



**MINUTES: Board of Management, Meeting 8 (2023-2024)**  
 Monday, September 16, 2024 @ 6:30 - 8:30 PM, Virtual via Zoom

**Board Members**

<b>Chair:</b> Paul Saguil	Vanshika Dhawan	Min Oh
<b>Vice-Chair:</b> Tom Spence	Aaron Hewitt	Juan Camilo Rendon Ocampo
<b>Secretary:</b> Erika Voaklander	Brett House	Jaris Swidrovich
<b>Treasurer:</b> Zoe Robinson	Natalie Miller	
<b>Ex-Officio:</b> Councillor Chris Moise (absent)		

**The 519**

<b>Executive Director</b>	Maura Lawless
<b>Director, Finance</b>	Maria Martinez
<b>Director, Strategic Partnership Initiatives</b>	Jaymie Sampa
<b>Director, Housing Advocacy and Support Services</b>	Martha Singh Jennings
<b>Director, Strategic Communications and Advocacy</b>	Curran Stikuts
<b>Director, Public interest and Legal Initiatives</b>	Johanna Macdonald
<b>Manager, Strategic &amp; Executive Planning (minutes)</b>	Laura Gibbon

**Guests:** Stanley Jonathan (Councillor’s Office) & David Fioretti and Kashif Khan (Grant Thornton LLP)

Item	Minutes
<b>1</b>	<p><b>Welcome and Introductions</b>            Paul Saguil opened the meeting at 6:30 PM, welcomed everyone, including guests, and delivered the land acknowledgement and noted that the National Day for Truth and Reconciliation is on September 30<sup>th</sup>.</p>
<b>2</b>	<p><b>Approve Agenda</b>            Paul Saguil requested the Board to review the agenda for the Board Meeting of September 16, 2024.</p> <p>Proposed change:</p> <ul style="list-style-type: none"> <li>• Move item 9.2 to the beginning of the agenda.</li> </ul> <p><b>MOTION 2.1:</b> To approve the agenda, as amended, for the Board Meeting of September 16, 2024.</p> <p><b>Moved by:</b> Erika Voaklander  <b>Seconded by:</b> Jaris Swidrovich</p> <p><b>That</b> the Board of Management approve the agenda, as amended, for the Board Meeting of September 16, 2024.</p> <p><b>Recorded vote:</b> Unanimous            Vanshika Dhawan            Aaron Hewitt</p>



	<p>Brett House          Natalie Miller          Min Oh          Juan Camilo Rendon Ocampo          Zoe Robinson          Paul Saguil          Tom Spence          Jaris Swidrovich          Erika Voaklander</p> <p><b>Decision</b> carried</p>
<p><b>9.2</b></p>	<p><b>2023 Audited Financial Statements</b> – David Fioretti and Kashif Khan (Grant Thornton LLP) &amp; Zoe Robinson (Treasurer)</p> <ul style="list-style-type: none"> <li>• Paul Saguil provided the context that the Board has the authority to approve the annual financial statements and present to the membership at the AGM for information. The drafts were presented to the Finance Committee last week. Paul thanked staff and Zoe for all their work on the audit and the preparation of the financial statements; and thanked David and Kashif for attending tonight’s Board meeting.</li> <li>• Grant Thornton LLP was appointed as this year’s auditors for The 519 by Toronto City Council. This was their first year under the new contract with the City working with The 519 and the AOCCs.</li> <li>• Grant Thornton have expressed their opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of their report, that the financial statements present fairly, in all material respects, the financial position of The 519 as of December 31, 2023.</li> <li>• They believe that the results of our operations and cash flows for the year are consistent with Canadian Public Sector Accounting Standards for Government Not-for-Profit Organizations.</li> <li>• The auditors presented the auditor’s report and financial statements, including the audit risks and results, adjustments and uncorrected misstatements, and thought leadership specific to non-profit organizations.</li> </ul> <p><b>The Results</b></p> <ul style="list-style-type: none"> <li>• The financial statements are consistent with prior audits and financial statements, with the addition of new schedules this year.</li> <li>• Assets increased from \$4.7M to \$5M, a \$300k increase over 2022, and liabilities increased from 2.7M to 2.9M, a 200k increase over 2022. The surplus of \$133k has been added to the unrestricted net assets.</li> <li>• At the end of the 2023, The 519’s net assets totaled \$2.1M.</li> <li>• In 2023, The 519’s revenues increased from \$8.7M to \$10.3M, reflecting a positive variance of \$1.6M. This growth was driven by increased municipal,</li> </ul>

