



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

January 23, 2025

9 a.m.

Electronic and In-Person Meeting

Committee Room A

17250 Yonge Street, Newmarket

Quorum: 6

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**Page No.**

**A. Call to Order**

**B. Land Acknowledgement**

We acknowledge that York Region is located on the traditional territory of many Indigenous peoples including the Anishinaabeg, Haudenosaunee, Huron-Wendat and Métis peoples and the treaty territories of the Haudenosaunee, Mississaugas of the Credit First Nation and Williams Treaties First Nations.

Today this area is home to many diverse Indigenous Peoples, and we recognize their history, spirituality, culture and stewardship of this land.

We also acknowledge the Chippewas of Georgina Island First Nation as our closest First Nation community.

**C. Disclosures of Interest**

**D. Approval of Minutes**

**D.1 Minutes of Housing York Inc. Board Meeting held on September 12, 2024**

**1**

Recommendation: Approve

**E. Presentations**

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

**5**

Karen Antonio-Hadcock, General Manager, Housing York Inc.

(See Item G.1)

**F. Deputations**

None

**G. Communications**

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

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Memorandum dated January 14, 2025 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Recommendation: Receive

**G.2 Quarterly Contract Awards - July 1 to December 31, 2024, Including Awards During the Period When the Board Did Not Meet**

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Memorandum dated December 17, 2024 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Recommendation: Receive

**H. Reports**

None

**I. Other Business**

**J. Private Session**

None

**K. Adjournment**



## Minutes

### Housing York Inc. Board of Directors

September 12, 2024  
Electronic Meeting

Directors: W. Emmerson, G. Chan, N. Davison, V. Hackson, I. Lovatt,  
T. Mrakas, S. Pellegrini, M. Quirk, G. Rosati, J. Taylor, T. Vegh

Staff: K. Antonio-Hadcock, D. Balneaves, D. Basso, E. Boudreau,  
C. Cancelliere, P. Casey, C. Clark, L. Gonsalves, B. Kreps,  
E. Mahoney, L. Mirabella, K. Pal, R. Profitt, C. Raynor,  
J. Scholten, O. Tavakoli-Nabavi, G. Wong

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#### A. Call to Order

Mayor Taylor called the meeting to order at 9:01 a.m.

#### B. Land Acknowledgement

Mayor Taylor provided the following land acknowledgement:

We acknowledge that York Region is located on the traditional territory of many Indigenous peoples including the Anishinaabeg, Haudenosaunee, Huron-Wendat and Métis peoples and the treaty territories of the Haudenosaunee, Mississaugas of the Credit First Nation and Williams Treaties First Nations.

Today this area is home to many diverse Indigenous Peoples, and we recognize their history, spirituality, culture and stewardship of this land.

We also acknowledge the Chippewas of Georgina Island First Nation as our closest First Nation community.

#### C. Disclosures of Interest

None

**D. Approval of Minutes**

**D.1 June 20, 2024 Housing York Inc. Board Meeting**

**Moved by** Regional Chair Emmerson  
**Seconded by** Regional Councillor Vegh

That the Board approve the Minutes of the Housing York Inc. Board of Directors meeting held on June 20, 2024.

**Carried**

**E. Presentations**

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

**Moved by** Mayor Pellegrini  
**Seconded by** Regional Councillor Davison

That the Board receive the presentation by Karen Antonio-Hadcock, General Manager, Housing York Inc.

(See Item G.1)

**Carried**

**E.2 Building Better Together - 2025 Housing York Inc. Business Plan and Budget**

**Moved by** Regional Councillor Rosati  
**Seconded by** Mayor Lovatt

That the Board receive the presentation by Karen Antonio-Hadcock, General Manager, Josh Scholten, Director of Housing Operations and Ellen Boudreau, Chief Financial Officer.

(See Item H.1)

**Carried**

**F. Deputations**

None

**G. Communications**

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

**Moved by** Mayor Pellegrini

**Seconded by** Regional Councillor Davison

That the Board receive the memorandum dated August 16, 2024 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

**Carried**

**G.2 Housing York Inc. 2024 Mid-Year Financial Update**

**Moved by** Mayor Pellegrini

**Seconded by** Regional Councillor Davison

That the Board receive the memorandum dated August 16, 2024 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

**Carried**

**G.3 Quarterly Contract Awards – April 1 to June 30, 2024 and Summer Recess Contract Awards**

**Moved by** Mayor Pellegrini

**Seconded by** Regional Councillor Davison

That the Board receive the memorandum dated August 16, 2024 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

**Carried**

**H. Reports**

**H.1 Building Better Together: 2025 Housing York Inc. Business Plan and Budget**

**Moved by** Regional Councillor Rosati

**Seconded by** Mayor Lovatt

That the Board adopt the following recommendation in the report dated August 19, 2024 from the General Manager and Chief Financial Officer:

1. The Housing York Inc. Board of Directors approve the 2025 Housing York Inc. Business Plan and Budget.

**Carried**

**I. Other Business**

**I.1 Consideration of Future Board Meeting Format**

The Board discussed whether its meetings should continue to be held virtually or whether a hybrid format should be adopted. The options will be considered, and a proposed approach will be brought back to the Board.

