



# Review of Board, President and CEO, and Senior Management Expenses Q2 2014

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**Item 5**  
September 23, 2014  
Corporate Affairs and Audit Committee

**To:** Corporate Affairs and Audit Committee **Report:** CAAC:2014-35  
**From:** Chief Internal Auditor  
**Date:** September 11, 2014 Page 1 of 2  
**Strategic Plan Priority:** **Service Excellence:**

- Demonstrate Value for Money and Public Accountability

## **PURPOSE:**

To report on the expenses of the Board of Directors, the President and Chief Executive Officers, and senior management for the second quarter of 2014.

## **RECOMMENDATIONS:**

It is recommended that the Corporate Affairs and Audit Committee (“the Committee”) receive this report for information.

## **REASONS FOR RECOMMENDATIONS:**

For purposes of this report and the public disclosure of employee expenses, ‘senior management’ is defined as those employees whose annual salary exceeds \$100,000 per annum.

All expenses submitted by the President and Chief Executive Officer (“President and CEO”) are approved by the Chair of the Board of TCHC. The Chair’s expenses are signed off by the President and CEO as a check and balance at the point of reimbursement.

Expenses of the Directors are approved by the Chair to ensure the expenses claimed are incurred in the performance of duties related to TCHC.

Senior management expenses are reimbursed pursuant to TCHC’s *Expense Reimbursement Policy* and *Expense Reimbursement Procedures*.

All Board of Directors, the President and CEO, and senior management expenses are posted, by month, on the TCHC website ([www.torontohousing.ca/expenses](http://www.torontohousing.ca/expenses)).

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As set out in the attachments to this report, the total expenses for Q2 2014 are as follows:

	<b>Q2 2014</b>	<b>2014 YTD</b>
Board of Directors	\$36.00	\$91.00
President and CEOs	\$1,226.62	\$1,725.37
Senior Management	<u>\$15,490.21</u>	<u>\$32,880.23</u>
Total	<u>\$16,752.83</u>	<u>\$34,696.60</u>

## IMPLICATIONS AND RISKS:

The reimbursement of expenses for the Board of Directors, President and CEO, and senior management in Q2 2014 are included in the 2014 operating budget.

*“Michael Vear”*

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Michael Vear, CPA, CA, CPA (Illinois)  
Chief Internal Auditor

- Attachments:**
- 1: Board of Directors Expenses Q2 2014
  - 2: President and CEO Expenses Q2 2014
  - 3: Senior Management Expenses Q2 2014

**Staff**  
**Contacts:**

Michael Vear .....416-981-4065  
Chief Internal Auditor                      Michael.Vear@torontohousing.ca

Leela Diptee .....416-981-4052  
Employee Expense Control Clerk      Leela.Diptee@torontohousing.ca

**Review of Board, President and CEO, and Senior Management Expenses Q2 2014**

**TORONTO COMMUNITY HOUSING CORPORATION  
BOARD OF DIRECTORS EXPENSES 2014  
Q214 April 1, 2014 - June 30, 2014**

		Norman (Bud) Purves	Munira Abukar	Councillor Maria Augimeri	Councillor Ana Bailão	Zahir Bhaidani	Christian Buhagiar	Brian Kwan	Karen Newman	Councillor Frances Nunziata	Councillor Cesar Palacio	Catherine Wilkinson	Jennifer Wood	Audrey Wubbenhorst	Board Total
<b>EXPENSE TYPE AND DESCRIPTION</b>	<b>Business Travel</b> - Mileage, Parking, Taxi, and other travel costs when not travelling to a conference or seminar.	Q1							55.00						55.00
		Q2												36.00	36.00
		Q3													
		Q4													
<b>EXPENSE TYPE AND DESCRIPTION</b>	<b>Conferences / Seminars / Memberships</b> - all costs associated with attending a conference or seminar or training (registration fees, travel costs, meal costs, etc.).	Q1													-
		Q2													-
		Q3													
		Q4													
<b>EXPENSE TYPE AND DESCRIPTION</b>	<b>Hospitality and Protocol</b> - any policy-approved business meal when not attending a conference or seminar.	Q1													-
		Q2													-
		Q3													
		Q4													
<b>EXPENSE TYPE AND DESCRIPTION</b>	<b>Other Expenses</b> - any expense not included in the other categories.	Q1													-
		Q2													-
		Q3													
		Q4													
<b>TOTALS</b>	<b>Total Expenses Per Quarter</b> - a total sum of all payments made in each quarter is indicated in the last column.	Q1	-	-	-	-	-	-	55.00	-	-	-	-	-	55.00
		Q2	-	-	-	-	-	-	-	-	-	-	-	36.00	36.00
		Q3	-	-	-	-	-	-	-	-	-	-	-	-	-
		Q4	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Year to Date Total</b>		-	-	-	-	-	-	55.00	-	-	-	-	36.00	91.00

