



Toronto Lands Corporation (TLC) Audit and Finance Committee Meeting

Committee Members: Payman Berjis, John Fillion, Liban Hassan, Zakir Patel, Leola Pon, Aleem Punja, Stacey Zucker

07 Mar 2024

In-person: TLC Offices, Virtual: Microsoft Teams

60 St. Clair Ave East

#201

Toronto, ON, M4T 1N5



Meeting Book - Toronto Lands Corporation (TLC) Audit and Finance Committee Meeting

PUBLIC AGENDA

1. Call to Order & Confirmation of Quorum

[Chair](#)

2. Land Acknowledgement

[Chair](#)

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and the Inuit peoples.

3. Declaration of Conflict of Interest under the Municipal Conflict of Interest Act and the Ontario Business Corporation Act

[Chair](#)

4. Approval of the Agenda/Other Business

[Chair](#)

For Approval

5. Approval of the Minutes of the Audit and Finance Committee from February 1, 2024

[Chair](#)

For Approval

6. Reports

1. 2023-24 Q1 TLC Operating Report [3-72]

[TDSB Finance Staff](#)

For Information

2. Exploring Options for an TLC Independent Audit [3-73]

[Ryan Glenn, Interim CEO](#)

For Action

7. Termination of Meeting

[Chair](#)

For Approval

**TORONTO LANDS CORPORATION
60 ST. CLAIR AVENUE EAST
TORONTO, ONTARIO**

**MINUTES OF THE AUDIT AND FINANCE COMMITTEE MEETING
HELD IN-PERSON AT TORONTO LANDS CORPORATION OFFICE
AND VIRTUALLY VIA MICROSOFT TEAMS**

February 1, 2024, 5:30 PM

The following committee members were present: Payman Berjis (Citizen Director/Committee Chair), John Fillion (Citizen Director), Aleem Punja (Citizen Director), Leola Pon (TDSB Staff Director), Stacey Zucker (TDSB Staff Director), Liban Hassan (Trustee Director), Zakir Patel (Trustee Director).

The following Board members were present: Dennis Hastings (Trustee Director).

The following TLC staff were present: Yvonne Choi (Acting Director of Planning), Ryan Glenn (Interim Chief Executive Officer), George Kralidis (Head of People and Culture), Markus O'Brien Fehr (Communications & External Relations Liaison), Wilbur Wong (Manager, Asset Manager & Leasing).

The following guests were present: Stephanie Harris (Comptroller, Finance & Risk Management, TDSB), Terry Liu (Assistant Comptroller, TDSB), Craig Snider (Executive Officer, TDSB).

1. Call to Order & Confirmation of Quorum

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order by Payman Berjis, Committee Chair at 5:40 PM (EST).

2. Land Acknowledgement

Payman Berjis, Committee Chair, read the following land acknowledgment:

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis, and the Inuit peoples.

3. Declaration of Conflict of Interest under the Municipal Conflict of Interest Act and the Ontario Business Corporation Act

No conflicts of interest were declared.

4. Approval of the Agenda/Other Business

No corrections or amendments to the agenda.

John Filion, seconded by Aleem Punja, moved approval of the meeting agenda.

The motion was carried.

5. Approval of Minutes of the Audit and Finance Committee

The minutes of the Audit and Finance Committee meeting from January 9, 2024 were before the Committee. There were no errors or omissions.

Stacey Zucker, seconded by John Filion, moved that the minutes of of the Audit and Finance Committee from January 9, 2024 be approved.

The motion was carried.

6. CEO's Report

Ryan Glenn, Interim CEO commented briefly about the reports on the agenda and thanked TDSB staff for their support at the TDSB Board meeting the prior evening.

John Filion, seconded by Aleem Punja, moved that the report be received for information.

The motion carried.

7. TLC 2022-23 Unaudited Financial Statements

Craig Snider, TDSB Executive Officer made a presentation on the 2022-23 TLC financial statements.

On a motion made by John Filion and seconded by Aleem Punja, the Audit and Finance Committee recommends:

- a. That the TLC Board receive the report for information.
- b. That the Interim CEO, Toronto Lands Corporation, explore options for having a separate annual audit of TLC finances, to include an annual presentation to the TLC Audit & Finance committee, either as a component of the Toronto District School Board auditing process or through a separate auditor, and that the Interim CEO report back thereon to this committee.

