

AGENDA: Finance Committee Meeting
Monday, November 18, 2024 @ 5:30 PM – 7:00 PM
Virtual via Zoom

#	Agenda Item	Presenter	Timing	Information/Reports
FIN-1.1	Welcome & Land Acknowledgement	Vanshika Dhawan (Treasurer)	3 mins	Verbal
FIN-1.2	Agenda Approval	Vanshika Dhawan (Treasurer)	2 mins	INFORMATION: Agenda for November 18, 2024 MOTION 1.2: Approve the meeting agenda for November 18, 2024.
FIN-1.3	Minutes Approval	Vanshika Dhawan (Treasurer)	3 mins	INFORMATION: Minutes for September 9, 2024 MOTION 1.3: Approve the meeting minutes for September 9, 2024.
Standing Items				
FIN-1.4	Declaration of Conflict(s) of Interest	Vanshika Dhawan (Treasurer)	2 mins	Verbal
New Items				
FIN-1.5	New Committee TORs / Agenda Forecasting	Vanshika Dhawan (Treasurer)/Staff	10 mins	INFORMATION: New Board-Approved Committee Structure DISCUSSION: Are there additional reports/updates that the Committee wants to receive throughout the year?
FIN-1.6	Appointment of Vice-Chair	Vanshika Dhawan (Treasurer)	10 mins	DRAFT MOTION 1.6: To recommend that the Board appoint X as Vice-Chair of the Finance Committee for the 2024-2025 term.
FIN-1.7	Q3 Variance Report	Maria Martinez (Director, Finance)	20 mins	INFORMATION: 2024 Q3 Variance Report DRAFT MOTION 1.7: To recommend that the Board of Management receive and approve the 2024 Q3 Variance Report for information.

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FIN-1.8	Year-End Forecast	Maria Martinez (Director, Finance)	20 mins	INFORMATION: 2024 Year-End Forecast DRAFT MOTION 1.8: To recommend that the Board of Management receive the 2024 Year-End Forecast Report for information.
FIN-1.9	In-Camera Minutes Approval	Vanshika Dhawan (Treasurer)	5 mins	INFORMATION: In-Camera Minutes for September 9, 2024 MOTION 1.9: Approve the in-camera meeting minutes for September 9, 2024.
FIN-1.10	Next Meeting Date: Monday, December 9, 5:30-7pm	Vanshika Dhawan (Treasurer)	1 min	Verbal
FIN-1.11	Adjournment	Vanshika Dhawan (Treasurer)	1 min	Verbal

Item	Attached Documents *yellow highlight indicates in camera session where document will be available at the meeting
1.2	Agenda for Finance Meeting of November 18, 2024
1.3	Minutes for Finance Meeting of September 9, 2024
1.5	New Board-Approved Committee Structure – for information
1.6	2024 Q3 Variance Report – for action
1.7	2024 Year-End Forecast – for action
1.9	In-Camera Minutes for Finance Meeting of September 9, 2024

#	Agenda Item	Presenter	Timing	Information/Reports
FIN-2.1	Welcome & Land Acknowledgement	Vanshika Dhawan (Treasurer)	3 mins	Verbal
FIN-2.2	Agenda Approval	Vanshika Dhawan (Treasurer)	2 mins	INFORMATION: Agenda for December 9, 2024 MOTION 2.2: Approve the meeting agenda for December 9, 2024.
FIN-2.3	Minutes Approval	Vanshika Dhawan (Treasurer)	3 mins	INFORMATION: Minutes for November 18, 2024 MOTION 2.3: Approve the meeting minutes for November 18, 2024.
Standing Items				
FIN-2.4	Declaration of Conflict(s) of Interest	Vanshika Dhawan (Treasurer)	2 mins	Verbal
New Items				
FIN-2.5	2025 Operating Budget	Staff	60 mins	ACTION: Recommended Draft 2025 Operating Budget Appendix A - Consolidated 2025 vs 2024 Budget and Forecast APPENDIX B – Detailed 2025 Operating Budget By Department In-Camera Reports APPENDIX C – 2025 Cost Containment Report – in-Camera APPENDIX D – 2025 Philanthropy Strategy Report – in-Camera APPENDIX E – Detailed Staffing By Department Status and FTE – in-Camera APPENDIX F - Delegated Authorities Report and Contract Approvals – in-Camera

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				APPENDIX G - 2024-2025 Capital Budget Report – Portion in Camera Appendix H – Detailed Education and Training Financial Analysis Report – In-Camera DRAFT MOTION 2.5: To recommend that the Board of Management approve the 2025 Recommended Operating Budget
FIN-2.9	Next Meeting Date: Tuesday, April 15, 5:30-7pm	Vanshika Dhawan (Treasurer)	1 min	Verbal
FIN-2.10	Adjournment	Vanshika Dhawan (Treasurer)	1 min	Verbal

