

## **AGENDA**

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

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

#### **Corporate Boardroom**

**Board Member:**

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

Sandra Datars-Bere,  
Managing Director,  
Housing, Social  
Services and  
Dearness Home

**Wednesday, September 25, 2019**

**8:30 A.M. – 9:30 A.M.**

Item	Lead	Time
1. Call to Order		
2. Recognition of Indigenous Peoples and Lands		
3. Completion and Acceptance of Agenda		
4. Disclosures of Interest		
5. Approval of the Minutes of the Previous Meeting		
6. Communications		
7. Delegation		
<b>8. Reports and Business</b>		
a. Staff Report 2019-53: Market/ Maximum Rent Charges for 2020		
b. Staff Report 2019-54: SHAIP Project 2019-0002 Heat Recovery Wall System Project, 30 Baseline Rd. W., 202 McNay St., 241 Simcoe St., 85 Walnut St., London, ON		
c. Staff Report 2019-55: SHAIP Project 2019-0024 LED Exterior Lighting Upgrades, 4 Sites in London, ON		
d. Staff Report 2019-56: Capital Project 2018-0003 Exterior Lighting Redesign Project, Family Town Home Sites- Marconi Blvd., London, ON		
<b>9. New Business / Enquires</b>		
<b>10. In Camera Matters</b>		
a. In Camera Board Meeting Minutes of September 4, 2019		
b. A matter pertaining to personal matters, including information regarding identifiable individuals with respect to employment-related matters.		
c. A matter pertaining to advice that is subject to solicitor- client privilege, including communications necessary for that purpose; advice or recommendations of officers and employees of the Corporation, including communications necessary for that purpose and for the purpose of providing instructions and directions to officers and employees of the Corporation.		
<b>11. Meeting Adjourn</b>		

## Recognition of Indigenous Peoples and Lands Statement

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



**BOARD OF DIRECTORS MEETING**

Wednesday, September 4, 2019 at 4:40 PM  
London & Middlesex Community Housing  
Board Room, 1299 Oxford Street East, Unit 5C5, London, ON.

**Board Members Present:**

M. Allen-Easton	Vice-Chair
A. Cornelissen	Director & Deputy Mayor, North Middlesex County
D. Peckham	Director
J. Morgan	Director
A. Evans	Director
L. Ducharme	Director
S. Marentette Di Batista	Director
A. Kayabaga	Director & Councillor, City of London

**Senior Staff Present:**

J. Browne	Chief Executive Officer
A. Mackenzie	Director, Tenant Services
N. Van der Velde	Interim Director, Finance
N. Turner	Director, Asset Management
S. Campbell	Director, Community Engagement
L. Palmer	Recording Secretary

*A. Evans participated by teleconference.*

**Guests Present:** S. Datars-Bere, Managing Director, Housing, Social Services & Dearness Home and A. Barbon, Managing Director, Corporate Services and City Treasurer, CFO.

**Absent:** S. Quigley, Board Chair

<b>Meeting to Order</b>	The Vice-chair called the meeting to order at 4:40 p.m.
<b>Completion and Acceptance of the Agenda</b>	With regard to the completion and acceptance of the agenda, S. Marentette Di Batista moved, seconded by D. Peckham that the agenda <b>BE APPROVED</b> as presented.  CARRIED.
<b>Declaration of Conflict of Interest</b>	The Vice-chair called for declaration of conflict of interest with respect to the agenda. There were no conflict of interests declared.
<b>Recognition of Indigenous Peoples and Lands</b>	The Vice-chair provided the following recognition address:  <i>We would like to begin by acknowledging the treaty territory of the Anishnaabeg, which is defined within the pre-confederation treaty known as the London Township Treaty of 1796. Throughout time, this region has also become the current home to the Haudenosaunee and Lenni-Lenape Nations.</i>