	<p>provincial, and federal funding, as well as higher revenue from foundations and philanthropy efforts including a successful 5-day Green Space Festival.</p> <p><b>Control Recommendations</b></p> <ul style="list-style-type: none"> <li>• The auditors recommended the following controls be addressed: <ul style="list-style-type: none"> <li>○ Accounts Receivable and Payable minor discrepancies in ledger</li> <li>○ Enhancing segregation of duties and a formal review process for the Director, Finance making any entries</li> </ul> </li> <li>• The auditors explained that these are all normal comments and recommendations for an organization like The 519, but they are obligated to report them. Management acknowledged all recommendations and committed to addressing each of them.</li> <li>• The auditors thanked the management staff of The 519 and explained that they were very helpful in providing all information and documentation to ensure a smooth audit.</li> </ul> <p>Zoe thanked David and Kashif for their work and quick turnaround over the past week to get the financial statements ready for the AGM. David was also able to reassure the board, after having attended the City of Toronto audit meeting, there were no concerns raised regarding the delay in filing the audit this year.</p>
<p><b>3</b></p>	<p><b>Approve Meeting Minutes</b> Paul Saguil requested the Board to review the minutes for the Board Meeting of June 10, 2024.</p> <p><b>MOTION 3.1:</b> To approve the minutes for the Board Meeting of June 10, 2024.</p> <p><b>Moved by:</b> Brett House <b>Seconded by:</b> Tom Spence</p> <p><b>That</b> the Board of Management approve the minutes for the Board Meeting of June 10, 2024.</p> <p><b>Recorded vote:</b> Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Min Oh Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander</p>



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	<b>Decision</b> carried
<b>4</b>	<b>Declaration of Conflict of Interest(s)</b> Paul Saguil confirmed no conflicts of interest were declared.
<b>5</b>	<b>Chair Report/Executive Committee – Paul Saguil (Chair of the Board)</b>  <b>5.1 Chair’s Report</b> <ul style="list-style-type: none"> <li>• Tom Spence represented The 519 at the Church-Wellesley Village BIA’s event in celebration of the 50<sup>th</sup> anniversary of Barbara Hall Park.</li> <li>• Paul Saguil, Erika Voaklander and Johanna Macdonald (Director, Public Interest and Legal Initiatives) met with Minister Arif Virani to discuss online harms legislation. They provided context for The 519’s relationship to the federal government, priority funding, and advocated for reinstating our eligibility for WAGE funding. Minister Virani agreed to raise the eligibility issue with Member of Parliament Marci Ien.</li> <li>• Paul Saguil thanked Zoe Robinson, Maria Martinez and everyone involved in completing the audit this year.</li> </ul>
<b>6</b>	<b>Executive Director Report – Maura Lawless (Executive Director)</b>  <b>6.1 Bylaw Implementation – High Level Update</b> <ul style="list-style-type: none"> <li>• The new 519 General By-law was approved by Council in July. Staff and John Miller (external consultant) have been meeting to review strategy for implementing the changes associated with the new by-law and will discuss those with the By-law Implementation working group, including a proposed new committee structure, and a new ED Delegated Authorities Policy. All board members are welcome to attend and provide input.</li> </ul>
<b>7</b>	<b>SPP Update – Tom Spence (Chair, SPP)</b>  <b>7.1 SPP Meeting Update</b> <ul style="list-style-type: none"> <li>• Tom Spence referenced the SPP reports and congratulated staff for their work on the Community Resiliency Project and Housing Support Services.</li> </ul> <b>7.2 Community Resiliency Project Update</b> <ul style="list-style-type: none"> <li>• There were no questions about this report.</li> </ul> <b>7.3 Housing Support Services Update</b> <ul style="list-style-type: none"> <li>• The Board asked about the implementation plan for the toolkit. The implementation of some of the recommendations has already begun; The 519 and Homes First Society staff are working on a project timeline and guidelines to implement the rest.</li> <li>• Staff will bring a substantive update on housing work and advocacy in the next Board cycle.</li> </ul>
<b>8</b>	<b>FPC Update – Juan Camilo Rendon Ocampo (Chair, FPC)</b>

