

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

February 28, 2022

This virtual meeting is open to the public. Members of the public who wish to be asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by Zoom:

<https://us02web.zoom.us/j/84039119491?pwd=eE8yWk5wWU5pdytXL1RtRzY4V1MyQT09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 840 3911 9491

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Recommendation (*attached*)
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of January 31 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Admin Budget Update
 - 6.2. Audit Update

7:15

7. Standing Committees
 - 7.1. Strategy & Finance Committee Report
 - 7.2. Membership, Outreach & Inclusion Committee Report (*draft Feb 16 notes attached*)
 - i) AGM
 - ii) Board Recruitment

7:30

8. COVID-19 Update
9. Program Update (*attached*)
10. Prenatal Program Update
11. Neighbourhood Food Hub Update (*attached*)
12. Don Summerville Update

8:05

13. Directors' Concerns

8:10

14. Adjournment

CALL TO ACTION #18 - Health

Truth and Reconciliation Commission (TRC)

We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.

What's happened?

In January 2021, the federal government announced plans to co-develop legislation "to improve Indigenous access to high-quality, culturally relevant health services."

The legislation is to be developed in consultation with First Nations, Inuit and Métis leadership, Indigenous women's organizations, health professionals and the provinces and territories.

In March 2021, during a Nishnawbe Aski Nation virtual chiefs assembly, Pam Damoff, parliamentary secretary to the minister of Indigenous Services Canada, said they plan to draft legislation by the end of 2021.

In 2019, the federal government acknowledged the current state of Indigenous health in Canada is a direct result of previous Canadian government policies.

According to the Crown-Indigenous Relations website, "The Government of Canada recognizes that the current state of Indigenous health is a direct result of the shameful historical legacy of colonialist policies and interventions against the well-being of Indigenous peoples and communities, including Indian residential schools, the Sixties Scoop and other harmful practices. The intergenerational impacts of Indian residential schools are well documented in international and national evidence cited in Government of Canada publications and specifically recognized in partnership agreements with Indigenous governments and representatives."

British Columbia, Alberta, Manitoba, Ontario, the Yukon and the Northwest Territories have also officially acknowledged this.

In 2021, the Quebec government refused to adopt 'Joyce's Principle.'

Joyce Echaquan, a 37-year-old Atikamekw woman from Manawan, died at the hospital in Joliette, Que., in September 2020, shortly after filming hospital staff insulting her as she cried for help.

The Atikamekw Council of Manawan and the council of the Atikamekw Nation created Joyce's Principle to make sure Indigenous people get equitable access to government health and social services.

The federal government provided \$2 million to the Atikamekw Nation and Manawan First Nation to implement the principle.

But the Quebec government has balked, saying the manifesto calls for the acknowledgment of systemic racism in the province, something the Coalition Avenir Quebec government insists does not exist.

In 2013, the British Columbia First Nations Health Authority took over federal British Columbia operations in First Nations health.

In 2017, Nishnawbe Aski Nation signed a charter of relationship principles alongside federal and provincial ministers of health that set out common objectives and set all three governments on the path to transform the delivery of health in Nishnawbe Aski Nation territory.

In March 2018, a Memorandum of Understanding was signed between the federal government and Manitoba Keewatinowi Okimakanak (MKO), which represents First Nations in northern Manitoba. According to a federal statement, it was a commitment “to support health care transformation for MKO communities.”

In 2020, First Nations in southern Manitoba signed an agreement with the federal government to take greater control over their health care services. Southern Chiefs' Organization Grand Chief Jerry Daniels and Pine Creek First Nation Chief Karen Batson signed a memorandum of understanding, which outlines principles of equitable and culturally appropriate health care for the 34 First Nations represented by the organization.

The Liberal Party's 2019 election platform said it would "ensure that Indigenous Peoples have access to the high-quality, culturally relevant health care and mental health services they need" and pledged to "co-develop distinctions-based Indigenous Health legislation – backed with the investments needed to deliver this care."