The motion was carried.

8. TLC 2022-23 Annual Report

Ryan Glenn, Interim CEO reported on the 2022-23 Annual Report.

On a motion made by John Filion and seconded by Aleem Punja, the Audit and Finance Committee recommends:

- a. That the 2022-23 TLC Annual Report be received and forwarded to the TDSB Board for information.

The motion was carried.

9. Adjournment of Meeting

At 6:42 PM, on a motion made by John Filion, seconded by Stacey Zucker, the meeting adjourned.

TLC 2023-24 Q1 OPERATING REPORT

COMMITTEE: AUDIT & FINANCE COMMITTEE
DATE: March 7, 2024
ACTION: Information

RECOMMENDATION

It is recommended that the 2023-24 Q1 Operating Report be received for information.

EXECUTIVE SUMMARY

On a quarterly basis, financial reports as prepared by the TDSB finance team, are provided to the Finance and Audit Committee to give insight into key financial areas of TLC, these reports include:

- TLC Budget Report ([Appendix A](#))
This report is a consolidated financial report containing TLC's approved 2023-24 Budget with allocated budget and actual expenditures with variances noted.
- Site Performance Report ([Appendix B](#))
This report provides a detailed revenue and expense analysis of each non-instructional property managed by TLC. This report is a management report used to assess the net contribution to TDSB on a site-by-site basis and to identify any arising operational matters.
- Capital Renewal Report ([Appendix C](#))
This report tracks TLC's capital investment into TDSB's non-instructional properties.
- Revised Estimates ([Appendix D](#))

These reports are provided to the Audit and Finance Committee to inform the Committee of TLC's financial position as a part of the Directors fiduciary responsibility. The presentation of financial information is to assist in the monitoring of TLC operations and to hold staff accountable for the effective management and utilization of resources.

STRATEGIC DIRECTION

TDSB Strategic Plan Goal: Allocate Human and Financial Resources Strategically to Support Student Needs
Summary of how the project goals meet the strategic goals of the organization.

TLC Strategic Plan Goal: To be a highly functioning organization successfully aligning TLC's and TDSB's Missions and the Shareholder Direction
TLC is required to provide regular reporting to the Board of Directors on its financial position.

ACTION PLAN AND ASSOCIATED TIMELINE

Following the presentation of the 2023-24 Q1 Operating Report to the Audit & Finance Committee on March 7, 2024 will be forwarded to the TLC Board at its meeting of March 28, 2024, for information and to the TDSB Board at their meeting of April 17, 2024.

RESOURCE IMPLICATIONS

N/A

DUE DILIGENCE

The operating statements produced by TDSB finance staff have undergone thorough due diligence to ensure accuracy and compliance with established financial standards.

POLICY AND PROCEDURE REFERENCE(S)

N/A

APPENDICES

CLICK HERE TO ACCESS

[Appendix A](#) TLC Budget Report
[Appendix B](#) Site Performance Report
[Appendix C](#) Capital Renewal Report
[Appendix D](#) Revised Estimates

FROM

Craig Snider, Executive Officer, Business Services, TDSB, at craig.snider@tdsb.on.ca.

Ryan Glenn, Interim Chief Executive Officer, Toronto Lands Corporation, at rglenn.tlc@tdsb.on.ca or at 437-219-8191.

Appendix A
 Toronto Lands Corporation Budget Report
 For the quarter ended November 30, 2023

