



**Agenda**  
**Housing York Inc. Board of Directors**

May 6, 2020

9 a.m.

Electronic Meeting

Quorum: 6

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**Page No.**

**A. Call to Order**

**B. Disclosures of Interest**

**C. Approval of Minutes**

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Minutes of the Housing York Inc. Board of Directors Meeting held on March 4, 2020.

Recommendation: Receive

**D. Presentations**

**D.1 Housing York Inc. Monthly Activity Update**

Kathy Milsom, General Manager

(See Item E.1)

**E. Communications**

**E.1 Housing York Inc. Activity Update**

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Memorandum from Kathy Milsom, General Manager dated April 21, 2020

Recommendation: Receive

## **F. Reports**

### **F.1 Quarterly Contract Awards – January 1, 2020 to March 31, 2020**

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Report dated April 21, 2020 from the General Manager recommending that:

1. The Housing York Inc. Board of Directors receive this report for information.

## **G. Other Business**

## **H. Private Session**

Motion to resolve into Private Session to consider the following:

### **H.1 Private Minutes of the Housing York Inc. Board of Directors Meeting on March 4, 2020**

## **I. Adjournment**



## Minutes

### Housing York Inc. Board of Directors

March 4, 2020  
Committee Room A  
17250 Yonge Street, Newmarket

Directors: W. Emmerson, V. Hackson, D. Hamilton, J. Heath, I. Lovatt,  
T. Mrakas, M. Quirk, J. Taylor, T. Vegh

Staff: D. Balneaves, P. Casey, K. Chislett, C. Clark, L. Gonsalves,  
K. Hobbs, C. Ibarra, Dr. F. Karachiwalla, K. Milsom, R. Profitt,  
J. Scholten, M. Willson

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#### A. Call to Order

The Housing York Inc. Board meeting was called to order at 9:04 a.m. with Mayor Taylor in the Chair.

#### B. Disclosures of Interest

None

#### C. Approval of Minutes

**Moved by** Mayor Hackson

**Seconded by** Mayor Mrakas

That the Board confirm the Minutes of the Housing York Inc. Board of Directors meeting on January 30, 2020.

**Carried**

**D. Presentations**

**D.1 Housing York Inc. Activity Update**

**Moved by** Regional Councillor Heath

**Seconded by** Mayor Lovatt

That the Board receive the presentation by Kathy Milsom, General Manager, Housing York Inc.

**Carried**

**E. Communications**

**E.1 Housing York Inc. Activity Update**

**Moved by** Regional Councillor Heath

**Seconded by** Mayor Lovatt

1. That the Board receive the memorandum dated February 25, 2020 from Kathy Milsom, General Manager, Housing York Inc.
2. That the Board receive the update on COVID-19 from Dr. Fareen Karachiwalla, Associate Medical Officer of Health.

**Carried**

**F. Reports**

**F.1 Quarterly Contract Awards - October 1, 2019 to December 31, 2019**

**Moved by** Mayor Hackson

**Seconded by** Mayor Mrakas

That the Board adopt the following recommendation in the report dated February 25, 2020 from the General Manager and Chief Financial Officer:

1. The Housing York Inc. Board of Directors receive this report for information.

**Carried**

**G. Other Business**

None

**H. Private Session**

The Board resolved into Private Session at 9:32 a.m. to consider the following:

**H.1 Private Minutes of the Housing York Inc. Board of Directors Meeting on January 30, 2020**

The Board resumed in public session at 10:05 a.m.

**I. Adjournment**

There being no further business, the Board adjourned at 10:05 a.m.

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Carol Clark  
for Christopher Raynor, Secretary

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John Taylor  
Chair



## **MEMORANDUM**

To: Directors of Housing York Inc. Board

From: Kathy Milsom, General Manager

Date: April 21, 2020

Re: Housing York Inc. Activity Update

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### **Business as usual in unusual times**

On April 4, the Ontario government reconfirmed that the maintenance, repair and property management of residential properties and buildings are essential services. As a responsible and caring landlord, Housing York Inc. (HYI) has made a number of operational changes to protect employees and residents while continuing to provide essential services.

