

PUBLIC AGENDA

LONDON & MIDDLESEX COMMUNITY HOUSING (LMCH)

Board of Directors Meeting

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

Thursday, February 16, 2023

5:30 PM – 7:30PM

Board Members:

Phil Squire- Chair

Gary Bezaire

Tammy Brooks

Shellie Chowns

John Corboy

Shawn Lewis

Hadleigh McAlister

Colin Grantham

LMCH Leadership

Paul Chisholm,
CEO

Andrea Mackenzie,
Director Tenant
Services

Phil Renaud,
Director Property
Services and Asset
Management

Diana Taplashvily,
Director Finance
and Corporate
Services

Dirk Volschenk,
Manager Human
Resources

Item	Pg.	Lead	Time
1. Call to Order		P. Squire	5:30
2. Recognition of Indigenous Peoples and Lands Statement		P. Squire	
3. Completion and Acceptance of Agenda		P. Squire	
4. Disclosure of Interest			5:35
5. Approval of Minutes of Previous Meetings a. December 15, 2022 Public Minutes		P. Squire	
6. Communications a. none		P. Squire	
7. Delegations none			
8. Presentations none			
9. In camera matters : A matter pertaining to the progression of litigation, including matters before administrative tribunals, affecting the Corporation		P. Chisholm	5:50
10. Consent Agenda Items a. Staff Report 2023- 01 CEO Report b. Staff Report 2023- 02 Vacancy Management Update Report		P. Chisholm	
11. Reports and Business a) Staff Report 2023 - 03 Update on Selection Process for Tenant Board Director b) Staff Report 2023 – 04 2023 Board Work Plan <u>Finance Committee Reports for information:</u> <ul style="list-style-type: none"> • Overview of reports provided by Committee Chair – S.Chowns I. FC- 23-01 2023 Finance Committee Workplan II. FC- 23-02 Director of Finance & Corporate Services Update III. FC- 23-03 Director of Property Services & Asset Management Update IV. FC- 23-05 CMHC Q4 Year End Report <u>Finance Committee Reports for Board Approval:</u> c) Staff Report 2023- 05 Reimagine Southdale 2021-0027 SPA – Development Agreement Security Internal & External Works d) Staff Report 2023- 06 RFT 2022-0003-01 Elevator		P. Chisholm P. Chisholm	

<p>Modernization Baseline</p> <p>e) Staff Report 2023- 07 RFT 2022-0003-02 Elevator Modernization Commissioners</p> <p>f) Staff Report 2023- 08 RFT 2022-0003-03 Elevator Modernization Simcoe</p> <p>g) Staff Report 2023- 09 RFT 2022-0003-04 Elevator Modernization Hale</p> <p>h) Staff Report 2023- 10 RFT 2022-0003-05 Elevator Modernization Dundas</p> <p>i) Staff Report 2023- 11 RFT 2022-0003-06 Elevator Modernization William</p> <p>j) Staff Report 2023- 12 RFT 2022-0003-07 Elevator Modernization Dorchester</p> <p>k) Staff Report 2023- 13 Contractor Award – Generator Replacement – 170 Kent St. (RFP 2021-0004)</p> <p>l) Staff Report 2023- 14 Contractor Award – Balcony Restorations 202 McNay St. – (RFT 2023-0012)</p> <p><u>Tenant Services Committee Reports for Information:</u></p> <ul style="list-style-type: none"> • Report Overview provided by Committee Chair – J. Corboy <p>I. TS- 23- 01 2023 Tenant Services Committee Workplan</p> <p>II. TS- 23- 05 REIMAGINE Soutdale Annual Update 2022</p> <p>III. TS- 23- 06 Work order and service report 2022 Overview</p>		<p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p> <p>P. Renaud</p>	
<p>12. New Business / Enquiries</p>		<p>S. Chowns</p>	
<p>13. Meeting Adjournment</p>		<p>S. Chowns</p>	<p>7:30pm</p>

BOARD OF DIRECTORS MEETING MINUTES

December 15 2022, at 5:30 p.m.
 London & Middlesex Community Housing
 Boardroom, 1299 Oxford Street East, Unit 5C5, London, Ontario, Canada

Board Members in Attendance:

Phillip Squire, Chair *

Shawn Lewis *

Shellie Chowns*

Tammy Brooks*

Gary Bezaire*

John Corboy*

Hadleigh McAlister*

Senior Leadership in Attendance:

Paul Chisholm, CEO

Andrea Mackenzie, Director of Tenant Services

Phil Renaud, Director of Property Services & Asset Management

Diana Taplashvily, Director of Finance & Corporate Services

Dirk Volschenk, Manager of Human Resources

* *Virtual Attendance via Zoom*

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

	<p>MOTION to Amend agenda, bring forward Staff Report 2022-85 Audit Plan for the year ending December 31, 2022 to the top of the agenda.</p> <p>MOVED by S. Chowns, seconded by J. Corboy</p> <p>PASSED 5:33pm All in Favour</p> <p>ALL MEMBERS AGREED that the agenda BE ACCEPTED and APPROVED as presented. PASSED at 5:33pm</p>
4. Disclosures of Interest	P. Squire called for conflict-of-interest declarations with respect to the agenda. No conflicts - of- interest declared at 5:34 p.m.
5. Approval of Board Meeting Minutes	Regarding the Board Meeting Minutes of November 17, 2022, MOVED by G. Bezaire, seconded by J. Corboy the Minutes BE ACCEPTED and APPROVED , item CARRIED at 5:34 p.m. ALL In favour.
6. Communications	NONE
7. Delegations	n/a
8. Presentations	n/a
9. Consent Items	<p>MOTION to RECEIVE reports for information, MOVED by S. Lewis, Seconded by G. Bezaire, ALL in Favour PASSED at 6:07pm.</p>
a. Staff Report 2022- 73 CEO Report	P. Chisholm provided an overview of the report.
b. Reimagine Southdale Verbal Update	<p>P. Chisholm provided a verbal update on the Reimagine Southdale Project.</p> <ul style="list-style-type: none"> • London City Council Approved the Zoning By Law Amendment • Final review of the Site Plan Approval is in process and will be submitted to the City next week. • Budget Approval is in progress and we are on track to break ground in 2023.

<p>c. Staff Report 2022-74 Vacancy Management Report</p>	<p>P. Chisholm provided an overview of the report.</p> <ul style="list-style-type: none"> • Next report will show state of the units and impact on unit turn over timelines.
<p>10. In Camera</p>	<p>a) none</p>
<p>11. Reports and Business</p> <p>a) Staff Report 2022- 85 Audit Plan for the year ending December 31, 2022</p> <p>HRGC Reports</p>	<p>Report overview provided by KMP Auditors, Katie DenBok and Dania Nabhani.</p> <p>MOTION to RECEIVE and APPROVE the Report, MOVED by J. Corboy, seconded by G. Bezaire, All in Favour, PASSED 5:44PM</p> <p>MOTION to APPROVE Reports HRGC-22-06 &10 MOVED by J. Cory, seconded by S. Chowns, PASSED 6:10PM</p> <p>Human Resource and Governance Committee Reports for the purpose of information. Verbal update provided by Committee Chair.</p> <ol style="list-style-type: none"> I. HRGC-22-06 Human Resources Update Report II. HRGC-22-09 Vacant Tenant Director Position -Discussion on Sub Committee creation for Tenant Director position applicant. Timelines on Application process reviewed. <p>MOTION to form the Sub Committee for Tenant Director applicants, MOVED by J. Corby, seconded by S. Lewis, All in Favour, PASSED 6:12pm</p> <p>Directors Appointed for Subcommittee: S. Chowns, S. Lewis & P. Squire</p>



<p>b) Staff Report 2022-75 2023 Annual Salary Adjustments</p> <p>c) Staff Report 2022- 76 Board Meeting Schedule</p> <p>d) Staff Report 2022- 77 RFT 2022-0004 -3 Electrical Upgrade 872 William St.</p>	<p>MOTION to Approved Subcommittee MOVED by J. Corby, seconded by S. Chowns PASSED 6:13PM</p> <p>III. HRGC-22-10 Board Governance Updates</p> <p>Report over provided by P. Chisholm</p> <p>MOTION to APPROVE the report MOVED by J Corboy, seconded by H. McAlister, PASSED at 6:15pm</p> <p>Report over provided by P. Chisholm</p> <p>MOTION to APPROVE the report MOVED by S. Lewis, seconded by G. Bezaire, PASSED at 6:18pm.</p> <p>MOTION to RECIEVE the Staff Reports 2022-77- 2022-84 MOVED by S. Chowns, seconded by G. Bezaire, PASSED at 6:18pm.</p> <p>Reports APPROVED and PASSED All in Favour 6:21pm</p> <p>Report overview provided by P. Renaud</p>
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<p>e) Staff Report 2022- 78 RFT 2022-0004 -4 Electrical Upgrade 39 Tecumseh Ave.</p> <p>f) Staff Report 2022-79 RFT 2022-0004 -2 Electrical Upgrade 580 Dundas St.</p> <p>g) Staff Report 2022- 80 RFT 2021-0012 Kitchens Penny Lane</p> <p>h) Staff Report 2022 81 Contract Award Roof Replacement 39 Tecumseh Ave.</p> <p>i) Staff Report 2022- 82 2021- 0008 Limberlost Asphalt Replacement – Contract Award Recommendation.</p>	<p>Report overview provided by P. Renaud</p> <p>Report overview provided by P. Renaud</p> <p>Report overview provided by P. Renaud</p> <p>Report overview provided by P. Renaud</p> <p>Report overview provided by P. Renaud</p>
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j) Staff Report 2022- 83 Contract Award Allen Rush Playground k) Staff Report 2022- 84 Contract Award Huron Playground	Report overview provided by P. Renaud Report overview provided by P. Renaud
New Business	
13. MEETING ADJOURNMENT	ADJOURNED, ALL in Favour, PASSED at 6:22 pm.

Phil Squire, Chair

Paul Chisholm, CEO

STAFF REPORT 2022-01

TO: LMCH Board of Directors
FROM: Paul Chisholm, Chief Executive Officer
SUBJECT: CEO Update
DATE: February 9, 2023

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 Safety

LMCH continues to respond to the challenges at many of our sites with increased numbers of unhoused individuals accessing LMCH Building. Tenants and staff continue to express concern about community safety. Feeling unsafe in their buildings and there are reports of tenants/staff being harassed, intimidated, or threatened. LMCH has experienced an increase in damage to property, forced doors and thefts over the past few months. As noted in previous reports, LMCH continues to adjust and evolve our approach to having on-site security, adding mobile patrols and we continue to invest in enhanced security.

In addition to additional security measures noted above, LMCH has funding in the 2023 Capital Budget to add additional Access Control Doors in our garbage chute rooms as well as small capital projects to address issues at a number of our sites that will lock out some areas of the building only used by the unhoused (basement areas, stairwells to roof access doors, etc.)

LMCH is also working with London Police Service to improve safety and service in our communities. The focus of LMCH is to:

1. Renew Community Safety Meetings in our building hosted by LMCH in partnership with the London Police Service.
2. Get additional London Police Support for some of our most challenging sites.
3. Improve coordination and communication between our Community Safety Unit and London Police Service.

2023-2027 Strategic Priorities and MYB Budget

LMCH has made an initial submission to the City of London for the Order of Magnitude Costing for the upcoming Multi-Year Budget Process. The focus for the initial request include:

- Investment in additional staff for tenant engagement and support to improve supports for tenants in our communities.
- Investment in additional resources to support Community Safety.
- Investment to create two Community Hubs - moving front line staff to work in the communities we serve.
- Investment in resources to improve tenant communications.
- Investing in building cleanliness and an increased staff presence in our buildings.
- Investing more into staff training and development.

Multi Year Budget Timeline

Task/Item	Date
Strategic Plan 2023-2027	Dec 2022 - Apr 2023
Strategic Plan - Order of Magnitude	Dec 2022 - Jan 2023
Target Setting	Apr 2023
MYB 2024-2027 Kick Off	~ May 2023
Submission of MYB Business Cases	Late August
Submission of User Fees	Aug-Sep 2023
Submission of Assessment Growth	Sep 2023
Submission of MYB Business Plans	Sep 2023
Senior Management Review	Sep – Nov 2023
Council Review & Approval	Dec 2023 – Mar 2024

Human Resources Updates

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:

- LMCH has added five new staff since November 2022. The five new staff members joining LMCH since the last update to the Board are as follows:
 - Richard Dehaan joins LMCH in the role of Legal Services Coordinator
 - Nicole Walker and Melissa Arif joined LMCH in the role of Community Relations Worker.
 - Jamie Avon joined LMCH in the role of Maintenance repair Person
 - Kaitlin Horned joined LMCH in the role of Manager, Client Services.
- There are currently eight open recruitments.