Item	Attached Documents *yellow highlight indicates in camera session where document will be available at the meeting
2.2	Agenda for Finance Meeting of December 9, 2024
2.3	Minutes for Finance Meeting of November 18, 2024
2.5	2025 Operating Budget – for action Recommended Draft 2025 Operating Budget Appendix A - Consolidated 2025 vs 2024 Budget and Forecast APPENDIX B – Detailed 2025 Operating Budget By Department In-Camera Reports APPENDIX C – 2025 Cost Containment Report – in-Camera APPENDIX D – 2025 Philanthropy Strategy Report – in-Camera APPENDIX E – Detailed Staffing By Department Status and FTE – in-Camera APPENDIX F - Delegated Authorities Report and Contract Approvals – in-Camera APPENDIX G - 2024-2025 Capital Budget Report – Portion in Camera Appendix H – Detailed Education and Training Financial Analysis Report – In-Camera

AGENDA: Finance Committee Meeting, Meeting #3 (2024-2025)
Monday, May 26, 2025 @ 5:30 PM – 7:30 PM
Virtual via Zoom

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
FIN-3.1	Welcome, Introduction of Guests (1 min)	Information	Vanshika Dhawan (Finance, Chair)	N/A
FIN-3.2	Land Acknowledgement (2 mins)	Information	Vanshika Dhawan	N/A
FIN-3.3	Approval Meeting Agenda (2 mins)	Action	Vanshika Dhawan (Finance, Chair)	3.3-Agenda for Finance Meeting of May 26, 2025
FIN-3.4	Declaration of Conflict of Interest (1 min)	Information	Vanshika Dhawan (Finance, Chair)	N/A
FIN-3.5	Approval Previous Meeting Minutes (5 mins)			3.5.1-Minutes for Finance Meeting of December 9, 2024
	3.5.1 Meeting Minutes for December 9, 2024	3.5.1 Action	Vanshika Dhawan (Finance, Chair)	3.5.2-In-Camera Minutes for Finance Meeting of December 9, 2024
	3.5.2 In-Camera Meeting Minutes for December 9, 2024	3.5.2 Action		
NEW ITEMS				
FIN-3.6	Audit / Financial Statement (30 mins)	Action	Auditors	3.6-Audited Financial Statements
FIN-3.7	2024 Year End Results (20 mins)	Action	Maria Martinez (Director, Finance)	3.7-Year End Results Report
FIN-3.8	Q1 Results and 2025 Year End Forecast (20 mins)	Action	Maria Martinez (Director, Finance)	3.8-Q1 Results and 2025 YE Forecast Report
FIN-3.9	2026 Core Budget Authority to Submit (10 mins)	Action	Maura Lawless (Executive Director)	3.9-Core Budget Authority to submit
FIN-3.10	Risk Management (10 mins)	Action	Maura Lawless (Executive Director)	3.10-Risk Management Report
FIN-3.11	50 th Anniversary Budget (10 mins)	Action	Maura Lawless (Executive Director)	3.11-50 th Anniversary Budget
FIN-3.12	2026 Annual Budget Principles (10 mins)	Action	Maria Martinez (Director, Finance)	3.12-2026 Budget Principled Report
FIN-3.13	Procurement Approval for TAG Amendment (10 mins)	Action	Maura Lawless (Executive Director)	3.13-TAG Contract Amendment
FIN-3.14	Adjournment (1 min)	Action	Vanshika Dhawan (Finance, Chair)	N/A

Consideration Type Legend:

- **Information:** This item is for information only, for discussion, but there is no required action associated. It may result in an action or decision by the Committee but it's not a requirement necessarily.
- **Action:** This item requires the Committee to consider a decision, including a motion, recommendation, and/or direction for the Committee to consider in some manner.

#	Item	Consideration Type	Lead	Reports
ROUTINE MATTERS				
FIN-4.1	Welcome, Introduction of Guests (1 min)	Information	Vanshika Dhawan (Finance, Chair)	N/A
FIN-4.2	Land Acknowledgement (2 mins)	Information	Vanshika Dhawan	N/A
FIN-4.3	Approval Meeting Agenda (2 mins)	Action	Vanshika Dhawan (Finance, Chair)	4.3- Agenda for Finance Meeting of September 4, 2025
FIN-4.4	Declaration of Conflict of Interest (1 min)	Information	Vanshika Dhawan (Finance, Chair)	N/A
FIN-4.5	Approval Previous Meeting Minutes (5 mins) 4.5.1 Meeting Minutes for May 26, 2025 4.5.2 In-Camera Meeting Minutes May 26, 2025	4.5.1 Action 4.5.2 Action	Vanshika Dhawan (Finance, Chair)	4.5.1- Minutes for Finance Meeting of May 26, 2025 4.5.2- In-Camera Minutes for Finance Meeting of May 26, 2025
NEW ITEMS				
FIN-4.6	Q2 Variance Report (20 mins)	Action	Maria Martinez (Director, Finance)	4.6- 2025 Q2 Variance Report and Year End Forecast
FIN-4.7	Year End Forecast (20 mins)	Action	Maria Martinez (Director, Finance)	4.7- 2025 Year End Forecast (incl. in-camera portion)
FIN-4.8	5-Year Forecast and Reserve Policy Report (40 mins)	Action	Maria Martinez (Director, Finance)	4.8- 5-Year Forecast and Reserve Policy Report (incl. in-camera portion)
FIN-4.9	Core Budget Update (20 mins)	Action	Maria Martinez (Director, Finance)	4.9- 2026 City of Toronto Core Budget Report (incl.in-camera portion)
FIN-4.10	Adjournment (1 min)	Action	Vanshika Dhawan (Finance, Chair)	N/A

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