

# 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

May 31, 2022

### AGENDA

#### 7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Call to Action
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of April 25 Board of Directors Meeting (*attached*): to be accepted

#### 7:10

6. Finance
  - 6.1. 2021 Draft Audited Financial Statements (*sent separately*): for approval
  - 6.2. Year-to-date Financial Report (*attached*): for information
  - 6.3. Draft Capitalization Policy (*sent separately*): for approval

#### 7:40

7. Neighbourhood Food Hub Presentation

#### 8:05

8. Standing Committees
  - 8.1. Membership, Nominations & Outreach Committee Report (*May 18 notes attached*)
  - 8.2. Strategy & Finance Committee Report (*May 18 notes attached*)

#### 8:20

9. Strategic Planning
10. Program Update (*attached*)

#### 8:35

11. Directors' Concerns

#### 8:40

12. Adjournment

## CALL TO ACTION #20 - Health

Truth and Reconciliation Commission (TRC)

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**In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.**

### **What's happened?**

The federal government has committed to recognize and address the distinct health needs of the Métis and Inuit, but financial commitments are in the beginning stages. Critics also say more funding is needed and more research is needed.

The COVID-19 pandemic exacerbated health care challenges faced by Métis, Inuit and First Nations people living off-reserve. But identifying their specific needs and solutions is hampered by a lack of reliable data collection.

In 2020, Statistics Canada released the results of the 2017 Aboriginal Peoples Survey, which assessed the needs of First Nations people living off-reserve, Métis and Inuit. It found that rates of disability among First Nations people living off reserve and Métis were higher than for non-Indigenous people.

Statistics Canada conducts the Aboriginal Peoples Survey, a national survey of the social and economic conditions of First Nations people living off reserve, Métis and Inuit in Canada, every five years.

In the 2018 federal budget, the government committed \$109 million, plus \$6 million per year, that would “respond to high rates of tuberculosis in Inuit communities, and help to create an Inuit Health Survey that would develop a better understanding of the unique health needs of Inuit peoples,” according to a federal budget news release.

Of the \$109 million, \$27.5 million was committed over five years “to eliminate tuberculosis in Inuit Nunangat,” according to the news release. The remaining \$82 million was committed to create the Inuit Health Survey but was committed over 10 years.

In 2018, the federal government committed to eliminate tuberculosis (TB) across Inuit Nunangat by 2030, and “reduce active TB by at least 50 per cent by 2025,” according to a Crown-Indigenous Relations and Northern Affairs spokesperson.

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



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## **Minutes of the Board of Directors Meeting**

**April 25, 2022 – by Zoom video conference**

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

Present: Michelle Aarts, Hamdi Abdo, Simone Hodgson, Shirin Karim, Vai Teng Law, Tim McNab (Chair), Sue Munn, Andre Riolo, Jim Valentine  
Regrets: Councillor Paula Fletcher, Eadit Rokach, Moneca Yardley  
Staff: Susanne Burkhardt, Jakub Bros, May Seto (recorder), Monica Vela

### **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 #19 (Health) and invited board members to share their thoughts on how this might relate to Applegrove's work.

Susanne shared that she relates this to Determinants of Health. Other members commented many things Applegrove does relate to health. Susanne reminded members that the intent of highlighting the TRC Calls to Action at board meetings is to raise awareness and consider connections to Applegrove's work.

### **3. Welcome and Introductions**

Members welcomed new staff and board members and introduced themselves.

### **4. Declaration of Conflicts of Interest**

None were declared.

### **5. Minutes of March 21 Board of Directors Meeting**

**MOTION** (Riolo/Munn)

*To accept the minutes of March 21, 2022 Board Meeting.*

**Carried**

**Recorded Vote:**

Valentine – yes

Munn – yes

Karim – yes

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

## **6. Finance**

### **6.1. Audit Update**

Susanne shared that the audit has been challenging. The auditors are very detailed oriented and asking for things that have not been requested in the past. It can take a long time to find things as some items are from past years and in the previous Executive Director and Finance Manager files. The auditors flagged an outstanding amount owed to the City on the balance sheet related to severance pay from 2013. In addition, they flagged the need to capitalize the leasehold improvements at Glen Rhodes as well as other capital assets on a go-forward basis and recommend that Applegrove develop a capitalization policy. Applegrove's 2020 financial statements will also be restated due something not addressed in that audit. The plan is for the auditors to present the audited statements at the May board meeting for approval. At the same meeting the Board will be asked to approve the capitalization policy.

### **6.2. Year-to-date Financial Report:** for information

Monica provided an overview. This report does not reflect any adjustments from the auditor yet. The numbers won't be different, however how they are shown on the statements will change. Due to lack of time, program budgets have not yet been entered into Sage. Monica provided an overview of the program expenses. The good news is that the afterschool program has a surplus. There is an amount of \$11904 that will be adjusted and put into 2021 and it looks like summer program will be doing well also. There is a difference due to lower salary and benefits. We saved on some of the salaries because Applegrove was closed at the beginning of 2022 due to COVID.

### **6.3. Term Deposit**

Susanne provided an overview. Most term deposits have been set as redeemable and with staggered maturity dates. Investment #17 is maturing on June 3 and staff recommend to renew it as a 1 year no- redeemable TD at an interest rate of 2.25%.