Description	Note	2023-24 Operating				%	2023-24 Capital				%	2023-24 Total				2022-23 Total	
		Revised Estimates	Q1 Budget	Q1 Actuals	Q1 Variance		Revised Estimates	Q1 Budget	Q1 Actuals	Q1 Variance		Revised Estimates	Q1 Budget	Q1 Actuals	Q1 Variance	Budget	Actuals
Non-Operating Sites																	
Real Estate Revenue																	
Lease Revenue and Recoveries	1	6,046,109	1,542,393	1,526,823	(-15,570)	-1.0%	-	-	-	-	0.0%	6,046,109	1,542,393	1,526,823	(-15,570)	5,881,721	6,266,655
Deferred Capital Improvement Revenue		(-1,000,000)	(-250,000)	(-250,000)	-	0.0%	-	-	-	-	0.0%	(-1,000,000)	(-250,000)	(-250,000)	-	(-1,000,000)	(-1,000,000)
Total Real Estate Revenue		5,046,109	1,292,393	1,276,823	(-15,570)	-1.2%	-	-	-	-	0.0%	5,046,109	1,292,393	1,276,823	(-15,570)	4,881,721	5,266,655
Property Management Expenditures																	
Caretaking	2	510,052	127,513	84,706	42,807	33.6%	-	-	-	-	0.0%	510,052	127,513	84,706	42,807	472,769	365,184
Maintenance	3	484,945	121,236	65,860	55,377	45.7%	-	-	-	-	0.0%	484,945	121,236	65,860	55,377	547,689	472,812
Utilities		466,529	116,632	109,766	6,866	5.9%	-	-	-	-	0.0%	466,529	116,632	109,766	6,866	479,907	439,560
Overhead cost / Other Costs		220,092	55,023	55,023	-	0.0%	-	-	-	-	0.0%	220,092	55,023	55,023	-	167,092	167,092
Total Operations Expenses		1,681,618	420,405	315,355	105,050	25.0%	-	-	-	-	0.0%	1,681,618	420,405	315,355	105,050	1,667,456	1,444,648
Net Non-Operating Sites before Administrative Cost		3,364,491	871,988	961,468	89,480	10.3%	-	-	-	-	0.0%	3,364,491	871,988	961,468	89,480	3,214,265	3,822,007
Operating School Facilities																	
Real Estate Revenue																	
City of Toronto Childcare Umbrella Lease Agreements		6,336,265	1,096,893	1,102,308	5,415	0.5%	-	-	-	-	0.0%	6,336,265	1,096,893	1,102,308	5,415	4,536,466	4,468,925
City of Toronto Pools Agreements	4	6,030,242	1,507,560	1,423,590	(-83,971)	-5.6%	-	-	-	-	0.0%	6,030,242	1,507,560	1,423,590	(-83,971)	5,972,244	5,970,537
City of Toronto Stage 1 Revenues		1,100,000	275,000	275,000	-	0.0%	-	-	-	-	0.0%	1,100,000	275,000	275,000	-	1,100,000	1,100,000
City of Toronto Exclusive Use Agreements		1,239,654	296,529	296,529	0	0.0%	-	-	-	-	0.0%	1,239,654	296,529	296,529	0	1,000,000	1,130,815
Contract Services and Partnership Development (CSPD) and LINC Lease Administration		333,902	83,475	78,316	(-5,159)	-6.2%	-	-	-	-	0.0%	333,902	83,475	78,316	(-5,159)	240,482	308,016
Air Conditioning Surcharge		114,600	-	-	-	0.0%	-	-	-	-	0.0%	114,600	0	-	-	72,600	114,600
Private Child Care and Other Agreements	5	3,928,480	982,120	1,080,166	98,046	10.0%	-	-	-	-	0.0%	3,928,480	982,120	1,080,166	98,046	3,343,045	3,980,767
Temporary Property Interests with Third Parties	6	426,899	106,725	68,618	(-38,106)	-35.7%	-	-	-	-	0.0%	426,899	106,725	68,618	(-38,106)	300,000	426,899
Total Real Estate Revenue		19,510,042	4,348,302	4,324,526	(-23,776)	-0.5%	-	-	-	-	0.0%	19,510,042	4,348,302	4,324,526	(-23,776)	16,564,837	17,500,559
Property Management Expenditures																	
Total Operations Expense - Operating Sites	7	26,344,837	6,586,209	6,533,528	52,681	0.8%	-	-	-	-	0.0%	26,344,837	6,586,209	6,533,528	52,681	22,064,812	25,446,184
