

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

March 21, 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/86859869016?pwd=SVQvS1NiNS9ZejbNNOJwMy9qNHVmZz09>

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

Meeting ID: 868 5986 9016

AGENDA

6:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of February 28 Board of Directors Meeting (*attached*): to be accepted

6:05

6. Finance
 - 6.1. Audit and Year End Financials Update
 - 6.2. Program Budget Fund Transfer: for approval (*briefing note sent separately*)

6:15

7. Neighbourhood Food Hub Agreement: for approval (*sent separately*)

6:20

8. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting February 28, 2022 – by Zoom video conference

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

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

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Eadit highlighted TRC Call to Action #18 – Health. Eadit highlighted some of the actions taken by the federal and various provincial governments as circulated.

Members shared their surprise and dismay that Quebec is not adopting the principle. Andre noted that Applegrove should consider culturally relevant services for Indigenous communities when developing new programming. Jean wondered who covers Indigenous health care and how it plays out when more than one level of government is involved. It was also mentioned that Northern Canada is known to have generally reduced access to health care and services.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of January 31 Board of Directors Meeting

MOTION (Lim-O’Brien/Valentine)

To accept the minutes of January 31, 2022 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

6. Finance

There is no financial report this month as the year end financials are in the process of being completed for the audit. A preliminary statement has been shared with the Strategy and Finance Committee.

6.1. Admin Budget Update

Susanne provided an update. City Council met last week and approved the City budget. We got a bit more than requested, likely due to inflationary costs.

6.2. Audit Process

Monica is working with the auditors this week and preparing all files that are needed. The preliminary financial statements show a surplus of approximately \$8000 which was where we thought we would be. Staff are hoping the auditors will complete the audit quickly because our AGM at the end of March.

7. Standing Committees

7.1. Strategy and Finance Committee Report

Jim highlighted a summary of grants that Applegrove has submitted. Summer grants were submitted to the Excellence in Literacy Foundation and Canada Summer Jobs and there is a site visit next week for the Metcalf Foundation grant. He also shared that other agenda items will further address most of the other items discussed at the committee meeting.

7.2. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the following:

i) AGM

The committee decided to hold the AGM virtually due to the uncertainty of lifting COVID restrictions. For the non-business portion, staff are going to make a video with some 2021 highlights. There are two senior recipients for the Nellie Awards.

ii) Board Recruitment

At the time of the MOI committee meeting we didn't have any candidates so we spent some time on outreach, and since then we have 5 interested candidates.

iii) Updates

Vai also shared some other updates which include, Josh working on a cultural calendar for staff and having small celebrations to recognize staff birthdays.

Applegrove will host an all-candidates meeting for the upcoming provincial election at the Food Hub.

Vai and Susanne will meet to discuss the Diversity, Equity and Inclusion survey results. Next steps include interviews for management, core staff and there will be one added for the afterschool staff.

Other business includes revisiting the membership model. The AOCCS plan to have a group discussion to share their models and challenges. Vai also mentioned that the City has given direction on proof of vaccination for board members. For in-person meetings, board members will have to show proof of vaccination and the Board Secretary will have to review the documentation.

MOTION (Lim-O'Brien/Riolo)

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

Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

8. COVID-19 Update

Susanne provided an update. As of tomorrow, Ontario's proof of vaccination restrictions will be dropped, but staff screening, sanitation, and capacity limits will remain in place. Dropped proof of vaccination will be relevant at the Food Hub, which will continue to maintain other precautionary measures. For programs at the school, we will have to continue proof of vaccination because of the TDSB procedure that is in place on this issue.

9. Program Update

May highlighted the program update report. Everything is going well and most programs are doing both in-person and virtual. Many participants are excited to resume in-person participation. Income tax preparations will begin and we will hold in person appointments at the Food Hub. Jean and May will manage drop-off and virtual appointments.

10. Applegrove Connection Program Update

Susanne provided an update. Staff had discussion on whether we should move the program to the Food Hub. The considerations were to save on rent and increase visibility of the

program, as well as provide a natural connection to Food Hub programming. In addition, from a health and safety perspective, it would mean that the Program Worker would have access to others as needed to address any issues, whereas she is often on her own at the Formosan Church location. Staff have identified hope to move the program to Food Hub in September. Next steps will be to have a discussion and site visit with program staff.

