

Agenda
Housing York Inc. Board of Directors

May 15, 2025

9 a.m.

Electronic and In-Person Meeting

Committee Room A

17250 Yonge Street, Newmarket

Quorum: 6

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 January 23, 2025

1

Recommendation: Approve

E. Presentations

E.1 Housing York Inc. Activity Update

4

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

(See Item G.1)

F. Deputations

None

G. Communications

G.1 Housing York Inc. Activity Update 11

Memorandum dated May 2, 2025 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Recommendation: Receive

G.2 Quarterly Contract Awards - January 1, 2025 to March 31, 2025 19

Memorandum dated May 2, 2025 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Recommendation: Receive

H. Reports

H.1 Contract Award for Evergreen Terrace Kitchens, Bathrooms and Exhaust Fan Replacements in the City of Richmond Hill 24

Report dated May 2, 2025 from the General Manager recommending that:

1. The Housing York Inc. Board approve award of Contract RFTC-1760-24 for kitchens, bathrooms and exhaust fans replacement at Evergreen Terrace, 75 Dunlop Street in the City of Richmond Hill, to Joe Pace & Sons Contracting Inc. in the amount of \$1,333,000 excluding HST.

H.2 Purchasing Bylaw Update 26

Report dated May 2, 2025 from the General Manager and Chief Financial Officer recommending that:

1. Approve an amendment to the Purchasing Bylaw No.1-18, Section 7.1 to increase purchases not exceeding \$100,000 to \$133,800.
2. Approve an amendment to the Purchasing Bylaw No. 1-18, Section 7.1 (c) to increase the cost of any deliverable from

\$50,000 but does not exceed \$100,000 to \$70,000 and \$133,800 respectively.

3. Approve an amendment to the Purchasing Bylaw No. 1-18, Section 7.3 to increase purchases exceeding \$100,000 to \$133,800.
4. Approve an amendment to the Purchasing Bylaw No. 1-18, Section 10.1 to increase direct purchase exceeding \$100,000 to \$133,800.
5. Approve an amendment to the Purchasing Bylaw No. 1-18, Section 16.3 to increase the amount in dispute in any unresolved litigation does not exceed \$100,000 to \$133,800.
6. Authorize the President to negotiate any tariff related increases beyond the current 15% contingency threshold set out in Section 11.1 of the Purchasing Bylaw No. 1-18 using a rigorous vetting process on a case by case basis.
7. Authorize the Solicitor to prepare and submit an amendment to the Purchasing Bylaw No. 1-18 to give effect to the amendments approved under this report.

I. Other Business

I.1 Bylaw 1-25 - Housing York Inc. Purchasing Bylaw Amendment

30

Recommendation: Adopt Bylaw No. 1-25, a bylaw to amend Bylaw No. 1-18, being a bylaw to provide for the procurement of goods and services by Housing York Inc.

(See Item H.2)

J. Private Session

Motion to resolve into Private Session to consider the following:

J.1 Funding Secured for Repair and Renovation of Housing York Inc. Units

K. Adjournment

Minutes

Housing York Inc. Board of Directors

January 23, 2025
Electronic and In-Person Meeting
Committee Room A
17250 Yonge Street, Newmarket

Directors: E. Jolliffe, G. Chan, N. Davison, A. Ho, I. Lovatt, T. Mrakas,
S. Pellegrini, M. Quirk, G. Rosati, J. Taylor, T. Vegh

Staff: K. Antonio-Hadcock, M. Backs, D. Balneaves, D. Basso,
L. Bigioni, E. Boudreau, B. Carpenter, P. Casey, C. Clark,
K. Doyle, L. Gonsalves, S. Greggain, D. Katchadourian, B. Kreps,
S. Love, E. Mahoney, P. Marohnic, C. Martin, L. Mirabella,
J. Miron, R. Profitt, C. Raynor, J. Scholten, M. Stoangi, G. Wong

A. Call to Order

Mayor Taylor called the meeting to order at 9 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 Minutes of Housing York Inc. Board Meeting held on September 12, 2024

Moved by Regional Councillor Vegh

Seconded by Mayor Lovatt

That the Board approve the Minutes of the Housing York Inc. Board of Directors meeting held on September 12, 2024.

Carried

E. Presentations

E.1 Housing York Inc. Activity Update

Moved by Mayor Pellegrini

Seconded by Regional Councillor G. Chan

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

(See Item G.1)

Carried

F. Deputations

None

G. Communications

G.1 Housing York Inc. Activity Update

Moved by Mayor Pellegrini

Seconded by Regional Councillor G. Chan

That the Board receive the memorandum dated January 14, 2025 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Carried

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

Moved by Regional Councillor Ho

Seconded by Regional Councillor Davison

That the Board receive the memorandum dated December 17, 2025 from Karen Antonio-Hadcock, General Manager, Housing York Inc.

