

**HOMES FIRST SOCIETY BOARD OF DIRECTORS MEETING**

Tuesday, June 24, 2025, 6:00 p.m.

Zoom

**Agenda**

|            |  |
|------------|--|
| <b>1.</b>  | <b>Call to Order</b>   |
| <b>2.</b>  | <b>Declaration of Conflict of Interest</b><br><i>Board members must declare any conflict of interest which relates to an item of discussion; arrears of a board member is a conflict of interest</i>   |
| <b>3.</b>  | <b>Approval of Minutes</b><br>A. Approval of Minutes of the Meeting of May 6, 2025<br>B. Approval of Minutes of the Meeting of May 27, 2025  |
| <b>4.</b>  | <b>Chief Executive Officer's Updates</b><br>A. HFS Chief Executive Officer's Update<br>B. HFS 2026 Annual Shelters Submissions<br>i. HFS Bathurst-Lake Shore 2026 Funding Submission<br>ii. HFS Kennedy 2026 Funding Submission<br>iii. HFS Lawrence 2026 Funding Submission<br>iv. HFS Pacewood 2026 Funding Submission<br>v. HFS Placer Court 2026 Funding Submission<br>vi. HFS St. Clair 2026 Funding Submission<br>C. HFS MSAA Annual Declaration of Compliance<br>D. HFS CEO's Responsive Programming Update<br>E. HFS Community Development and Outreach Update |
| <b>5.</b>  | <b>Executive Committee Update</b><br>A. HFS Board Meeting Scheduling   |
| <b>6.</b>  | <b>Communications &amp; Fundraising Committee Update</b>   |
| <b>7.</b>  | <b>Finance &amp; Audit Committee Update</b>  |
| <b>8.</b>  | <b>Governance &amp; Nomination Committee Update</b><br>A. HFS Committee Composition & Terms of Reference   |
| <b>9.</b>  | <b>Portfolio Committee Update</b>  |
| <b>10.</b> | <b>Action Registry</b>   |
| <b>11.</b> | <b>Other Business</b>  |
| <b>12.</b> | <b>In Camera</b>   |

**Materials for this agenda:**

- 3.A. - Approval of Minutes of the Meeting of May 6, 2025
- 3.B. - Approval of Minutes of the Meeting of May 27, 2025
- 4.A. - HFS Chief Executive Officer's Update
- 4.B. - HFS 2026 Annual Shelters Submissions
- 4.B.i. - HFS Bathurst-Lake Shore 2026 Funding Submission
- 4.B.ii. - HFS Kennedy 2026 Funding Submission
- 4.B.iii. - HFS Lawrence 2026 Funding Submission
- 4.B.iv. - HFS Pacewood 2026 Funding Submission
- 4.B.v. - HFS Placer Court 2026 Funding Submission
- 4.B.vi. - HFS St. Clair 2026 Funding Submission
- 4.C. - HFS MSAA Annual Declaration of Compliance
- 4.D. - HFS CEO's Responsive Programming Update
- 4.E. - HFS Community Development and Outreach Update
- 5.A. - HFS Board Meeting Scheduling
- 8.A. - HFS 2025-2026 Committee Composition & Terms of Reference
- 11. - HFS Action Registry (to follow)

## 3.A.

**HOMES FIRST SOCIETY BOARD MEETING**

Tuesday, May 6, 2025, 6:00 p.m.

Zoom

**Present:****Regrets:**

**Directors:** Mike Heinrich (Chair)  
 Christie Brenchley  
 Dror Duchovny  
 Faisal Gulamhussein  
 Greg Lawrence  
 Megan Mitchell  
 Cynthia Stacey  
 Shawn Winsor  
 Jordan Wong  
 Jamie Yoon

Shane Saltzman  
 Shanker Sivanathan  
 Rhema Stevenson

**Guest:** Sonja Nerad (SN Management Inc)  
 Nikolas Ristich (Akler Browning LLP)  
 Dan Shereck (Akler Browning LLP)

**Staff:** Patricia Mueller (Chief Executive Officer)  
 Kim Mole (Administrative Coordinator)  
 Ade Olubode (Director of Finance)

**1. Call to Order**

- Mike Heinrich called the meeting to order at 6:00 p.m.

**2. Declaration of Conflict of Interest**

- None.

**3. HFS Strategic Planning – with Sonja Nerad**

- Sonja Nerad explained that today's presentation and discussion were meant to be low pressure, with no decision-making activities; the purpose was to provide Sonja with further understanding of the Board's perspective.
- Sonja described the purpose of Strategic Planning including learning more about:
  - The strengths and limitations of Homes First;
  - Learning more about Homes First's internal and external environment; and,
  - An opportunity to brainstorm opportunities and potential priorities for the Homes First.
- In addition, Sonja explained the guidelines, including:
  - Generating creative ideas regarding Homes First;
  - Postponing and withholding judgement of ideas; and,
  - To build on the ideas put forward by others.
- The questions discussed included:
  - Homes First's greatest organizational strengths and assets.



- Identification of key limitations.
- Reflecting on the past strategic plan, identifying where was there the most success and where were there challenges.
- Trends that will/may impact Homes First (such as, funding, policy, technology, population, client trends, etc.) over the coming 3-5 years.
- Where can the Homes First have the most significant impact and what is its unique value within the housing and homelessness system.
- What opportunities are there to enhance Homes First's governance, service delivery or operations.
- Given the internal and external environment, what should be Homes First priorities for the coming three years.
- What changes/results are possible to achieve within the coming three years.
- Sonja collected the feedback which she will consolidate in advance of the June 7th Strategic Planning day and will touch base with the Strategic Planning Task Team prior to that date as well.
- The Strategic Planning day will include an outline of the day's process, as well as small and big group activities to help refine the 2025-2027 Strategic Plan.

#### 4. Approval of Minutes

**MOTION:** That the minutes of the March 18, 2025 Board of Directors meetings be approved.

**MOVED:** Christie Brenchley

**SECONDED:** Cynthia Stacey

**CARRIED**

#### 5. HFS Executive Officer's Updates

##### A. HFS 2025 Q1 Quarterly Performance Report

- On page 32 of the Board package, the Key Risk Registers were red in the category of Reserve Levels and Defunded Programs, representing "high risk" and had no explanation attached.

**Action:** Going forward, a narrative will be included in the Quarterly Performance Reports to provide additional information to any high-risk indicators.

##### B. HFS Chief Executive Officer's Update

- Due to time constraints, Directors were invited to send any comments or questions on this Update directly to Patricia.

##### C. HFS Resident Demographics for Portfolio Placement and Programming Update

- Directors thanked Patricia and her team for providing such a clear and comprehensive update.
- As previously reported, over 60% of shelter residents are refugee/asylum claimants; Homes First has partnered with newcomer-serving organizations to better serve this population and has also utilized the Centralized Kitchen to ensure that culturally appropriate meals are being provided.

**Action:** Next year's update will include a year-over-year chart for comparison.



#### **D. HFS Management Team's MURA Recommendation**

- At the HFS Portfolio Committee meeting held on April 15th, members of the Development Team, along with Ade Olabode (Director of Finance) and Justin Ryan (Director of Property Management) presented a detailed overview of the buildings located at 640 & 644 Kennedy Road.
- Jamie Facciolo (Director of Development and Homelessness Initiatives) and Michael Lyster (Manager of Development) reported that after an extensive search and review of several potential acquisitions, this property presents a strong opportunity and would serve as a strategic addition to the Homes First portfolio.
- The PowerPoint presentation (included in the Board package for information) outlines the property's features, alignment with our housing strategy, financial model, as well as the property's fit within the MURA program.
- Patricia reported that we have yet to hear back regarding our offer.

### **6. Executive Committee Update**

#### **A. HFS Notice of AGM**

- Received for information.

#### **B. HFS Proxy Form**

- All Directors were encouraged to complete the circulated proxy form to ensure quorum.

#### **C. HFS Executive Committee Update**

- Mike reported that the Executive Committee has continued to work closely with Patricia in the development of the CEO Contingency Plan and will be providing Patricia with feedback on the draft version via email to ensure clarity.
- A Board meeting will be held directly after the Annual General Meeting in order to elect the membership of the HFS Executive Committee as Both Mike and Jamie will be continuing as Directors, but due to other demands on their time, are stepping down from these leadership roles.

### **7. Communication & Fundraising Committee Update**

- Mike Heinrich, HFS Communications & Fundraising Chair, reported that the Committee had not held a meeting.
- Jordan Wong reported that he has had the opportunity to review the proposal for this year's gala, Homes For Dinner: Chapters of Hope and is very impressed with Dana and Patricia's work.

**Action:** Directors are asked to promote the Homes First Dinner event within their spheres of influence.

- Jordan added that he'd like to see individuals with fundraising experience or connections join the Board, expanding the number of Directors above the current limit of 15 to 17 or 18 to provide Homes First with the opportunity to recruit individuals with this particular skill set.
- It was noted that this item would require further discussion (possibly as part of the upcoming Strategic Planning day) as such a change would require amending our bylaws and meeting the related legal requirements.



- A brief discussion was held where it was noted that there were some potential pitfalls, such as creating an out-of-balance asymmetrical focus at the Board level and would require serious consideration by the Board.

**Action:** The decision of whether the number of Directors should be increased to allow for the recruitment of fundraising-focused Directors was deferred.

## 8. Finance & Audit Committee Update

### A. HFS Draft 2024 Audited Financial Statements

- Dan Shereck (Partner, Akler Browning LLP) briefly reviewed the HFS Draft 2024 Audited Finance Statements and answered questions.
- To meet auditing requirements, Dan enquired of Patricia Mueller, Ade Olubode, and the Board of Directors whether “they were aware of any contingent liabilities that have not been properly reflected in the financial statements; if any events have occurred up until the meeting date which they feel I [Dan] should have been made aware of; or whether there have been any changes in events already reflected in the financial statements that occurred up to the date of the meeting?”. Patricia, Ade, and Board Members present confirmed that this was not the case.

**MOTION:** That the HFS Draft 2024 Audited Financial Statements be approved by the HFS Board of Directors as presented and forwarded to the membership for acceptance.

**Moved:** Megan Mitchell

**Seconded:** Cynthia Stacey

**CARRIED**

- In addition, the Board was asked for the approval of the transfer of funds via the Statement of Allocations to approve the transfer of \$60,000 from operations to Capital Reserves – Section 95; as well as the transfer from the Internally Restricted Reserves in the amount of \$883,536.26 from operations to the Internally Restricted Reserve Funds.

**MOTION:** To approve the transfer of funds:

In the amount of \$60,000 from operations to Capital Reserves – Section 95; and,

In the amount of \$883,536.26 from operations to the Internally Restricted Reserve funds.

**Moved:** Megan Mitchell

**Seconded:** Greg Lawrence

**CARRIED**

- Dan thanked Patricia, as well as Ade and his team for their help during the audit process.
- Patricia thanked Dan a, as well as Ade and his team for all of their hard work.
- The Board added their appreciation for the work of the Auditors, as well as Patricia, Ade, and the Finance Department.

## 9. Governance & Nominating Committee Update

- Jamie Yoon, HFS Governance & Nominating Committee Chair, reported the Recruitment Sub-Committee (comprised of Christie Brenchley, Mike Heinrich, Cynthia Stacey, Carla Whillier, and Jamie Yoon) began by screening the responses we received to our call for candidates, then various members of the Sub-Committee (depending on availability) interviewed the candidates under consideration, before having an in depth discussion,



and agreed that Mark Foerster, Sergei Korolev, Paul Jonathan Saguil, and Melissa Sulit should be invited to join the Board.

**MOTION:** That Mark Foerster, Sergei Korolev, Paul Jonathan Saguil, and Melissa Sulit be declared elected as Directors of the Homes First Society Board for a 1-year term at the upcoming AGM.

**MOVED:** Dror Duchovny

**SECONDED:** Christie Brenchley

**CARRIED**

#### 10. Portfolio Committee

- Jordan Wong, HFS Portfolio Committee Chair, reported that the meeting held on April 15th was focused on the MURA purchase already covered as part of the CEOs Update to the Board.

#### 11. Action Registry

- All items listed under the Action Registry were addressed during the meeting.
- Two items will be removed from the chart, one referencing political activities, the second the annual survey.
- It was noted that very few Directors had provided feedback on the circulated survey related to the CEO's annual updates.

#### 12. In Camera

- None.

The meeting adjourned at 8:15 p.m.

**The next Homes First Society Board of Directors' meeting is scheduled to follow the AGM on Tuesday, May 27, 2025.**

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Mike Heinrich, Chair

Respectfully Submitted By:  
Kim Mole, Recorder  
On May 6, 2025

## 3.B.

**HOMES FIRST SOCIETY BOARD MEETING**

Tuesday, May 28, 2024, at 6:30 p.m.

Thomas Lounge, Oakham House/Ryerson Student Centre

55 &amp; 63 Gould Street, Toronto, ON M5B 1E9

**Present:****Regrets:**

**Directors:** Mike Heinrich (Chair)  
 Christie Brenchley  
 Mark Foerster  
 Sergei Korolev  
 Megan Mitchell  
 Paul Jonathan Saguil  
 Cynthia Stacey  
 Melissa Sulit  
 Shawn Winsor  
 Jordan Wong  
 Jamie Yoon

Dror Duchovny  
 Greg Lawrence  
 Rhema Stevenson

**Staff:** Patricia Mueller (Chief Executive Officer)  
 Khizra Asad (Manager of Finance)  
 Brenda De Andrade (H.R. Manager)  
 Phuntsok Chomphel (P.C.) (Operations Manager)  
 Candice Elliott (H.R. Manager)  
 Secundus Emijjo (Assistant Manager, All Saints)  
 Jamie Facciolo (Director of Development and Homelessness Initiatives)  
 Dana Hansen (Director of Fundraising)  
 Melody Harris (Manager of Community Relations)  
 Sharon Hinks (Site Manager, All Saints)  
 Lorelli Iaponas (H.R. Manager)  
 Steve Jennex (Assistant Director of Shelters)  
 Lacey Kerr (Director of Housing)  
 Michael Lyster (Manager of Development)  
 Gayle McFadden (Interim Manager of 24-Hour Housing)  
 Kim Mole (Administrative Coordinator)  
 Ade Olubode (Director of Finance)  
 Michael Potvin (Director of Client Services)  
 Justin Ryan (Director of Property Management Operations)  
 Necole Small (Assistant Director of Property Management Operations)  
 Chris Wagner (Pest Control & Hoarding Manager)  
 Tiye Walcott (Marketing and Communications Manager)  
 Brett Wolfson-Stofko (Manager, Harm Reduction and Health Services)





### 1. Call to Order

- Mike Heinrich called the meeting to order at 6:30 p.m.

### 2. Declaration of Conflict of Interest

- None.

### 3. HFS Appointment of Executive Committee Membership

- As noted in the circulated "Amended – Appointment of Executive Committee Membership", the HFS 2024-2025 Executive Committee was composed of the following Directors:
  - Mike Heinrich, Chair;
  - Megan Mitchell, Treasurer;
  - Jordan Wong, Secretary; and,
  - Jamie Yoon, Vice Chair.
- Both during and subsequent to the May 6th Board of Directors' meeting, Directors were invited to express their interest in serving on the Executive which has resulted in the following recommendations:
  - Jordan Wong, Chair;
  - Megan Mitchell, Vice Chair;
  - Christie Branchley, Secretary; and,
  - Greg Lawrence, Treasurer.

**MOTION:** That the Board appoints the 2025-2026 Executive Committee membership as follows: Jordan Wong as the Chair; Megan Mitchell as the Vice Chair; Christie Branchley as the Secretary; and Greg Lawrence as Treasurer.

**MOVED:** Christie Branchley      **SECONDED:** Cynthia Stacey      **CARRIED**

The meeting adjourned at 6:45 p.m.

**The next Homes First Society Board of Directors' meeting is scheduled to follow the AGM on Tuesday, June 24, 2025.**

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Mike Heinrich, Chair

Respectfully Submitted By:  
Kim Mole, Recorder  
On May 27, 2025

## 4.A.

**To: Homes First Society Board of Directors**  
**From: Patricia Mueller, Chief Executive Officer**  
**Subject: HFS Chief Executive Officer's Report**  
**Date: June 24, 2025**

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**Recommendation:**

**That this report be received for information.**

**GENERAL:**

- The City of Toronto has informed us that roof repairs at 224 Spadina have been postponed until Spring 2026. As a result, the intake of new tenants will remain on hold due to ongoing and significant water damage throughout the building.
- The City of Toronto's 110-year-old drainage system has failed, causing a back-up into the lower level of the Bathurst-Lake Shore Shelter. As a result, the water needed to be shut off while the City conducted emergency repairs; however, while currently functional, several challenges arose and the City is looking into conducting a major repair in the coming weeks.
- The decanting of the Delta Hotel Program is on track, and we are now down to 88 residents from a starting point of over 400.

**FINANCIAL SUMMARY:**

- As of April 30th, the arrears and vacancies show a total vacancy of 24 units, and the total arrears is \$121,465 of which \$27,854 relate to property damage and other arrears. We currently have sixteen payment plans in place to reduce this amount.

**SHELTERS & HOTEL DEPARTMENT:**

- As previously reported, the Delta Hotel Program is scheduled to be fully decommissioned by the end of 2025. The decommissioning process began in late 2024, and at the of writing, eight floors have been vacated and returned to the hotel operator. Four floors in the tower and three in the west wing remain active. As of the end of May, 108 residents remain. Since the closure of new intakes, 262 residents have transitioned out of the program. Of these, 78 have moved into permanent or transitional housing, and 146 have been referred to other shelter programs.
- To support positive outcomes for resident transitions from the Delta Hotel Program, the City of Toronto and Homes First continue to meet regularly to assess program needs, identify necessary supports, and implement improvements. Toronto Shelter and Support Services is actively supporting the Delta Team by facilitating referrals for residents with complex needs to more appropriate shelter programs. Recently, a resident with high mental health support needs was transitioned to Fred Victor's Edward Hotel Program. The agency has since reported challenges in supporting this client, and any potential clients similar to this client. We are working closely with the City to explore solutions and ensure this referral pathway remains viable for others with similar needs—particularly those who may benefit from a private room setting, as opposed to an open-dorm shared environment where they are highly likely to lose their space due to their disruptive behaviour in a communal environment.

**HOUSING DEPARTMENT:**

- Our modular housing site located at 39 Dundalk has been named Domenica House at the direction of the City Council.
- The City of Toronto has informed us that roof repairs at 224 Spadina are to be postponed until Spring of 2026. As a result, the intake of new tenants will remain on hold due to ongoing and significant water damage throughout the building.
- In collaboration with the Finance Department, we are undertaking a sector-wide review of food vendors to secure the most cost-effective and high-quality options available for the Centralized Food Program and shelter sites.
- Our housing staff supported all eligible tenants in accessing the Canadian Dental Care Plan (CDCP), the federal program that has expanded program coverage for all eligible residents aged 18 to 64 beginning in May 2025.

**CLIENT SERVICES DEPARTMENT:**

- Homes First has acquired funds (\$181,298) to hire two staff who will support with clients who have complex needs sleeping rough in the community, and support clients develop and implement harm reduction safety plans to mitigate overdoses and death.  
Safety plans can include but are not limited to: (1) using substances in pairs with other clients, (2) using substances in safe spaces to EMS can access the client, (3) letting staff know a client will be using substances and needed to be check up on, (4) ensuring clients have access to IM and nasal naloxone, (5) staying near a client after they used substances [with naloxone and oxygen] to ensure they are supported and do not overdose, (6) etc.
- We have completed the “train the trainer” for CaseWORKS, our new software system that is replacing Pirouette.
- The majority of the customization has been completed for the new CaseWORKS software system; client data is currently being migrated from Pirouette to the new software.
- In addition:
  - Onboarding videos by management are being created for frontline staff.
  - A pilot will begin next month to implement CaseWORKS at 3 Homes First sites.
- Over 80 clients have accessed a new harm reduction safe supply clinic operated by a medical doctor at the Bathurst-Lake Shore Shelter. These 80 clients are accessing safe supply provided by a pharmacy onsite as part of their treatment plan, and creating safety though not accessing illicit substances that may be contaminated with common harmful materials such as rat poison, bleach, fentanyl, etc.
- A new technology system has been implemented using sensors and scanners to ensure staff are accurately and effectively conducting safety rounds; this technology will support harm reduction practices and will contribute to the reduction of overdose deaths.
- Sensor technology is being installed in single client bathrooms at two shelter sites; these sensors are able to detect when a client has overdosed and alert shelter staff.

**HUMAN RESOURCES:****Grievances:**

- As of the end of May, there were 45 outstanding grievances, of which all are non-monetary; however, there is a possible cost of arbitration. Collective bargaining is expected to begin late-August. The number of new grievances typically increases during the collective bargaining process

**Health & Safety:**

WSIB is experiencing labour disruption that began May 22, 2025. As such, there are delays to services such as reviewing claims.

**April:**

- A Community Shelter Worker reported a needle-prick injury while assisting a client transporting their belongs; the staff person received medical attention and has returned to work. Their WSIB claim was submitted and approved.

**May:**

- A Supervisor reported that an escalated client threw a musical instrument at them and used racial and abusive language during and after a music therapy session. There was lost time and a WSIB claim has been submitted.
- A Relief Community Shelter Worker reported that as they were ensuring a building-entry door was secure, a non-client broke a glass door with a broom, breaking the glass, which powdered into tiny pieces. The employee lost time and a WSIB claim has been submitted.
- A Personal Support Worker was physically assaulted by a client. A WSIB claim has been submitted.

**PROPERTY DEPARTMENT**

- As previously reported, the City of Toronto's Corporate Real Estate division has committed to managing and completing the the significant capital repairs required on the fifth floor of 224 Spadina. However, they have not committed to completing the necessary repairs to the roof of the building until early 2026.
- Progress on the Northcote building is being hindered due to missing historical records (e.g., zoning and building clearances from the 1990's). Despite this property being a legal and licensed rooming house for ~30 years, the City of Toronto's Building Department is unable to locate zoning change documentation and is requiring Homes First to provide it. This delay is impacting the permit process; however, efforts are ongoing to resolve this issue.
- The Property Department worked closely with the Development Department to obtain grants to carry out the following repairs:
  - In May 2025, Homes First received funding from the Homelessness Prevention Program (HPP) in the amount of \$1,063,151 for Meegwetch capital repairs.
  - In April 2025, HFS, on behalf of All Saints properties, applied for and received \$142,205 in HPP funding to address a backlog of capital repair work.
- The Building Condition Audit (BCA) is scheduled to be completed in late June; after which, the Property Department will begin working closely with the Finance Department to develop an updated, 2-year capital plan.

**DEVELOPMENT DEPARTMENT UPDATE (APRIL & MAY):**

- Work continued on the negotiations for our offer to purchase 640 & 644 Kennedy Road.
- Meetings were held with Vancity, RBC, and Tapestry to explore financing options to purchase the Kennedy buildings.
- We met with the Maytree Foundation to explore grant opportunities to facilitate the governance work for the Housing Consortium.
- A feasibility study for the possibility of redevelopment of the Vaughan location has been initiated.
- Senior staff met with the Kensington Land Trust regarding the operation of a new housing development.
- We toured a property located at 310 Spadina to discuss possible purchase options and the conversion of the commercial property into an 80-unit affordable housing development.
- A meeting was held with the Senior Manager of Client Relationships and Operations at CMHC to discuss which streams under the Affordable Housing Fund would be best suited for our various projects.
- Members of the Development Department attended a meeting on the topic of the results of an encampment research study.
- Other activities included the implementation of a program funded through New Horizon Seniors federal grant as well as a meeting with the City to debrief regarding our expression of interest for permanent shelter programs and to receive feedback on our application.

**Community Development (April-May):**

- The opening of a community garden at the Metro Refugee Centre was celebrated by residents and guests.
- The 519 and Homes First staff organized a visit to an OCAD graduate art exhibition with Pacewood residents.
- Community Clean-Up Events were held at many of our shelters as part of the celebration of Earth Day, as well as other days throughout the past couple of months.
- Multiple sites paid tribute to Red Dress Day with memorials and arts therapy.
- Mothers' Day celebrations included desserts, warm messages, and art programming across our portfolio.
- The Scarborough Centre for Healthy Communities initiated a series of Health & Wellness workshops in May that will run biweekly until the end of 2025.
- A large number of residents from across our portfolio attending the Toronto Newcomer Day event at City Hall.
- Residents from our shelters attended a hike in High Park facilitated by an Indigenous educator.
- A former Homes First resident hosted meals for the residents of the St. Clair, Placer, and Lawrence shelters.
- Thanks to a grant from the Meighen Foundation, music therapy was expanded to include the Kendleton.
- Village Financial provided a financial literacy workshop, ACT Toronto held a HIV workshop, and Hygiene Haven provided a workshop on topics related to menstrual and reproductive health at the Metro Refugee Shelter.
- At the Willowdale Welcome Centre, IMAGINE healthcare workshops continued and a volunteer provided haircuts for clients.

- Homes First hosted three Community Liaison Committee meetings (Willowdale, Bathurst-Lake Shore, and the Delta) with external community members.

#### **Resident Council Updates:**

- Due to scheduling conflicts, the May meeting was rescheduled for July.
- Honorariums of \$400 have been paid to the volunteers to help with resident newsletter development (printing, writing, developing content, and distribution).
- We have connected our 24-housing department with a volunteer art therapy volunteer.
- The Resident Council has purchased two family passes and 15, 4-day passes to Toronto's FANEXPO event.
- In addition, the Council will purchase 15 tickets to Bright Star, a Mirvish production, and another theatre production TBD in next meeting
- Posters to be made and distributed by staff that will provide sign up information for Homes First's residents; members of the Resident Council to help with promotion.

#### **FUNDRAISING DEPARTMENT (MAY):**

##### **Homes for Dinner: Chapters of Hope:**

- Sponsorship prospecting, qualifying and cultivation underway.
- Silent Auction item solicitation underway.