Data collection gaps in regards to health of First Nations people off reserve, Inuit outside Inuit Nunangat and Métis were highlighted by the COVID-19 pandemic.

Source: CBC Beyond 95 <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=1>



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting January 31, 2022 – by Zoom video conference

*A neighbourhood partnership fostering community
through social and informative programs for individuals and families.*

Present: Simone Hodgson, Jean Lim-O’Brien, Tim McNab (Chair), Sue Munn, Andre Riolo,
Eadit Rokach, Jim Valentine

Regrets: Hamdi Abdo, Councillor Paula Fletcher, Vai Teng Law

Staff: Susanne Burkhardt, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

Tim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

2. Indigenous Land Acknowledgement

Tim highlighted TRC Call to Action #17 – Language and Culture. Tim also highlighted some of the actions taken by the federal and various provincial governments.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of November 29 Board of Directors Meeting

One correction in the program update portion of the minutes. Remove the “f” in the 3rd sentence.

MOTION (Rokach/Munn)

To accept the minutes of November 29, 2021 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O’Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

6. Finance - Year-to-date Financial Report

There is no financial report this month as Monica is working on year end financials. They will be presented at the next board meeting. Monica will be drafting procedures for EFT transfers to eliminate any confusion.

6.1. Audit Process

Susanne provided an update and shared that preparations are under way for the audit. Staff will prepare materials and will send them to the auditor the week of February 21.

7. Standing Committees

7.1. Strategy and Finance Committee Report

Susanne provided an overview of the committee notes. Chris Govern attended the meeting and worked with members to produce a strategic planning work plan. Susanne highlighted the workplan, key tasks and timelines. Once all the work is completed, Chris will compile into a report.

7.2. Membership, Outreach and Inclusion Committee Report

Susanne provided an overview and highlighted the results from the Board diversity survey. She provided an overview of board competencies and skills and went over the current board diversity. All board members filled this out with the exception of the Councillor and School Trustee, whose spot is vacant. The committee recommended the following priorities for recruitment:

- members of communities that experience barriers to equal access,
- members who are currently or have a household member in Applegrove programs, and
- members with experience in finance, seniors' issues, food security and information/digital technology.

Applegrove currently has a diverse board and the committee wants to maintain that. One member suggested if there are two equal candidates, to pick one in a priority groups. The nominations committee will make this decision. Susanne will make sure to highlight the board recruitment priorities on the recruitment flyer.

MOTION (Lim-O'Brien/McNab)

To accept the Membership, Outreach and Inclusion report as presented.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo - yes

MOTION (Valentine/Rokach)

To accept the Strategy and Finance report as presented.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo - yes

MOTION (McNab/Riolo)

To authorize the MOI committee to if the AGM will be held virtually or in-person.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo - yes

8. Program Update

May highlighted the program update report. Due to pandemic restrictions most programs reverted back to virtual activities after the holidays. However, now that the restrictions have been lifted, the EarlyON and seniors' programs will add some in-person programming. The afterschool program delayed opening to align with the school's opening. Then we were hit with two snow days which allowed for staff to do some program planning and training. The seniors' program will host the annual Seniors Active Living Fair as a virtual event during the week of March 14-18. Finally, two nursing placement students from Ryerson have started at Applegrove. One will work with EarlyON and the prenatal program. The other will work with the seniors and afterschool programs.

9. Food Hub

Susanne provided an update on the partnership between Applegrove and Greenbelt Markets. Last year, this was a contractor relationship, however what is emerging is more of a partnership model. Applegrove's role will include taking in charitable funds. A new agreement is being drafted and Susanne is hoping to get a pro bono lawyer who specializes in non-profit law through the Maytree Foundation to review it.

