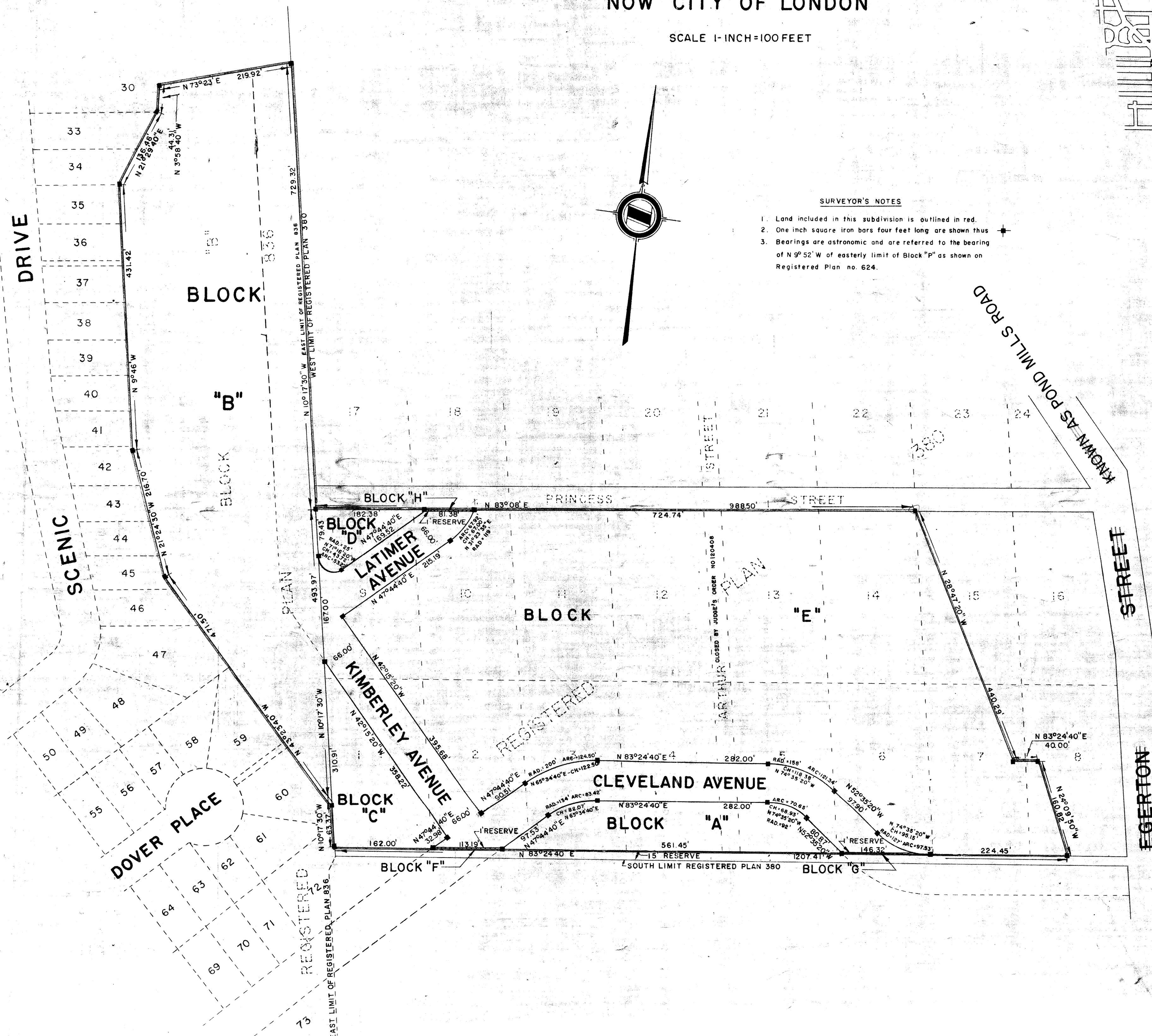
"Her Majesty the Queen in Right of Canada herein represented by Central Mortgage and Housing Corporation hereby certifies that this survey and plan was made on behalf of and on the instructions of Her Majesty the Queen in Right of Canada; that the lands included within the red lines on this plan have been laid out in accordance with our instructions and the plan is hereby approved for registration and that all streets are hereby dedicated as public Highways."