<b>2019-08-26 Resolet 2.2-17-SPPC (City of London)</b>	With regard to 2019-08-26 Resolet 2.2-17-SPPC (City of London) respecting the Service Delivery Review for Housing, L. Ducharme moved, seconded by A. Cornelissen that the communication <b>BE RECEIVED</b> .
	CARRIED.
<b>KPMG Housing Service Delivery Review Letter</b>	With regard to the KPMG Housing Service Delivery Review Letter, L. Ducharme moved, seconded by A. Cornelissen that the KPMG Housing Service Delivery Review Letter <b>BE RECEIVED</b> .
	CARRIED.
<b>Delegation by S. Datars-Bere, Managing Director, Housing, Social Services &amp; Dearness Home and A. Barbon, Managing Director, Corporate Services and City Treasurer, CFO</b>	With regard to the delegation by S. Datars-Bere, Managing Director, Housing, Social Services & Dearness Home and A. Barbon, Managing Director, Corporate Services and City Treasurer, CFO, A. Kayabaga moved, seconded by A. Cornelissen that the verbal report provided by S. Datars-Bere and A. Barbon <b>BE RECEIVED</b> .
	CARRIED.
<b>In Camera Matters</b>	Consistent with the provisions of Section 239 of the Municipal Act, L. Ducharme moved, seconded by J. Morgan that the Board move In Camera to discuss a Governance and Board related matter pertaining to identifiable individuals and organizational details for which legal council may be sought.
	CARRIED.
<b>Report on In Camera Matters</b>	At the In Camera Session, the Board reported progress on Governance and Board related matter pertaining to identifiable individuals and organizational details for which legal council may be sought.
<b>Staff Report 2019-41: Vacancy Update</b>	With regard to Staff Report 2019-41: Vacancy Update, L. Ducharme moved, seconded by A. Cornelissen that Staff Report 2019-41: Vacancy Update <b>BE RECEIVED</b> .
	CARRIED.
<b>Date of Next Board Meeting</b>	The Board confirmed the date of the next meeting to be September 26, 2019 or at the Call of the Chair.
<b>Adjournment</b>	L. Ducharme moved, seconded by A. Cornelissen that the meeting <b>BE ADJOURNED</b> at 6:20 P.M.

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**S. Quigley, Board Chair**

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**J. Browne, Chief Executive Officer**

## STAFF REPORT 2019 – 53

**TO:** The Board of the London & Middlesex Community Housing (LMCH)  
**FROM:** Andrea Mackenzie, Director of Tenant Services  
**DATE:** September 23, 2019  
**SUBJECT:** Market/Maximum Rent Charges for 2020

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### RECOMMENDATION:

That, on the recommendation of the Director of Tenant Services with the concurrence of the Chief Executive Officer, the Board of the London & Middlesex Community Housing **APPROVE** the proposed increase of 2.2 percent in market rent (maximum rent).

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### STRATEGIC ALIGNMENT:

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

### BACKGROUND:

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

LMCH has a market/maximum rent that can be charged to tenants with size of the unit and utilities being taken into consideration. Market/Maximum rent amounts were last increased in 2019.

The proposed increase for 2020 follows the Province's rent increase guideline of 2.2%; which will take effect for all tenants in accordance with their Annual Lease Renewals in 2020.

**CONCLUSION:**

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

<b>PREPARED and SUBMITTED BY:</b>	<b>REVIEWED and CONCURRED BY:</b>
<b>ANDREA MACKENZIE DIRECTOR, TENANT SERVICES</b>	<b>JOSH BROWNE CHIEF EXECUTIVE OFFICER</b>

Attachments: 2020 LMHC *Maximum Rents Chart* outlining the increase progression year-over-year.  
HDN#2019-239 2020 Rent Increase Guideline



## STAFF REPORT 2019 – 54

**TO:** The Board of the London & Middlesex Community Housing (LMCH)

**FROM:** Norm Turner, Director Asset Management

**DATE:** September 23, 2019

**SUBJECT:** **SHAIP Project 2019-0002**  
**Heat Recovery Wall System Project**  
**30 Base Line Road West, London ON**  
**202 McNay Street, London ON**  
**241 Simcoe Street, London ON**  
**85 Walnut Street, London ON**  
**RECOMMENDATION OF AWARD TO CONTRACTOR**