11. Food Hub

Susanne provided an update. Staff are prepping for more use and getting more demand e.g. Girl Guides, theatre group. Most of the requests are for community use so not a lot of revenue at this point, but others are interested also. Susanne also shared that there was a discussion with East End United around signage as wayfinding is a challenge. Staff are strategizing to resolve this issue. Other updates include:

- Staff are looking to get funds to do a big wall mural on Gerrard St.
- There is a funder visit with Metcalf scheduled this week and Greenbelt Markets (GBM) plans to apply for Ontario Trillium Foundation Grant
- Staff have drafted an agreement to reflect the partnership between Applegrove and GBM, which reflects a joint partnership venture that is permissible under the CRA. Staff are waiting to hear from the Maytree Foundation pro bono program. If accepted, they will have lawyer to review the agreement to make sure Applegrove is okay to move forward. If we do not get into program, the cost will be split between Applegrove and GBM.
- In the meantime, an agreement to continue to have GBM act as contractors to deliver the Neighbourhood Food hub as been drafted and will come to the board for approval.

12. Don Summerville

Susanne shared that the scholarship will launch tomorrow with an April 14 submission deadline. Up to \$16,000 will be given out and Sue Munn will represent Applegrove on the selection panel. This year there is an emphasis on communicating the availability of scholarships for all kinds of education, not just academics e.g. arts, trade programs, etc. Susanne also provided an update on TCHC restructuring which is moving to a quadrant model. Applegrove worked closely with Sundus who is no longer working with Don Summerville. As things change Susanne will keep an eye on her workload. She has communicated to Sundus's Director that Sundus did a lot of work on the various initiatives and that Applegrove has limited capacity to take on additional work at Don Summerville without the same level of TCHC support. Susanne can give an update on Applegrove's involvement and the time it involves at the next meeting.

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Vai Teng Law.

Board of Directors Minutes

February 28, 2022

5

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

Chair

Secretary

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To join by Zoom:

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

Meeting ID: 868 5986 9016

AGENDA

6:20

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of February 28 Board of Management Meeting (*attached*): to be accepted

6:25

- D. COVID 19
 - D.1. Update on Current Measures (*attached*)
 - D.2. Organizational COVID-19 Policies: for decision (*attached*)

6:30

- E. In-person Board Meeting
- F. Adjournment

Next Meetings and Events

March 31 - AGM (virtual)

April 25 – Board Meeting

May 30 – Board Meeting

June 27 – Board Meeting



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

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

A. Call to Order/Adoption of Agenda

Eadit 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 January 31 Board of Management Meeting

MOTION (Lim-O'Brien/Munn)

To accept the minutes of January 31 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

D. Personnel and Policy Committee

Susanne provided an overview of the Personnel and Policy committee notes. She shared that one employee is currently on reduced hours. This type of request presents a challenge if an initially request for a short term leave is extended at a later date, as we don't typically backfill short leaves but do need to when a leave is longer term.

The Office Manager job posting deadline has passed and we have approximately 12 resumes. Staff will interview 5 candidates. Some of this person's role will be IT and to help us with the interview for IT related questions, a manager from Waterfront Neighbourhood Centre will sit on the second interview panel.

The committee did Susanne's 2021 performance evaluation and Susanne will complete them with Monica and May. Since 2020 there has been no management COLA or merit pay. The City is creating a new performance evaluation process for non-union staff.

The committee discussed how to improve the board manual and orientation. Members expressed that that a manual is not effective without proper board orientation. Due to COVID-19, new board members did not receive a robust orientation.

MOTION (Lim-O'Brien/Law)

To accept the Personnel & Policy meeting notes as presented.

Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

E. Board Updates

E.1. City of Toronto Policy

Susanne shared the City's Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to Attend Legislative Meetings in Person.

MOTION (Lim-O'Brien/Riolo)

To receive the City of Toronto Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to Attend Legislative Meetings in Person and acknowledge its application.

Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo – yes

E.2. Executive Director's Report

Susanne reminded members of the Ontario Non-profit Corporations Act and its three year timeframe for transitioning to new legislation. Susan Fletcher has volunteered to help this process. Changing our non-profit bylaws has implications for our City bylaws. Susanne will get more info from AOCCs and the City.