Highlights of actions taken to date include:

- Closure of playgrounds, resident common rooms and, in some cases, removal of furniture from other common areas as needed to discourage residents from congregating
- Closure of management offices to the public
- Implementation of remote work arrangements for office-based employees, enabling resident service continuity through phone and email connections
- Deferral of all non-urgent in-suite work and most capital work
- Provision of appropriate personal protective equipment and training to support employees completing urgent work in residents' homes
- Implementation of resident and contractor screening processes for urgent in-suite work
- Enhanced cleaning of high-touch surfaces in common areas
- Extensive resident communications, including dissemination of Public Health information and door-to-door delivery of information about financial assistance programs

## **Buildings are being well maintained**

HYI continues to ensure that buildings are well maintained. Maintenance team members are active at all HYI properties, with responsibilities including enhanced cleaning, building system maintenance, fire safety compliance, urgent in-suite repairs, garbage and recycling removal, and preparation of vacated units for new residents. The team is also providing support to residents, delivering information door-to-door, posting public health notices and reminding residents they encounter to practice physical distancing. After hours emergency maintenance services continue, with added precautions to screen contractors and residents if work is required in a resident's home.

## **Leasing activity continues**

Recognizing that the need for affordable housing has never been greater, HYI continues to lease available units. The process is slower than usual, as the activity does not begin until the unit is vacant. Showings are coordinated virtually and documents are exchanged electronically. Applicants who decide not to accept a unit through this process will not have the opportunity counted as a refusal for waiting list purposes. Adaptations have also been made to ensure physical distancing throughout the process. For example, new residents receive their keys by accessing a lockbox rather than directly from a resident services team member. HYI welcomed 56 new resident households in March. Of these, 44 were at Woodbridge Lane, bringing the building's total occupancy to 66%.

## **Housing York Inc. is working with residents experiencing COVID-19 related income losses**

HYI delivered a communication regarding rent payment to all residents at the end of March. The communication provided information about the available income support programs and advised all residents with a COVID-19 related income loss to apply for assistance. Residents were encouraged to contact HYI if they were unable to pay their April rent in full.

By mid-April, 45 market rent households had contacted HYI to advise that they had experienced a reduction in hours of work or been laid off. HYI encouraged these households to pay what they could towards their rent while they apply for income supports. HYI is working with market rent households on a case-by-case basis to establish manageable payment plans as needed and will advise them of any new benefit programs as the situation evolves.

Approximately 80% of HYI resident households pay a rent that is based on their income. Many of these households are seniors, people receiving disability benefits or participants in Ontario Works who have guaranteed incomes unaffected by COVID-19. Up to mid-April, 30 subsidized households had requested income-loss related rent adjustments. HYI is working with these households to ensure the necessary information is received to enable the recalculation of rent to be processed as quickly as possible.



## Residents and community groups connecting with each other during COVID-19

HYI residents are taking precautions to stay at home in an effort to stop the spread of COVID-19. For many vulnerable residents, including seniors, this can increase isolation when they are not as socially and physically active outside their homes. HYI team members are responding to resident calls and emails, and maintenance staff is interacting with residents while maintaining physical distance. There have also been examples of giving and caring within HYI communities, as summarized below.

### Angels for COVID Relief delivery at Rose Town, in the City of Richmond Hill

In March, a large donation from Angels for COVID Relief, a grassroots community group, provided each household at Rose Town, a 125-unit seniors' apartment building in the City of Richmond Hill, with food, toilet paper, paper towels, a hand written note and a card with a number to call for help (see Figure 1).

**Figure 1**  
**Angels for COVID Relief Information Provided to Rose Town Residents**



Angels for COVID Relief describe themselves as a grassroots community of angel volunteers ready to help anyone in need in the Greater Toronto Area in this time of uncertainty.