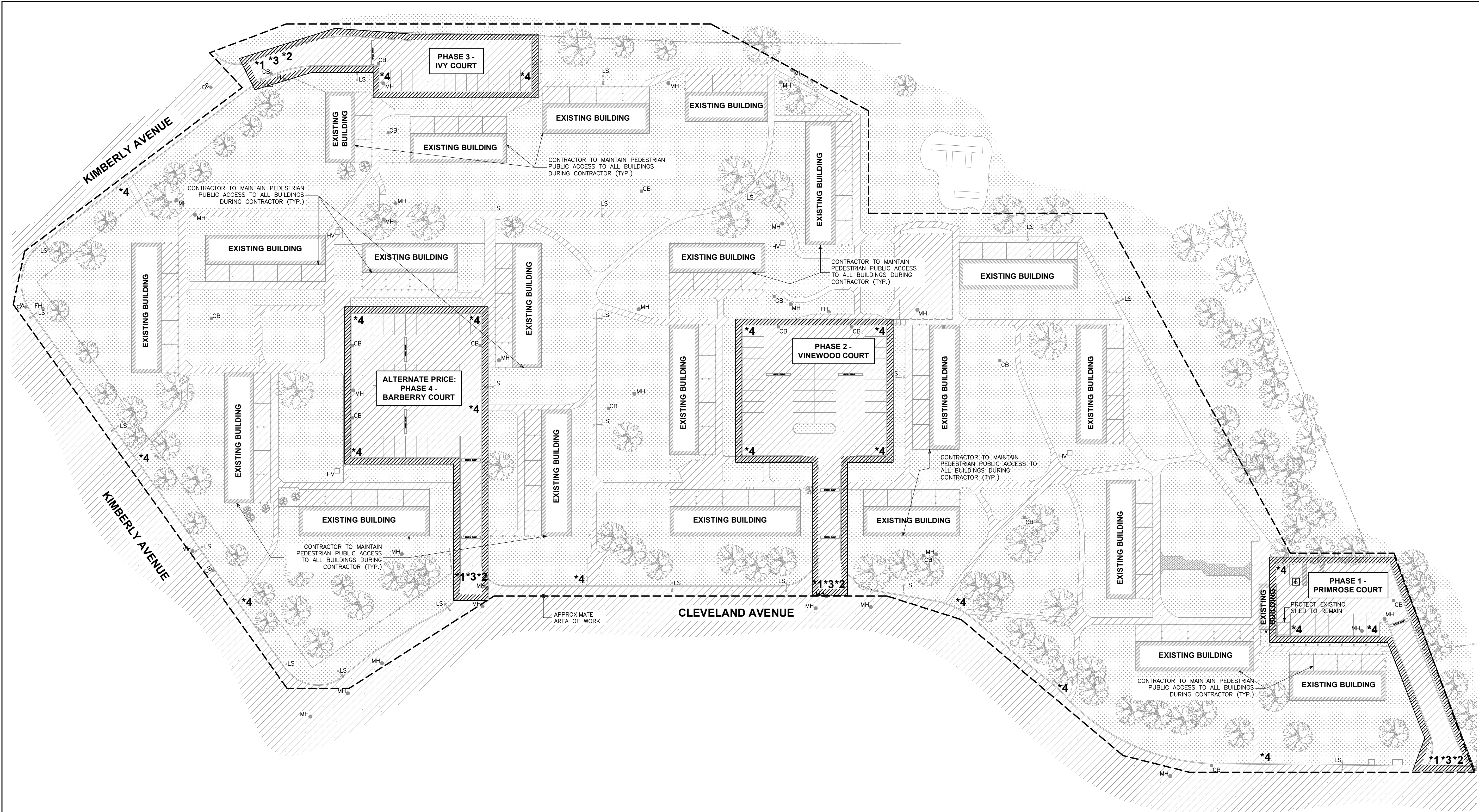
CENTRAL MORTGAGE AND HOUSING CORPORATION

