

Toronto Seniors Housing Corporation

Audit, Finance and Risk Committee (AFRC) Meeting Agenda

Date: Wednesday, June 4, 2025

Time: 4:00 pm to 5:30 pm

Location: WebEx and Livestream

Item	Time	Description	Action	Type of Item	Presenter
1.	4:00 pm 2 min	Chair's Remarks	Information	N/A	Chair
2.	4:02 pm 2 min	Land and African Ancestral Acknowledgements	N/A	N/A	Chair
3.	4:04 pm 1 min	Approval of Public Meeting Agenda	Approval	Agenda	Chair
4.	4:05 pm 1 min	Chair's Poll re: Conflict of Interest	Declaration	N/A	Chair
5.	4:06 pm 1 min	Approval of Public Session Minutes of AFR Committee Meeting of April 9, 2025	Approval	Minutes	Chair
6.	4:07 pm 1 min	Approval of Closed Session Minutes of AFR Committee Meeting of April 9, 2025	Approval	Minutes	Chair
7.	4:08 pm 2 min	Action Item Review	Information	List	Chair
8.	4:10 pm 5 min	CEO Update	Information	Verbal Report	Tom Hunter
9.	4:15 pm 10 min	Q1 & April 2025 Financial Result	Information	Report	Vince Truong
10.	4:25 pm 1 min	Motion to move into Closed Session	Approval	N/A	Chair
11.	4:26 pm 1 min	<i>Confidential report dealing with matters that are not required to</i>	Approval	Agenda	Chair

Item	Time	Description	Action	Type of Item	Presenter
12.	4:27 pm 5 min	<i>be disclosed under the Municipal Freedom of Information and Protection of Privacy Act, including but not limited to personal matters about identifiable individuals, a proposed or pending transaction with a third party, and recommendations of proposed policy or processes</i>	Information	Report	Vince Truong
13.	4:32 pm 10 min		Information	Report	Vince Truong
14.	4:42 pm 15 min		Information	Report	Grant Coffey
15.	4:57 pm 1 min		Approval	N/A	Chair
16.	4:58 pm 1 min	Adjournment	Approval	N/A	Chair

Toronto Seniors Housing Corporation
Audit, Finance, and Risk Committee (AFRC) Meeting
Public Minutes

View Live Stream Videos here: [Part 1](#) and [Part 2](#)

Public Minutes

The Audit, Finance and Risk Committee (AFRC) of the TSHC Board held its meeting on Wednesday, April 9, 2025, at 4:00 pm via WebEx video conference. This meeting was livestreamed.

Members in attendance:

Lawrence D’Souza, Chair
Fareed Amin
Warren Law
Brenda Parris

Guests:

Kevin Travers, KPMG
Zeeshan Jaffer, KPMG

TSHC staff present:

Tom Hunter, *Chief Executive Officer*
Vince Truong, *Interim Finance Lead*
Brad Priggen, *Director, Operations*
Carol Francis, *Director, People & Culture*
Solomon Wedderburn, *Manager, Procurement*
Tolu Solebo, *Manager, Financial Reporting & Compliance*
Karyn Bawden, *EA and Board Secretary*
Fatima Mahmood, *EA*
Emma Francis, *EA, Office of CEO*

Item 1: Chair’s remarks

The Chair welcomed Board and Committee members, staff and online attendees and noted we were livestreaming on YouTube and had no deputations.

The Chair recognized that April was Genocide Awareness Month & Sikh Heritage Month. Also, April 9th as International Day of Pink and April 12th will start Passover.

The Chair noted the meeting would focus on Procurement Report and Change Orders, the 2024 TSHC Financial Result and the 2024 Operating Surplus Settlement. He stated we would close our Public Session to go In-Camera and then return to Public realm to approve Closed Session Decisions.

The Chair then proceeded to the next Agenda Item.

Item 2: Land and African ancestral acknowledgements

The Chair spoke to our Land and African Ancestral acknowledgements.

Once finished, the Chair went to the next Agenda Item.

Item 3: Approval of public meeting Agenda

The Chair asked for a motion to approve the Public Agenda of April 9, 2025, as presented.

Moved: Warren Law

Seconded: Fareed Amin

With All in favour, it was resolved that the Public Agenda of April 9, 2025, was approved as presented **Carried**

With that, the Chair moved to the next Agenda Item.

Item 4: Chair's poll re: conflict of interest

The Chair asked the members of the Committee whether they were in conflict of interest with any agenda item. With no conflicts being declared, the Chair continued to next Agenda Item.

Item 5: Approval of public minutes of AFRC meeting of January 30, 2025

The Chair asked if there were any edits or changes to the public session minutes of January 30, 2025. Being none, the Chair asked for a motion to approve the AFRC public session minutes of January 30, 2025, as presented.