### **6.4. Grant Submission Authority**

Susanne explained that many grants are now submitted through portals, which involves an e-signature via clicking a button. In order for Susanne to do this she would have to log on and navigate through the portal, which is not always feasible. As May often submits the grants, Susanne would like to be able to authorize May to do this on her behalf as needed, after Susanne has reviewed the application and provided her approval.

**MOTION** (Riolo/Valentine)

*To accept the YTD financial report.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**MOTION** (Riolo/Law)

*To authorize renewal of term deposit #17 as presented.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**MOTION** (Abdo/Munn)

*To authorize the Executive Director to delegate the submission of funding applications using online portals to the Program Director as required. All such funding applications will be reviewed and approved by the Executive Director prior to submission.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

## 7. Standing Committees

### 7.1. Membership, Outreach and Inclusion Committee Report

Vai provided a summary. Members did AGM planning and discussed board nominations. Applegrove and a group of partners planned an All Candidates meeting on May 10 at the Food Hub, which was changed to online because of the rising numbers. The DEI assessment is still underway. Once completed the consultants will provide a summary and recommendations. Members looked at the new branding and logo

### 7.2. Strategy and Finance Committee Report

Jim provided an overview. Susanne will speak to most items in her Executive Director report. Susanne provided an update on the CRM system and shared that Applegrove and another AOCC both selected the same provider but that City Legal has suggested using the provider to be used by Parks Forestry and Recreation (PFR), which is currently negotiating their contract for their new CRM system. Susanne shared that if the PFR contract goes to the July Council meeting, it would make sense to explore the possibility of using the PFR provider. If it does not however, move forward until after the municipal election in October, the timing delay is too long and Applegrove will work with City Legal to complete a contract for the originally selected CRM provider.

**MOTION** (Law/Abdo)

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

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson – yes*

**MOTION** (Abdo/Riolo)

*To accept the Strategy and finance report as presented.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

## **8. Officers and Committees**

### **8.1. Select Officers**

Tim provided an overview of the key items for selections of officers. Eadit would like to remain as the Vice Chair. Moneca is interested in Treasurer or Secretary, and Jim is interested in the Chair position. Susanne reminded members that that the Chair, Secretary, and Treasurer have signing authority and will be listed at the bank. The selected officers will need to respond to financial commitments and requirements, however Applegrove has moved towards doing things electronically so there is less demand for in-person signing.

#### **Selection of Officers:**

Chair – Jim Valentine

Vice Chair – Eadit Rokach

Treasurer – Moneca Yardley

Secretary – Sue Munn

### **8.2. Select Committee Members**

Susanne gave a quick overview of each committee: Personnel and Policy Committee, Strategy and Finance Committee and Membership, Outreach and Inclusion Committee. Tim thanked the committees for their work over the past year and asked members to confirm if the structure of the committees should be maintained for the upcoming year. Members felt that no changes were required to the committees. Tim asked members which committees they wanted to sit on and to select committee chairs.

#### **Committee Selections:**

Membership, Outreach and Inclusion – Vai (Chair), Andre, Hamdi, Shirin

Strategy and Finance – Moneca (Chair), Eadit, Simone

Personnel and Policy – Jim (Chair), Sue, Michelle

***MOTION*** (Abdo/Riolo)

*To confirm the Officers as proposed.*

***Carried***

#### ***Recorded Vote:***

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson – yes*

**MOTION** (McNab/Riolo)

*To confirm the Committees and Chairs as proposed.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**9. COVID-19 Update**

Susanne provided an update that staff are encouraged to wear masks and almost all do. By choice many participants do as well. In the afterschool program about half of children wear masks. There is a lot of COVID in school so staff are a bit concerned. Seniors are starting to come back and only some wear masks. Michelle uses the term “strongly recommends” masks vs “encourages”, so Applegrove could shift language and be consistent with the school.

**10. Program Update**

May reported that 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 has been very busy but coming to an end as the deadline is next week. We have been lucky to bring on a new volunteer who has helped with the demand.

May provided a brief overview of the summer camp budget submission. Submissions are provided every 4 years. We receive \$7300 of core funding and per diem funding that helps to provide subsidy to Ontario Works or ODSP clients.

**MOTION** (Law/Munn)

*To operate a summer day camp in 2022.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson – yes*

**MOTION** (McNab/Hodgson)

To approve the 2022 summer day program budget submission.

**Carried**

**Recorded Vote:**

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Law – yes

Abdo – yes

McNab – yes

Hodgson - yes

**11. Neighbourhood Food Hub Update**

Madi and Daniel will attend the next board meeting and provide a tour of the Food Hub. Susanne shared that we received a \$50,000 Metcalfe foundation grant for the NFH, focused on food entrepreneurship for low income vendors. Greenbelt Markets also got a Trillium grant for digital programming equipment (as a City agency, Applegrove is not eligible for Trillium).

**12. Don Summerville**

The scholarship evaluation panel will meet later this week. Unfortunately, there were only 2 applicants. Susanne reminded members that since TCHC restructured people and roles have shifted and a new working relationship is still being established.

**13. Directors' Concerns**

None

**14. Adjournment**

The meeting was adjourned on a motion by Vai Teng Law, seconded by Shirin Karim.

**Recorded Vote:**

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Law – yes

Abdo – yes

McNab – yes

Hodgson - yes

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Chair

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Secretary



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## FINANCIAL VARIANCE REPORT

**For the period ended April 30, 2022 (January 1 to April 30)**

*Note:* This report does not yet reflect potential adjustments that may result from the completion of the 2021 audit.