### Changes to Food Market at Lakeside Residences during COVID-19

The Food Bank of York Region (formerly called LifeCorps Food Share) which is funded by York Region through the Community Investment Fund, collects and delivers food for community food pantries, agencies and community housing residents. Lakeside Residences, a 97-unit apartment building for families and seniors in the Town of Georgina, participates in the program.

The program is normally set up as a “shopping” type experience in the building lounge to provide residents with food options. With COVID-19, the Food Bank of York Region has adapted to maintain physical distancing at every stage of their process. Volunteers from the building are assisting in coordinated door-to-door delivery service for the 30 residents who rely on the program.

## **Housing development updates**

### **Stouffville Affordable Housing Development, Town of Whitchurch-Stouffville – planning application work continues**

Since the site plan application was submitted to the Town of Whitchurch-Stouffville in December, the Region and its consultants have been working collaboratively with the Town towards site plan approval. Site plan approval is anticipated to occur in the summer. Several planned public consultation efforts have been placed on hold, but community comments received are being reviewed and addressed. The former owners had been leasing the space for storage purposes but have now fully vacated the site. A building permit to allow demolition of the existing structures on site has been issued by the Town, and this work is anticipated to be completed during the summer.

### **Unionville Seniors Affordable Housing Development, City of Markham – construction work continues**

The list of essential services released by the Province of Ontario on April 3 includes residential projects where appropriate permits have already been issued, or the project involves renovations to residential properties and construction work started before April 4, 2020. The Unionville Affordable Housing Development falls into this category, and can continue as an essential service.

Construction work on the site is progressing. Site servicing is underway, including the installation of sewers and watermains through the driveway next to the Unionville Home Society. Drilling and excavation work will progress over the next few months, after which the contractor will undertake further foundation work.

As always, health and safety remains top priority. The contractor has indicated that they are taking extraordinary precautions during this time. This includes limiting site access to only those required to be there, daily screening of staff for symptoms, practicing social distancing and enhanced cleaning of work areas. Trades and workers are willing and able to continue working in a safe manner.

### **Mapleglen Residences, City of Vaughan – roof replacement**

Construction to replace components of the roof at Mapleglen Residences in the City of Vaughan was completed in March 2020. This work was required as specific areas of the roof were experiencing water penetration. The work involved the removal of existing roofing material, including wet insulation. The new roof construction consisted of new insulation and a two-ply membrane application. Parapet replacement and new metal flashing completed the project.

### **Tom Taylor Place, Town of Newmarket - natural gas standby generator installation**

Construction to install a new natural gas generator was completed in March 2020. The generator is installed to supply power to the building during a main power supply interruption. The generator is installed in such a way that it will not only provide backup power for critical components such as elevators and heating, but will provide power to the entire building. The scope of work for this project also included a building power factor adjustment and the installation of a power surge protection device. The surge protector will guard all critical electrical building equipment from unexpected power surges from the main power supply to the building.

Kathy Milsom  
General Manager

#10709698





## Report of the General Manager

### Quarterly Contract Awards – January 1, 2020 to March 31, 2020

#### Recommendation

The Housing York Inc. Board of Directors receive this report for information.

#### Summary

This report advises the Housing York Inc. (HYI) Board of Directors of all contracts over \$100,000 awarded by the General Manager or President from January 1, 2020 to March 31, 2020, as required by the HYI [Purchasing Bylaw No.1-18](#). Four contracts were awarded by the General Manager from January 1, 2020 to March 31, 2020. There were no contracts awarded by the President during this period.

#### Background

##### **The Purchasing Bylaw requires quarterly reporting to the Board on contract awards over \$100,000**

The Purchasing Bylaw requires contract awards be reported quarterly to the Board. The Purchasing Bylaw also requires goods and services exceeding \$100,000 to be purchased through a request for proposal or request for tender.