Susanne shared that Applegrove has not released any funds to the Food Hub because the CSP grant funds will not be confirmed until City Council passes the budget. Although there is a small risk to Applegrove, Susanne would like to propose that Applegrove release \$5000 in hold-back funds remaining from the 2021 CSP grant, \$20,000 from existing Canada Helps donations made to the Food Hub in 2021, and to advance \$10,000 of the CSP funding to Green Belt Markets. It is important the Greenbelt Markets is paid for the work they are doing. Susanne informed the members that the \$10,000 funds would come out of our surplus funds and will recoup funds when the CSP funds become available. If we are not able to advance the funds, Green Belt Markets would scale back their time on Food Hub work. Members were in agreement with this but wanted to make sure it was short-term and that Susanne let the City know we are fronting the funds.

MOTION (Lim-O'Brien/McNab)

To authorize the Executive Director to advance \$10,000 from Applegrove surplus funds to Greenbelt Markets, which will be recovered when the 2022 Community Service Program grant funding is received by Applegrove.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo - yes

10. Don Summerville

Susanne provided an update that TCHC is restructuring and Sundus Balata, who Applegrove has been working closely with, will no longer be with the revitalization team. This is unfortunate as there was a good working relationship built among TCHC, Context and Applegrove. There will be a transition period and Susanne is hopeful there will be support from Sundus' supervisor and the Revitalization Assistant. Susanne will keep an eye on her workload and keep the Board informed of any issues.

The scholarship program is starting up again for 2022. Applegrove typically provides a representative to the selection panel. The time commitment involves an hour for an orientation session and an hour for an evaluation session. Representatives will also have to review and grade all applications. The deadline for the applications is April 1 and representatives will have 2.5 weeks to grade. Sue Munn volunteered to be a representative for Applegrove. Eadit is also interested but may not have time this round.

11. Branding Update

Susanne provided an update and shared that Sherpa Design came back to Applegrove with another design. Susanne has asked staff for feedback and showed the design to board members. She provided an overview of the concept, mood board, colour palette and rationale. Overall the Board liked the design, and some members asked about accessibility and whether the font was common and available to printers.

12. Directors' Concerns

None

13. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Eadit Rokach.

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo - yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Notes

February 16, 2022 at 6:00 p.m.

Present: Pierre Bois, Vai Teng Law (Chair), Jean Lim-O'Brien

Regrets: Simone Hodgson, Moneca Yardley

Staff: Susanne Burkhardt, May Seto (Recorder)

1. Welcome

2. January Meeting Notes – no follow up required

3. Activities & Events

a. AGM Planning

After staff/committee discussion and assessing the COVID situation it was agreed that the AGM should be virtual. Due to Zoom fatigue we will plan to do strong outreach. We will use a similar meeting template but refresh the trivia. Josh put out a call for a volunteer videographer, but no luck yet. Vai's partner can help if it's not too much work. We hope to include clips of the mosaic installation, filmed interviews, seniors dance group and some photos.

b. Awards Update

Susanne provided an update. Applegrove has one staff who has completed 10 years and Jim has reached 6 years with the board. Susanne suggests East End Arts for the Lucy Award as they are a great partner and we look forward to further collaboration in the future. No candidate for a Golden Apple Award was identified this year, as COVID has limited options for making contributions. Nellie awards are usually focused on a volunteer in each program. Due to COVID we don't have many volunteers, however two peer calling volunteers in the senior's program will receive awards.

Susanne is interested to hear from committee on evolving the Nellie's awards so they are not as tied to individual programs but rather are open to Applegrove volunteers overall. Rationale is that Applegrove is branching out beyond its core programs more, and this allows us to recognize other volunteers.

c. Celebrations Calendar - Lunar New Year, Black History month

Josh is working on an outlook calendar of cultural/diversity celebrations so we can make sure to include in our programming and organization. May reported that staff have been doing activities to celebrate Lunar New Year (LNY) and Black History Month. While there is much programming related to celebrations, Applegrove has not done much for staff in the past, so for LNY we brought treats and for Black History Month, staff suggested supporting entrepreneurs from the black community. Staff also suggested

celebrating diversity within our staff team and not just tied to a specific celebration. Susanne and May plan to recognize staff birthdays with decorations and treats.

