



**Leasing & Property Management, Coordinator**  
**\$67,689.00 - \$81,227.00**  
**(Non-Union Full-Time)**

In 2008, the Toronto District School Board (TDSB) established the Toronto Lands Corporation (TLC) to be its independent arm's length real estate agency. Authorized by a Shareholder's Direction, the TDSB recently expanded TLC's mandate to include Board-wide real-estate, land use planning, asset management and leasing, fostering partnerships, integrating community hubs/services through the redevelopment of school sites or the modernization of schools. With approximately 600 properties in TDSB's inventory, TLC now manages one of the largest public asset portfolios located in Ontario's most dynamic and development impacted cities. Through the initialization and alignment of its cross functional senior management team, TLC will effectively respond to its expanded mandate while maximizing opportunities and benefits to the TDSB, its students and the communities served.

Reporting to the Manager, Leasing & Asset Management, the Coordinator, and Leasing & Property Management will provide expertise in leasing matters to support the leasing portfolio in operating schools specifically as it pertains primarily to child care agreements. Working with the Manager, the employee will provide expertise in property management required to liaise and facilitate the needs of tenants in TDSB space, as well as amend agreements where required, implement lease agreements and ensure that the terms and conditions of lease agreements are fulfilled while working within and maintaining a database of all leasing agreements

As a member of the Real Estate & Leasing team, the position will work collaboratively in developing appropriate procedures and practices that support the TLC's leasing activities.

**Role Responsibilities:**

**Lease Administration**

- Revise, amend or draft new tenant lease agreements and finalize agreements in conjunction with legal staff and send lease documents to tenants for execution and follow up as necessary, including date tracking of documents sent out and received
- Develop and prepare Schedule "A" i.e. leases premises plans for new and amended leases
- Liaise, review and interpret contract terms with internal and external parties and stakeholders including communicating lease approval processes, major lease terms to tenant applicants and communicating lease contract terms governing school/Board reclamation of tenanted space
- Maintain records and filing for all lease work - paper and electronic files
- Respond in a timely manner to requests for information and inquiries from TDSB staff, trustees, the Ministry of Education and Training, external organizations and agencies and community representatives;
- Administer leased-in facilities utilized for the specific instructional programs;
- Identify school space required for housing and relocating Board programs resulting from program rationalization;
- Develop and prepare tender documents when considering new tenants for surplus school space;
- Track lease renewals and recommend changes to the Manager, Leasing & Asset Management;
- Secure space measurements from TDSB design and construction dept. in order to quantify tenant rentable area and prospective rent obligations
- Monitor the shared-use agreements; liaise with the joint-use operators
- Hold meetings with TDSB staff and/or external agencies and tenants on an as-needed basis to resolve operational issues.

- Consult with legal consultants when required, and advise the Manager, Leasing & Asset Management regarding license and easement requests on Board properties forwarded by the City, utility companies and other agencies and organizations;
- Draft and prepare general correspondence related to the Leasing portfolio;

#### **Database Management - Subcategory to Lease Administration**

- Manage tenant insurance database, track expiry dates and communicate with tenants as required to obtain updated certificates.
- Liaise with TDSB staff (Principals, Caretaker and FTL) to capture accurate space usage
- Manage and maintain up to date tenant database reflecting current / updated tenanted areas (shared and exclusive), lease expiry dates, and rent obligations

#### **Leasehold Improvements Process –Subcategory to Lease Administration**

- Process leasehold improvements costing requests (i.e. Tenant Service Request Forms) and communicate and follow-up as required with TDSB staff including the school principal, facilities team leader, and related TDSB departments including Safe and Caring Schools, Sustainability, Design and Construction etc.
- Confirm location of requested improvements are consistent with leased areas as set out in Schedule “A” of the lease agreement and discuss any discrepancies with TDSB personnel
- Ensure that the scope of work is within the parameters of TDSB construction work.
- Follow up with appropriate TDSB departments to ensure requests complies with TDSB policy and/or forwarded to the relevant department for review and communicate to tenant.

#### **Financial and Account Reconciliation**

- Liaise *with the Operations Division, Facility Services regarding maintenance and operation costs* associated with such shared-use facilities and collaborate with finance officials to ensure that joint use partners are invoiced for their proportional share of all shared operating and maintenance costs;
- Consult with City child care services on a quarterly basis to confirm changes in occupied space, rentable area and city financial obligations arising from eligible leases under the umbrella / master child care agreement with the City
- Collect additional financial and tenant detail from lease prospects to assist senior managers in assessing financial credentials and financial risks
- Other related duties as assigned.

#### **Qualifications:**

- University Degree in a related field with four to six years real estate and property management experience, or an equivalent combination of education and experience;
- Property Management and/or Facility Management Certificate;
- Demonstrated successful experience negotiating and interpreting lease agreements;
- Knowledge of building design and/or construction;
- Familiarity of TDSB, TLC and Provincial Policies, procedures and government legislation governing leasing of TDSB Properties, e.g. Community Partnerships, Child Care and Early Years, Surplus Properties, Education Act, Regulation 444/98 of the Education Act
- Excellent interpersonal and conflict management skills;
- Excellent analytical and problem solving skills;
- Excellent communication skills both oral and written;
- Aptitude for computer real estate applications and a working knowledge of e-mail, word processing, databases and spreadsheets;
- Ability to evaluate requests, assessing their potential impacts on TDSB properties and recommending a course of action.
- Ability to liaise with and co-ordinate the appropriate trades and operations staff in the implementation of leasehold improvements;

***Preference will be given to candidates with ACCESS database experience and/or familiarity with real estate databases.***

**Special Requirements:**

1. TDSB security clearance required.
2. Willingness and availability to work overtime.
3. Valid Class G Driver's License and access to a vehicle for TLC business, travel across the TDSB will be required.

**Location:**

This position will be located at 60 St. Clair Ave. East, Suite 201(wheelchair accessible)

**How to Apply:**

Please send your resume and covering letter in confidence via email:

[torontolandscorporationcareers.tlc@tdsb.on.ca](mailto:torontolandscorporationcareers.tlc@tdsb.on.ca)

Include the title of the position you are applying for and what platform you found the position on in the subject line.

***Only applicants selected for an interview will be contacted.  
Applications will not be acknowledged in writing.***

***Following the advice of Canadian health authorities, to mitigate the risk of potential spread of COVID-19 and support social distancing, initial interviews will be conducted via video conferencing.***

***We strive to meet the accommodation needs of persons with disabilities.  
Applicants are encouraged to make their needs for accommodation known in advance during the application process.***

***Thank you for your interest.***