### REVENUE

#### Admin - City of Toronto Budget

Total budget revenue for 2022= **\$584,307**

YTD budget gross revenue = **\$217,056**

YTD actual gross revenue = **\$216,999**

We have a slight difference of \$-57 due to some interest adjustment.

#### Programs

Total budget revenue for 2021 = **\$939,267**

YTD budget gross revenue = **\$274,190**

YTD actual gross revenue = **\$273,153**, a difference of **(\$1,037)**

One reason for the slight difference in the revenues is that Applegrove has recorded the Summer Camp revenues being received as of April 30, 2022 but expenses for this program will not start coming in until July. We chose not to defer this revenue until we have closed the 2021 fiscal year and know all the adjustments from our auditors. We also have some deferred revenue to move from fiscal 2021, and it will not happen until the auditors provide us with their final statements.

### EXPENSES

#### Admin - City of Toronto Budget

Total budget expenses for 2022= **\$584,307**

YTD budget gross expense = **\$194,691**

YTD actual gross expense = **\$130,238**, a difference of **\$34,454**

The \$34,454 expenses variance is due to one month's rent for the Food Hub not being posted until May 2022 and lower expenditures on salaries and benefits. This variance will decrease now that the Manager of Office, Business and Information Systems is in place. Applegrove is also not accruing the salaries until we close fiscal 2021. (Some salary payments earned in a given month are paid out in the following month due to our payroll schedule, so we usually accrue, or adjust the salary amounts in our financial records to get the accurate monthly amount, however we have not yet done that).

#### Programs

Total budget expenses for 2022= **\$950,911**

YTD budget gross expense = **\$271,949**

YTD actual gross expense = **\$194,033** a difference of **\$77,916**

**Charitable Number: 10671 8943 RR0001**

The \$77,916 expense program variance can be partially explained by the late start to programming in January which reduced spending on salaries, benefits, and materials and supplies. Other factors include delayed starts to the Teen, Junior Leaders and onsite Applegrove Connection programs. In addition, Applegrove did not accrue wages because 2021 fiscal is still not closed.

Applegrove Community Complex  
Year to date Statement of Operations  
For the periods ending 2022-04-30

	Admin		Variance	
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	94,013	108,246	14,233	13%
Benefits	23,909	31,584	7,675	24%
Materials & Supplies	154	1,294	1,140	88%
Furniture & Equipment	0	1,733	1,733	100%
Purchased Services	42,161	51,835	9,674	19%
<b>Total</b>	<u>160,238</u>	<u>194,691</u>	<u>34,454</u>	<u>18%</u>
<b>INCOME</b>				
Government Funding				
City of Toronto	217,058	217,056	(2)	0%
<b>Total Government</b>	<u>217,058</u>	<u>217,056</u>	<u>(2)</u>	<u>0%</u>
Others				
Misc.	(59)	0		
<b>Total Others</b>	<u>(59)</u>	<u>0</u>		
<b>TOTAL INCOME</b>	<u>216,999</u>	<u>217,056</u>	<u>57</u>	<u>0%</u>
<b>SURPLUS(DEFICIT)</b>	<u>56,762</u>	<u>22,365</u>	<u>(34,397)</u>	<u>-154%</u>

Applegrove Community Complex  
Year to date Statement of Operations  
For the periods ending 2022-04-30

	Program Total	Prg. Bud. Total	Variance	
			\$	%
<b>EXPENSES</b>				
Salary	116,183	144,723	28,540	20%
Benefits	23,855	33,231	9,375	28%
Materials & Supplies	35,558	60,200	24,642	41%
Furniture & Equipment	1,571	9,771	8,200	84%
Purchased Services	16,866	24,025	7,159	30%
<b>Total</b>	<b><u>194,033</u></b>	<b><u>271,949</u></b>	<b><u>77,916</u></b>	<b><u>29%</u></b>
<b>INCOME</b>				
<b>Government Funding</b>				
City of Toronto	91,574	88,155	(3,419)	-4%
Province of Ontario	17,875	17,567	(308)	-2%
Federal Government	37,384	25,859	(11,525)	-45%
<b>Total Government</b>	<b><u>146,833</u></b>	<b><u>131,581</u></b>	<b><u>(15,252)</u></b>	<b><u>-12%</u></b>
<b>Non-Government Funding</b>				
Charitable Organizations	466	2,064	1,598	77%
Foundations/Corporations	1,117	1,633	516	32%
<b>Total Non-Government</b>	<b><u>1,583</u></b>	<b><u>3,697</u></b>	<b><u>2,114</u></b>	<b><u>57%</u></b>
<b>Donations/Fundraising</b>				
Charitable Donations-individual	2,400	8,750	6,350	73%
Charitable Donations-Business	0	0	0	0%
Non-charitable Donations-Indiv.	1,025	0	(1,025)	0%
Non-charitable Donations-Bus,	0	0	0	0%
Fundraising	130	7,347	7,217	98%
<b>Total Donations/fundraising</b>	<b><u>3,555</u></b>	<b><u>16,097</u></b>	<b><u>12,542</u></b>	<b><u>78%</u></b>
<b>Others</b>				
User Fees	121,799	122,514	715	1%
Misc.	(618)	300	918	306%
<b>Total Others</b>	<b><u>121,181</u></b>	<b><u>122,814</u></b>	<b><u>1,633</u></b>	<b><u>1%</u></b>
<b>TOTAL INCOME</b>	<b><u>273,153</u></b>	<b><u>274,190</u></b>	<b><u>1,037</u></b>	<b><u>0</u></b>
<b>SURPLUS(DEFICIT)</b>	<b><u>79,119</u></b>	<b><u>2,241</u></b>	<b><u>(76,879)</u></b>	<b><u>-3431%</u></b>

