



2024 Public Board and Committee Work Plans

Item 8

February 15, 2024

Board of Directors

Report: TCHC:2024-03

To: Board of Directors (the “Board”)

From: General Counsel & Corporate Secretary

Date: February 5, 2024

PURPOSE:

The purpose of this report is to establish the 2024 Public Board and Committee Work Plans.

RECOMMENDATION:

It is recommended that the Board review and approve the 2024 Public Board and Committee Work Plans provided as Attachments 1-4 to this report.

REASON FOR RECOMMENDATION:

The proposed 2024 Public Board and Committee Work Plans reflect those matters that have been identified, at this time, as requiring the Board and Committees’ approval during the 2024 calendar year, while not restricting the Board and Committees from identifying additional matters that they wish to consider.

The proposed 2024 Public Committee Work Plans were approved by their respective Committees at their recent meetings including:

- Public GCHRC meeting of January 31, 2024; and
- Public TSC meeting of February 5, 2024, with some recommended changes that are reflected in Attachment 3 to this report.

The proposed 2024 Public BIFAC Work Plan will be considered by the BIFAC at its meeting of February 9, 2024.

SIGNATURE:

“Darragh Meagher”

Darragh Meagher
General Counsel & Corporate Secretary

ATTACHMENTS:

1. Proposed 2024 Public Board Work Plan
2. Proposed 2024 Public GCHRC Work Plan
3. Proposed 2024 Public TSC Work Plan
4. Proposed 2024 Public BIFAC Work Plan

STAFF CONTACTS:

Darragh Meagher, General Counsel & Corporate Secretary
416-981-4241
Darragh.Meagher@torontohousing.ca

Ceilidh Wilson, Assistant Corporate Secretary
416-981-4348
Ceilidh.Wilson@torontohousing.ca

2024 Public Board Work Plan

Q1 February 15, 2024	Q2 April 22, 2024
REGULAR ITEMS	
2024 Public Board Work Plan	2023 Annual Report and Letter to the Shareholder
Office of the Commissioner of Housing Equity’s (“OCHE”) 2023 Work Plan Performance Appraisal	Annual Information Return
City Council Directions Requiring Board Attention	2023 Consolidated Audited Financial Statements & KPMG Year-End Report
	City Council Directions Requiring Board Attention
	Annual General Meeting Process
	Office of the Commissioner of Housing Equity (“OCHE”) Bi-Annual Update – July to December 2023
SPECIAL ITEMS	
Confronting Anti-Black Racism Update Report	Annual Pest Control Report
Urgently Building More Affordable Homes – TCHC Next Steps	Annual Unit Inspections Report
Financial Sustainability Strategy Update	Update on Tenant Service Hubs
Developing a Strategic Plan for TCHC (2025-2029)	

2024 Public Board Work Plan

Q2	Q3
June 25, 2024	July 30, 2024
REGULAR ITEMS	
City Council Directions Requiring Board Attention	Annual Review of Board and Committee Charters, and Board and Vice Chair Mandates
Bi-Annual Update on Tenants First	Annual Compliance Reporting
	Annual Update on Subsidiaries
	City Council Directions Requiring Board Attention
SPECIAL ITEMS	

Q4	Q4
October 18, 2024	December 12, 2024
REGULAR ITEMS	
City Council Directions Requiring Board Attention	City Council Directions Requiring Board Attention
Office of the Commissioner of Housing Equity (“OCHE”) Bi-Annual Update – January to June 2024	2025 Board and Committee Meeting Schedule
2024-25 Corporate Insurance Renewal	Office of the Commissioner of Housing Equity’s (“OCHE”) 2025 Work Plan
	Bi-Annual Update on Tenants First
SPECIAL ITEMS	

2024 Public GCHRC Work Plan

Q1 January 31, 2024	Q1 March 26, 2024
REGULAR ITEMS	REGULAR ITEMS
2024 Public GCHRC Work Plan	City Council Directions Requiring Board Attention
City Council Directions Requiring Board Attention	Annual General Meeting Process
Developing a Strategic Plan for TCHC (2025-2029)	2024-2025 Strategic Communications Plan
	2024 Policy Review Schedule
	People & Culture Division Update
SPECIAL ITEMS	SPECIAL ITEMS

Q2 May 15, 2024	Q3 July 3, 2024
REGULAR ITEMS	REGULAR ITEMS
City Council Directions Requiring Board Attention	City Council Directions Requiring Board Attention
	Annual Compliance Reporting
	Annual Update on Subsidiaries
	Annual Review of Board and Committee Charters, and Board and Vice Chair Mandates
SPECIAL ITEMS	SPECIAL ITEMS
Deputation Policy	

Q3	Q4
September 4, 2024	November 12, 2024
REGULAR ITEMS	REGULAR ITEMS
City Council Directions Requiring Board Attention	City Council Directions Requiring Board Attention
	2025 Board and Committee Meeting Schedule
SPECIAL ITEMS	SPECIAL ITEMS
Employee Networks Presentation	