PREPARED BY:
PAUL CHISHOLM CHIEF EXECUTIVE OFFICER

STAFF REPORT 2023- 02

TO: LMCH Board of Directors

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

SUBJECT: Vacancy Management Report

DATE: February 9, 2023

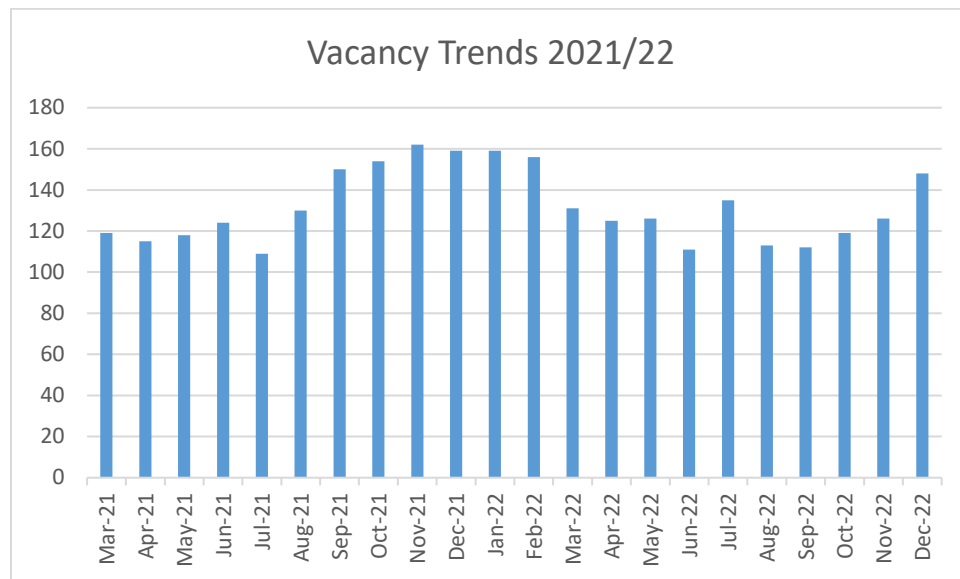
Purpose:

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 Dec 31st, 2022)

- 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)	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Total Vacancy	156	142	139	136	140	147	134	144	148	146	172	174
Future Leased	8	16	20	24	27	12	23	18	23	15	16	15
Final Vacancy	148	126	119	112	113	135	111	126	125	131	156	159

%	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Total Vacancy	4.7%	4.3%	4.2%	4.1%	4.2%	4.4%	4.08%	4.38%	4.5%	4.44%	5.24%	5.3%
Future Leased	0.2%	0.5%	0.6%	0.7%	0.8%	0.3%	0.7%	0.5%	0.7%	0.5%	0.5%	0.5%
Final Vacancy	4.5%	3.8%	3.6%	3.4%	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 August there were 126 units in active restoration which was 3.8 % of the portfolio.

There were 32 units restored in December 2022 that took an average of 116 days to return to rent ready.

Age of Units Restored in Period (Count)	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	0	0	0	1	0	0	0	0	0	0	1	0
16-30 days	1	0	1	4	1	2	1	2	4	1	7	0
31-60 days	4	1	5	7	1	7	6	10	13	10	9	7
61-90 days	4	3	6	7	6	6	10	3	7	5	7	6
91+ days	23	6	8	14	7	9	11	16	22	15	29	22
Total units restored	32	10	20	33	15	24	28	31	45	31	53	35
Average # of days in restoration	116	124	95	84	84	101	95	112	107	96	100	104

At the end of December there were 126 units in active restoration down from 130 at the end of November. Units in active restoration at the end of December had been vacant for an average of 97 days as of December 31st, 2022.

Age of Units in active Restoration (Count)	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	10	15	18	9	15	8	10	17	15	16	8	17
16-30 days	18	15	14	18	15	24	16	10	14	11	16	15
31-60 days	24	29	20	20	31	20	22	24	15	16	9	20
61-90 days	26	17	17	23	12	14	13	4	8	11	19	29
91+ days	48	54	41	19	21	14	9	17	27	42	55	43
Total units in Active Restoration	126	130	110	89	94	80	70	72	79	96	107	124
Average # of days in restoration at month end	97	90	82	71	63	56	56	59	76	91	98	77

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

In the month of December, 22 units were leased that had been rent ready for an average of almost 54 days. In addition to units leased an additional 8 units were accepted by tenants to be leased in January and future periods.

Age of Units Leased in the Period (Count)	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	8	6	11	3	5	0	6	10	5	23	16	21
16-30 days	6	9	8	8	5	9	4	9	2	8	1	8
31-60 days	4	4	5	11	9	8	13	10	7	8	3	2
61-90 days	1	4	1	4	2	9	5	3	0	2	0	0
91+ days	3	4	9	9	2	5	4	2	1	2	1	2
Total units Leased	22	27	34	35	23	31	32	34	15	43	21	33
Average # of days to commit the unit	54	48	56	64	42	63	47.1	35.7	26.5	28.2	19.7	19.7

At the end of December, the active rental stock was 30 units or 0.9 % of the portfolio. The average days units were in Active Rental at the end of December was 13 days

Age of Units Vacant and Available (Count)	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
0-15 days	23	7	17	25	18	20	24	22	26	23	42	18
16-30 days	3	2	6	9	0	4	9	6	14	2	7	4
31-60 days	2	0	2	1	9	18	10	26	14	19	8	9
61-90 days	1	3	2	4	4	12	8	8	13	4	5	4
91+ days	1	1	2	8	15	13	13	10	5	2	3	0
Total units Vacant and ready	30	12	29	47	46	67	64	72	72	50	65	35
Average # of days vacant and ready	13	24	32	41	63	52	47	42	37	31	21	20.1

Period Summaries:

LMCH had a total of 28 new units confirmed vacant in the months of December which have been added to the active restoration stock.

LMCH restored a total of 32 units during this same time-period.

LMCH leased 22 units and future leased an additional 8 during this reporting period.

Conclusion

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

With 126 units in Active Restoration, this measure remains 60 units above target. Efforts to reduce the number of units in Active Restoration and the number of days it takes to restore units will continue. December unit restorations focussed on reducing the number of units in active restoration and, in January, efforts have shifted to focus more on aged vacancies to reduce the time in restoration.

With the active vacancy filling activity, the number of vacant and ready units available for offer have been reduced to less than the target of 33 units.

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

STAFF REPORT 2023 - 03

TO: LMCH Board of Directors

FROM: Shellie Chowns, LMCH Board Director

SUBJECT: Update on Selection Process for Tenant Director

DATE: February 9, 2023

PURPOSE:

To provide an update to the Board on the selection process for Tenant Director position for the LMCH Board of Directors.

RECOMMENDATION:

That the Board of Directors:

1. Recommend to the City of London that LMCH Tenant Cara Awcock be appointed to the LMCH Board of Directors to fill the vacant Tenant Director position.
2. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

BACKGROUND:

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

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

At the December 15, 2022, meeting of the Board, a subcommittee of the Board was established that was directed to report back at the February 17th, 2023, meeting of the Board with recommended candidates.

The subcommittee members were confirmed as Director Shellie Chows, Director Shawn Lewis, Director Phil Squires, CEO Paul Chisholm and community representative Cathy Urquhart. Director Shellie Chowns was elected as Chair of the subcommittee.

On January 20, 2023, 19 applications for the Tenant Director position were received from the City Clerk. Members of the Subcommittee met on January 25, 2023, to review the application received. Four applicants were selected for an in-person interview by the subcommittee.

Interviews with applicants were held on February 1st and 2nd. Upon completion of the interviews the Subcommittee is recommending the appointment of Cara Awcock to the LMCH Board of Directors. This recommendation was approved by all members of the subcommittee.

The Shareholder has requested that the nomination be received by 9:00 AM February 17, 2023. A letter from the subcommittee Chair (S. Chowns) will be sent to the City Clerk with the Board recommendation for the Tenant Director Board position. The SPPC will receive the information on the candidate recommended by LMCH at their meeting on February 28, 2023. SPPC will make a recommendation that will be approved at the March 7, 2023, meeting of City Council. The City Clerk will notify LMCH in writing on the candidate approval and the length of their term.

RECOMMENDED BY:
SHELLIE CHOWNS, LMCH Board Director

STAFF REPORT 2023- 04

TO: LMCH Board of Directors

FROM: Paul Chisholm, CEO

SUBJECT: 2023 Board Work Plan

DATE: February 9, 2023

PURPOSE:

To RECIEVE the Draft Board Work Plan for review and revision.

RECOMMENDATION:

That the LMCH Board **APPROVE** the attached 2023 Board Work Plan.

BACKGROUND:

LMCH staff brings forth a draft Board Work Plan every year. LMCH Staff is requesting a review of the work plan to determine if there are additional items that should be scheduled to come before the committee.

The Terms of Reference for the Board of Directors notes that there is a minimum of 12 meetings per year. Staff note that the requirement for the Board to receive and review recommendations, tenders, quotations, bid awards and policies could require the Board to meet more frequently. It is anticipated that there will be 12 meetings with full agendas on financial and organizational progress and the meeting time designated for Board Workshops.

Once approved by the Committee the workplan and finalized meeting schedule will be shared with the Board of Directors for their information.

Appendix A: 2023 Draft Board Work Plan

RECOMMENDED BY:
PAUL CHISHOLM, CHIEF EXECUTIVE OFFICER

Draft Board Workplan -2023

Meeting Date	Tenant and Property Services	Human Resources and Governance	Finance Committee
3rd Thursday of the month			
January 19, 2023	<ul style="list-style-type: none"> • Orientation and Strategic Planning 		
February 16, 2023	<ul style="list-style-type: none"> • Vacancy Report • Draft Workplan TSC • Work order and service report 2022 Overview 	<ul style="list-style-type: none"> • CEO Workplan and Goal Setting • Recruiting Committee - Director roles • 2022 Annual Internal Review Summary 	<ul style="list-style-type: none"> • Procurements -Elevator contract awards • Update on the 2023 Capital Project Plan • Annual Report Reimagine • CMHC Q4 Year End Report • 2022 Q4 Capital project report • Draft Work Plan
March 16, 2023	<ul style="list-style-type: none"> • Vacancy Report 	<p>In Camera</p> <ul style="list-style-type: none"> • 2022 Risk Report • 2022 Labour Relations report • Discussion Item: Collective Bargaining <ul style="list-style-type: none"> • 2022 Human Resources Annual Report • Draft Workplan • Q4 2022 Human Resources Update Report • Health & Safety Policy (annual update) • Workplace Violence, Harassment, and Sexual Harassment Policy (annual update) • Delegation Policy 	<ul style="list-style-type: none"> • City of London Insurance Program report and invoice • Q4 KPI report • Q4 Operating Statements 2022 • 2022 Risk Report (in Camera)
April 20, 2023	<ul style="list-style-type: none"> • Vacancy Report 	POSSIBLE WORKSHOP DATE	<ul style="list-style-type: none"> • Procurement Approvals – as required
May 18, 2023	<ul style="list-style-type: none"> • Vacancy Report 	<ul style="list-style-type: none"> • Q1 Human Resources Update Report • Procurement Policy 	<ul style="list-style-type: none"> • 2022 Audited Financials • 2023 Capital Workplan Update • 2024- 2027 MYB review and approval • 2024 Capital budget • MYB Business Case review and

			approvals <ul style="list-style-type: none"> • Procurement Approvals – as required
June 15, 2023	<ul style="list-style-type: none"> • Community Safety Unit Status Report and KPI Review • Update Community Development and Tenant Engagement Strategy • Vacancy report • Re-Imagine Southdale Tenant Engagement and Support Plan • Summer Programming and Activities • TAC Update • Work order and service report Q1 2023 – Property Services • Parking Policy • Annual Unit inspection Program - Property Services • 		<ul style="list-style-type: none"> • Procurement Approvals • Q1 Financial Results • Q1 KPI Report
June 20	AGM Meeting at SPPC June 20	AGM Meeting at SPPC June 20	AGM Meeting at SPPC June 20
July 20, 2023	<ul style="list-style-type: none"> • Q3 2023 Capital Project Update Report • Vacancy Report • Update on the Asset Management Plan 	<ul style="list-style-type: none"> • CEO Performance Update 	Procurement Approvals- as required
August 17, 2023	<ul style="list-style-type: none"> • Vacancy Report • Update on Tenant Handbook 	In Camera <ul style="list-style-type: none"> • Review of Collective Bargaining Framework • Q2 Human Resources Update Report • Performance Management Program 	Procurement Approvals – as required
September 21 2023	<ul style="list-style-type: none"> • Vacancy Management Report 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Q2 financials • Q2 KPI • Budget forecast

			<ul style="list-style-type: none"> • Renewal of Property and Liability Insurance – coverage levels and deductibles not cost
October 19, 2023	<ul style="list-style-type: none"> • Vacancy Management Report • TAC Update • Work order and service report Q2 2023 – Property Services • 	<ul style="list-style-type: none"> • Union relations Update 	<ul style="list-style-type: none"> • Annual Insurance Renewal - approval • Change in Accounting Standards and Practices
November 16, 2023	<ul style="list-style-type: none"> • Vacancy Report 	<ul style="list-style-type: none"> • POSSIBLE Board Workshop Date 	<ul style="list-style-type: none"> •
December 14, 2023	<ul style="list-style-type: none"> • Tenant Advisory Committee - 2023 year-end report • Vacancy Report • Work order and service report – Property Services • 	<ul style="list-style-type: none"> • In Camera • Collective Bargaining Updates • • Q2 Human Resources Update Report • 2024 Salary report • Report on compensation increases for unionized staff and recommendations for increases for management and exempt staff 	<ul style="list-style-type: none"> • • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management • Procurement Approvals – as required • Q3 Financial Results • Q3 KPI Report

Finance Committee Report 2023- 01

TO: LMCH Finance Committee
FROM: Paul Chisholm, CEO
SUBJECT: Finance Committee Work Plan 2023
DATE: January 25, 2023

PURPOSE:

To RECIEVE the Draft Finance Committee Work Plan for review and revision.

RECOMMENDATION:

That the Finance Committee **APPROVE** the attached 2023 Finance Committee Work Plan.

BACKGROUND:

LMCH staff brings forth a draft Finance Committee Work Plan every year. The Committee is requested to review the work plan and determine if there are additional items that should be scheduled to come before the committee.

The Terms of Reference for the Finance Committee notes that there is a minimum of four (4) meetings per year. Staff note that the requirement for the Finance Committee to receive and review recommendations, tenders, quotations and bid awards will require the Committee to meet more frequently. It is anticipated that there will be 4-5 meetings with full agendas on financial and organizational progress with an additional 4-5 meetings per year where the focus will be on procurement approvals.

Once approved by the Committee the workplan and finalized meeting schedule will be shared with the Board of Directors for their information.