S. J. Parks
For President
K. S. [Signature]
For Secretary

*Entered and Registered
this 26th day of November 1959
at 10 AM in the Registry Office
for the Eastern North District
of Ontario, filed as No. 836
of Volume [blank] Plan [blank]*

Approved under Section 23 of
THE PLANNING ACT, 1955
this 30th day of Oct. 1959
[Signature]
DIRECTOR OF PLANNING & DEVELOPMENT





1 PHASING PLAN
S2.1 N.T.S.

NOTE:
1. THIS DRAWING HAS BEEN PROVIDED FOR REFERENCE ONLY, TO PROVIDE THIS CONTRACTOR WITH THE GENERAL LAYOUT OF THE SITE. CONTRACTOR TO VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO BIDDING.

- PHASING NOTES:**
1. AT LOCATIONS OF OPEN EXCAVATIONS CONTRACTOR TO INSTALL 1800mm HIGH FAST FENCE HOARDING PROPERLY SECURED TO PREVENT OVERTURNING AS OUTLINED IN SECTION 01 10 01 - PROTECTION OF WORK AND PROPERTY AT ALL OTHER AREAS PROVIDE COMES, TRAFFIC CONTROL, AND SIGNAGE AS OUTLINED IN SECTION 01 10 01 - PROTECTION OF WORK AND PROPERTY.
 2. ACCESS TO BUILDINGS MUST MAINTAINED AT ALL TIMES.
 3. REFER TO ADDITIONAL PHASING NOTES ON COVER SHEET.
 4. WALKWAYS ARE TO BE MAINTAINED TO AND FROM BUILDING ENTRANCE/EXIT VESTIBULES AND LOBBIES AS WELL AS FOR EGRESS ROUTES IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT.
 5. RESTRICT ACCESS TO WORK AREAS.
 6. SIGNAGE REQUIREMENTS AS SHOWN. CONTRACTOR MAY BE RESPONSIBLE TO INSTALL ADDITIONAL SIGNAGE TO ENSURE PUBLIC AND STAFF SAFETY IS MAINTAINED.
 7. THESE NOTES APPLY TO ALL PHASES OF THE PROJECT. REFER TO GENERAL NOTES FOR ADDITIONAL REQUIREMENTS.
 8. CONTRACTOR TO MAINTAIN ALL WORK AREAS CLEAN, NEAT, AND OR ORDERLY FASHION.
 9. CONTRACTOR TO REPAIR ALL BUILDING SURFACES AND LANDSCAPING DAMAGED BY CONSTRUCTION ACTIVITY.

- SIGNAGE NOTES:**
* * " DENOTES CONSTRUCTION SIGN LOCATION
1. CONTRACTOR SHALL PROVIDE ALL REQUIRED SIGNAGE NECESSARY TO PROTECT THE PUBLIC FROM THE CONSTRUCTION, CONTROL THE TRAFFIC FLOW THROUGH THE SITE AND THE WORK AREA AND TO INFORM PATRONS THAT CONSTRUCTION ACTIVITY IS IN PROCESS.
 2. ADDITIONAL SIGNS MAY BE REQUIRED AT THE DISCRETION OF OWNER OR CONSULTANT AS CONSTRUCTION PROGRESSES. NO EXTRA WILL BE ENTERTAINED FOR SIGNAGE REQUIREMENTS AFTER TENDER CLOSE.
 3. SIGNAGE WILL BE REQUIRED AT ALL ENTRANCES TO THE SITE. THIS SIGNAGE SHALL CONSIST OF THE STANDARD "MEN AT WORK" SIGN WITH AN ADDITIONAL SIGN (SPECIAL ORDER) INDICATING THAT THE "SITE IS TEMPORARY UNDER CONSTRUCTION" AND "WE ARE SORRY FOR THE INCONVENIENCE".
 4. TYPICAL ADDITIONAL NON-STANDARD SIGNAGE THAT WILL BE REQUIRED IS AS FOLLOWS:
.1 "DRIVELANE TEMPORARILY UNDER CONSTRUCTION - SORRY FOR INCONVENIENCE"
.2 "DO NOT ENTER"
.3 "NO PARKING"
.4 "CAUTION - AREA UNDER CONSTRUCTION"