The General Manager has the authority to award contracts provided that:

- The request for tender award is made to the lowest successful compliant bidder and the total cost does not exceed \$500,000
- The request for proposal award total cost does not exceed \$500,000

The President has the authority to award contracts provided that:

- The request for tender award is made to the lowest successful compliant bidder and the total cost does not exceed \$1,000,000
- The request for proposal award total cost does not exceed \$1,000,000

Where only one bid is received through a competitive procurement process, staff must confirm that the bid represents good value. Evidence of good value can be:

- Consistency with pre-tender scope of work and cost estimates

- Consistency with previous similar contracts
- Consistency with prices obtained by other municipalities for similar goods and services

## Analysis

### The General Manager has authority to award contracts up to \$500,000

Table 1 provides the contracts awarded by the General Manager from January 1, 2020 to March 31, 2020. The vendors identified in the contract awards in Table 1 submitted the lowest compliant bid.

**Table 1**  
**General Manager Contract Awards**  
**January 1, 2020 to March 31, 2020**

Contract Description		
<b>T-19-196 – Make-Up Air Unit Replacement at Maplewood Place in the City of Richmond Hill</b>  Supply all labour, materials, equipment and transportation to complete the make-up air unit replacement at Maplewood Place in the City of Richmond Hill  Term: 80 working days from Notice to Commence Work	Number of Bids	8
	Vendor	HVAC for Life Inc.
	Budget Estimate	\$330,000
	Bid Amount	\$206,395
<b>T-19-197 – Roof Replacement at Maplewood Place in the City of Richmond Hill</b>  Supply all labour, materials, equipment and transportation to complete the Roof Replacement at Maplewood Place in the City of Richmond Hill  Term: 100 working days from Notice to Commence Work	Number of Bids	18
	Vendor	Northeast Roofing Inc.
	Budget Estimate	\$300,000
	Bid Amount	\$297,299.30

Contract Description		
<b>T-19-246 – Balcony Repairs and Railing Replacement at Rose Town in the City of Richmond Hill</b>  Supply all labour, materials, equipment and transportation to complete the balcony repairs and railing replacement at Rose Town in the City of Richmond Hill  Term: 120 working days from Notice to Commence Work	Number of Bids	22
	Vendor	Sibwest Building Restoration Inc.
	Budget Estimate	\$713,600
	Bid Amount	\$495,533
<b>T-19-323 – Parking Lot, Front Entrance and Walkway Replacement at Kingview Court in the Township of King</b>  Supply all labour, materials, equipment and transportation to complete the parking lot, front entrance and walkway replacement at Kingview Court in the Township of King  Term: 120 working days from Notice to Commence Work	Number of Bids	16
	Vendor	IPAC Paving Ltd.
	Budget Estimate	\$400,000
	Bid Amount	\$378,555

There were no contracts awarded by the President for this period.

### Financial Considerations

All projects identified in Table 1 are funded from the approved 2020 HYI Capital Budget. There are no financial implications.

### Local Impact

The contracted work ensures HYI properties are well maintained, optimizing the life expectancy and operational efficiency of facilities and related equipment.

### Conclusion

The General Manager has delegated authority to award tender and proposal contracts up to \$500,000 under [Purchasing Bylaw No.1-18](#). The contract awards identified in Table 1 are in compliance with the Purchasing Bylaw and the authority delegated by the Board. The contracts awarded by the General Manager from January 1, 2020 to March 31, 2020, have a total value of \$1,377,782.30. There were no contracts awarded by the President for this period.

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For more information on this report, please contact Joshua Scholten, Director, Housing Development and Asset Strategy at 1-877-464-9675 ext. 72004. Accessible formats or communication supports are available upon request.

Recommended by:

Kathy Milsom  
General Manager, Housing York Inc.

Approved for Submission: Katherine Chislett  
President, Housing York Inc.

April 21, 2020

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