Provision for Rental Arrears		5,000	1,250	1,250	-	100.0%	-	-	-	-	0.0%	5,000	1,250	1,250	-	5,000	-
Total Operations Expenses		26,349,837	6,887,459	6,533,528	53,931	0.8%	-	-	-	-	0.0%	26,349,837	6,887,459	6,533,528	53,931	22,069,812	25,446,184
Net School Facilities before Administrative Cost		(-6,839,796)	(-2,239,157)	(-2,209,001)	30,155	1.3%	-	-	-	-	0.0%	(-6,839,796)	(-2,239,157)	(-2,209,001)	30,155	(-5,504,975)	(-7,945,625)
Administrative Revenue and Costs																	
TDSB Staff and Services																	
Facility Services		59,554	14,889	13,321	1,568	10.5%	89,332	22,333	19,981	2,352	10.5%	148,886	37,222	33,302	3,919	147,142	146,946
Business Services		44,168	11,042	10,079	962	8.7%	68,249	16,562	15,119	1,443	8.7%	110,415	27,604	25,198	2,406	109,322	108,254
Administrative Support Allocation		24,240	6,060	6,000	60	1.0%	36,360	9,090	9,000	90	1.0%	60,600	15,150	15,000	150	60,000	60,000
Total TDSB Realty Staff and Services		127,960	31,990	29,400	2,590	8.1%	191,941	47,985	44,100	3,885	8.1%	319,901	79,975	73,500	6,475	316,464	315,200
TLC Administration (Revenue) Expenses																	
Interest Revenue		(-11,000)	(-2,750)	(-5,644)	2,894	-105.2%	-	-	-	-	0.0%	(-11,000)	(-2,750)	(-5,644)	2,894	-	(-10,993)
Board Remuneration		20,000	5,000	3,650	1,350	27.0%	30,000	7,500	5,475	2,025	27.0%	50,000	12,500	9,125	3,375	60,000	28,916
Salaries and Benefits	8	1,172,204	293,051	187,367	105,684	36.1%	1,976,538	494,135	315,933	178,202	36.1%	3,148,742	787,186	503,300	283,886	3,042,701	3,250,570
Professional Development		12,000	3,000	-	3,000	100.0%	18,000	4,500	-	4,500	100.0%	30,000	7,500	-	7,500	18,300	297
Supply and Services	9	37,322	9,331	13,976	(-4,646)	-49.8%	55,983	13,996	20,965	-6,969	-49.8%	93,305	23,326	34,941	(-11,615)	96,305	83,736
Rental expenses: TLC office		54,692	13,673	13,557	116	0.9%	82,039	20,510	20,335	174	0.9%	136,731	34,183	33,892	291	133,000	131,177
Legal Fees	10	65,000	16,250	11,800	4,450	27.4%	400,000	100,000	25,232	74,768	74.8%	465,000	116,250	37,032	79,218	525,000	273,671
Fees and Contractual Services		610,200	152,550	57,089	95,461	62.6%	915,300	228,825	90,991	137,834	60.2%	1,525,500	381,375	148,080	233,295	1,586,100	549,457
Furniture and Equipment		2,800	700	126	574	82.1%	4,200	1,050	188	862	82.1%	7,000	1,750	314	1,436	7,000	7,855
Other expenditures		11,600	2,900	440	2,460	84.8%	17,400	4,350	659	3,691	84.8%	29,000	7,250	1,099	6,151	29,000	4,886
Total TLC Administration		1,974,818	493,705	282,360	211,344	42.8%	3,499,460	874,865	479,779	395,086	45.2%	5,474,278	1,368,570	762,139	606,431	5,497,406	4,319,572
Net Administrative Cost		2,102,778	525,695	311,760	213,934	40.7%	3,691,401	922,850	523,879	398,971	43.2%	5,794,179	1,448,545	835,639	612,906	5,813,870	4,634,772
Net Contribution/(Cost) to TDSB Before Proceeds of Disposition		(-5,578,083)	(-1,892,863)	(-1,559,293)	333,570	-17.6%	(-3,691,401)	(-922,850)	(-523,879)	398,971	-43.2%	(-9,269,484)	(-2,815,714)	(-2,083,172)	732,542	(-8,104,580)	(-8,758,390)
Proceeds of Disposition		-	-	-	-	0.0%	165,000,000	-	-	-	0.0%	165,000,000	-	-	-	98,500,000	-
Net Contribution/(Cost) to TDSB		(-5,578,083)	(-1,892,863)	(-1,559,293)	333,570	17.6%	161,308,599	(-922,850)	(-523,879)	398,971	0.2%	155,730,516	(-2,815,714)	(-2,083,172)	732,542	90,395,420	(-8,758,390)