**J. Private Session**

The Board received the update and did not resolve into private session.

**J.1 Mosaic House - Town of Whitchurch-Stouffville Development - Project Update**

**K. Adjournment**

**Moved by** Mayor Pellegrini

**Seconded by** Regional Councillor Vegh

That the Board meeting adjourn at 10:02 a.m.

**Carried**

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Carol Clark  
for Christopher Raynor, Secretary

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John Taylor  
Chair

Mosaic House  
Town of Whitchurch-Stouffville



# HOUSING YORK INC. ACTIVITY UPDATE

Presented to

Housing York Inc.  
Board of Directors

Presented by

Karen Antonio-Hadcock  
General Manager, Housing York Inc.

Presented on

January 23, 2024





# STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO

Ongoing pursuit of senior government funding including CMHC funding



## 62 Bayview Parkway, Town of Newmarket

- 250 units
- Redesign complete, resubmission underway
- Tracking to obtain all required planning approvals in 2025 to allow for construction to commence in 2026



## Box Grove, City of Markham

- 153 units
- Site plan approval early 2025, tender release, construction to commence in late 2025
- Ongoing discussions with Markham on Housing Accelerator Fund allocation to project



# STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO



## Mosaic House, Town of Whitchurch-Stouffville

- 97 units
- All subsidized and market units have been offered and accepted
- First move-ins mid-March 2025
- Expression of Interest for external partners for two market units
- Regional space on ground floor to proceed later in 2025



# STRATEGIC PRIORITY 2: INCLUSIVE COMMUNITIES AND SUCCESSFUL TENANCIES

## Resident engagement programs support successful tenancies



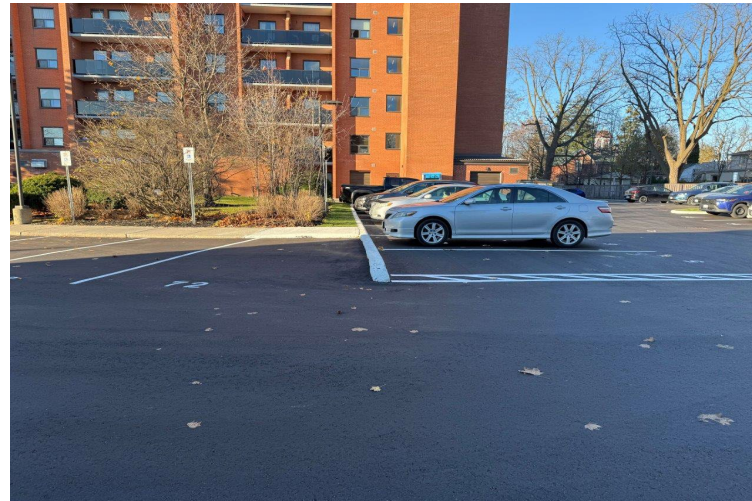
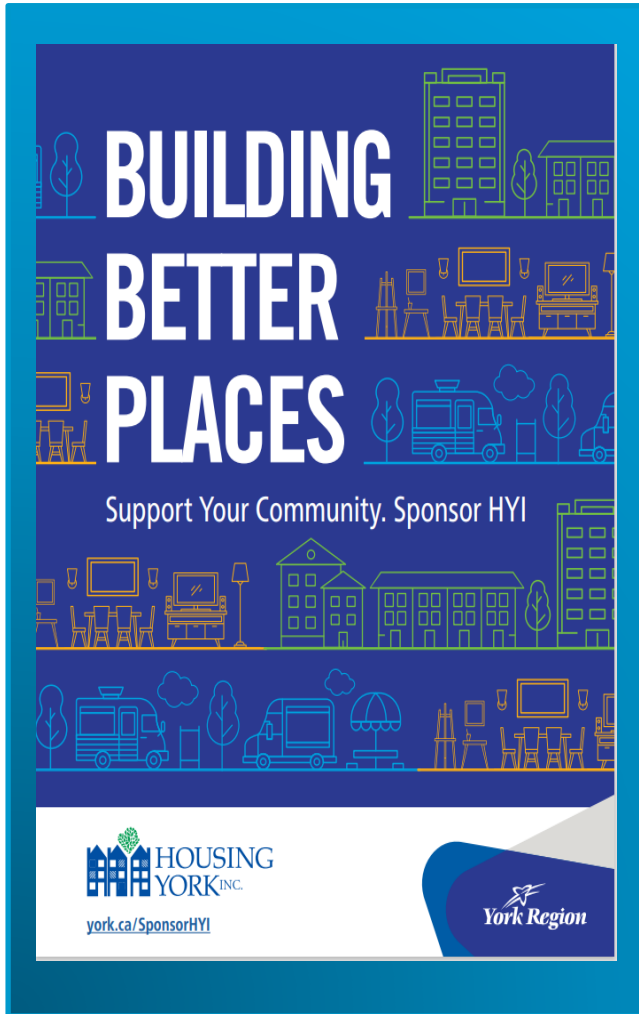
Seniors Wellness Program  
Unionville Commons, City of Markham