Carried

H. Reports

None

I. Other Business

The Board requested a deep dive in Q1 or Q2 regarding modular builds for affordable housing.

J. Private Session

None

K. Adjournment

Moved by Mayor Pellegrini

Seconded by Regional Councillor Rosati

That the Board meeting adjourn at 9:36 a.m.

Carried

Carol Clark
for Christopher Raynor, Secretary

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
May 15, 2025



STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO

HYI proudly welcomed residents to its newest affordable housing community in the Town of Whitchurch-Stouffville, marking a major milestone in 2025



STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO

Region in pursuit of senior government funding to support future HYI owned facilities



Box Grove, City of Markham

- Approximately 150 units
- CMHC AHF application submitted - Q1 2025
- Site plan endorsement obtained - Q2 2025
- Tender release target - Q3 2025
- On target to commence construction in 2025
- Discussions with Markham on Housing Accelerator Fund allocation to project progressing



62 Bayview Parkway, Town of Newmarket

- Approximately 250 units
- Redesign complete, resubmission complete
- Tracking to obtain all required land use approvals in summer 2025
- CMHC AHF application submission target- Q3 2025
- Detailed Design completion target- Q3 2026
- Construction commencement target –Q4 2026



STRATEGIC PRIORITY 2: INCLUSIVE COMMUNITIES AND SUCCESSFUL TENANCIES

Bringing Fresh Food Home: HYI partners with York Region Food Network



STRATEGIC PRIORITY 2: INCLUSIVE COMMUNITIES AND SUCCESSFUL TENANCIES

Partnering with LEAF to plant trees at HYI sites



A resident at Orchard Heights Place in Aurora enthusiastically shares ideas with LEAF coordinators Jessie Cripton and Brian Millward.

8



Trees have already been planted at Rose Town in the city of Richmond Hill beside the outdoor communal area

5

STRATEGIC PRIORITY 3: FINANCIAL SUSTAINABILITY

Portfolio capital improvements



Roof replacement completed
Lakeside Residence, Town of Georgina



Emergency generator completed
Fairy Lake Gardens, Town of Newmarket



Window and patio door replacement completed
Rose Town, City of Richmond Hill

Questions?

For more information:

Karen Antonio-Hadcock

General Manager

karen.antonio-hadcock@york.ca



FOR INFORMATION

To: Directors of Housing York Inc. Board
Meeting Date: May 15, 2025
From: Karen Antonio-Hadcock
General Manager, Housing York Inc.
Re: Housing York Inc. Activity Update

This report highlights Housing York Inc. (HYI) activities from January 24, 2025 to May 14, 2025 to advance the priorities in Building Better Together: Housing York Inc.'s [2021 to 2024 Strategic Plan](#). Full progress reporting will occur in June 2025. Planned actions in the [2025 Business Plan](#) continued to trend in the desired direction.

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

STRATEGIC PRIORITY 1: EXPANDED HOUSING PORTFOLIO

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.

Construction of Mosaic House in the Town of Whitchurch-Stouffville is wrapping up and first residents welcomed into their homes

In Q1 of 2025, Mosaic House reached a significant milestone with the Town of Whitchurch-Stouffville granting occupancy. This marks HYI's second building in the Town, offering 97 apartments, including one, two and three bedroom units for seniors, families and individuals.

By mid-March, HYI welcomed the first residents, offering building tours and distributing welcome packages with essential household items and information on York Region services. By the end of April, over 90% of the building was occupied, with remaining move-ins continuing through June, including two units reserved for partner community agencies.

Mosaic House offers both subsidized and market rental housing options. Seventy percent of the units are subsidized and available through the Region's centralized waitlist, with monthly rents ranging from \$390 to \$1,787. The remaining units, with market rents between \$2,050 and \$2,950 per month, will help offset operational costs.

In May, the Town of Whitchurch-Stouffville Council and HYI Board toured the new facility, showcasing the community lounge and rooftop patio. Landscaping, rooftop patio, and final

deficiency work are currently underway, with construction expected to be fully completed by June 2025.

The future commercial ground floor space will have Regional services for the Town, including services to the public and a vaccine distribution centre for various clinics across the Region and is anticipated to be completed by Q1 2026.

Box Grove in the City of Markham community housing ramping up for construction commencement

York Region continues to advance Box Grove Community Housing development. The site plan application was resubmitted in April with full site plan approval expected in Q3 2025. A total of six contractors have been prequalified to construct the development with construction tender targeted for release in Q3 2025.

Following the authorization of York Region Council on [January 30, 2025](#), the application to Canada Mortgage and Housing Corporation's Affordable Housing Fund for Box Grove in the City of Markham, was submitted on March 21, 2025. Staff continue to engage with the City of Markham to explore funding opportunities through their Housing Accelerator Fund allocation.