##### **Grants & Program Implementation:**

- Continued to lead and support implementation activities for grant-funded programs.
- Led inter-departmental program development for new grant opportunities.
- Subsequent applications submitted included:
  - KM Hunter Foundation, \$5,000;
  - Community One Foundation Rainbow Grant, \$10,000;
  - Toronto Arts Council, \$20,000;
  - The Rotary Club of Toronto, \$30,000; and,
  - Shoppers Foundation for Women's Health, \$100,000.

##### **Partnerships & Stewardship:**

- Ongoing development of Partnership onboarding packet.
- Ongoing stewardship of all donations; working on cultivating relationships with donors from TMA gala as corporate partner and sponsor prospects.
- Audit of donor journey/experience underway; assessing journeys to identify additional touch points and areas for meaningful engagement, donor upgrades/further cultivation.
- Held meeting with Village Financial (corporate volunteer) about expanding their contributions to Homes First.
- Held several discovery calls relating to maximizing current team's capacity.
- Patricia and Dana attended the TMA Spring Gala as the Charity of Choice (awaiting final fundraising amount).

##### **Website(s):**

- **Public:**
  - Content audit underway to ensure content accuracy and impact sharing.
  - Developed 3 new unique donation pages for each version of the Direct Mail campaign.

- **Intranet:**

- Worked alongside Kim Mole and Christie Brenchley to re-develop the intranet UX for board members; added approximately 10 new pages and converted existing content into archive formats.

**April 1st-May 31st Marketing Update:**

- **Website:**

- Website Traffic: 10,556 user website traffic compared to the previous year.
- Increase in Organic search from last year by 1.8%.

**Social Media Performance:**

- **Organic Growth:**

- Follower Growth: Gained 78 new followers across LinkedIn, Facebook, and Instagram.
- Organic Reach: Achieved 15,764 impressions across all platforms.

**Newsletter Performance:**

- Overall: 1 newsletter sent, reaching an average of 653 people; open rate of 46.7%.
- Mailchimp Campaigns: 3 newsletters sent, 2820 recipients; open rate of 17.9%.

## 4.B.

**To:** Homes First Society Board of Directors  
**From:** Patricia Mueller, HFS Chief Executive Officer  
**Subject:** HFS 2026 Annual Shelters Submissions  
**Date:** June 24, 2025

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**Recommendation:**

To approve the following resolution:

“To approve Homes First Society’s 2026 Hostel Services Annual Budget Submissions for the Bathurst-Lake Shore, Kennedy, Lawrence, Pacewood, Placer Court, and St. Clair shelters to Hostel Services, of the Toronto Shelter & Support Services Division, City of Toronto; and that, to the best of my knowledge and belief, the information provided in this Budget Submission accurately reflects the budget and service provision as approved by Homes First Society’s Board of Directors.”

**Background:**

This year’s submissions are similar to those of past years; however, this year Hostel Services provided us with an additional spreadsheet, “Prior Year Financial Reporting” which includes information from our audit.

The submissions are listed below:

- HFS 2026 Funding Submission - Bathurst-Lake Shore Shelter
- HFS 2026 Funding Submission - Kennedy Women’s Shelter
- HFS 2026 Funding Submission - Lawrence Shelter
- HFS 2026 Funding Submission - Pacewood Shelter
- HFS 2026 Funding Submission - Placer Court Shelter
- HFS 2026 Funding Submission - St. Clair Shelter





Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - Bathurst-Lake Shore Shelter***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**

## Annual Funding Submission Checklist

### Homes First Society - Bathurst-Lake Shore Shelter

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - Bathurst-Lake Shore Shelter                                       |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | No       |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| VERIFIED BY:  |  |          |   |                              |
| DATE:   |  |          |   |                              |
| LIST REQUIRED FOLLOW-UP:  |  |          |   |                              |

## Annual Funding Submission - Contact Information

### Homes First Society - Bathurst-Lake Shore Shelter

#### 1. Contact Information

|                                   |                     |  |
|-----------------------------------|---------------------|--|
| Organization/Corporation Name:    | Homes First Society |  |
| Business Number:                  | 000550297           |  |
| Charitable Number:                | 118962182 RR        |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|                                   | Tel:                | 416-395-0902                                     |
|                                   | Fax:                | 416-214-1873                                     |
|                                   | Website:            | www.homesfirst.on.ca                             |
| Site Information                  | Address             | 545 Lake Shore Blvd. West, Toronto, ON M5V 1A3   |
|                                   | Tel:                | 647-455-2800                                     |
|                                   | Fax:                | 416-598-3421                                     |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |   |
|---------------------------------------|--------|---|
| Site Manager                          | Name:  | Paul Omondi, Ololade Oganyanwo                                    |
|                                       | Tel:   | Paul: 647-454-1097; Ololade: 647-455-4109                         |
|                                       | Email: | paul.omondi@homesfirst.on.ca; ololade.ogunyanwo@homesfirst.on.ca  |
| Site Supervisor (if applicable)       | Name:  | Lily Netzereab; Bennett Ukaegbu                                   |
|                                       | Tel:   | Lily: 647-455-0915; Bennett: 647-454-3295                         |
|                                       | Email: | lily.netzereab@homesfirst.on.ca; bennett.ukaegbu@homesfirst.on.ca |
| Infection Prevention and Control Lead | Name:  | Paul Omondi   |
|                                       | Tel:   | 647-454-1097  |
|                                       | Email: | paul.omondi@homesfirst.on.ca                                      |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - Bathurst-Lake Shore Shelter

| Budget Code                            | Shelter Revenue   | Budget Year (Projected) | Shelter Comments | TSSS Comments |
|--|---|-------------------------|------------------|---------------|
| City of Toronto Funding / Administered |   |                         |                  |               |
| R1001                                  | Annual Operating Allocation   | 12,656,102.43           |                  |               |
| R1014                                  | Other City Operating Funding (please specify on the space provided below) |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
| R1015                                  | Total City Funding  | 12,656,102.43           |                  |               |
| Other Revenue                          |   |                         |                  |               |
| R1020                                  | Provincial operating funding  |                         |                  |               |
| R1021                                  | Federal operating funding   |                         |                  |               |
| R1031                                  | United Way  |                         |                  |               |
| R1032                                  | Charitable/Foundation Contributions                                       |                         |                  |               |
| R1033                                  | Foundation contributions  |                         |                  |               |
| R1041                                  | Donations/Fundraising   |                         |                  |               |
| R1042                                  | Special Events  |                         |                  |               |
| R1043                                  | General Membership Fees   |                         |                  |               |
| R1051                                  | Rental Revenue  |                         |                  |               |
| R1052                                  | Rental Income (Shared facility)   |                         |                  |               |
| R1053                                  | Earned Interest   |                         |                  |               |
| R1054                                  | Deferred Capital Contributions  |                         |                  |               |
| R1055                                  | Other   |                         |                  |               |
| R1060                                  | Total Other Revenue   | 0.00                    |                  |               |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES  | 12,656,102.43           |                  |               |

## Overhead and Non-Cash Expense Report Worksheet

### Homes First Society - Bathurst-Lake Shore Shelter

|   |                                    |   |                      |
|---|------------------------------------|---|----------------------|
| <b>NOTE: do NOT include salaries and benefits in this schedule.</b>                     | <b>Budget Year<br/>(Projected)</b> | <b>Shelter Comments</b>                                       | <b>TSSS Comments</b> |
| <b>Description of Overhead item</b>   |                                    |   |                      |
| Transportation and Communications   | 284,408.13                         |   |                      |
| General Administrative Materials & Services   | 232,032.69                         |   |                      |
| Legal   | 206,876.35                         |   |                      |
| Audit   | 84,000.00                          |   |                      |
| Membership & Subscriptions  | 212,084.39                         |   |                      |
| Other Expenses  | 14,300.99                          | Interest, bank charges and Other Miscellaneous Admin expenses |                      |
| Property Management   | 95,000.00                          |   |                      |
| HR & Payroll Services   | 280,954.64                         |   |                      |
| Insurance   | 78,842.98                          |   |                      |
| sub-total   | 1,488,500.16                       |   |                      |
| Overhead Rate   | 10.00%                             |   |                      |
| <b>TOTAL OVERHEAD</b>   | <b>148,850.02</b>                  |   |                      |
| Provide the rationale for the rate used to apply overhead items to the shelter program: |                                    |   |                      |

| NON-CASH EXPENSE ACCRUALS       |      |  |  |
|---------------------------------|------|--|--|
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
| Total non-cash expense accruals | 0.00 |  |  |

## Operating Expense Report Worksheet

## Homes First Society - Bathurst-Lake Shore Shelter

| Budget Code                             | Expense  | Budget Year<br>(Projected) | Shelter Comments  | TSSS Comments |
|---|--|----------------------------|---|---------------|
| Administration & Operating Expenses     |  |                            |   |               |
|   | Materials & Services                                 |                            |   |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                       |   |               |
| AE2022                                  | Audit Fees   | 0.00                       |   |               |
| AE2023                                  | Legal Fees   | 0.00                       |   |               |
| AE2024                                  | Staff Development and Training                       | 15,000.00                  |   |               |
| AE2025                                  | Office & Administrative Supplies                     | 53,156.07                  |   |               |
| AE2026                                  | Fundraising  | 0.00                       |   |               |
| AE2027                                  | Other  | 0.00                       |   |               |
|   | Transportation & Communication                       |                            |   |               |
| AE2041                                  | Staff Transportation Costs                           | 10,000.00                  |   |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                            |   |               |
| AE2043                                  | General Communications                               | 53,164.00                  |   |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 33,000.00                  |   |               |
| AE2045                                  | Other  | 2,400.00                   | Courier/postage   |               |
|   | Total Other Expenses                                 |                            |   |               |
| AE2051                                  | Insurance  | 30,483.64                  |   |               |
| AE2052                                  | Other  | 95,000.00                  | Harm reduction supplies, sharps, PPE and First aid supplies |               |
|   | Food Services  |                            |   |               |
| FE2061                                  | Contracted Catering Services                         | 2,789,873.00               |   |               |
| FE2062                                  | Groceries/Food                                       |                            |   |               |
| FE2063                                  | Smallware and Disposables                            | 1,000.00                   |   |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                            |   |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                            |   |               |
| FE2066                                  | Equipment Replacement                                |                            |   |               |
| FE2067                                  | Other  |                            |   |               |
|   | Resident Needs / Replacement Expenses                |                            |   |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                            |   |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 55,000.00                  |   |               |
| RSE2073                                 | Clothing   |                            |   |               |
| RSE2074                                 | Resident Travel                                      | 15,000.00                  |   |               |
| RSE2075                                 | Laundry Services and Supplies                        | 33,600.00                  |   |               |
| RSE2076                                 | Personal Needs                                       | 150,000.00                 |   |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                            |   |               |
| RSE2078                                 | Other  | 41,200.00                  | Programming, Cable and Residents phone                      |               |
|   | Total Administration & Operating Expenses            | 3,377,876.71               |   |               |
| Property Management & Building Expenses |  |                            |   |               |
|   | Total Building Maintenance and Services              |                            |   |               |
| PE3021                                  | Cleaning Supplies                                    | 80,000.00                  |   |               |
| PE3022                                  | Property Maintenance and Repair                      | 40,956.02                  |   |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 0.00                       |   |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 35,000.00                  |   |               |
| PE3025                                  | Pest Control   | 15,458.40                  |   |               |
| PE3026                                  | Waste Disposal                                       | 32,000.00                  |   |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection | 11,872.00                  |   |               |
| PE3028                                  | Security / Equipment                                 |                            |   |               |
| PE3029                                  | Security Purchased Services                          | 0.00                       |   |               |
| PE3030                                  | Other  |                            |   |               |
| PE3031                                  | Utilities Gas/Heating Oil                            | 0.00                       |   |               |
| PE3032                                  | Utilities Hydro                                      | 0.00                       |   |               |
| PE3033                                  | Utilities Water/Sewage                               | 0.00                       |   |               |
| PE3050                                  | Mortgage & Related Occupancy Costs                   |                            |   |               |
| PE3051                                  | Mortgage   | 0.00                       |   |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        | 0.00                       |   |               |
| PE3053                                  | Property Taxes                                       | 0.00                       |   |               |
| PE3054                                  | Other  | 0.00                       |   |               |
|   | Total Property Management & Building Expenses        | 215,286.42                 |   |               |
| Overhead and non-cash accruals          |  |                            |   |               |
| OH3090                                  | Total Overhead                                       | 148,850.02                 |   |               |
| NC 3095                                 | Total Non-cash expenses                              | 0.00                       |   |               |
| Salary and Benefits Expenses            |  |                            |   |               |
| SBE4020                                 | Salary Expenses                                      | 6,263,124.06               |   |               |
| SBE4025                                 | Contracted Staffing Services                         | 1,187,342.35               |   |               |
| SBE4030                                 | Total Staff Benefits                                 | 1,457,866.66               |   |               |
|   | Total Salary and Benefit Expenses                    | 8,908,333.07               |   |               |
| TE5000                                  | TOTAL EXPENSES                                       | 12,650,346.21              |   |               |

| Financial Summary                                 |  |                            |
|---|--|----------------------------|
| Homes First Society - Bathurst-Lake Shore Shelter |  |                            |
| Budget Code                                       | Expense                                  | Budget Year<br>(projected) |
|   |  |                            |
| R1100   | TOTAL REVENUE FROM ALL SOURCES           | 12,656,102.43              |
|   |  |                            |
| TE5000  | TOTAL EXPENDITURES                       | 12,650,346.21              |
|   |  |                            |
| SD6000  | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 5,756.22                   |

## Toronto Shelter and Support Services 2024-25 Statement of Shelter Operations

### Bathurst-Lake Shore Shelter

#### 1. Contact Information

|                                   |                     |  |
|-----------------------------------|---------------------|--|
| Organization/Corporation Name:    | Homes First Society |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|                                   | Tel:                | 416-395-0902                                     |
|                                   | Fax:                | 416-214-1873                                     |
|                                   | Website:            | www.homesfirst.on.ca                             |
| Site Information                  | Address             | 545 Lake Shore Blvd. West, Toronto, ON M5V 1A3   |
|                                   | Tel:                | 647-455-2800                                     |
|                                   | Fax:                | 416-598-3421                                     |

#### 2. Lead Staff Contact Information

|                             |        |  |
|-----------------------------|--------|--|
| Executive Director Contact  | Name:  | Patricia Mueller   |
|                             | Tel:   | (416) 455-9783   |
|                             | Email: | patricia.mueller@homesfirst.on.ca                                |
| Site Manager Contact        | Name:  | Paul Omondi, Ololade Oganyanwo                                   |
|                             | Tel:   | Paul: 647-454-1097; Ololade: 647-455-4109                        |
|                             | Email: | paul.omondi@homesfirst.on.ca; ololade.ogunyanwo@homesfirst.on.ca |
| Financial Reporting Contact | Name:  | Ade Olubode  |
|                             | Tel:   | (647) 455-2364   |
|                             | Email: | ade.olubode@homesfirst.on.ca                                     |

#### 3. Declaration

|   |               |
|---|---------------|
| I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors. |               |
| Verified by (Executive Director's Name)   | Date          |
| Patricia Mueller  | June 24, 2025 |
| If Required , Verified by (External Auditor's Name):  | Date          |
|   |               |

The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.



## 2024-25 Statement of Shelter Operations: Revenue Report

## Bathurst-Lake Shore Shelter

| Budget Code                           | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
|---------------------------------------|---|------------------------------|--|------------------------|
| City of Toronto Funding /Administered |   |                              |  |                        |
| R1001                                 | Annual Operating Allocation   | 11,983,499.00                |  |                        |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|                                       | Bed Purchase Reimbursement from the City                                  | 34,442.00                    |  |                        |
|                                       | Installations of doors, alarms, and controls Chargeback                   | 31,967.00                    |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
| R1015                                 | Total City Funding  | 12,049,908.00                |  |                        |
| Other Revenue                         |   |                              |  |                        |
| R1020                                 | Provincial operating funding  | 10,500.00                    | One time funding to fund migration of Client Management System |                        |
| R1021                                 | Federal operating funding   |                              |  |                        |
| R1031                                 | United Way  |                              |  |                        |
| R1032                                 | Charitable Contributions  |                              |  |                        |
| R1033                                 | Foundation contributions  |                              |  |                        |
| R1041                                 | Donations/Fundraising   |                              |  |                        |
| R1042                                 | Special Events  |                              |  |                        |
| R1043                                 | General Membership Fees   |                              |  |                        |
| R1051                                 | Rental Revenue  |                              |  |                        |
| R1052                                 | Rental Income (Shared facility)   |                              |  |                        |
| R1053                                 | Earned Interest   |                              |  |                        |
| R1054                                 | Deferred Capital Contributions  |                              |  |                        |
| R1055                                 | Other   |                              |  |                        |
| R1060                                 | Total Other Revenue   | 10,500.00                    |  |                        |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 12,060,408.00                |  |                        |

| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                   |                     |
|---|--|---------------------------------|-------------------|---------------------|
| Bathurst-Lake Shore Shelter                                       |  |                                 |                   |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                   |                     |
| Materials & Services  |  |                                 |                   |                     |
| AE2021  | Bookkeeping and Payroll                              | 11,467.00                       |                   |                     |
| AE2022  | Audit Fees   |                                 |                   |                     |
| AE2023  | Legal Fees   | 113,882.00                      |                   |                     |
| AE2024  | Staff Development and Training                       | 11,518.00                       |                   |                     |
| AE2025  | Office & Administrative Supplies                     | 48,376.00                       |                   |                     |
| AE2026  | Fundraising  | 29,009.00                       |                   |                     |
| AE2027  | Other  | 3,170.00                        |                   |                     |
| Transportation & Communication                                    |  |                                 |                   |                     |
| AE2041  | Staff Transportation Costs                           | 7,114.00                        |                   |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                   |                     |
| AE2043  | General Communications                               | 52,540.00                       |                   |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 24,161.00                       |                   |                     |
| AE2045  | Other  | 13,227.00                       |                   |                     |
| Total Other Expenses  |  |                                 |                   |                     |
| AE2051  | Insurance  | 27,295.00                       |                   |                     |
| AE2052  | Other  | 121,198.00                      |                   |                     |
| Food Services   |  |                                 |                   |                     |
| FE2061  | Contracted Catering Services                         | 2,841,606.00                    |                   |                     |
| FE2062  | Groceries/Food                                       | 1,522.00                        |                   |                     |
| FE2063  | Smallware and Disposables                            |                                 |                   |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                   |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                   |                     |
| FE2066  | Equipment Replacement                                |                                 |                   |                     |
| FE2067  | Other  |                                 |                   |                     |
| Resident Needs / Replacement Expenses                             |  |                                 |                   |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                   |                     |
| RSE2072   | Bedding/Towel Replacement                            | 55,181.00                       |                   |                     |
| RSE2073   | Clothing   |                                 |                   |                     |
| RSE2074   | Resident Travel                                      | 14,056.00                       |                   |                     |
| RSE2075   | Laundry Services and Supplies                        | 34,104.00                       |                   |                     |
| RSE2076   | Personal Needs                                       | 178,363.00                      |                   |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                   |                     |
| RSE2078   | Other  | 24,435.00                       |                   |                     |
| Total Administration & Operating Expenses                         |  | 3,612,224.00                    |                   |                     |
| Property Management & Building Expenses                           |  |                                 |                   |                     |
| Total Building Maintenance and Services                           |  |                                 |                   |                     |
| PE3021  | Cleaning Supplies                                    | 147,674.00                      |                   |                     |
| PE3022  | Property Maintenance and Repair                      | 61,616.00                       |                   |                     |
| PE3023  | HVAC Maintenance and Repair                          |                                 |                   |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 36,705.00                       |                   |                     |
| PE3025  | Pest Control   | 7,637.00                        |                   |                     |
| PE3026  | Waste Disposal                                       | 35,920.00                       |                   |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 72,521.00                       |                   |                     |
| PE3028  | Security / Equipment                                 |                                 |                   |                     |
| PE3029  | Security Purchased Services                          |                                 |                   |                     |
| PE3030  | Other  |                                 |                   |                     |
| PE3031  | Utilities Gas/Heating Oil                            |                                 |                   |                     |
| PE3032  | Utilities Hydro                                      |                                 |                   |                     |
| PE3033  | Utilities Water/Sewage                               |                                 |                   |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                   |                     |
| PE3051  | Mortgage   |                                 |                   |                     |
| PE3052  | Lease/Rental Occupancy Charge                        |                                 |                   |                     |
| PE3053  | Property Taxes                                       |                                 |                   |                     |
| PE3054  | Other  |                                 |                   |                     |
| Total Property Management & Building Expenses                     |  | 362,073.00                      |                   |                     |
| Overhead and non-cash accruals                                    |  |                                 |                   |                     |
| OH3090  | Total Overhead                                       | 333,475.00                      |                   |                     |
| NC 3095   | Total Non-cash expenses                              |                                 |                   |                     |
| Salary and Benefits Expenses                                      |  |                                 |                   |                     |
| SBE4020   | Salary Expenses                                      | 4,798,635.00                    |                   |                     |
| SBE4025   | Contracted Staffing Services                         | 1,929,966.00                    |                   |                     |
| SBE4030   | Total Staff Benefits                                 | 1,012,787.00                    |                   |                     |
| Total Salary and Benefit Expenses                                 |  | 7,741,388.00                    |                   |                     |
| TE5000  | TOTAL EXPENSES                                       | 12,049,160.00                   |                   |                     |

**Toronto Shelter and Support Services  
2024-25 Statement of Shelter Operations**

**Bathurst-Lake Shore Shelter**

| Budget Code | Expense                                  | Prior Year Actuals (audited) |
|-------------|--|------------------------------|
| R1100       | TOTAL REVENUE FROM ALL SOURCES           | 12,060,408.00                |
| TE5000      | TOTAL EXPENDITURES                       | 12,049,160.00                |
| SD6000      | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 11,248.00                    |



Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - Kennedy Women's Shelter***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**

## Annual Funding Submission Checklist

### Homes First Society - Kennedy Women's Shelter

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - Kennedy Women's Shelter   |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | Yes      |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| <b>VERIFIED BY:</b>   |  |          |   |                              |
|   |  |          |   |                              |
| <b>DATE:</b>  |  |          |   |                              |
|   |  |          |   |                              |
| <b>LIST REQUIRED FOLLOW-UP:</b>   |  |          |   |                              |
|   |  |          |   |                              |

## Annual Funding Submission - Contact Information

### Homes First Society - Kennedy Women's Shelter

#### 1. Contact Information

|                                   |                     |  |  |
|-----------------------------------|---------------------|--|--|
| Organization/Corporation Name:    | Homes First Society |  |  |
| Business Number:                  | 000550297           |  |  |
| Charitable Number:                | 118962182 RR        |  |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |  |
|                                   | Tel:                | 416-395-0902                                     |  |
|                                   | Fax:                | 416-214-1873                                     |  |
|                                   | Website:            | www.homesfirst.on.ca                             |  |
| Site Information                  | Address             | 702 Kennedy Rd., Toronto, ON, M1K 2B5            |  |
|                                   | Tel:                | 647-260-1621                                     |  |
|                                   | Fax:                | 416-261-6839                                     |  |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |  |
|---------------------------------------|--------|--|
| Site Manager                          | Name:  | Ashley Richards (Interim)  |
|                                       | Tel:   | 647-454-7390   |
|                                       | Email: | ashley.richards@homesfirst.on.ca                                       |
| Site Supervisor (if applicable)       | Name:  | Ashley Rochester, Abdulkabir Oyewole                                   |
|                                       | Tel:   | Ashley: 647-455-5083; Abdulkabir: 647-455-2699                         |
|                                       | Email: | ashley.rochester@homesfirst.on.ca; abdulkabir.oyewole@homesfirst.on.ca |
| Infection Prevention and Control Lead | Name:  | Ashley Richards (Interim)  |
|                                       | Tel:   | 647-454-7390   |
|                                       | Email: | ashley.richards@homesfirst.on.ca                                       |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - Kennedy Women's Shelter

| Budget Code                            | Shelter Revenue   | Budget Year (Projected) | Shelter Comments | TSSS Comments |
|--|---|-------------------------|------------------|---------------|
| City of Toronto Funding / Administered |   |                         |                  |               |
| R1001                                  | Annual Operating Allocation   | 3,442,336.36            |                  |               |
| R1014                                  | Other City Operating Funding (please specify on the space provided below) |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
| R1015                                  | Total City Funding  | 3,442,336.36            |                  |               |
| Other Revenue                          |   |                         |                  |               |
| R1020                                  | Provincial operating funding  |                         |                  |               |
| R1021                                  | Federal operating funding   |                         |                  |               |
| R1031                                  | United Way  |                         |                  |               |
| R1032                                  | Charitable/Foundation Contributions                                       |                         |                  |               |
| R1033                                  | Foundation contributions  |                         |                  |               |
| R1041                                  | Donations/Fundraising   |                         |                  |               |
| R1042                                  | Special Events  |                         |                  |               |
| R1043                                  | General Membership Fees   |                         |                  |               |
| R1051                                  | Rental Revenue  |                         |                  |               |
| R1052                                  | Rental Income (Shared facility)   |                         |                  |               |
| R1053                                  | Earned Interest   |                         |                  |               |
| R1054                                  | Deferred Capital Contributions  |                         |                  |               |
| R1055                                  | Other   |                         |                  |               |
| R1060                                  | Total Other Revenue   | 0.00                    |                  |               |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES  | 3,442,336.36            |                  |               |