Appendix A: 2023 Finance Committee Draft Work Plan

RECOMMENDED BY:
PAUL CHISHOLM, CHIEF EXECUTIVE OFFICER

DRAFT 2023 Finance Committee Work Plan

Committee Meeting Date	Board Meeting Date	Anticipated Agenda Items TO BE REVIEWED
Feb 1 st	February 16, 2023	<ul style="list-style-type: none"> • Review of Draft Workplan • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management • Procurements Approvals -Elevator contract awards • CMHC Q4 Year End Report • 2022 Q4 Capital project report
March 1 st	March 16, 2023	<ul style="list-style-type: none"> • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management • City of London Insurance Programreport and invoice • Q4 KPI report • Q4 Operating Statements 2022 • Roof Tender for Commissioners and Kent • Procurement Approvals - Grounds Keeping Services
April 5 th	April 20, 2023	<ul style="list-style-type: none"> • Procurements As Required
May 10 th	May 18, 2023	<ul style="list-style-type: none"> • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management • 2022 Audited Financials • 2023 Capital Workplan Update • 2024- 2027 MYB review and approval • 2024 Capital budget • MYB Business Case review and approvals • Procurement Approvals – Building Cleaners, Pest Control, Eavestrough
June 7	June 15, 2023	<ul style="list-style-type: none"> • Procurement Approvals -Janitorial Services – County Properties • Q1 Financial Results • Q1 KPI Report
July 5	July 20, 2023	<ul style="list-style-type: none"> • Procurement Approvals – as required
August 2	August 17, 2023	<ul style="list-style-type: none"> • Procurement Approvals – as required
September 6	September 21, 2023	<ul style="list-style-type: none"> • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management

		<ul style="list-style-type: none"> • Q2 financials • Q2 KPI • 2023 Budget forecast • Renewal of Property and Liability Insurance – coverage levels and deductibles not cost • Procurement Approvals -Security
October 4 th	October 19, 2023	<ul style="list-style-type: none"> • Procurement Approvals – as required
November 6 th	Nov 16, 2023	<ul style="list-style-type: none"> • Procurement Approvals – As needed
December 7 th	Dec 14, 2023	<ul style="list-style-type: none"> • Directors Report Finance and Corporate Services • Directors Report Property Services & Asset Management • Procurement Approvals – as required • Q3 Financial Results • Q3 KPI Report

*Dates to be finalized with Committee Members



Finance Committee Report 2023- 02

TO: LMCH Finance Committee

FROM: Diana Taplashvily, Director of Finance & Corporate Services

SUBJECT: Update from Director of Finance & Corporate Services

DATE: January 25, 2023

PURPOSE:

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

RECOMMENDATIONS:

That the LMCH Finance Committee RECEIVE the Director of Finance & Corporate Services Update report for information.

UPDATES:

Procurement:

We have successfully onboarded a new Procurement Manager Sherrie Trunks, a seasoned Supply Chain and Logistics professional. Sherry brings 20+ years of combined purchasing and supply chain logistics experience.

IT:

Yardi Implementation Update:

On November 18, 2021, the Board have approved a 26-week implementation plan for the upgrade of property management software and the implementation of five new products. Identified and approved implementation budget is \$99,250 before tax.

The implementation was started on January 14, 2022 and progressed as planned with the first major milestone reached on May 25, 2022, when LMCH and Yardi successfully completed database migration from the legacy property management system to Voyager 7. By the end of August Yardi completed all required process analyses and

system designs required for Job Cost and Construction management modules. The total implementation cost for the upgrade and new modules implementation was \$106,500 before tax. LMCH team worked on finalizing tagging of historic information for new modules and full-scale use is anticipated at the beginning of 2023.

Mid-year we rolled out the training platform Aspire to the subject matter experts (SMEs) from various departments for testing. Due to the low acceptance rate, we will not be acquiring a license in 2023. The platform was complimentary in 2022.

Effective November 11, 2022, LMCH implemented YardiOne, Single Sign On (SSO) technology for all Yardi application access. Single Sign On (SSO) technologies have long been a best practice for application logins, improving both user simplicity and the company's security level.

The license cost for 2023 is \$110,841.39 before tax.

Network Security Update:

Since February 2022 LMCH implemented the following changes:

- Enabled 2-factor authentication for email services - this dramatically increased security of email
- Implemented a new VPN service for remote users
- Initiated cyber security awareness training for all staff
- Implemented network segmentation at 23 identified sites
- Websites whitelisting is an approach to reduce risks posed by untrustworthy websites. LMCH will implement this approach, prep work is complete and expected to be rolled out before the end February 2023.
- LMCH has replaced point-to-point internet connections at 8 sites with a more reliable internet service. This will improve connectivity and reduce service calls for.

Other IT Updates:

Nerds on Sites resolve on average between 50-100 tickets of various complexity and urgency per week.

Accounting:

Implemented Cheque-Pro - electronic cheque depositing service with RBC bank. This service allows depositing cheques and money orders remotely and provides same-day deposits. This change significantly improved accuracy and reduced the time staff spends on preparing deposits.

The agreement with Brinks on cash deposits has been renegotiated. We anticipate significant efficiencies resulting in the transition to a paperless process, same-day cash deposit, better reporting, and modest cost savings from the initiative.

The 2022 year was a year of a new “normal” in many areas for LMCH, and the most material impact on our financial statements is seen from processes and procedures related to billing tenants, specifically when a tenant is moved from RGI to market rent. A third party was engaged to assist to understand and quantify the financial impact on LMCH results. The analysis will be provided to external auditors for testing and validations and most likely will result in a change in the current bad debt accruals practices. Findings and implications will be provided in the next Finance Committee meeting.

The audit work for 2022 Year-End results is scheduled to commence on April 3, 2023.

SIGNATURE:

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

Finance Committee Report 2023- 03

TO: LMCH Finance Committee

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

SUBJECT: Director of Property Services and Asset Management Update

DATE: January 25, 2023

PURPOSE:

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

RECOMMENDATION:

That the LMCH Finance Committee RECEIVE the Director of Property Services and Asset Management Update for information.

UPDATES:

Human Resources (2022)

Through the pandemic and through to the end of 2022 Property Services has been filling existing staff vacancies and adjusting staffing complement to respond to the changing operating environment. Some changes made to improve service delivery include:

- Increasing the complement of Maintenance Repair Persons to 20 employees and the assignment of two of these staff to an afternoon shift to better respond to end of day service requests by tenants.
- The addition of a Client Services Manager to improve service delivery across multiple service channels including the front desk, telephone and e-mail inquiries. The manager will be responsible for managing walk in traffic at the main office, maintenance requests and pest control program oversight.
- The addition of a Project Manager to support the Capital Projects team plan and deliver capital projects.

Current recruitment include:

- Two permanent full time and one temporary full time Maintenance Repair staff
- A temporary Property Services Manager (12 months)
- A permanent Property Service Coordinator

Operations

- Third party inspection and verification of our high-rise building fire and life safety equipment and program has been completed. LMCH is reviewing recommendations and implementing any required changes to address any gaps in code compliance.
- 2022 Annual fire alarm system inspection and verification completed for all sites. Deficiencies identified are addressed and corrected. All systems remain.
- 11,717 work orders completed by Maintenance Repair staff in 2022 despite challenges in remaining at full complement of staff.

Asbestos Management Program (AMP)

- Final AMP Program Documentation has been signed off by LMCH. Staff training has been scheduled for February in advance of the launch of our program. Early abatement opportunities (based on identified hazard) are being compiled to create abatement packages for quotation.

Procurement/Contract Award – Operating

- Tender for Pest Control will be posted in January with close and award in February. The intention of this tender is to establish common service expectations and standards for our new pest control partner(s)
- The tender for building cleaning was placed on hold to expedite the pest control tender and the decision on when/how to move this procurement forward will be made in the coming months. There is a need to procure cleaning services for sites located in the City of London and Middlesex County which have traditionally been tendered at different times.

Capital Planning

- LMCH is in the final phases of implementing the Job Costing and Construction Management modules of the Yardi Voyager data management system. These modules will significantly improve our project tracking in the areas of budget and construction management. Data is currently being loaded into the live database, while system training and modification continue.
- Tender documents for the Penny Lane (Strathroy) townhome window and door replacement will be loaded to bids and tenders in January, with contract award in February. Expected installation in the spring.
- Design work under way for roof replacements at Kent St. and Commissioners Rd. Tender expected to be placed on Bids and Tenders in January.
- McNay balcony restoration tender has closed and bid reviews will be completed in January with an expected award in March

Capital Delivery

- Recommendations for Elevator Modernization contract awards are included as part of this committee meeting for 30 Base Line, 1194 Commissioners, 241 Simcoe, 632 Hale, 580 Dundas, 875 William and 2061 Dorchester Rd, and once approved by the Board of Directors, the project team will start working with the vendors to create project schedule, confirm drawings, order equipment, etc.
- Kent St. generator replacement tender award are included as part of this committee meeting and once approved by the Board of Directors, the project team will start working with the vendors to create project schedule, confirm drawings, order equipment, etc.
- Penny Lane kitchen cabinet replacement contract has been signed and the installation schedule is being created for work to begin in February.
- Electrical Upgrades for William St, Tecumseh Ave and Dundas St are progressing with startup meeting complete and schedules under development.

PREPARED and SUBMITTED BY:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT



Finance Committee Report 2023- 05

TO: LMCH Finance Committee
FROM: Phil Renaud, Directory of Property Services & Asset Management
SUBJECT: CMHC Q4 2022 /Year End Report
DATE: January 25, 2023

PURPOSE:

This report is to provide an update to LMCH Finance Committee on the CMHC Program, and the status of key projects with the allocated budgets representing the secured funding of \$40,136,090 through CMHC.

RECOMMENDATION:

It is recommended that LMCH Finance Committee **RECIEVE** this report for information.

BACKGROUND:

LMCH has been collaborating with CMHC since 2019 to define a program that meets CMHC requirements under the Renovation, Repair and Renew funding program. The program developed by LMCH team members followed the guidelines to the extent possible of the National Housing Co-Investment Fund – “Minimum Environmental & Accessibility Requirements – Repairs and Renewals”. The criteria requirements include increasing accessibility at common areas as well as retrofitting 20% of interior units to meet accessibility requirements while also achieving 25% energy savings and GHG reductions by year end 2027.

As of February 25, 2021, CMHC, by way of Letter of Intent, confirmed to LMCH that the provided documentation submitted by LMCH achieved CMHCs criteria for funding. The City of London denoting their commitment to the program signed as guarantor on June 16, 2021.

On November 25, 2021, LMCH in conjunction with the City of London (COL) as guarantor executed the loan agreement with CMHC of \$40,136,090. 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.

PROJECT UPDATES:

The funding can be categorized into three divisions: Energy, Accessibility and Property Works. The below summary provides a project status of each division.

Energy

Energy Management System (EMS): Installation of the EMS has been completed at 7 of the 8 high rise buildings. Dundas installation is currently on hold due to the intrusive works required to complete the installation. Consultants are updating modelling to include actuals based on data collected over the last several months. Data received up to October indicate better than forecasted savings with an average of 20% energy consumption saved (of the required overall energy savings of 25%) representing approximately \$33,000 in cost savings.

Address	Installation Date	Forecasted Savings	Actual Savings
345 Wharncliffe	2022-04-11	17 950 kWh	102 549 kWh
349 Wharncliffe	2022-03-28	31 977 kWh	79 639 kWh
241 Simcoe	2022-07-15	6 919 kWh	17 393 kWh
85 Walnut	2022-09-16	8 056 kWh	15 422 kWh
170 Kent	2022-05-18	10 648 kWh	20 249 kWh
202 McNay	2022-05-24	19 706 kWh	21 653 kWh

- Variable Frequency Drive (VFD): Programming of VFDs and installation of timeclocks completed.
- Replacement Projects: Furnace, hot water tanks, windows, doors, faucets, and lighting replacement have been scheduled for years 2023 – 2025. These years were selected due to their lower impact to the overall energy savings of 25% and existing contracts in place.

Accessibility

Common Areas: Updates per category.

- Hardware, security, and doors:
 - New entry door installed at Simcoe and the relocation of existing access controls to meet AODA requirements complete.
 - New entry door being manufactured for anticipated early Feb. install at

- Dundas. During install operators and access control devices will be relocated for AODA compliancy.
- New AODA door installed at Walnut laundry. Doors currently being manufactured for Kent to be installed at laundry room and lounge.
 - Installation of access control and operator relocates complete to meet AODA requirements at main entries, laundry rooms and lounges at McNay, Baseline and Walnut.
- Amenity Rooms: Laundry room pricing to be submitted mid-February. Seating received for each property to be installed by selected proponent. Kitchens at each of these properties are anticipated to commence in 2023-2025 as Tenant Services prepares program requirements for each property.
 - Signage: Cost estimates received for new signage to include braille installed in all common areas, as well at emergency exit routes. Ongoing planning and collaboration to be a standard throughout the portfolio - 2023.
 - Exterior space: Works for the exterior include curb cut outs, leveled pathways, accessible parking spaces as well improvements to patios inclusive of accessible furnishings.
 - AODA audits complete at 8 high rises.
 - Furnishings received for patios, laundry rooms and exterior spaces.
 - New patio complete at McNay
 - Simcoe exterior works anticipate Q2-2023
 - Exterior work tenders for Baseline, Walnut, Wharncliffe's, Dundas and Kent Q1-2023.
 - Unit Modifications:
 - The first 4 accessible units at Wharncliffe are scheduled for completion in February 2023
 - Tender has been finalized to have General Contractors provide pricing to complete required modifications at the 8 high rise buildings to satisfy CMHCC Accessibility Requirements. Tender responses expected in February 2023
 - Additional accessible unit work is anticipated to start in May 2023.