Applegrove did some work on a new membership model before Susanne came, and needs to revisit this issue. This topic has also been raised by other AOCCs, who are looking at their membership models.

The new branding is almost done and we hope to launch it at the AGM. Susanne and two other staff are now trained to make basic updates to the website.

With restrictions being lifted she hopes that operations start to return to normal. The MOI committee suggested an in-person May board meeting at the food hub.

Susanne continues to work on the Amilia agreement. City Legal informed her that Parks, Forestry and Recreation is getting a new CRM and suggested that maybe the AOCCs could use it. This may present both opportunities and risks. Susanne will get more information and share as needed.

There is no update on facility relocation at this time.

MOTION (Lim-O'Brien/Valentine)
To accept the Executive Director's Report.
Carried

Recorded Vote:

Valentine – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Riolo – yes

Law – yes

Abdo - yes

F. Correspondence & Information Received

Nothing to highlight in the correspondence list provided.

G. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien.

Recorded Vote:

Valentine – yes

McNab – yes

Lim-O'Brien – yes

Munn – yes

Riolo – yes

Rokach – yes

Chair

Secretary



John D. Elvidge
City Clerk

City Clerk's Office

Secretariat
Marilyn Toft
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail: Marilyn.Toft@toronto.ca
web: www.toronto.ca

**In reply please quote:
Ref.: 21-MM38.28**

January 28, 2022

AGENCIES, CORPORATIONS AND TRIBUNALS:

City Council on December 15, 16 and 17, 2021, adopted a policy to require Members of Council and Public Appointees to provide proof of vaccination to attend legislative meetings in person.

City Council requires that:

1. any Member of Council who wishes to attend in person any City Council meeting, Committee meeting, tribunal meeting, or meeting of an City Agency, Board, or Corporation must provide proof of being fully vaccinated to the City Clerk prior to the meeting and that Members failing to do so will be required to participate remotely; and
2. where the City Clerk, Court Services or any other City staff provides support to a tribunal, Agency, Board, Corporation or Council Advisory Body, any Public member who sits on these bodies and who wishes to attend a meeting in person, must provide proof of being fully vaccinated to the City Clerk or to the Tribunal or Board Secretary, as the case may be, prior to the meeting and that Public appointees who fail to do so will be required to participate remotely.

City Council has also requested and authorized any Agencies, Boards, and Corporations that are separately governed to adopt this Policy by appropriate means, including through an amendment to applicable procedural by-laws or rules.

for City Clerk

M. Toft/

Attachment

c. City Manager

City Council

Member Motions - Meeting 38

MM38.28	ACTION	Adopted		Ward: All
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Policy to Require Members of Council and Public Appointees to Provide Proof of Vaccination to attend Legislative Meetings in person - by Councillor Gord Perks, seconded by Councillor John Filion

City Council Decision

City Council on December 15, 16 and 17, 2021, adopted the following:

1. City Council require that any Member of Council who wishes to attend in person any City Council meeting, Committee meeting, tribunal meeting, or meeting of an City Agency, Board, or Corporation must provide proof of being fully vaccinated to the City Clerk prior to the meeting and that Members failing to do so will be required to participate remotely.
2. City Council require that, where the City Clerk, Court Services or any other City staff provides support to a tribunal, Agency, Board, Corporation or Council Advisory Body, any Public member who sits on these bodies and who wishes to attend a meeting in person, must provide proof of being fully vaccinated to the City Clerk or to the Tribunal or Board Secretary, as the case may be, prior to the meeting and that Public appointees who fail to do so will be required to participate remotely.
3. City Council request and authorize any Agencies, Boards, and Corporations that are separately governed to adopt this Policy by appropriate means, including through an amendment to applicable procedural by-laws or rules.

Summary

The health and safety of City employees is a priority. The City of Toronto is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of City employees against the hazard of COVID-19.