## Overhead and Non-Cash Expense Report Worksheet

## Homes First Society - Kennedy Women's Shelter

| <b>NOTE: do NOT include salaries and benefits in this schedule.</b>                            | <b>Budget Year<br/>(Projected)</b> | <b>Shelter Comments</b>                                       | <b>TSSS Comments</b> |
|--|------------------------------------|---|----------------------|
| <b>Description of Overhead item</b>  |                                    |   |                      |
| Transportation and Communications  | 284,408.13                         |   |                      |
| General Administrative Materials & Services  | 232,032.69                         |   |                      |
| Legal  | 206,876.35                         |   |                      |
| Audit  | 84,000.00                          |   |                      |
| Membership & Subscriptions   | 212,084.39                         |   |                      |
| Other Expenses   | 14,300.99                          | Interest, bank charges and Other Miscellaneous Admin expenses |                      |
| Property Management  | 95,000.00                          |   |                      |
| HR & Payroll Services  | 280,954.64                         |   |                      |
| Insurance  | 78,842.98                          |   |                      |
| sub-total  | 1,488,500.16                       |   |                      |
| Overhead Rate  | 5.00%                              |   |                      |
| <b>TOTAL OVERHEAD</b>  | <b>74,425.01</b>                   |   |                      |
|  |                                    |   |                      |
| <b>Provide the rationale for the rate used to apply overhead items to the shelter program:</b> |                                    |   |                      |

| NON-CASH EXPENSE ACCRUALS       |      |  |  |
|---------------------------------|------|--|--|
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
| Total non-cash expense accruals | 0.00 |  |  |



## Operating Expense Report Worksheet

## Homes First Society - Kennedy Women's Shelter

| Budget Code                             | Expense  | Budget Year<br>(Projected) | Shelter Comments   | TSSS Comments |
|---|--|----------------------------|--|---------------|
| Administration & Operating Expenses     |  |                            |  |               |
|   | Materials & Services                                 |                            |  |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                       |  |               |
| AE2022                                  | Audit Fees   | 0.00                       |  |               |
| AE2023                                  | Legal Fees   | 0.00                       |  |               |
| AE2024                                  | Staff Development and Training                       | 6,000.00                   |  |               |
| AE2025                                  | Office & Administrative Supplies                     | 12,900.00                  |  |               |
| AE2026                                  | Fundraising  | 0.00                       |  |               |
| AE2027                                  | Other  | 1,732.33                   | Membership/consulting fees, misc expenses                      |               |
|   | Transportation & Communication                       |                            |  |               |
| AE2041                                  | Staff Transportation Costs                           | 1,000.00                   |  |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                            |  |               |
| AE2043                                  | General Communications                               | 30,200.00                  |  |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 13,000.00                  |  |               |
| AE2045                                  | Other  | 3,000.00                   | Courier/Postage  |               |
|   | Total Other Expenses                                 |                            |  |               |
| AE2051                                  | Insurance  | 0.00                       |  |               |
| AE2052                                  | Other  | 14,000.00                  | Harm reduction supplies, sharps, PPE and First aid supplies    |               |
|   | Food Services  |                            |  |               |
| FE2061                                  | Contracted Catering Services                         |                            |  |               |
| FE2062                                  | Groceries/Food                                       | 120,000.00                 |  |               |
| FE2063                                  | Smallware and Disposables                            | 20,000.00                  |  |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                            |  |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                            |  |               |
| FE2066                                  | Equipment Replacement                                |                            |  |               |
| FE2067                                  | Other  |                            |  |               |
|   | Resident Needs / Replacement Expenses                |                            |  |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                            |  |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 7,000.00                   |  |               |
| RSE2073                                 | Clothing   |                            |  |               |
| RSE2074                                 | Resident Travel                                      | 5,000.00                   |  |               |
| RSE2075                                 | Laundry Services and Supplies                        | 5,000.00                   |  |               |
| RSE2076                                 | Personal Needs                                       | 30,000.00                  |  |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                            |  |               |
| RSE2078                                 | Other  | 13,800.00                  | Programming, Cable and Residents phone                         |               |
|   | Total Administration & Operating Expenses            | 282,632.33                 |  |               |
| Property Management & Building Expenses |  |                            |  |               |
|   | Total Building Maintenance and Services              |                            |  |               |
| PE3021                                  | Cleaning Supplies                                    | 12,000.00                  |  |               |
| PE3022                                  | Property Maintenance and Repair                      | 71,510.00                  |  |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 80,566.14                  | Significant HVAC issues on-site affecting heating and cooling. |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 28,155.00                  |  |               |
| PE3025                                  | Pest Control   | 5,320.00                   |  |               |
| PE3026                                  | Waste Disposal                                       | 24,000.00                  |  |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection | 22,644.40                  |  |               |
| PE3028                                  | Security / Equipment                                 |                            |  |               |
| PE3029                                  | Security Purchased Services                          | 0.00                       |  |               |
| PE3030                                  | Other  |                            |  |               |
| PE3031                                  | Utilities Gas/Heating Oil                            | 30,000.00                  |  |               |
| PE3032                                  | Utilities Hydro                                      | 87,000.00                  |  |               |
| PE3033                                  | Utilities Water/Sewage                               | 18,000.00                  |  |               |
| PE3050                                  | Mortgage & Related Occupancy Costs                   |                            |  |               |
| PE3051                                  | Mortgage   | 0.00                       |  |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        | 32,544.00                  |  |               |
| PE3053                                  | Property Taxes                                       | 0.00                       |  |               |
| PE3054                                  | Other  |                            |  |               |
|   | Total Property Management & Building Expenses        | 411,739.54                 |  |               |
| Overhead and non-cash accruals          |  |                            |  |               |
| OH3090                                  | Total Overhead                                       | 74,425.01                  |  |               |
| NC 3095                                 | Total Non-cash expenses                              | 0.00                       |  |               |
| Salary and Benefits Expenses            |  |                            |  |               |
| SBE4020                                 | Salary Expenses                                      | 2,009,041.46               |  |               |
| SBE4025                                 | Contracted Staffing Services                         | 200,000.00                 |  |               |
| SBE4030                                 | Total Staff Benefits                                 | 464,498.03                 |  |               |
|   | Total Salary and Benefit Expenses                    | 2,673,539.49               |  |               |
| TE5000                                  | TOTAL EXPENSES                                       | 3,442,336.36               |  |               |

| Financial Summary                             |  |                            |
|---|--|----------------------------|
| Homes First Society - Kennedy Women's Shelter |  |                            |
| Budget Code                                   | Expense                                  | Budget Year<br>(projected) |
|   |  |                            |
| R1100   | TOTAL REVENUE FROM ALL SOURCES           | 3,442,336.36               |
|   |  |                            |
| TE5000  | TOTAL EXPENDITURES                       | 3,442,336.36               |
|   |  |                            |
| SD6000  | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | -0.00                      |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b><br><b>Kennedy Women's Shelter</b>  |                     |  |
|--|---------------------|--|
| <b>1. Contact Information</b>  |                     |  |
| Organization/Corporation Name:   | Homes First Society |  |
| Organization Contact Information:  | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|  | Tel:                | 416-395-0902                                     |
|  | Fax:                | 416-214-1873                                     |
|  | Website:            | www.homesfirst.on.ca                             |
| Site Information   | Address             | 702 Kennedy Rd., Toronto, ON, M1K 2B5            |
|  | Tel:                | 647-260-1621                                     |
|  | Fax:                | 416-261-6839                                     |
| <b>2. Lead Staff Contact Information</b>   |                     |  |
| Executive Director Contact   | Name:               | Patricia Mueller                                 |
|  | Tel:                | (416) 455-9783                                   |
|  | Email:              | patricia.mueller@homesfirst.on.ca                |
| Site Manager Contact   | Name:               | Ashley Richard (Interim)                         |
|  | Tel:                | 647-454-7390                                     |
|  | Email:              | ashley.richards@homesfirst.on.ca                 |
| Financial Reporting Contact  | Name:               | Ade Olubode                                      |
|  | Tel:                | (647) 455-2364                                   |
|  | Email:              | ade.olubode@homesfirst.on.ca                     |
| <b>3. Declaration</b>  |                     |  |
| I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.                          |                     |  |
| Verified by (Executive Director's Name)  |                     | Date   |
| Patricia Mueller   |                     | June 24, 2025                                    |
| If Required , Verified by (External Auditor's Name):   |                     | Date   |
|  |                     |  |
| <b>The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.</b> |                     |  |

| 2024-25 Statement of Shelter Operations: Revenue Report |   |                              |  |                        |
|---|---|------------------------------|--|------------------------|
| Kennedy Women's Shelter                                 |   |                              |  |                        |
| Budget Code   | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
| City of Toronto Funding /Administered                   |   |                              |  |                        |
| R1001   | Annual Operating Allocation   | 3,164,172.00                 |  |                        |
| R1014   | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|   | Enhanced Case Management  | 104,949.00                   |  |                        |
|   | Housing Help  | 52,314.00                    |  |                        |
|   |   |                              |  |                        |
|   |   |                              |  |                        |
|   |   |                              |  |                        |
|   |   |                              |  |                        |
|   |   |                              |  |                        |
| R1015   | Total City Funding  | 3,321,435.00                 |  |                        |
| Other Revenue   |   |                              |  |                        |
| R1020   | Provincial operating funding  | 10,500.00                    | One time funding to fund migration of Client Management System |                        |
| R1021   | Federal operating funding   |                              |  |                        |
| R1031   | United Way  |                              |  |                        |
| R1032   | Charitable Contributions  |                              |  |                        |
| R1033   | Foundation contributions  |                              |  |                        |
| R1041   | Donations/Fundraising   |                              |  |                        |
| R1042   | Special Events  |                              |  |                        |
| R1043   | General Membership Fees   |                              |  |                        |
| R1051   | Rental Revenue  |                              |  |                        |
| R1052   | Rental Income (Shared facility)   |                              |  |                        |
| R1053   | Earned Interest   |                              |  |                        |
| R1054   | Deferred Capital Contributions  |                              |  |                        |
| R1055   | Other   |                              |  |                        |
| R1060   | Total Other Revenue   | 10,500.00                    |  |                        |
| R1100   | TOTAL REVENUE FROM ALL SOURCES  | 3,331,935.00                 |  |                        |

| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                   |                     |
|---|--|---------------------------------|-------------------|---------------------|
| Kennedy Women's Shelter   |  |                                 |                   |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                   |                     |
| Materials & Services  |  |                                 |                   |                     |
| AE2021  | Bookkeeping and Payroll                              |                                 |                   |                     |
| AE2022  | Audit Fees   |                                 |                   |                     |
| AE2023  | Legal Fees   | 1,790.00                        |                   |                     |
| AE2024  | Staff Development and Training                       | 1,371.00                        |                   |                     |
| AE2025  | Office & Administrative Supplies                     | 4,807.00                        |                   |                     |
| AE2026  | Fundraising  |                                 |                   |                     |
| AE2027  | Other  | 12,985.00                       |                   |                     |
| Transportation & Communication                                    |  |                                 |                   |                     |
| AE2041  | Staff Transportation Costs                           | 985.00                          |                   |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                   |                     |
| AE2043  | General Communications                               | 29,400.00                       |                   |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 15,886.00                       |                   |                     |
| AE2045  | Other  | 1,117.00                        |                   |                     |
| Total Other Expenses  |  |                                 |                   |                     |
| AE2051  | Insurance  | 7,878.00                        |                   |                     |
| AE2052  | Other  | 8,788.00                        |                   |                     |
| Food Services   |  |                                 |                   |                     |
| FE2061  | Contracted Catering Services                         | 97,574.00                       |                   |                     |
| FE2062  | Groceries/Food                                       | 35,737.00                       |                   |                     |
| FE2063  | Smallware and Disposables                            |                                 |                   |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                   |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                   |                     |
| FE2066  | Equipment Replacement                                |                                 |                   |                     |
| FE2067  | Other  |                                 |                   |                     |
| Resident Needs / Replacement Expenses                             |  |                                 |                   |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                   |                     |
| RSE2072   | Bedding/Towel Replacement                            | 4,341.00                        |                   |                     |
| RSE2073   | Clothing   |                                 |                   |                     |
| RSE2074   | Resident Travel                                      | 2,972.00                        |                   |                     |
| RSE2075   | Laundry Services and Supplies                        | 3,978.00                        |                   |                     |
| RSE2076   | Personal Needs                                       | 26,307.00                       |                   |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                   |                     |
| RSE2078   | Other  | 12,131.00                       |                   |                     |
| Total Administration & Operating Expenses                         |  | 268,047.00                      |                   |                     |
| Property Management & Building Expenses                           |  |                                 |                   |                     |
| Total Building Maintenance and Services                           |  |                                 |                   |                     |
| PE3021  | Cleaning Supplies                                    | 25,955.00                       |                   |                     |
| PE3022  | Property Maintenance and Repair                      | 55,008.00                       |                   |                     |
| PE3023  | HVAC Maintenance and Repair                          | 48,196.00                       |                   |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 61,308.00                       |                   |                     |
| PE3025  | Pest Control   | 5,422.00                        |                   |                     |
| PE3026  | Waste Disposal                                       | 22,364.00                       |                   |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 22,322.00                       |                   |                     |
| PE3028  | Security / Equipment                                 |                                 |                   |                     |
| PE3029  | Security Purchased Services                          |                                 |                   |                     |
| PE3030  | Other  |                                 |                   |                     |
| PE3031  | Utilities Gas/Heating Oil                            | 9,812.00                        |                   |                     |
| PE3032  | Utilities Hydro                                      | 64,364.00                       |                   |                     |
| PE3033  | Utilities Water/Sewage                               | 11,329.00                       |                   |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                   |                     |
| PE3051  | Mortgage   |                                 |                   |                     |
| PE3052  | Lease/Rental Occupancy Charge                        | 29,935.00                       |                   |                     |
| PE3053  | Property Taxes                                       |                                 |                   |                     |
| PE3054  | Other  |                                 |                   |                     |
| Total Property Management & Building Expenses                     |  | 356,015.00                      |                   |                     |
| Overhead and non-cash accruals                                    |  |                                 |                   |                     |
| OH3090  | Total Overhead                                       | 188,892.00                      |                   |                     |
| NC 3095   | Total Non-cash expenses                              |                                 |                   |                     |
| Salary and Benefits Expenses                                      |  |                                 |                   |                     |
| SBE4020   | Salary Expenses                                      | 1,803,199.00                    |                   |                     |
| SBE4025   | Contracted Staffing Services                         | 337,282.00                      |                   |                     |
| SBE4030   | Total Staff Benefits                                 | 374,136.00                      |                   |                     |
| Total Salary and Benefit Expenses                                 |  | 2,514,617.00                    |                   |                     |
| TE5000  | TOTAL EXPENSES                                       | 3,327,571.00                    |                   |                     |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b> |  |                              |
|---|--|------------------------------|
| <b>Kennedy Women's Shelter</b>  |  |                              |
| Budget Code   | Expense                                  | Prior Year Actuals (audited) |
|   |  |                              |
| R1100   | TOTAL REVENUE FROM ALL SOURCES           | 3,331,935.00                 |
|   |  |                              |
| TE5000  | TOTAL EXPENDITURES                       | 3,327,571.00                 |
|   |  |                              |
| SD6000  | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 4,364.00                     |



Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - Lawrence Shelter***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**

## Annual Funding Submission Checklist

### Homes First Society - Lawrence Shelter

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - Lawrence Shelter  |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | N/A      |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| <b>VERIFIED BY:</b>   |  |          |   |                              |
|   |  |          |   |                              |
| <b>DATE:</b>  |  |          |   |                              |
|   |  |          |   |                              |
| <b>LIST REQUIRED FOLLOW-UP:</b>   |  |          |   |                              |
|   |  |          |   |                              |



## Annual Funding Submission - Contact Information

### Homes First Society - Lawrence Shelter

#### 1. Contact Information

|                                   |                     |  |  |
|-----------------------------------|---------------------|--|--|
| Organization/Corporation Name:    | Homes First Society |  |  |
| Business Number:                  | 000550297           |  |  |
| Charitable Number:                | 118962182 RR        |  |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |  |
|                                   | Tel:                | 416-395-0902                                     |  |
|                                   | Fax:                | 416-214-1873                                     |  |
|                                   | Website:            | www.homesfirst.on.ca                             |  |
| Site Information                  | Address             | 4117 Lawrence, Scarborough ON, M1E 2S2           |  |
|                                   | Tel:                | 416-430-0587                                     |  |
|                                   | Fax:                | 416-283-4117                                     |  |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |                                  |
|---------------------------------------|--------|----------------------------------|
| Site Manager                          | Name:  | Ailee Galicia                    |
|                                       | Tel:   | 647-455-0486                     |
|                                       | Email: | ailee.galicia@homesfirst.on.ca   |
| Site Supervisor (if applicable)       | Name:  | Irene Muwanguzi                  |
|                                       | Tel:   | 647-454-6735                     |
|                                       | Email: | irene.muwanguzi@homesfirst.on.ca |
| Infection Prevention and Control Lead | Name:  | Ailee Galicia                    |
|                                       | Tel:   | 647-455-0486                     |
|                                       | Email: | ailee.galicia@homesfirst.on.ca   |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - Lawrence Shelter

| Budget Code                            | Shelter Revenue   | Budget Year (Projected) | Shelter Comments | TSSS Comments |
|--|---|-------------------------|------------------|---------------|
| City of Toronto Funding / Administered |   |                         |                  |               |
| R1001                                  | Annual Operating Allocation   | 3,811,526.88            |                  |               |
| R1014                                  | Other City Operating Funding (please specify on the space provided below) |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
| R1015                                  | Total City Funding  | 3,811,526.88            |                  |               |
| Other Revenue                          |   |                         |                  |               |
| R1020                                  | Provincial operating funding  |                         |                  |               |
| R1021                                  | Federal operating funding   |                         |                  |               |
| R1031                                  | United Way  |                         |                  |               |
| R1032                                  | Charitable/Foundation Contributions                                       |                         |                  |               |
| R1033                                  | Foundation contributions  |                         |                  |               |
| R1041                                  | Donations/Fundraising   |                         |                  |               |
| R1042                                  | Special Events  |                         |                  |               |
| R1043                                  | General Membership Fees   |                         |                  |               |
| R1051                                  | Rental Revenue  |                         |                  |               |
| R1052                                  | Rental Income (Shared facility)   |                         |                  |               |
| R1053                                  | Earned Interest   |                         |                  |               |
| R1054                                  | Deferred Capital Contributions  |                         |                  |               |
| R1055                                  | Other   |                         |                  |               |
| R1060                                  | Total Other Revenue   | 0.00                    |                  |               |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES  | 3,811,526.88            |                  |               |

| Overhead and Non-Cash Expense Report Worksheet  |                         |   |               |
|---|-------------------------|---|---------------|
| Homes First Society - Lawrence Shelter  |                         |   |               |
| NOTE: do NOT include salaries and benefits in this schedule.                            | Budget Year (Projected) | Shelter Comments  | TSSS Comments |
| Description of Overhead item  |                         |   |               |
| Transportation and Communications   | 284,408.13              |   |               |
| General Administrative Materials & Services   | 232,032.69              |   |               |
| Legal   | 206,876.35              |   |               |
| Audit   | 84,000.00               |   |               |
| Membership & Subscriptions  | 212,084.39              |   |               |
| Other Expenses  | 14,300.99               | Interest, bank charges and Other Miscellaneous Admin expenses |               |
| Property Management   | 95,000.00               |   |               |
| HR & Payroll Services   | 280,954.64              |   |               |
| Insurance   | 78,842.98               |   |               |
| sub-total   | 1,488,500.16            |   |               |
| Overhead Rate   | 5.00%                   |   |               |
| <b>TOTAL OVERHEAD</b>   | <b>74,425.01</b>        |   |               |
|   |                         |   |               |
| Provide the rationale for the rate used to apply overhead items to the shelter program: |                         |   |               |

| NON-CASH EXPENSE ACCRUALS       |      |  |  |
|---------------------------------|------|--|--|
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
| Total non-cash expense accruals | 0.00 |  |  |

| Operating Expense Report Worksheet      |  |                            |   |               |
|---|--|----------------------------|---|---------------|
| Homes First Society - Lawrence Shelter  |  |                            |   |               |
| Budget Code                             | Expense  | Budget Year<br>(Projected) | Shelter Comments  | TSSS Comments |
| Administration & Operating Expenses     |  |                            |   |               |
|   | Materials & Services                                 |                            |   |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                       |   |               |
| AE2022                                  | Audit Fees   | 0.00                       |   |               |
| AE2023                                  | Legal Fees   | 0.00                       |   |               |
| AE2024                                  | Staff Development and Training                       | 6,000.00                   |   |               |
| AE2025                                  | Office & Administrative Supplies                     | 16,840.72                  |   |               |
| AE2026                                  | Fundraising  | 0.00                       |   |               |
| AE2027                                  | Other  | 0.00                       |   |               |
|   | Transportation & Communication                       |                            |   |               |
| AE2041                                  | Staff Transportation Costs                           | 2,000.00                   |   |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                            |   |               |
| AE2043                                  | General Communications                               | 31,000.00                  |   |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 9,287.00                   |   |               |
| AE2045                                  | Other  | 1,500.00                   | Courier/postage   |               |
|   | Total Other Expenses                                 |                            |   |               |
| AE2051                                  | Insurance  | 9,339.60                   |   |               |
| AE2052                                  | Other  | 9,703.67                   | Harm reduction supplies, sharps, PPE and First aid supplies |               |
|   | Food Services  |                            |   |               |
| FE2061                                  | Contracted Catering Services                         |                            |   |               |
| FE2062                                  | Groceries/Food                                       | 195,000.00                 |   |               |
| FE2063                                  | Smallware and Disposables                            | 35,000.00                  |   |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                            |   |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                            |   |               |
| FE2066                                  | Equipment Replacement                                |                            |   |               |
| FE2067                                  | Other  |                            |   |               |
|   | Resident Needs / Replacement Expenses                |                            |   |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                            |   |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 12,000.00                  |   |               |
| RSE2073                                 | Clothing   |                            |   |               |
| RSE2074                                 | Resident Travel                                      | 8,000.00                   |   |               |
| RSE2075                                 | Laundry Services and Supplies                        | 5,000.00                   |   |               |
| RSE2076                                 | Personal Needs                                       | 30,000.00                  |   |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                            |   |               |
| RSE2078                                 | Other  | 14,000.00                  | Programming, Cable and Residents phone                      |               |
|   | Total Administration & Operating Expenses            | 384,670.99                 |   |               |
| Property Management & Building Expenses |  |                            |   |               |
|   | Total Building Maintenance and Services              |                            |   |               |
| PE3021                                  | Cleaning Supplies                                    | 8,000.00                   |   |               |
| PE3022                                  | Property Maintenance and Repair                      | 25,933.35                  |   |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 0.00                       |   |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 1,000.00                   |   |               |
| PE3025                                  | Pest Control   | 6,198.00                   |   |               |
| PE3026                                  | Waste Disposal                                       | 31,812.71                  |   |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection | 0.00                       |   |               |
| PE3028                                  | Security / Equipment                                 |                            |   |               |
| PE3029                                  | Security Purchased Services                          | 0.00                       |   |               |
| PE3030                                  | Other  |                            |   |               |
| PE3031                                  | Utilities Gas/Heating Oil                            | 30,000.00                  |   |               |
| PE3032                                  | Utilities Hydro                                      | 0.00                       |   |               |
| PE3033                                  | Utilities Water/Sewage                               | 0.00                       |   |               |
| PE3050                                  | Mortgage & Related Occupancy Costs                   |                            |   |               |
| PE3051                                  | Mortgage   | 0.00                       |   |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        | 0.00                       |   |               |
| PE3053                                  | Property Taxes                                       | 0.00                       |   |               |
| PE3054                                  | Other  | 0.00                       |   |               |
|   | Total Property Management & Building Expenses        | 102,944.07                 |   |               |
| Overhead and non-cash accruals          |  |                            |   |               |
| OH3090                                  | Total Overhead                                       | 74,425.01                  |   |               |
| NC 3095                                 | Total Non-cash expenses                              | 0.00                       |   |               |
| Salary and Benefits Expenses            |  |                            |   |               |
| SBE4020                                 | Salary Expenses                                      | 2,475,568.46               |   |               |
| SBE4025                                 | Contracted Staffing Services                         | 220,000.00                 |   |               |
| SBE4030                                 | Total Staff Benefits                                 | 548,403.60                 |   |               |
|   | Total Salary and Benefit Expenses                    | 3,243,972.06               |   |               |
| TE5000                                  | TOTAL EXPENSES                                       | 3,806,012.12               |   |               |

| Financial Summary                      |  |                            |
|--|--|----------------------------|
| Homes First Society - Lawrence Shelter |  |                            |
| Budget Code                            | Expense                                  | Budget Year<br>(projected) |
|  |  |                            |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES           | 3,811,526.88               |
|  |  |                            |
| TE5000                                 | TOTAL EXPENDITURES                       | 3,806,012.12               |
|  |  |                            |
| SD6000                                 | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 5,514.76                   |

## Toronto Shelter and Support Services 2024-25 Statement of Shelter Operations

### Lawrence Shelter

#### 1. Contact Information

|                                   |                     |  |
|-----------------------------------|---------------------|--|
| Organization/Corporation Name:    | Homes First Society |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|                                   | Tel:                | 416-395-0902                                     |
|                                   | Fax:                | 416-214-1873                                     |
|                                   | Website:            | www.homesfirst.on.ca                             |
| Site Information                  | Address             | 4117 Lawrence, Scarborough ON, M1E 2S2           |
|                                   | Tel:                | 416-430-0587                                     |
|                                   | Fax:                | 416-283-4117                                     |

#### 2. Lead Staff Contact Information

|                             |        |                                   |
|-----------------------------|--------|-----------------------------------|
| Executive Director Contact  | Name:  | Patricia Mueller                  |
|                             | Tel:   | (416) 455-9783                    |
|                             | Email: | patricia.mueller@homesfirst.on.ca |
| Site Manager Contact        | Name:  | Ailee Galicia                     |
|                             | Tel:   | 647-455-0486                      |
|                             | Email: | ailee.galicia@homesfirst.on.ca    |
| Financial Reporting Contact | Name:  | Ade Olubode                       |
|                             | Tel:   | (647) 455-2364                    |
|                             | Email: | ade.olubode@homesfirst.on.ca      |

