

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

**Date: May 16, 2023
Time: 4:00 – 5:30 pm
Location: WebEx & Livestream**

Agenda

Item	Time	Description	Action	Supporting Documents	Presenter
1.	4:00 2 min	Chair's Remarks	Information	N/A	Chair
2.	4:02 2 min	Land and African Ancestral Acknowledgements	N/A	N/A	Chair
3.	4:04 1 min	Approval of Public Meeting Agenda	Approval	Agenda	Chair
4.	4:05 1 min	Chair's Poll re: Conflict of Interest	Declaration	N/A	Chair
5.	4:06 2 min	Approval of CGHRC Public Minutes of Meeting of March 15, 2023	Approval	CGHRC Public Minutes of Meeting of March 15, 2023	Chair
6.	4:08 2 min	Approval of CGHRC Closed Session Minutes of Meeting of March 15, 2023	Approval	CGHRC Closed Minutes of Meeting of March 15, 2023	Chair
7.	4:10 2 min	Action Items Review	Information	Action Item List	Chair

Item	Time	Description	Action	Supporting Documents	Presenter
8.	4:12 5 min	CEO Update	Information	Verbal Report	Tom Hunter
9.	4:17 15 min	Governance Work Plan Update	Information	Verbal Report	Grant Coffey
10.	4:32 15 min	Board Committee Feedback Survey	Information	Report	Grant Coffey
11.	4:47 1 min	Motion to move into Closed Session	Approval	N/A	Chair
12.	4:48 1 min	Confidential report dealing with	Approval	N/A	Chair
13.	4:49 15 min	matters that are not required to be	Information	Report	Dave Slater
14.	5:04 20 min	disclosed under the municipal Freedom of Information and	Approval	Report	Tom Hunter
15.	5:24 1 min	Protection of Privacy Act 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	Approval	N/A	Chair
16.	5:25 1 min	Motion to approve closed session decisions	Approval	N/A	Chair
17.	5:26 1 min	Adjournment	Approval	N/A	Chair

Toronto Seniors Housing Corporation (TSHC)

Corporate Governance and Human Resources (CGHRC)

Date: March 15, 2023

Time: 4:00 pm

Location: WebEx and Livestream

Minutes

The Corporate Governance and Human Resources Committee of the TSHC Board held its meeting on March 15, 2023, at 4:00 pm via WebEx video conference. This meeting was livestreamed.

Members in attendance:

- Councillor Crisanti (Chair)
- Fareed Amin
- Brenda Parris
- Lawrence D'Souza
- Carrie MacNeil
- Warren Law

TSHC staff present:

- Tom Hunter
- Grant Coffey
- Dave Slater
- Roman Zydownyk
- Vince Truong
- Wendy Dobson
- Tina Ferreira, Executive Assistant to CEO
- Liz Dizig (Recording Secretary)

City Staff:

- Ashley Kong, Policy Advisor to Councillor Crisanti
- Amanda DaCosta, Executive Assistant to Councillor Crisanti

Item 1: Chair's remarks

The Chair called the meeting to order and welcomed everyone to his first meeting as Chair of the CGHRC. The Chair stated this meeting is being live streamed on YouTube.

Item 2: Land and African ancestral acknowledgements

The Chair began with the Land and African ancestral acknowledgements.

Item 3: Approval of public meeting agenda

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

Motion: Upon motion, duly made by Fareed Amin, and seconded by Carrie MacNeil and all in favour, it was resolved that the public meeting agenda, as presented, is hereby approved.

Item 4: Chair's poll re: conflict of interest

The Chair requested that members of the committee declare if they had a conflict with any agenda item.

No conflicts were declared.

Item 5: Approval of public minutes of CGHRC meeting of January 17, 2023

The Chair tabled the Public minutes of the January 17, 2023, meeting and asked that they be taken as read.

Motion: Upon motion, duly made by Fareed Amin, and seconded by Brenda Parris, it was resolved that the public minutes of January 17, 2023, as tabled, are hereby approved.

Item 6: Approval of closed minutes of CGHRC meeting of January 17, 2023

The Chair tabled the closed minutes of the January 17, 2023, meeting and asked that they be taken as read.

Motion: Upon motion, duly made by Brenda Parris, and seconded by Carrie MacNeil, it was resolved that the closed session meeting minutes of January 17, 2023, as tabled, are hereby approved.

Matters arising from the public minutes of January 17, 2023:

Brenda Parris raised a question regarding Employee Engagement survey and the Equity, Diversity and Inclusion (EDI) survey. It was clarified that the surveys will be done together as a single survey, however the EDI portion will be a separate section within the survey.

Dave Slater noted that staff are currently gathering business requirements for both the Employee Engagement Survey and Equity, Diversity and Inclusion Survey (EDI). It was noted that the finance team is working to get access to a broader public sector vendor of record portal that includes many vendors who are qualified and experienced with this kind of work and offer favorable rates. Staff are in the process of preparing the procurement for the RFP.

Dave Slater noted staff have been engaged with the Centre for Advancing The Interests of Black People on a regular basis, and will get their input into the questions being asked so we get the right information.

Brenda Parris stated participation should be a requirement of employment. Staff should participate and answer questions in survey as fully as possible.

Item 7: Action items review

The committee reviewed the action item list and the status of items.

All Actions items are either completed or still in progress.

Item 8: CEO update

At the invitation of the Chair, Tom Hunter provided an update on the status of the governance work plan. Tom Hunter noted a Board workshop was held and there was a lot of excellent input into the plan. Tom Hunter noted staff are working on revising the governance work plan and will bring it back to the May CGHRC meeting. He noted that an action plan is currently being worked on.