2024 Public TSC Work Plan¹

Q1 February 5, 2024	Q2 April 11, 2024
REGULAR ITEMS	REGULAR ITEMS
2024 Public TSC Work Plan	Office of the Commissioner of Housing Equity (“OCHE”) Bi-Annual Update – July to December 2023
Office of the Commissioner of Housing Equity (“OCHE”) 2023 Work Plan Performance Appraisal	TCHC’s Q4 2023 Operational Performance Measures ²
Tenant Complaints Update	Tenant Complaints Update
Tenant Engagement Refresh Update	Tenant Engagement Refresh Update
	Q4 2023 Violence Reduction Program Update
	SPECIAL ITEMS
	Annual Pest Control Report
	Annual Unit Inspections Report
	Community Safety Unit Annual Report to Toronto Police Services Board
	Tenant Funds for Common Area Projects Report
	Update on Reinstatement of Site Staff Access to CCTV Footage
	Tenant Transfer Policy
	Tenant Engagement Review Report and Presentation

¹ Proposed changes to the [Residential Tenancies Act 2006, SO 2006, c 17](#), as amended, relating to the use of window and portable air conditioners, which were adopted in 2023, remain subject to proclamation and are not currently in force. A report on the impact of these changes, which are expected to be accompanied by Regulations that have not been introduced, will be provided to the Board once the Regulations have been introduced and the effective date of the change proclaimed.

² To include a Client Care Centre Year-End Wrap-Up.

2024 Public TSC Work Plan

Q2	Q3
June 10, 2024	July 23, 2024
REGULAR ITEMS	
TCHC's Q1 2024 Operational Performance Measures	Tenant Complaints Update
Annual Review of CSAC and TSC Charters	Tenant Engagement Refresh Update
Q1 2024 Violence Reduction Program Update	
SPECIAL ITEMS	
Engagement Process for Community Economic Development related to Revitalization	
Community Safety Unit Year-End Wrap-Up	

Q3	Q4
September 27, 2024	November 25, 2024
REGULAR ITEMS	
Office of the Commissioner of Housing Equity ("OCHE") Bi-Annual Update – January to June 2024	Office of the Commissioner of Housing Equity ("OCHE") 2025 Work Plan
TCHC's Q2 2024 Operational Performance Measures	TCHC's Q3 2024 Operational Performance Measures
Tenant Complaints Update	Tenant Complaints Update
Tenant Engagement Refresh Update	Tenant Engagement Refresh Update
Q2 2024 Violence Reduction Program Update	Q3 2024 Violence Reduction Program Update
SPECIAL ITEMS	
Administration and Preliminary Evaluation of Tenant Advisory Committee ("TAC") Report	
Update on Closing the Loop	

2024 Public BIFAC Work Plan

Q1 January 25, 2024	Q1 March 18, 2024
REGULAR ITEMS	REGULAR ITEMS
2024 Public BIFAC Work Plan	Q4 2023 Reconciliation of Preventive Maintenance and Demand Repair Programs
Q3 2023 Facilities Management Quarterly Capital Budget Update	Internal Audit Departmental Annual Report for 2023
Q3 2023 Reconciliation of Preventive Maintenance and Demand Repair Programs	Status Update on Audit Recommendations from Internal Audit Reports as of December 31, 2023
Internal Audit Work Plan for 2024	Q4 2023 Strategic Procurement Update
Q4 2023 Internal Audit Update	2023 Year-End ITS Divisional Update
SPECIAL ITEMS	SPECIAL ITEMS

2024 Public BIFAC Work Plan

Q2	Q2
April 22, 2024 (Special BIFAC meeting)	May 31, 2024
REGULAR ITEMS	REGULAR ITEMS
2023 Annual Report and Letter to the Shareholder	Annual Review of BIFAC, IAC and PAC Charters
Annual Information Return	Q1 2024 Facilities Management Quarterly Capital Budget Update
	Q1 2024 Reconciliation of Preventive Maintenance and Demand Repair Programs
	Q1 2024 Delegated Real Estate Property Transactions
	Q1 2024 Procurement Award Committee (“PAC”) Awards and Revenue Contracts
	Q1 2024 Internal Audit Update
	Q1 2024 Strategic Procurement Update
SPECIAL ITEMS	SPECIAL ITEMS
	Annual Capital Project Management Update – 2023 Approved Contracts
	Annual Facilities Condition Index Update
	Firgrove: Update on Request for Expression of Interest (tentative)

2024 Public BIFAC Work Plan

Q3	Q3
July 17, 2024	September 12, 2024
REGULAR ITEMS	REGULAR ITEMS
Annual Review of Board, President and CEO Expenses	Q2 2024 Facilities Management Quarterly Capital Budget Update
Bi-Annual ITS Divisional Update	Q2 2024 Reconciliation of Preventive Maintenance and Demand Repair Programs
	Q2 2024 Delegated Real Estate Property Transactions
	Q2 2023 Procurement Award Committee (“PAC”) Awards and Revenue Contracts
	Q2 2024 Internal Audit Update
	Status Update on Audit Recommendations from Internal Audit Reports as of June 30, 2024
	2024-25 Corporate Insurance Renewal (tentative)
	Q2 2024 Strategic Procurement Update
SPECIAL ITEMS	SPECIAL ITEMS

Q4
November 4, 2024
REGULAR ITEMS
Q3 2024 Facilities Management Quarterly Capital Budget Update
Q3 2024 Reconciliation of Preventive Maintenance and Demand Repair Programs
Q3 2024 Delegated Real Estate Property Transactions
Q3 2023 Procurement Award Committee (“PAC”) Awards and Revenue Contracts
Q3 2024 Internal Audit Update
Q3 2024 Strategic Procurement Update
SPECIAL ITEMS