#### 3. Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |               |
|--|---------------|
| Verified by (Executive Director's Name)              | Date          |
| Patricia Mueller                                     | June 24, 2025 |
| If Required , Verified by (External Auditor's Name): | Date          |
|  |               |

**The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.**

## 2024-25 Statement of Shelter Operations: Revenue Report

## Lawrence Shelter

| Budget Code                           | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
|---------------------------------------|---|------------------------------|--|------------------------|
| City of Toronto Funding /Administered |   |                              |  |                        |
| R1001                                 | Annual Operating Allocation   | 3,555,247.00                 |  |                        |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|                                       | Bed Purchase Reimbursement from the City                                  | 16,165.00                    |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
| R1015                                 | Total City Funding  | 3,571,412.00                 |  |                        |
| Other Revenue                         |   |                              |  |                        |
| R1020                                 | Provincial operating funding  | 10,500.00                    | One time funding to fund migration of Client Management System |                        |
| R1021                                 | Federal operating funding   |                              |  |                        |
| R1031                                 | United Way  |                              |  |                        |
| R1032                                 | Charitable Contributions  |                              |  |                        |
| R1033                                 | Foundation contributions  |                              |  |                        |
| R1041                                 | Donations/Fundraising   |                              |  |                        |
| R1042                                 | Special Events  |                              |  |                        |
| R1043                                 | General Membership Fees   |                              |  |                        |
| R1051                                 | Rental Revenue  |                              |  |                        |
| R1052                                 | Rental Income (Shared facility)   |                              |  |                        |
| R1053                                 | Earned Interest   |                              |  |                        |
| R1054                                 | Deferred Capital Contributions  |                              |  |                        |
| R1055                                 | Other   | 21,594.00                    | CAMH SASP Program Funding                                      |                        |
| R1060                                 | Total Other Revenue   | 32,094.00                    |  |                        |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 3,603,506.00                 |  |                        |

| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                   |                     |
|---|--|---------------------------------|-------------------|---------------------|
| Lawrence Shelter  |  |                                 |                   |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                   |                     |
| Materials & Services  |  |                                 |                   |                     |
| AE2021  | Bookkeeping and Payroll                              |                                 |                   |                     |
| AE2022  | Audit Fees   |                                 |                   |                     |
| AE2023  | Legal Fees   | 14,460.00                       |                   |                     |
| AE2024  | Staff Development and Training                       | 1,171.00                        |                   |                     |
| AE2025  | Office & Administrative Supplies                     | 11,949.00                       |                   |                     |
| AE2026  | Fundraising  |                                 |                   |                     |
| AE2027  | Other  | 2,156.00                        |                   |                     |
| Transportation & Communication                                    |  |                                 |                   |                     |
| AE2041  | Staff Transportation Costs                           | 2,294.00                        |                   |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                   |                     |
| AE2043  | General Communications                               | 30,328.00                       |                   |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 15,997.00                       |                   |                     |
| AE2045  | Other  | 2,340.00                        |                   |                     |
| Total Other Expenses  |  |                                 |                   |                     |
| AE2051  | Insurance  | 8,367.00                        |                   |                     |
| AE2052  | Other  | 13,958.00                       |                   |                     |
| Food Services   |  |                                 |                   |                     |
| FE2061  | Contracted Catering Services                         |                                 |                   |                     |
| FE2062  | Groceries/Food                                       | 284,697.00                      |                   |                     |
| FE2063  | Smallware and Disposables                            | 51,968.00                       |                   |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                   |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                   |                     |
| FE2066  | Equipment Replacement                                |                                 |                   |                     |
| FE2067  | Other  |                                 |                   |                     |
| Resident Needs / Replacement Expenses                             |  |                                 |                   |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                   |                     |
| RSE2072   | Bedding/Towel Replacement                            | 14,481.00                       |                   |                     |
| RSE2073   | Clothing   |                                 |                   |                     |
| RSE2074   | Resident Travel                                      | 9,895.00                        |                   |                     |
| RSE2075   | Laundry Services and Supplies                        | 7,264.00                        |                   |                     |
| RSE2076   | Personal Needs                                       | 41,890.00                       |                   |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                   |                     |
| RSE2078   | Other  | 18,433.00                       |                   |                     |
| Total Administration & Operating Expenses                         |  | 531,648.00                      |                   |                     |
| Property Management & Building Expenses                           |  |                                 |                   |                     |
| Total Building Maintenance and Services                           |  |                                 |                   |                     |
| PE3021  | Cleaning Supplies                                    | 22,875.00                       |                   |                     |
| PE3022  | Property Maintenance and Repair                      | 31,304.00                       |                   |                     |
| PE3023  | HVAC Maintenance and Repair                          | 452.00                          |                   |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 3,059.00                        |                   |                     |
| PE3025  | Pest Control   | 5,850.00                        |                   |                     |
| PE3026  | Waste Disposal                                       | 28,640.00                       |                   |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 499.00                          |                   |                     |
| PE3028  | Security / Equipment                                 |                                 |                   |                     |
| PE3029  | Security Purchased Services                          |                                 |                   |                     |
| PE3030  | Other  |                                 |                   |                     |
| PE3031  | Utilities Gas/Heating Oil                            | 22,317.00                       |                   |                     |
| PE3032  | Utilities Hydro                                      |                                 |                   |                     |
| PE3033  | Utilities Water/Sewage                               |                                 |                   |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                   |                     |
| PE3051  | Mortgage   |                                 |                   |                     |
| PE3052  | Lease/Rental Occupancy Charge                        |                                 |                   |                     |
| PE3053  | Property Taxes                                       |                                 |                   |                     |
| PE3054  | Other  |                                 |                   |                     |
| Total Property Management & Building Expenses                     |  | 114,996.00                      |                   |                     |
| Overhead and non-cash accruals                                    |  |                                 |                   |                     |
| OH3090  | Total Overhead                                       | 111,545.00                      |                   |                     |
| NC 3095   | Total Non-cash expenses                              |                                 |                   |                     |
| Salary and Benefits Expenses                                      |  |                                 |                   |                     |
| SBE4020   | Salary Expenses                                      | 1,950,199.00                    |                   |                     |
| SBE4025   | Contracted Staffing Services                         | 484,766.00                      |                   |                     |
| SBE4030   | Total Staff Benefits                                 | 408,147.00                      |                   |                     |
| Total Salary and Benefit Expenses                                 |  | 2,843,112.00                    |                   |                     |
| TE5000  | TOTAL EXPENSES                                       | 3,601,301.00                    |                   |                     |



**Toronto Shelter and Support Services  
2024-25 Statement of Shelter Operations**

**Lawrence Shelter**

| Budget Code | Expense                                  | Prior Year Actuals (audited) |
|-------------|--|------------------------------|
|             |  |                              |
| R1100       | TOTAL REVENUE FROM ALL SOURCES           | 3,603,506.00                 |
|             |  |                              |
| TE5000      | TOTAL EXPENDITURES                       | 3,601,301.00                 |
|             |  |                              |
| SD6000      | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 2,205.00                     |



Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - Pacewood Shelter***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**

## Annual Funding Submission Checklist

### Homes First Society - Pacewood Shelter

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - Pacewood Shelter  |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | Yes      |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| <b>VERIFIED BY:</b>   |  |          |   |                              |
|   |  |          |   |                              |
| <b>DATE:</b>  |  |          |   |                              |
|   |  |          |   |                              |
| <b>LIST REQUIRED FOLLOW-UP:</b>   |  |          |   |                              |
|   |  |          |   |                              |

## Annual Funding Submission - Contact Information

### Homes First Society - Pacewood Shelter

#### 1. Contact Information

|                                   |                     |  |  |
|-----------------------------------|---------------------|--|--|
| Organization/Corporation Name:    | Homes First Society |  |  |
| Business Number:                  | 000550297           |  |  |
| Charitable Number:                | 118962182 RR        |  |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |  |
|                                   | Tel:                | 416-395-0903                                     |  |
|                                   | Fax:                | 416-214-1873                                     |  |
|                                   | Website:            | www.homesfirst.on.ca                             |  |
| Site Information                  | Address             | 1322 Bloor St. W., Toronto, ON M6H 1P2           |  |
|                                   | Tel:                | 416-623-8161                                     |  |
|                                   | Fax:                |  |  |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |                                       |
|---------------------------------------|--------|---------------------------------------|
| Site Manager                          | Name:  | Arys Allen-McPherson                  |
|                                       | Tel:   | 647-455-0588                          |
|                                       | Email: | arys.allen-mcpherson@homesfirst.on.ca |
| Site Supervisor (if applicable)       | Name:  | Peggy Weekes Popo                     |
|                                       | Tel:   | 647-455-0039                          |
|                                       | Email: | peggy.weekes@homesfirst.on.ca         |
| Infection Prevention and Control Lead | Name:  | Peggy Weekes Popo (Interim)           |
|                                       | Tel:   | 647-455-0039                          |
|                                       | Email: | peggy.weekes@homesfirst.on.ca         |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - Pacewood Shelter

| Budget Code                           | Shelter Revenue   | Budget Year (Projected) | Shelter Comments   | TSSS Comments |
|---------------------------------------|---|-------------------------|--|---------------|
| City of Toronto Funding /Administered |   |                         |  |               |
| R1001                                 | Annual Operating Allocation   | 2,001,340.49            | Based on 2024 funding 2% COLA - Wage Enhancement confirmation? |               |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                         |  |               |
|                                       | Housing Help  | 68,033.84               |  |               |
|                                       |   |                         |  |               |
|                                       |   |                         |  |               |
|                                       |   |                         |  |               |
|                                       |   |                         |  |               |
|                                       |   |                         |  |               |
|                                       |   |                         |  |               |
| R1015                                 | Total City Funding  | 2,069,374.33            |  |               |
| Other Revenue                         |   |                         |  |               |
| R1020                                 | Provincial operating funding  |                         |  |               |
| R1021                                 | Federal operating funding   |                         |  |               |
| R1031                                 | United Way  |                         |  |               |
| R1032                                 | Charitable/Foundation Contributions                                       |                         |  |               |
| R1033                                 | Foundation contributions  |                         |  |               |
| R1041                                 | Donations/Fundraising   |                         |  |               |
| R1042                                 | Special Events  |                         |  |               |
| R1043                                 | General Membership Fees   |                         |  |               |
| R1051                                 | Rental Revenue  |                         |  |               |
| R1052                                 | Rental Income (Shared facility)   |                         |  |               |
| R1053                                 | Earned Interest   |                         |  |               |
| R1054                                 | Deferred Capital Contributions  | 19,596.00               |  |               |
| R1055                                 | Other   |                         |  |               |
| R1060                                 | Total Other Revenue   | 19,596.00               |  |               |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 2,088,970.33            |  |               |

## Overhead and Non-Cash Expense Report Worksheet

## Homes First Society - Pacewood Shelter

| <b>NOTE: do NOT include salaries and benefits in this schedule.</b>                     | <b>Budget Year<br/>(Projected)</b> | <b>Shelter Comments</b>                                       | <b>TSSS Comments</b> |
|---|------------------------------------|---|----------------------|
| Description of Overhead item  |                                    |   |                      |
| Transportation and Communications   | 284,408.13                         |   |                      |
| General Administrative Materials & Services   | 232,032.69                         |   |                      |
| Legal   | 206,876.35                         |   |                      |
| Audit   | 84,000.00                          |   |                      |
| Membership & Subscriptions  | 212,084.39                         |   |                      |
| Other Expenses  | 14,300.99                          | Interest, bank charges and Other Miscellaneous Admin expenses |                      |
| Property Management   | 95,000.00                          |   |                      |
| HR & Payroll Services   | 280,954.64                         |   |                      |
| Insurance   | 78,842.98                          |   |                      |
| sub-total   | 1,488,500.16                       |   |                      |
| Overhead Rate   | 4.00%                              |   |                      |
| <b>TOTAL OVERHEAD</b>   | <b>59,540.01</b>                   |   |                      |
|   |                                    |   |                      |
| Provide the rationale for the rate used to apply overhead items to the shelter program: |                                    |   |                      |

| <b>NON-CASH EXPENSE ACCRUALS</b>       |                  |  |  |
|--|------------------|--|--|
| Amortization of deferred capital       | 19,596.00        |  |  |
|  |                  |  |  |
|  |                  |  |  |
|  |                  |  |  |
|  |                  |  |  |
|  |                  |  |  |
|  |                  |  |  |
|  |                  |  |  |
| <b>Total non-cash expense accruals</b> | <b>19,596.00</b> |  |  |

| Operating Expense Report Worksheet      |  |                            |   |               |
|---|--|----------------------------|---|---------------|
| Homes First Society - Pacewood Shelter  |  |                            |   |               |
| Budget Code                             | Expense  | Budget Year<br>(Projected) | Shelter Comments  | TSSS Comments |
| Administration & Operating Expenses     |  |                            |   |               |
|   | Materials & Services                                 |                            |   |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                       |   |               |
| AE2022                                  | Audit Fees   | 0.00                       |   |               |
| AE2023                                  | Legal Fees   | 0.00                       |   |               |
| AE2024                                  | Staff Development and Training                       | 5,000.00                   |   |               |
| AE2025                                  | Office & Administrative Supplies                     | 9,000.00                   |   |               |
| AE2026                                  | Fundraising  | 0.00                       |   |               |
| AE2027                                  | Other  | 0.00                       |   |               |
|   | Transportation & Communication                       |                            |   |               |
| AE2041                                  | Staff Transportation Costs                           | 1,500.00                   |   |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                            |   |               |
| AE2043                                  | General Communications                               | 12,600.00                  |   |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 5,000.00                   |   |               |
| AE2045                                  | Other  | 0.00                       |   |               |
|   | Total Other Expenses                                 |                            |   |               |
| AE2051                                  | Insurance  | 10,089.01                  |   |               |
| AE2052                                  | Other  | 7,500.00                   | Harm reduction supplies, sharps, PPE and First aid supplies |               |
|   | Food Services  |                            |   |               |
| FE2061                                  | Contracted Catering Services                         |                            |   |               |
| FE2062                                  | Groceries/Food                                       | 60,000.00                  |   |               |
| FE2063                                  | Smallware and Disposables                            | 10,000.00                  |   |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                            |   |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                            |   |               |
| FE2066                                  | Equipment Replacement                                |                            |   |               |
| FE2067                                  | Other  |                            |   |               |
|   | Resident Needs / Replacement Expenses                |                            |   |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                            |   |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 0.00                       |   |               |
| RSE2073                                 | Clothing   |                            |   |               |
| RSE2074                                 | Resident Travel                                      | 2,000.00                   |   |               |
| RSE2075                                 | Laundry Services and Supplies                        | 2,800.00                   |   |               |
| RSE2076                                 | Personal Needs                                       | 12,000.00                  |   |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                            |   |               |
| RSE2078                                 | Other  | 12,885.00                  | Programming, Cable and Residents phone                      |               |
|   | Total Administration & Operating Expenses            | 150,374.01                 |   |               |
| Property Management & Building Expenses |  |                            |   |               |
|   | Total Building Maintenance and Services              |                            |   |               |
| PE3021                                  | Cleaning Supplies                                    | 5,000.00                   |   |               |
| PE3022                                  | Property Maintenance and Repair                      | 30,509.91                  |   |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 10,994.74                  |   |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 13,000.00                  |   |               |
| PE3025                                  | Pest Control   | 2,371.28                   |   |               |
| PE3026                                  | Waste Disposal                                       | 1,000.00                   |   |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection | 12,667.86                  |   |               |
| PE3028                                  | Security / Equipment                                 |                            |   |               |
| PE3029                                  | Security Purchased Services                          | 0.00                       |   |               |
| PE3030                                  | Other  |                            |   |               |
| PE3031                                  | Utilities Gas/Heating Oil                            | 6,000.00                   |   |               |
| PE3032                                  | Utilities Hydro                                      | 12,000.00                  |   |               |
| PE3033                                  | Utilities Water/Sewage                               | 10,500.00                  |   |               |
| PE3050                                  | Mortgage & Related Occupancy Costs                   |                            |   |               |
| PE3051                                  | Mortgage   |                            |   |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        |                            |   |               |
| PE3053                                  | Property Taxes                                       |                            |   |               |
| PE3054                                  | Other  |                            |   |               |
|   | Total Property Management & Building Expenses        | 104,043.79                 |   |               |
| Overhead and non-cash accruals          |  |                            |   |               |
| OH3090                                  | Total Overhead                                       | 59,540.01                  |   |               |
| NC 3095                                 | Total Non-cash expenses                              | 19,596.00                  |   |               |
| Salary and Benefits Expenses            |  |                            |   |               |
| SBE4020                                 | Salary Expenses                                      | 1,435,386.92               | Salary expenses are based on wage enhancement increases     |               |
| SBE4025                                 | Contracted Staffing Services                         | 96,736.98                  |   |               |
| SBE4030                                 | Total Staff Benefits                                 | 325,284.84                 |   |               |
|   | Total Salary and Benefit Expenses                    | 1,857,408.74               |   |               |
| TE5000                                  | TOTAL EXPENSES                                       | 2,190,962.54               |   |               |

| Financial Summary                      |  |                            |
|--|--|----------------------------|
| Homes First Society - Pacewood Shelter |  |                            |
| Budget Code                            | Expense                                  | Budget Year<br>(projected) |
|  |  |                            |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES           | 2,088,970.33               |
|  |  |                            |
| TE5000                                 | TOTAL EXPENDITURES                       | 2,190,962.54               |
|  |  |                            |
| SD6000                                 | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | -101,992.22                |



## Toronto Shelter and Support Services 2024-25 Statement of Shelter Operations

### Pacewood Shelter (Bloor West)

#### 1. Contact Information

|                                   |                     |  |
|-----------------------------------|---------------------|--|
| Organization/Corporation Name:    | Homes First Society |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|                                   | Tel:                | 416-395-0902                                     |
|                                   | Fax:                | 416-214-1873                                     |
|                                   | Website:            | www.homesfirst.on.ca                             |
| Site Information                  | Address             | 1322 Bloor St. W., Toronto, ON M6H 1P2           |
|                                   | Tel:                | 416-623-8161                                     |
|                                   | Fax:                |  |

#### 2. Lead Staff Contact Information

|                             |        |                                       |
|-----------------------------|--------|---------------------------------------|
| Executive Director Contact  | Name:  | Patricia Mueller                      |
|                             | Tel:   | (416) 455-9783                        |
|                             | Email: | patricia.mueller@homesfirst.on.ca     |
| Site Manager Contact        | Name:  | Arys Allen-McPherson                  |
|                             | Tel:   | 647-455-0588                          |
|                             | Email: | arys.allen-mcpherson@homesfirst.on.ca |
| Financial Reporting Contact | Name:  | Ade Olubode                           |
|                             | Tel:   | (647) 455-2364                        |
|                             | Email: | ade.olubode@homesfirst.on.ca          |

#### 3. Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |               |
|--|---------------|
| Verified by (Executive Director's Name)              | Date          |
| Patricia Mueller                                     | June 24, 2025 |
| If Required , Verified by (External Auditor's Name): | Date          |
|  |               |

The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.

## 2024-25 Statement of Shelter Operations: Revenue Report

## Pacewood Shelter (Bloor West)

| Budget Code                           | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
|---------------------------------------|---|------------------------------|--|------------------------|
| City of Toronto Funding /Administered |   |                              |  |                        |
| R1001                                 | Annual Operating Allocation   | 1,962,099.00                 |  |                        |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|                                       | Housing Help (TGRIP)  | 88,188.00                    |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
| R1015                                 | Total City Funding  | 2,050,287.00                 |  |                        |
| Other Revenue                         |   |                              |  |                        |
| R1020                                 | Provincial operating funding  | 10,500.00                    | One time funding to fund migration of Client Management System |                        |
| R1021                                 | Federal operating funding   |                              |  |                        |
| R1031                                 | United Way  |                              |  |                        |
| R1032                                 | Charitable Contributions  |                              |  |                        |
| R1033                                 | Foundation contributions  |                              |  |                        |
| R1041                                 | Donations/Fundraising   |                              |  |                        |
| R1042                                 | Special Events  |                              |  |                        |
| R1043                                 | General Membership Fees   |                              |  |                        |
| R1051                                 | Rental Revenue  |                              |  |                        |
| R1052                                 | Rental Income (Shared facility)   |                              |  |                        |
| R1053                                 | Earned Interest   |                              |  |                        |
| R1054                                 | Deferred Capital Contributions  | 19,596.00                    |  |                        |
| R1055                                 | Other   |                              |  |                        |
| R1060                                 | Total Other Revenue   | 30,096.00                    |  |                        |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 2,080,383.00                 |  |                        |

| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                   |                     |
|---|--|---------------------------------|-------------------|---------------------|
| Pacewood Shelter (Bloor West)                                     |  |                                 |                   |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                   |                     |
| Materials & Services  |  |                                 |                   |                     |
| AE2021  | Bookkeeping and Payroll                              | 12,629.00                       |                   |                     |
| AE2022  | Audit Fees   |                                 |                   |                     |
| AE2023  | Legal Fees   | 43,950.00                       |                   |                     |
| AE2024  | Staff Development and Training                       | 2,199.00                        |                   |                     |
| AE2025  | Office & Administrative Supplies                     | 6,880.00                        |                   |                     |
| AE2026  | Fundraising  |                                 |                   |                     |
| AE2027  | Other  |                                 |                   |                     |
| Transportation & Communication                                    |  |                                 |                   |                     |
| AE2041  | Staff Transportation Costs                           | 812.00                          |                   |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                   |                     |
| AE2043  | General Communications                               | 12,445.00                       |                   |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 14,786.00                       |                   |                     |
| AE2045  | Other  | 937.00                          |                   |                     |
| Total Other Expenses  |  |                                 |                   |                     |
| AE2051  | Insurance  | 9,145.00                        |                   |                     |
| AE2052  | Other  | 8,863.00                        |                   |                     |
| Food Services   |  |                                 |                   |                     |
| FE2061  | Contracted Catering Services                         | 75,986.00                       |                   |                     |
| FE2062  | Groceries/Food                                       | 9,226.00                        |                   |                     |
| FE2063  | Smallware and Disposables                            |                                 |                   |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                   |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                   |                     |
| FE2066  | Equipment Replacement                                |                                 |                   |                     |
| FE2067  | Other  |                                 |                   |                     |
| Resident Needs / Replacement Expenses                             |  |                                 |                   |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                   |                     |
| RSE2072   | Bedding/Towel Replacement                            | 803.00                          |                   |                     |
| RSE2073   | Clothing   |                                 |                   |                     |
| RSE2074   | Resident Travel                                      | 1,516.00                        |                   |                     |
| RSE2075   | Laundry Services and Supplies                        | 3,473.00                        |                   |                     |
| RSE2076   | Personal Needs                                       | 13,639.00                       |                   |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                   |                     |
| RSE2078   | Other  | 9,408.00                        |                   |                     |
| Total Administration & Operating Expenses                         |  | 226,697.00                      |                   |                     |
| Property Management & Building Expenses                           |  |                                 |                   |                     |
| Total Building Maintenance and Services                           |  |                                 |                   |                     |
| PE3021  | Cleaning Supplies                                    | 19,631.00                       |                   |                     |
| PE3022  | Property Maintenance and Repair                      | 21,160.00                       |                   |                     |
| PE3023  | HVAC Maintenance and Repair                          | 6,722.00                        |                   |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 20,812.00                       |                   |                     |
| PE3025  | Pest Control   | 3,581.00                        |                   |                     |
| PE3026  | Waste Disposal                                       | 676.00                          |                   |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 12,890.00                       |                   |                     |
| PE3028  | Security / Equipment                                 |                                 |                   |                     |
| PE3029  | Security Purchased Services                          |                                 |                   |                     |
| PE3030  | Other  |                                 |                   |                     |
| PE3031  | Utilities Gas/Heating Oil                            | 6,804.00                        |                   |                     |
| PE3032  | Utilities Hydro                                      | 10,314.00                       |                   |                     |
| PE3033  | Utilities Water/Sewage                               | 11,733.00                       |                   |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                   |                     |
| PE3051  | Mortgage   |                                 |                   |                     |
| PE3052  | Lease/Rental Occupancy Charge                        |                                 |                   |                     |
| PE3053  | Property Taxes                                       |                                 |                   |                     |
| PE3054  | Other  | 19,596.00                       |                   |                     |
| Total Property Management & Building Expenses                     |  | 133,919.00                      |                   |                     |
| Overhead and non-cash accruals                                    |  |                                 |                   |                     |
| OH3090  | Total Overhead                                       | 115,591.00                      |                   |                     |
| NC 3095   | Total Non-cash expenses                              |                                 |                   |                     |
| Salary and Benefits Expenses                                      |  |                                 |                   |                     |
| SBE4020   | Salary Expenses                                      | 1,204,930.00                    |                   |                     |
| SBE4025   | Contracted Staffing Services                         | 172,374.00                      |                   |                     |
| SBE4030   | Total Staff Benefits                                 | 224,049.00                      |                   |                     |
| Total Salary and Benefit Expenses                                 |  | 1,601,353.00                    |                   |                     |
| TE5000  | TOTAL EXPENSES                                       | 2,077,560.00                    |                   |                     |

**Toronto Shelter and Support Services  
2024-25 Statement of Shelter Operations**

**Pacewood Shelter (Bloor West)**

| Budget Code | Expense                                  | Prior Year Actuals (audited) |
|-------------|--|------------------------------|
|             |  |                              |
| R1100       | TOTAL REVENUE FROM ALL SOURCES           | 2,080,383.00                 |
|             |  |                              |
| TE5000      | TOTAL EXPENDITURES                       | 2,077,560.00                 |
|             |  |                              |
| SD6000      | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 2,823.00                     |



Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - Placer Court***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**

## Annual Funding Submission Checklist

### Homes First Society - Placer Court

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - Placer Court  |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | N/A      |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| VERIFIED BY:  |  |          |   |                              |
| DATE:   |  |          |   |                              |
| LIST REQUIRED FOLLOW-UP:  |  |          |   |                              |