Background Information (City Council)

Revised Member Motion MM38.28

(<https://www.toronto.ca/legdocs/mmis/2021/mm/bgrd/backgroundfile-174296.pdf>)

Applegrove Board Briefing Note
COVID-19 Measures Update

Background Information

- March 1 - Most public health and workplace measures lifted by the Province, including all indoor and outdoor capacity limits and proof of vaccination requirements
- March 14 – TDSB COVID-19 Vaccination Procedure for Employees, Trustees and Other Individuals (PR734) to be rescinded, which means that proof of vaccination will no longer be required in TDSB schools
- March 21
 - Province and City are lifting mask requirements for most settings
 - Applegrove's Board to end *AG Mask and Face Covering Policy* and *COVID-19 Precautions Policy*
 - TDSB policy changes expected to take effect:
 - masks not required in schools, though they are strongly encouraged
 - visitors will be permitted in TDSB school buildings (required to do a COVID-19 self-assessment)
 - cohorting and distancing will no longer be required in schools
 - activities may resume as normal including physical activity and music

The TDSB is however, requesting more time to remove COVID-19 measures in schools and has asked the Province and Toronto Public Health to respond by March 16. Should that request be approved, some timelines for their March 21 policy changes listed above may change, which may in turn affect requirement for Applegrove.

On March 14 we received a memo from Children's Services that as of March 21 the province is returning child care programs to a more normal learning environment, while maintaining protective measures — like rapid tests, ventilation improvements, screening and continued access to free PPE for children and staff/providers. This advice also applies to EarlyON Programs.

In order to maintain compliance, allow transition time for staff and allow for communication with participants, Applegrove is continuing to implement the measures below for the week of March 14-18. Once the TDSB timeline is confirmed we will implement updated COVID-19 measures as of March 21.

Discussion with staff and individual programs is underway with respect to Applegrove's approach to office staffing and resuming more in-person programming after March 21. This will also include exploration of looking at what longer-term balance of remote and in-person programming makes sense on a program of program basis.

March 15, 2021

Screening

Passive self-screening prior to entry will continue for anyone coming to Applegrove and the Neighbourhood Food Hub, with health check signage to remain posted at building entries.

Onsite screening protocols:

- Daily staff health check using the form in the Applegrove office
- Health check requirements for children in after school and camp programs
- Health check requirements for in-person EarlyON Program participants.

Staff and participants continue to be expected to stay home if they are sick or experiencing symptoms of COVID-19, even if symptoms are mild (arrangements for remote work in these situations may be made as possible on a case by case basis).

Capacity limits

Room capacity limits are no longer strict requirements, but are encouraged to be maintained where possible as the avoidance of crowding remains an important precautionary strategy to reduce risk of COVID-19 transmission.

Office staffing will remain at the “as-needed” level until further notice.

Physical Distancing

While physical distancing is no longer required, it remains an important precautionary strategy that should be encouraged by staff where possible and appropriate.

Sanitization

Equipment that is shared by staff or by participants must continue to be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Masks / Face Coverings

Masks or face coverings are still required in indoor settings.

Proof of Vaccination

Required for:

- AG staff, volunteers, placement students and contractors
- Participants over age 12 in programs at Applegrove’s Woodfield location until March 21
- AG board members if attending in-person meetings

Not required for:

- Participants and facility users at Neighbourhood Food Hub/Glen Rhodes or Toronto Formosan Church satellite locations

Other

After School and Camp and EarlyON programs continue to follow the guidance provided by the Ministry of Health and Ministry of Education for the management of COVID-19, available on the [COVID-19 Guidance: Child Care](#) web page.



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“TOGETHER, BUILDING OUR COMMUNITY”

Applegrove Mask and Face Covering Policy

Approved by the Board July 20, 2020

1. Policy Statement

Applegrove Community Complex (“Applegrove”) is committed to the safety of all staff, volunteers, community members and visitors who enter the Applegrove premises. During a pandemic, it is critical that Applegrove adhere to public health and safety legislation, follow government guidelines and take measures as required to protect health and safety.

2. Purpose

Applegrove upholds the City of Toronto’s by-law stating that “no member of the public is permitted entry to, or otherwise remains within, any enclosed space within the Establishment unless the member of the public is wearing a Mask or face covering, in a manner which covers their mouth, nose and chin.” (*CITY OF TORONTO BY-LAW 541-2020*) This policy outlines the principles and procedures that apply to compliance with this by-law at Applegrove.