Financial Empowerment Workshop  
Fairy Lake Gardens, Town of Newmarket



# STRATEGIC PRIORITY 3: FINANCIAL SUSTAINABILITY



Parking lot replacement  
Maplewood Place, City of Richmond Hill



Roof downspout and eavestrough replacement  
Mulock Village, Town of Newmarket

## Asset Management – IESO Energy Affordability Program

- Independent Electrical System Operator (IESO) Energy Affordability Program
- \$120,000 in incentives received

## Portfolio Capital Improvements

- All planned projects completed, with some construction continuing into 2025

## Sponsorship Program Launched

- Program materials and sponsorship toolkit completed and [website](#) launched

# Questions?

For more information:

Karen Antonio-Hadcock

[karen.antonio-hadcock@york.ca](mailto:karen.antonio-hadcock@york.ca)



**FOR INFORMATION**

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To: Directors of Housing York Inc. Board  
Meeting Date: January 23, 2025  
From: Karen Antonio-Hadcock  
General Manager, Housing York Inc.  
Re: Housing York Inc. Activity Update

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This report highlights Housing York Inc. (HYI) activities from September 12, 2024 to January 22, 2025, to advance the priorities in Building Better Together: Housing York Inc.'s [2021 to 2024 Strategic Plan](#). Planned actions in the [2024 Business Plan](#) continued to trend in the desired direction. Full progress reporting will occur in Q2 2025.

Work is underway to develop the 2025-2028 HYI Strategic Plan, with a draft plan to be presented to the Board for consideration in Q2 2025.

**STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO**

This strategic priority recognizes that a healthy supply of affordable and rental housing is needed in York Region for individuals and families to have housing options for all ages and stages of their lives. York Region, as Service Manager for community housing, continues to advance the development and construction of new housing that will be owned and operated by HYI.

**62 Bayview Parkway in the Town of Newmarket is in Official Plan Amendment and Zoning ByLaw Amendment stage – construction on track to commence in 2026**

The 62 Bayview Parkway development in the Town of Newmarket will provide up to 250 mixed income units to individuals, families, and seniors. The Official Plan Amendment and Zoning ByLaw Amendment application was submitted to the Town of Newmarket in December 2023. Throughout 2024, the architecture team, SvN and Coolearth, addressed feedback and completed a redesign. The redesign, aimed primarily at addressing massing and parking considerations has progressed to a satisfactory stage, allowing the larger consultant team to begin preparing for a resubmission in January 2025. Currently, the project is tracking to obtain all required planning approvals in 2025 to allow for construction to commence in 2026.

## **Box Grove in the City of Markham is in Site Plan Approval stage – the Region is engaging the City of Markham on Housing Accelerator Fund allocation**

The Box Grove Community Housing development in the City of Markham, will provide 153 mixed income units to individuals, families, and seniors. On October 1, 2024 the site plan application was resubmitted to the City of Markham. Full site plan approval is anticipated in early 2025, followed by a tender release to the pre-qualified contractors for construction.

The Region has been collaborating with the City of Markham on an allocation of Housing Accelerator Fund dollars to this project. The City of Markham has been allocated \$58.8 million through the Housing Accelerator Fund program to support the creation of 1,640 housing units, including 193 affordable units. It is expected that a funding amount will be confirmed with the City of Markham in Q1 with the executed contribution agreement to follow.

The Region is continuing to assess recent funding announcements from Canada Mortgage and Housing Corporation to determine feasibility of applying to these programs for the Box Grove and Bayview Parkway projects.

## **Mosaic House in the Town of Whitchurch-Stouffville on target to have first residents move-in by late Q1 2025**

Mosaic House, HYI's latest development in the Town of Whitchurch-Stouffville (the Town), marks a significant milestone for HYI, providing 97 mixed-income units to individuals, families, and seniors. The lease-up process began in November 2024, with applications for both market and subsidized units opening in phases.

- **Subsidized Units:** Offers for subsidized units were extended to applicants on the centralized wait list
- **Market Rent Units:** Market rent units were offered to those on the market subscriber list and made available on a first-come, first-served basis. Current market rents range from \$2,150 to nearly \$3,000 per month, depending on the number of bedrooms and unit location

All units have been offered to applicants, with approximately 40% of leases executed. Two market units have been set aside for partnerships with external agencies, and an Expression of Interest will be issued in February. The first move-ins are scheduled for mid-March 2025.

In addition to the residential space, the ground floor at Mosaic House includes space which will be used to bring Regional services to the Town. Planned uses include:

- A vaccine distribution centre for various clinics across the Region
- A flex workspace for Regional staff

- Potential future public services

The interior design and construction of this space are not part of the base building scope of work. Regional staff are currently working with an architect on the design, with interior construction planned for 2025, after the main building is completed and tenants have moved in.