62 Bayview Parkway in the Town of Newmarket nearing complete application stage

York Region continues to advance 62 Bayview Parkway Community Housing development. The Official Plan and Zoning Bylaw Amendment application was resubmitted in response to Town of Newmarket and agency comments. It is expected that the application will be deemed complete by May 2025, with a statutory Public Meeting to be scheduled afterwards.

The Region will host a Public Information Centre in advance of the Town's Public Meeting. Newmarket Town Council will consider the application after the Public Meeting is held. Official Plan and Zoning Bylaw amendment approvals are expected to be complete in Q3 2025. The Region plans to apply for senior government funding to support the project through Canada Mortgage and Housing Corporation's Affordable Housing Fund in Q3 2025. The application will be submitted after planning approvals are secured and required construction cost estimate is available.

STRATEGIC PRIORITY 2: INCLUSIVE COMMUNITIES AND SUCCESSFUL TENANCIES

This strategic priority recognizes successful tenancies involve feeling connected to the community, having access to essential resources and consistently paying rent on time. This means working with community partners to provide the right services at the right time, and building inclusive communities so all residents feel safe, welcome and at home.

Bringing fresh food home: Housing York Inc. partners with York Region Food Network

HYI is partnering with York Region Food Network to pilot onsite affordable fresh food markets in four HYI communities. This innovative mobile fresh food market aims to enhance community engagement and improve resident well-being by bringing healthy, fresh, and affordable fruits and vegetables directly to residents.

The fresh food markets began in March and saw excellent community turnout, with many items selling out quickly.

Markets will be held twice per month at Heritage East and Mulock Village in the Town of Newmarket, Lakeside Residences in the Town of Georgina, and Springbrook Gardens in the City of Richmond Hill.

Local Enhancement and Appreciation of Forests tree planting at Housing York Inc. sites

HYI is proud to partner with Local Enhancement and Appreciation of Forests (LEAF) and York Region Forestry to bring tree planting and stewardship programming directly to HYI communities and support the Region's [Greening Strategy](#) goals.

This initiative focuses on increasing the tree canopy at HYI buildings while engaging residents in the care and maintenance of newly planted native trees.

Tree planting events took place in April at Orchard Heights Place in the Town of Aurora, Dunlop Pines and Rose Town in the City of Richmond Hill, and Kingview Court in the Township of King.

Turnout was strong across sites, with residents actively participating in the planting activities. At select locations, LEAF provided Russian-language interpretation to support residents who speak Russian as a first language. Residents joined LEAF for planting demonstrations and learned how to care for the newly planted trees. Participating residents were also invited to join tree care teams, receiving training, watering equipment and guidance to support the trees during their critical early years.

Collaborating with local municipal programs and expanding partnerships with community agencies

HYI's partnerships team welcomed the opportunity to present to local municipal community services department heads at the Commissioner's Local Municipal Table on March 28, 2025. This engagement aligns with feedback received during the HYI Strategic Planning Workshop, emphasizing the importance of connecting HYI residents to free, low-cost or subsidized programs offered by local municipalities.

Followup discussions are in progress to explore ways to raise awareness of municipal programs within HYI communities, and, if appropriate, to host such programs within HYI communities to better serve residents.

HYI remains committed to fostering collaborations with all local municipalities to improve residents' access to valuable community programs.

Additionally, HYI successfully expanded partnerships with two community agencies at no cost:

- **Carefirst:** Preventative health programming for seniors, currently delivered at Unionville Commons in the City of Markham, has now been extended to Elmwood Gardens in the Town of Whitchurch-Stouffville and Mackenzie Green in the City of Richmond Hill.
- **Play Forever:** Expanded their delivery of seniors activity and wellness programs to include the Richmond Hill Hub in the City of Richmond Hill.

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.