Moved: Warren Law

Seconded: Fareed Amin

With All in favour, it was resolved that the public session minutes of January 30, 2025, were approved as presented **Carried**

The Chair then proceeded to the next Agenda Item.

Item 6: Approval of closed session minutes of AFRC meeting of January 30, 2025

The Chair asked if there were any edits or changes to the Closed Session minutes of January 30, 2025. Being none, the Chair asked for a motion to approve the AFRC Closed Session minutes of January 30, 2025, as presented.

Moved: Warren Law

Seconded: Fareed Amin

With All in favour, it was resolved that the Closed Session minutes of January 30, 2025, were approved as presented **Carried**

Item 7: Action item review

The Chair noted there were no Actions on the Item List. With no other action items discussed, and the Committee satisfied, the Chair proceeded to next Agenda Item.

Item 8: CEO Update

At the invitation of the Chair, Tom Hunter presented his CEO update, highlighting:

- **Joint TSHC/TCHC ITS Crisis Management Tabletop Exercise**
 - Completed a joint tabletop exercise on March 31st with TCHC focused on ITS crisis management capabilities.
- **Auditor General Audit**
 - The audit will focus on a comprehensive review of the capital planning process, specifically examining how capital project spending is prioritized.
 - It will also assess the progress being made in addressing the crucial state of good repair backlog.
 - Although TCHC is responsible for the capital planning process, TSHC is fully engaged with the Auditor General's office, and view the audit as a valuable opportunity for both organizations to further strengthen practices in capital planning and project delivery

The Chair thanked, Mr. Hunter for his update, and asked if there were any questions. Brenda Parris inquired how long the Audit would take, and Mr. Hunter advised it would be approximately six months.

Warren Law inquired about the practices at the City level, in terms of their own reports that are produced by an internal Audit and whether they are made public by general practices. Mr. Hunter noted that he would look into this information, and bring back to the Committee.

With no further questions or comments, the Chair moved on to the next Agenda item.

Item 9: Procurement Report

Through the Chair, Vince Truong went through the 2024 Procurement Report and Q3/Q4 2024 Post Purchase Approval Request. Mr. Truong noted that the Committee would be provided a semi-annual report, based on volume of transactions.

There was a fulsome conversation among the Committee and the Chair thanked Mr. Truong, staff and Committee members for the discussion. He then proceeded to the next Agenda item.

Item 10: Procurement Change Order

Through the Chair, Vince Truong went through the Procurement Change Order.

The Chair thanked Mr. Truong and noted he was looking for a motion that the AFRC approve and recommend to the Board of Directors to adopt the following resolution:

Approve the following change order for which the cumulative change order for direct awards value exceeds 20% of the original commitment value of the contract:

- a) Calian Cyber Solutions Ltd. (formerly iSecurity) – Maintenance of TSHC website server and support services contract extension to April 30, 2026, in the amount of \$41,613.

Moved: Fareed Amin

Seconded: Warren Law

With All in favour, it was resolved that the Procurement Change Order, was approved as presented **Carried**

Item 11: 2024 TSHC Financial Result

Through the Chair, Vince Truong went through the 2024 TSHC Financial Result, highlighting:

- Statement of Operations
 - Operating Expenses
 - Revenue and Expenses
- Statement of Financial Position
 - Cash Balance
 - Accounts Receivable Balance
 - TCHC long-term receivable to short-term receivable
 - Account Payable Balance

The Chair thanked Mr. Truong for the update and with no questions or comments, he proceeded to the next Agenda item.

Item 12: 2024 Operating Surplus Settlement

Through the Chair, Vince Truong went through the Operating Surplus Settlement.

The Chair thanked Mr. Truong and opened up for questions. Brenda Parris asked why a surplus? Mr. Truong noted more would be discussed In-Camera with regard to the surplus.

With that, the Chair asked for a Motion that the AFRC approve and recommend to the Board of Directors to adopt the following resolution:

1. Approve the 2024 TSHC Operating Surplus settlement with TCHC in the amount of \$5,224,955 as outlined.

Moved: Warren Law

Seconded: Fareed Amin

With All in favour, it was resolved that the Operating Surplus Settlement was approved as presented **Carried**

The chair then proceeded to the next Agenda item.

Item 13: Motion to Move into Closed Session

The Chair asked for a motion to approve the meeting move into Closed Session under By-Law Section 4.19, Subsections 1J and 1L.

Moved: Fareed Amin

Seconded: Warren Law

With all in favour, it was resolved that the Public meeting be terminated and the AFRC April 9, 2025 meeting move into the Closed Session **Carried**

Live Streaming ended and the meeting went into Closed Session.

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Upon returning to the Public Realm, the Chair thanked the online attendees for joining the TSHC AFRC meeting of April 9, 2025, and proceeded to the next agenda item.