Property Works

- Hard surface repair projects have been identified at all denoted CMHC family sites, (5 sites). Originally scheduled for years 2024 – 2025, due to existing conditions at Marconi and Allan Rush project Startup was advanced.
 - Marconi paving project got underway in late fall. Existing pavement removed and fist pavement layer put down. Final surface work will commence in April/May (weather dependent).
 - Allan Rush phase 1 is focused on exterior paths due to unsafe conditions. Work was completed on priority sections in late fall and will continue April/May (weather dependent).
 - New AODA accessible playgrounds have been ordered for Allan Rush and Huron communities with an anticipated installation of Fall 2023.

FINANCIAL IMPACT:

Below denotes draw submissions to CMHC, per the loan agreement LMCH may file a draw each quarter.

Refer to Appendix A for updated budget information, the selected projects satisfy the criterion requirements as set out by CMHC and the National Housing Co-Investment Fund. Budget estimates have been updated to reflect the re-allocation of interest to several projects.

CMHC Quarterly Draws

2021 – Draw 1	Repayable 61%	\$58,289.51
	Forgivable 39%	\$37,267.06
2022 – Draw 2	Repayable 61%	\$144,575.29
	Forgivable 39%	\$92,433.38
2022 - Draw 3	Repayable 61%	\$299,660.81
	Forgivable 39%	\$191,586.42
2022 – Draw 4	Repayable 61%	\$268,427.90
	Forgivable 39%	\$171,617.84
2022 – Draw 5	Repayable 61%	\$335,902.92



	Forgivable 39%	\$214,757.61
Total		\$1,833,864
Funds Received By CMHC	Draws 1 - 4	\$1,265,459

❖ Draw 5 to be received Mth end Jan. 2023

PROJECT RISK:

As outlined in each report submitted to the City, the most influential risk to this program is product cost increases, inflation and product procurement. These factors have all had a significant impact to the construction industry over the last year and we continue to experience labour shortages on site. Ongoing monitoring of the market will take place to best interpret when a project should be executed to obtain the greatest value for work incurred whilst ensuring assets and tenants needs are considered.

CONCLUSION:

The CMHC Project Agreement was approved in November 2021. Since this time critical projects have been initiated and work to review project plans and timing are ongoing to ensure the timing of the work addresses priority areas and maximizes the benefits for tenants and LMCH.

LMCH committed over \$3,000,000 to the CMHC program in 2022. Unit modification works to commence Q2 – 2023, exterior works to continue Q2 along with windows and door replacement Q3 we anticipate a productive year in meeting CMHC goals.

ATTACHMENTS:

APPENDIX A - CMHC Workplan Update Q4 2022

APPENDIX B- CMHC – Project Budget

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR, Property and Asset Management	Wendy Groves Construction & Project Manager

Appendix A

Quarterly Report – 2022

End Q4

The below provides an update of the projects under the CMHC Co-Investment funding program.

Status Update Q1 – Q3

Project Activity	Estimated Timing	Status	Comments
Dundas EMS installation	Sept. 2022	On Hold	Under review
EMS staff training	Sept. 2022	Complete	Due to software delays schedule for training has been confirmed for Oct. 26 th , 2022. Moved to Q4
VFD installation all high rises	Aug. 2022	Complete	
VFD installation completion	Aug. 2022	Complete	
Common Area – Laundry Rooms	-----	Complete	Drawings complete

EMS installation – 7 high-rises	Q3	Complete	
Common Area – Exterior Works	Q3	Complete	Mc Nay patio complete
Fixture Replacement	2024	Planning	At family sites 2025
Wharncliffe Unit Modifications	Commenced	Active	Q1 anticipated completion
Marconi Asphalt Replacement	Q2 - 2023	Active	Continue in Q2 2023
Mc Nay Patio	Q3	Complete	

Allan Rush Asphalt Replacement	Q2 - 2023	Active	Continue in Q2 2023
Laundry Room Retrofit		Active	Kent St. preliminary works commenced
Access Control Installation	Nov/Dec 2022	Complete	Tenants to start using fob system Nov. 2022 at Walnut, Baseline & McNay
Signage project	2023	Planning	
Simcoe Entry Door	Nov. 2022	Complete	
Simcoe Access Control @ Laundry & Lounge	Nov. 2022	Active	Complete
Common Area = Simcoe exterior works	Nov. 2022	Active	Tender Phase
7 high rises asphalt replacement	Nov. 2022	Planning	Tender Phase
Unit Modification Tender	Oct 2022	Planning	
EMS Training	Oct. 2022	Complete	
Furniture delivery	Dec. 2022	Complete	
Common Area Paint @Lounge McNay	Nov. 2022	Complete	

Appendix B CMCH – Project Budget

Table - Project Plan Per Property 2023 - 2027

Project Details: A checkmark indicates a status change from previously submitted report.

*Budgets have been updated to include for the interest fees originally being held and have been disbursed throughout the program.

Property	Project	Budget	Est. Construction	Next Steps/Notes	Status Change
Baseline	Unit Modification	\$4,045,950	2023 – 2024	Tender	
	Common Area Renovations	\$330,000	2023 - 2024	Tenant services to provide kitchen requirements, new mailboxes, exterior works.	√
	Energy	\$59,298.75	Q4 2023	Fixture replacements	
Dundas	Unit Modification	\$999,000	2024 – 2025	Tender	
	Common Area Renovations	\$302,500	Q3 – 2023	Tender response for exterior works.	
	Energy	\$29,531.25	Q4 2025		
Kent	Unit Modification	\$3,246,750	2023-2025	Tender	
	Common Area Renovations	\$302,500.00	Q3/Q4 2023	Continued from 2022, Tenant services to provide kitchen requirements and exterior works	√
	Energy	\$49,848.75	Q3 2025	Fixture replacements	
McNay	Unit Modification	\$4,395,600	2023 – 2025		
	Common Areas	\$330,000	2022 - 2023	Compliance at laundry with refresh.	
	Energy	\$57,981.00	Q3 2025		
Simcoe	Unit Modification	\$1,748,250.00	2023 – 2024		
	Common Areas	\$295,000	2022- 2023	Compliance at laundry with refresh and exterior works.	
	Energy	\$53,361.00	Q4 2024		
Walnut	Unit Mods	\$3,746,250.00	2023 – 2025		
	Common Areas	\$330,000.00	2022 - 2023	Entry refresh, mailboxes, and exterior work AODA compliance at laundry.	
	Energy	\$53,361.00	Q4 2025		



Wharncliffe – 345	Unit Mods	\$1,248,750	2023 - 2024		
	Common Area	\$302,500	Q3 2024	Design underway at lounge, tenant to team to confirm kitchen requirements. Lobby and laundry refresh.	
	Energy	\$33,495	Q4 2024		
Wharncliffe – 349	Unit Mods	\$1,098,900	2023 - 2024		
	Common Area	\$295,000	Q3 2023	Tenant review of kitchen, refresh at laundry and lobby.	√
	Energy	\$33,495	Q4 2024		

Projects 2023 – 2026

Family Sites

Property	Project	Budget	Estimated Construction	Next Steps/Notes	
Allan Rush	Hard Surface Repairs & Playground	\$783,000	Q3/4 2022	Continued from 2022 Repairs Q2 – 2023 Playground Q3 – 2023	√
	New Door & Window Installation	\$1,233,000	Q2 2023	Tender for engineer January 2023 Tender for installer March 2023 Revised install to Sept. 2023 due to asphalt work.	√
	Furnace and Hot Water Tank Installation	\$865,200	Q2 2025	Project development and investigation Nov. 2024 – Jan. 2025	
	Energy Retrofits	\$25,000	Q3 2025		
Boulee	Hard Surface Repairs & Playground	\$1,217,160	Q3 –2024		
	Furnace and Hot Water Tank Installation	\$1,176,000	Q2 2025		
	Energy Retrofits	\$34,000	Q3 2025		
Huron	Hard Surface Repairs & Playground	\$756,000	Q4 2025	Playground Q3 – 2023	√
	Furnace and Hot Water Tank Installation	\$991,116	Q3 2025		
	Energy Retrofits	\$28,875	Q3 2025		



Marconi	Hard Surface Repairs/ Exterior Works	\$680,400	2022 - 2023	Commenced 2022 continue Q2 – 2023	√
	Furnace and Hot Water Tank Installation	\$469,476	Q3 2025		
	Energy Retrofits	\$13,387	Q3 2025		
Pond Mills	Hard Surface Repairs/ Exterior Works	\$783,000	Q4 2025		
	New Window Installation	\$590,000	Q3 2023	Tender for engineer Jan 2023 Tender for installer March 2023 Commence Q3 end	√
	Furnace and Hot Water Tank Installation	\$721,602	Q3 2025		
	Energy Retrofits	\$21,262	Q3 2025		

Energy retrofit maybe pushed to 2024/2025 depending on unit modification status and elevator refurb works being completed by the capital team.



Staff Report 2023- 05

TO: LMCH Board of Directors
FROM: Phil Renaud Director of Property Services & Asset Management
SUBJECT: 2021-0027 SPA – Development Agreement Security Internal & External Works
DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors Approval to pay the attached invoice from the City of London. The invoice represents a security deposit required to complete the Site Planning Approval process for the Reimagine Southdale Project.

Board of Director's approval is required for this report 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 payment of the fees requested by the City of London planning department security in the amount of (\$307,815.00) based on the City of London Subdivision and Development Agreement Security Policy By-Law number CPOL-13-114.
2. **REQUEST** that the to the LMCH Board of Directors approve the payment of the required fees.
3. **AUTHORIZE** LMCH staff to take the necessary steps to give effect to the above recommendation(s).

BACKGROUND:

To support our Reimagine Southdale SPA submission to the City of London planning department we are required to provide a security based on the City of London Subdivision and Development Agreement Security Policy By-Law number CPOL-13-114.

Based on our SPA submission the City requires that security is provided for all development (subdivision, site plans, condominiums, etc.) projects in the City of

London. This is to ensure that the City has sufficient money available to complete any outstanding works required for the development, in the event that the Owner does not/cannot complete the works required of them under their respective Agreement(s).

The By-Law requires security for 50% of the internal works and 100% of the external works for our Southdale project. Attached is a breakdown of security required for our project.

Based on attached internal and external works fee breakdown the City of London requires a certified cheque in the amount of \$307,815.00.

Please note these funds are returned to LMCH once the project is deemed substantially complete.

The City of London is reviewing LMCH's request change the funding approved through Business Case #21 to fund the ReImagine Southdale Project. Once this funding is approved, LMCH will bring an updated project budget back to the Board for review and approval.

FINANCE COMMITTEE COMMENTS:

This report was received and reviewed by the Finance Committee, on February 1, 2023. After an update from the Director of Property Services & Asset Management, the Committee members discussed timelines and approved a recommendation to forward the report to the Board of Directors for approval.

TENANT IMPACT: No tenant impacts

PROCUREMENT PROCESS: No procurement required.

FINANCIAL IMPACT:

The development charges have been included in the overall project budget planning. This security is in the budget under City of London Planning fees. These funds will be returned to LMCH at project completion (Substantial Completion).

LEGAL IMPACT / RISK MANAGEMENT: No legal impacts.

Appendix A: Development Agreement Security Calculation Spreadsheet-Schedule E

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud, DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Scott Robertson CONSTRUCTION PROJECT MANAGER

STAFF REPORT 2023- 06

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 30 Baseline Rd. W. (RFT 2022-0003-1)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek LMCH Board of Directors approval to award a contract for Elevator Major Control Modernizations – 30 Baseline Rd. W. as set out in the tender (RFT 2022-0003-1) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Delta Elevator Company Ltd. for the sum of \$390,003 + HST (\$440,703) to perform the work as specified in tender RFT 2022-0003-1
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 30 Baseline Rd. W. (RFT 2022-0003-1). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the two (2) elevators and machine room located at 30 Baseline Rd. West.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

Each elevator car will be completed one at a time. Major work to the drive systems and cab interiors will put each elevator out of service for the duration of each specific modernization, approximately Eight (8) weeks, including TSSA inspections. During the Sixteen (16) weeks of total construction, tenant move ins and move outs will be scheduled and managed by LMCH staff (or designate) to ensure maximum accessibility for regular building traffic.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during construction.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions. The successful proponent for this project will have the added responsibility of completing service and maintenance on the operating elevator for the duration of the project.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Delta Elevator Company Ltd. submitted the successful bid and is recommended for the work. Overall, Delta Elevator Company Ltd submission satisfied all mandatory requirements.

LMCH Staff interviewed Delta Elevator Company Ltd. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$480,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 30 Baseline Rd. W. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH's current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Delta Elevator Company Ltd.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$390,003	\$47,342	\$437,345	
HST		\$50,700	\$6,154	\$56,854	
Total	\$480,000	\$440,703	\$53,497	\$494,199	(\$14,199)

It is important to note that the each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.



LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Delta Elevator Company Ltd.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION



STAFF REPORT 2023- 07

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 1194 Commissioners Rd. W. (RFT 2022-0003-2)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for Elevator Major Control Modernizations – 1194 Commissioners Rd. W. as set out in the tender (RFT 2022-0003-2) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Delta Elevator Company Ltd. for the sum of \$371,403 +HST (\$419,685) to perform the work as specified in tender RFT 2022-0003-2.
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 1194 Commissioners Rd. W. (RFT 2022-0003-2). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the two (2) elevators and machine room located at 1194 Commissioners Rd. W.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

Each elevator car will be completed one at a time. Major work to the drive systems and cab interiors will put each elevator out of service for the duration of each specific modernization, approximately Eight (8) weeks, including TSSA inspections. During the Sixteen (16) weeks of total construction, tenant move ins and move outs will be scheduled and managed by LMCH staff (or designate) to ensure maximum accessibility for regular building traffic.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during construction.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions. The successful proponent for this project will have the added responsibility of completing service and maintenance on the operating elevator for the duration of the project.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Delta Elevator Company Ltd. submitted the successful bid and is recommended for the work. Overall, Delta Elevator Company Ltd submission satisfied all mandatory requirements.