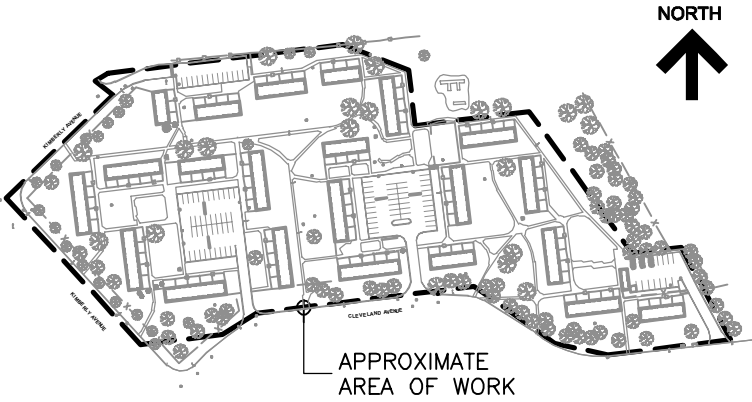
LEGEND:

	APPROXIMATE EXTENT OF WORK		EXISTING SOFT LANDSCAPING
	EXISTING BUILDING		APPROXIMATE PARKING STALL LAYOUT
	CONCRETE CURB		EXISTING TREES
CB	CATCH BASIN		EXISTING WOOD FENCE TO REMAIN
LS	LIGHT STANDARD		EXISTING CHAIN LINK FENCE TO REMAIN
MH	MANHOLE		LINE OF PHASE
FH	HYDRANT		APPROX. CONSTRUCTION SIGNAGE LOCATION (REFER TO COVER PAGE AND SPECIFICATION 01 56 00)
	EXISTING CONCRETE PAD TO REMAIN		
	EXISTING SIGN		
	EXISTING ASPHALT		
	INTERLOCKING STONE PAVER		

rjc Creative Thinking
Practical Results

Read Jones Christoffersen Ltd.
Engineers
rjc.ca

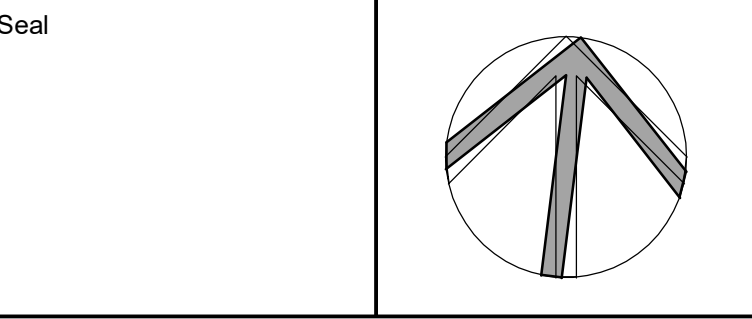
22 Frederick Street, Suite 1014
Kitchener, ON N2H 6M6 Canada
tel 519-954-6392
email kitchener@rjc.ca



KEY PLAN

No.	Revision	Date	By
2.	ISSUED FOR TENDER	Aug. 2, 22	B.K.
1.	ISSUED FOR CLIENT REVIEW	July 21, 22	B.K.