## Annual Funding Submission - Contact Information

### Homes First Society - Placer Court

#### 1. Contact Information

|                                   |                     |  |  |
|-----------------------------------|---------------------|--|--|
| Organization/Corporation Name:    | Homes First Society |  |  |
| Business Number:                  | 000550297           |  |  |
| Charitable Number:                | 118962182 RR        |  |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |  |
|                                   | Tel:                | 416-395-0903                                     |  |
|                                   | Fax:                | 416-214-1873                                     |  |
|                                   | Website:            | www.homesfirst.on.ca                             |  |
| Site Information                  | Address             | 101 Placer Court, North York, ON, M2H 3H9        |  |
|                                   | Tel:                | 416-510-2399                                     |  |
|                                   | Fax:                | 416-299-3745                                     |  |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |                                  |
|---------------------------------------|--------|----------------------------------|
| Site Manager                          | Name:  | Ashley Richards (Interim)        |
|                                       | Tel:   | 647-454-7390                     |
|                                       | Email: | ashley.richards@homesfirst.on.ca |
| Site Supervisor (if applicable)       | Name:  | Amanda Squire                    |
|                                       | Tel:   | 647-453-0662                     |
|                                       | Email: | amanda.squire@homesfirst.on.ca   |
| Infection Prevention and Control Lead | Name:  | Ashley Richards (Interim)        |
|                                       | Tel:   | 647-454-7390                     |
|                                       | Email: | ashley.richards@homesfirst.on.ca |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - Placer Court

| Budget Code                            | Shelter Revenue   | Budget Year (Projected) | Shelter Comments | TSSS Comments |
|--|---|-------------------------|------------------|---------------|
| City of Toronto Funding / Administered |   |                         |                  |               |
| R1001                                  | Annual Operating Allocation   | 3,750,549.79            |                  |               |
| R1014                                  | Other City Operating Funding (please specify on the space provided below) |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
| R1015                                  | Total City Funding  | 3,750,549.79            |                  |               |
| Other Revenue                          |   |                         |                  |               |
| R1020                                  | Provincial operating funding  |                         |                  |               |
| R1021                                  | Federal operating funding   |                         |                  |               |
| R1031                                  | United Way  |                         |                  |               |
| R1032                                  | Charitable/Foundation Contributions                                       |                         |                  |               |
| R1033                                  | Foundation contributions  |                         |                  |               |
| R1041                                  | Donations/Fundraising   |                         |                  |               |
| R1042                                  | Special Events  |                         |                  |               |
| R1043                                  | General Membership Fees   |                         |                  |               |
| R1051                                  | Rental Revenue  |                         |                  |               |
| R1052                                  | Rental Income (Shared facility)   |                         |                  |               |
| R1053                                  | Earned Interest   |                         |                  |               |
| R1054                                  | Deferred Capital Contributions  |                         |                  |               |
| R1055                                  | Other   |                         |                  |               |
| R1060                                  | Total Other Revenue   | 0.00                    |                  |               |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES  | 3,750,549.79            |                  |               |



## Overhead and Non-Cash Expense Report Worksheet

### Homes First Society - Placer Court

|   |                                    |   |                      |
|---|------------------------------------|---|----------------------|
| <b>NOTE: do NOT include salaries and benefits in this schedule.</b>                     | <b>Budget Year<br/>(Projected)</b> | <b>Shelter Comments</b>                                       | <b>TSSS Comments</b> |
| <b>Description of Overhead item</b>   |                                    |   |                      |
| Transportation and Communications   | 284,408.13                         |   |                      |
| General Administrative Materials & Services   | 232,032.69                         |   |                      |
| Legal   | 206,876.35                         |   |                      |
| Audit   | 84,000.00                          |   |                      |
| Membership & Subscriptions  | 212,084.39                         |   |                      |
| Other Expenses  | 14,300.99                          | Interest, bank charges and Other Miscellaneous Admin expenses |                      |
| Property Management   | 95,000.00                          |   |                      |
| HR & Payroll Services   | 280,954.64                         |   |                      |
| Insurance   | 78,842.98                          |   |                      |
| sub-total   | 1,488,500.16                       |   |                      |
| Overhead Rate   | 7.00%                              |   |                      |
| <b>TOTAL OVERHEAD</b>   | <b>104,195.01</b>                  |   |                      |
|   |                                    |   |                      |
| Provide the rationale for the rate used to apply overhead items to the shelter program: |                                    |   |                      |

| NON-CASH EXPENSE ACCRUALS       |      |  |  |
|---------------------------------|------|--|--|
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
| Total non-cash expense accruals | 0.00 |  |  |

## Operating Expense Report Worksheet

## Homes First Society - Placer Court

| Budget Code                             | Expense  | Budget Year<br>(Projected) | Shelter Comments  | TSSS Comments |
|---|--|----------------------------|---|---------------|
| Administration & Operating Expenses     |  |                            |   |               |
|   | Materials & Services                                 |                            |   |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                       |   |               |
| AE2022                                  | Audit Fees   | 0.00                       |   |               |
| AE2023                                  | Legal Fees   | 0.00                       |   |               |
| AE2024                                  | Staff Development and Training                       | 11,000.00                  |   |               |
| AE2025                                  | Office & Administrative Supplies                     | 24,077.98                  |   |               |
| AE2026                                  | Fundraising  | 0.00                       |   |               |
| AE2027                                  | Other  | 0.00                       |   |               |
|   | Transportation & Communication                       |                            |   |               |
| AE2041                                  | Staff Transportation Costs                           | 2,500.00                   |   |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                            |   |               |
| AE2043                                  | General Communications                               | 28,800.00                  |   |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 12,250.00                  |   |               |
| AE2045                                  | Other  | 4,000.00                   | Courier/Postage   |               |
|   | Total Other Expenses                                 |                            |   |               |
| AE2051                                  | Insurance  | 9,117.95                   |   |               |
| AE2052                                  | Other  | 10,600.00                  | Harm reduction supplies, sharps, PPE and First aid supplies |               |
|   | Food Services  |                            |   |               |
| FE2061                                  | Contracted Catering Services                         |                            |   |               |
| FE2062                                  | Groceries/Food                                       | 191,000.00                 |   |               |
| FE2063                                  | Smallware and Disposables                            | 30,000.00                  |   |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                            |   |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                            |   |               |
| FE2066                                  | Equipment Replacement                                |                            |   |               |
| FE2067                                  | Other  |                            |   |               |
|   | Resident Needs / Replacement Expenses                |                            |   |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                            |   |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 10,000.00                  |   |               |
| RSE2073                                 | Clothing   |                            |   |               |
| RSE2074                                 | Resident Travel                                      | 6,000.00                   |   |               |
| RSE2075                                 | Laundry Services and Supplies                        | 7,300.00                   |   |               |
| RSE2076                                 | Personal Needs                                       | 34,000.00                  |   |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                            |   |               |
| RSE2078                                 | Other  | 12,080.00                  | Programming, Cable and Residents phone                      |               |
|   | Total Administration & Operating Expenses            | 392,725.93                 |   |               |
| Property Management & Building Expenses |  |                            |   |               |
|   | Total Building Maintenance and Services              |                            |   |               |
| PE3021                                  | Cleaning Supplies                                    | 26,084.00                  |   |               |
| PE3022                                  | Property Maintenance and Repair                      | 35,251.10                  |   |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 2,500.00                   |   |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 6,500.00                   |   |               |
| PE3025                                  | Pest Control   | 4,006.89                   |   |               |
| PE3026                                  | Waste Disposal                                       | 28,983.00                  |   |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection |                            |   |               |
| PE3028                                  | Security / Equipment                                 | 6,000.00                   |   |               |
| PE3029                                  | Security Purchased Services                          |                            |   |               |
| PE3030                                  | Other  |                            |   |               |
| PE3031                                  | Utilities Gas/Heating Oil                            |                            |   |               |
| PE3032                                  | Utilities Hydro                                      |                            |   |               |
| PE3033                                  | Utilities Water/Sewage                               |                            |   |               |
| PE3050                                  | Mortgage & Related Occupancy Costs                   |                            |   |               |
| PE3051                                  | Mortgage   | 0.00                       |   |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        | 0.00                       |   |               |
| PE3053                                  | Property Taxes                                       | 0.00                       |   |               |
| PE3054                                  | Other  | 0.00                       |   |               |
|   | Total Property Management & Building Expenses        | 109,324.98                 |   |               |
| Overhead and non-cash accruals          |  |                            |   |               |
| OH3090                                  | Total Overhead                                       | 104,195.01                 |   |               |
| NC 3095                                 | Total Non-cash expenses                              | 0.00                       |   |               |
| Salary and Benefits Expenses            |  |                            |   |               |
| SBE4020                                 | Salary Expenses                                      | 2,386,891.18               |   |               |
| SBE4025                                 | Contracted Staffing Services                         | 202,982.00                 |   |               |
| SBE4030                                 | Total Staff Benefits                                 | 548,031.84                 |   |               |
|   | Total Salary and Benefit Expenses                    | 3,137,905.02               |   |               |
| TE5000                                  | TOTAL EXPENSES                                       | 3,744,150.94               |   |               |

| Financial Summary                  |  |                            |
|------------------------------------|--|----------------------------|
| Homes First Society - Placer Court |  |                            |
| Budget Code                        | Expense                                  | Budget Year<br>(projected) |
|                                    |  |                            |
| R1100                              | TOTAL REVENUE FROM ALL SOURCES           | 3,750,549.79               |
|                                    |  |                            |
| TE5000                             | TOTAL EXPENDITURES                       | 3,744,150.94               |
|                                    |  |                            |
| SD6000                             | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | 6,398.85                   |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b>  |                     |  |
|--|---------------------|--|
| <b>Placer Court</b>  |                     |  |
| <b>1. Contact Information</b>  |                     |  |
| Organization/Corporation Name:   | Homes First Society |  |
| Organization Contact Information:  | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|  | Tel:                | 416-395-0902                                     |
|  | Fax:                | 416-214-1873                                     |
|  | Website:            | www.homesfirst.on.ca                             |
| Site Information   | Address             | 101 Placer Court, North York, ON, M2H 3H9        |
|  | Tel:                | 416-510-2399                                     |
|  | Fax:                | 416-299-3745                                     |
| <b>2. Lead Staff Contact Information</b>   |                     |  |
| Executive Director Contact   | Name:               | Patricia Mueller                                 |
|  | Tel:                | (416) 455-9783                                   |
|  | Email:              | patricia.mueller@homesfirst.on.ca                |
| Site Manager Contact   | Name:               | Ashley Richards (Interim)                        |
|  | Tel:                | 647-454-7390                                     |
|  | Email:              | ashley.richards@homesfirst.on.ca                 |
| Financial Reporting Contact  | Name:               | Ade Olubode                                      |
|  | Tel:                | 647-455-2364                                     |
|  | Email:              | ade.olubode@homesfirst.on.ca                     |
| <b>3. Declaration</b>  |                     |  |
| I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.                          |                     |  |
| Verified by (Executive Director's Name)  |                     | Date   |
| Patricia Mueller   |                     | June 24, 2025                                    |
| If Required , Verified by (External Auditor's Name):   |                     | Date   |
|  |                     |  |
| <b>The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.</b> |                     |  |

## 2024-25 Statement of Shelter Operations: Revenue Report

## Placer Court

| Budget Code                           | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
|---------------------------------------|---|------------------------------|--|------------------------|
| City of Toronto Funding /Administered |   |                              |  |                        |
| R1001                                 | Annual Operating Allocation   | 3,958,114.00                 |  |                        |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|                                       | Bed Purchase Reimbursement from the City                                  | 22,295.00                    |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
| R1015                                 | Total City Funding  | 3,980,409.00                 |  |                        |
| Other Revenue                         |   |                              |  |                        |
| R1020                                 | Provincial operating funding  | 10,500.00                    | One time funding to fund migration of Client Management System |                        |
| R1021                                 | Federal operating funding   |                              |  |                        |
| R1031                                 | United Way  |                              |  |                        |
| R1032                                 | Charitable Contributions  |                              |  |                        |
| R1033                                 | Foundation contributions  |                              |  |                        |
| R1041                                 | Donations/Fundraising   |                              |  |                        |
| R1042                                 | Special Events  |                              |  |                        |
| R1043                                 | General Membership Fees   |                              |  |                        |
| R1051                                 | Rental Revenue  |                              |  |                        |
| R1052                                 | Rental Income (Shared facility)   |                              |  |                        |
| R1053                                 | Earned Interest   |                              |  |                        |
| R1054                                 | Deferred Capital Contributions  |                              |  |                        |
| R1055                                 | Other   |                              |  |                        |
| R1060                                 | Total Other Revenue   | 10,500.00                    |  |                        |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 3,990,909.00                 |  |                        |

| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                    |                     |
|---|--|---------------------------------|--------------------|---------------------|
| Placer Court  |  |                                 |                    |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments  | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                    |                     |
| Materials & Services  |  |                                 |                    |                     |
| AE2021  | Bookkeeping and Payroll                              |                                 |                    |                     |
| AE2022  | Audit Fees   |                                 |                    |                     |
| AE2023  | Legal Fees   | 105,013.00                      |                    |                     |
| AE2024  | Staff Development and Training                       | 3,829.00                        |                    |                     |
| AE2025  | Office & Administrative Supplies                     | 13,818.00                       |                    |                     |
| AE2026  | Fundraising  |                                 |                    |                     |
| AE2027  | Other  | 1,933.00                        |                    |                     |
| Transportation & Communication                                    |  |                                 |                    |                     |
| AE2041  | Staff Transportation Costs                           | 508.00                          |                    |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                    |                     |
| AE2043  | General Communications                               | 27,754.00                       |                    |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 14,856.00                       |                    |                     |
| AE2045  | Other  | 1,571.00                        |                    |                     |
| Total Other Expenses  |  |                                 |                    |                     |
| AE2051  | Insurance  | 8,169.00                        |                    |                     |
| AE2052  | Other  | 13,973.00                       |                    |                     |
| Food Services   |  |                                 |                    |                     |
| FE2061  | Contracted Catering Services                         | 232,271.00                      |                    |                     |
| FE2062  | Groceries/Food                                       | 38,360.00                       |                    |                     |
| FE2063  | Smallware and Disposables                            |                                 |                    |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                    |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                    |                     |
| FE2066  | Equipment Replacement                                |                                 |                    |                     |
| FE2067  | Other  |                                 |                    |                     |
| Resident Needs / Replacement Expenses                             |  |                                 |                    |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                    |                     |
| RSE2072   | Bedding/Towel Replacement                            | 28,003.00                       |                    |                     |
| RSE2073   | Clothing   |                                 |                    |                     |
| RSE2074   | Resident Travel                                      | 6,088.00                        |                    |                     |
| RSE2075   | Laundry Services and Supplies                        | 8,188.00                        |                    |                     |
| RSE2076   | Personal Needs                                       | 51,586.00                       |                    |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                    |                     |
| RSE2078   | Other  | 10,824.00                       |                    |                     |
| Total Administration & Operating Expenses                         |  | 566,744.00                      |                    |                     |
| Property Management & Building Expenses                           |  |                                 |                    |                     |
| Total Building Maintenance and Services                           |  |                                 |                    |                     |
| PE3021  | Cleaning Supplies                                    | 34,763.00                       |                    |                     |
| PE3022  | Property Maintenance and Repair                      | 18,881.00                       |                    |                     |
| PE3023  | HVAC Maintenance and Repair                          | 2,714.00                        |                    |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 11,138.00                       |                    |                     |
| PE3025  | Pest Control   | 3,463.00                        |                    |                     |
| PE3026  | Waste Disposal                                       | 28,266.00                       |                    |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 4,580.00                        |                    |                     |
| PE3028  | Security / Equipment                                 |                                 |                    |                     |
| PE3029  | Security Purchased Services                          |                                 |                    |                     |
| PE3030  | Other  |                                 |                    |                     |
| PE3031  | Utilities Gas/Heating Oil                            |                                 |                    |                     |
| PE3032  | Utilities Hydro                                      |                                 |                    |                     |
| PE3033  | Utilities Water/Sewage                               |                                 |                    |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                    |                     |
| PE3051  | Mortgage   |                                 |                    |                     |
| PE3052  | Lease/Rental Occupancy Charge                        |                                 |                    |                     |
| PE3053  | Property Taxes                                       |                                 |                    |                     |
| PE3054  | Other  |                                 |                    |                     |
| Total Property Management & Building Expenses                     |  | 103,805.00                      |                    |                     |
| Overhead and non-cash accruals                                    |  |                                 |                    |                     |
| OH3090  | Total Overhead                                       | 114,303.00                      |                    |                     |
| NC 3095   | Total Non-cash expenses                              | 492,536.00                      | Reserve Allocation |                     |
| Salary and Benefits Expenses                                      |  |                                 |                    |                     |
| SBE4020   | Salary Expenses                                      | 1,880,618.00                    |                    |                     |
| SBE4025   | Contracted Staffing Services                         | 467,325.00                      |                    |                     |
| SBE4030   | Total Staff Benefits                                 | 363,311.00                      |                    |                     |
| Total Salary and Benefit Expenses                                 |  | 2,711,254.00                    |                    |                     |
| TE5000  | TOTAL EXPENSES                                       | 3,988,642.00                    |                    |                     |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b> |   |                                     |
|---|---|-------------------------------------|
| <b>Placer Court</b>   |   |                                     |
| <b>Budget Code</b>  | <b>Expense</b>                                  | <b>Prior Year Actuals (audited)</b> |
|   |   |                                     |
| <b>R1100</b>  | <b>TOTAL REVENUE FROM ALL SOURCES</b>           | <b>3,990,909.00</b>                 |
|   |   |                                     |
| <b>TE5000</b>   | <b>TOTAL EXPENDITURES</b>                       | <b>3,988,642.00</b>                 |
|   |   |                                     |
| <b>SD6000</b>   | <b>SURPLUS / -DEFICIT ON SHELTER OPERATIONS</b> | <b>2,267.00</b>                     |



Toronto Shelter and Support Services Division

## **HOMELESSNESS INITIATIVES & PREVENTION SERVICES**

### **2026 Funding Submission**

**This template is to be used for all Shelter, Respite, 24 Hour Women's Drop-In Services, Refugee Response Programs and Temporary Hotel Programs**

***Homes First Society - St. Clair Shelter***

***Please submit to:***

E-mail electronic version to [hsfunsub@toronto.ca](mailto:hsfunsub@toronto.ca)

**Due Date Wednesday July 2, 2025 by 4:00 PM**



## Annual Funding Submission Checklist

### Homes First Society - St. Clair Shelter

| Annual Funding Submission Checklist   |  |          |   |                              |
|---|--|----------|---|------------------------------|
| Homes First Society - St. Clair Shelter   |  |          |   |                              |
| <b>CURRENT</b> COPIES OF THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN THE SUBMISSION |  | Attached | If not attached<br>provide date it will<br>be submitted<br>(mm/dd/yyyy) | HIPS HO Internal<br>Use Only |
| 1   | Annual Insurance Renewal Certificate                 | Yes      |   |                              |
| 2   | Annual Fire System Inspection Report                 | Yes      |   |                              |
| 3   | Public Health Inspection Reports                     | Yes      |   |                              |
| 4   | Emergency Plans (if updated in the last year)        | Yes      |   |                              |
| 5   | Board Resolution accepting Annual Funding Submission |          |   |                              |
| <b>NOTES</b>  |  |          |   |                              |
|   |  |          |   |                              |
| Homelessness Initiatives and Prevention Services Internal Use Only                      |  |          |   |                              |
| VERIFIED BY:  |  |          |   |                              |
| DATE:   |  |          |   |                              |
| LIST REQUIRED FOLLOW-UP:  |  |          |   |                              |

## Annual Funding Submission - Contact Information

### Homes First Society - St. Clair Shelter

#### 1. Contact Information

|                                   |                     |  |  |
|-----------------------------------|---------------------|--|--|
| Organization/Corporation Name:    | Homes First Society |  |  |
| Business Number:                  | 000550297           |  |  |
| Charitable Number:                | 118962182 RR        |  |  |
| Organization Contact Information: | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |  |
|                                   | Tel:                | 416-395-0902                                     |  |
|                                   | Fax:                | 416-214-1873                                     |  |
|                                   | Website:            | www.homesfirst.on.ca                             |  |
| Site Information                  | Address             | 3576 St Clair Ave E, Scarborough ON M1K 1M2      |  |
|                                   | Tel:                | 416-395-0993                                     |  |
|                                   | Fax:                | 416-395-0998                                     |  |

#### 2. Emergency/On Call Contact Information

|  |                        |
|--|------------------------|
| Site Emergency/On Call Number(s): (not shelter phone number) | On call - 647-455-5900 |
|--|------------------------|

#### 3. Site Lead Information

|                                       |        |  |
|---------------------------------------|--------|--|
| Site Manager                          | Name:  | Ailee Galicia  |
|                                       | Tel:   | 647-455-0486   |
|                                       | Email: | ailee.galicia@homesfirst.on.ca   |
| Site Supervisor (if applicable)       | Name:  | Mercy Mugwaneza; Abdulkabir Oyewole                                      |
|                                       | Tel:   | Mercy: 647-647-0744;<br>Abdulkabir: 647-455-2699                         |
|                                       | Email: | mercy.mugwaneza@homesfirst.on.ca,<br>abdulkabir.oyewole@homesfirst.on.ca |
| Infection Prevention and Control Lead | Name:  | Ailee Galicia  |
|                                       | Tel:   | 647-455-0486   |
|                                       | Email: | ailee.galicia@homesfirst.on.ca   |

#### 4. Management Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.

|  |      |
|--|------|
| Verified by (Board Chair's Name):        | Date |
|  |      |
| Verified by (Executive Director's Name): | Date |
|  |      |

The Management Declaration must be verified by the Executive Director and a member of the Board of Directors, on behalf of the Corporation.

# Revenue Report Worksheet

## Homes First Society - St. Clair Shelter

| Budget Code                            | Shelter Revenue   | Budget Year (Projected) | Shelter Comments | TSSS Comments |
|--|---|-------------------------|------------------|---------------|
| City of Toronto Funding / Administered |   |                         |                  |               |
| R1001                                  | Annual Operating Allocation   | 2,426,537.88            |                  |               |
| R1014                                  | Other City Operating Funding (please specify on the space provided below) |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
|  |   |                         |                  |               |
| R1015                                  | Total City Funding  | 2,426,537.88            |                  |               |
| Other Revenue                          |   |                         |                  |               |
| R1020                                  | Provincial operating funding  |                         |                  |               |
| R1021                                  | Federal operating funding   |                         |                  |               |
| R1031                                  | United Way  |                         |                  |               |
| R1032                                  | Charitable/Foundation Contributions                                       |                         |                  |               |
| R1033                                  | Foundation contributions  |                         |                  |               |
| R1041                                  | Donations/Fundraising   |                         |                  |               |
| R1042                                  | Special Events  |                         |                  |               |
| R1043                                  | General Membership Fees   |                         |                  |               |
| R1051                                  | Rental Revenue  |                         |                  |               |
| R1052                                  | Rental Income (Shared facility)   |                         |                  |               |
| R1053                                  | Earned Interest   |                         |                  |               |
| R1054                                  | Deferred Capital Contributions  |                         |                  |               |
| R1055                                  | Other   |                         |                  |               |
| R1060                                  | Total Other Revenue   | 0.00                    |                  |               |
| R1100                                  | TOTAL REVENUE FROM ALL SOURCES  | 2,426,537.88            |                  |               |

