



Corporate Affairs Committee

931 Yonge Street
Toronto M4W2H2

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The Corporate Affairs Committee of Toronto Community Housing Corporation met on Wednesday, September 8, 2010, in the Main Floor Conference Room, 931 Yonge Street, commencing at 9:55 a.m.

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| Committee | Mr. Dan King, Vice Chair | Regrets: | Ms. Carol Osler, Chair |
| Directors | Mr. David Mitchell | | Councillor Giorgio Mammoliti |
| present: | Ms. Sheerin Sheikh | | |

Additional Directors present: Ms. Catherine Wilkinson

Also present: Ms. Mitzie Hunter, Chief Administrative Officer
 Ms. Marta Asturi, Legal Counsel and Assistant Corporate Secretary
 Mr. Harold Ball, VP, Human Resources
 Ms. Ivana Jovanovich, Human Resource Associate
 Mr. Hugh Lawson, Director, Strategic Planning
 Mr. Graham Leah - Director, Response Centre, Housing Services Inc.
 Mr. Roman Mesec - Senior Director, Finance, Housing Services Inc.
 Ms. Josie Scioli, CEO, Housing Services Inc.
 Mr. Howie Wong, General Counsel and Corporate Secretary

Mr. Dan King, the Chair, called the meeting to order at 9:55 AM and Mr. Kamba Ankunda served as recording secretary.

DECLARATION OF CONFLICT OF INTEREST

The Chair requested members of the Corporate Affairs Committee to indicate any agenda item in which they had a conflict of interest, together with the nature of the interest. **None were declared.**

APPROVAL OF AGENDA

The Corporate Affairs Committee approved the agenda without amendment.

MINUTES CONFIRMATION OF CORPORATE AFFAIRS COMMITTEE MINUTES - JULY 14, 2010

Motion carried **ON MOTION DULY MADE** by Mr. David Mitchell, seconded by Ms. Sheerin Sheikh, the Corporate Affairs Committee adopted the above-captioned minutes and recommended they be forwarded to the Board of Directors for information subject to the following amendment on page 11, Paragraph 5, second sentence should be replaced and read as, "In

the short term, the audit function will be placed in Legal but the Committee will re-examine this at a future time as to the effectiveness and independence of the audit function."

**ITEM 1 SECOND QUARTER 2010 CORPORATE
AFFAIRS COMMITTEE PERFORMANCE
REPORT**

CAC:2010-20

Motion carried The Corporate Affairs Committee had before it the above-captioned report (CAC: 2010-20) from the Chief Executive Officer.

On questions raised by the Committee regarding the Management Plan to address staff turnover, Mr. Harold Ball informed the committee that the gaps were being created by termination, death and retirement. The Corporation is moving staff into the senior positions.

In response to why the threshold was not met in Q2, Harold explained that there were areas in which the organization's project appeared to be behind the mark.

He announced that there will be a launch of rewards and recognition as well as Health and Awareness Programs in the Q1 2011 and both will target the areas identified by the survey.

With regard to the Tenants Communication Strategy and the participation of tenants on the Governance committee (to address inclusion and participation), as well as whether staff are working with Tenants towards the development of the Tenants Communication Strategy, Ms. Mitzie Hunter informed the Committee that plans were available to address tenants in communication and that consultations with tenants were underway. An update will be made at a future meeting.

Mr. Harold Ball informed the Committee that for the second year running, Toronto Community Housing is among the best 100 employees for 2011. The Chair congratulated the staff for this achievement.

The Committee recommended the reporting strategy being used by the staff and expressed the confidence they have in staff addressing tenant's communication engagements.

ON MOTION DULY MADE by Ms. Sheerin Sheikh and seconded by Mr. David Mitchell, the Corporate Affairs Committee unanimously adopted Q2 2010 Corporate Affairs Committee report with performance

measures that are below target to be forwarded to the Board of Directors.

ITEM 2 REVIEW OF BOARD AND CEO'S EXPENSES Q2, CAC:2010-21
2010

Motion carried The Corporate Affairs Committee had before it the above-captioned report (CAC: 2010-21) from the Chief Executive Officer.

ON MOTION DULY MADE by Mr. David Mitchell, seconded by Ms. Sheerin Sheikh, the Corporate Affairs Committee unanimously received the report for information.

ITEM 3 2010 AUDITOR GENERAL REVIEW: UPDATE CAC:2010-22

Motion carried The Corporate Affairs Committee had before it the above-captioned report (CAC: 2010-22) from the Chief Executive Officer.

The committee requested for an update of the Auditor General's exercise and whether there were any policies or procedures that were not followed by the corporation.

Mr. Howie Wong informed the Committee that the objective of the Audit is to identify gaps and indicate areas for Improvement which the staff is looking forward to. He noted that the Audit of Toronto Community Housing started two months ago, and the Auditor General was pleased with the efficiency of staff in providing them with access to all files.

Mr. Howie Wong informed the Committee that the focus has been drawn to procurement. He noted that a draft Audit Report will be reviewed and input made by staff.

ON MOTION DULY MADE by Ms. Sheerin Sheikh, Seconded by Mr. David Mitchell, the Corporate Affairs Committee unanimously received the report for Information.

**ITEM 4 OMBUDSMAN'S REPORT – INVESTIGATION
INTO THE PROPOSED EVICTION OF A TENANT
(UPDATE)**

CAC:2010-23

Motion carried The Corporate Affairs Committee had before it the above-captioned report (CAC: 2010-23) from the Chief Executive Officer.

Mr. Howie Wong presented the report to the Committee and indicated that the Corporation has implemented all the recommendations in the report regarding evictions. Though the challenge was how to combine all the recommendations into one policy.

Mr. Howie Wong informed the committee that the Corporation is working on developing an Eviction Policy for Non Arrears in close relation with both the ombudsman and the tenants. This Policy will be completed in Q4 and an Update will be made in the near future.

On the request made by the Committee regarding the Community Standard Protocol Status, Mr. Howie Wong informed the Committee that the Committee Standard Protocol is receiving comments from stakeholders and an update will be made at a future Committee meeting.

ON MOTION DULY MADE by Mr. David Mitchell, seconded by Ms. Sheerin Sheikh, the Corporate Affairs Committee unanimously received the report for information.

IN CAMERA PROCEEDINGS

Motion carried **ON MOTION DULY MADE** by Ms. Sheerin Sheikh, seconded by Mr. David Mitchell, the Corporate Affairs Committee resolved to meet *in camera* to consider items A, B, C and D.

PUBLIC PROCEEDINGS

Motion carried At 10:47 a.m. the Chair announced the resumption of the public proceedings and the public meeting reconvened at that time.

ON MOTION DULY MADE by Mr. David Mitchell, seconded by Ms. Sheerin Sheikh, the Corporate Affairs Committee ratified the actions authorized during the *in camera* meeting.

ADJOURNMENT

The meeting of the Corporate Affairs Committee was adjourned at 11:00 a.m.

Secretary

Chair, Corporate Affairs Committee