d. All-Candidates Meeting

Susanne shared that provincial (June) and municipal (October) elections are coming up. Applegrove will work with Eastview and Ralph Thornton to host some all-candidates meetings. In past Ralph Thornton has done café style meetings where public go around and speak to candidates. Current thinking is to do 2 all candidates meetings for each election; one traditional style and one café style. Eastview and Applegrove can host 1 each; Applegrove's will host at Neighbourhood Food Hub. Susanne will keep the committee updated. Susanne also shared that at a future ED meeting, the City will review rules during elections with AOCCs.

4. Board Recruitment & Nominations

a. Board Recruitment

i. Update

Susanne shared that the posting was promoted far and wide, including on the Charity Village website. We haven't had any inquiries and need input from this committee on next steps. We have 2 weeks to the deadline but anyone can be nominated up until the meeting, however nominees who meet the deadline can become members and therefore vote at the AGM.

ii. Next Steps

Members suggested using the Duke/Bowmore school newsletter or LinkedIn for promotion, as well as university finance program sites. Staff will do another Facebook post, tag some other organizations, and send out to our partners. Members looked at the old candidates list who were interested in the last two years and will reach out to them. Susanne also shared that the AOCCs have different approaches regarding nominations, for example recommending a slate of candidates vs a membership vote. The committee will provide a nomination update at the board meeting on Feb. 28.

5. Diversity, Equity and Inclusion

a. Diversity, Equity and Inclusion Assessment update

Susanne shared that we received the results and a preliminary report from the DEI survey. Next steps are to hold interviews:

- One for management (3 staff and board members)
- One with staff (core and afterschool groups because they are different and important to get each perspectives)

Applegrove will have to pay extra if we do two staff groups. After the interviews, the consultants will prepare the report with recommendations. Susanne shared that the survey results were an eye opener and points to some things of concern and some areas in which more clarity is needed, which can hopefully surface at the interviews. Vai will review the report and discuss the next steps with Susanne.

6. Updates

a. *Branding*

Susanne reported that an updated concept was prepared by Sherpa. Based on review with staff and board, Applegrove will move forward with the logo with a few tweaks. The plan is to launch the branding at the AGM.

b. *Communications Strategy and Calendar*

Josh is working on a communications strategy and calendar to create consistency and key messaging. He is working with a volunteer on how to implement the new branding and integrate it into our social media and communications plan.

c. *Website*

Josh, Nanor and Susanne all received training on Wordpress. Josh will be the lead and Nanor will be the back up staff. We will train an additional staff in the future.

Susanne shared that we will work with Context to create a Don Summerville and tenant employment page on our site. Along with supporting tenant engagement it creates a connection to Applegrove among Don Summerville tenants.

d. *Online Registration/CRM System*

Applegrove is working with the City to develop an agreement that meets both Amilia and City needs. Susanne hopes to have something soon.

7. Annual Committee Work Plan

Susanne highlighted the workplan and shared that it will be driven by strategic plan, CRM, DEI work, and AGM. As these things evolve the details can be flushed out a bit more.

8. Other Business

a. *Membership*

The AOCC EDs are a great table for sharing information and working through issues. Membership will be in a future discussion. Susanne shared that Applegrove will need to review our bylaws based on the new provincial legislation and this may feed into our membership discussion. MOI members felt it might be better to give it a community approach as opposed to a revenue generation approach.

b. *Staffing update*

The posting for the new manager position closed yesterday. Interviews will be done late March. Susanne has reached out to the Waterfront staff in the same position to help in the 2nd round of interviews so we have someone familiar with IT.

c. *Board vaccinations*

The City has passed a policy that members wishing to attend an in-person meeting must provide proof of vaccination. The board secretary is responsible for monitoring proof of vaccinations. Further instructions to come from the City

Next meeting: March 16 at 6 pm

PROGRAM UPDATE

February 28, 2022

EarlyON

- Staff continue to offer digital drop-in, Instagram live, recordings and check-in calls.
- As of Feb 8, the program is being offered indoors, outdoors and online.
- Indoor sessions have been well attended, participants are enthusiastic about returning.
- Due to TDSB requirements, staff are asking for proof of vaccinations for this site during indoor sessions.
- One of their youtube story recordings went viral with more than 28,000 views to date!