3. Application

The Policy applies to all employees, contractors of Applegrove, volunteers, students and participants in Applegrove services, any person engaged in business with Applegrove and visitors to Applegrove’s facility. The Policy applies wherever Applegrove provides its programs and services (whether or not on Applegrove’s premises) and at all Applegrove events. In the event that Applegrove activities that take place at locations with policies or requirements that differ from this policy, this policy will apply as a minimum and any additional requirements that set out a higher standard of protection will be implemented.

4. Definitions

Mask or face covering: A mask, face covering, balaclava, bandana, scarf, cloth or other similar item that completely covers the nose, mouth and chin. A mask may be surgical, non surgical, disposable, non disposable or any face covering that covers the nose, mouth and chin.

5. Procedures

- a. All individuals who enter Applegrove must wear a mask or face covering at all times while inside the premises of Applegrove

- b. The policy shall include the following exemptions from the requirement to wear a mask or face covering:
 - i. (1) children under two years of age
 - ii. (2) persons with an underlying medical condition which inhibits their ability to wear a mask or face covering
 - iii. (3) persons who are unable to place or remove a mask or face covering without assistance
 - (4) persons who are reasonably accommodated by not wearing a mask or face covering in accordance with the *Ontario Human Rights Code*
 - (5) persons participating in Applegrove program activities while outdoors, although masks and face coverings will be encouraged when safe distancing cannot be maintained during program activities
- c. The policy shall permit the temporary removal of a mask or face covering where necessary for the following reasons:
 - (1) an individual in a separated room or office that contains no other persons - once another individual enters that room/office, masks or face coverings must be once again placed on the face even if safe distancing is being observed
 - (2) eating and drinking
 - (3) while actively engaging in an athletic or fitness activity - once the physical activity has concluded, masks or face coverings must be once again placed on the face
- d. While the policy shall not require employees or members of the public to provide proof of any of the exemptions set out in section **5b.**, anyone claiming an exemption must indicate which of the exemptions set out in **5b.** pertain to their individual situation.
- e. Subject to the exemptions in section **5b.**, the policy shall require that all employees wear a mask or face covering when working at Applegrove premises, programs, activities or events.

6. Roles and Responsibilities

Applegrove will place the following signage conspicuously at all entrances in accordance with the City of Toronto By-law 541-2020:

**ALL PERSONS ENTERING OR REMAINING IN THESE PREMISES SHALL WEAR
A MASK OR FACE COVERING WHICH COVERS THE NOSE, MOUTH AND CHIN
AS REQUIRED UNDER CITY OF TORONTO BY-LAW 541-2020**

Initial enforcement of this policy will focus on education of the individual and/or their parent or guardian. After multiple instances of non-compliance situations may be escalated upon discussion with the Executive Director who retains the right to ban the individual from entering Applegrove premises, programs, events and activities unless and until a mask or face covering is consistently worn. At any time, individuals who observe non-compliance with the *Mask Face Covering By-law 451-2020* and this policy may make complaints to the City of Toronto, for instance by calling 311.

Every person who contravenes any provision of this policy is potentially guilty of an offence under City of Toronto By-law 541-2020, and on conviction may be liable to a fine as provided for in the Provincial Offences Act.

This policy will continue in place until the City of Toronto By-law 541-2020 is no longer in effect

7. Training and Education

Applegrove will provide training and education to employees and volunteers with respect to the contents of this policy.

Applegrove will post this policy in a conspicuous place in the workplace.

8. Updating of Policies

This policy will be updated as needed in accordance with the by-laws of the City of Toronto and any other Provincial or Federal legislation that may apply.

9. Authorities

City of Toronto By-law 541-2020

Provincial Offences Act

COVID-19 Precautions Policy

Approved by the Board October 26, 2020

1. Introduction

Applegrove Community Complex strives to provide a safe environment for everyone who works at, volunteers, attends or visits the centre. With the new challenges presented by the COVID-19 pandemic, Applegrove is committed to ensuring that adequate and appropriate measures are in place to enable the provision of a safe, sanitary and welcoming environment at all times.

2. Application

This policy applies to all staff, visitors and community members using Applegrove facilities and services.

3. Screening

Before coming to the centre, all staff and community members will be encouraged to perform a self-assessment to identify any risk factors for transmission of COVID-19. Questions for self-assessment and information on who to contact for information will be posted at the Applegrove main doors, on the Applegrove website and provided to registered program participants in advance. Questions will align with the local Public Health Screening Survey.