**APPLEGROVE COMMUNITY COMPLEX**

**STATEMENT OF FINANCIAL POSITION**

April 30, 2022

	2022	2021
<b>CURRENT ASSETS</b>		
Cash	441,286	314,123
Short-term investments	145,791	145,102
Due from the City of Toronto - vacations payable	17,122	18,108
Accounts Receivable	24,759	5,470
Prepaid Expenses	5,781	5,713
	<u>634,738</u>	<u>488,515</u>
Long-term Receivable - City of Toronto	206,173	219,133
	<u>840,911</u>	<u>707,648</u>
<b>LIABILITIES, NET ASSETS AND RESERVES</b>		
<b>Current Liabilities</b>		
Due to City of Toronto	13,332	11,484
Accounts payable and accrued liabilities	104,199	75,288
Deferred contributions	76,024	6,930
City of Toronto working capital advance payable	10,871	10,871
	<u>204,425</u>	<u>104,573</u>
<b>POST-EMPLOYMENT BENEFITS PAYABLE</b>	206,173	219,133
	<u>410,598</u>	<u>323,706</u>
<b>Net Assets</b>		
Program funds	1,004	-
Parent/Child Drop-in	1,459	(2,374)
Afterschool	56,525	176,182
Teen program	15	-
Seniors programs	7,065	13,526
Summer programs	27,179	44,406
The Applegrove Connection	86	(397)
Prenatal (HOBG)	1,401	4,563
Neighbourhood Food Hub	(890)	-
Agency level funds	56,574	52,922
Program current period un-distributed	80,046	117,879
Admin current period	56,762	(22,765)
	<u>287,225</u>	<u>383,942</u>
	<u>697,824</u>	<u>707,648</u>
<b>Reserves</b>		
Operating	120,000	-
Infrastructure	15,000	-
Strategic plan	10,000	-
	<u>145,000</u>	<u>-</u>
	<u>842,824</u>	<u>707,648</u>

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee - Notes

May 18, 2022 at 7:00 p.m.

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Present: Hamdi Abdo, Pierre Bois, Shirin Karim, Vai Teng Law (Chair), Andre Riolo  
Staff: Susanne Burkhardt, May Seto (recorder)

#### 1. Welcome

Introductions were done for new members of the committee

#### 2. March Meeting Notes - no changes needed

#### 3. Activities & Events

##### a. All Candidates Meetings

Susanne provided an update on the two all candidates meetings held in partnership with Eastview Neighbourhood Community Centre, Don Valley Legal Services, Ralph Thornton Community Centre, Couth Riverdale Community Health Centre and the Neighbourhood Food Hub.

Applegrove hosted the virtual all candidates meeting on May 10 with 30 people, 4 candidates and moderated by Diane Buckner of Dragon's Den. Ralph Thornton hosted an in-person event on May 17 with 6 candidates, which was not well attended. The partners have debriefed and suggested that for the municipal elections this event should be at a farmer's market or other event where there are crowds. Although not as successful as hoped, it gave the candidates an opportunity to meet in person.

##### b. PastaFest

Susanne provided an update. PastaFest is a community intergenerational event that AG has hosted for many years. It is usually hosted at the Legion, with prizes, auctions, and food. It has not been held for 2 years due to COVID. Staff contacted the Legion and Food Hub to inquire about space and were informed that the Legion will give us free space. The tentative date is November 19.

##### c. Other - Summer Event, Board/Staff Event

At a minimum, a leadership group run movie night will be held at the Ashbridge Estate. We will be able to open it up more broadly in the community because there are no capacity limits.

The board/staff event was planned for December at the Food Hub but not take place due to the Omicron variant. Members suggested planning a summer event. The committee discussed the possibility of cooking together at the Food Hub (e.g. FoodShare workshop that also offers shared learning/professional development, or

other activity). Another suggestion was a social/fun event (e.g. Shamrock Bowl). Susanne will consult staff for ideas and feedback and report back.

#### 4. Board Orientation

The Personnel and Policy Committee is working on ways to provide information in smaller 'chunks' to make it easier to process. Activities will include an "Applegrove 101" presentation, City of Toronto presentation, OCASI webinar on non-profit governance, and inclusion of a 5-10 minute learning module at each board meeting.

#### 5. Diversity, Equity and Inclusion

##### a. Diversity, Equity and Inclusion (DEI) Assessment update

Vai provided some background information on the DEI assessment by the consultants, Lunaria. The assessment included surveys with leaders and staff, group interviews with leaders, core staff, and part-time staff (afterschool) and review of three documents. Vai and Susanne have been the key contacts for the consultants.

The findings were reviewed by the consultant with Vai and Susanne last week. The report unearths and highlights a number of issues, concerns and feelings. More thought and discussion is needed on how to process the information and present it to staff and board. There is not a lot of context in the report and it's important to consider this also when presenting.