## **STRATEGIC PRIORITY 2: INCLUSIVE COMMUNITIES AND SUCCESSFUL TENANCIES**

This strategic priority recognizes residents sometimes need support to have successful tenancies and enhance their well-being. This means considering residents as individuals, providing the right services at the right time, and building inclusive communities so all residents feel safe, welcome and at home.

### **Partnerships with community agencies bring programs to residents to enhance their well-being**

HYI advanced resident well-being and community resiliency through partnerships with community agencies that deliver on-site programs to residents. The following programs were delivered at no cost to HYI:

- The Women’s Centre of York Region provided gender-based violence workshops to help women at-risk of domestic violence at Lakeside Residences and Keswick Gardens in the Town of Georgina and Woodbridge Lane in the City of Vaughan
- Catholic Community Services of York Region delivered seniors physical and mental health programs, English language workshops, art and social engagement activities, and a Cantonese and Mandarin social worker program in three HYI communities within the City of Markham, City of Richmond Hill, and the City of Vaughan
- Play Forever offered seniors wellness programs at Unionville Commons in the City of Markham and the Toronto Region Conservation Authority delivered an environmental education workshop at Mapleglen Residences in the City of Vaughan
- Community and Home Assistance to Seniors provided seniors wellness programs at Heritage East and Fairy Lake Gardens in the Town of Newmarket
- York Region Paramedic Services’ CP@Clinic provided accessible on-site health supports while visiting seven HYI communities in the City of Markham, City of Richmond Hill, Town of Georgina, Town of Newmarket, and Town of East Gwillimbury

The Region also delivered on-site financial empowerment workshops to approximately 200 residents within 16 HYI communities. These workshops encouraged greater housing stability by helping households facing financial challenges with financial education and income benefit navigation supports. Households learned how to improve their credit scores, spend money within a budget, manage debt, and understand savings. The sessions discussed the importance



of paying rent while managing other household costs. Residents learned about ways to reduce monthly expenses through community programs, such as local food security programs, affordable transportation options, and affordable recreation programs. Workshops were delivered in all nine of the Region's local municipalities.

### **Since September, Housing York Inc. has successfully preserved 12 tenancies at risk of eviction**

Over the course of 2024, there were 36 HYI households with rental arrears over \$5,000, faced with the possibility of eviction due to unpaid rent. HYI continually engages with tenancies at risk by either working directly with residents or connecting them to supports to help them manage their finances, pay debts, restore lost subsidies, or establish reasonable payment plans. Through these efforts, since September 2024, 12 households with combined arrears of over \$90,000, cleared their debts and maintained their tenancies. The team continues to engage with the remaining 24 households to provide opportunities and supports with the goal to preserve their tenancies. Preserving tenancies not only keeps residents feeling safe, welcome and at home it also helps reduce the financial costs associated with homelessness, unit turnovers and bad debt write offs.

### **Housing York Inc. ramps up digital notices for residents improving operational efficiency and resident communications**

HYI ensures residents are well-informed about various building events and updates by sharing legislatively mandated notices, information notices for capital construction and repairs, site events, tenancy reminders, campaigns from Regional partners and non-profit agencies, and emergent issues such as elevator outages. Previously, paper notices were printed, posted on general notice boards or delivered door-to-door, a resource intensive process.

Since March 2024, HYI fully transitioned to a digital process for non-unit entry notices. From March to December 2024, HYI successfully provided over 1,300 notices across all 37 properties, achieving an average email open rate of 73%. For those who have not provided email addresses, superintendents continue to print and post paper copies in the lobby, ensuring no one misses important information.

Shifting to email notices has improved operational efficiency and improved communications with residents. Both staff and residents have responded positively to the change, appreciating timely and accessible updates particularly for residents unable to regularly check notice boards. This new process underscores HYI's commitment to leveraging technology to enhance service delivery and resident engagement.

## **STRATEGIC PRIORITY 3: FINANCIAL SUSTAINABILITY**

HYI's long-term financial sustainability is critical to ensure individuals, seniors and families have access to high-quality affordable housing now and in the future. This strategic priority recognizes sustainability comes from strong life-cycle value for buildings, efficient operations

and finding new ways of funding developments, as financial resources may become increasingly limited.

HYI continues to advance energy efficiency initiatives and ensure prudent life-cycle management of its assets so individuals, seniors and families have access to high-quality community housing now and in the future.

### **Improving energy efficiency within the existing Housing York Inc. communities**

HYI is working closely with the Independent Electrical System Operator to pursue opportunities for incentives under the Energy Affordability Program. This program offers a range of energy-savings upgrades for income-eligible electricity consumers to help manage their electricity costs. Key program benefits include reduced utility consumption and a reduction in greenhouse gas emissions with no financial cost to residents.

In 2024, HYI delivered energy savings measures to 139 seniors residential units located at Orchard Heights Place in the Town of Aurora, and Evergreen Terrace in the City of Richmond Hill. Measures included Energy Star rated refrigerator replacements, LED light bulb replacements, and collapsible clothes drying racks. Sites were selected based on upcoming kitchen renovations and appliance replacements with an installed value of products received totaling approximately \$120,000. Initial feedback from residents has been positive and supportive. HYI continues to work with the Independent Electrical System Operator on future incentive opportunities including SMART thermostats, air-sourced heat pumps, and additional Energy Star rated appliances.