Item 18: Motion to Approve Closed Session Items

The Chair asked for a motion for the Committee to approve and recommend to the Board of Directors to adopt the following resolution:

1. Approve of the 2024 TSHC Audited Financial Statements and 2024 Audit Findings Report
2. Authorize the Chief Executive Officer (CEO) to sign the Management Representation Letter

Moved: Warren Law

Seconded: Fareed Amin

With all in favour, it was resolved that the AFRC approved and recommended to the Board of Directors to adopt the 2024 TSHC Audited Financial Statements and 2024 Audit Findings Report, as well as Authorize the Chief Executive Officer to sign the Management Representation Letter, as presented **Carried**

The Chair then proceeded to the next Agenda Item.

Item 19: Adjournment

The Chair thanked the Committee members, staff and the online attendees. He then asked for a motion to adjourn the April 9, 2025, meeting.

Moved: Fareed Amin

Seconded: Brenda Parris

With all in favour, it was resolved that the TSHC AFRC April 9, 2025, meeting terminate **Carried**

Lawrence D'Souza, Chair
Audit, Finance and Risk Committee

**Toronto Seniors Housing Corporation
Audit, Finance and Risk Committee**

**Action Items List as of
April 2025**

	Meeting Arising From	Description	Resp.	Status
No Action Items outstanding as of April 2025				

Action Items Completed				
	Meeting Arising From	Description	Resp.	Status
1.	January 31, 2024	Staff to consult with TCHC on Environmental Renewal and Plan.	Grant Coffey	Sent to Quality and Tenant Engagement Committee
2.	January 31, 2024	Bring forward an overview of revitalization plans in the 2024 budget including net new potential housing for seniors.	Grant Coffey	Sent to Quality and Tenant Engagement Committee
3.	January 31, 2024	Staff to provide an update regarding the discussions about the allocation and the Lease Agreement.	Grant Coffey	Completed
4.	January 31, 2024	Staff will provide an update on the Letter of Guarantee and the Line of Credit to this Committee once we have more information.	Vince Truong	Completed

Action Items Completed				
	Meeting Arising From	Description	Resp.	Status
5.	November 28, 2023	Going forward quarterly adjustments be recorded in TSHC books the two entries - revenues and expenses.	Vince Truong	Completed
6.	November 28, 2023	Staff to review the agreement contract and confirm that TSHC is to receive the surplus after the first year.	Vince Truong	Completed
7.	November 28, 2023	Provide Committee with a consolidated list of items that fall under the category 'other costs' as indicated in the Statement of Operations.	Vince Truong	Completed
8.	September 28, 2023	Bring to Committee a presentation on building emergency procedures.	Brad Priggen	Completed

Toronto Seniors Housing Corporation
Audit, Finance, and Risk Committee (AFRC) Meeting

Meeting Date: June 4, 2025

Item Number: 09

Report Name: April YTD 2025 TSHC Financial Result

To: Audit, Finance, and Risk Committee

From: Vince Truong, Finance Lead (I)

Date of Report: May 26, 2025

Purpose: The purpose of this report is to provide an update on financial matters.

Recommendation:

It is recommended that the AFRC receive this report for information.

Reason for Recommendation:

Please see the Statement of Operations (Attachment 1).

Through April 30, 2025, TSHC incurred operating expenses of \$16,171,665 on total revenue of \$16,949,938 for an excess of revenue over expenses of \$776,128 including amortization expense.

The excess of revenues over expenses included these factors:

- April YTD surplus arising from the TCHC-TSHC reconciliation, which had a net positive effect of \$3,338,286.
- Salary and Benefit costs had a small savings of \$35,916 – detailed further in the report.

- Other savings in professional services, legal, and miscellaneous costs due to timing.

Revenue for the four months was \$16,949,938 composed of \$13,553,628 from TCHC for TSHC's rental units (revenue less expense estimate per the Transition Agreement) and \$3,338,286 recognised as the surplus revenue from the first four months of the TCHC-TSHC reconciliation. Interest income earned on bank balances accounted for \$48,487 and miscellaneous income of \$9,537.

TSHC incurred operating expenses of \$16,173,810 including amortization expense. Expenses incurred were for staff compensation and benefits, legal and professional services and other third-party vendors, insurance, other miscellaneous costs, and shared services paid to TCHC as per the Services Delivery Agreement.

Salaries and benefits were flat to budget mainly due to timing and several factors including:

- Higher vacation accrual expense which is expected to be used in the latter part of the year.
- Higher extended health benefits for the first four months, which are expected to go slightly higher in the coming months.
- Higher than expected parental leave, long term disability, WSIB and lieu time costs.
- The above higher than expected salary expenses are offset by a lower than expected Post-Retirement benefit accrual, resulting in a small savings of \$35,916.