- Drawing Notes
1. All drawings, plans, models, designs, specifications and other documents prepared by Read Jones Christoffersen Ltd. ("RJC") and used in connection with this project are instruments of service for the work shown in them (the "Work") and as such are and remain the property of RJC whether the Work is executed or not, and RJC reserves the copyright in them and in the Work executed from them, and they shall not be used for any other work or project.
 2. These drawings are "design drawings" only. They may not be suitable for use as shop drawings. Use of these drawings as base drawings for "shop drawings" is not permitted unless written permission containing certain conditions and limitations is obtained from RJC. The work "as constructed" may vary from what is shown on these drawings.
 3. Use of these drawings is limited to that identified in the Revision column. Do not construct from these drawings unless marked "Issued for Construction" by RJC in the Revision column, and then only for the parts noted. The drawings shall not be used for "pricing", "costing", or "tender" unless so indicated in the Revision column. "Pricing" or "Costing" drawings are not complete and any prices based on such drawings must allow for this.



Project Name
Allan Rush Property
1 Barberry Court, London, Ontario

**PAVEMENT
REHABILITATION PROJECT**

Sheet Title

PHASING PLAN

Drawn By **K.V.** Scale **AS NOTED**

Designed By **B.K.** Date **July, 2022**

RJC Project Number **TOR.133193.0001**

Sheet Number **S2.1** Revision

Staff Report 2022 -59

TO: LMCH Board of Directors

FROM: Andrea Mackenzie, Director of Tenant Services

SUBJECT: Tenant Advisory Council (TAC) Membership

DATE: September 15, 2022

PURPOSE:

To receive approval of the new Tenant Advisory Council members.

RECOMMENDATION:

That, on the recommendation of the Director of Tenant Services, the Board of Directors **APPROVE** the addition of the recommended Tenant Advisory Council members for a 2-year term commencing October 2022.

Applicants being recommended:

- John Daniel Steuer
- Jelena Misk
- Linda Bermudez

BACKGROUND:

The first Tenant Advisory Council (TAC) was established in January 2021, with the intention to have the Council Members work within the framework of the LMCH mission and vision to provide guidance from the viewpoint of the tenant base, which represents all LMCH communities.

The TAC was established to advance, recommend, and provide insight on goals and objectives set out in the organization's Strategic Plan. The TAC has been working on the creation of their own work plan to achieve the identified goals in the Strategic Plan and report their progress to the Board of Directors.

The TAC was designed to be comprised of up to eleven (11) individuals reflecting the diversity of LMCH with representation from each of the following LMCH communities:

- Four (4) seats from family communities, including one (1) youth seat,
- Three (3) seats from adult communities,

- Three (3) seats from senior communities,
- One (1) seat from the county.

The inaugural Council had 11 members appointed to a 2-year term however over the course of the last year and a half, it has lost 5 of their original members. Recognizing the need to increase membership to the Council the Community Engagement team undertook a new recruitment campaign during the summer. There was a total of 11 applicants for the vacant positions and 7 interviews were conducted.

LMCH staff worked with the community partner selection panel to ensure that the selected TAC members represented the diversity of the LMCH tenant base and the inclusivity and resiliency of LMCH communities. The three (3) newest members presented for approval represent not only different LMCH communities, but also different age groups, ethnic backgrounds, education, and work experience.

CONCLUSION:

LMCH believes that the selected TAC members will help to further represent the faces, voices, and experiences of Tenants in LMCH communities. By providing insight, recommendations, and expertise to the members of the Senior Leadership Team as well as the Board of Directors on strategic initiatives and policies. The TAC will have an impact from their lived experience on the governance of the organization.

Attachments:

Attachment 1: TAC Membership Summary

Attachment 2: TAC Terms of Reference

PREPARED and SUBMITTED BY:
Andrea Mackenzie Director of Tenant Services

TAC Membership Summary

The 11-member Tenant Advisory Council (TAC) represents the resiliency and tenacious spirit of the LMCH tenant base. They come from different walks of life, all with a simple mission in mind – to better the lives of the communities they created home in. It was very important that the TAC represents the diversity of people, experiences, and perspectives that LMCH residents bring. LMCH tenants spoke of making the best out of the circumstances they were faced with, from being a homeowner to homeless, to migrating to Canada and the difficulty of navigating life here, to being a single mom and breaking the generational cycles of poverty to show their children, community, and society that despite facing adversity, anything can be possible.