### **Launching Housing York Inc.'s Sponsorship Program Pilot to support common spaces and resident programs**

A three-year sponsorship program pilot for partnerships to financially support resident common space amenities and resident engagement activities is moving forward. The program could offset capital and operating costs or enhance services including outdoor gardens, building indoor common rooms and programs to support healthy communities. In return for a financial commitment, sponsors will receive recognition and promotional opportunities. HYI is excited to launch the program with its new website [york.ca/SponsorHYI](http://york.ca/SponsorHYI).

### **Capital improvements to Housing York Inc. buildings ensure state of good repair**

Capital improvements for 2024 were completed as planned. The 2024 budget of \$15 million was based on Building Condition Assessments. During the detailed design stage it was determined that some asset life could be extended without requiring all the planned improvement work. As a result, the 2024 year-end capital expenditures were forecasted at \$12.5 million compared to HYI's 2024 budget of \$15 million, representing 83% of the budget spent. The main reasons for the variance in capital expenditures were due to savings from tenders coming in below budget due to market adjustment in pricing and favourable investigation results showing some assets did not require all the forecasted work. In 2025, additional projects have been planned- to increase capital expenditures if savings are realized during the year.

Table 1 summarizes the capital improvement work that are either recently completed or currently in progress.

**Table 1**  
**Ongoing and Recently Completed Capital Improvement Projects**

<b>Location</b>	<b>Scope</b>	<b>Start Date</b>	<b>End Date</b>	<b>Status</b>
Belinda's Place Town of Newmarket	Envelope restoration and leak repairs	Aug 2024	Nov 2024	Completed
Nobleview Pines Township of King	Electrical upgrades	Nov 2024	Jun 2025	In progress
Fairy Lake Gardens Town of Newmarket	Emergency generator replacement	July 2024	Feb 2025	In progress
Maplewood Place and Evergreen Terrace City of Richmond Hill	Parking lot repairs and upgrades	Oct 2024	Dec 2024	Completed
Mulock Village Town of Newmarket	Roof, eavestrough and downspout replacement	Sep 2024	Nov 2024	Completed
Mackenzie Green City of Richmond Hill	Hydronic and domestic hot water heating plant replacement	Dec 2024	Jun 2025	In progress
Springbrook Gardens City of Richmond Hill	Front entrance and rear patio landscape upgrades	Jul 2024	Oct 2024	Completed

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For more information on this memo, please contact Karen Antonio-Hadcock, General Manager, Housing York Inc., at 1-877-464-9675 ext. 72088. Accessible formats or communication supports are available upon request.



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Karen Antonio-Hadcock  
General Manager, Housing York Inc.



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Lisa Gonsalves  
President, Housing York Inc.

January 14, 2025  
16462936



**FOR INFORMATION**

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To: Directors of Housing York Inc. Board  
Meeting Date: January 23, 2025  
From: Karen Antonio-Hadcock  
General Manager, Housing York Inc.  
Re: Quarterly Contract Awards – July 1 to December 31, 2024, Including Awards  
During the Period When the Board Did Not Meet

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This memorandum highlights Housing York Inc. (HYI) activities for award of any contract under sections 7.6, 7.7, 7.12, 7.13, 9.1, 9.2, 9.3 and 9.4 of [Purchasing Bylaw No.1-18, as amended](#) (Purchasing Bylaw).

This memorandum advises the Housing York Inc. Board of Directors (Board) of all contracts over \$100,000 awarded by the General Manager or President from July 1 to December 31, 2024, as required by the Purchasing Bylaw. This memorandum covers Q3 and Q4 of 2024 as the Board did not meet in Q4 2024. This memorandum also advises the Board of emergency purchases.

For the period July 1 to December 31, 2024:

- Eight contracts were awarded by the General Manager
- Three contracts were awarded by the President
- One emergency purchase related to a roof repair was completed pursuant to the Purchasing Bylaw's emergency purchase provisions
- One contract renewal related to mandatory property insurance was awarded by the President pursuant to the Purchasing Bylaw's emergency purchase provisions

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

The Purchasing Bylaw requires the purchase of goods and services exceeding \$100,000 through a request for proposal or request for tender.

The General Manager has authority to award contracts provided:

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

The President has the authority to award contracts provided the:

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

### **Purchasing Bylaw permits any purchases in the case of an emergency**

The Purchasing Bylaw defines an emergency as an event or circumstance where the immediate purchase of deliverables is necessary to prevent or alleviate any of the following:

- A serious delay in service delivery
- A threat to the health, safety or welfare of any person
- The disruption of essential services
- Damage to HYI or public property and includes, but is not limited to, an emergency declared under the *Emergency Management and Civil Protection Act*

Sections 9.1, 9.2, 9.3, and 9.4 of the Purchasing Bylaw indicate, respectively:

- In the case of an emergency, the purchase of deliverables may be authorized without issuing a call for bids
- The Director, Procurement Office shall endeavor to obtain the best value for any deliverables purchased during an emergency, using as fair and transparent a process as is feasible having regard to the particular emergency
- The President may authorize any purchase in the case of an emergency
- As soon as practicable upon the conclusion of the emergency, the President shall submit a report to the Board describing any emergency purchase expenditures made under this bylaw

**Budget variance is being handled at the program level**

The budget for each project was prepared based on building condition assessments (BCAs). During the detailed design stage project scope of work may be further refined. Factors such as scope change (refinement from building condition assessments to detailed design), global supply chain issues, local labour shortages and general market competitiveness at the time of tender affect the actual tender results.