Professional and legal services were lower than budget by \$47,375 mainly due to timing differences on the expenditure. Other miscellaneous costs were lower by \$80,900 due to lower-than-expected expenditures in tenant translations, staff training and development, office related expenses such as printing, and staff meetings due to timing. These expenses are expected to increase for the rest of the year, however, it is expected to come within budget based on current forecast.

Insurance cost was higher due to additional insurance coverage starting in April, which was not budgeted and this cost will remain through the end of the year.

Shared services with TCHC were on budget and flat with no variance.

Total excess of revenue over expense is favourable by \$3,502,449 for the first four months when compared to budget, and this is mainly due to timing with some attributed to higher increased in rent revenue.

Please see the Statement of Financial Position (Attachment 2):

1. Cash – \$2,178,114
2. Accounts Receivable - \$211,290
3. Due from TCHC (Short -Term) - \$11,357,973
4. Prepaid expenses - \$419,919
5. Due from TCHC (Long-Term) - \$4,015,051
6. Fixed Asset (Equipment), net - \$10,724
7. Accounts payable - \$5,276,545
8. Due to TCHC - \$5,224,955

9. Employee Benefits (Post-Retirement Benefits) - \$6,292,700

The cash balance represents the bank balance and petty cash as of April 30, 2025.

The Accounts Receivable balance consisted of interest receivable from the bank and from the CRA on the GST/HST sales tax.

Due from TCHC (Short-Term) included the 2024 TCHC-TSHC Reconciliation surplus of \$7,854,038, the current year surplus of \$3,338,286 and \$165,649 arising from post-retirement benefits payment that are expected to be received in 2025.

Prepaid expense is the balance of the annual insurance paid in October 2024 with the monthly drawdown of expense to the end of October 2025 and the WSIB prepayment.

Due from TCHC is the long-term receivable for the Post-Retirement Obligations currently at \$4,015,051.

Due to TCHC included the 2024 surplus from TSHC.

The Accounts Payable balance comprises of April activity that has been processed through the bank in May. The balance includes:

- Payroll - \$4,081,362
- Pension and Benefits - \$828,377
- Vendor Payables - \$366,805

Name: Vince Truong

Title: Finance Lead (I)

List of Attachments:

- 1. TSHC April YTD 2025 Financial Result - Statement of Operations**
- 2. TSHC April YTD 2025 Financial Result - Statement of Financial Position**

Toronto Seniors Housing Corporation
Statement of Operations (Draft - Unaudited)
Four Months to April 30, 2025

STATEMENT OF OPERATIONS	Year to Date Result			Annual		
	Actual	Budget	Variance Actual Vs Budget	2025 Forecast	2025 Budget	Variance Forecast Vs Budget
Revenue						
Revenue from TCHC	13,553,628	13,553,628	-	46,332,505	46,332,505	-
TCHC-TSHC Reconciliation	3,338,286	-	3,338,286	1,111,104	-	1,111,104
Interest income	48,487	54,400	(5,913)	145,087	150,000	(4,913)
Other Income	9,537	-	9,537	9,537	-	9,537
Total Revenue	16,949,938	13,608,028	3,341,910	47,598,232	46,482,505	1,115,727
Expenses						
Salaries and Benefits	11,801,997	11,837,913	35,916	35,300,337	35,440,601	140,264
Legal and Professional Services	139,461	186,836	47,375	797,081	841,025	43,944
Insurance	258,543	254,900	(3,643)	813,946	764,699	(49,247)
Other Miscellaneous Costs	175,012	255,912	80,900	1,096,360	1,107,504	11,144
SDA - Shared Services with TCHC	3,796,652	3,796,652	-	11,775,941	11,775,941	-
Total Expenses	16,171,665	16,332,213	160,548	49,783,665	49,929,770	146,105
Amortization charge	2,145	2,136	(9)	6,432	36,432	30,000
Excess of Revenue over Expenses	776,128	(2,726,321)	3,502,449	(2,191,865)	(3,483,697)	1,291,832

Toronto Seniors Housing Corporation
Statement of Financial Position (Draft - Unaudited)
As of April 30, 2025

Assets

Current Assets:

Cash	2,178,114
Accounts receivable	211,290
Due from TCHC	11,357,973
Prepaid expenses	419,919
	<u>14,167,296</u>

Capital assets - Equipment	25,738
Less: Depreciation	<u>(15,014)</u>
Capital assets	<u>10,724</u>

Due from TCHC	4,015,051
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Total Assets	<u><u>18,193,071</u></u>
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Liabilities & Net Assets

Current Liabilities:

Accounts payable and accrued liabilities	5,276,545
Due to TCHC	5,224,955
	<u>10,501,501</u>

Employee Benefits	6,292,700
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Net Assets	
Unrestricted (Deficit)/Surplus	1,398,870

Total Liabilities & Net Assets	<u><u>18,193,071</u></u>
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