

**PROTOCOL AGREEMENT AND  
LETTER OF PERFORMANCE EXPECTATIONS 2023 – 2024**

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

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**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 2023-24 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:

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|---------------|---|
| “Agreement”   | means the Protocol Agreement and Letter of Performance 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 direction to the Yukon Housing Corporation:

- To deliver housing programs and initiatives 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*.

The Mandate identified in the Strategic Plan 2018/19 to 2022/23 is:

- To deliver housing programs and initiatives that address the housing needs of Yukon residents in accordance with government legislation, and in alignment with the objectives and priorities established by the government.

To achieve its mandate, and in response to Government’s general direction, policies and fiscal plan, the corporation will partner and engage with Yukon residents 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 Annual Operating Plan and meeting the objectives of the Strategic Plan, the corporation will pay particular attention to building on the following Government priorities, as assigned by the Minister to the Corporation, specific to the mandate:

- Aligning policy and programming with the commitments to:
  - Truth and Reconciliation Commission’s Calls to Action through the implementation of *Changing the Story to Upholding Dignity and Justice: Yukon’s Missing and Murdered Indigenous Women, Girls and Two-spirit+ People Strategy*;
  - *Our Clean Future Strategy*;
  - *Putting People First* report; and
  - Adhering to the *Confidence and Supply Agreement*.
- Increasing housing stock across the territory, promoting development of new land parcels and lots, and enabling innovative approaches to address the acute need for increasing housing options in the territory. This will be led by Yukon Housing Corporation with support from the departments of Community Services and Energy, Mines and Resources. This includes:
  - Releasing the 5<sup>th</sup> and Rogers land parcel to the private sector for future housing development.
  - Supporting the establishment of community land trusts in the Yukon.
- Developing new, and continuing existing, incentives for construction of affordable housing.
- Building and operating the next Housing First project in Watson Lake. This will be led by Yukon Housing Corporation with support from the Department of Health and Social Services.
- In Partnership with First Nation governments and development corporations, developing and maintaining Yukon government staff housing in rural communities.
- Continuing to implement the *Aging in Place Action Plan*, to ensure that Yukoners can access supports in their communities, and enable seniors

and elders to live safe, independent and comfortable lives for as long as possible.

As well, for the 2023-24 year the Board will work to:

- Develop their next five-year Strategic Plan for 2023/24-2027/28 that will help guide the Corporation's path for the next five years.
- Support and report out on the Implementation Plan for the 2022 Office of the Auditor General's (OAG) Performance Audit on Yukon Housing.

## **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 Performance 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 respect to the Government of Yukon Performance Plan to fulfill its mandate and meet 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 to advance the public interest within the mandate of the Corporation, adhering to the principles of integrity, respect, partnership and client service.
- Approve the Corporation's Annual Operating Plan and monitor progress on its implementation to ensure the Corporation delivers on government's priorities.
- Make recommendations to the Minister on an annual budget proposal 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 and Legislation.

- 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.
- 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 to review and discuss the implementation and progress of the performance expectations as set out in this Agreement.

- 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.
- On behalf of the Board, 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.

### *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 in the context of an outcomes-based evaluation framework.

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 fiscal goals, meeting the commitments in its Annual Operating Plan and achieving performance expectations as set out in this Agreement and the 5-year Strategic Plan "Bringing the Future into Focus".
- Working with the Chair, advise the Minister of the Corporation's activities, plans and communications with partners and 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 Ranj Pillai  
Minister Responsible for the  
Yukon Housing Corporation

Aug 1 / 2023  
Date



Doris Bill  
Chair, Board of Directors  
Yukon Housing Corporation

July 26, 2023  
Date