## Overhead and Non-Cash Expense Report Worksheet

### Homes First Society - St. Clair Shelter

|   |                                    |   |                      |
|---|------------------------------------|---|----------------------|
| <b>NOTE: do NOT include salaries and benefits in this schedule.</b>                     | <b>Budget Year<br/>(Projected)</b> | <b>Shelter Comments</b>                                       | <b>TSSS Comments</b> |
| <b>Description of Overhead item</b>   |                                    |   |                      |
| Transportation and Communications   | 284,408.13                         |   |                      |
| General Administrative Materials & Services   | 232,032.69                         |   |                      |
| Legal   | 206,876.35                         |   |                      |
| Audit   | 84,000.00                          |   |                      |
| Membership & Subscriptions  | 212,084.39                         |   |                      |
| Other Expenses  | 14,300.99                          | Interest, bank charges and Other Miscellaneous Admin expenses |                      |
| Property Management   | 95,000.00                          |   |                      |
| HR & Payroll Services   | 280,954.64                         |   |                      |
| Insurance   | 78,842.98                          |   |                      |
| sub-total   | 1,488,500.16                       |   |                      |
| Overhead Rate   | 5.00%                              |   |                      |
| <b>TOTAL OVERHEAD</b>   | <b>74,425.01</b>                   |   |                      |
|   |                                    |   |                      |
| Provide the rationale for the rate used to apply overhead items to the shelter program: |                                    |   |                      |

| NON-CASH EXPENSE ACCRUALS       |      |  |  |
|---------------------------------|------|--|--|
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
|                                 |      |  |  |
| Total non-cash expense accruals | 0.00 |  |  |

| Operating Expense Report Worksheet      |  |                         |  |               |
|---|--|-------------------------|--|---------------|
| Homes First Society - St. Clair Shelter |  |                         |  |               |
| Budget Code                             | Expense  | Budget Year (Projected) | Shelter Comments   | TSSS Comments |
| Administration & Operating Expenses     |  |                         |  |               |
| Materials & Services                    |  |                         |  |               |
| AE2021                                  | Bookkeeping and Payroll                              | 0.00                    |  |               |
| AE2022                                  | Audit Fees   | 0.00                    |  |               |
| AE2023                                  | Legal Fees   | 0.00                    |  |               |
| AE2024                                  | Staff Development and Training                       | 3,500.00                |  |               |
| AE2025                                  | Office & Administrative Supplies                     | 7,200.80                |  |               |
| AE2026                                  | Fundraising  | 0.00                    |  |               |
| AE2027                                  | Other  | 230.00                  | Membership/consulting fees, misc expenses  |               |
| Transportation & Communication          |  |                         |  |               |
| AE2041                                  | Staff Transportation Costs                           | 1,000.00                |  |               |
| AE2042                                  | Vehicle Lease/Purchase Costs                         |                         |  |               |
| AE2043                                  | General Communications                               | 16,800.00               |  |               |
| AE2044                                  | Infrastructure Technology (IT) Support               | 6,156.00                |  |               |
| AE2045                                  | Other  | 1,000.00                | Courier/postage  |               |
| Total Other Expenses                    |  |                         |  |               |
| AE2051                                  | Insurance  | 6,078.15                |  |               |
| AE2052                                  | Other  | 11,600.00               | Harm reduction supplies, sharps, PPE and First aid supplies  |               |
| Food Services                           |  |                         |  |               |
| FE2061                                  | Contracted Catering Services                         |                         |  |               |
| FE2062                                  | Groceries/Food                                       | 90,000.00               |  |               |
| FE2063                                  | Smallware and Disposables                            | 25,000.00               |  |               |
| FE2064                                  | Food Vouchers/Gift Cards                             |                         |  |               |
| FE2065                                  | Equipment Maintenance and Repair                     |                         |  |               |
| FE2066                                  | Equipment Replacement                                |                         |  |               |
| FE2067                                  | Other  |                         |  |               |
| Resident Needs / Replacement Expenses   |  |                         |  |               |
| RSE2071                                 | Mattress/Bed Replacement                             |                         |  |               |
| RSE2072                                 | Bedding/Towel Replacement                            | 5,000.00                |  |               |
| RSE2073                                 | Clothing   |                         |  |               |
| RSE2074                                 | Resident Travel                                      | 3,200.00                |  |               |
| RSE2075                                 | Laundry Services and Supplies                        | 3,000.00                |  |               |
| RSE2076                                 | Personal Needs                                       | 18,000.00               |  |               |
| RSE2077                                 | Menstrual and Incontinence Products                  |                         |  |               |
| RSE2078                                 | Other  | 3,568.00                | Programming, Cable and Residents phone   |               |
|   | Total Administration & Operating Expenses            | 201,332.95              |  |               |
| Property Management & Building Expenses |  |                         |  |               |
| Total Building Maintenance and Services |  |                         |  |               |
| PE3021                                  | Cleaning Supplies                                    | 20,000.00               |  |               |
| PE3022                                  | Property Maintenance and Repair                      | 14,153.82               |  |               |
| PE3023                                  | HVAC Maintenance and Repair                          | 5,000.00                |  |               |
| PE3024                                  | Plumbing and Electric Maintenance and Repair         | 12,000.00               |  |               |
| PE3025                                  | Pest Control   | 1,789.92                |  |               |
| PE3026                                  | Waste Disposal                                       | 24,931.01               |  |               |
| PE3027                                  | Fire Safety System, Repair, Maintenance / Inspection | 5,968.54                |  |               |
| PE3028                                  | Security / Equipment                                 |                         |  |               |
| PE3029                                  | Security Purchased Services                          | 0.00                    |  |               |
| PE3030                                  | Other  |                         |  |               |
| PE3031                                  | Utilities Gas/Heating Oil                            | 85,000.00               | HFS covering 80% of gas bills, but landlord isn't paying their 20%, resulting in extra charges and risk of service disruption.   |               |
| PE3032                                  | Utilities Hydro                                      | 49,000.00               | HFS covering 80% of hydro bills, but landlord isn't paying their 20%, resulting in extra charges and risk of service disruption. |               |
| PE3033                                  | Utilities Water/Sewage                               | 9,000.00                | HFS covering 80% of water bills, but landlord isn't paying their 20%, resulting in extra charges and risk of service disruption. |               |
| Mortgage & Related Occupancy Costs      |  |                         |  |               |
| PE3051                                  | Mortgage   | 0.00                    |  |               |
| PE3052                                  | Lease/Rental Occupancy Charge                        | 81,600.00               |  |               |
| PE3053                                  | Property Taxes                                       | 0.00                    |  |               |
| PE3054                                  | Other  | 0.00                    |  |               |
|   | Total Property Management & Building Expenses        | 308,443.28              |  |               |
| Overhead and non-cash accruals          |  |                         |  |               |
| OH3090                                  | Total Overhead                                       | 74,425.01               |  |               |
| NC 3095                                 | Total Non-cash expenses                              | 0.00                    |  |               |
| Salary and Benefits Expenses            |  |                         |  |               |
| SBE4020                                 | Salary Expenses                                      | 1,383,435.49            |  |               |
| SBE4025                                 | Contracted Staffing Services                         | 190,012.21              |  |               |
| SBE4030                                 | Total Staff Benefits                                 | 317,103.50              |  |               |
|   | Total Salary and Benefit Expenses                    | 1,890,551.20            |  |               |
| TE5000                                  | TOTAL EXPENSES                                       | 2,474,752.45            |  |               |

| Financial Summary                       |  |                            |
|---|--|----------------------------|
| Homes First Society - St. Clair Shelter |  |                            |
| Budget Code                             | Expense                                  | Budget Year<br>(projected) |
|   |  |                            |
| R1100                                   | TOTAL REVENUE FROM ALL SOURCES           | 2,426,537.88               |
|   |  |                            |
| TE5000                                  | TOTAL EXPENDITURES                       | 2,474,752.45               |
|   |  |                            |
| SD6000                                  | SURPLUS / -DEFICIT ON SHELTER OPERATIONS | -48,214.57                 |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b>  |                     |  |
|--|---------------------|--|
| <b>St. Clair Shelter</b>   |                     |  |
| <b>1. Contact Information</b>  |                     |  |
| Organization/Corporation Name:   | Homes First Society |  |
| Organization Contact Information:  | Address:            | 90 Shuter Street, Suite 206, Toronto, ON M5B 2K6 |
|  | Tel:                | 416-395-0902                                     |
|  | Fax:                | 416-214-1873                                     |
|  | Website:            | www.homesfirst.on.ca                             |
| Site Information   | Address             | 3576 St Clair Ave E, Scarborough ON M1K 1M2      |
|  | Tel:                | 416-395-0993                                     |
|  | Fax:                | 416-395-0998                                     |
| <b>2. Lead Staff Contact Information</b>   |                     |  |
| Executive Director Contact   | Name:               | Patricia Mueller                                 |
|  | Tel:                | (416) 455-9783                                   |
|  | Email:              | patricia.mueller@homesfirst.on.ca                |
| Site Manager Contact   | Name:               | Ashley Richard (Interim)                         |
|  | Tel:                | 647-454-7390                                     |
|  | Email:              | ashley.richards@homesfirst.on.ca                 |
| Financial Reporting Contact  | Name:               | Ade Olubode                                      |
|  | Tel:                | (647) 455-2364                                   |
|  | Email:              | ade.olubode@homesfirst.on.ca                     |
| <b>3. Declaration</b>  |                     |  |
| I declare that, to the best of my knowledge and belief, the information provided in this Funding Submission accurately reflects the budget and service provision as approved by the corporation's Board of Directors.                          |                     |  |
| Verified by (Executive Director's Name)  |                     | Date   |
| Patricia Mueller   |                     | June 24, 2025                                    |
| If Required , Verified by (External Auditor's Name):   |                     | Date   |
|  |                     |  |
| <b>The Management Declaration must be verified by the Executive Director and for all multi-site operators, by your Organizations External Auditor. A verification letter from your auditor is required, or a separate schedule in you AFS.</b> |                     |  |

## 2024-25 Statement of Shelter Operations: Revenue Report

## St. Clair Shelter

| Budget Code                           | Shelter Revenue   | Prior Year Actuals (Audited) | Provider Comments  | TSSS Reviewer Comments |
|---------------------------------------|---|------------------------------|--|------------------------|
| City of Toronto Funding /Administered |   |                              |  |                        |
| R1001                                 | Annual Operating Allocation   | 2,122,241.00                 |  |                        |
| R1014                                 | Other City Operating Funding (please specify on the space provided below) |                              |  |                        |
|                                       | Housing Help  | 80,014.00                    |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
|                                       |   |                              |  |                        |
| R1015                                 | Total City Funding  | 2,202,255.00                 |  |                        |
| Other Revenue                         |   |                              |  |                        |
| R1020                                 | Provincial operating funding  | 10,875.00                    | One time funding to fund migration of Client Management System |                        |
| R1021                                 | Federal operating funding   |                              |  |                        |
| R1031                                 | United Way  |                              |  |                        |
| R1032                                 | Charitable Contributions  |                              |  |                        |
| R1033                                 | Foundation contributions  |                              |  |                        |
| R1041                                 | Donations/Fundraising   |                              |  |                        |
| R1042                                 | Special Events  |                              |  |                        |
| R1043                                 | General Membership Fees   |                              |  |                        |
| R1051                                 | Rental Revenue  |                              |  |                        |
| R1052                                 | Rental Income (Shared facility)   |                              |  |                        |
| R1053                                 | Earned Interest   |                              |  |                        |
| R1054                                 | Deferred Capital Contributions  |                              |  |                        |
| R1055                                 | Other   |                              |  |                        |
| R1060                                 | Total Other Revenue   | 10,875.00                    |  |                        |
| R1100                                 | TOTAL REVENUE FROM ALL SOURCES  | 2,213,130.00                 |  |                        |



| 2024-25 Statement of Shelter Operations: Operating Expense Report |  |                                 |                   |                     |
|---|--|---------------------------------|-------------------|---------------------|
| St. Clair Shelter   |  |                                 |                   |                     |
| Budget Code   | Expense  | Prior Year Actuals<br>(Audited) | Provider Comments | TSSS Staff Comments |
| Administration & Operating Expenses                               |  |                                 |                   |                     |
|   | Materials & Services                                 |                                 |                   |                     |
| AE2021  | Bookkeeping and Payroll                              |                                 |                   |                     |
| AE2022  | Audit Fees   |                                 |                   |                     |
| AE2023  | Legal Fees   | 15,895.00                       |                   |                     |
| AE2024  | Staff Development and Training                       | 1,204.00                        |                   |                     |
| AE2025  | Office & Administrative Supplies                     | 5,402.00                        |                   |                     |
| AE2026  | Fundraising  |                                 |                   |                     |
| AE2027  | Other  | 2,797.00                        |                   |                     |
|   | Transportation & Communication                       |                                 |                   |                     |
| AE2041  | Staff Transportation Costs                           | 21.00                           |                   |                     |
| AE2042  | Vehicle Lease/Purchase Costs                         |                                 |                   |                     |
| AE2043  | General Communications                               | 15,365.00                       |                   |                     |
| AE2044  | Infrastructure Technology (IT) Support               | 13,441.00                       |                   |                     |
| AE2045  | Other  | 2,508.00                        |                   |                     |
|   | Total Other Expenses                                 |                                 |                   |                     |
| AE2051  | Insurance  | 5,448.00                        |                   |                     |
| AE2052  | Other  | 10,003.00                       |                   |                     |
|   | Food Services  |                                 |                   |                     |
| FE2061  | Contracted Catering Services                         | 98,639.00                       |                   |                     |
| FE2062  | Groceries/Food                                       | 34,282.00                       |                   |                     |
| FE2063  | Smallware and Disposables                            |                                 |                   |                     |
| FE2064  | Food Vouchers/Gift Cards                             |                                 |                   |                     |
| FE2065  | Equipment Maintenance and Repair                     |                                 |                   |                     |
| FE2066  | Equipment Replacement                                |                                 |                   |                     |
| FE2067  | Other  |                                 |                   |                     |
|   | Resident Needs / Replacement Expenses                |                                 |                   |                     |
| RSE2071   | Mattress/Bed Replacement                             |                                 |                   |                     |
| RSE2072   | Bedding/Towel Replacement                            | 3,291.00                        |                   |                     |
| RSE2073   | Clothing   |                                 |                   |                     |
| RSE2074   | Resident Travel                                      | 4,025.00                        |                   |                     |
| RSE2075   | Laundry Services and Supplies                        | 2,587.00                        |                   |                     |
| RSE2076   | Personal Needs                                       | 21,756.00                       |                   |                     |
| RSE2077   | Menstrual and Incontinence Products                  |                                 |                   |                     |
| RSE2078   | Other  | 3,431.00                        |                   |                     |
|   | Total Administration & Operating Expenses            | 240,095.00                      |                   |                     |
| Property Management & Building Expenses                           |  |                                 |                   |                     |
|   | Total Building Maintenance and Services              |                                 |                   |                     |
| PE3021  | Cleaning Supplies                                    | 32,414.00                       |                   |                     |
| PE3022  | Property Maintenance and Repair                      | 10,135.00                       |                   |                     |
| PE3023  | HVAC Maintenance and Repair                          | 21,108.00                       |                   |                     |
| PE3024  | Plumbing and Electric Maintenance and Repair         | 13,217.00                       |                   |                     |
| PE3025  | Pest Control   | 3,236.00                        |                   |                     |
| PE3026  | Waste Disposal                                       | 19,555.00                       |                   |                     |
| PE3027  | Fire Safety System, Repair, Maintenance / Inspection | 11,530.00                       |                   |                     |
| PE3028  | Security / Equipment                                 |                                 |                   |                     |
| PE3029  | Security Purchased Services                          |                                 |                   |                     |
| PE3030  | Other  |                                 |                   |                     |
| PE3031  | Utilities Gas/Heating Oil                            | 80,495.00                       |                   |                     |
| PE3032  | Utilities Hydro                                      | 31,266.00                       |                   |                     |
| PE3033  | Utilities Water/Sewage                               | 15,352.00                       |                   |                     |
| PE3050  | Mortgage & Related Occupancy Costs                   |                                 |                   |                     |
| PE3051  | Mortgage   |                                 |                   |                     |
| PE3052  | Lease/Rental Occupancy Charge                        | 81,600.00                       |                   |                     |
| PE3053  | Property Taxes                                       |                                 |                   |                     |
| PE3054  | Other  |                                 |                   |                     |
|   | Total Property Management & Building Expenses        | 319,908.00                      |                   |                     |
| Overhead and non-cash accruals                                    |  |                                 |                   |                     |
| OH3090  | Total Overhead                                       | 103,536.00                      |                   |                     |
| NC 3095   | Total Non-cash expenses                              |                                 |                   |                     |
| Salary and Benefits Expenses                                      |  |                                 |                   |                     |
| SBE4020   | Salary Expenses                                      | 1,028,973.00                    |                   |                     |
| SBE4025   | Contracted Staffing Services                         | 306,347.00                      |                   |                     |
| SBE4030   | Total Staff Benefits                                 | 212,960.00                      |                   |                     |
|   | Total Salary and Benefit Expenses                    | 1,548,280.00                    |                   |                     |
| TE5000  | TOTAL EXPENSES                                       | 2,211,819.00                    |                   |                     |

| <b>Toronto Shelter and Support Services</b><br><b>2024-25 Statement of Shelter Operations</b> |   |                                     |
|---|---|-------------------------------------|
| <b>St. Clair Shelter</b>  |   |                                     |
| <b>Budget Code</b>  | <b>Expense</b>                                  | <b>Prior Year Actuals (audited)</b> |
|   |   |                                     |
| <b>R1100</b>  | <b>TOTAL REVENUE FROM ALL SOURCES</b>           | <b>2,213,130.00</b>                 |
|   |   |                                     |
| <b>TE5000</b>   | <b>TOTAL EXPENDITURES</b>                       | <b>2,211,819.00</b>                 |
|   |   |                                     |
| <b>SD6000</b>   | <b>SURPLUS / -DEFICIT ON SHELTER OPERATIONS</b> | <b>1,311.00</b>                     |

## 4.C.

**To:** Homes First Society Board of Directors  
**From:** Patricia Mueller, Chief Executive Officer  
**Subject:** HFS MSAA Declaration of Compliance  
**Date:** June 24, 2025

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**Background:**

As per Homes First Society's Multi-Sector Service Accountability Agreement (MSAA) with the Ontario Health Region, the following Declaration of Compliance requires approval annually.

The funding we receive goes towards staffing for mental health visits and harm reduction programs. As of April 2024, this funding has been allocated towards mental health and harm reduction programs at the All Saints properties.

### **Multi-Sector Service Accountability Agreements Ontario Health**

#### **2024-2025 - Schedule F: Declaration of Compliance**

##### **DECLARATION OF COMPLIANCE**

**To:** The Board of Directors of Homes First Society: Attn: Board Chair.  
**From:** The Board of Directors (the "Board") of Homes First Society (the "HSP")  
**Date:** June 24, 2025  
**Re:** April 1, 2024 – March 31, 2025 (the "Applicable Period")

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Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the MSAA between the Ontario Health Region and the HSP effective April 1, 2024.

The Board has authorized me, by resolution dated June 24, 2025 to declare to you as follows:

"After making inquiries of the Patricia Mueller, HFS Chief Executive Officer and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board's knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the "MSAA") in effect during the Applicable Period."

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the MSAA concerning applicable procurement practices;
- (ii) The *Connecting Care Act*; 2019; and
- (iii) Any compensation restraint legislation which applies to the HSP

---

Jordan Wong, Chair

#### **Appendix 1 - Exceptions**

[Please identify each obligation under the MSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]

- Not applicable.

## 4.D.

**To:** Homes First Society Board of Directors  
**From:** Patricia Mueller, Chief Executive Officer  
**Subject:** HFS CEO's Responsive Programming Update  
**Date:** June 24, 2025

---

**Recommendation:**

**That this report be received for information.**

**Background:**

This report provides an overview of the strategic goal of responsive programming.

Key Performance Indicators (KPI) were updated from previous years' reports to ensure the strategic goals and objective expand our services to support people moving from shelter to housing, and the Client Services operation plan were achieved. In previous years, the City of Toronto required that KPIs in past report be measured, however, many of these KPIs are no longer collected by the City of Toronto. Examples of KPIs no longer measured by the City of Toronto include the number of life skill supports put in place and the number of housing referrals made.

As a result of these changes and realignment with the strategic goals, objectives, and Client Services operational plan, the following areas have KPI's developed for clients:

1. Housing readiness
2. Housing help
3. Follow-up supports

The Responsive Programming Annual Update is structured in the following sections:

1. Client services
  - a. Housing first supports
  - b. Follow-up supports
  - c. Harm reduction supports
2. Housing
3. Shelters

**Strategic Comments and Recommendations:**

This section of the report provides a high overview of the KPIs, trends in data, and providers recommendations to support data driven decision making.

**1) Need for Wrap Around Supports for clients with complex needs Recently Housed:** In 2024 the client services team housed 548 clients, and 424 (77%) clients were housed in the private sector.

The follow-up worker program supported 167 clients in 2024, which is 30% of all clients housed due to the program being at capacity. Providing intensive wrap around supports to clients who become housed is critical for breaking the cycle of homelessness.

**Strategic Recommendation:** Develop a multiprong strategy to expand wrap around follow-up supports to clients exiting the shelter system.

**3) Need for Additional 24/7 Supportive Housing:** In 2024, 1393 clients were on the caseload in shelters and were at the stage where they could legally sign a lease. However, due to the lack of supply in the private sector only 40% (548) clients were housed.

Of the 1393 clients, 1053 (76%) met the federal definition of chronically homeless and would require intensive support to stabilize into permanent housing. Many of these clients require around the clock supports that can only be provided by 24/7 housing programs.

In 2024, Homes First operated 515 housing units.

**Strategic Recommendation:** Develop a multiprong strategy to develop housing that can support clients with intensive needs that focus on:

1. Acquiring governmental grants
2. Favorable partnerships with the private development sector
3. Leveraging resources to acquire/purchase buildings that could be converted into 24/7 housing
4. Develop revenue streams for building units with minimal governmental grants

**4) Need for Prevention Services:** Several programs illustrated that clients with complex needs are utilizing eviction prevention services with 20 clients facing formal evictions in the Assertive Follow-Up Support Services program, 328 clients in housing receiving 402 eviction prevention interventions.

The development of programming that provides eviction prevention services to clients prior to entering Homes First shelters would be an “upstream” way of preventing homelessness and support the wider sector. Especially as there are clients who come to the homeless shelter with an eviction notice but who are not evicted through the Ontario Landlord Tenant Board.

**Strategic Recommendation:** Set strategic goals to create homeless prevention programs that stop clients from falling into homelessness.

#### **Comments:**

There are some key program metrics that are shared with the Board as part of my regular Chief Executive Officer’s update, as well as those the HFS Management Team uses, which are uploaded to the Board’s intranet, to evaluate our programming to ensure we are enhancing the quality of life and the stability of our residents.

The analysis of programs are based on quantitative data. The management team’s experience has shown that there is a risk when we strive to measure and translate our services into metrics, that it can drive us away from the people-service aspect of our services.

## CLIENT SERVICES PROGRAMS

Client Services is a new department created in 2023 that provides services across shelters and housing. The focuses of Client Services relevant to this report are:

1. Implementing Housing First programming to support clients to exit the shelter system
2. Provide supports to clients post shelter to stabilize into their new housing
3. Provide harm reduction supports

### Housing Help Within Shelters:

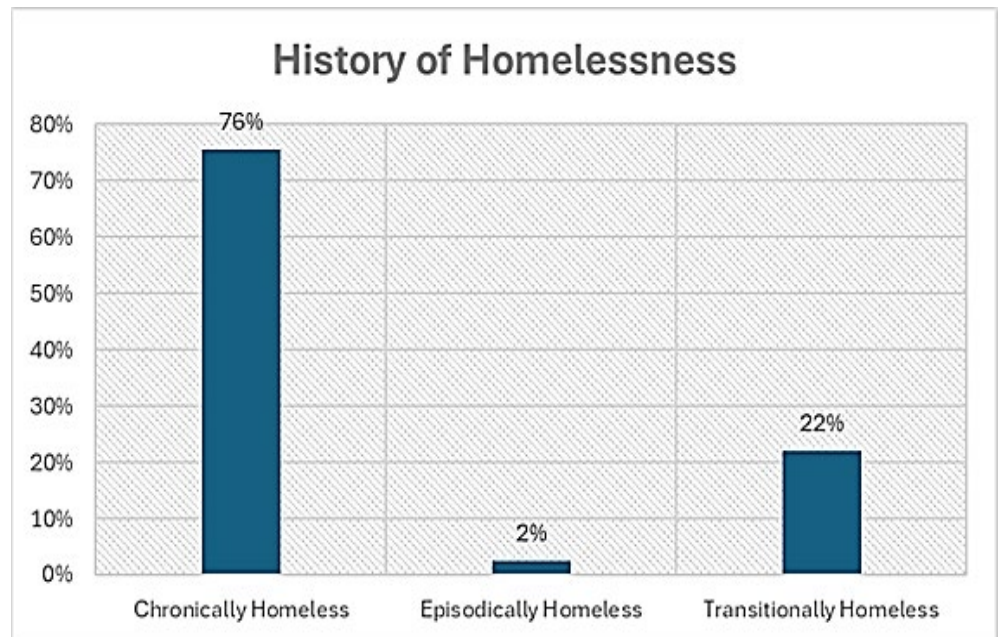
Client Services has implemented an Evidenced Based Practice (EBP) housing first program called Critical Time Intervention (CTI) to support clients with complex needs to acquire housing and break the cycle of homelessness.

In 2024, 1393 unique clients were on the caseloads of Homes First client services teams. Below is a breakdown of the clients on the caseloads who are in the shelter system.

#### Clients on Caseloads in Shelter

#### Chronicity of Clients on Caseloads

1053 (76%) of clients supported on the caseloads were identified as chronically homeless. Through the current triage process, clients with complex needs and chronic experiences of homelessness are prioritized for caseloads to ensure programs are responsive to client's needs.



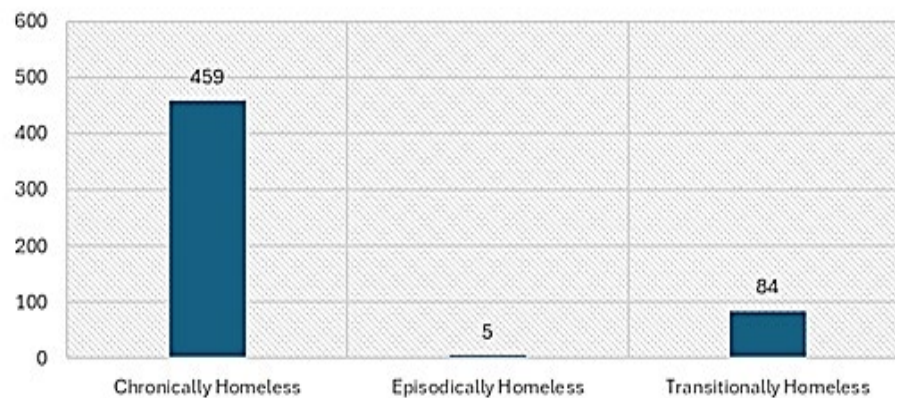
## Demographics of Clients Housed

### Chronicity of Clients Housed

459 (84%) clients housed were chronically homeless. This is important as the Federal Government's target under Reaching Homes Canada's First Homelessness Strategy is to reduce chronic homelessness by 50% by 2028.

The longest number of days recorded for a client in the shelter system that was housed by the client services department was 4061 days (approximately 11 years).