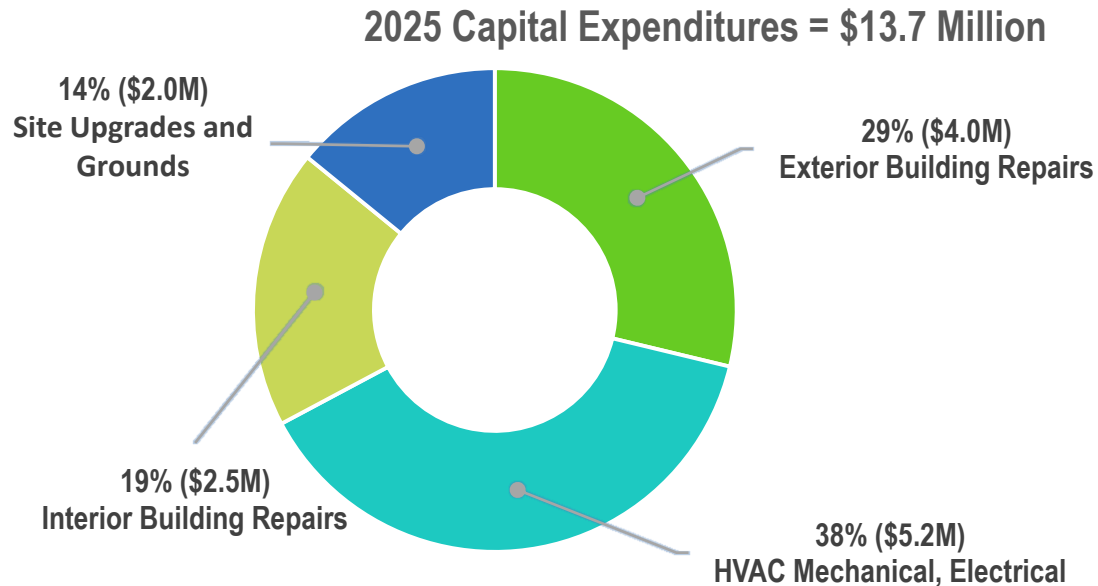
Capital renewal of Housing York Inc. buildings ensure the existing portfolio remains in state of good repair

In [September 2024](#), the HYI Board of Directors approved an annual capital renewal budget of \$13.7M for the 2025 fiscal year. Expenditures in Q1 2025 were \$2.3M aligning with the year-to-date expenditure forecast. Housing Services staff have planned additional projects based on asset management needs to optimize capital renewal spending. The additional projects will be implemented should existing projects come in under budget or if material lead times result in lower than forecasted expenditure.

Capital renewal budget breakdown was updated from the budget submission to reflect the latest studies by engineers and architects.

Figure 1 shows the 2025 capital renewal budget breakdown by category.

Figure 1
2025 Capital Renewal Budget Breakdown



Capital renewal of Housing York Inc. buildings is progressing as planned with Q1 budget spent at \$2.3 million, constituting 17% completion of overall plan

Tables 1 and 2 in Appendix A summarize ongoing, recently completed and planned capital renewal work for 2025.

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.

Karen Antonio-Hadcock
 General Manager, Housing York Inc.

Lisa Gonsalves
 President, Housing York Inc.

May 2, 2025

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Appendix A – On Going, Recently Completed and Planned Capital Renewal Projects

APPENDIX A

Table 1
Ongoing, Recently Completed, Capital Renewal Projects

Location	Scope	Start Date	End Date	Status (Completed, In Construction, Design, Tender)
Brayfield Manor Town of Newmarket	Upgrades to sanitary pumping station	Mar 2024	May 2025	Completed
Northview Court Town of Georgina	Window and patio door replacement	May 2024	Apr 2025	Completed
Evergreen Terrace City of Richmond Hill	Window, exterior and balcony door replacement	Aug 2024	Apr 2025	Completed
Fairy Lake Gardens Town of Newmarket	Fin tube hydronic baseboard replacement	Aug 2024	Apr 2025	Completed
Fairy Lake Gardens Town of Newmarket	Generator replacement	Aug 2024	Feb 2025	Completed
Rose Town City of Richmond Hill	Window and patio door replacement	Aug 2024	Apr 2025	Completed
Lakeside Residence Town of Georgina	Roof replacement	Oct 2024	Apr 2025	Completed
Orchard Heights Town of Aurora	Kitchen refurbishment	Oct 2024	Jun 2025	In Construction
Fairy Lake Gardens Town of Newmarket	Domestic hot water boiler replacement	Nov 2023	Oct 2025	In Construction
Founders Place Town of Newmarket	Make-up air units replacement	Aug 2024	May 2025	In Construction
Northview Court Town of Georgina	Window, exterior and balcony door replacement	Aug 2024	Jun 2025	In Construction
Oxford Village Town of East Gwillimbury	Window, exterior and balcony door replacement	Aug 2024	Jun 2025	In Construction