LMCH Staff interviewed Delta Elevator Company Ltd. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$455,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 1194 Commissioners Rd. W. There is a mandatory \$47, 342.HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH’s current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Delta Elevator Company Ltd	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$371,403	\$47,342	\$418,745	
HST		\$48,282	\$6,154	\$54,437	
Total	\$455,000	\$419,685	\$53,497	\$473,182	(\$18,182)

It is important to note that the each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.
Vendor insurance, WSIB and performance bonds were included in the bid submission received from Delta Elevator Company Ltd.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION



STAFF REPORT 2023- 08

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 241 Simcoe St. (RFT 2022-0003-3)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the Board of Directors approval to award a contract for Elevator Major Control Modernizations – 241 Simcoe St. as set out in the tender (RFT 2022-0003-3) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Summit Elevator Inc. for the sum of \$393,853 + HST (\$445,045) to perform the work as specified in tender RFT 2022-0003-3
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 241 Simcoe St. (RFT 2022-0003-3). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the two (2) elevators and machine room located at 241 Simcoe St.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a completed nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

Each elevator car will be completed one at a time. Major work to the drive systems and cab interiors will put each elevator out of service for the duration of each specific modernization, approximately Eight (8) weeks, including TSSA inspections. During the Sixteen (16) weeks of total construction, tenant move ins and move outs will be scheduled and managed by LMCH staff (or designate) to ensure maximum accessibility for regular building traffic.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during construction.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions.

The successful proponent for this project will have the added responsibility of completing service and maintenance on the operating elevator for the duration of the project.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Summit Elevator Inc. submitted the successful bid and is recommended for the work. Overall, Summit Elevators Inc. submission satisfied all mandatory requirements.

LMCH Staff interviewed Summit Elevators Inc. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$480,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 241 Simcoe St. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH’s current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Summit Elevators Inc.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$393,853	\$47,342	\$441,195	
HST		\$51,201	\$6,154	\$57,355	
Total	\$480,000	\$445,054	\$53,497	\$498,550	(\$18,550)

It is important to note that the each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Summit Elevator Inc.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION	Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT



STAFF REPORT 2023- 09

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 632 Hale St.
(RFT 2022-0003-4)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek LMCH Board of Directors to award a contract for Elevator Major Control Modernizations – 632 Hale St. as set out in the tender (RFT 2022-0003-4) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Summit Elevator Inc. for the sum of \$337,953 + HST (\$381,887) to perform the work as specified in tender RFT 2022-0003-4
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 632 Hale St. (RFT 2022-0003-4). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the two (2) elevators and machine room located at 632 Hale St.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

Each elevator car will be completed one at a time. Major work to the drive systems and cab interiors will put each elevator out of service for the duration of each specific modernization, approximately Eight (8) weeks, including TSSA inspections. During the Sixteen (16) weeks of total construction, tenant move ins and move outs will be scheduled and managed by LMCH staff (or designate) to ensure maximum accessibility for regular building traffic.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during construction.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions. The successful proponent for this project will have the added responsibility of completing service and maintenance on the operating elevator for the duration of the project.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Summit Elevator Inc. submitted the successful bid and is recommended for the work. Overall, Summit Elevators Inc. submission satisfied all mandatory requirements.

LMCH Staff interviewed Summit Elevators Inc. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$480,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 632 Hale St. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH's current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Summit Elevators Inc.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$337,953	\$47,342	\$385,295	
HST		\$43,934	\$6,154	\$50,088	
Total	\$428,000	\$381,887	\$53,497	\$435,383	(\$7,383)

It is important to note that each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Summit Elevator Inc.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION



STAFF REPORT 2023- 10

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 580 Dundas St. (RFT 2022-0003-5)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for Elevator Major Control Modernizations – 580 Dundas St. as set out in the tender (RFT 2022-0003-5) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Summit Elevator Inc. for the sum of \$388,953 + HST (\$439,517) to perform the work as specified in tender RFT 2022-0003-5
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 580 Dundas St. (RFT 2022-0003-5). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the two (2) elevators and machine room located at 580 Dundas St.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

Each elevator car will be completed one at a time. Major work to the drive systems and cab interiors will put each elevator out of service for the duration of each specific modernization, approximately Eight (8) weeks, including TSSA inspections. During the Sixteen (16) weeks of total construction, tenant move ins and move outs will be scheduled and managed by LMCH staff (or designate) to ensure maximum accessibility for regular building traffic.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during construction.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions. The successful proponent for this project will have the added responsibility of completing service and maintenance on the operating elevator for the duration of the project.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Summit Elevator Inc. submitted the successful bid and is recommended for the work. Overall, Summit Elevators Inc. submission satisfied all mandatory requirements.

LMCH Staff interviewed Summit Elevators Inc. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$480,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 580 Dundas St. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH’s current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Summit Elevators Inc.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$388,953	\$47,342	\$436,295	
HST		\$50,564	\$6,154	\$56,718	
Total	\$480,000	\$439,517	\$53,497	\$493,013	(\$13,013)

It is important to note that the each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc. Vendor insurance, WSIB and performance bonds were included in the bid submission received from Summit Elevator Inc.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION

STAFF REPORT 2023- 11

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 872 William St. (RFT 2022-0003-6)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the Board of Directors approval to award a contract for Elevator Major Control Modernizations – 872 William St. as set out in the tender (RFT 2022-0003-6) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Atta Elevator Corp. for the sum of \$210,840 + HST (\$238,249) to perform the work as specified in tender RFT 2022-0003-6
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 872 William St. (RFT 2022-0003-6). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the single elevators and machine room located at 872 William St.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New geared traction machine, AC hoist motor, and motor drive.
- New non-proprietary, microprocessor-based, solid-state electrical controller.
- Completely refurbish the cab interior finishes.
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- New heavy-duty car door operator, clutch assembly, and related hardware.
- Provision of automatic emergency recall and in-car emergency service.

TENANT IMPACT:

872 William presents a unique challenge for elevator modernization, as it is one of only two buildings in the LMCH portfolio that has just one elevator.

The single elevator services seventy (70) units over six (6) floors plus a basement.

The laundry machines are located on each floor and their service will not be disrupted during this project.

To decrease the elevator down time from eight (8) weeks to four (4) weeks including TSSA inspections, Atta Elevator Corp. has proposed an accelerated schedule, running two (2) complete crews operating 7:00am – 3:00pm & 3:00pm -11:00pm. Noise would be kept to a minimum as not to disturb tenants during the evening hours.

During the proposed four (4) weeks of total construction, tenant move ins and move outs will be put on hold with any exceptions scheduled and managed by LMCH staff (or designate). All items going to and from units will have to be physically carried through the stairwells.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact to the tenants during

construction. Tenants with mobility issues will be met with individually to determine their needs while ensuring privacy.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the tenants and Atta Elevator Corp. will be limited.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Atta Elevator Corp. submitted the successful bid and is recommended for this work. Overall, Atta Elevator Corp. submission satisfied all mandatory requirements. LMCH Staff interviewed Atta Elevator Corp. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$480,000 (Including HST) allocated for Elevators, Major Control Modernization Construction at 872 William St. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH's current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.

	LMCH Infrastructure Gap - Budget	Atta Elevator Corp.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$210,840	\$47,342	\$258,182	
HST		\$27,409	\$6,154	\$33,563	
Total	\$474,000	\$238,249	\$53,497	\$291,745	\$182,255

It is important to note that the each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Atta Elevator Corp.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION

STAFF REPORT 2023- 12

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Elevator Major Control Modernizations – 2061
Dorchester Rd. (RFT 2022-0003-7)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for Elevator Major Control Modernizations – 2061 Dorchester Dr. as set out in the tender (RFT 2022-0003-7) summarized in this report.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations

1. Approve the award of the work to Atta Elevator Corp. for the sum of \$143,110 + HST (\$161,714) to perform the work as specified in tender RFT 2022-0003-7
2. Approve the award of the contract for required fire system compliance work to Troy Life & Fire Safety Ltd. For the sum of \$47,342 + HST (\$53,497).
3. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review the Contractor Award – Elevator Major Control Modernizations – 2061 Dorchester Rd. (RFT 2022-0003-7). After a review from the Director, Property Services & Asset Management was given, the Committee members discussed report details and the Elevator Modernization Presentation. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2020, KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine rooms. Seven (7) buildings were identified as requiring priority for major control modifications. This report will focus on the single elevators and machine room located at 2061 Dorchester Rd.

SCOPE OF WORK:

The Scope of Work (simplified for this report) includes a complete nonproprietary system with an engineered design lifespan of at least twenty-five (25) years.

- New pumping unit.
- New Valve
- New Motor
- New oil storage tank
- Retain and refurbish existing piston and cylinder
- Completely refurbish the cab interior finishes
- New stainless steel illuminated car and hall push buttons to comply with accessibility requirements
- New signals, including car direction and position indicators and lobby position indicators
- Retain heavy-duty car door operator, clutch assembly, and related hardware
- Provision of automatic emergency recall and in-car emergency service
- A battery-powered safety system to move the car in the event of power failure

TENANT IMPACT:

The apartment building at 2061 Dorchester Rd. presents a unique challenge for elevator modernization, as it is one of only two buildings in the LMCH portfolio that has just one elevator.

The single elevator services a two (2) story, sixteen (16) unit building with eight (8) units per floor.

The laundry machines are located on the first floor and their service will not be disrupted during this project.

To decrease the elevator down time from eight (8) weeks to four (4) weeks including TSSA inspections, Atta Elevator Corp. has proposed an accelerated schedule, running two (2) complete crews operating 7:00am – 3:00pm & 3:00pm -11:00pm.

Noise would be kept to a minimum as not to disturb tenants during the evening hours.

During the proposed four (4) weeks of total construction, tenant move ins and move outs will be put on hold with any exceptions scheduled and managed by LMCH staff (or designate). All items going to and from units will have to be physically carried through the stairwells.

LMCH Management is involved in team meetings to ensure that all contingency strategies have been explored to minimize the impact and provide supports to the tenants during construction. Tenants with mobility issues will be met with individually to determine their needs while ensuring privacy.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions.

First Responders agencies will be advised of specific service reductions related to the scheduled elevator disruptions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the tenants and Atta Elevator Corp. will be limited.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on October 31, 2022 and closed on December 1, 2022. Four (4) submissions were received. The submissions were evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

Atta Elevator Corp. submitted the successful bid and is recommended for this work. Overall, Atta Elevator Corp. submission satisfied all mandatory requirements. LMCH Staff interviewed Atta Elevator Corp. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff & visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The 2022 Capital Budget business unit LMH2619- LMCH Infrastructure Gap, has \$167,820 (Including HST) allocated for Elevators, Major Control Modernization Construction at 2061 Dorchester Rd. There is a mandatory \$47,342.46 +HST (\$53,497) quote built into tender for Fire system compliance work that is part of the scope of work. The fire system compliance work will be subcontracted to LMCH's current fire system service supplier, Troy Life & Fire Safety Ltd. and will be paid directly by LMCH.



	LMCH Infrastructure Gap - Budget	Atta Elevator Corp.	Troy Life & Fire Safety Ltd.	Combined Work of Contractors	(Over)/Under Budget
Bid		\$143,110	\$47,342	\$190,452	
HST		\$18,604	\$6,154	\$24,758	
Total	\$167,820	\$161,714	\$53,497	\$215,210	(\$47,390)

It is important to note that each of the proponents for this project stated during interviews that significant industry wide shortages on equipment and materials would delay the start of this project. The main elevator controller components for this work have a current lead time of approximately 16 weeks.

LEGAL IMPACT / RISK MANAGEMENT:

Rooney, Irving & Associates Ltd. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Atta Elevator Corp.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION



STAFF REPORT 2023- 13

TO: LMCH Board of Directors

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

SUBJECT: Contractor Award – Generator Replacement – 170 Kent St. (RFP 2021-0004)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the LMCH Board of Directors approval to award a contract for Generator Replacement at 170 Kent St. Rd. London ON, based on the outcome of Request for Proposal (“RFP”) 2021-0004.

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

RECOMMENDATION:

That the LMCH Board of Directors APPROVE the following recommendations:

1. Approve the award of the work to Pfaff Electric Ltd. for the sum of \$409,500 + HST (\$462,735) to perform the work as specified in tender RFT 2021-0004
2. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

FINANCE COMMITTEE UPDATE:

The Finance Committee met on February 1, 2023, to review Contractor Award – Generator Replacement – 170 Kent St. (RFP 2021-0004). After a verbal presentation from the Director, Property Services & Asset Management, the Committee members discussed the contract details and asked questions to staff. The Finance committee approved a recommendation to forward the report to the Board of Directors for approval.

BACKGROUND:

In 2019, EXP Services conducted a detailed inspection of the electrical systems and standby generator sets at all LMCH high rise buildings. EXP supplied comprehensive reports, including thermal imaging scans from the inspections. The reports summarized electrical components to prioritize in order to prevent possible system failures and liabilities. Many of the electrical systems are from the original building construction in 1971, with obsolete and hard to find components.

The diesel-powered standby generator at 170 Kent St. was manufactured in 1986 and reported to be in "poor to fair condition".

TENANT IMPACT:

Pfaff Electric's work plan includes a backup stand by generator to be temporarily connected for the entire length of time between disconnection of the existing and connection of the new generator. The backup generator will ensure that all the life safety building components are continuously operable during the project.

Power disruption to tenant suites is not expected, however if a power disruption becomes necessary, disruption of service notices would be delivered to tenants as well as having notices posted in common areas of the building. LMCH Staff Members would also be on site for the duration of any planned power disruption.