When project tender results become available, staff closely manage the budget variance at the program level throughout the year, such that favourable project tender results are used to offset other project tenders that closed over the estimate within the same program. Overall, the capital program is maintained within budget at year-end.

To improve the accuracy of future budgets, staff continue to collect historical costing data and apply latest industry information (e.g. building construction price index forecasts) and other market trends to inform future estimates and standardize common rehabilitation projects to keep costs consistent. For major projects, a multi-year budgeting approach will be used and the construction budget will be submitted after detailed design is completed, instead of relying solely on the building condition assessments.

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

There were eight contracts awarded by the General Manager during this period.

Table 1 provides the contracts awarded by the General Manager from July 1 to December 31, 2024. For details, refer to Appendix A.

**Table 1  
General Manager Contract Awards  
July 1, 2024 to December 31, 2024**

Contract Description	Total Value (\$)
RFTC-1763-24 Supply, Delivery and Installation of Kitchen Appliances at Orchard Heights Place in the Town of Aurora and Evergreen Terrace in the City of Richmond Hill	\$109,464
RFTC- 1634-24 Electrical Upgrades at Nobleview Pines in the Township of King	\$146,902
RFTC 1487 24 Hot Water Tanks and HVAC Pumps Replacement at Blue Willow Terrace in the City of Vaughan	\$289,917
RFT-1620-24 Fan Coil Maintenance at 11 HYL properties in York Region	\$334,732



Contract Description	Total Value (\$)
RFTC- 1521-24 Make Up Air (MUA) Units Replacement at Founders Place in the Town of Newmarket	\$401,469
RFTC- 1486-24 Parking Lot Repairs at Maplewood Place and Evergreen Terrace Apartment Buildings for Seniors in the City of Richmond Hill	\$405,289
RFTC- 1520-24 Fin Tube Hydronic Baseboard Heater and Thermostat Replacement at Fairy Lake Gardens in the Town of Newmarket	\$424,634
RFTC-1482-24 Window and Exterior Door Replacement at Northview Court II Apartment Complex for Seniors in the Town of Georgina	\$448,080
<b>Total</b>	<b>2,560,487</b>

**The President has authority to award contracts up to \$1,000,000**

The President awarded three contracts during this reporting period. Table 2 provides the contracts awarded by the President from July 1 to December 31, 2024. For details, refer to Appendix B.

**Table 2  
President Contract Awards  
July 1 to December 31, 2024**

Contract Description	Total Value (\$)
RFTC- 1483-24 Window, Exterior and Balcony Door Replacement at Oxford Village in the Town of East Gwillimbury	\$648,122
RFTC- 1481-24 Window, Exterior and Balcony Door Replacement at Evergreen Terrace in the City of Richmond Hill	\$704,745
RFTC-1531-24 Boiler Plant Replacement at Mackenzie Green in the Town of Richmond Hill	\$882,000
<b>Total</b>	<b>\$2,234,867</b>

**The President awarded two emergency purchases during this reporting period**

**Roof replacement at Lakeside Residences in the Town of Georgina**

Lakeside Residences is a six-storey residential building constructed in 2013 comprising of 97 residential units. The original roofing system, a single layer of thermoplastic polyolefin roofing membrane had an expected service life of 15 years. In 2018, the roof suffered significant damage during a windstorm, leading to an emergency repair where a new roofing membrane was adhered to the existing thermoplastic polyolefin roofing system.

In June 2024, following heavy rainfall, water leakage was reported in two units (604 and 605) on the sixth floor. A service contractor deemed the roof unrepairable and recommended immediate replacement. W. Allen Partners Inc. was retained as a consultant through direct purchase to address this emergency. An emergency evaluation by W. Allen Partners Inc. (consultant) confirmed the roof was continuing to deteriorate and recommended a full roof replacement. The roof replacement was deemed an emergency as it could have resulted in health and safety issues for residents, such as mold.

The scope of work includes removing the existing roof down to the structural deck, disposal, new vapour retarder over the deck, new roof insulation, new roof membrane and new sheet metal flashings. The bids received were above the budget estimate, the variance is attributed to the shortened emergency replacement timeline and time of year to undertake this work.

Table 3 provides a summary of the emergency purchase.