Seniors

- There is a lot going on with the senior's program which include the following:
 - Yoga, Seniors social program, Spanish – all online
 - Partnership with OACAO on the Links2well-being project, through which East End Community Health Centre prescribing Applegrove social activities to patients. The nursing placement is working on reaching out to other health professionals about this initiative
 - Online cooking and wellness workshop series funded by the Seniors Community Grant, including 3 sessions to be held Spanish for the Spanish group.
 - Senior Active Living Fair will be held virtually during March Break (March 14-18)
 - End of year spending (funding is on April to March fiscal year).
 - Feb. 18 In-person movie matinee. Registration is popular and we expect a good turn out. They are watching "The Greatest Showman"
 - The dance group has added an additional day (Wednesday) and an extra half hour to each day. They are running Tuesday to Wednesday from 10-12:30.

Afterschool

- The program is running smoothly. There are some spaces available at both sites. This is due to some families working from home and not needing care while some of our kids are graduating out of our program and becoming more independent.
- We held our second PA day program on Feb. 18 and it was well attended which indicates that there is still demand for services
- March Break camp registration is under way and due to limited space, we may have to cap registration. March Break permits are not being issued at the TDSB.

Summer Camp

- Hope to have job postings up soon
- May submitted Canada Summer Jobs grant for staffing and another grant for literacy.
- Hope to run at full capacity this summer and will find out if restrictions will affect programming.
- Summer camp will run for 8 weeks from July 4 to August 26.
- Still to be decided on how many sessions to run for Leadership Camp.

Prenatal Program

- Program is going well. Nothing new to report.
- Louise's addition of a half hour session on Wednesdays so the participants can attend the EarlyON program afterwards is going well.
- One of the nursing students is placed in the program.

Youth Program

- Low interest from youth. Not running currently.

Income Tax Clinic

- Poster has been circulated at seniors' residences and through online networks.
- Registration opened as of February 1.
- The clinic will run from March 7 to end of April for the 2021 taxation year only.
- In-person will be held at the Food Hub on Tuesdays and will be done by one of our placement students and Nanor.
- Jean will do drop off appointments.
- May will do virtual appointments if needed.

Neighbourhood Food Hub Report

Applegrove Board Updates		
Date:	February 18, 2022	
Report by:	Greenbelt Markets	
Updates from Last Report:		
Facility	Updates	Facility is currently in full use and users are being brought back in, updates are being made to finish the clear out of EEU belongings. Updates to cleaning and custodial procedures for overall building appearance
	Outdoor Signage	Being discussed with the governance committee. Awaiting next steps.
Partners	Partnership Interviews	Partner interviews with existing partners continue, opportunities for further collaborations are emerging: Space use, program development, food sharing, events, etc.
	Just Vertical	Units have been ordered and are on the way to fill out the microgreens farm - partnership provides 30% discount on 4 indoor veggie and greens units to add to the Microfarm, complimentary sees and grow medium, and currently partnering on program delivery for a video and in-person component (omicron-pending).
Programs	COVID Updates	All non-essential programming has been placed on hold with the current lockdown. Revised capacity and Covid-19 protocols to be put in place for re-opening on January 31st
	Users	All programming is currently being scheduled and re-started at the NFH with several groups using the space. The kitchen and basement hall are fully booked for the next couple months. Users include: Applegrove, Building Roots, Little Tree Wellness, Club Sandwich, Do Good Donuts
	Talk is Free	A theatre group (non-profit) using the NFH as their stage for a production of Sweeney Todd. They will be rehearsing in March and the performance will take place from May 24th-July 3rd. A great opportunity to have the whole building showcased and used in new ways for future programming.
Grants and Fundraising	Metcalf Opportunities Fund	Requested a walkthrough of the Glen Rhodes Campus. Will be visiting the space on March 4
	Trillium Foundation	Building data to apply for capital funding for the Glen Rhodes campus
	Foundation w/ Building Roots	Exploring a mutually beneficial foundation application with Building Roots to increase operational capacity and sustainability - TBC
	CSJ	Potential position for summer students to assist in NFH programming