**Toronto Community Housing  
Summary of Expenditures  
Eugene E. Jones  
President and Chief Executive Officer  
(former)  
April 1, 2014 - May 14, 2014**

Report: CAAC:2014-35

**Business Travel**

*(Mileage, Parking, Taxi, and other travel costs when not travelling to a conference)*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>

**Conferences and Training**

*(Costs associated with attending a conference or seminar or training (registration fees, travel costs, meals, etc))*

Dates	Purpose, Description and Location	Total Expense
Apr 2/14	Registration Fee - Canadian Housing and Renewal Association (CHRA) 2014 Congress, Edmonton AB (April 29 - May 2, 2014). Did not attend.	498.75
Apr 3/14	Flight to attend CHRA 2014 Congress (Westjet).	561.02
Apr 11/14	Registration Fee - CHRA Ft. McMurray Study Tour (April 27 - April 29, 2014). Fee for study tour was non-refundable. Did not attend.	892.50
Apr 30/14	Credit received from Westjet for cancelled flight, less \$75.00 (plus HST) cancellation fee. Credit can be used by any other TCHC employee.	-476.27
May 14/14	50% Refund fee for CHRA 2014 Congress.	-249.38
<b>Total</b>		<b>1,226.62</b>

**Hospitality and Protocol**

*(Any policy-approved business meal when not attending a conference or seminar)*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>

**Toronto Community Housing**  
**Summary of Expenditures**  
**Eugene E. Jones**  
**President and Chief Executive Officer**  
**(former)**  
**April 1, 2014 - May 14, 2014**

**Other Expenses**

*(Any expense not included in the other categories)*

Dates	Purpose, Description and Location	Total Expense
	<b>Total</b>	<b>0.00</b>

**Toronto Community Housing  
 Summary of Expenditures  
 Greg Spearn  
 President and Chief Executive Officer  
 (interim)  
 April 25, 2014 - June 30, 2014**

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**Business Travel**

*(Mileage, Parking, Taxi, and other travel costs when not travelling to a conference)*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>

**Conferences and Training**

*(Costs associated with attending a conference or seminar or training (registration fees, travel costs, meals, etc))*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>

**Hospitality and Protocol**

*(Any policy-approved business meal when not attending a conference or seminar)*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>

**Other Expenses**

*(Any expense not included in the other categories)*

Dates	Purpose, Description and Location	Total Expense
<b>Total</b>		<b>0.00</b>



SENIOR MANAGEMENT EXPENSES 2014																		
Q214 April 1, 2014 to June 30, 2014																		
Employee Name	Current Position	Business Travel (mileage, taxi, parking, other non-conference travel)				Conferences and Training (all costs to attend conferences including travel, registration, meals, etc)				Hospitality and Protocol (policy-approved business meals when not attending a conference)				Other Expenses (any expense not included in the other categories)				Cumulative 2014 Expenses
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Spencer, Pamela	General Counsel and Corporate Secretary	21.50	64.00															85.50
Steidl, Lori	Manager, Payroll, Benefits & Compensation																	0.00
Summers, Cynthia	Commissioner of Housing Equity	58.50	308.05				247.30											613.85
Tramontozzi, Anna	Corporate Controller																	0.00
Vear, Michael	Chief Internal Auditor	55.75	216.98				1,303.66											1,576.39
Warsame, Abdul	Director, Community Housing (interim)	366.21	236.06															602.27
Wong, Daisy	Facilities Manager	424.81	547.81															972.62
Wong, Jessica	Manager, Financial Reporting																	0.00
Wong, Michelle	General Counsel and Corporate Secretary																	0.00
Yorke, Gary	Director, Vendor Management and Dispatch																	0.00
Yung, Cindy	Director, Financial Planning and Analysis																	0.00
Zekavica, Bora	Senior Director, Finance																	0.00
Yung, Cindy	Director, Financial Planning and Analysis																	0.00
	<b>Quarterly Totals</b>	3,833.64	4,075.21	0.00	0.00	13,556.38	10,672.97	0.00	0.00	0.00	75.00	0.00	0.00	0.00	667.03	0.00	0.00	<b>32,880.23</b>

Shaded area used for former employees or employees no longer included on the senior management list as at the end of the time period covered by this report.