**Table 3  
Emergency Purchase  
July 1 to December 31, 2024**

Contract Description		
Q-24-047 Contracting Services for Emergency Roof Replacement at Lakeside Residences in the Town of Georgina	Number of Bids	9
	Vendor	Semple Gooder Roofing
	Budget Estimate	\$625,000
	Bid Amount	\$836,362
	Tender Released	August 14, 2024
	Tender Closed	September 4, 2024
	Contract Period	40 Working Days

**Contract renewal for mandatory Housing Services Corporation property insurance**

The Housing Services Corporation (HSC) is mandated by the *Housing Services Act, 2011 (HSA)* to establish and maintain a group insurance program for prescribed housing providers. HYI, as a local housing corporation, is required by the *HSA* to participate in the HSC insurance program unless suitable coverages and lower premiums can be obtained through the commercial insurance marketplace. The Region’s Risk Management group oversees soliciting quotes in the open market as part of the Region’s annual property insurance renewal process; however, there is generally low or no interest from potential insurers in community housing as it is perceived to be a higher-risk category to insure than other properties.

HYI has participated in the HSC’s property insurance program for over a decade. The 2024 to 2025 renewal invoice was received in September with payment deadline in October, prior to the next scheduled Board meeting. The renewal is included as part of this Memorandum as the premiums exceeded the President’s delegated authority due to the addition of Unionville Commons in the City of Markham’s building appraisals conducted in 2024, and general increases in premiums.

The renewal of the contract falls within the Purchasing Bylaw’s emergency purchase provisions, as not proceeding would have impacted insurance coverage for HYI properties resulting in a disruption of essential services. The cost of the insurance premiums is within HYI’s 2024 to 2025 approved budgets.

Table 4 provides details on the insurance renewal for HYI’s housing portfolio for the period from November 1, 2024 to October 31, 2025.

**Table 4  
Emergency Purchase – Contract Renewal  
July 1 to December 31, 2024**

Contract Description		
Annual property insurance renewal for Housing York Inc.’s housing portfolio for the period November 1, 2024 to October 31, 2025	Vendor	HSC Insurance
	Contract Amount	\$1,031,516

**All contracts included in this report were awarded in accordance with the Purchasing Bylaw and will have sufficient capital and operating funding**

Table 5 shows a summary of all awards reported in this memorandum.

**Table 5  
Summary of Awards**

Awarded by	Number of Awards	Total Value (\$)
General Manager (Contracts under \$500,000)	8	\$2,560,487
President (Contracts under \$1,000,000)	3	\$2,234,867
President (Emergency Purchases)	2	\$1,867,878
<b>Total</b>	<b>13</b>	<b>\$6,663,232</b>

All procurement activities were within approved budgets and completed in compliance with the [Purchasing Bylaw](#) and applicable policies and procedures.

For more information on this memorandum, please contact Gabriel Wong, Director, Housing Development and Asset Strategy at 1-877-464-9675 ext. 71708. Accessible formats or communication supports are available upon request.



\_\_\_\_\_  
Karen Antonio-Hadcock  
General Manager, Housing York Inc.



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Lisa Gonsalves  
President, Housing York Inc.

December 17, 2024  
#16405296

Appendix A – Details of General Manager Awards  
Appendix B – Details of President Awards

## APPENDIX A

### Details of General Manager Awards

Contract Description		
<p><b>RFTC-1763-24 Supply, Delivery and Installation of Kitchen Appliances at Orchard Heights Place in the Town of Aurora and Evergreen Terrace in the City of Richmond Hill</b></p> <p>The appliances for Evergreen Terrace were last replaced in 2013. The appliances for 55 Orchard Heights were last replaced in 2009 and for 57 Orchard Heights in 2003. They have a life expectancy of 15 years. The appliances were replaced earlier to align with the kitchen replacement project and Enbridge's Energy Affordability Program incentive.</p>	Number of Bids	5
	Vendor	Canadian Appliance Recycling Enterprise
	Budget Estimate	\$150,000
	Bid Amount	\$109,464
	Tender Released	July 30, 2024
	Tender Closed	September 4, 2024
	Contract Period	Until Nov 29, 2024
<p><b>RFTC- 1634-24 Electrical Upgrades at Nobleview Pines in the Township of King</b></p> <p>The distribution panels and switchgear are original and were installed in 1977. They have a life expectancy of 40 years. This is a typical end-of-life asset management project.</p>	Number of Bids	11
	Vendor	GTA Power Tech Inc.
	Budget Estimate	\$152,000
	Bid Amount	\$146,902
	Tender Released	July 25, 2024
	Tender Closed	August 27, 2024
	Contract Period	120 Working Days
<p><b>RFTC- 1487-24 Hot Water Tanks and HVAC Pumps Replacement at Blue Willow Terrace in the City of Vaughan</b></p> <p>The hot water tanks were last replaced in 2006 and have a life expectancy of 20 years. The HVAC pumps were last replaced in 2006 and have a life expectancy of 15 years. This is a typical end-of-life asset management project.</p>	Number of Bids	12
	Vendor	YYZ Contractors Inc.
	Budget Estimate	\$302,000
	Bid Amount	\$289,917
	Tender Released	May 29, 2024
	Tender Closed	July 3, 2024
	Contract Period	60 Working Days

