

**TORONTO SENIORS HOUSING CORPORATION (TSHC)
CORPORATE GOVERNANCE AND
HUMAN RESOURCES COMMITTEE MEETING (CGHRC)**

**Date: June 21, 2022
Time: 4:00 – 5:00pm
Location: WebEx & Livestream**

Agenda

Item	Time	Description	Action	Pre-Read	Presenter
1.	4:00 2min	Chair's Remarks	Information	NA	Councillor Paul Ainslie, Chair
2.	4:02 1min	Approval of Public Meeting Agenda	Approval	Agenda	Chair
3.	4:03 1min	Chair's Poll re: Conflict of Interest	Declaration	N/A	Chair
4.	4:04 2min	Approval of CGHRC Public Minutes of Meeting of May 5, 2022	Approval	CGHRC Public Minutes of Meeting of May 5, 2022	Chair
5.	4:06 2min	Approval of CGHRC Closed Session Minutes of Meeting of May 5, 2022	Approval	N/A	Chair
6.	4:08 2min	CGHRC Action Items list	Information	CGHRC Action Items List	Chair
7.	4:10 1 min	Motion to move into Closed Session	Approval	N/A	Chair
8.	4:11 1 min	<i>Confidential report dealing with matters that are not required to</i>	Approval		Chair

9.	4:12 30min	<i>be disclosed under the municipal Freedom of Information and Protection of Privacy Act</i>	Approval		Tom Hunter
10.	4:42 1 min	<i>including but not limited to personal matters about identifiable individuals, a proposed or pending transaction with a third party, and recommendations of proposed policy or processes</i>	Approval	N/A	Chair
11.	4:43 2min	Motion to approve closed session decisions	Approval	N/A	Chair
12.	4:45	Adjournment	Approval	N/A	Chair

**TORONTO SENIORS HOUSING CORPORATION (TSHC)
Corporate Governance and HR Committee Meeting (CGHRC)
Date: May 5, 2022
Time: 4:00pm – 5:30pm
Location: WebEx & Livestream**

Draft Minutes

The Corporate Governance and HR Committee (CGHRC) of the Toronto Seniors Housing Corporation held its public meeting on May 5, 2022, at 4:00pm via WebEx video conference. The meeting was livestreamed on YouTube and subsequently posted the link to TSHC's website.

Members in Attendance:

Councillor Paul Ainslie (Chair), Brenda Parris and Warren Law

Regrets: Lawrence D'Souza

TSHC staff present: Michael Sherar, Interim Transitional Lead and Chief Corporate Officer, Dave Slater, Interim People and Culture Lead, Arlene Howells, Interim Communications and Engagement Lead, and Rajni Vaidyaraj, Interim Executive Assistant (Recording Secretary).

ITEM 1: CHAIR'S REMARKS

The Chair called the meeting to order and noted the Acknowledgement of the Land.

ITEM 2: APPROVAL OF THE PUBLIC MEETING AGENDA

The Chair asked if there were any additions to the public meeting agenda. Hearing none:

Motion **UPON MOTION**, duly made by Mr. Warren law and seconded by
Carried Ms. Brenda Parris and all in favour, **IT WAS RESOLVED THAT** the
public meeting agenda, as presented, is hereby approved.

ITEM 3: CHAIR'S POLL RE: CONFLICT OF INTEREST

The Chair asked if there was any conflict of interest under the Ontario Municipal Conflict of Interest Acts.

No conflicts were declared.

ITEM 4: APPROVAL OF CGHRC PUBLIC MINUTES OF MEETING OF APRIL 11, 2022

The Chair tabled the public minutes of the April 11, 2022 meeting and asked that they be taken as read.

Motion **UPON MOTION**, duly made Mr. Warren Law, and seconded by Ms.
Carried Brenda Parris, **IT WAS RESOLVED THAT** the public meeting
minutes of April 11, 2022, as tabled, are hereby approved.

ITEM 5: APPROVAL OF CGHRC CLOSED SESSION MINUTES OF MEETING OF APRIL 11, 2022

The Chair tabled the closed session minutes of the April 11, 2022 meeting and asked that they be taken as read.

Motion **UPON MOTION**, duly made by Ms. Brenda Parris, and seconded
Carried by Mr. Warren Law, **IT WAS RESOLVED THAT** the closed session
meeting minutes of April 11, 2022, as tabled, are hereby approved.