	<p><b>8.1 FPC Meeting Update</b></p> <ul style="list-style-type: none"> <li>• Juan Camilo reviewed the Meeting Summary Report and shared highlights: <ul style="list-style-type: none"> <li>○ Preliminary Green Space Festival results indicate a gross revenue of more than \$2M against a target budget of \$1.819M (+10.4%), and expenses assessed to be \$1.072M against an approved budget of \$982k (+9.2%). Projecting to contribute \$936,318 net to The 519's work, exceeding revenue goals by 11.9%.</li> <li>○ Staff are analyzing the numbers and feedback from the festival and have already begun planning for 2025. Once completed, recommendations will be presented to the Board.</li> <li>○ The Year-End Campaign will be launched in November. It will focus on key stories of connection and change and The 519, with specific strategies for new donor acquisition and gift upgrading, the campaign has an overall revenue target of \$110k. Key assets will be sent to Board members to circulate within their networks.</li> <li>○ The committee discussed the Board Committee structure review that is underway and assured community members that there will be opportunities for them to remain involved in fundraising initiatives for The 519 if FPC does not continue to exist in its current format.</li> <li>○ The Annual Gala is coming up in October and there are still tables available.</li> </ul> </li> </ul>
<p><b>9</b></p>	<p><b>Finance Committee Update</b> – Zoe Robinson (Treasurer) &amp; Maria Martinez (Director, Finance)</p> <p><b>9.1 Finance Meeting Update</b></p> <p><b>9.2 2023 Audited Financial Statements</b></p> <ul style="list-style-type: none"> <li>• Item discussion is summarized above.</li> </ul> <p><b>MOTION 9.2:</b> To approve the Audited Financial Statements, ending December 31, 2023.</p> <p><b>Moved by:</b> Zoe Robinson <b>Seconded by:</b> Aaron Hewitt</p> <p><b>That</b> the Board of Management approve the 2023 Audited Financial Statements.</p> <p><i>Requested roll call vote:</i></p> <p><b>Recorded vote:</b> Unanimous Vanshika Dhawan – in favour Aaron Hewitt – in favour Brett House – in favour Natalie Miller – in favour Min Oh – in favour Juan Camilo Rendon Ocampo – in favour</p>

Zoe Robinson – in favour  
Paul Saguil – in favour  
Tom Spence – in favour  
Jaris Swidrovich – in favour  
Erika Voaklander – in favour

**Decision** carried

**9.3 2024 Q2 Variance Report**

- We are closing Q2 with a \$182k surplus compared to a budgeted YTD of \$.586k deficit.
- The variance is mostly due to the success of Green Space Festival (GSF) and new funding from Heritage Canada and Newcomer Settlement and Language Training Program (NSLT). It is also typical for staff to manage spending particularly conservatively in the first two quarters until there is a sense of GSF results. Timing issues also affect this variance and staff expect variance to be resolved by the end of the year.