Vai took the committee members through the first few sections of a high-level presentation of the findings and proposed DEI plan provided by the consultant. Committee members asked about what questions were asked in the survey and interviews, and whether the consultants provided recommendations for moving forward. Vai and Susanne did review the questions in advance, and the DEI Plan sets out recommendations and goals to work towards with a recommended schedule. It was noted that there is one staff member who sits on this committee, however they recently let Susanne know that they are unable to attend this and the next meeting.

The products provided by the consultant include the DEI audit report, DEI Plan for Applegrove and high-level summary presentation. Susanne will circulate these documents to the committee members, for discussion at the next meeting. It was suggested to establish a sub-committee to go through the report and to bring staff into that working group. In order to ensure that staff are aware that the assessment is complete and that follow up steps are underway, Vai will draft a letter from the committee to be circulated to all staff.

#### 6. Updates

##### a. Subsidy

May provided an update and shared that the new subsidy is being used for summer camp. Susanne shared that we discovered some gaps in the subsidy policy (ie., parent

going to school so no income prior year and someone's situation changing due to loss of a job). Susanne and May will review and recommend any necessary changes.

b. New logo & materials update

Susanne shared that Applegrove has finally received the new logo and materials so we can start printing new letterhead, envelopes, etc.

**7. Other Business - none**

**Next meetings:**

June 22

September 21

October 19

November 16

## APPLEGROVE COMMUNITY COMPLEX

### Strategy & Finance Committee – Notes

May 18, 2022 at 5:30 p.m.

Present: Simone Hodgson, Eadit Rokach, Moneca Yardley (Chair)

Staff: Jakub Bros, Susanne Burkhardt, May Seto (recorder), Monica Vela

1. Welcome
2. March 21 Meeting Notes  
No changes to meeting notes.
3. Finance
  - a. Audit status update  
Monica provided an audit update. Applegrove has provided all the necessary documents and samples and is waiting to hear back from the auditor
  - b. Balance sheet orientation  
Monica provided a detailed orientation to Applegrove's balance sheet, highlighting the structure of a balance sheet, the different sections, specific line items and Applegrove's current financial health status.
  - c. Draft capitalization policy  
Susanne provided an overview of the draft capitalization policy and highlighted the purpose of the policy and how it will be used at Applegrove. She has checked in with other AOCC Executive Directors to inform the policy.
4. Partnerships and Grants
  - a. Grants  
Jake has designed an updated and more flexible grant tracking tool in excel. The first tab shows all our grants by year and the second tab shows the number of successful and unsuccessful grants and success rate percentage. Susanne also shared that we are able to pull specific data for different years if needed.
  - b. Neighbourhood Food Hub  
Susanne shared that the Greenbelt Markets will join us at the May board meeting. There will be a tour of the Food Hub and then they will provide a presentation on the Neighbourhood Food Hub.
  - c. Don Summerville  
Susanne shared that the scholarship deadline has passed and there were only 2 applicants. The partners did a debrief and some possible reasons for low uptake

may be that the limited number of students among Don Summerville tenants and the April deadline, which coincided with exams for some. The partners may hold a second round of scholarships

**5. Organizational Planning - Deferred**

Susanne shared that we received the DEI report and due to the significance of this report recommended that the committee consider postponing strategic planning to the fall. Members agreed that this would make sense.

Susanne provided an update that the City continues to gather additional information on both potential locations, and that she will be having monthly update meetings about relocation with SDFA on a go-forward basis.

**6. Annual Committee Work Plan**

Susanne highlighted the annual committee work plan and will revise it to reflect the later start for strategic planning.

**7. Other Business**

a. DEI assessment update

Susanne shared that the report has been completed and the MOI committee will look at it at tonight's meeting.

b. CRM system update

Susanne gave some background on this for the new committee members. She reminded members that next steps will depend on whether information on the Parks, Forestry and Recreation provider is made available through a report to Council by July. If it is not, then Applegrove will move forward it's selected vendor, Amilia.

Next Meeting: June 15

# PROGRAM UPDATE

May 31, 2022

## EarlyON

- Staff continue to offer digital drop-in, Instagram live, recordings and check-in calls.
- Activities and programming going well and staff are excellent at implementing intentional programming
- Staff have shared that they plan to plant a three sisters garden that highlights the Indigenous culture. This includes beans, squash and corn. They have also brought in a fish tank to the program.
- Some days are very busy and some are quieter
- Uptake is slower than expected so staff are doing some targeted outreach
- Louise has started working on the floor again for 2 days a week and participants are happy to see her
- Louise is working to pack up equipment and supplies at the satellite EarlyON site to prepare for our move to the Food Hub in the summer.
- We currently have 2 Early Childhood Studies placement students from Ryerson doing their placement.

