



Report of the General Manager

Contract Awards and Amendments Requiring Board Approval

Recommendations

1. The Board of Directors approve direct purchase contracts, contract extensions and increases between Housing York Inc. and the suppliers listed in Private Attachment 1, according to the terms specified in the private attachment.
2. The Board authorize the General Manager to execute direct purchase contracts and extensions, as required, for up to the maximum term specified in Private Attachment 1, provided that contracted suppliers have satisfactorily performed their services and the contract value falls within the approved annual budget.
3. The Board authorize the General Manager with signing authority to execute related direct purchase contracts and extensions for the purchases in Private Attachment 1.

Summary

This report seeks Housing York Inc. (HYI) Board approval of direct purchase, and contract extensions that would result in aggregate terms of greater than five years, and award direct purchases that exceed a total cost of \$133,800.

Private Attachment 1 to this report will be considered in private session as it contains financial information provided to HYI in confidence, which if disclosed, could reasonably be expected to interfere significantly with the contractual or other negotiations of the vendors.

Key points:

- Board approval of contract awards and extensions is required under the provisions of Sections 7.8 (contracts exceeding \$1,000,000), 10.2 (direct purchases), and 18.1(a) (aggregate term exceeding five years) of the HYI [Purchasing Bylaw 1-18](#), (the Bylaw) as amended, and applicable to each contract
- Eight contracts require extensions and increases with a collective total value of \$11,165,460 to continue providing property management activities including software, insurance and regulatory compliance

Background

Housing York Inc.'s Purchasing Bylaw 1-18 specifies procurement activities that require Board approval

In accordance with Sections 7.8, 10.2 and 18.1(a) of the Bylaw, as amended, a report must be submitted for Board approval:

- Award of any contracts exceeding one million dollars (\$1,000,000)
- Award of any direct purchase contracts where the total cost exceeds \$133,800
- Contract extensions and renewals that result in aggregate terms exceeding five years

These provisions ensure that major financial decisions undergo rigorous review and Board approval, safeguarding the organization's financial integrity. This promotes transparency, accountability, and responsible spending, while reinforcing stakeholder trust through strong governance.

This is the first report consolidating Board approved contract approvals and extensions across all units in housing that procure services on behalf of HYI. The previous report to the Board in [September 2020](#), focused solely on housing operations. Other contract approvals and extension reports were provided to the Board on an ad hoc basis.

Analysis

Trade treaty provisions permit deliverables to be purchased through direct purchases

In certain circumstances, trade treaties permit purchasing directly without competition, or through limited competition. These circumstances include, but are not limited to, the following:

- Where deliverables can only be supplied by a particular supplier, as no reasonable alternative or substitute exists due to compatibility with existing deliverables
- Where existing deliverables must be maintained by the manufacturer or their representative(s) for warranty purposes
- Where a change of supplier cannot be made for economic or technical reasons, as changing the supplier would cause significant inconvenience or substantial duplication of costs, including scenarios where changing the supplier would result in new requirements for interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement

Section 10.1 of the Bylaw outlines conditions to be met for direct purchase consideration:

- The compatibility of a purchase with existing equipment, facilities or service is the paramount consideration
- There is only one entity reasonably capable of providing the deliverable.

Eight contracts listed in Private Attachment 1 align with the trade treaties permissible reasonings noted above as well as the requirements established in HYI's Purchasing Bylaw for direct purchases.

Contract extensions are required to support operational continuity

HYI procures various goods and services from external suppliers to fulfill its mandate of delivering community housing. These contracts help HYI meet safety regulatory requirements and ensure safe and reliable building services for residents. Renewing existing agreements is necessary to maintain continuous service delivery. Information on eight supplier and service contracts is provided in Private Attachment 1. Some contracts will require new agreements to align with updated standard contract terms and conditions, such as enhanced insurance requirements.

Staff monitor market conditions to ensure best value

Throughout the term of a direct purchase contract, staff stay up to date with suppliers and their competitors to ensure best value. This is achieved by connecting with industry colleagues, attending trade shows and monitoring markets to assess new opportunities for sustained or improved service delivery at a fair price. Where contract extensions are negotiated, the cost is validated to align with departmental budgets, market prices and inflation values.

Financial Considerations

Table 1 includes the estimated cost to award or extend and increase the deliverables as detailed in Private Attachment 1. The contract values account for annual price adjustments, projected portfolio growth, business needs, and operational requirements. Funding is included in HYI's 2025 operating budget and will be incorporated into future budgets.

Table 1
Summary of Direct Purchase Contract Extension Terms and Requested Approval Cost

Supplier	Extension Term	Requested Contract Value for Board Approval (\$)
1	Up to five years (2025-2030)	248,000
2	Up to five years (2025-2030)	320,000
3	Five years (2025-2030)	220,000
4	Five years (2025-2030)	300,000
5	Five years (2025-2030)	1,400,000
6	Five years (2025-2030)	6,000,000
7	Five years (2025-2030)	1,160,300
8	Five years (2025-2030)	1,517,160
Total Contracts Value for Approval		\$11,165,460

Local Impact

Approval of the direct purchases and contract extension allows HYI to continue to deliver services to residents.

Conclusion

The Board is requested to authorize the extension of contracts as specified in the report. These contracts are crucial for facilitating the delivery of essential services that meet the organization's business requirements. By extending these contracts, the aim is to ensure a consistent, compliant, and stable provision of building services for HYI residents.

For more information on this report, please contact Josh Scholten, Director, Housing Operations, at 1-877-464-9675 ext. 72004. 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 23, 2025

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Private Attachment 1 – Direct Purchase Contract Approvals and Extensions to Agreements
with Aggregate Terms of Greater than Five Years