ITEM 6: CGHRC ACTION ITEMS LIST

Motion **UPON MOTION**, duly made by Ms. Brenda Parris, and seconded
Carried by Mr. Warren Law, **IT WAS RESOLVED** that the Action Items list
is received and approved for information by the Committee, as
presented.

ITEM 7: MOTION TO MOVE INTO CLOSED SESSION

Motion Carried **UPON MOTION**, duly made by Councillor Paul Ainslie, and seconded by Mr. Warren Law, **IT WAS RESOLVED THAT** the Committee move into a closed session.

ITEM 8 - 12: CLOSED SESSION

ITEM 13: MOTION TO APPROVE CLOSED SESSION DECISIONS

Motion Carried **UPON MOTION**, duly made by Ms. Brenda Parris, and seconded by Mr. Warren Law, and unanimously carried **IT WAS RESOLVED THAT** the Committee approve and recommend to the Board to approve the policies appended to this report and listed as follows:

- **Corporate Health and Safety Policies**
 - Health and Safety Policy Statement
 - Psychological Health and Safety
 - Short Term Disability
 - Long Term Disability
 - Workplace Accommodation
 - Workplace Harassment
 - Workplace Violence
- **Compensation Policies:**
 - Acting Assignment
 - Added Responsibility Pay Premium
 - Jury Duty and Witness Services
 - Overtime and Lieu Time
- **Legal Policies:**
 - Privacy Policy
 - Records Management Policy
 - Information Breach Policy
- **Strategic Communications Policies:**
 - Social Media Policy

- Election Policy
- Translation and Interpretation Policy

ITEM 14: ADJOURNMENT

The Chair thanked the Committee members and the staff for their participation at today's meeting.

Motion **UPON MOTION**, duly made by Ms. Brenda Parris, and seconded
Carried by Mr. Warren Law, and unanimously carried, **IT WAS RESOLVED**
 THAT the public meeting terminate.

Councillor Paul Ainslie
Corporate Governance and Human Resources Committee

TORONTO SENIOR HOUSING CORPORATION (TSHC)
Corporate Governance and Human Resources Committee
 Action Items List

	MEETING ARISING FROM	DESCRIPTION	RESP.	STATUS
1.	February 8, 2022	Mr. Sherar to send the list of the names of the 8 policies to the Committee	Michael Sherar	Closed
2.	February 8, 2022	Mr. Sherar to forward to the Committee the revised proposal from Mr. Dinner for development of Board policies work.	Michael Sherar	Closed
3.	February 8, 2022	Mr. Sherar to bring forward the 8 policies developed by Mr. Dinner for approval by the Committee at its next meeting on March 11, 2022.	Michael Sherar	Closed
4.	March 11, 2022	Ms. Brenda Parris requested that the Religious Policy be revisited at a future time.	Helena Ferreira	Pending
5.	March 11, 2022	Ms. Parris requested the committee consider at a future time to extend the scope of family leave to include five	Helena Ferreira	Pending

		<p>days of leave as opposed to the current one day of leave for aunt, niece, uncle, nephew and cousin in the bereavement policy.</p>		
6.	March 11, 2022	<p>Ms. Ferreira agreed to look into for future consideration Ms. Parris' request re non-union staff at TSHC to parallel the entitlements and benefits of union staff</p>	Helena Ferreira	Pending
7.	March 11, 2022	<p>To add the following agenda items to future meetings of the Committee for Board's consideration and Ms. Ferreira to report back on the following two items:</p> <ul style="list-style-type: none"> a) Community Benefits and diverse representation to be added to the Fair Wage Policy b) Plan for developing a Diversity Youth Development program c) Develop Lobby Disclosure Policies for both employees and the Board. 	Helena Ferreira	Pending
8.	March 11, 2022	<p>Revisions to the Board of Directors Ethics and Code of Conduct Policy</p>	Michael Sherar	Completed

		and the Board of Directors Meeting Procedures Policy to be circulated to the Committee members to seek Committee's approval prior to obtaining Board's approval on March 31, 2022		
9.		To include redline copies of all the policies when sending to Board for its consideration for approval.	Michael Sherar	Ongoing
10.	April 11, 2022	Revise the Board of Directors Reimbursement Policy to include electronic submission.	Michael Sherar	Completed
11.	April 11, 2022	Revise the Director Education and Board Development Policy to reflect the correct name of the Committee as Corporate Governance and Human Resources Committee.	Michael Sherar	Completed
12.	April 11, 2022	To remove the section on Values from the Code of Conduct Policy.	Helena Ferreira	Completed
13.	May 5, 2022	None	-	-