## Seniors

- The seniors program continues to be busy with both in-person and virtual activities. We are also working towards full participation and Nanor is doing outreach to increase the numbers.
- Nanor has revised her monthly calendar using canva which looks amazing
- Applegrove recently got invited to highlight our Peer Connect project at a Toronto Rotary Club meeting which they provided funding for.
- Seniors activities currently include movie matinees, walking, Spanish, cooking, social hour, and games.
- We received a small grant from Participaction to run a special event in June. Nanor plans to work with all Applegrove programs to get everyone active..
- We will be working with local seniors building to get the Food Champions project started which involves intergenerational work with youth and seniors. This project was funded by the federal government.
- We have 1 George Brown Social Services Worker placement student working with the program

## Afterschool

- The afterschool program is running smoothly.
- The parents have all indicated who is returning and we are now starting to make calls off the waitlist to fill spots for 2022-23 school year
- The Child and Youth Worker's last day was May 25 and we are looking to fill the position as soon as possible

## **Summer Camp**

- Summer camp registration continues. There are still spaces available in all weeks but some weeks are close to being full
- Our leadership program will also run 2 sessions this summer
- Summer camp hiring is almost completed. We are still looking to hire 1 Senior Counsellor as applications for summer positions have been slow.
- Summer staff will begin June 20 and do a 2-week training prior to the start of summer
- Summer Leadership will work with the Food Champions Project during the summer and run a social hour at one of the seniors' residences in July and plan for a community movie night in August.
- Applegrove worked with two other AOCCs (Ralph Thornton and Eastview) to apply to the City's Toronto Urban Health Fund. We were successful in receiving grant funds to run a LIT program for TCHC residents. This involves a 2-week training period for 13-17 year old youth and then placing them at each of our summer camps for a maximum of 5 weeks. Each youth will receive \$200 per week of participation. Youth can earn up to \$1200 for the summer.

## **Prenatal Program (Helping our Babies Grow)**

- Program is going well. Nothing new to report.
- A few women have graduated so Louise is doing outreach.
- Louise will also reach out to Toronto Public Health to see if they can return to do some workshops. They stopped because of COVID (redeployed to help with COVID demands).
- We are exploring the possibility of using a hybrid model for programming and hope to implement in the fall.

## **Youth Program**

- Not running currently but hope to start up again in October. The funds from TUHF will also support our youth drop-in program during the school year.

## **Income Tax Clinic**

- The clinic has finished and was another busy and successful year
- We offered in-person, drop off and virtual appointments. We found drop off appointments challenging and will likely not be doing this option in the future.
- The Clinic was staffed by Nanor, myself, one placement student and two volunteers
- We completed 120 returns and helped low-income seniors (62), individuals and families (58) get approximately \$55,000 in refunds.
- Other notable amounts we helped clients get back include \$50,000 in HST, \$89,000 for OTB, \$100,000 for CTB, \$3500 in OSHPTG
- Applegrove has also applied for a grant with the CRA to cover expenses such as paper, photocopying, envelopes, etc.
- Last year we applied for the same grant and was successful at receiving \$500

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**“TOGETHER, BUILDING OUR COMMUNITY”**

## Board of Management Meeting

May 31, 2022

### AGENDA

#### 8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of April 25 Board of Management Meeting (*attached*): to be accepted

#### 8:35

- D. Board Learning Snapshot (*attached*)

#### 8:40

- E. Personnel Committee (*May 16 notes attached*)
  - E.1. Board Self-Evaluation

Motion needed to discuss the next item in camera (without guests or staff other than the relevant staff), as it deals with confidential information.

- E.2. Management Performance Evaluation (*memo sent separately*)

Motion needed to return to the public meeting.

#### 8:55

- F. Executive Director's Report
- F. Correspondence and Information Received

#### 9:00

- G. Adjournment

### Next Meetings and Events

June 27	Board Meeting 7 p.m.
September 26	Board Meeting 7 p.m.
October 24	Board Meeting 7 p.m.
November 28	Board Meeting 7 p.m.



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## Minutes of the Board of Management Meeting April 25, 2022 – by Zoom video conference

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

Present: Michelle Aarts (pending Board member), Hamdi Abdo, Simone Hodgson, Shirin Karim, Vai Teng Law, Tim McNab (Chair), Sue Munn, Jim Valentine  
Regrets: Councillor Paula Fletcher, Eedit Rokach, Moneca Yardley  
Staff: Susanne Burkhardt, Jakub Bros, May Seto (recorder), Monica Vela

### 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 March 21 Board of Management Meeting

**MOTION** (Law/Abdo)

*To accept the minutes of March 21 Board of Management Meeting.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson – yes*

### D. Personnel and Policy Committee

Susanne provided an overview of the Personnel and Policy committee notes. She shared that management workload remains high and that the Finance Manager has had to accrue significant lieu time, but with Jake hired she will work with staff to take time off and build down this time. The committee completed Susanne’s Performance Evaluation and Susanne is working on completing the evaluations for other Management staff. The

Board self assessment is completed and results will come to the board. Members also discussed board orientation.

D.1. Breach of Privacy Protocol

Susanne provided an overview of the protocol, developed as the result of a recommendation that came out of the Privacy Impact Assessment done for the evaluation of the proposed CRM system. Susanne reviewed it with staff at the staff meeting today. Susanne reminded members that all staff are also required to complete privacy training through City portal.

**MOTION** (Law/Munn)

*To discuss the next item in camera, as it deals with confidential information.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

D.2. Staffing Model

See confidential notes

**MOTION** (Hodgson/Law)

*To return to the public meeting.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**MOTION** (Hodgson/Law)

*To return to the public meeting.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson – yes*

**MOTION** (Munn/Karim)

*To accept the Personnel and Policy Report*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**MOTION** (Law/Munn)

*To direct the Executive Director to pursue the proposed changes to the staffing model.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

**Executive Director's Report**

Susanne will be in touch with all the committees for upcoming meetings and with new members for Board Orientation. She shared that staff are having some growing pains with SAGE as well as the challenging audit. There are no updates on facility relocation.