Location	Scope	Start Date	End Date	Status (Completed, In Construction, Design, Tender)
Blue Willow Terrace City of Vaughan	Hot water storage tanks and HVAC pump replacement	Nov 2024	Sept 2025	In Construction
Keswick Gardens Town of Georgina	Parking lot storm water upgrades	April 2025	June 2025	In Construction
Brayfield Manor Town of Newmarket	Site landscaping upgrade	Oct 2024	June 2026	Design
Hadley Grange Town of Aurora	Bathroom fixtures and domestic water distribution valves replacement	Dec 2024	Jun 2026	Design
Sutton Youth Shelter Town of Georgina	Hydronic boiler, packaged a/c replacement and electrical upgrades	Mar 2025	Aug 2026	Design
Glenwood Mews Town of Georgina	Channel restoration	Sep 2025	Dec 2025	Design
Orchard Heights Town of Aurora	Electrical upgrades	Apr 2024	Dec 2025	Tender
Evergreen Terrace City of Richmond Hill	Kitchen and bathroom refurbishment	May 2024	Sep 2026	Tender
Rose Town City of Richmond Hill	Make-up air unit replacement	May 2024	Dec 2025	Tender
Northview Court Town of Georgina	Make-up air unit replacement	May 2024	Dec 2025	Tender
Keswick Gardens Town of Georgina	Adult day program - renewal of outdoor space	Jun 2024	Dec 2025	Tender
Various HYI Locations	Automatic door operators upgrade for aging-in-place	Nov 2024	Dec 2025	Tender
Dunlop Pines City of Richmond Hill	Electrical upgrades	Jul 2024	Jan 2026	Tender

Table 2
Planned Capital Renewal Projects

Location	Scope	Anticipated Start Date	End Date	Status
Pineview Terrace Town of Georgina	Unit breaker panels, electrical heaters and thermostats replacement	May 2025	Nov 2026	Planning
Porter Place, Town of East Gwillimbury	Variance building repairs, HVAC replacement and sanitary system upgrade	May 2025	Dec 2026	Planning
Heritage East Town of Newmarket	Garage, foundation walls and exit stair repairs	Jun 2025	Dec 2026	Planning
Heritage East Town of Newmarket	Led lighting retrofit	Jun 2025	Dec 2026	Planning
Passage Place, Town of East Gwillimbury	New emergency power	Jul 2025	Aug 2027	Planning
Founders Place Town of Newmarket	Retaining wall rehabilitation	Jul 2025	Oct 2025	Planning



FOR INFORMATION

To: Directors of Housing York Inc. Board
Meeting Date: May 15, 2025
From: Karen Antonio-Hadcock
General Manager, Housing York Inc.
Re: **Quarterly Contract Awards - January 1 to March 31, 2025**

This memorandum highlights Housing York Inc. (HYI) activities for award of any contract under sections 7.6, 7.7, 7.12, and 7.13 of [Purchasing Bylaw No.1-18, as amended](#) (Purchasing Bylaw) for the period January 1 to March 31, 2025.

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 the:

- 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 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

Three contracts were awarded by the General Manager in accordance with the Purchasing Bylaw

Table 1 provides the contracts awarded by the General Manager from January 1 to March 31, 2025. For details, refer to Appendix A.

Table 1
General Manager Contract Awards
January 1, 2025 to March 31, 2025

Contract Description	Total Value (\$)
RFTC-1761-24 – Make-up Air Units Replacement at 37 Northview Court in the Town of Georgina	\$201,279.64
RFTC-1762-24 – Make-up Air Units Replacement at Rose Town in the City of Richmond Hill	\$323,278.38
RFPC-2237-24-24002 – Consulting Services for Exterior Site Upgrades at Brayfield Manor in the Town of Newmarket	\$172,600.00
Total	\$697,158.02

No contract was awarded by the President during this quarter

There were no contracts awarded by the President during this reporting period.

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

Table 2 shows a summary of all awards reported in this memorandum.

Table 2
Summary of Awards

Awarded by	Number of Awards	Total Value (\$)
General Manager (Contracts up to \$500,000)	3	\$697,158.02
President (Contract up to \$1,000,000)	0	\$0
Total	3	\$697,158.02

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.



Karen Antonio-Hadcock
General Manager, Housing York Inc.



Lisa Gonsalves
President, Housing York Inc.

May 2, 2025

#16635394

Appendix A -- Details of General Manager Awards

APPENDIX A

Details of General Manager Awards

Contract Description

RFTC-1761-24 – Make-up Air Unit Replacement at 37 Northview Court in the Town of Georgina The unit was last replaced in 2003 and has a life expectancy of 18 years. This is a typical end-of-life asset management project	Number of Bids	6
	Vendor	Modern Niagara Building Services Inc.
	Budget Estimate	\$230,000.00
	Bid Amount	\$201,279.64
	Tender Released	December 5, 2024
	Tender Closed	January 17, 2025
	Contract Period	140 Working Days

Contract Description

RFTC-1762-24 – Make-up Air Units Replacement at Rose Town in the City of Richmond Hill The units were last replaced in 2003 and has a life expectancy of 18 years. This is a typical end-of-life asset management project	Number of Bids	9
	Vendor	Modern Niagara Building Services Inc.
	Budget Estimate	\$360,000.00
	Bid Amount	\$323,278.38
	Tender Released	December 6, 2024
	Tender Closed	January 17, 2025
	Contract Period	140 Working Days