### **RECOMMENDATION**

That, on the recommendation of the Director of Asset Management with the concurrence of the Chief Executive Officer that the above mentioned sites be awarded to the lowest compliant bidder at the stipulated sums, as follows:

<b>SITE</b>	<b>CONTRACTOR</b>	<b>AMOUNT (Incl HST)</b>
30 Base Line Road West	Durmus Group Inc.	\$540,454.04
202 McNay Street	Brook Restoration Ltd.	\$295,863.28
241 Simcoe Street	Brook Restoration Ltd.	\$442,725.99
85 Walnut Street	Durmus Group Inc.	\$206,207.95

Funding to be provided from SHAIP Funding.

### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

LMCH Proposal for SHAIP Funding dated November 21, 2018

### **STRATEGIC ALIGNMENT**

These Projects are consistent with the objectives the Social Housing Apartment Improvement Program (SHAIP) which is part of the Province of Ontario's Climate Change Action Plan.

The objectives include:

- Reduce GHG emissions
- Enhance living accommodations
- Reduce operating costs
- Support the GHG retrofit sector

### **BACKGROUND**

As part of the SHAIP Funding, the Heat Recovery Wall Systems projects include passive solar panels which use heat from the sun to pre-heat outdoor air before it is introduced into the existing make-up air (MUA) units on the roof. Once installed, these systems will reduce the amount of natural gas required to temper the outdoor air before the MUA units supply the make-up air into the buildings.

### **EXPLANATION OF TENDER**

The scope of work as designed and tendered for each site included:

- Supply and install heat recovery wall panels.

The projects were tendered August 21, 2019, with a tender closing date of September 10, 2019.

Due to the size and nature of the project, invitational tender was used as per 5.4 Expenditures Greater than \$75,000 in the Purchasing Policy and Guidelines. Four contractors were invited to submit bids. Each invited contractor was pre-qualified by the City of London under RFQUAL 19-09.

Of the four contractors that were invited to bid on the projects, two submitted bids prior to the tender close. Each contractor who submitted bids had attended the mandatory site walk-thru. Neither contractor was present at the public tender opening.

### **SUMMARY OF SUBMISSIONS**

Tender procedures were properly maintained throughout the process, ensuring all bids received were submitted with integrity.

**RECOMMENDATION OF AWARD TO CONTRACTOR**

A summary of the submissions is as follows:

<b>30 BASE LINE ROAD WEST</b>					
<b>CONTRACTOR</b>	<b>SUB-TOTAL</b>	<b>HST</b>	<b>CASH ALLOWANCE</b>	<b>TOTAL</b>	<b>BID</b>
Brook Restoration Ltd.	\$538,777.00	\$70,041.01	\$2,000.00	\$610,818.01	Complete
Durmus Group Inc.	\$476,508.00	\$61,946.04	\$2,000.00	\$540,454.04	Complete

<b>202 MCNAY STREET</b>					
<b>CONTRACTOR</b>	<b>SUB-TOTAL</b>	<b>HST</b>	<b>CASH ALLOWANCE</b>	<b>TOTAL</b>	<b>BID</b>
Brook Restoration Ltd.	\$260,056.00	\$33,804.28	\$2,000.00	\$295,863.28	Complete
Durmus Group Inc.	\$281,537.00	\$36,599.81	\$2,000.00	\$320,136.81	Complete

<b>241 SIMCOE STREET</b>					
<b>CONTRACTOR</b>	<b>SUB-TOTAL</b>	<b>HST</b>	<b>CASH ALLOWANCE</b>	<b>TOTAL</b>	<b>BID</b>
Brook Restoration Ltd.	\$394,930.00	\$51,340.90	\$2,000.00	\$448,270.90	Complete
Durmus Group Inc.	\$390,023.00	\$50,702.99	\$2,000.00	\$442,725.99	Complete