**E. Correspondence & Information Received**

Nothing to highlight in the correspondence list provided.

**F. Adjournment**

The meeting was adjourned on a motion by Susan Munn, seconded by Vai Teng Law.

***Recorded Vote:***

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Law – yes*

*Abdo – yes*

*McNab – yes*

*Hodgson - yes*

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Chair

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Secretary

# Social Development, Finance & Administration (SDFA)

**Division at the City of Toronto that provides leadership and support to:**

- develop and implement a social inclusion and community safety agenda for the city
- foster safe and strong neighbourhoods and communities
- promote community engagement
- advance life skill opportunities for youth

**4 service areas:**

- 1) Community and Neighbourhood Development
- 2) Community Partnership Investment Program
- 3) Social Policy and Planning
- 4) Financial Management

# SDFA & AOCCs – Part of the Relationship Framework

- AOCCs are functionally aligned with the SDFA division
  - AOCC budgets are included within the overall SDFA budget
  - SDFA provides AOCCs with a City liaison
- The City liaison for AOCCs is the SDFA Director of Community Resources:
  - access point for reports and annual budget submission to Council
  - facilitates administrative relationship between the Board and City, including support by City units
  - ensures that AOCC programs and services are included in the City's strategic directions
  - acts as a resource and provides information
  - acts as a program advocate on behalf of the AOCCs as appropriate
  - first point of contact in the event of conflict between the Board and the City and their role is to negotiate a resolution if at all possible

*Note: The City Manager's Office remains responsible for governance issues, the relationship framework and Chapter 24 (Community Centres, in the City of Toronto Municipal Code)*



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## **Personnel and Policy Committee**

### **Draft Meeting Notes**

May 16, 2022 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn, Michelle Aarts

Staff: Susanne (recorder)

#### **1. Notes from March 21 Meeting**

The committee reviewed the notes. No changes are needed.

#### **2. Staffing**

##### *a. Hiring Report*

- Susanne presented the Manager of Office Business & Information Systems hiring report. It was confirmed that the posting was sent to the Board in January. The involvement of the Waterfront Neighbourhood Centre Manager of Business, IT & Volunteer Services in the second interview was valuable in assessing the IT aspects of the role. The position was filled as of April 11 and will be assessed prior to the end of the 1-year contract to determine if it is the right fit for the management team.

##### *b. Coordinator Positions*

Postings for the Child & Youth Coordinator and Adult & Seniors Coordinator were sent to Applegrove staff and the other AOCCs on May 12. Should this hiring round not fill both positions they will be re-posted externally. If one or both are filled internally it could create staffing gaps in other programs that would need to be filled quickly.

##### *c. Succession Planning*

- At its previous meeting, the committee initiated a discussion on succession planning for management and for the organization overall. As a starting point, Susanne followed up by circulating a document on succession planning form another AOCC. She will recirculate the document to the new committee members.

#### **2. Management Overtime & Workload**

Susanne reported that the workload has been high for some time due to numerous factors, particularly for the Finance Manager who has accrued lieu time that is approaching the limits of City policy. With the new manager in place things are starting to settle and she will work on a plan with the Finance Manager to reduce accumulated lieu and vacation time.

It has come to the attention of the AOCC Executive Directors that the City has implemented an additional 2.5% cost of living increase for non-union staff but the AOCCs have not received formal notification. If/when it is confirmed that this applies to AOCCs and the board has approved the 2021 performance evaluation results, Applegrove will implement it.

### 3. Performance Evaluation

#### a. Update

The City has still not launched its new performance evaluation program, so Applegrove will continue to use the format of the previous program.

#### b. Executive Director Performance Goals

- Susanne shared her 2021 performance goals that had been reviewed by the former committee with the new members, in preparation for a mid-term evaluation in June.

### 4. Board Orientation

#### a. Orientation Plan

The committee reviewed the draft orientation plan. It was recommended to also include short (5-10 minute) learning modules on key documents/topics at each board meeting. This would help provide information in smaller “chunks” and over time. Susanne prepared a slide deck for the Applegrove 101 presentation that ties in to the Board manual. If there is interest, a group of board members could watch the OCASI webinar together on Zoom, which would allow for discussion.

#### b. Board Manual

Susanne provided an overview of changes from last year’s manual, aimed at improving information flow and providing context with links to documents posted on Applegrove’s website. In the past hard copy manuals were provided but unless this is needed as an accommodation the approach go-forward will be to provide it in a digital format. Michelle will review the manual and provide feedback to Susanne.

### 5. Board

#### a. Board Exit Surveys

The committee reviewed the form – no changes needed. Jim will send it to Jean and Tim.

#### b. Board Self-Evaluation Results

The committee reviewed the results, with a focus on areas where results were least positive. Susanne will prepare a few summary slides for the next board meeting.

Recommended follow up actions are to:

- Continue to improve the orientation process
- Where relevant, reference key documents e.g. bylaws during board meetings to continually inform board members of their application to the board’s work
- Make a risk register summary more prominent at board meetings
- Ask board which stakeholders they would like to invite to board meetings

#### c. Board Development

Susanne informed the committee that the results of the Diversity, Equity and Inclusion Assessment have been received and are expected to inform the identification of board development priorities.