Our current TAC candidates being recommended

Member 1: A champion of resiliency. Two of his key strengths are his positive perspective and overall sense of gratitude. When he reflects on his journey to overcome his addiction, he credits the experience of facing criminal charges as his pivotal point. With his newfound direction and the support of recovery treatment, he took charge of his self-efficacy to take the required actions necessary to reduce his sentencing and continue a positive path. He highlights the fact of choosing to finish Grade 12, and his positive criminal justice experience as protective factors in his recovery. Together with his lived experience and as a member of the BIPOC community he looks forward to advocating for tenant support and contributing to the ongoing efforts of the council.

Member 2: Active community member. As an immigrant from former Yugoslavia, and Romanian by nationality, she worked hard at two jobs all while in school to learn English. When she became proficient in her new language, she began her community work as a volunteer at the Cross-Cultural Learning Centre. Her role included interpretation for Serbo-Croatian and Romanian language speakers. She is a mother of two sons whom she has raised as a single parent from their early childhood years. She emphasizes the pride she has as the mother of a Western graduate, and she holds a diploma from the Law Clerk Program at Fanshawe College. She promotes the beautification of her family complex and is invested in maintaining a safe and positive community by leading by example.

Member 3: Retired Personal Support Worker. With her vocational experience and her active involvement in her church committee, she understands the value of making connections and working with others to achieve a common goal. She brings to light the gaps that marginalized populations face when accessing help. A strong-willed advocate who is enthusiastic about representing the county properties during her term on council she has been a tenant of LMCH for almost 11 years.

LMCH Tenant Advisory Council Terms of Reference

Purpose

The purpose of the Tenant Advisory Council (TAC) is to represent the voice of LMCH Tenants in providing insight, recommendations, and expertise to the Board of Directors and the Senior Leadership Team (SLT), including the Chief Executive Officer, on strategic initiatives and policies that will guide and steer the organization as a whole. The TAC will work within the framework of the LMCH mission & vision to provide guidance from the viewpoint of the tenant base as a whole, which represents all LMCH communities.

Role

The TAC will help advance, recommend, and provide insight on goals and objectives set out in the organization's Strategic Plan. The TAC will create a work plan to achieve the identified goals in the Strategic Plan and report their progress to the Board of Directors.

Membership

The TAC will be comprised of up to eleven (11) individuals reflecting the diversity of LMCH with representation from each of the following LMCH communities:

- Four (4) seats from family communities, including one (1) youth seat,
- Three (3) seats from adult communities,
- Three (3) seats from senior communities,
- One (1) seat from the county.

If the seats cannot be filled from the specific communities, the TAC will hold off on filling these seats until such applicants come forward.

Recruitment, Selection and Orientation

TAC membership opportunities will be posted on the community boards at LMCH sites and on the LMCH website. Members will be selected through a formal application and interview process. The LMCH Board of Directors will formally approve members through a board resolution following the completion of the selection process.

Member selection criteria:

- Be able and willing to promote the mission of LMCH,
- Demonstrate an ability and willingness to contribute within their own community and LMCH community as a whole;
- Be willing to share insights about their own experiences with LMCH,
- Have a passion for enhancing LMCH service experience for other tenants and the broader community,
- Be open to seeing beyond their own personal experiences,
- Be willing to attend an orientation and training session(s),
- Be willing and able to attend all TAC meetings,
- Be willing to facilitate positive working relationships between tenants and LMCH,
- Demonstrate commitment to tenant involvement.

No person shall be eligible for membership on the TAC unless he or she:

- Is a current tenant in an LMCH community (for youth seat, is a child of a current tenant in LMCH community),
- Is 18 years of age or older (for youth seat, is 16 – 24 years of age),
- Has a tenancy relatively free of social problems,
- Has not received a Notice of Termination in the previous 6 months.