Contract Description

RFPC-2237-24-24002 – Consulting Services for Exterior Site Upgrades at Brayfield Manor in the Town of Newmarket Scope of work includes front porches, concrete walkways, the railings, rear patios, rear patio privacy fences and general repaving of the roadway with localized repairs to curbs and sidewalks. All landscaping components are original and installed in 1993. The elements are showing signs of deterioration.	Number of Bids	6
	Vendor	Alexander Budrevics and Associates Limited
	Budget Estimate	\$125,000.00
	Bid Amount	\$172,600.00*
	Tender Released	December 20, 2024
	Tender Closed	January 28, 2025
	Contract Period	265 Working Days

*Higher bid amount can be accommodated by saving from other bids.

The lowest bid is good value for money. Original estimate did not include all technical reports required for this project. It was more efficient to expand the scope of work to include all required technical reports and sub-consultants.



Report of the General Manager

Contract Award for Evergreen Terrace Kitchens, Bathrooms and Exhaust Fan Replacements in the City of Richmond Hill

Recommendations

The Housing York Inc. Board approve award of Contract RFTC-1760-24 for kitchens, bathrooms and exhaust fans replacement at Evergreen Terrace, 75 Dunlop Street in the City of Richmond Hill, to Joe Pace & Sons Contracting Inc. in the amount of \$1,333,000 excluding HST.

Summary

Under Section 18.1(d) of Housing York Inc.'s (HYI) [Purchasing Bylaw No.1-18](#), contracts procured through a Request For Tender (RFT) of over \$1M must be approved by the Board of Directors. This report seeks approval to award a contract to Joe Pace & Sons Contracting Inc. for kitchens, bathroom and exhaust fans replacement for the HYI building, Evergreen Terrace, 75 Dunlop Street, Richmond Hill. Joe Pace & Sons Contracting Inc. provided the lowest cost compliant bid in response to the public tender for services, with a total cost of \$1,333,000 excluding HST. The pre-tender estimate for this project is \$1,545,000.

Background

Evergreen Terrace is a four-storey building with 56 apartment units for seniors. The building was constructed in 1967. Kitchens and bathrooms were last renovated in 2003 and are reaching the end of their useful life. Roof top exhaust fans connected to tenant units will also be replaced. A Building Condition Assessment was conducted by a consultant indicating that this replacement project is required.

A design consultant was retained in May 2024 for design and contract administration services. Additional mechanical and electrical scope were incorporated into the project to comply with current building code requirements. This included the installation of kitchen exhaust fans and upgrades to the breaker panels and wiring.

Construction is anticipated to start in July 2025 and be completed by June 2026.

Analysis

A public Request for Prequalification for contractors was released on November 8, 2024 and closed on December 9, 2024. A total of eight submissions were received, four contractors passed the evaluation process.

RFT was released to the pre-qualified contractors on February 28, 2025 through the Region's Procurement Office. The RFT closed on April 3, 2025. A total of four bids were received, with Joe Pace & Sons Contracting Inc. submitting the lowest compliant bid. This contractor has previously been retained by the Region/HYI for the completion of various projects including kitchen and bathroom replacements. Their work has consistently met quality standards, and several projects have been completed ahead of schedule.

Bid prices are summarized in Table 1.

Table 1
Summary of Bids

Bidders	Bid Price (\$)	Compliant
Joe Pace & Sons Contracting Inc.	\$1,333,000.00	Yes
ZGemi Inc	\$1,473,432.20	Yes
Icon Restoration Services Inc.	\$1,494,233.85	Yes
Martinway Contracting Ltd.	\$2,913,363.87	Yes

Financial Considerations

This report seeks authorization of \$1,333,000. in expenditures that were approved through the 2025 HYI Capital Renewal budget for this purpose. There are no local municipal implications associated with this report.

Conclusion

This report recommends award of a contract for kitchens, bathrooms and exhaust fans replacement at Evergreen Terrace.

For more information on this report, 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.



Recommended by: Karen Antonio-Hadcock
General Manager, Housing York Inc.



Approved for Submission: Lisa Gonsalves
President, Housing York Inc.

May 2, 2025

#16657241



Report of the General Manager and Chief Financial Officer

Purchasing Bylaw Update

Recommendations

It is recommended the Housing York Inc. Board of Directors:

1. Approve an amendment to the [Purchasing Bylaw No.1-18](#), Section 7.1 to increase purchases not exceeding \$100,000 to \$133,800.
2. Approve an amendment to the Purchasing Bylaw No. 1-18, Section 7.1 (c) to increase the cost of any deliverable from \$50,000 but does not exceed \$100,000 to \$70,000 and \$133,800 respectively.
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6. Authorize the President to negotiate any tariff related increases beyond the current 15% contingency threshold set out in Section 11.1 of the Purchasing Bylaw No. 1-18 using a rigorous vetting process on a case by case basis.
7. Authorize the Solicitor to prepare and submit an amendment to the Purchasing Bylaw No. 1-18 to give effect to the amendments approved under this report.