Applegrove will perform health checks to verify whether any individual entering Applegrove facilities has COVID-19 related risk factors. Health check questions will reflect the local Public Health Screening Survey and will be done upon entry using the centre's Health Screening Forms.

4. Hygiene

Hand hygiene (that is the washing of hands using soap and running water, or when washing is not possible, hand rubbing using a 70-90% alcohol-based sanitizer) should be performed by both staff and community members during all the following scenarios:

- Before engaging in any activities on the premises
- After sneezing, coughing, or blowing your nose
- After touching the face (including, but not limited to, the eyes, nose, and mouth)
- Before and after food handling (this includes preparation, serving, and eating)
- After any contact with bodily fluids.

When it is likely that a staff member will come into contact with mucous membranes or bodily fluids/excretions, gloves should be worn and face shields used if needed. Hand hygiene should be performed before and after glove use.

5. Sanitization

Applegrove will provide sanitization protocols and will maintain a supply of cleaning materials and approved disinfectant.

a. General

Upon daily opening of any space in the facility, the first staff person in the space will clean and disinfect furnishings, equipment and other touched surfaces using soap and water followed by an approved disinfectant solution. This will be repeated at least once over the course of the day. Initial cleaning and disinfection may not be required if a space has been appropriately cleaned and disinfected by custodial staff based on protocols confirmed with the Toronto District School Board (TDSB).

All high-touch surfaces including, but not limited to, shelving units, tables, desks, chairs, key pads, countertops, and doors/door handles will be cleaned and disinfected at least before and after each session/event, on a regular basis throughout the day if used consistently, and whenever visibly soiled.

Personal items belonging to staff and community members that are used in the facility such as water bottles, travel mugs, and mobile phones must be stored separately and, where possible, cleaned and disinfected.

b. Programming

Programs will be modified to minimize the use of equipment and items that are not easily cleaned and those which may be shared among participants.

Any equipment, toys, utensils, and other items that may be used by multiple individuals will be disinfected after each use and between uses, using an approved disinfectant solution.

6. Personal Protective Equipment (PPE)

Applegrove will maintain up to date screening protocols and a supply of single use masks, as well as any additional personal protective equipment recommended by public health authorities.

a. General Mask Policy

Upon entering Applegrove facilities or programs all individuals are required to wear a mask in accordance with the Applegrove Mask and Face Covering Policy. If an individual is not wearing a mask when they enter, staff will provide a verbal reminder to do so and will offer a mask to the individual.

Individuals who state that they are unable to wear masks due to exemptions listed in the Applegrove Mask and Face Covering Policy i.e. underlying medical condition, unable to use or manage a mask without assistance, reasonable

accommodation based on the Human Rights code, will be accommodated. Proof of a medical condition or disability will not be required.

- If the individual is a staff member, an accommodation proposal will be developed by the individual and their manager, and provided to the Executive Director for approval.
- If the individual is a program participant, volunteer or visitor, staff will make a note of the declaration on the individual's screening form. Staff will then work with their manager to identify, document and implement preventive measures to facilitate their participation while maintaining health and safety for all.

If an individual is unwilling to wear a mask and states that it is for reasons that are not addressed in the list of exemptions, they will be required to leave the facility. If an individual who is able to wear a mask does so in a manner that fails to provide adequate protection they will be required to leave the facility.

b. Screening

While screening, staff will wear at minimum a mask to decrease the risk of transmission, however it is recommended that as an extra form of protection, staff may wear gloves and face shield, goggles, or glasses to shield the eyes. Extra forms of protection are also recommended when dealing with situations of illness and injury.

7. Physical Distancing

a. General

For the safety of the staff and other community members, everyone using Applegrove facilities and participating in programming is expected to ensure that a distance of at least 2 metres/6 feet between individuals is upheld:

- During entrance screening and risk assessment for COVID-19
- When speaking and interacting with others
- When moving around within the facility

Where this is not possible, staff will take precautions to minimize the time that two or more individuals spend within 2 metres/6 feet of one another and will not allow that time to exceed a period of 15 minutes.

b. Programming

Staff overseeing the programs will ensure a minimum of 2 metre/6 foot distance between all individuals during activities as possible to protect the safety of participants and staff. Where this is not possible, staff will take precautions to minimize the time that two or more individuals spend within 2 metres/6 feet of one another and will not allow that time to exceed a period of 15 minutes.

