



PEEL HOUSING CORPORATION

BOARD OF DIRECTORS

MINUTES

PHC-4/2018

The Board of Directors of Peel Housing Corporation met on June 7, 2018 at 8:38 AM, in the Council Chamber, Regional Administrative Headquarters, 5th Floor, 10 Peel Centre Drive, Suite A, Brampton.

Directors Present: C. Fonseca; M. Mahoney; G. Miles; E. Moore; B. Shaughnessy

Directors Absent: F. Dale, due to other municipal business

Also Present: D. Szwarc, Chief Administrative Officer, Region of Peel; J. Sheehy, Commissioner of Human Services; P. O'Connor, Corporate Counsel; D. Labrecque, General Manager; S. Nagel, Treasurer; J. Arcella, Deputy Treasurer; A. Macintyre, Corporate Secretary; C. Thomson, Deputy Corporate Secretary; S. MacGregor, Legislative Assistant

Chaired by President Miles.

1. **DECLARATIONS OF CONFLICTS OF INTEREST - Nil**
2. **ADMINISTRATIVE MATTERS - Nil**
3. **APPROVAL OF MINUTES**
- 3.1. **Minutes of the Board of Directors (PHC-3/2018) meeting held on May 3, 2018**

Moved by Director Mahoney,
Seconded by Director Fonseca;

That the minutes of the Peel Housing Corporation (PHC-3/2018) Board of Directors meeting held on May 3, 2018, be adopted.

Carried 2018-31

* See text for arrivals

◆ See text for departures

4. APPROVAL OF AGENDA

Moved by Director Shaughnessy,
Seconded by Director Moore;

That the agenda for the June 7, 2018, Peel Housing Corporation Board of Directors meeting, be approved.

Carried 2018-32

5. DELEGATIONS - Nil

6. REPORTS

6.1. New Procurement Policy

Moved by Director Fonseca,
Seconded by Director Moore;

That the Region of Peel's new Procurement By-law 30-2018, as amended, be adopted as the new procurement policy for Peel Housing Corporation effective as of July 1, 2018, provided that references to "Council" shall be interpreted to mean the Peel Housing Corporation Board, and references to "Chief Financial Officer" shall be interpreted to mean the Treasurer of Peel Housing Corporation.

Carried 2018-33

6.2. Infrastructure and Planning Services (IPS) Functional Review (Oral)

Presentation by Dan Labrecque, General Manager, Peel Living and Hitesh Topiwala, Manager, Infrastructure Planning and Servicing

Received 2018-34

Dan Labrecque, General Manager, advised that the purpose of the Infrastructure and Planning Services (IPS) Functional Review is to review current functional capacity and capability of IPS; assess its effectiveness to meet emerging business threats and opportunities; and, provide recommendations to support the Corporation's objectives. IPS's major roles include contract/vendor management; capital planning and implementation; and, technical services including fire and life safety and major building systems.

Dan Labrecque outlined challenges identified through the review, as well as the desired future state. He highlighted actions that have been taken to date, including the reallocation of maintenance contract oversight to increase accountability; the redistribution of Building Systems Contract management between team members; and, the assignment by Region of Peel

Purchasing of more senior support staff. Additional actions will be brought forward for consideration in the 2019 Budget.

In response to a question from Director Shaughnessy, the General Manager advised that Peel Housing Corporation does not currently have an Asset Management Plan.

Director Moore inquired whether outsourced contracts could be managed by an external service provider to lessen the procurement process burden on PHC staff by reducing the number of contracts they must manage.

The General Manager stated that such outsourcing could be explored; however, there would be implementation costs.

President Miles suggested that staff consider reporting to the next meeting of the Board of Directors with recommendations related to staffing requirements.

David Szwarc, Chief Administrative Officer (CAO), noted that staffing decisions are usually considered as part of the annual budget but that staff could report to the next meeting of the Board of Directors with recommendations related to certain positions that would not impact the budget.

In response to comments from President Miles, the CAO advised that the Region of Peel has a number of asset management systems, and that work is underway to incorporate a comprehensive system for the entire Region, including Peel Living. The required system would be complex and comprehensive and is estimated to be in place in four years.

The CAO undertook to provide an overview of the asset management project at the next meeting of the Board of Directors.

7. COMMUNICATIONS - Nil

8. GENERAL MANAGER'S UPDATE

Received 2018-35

Dan Labrecque, General Manager, provided an update on the Over-housed Initiative; Pest Management Pilot; and, Community Paramedicine pilot being initiated at two sites. He advised that Phase I of the Operational Review is complete and highlighted the progress of projects related to infrastructure and finance.

The General Manager advised that a report would be considered at the June 28, 2018 Regional Council meeting with recommendations related to the governance of the Peel Housing Corporation and the Peel Housing and Homelessness Plan.

In response to a question from President Miles, Janice Sheehy, Commissioner of Human Services advised that staff would determine a process to ensure the Board of Directors are familiar with the governance recommendations prior to the June 28, 2018 Regional Council meeting.

President Miles requested that staff report to the Board of Directors, prior to the end of the current term, with recommendations related to future staffing requirements.

President Miles further requested that staff report to the September 6, 2018 Board of Directors meeting with recommendations to address the need for more focused capital spending.

9. IN CAMERA MATTERS

The Board of Directors of Peel Housing Corporation opted not to move "In Camera".

9.1. Closed Session Report of the Board of Directors meeting held on May 3, 2018

Received 2018-36

10. OTHER BUSINESS - Nil

11. NEXT MEETING

Thursday, July 5, 2018, 8:30 a.m. – 10:30 a.m.
Regional Council Chambers, 5th Floor
Regional Administrative Headquarters
10 Peel Centre Drive, Suite A
Brampton, Ontario

12. ADJOURNMENT

The meeting adjourned at 9:55 a.m.

President

Secretary