Summary

This report recommends amendments to the Housing York Inc. (HYI) Purchasing Bylaw No.1-18 (the Bylaw) to increase expenditure threshold from \$100,000 to \$133,800 to align with the Region's report to Committee of the Whole, Revision to the Low Dollar Value Thresholds in Response to Tariffs, approved by Council in [March 2025](#). This report also seeks Board approval to amend the purchasing authorities to align with the \$133,800 threshold and authorize the President to negotiate tariff related increases beyond the 15% contingency threshold, consistent with Regional Council's approval of authorities granted to the Chief Administrative Officer outlined in the Overview of Potential Economic and Fiscal Impacts of Tariffs Council report in [March 2025](#).

HYI is subject to Shareholder Direction approved by Council on June 28, 2018, which provides that HYI develop and approve procurement policies designed with the objective of providing good value with sufficient flexibility for HYI to conduct its business and affairs. HYI may amend its bylaws subject to Shareholder confirmation.

Background

In alignment with recent changes adopted by Regional Council, changes to the Housing York Inc. Purchasing Bylaw are recommended in response to the United States tariff announcements

The report approved by York Region Council in [March 2025](#), provided a high level overview of potential impacts of United States (U.S.) tariffs on York Region and outlined various initiatives underway to assess and mitigate these impacts. The report sought approval to increase the maximum amount associated with low dollar value purchases (LDVP) from \$100,000 to \$133,800 to align with the Ontario-Quebec Trade Cooperation Agreement which has the lowest threshold of all trade treaties.

HYI has a separate Purchasing Bylaw and requires amendments to align with the Region's response to U.S. tariffs.

Analysis

Housing York Inc.'s Purchasing Bylaw, approved in 2018, establishes guidelines to obtain best value in the procurement of deliverables

HYI's current Purchasing Bylaw No. 1-18 was approved by Regional Council in its capacity as the sole shareholder of HYI on June 28, 2018, and subsequently amended on February 10, 2021. The Bylaw is intended to ensure that effective, efficient, fair and transparent procedures are in place to encourage environmentally responsible and sustainable procurement of goods and services, while maintaining fiscal prudence.

Increasing the purchases not exceeding \$100,000 threshold to \$133,800 aligns with the Region and requires a change to signing authority

Increasing the threshold aligns with the Region's response to tariffs, ensures compliance with trade treaty requirements, and provides staff with greater flexibility.

To be consistent with changes to the Region's LDVP Maximum, this report recommends amending HYI's Purchasing Bylaw No.1-18 and granting authorizations as follows:

- Increase the President's authority to approve purchases not exceeding \$100,000 to align with the Region's LDVP maximum of \$133,800 (Section 7.1)
- Increase the cost range in which HYI must solicit three quotes before the President is authorized to approve purchases where the cost of any deliverable exceeds \$50,000 but does not exceed \$100,000 to \$70,000 and \$133,800 respectively (Section 7.1 (c))
- Increase the threshold requiring the issuance of a request for tenders or a request for proposals from \$100,000 to \$133,800 for the purchase of deliverables (Section 7.3)

- Increase the maximum threshold permitting direct purchases without issuing a call for bids from \$100,000 to \$133,800 (Section 10.1)
- Increase the amount in dispute in any unresolved litigation does not exceed \$100,000 to \$133,800 (Section 16.3)
- Increase the signing authority of the President and General Manager from any \$100,000 limit set out in the Purchasing Bylaw to \$133,800 to align with the new threshold
- Authorize the President to negotiate any tariff related increases beyond the current 15% contingency threshold using a rigorous vetting process on a case by case basis

The amendment to the Purchasing Bylaw shall be submitted to the Shareholder at the next meeting of the Shareholder for confirmation, as required by Section 116(2) of the *Business Corporations Act (Ontario)*. Under Section 116(3) of the *Business Corporations Act (Ontario)*, the amendment shall be effective upon enactment by the Board and continue in effect unless it is not confirmed by the Shareholder at the next meeting of the Shareholder.

The signing authority is subdelegated from the President to General Manager, Directors, Managers and Supervisors pursuant to Section 5.4 of the Purchasing Bylaw. The signing authority limits will be revised to align with the amendments to the Bylaw once approved by the Board and the Shareholder.

Financial Considerations

The financial impact and potential resource requirements will be assessed as decisions are made by the U.S. government and retaliatory measures are taken by the Canadian government. Future reports will be brought to the Board, where appropriate, and financial implications will be addressed through the budget process.