Notes

- 1 Refer to Appendix B for details of performance by site.
- 2 Higher pricing anticipated from caretaking contractor replacement did not occur.
- 3 Favorable as emergency repairs are unpredictable and planned maintenance usually takes place in the summer.
- 4 Unfavorable variance due to pool closures.
- 5 Favourable variance driven by new lease outs.
- 6 Unfavorable due to timing of revenue.
- 7 Expenses are assumed to be the same as revenue except for City of Toronto childcare umbrella lease agreements, City of Toronto exclusive use agreements and CSPD and LINC lease administration revenues. Expenses for these categories are calculated based on square feet occupied multiplied by the average cost per square foot by rental type.
- 8 Favorable variance due to the elimination of two positions (Manager of Planning and Head of Communications) and delay in hiring.
- 9 Unfavorable variance due to purchase of new phones for staff, high phone cancellation costs and additional users of Teranet.
- 10 Favorable variance due to lower utilization of services related to property sale activity.

Appendix B
Site Performance Report - Non Operating Sites
For the quarter ended November 30, 2023

BLDG #	Business Entity Name	Used As	Type of Lease	O/H	Rentable Bldg Area	Total Bldg Area	Operations Expense															Total Expenditures		Site Performance	
							Revenue			Caretaking Expense			Maintenance Expense			Utilities Expense			Overhead Expense			Revised Estimates	Q1 Actuals	Revenue less Expenses Actuals	Performance per sq. ft.
							Revised Estimates	Q1 Budget	Q1 Actuals	Revised Estimates	Q1 Budget	Q1 Actuals	Revised Estimates	Q1 Budget	Q1 Actuals	Revised Estimates	Q1 Budget	Q1 Actuals	Revised Estimates (at \$0.61/sq ft)	Q1 Budget	Q1 Actuals				
Leased Single-Tenant Building																									
3171	Brookbanks PS	Fully leased	Semi-Gross	0.5	67,492	73,001	628,553	157,138	148,617	1,131	283	1,837	32,095	8,024	1,836	-	-	-	20,585	5,146	5,146	53,812	8,819	139,798	2.07
3086	Burnett Public School	Fully leased	Semi-Gross	0.5	18,589	18,589	260,246	65,062	65,062	848	212	47	4,423	1,106	2,482	-	-	-	5,670	1,417	1,417	10,941	3,946	61,115	3.29
3059	CBParsons Public School	Fully leased	Semi-Gross	0.5	47,189	47,189	519,079	129,770	129,770	748	187	48	10,313	2,578	11,661	-	-	-	14,393	3,598	3,598	25,454	15,307	114,463	2.43
3771	D B Hood Community School	Fully leased	Semi-Gross	0.5	53,846	59,768	582,072	145,518	145,594	1,355	339	499	6,295	1,574	(-1,966)	-	-	-	16,423	4,106	4,106	24,073	2,639	142,955	2.65
3906	Queens Court	Fully leased	Net (1)	0	20,017	20,017	300,255	75,064	75,139	1,038	260	96	3,333	833	837	-	-	-	-	-	-	4,371	933	74,206	3.71
3092	200 Wilmington Avenue	Fully leased	Net (2)	0	57,728	101,723	677,391	169,348	169,348	-	-	-	-	-	-	-	-	-	-	-	-	-	-	169,348	2.93
Single-Tenant Lease Subtotal							2,967,596	741,899	733,529	5,121	1,280	2,527	56,459	14,115	14,850	-	-	-	57,070	14,268	14,268	118,650	31,644	701,885	
Leased Multi-Tenant Building																									
3898	Douglas Park	Fully leased	Gross (1)	1	15,444	17,720	266,596	66,649	60,213	76,999	19,250	12,353	54,127	13,532	3,529	43,536	10,884	6,479	10,441	2,610	2,610	185,104	24,971	35,241	2.28
3746	Earlscourt Junior PS	Fully leased	Semi-Gross	0.5	115,643	136,140	844,381	211,095	219,849	32,770	8,193	5,837	126,000	31,500	17,032	234,856	58,714	56,220	35,271	8,818	8,818	428,897	87,907	131,943	1.14
3973	Gooderham Learning Centre (Note 1)	Lease/TDSB	Gross (1)	1	12,045	20,344	61,731	46,298	46,173	46,506	11,626	2,630	26,187	6,547	9,600	29,391	7,348	3,346	11,500	2,875	2,875	113,583	18,451	27,722	2.30