### 6. Policy

#### a. COVID-19

- Susanne reported that most staff are masking, and that other precautionary measures are still being practiced.

- She noted that Applegrove is one of three partners in a youth leadership program for TCHC youth, and that the question was raised of whether vaccination should be required of the participating youth, who would spend much of the program doing placements in other programs. Considerations flagged by the committee were:
  - What is the primary purpose of the program?
  - Are the youth first and foremost program participants or placements?
  - Would requiring vaccination bar access for a vulnerable community group?
  - Could accommodations could be possible.

Susanne will take this feedback back for discussion with the partners.

*b. Breach of Privacy Procedure*

- Susanne reported that since implementing the protocol, there have been two breaches of privacy at Applegrove and that both were managed using the protocol.

## **7. Work Plan**

*a. Annual Committee Work Plan*

The committee reviewed the work plan.

**Next Meeting** – June 20

# Summary of Results

## 2021 Board Self-Assessment Survey

- Anonymous Board self-assessment questionnaire sent out Feb. 14
- Completed by 5 board members
- 5 topic areas with total of 49 questions
- To be done bi-annually (with a shorter survey in the alternate years)

### Purpose:

To assess board performance and effectiveness in order to improve Applegrove governance practices. Opportunity for the board to learn about itself, celebrate what it does well and address areas in need of improvement.

## Are board member roles and responsibilities clear and supported?

Most roles and responsibilities are clear and supported e.g. new members are oriented, conflict of interest policy applied, legal filings are current, principles of diversity, equity, inclusion embedded in board policies and practices.

### ***Areas for improvement***

- New board members are trained about their financial and legal roles and responsibilities.
- Each board member has a manual that contains key information to conduct their roles
- Board bylaws are reviewed as needed and the board operates according to terms in the bylaws

## Does the board have the oversight it needs?

Oversight is in place in many areas e.g. with respect to program planning and evaluation, staffing and resources, training, personnel policies and processes, budgets, financial reports

### ***Areas for improvement***

- Applegrove does succession planning for key roles.
- Our board has good risk management policies and practices.

## How well has the board conducted itself?

The board has operated with a strategic plan, goals and priorities and that meeting agendas reflect these priorities

Some key governance job descriptions have been reviewed (e.g. committees)

Relationships with key stakeholders are reviewed, good stakeholder communication and reporting in place

## How well has the board done its job?

Members know what is expected of them, agendas are well planned, materials provided in advance and people come prepared

All members participate in discussions, different viewpoints are encouraged and all members support decisions made

The board assesses its composition and strengths, and assumes responsibility for director recruitment and orientation

### ***Areas for improvement:***

- Board members have some interaction with external stakeholders at board meetings (e.g. as guests) or between meetings
- Meetings are generally interesting but do not always include some fun

## Does the board have a clear and effective relationship with the Executive Director?

There is generally clear understanding on where the board's role ends and the ED's begins, there is good two-way communication and the board trusts the judgment of the ED

The board provides direction by setting and reviewing policies, and has discussed and communicated the information and detail it requires from the ED

The ED has been formally evaluated in the past 12 months.

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

From (Date Received)	Regarding	Action(s)
City Clerk (April 26, 2022)	Notice of special public meeting by Planning and Housing Committee on proposed City-Initiated Official Plan amendment 583 pertaining to updates to the environment and climate change policies of the Official Plan May 31, 9:30 a.m. Council Chamber, City Hall and by Video Conference.	R&F
City Clerk (April 26, 2022)	Notice of passing of Temporary Use zoning by-laws to temporarily ease zoning restrictions in Zoning Bylaw 569-2013 affecting outdoor patios that are ancillary to eating establishments in order to support physical distancing and economic recovery.	R&F
City Clerk (May 2, 2022)	Notice of application under the Planning Act to amend the Official Plan and Zoning Bylaw to permit an 8 storey mixed-use building with purpose-built rental housing at 1233-1243 Queen Street East and 77 Leslie Street.	R&F
City Clerk (May 5, 2022)	Notice of public meeting to be held by the Toronto and East York Community Council under the Planning Act re. request to amend the zoning Bylaw application no. 21 133179 STE 14 OZ for 46-48 Laing Street. May 26, 2022 at 10am, Council Chamber, Toronto City Hall and by videoconference.	R&F
City of Toronto (May 5, 2022)	Our Plan Toronto: Invitation to Participate The City is updating the Official Plan for Toronto 2051. Join the conversation and provide your input. To learn about upcoming virtual events visit <a href="http://www.toronto.ca/ourplan">www.toronto.ca/ourplan</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 508 and 510 Church Street as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a> by June 16.	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 235 Carlaw Ave. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 87 Boston Ave. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 360 and 400 Carlaw Ave. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 150 Carlaw Ave. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F

From (Date Received)	Regarding	Action(s)
City Clerk (May 19, 2022)	Notice of intention to designate the property at 401 Logan Ave. and 35 Dickens St. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 10 Busy St. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 19, 2022)	Notice of intention to designate the property at 320 Carlaw Ave. as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk at <a href="mailto:hertpb@toronto.ca">hertpb@toronto.ca</a>	R&F
City Clerk (May 24, 2022)	Notice of passing of Zoning Bylaw 451-2022 under the Planning Act with respect to the lands known as 489, 495, 499, 511, 519-529 and 539 King Street West.	R&F

*\*R&F = Receive and File*