



# Review of Board, President and CEO, and Senior Management Expenses Q1 2014

**Item 5**  
**June 27, 2014**  
**Corporate Affairs and Audit Committee**

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**To:** Corporate Affairs and Audit Committee **Report:** CAAC:2014-22  
**From:** Chief Internal Auditor  
**Date:** June 5, 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 Officer, and senior management for the first quarter of 2014.

## **RECOMMENDATIONS:**

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

## **REASONS FOR RECOMMENDATIONS:**

With the introduction of the Employee Expense Control Clerk position within the Internal Audit Department (which has the responsibility of reviewing all employee expense claims prior to payment), responsibility for reporting the expenses of the Board of Directors, the President and Chief Executive Officer, and senior management (i) to the Committee and (ii) on the Toronto Community Housing Corporation (“TCHC”) website has been transferred to the Internal Audit Department.

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.

# Review of Board, President and CEO, and Senior Management Expenses Q1 2014

Report: CAAC:2014-22

Page 2 of 2

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)).

As set out in the attachments to this report, the total expenses for Q1 2014 are as follows:

Board of Directors	\$55.00
President and CEO	\$498.75
Senior Management	<u>\$18,069.75</u>
Total	<u>\$18,623.50</u>

## IMPLICATIONS AND RISKS:

The reimbursement of expenses for the Board of Directors, President and CEO, and senior management in Q1 2014 are included in the 2014 operating budget.

*"Michael Vear"*

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

- Attachment:**
- 1: Board of Director Expenses Q1 2014
  - 2: President and CEO Expenses Q1 2014
  - 3: Senior Management Expenses Q1 2014

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

**Review of Board, President and CEO and Senior Management Expenses Q1 2014**

Report: CAAC:2014-22

**TORONTO COMMUNITY HOUSING CORPORATION  
BOARD OF DIRECTORS EXPENSES 2014  
Q114 January 1, 2014 - March 31, 2014**

**EXPENSE TYPE AND DESCRIPTION**

		Norman (Bud) Purves	Munira Abukar	Councillor Maria Augimeri	Councillor Ana Ballão	Zahir Bhaidani	Christian Buhagiar	Brian Kwan	Karen Newman	Councillor Frances Nunziata	Councillor Cesar Palacio	Catherine Wilkinson	Jennifer Wood	Audrey Wubbenhorst	
<b>Business Travel</b> - Mileage, Parking, Taxi, and other travel costs when not travelling to a conference or seminar.	Q1								55.00						
	Q2														
	Q3														
	Q4														
<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>Hospitality and Protocol</b> - any policy-approved business meal when not attending a conference or seminar.	Q1														
	Q2														
	Q3														
	Q4														
<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	-	-	-	-	-	<b>55.00</b>
	Q2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Q3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Q4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Individual Annual Totals</b>		-	-	-	-	-	-	-	55.00	-	-	-	-	-	
<b>Total Annual Board of Directors Expenditure for 2014 in Dollars =</b>									<b>\$55.00</b>						

**Toronto Community Housing  
 Expenses of the President and Chief Executive Officer  
 Month of March 2014**

**Name:** Eugene E. Jones

**Position:** President and Chief Executive Officer

**Business Travel**

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

Dates	Purpose, Description and Location	Total Expense (Net of HST)
<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 (Net of HST)
April 2, 2014	Registration fee - Canadian Housing and Renewal Association 2014 Congress	498.75
<b>Total</b>		<b>498.75</b>

**Hospitality and Protocol**

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

Dates	Purpose, Description and Location	Total Expense (Net of HST)
<b>Total</b>		<b>0.00</b>

**Other Expenses**

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

Dates	Purpose, Description and Location	Total Expense (Net of HST)
<b>Total</b>		<b>0.00</b>