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To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 840 3911 9491

AGENDA

8:10

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of January 31 Board of Management Meeting (*attached*): to be accepted

8:15

- D. Personnel and Policy Committee (*draft Feb 15 notes attached*)

8:25

- E. Board Updates
 - E.1. City of Toronto Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to attend Legislative Meetings in Person
 - E.2. Board Evaluation

8:40

- F. Executive Director's Report
- G. Correspondence and Information Received (*attached*): for information

8:50

- H. Adjournment

Next Meetings and Events

March 14-18 – Seniors Active Living Fair (virtual)

March 31 - AGM (virtual)



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Present: Simone Hodgson, Jean Lim-O’Brien, Tim McNab (Chair), Sue Munn, Andre Riolo, Eadit Rokach, Jim Valentine
Regrets: Hamdi Abdo, Councillor Paula Fletcher, Vai Teng Law
Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

Tim called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the November 29 Board of Management Meeting

MOTION (Lim-O’Brien/Munn)

To accept the minutes of November 29 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O’Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

D. Personnel and Policy Committee

Tim provided an overview of the committee notes. There is a new management posting and he asked members to spread within their networks. Josh was the successful candidate for the PA position and together with his position in EarlyON, now has full-time hours. The committee reviewed the 2021 staff training report. It was suggested to add workplace violence as a mandatory training topic. Other items of discussion were management workload, which has ongoing challenges. The City Performance Planning

Process will change in 2022. For 2021 Susanne has provided her performance report to the committee for review. There will be a board evaluation survey distributed in early February for members to fill out. The committee review a breach of privacy procedure, and a draft of an updated privacy policy will be available soon.

MOTION (Riolo/Lim-O'Brien)

To accept the Personnel & Policy Committee meeting notes as presented.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

E. Records Retention Policy

Susanne provided an overview of the Service Level Agreement provided by the City Clerk's Office. The City Clerks Office is following up with extension of the former agreement. As preliminary approval of the Records Retention Policy was previously provided by email, Susanne requests that the Board approve it at this meeting.

MOTION (Riolo/Munn)

To accept the Records Retention Policy as presented on November 29, 2021 and circulated on December 9, 2021.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

MOTION (Riolo/Rokach)

To approve the attached Service Agreement Extension in order to:

- confirm that Applegrove had previously exercised the option to extend the term of the Original Service Agreement for Information Management Services between City of Toronto and Applegrove*

Community Complex Board of Management by the first of three additional one year terms,

- extend the term of the Original Agreement by the second of the three additional one year terms,*
- amend the original agreement to correct written inaccuracies in the Original Agreement; and*

To authorize the Executive Director to execute the Service Agreement Extension on behalf of the Board of Management.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

F. Customer Relationship Management (CRM) System

Susanne provided an update and shared that Applegrove has completed the Privacy Impact Assessment and is almost done the Cloud Security Risk Assessment. The next step is to draft an agreement with Amilia. This involves bringing together the requirements in Amilia's standard agreement with those of the City in order to create an agreement that ensures the services needed and protects Applegrove. Susanne is working with City lawyer on this. Staff are hoping to roll out in time for summer camp.