Tenants will experience some noise from minor excavation as well as the presence of workers from typical trades. Demolition and landscaping of the current generator site as well as preparation of the new site may create minor detours on sidewalks near some of the building entrances. Proper emergency egress will be maintained at all times.

To mitigate risks, staff will continuously monitor the performance of the contractor during the course of the project. Direct contact between the contractors and tenants will be minimal.

SCOPE OF WORK:

Project 2021-0004 includes priority work to do replace the existing 60 kW/62.5kVA standby diesel generator with a new 125kW/156.5 kVA natural gas standby generator. The increased capacity of the new generator will power all emergency utilities all fire systems as well as the added capacity to accommodate servicing the CCTV security cameras and additional emergency electrical receptacles.

PROCUREMENT PROCESS:

An RFP was posted to Bids & Tenders on November 30, 2022 and closed on December 15, 2022. Six (6) bid submissions were received. The submissions were evaluated and scored, factoring, Tender compliance, Fees, Qualifications and Comparable projects. References were verified as well as an in-person interview with LMCH Staff was performed.

Pfaff Electric Ltd. submitted the successful bid and is recommended for the work. Overall, Pfaff Electric’s bid submission satisfied all mandatory requirements. The recommendation is based on awarding the work as per the RFP requirements.

FINANCIAL IMPACT:

The generator replacement at 170 Kent St. will be funded from the 2021 Capital Budget business unit LMH261821 - LMCH Public Housing Major Upgrades. There is a mandatory \$25,000 Contingency Allowance built into bid submission. It is important to note that the bid submissions included information about a significant industry wide shortage on equipment and materials. The generator has a lead time of up to one (1) year after the shop drawings have been approved.

LEGAL IMPACT / RISK MANAGEMENT:

Enbridge Inc. was engaged through the “Get Connected” program where some pipe size and pressure concerns were managed.

Melex Engineering will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.

Vendor insurance, WSIB and performance bonds were included in the bid submission received from Melex Engineering.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION

Elevator Modernizations



LONDON &
MIDDLESEX
COMMUNITY HOUSING

BACKGROUND

- KJA Consultants conducted a detailed inspection of the LMCH elevators and associated machine room equipment
- Elevators controller components are quickly becoming obsolete and no longer readily available.
- LMCH elevators have seen an increase of heavy use (Scooters, vandalism, more frequent use)
- Barrier-Free Access – Elevators don't meet current AODA standards
- Seven (7) buildings were identified as requiring priority for major control modernizations

Scope of Work

Building included:

- 30 Baseline Rd. (2 Elevators)
- 241 Simcoe St. (2 Elevators)
- 1194 Commissioners Rd. W. (2 Elevators)
- 632 Hale St. (2 Elevators)
- 580 Dundas St. E. (2 Elevators)
- 872 William St. (1 Elevator)
- 2061 Dorchester Rd. (1 Elevator)

Elevator Modernizations



Scope of Work

Work included:

- Major Control Modernization
- New Cab Finishes
- Code Changes/Upgrades
- Car Door Restrictors
- Barrier-Free Access

Elevator Modernizations



Tenant Impact

- Each elevator will be out of service for approximately eight (8) weeks
- Tenant move ins/outs will be limited to ensure single elevator access is maintained
- Tenant information meetings with LMCH staff will take place to address any questions/concerns
- Additional considerations for single elevator buildings
 - Proposed two (2) shift operation may cause sporadic noise concerns in the evening
 - First Responders will have stair access only
 - There will be modified garbage and postal service at William St.

Procurement Process

- Public Request for Tenders (RFT) was posted on Bids & Tenders
- Four (4) bid submissions were received
- Bids were evaluated & scored based on the RFT requirements
- LMCH Staff interviewed each elevator contractor to confirm their understanding of the scope of work as well as their methodology for completion
- Staff concluded that the three (3) elevator contractors would be awarded the seven (7) buildings

Procurement Process



Summit Elevator

- 241 Simcoe St.
- 632 Hale St
- 580 Dundas St.



Delta Elevator

- 30 Baseline Rd. W
- 1194 Commissioners Rd. W



Atta Elevator

- 872 William St.
- 2061 Dorchester Rd.

Elevator Modernizations

Financial Impact

	Budget	Elevator Contractor	Bid	Fire Service Contractor	Total	HST	Total incl. HST	Eff. HST	Total Incl. Eff HST.
Baseline	\$480,000.00	Delta	\$390,003	\$47,342	\$437,345	\$56,854.85	\$494,200	\$49,156.70	\$486,501.70
Commissioners	\$455,000.00	Delta	\$371,403	\$47,342	\$418,745	\$54,436.85	\$473,182	\$47,066.10	\$465,811.10
Simcoe	\$480,000.00	Summit	\$393,853	\$47,342	\$441,195	\$57,355.35	\$498,550	\$49,589.44	\$490,784.44
Hale	\$428,000.00	Summit	\$337,953	\$47,342	\$385,295	\$50,088.35	\$435,383	\$43,306.39	\$428,601.39
Dundas	\$480,000.00	Summit	\$388,953	\$47,342	\$436,295	\$56,718.35	\$493,013	\$49,038.69	\$485,333.69
William	\$474,000.00	Atta	\$210,840	\$47,342	\$258,182	\$33,563.66	\$291,746	\$29,019.14	\$287,201.14
Dorchester	\$167,820.00	Atta	\$143,110	\$47,342	\$190,452	\$24,758.76	\$215,211	\$21,406.42	\$211,858.42
All Buildings	\$2,964,820.00		\$2,236,115	\$331,394	\$2,567,509	\$333,776.17	\$2,901,285	\$288,582.88	\$2,856,091.88



Staff Report 2023-14

TO: LMCH Board of Directors

FROM: Bill Leslie, Manager, Capital Projects & Construction

SUBJECT: Contractor Award – Balcony Restorations 202 McNay St. – (RFT 2023-0012)

DATE: February 9, 2023

PURPOSE:

The purpose of this report is to seek the Board of Director's approval to award a contract for Balcony Restorations – 202 McNay St. as set out in the tender (RFT 2023-0012) summarized in this report.

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

RECOMMENDATION:

That the Board of Director's approve the following recommendations:

1. Approve the award of the work to Durmus Group Inc. for the sum of \$556,250.00 + HST (\$619,820.75) to perform the work as specified in tender RFT 2023-0012
2. Authorize LMCH staff to take the necessary steps to give effect to the above recommendation(s).

BACKGROUND:

In 2020, IRC Building Sciences group conducted a detailed inspection of the balconies located at 202 McNay St. The September 11, 2020, IRC report (IRC No. 7735-LB33-030CR) included the following summary of conditions:

Level	Description	Count
Immediate	Critical work required	0
Priority 1	Recommend Restoration in 1-3 years	26
Priority 2	Recommend Restoration in 3-5 years	56
Priority 3	Recommend Restoration in 5-10 years	122
No work required	No deficiencies identified	48
All	Total	252

The IRC report identified that 204 of the total 252 balconies required some level of restorative work within ten (10) years of the report date. The work outlined in this report will ensure that all balconies are restored to the level specified by the Engineering Consultant. Balconies identified as not requiring structural repairs will still receive new waterproofing and painting to all surfaces.

SCOPE OF WORK: (Simplified for this report)

- Remove all of the existing deteriorated thin waterproofing on the topside of the balconies.
- Remove the existing paint coating from the soffits.
- Repair all concrete deficiencies to topsides, soffits and front edges of balconies.
- All exposed reinforcing steel bars are to be cleaned and epoxy coated.
- Route and epoxy seal all new and previously repaired cracks.
- Install new waterproofing system at each balcony.
- Apply a new vapour-permeable coating to the repaired soffits.

TENANT IMPACT:

Durmus Group Inc. submitted the best methodology for reducing balcony access disruptions. Mobilizing in March 2023 with an experienced crew able to operate up to (4) four swing stages at once will accelerate completion of this project.

During the (18) eighteen weeks of construction, in relevant sections of the building, the balcony doors will be temporarily locked to prevent access to the construction areas, but the windows will remain operable and properly installed air conditioners will be allowed to be used.

Unfortunately, this kind of work does come with sporadic loud noise, dust and possible vibration. Balcony work will be limited to Monday to Friday, from 8am -6pm, with Saturdays allotted as rain days.

Safety barriers and hoarding will be installed to maintain safe access to walkways and entrances.

Parking lot disruptions are expected but should be limited to the parking spaces directly adjacent to the northwest wall.

On site tenant information meetings with LMCH staff will take place to provide an overview of the project and give a forum for tenants to ask questions.

To mitigate risks, staff will continuously monitor the performance and timing of the contractor during the project. Direct contact between the contractors and tenants will be minimal.

PROCUREMENT PROCESS:

An RFT was posted to Bids & Tenders on December 9, 2022 and closed on January 19, 2023. Six (6) submissions were received. Each bid submission was evaluated and scored, factoring; Bid compliance, Fees, Qualifications and Comparable projects as outlined in the Selection Criteria section of the tender.

The submission for Durmus Group Inc. satisfied all mandatory requirements, scored the highest on the evaluation and is recommended for the work.

LMCH Staff interviewed Durmus Group Inc. to confirm their understanding of the scope of work as well as their methodology to minimize impact to the tenants, staff and visitors during construction. The recommendation is based on awarding the work as per the RFT requirements.

FINANCIAL IMPACT:

The original estimate to do the required balcony work in 2020 was \$325,000. The estimate for this work is close to double that amount at almost \$620,000 with HST. There are contingency lines built into every capital budget that will be utilized to support this project and LMCH will reprioritize the 2023 capital budget to ensure required funds are available. Projects not yet initiated will be assessed and deferred to future years to ensure this work is completed.

LEGAL IMPACT / RISK MANAGEMENT:

IRC Building Sciences Group. will be providing 3rd Party construction administration service, responsible for payment certifications, site instructions, change notices, field reports, certificate of substantial completion, safety inspections etc.



Vendor insurance, WSIB and performance bonds were included in the bid submission received from IRC Building Sciences Group.

PREPARED and SUBMITTED BY:	STAFF CONTACT:
Phil Renaud DIRECTOR of PROPERTY SERVICES & ASSET MANAGEMENT	Bill Leslie MANAGER, CAPITAL PROJECTS & CONSTRUCTION

Tenant Services Committee Report 2023- 01

TO: Tenant Services Committee
FROM: Paul Chisholm, CEO
SUBJECT: Tenant Services Committee Work Plan 2023
DATE: January 31, 2023

PURPOSE:

To receive the Draft Tenant Services Committee Work Plan for review and revision.

RECOMMENDATION:

That the Tenant Services Committee APPROVE the attached 2023 Tenant Services Committee Work Plan.

BACKGROUND:

LMCH staff brings forth a draft Tenant Services Committee Work Plan every year. The Committee is requested to review the work plan and determine if there are additional items that should be scheduled to come before the committee.

The Terms of Reference for the Tenant Services Committee notes that there is a minimum of four (4) meetings per year. The current schedule of meetings has the Board of Directors meeting 4-5 times a year. Should the Committee determine that more frequent meetings are required staff will work with the Committee to add these meetings to support the work of the committee.

Once approved by the Committee the workplan and planned meeting schedule will be shared with the Board of Directors for their information.

Appendix A: 2023 Tenant Services Committee Draft Work Plan

RECOMMENDED BY:
PAUL CHISHOLM, CEO

Tenant Services Committee Report TS-23- 05

TO: Tenant Services Committee

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

SUBJECT: REIMAGINE Annual Update 2022

DATE: January 31, 2023

PURPOSE:

The purpose of this report is to provide the Tenant Services Committee with an update on the REIMAGINE Southdale progress during 2022.

RECOMMENDATION:

That the REIMAGINE Annual Update 2022 report BE RECEIVED for information.

BACKGROUND:

LMCH has been collaborating with HDC and the City of London since 2019 to define the program requirements for Reimagine Southdale and develop comprehensive site regeneration plans that may be staged over the immediate, short, and long-term to be sustainable and minimize impacts on tenants

LMCH 2017-2020 Strategic Plan:

- Improve renew and maintain the homes offered
- Increase the number of homes offered
- Provide for a range of subsidized and market housing
- Support on-site tenant services
- Engage our Tenants and neighbours

City of London Official Plan:

- Expand the range of housing choice and promote affordability, accessibility and sustainability
- Promotes opportunities for full or partial site redevelopment
- Maximize land and infrastructure efficiencies
- Promote land use mix, variety in built form and increased density

- Promote regeneration opportunities where it is deemed to be appropriate and in a form that fits well within the existing neighbourhood.

In 2020 HDC (Housing Development Corporation) completed a review of all LMCH Family Townhouse site locations to determine what site should be the first property for LMCH Redevelopment. HDC planning metrics would lead us to identify Southdale Road for our first redevelopment site based on the following criteria:

- The policies of the London Plan contemplate an expansive range of uses, built forms and levels of intensity that align with our draft land use goals and objectives.
- The site is underutilized relative to existing City of London Official Plan policy and water and sewer capacity exists to provide for residential intensification
- The site is of a sufficient size and configuration to provide for regeneration activity that could be sensitive to and compatible with the surrounding neighborhood
- The site is within the City's Primary Transit Area and is identified on the City's Mobility Network
- No amendments to the London Plan would be required given our stated land use goals. A Zoning By-law amendment will be required.

