



**Toronto Seniors Housing Corporation (TSHC) and Toronto
Community Housing Corporation (TCHC)
Joint Transition Work Group
Terms of Reference**

Purpose

The Joint Transition Work Group (JTW) will provide a forum for CEO TCHC and Interim Transitional Lead and Chief Corporate Officer TSHC to meet with Board members from both corporations and to jointly report on and discuss progress towards transition according to the Joint Transition Workplan. Members of TCHC/TSHC JTW will report back to their individual Boards with respect to these reports highlighting any opportunities, issues of risk or concern.

Terms of Reference

1. Receive transition plan progress reports from management of TCHC and TSHC.
2. Identify areas of common opportunity, concern or risk from reports.
3. Assess and monitor compliance of the Transition planning with the Principles for Transition (including those directed by the City).
4. Report to individual Boards on transition plan progress, any jointly identified risk issues and adherence to Principles for Transition.
5. Direction to management on substantive issues that would normally require Board approval must come from the individual Boards to the respective management teams. This working group would serve to inform both boards of these required directions.
6. Discussions at JTW will not extend to those issues that would meet the criteria for inclusion in closed session at either Board.
7. The JTW reserves the right to request “special” Board meetings on opportunities, issues and or risks that require direction outside of the scheduled Board meetings of both Boards.



8. Minutes from JTW meetings will be made available to both Boards, will be tabled at the next available meeting of each Board, and would accompany a report from the respective JTW Co-Chair.

Membership

- Maureen Quigley, Board Chair, TSHC (Co-Chair)
- Tim Murphy, Board Chair or designate, TCHC (Co-Chair)
- Two additional Board members from each corporation including a tenant director
- Administrative support provided by Governance secretariat to CEO TCHC and Interim EA, TSHC

Meeting Frequency

Bi-Monthly (Meetings January, March, May, July, September)

Term

Until September 2022



Toronto Seniors Housing Corporation – Toronto Community Housing Corporation

Transition Principles

Background

- TSHC will assume tenant leases and operate 83 TCHC buildings; TCHC will be responsible for capital needs of buildings.
- TSCH will offer employment to TCHC Seniors Unit tenant-facing staff.
- TCHC Office of the Commissioner of Housing Equity services provided to TSHC for 2 years.
- TCHC may provide other support services to TSHC through shared service agreements.

Transition Principles Directed by City of Toronto:

- Promote the common interests of tenants and City objectives.
- Minimize disruption to tenants.
- Minimize financial impacts on the City.
- Ensure compliance with existing TCHC capital funding and borrowing agreements.
- Mitigate business and operational risks for both corporations during a transition period. This may include TCHC supporting TSHC administrative functions in the short term where feasible, as TSHC builds capacity.
- Ensure the capital needs of seniors-designated buildings are assessed and resourced at a level similar to that of comparable buildings in the TCHC's portfolio.

Additional Transition Principles

- Toronto Community Housing Corporation and Toronto Seniors Housing Corporation will work collaboratively with each other and with the City of Toronto on the transition.
- The TCHC Board of Directors and the TSHC Board of Directors will oversee the transition planning activities of their respective



- organizations and make timely decisions as required during the transition planning process
- Stakeholder communications will be co-ordinated to ensure messaging is aligned.
 - Senior Tenants Advisory Committee members and senior tenants will be engaged throughout the transition to provide input on transition workplan in all areas of interest to tenants, with the exception of those matters that are closed, prior to Board approvals.
 - TCHC Staff affected by the transition will receive regular and up to date communications on transition plans.