G. Facility Relocation

MOTION (Riolo/McNab)

To discuss this item in camera, as it deals with real estate and confidential information.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

In camera notes are available.

MOTION (Riolo/McNab)

To return to the public meeting.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

H. Executive Director's Report

Susanne shared that the staff are still in the office on a need only basis but hope to be in the office more as the vibe of the staff team is different because of the pandemic. Management workload is at maximum capacity and she hopes the hiring of a new management position will help. Susanne also provided an update on the cybersecurity enterprise risk assessment conducted by the Office of the Chief Information Security Officer at the City. Applegrove did not perform well in relation to other AOCCs, which was expected due to our limited resources and capacity with respect to IT. The report received identifies a number of deficiencies. The AOCC Executive Directors are in discussion with the city on where resources and funding will come from to help AOCCs meet the growing requirements in this area.

MOTION (Riolo/Munn)

To accept the Executive Director's report.

Carried

Recorded Vote:

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

I. Correspondence & Information Received

Susanne provided a list of correspondence and highlighted relevant items that pertained to Applegrove.

J. Adjournment

The meeting was adjourned on a motion by Tim McNab, seconded by Andre Riolo.

Recorded Vote:

Valentine – yes

McNab – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

Chair

Secretary



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”

Personnel and Policy Committee

Draft Meeting Notes

February 22, 2022 - 5:00 pm

Present: Tim McNab, Susan Munn

Staff: Susanne (recorder)

1. Notes from January 17 Meeting

The meeting notes are accurate.

2. Staffing

a. Updates

- An administrative staff member continues to work reduced hours until early March.
- The committee discussed the challenges posed when staff are absent or change their work hours for short periods of time, and then extend. Typically a short absence does not warrant backfilling and we manage by adjusting work plans and through coverage by other staff. However when periods of absence projected to be short are extended, it can impact on productivity and the workload of other staff. Susanne will continue to give thought to strategies for this kind of situation.

b. Manager of Office, Business and Information Systems

- The posting will close on February 15. Applications have come in, though not the volume sometimes seen for Applegrove positions. The position was fairly widely advertised, so this may have to do with its unique nature.
- Susanne informed the committee about the planned selection process and requested feedback. The committee agreed that it is important to have an individual with some knowledge of technology/IT participate. Susanne will follow up with Waterfront Neighbourhood Centre to request participation of a qualified member from their management team. Tim could also participate as a Board member if needed. There is precedent for this approach in the hiring of Applegrove's Program Director.
- The committee discussed the fact that addressing diversity should be factored into the hiring process as a whole, and suggested that a question on commitment to diversity and equity could be included in the interview.

2. Management Overtime & Workload

Susanne reported that management continues to be challenged by a high workload, and hopes that this can be alleviated somewhat when the new manager is hired. While lieu time is being accrued, it is well within the limits of City policy. Susanne and May are also both taking vacation in the coming weeks in order to prevent the accrual of levels of earned vacation time that may be challenging to use later in the year.

3. Performance Evaluation

a. *Executive Director Performance Evaluation*

- The committee presented the results of its 2021 evaluation. Susanne shared her reaction and thoughts with the committee. She also noted that she will complete performance evaluations with May and Monica in the coming weeks.
- Susanne will add her comments to the performance evaluation document, to then be signed by both parties. She will also prepare the board briefing note.
- Susanne confirmed that due to cancellation of the City performance management program there is no merit pay, and that COLA is not provided at this time. The evaluation will be approved by the board and stored in Applegrove personnel records.
- Susanne will continue to update the committee on the City's new performance evaluation process, which has not yet been announced.

