

**PROTOCOL AGREEMENT AND
LETTER OF PERFORMANCE EXPECTATIONS 2017 – 2018**

**Between
The Minister Responsible for the Yukon Housing Corporation
and
The Board of Directors, Yukon Housing Corporation**

Purpose

This agreement sets out the Yukon government's performance expectations for the Yukon Housing Corporation and the roles and responsibilities of the Minister responsible for the Yukon Housing Corporation, the Corporation's Board of Directors and its President in the work of the Corporation. It has been negotiated for the 2017-18 fiscal year, in order to fulfill the requirements of section 10 of the *Housing Corporation Act* and to support strong corporate governance and the achievement of the Government's public policy objectives.

Definitions

The following terms are used throughout this Agreement:

"Agreement"	means the Protocol Agreement and Letter of Expectations
"Board"	means the Board of Directors of the Yukon Housing Corporation
"Chair"	means the Chair of the Yukon Housing Corporation Board of Directors
"Corporation"	means the Yukon Housing Corporation
"Director"	means a Member of the Board of Directors of the Yukon Housing Corporation
"Government"	means the Government of Yukon
"Minister"	means the Minister Responsible for the Yukon Housing Corporation

“President” means the President of the Yukon Housing Corporation

Performance Expectations

Government has provided the following mandate direction to the Yukon Housing Corporation:

- To undertake programs and activities related to the provision of housing in the Yukon as set out in the *Housing Corporation Act*, the *Housing Development Act* and the *Government Employee Housing Plan Act*.

As an agent of Government, the Corporation is subject to other applicable Yukon laws, including, but not limited to, the *Corporate Governance Act*, the *Financial Administration Act*, the *Public Service Act* and the *Access to Information and Protection of Privacy Act*.

To achieve its mandate, and in response to Government’s general direction, policies and fiscal plan, the Corporation will engage with Yukoners as it delivers on the Corporation’s priorities and the Government’s statement of enduring priorities:

- Our people-centred approach to wellness helps Yukoners thrive.
- Our strategic investments build healthy, vibrant, sustainable communities.
- Our strong government-to-government relationships with First Nations foster reconciliation.
- Our diverse, growing economy provides good jobs for Yukoners in an environmentally responsible way.

In guiding the achievement of the Corporation’s Business Plan and Annual Operating Plan, the Corporation will pay particular attention to building on the following Government priorities specific to its mandate:

- Work with municipalities and First Nations Governments and other partners to implement the Housing Action Plan.
- Work within the framework of the National Housing Strategy to advance local initiatives like, the Poverty Reduction Strategy and Mental Wellness Strategy, to ensure prioritization of federal funding towards the creation of affordable housing, with emphasis on rural Yukon.
- Work with Health & Social Services to adopt a Housing First Strategy for vulnerable populations such as those affected by poverty, addictions or mental health problems.

- Work with the President to complete a 5 year Strategic Plan by December 31, 2017.
- Work with departments to initiate a new approach to staff and social housing through collaboration with the private sector on models that promote economic growth in communities.
- Undertake a full review of the mandate of Yukon Housing Corporation to identify alternative governance models.

Role and Responsibilities

To assist in the achievement of Government's performance expectations, this section sets out the roles and general responsibilities of the Minister, the Board, the Chair and the President in the work of the Corporation.

Minister

The Minister is the key link between Government and the Corporation and is accountable to the Legislative Assembly for the Corporation. The Minister is responsible for the statutory, regulatory and public policy framework in which the Corporation operates.

In order to meet these responsibilities and support the achievement of Government's performance expectations, the Minister will:

- Work with the Board to establish annual performance expectations to be set out in the Protocol Agreement and Letter of Expectations.
- Respond to public inquiries regarding Government direction to the Board.
- Receive and review policy advice and financial recommendations from the Board that require the approval of Cabinet, Management Board and/or the Legislature and take appropriate actions in response.
- Maintain effective communication with the Board, generally through the Chair and President, and advise the Board of Government decisions and directives that may materially affect the business of the Corporation.
- Monitor the performance of the Corporation in fulfilling its mandate and meeting Government's expectations and direction.