Contract Description

<p><b>RFT-1620-24 Fan Coil Maintenance at 11 HYL properties</b></p> <p>Fan coil units require regular maintenance. Many of the fan coil units are located in areas that are difficult to access. This contract will provide preventive maintenance to increase reliability of the units.</p>	Number of Bids	3
	Vendor	1799541 Ontario Inc. o/a Climate Works
	Budget Estimate	\$300,000
	Bid Amount	\$334,732
	Tender Released	June 12, 2024
	Tender Closed	July 15, 2024
	Contract Period	2 years plus option to extend for another 2 years
<p><b>RFTC- 1521-24 Make Up Air Units Replacement at Founders Place in the Town of Newmarket</b></p> <p>The make up air units and related elements were last replaced in 2010. These elements have a life expectancy of 18 years. The units are being replaced slightly earlier to save increasingly high maintenance costs.</p>	Number of Bids	7
	Vendor	Superior Boiler Works & Welding Ltd.
	Budget Estimate	\$322,800
	Bid Amount	\$401,469
	Tender Released	May 27, 2024
	Tender Closed	June 28, 2024
	Contract Period	180 Working Days
<p><b>RFTC- 1486-24 Parking Lot Repairs at Maplewood Place and Evergreen Terrace Apartment Buildings for Seniors in the City of Richmond Hill</b></p> <p>The parking lot was last replaced in 2003 and has a life expectancy of 20 years. This is a typical end-of-life asset management project</p>	Number of Bids	14
	Vendor	Primo Paving & Construction Ltd.
	Budget Estimate	\$500,800
	Bid Amount	\$405,289
	Tender Released	May 22, 2024
	Tender Closed	July 25, 2024
	Contract Period	55 Working Days

Contract Description		
<p><b>RFTC- 1520-24 Fin Tube Hydronic Baseboard Heater and Thermostat Replacement at Fairy Lake Gardens in the Town of Newmarket</b></p> <p>The Fin Tube Hydronic Baseboard Heater and Thermostat are original and were installed in 1971. These elements have a life expectancy of 45 years. This is a typical end-of-life asset management project.</p>	Number of Bids	4
	Vendor	Trinity Service Ltd.
	Budget Estimate	\$375,000
	Bid Amount	\$424,634
	Tender Released	May 31, 2024
	Tender Closed	June 24, 2024
	Contract Period	80 Working Days
<p><b>RFTC- 1482-24 Window and Exterior Door Replacement at Northview Court II Apartment Complex for Seniors in the Town of Georgina</b></p> <p>The windows were last replaced in 1983 and have a life expectancy of 30 years. The exterior doors were last replaced in 1992 and have a life expectancy of 25 years. This is a typical end-of-life asset management project.</p>	Number of Bids	5
	Vendor	Alpeza General Contracting Inc.
	Budget Estimate	\$400,000
	Bid Amount	\$448,080
	Tender Released	June 13, 2024
	Tender Closed	July 9, 2024
	Contract Period	115 Working Days



## APPENDIX B

### Details of President Awards

Contract Description		
<p><b>RFTC- 1483-24 Window, Exterior and Balcony Door Replacement at Oxford Village in the Town of East Gwillimbury</b></p> <p>The windows and balcony doors were last replaced in 1995. These elements have a life expectancy of 30 years. This is a typical end-of-life asset management project.</p>	Number of Bids	5
	Vendor	Brook Restoration Ltd.
	Budget Estimate	\$600,000
	Bid Amount	\$648,122
	Tender Released	June 3, 2024
	Tender Closed	June 27, 2024
	Contract Period	90 Working Days
<p><b>RFTC- 1481-24 Window, Exterior and Balcony Door Replacement at Evergreen Terrace in the City of Richmond Hill</b></p> <p>The windows and balcony doors were last replaced in 1998. These elements have a life expectancy of 30 years. The building condition assessment indicated that the windows deteriorated slightly faster than typical life expectancy, hence the earlier replacement.</p>	Number of Bids	5
	Vendor	SST Group of Construction Companies Limited
	Budget Estimate	\$600,000
	Bid Amount	\$704,745
	Tender Released	May 31, 2024
	Tender Closed	June 28, 2024
	Contract Period	125 Working Days
<p><b>RFTC-1531-24 Boiler Plant Replacement at Mackenzie Green in the City of Richmond Hill</b></p> <p>The existing boiler plant was original to the building and has been in operations since 2013. It was a combined system providing both winter heat and hot water to the residents. Parts are no longer</p>	Number of Bids	9
	Vendor	Bomben Plumbing & Heating Ltd.
	Budget Estimate	\$900,000
	Bid Amount	\$882,000
	Tender Released	October 8, 2024
	Tender Closed	October 30, 2024

Contract Description		
<p>available in the market to maintain such combined system.</p> <p>This project will replace the existing combined system to more conventional separate heating boilers and domestic hot water heaters. All associated piping, venting, pumps, and controls will be replaced.</p>	<p>Contract Period</p>	<p>Until June 2025</p>