**MOTION 9.3:** To receive and approve the 2024 Q2 Variance Report for information.

**Moved by:** Zoe Robinson

**Seconded by:** Brett House

**That** the Board of Management receive and approve the 2024 Q2 Variance Report for information.

*Requested roll call vote:*

**Recorded vote:** Unanimous

Vanshika Dhawan – in favour  
Aaron Hewitt – in favour  
Brett House – in favour  
Natalie Miller – in favour  
Min Oh – in favour  
Juan Camilo Rendon Ocampo – in favour  
Zoe Robinson – in favour  
Paul Saguil – in favour  
Tom Spence – in favour  
Jaris Swidrovich – in favour  
Erika Voaklander – in favour

**Decision** carried

**9.4 2024 Year-End Forecast & Special Lieu Time**



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- Projections indicate that The 519 is poised to conclude the year in a stronger financial position compared to the budget. This improved standing is primarily attributed to strategic funding increases, successful fundraising during the Green Space Festival, and careful financial management throughout the year. The YE projected operating deficit pressure is aligned with the Board-approved operating budget and is driven by the expenses related to the continuation of 24/7 security and are attributed to the Core City of Toronto budget.

**MOTION 9.4a:** To receive and approve the 2024 YE Projections Report for information.

**Moved by:** Zoe Robinson

**Seconded by:** Juan Camilo Rendon Ocampo

**That** the Board of Management receive and approve the 2024 YE Projections Report for information.

**Recorded vote:** Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Min Oh

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

**Decision** carried

**MOTION 9.4b:** To approve the Special Lieu Pay Out option for management employees who wish to receive a payout from their Special Lieu time bank.

**Moved by:** Zoe Robinson

**Seconded by:** Tom Spence

**That** the Board of Management approve the Special Lieu Pay Out option for management employees who wish to receive a payout from their Special Lieu time bank.

**Recorded vote:** Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Min Oh  
Juan Camilo Rendon Ocampo  
Zoe Robinson  
Paul Saguil  
Tom Spence  
Jaris Swidrovich  
Erika Voaklander

**Decision** carried

**MOTION 9.5a:** To go in camera.

**Moved by:** Brett House

**Seconded by:** Vanshika Dhawan

**That** the Board of Management go in camera.

**Recorded vote:** Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Min Oh

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

**Decision** carried

### **9.5 In-Year City of Toronto Core Budget Adjustment**

**MOTION 9.5b:** To come out of in camera.

**Moved by:** Jaris Swidrovich

**Seconded by:** Vanshika Dhawan

**That** the Board of Management come out of in camera.

**Recorded vote:** Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House





<p>Natalie Miller Min Oh Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander</p> <p><b>Decision</b> carried</p> <p><b>9.6 2025 Core Budget Submission</b></p> <ul style="list-style-type: none"><li>• 2025 Core budget is very similar to the 2024 budget; only requesting increases for salaries and benefits in alignment with Cost of Living Adjustment (COLA); requesting \$400k/year ongoing to cover security costs.</li></ul> <p><b>MOTION 9.6:</b> To approve the recommended 2025 Core Budget submission and authorize the Executive Director (delegate) to submit to the City of Toronto for consideration and approval as part of the annual City of Toronto budget process including the request for an adjustment to cover 24/7 security costs.</p> <p><b>Moved by:</b> Zoe Robinson <b>Seconded by:</b> Brett House</p> <p><b>That</b> the Board of Management approve the recommended 2025 Core Budget submission and authorize the Executive Director (delegate) to submit to the City of Toronto for consideration and approval as part of the annual City of Toronto budget process including the request for an adjustment to cover 24/7 security costs.</p> <p><b>Recorded vote:</b> Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Min Oh Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander</p> <p><b>Decision</b> carried</p>
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	<p>The Board wishes to emphasize its unanimous support for the requests for the City to approve The 519's 2024 in-year budget adjustment and the ongoing core budget increase to cover 24/7 security costs addressing community safety concerns at The 519. The Board thanked staff for their work on this matter and Councillor's Office staff for taking that message forward.</p> <p><b>9.7 Risk Management</b></p> <ul style="list-style-type: none"> <li>• The Board updated the Risk Management document at end of 2023, including a framework and matrix for assessing and monitoring risks to the organization.</li> <li>• Staff presented the updated report and a summary of risk movement, with most risk factors having decreased in threat level or remain unchanged. Health &amp; Safety/Security has become its own risk category based on the recommendation of the finance committee. This risk remains high and is the basis for the additional funding request from the City for 24/7 security.</li> </ul> <p><b>MOTION 9.7:</b> To receive the September 2024 Risk Management Report for information.</p> <p><b>Moved by:</b> Jaris Swidrovich <b>Seconded by:</b> Natalie Miller</p> <p><b>That</b> the Board of Management receive the September 2024 Risk Management Report for information.</p> <p><b>Recorded vote:</b> Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Min Oh Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander</p> <p><b>Decision</b> carried</p>
<p><b>10</b></p>	<p><b>Nominations Committee Update</b> – Vanshika Dhawan (Chair, Nominations) &amp; Maura Lawless (Executive Director)</p> <p><b>10.1 Board Recruitment Update (Appendix A in-camera report)</b></p> <ul style="list-style-type: none"> <li>• Vanshika Dhawan provided a summary of the Nominations and recruitment process: the recruitment priorities were amended slightly to include Refugee</li> </ul>