4. Policy

a. *COVID-19*

Susanne reported that Applegrove continues to operate in a complex COVID-19 policy environment with provincial, municipal and TDSB requirements. Based on TDSB policy and practice Applegrove asked for proof of vaccination in its EarlyON program as of January. Many clients also indicated that they would feel safer with this in place, with one person contacting the agency as they felt it excluded them and others who chose not to be vaccinated due to their concerns. To support broad access, the option of offering sessions at the Applegrove Connection (Toronto Formosan Presbyterian Church) was explored, but due to logistical challenges and the recent announcement that proof of vaccination requirements will be lifted by the province, this will not be pursued at this time. Staff will continue to monitor and adhere to applicable policies as the situation changes.

b. *Policy Development and Review Procedure*

This document is completed. Susanne will send it to committee members for review.

c. *Breach of Privacy Procedure*

The Committee reviewed the second draft of this document, which is aligned with the City's breach of privacy protocol. The committee requested that examples be inserted to provide more detail what is meant by containing a breach. Susanne will make this revision and circulate the final draft to the committee.

5. Board

a. *Board Self-Assessment*

The survey went out yesterday. It was noted that some cases members may not know how to respond to certain questions, for example because some discussions take place in committees. It was agreed that this is a first try at board self-evaluation and that the process and tools used are expected to evolve and improve over time.

b. *Board Manual*

The committee provided feedback on the format, content and use of the board manual. Suggestions were to make it available to board members in hard copy and/or electronically, directly link it to board orientation, create a deck providing an

overview of the manual in addition to the manual itself, and to explore options for posting it, or portions of it on the website. It was also noted that results from the board self-evaluation survey may inform the further development of the manual.

6. Annual Work Plan

Deferred

Next Meeting – March 21

**Applegrove Community Complex
Correspondence / Information Received**

Feb 2022

From (Date Received)	Regarding	Action(s)
City Clerk (Feb 6, 2022)	Virtual Community Consultation Meeting re. 682,686,688,720,740 & 742 Broadview Ave. on Wed Feb 9, 7-9pm. Proposal for 35 story residential building that retains onsite heritage buildings. http://www.toronto.ca/cpconsultations (search for the address)	R&F
Metrolinx (Feb 8, 2022)	Notice of publication of Draft Environmental Impact Assessment Report and Virtual Open Houses on Feb 22 and 24 and March 1 and 3, from 6:30 – 8pm. www.metrolinx/ontarioline	R&F
City Clerk (Feb 10, 2022)	Virtual Community Consultation Meeting re. 880-882 & 88 Eastern Ave and 80 Knox Ave. on Wed. Feb 23 from 7-9pm. Application proposes to amend zoning bylaw provisions re. height, density and setback to permit a 12 story mixed use building with 157 rental units. http://www.toronto.ca/cpconsultations (search 880 Eastern Ave)	R&F
City Clerk (Feb 11, 2022)	<i>A Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to Attend Legislative Meetings in Person</i> was recently adopted by City Council.	Add to February 28 Board meeting agenda
City of Toronto (Feb 11, 2022)	Public consultation on February 22, 6:30 pm re. Woodfield Road Extension and Improvements & Knox Avenue Bikeway Extension www.toronto.ca/WoodfieldMonarchKnox	R&F
City Clerk (Feb 14, 2022)	The City adopted Official Plan Amendment 550, Mandatory Pre-Application Consultation, on Feb 3, with respect to all lands within the City of Toronto. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with City Clerk by Mar 7.	R&F
City Clerk (Feb 14, 2022)	Notice of adoption of Official Plan Amendment “OPA 524” with respect to implementation of Major Transit Station Areas and Protected Major Transit Station Areas.	R&F
City Clerk (Feb 17, 2022)	Notice of adoption of Official Plan Amendment 554 on February 3. Zoning Bylaw 101-2022 was also passed on this date, with respect to garden suite permissions across the city.	R&F
City Clerk (Feb 17, 2022)	Notice of passing of Zoning Bylaw 94-2022 with respect to laneway suite permissions.	R&F
City Clerk (Feb 18, 2022)	Notice of passing of designation bylaw 66-2022 which designates the lands, buildings and structures known as 1007 Craven Road as a property of cultural heritage or interest.	R&F

*R&F = Receive and File