GOALS & OBJECTIVES:

Our goals and objectives will implement LMCH's Strategic Plan, and the London Plan add value to the Southdale neighbourhood. Through this regeneration activity we will:

- Develop comprehensive site regeneration plans that may be staged over the immediate, short and long-term to be sustainable and minimize impacts on tenants
- Wise use of our land and the infrastructure that supports it
- Maintain, renew or replace stock as appropriate
- Provide for a variety of built forms
- Provide for integrated on-site tenant supports and services
- Provide for an expanded range of complimentary uses that reach 'over the fence" and reconnect us to our neighbours
- Promote accessible, healthy, and safe buildings and sites

The following represent the Reimagine Southdale Major Progress Milestones in 2021

Task	Project Task Completion
REIMAGINE Southdale PM hired	March 2021
Legal Land Survey completed	June 2021
Design Concept Drawings	July 2021
Geotechnical Survey Completed	July 2021
RFP Tender Process (Architect)	August 2021
RFP Closed (Architect)	September 2021
BOD Approved (Architect)	September 2021
CGS Architect Signed Contract	October, 2021
ZBA (Zoning Bylaw Amendment) pre-consultation application	November, 2021
CGS Architect Concept Designs completed	December, 2021
CGS Architect preliminary construction costing completed	December 2021
Concept design option A, B and C presented to LMCH SLT	January, 2022

TENANT IMPACT:

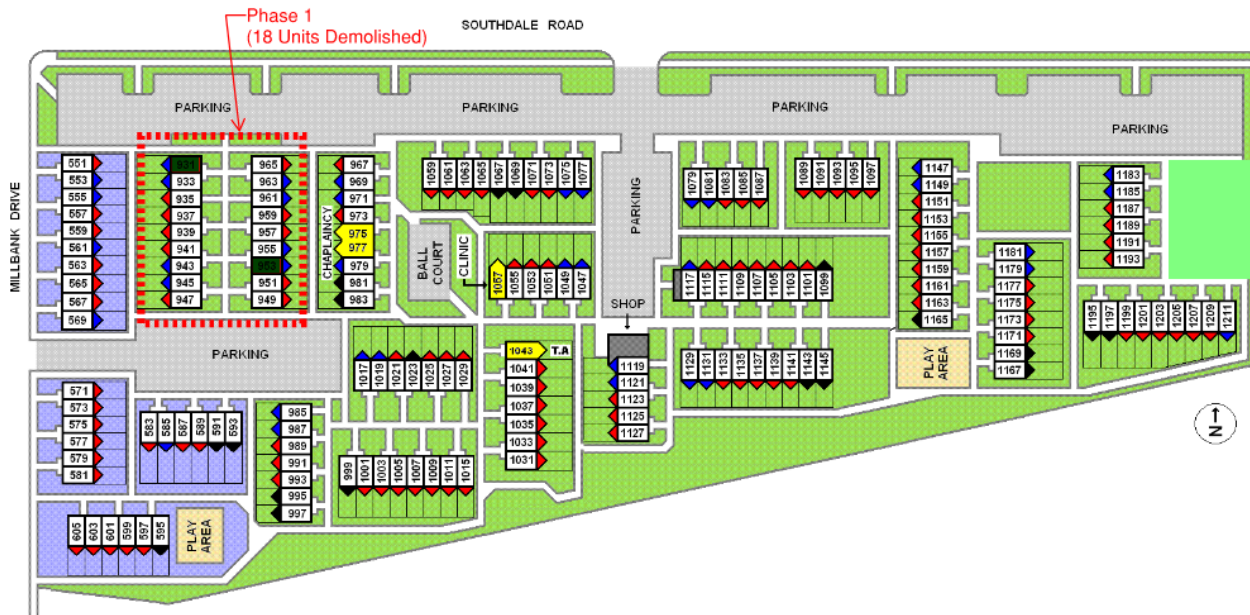
LMCH recognized that consistent tenant communication and engagement are crucial throughout the regeneration project. To support this, LMCH created a communication strategy and plan to guide key messaging, engage with tenants and gather feedback for the project. Important elements of the plan are grounded in the goals of the project. Key audiences have been identified and community engagement to gather feedback is ongoing.

London & Middlesex Community Housing has made a clear commitment to residents of the Southdale community to support each family impacted by regeneration. Fair and effective tenant relocation and resettlement considers the special circumstances of each household affected with the REIMAGINE Southdale project.

FAQs and key messaging guidelines were sent to staff so that any inquiry made to the LMCH office could be answered consistent with approved messaging. This is to ensure all information is correct and appropriate to the project. FAQs and key messaging will be updated throughout to meet the project milestones.

In September of 2022 the REIMAGINE Southdale project Team members hosted an open house for Tenants at the Salvation Army – Westminster Park Community Church. This open house was held to provide Tenants an opportunity to review schematic site plans and renderings and have any questions they might have answered.

To date (EOY 2022) - LMCH has vacated (16) units of the proposed 18 units to be demolished in Phase 1 of construction. The Tenants have been relocated at the Southdale site or alternate facilities in the LMCH portfolio. LMCH is working closely with the final two tenants to ensure units are vacant and ready for project initiation.



PROJECT STATUS:

REIMAGINE Southdale Major Milestone Progress in 2022

Task	Project Task Completion
CMHC Seed Funding approval \$100,000.00 Grant	November, 2022
ZBA Submitted to the City of London (Phase 1, 2 & 3)	August 23, 2022
ZBA Council Approval (Phase 1, 2 & 3)	December 13, 2022
SPA Submitted to the City of London (Phase 1)	December 14, 2022
Enbridge Savings by Design – Planning Session for up to \$50,000 Grant	December 12, 2022

FINANCIAL IMPACT:

- Preliminary construction costing was completed in late September 2022. LMCH submitted Zoning Bylaw Amendment for a three-phase project with anticipation of Phase 1 being initiated in 2023.

Phase	Stories	Number of New Units	Demo Units	Cost Estimate	Gross Floor Area
One	6	53	18	\$30.67M*	6,544 SM (70,439 Sq. Ft)
Two	6	57	30	\$30.10M*	6,544 SM (70,439 Sq. Ft)
Three	6	57	20	\$30.67M*	6,544 SM (70,439 Sq. Ft)
Totals		167	68		

* (2022 Cost Estimate)

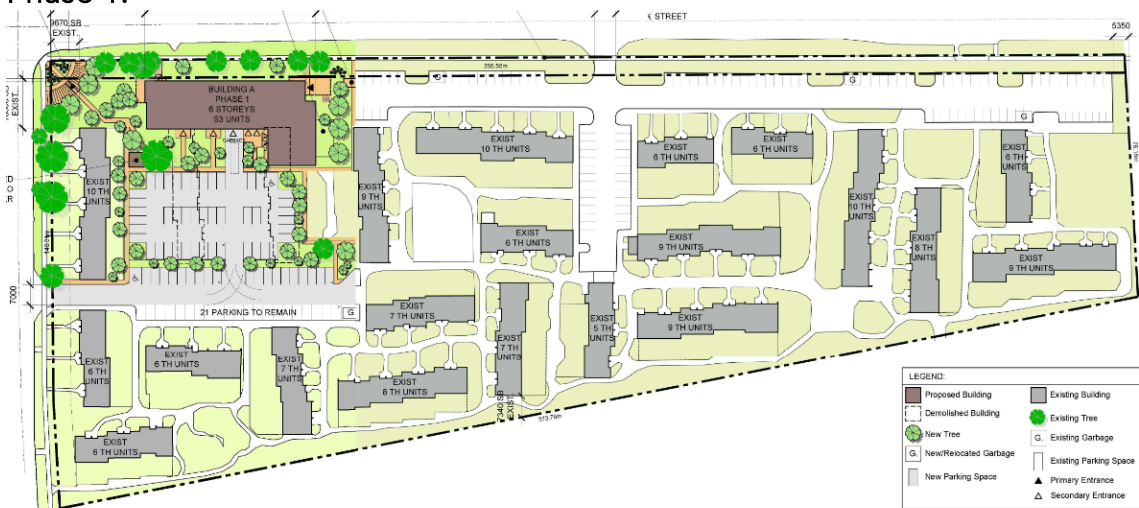
SITE DATA:

Site Stats - Phase 1, 2 & 3				
Existing Units	Proposed New Units	Remaining Units	Demo Units	Total New Units Entire Site
166	167	98	68	265

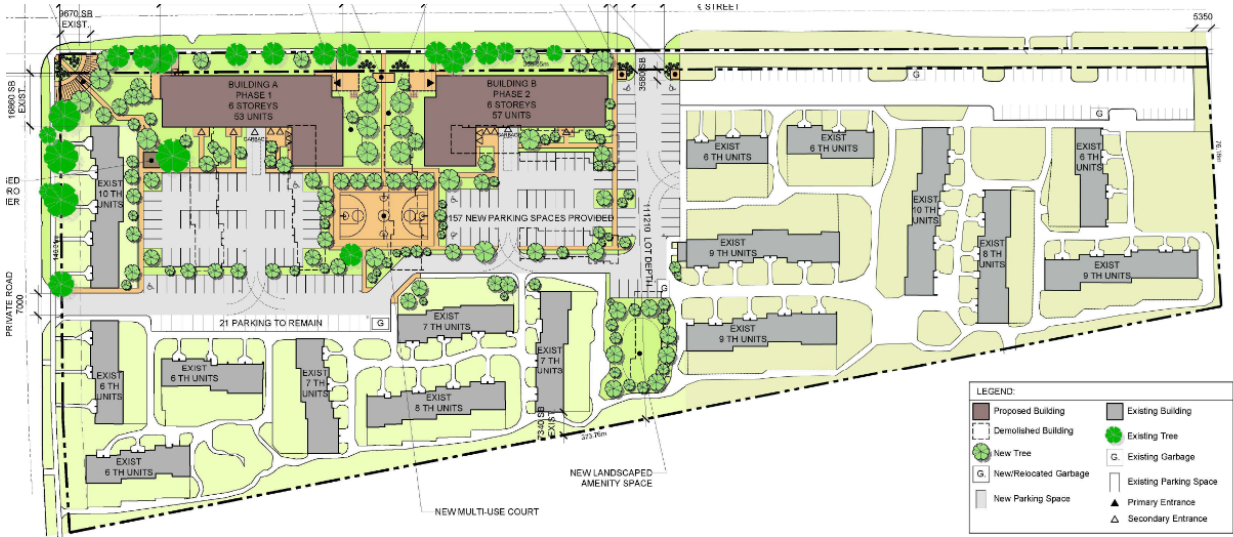
PARKING DATA:

Parking Stats – Phase 1, 2 & 3			
Existing Parking Spaces	Demolished Parking Spaces	Parking Required Townhouses	Parking Required New Apartment Bldg.
192 (1.16/unit)	120	98 (1.0/unit)	125 (0.75/unit)

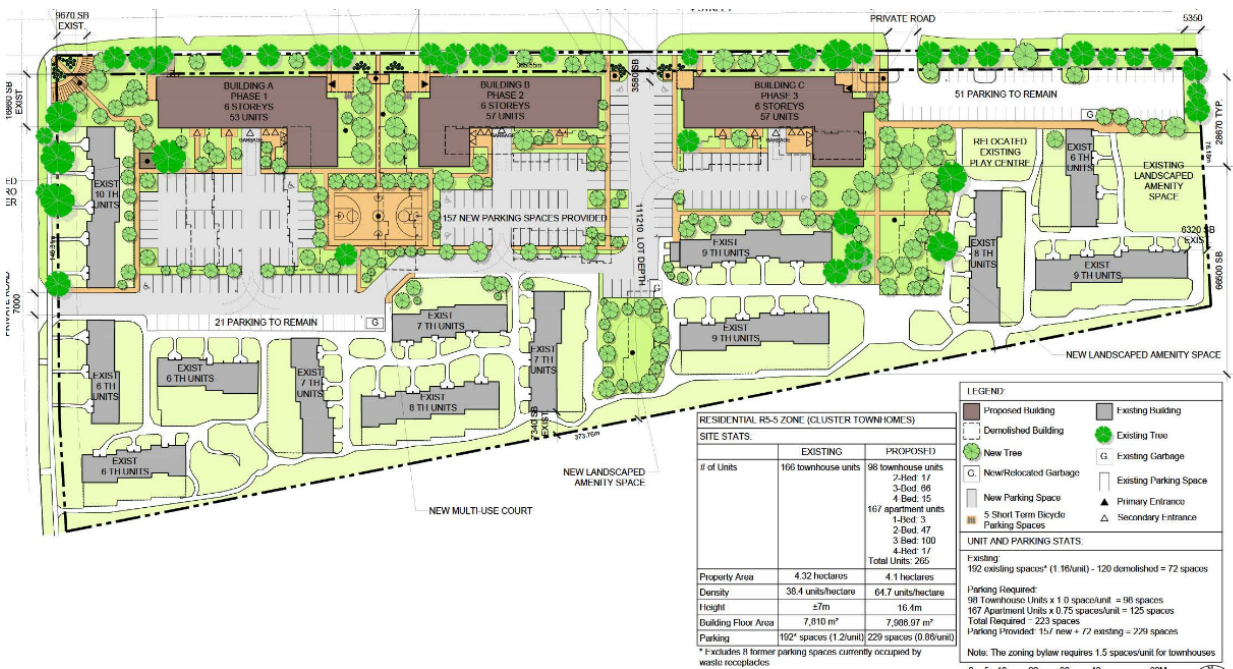
Phase 1:



Phase 2:



Phase 3:



RISK MANAGEMENT:

Multi Year Budget constraints

- Approved Budget of \$9.75M to the end of 2023.
- LMCH has submitted a business case to the City of London requesting the flow of funds for this project be accelerated to permit the start of Phase 1 of the project. This Business Case has been approved by City Staff and the Special Priorities and Policy Committee. City Council will review this as part of the 2023 budget approval process in February.
- If this funding is not approved through the budget process the project will face delays.

Inflation Pressures

- With the volatility of the supply chain and increasing inflation, LMCH will need to continue to monitor this project budget to ensure requested funding accomplishes project objectives. LMCH has built contingencies for inflation in the project budget to manage this risk that will be closely monitored.

CONCLUSION:

With Zoning Bylaw Amendment Approved, LMCH is waiting for approval of the Site Plan Approval and budget approval for the project. Both of those are anticipated in Q1 of 2023 which would permit LMCH moving forward with planning and procurement activities to initiate the project in 2023. Once construction begins project completion will take 12-15 months.