3091	Kenton Public School	Lease/TDSB	Gross (3)	1	21,563	39,127	357,395	89,349	88,246	120,235	30,059	26,897	51,193	12,798	6,149	41,878	10,469	8,474	21,893	5,473	5,473	235,198	46,994	41,252	1.91
3459	Mccowan Road Junior PS	Partially	Gross (1)	1	37,133	41,706	672,772	168,193	165,902	140,518	35,129	16,999	98,946	24,736	8,515	65,774	16,444	25,749	23,079	5,770	5,770	328,317	57,032	108,870	2.93
3806	Old Orchard Jr. PS	Fully leased	Gross (1)	1	12,946	14,434	195,120	48,780	45,282	87,904	21,976	12,463	69,232	17,308	6,185	51,095	12,774	9,498	7,837	1,959	1,959	216,067	30,105	15,177	1.17
Multi-Tenant Lease Subtotal							2,397,995	630,364	625,665	504,931	126,233	77,179	425,684	106,421	51,010	466,529	116,632	109,766	110,021	27,505	27,505	1,507,166	265,461	360,204	
Commercial																									
3921	705 Progress Ave	Partially		0	77,829	155,658	300,000	75,000	75,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000	0.96
Long-Term Land Lease																									
3902	Humber Heights Centre	Fully leased	Net (2)	0	land only	217,800	202,500	50,625	50,625	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,625	N/A
3991	Northview Heights (Vacant Land) only	Fully leased	Net (2)	0	land only	43,560	99,268	24,817	24,817	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,817	N/A
Long-Term Land Lease Subtotal							301,768	75,442	75,442	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,442
Vacant Land																									
3087	44 Champlain Road	Vacant land		0	land only	55,757	10,000	2,500	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000	(-5,000)	N/A
3090	Glen Rush	Vacant land		0	land only	20,850	-	-	-	-	-	2,802	701	-	-	-	-	-	-	-	-	2,802	-	-	N/A
3978	Mimico (Parking Lot)	Fully leased	Net (2)	0	land only	43,560	15,750	3,938	3,938	-	-	-	-	-	-	-	-	-	-	-	-	0	3,938	-	N/A
Vacant Land Subtotal							25,750	6,438	3,938	-	-	5,000	2,802	701	-	-	-	-	-	-	-	-	2,802	5,000	(-1,063)
Lease revenues and recoveries							5,993,109	1,529,143	1,513,573	510,052	127,513	84,706	484,945	121,236	65,860	466,529	116,632	109,766	167,092	41,773	41,773	1,628,618	302,105	1,211,468	
TDSB Occupancy Charges																									
3973	Gooderham Learning Centre	Lease/TDSB	Gross (1)	1	20,344	20,344	46,000	11,500	11,500	-	-	-	-	-	-	-	-	-	46,000	11,500	11,500	46,000	11,500	0	
3091	Kenton Public School	Lease/TDSB	Gross (3)	1	39,127	39,127	7,000	1,750	1,750	-	-	-	-	-	-	-	-	-	7,000	1,750	1,750	7,000	1,750	0	
TDSB Program and Administration							53,000	13,250	13,250	-	-	-	-	-	-	-	-	-	-	53,000	13,250	13,250	53,000	13,250	0
Grand Total							6,046,109	1,542,393	1,526,823	510,052	127,513	84,706	484,945	121,236	65,860	466,529	116,632	109,766	220,092	55,023	55,023	1,681,618	315,355	1,211,468	

Notes:
1 Gooderham Learning Centre terminated December 31, 2023

Type of Lease:	Overhead allocation:
Net (1)	0% Landlord pays for roof repairs and tenant all other expenses
Net (2)	0% Tenant pays for all expenses
Semi-Gross (1)	50% Landlord pays for structural, electrical, mechanical, plumbing, and roof repairs.
Semi-Gross (2)	50% See Semi-Gross (1) plus landlord pays for lifesafety checks but recovers costs from tenant.
Semi-Gross (3)	50% See Semi-Gross (1) plus landlord pays for maintenance of lifesafety systems.
Semi-Gross (4)	50% Tenants to own cleaning and TCDSB pays a pro-rata share of the cost of utilities and most repairs and maintenance.
Gross (1)	100% All operating costs including repairs and maintenance to the account of the landlord
Gross (2)	100% Landlord pays for all site expenses except for caretaking/cleaning.
Gross (3)	100% Landlord pays for all site expenses but recoveries utility cost increases from 1 of the 2 tenants