Tom Hunter also provided an update on the progress around the selection of appointment of board members noting many appointments end in May. Tom Hunter noted that staff reached out to the City and have received correspondence indicating current board members are aware of the process that needs to be undertaken. City staff identified that current Board members can continue to serve until successors are appointed. The City is currently working on TCHC appointments and will then work on TSHC Board selection. It is the City's intention to bring this to the July Council. TSHC Staff have asked for more specific timelines, waiting to receive these from the City.

Tom Hunter also provided an update on the CABR training and noted that staff have been working with the Centre for Advancing the Interests of Black People. The education through the Centre for Advancing the Interests of Black People is scheduled to start in late March into April. All staff will receive one full day of training that includes senior-focused scenarios.

Item 9: Motion to move to CGHRC closed session

The Chair asked if there were any questions prior to moving into closed session.

None declared.

Motion: Upon motion, duly made by Fareed Amin, and seconded by Brenda Parris, it was resolved that the meeting move into closed session.

Item 10-14: Closed Session

Item 15: Motion to approve closed session decisions

Motion: Upon motion, duly made by Warren Law, and seconded by Brenda Parris, it was resolved that the Board Committee approve and recommend to the Board the items discussed.

Item 16: Adjournment

The Chair thanked the committee members, staff and all the presenters for their attendance and contributions and requested the meeting be adjourned.

Motion: Upon motion, duly made by Brenda Parris, and seconded by Lawrence D'Souza, it was resolved that the public meeting terminate.

Councillor Crisanti, Chair
Corporate Governance and Human Resources Committee (CGHRC)

**TORONTO SENIOR HOUSING CORPORATION (TSHC) Corporate Governance and
Human Resources Committee
ACTION ITEMS**

Item	Meeting Arising From	Description	Resp	Status
1.	March 11, 2022	Ms. Brenda Parris requested that the Religious Policy be revisited at a future time.	Dave Slater	Pending – future policy work Q3 2023*
2.	March 11, 2022	Ms. Parris requested the committee consider at a future time to extend the scope of family leave to include five days of leave as opposed to the current one day of leave for aunt, niece, uncle, nephew and cousin in the bereavement policy.	Dave Slater	Pending – future policy work Q3 2023*
3.	January 17, 2023	Fareed Amin to discuss with City officials how we could potentially accommodate our existing board members to complete their 'cycle' and also find a way to keep some of our members to stay on for continuity purposes.	Tom Hunter	Completed
4.	March 15, 2023	It was suggested by Fareed Amin that staff explore the possibility of creating a condensed version of the final annual report.	Grant Coffey	In progress
5.	March 15, 2023	Brenda Parris asked that staff follow up and determine what percentage of capital projects		Completed

**Toronto Seniors
Housing Corporation**

Item	Meeting Arising From	Description	Resp	Status
		and funds are going to the Seniors portfolio.		
6.	March 15, 2023	Address and clarify at the next STAC meeting the topic of accessibility committee.	Grant Coffey	In progress
7.	March 15, 2023	Staff to include in future reports clarity on the remaining unresolved work orders. How to address the gaps.	Grant Coffey	In progress

*Includes considerations beyond TSHC control.

Toronto Seniors Housing Corporation

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Corporate Governance and Human Resources Committee Meeting

Topic: Board and Committee Feedback Survey

Item #10

Date: May 10, 2023

Report: BD: Date and item #

To: Corporate Governance and Human Resources Committee

From: Grant Coffey, Director, Strategy (I)

Date: May 10, 2023

Purpose:

To provide an update on the implementation of a post meeting board member survey.

Recommendation:

It is recommended that the Corporate Governance and Human Resources Committee receive this report for information.

Reason for Recommendation:

A priority element of the TSHC Governance work plan includes the development of a post-board and committee meeting survey of board members to gather input and feedback on meetings. This will allow us to start collecting data and inform future meeting planning and improvements. Conducting a short survey of board members post meeting is also a best-practice and we've reviewed sample board surveys to inform our survey questions. The survey includes questions on the meeting agenda and materials as well as the meeting discussion, facilitation and outcomes. This survey would supplement more overarching opportunities for Board and Committee input into governance improvements beyond meetings, which we would continue to also work on more broadly as part of the overall

Toronto Seniors Housing Corporation

Governance work plan. Moving forward we will implement the survey online and plan to start after the upcoming June 29 Board meeting.

Please see attachment 1 for a copy of the survey.

Grant Coffey

Director, Strategy (I)

List of Attachments:

Attachment 1: Toronto Seniors Housing Corporation - Board/Committee Meeting Evaluation Survey

Item #10 Attachment #1 -
Board and Committee
Feedback Survey

Attachment 1
Toronto Seniors Housing Corporation
Board/Committee Meeting Evaluation Survey

Survey responses would include the choices below and an area for comments:

strongly disagree disagree neutral agree strongly agree

Meeting Agenda and Materials

1. The meeting agenda and relevant background materials were provided in sufficient time to prepare for the meeting.
2. The agenda was clear and realistic for the allotted meeting time.
3. Reports and materials were clear and focused on important information, the right level of detail and of good quality.

Meeting Discussion, Facilitation and Outcomes

4. All participants appeared to be prepared for the meeting.
5. I was satisfied with how the meeting was facilitated.
6. I was satisfied with my opportunity to participate in discussions and ask questions.
7. I was satisfied with what the board or committee accomplished in this meeting.