### History of Homelessness

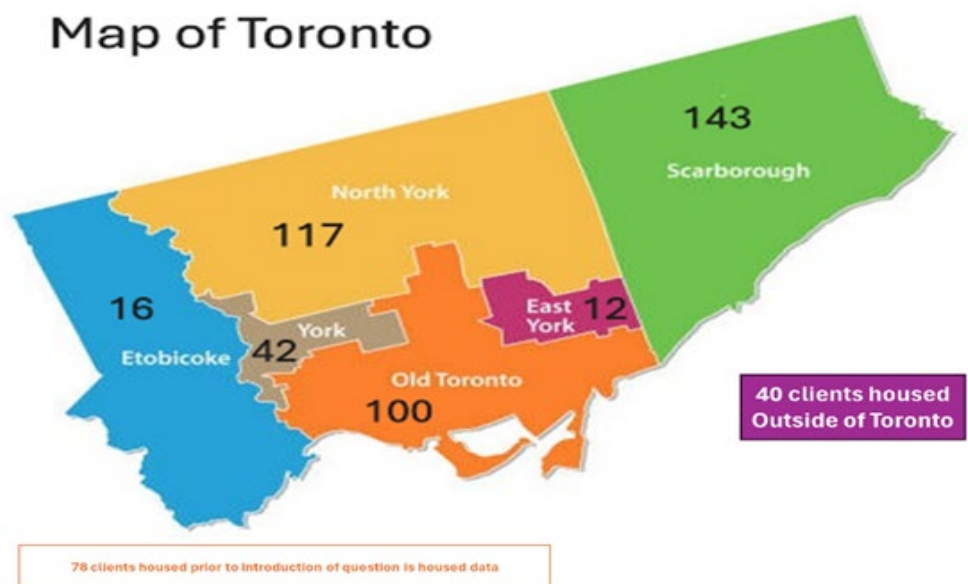


## Outcomes of Clients Housed:

### Clients Housed

#### Regions in Toronto

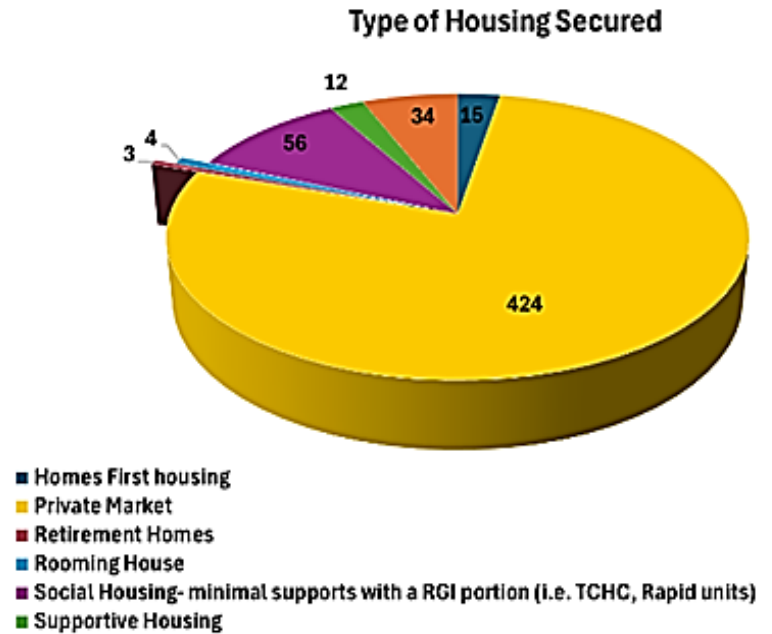
A few months into 2024, a question was introduced in the data collected about where clients were housed. The majority of clients housed (26%), were housed in Scarborough.



### Housing Type Secured

The majority of clients were housed in the private market in 2024. Specifically, 424 (77%) clients were housed in permanent housing in the private market. Permanent housing is important as some transitional housing programs and short-term rentals can result in clients falling back into homelessness once the lease or program ends.

**Mission Statement:** Long-term permanent housing is critical for breaking the cycle of homelessness and carrying out Homes First mission statement.



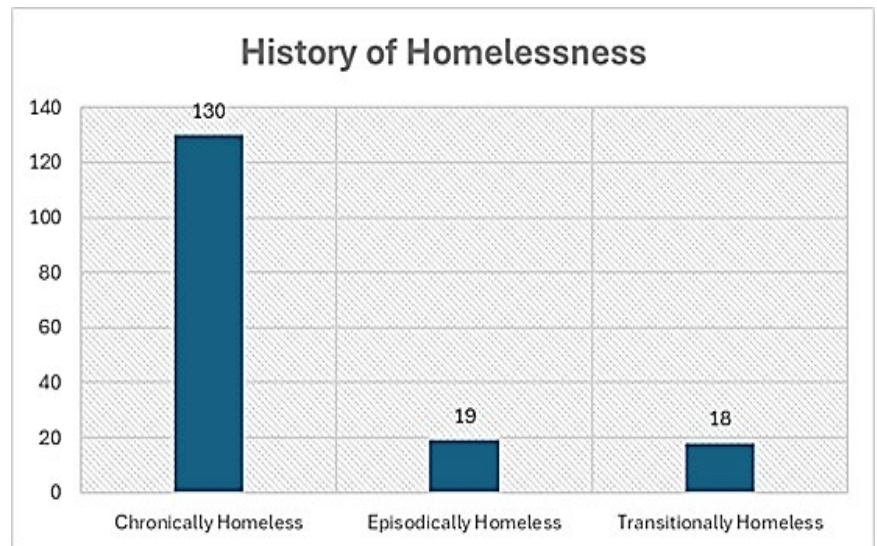
### **Assertive Follow-Up Support Services (External Services):**

In 2024, Homes First's follow-up team supported 167 clients recently housed to stabilize into housing, integrate into the community, and break the cycle of homelessness. These goals are achieved through implementing the Evidence Based Practice intervention called Critical Time Intervention (CTI).

### **Chronicity of Clients on Follow-up Caseload**

130 (78%) clients who were being supported by the follow-up worker program in 2024 were chronically homeless. This is important as the Federal Government's target under Reaching Home Canada's Homelessness Strategy is to reduce chronic homelessness by 50% by 2028.

**Mission Statement:** Clients with the most complex needs housed from Homes First shelters are prioritized for the limited spaces in the follow-up worker program.

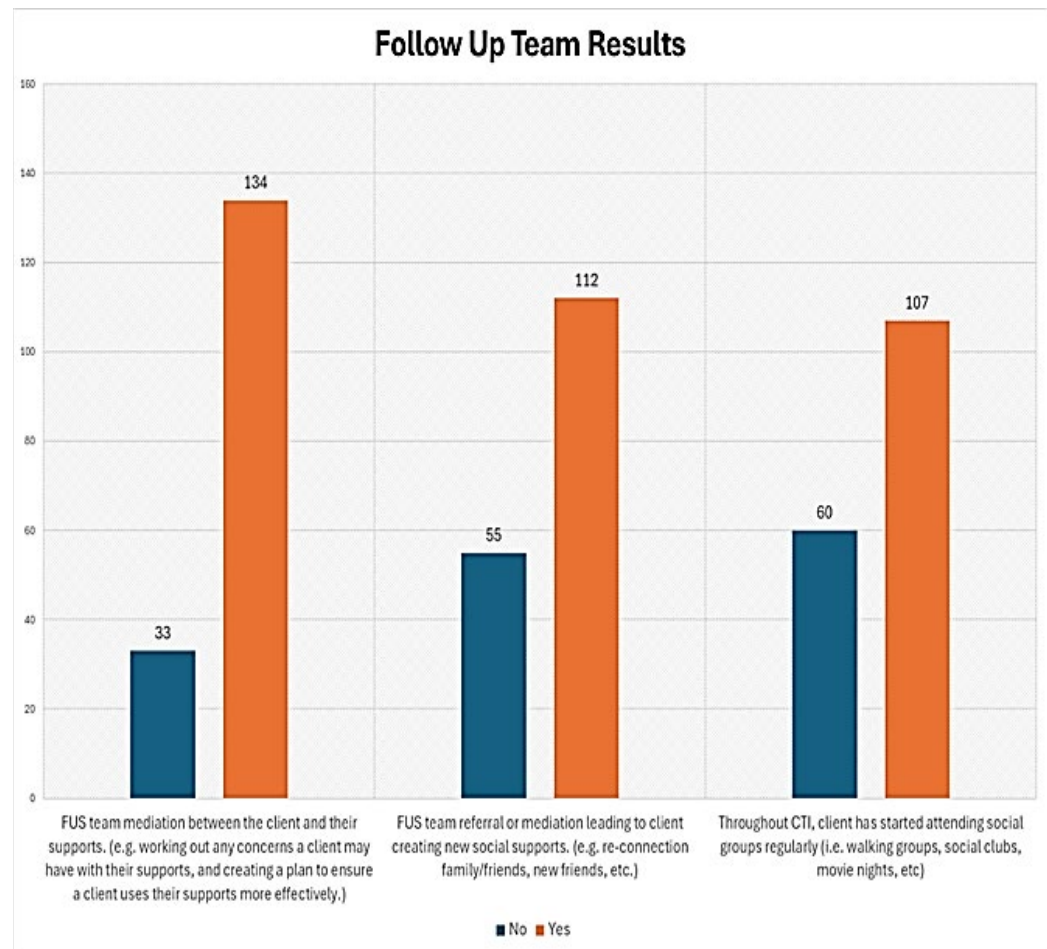




## Mediation & Community Integration

Clients in the follow-up worker program are supported to build social networks and social support to integrate into the community. To ensure these social supports and networks are effectively working, a core component of the follow-up program is mediation.

The bar graph illustrates the number of clients who were supported in the program thus far with mediation support (134 clients/80% of 2024 FUS caseload) and building new social support (112 clients/67% of 2024 FUS caseload).

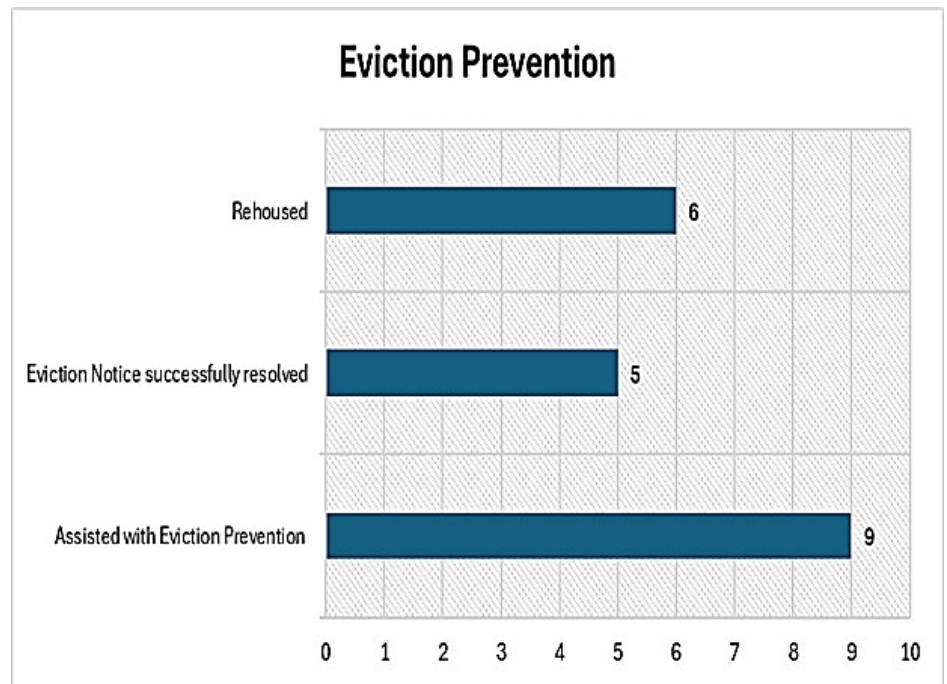


**Responsive Programming:** A core component of CTI is to mediate with community supports set up with a client to ensure they are meeting the client's needs. Building supports and mediating these supports is critical for breaking the cycle of homelessness for clients.

## Eviction Prevention

The follow-up worker program supported 20 clients with eviction prevention. These clients faced issues such as Eviction Notices filed with the Ontario Landlord Tenant Board, fights with fellow tenants, and fights with landlords. The following were the results of the eviction prevention:

- 5 clients had their evictions resolved and remained housed.
- 9 clients are still in the process of being supported and remain housed.
- 6 were rehoused by the follow up team due to eviction related instability



**Mission Statement:** through responsive programming, the follow-up worker program is supporting clients with complex needs with the fewest housing options to break the cycle of homelessness.

## Housing Programs

The supportive housing program is designed to support the hardest to house – those individuals with the fewest housing options.

This program is funded with the main objective of homelessness prevention. Homes First provides a case management process to support our clients maintain housing, as well as to set and reach goals that will improve their quality of life on *their* terms.

In 2024, the following updates occurred with the Housing programs:

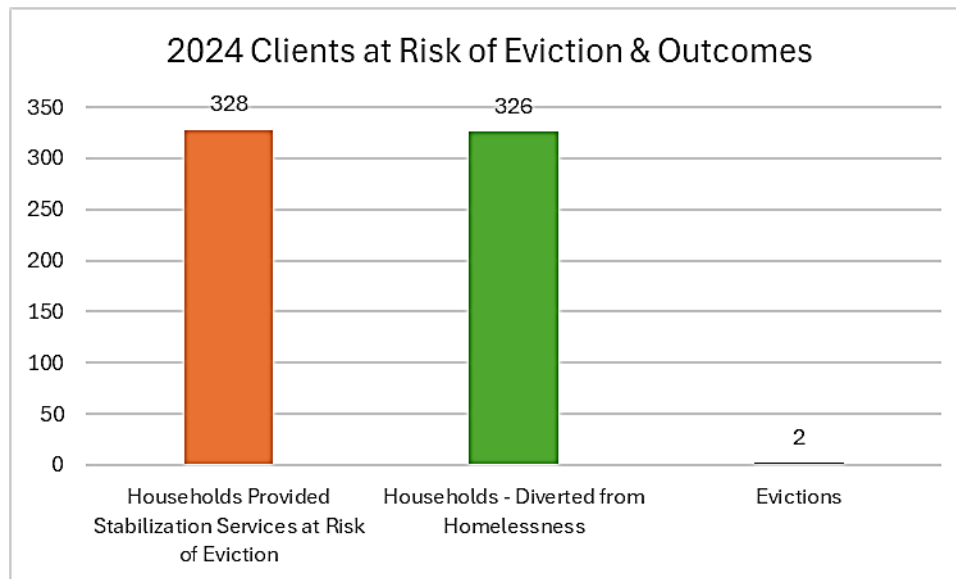
1. Tenanting for the remaining 12 units at 224 Spadina was paused due to roof damage resulting in leaks and flooding in units.
2. Tenanting at 39 Dundalk continued, supporting individuals with histories of chronic homelessness and complex needs.
3. Homes First added 75 additional units to our housing portfolio through the partnership with All Saints Church, located at 319 Dundas and 70 Pembroke. Many of these tenants are long-term tenants of the buildings.

Both 224 Spadina and 39 Dundalk are 24/7 supportive housing sites and specialize in supporting clients with very complex needs to support the achievement of Homes First mission statement and strategic plans of having responsive programming.

#### Housing Program Performance Indicators:

| Year | # Long term tenants (over 2 years) | # of new tenants |
|------|------------------------------------|------------------|
| 2024 | 311                                | 47               |

Illustrating housing stabilization, the KPI of tenants who have stayed in a Homes First housing unit was measured and determined to be 311 tenants which equals 65% of all Homes First tenants are long term tenants.



In 2024, 328 clients were at risk of falling into homelessness. 99% (326) clients had their evictions diverted and are currently still being supported.

Only 2 (0.6%) clients were evicted from the program.

| Year | Households Provided Eviction Stabilization Services | # of Eviction Prevention Services | Evictions Avoided | Households – Diverted from Homelessness | # of Evictions | # of Ongoing Supports | # of Referrals | # of Activities | # of Activities' Participants |
|------|---|-----------------------------------|-------------------|---|----------------|-----------------------|----------------|-----------------|-------------------------------|
| 2022 | 158   | 176                               | 95                | 95                                      | 1              | 2570                  | 902            | 128             | 1,640                         |
| 2023 | 249   | 384                               | 245               | 245                                     | 1              | 2805                  | 728            | 156             | 2601                          |
| 2024 | 328   | 402                               | 319               | 326                                     | 2              | 2980                  | 820            | 186             | 2857                          |

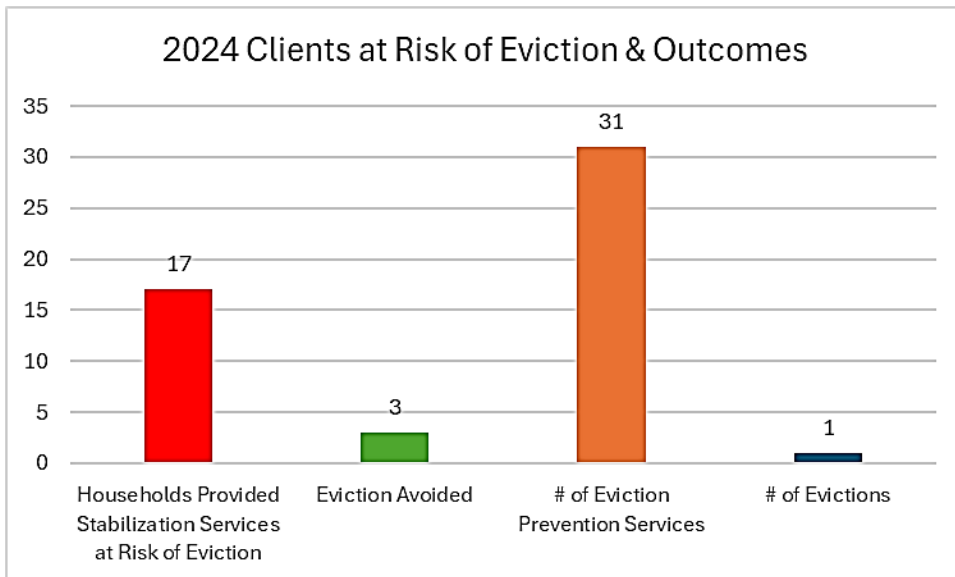
#### Hospital to Homes Program:

Homes First's Hospital to Homes Program is designed to support residents formerly hospitalized for Schizophrenia by CAMH, to transition into permanent housing. The services offered in this program include:

1. Personal Support Workers
2. Registered Practical Nurses
3. Basic life skills (budgeting, meals, cleaning, purchasing food)
4. Building integration
5. Building community

There are currently 33 residents in this program.

| Year | Households Provided Stabilization Services at Risk of Eviction | Evictions Avoided | # of Eviction Prevention Services | # of Evictions | # of Activities | # of Participants |
|------|--|-------------------|-----------------------------------|----------------|-----------------|-------------------|
| 2022 | 12   | 33                | 33                                | 0              | 5               | 25                |
| 2023 | 15   | 4                 | 28                                | 0              | 26              | 15                |
| 2024 | 17   | 3                 | 31                                | 1              | 25              | 22                |



Out of 33 residents, 51% (17 residents) were at risk of eviction.

Out of the 17 residents at risk of eviction, 1 (6%) of resident fell back into homelessness.

Several different risks of evictions throughout the year emerged for the same residents resulting in 31 separate times eviction prevention services were utilized for 17 residents.

## Shelter Programs

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Throughout 2024, all programs (with the exception of the Delta Hotel Program) remained at steady shelter capacities as from 2023. The specific high-level overview of program changes include:

- The Delta Hotel program opened in 2020 in response to Covid. The Delta started decommissioning in the second quarter of 2024. In the second quarter of 2024, the program only accepted refugee status individuals until program admissions completed ceased in late October. By the end of 2024, the program capacity decreased by 115.
- At the end of the second quarter in 2024, the Bathurst-Lake Shore Shelter became a closed referral program, exclusively supporting Streets to Homes and Encampment Office referrals.

## Shelter Program Performance Indicators:

|                            | # of Unique Individuals Admitted | # of Clients With Completed Needs Assessment | Average Length of Stay in Shelter (Days) | # of Individuals with Housing Plan in Place | # of Long-term Clients in Shelter System | % of Refugee clients in shelter | # of shelter restrictions | # of chronically homeless clients (over 6 months of homelessness in the shelter system) |
|----------------------------|----------------------------------|--|--|---|--|---------------------------------|---------------------------|---|
| <b>St. Clair Shelter</b>   |                                  |  |  |   |  |                                 |                           |   |
| <b>2021</b>                | 232                              | 118  | 71                                       | 121   | 63                                       | N/A                             | N/A                       | N/A   |
| <b>2022</b>                | 287                              | 287  | 42                                       | 133   | 130                                      | N/A                             | N/A                       | N/A   |
| <b>2023</b>                | 252                              | 235  | 71                                       | 17  | 27                                       | 59.17%                          | 45                        | 44  |
| <b>2024</b>                | 146                              | 143  | 117                                      | CS  | 43                                       | 35%                             | 18                        | 89  |
| <b>Kennedy Shelter</b>     |                                  |  |  |   |  |                                 |                           |   |
| <b>2021</b>                | 366                              | 227  | 63                                       | 253   | 145                                      | N/A                             | N/A                       | N/A   |
| <b>2022</b>                | 484                              | 484  | 64                                       | 238   | 242                                      | N/A                             | N/A                       | N/A   |
| <b>2023</b>                | 401                              | 60   | 311                                      | 144   | 7  | 68.86%                          | 89                        | 62  |
| <b>2024</b>                | 119                              | 119  | 185                                      | CS  | 40                                       | 58%                             | 3                         | 75  |
| <b>Bathurst-Lake Shore</b> |                                  |  |  |   |  |                                 |                           |   |
| <b>2021</b>                | 1400                             | 826  | 79                                       | 756   | 620                                      | N/A                             | N/A                       | N/A   |
| <b>2022</b>                | 1321                             | 874  | 84                                       | 722   | 644                                      | N/A                             | N/A                       | N/A   |
| <b>2023</b>                | 1600                             | 1350   | 58                                       | 357   | 576                                      | 38.43%                          | 768                       | 747   |
| <b>2024</b>                | 1009                             | 857  | 90                                       | CS  | 259                                      | 25%                             | 343                       | 476   |
| <b>Placer Court</b>        |                                  |  |  |   |  |                                 |                           |   |
| <b>2022</b>                | 457                              | 457  | 66                                       | 277   | 280                                      | N/A                             | N/A                       | N/A   |
| <b>2023</b>                | 208                              | 80   | 262                                      | 58  | 9  | 46.52%                          | 247                       | 56  |
| <b>2024</b>                | 199                              | 190  | 131                                      | CS  | 36                                       | 37%                             | 23                        | 49  |
| <b>Lawrence Shelter</b>    |                                  |  |  |   |  |                                 |                           |   |
| <b>2022</b>                | 441                              | 441  | 75                                       | 203   | 272                                      | N/A                             | N/A                       | N/A   |
| <b>2023</b>                | 397                              | 382  | 73                                       | 150   | 34                                       | 40%                             | 75                        | 42  |
| <b>2024</b>                | 251                              | 250  | 127                                      | CS  | 65                                       | 32%                             | 37                        | 97  |

|                 | # of Unique<br>Individuals<br>Admitted | # of Clients With<br>Completed<br>Needs<br>Assessment | Average<br>Length of<br>Stay in<br>Shelter<br>(Days) | # of<br>Individuals<br>with Housing<br>Plan in Place | # of Long-<br>term Clients<br>in Shelter<br>System | % of<br>Refugee<br>clients in<br>shelter | # of shelter<br>restrictions | # of chronically<br>homeless<br>clients (over 6<br>months of<br>homelessness<br>in the shelter<br>system) |
|-----------------|--|---|--|--|--|--|------------------------------|---|
| <b>Pacewood</b> |  |   |  |  |  |  |                              |   |
| <b>2023</b>     | 49                                     | 20  | 127  | 13   | 0  | 85%                                      | 4                            | 12  |
| <b>2024</b>     | 43                                     | 39  | 165  | CS   | 4  | 86%                                      | 4                            | 15  |

## Temporary Shelter Sites:

|                      | # of Unique<br>Individuals<br>Admitted | # of Clients With<br>Completed<br>Needs<br>Assessment | Average<br>Length of<br>Stay in<br>Shelter<br>(Days) | # of<br>Individuals<br>with Housing<br>Plan in Place | # of Long-<br>term Clients<br>in Shelter<br>System | % of<br>Refugee<br>clients in<br>shelter | # of shelter<br>restrictions | # of chronically<br>homeless<br>clients (over 6<br>months of<br>homelessness<br>in the shelter<br>system |
|----------------------|--|---|--|--|--|--|------------------------------|--|
| <b>Metro-Refugee</b> |  |   |  |  |  |  |                              |  |
| <b>2022</b>          | 227                                    | 227   | 55   | 117  | 52   | N/A                                      | N/A                          | N/A  |
| <b>2023</b>          | 406                                    | 406   | 69   | 261  | 12   | 100%                                     | 14                           | 8  |
| <b>2024</b>          | 645                                    | 643   | 215  | CS   | 55   | 100%                                     | 7                            | 236  |
| <b>Willowdale</b>    |  |   |  |  |  |  |                              |  |
| <b>2022</b>          | 873                                    | 873   | 49   | 441  | 328  | N/A                                      | N/A                          | N/A  |
| <b>2023</b>          | 622                                    | 622   | 69   | 192  | 199  | 100%                                     | 0                            | 0  |
| <b>2024</b>          | 695                                    | 675   | 215  | CS   | 205  | 100%                                     | 7                            | 355  |
| <b>Delta</b>         |  |   |  |  |  |  |                              |  |
| <b>2021</b>          | 433                                    | 394   | 120  | 403  | 237  | N/A                                      | N/A                          | N/A  |
| <b>2022</b>          | 678                                    | 678   | 119  | 521  | 255  | N/A                                      | N/A                          | N/A  |
| <b>2023</b>          | 725                                    | 725   | 243  | 310  | 267  | 18%                                      | 88                           | 132  |
| <b>2024</b>          | 527                                    | 491   | 249  | CS   | 251  | 29%                                      | 55                           | 305  |

Please note that the following indicators are new and as a result have “N/A” for previous years:

1. % of Refugee clients in shelter
2. # of shelter restrictions
3. # of chronically homeless clients (over 6 months of homelessness in the shelter system)



**MEAL PROGRAM:**

The measurements utilized for Homes First's shelters food programs, is the number of meals served by Homes First staff. Please note that this does not include catered shelter programs.