<b>85 WALNUT STREET</b>					
<b>CONTRACTOR</b>	<b>SUB-TOTAL</b>	<b>HST</b>	<b>CASH ALLOWANCE</b>	<b>TOTAL</b>	<b>BID</b>
Brook Restoration Ltd.	\$180,715.00	\$23,492.95	\$2,000.00	\$206,207.95	Complete
Durmus Group Inc.	\$244,343.00	\$31,764.59	\$2,000.00	\$278,107.59	Complete

**FINANCIAL IMPACT:**

<b>SITE</b>	<b>AMOUNT (Incl HST)</b>	<b>BUDGET</b>	<b>PREVIOUSLY COMMITTED</b>	<b>UNDER/(OVER) BUDGET</b>
30 Base Line Road West	\$540,454.04	\$265,658.00	\$68,125.00	(\$342,921.04)
202 McNay Street	\$295,863.28	\$190,452.00	\$68,125.00	(\$173,536.28)
241 Simcoe Street	\$442,725.99	\$262,896.00	\$68,125.00	(\$247,954.99)
85 Walnut Street	\$206,207.95	\$151,397.00	\$68,125.00	(\$122,935.95)
<b>TOTALS</b>	\$1,485,251.26	\$870,403.00	\$272,500.00	(\$887,348.26)

The previously committed work for the four sites includes engineering and contingencies carried to cover the heat recovery wall system connections to the existing make-up air units.

Due to found conditions and other factors, the Heat Recovery Wall System projects are significantly over budget, but the overages are offset by other SHAIIP projects which came in significantly under budget.

<b>PREPARED and SUBMITTED by:</b>	<b>REVIEWED and CONCURRED by:</b>
<b>BRAD DENEAU, P.ENG. PROJECT MANAGEMENT SPECIALIST</b>	<b>NICK VAN DER VELDE INTERIM DIRECTOR OF FINANCE</b>
<b>REVIEWED and CONCURRED by:</b>	<b>REVIEWED and RECOMMENDED by:</b>
<b>NORM TURNER DIRECTOR, ASSET MANAGEMENT</b>	<b>JOSH BROWNE CEO</b>

## STAFF REPORT 2019 – 55

**TO:** The Board of the London & Middlesex Community Housing (LMCH)

**FROM:** Norm Turner, Director Asset Management

**DATE:** September 23, 2019

**SUBJECT:** **SHAIP Project 2019-0024**  
**LED Exterior Lighting Upgrades**  
**4 Sites, London ON**  
**RECOMMENDATION OF AWARD TO CONTRACTORS**

### **RECOMMENDATION**

That, on the recommendation of the Director of Asset Management with the concurrence of the Chief Executive Officer, that the above mentioned project be awarded to the lowest compliant bidder at the stipulated sum exclusive of harmonized sales tax, as follows:

<b>Contractor</b>	<b>Amount</b>	<b>HST</b>	<b>Amount (Incl HST)</b>
Goris Electric Ltd.	\$50,380.00	\$6,549.40	\$56,929.40

Funding to be provided from SHAIP Funding.

### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

LMCH Proposal for SHAIP FUNDING dated November 21, 2018.

### **STRATEGIC ALIGNMENT**

These Projects are consistent with the objectives the Social Housing Apartment Improvement Program (SHAIP) which is part of the Province of Ontario's Climate Change Action Plan.

The objectives include:

- Reduce GHG emissions
- Enhance living accommodations
- Reduce operating costs
- Support the GHG retrofit sector

**BACKGROUND**

The intent of the project is to upgrade exterior wall mounted lighting and soffit mounted lighting at four of our buildings located at 30 Baseline Road West, 202 McNay Street, 241 Simcoe Street and 85 Walnut Street.

The existing light fixtures are old and in poor condition. Some of the fixtures have failed.

In order to keep costs as low as possible, a decision was made to:

- pre-purchase the LED light fixtures and
- hire electricians from our pre-qualified rotation list to retrofit the fixtures and install the LED replacement bulbs.