Local Impact

The introduction of tariffs and heightened economic uncertainty impacts all local municipalities.

Conclusion

The Region and HYI continue to monitor announcements related to U.S. tariffs and retaliatory measures from Canada and assess potential implications for HYI's fiscal plan. Proposed changes to HYI's Purchasing Bylaw No. 1-18 would provide additional flexibility to respond to tariff-related cost increases and align with the Ontario-Quebec Trade Cooperation Agreement.

For more information on this report, please contact Karen Antonio-Hadcock, General Manager, at 1-877-464-9675 ext. 72088 or Ellen Boudreau, Chief Financial Officer at ext. 71282. Accessible formats or communication supports are available upon request.



Recommended by: Karen Antonio-Hadcock
General Manager, Housing York Inc.



Approved for Submission: Lisa Gonsalves
President, Housing York Inc.

May 2, 2025

16698468

HOUSING YORK INC.

BYLAW NO. 1-25

A bylaw to amend Bylaw No. 1-18 Purchasing Bylaw, being a bylaw to provide for the procurement of goods and services by Housing York Inc.

RECITALS

Subsection 116 (1) of the *Business Corporations Act*, R.S.O. 1990, c. B.16, provides that unless the articles, the by-laws or a unanimous shareholder agreement otherwise provide, the directors may, by resolution, make, amend or repeal any by-laws that regulate the business or affairs of a corporation;

On May 15, 2025, the Board of Directors of Housing York Inc. approved a report titled Purchasing Bylaw Update authorizing amendments to Bylaw No. 1-18 Purchasing Bylaw (the "Purchasing Bylaw") to respond to potential economic and fiscal impacts of tariffs;

The Board of Directors of Housing York Inc. enacts as follows:

1. Section 2.1 of the Purchasing Bylaw is amended by inserting the following definition before the definition for "tender":

"tariff" means a duty imposed on a good or service imported into Canada;
2. The Purchasing Bylaw is amended by striking out "\$100,000.00" wherever it appears and substituting in each case with "\$133,800.00".
3. The Purchasing Bylaw is amended by striking out "one hundred thousand dollars" wherever it appears and substituting in each case with "one hundred and thirty-three thousand eight hundred dollars".
4. Section 7.1 (c) is amended by striking out "fifty thousand dollars (\$50,000.00)" wherever it appears and substituting with "seventy thousand dollars (\$70,000.00)".
5. Section 11.1 of the Purchasing Bylaw is repealed and substituted with the following:
 - 11.1 Where any purchase of deliverables has been authorized under this bylaw, the President may, upon being satisfied that a contingency has arisen (except for an additional expenditure arising from an additional tariff), authorize expenditures that exceed the original approved contract amount, provided that any additional expenditure shall not exceed fifteen percent (15%) of the total cost of the contract at the time of award and further

provided that the additional expenditures are required to complete the deliverables set out in the original contract.

6. Section 11 of the Purchasing Bylaw is amended by inserting the following sections after Section 11.2:
 - 11.3 Despite Section 11.1 and subject to a rigorous vetting process to be determined by the President, the President may, on a case-by-case basis, authorize additional expenditures that exceed the originally approved contract amount, provided that:
 - (a) the additional expenditure is required to fulfill the requirements of the contract;
 - (b) the additional expenditure is directly attributable to an increased or new tariff that comes into effect after the time of contract award; and
 - (c) the supplier provides sufficient documentary evidence to substantiate the additional expenditure.
 - 11.4 In conducting the rigorous vetting process described in Section 11.3, the President may consider additional factors, including but not limited to whether the additional expenditure could have reasonably been mitigated.
 - 11.5 A report shall be submitted to the Board on a regular basis to advise of all additional expenditures authorized pursuant to Section 11.3
7. Where this bylaw refers to a schedule, enactment, statute, regulation, or bylaw, it also includes that schedule, enactment, statute, regulation, or bylaw, as amended, supplemented, or replaced from time to time.
8. Except as expressly modified by this bylaw, all provisions of the Purchasing Bylaw, are, and shall continue to be, in force and effect.
9. This bylaw is effective from the date of enactment until it is confirmed, confirmed as amended or rejected by the shareholders or until it ceases to be effective.
10. Where this bylaw is confirmed or confirmed as amended, it continues in effect in the form in which it was so confirmed.

ENACTED AND PASSED by the Board of Directors of Housing York Inc. on May 15, 2025.

Chair

Secretary

CONFIRMED by the sole shareholder of Housing York Inc., The Regional Municipality of York, pursuant to subsection 116 (2) of the *Business Corporations Act*, R.S.O. 1990, c. B.16, on June 26, 2025.

THE REGIONAL MUNICIPALITY OF YORK

Regional Chair