- **Kennedy Women's Shelter:**
  - **2022:** 54,750 meals, 18,250 snacks.
  - **2023:** 58,510 meals, 19,243
  - **2024:** 60, 225 meals, 21,900 snacks
- **101 Placer:**
  - **2023:** 68,885 meals, 32,540 snacks
  - **2024:** 93,075 meals, 31,025 snacks
- **Pacewood:**
  - **2023:** 53,655 meals, 17,885 snacks
  - **2024:** 27,375 meals, 15, 600 snacks
- **St. Clair Shelters:**
  - **2022:** 40,515 meals, 27,010 snacks.
  - **2023:** 53,655 meals, 17,885 snacks
  - **2024:** 60, 225 meals, 21,915 snacks
- **Lawrence:**
  - **2023:** 97,455 meals, 32,485 snacks
  - **2024:** 109,500 meals, 36,502 snacks

**Housing Programs:**

- **224 Spadina:**
  - 32,850 meals, 14,040 snacks
- **39 Dundalk:**
  - 60,225 meals, 20,075 snacks
- **Non-24 Hour Housing Programs**
  - 3,900 meals
- **Kendleton Support Services:**
  - 1,200 meals, 1276 snacks

From time-to-time, different community agencies and neighbours donate meals and food to Strachan, which is immediately distributed to the residents and has not been included as part of meal program numbers.

Our food program is effective in serving the nutritional needs of our shelters' residents.

## 4.E.

**To:** Homes First Society Board of Directors  
**From:** Patricia Mueller, HFS Chief Executive Officer  
**Subject:** HFS Community Development and Outreach Update  
**Date:** June 24, 2025

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**Recommendation:**

**That this report be received for information.**

**Background:**

Our past practice has been to review the Community Development and Outreach for the past year and to provide an update and plans for the upcoming year.

The plans have been developed by the Manager of Client Programming and Volunteer Engagement together with the Community Development and Client Programming Supervisor and are based on input from Programming Supervisors and the Managers specific to each site. Because these individuals connect with our neighbourhoods and communities, it was felt that the most effective way moving forward is coordinating efforts to ensure maximum impact. As a given, we have planned activities that enhance neighbourhood connectivity with the goals of, building life skills, reducing stigma, potential volunteers, and opportunities for our residents in the community.

**Comments:**

With a new robust management team, the Community Engagement team has significantly expanded its capacity and reach. Moving forward, there is significant momentum for expanding internal programming and external community outreach. Numerous partnerships with community groups, non-profits and service providers have resulted in a panoply of workshops, social outings, facilitated conversations and skillshares that appeal to Homes First's diverse community needs. With the SSHA's recent CABR directives and shelter directives targeting vulnerable populations, special attention and focus has been placed on developing programming for 2SLGBTQIA+ and BIPOC community groups.

**Strategic Considerations:**

Moving into 2025-2026, an emphasis will be placed on developing capacity for on-site virtual programming that is educational or culturally resonant and empowers the residents we serve. While virtual programming can still include recreational components like yoga instruction or sports games, the focus will be on topics and themes already identified by senior management, site managers, harm reduction teams, ICM teams and SSHA directives. A plethora of future virtual talks, workshops, skillshares, film screenings could address topics such as housing readiness, life skill building, 2SLGBTQIA and BIPOC histories, harm reduction-informed self-care, available programmes and community supports. Virtual programming (when recorded) has the added benefit of being incorporated into multiple programming blocks to afford audiences (with diverse work and school schedules) multiple opportunities to access a given resource.

**COMMUNITY DEVELOPMENT AND OUTREACH ANNUAL REVIEW:****After School Tutor:**

Thanks to a grant from the Telus Friendly Future Foundation, young residents living in non-24-hour housing will benefit from a Youth Development Program to be hosted at the Shiela Miller building and Meegwetch over the course of 2025-2026. Led by an experienced youth educator, this program will empower up to 40 youth (ages 6-17) from families that recently exited homelessness to enhance their academic outcomes, emotional well-being and social integration. Through weekly, drop-in sessions will be split between homework help and scheduled engagement activities that can provide a consistent outlet for creativity, self-actualization and developing interpersonal skills. As of June 2025, the educator has been identified and initial coordination is being planned between her, the programming team, non-24hr housing leads and the development team.

**Programming for Senior Residents:**

Thanks to a continued grant from the New Horizons for Seniors Program, residents at All Saints, Meegwetch, and Dundalk will enjoy art therapy sessions from a registered arts therapist, starting in June 2025. Over the course of nine sessions at each site, participants will have an opportunity to improve their mental, emotional and social well-being, and reduce social isolation. Senior members of the Programming and Community Engagement teams will also organize arts-related outings for residents of these sites starting in the Fall 2025.

**Pride Toronto:**

This year's Pride was the loudest and proudest the Community Engagement teams have seen to date. We were able to fill over 200 spots (new record) of staff and residents who proudly represented Homes First and marched in the Pride Parade. We also continue to draw upon our deepening partnership with the 519 to cultivate a greater Pride presence and awareness of 2SLGTQ+ issues and training moving forward. With a full roster of Programming Supervisors, the Community Engagement team has made great use of the many initiatives and activities offered through the Pride Toronto Newsletter and webpage, as well as made connections to host and attend their own drag shows for our residents at our shelters.

**Music Therapy:**

Beginning in April 2023, Earthtones Music Therapy & Holistic Wellness has been offering music therapy to residents. With the support of a recent grant from the Catherine Meighen Foundation, this service has expanded to include the purchasing of instruments for use by shelter staff and residents, as well as dedicated senior-focused music programming at Delta, Willowdale, Shuter, and Bellevue. In the past year, we have been able to expand the art therapy programs to the Pacewood, Kennedy Women's Shelter, Placer Court, Metro Refugee Shelter, and the Kendleton.

**Street Haven:**

With the increase of refugee claimants and refugee status residents at our shelters, Street Haven has become an extremely valuable and supportive partner. They offer training, employment support, referrals, creative writing classes, in addition to offering an 8-week "Skills for Success" course where our residents can receive Canadian experience training, rent smart services, skill

development, all with a one-on-one case worker and a certificate when completed. We have hosted the Skills for Success program twice in at Willowdale, Bathurst-Lake Shore, and the Metro-Refugee locations.

### **Arts Programs/Wellness Programs:**

Weekly arts therapy sessions at the Delta, hosted by The Neighbourhood Group, will soon be supplemented by a second series of drop-in arts sessions led by staff.

Concerts in Care continues into 2024 for residents at Delta, Metro Refugee Shelter, and a private concert for the residents of the Lawrence Shelter.

The weekly Meegwetch yoga program had been running since mid-April 2024. A long-time favourite, with a built-in core of regular attendees, plans are already in place to restart this program later this year by locating a replacement volunteer.

### **City of Toronto (North York Mobile Housing Pop-Up Supports):**

In partnership with the City of Toronto, North York, Homes First has been able to establish two ongoing Housing Support Pop-Up's at both Placer Court and the Willowdale Welcome Centre. This is a coordinated effort with multiple local agencies in North York that can support our residents with legal aid, mental health resources, settlement service, immigration assistance, and community building. This pilot is planned monthly and happens onsite at both Placer Court and Willowdale. We supported over 250 Homes First residents in these two shelters.

### **Jumpstart Refugee Services:**

Jumpstart has provided popular workshops and information sessions regarding talent recruitment, job readiness and training, tours, and 1-on-1 consultation for newcomers in our shelters. We have hosted events and workshops at Placer Court, Willowdale Welcome Centre, Metro-Refugee Shelter, and Bathurst-Lake Shore Shelter.

### **Toronto Humane Society & SNYP Truck:**

With the Diversity, equity, and inclusion Programming Supervisor taking the lead, we have been able to increase Toronto Humane Society and SNYP Truck services at all of our shelters, as well as at several housing locations. The SNYP truck provides spaying and neutering, grooming, first aid, and medical services for the pets living at Homes First's locations.

The Toronto Humane Society also offers virtual training to our Enhanced Service Supervisors. The training offered an introduction to the human-animal bond; an overview of Toronto Human Society services; a discussion of emergent versus urgent emergencies: biosecurity disease and parasite management; an overview of preventative medicine (e.g., what are vaccines, microchips, and their importance); how to manage dog bites, reporting to Toronto Public.

### **Community Follow-Up Program:**

The Community Follow-Up Program is operated by Homes First and supports clients with complex needs to stabilize into their housing, post-shelter. The program seeks to work with the community through connecting clients to psychiatrists, medical doctors, psychotherapists, social supports, meal programs, legal supports, foodbanks, and financial supports such as a trustee. Many

community service providers have become familiar with the Homes First Follow-Up Program as a result of a significant number of client referrals.

### **Resident Council:**

Our Resident Council kicked off in May 2022. It currently consists of 10 residents from our various housing and shelter locations. The Resident Council has been tasked with overseeing the spending a \$10,000-\$15,000 budget on projects and/or activities with the goal of enhancing the lives of Homes First's residents.

In the past year, the Resident Council purchased colour printers for the sites that did not have any, including the hotel shelters. They also voted on activities for this summer to be funded by the Resident Council funds. Comedy shows, FANEXPO, Mirvish productions, and Ripley's aquarium tickets were voted as the events chosen, many of which have now been purchased and distributed. They have also voted to enhance the residents' newsletter with volunteer honorariums to communications volunteers and by paying for printing costs and newsstands for each site.

The projects the Resident Council selected to focus on in 2024-2025 are:

- Enhancing access and the quality of resident newsletters (continuing to pay volunteer to provide content and graphic design).
- Providing opportunities to housing residents to get out and explore their community and have some fun.
- Enhance mental health outreach via volunteers and service partnerships with local councillors.
- Use budget to pay wellness facilitators, such as yoga, meditation, etc.
- Set-up counselling services at various housing and shelter locations.

### **Council Fire:**

As a cultural agency that involves and serves the diverse Indigenous communities of Toronto/Tkaronto, Council Fire is an organization that offers unique supports to many of our First Nations and Metis residents. Since late 2021, the community engagement staff have helped to coordinate Council Fire-facilitated cedar bundle workshops and have regularly attended meetings with their Restoring Relations Working Group, a group of faith groups and NGOs working towards truth and reconciliation.

Council Fire staff offer regular culturally appropriate programming to residents of 224 Spadina, as well as occasional programming to the residents of Delta. Council Fire's "Re-Villagizing Our Community Program" consists mainly of two activities. The first, Medicine Workshops, offered by a Council Fire Cultural Resource Coordinator once a month, offering participants awareness of Indigenous medicines and promote their incorporation into daily life; the second, Kizhaay Anishinaabe Niin (I am A Kind Man), will run on a weekly basis and provides men and male-youth with Indigenous-based concepts and teachings that can help end violence against women. Some of the workshops a teaching use cedar bundles, an Indigenous medicine for protection and sage burning, as a result we have increased the number of safe spaces to conduct these teaching inside our buildings.

**Living Library:**

In partnership with a local volunteer photographer, Homes First Community Engagement and Communication teams are in the process of relaunching its “Living Library” photo-essay project, an initiative to share the personal stories of Homes First residents in the form of short, transcribed interviews and professional-grade photographs. Text and images will ultimately be combined into a photo-essay book, with excerpts of the project published on the Homes First website and in fundraising/promotional materials.

**2SLGBTQ+ Shelter – The Pacewood:**

With the launch of Toronto’s first dedicated 2SLGBTQ+ shelter in November of 2022, Homes First entered into a full and robust partnership with The 519 to provide dedicated referrals and follow-up supports for this population. With the site now at capacity (and currently boasting a majority trans/non-binary/gender-diverse population) residents benefit from the regular programming and services offered by the 519’s Manager of Programming Services, including MPOX clinics, movie nights, and fitness classes. We have planned a naming ceremony, community BBQ, gardening event, anniversary party all in 2023. The 519 has also hosted numerous community dinners with 519 staff, and it was the Pacewood Shelter’s residents who selected the new name for the shelter.

**Toronto Public Library:**

During the past year, the Toronto Public Library has offered free library tours at multiple branches and has been an excellent resource for ESL classes, computer training, recording studios, and meeting spaces.

**Community Engagement with Neighbourhood and Community Liaison Committee’s (CLC):**

In total we have Community Liaison Committees for the Willowdale Welcome Centre, Bathurst-Lake Shore, Metro-Refugee, Delta, and Lawrence Shelters. Depending on need and the consensus of each Committee, the Community Liaison Committees meet on a monthly, bi-monthly, or quarterly basis.

Community Engagement activities are held in collaboration with outreach teams such as One Community Solutions, SSHA-City of Toronto, Streets to Homes, Agincourt Community Services, The Works, Toronto Police, and local councillors’ offices. Along with maintaining the Community Liaison Committees, community engagement also entails responding and collaborating with stakeholders around the shelters to address concerns, answer questions, and provide referrals.

A significant part of our activities includes providing community education through Community Liaison Committee presentations in conjunction with service providers and various partners. These efforts go a long way towards building bridges, defusing anger, reducing stigma, and ultimately of getting everyone to a place of mutual understanding.

**IN DEVELOPMENT FOR 2025:****Scarborough Centre for Healthy Communities:**

Through out 2025, SCHC will conduct bi-weekly and sometimes monthly workshops around a wide range of health and mindfulness topics. These workshops will be for the residents living at the Kennedy Women’s Shelter.

**BIPOC 2SLGBTQ Supports Services:****DEI Initiatives:**

In line with the updated Toronto Shelter Standards that continue to be rolled out, the Community Engagement team will be focusing on developing partnerships and programming that addresses the needs of three traditionally underserved subsets of homeless and street-involved communities:

- 2SLGBTQIA+ residents;
- Indigenous residents; and,
- Black and POC-identifying residents.

Collaborations with BIPOC-led and/or -focused organizations will be the focus of future organizing efforts by Community Development and Client Programming staff, with organizations such as Dodem Kanonhsa, Native Canadian Centre of Toronto, East Scarborough Storefront, Rainbow Health, Black Community Action Program (BCAP)/Skills For Change and Taibu are under consideration.

In 2025 we have worked will work with ACT Toronto and CAYR to promote circle work and bring awareness to AIDS prevention and sexual health. We also plan to work with NNIR at our refugee sites to promote safe sexual health practices.

We are also working with The 519 to promote their drop-in spaces, training opportunities and support groups for BIPOC and 2SLGBTQ+ folks

Later in 2025, the Supervisor of Client Programming, DEI, will also be rolling out a series of workshops intended for residents in our shelters in housing. The workshops will include Anti-Hate Speech, Importance of Land Acknowledgement and Decolonization, as well as fitness workshops for the physically impaired and those with limited mobility.

**39 Dundalk Community Liaison Committee (CLC)/Community Engagement:**

In 2024, in collaboration with the Housing Secretariat, we begun the early stages of the development of a Community Liaison Committee (CLC) at 39 Dundalk in order to increase communication and build capacity for community collaboration and resident engagement. Activities include visiting local businesses, flyer distribution, and in-person community meetings with the local Councillor and community members.

Both the Manager and Supervisor of Community Engagement are working together to develop programming and volunteer opportunities that best suit the wants and needs of the residents of 39 Dundalk. This will also be in collaboration and supported by our site Management and Supervisory teams. We are currently planning a community barbeque in conjunction with the TCHC building located next door, as well as other local community members.

**Queen West Community Health Centre, Dixon Hall and Homes First Community Education Workshops:**

Continuing collaborations with Dixon Hall, Community Development and Client Programming staff will be expanding the suite of workshops on offer to community groups and external stakeholders. 2024 was mainly focused on offering this training to St. Mike's health care teams.

- Homelessness 101;
- Intersections of Homelessness and 2SLGBTQ+ identities;
- Mental Health 101;
- Harm Reduction 101; and,
- De-escalation and Building Compassion.

#### **The Wise Self Psychotherapy Clinic:**

An Etobicoke-based therapy clinic specializing in Cognitive Behavioural Therapy, Eye Movement Desensitization and Reprocessing Therapy, and Dialectical Behaviour Therapy, as well as parenting coaching services, Wise Self, have been providing free zoom-based therapeutic supports to newcomer shelter residents at the Pacewood and Metro-Refugee shelters since early 2023.

#### **Barber and Haircutting – Inner City Health Associates/Fade Kings:**

In 2025, the collaboration with Fade Kings will be taken to the next level when the Manager of Community Relations will collaborate on offering trainings in haircutting to select residents.

#### **Waterfront Neighbourhood Centre:**

Located across the street from the Bathurst-Lake Shore Shelter, the partnership we have with the Waterfront Neighbourhood Centre has never been stronger. Not only are they actively in communication regarding encampment and community concerns, but they also regularly share events, community space, donations, and much more.

#### **Imagine Clinic – University of Toronto:**

Imagine Clinic is an interprofessional community-based clinic is run by students from Medicine, Nursing, Pharmacy, Social Work, and Physiotherapy Departments of the University of Toronto.

Since 2021, Imagine's Health Promotions team has been producing and facilitating workshops for Homes First's shelter residents on topics including vaccines, frostbite prevention, wound care, and diabetes management. In the past year we have expanded the workshops to Pacewood and the Metro-Refugee Shelter.

Engagements have intensified by means of in-person workshops facilitated by Imagine volunteers and supervised by Homes First's Harm Reduction and Community Engagement teams. The onsite clinics at the shelters focused on foot care, mindfulness, diabetes management, and anger management.

#### **The Works:**

Homes First's Harm Reduction Program continues its partnership with The Works to provide harm reduction supplies, including literature, condoms, drug kits, and more. Homes First will continue to work with The Works to provide harm reduction supports to peer leaders in the program as well as to resident participants.



## 5.A.

**To:** Homes First Society Board of Directors  
**From:** HFS Executive Committee  
**Subject:** HFS 2025-2026 Board Meeting Schedule  
**Date:** June 24, 2025

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**Recommendation:**

**For discussion and decision.**

**Background:**

At the Executive Committee meeting held on June 11th, the scheduling of Board meetings as well as the manner in which they will be held (in person or online), in addition, the need to align the schedule with the quarterly reports was discussed.

As time is needed for staff to gather information for the quarterly reports, it is recommended that meetings be scheduled to be held 3 weeks after quarter end. In addition, as there is additional work and time required for year end, fourth quarter reporting requires additional time and is therefore recommended that the first meeting of the year take place in February.

The Executive Committee also discussed the value of holding both in-person and virtual meetings and are striving for a balance of both.

The following is the proposed HFS 2025-2026 Board meeting schedule:

|   |                  |                                   |
|---|------------------|-----------------------------------|
| Tuesday, July 22, 2025  | On Zoom          | 2nd Quarter Reporting             |
| Tuesday, September 9, 2025  | In Person        | Educational Meeting               |
| Tuesday, October 21, 2025   | On Zoom          | 3rd Quarter Reporting             |
| Homes For Dinner – Chapters of Hope – will be held on Saturday, November 15th |                  |                                   |
| Tuesday, December 2, 2025   | In Person        | Celebratory/End-of-Year Meeting   |
| Tuesday, February 24, 2026  | On Zoom          | Year End/Fourth Quarter Reporting |
| Tuesday, April 21, 2026   | TBD              | 1st Quarter Reporting             |
| Tuesday, June 2, 2026   | TBD              | Pre-AGM Meeting                   |
| <b>Tuesday, June 30, 2026</b>   | <b>In Person</b> | <b>Annual General Meeting</b>     |
| Tuesday, July 21, 2026  | On Zoom          | 2nd Quarter Reporting             |

**Notes:**

The Board of Directors meetings are scheduled to begin at 6:00 p.m.

The Annual General Meeting is scheduled to begin at 5:30 p.m.

Not including the AGM, the above schedule is for a total of 7 regular Board meetings.

## 8.A.

**To:** Homes First Society Board of Directors  
**From:** Cynthia Stacey, HFS Governance & Nominating Committee Chair  
**Subject:** HFS 2025-2026 Committee Composition & Terms of Reference  
**Date:** June 24, 2025

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**Recommendations:**

For information and discussion.

**Background:**

At the June 11th HFS Executive Committee meeting, the Committee asked that an updated Committee Composition and Committee Mandates be circulated to the Board of Directors for information and discussion.

**HFS 2025-2026 Committee Composition (*at time of writing*):**

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|---|--|
| <b><u>Executive Committee:</u></b><br>Jordan Wong (Chair)<br>Christie Brenchley (Secretary)<br>Greg Lawrence (Treasurer)<br>Megan Mitchell (Vice Chair)         | <b><u>Communications &amp; Fundraising Committee:</u></b><br>Mike Heinrich (Chair)<br>Faisel Gulamhussein<br><i>Jeremy Roach</i><br><i>Shelagh O'Donnell</i> |
| <b><u>Finance &amp; Audit Committee:</u></b><br>Megan Mitchell (Chair)<br><i>Faisel Gulamhussein</i><br>Cynthia Stacey<br>Rhema Stevenson<br><i>Kitty Tsang</i> | <b><u>Governance &amp; Nominating Committee:</u></b><br>Cynthia Stacey (Chair)<br>Christie Brenchley<br><i>Carla Whillier</i><br>Jamie Yoon                  |
| <b><u>Portfolio Committee:</u></b><br>Jordan Wong (Chair)<br>Dror Duchovny<br>Greg Lawrence<br>Shawn Winsor   |  |

**Notes:**

- *Italics* indicate non-HFS Board of Directors member.
- \*The Chair of the HFS Board of Directors is an *ex-officio* member of all Committees.
- As per our bylaws, the Chairs of Committees must be Directors on the HFS Board of Directors.

Directors are invited to indicate which Committee(s) they would like to serve on for the 2025-2026 term.

**MANDATES OF HFS COMMITTEES:**

The mandates of the Executive, Finance & Audit, and the Governance & Nominating Committees as per our bylaws are as follows:

**Executive Committee:**

The Executive Committee shall have such powers, including delegated powers, of the Directors as the Directors may determine. The Executive Committee shall be made up of the Chair, the Secretary, and the Treasurer, and any such other Directors as the Board may from time to time appoint.

**Finance and Audit Committee:**

There shall be a Finance and Audit Committee which shall have such roles as the Board may determine from time to time. It shall be chaired by the Treasurer.

**Governance and Nominating Committee:**

The Governance and Nominating Committee shall:

- (a) Reviews Bylaws and policies and recommends amendments as necessary;
- (b) Make recommendations on governance issues;
- (c) Consider all applications and prepare a slate of one (1) or more candidates for each office which will be vacant and for which an election will be held at or after the Annual Meeting;
- (d) Recommends election procedures;
- (e) Accept any additional written nominations for elected office any time prior to the holding of annual elections, without precluding the Chair of the meeting from accepting further nominations from the floor at the time of the election;
- (f) Make recommendations to the Board of names of persons to fill vacancies in offices of the Directors and Officers that occur throughout the year; and
- (g) Ensures that orientation for new Directors is provided.

**ADDITIONAL TERMS OF REFERENCES AND COMMITTEES:**

In the addition, the Board of Directors has approved the following terms of references:

**Executive Committee:**

The Executive Committee will consider and make recommendations to the Homes First Society Board with respect to legal and human resource issues and the strategic planning process and perform all other duties as may be delegated by the Board. Between Board meetings, it has the authority to act on matters consistent with established Board policy and to approve unbudgeted expenditures; and will report such actions to the Board at the earliest opportunity.

**Finance & Audit Committee:**

The Finance Committee reviews, amends, and approves all financial statements, policies, and annual budgets; reviews and approves audited statements; reviews and oversees the investment portfolio; and makes any necessary recommendations to the Board of Directors. When necessary, it reviews and advises the Board on finance-related issues which may affect the operations of the Society and ensures that the Society's financial business and activities are conducted in accordance with established financial policies and statutory requirements.

## **Communications & Fundraising Committee:**

*Please note, the Board has come to a consensus for the separation of this Committee into two separate Committees; however, a formal motion has yet to be made.*

To provide advice and recommendations to management and Board of Directors on matters related to communications, fundraising, marketing, and public relations for Homes First.

To provide a forum for the creation, development and evaluation of communications, fundraising, marketing, and public relations initiatives to enhance the visibility and image of Homes First to support organizational objectives.

### **Responsibilities:**

1. Review and provide input on strategies and plans for positioning and marketing Homes First and its brand entities.
2. Receive bimonthly updates (and on an as needed basis) from management on communications, fundraising, marketing, and public relations initiatives, including progress and results against goals.
3. Monitor activities to ensure they are aligned with Homes First's Bylaws, policies and procedures and strategic plan.
4. Ensure that effective communication and fundraising management policies and procedures are in place for Homes First.
5. Provide advice to Management, and the Board, on communications and fundraising matters as they arise, and ensure that issues/opportunities identified by the Board of Directors are addressed.
6. Work with Management to ensure that appropriate internal and external resources are in place to implement plans successfully.
7. Oversee the controls, mitigation and management of communications related risk to the organization.
8. Provide input on any other marketing and communications matters as appropriate.

## **Portfolio Committee:**

The Portfolio Committee will provide a periodic review of staff initiatives relevant to the HFS portfolio of properties and will provide updates and/or recommendations to the Board of HFS on these matters. The committee's scope will include the entire supportive housing and shelter portfolio, whether owned, leased or otherwise managed by HFS. The committee's primary responsibilities include:

- Assessing opportunities to expand or otherwise optimize HFS' housing portfolio with respect to, among other things:
  - development;
  - maintenance;
  - partnerships; and
  - resident needs;
- Considering the risks associated with the housing portfolio made known to the committee, including but not limited to reputational, financial, legal and governance;
- Working with HFS' Finance Committee to understand the cost and, if applicable, the financial benefit of new housing opportunities;

- Corresponding with HFS's Finance Committee to review significant proposed capital expenditures relating to structural repairs. For greater certainty, this will not involve the review of normal course repairs and maintenance;
- Considering management's procedures to meet or exceed building safety standards and/or regulatory requirements;
- Ensuring HFS has appropriate property insurance;
- Making recommendations to the Board regarding any of the above.