**PRE-PURCHASE OF LED LIGHT FIXTURES**

The purchase costs for the four sites is as follows:

<b>Location</b>	<b>Amount</b>	<b>HST</b>	<b>TOTAL</b>
30 Baseline Road West	\$15,800.00	\$2,054.00	\$17,854.00
202 McNay Street	\$15,800.00	\$2,054.00	\$17,854.00
241 Simcoe Street	\$12,000.00	\$1,560.00	\$13,560.00
85 Walnut Street	\$19,200.00	\$2,496.00	\$21,696.00
<b>TOTAL</b>	<b>\$62,800.00</b>	<b>\$8,164.00</b>	<b>\$70,964.00</b>

**EXPLANATION OF TENDER**

Due to the size and nature of the project, an invitational tender was used as per 5.4 Expenditures Greater than \$75,000 in the Purchasing Policy and Guidelines. Three pre-qualified electrical contractors were invited to bid on these projects.

Of the three contractors that were invited to bid on the project, two submitted bids prior to the tender close. Each contractor who submitted bids had attended the mandatory site walk-thru. Tender procedures were properly maintained throughout the process, ensuring all bids received were submitted with integrity.

None of the contractors were present at the tender opening.

**ANALYSIS**

Both tenders submitted included properly executed Bid Forms and the required Bid Bond and Agreement to Bond.

**RECOMMENDATION OF AWARD TO CONTRACTOR**

A summary of the submissions is as follows:

<b>NAME</b>	<b>SUB-TOTAL</b>	<b>HST</b>	<b>TOTAL</b>	<b>BID FORM</b>	<b>BID BOND &amp; AGREEMENT TO BOND</b>
PTN Electrical Solutions	\$104,263.72	\$13,554.28	\$117,818.00	Complete	Included
Goris Electric Ltd.	\$50,380.00	\$6,549.40	\$56,929.40	Complete	Included

**FINANCIAL IMPACT:**

<b>LED LIGHTS (Incl HST)</b>	<b>CONTRACT (Incl HST)</b>	<b>TOTAL (Incl HST)</b>
\$70,964.00	\$56,929.40	\$127,893.00

Out of the SHAIIP funding, \$340,000 was budgeted for LED lighting upgrades. From the budget, \$119,263.64 was previously committed for the interior LED lighting upgrade at 6 high rise sites. At that time, the intention was to utilize part of the \$220,736.35 remainder for exterior LED lighting upgrades.

Awarding the exterior LED lighting project now accounts for all LED lighting upgrades eligible for SHAIIP funding.

The amount for the exterior LED lighting project plus the amount for the previous interior LED lighting project leaves the LED lighting upgrades significantly under budget in the amount of \$92,843.36.

<b>PREPARED and SUBMITTED by:</b>	<b>REVIEWED and CONCURRED by:</b>
<b>BRAD DENEAU, P.ENG. PROJECT MANAGEMENT SPECIALIST</b>	<b>NICK VAN DER VELDE INTERIM DIRECTOR OF FINANCE</b>
<b>REVIEWED and CONCURRED by:</b>	<b>REVIEWED and CONCURRED by:</b>
<b>NORM TURNER DIRECTOR , ASSET MANAGEMENT</b>	<b>JOSH BROWNE CEO</b>

## STAFF REPORT 2019 – 56

**TO:** The Board of the London & Middlesex Community Housing (LMCH)

**FROM:** Norm Turner, Director Asset Management

**DATE:** September 23, 2019

**SUBJECT:** **Capital Project 2018-0003**  
**Exterior Lighting Redesign Project**  
**Family Town Home Site – Marconi Boulevard, London ON**  
**RECOMMENDATION OF AWARD TO CONTRACTOR**

### **RECOMMENDATION**

That, on the recommendation of the Director of Asset Management with the concurrence of the Chief Executive Officer, that the above mentioned sites be awarded to the lowest compliant bidder at the stipulated sums, as follows:

<b>SITE</b>	<b>SCOPE OF WORK</b>	<b>CONTRACTOR</b>	<b>AMOUNT</b>	<b>AMOUNT (Incl HST)</b>
Marconi Boulevard	Pole Mounted Site Lighting	Arcon Electric Ltd.	<b>\$165,800</b>	<b>\$187,354.00</b>

Funding to be provided from Special Funding from Corporation of the City of London.