8. Outdoor Programming

The requirements outlined above with respect to screening, hygiene, disinfection and physical distancing also apply to Applegrove programming that takes place outdoors. Masks are not required in outdoor settings as long as it is possible to consistently maintain a distance of 2 metres / 6 feet between individuals. In settings and situations that make it difficult to consistently maintain a distance of 2 metres/6 feet from others, staff and participants will be required to wear masks.

9. Illness

a. Staff

Staff who are sick must not come in to work. Staff who become sick with COVID-19 symptoms while at work must notify their supervisor, go home immediately, and will be encouraged to call Telehealth or their health care provider, or go to an assessment centre to get tested. Their supervisor will notify their close contacts to monitor for symptoms and arrange for the facility to be cleaned and disinfected immediately.

b. Community Members

If a community member displays symptoms consistent with COVID-19 while at Applegrove, they must be directed to go home immediately and will be encouraged to call Telehealth or their health care provider, or go to an assessment centre to get tested.

If that community member is a child in Applegrove's care they will be immediately placed in a separate room so that they can isolate. A staff member must be present with the isolating child at all times, doing their best to social distance as well as they can. If social distancing is not possible staff must ensure they are wearing at minimum a mask and gloves, with a face shield or other protective equipment also recommended.

In both cases the rest of the individual's program cohort and/or their legal guardians will be made aware that a potential case has been identified and that they should monitor for symptoms.

10. Reporting Incidences

a. General

Staff must report any suspected or confirmed cases to their supervisor. Follow-up action will be taken based on public health direction. Management staff will report any positive cases of COVID-19 to Toronto Public Health. Applegrove will take direction from Toronto Public Health with respect to follow up measures required. Staff should document COVID-related incidents in an incident report.

b. EarlyON

For EarlyON programs, management staff will notify Children's Services and report positive cases as a Serious Occurrence.

11. Review of COVID-19 Precautions Policy

This policy and all COVID-19 procedures and protocols will be reviewed by all staff prior to the start of their first shift back after this policy is adopted, and when any future updates are provided.

This policy will be updated in response to significant changes in direction and guidance provided by the City of Toronto and government public health authorities.

**Applegrove Community Complex
Correspondence / Information Received
Mar 2022**

From (Date Received)	Regarding	Action(s)
City Clerk (Feb 22, 2022)	Notice of Application under the Planning Act to amend the Official Plan and Zoning Bylaw to permit a 10-storey apartment building atop a historic church building at 415 Broadview Ave.	R&F
Welch LLP – Auditor (Mar 4, 2022)	Audit Approach Letter outlining: <ul style="list-style-type: none"> • auditor responsibilities in relation to the financial statement audit • the risk-based approach to be used • establishment of materiality as per the Canadian Auditing Standard 320 - “Materiality in Planning and Performing an Audit” (CAS 320) • audit timing • the audit team • representations from management with respect to error and fraud, auditor independence • auditor responsibility to report matters to those charged with governance • notice that entities that follow the Public Sector Accounting board standards will be required to comply with a new presentation model and asset retirement as of next year • audit fees 	To be reviewed at March 21 S&F Committee meeting, update at March 21 Board meeting
City Clerk (Mar 8, 2022)	Notice of Application under the Planning Act for Draft Plan of subdivision to permit 4 development blocks, 309 Cherry Street.	R&F
City Clerk (Mar 8, 2022)	Notice of passing of Zoning Bylaw 125-2022 on Feb. 17, 2022 to correct the parking zone overlay map include in Bylaw 89-2022. Appeals may be made to the Ontario Land Tribunal by filing a notice of appeal with the City Clerk no later than March 23.	R&F
City Clerk (Mar 11, 2022)	Notice of virtual public meeting re. development charges on March 30, 2022, 9:445am. Written comments can be sent to exc@toronto.ca or mailed to the City Clerk, attn: Julie Amoroso, Administrator, Executive Committee.	R&F

**R&F = Receive and File*