Board

The Board is responsible for the stewardship of the Corporation. To meet its fiduciary and stewardship obligations, the Board directs and controls the Corporation's affairs in accordance with applicable Yukon laws and Government policies. It guides the Corporation's strategic direction, its financial performance and the policies that govern the Corporation's housing assets.

The Board is accountable to the Minister, the Yukon Legislative Assembly and the public for its performance, the exercise of statutory responsibilities, its governance practices and the expenditure of public money. It is responsible to the Minister for ensuring that the Corporation meets its strategic and fiscal goals and Government's performance expectations.

To meet these responsibilities, the Board will:

- Act in the best interest of the Corporation to advance the public interest and the mandate of the Corporation, adhering to the principles of integrity, respect, efficiency and client service.
- Approve the Corporation's Business Plan and Annual Operating Plans and monitor progress on their implementation to ensure the Corporation delivers on government's priorities.
- Recommend to the Minister an annual budget proposal it approves to meet the Corporation's mandate in accordance with the schedule set by Government and approve reports to the Minister and Management Board on the Corporation's financial position and expenditures as required by Government.
- Ensure an external audit is conducted of the Corporation's finances each year and regularly assess its risk management systems and practices.
- Establish and monitor policies to effectively manage the Corporation's liabilities, protect its assets and make effective use of the resources provided to achieve its mandate.
- Evaluate the President's performance based on quantitative and qualitative measures and provide recommendations to the Premier and Minister as part of the annual performance review process.

- Participate in the selection of a new President as a member of the hiring committee.
- Maintain bylaws, policies and procedures that support the effective operation of the Board and annually evaluate its performance in meeting its governance responsibilities.
- Report to the Minister through its annual report and other appropriate mechanisms on the Corporation's financial performance and its achievements in meeting the Government's priorities specific to its mandate.

Chair

The Chair is responsible for providing leadership for the Board. With direction from the Board, the Chair represents the Board and its interests, as well as the interests of the Corporation, in dealing with the Minister, the President, clients and the community.

The Chair will:

- Plan, lead and manage Board meetings and other Board work.
- Communicate on behalf of the Board to the Minister on a quarterly basis.
- Work with the President to ensure the Board has the information and advice it needs to make informed decisions and to provide quality advice to the Minister.
- Ensure Board members have training and other opportunities to effectively carry out their responsibilities.
- Foster a positive working relationship among Board members and between the Board and the President.
- Maintain an effective working relationship with the President to keep the Minister apprised of the Corporation's activities and any new initiatives or emerging issues that could substantially impact Government interests.

President

The President of the Yukon Housing Corporation is responsible for managing the Corporation's daily operations under the Board's stewardship and strategic direction and in keeping with Government's direction to the Board and its performance expectations.

The President is accountable to the Board and to the Minister and Government for the operations of the Yukon Housing Corporation.

To meet these responsibilities, the President will:

- Provide leadership, management and control of the Corporation's day-to-day operations within the applicable legal, regulatory and policy frameworks and in keeping with the direction from the Board, the Minister and Government.
- Support the Board in discharging its responsibilities, meeting the Corporation's Business Plan and fiscal goals and the commitments in its Annual Operating Plan and achieving Government's performance expectations.
- Working with the Chair, advise the Minister of the Corporation's activities and plans and planned communications with the public.
- Maintain effective communication with the Board and its Chair, with departmental, business, community and intergovernmental partners and clients.

Effective Date and Signature

This Agreement is effective upon signing by both parties and may be revised at the request of either party.



The Honourable Pauline Frost
Minister Responsible for the
Yukon Housing Corporation



Nelson Lepine
Chair, Board of Directors
Yukon Housing Corporation

April 28, 2017
Date

April 28/2017
Date