Appendix C
Open Capital Project Status Report
For the quarter ended November 30, 2023

School Name/Project Description	Approved Budget	Prior Years Expenditures	Current Year Expenditures	Available Funds	Status
2018-2019 Projects					
D B Hood CS-ClusterColumnPh1-TR-19-0561	\$ 235,000	\$ 164,745	\$ -	\$ 70,255	Substantially Complete
2020-2021 Projects					
McCowan Road-RPLExhaustFans-TR-21-0904	\$ 300,000	\$ 204,055	\$ -	\$ 95,945	Substantially Complete
2021-2022 Projects					
Old Orchard JPS-FoundationPH1-TR-21-0905	\$ 441,925	\$ 85,731	\$ 6,130	\$ 350,064	In Tender
McCowan Road-RPL Rm13VCTFloor-TR-22-0217	\$ 25,109	\$ 24,771	\$ -	\$ 338	Completed
McCowan PS-RPL Inverter TR-22-0091	\$ 45,000	\$ -	\$ -	\$ 45,000	Tender Awarded
Queens Court-RPLExtStairsExit3-TR22-1228	\$ 23,604	\$ 24,662	\$ -	-\$ 1,058	Completed
Burnett PS-RPL 10 Metal Doors-TR-22-0193	\$ 100,000	\$ -	\$ 6,306	\$ 93,694	In Design
Queens Court-RPLWindows-TR-22-0190	\$ 679,000	\$ 17,553	\$ 919	\$ 660,528	In Design
Douglas Park-RPL GymHeating-TR-22-1348	\$ 84,000	\$ 16,354	\$ 15,522	\$ 52,124	In Progress
2022-2023 Projects					
C B ParsonsJHS-RPLHeatExchangeTR23-0393	\$ 14,000	\$ -	\$ -	\$ 14,000	Tender Awarded
Old Orchard PS-RPL FA System-TR-18-1222	\$ 96,250	\$ -	\$ -	\$ 96,250	In Design
				\$ -	
Unassigned to a project	\$ 1,767,121	\$ -	\$ -	\$ 1,767,121	Awaiting allocation
TOTAL PRIOR YEARS (A)	\$ 3,811,009	\$ 537,871	\$ 28,877	\$ 3,244,261	
NEW ALLOCATION 2023-24 (B)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	Awaiting allocation
TOTAL ALL YEARS (A)+(B)	\$ 4,811,009	\$ 537,871	\$ 28,877	\$ 4,244,261	