PREPARED and SUBMITTED BY:	STAFF CONTACT
PHIL RENAUD DIRECTOR of Property Services & Asset Management	Scott Robertson Construction Project Manager, Reimagine

Work Order – 2022 Review

Date: January 30, 2023



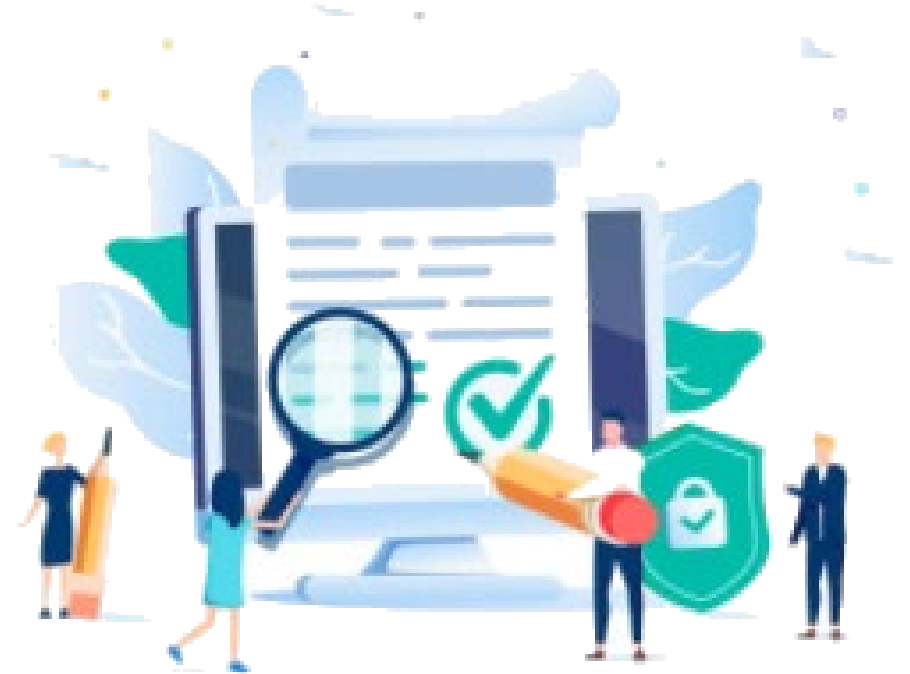
**LONDON &
MIDDLESEX**
COMMUNITY HOUSING

LMCH Work Orders - 2022

- We created a total of **21,326** Work Orders in 2022

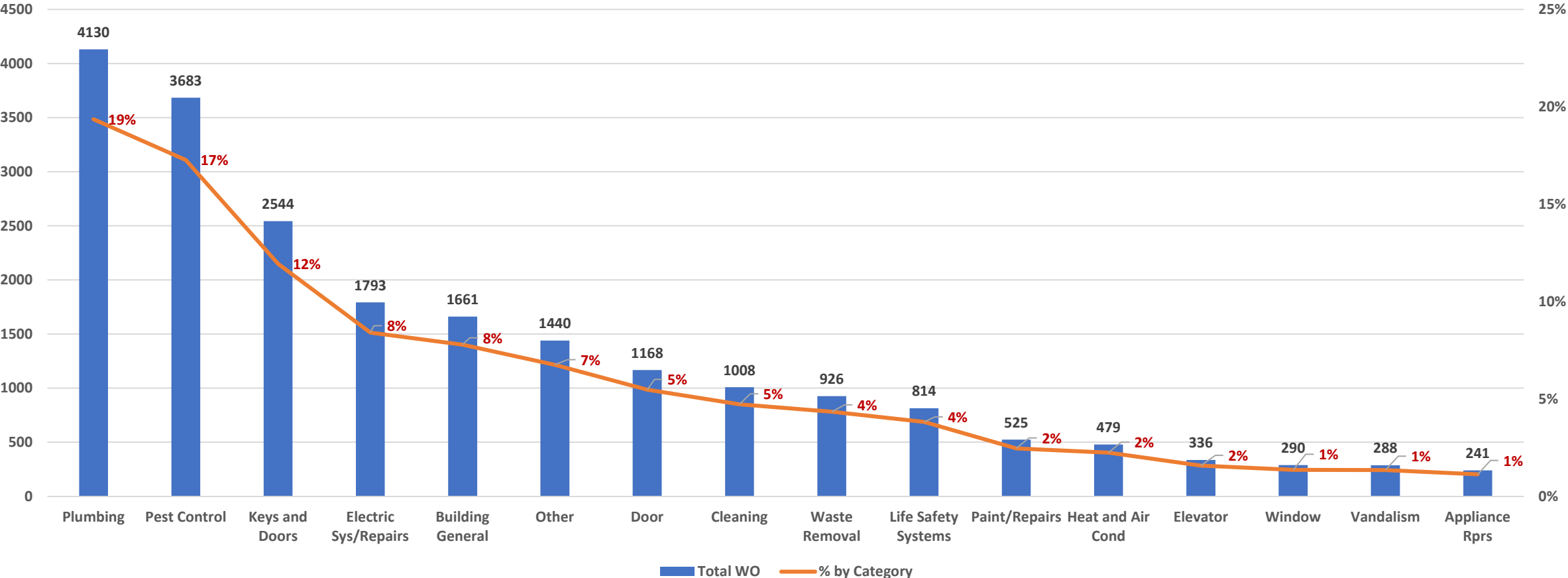
Which equates to:

- **1,777** work orders per month
- **58** work orders per day
- **7** work orders per unit

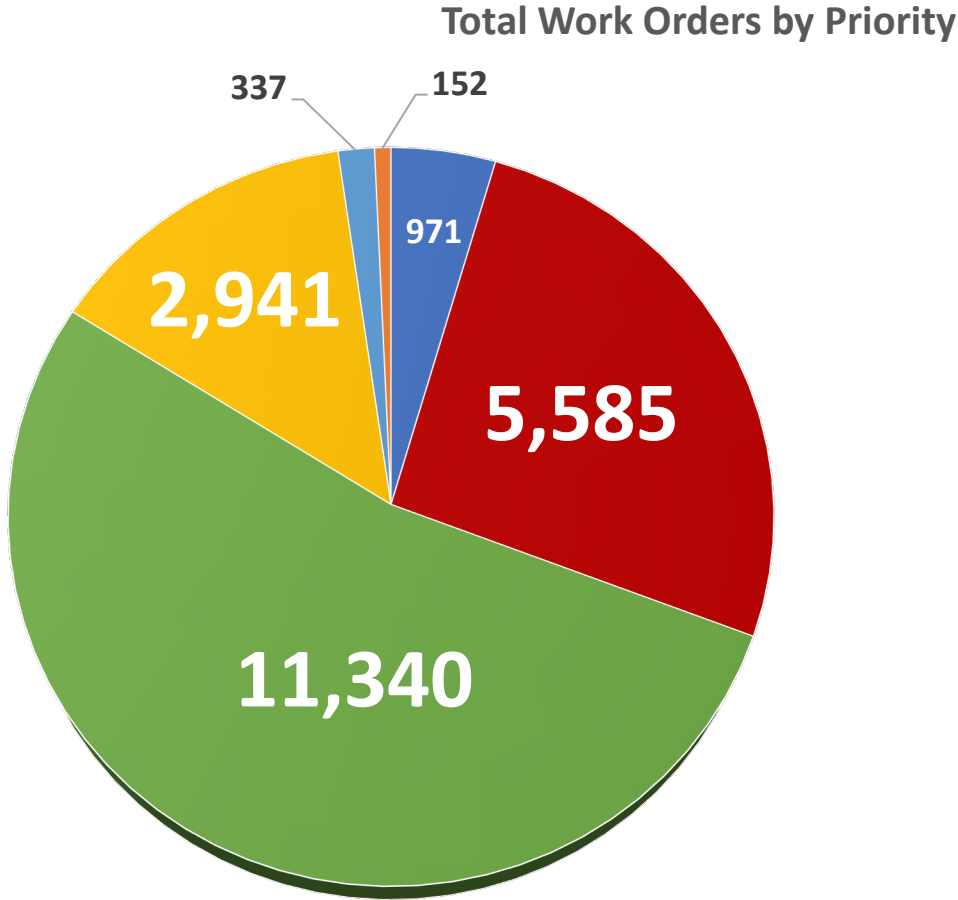


2022: Created Work Orders by Category

Created Work Orders by Category
Total Work Orders = 21,326



2022: Work Orders by Priority

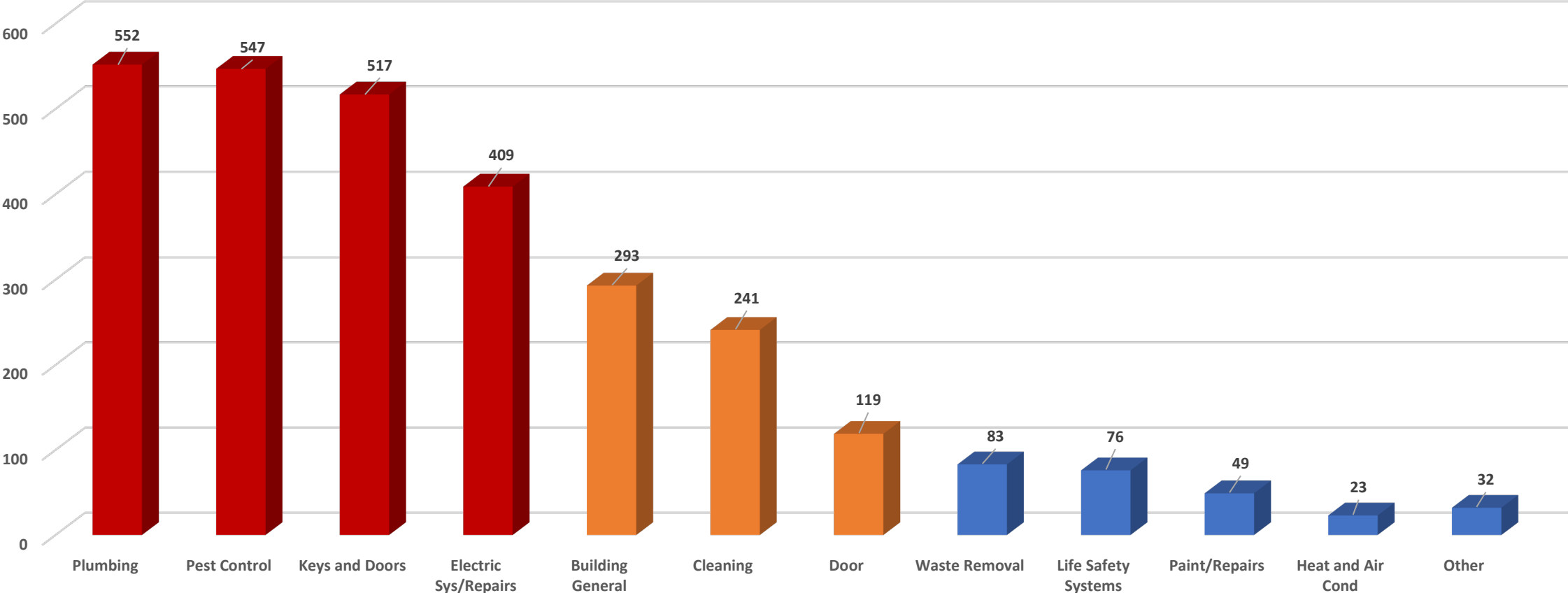


- After Hours
- Urgent , Emergency or 24 Hour
- Non-emergency and Routine
- Turnover
- Unit Inspection
- Other



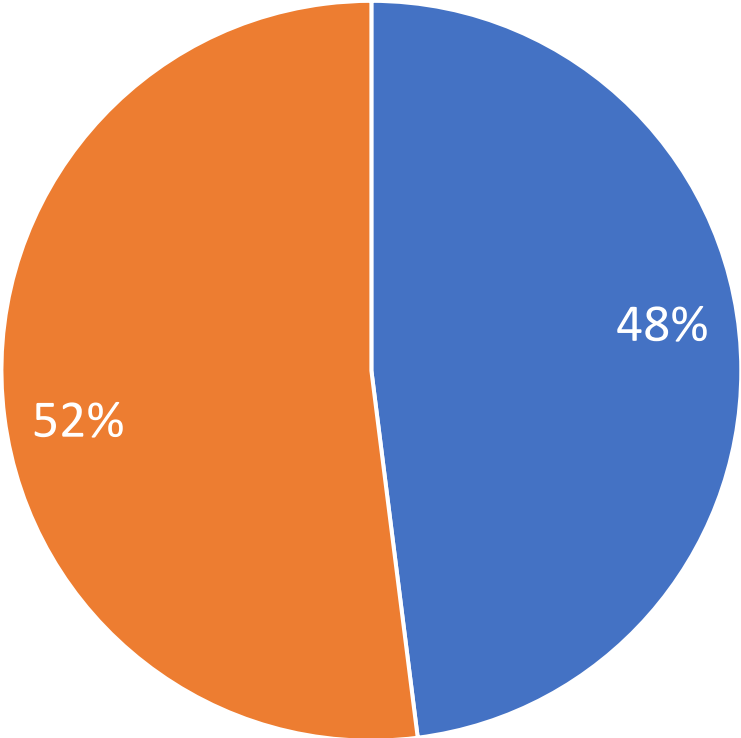
2022: Unit Turnover by Priority

2022 Unit Turnover Work Orders
Total Work Orders = 2,941



2022: Total Workers – LMCH vs Vendors

2022 Total Work Orders
LMCH vs Vendors



- LMCH
- Vendor



2022: LMCH vs Vendors

LMCH vs Vendors per Category
Minimum 1,000 Work Orders