## Review of Board, President and CEO and Senior Management Expenses Q1 2014

Report: CAAC:2014-22

SENIOR MANAGEMENT EXPENSES 2014									
Q114 January 1, 2014 to March 31, 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)			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Alli, Lloyd	Director Construction Services								
Arpadzic, Arej	Manager Client Support & Network Services								
Araujo, Tony	Director, Human Resources								
Asturi, Marta	Legal Counsel and Assistant Corporate Secretary								
Barei, George	Operating Unit Manager	638.62							
Bond, Jennifer	Director, Labour Relations and Legal Counsel								
Bradburn, Lenna	Vice President Resident and Community Services	68.69							
Brenner, Maurice	Managing Director, Diversity, Fairness & Human Rights								
Brioux, Tom	Manager Contract Compliance & Equity								
Cassim, Saira	Legal Counsel, Legal Services Division								
Chisholm, Paul	General Manager, Housing Connections								
Claeys, Jessica	Director Financial Controls (interim)	190.42							
Davies, Lisa	Senior Legal Counsel								
Dyer, Boyd	Director, Smart Buildings & Energy Management (interim)								
Ellis, Sharon	Associate Director Human Resources	9.25							
Fox, Nancy	Operating Unit Manager	474.56							
Garrett, Kimberley	Director, Community Housing, West and Seniors/Single Family (interim)	137.52							
Gash, Leslie	Development Director	686.36							
Gorel, Jason	Chief Financial Officer and Treasurer					2,056.60			
Grey-Wolf, Heather	Development Director								
Harb, Fadi	Manager, Elevator Services	608.99							
Henderin, Christina	Legal Counsel, Legal Services Division	14.75							
Howard, Leslie	Director, Program Management and Systems Integration	129.32							
Ibrahim, Ismail	Director, Compliance and Legal Counsel								
Jones, Eugene E.	President and CEO					498.75			
Koke, Albert	Project Change Manager, Procurement								
Kraljevic, John	Operating Unit Manager	85.50							
Lawson, William	Director, Strategic Planning & Stakeholder Relations					1,487.48			
Leah, Graham	VP, Asset Management								
Lin, Janie	Legal Counsel, Legal Services Division								
Llewellyn-Thomas, Kathleen	Chief Operating Officer								
Maharaj, Anand	VP, Human Resources								
Malloch, Bruce	Director, Strategic Communications								
Melito, Matteo	Manager, IT Security and Controls								
Moledina, Rahim	Director, Learning & Organization Development								
Murray, James Allen	Director, Operations Delivery	95.24							
Narine, Patricia	Director, Resident Engagement & Programs								
Overholt, Lisa-Joan	Senior Director, Community Safety and Council Liaison					5,112.20			
Payne, Laurie	Development Director								
Penny, Sheila	VP, Facilities Management								
Raubfogel, Orna	Legal Counsel, Legal Services Division								
Reid, Liz	VP, Information Technology	84.00							
Roknic, Mary	Director, Program Services (interim)	122.18							
Salter, Kate	Legal Counsel, Legal Services Division	15.96				4,401.35			

# Review of Board, President and CEO and Senior Management Expenses Q1 2014

Report: CAAC:2014-xx

<b>SENIOR MANAGEMENT EXPENSES 2014</b>									
<b>Q114 January 1, 2014 to March 31, 2014</b>									
<b>Employee Name</b>	<b>Current Position</b>	<b>Business Travel</b> (mileage, taxi, parking, other non-conference travel)				<b>Conferences and Training</b> (all costs to attend conferences including travel, registration, meals, etc)			
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
		Scott, Ken	Senior Director, Strategic Procurement	225.24					
Sharp, Jeffery	Director, Property Accounting								
Shewchuk, Andy	Manager, Landscape and Waste Management								
Smith, Martha	Director Program Services								
Spearn, Greg	Interim President and CEO, Vice President and Chief Development Officer								
Spencer, Pamela	General Counsel and Corporate Secretary, Vice President Human Resources (interim)	21.50							
Steidl, Lori	Manager, Payroll, Benefits & Compensation								
Summers, Cynthia	Commissioner of Housing Equity	58.50							
Tramontozzi, Anna	Corporate Controller								
Vear, Michael	Chief Internal Auditor	55.75							
Warsame, Abdul	Director, Community Housing, East and Central (interim)	366.21							
Wong, Daisy	Facilities Manager	424.81							
Wong, Jessica	Manager, Financial Reporting								
Wong, Michelle	General Counsel and Corporate Secretary								
Yorke, Gary	Director, Client Care and Vendor Management								
Yung, Cindy	Director, Financial Planning and Analysis								
Zekavica, Bora	Senior Director, Finance								
	<b>Quarterly Totals</b>	<b>\$4,513.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,556.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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.									



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Report: CAAC:2014-xx

SENIOR MANAGEMENT EXPENSES 2014										
Q114 January 1, 2014 to March 31, 2014										
Employee Name	Current Position	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	
Scott, Ken	Senior Director, Strategic Procurement									225.24
Sharp, Jeffery	Director, Property Accounting									0.00
Shewchuk, Andy	Manager, Landscape and Waste Management									0.00
Smith, Martha	Director Program Services									0.00
Spearn, Greg	Interim President and CEO, Vice President and Chief Development Officer									0.00
Spencer, Pamela	General Counsel and Corporate Secretary, Vice President Human Resources (interim)									21.50
Steidl, Lori	Manager, Payroll, Benefits & Compensation									0.00
Summers, Cynthia	Commissioner of Housing Equity									58.50
Tramontozzi, Anna	Corporate Controller									0.00
Vear, Michael	Chief Internal Auditor									55.75
Warsame, Abdul	Director, Community Housing, East and Central (interim)									366.21
Wong, Daisy	Facilities Manager									424.81
Wong, Jessica	Manager, Financial Reporting									0.00
Wong, Michelle	General Counsel and Corporate Secretary									0.00
Yorke, Gary	Director, Client Care and Vendor Management									0.00
Yung, Cindy	Director, Financial Planning and Analysis									0.00
Zekavica, Bora	Senior Director, Finance									0.00
	<b>Quarterly Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,069.75</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.										