Appendix D
Revised Estimates
For the quarter ended November 30, 2023

Description	2023-24 (Capital & Operating Consolidated)			Comments
	Approved Budget	Revised Estimate	Change	
Non-Operating Sites				
Real Estate Revenue				
Lease Revenue and Recoveries	6,141,551	6,046,109	(-95,442)	Gooderham lease terminated in January. New lease not anticipated before year end.
Deferred Capital Improvement Revenue	(-1,000,000)	(-1,000,000)	-	
Total Real Estate Revenue	5,141,551	5,046,109	(-95,442)	
Property Management Expenditures				
Caretaking	510,052	510,052	-	Addition of overhead for Gooderham Learning Centre and Kerton Public School.
Maintenance	484,945	484,945	-	
Utilities	466,529	466,529	-	
Overhead cost / Other Costs	167,092	220,092	53,000	
Total Operations Expenses	1,628,618	1,681,618	53,000	
Net Non-Operating Sites before Administrative Cost	3,512,933	3,364,491	(-148,442)	
Operating School Facilities				
Real Estate Revenue				
City of Toronto Childcare Umbrella Lease Agreements	9,039,986	6,336,265	(-2,703,721)	Umbrella rate initially budgeted at \$16.45 per square foot. Ministry approved rate was \$10.85.
City of Toronto Pools Agreements	5,936,767	6,030,242	93,475	Inflation rate increase offset by pool closures.
City of Toronto Stage 1 Revenues	1,100,000	1,100,000	-	
City of Toronto Exclusive Use Agreements	1,209,837	1,239,654	29,817	Increase to reflect actual AAOC rate
LINC Lease Administration	317,291	333,902	16,611	Increase aligns with 2022-23 actuals
Air Conditioning Surcharge	93,600	114,600	21,000	As above.
Private Child Care and Other Agreements	3,714,881	3,928,480	213,599	Increase reflects additional lease outs.
Temporary Property Interests with Third Parties	325,000	426,899	101,899	Increase aligns with 2022-23 actuals including long term Metrolink agreement for Block 9.
Total Real Estate Revenue	21,737,362	19,510,042	(-2,227,320)	
Property Management Expenditures				
Total Operations Expense - Operating Sites	23,585,270	26,344,837	2,759,567	Budget methodology refined to align with approach for recording actuals.
Provision for Rental Arrears	5,000	5,000	-	
Total Operations Expenses	23,590,270	26,349,837	2,759,567	
Net School Facilities before Administrative Cost	(-1,852,908)	(-6,839,796)	(-4,986,888)	
Administrative Revenue and Costs				
TDSB Staff and Services				
Facility Services	148,886	148,886	-	
Business Services	110,415	110,415	-	
Administrative Support Allocation	60,600	60,600	-	
Total TDSB Realty Staff and Services	319,901	319,901	-	
TLC Administration (Revenue) Expenses				
Interest Revenue	-	(-11,000)	(-11,000)	Increase aligns with 2022-23 actuals.
Board Remuneration	50,000	50,000	-	Bill 124 impact is being assessed and not yet incorporated.
Salaries and Benefits	3,148,742	3,148,742	-	
Professional Development	30,000	30,000	-	
Supply and Services	93,305	93,305	-	
Rental expenses: TLC office	136,731	136,731	-	
Legal Fees	465,000	465,000	-	
Fees and Contractual Services	1,525,500	1,525,500	-	
Furniture and Equipment	7,000	7,000	-	
Other expenditures	29,000	29,000	-	
Total TLC Administration	5,485,278	5,474,278	- 11,000	
Net Administrative Cost	5,805,179	5,794,179	- 11,000	
Net Contribution/(Cost) to TDSB Before Proceeds of Disposition	(-4,145,154)	(-9,269,484)	(-5,124,330)	
Proceeds of Disposition	150,000,000	165,000,000	15,000,000	Revised to align with TDSB approved capital plan.
Net Contribution/(Cost) to TDSB	145,854,846	155,730,516	9,875,670	

Exploring Options for a TLC Independent Audit

COMMITTEE: AUDIT & FINANCE COMMITTEE
DATE: March 7, 2024
ACTION: Decision

RECOMMENDATION

1. That the Interim CEO, Toronto Lands Corporation, explore options for having a separate annual audit of TLC finances, to include an annual presentation to the TLC Audit & Finance committee, either as a component of the Toronto District School Board auditing process or through a separate auditor, and that the Interim CEO report back thereon to this committee.

EXECUTIVE SUMMARY

At its meeting of February 1, 2024, the TLC Audit and Finance committee adopted two recommendations related to the 2022-23 Unaudited Financial Statements, sending them to the TLC Board of Directors for approval on February 15, 2024.

The second of the Committee's recommendations, calling for the Interim CEO to explore options for having a separate annual audit of TLC finances, was referred by the Board back to the Audit and Finance Committee for further discussion.

Per the direction of the Board, this recommendation comes back to the Audit and Finance committee without further recommendation.

STRATEGIC DIRECTION

TDSB Strategic Plan Goal: Allocate Human and Financial Resources Strategically to Support Student Needs

Effective scrutiny over TLC expenses would allow financial resources to be allocated strategically.

TLC Strategic Plan Goal: To be a highly functioning organization successfully aligning TLC's and TDSB's Missions and the Shareholder Direction

Ensuring adequate financial controls are part of most highly functioning organizations.

ACTION PLAN AND ASSOCIATED TIMELINE

The committee's decision would go to the TLC Board of Directors on March 28, 2024. Upon further direction from the Board, the Interim CEO would prepare a report detailing options to the Audit and Finance Committee in Q1 of 2024-25.

RESOURCE IMPLICATIONS

There are no resource implications in the exploration of options for having a separate annual audit. Any costs associated with such an audit would be outlined along with the presentation of those options.

POLICY AND PROCEDURE REFERENCE(S)

N/A

FROM

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