### **PREVIOUS REPORTS PERTINENT TO THIS MATTER**

LMCH Capital Works Plan 2018  
 LMCH Capital Budget 2019.

### **STRATEGIC ALIGNMENT**

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



## **BACKGROUND**

As part of the 2018 Capital Works Plan, the Exterior Lighting Redesign Project at all LMCH sites are intended to increase light levels at the sites, with the goal to improve life safety and to improve marketability, functionality and life expectancy. The work at the various sites is to be spread out over the 2018 and 2019 budget years.

## **EXPLANATION OF TENDER**

The scope of work as designed and tendered for each site included:

- replacement of existing pole mounted lights with new LED lights
- installation of wall mounted LED lights
- replacement of unit porch lights with new LED lights.

The Bid Form included a breakdown by mounting type, in order to provide flexibility and to simplify negotiations with the lowest bidder, in case the scope of work of the projects needed to be adjusted.

The projects were tendered in June, with a tender closing date of June 27, 2019.

Due to the size and nature of the project, invitational tender was used as per 5.4 Expenditures Greater than \$75,000 in the Purchasing Policy and Guidelines. Of the six invited contractors who originally expressed interest, only two contractors attended the mandatory site walk-through. Both contractors submitted tenders for all six family sites prior to the tender close. At the public opening, both contractors were present and observed the tender opening. The amounts of the bids were announced during the tender opening.

## **TENDER SUBMISSIONS AND ANALYSIS**

Tender procedures were properly maintained throughout the process, ensuring all bids received were submitted with integrity.

Bids were received for all six sites from two contractors; Arcon Electric Ltd. and R.A. Barnes Ltd. Electrical Contractor.

Except for Barnes's submission for the Marconi site, all submissions were complete and in compliance with the tender requirements, including:

- properly completed and executed bids forms
- required bid bond.
- required agreement to bond
- required Contractor Compliance Statement

A substantial portion of the budget has already been spoken for, including; engineering services for lighting designs, the lighting upgrade project at the Limberlost family site (which is underway), arbourist services and tree cutting services. The tree pruning and lighting upgrades will increase light levels which will improve life safety.

The tendered amounts for the six projects were substantially higher than what had originally been budgeted for. In order to stay within the remaining budget, the scope of work at the Marconi

Boulevard family site was significantly reduced and the lighting upgrades at the five other family sites will not proceed at this time.

The scope of the project at the Marconi Boulevard family site was reduced to now include the replacement of pole mounted lighting only, with the installation of wall mounted light fixtures and the replacement of the unit porch lighting being deleted from the project. The amount for the reduced scope of work at the Marconi Boulevard family site was negotiated with the lowest compliant bidder. The amount of the revised scope of work is \$165,800. Extras to the project due to updates to the scope are anticipated to be in the neighbourhood of \$15,000. The extras will allow for flexibility in adding or adjusting locations for security cameras in the future.

**FINANCIAL IMPACT:**

Funding to be provided from Special Funding from Corporation of the City of London. The budget for the Special Fund is \$929,000 (excluding HST) with work at the various sites to be spread out over the 2018 and 2019 budget years.

As of September 11, 2019, of the \$929,000 from the Special Funding, \$737,021 is spoken for. The remaining funding available is \$191,979.

The recommended work at the Marconi family town house site will cost \$165,800 with anticipated extras of \$15,000 for an anticipated total of \$180,800. There will be a remainder of roughly \$8,000.

<b>PREPARED and SUBMITTED by:</b>	<b>REVIEWED and RECOMMENDED by:</b>
<b>BRAD DENEAU, P.ENG. PROJECT MANAGEMENT SPECIALIST</b>	<b>NICK VAN DER VELDE INTERIM DIRECTOR OF FINANCE</b>
<b>REVIEWED and RECOMMENDED by:</b>	<b>REVIEWED and CONCURRED by:</b>
<b>NORM TURNER DIRECTOR , ASSET MANAGEMENT</b>	<b>JOSH BROWNE CEO</b>