

Seniors Housing Transition

Joint TCHC/TSHC High Level Workplan

	TASKS	LEAD(S)	TIMELINE
Shared Services Review & Agreement	Shared services internal analysis	TCHC/TSHC	Mid-Sep. 2021
	Shared services vendor procured	City (TCHC, TSHC)	Mid-Sep. 2021
	Define information sharing principles and guidelines to support negotiations	TCHC/TSHC	Oct. 2021
	Vendor lead shared services review	City (TCHC, TSHC)	Sep. 2021 - Feb. 2022
	Shared services agreement structure drafted	TCHC/TSHC	Sep. 2021 - Nov. 2021
	Vendors' early findings report	Vendor	Nov. 2021
	Interim list of shared services for negotiation to be approved at both TCHC and TSHC Boards	TCHC/TSHC	TCHC Dec. 9, 2021 TSHC Dec. 14, 2021
	Negotiate interim list of shared services	TCHC/TSHC	Jan. 2022 - Feb. 2022
	Vendors' final report received	Vendor	Feb. 2022
	Shared services agreements negotiation	TCHC/TSHC	Feb. 2022 - Mar. 2022
	Draft of shared services agreements	TCHC/TSHC	Early Mar. 2022
	TCHC and TSHC Board reviews shared services agreements - first review	TCHC/TSHC	Early Mar. 2022
	Final draft of shared services agreements	TCHC/TSHC	Late Mar. 2022
	TCHC and TSHC Board reviews shared services agreements - second review	TCHC/TSHC	Apr. 2022
	Shared services agreements to be approved at TCHC and TSHC Boards	TCHC/TSHC	Early May 2022
	Shared services agreements executed	TCHC/TSHC	Jun. 2022

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	TASKS	LEAD(S)	TIMELINE
Lease Agreement	Lease agreement structure developed	TCHC/TSHC	Sep. 2021 - Nov. 2021
	Lease agreement negotiation	TCHC/TSHC	Nov. 2021 - Feb. 2021
	TCHC and TSHC Board reviews draft lease agreement - first review	TCHC/TSHC	Jan. 2022
	TCHC and TSHC Board reviews draft lease agreement - second review	TCHC/TSHC	Mar. 2022
	Final lease agreement to be approved at both TCHC and TSHC Boards	TCHC/TSHC	Apr. 2022
	Lease agreements executed	TCHC/TSHC	Jun. 2022
Employee Transfers	Engagement with Labour partners	TCHC/TSHC	Jun. 2021 - Jun. 2022
	Employee transfer plan (union & non-union) developed	TCHC/TSHC	Sep. 2021 - Oct. 2021
	Employee transfer plan finalized	TCHC/TSHC	Nov. 2021 - Dec. 2021
	Employee transfer plan to be approved at both TCHC and TSHC Boards	TCHC/TSHC	Feb. 2022
	Employee transfer logistics and communication	TCHC/TSHC	Mar. 2022 - Jun. 2022
	SHU (TCHC) employees transferred to TSHC	TCHC/TSHC	Jun. 2022
Budget	Joint subsidy discussions	TCHC/TSHC	Sep. 2021 - Nov. 2021
	2022 budget to be approved at both TCHC and TSHC Boards	TCHC/TSHC	Dec. 2021
	2022 TCHC budget at City Council (TSHC carve out to be discussed)	City (TCHC, TSHC)	Feb. 2022

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	TASKS	LEAD(S)	TIMELINE
	In year budget separation plan drafted (post shared services review)	TCHC/TSHC	Mar. 2022 - Apr. 2022
	In year budget separation plan implemented (post shared services review)	TCHC/TSHC	Jun. 2022
Comms Plan	Draft comms plan developed (e.g. staff, tenants, etc.)	TCHC/TSHC	Late Sep. 2021
	Implement comms plan	TCHC/TSHC	Oct. 2021 - Jun. 2021
Transition Operations Implementation	<i>To be developed by TCHC and TSHC</i>	<i>TCHC/TSHC</i>	<i>Nov. 2021 - Apr. 2022</i>