For the inaugural round of selection, applications for membership received from prospective candidates will be screened by the Tenant Program Coordinator to ensure they meet the eligibility criteria and forwarded to the Community Partner Selection Panel for further consideration. The Community Partner Selection Panel will be comprised of representatives from various agencies that are LMCH's community partners, including Atlohsa, Anova, Quad County Services, London Intercommunity Health Centre, and Age Friendly London. The Community Partner Selection Panel will then interview and select the final candidates.

Following the first year, applications for membership received from prospective candidates will be screened by the Tenant Program Coordinator to ensure they meet the eligibility criteria and forwarded to TAC for further consideration. The existing TAC will then meet in-camera to discuss new applications and reach a consensus on who should be interviewed. Following the interviews, the TAC will select members based on skill and the prior selection criteria listed.

Term Limit

Each sitting member of the TAC will have a minimum of two (2) year term limit with the possibility of renewal through the selection process to a maximum of two (2) consecutive terms served.

Membership Termination

- A member may resign from the TAC by submitting a letter of resignation to the Chair and Co-chair.
- The committee will determine that a member has resigned if the member misses two (2) consecutive meetings without being excused by the Chair.
- A tenant will automatically cease being a TAC member when they exit a tenancy.

Elections

The TAC will work to elect a Chair. Elections will be held at the first TAC meeting of every year.

Responsibilities of Members

- 1) Engage, consult, inform and listen to other LMCH tenants,
- 2) Establish a yearly work plan with set priorities,
- 3) Attend all TAC meetings and come prepared for meetings,
- 4) Provide feedback on board report of interests at TAC meetings,
- 5) Provide feedback on organizational policies at TAC meetings,
- 6) Provide reports and recommendations to the Board of Directors, through the Tenant Services Committee,
- 7) Review the Terms of Reference on an annual basis,
- 8) Appointment of new members as per this Terms of Reference,
- 9) Complete an annual performance review of all Council members, including the Chair,
- 10) Attend an orientation and training session(s) when needed,

- 11) All members will follow the LMCH code of conduct, conflict of interest, confidentiality, anti-harassment policy.

Role of Staff

The Manager of Community Engagement or Designate will hold the non-voting position of a Co-chair.

LMCH staff and SLT, through the Manager of Community Engagement and the Community Engagement Coordinator, will offer staff resources, support, facilitation, and training.

Reporting Structure

The TAC reports to the Board of Directors, through the Committee of the Whole, and receives operational knowledge and support from LMCH staff. TAC will provide progress reports to the Board of Directors at a minimum of three (3) times a year.

Operating procedures

The TAC will establish an annual work plan to identify the focus of the TAC for the year. The work plan and any related actions or recommendations must be approved by the TAC with a majority and in alignment with the Strategic Plan.

The Work Plan shall be submitted for the Board of Director's consideration and approval. The Work Plan will be developed based on:

- Referrals from the Board of Directors;
- Referrals from SLT;
- Matters identified by the TAC.

Meetings

The TAC will meet nine (9) times a year. Monthly meetings will be held from January to June and September to November. Every alternate meeting will be a closed session working meeting for members and LMCH staff only.

TAC meetings will be held publicly at the LMCH main office or in LMCH community space as agreed upon by TAC.

Quorum

Depending on the total number of members at the time, a quorum will consist of 50% of the membership plus one for decision making. Meetings that do not have a quorum will be abandoned, and a subsequent meeting date and time will be scheduled.

Minutes

Meeting minutes will be taken by LMCH support staff and will be posted publicly afterward on the LMCH website.

Decision-making

The TAC will operate by consensus. Where consensus cannot be reached, then a 'one person, one vote system' will be used. In the event of a tie, the Chair has a casting vote.

Honorarium

Members will receive a \$50 stipend for each formal meeting attended. Members will also receive monetary support in order to reduce barriers to attendance. Those barriers will be evaluated on an equity basis.