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	<p>Experience; there were five vacancies to fill; received a total of 12 applications, nine of which were eligible to serve on the Board. The Committee felt strongly that the three returning Board members should be recommended as part of the slate in alignment with the Board approved recruitment priorities, leaving two vacancies for new applicants. The Committee interviewed four people and selected two applicants to recommend as part of the slate to the membership.</p> <ul style="list-style-type: none"> <li>• The Nominations Committee will connect with the Exec to ensure the buddy system is enacted, once the new Board members are officially elected.</li> <li>• The Board congratulated the three returning Board members being recommended on the slate.</li> </ul>
<b>11</b>	<p><b>Other Business / Emerging Issues</b></p> <ul style="list-style-type: none"> <li>• AGM please register and be mindful of numbers.</li> <li>• March against 2SLGBTQ+ inclusion in schools anniversary on September 20</li> <li>• Because of risk and capacity. We have developed key messages, shared with partners across the country. Counter process organized by student groups and we are in conversation about what kinds of supports they may need.</li> <li>• In the absence of anyone requesting individual printing needs, otherwise we will not be printing packages moving forward.</li> <li>• Paul acknowledged that it is his last meeting on the Board and expressed thanks and gratitude for all</li> <li>• Tom acknowledged that it was Paul and Min’s last board meetings, it’s a lot of hours – and a pleasure to work with work with all of you.</li> </ul>
<b>12</b>	<p><b>Adjournment</b></p> <p>Meeting was adjourned at 7:57pm.</p>
<b>Item</b>	<p><b>Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting</b></p>
2	2.1 Agenda for Board Meeting of September 16, 2024 – <b>FOR APPROVAL</b>
3	3.1 Minutes for Board Meeting of June 10, 2024 – <b>FOR APPROVAL</b>
7	<p>7.1 SPP Meeting Summary for September 3, 2024 – <b>FOR INFORMATION</b></p> <p>7.2 Framing Queer Resilience and Climate Justice Report – <b>FOR INFORMATION</b></p> <p>7.2 CRP Discussion Questions – <b>FOR INFORMATION</b></p> <p>7.3 Housing Support Services Update Report – <b>FOR INFORMATION</b></p> <p>7.3 Draft Housing Toolkit – <b>FOR INFORMATION</b></p>
8	8.1 FPC Meeting Summary for September 5, 2024 – <b>FOR INFORMATION</b>
9	<p>9.1 Finance Meeting Summary for September 9, 2024 – <b>FOR INFORMATION</b></p> <p>9.2 Draft 2023 Audited Financial Statements – <b>FOR ACTION</b></p> <p>9.3 2024 Q2 Variance Report – <b>FOR ACTION</b></p> <p>9.4 2024 Year End Forecast + Special Lieu Time Addendum – <b>FOR ACTION</b></p> <p>9.5 Business Case – In-Year Core Budget Adjustment Request – <b>FOR INFORMATION</b></p> <p>9.6 2025 Summary Core Budget Submission – <b>FOR ACTION</b></p>



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	9.7	September 2024, Risk Management Summary Report and <b>Appendices – FOR ACTION/INFORMATION</b>
10	10.1	Board Recruitment Update Information Report <b>(Appendix A in-camera report)</b>